

Agenda

Council Meeting
Wednesday 24 April 2024 at 7pm
Gisborne Administration Centre
40 Robertson Street, Gisborne

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1 ACKNOWLEDGEMENT OF COUNTRY

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

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

2 RECORDING OF LIVE STREAMING OF THIS COUNCIL MEETING

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

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

6 PETITIONS

6.1	PETITION IN RELATION TO THE KYNETON SHOWGROUNDS MASTER PLAN
Officer:	Lucy Olson, Senior Governance Officer - Council Business
Council Plan relationship:	4. Delivering strong and reliable government

Summary

A petition has been received from Robert Bakes a resident of Kyneton on behalf of 996 residents stating:

"Mayor and Councillors of the Macedon Ranges Shire Council, we the undersigned, petition Macedon Ranges Shire Council, as of Friday January 5th 2024, to reconsider the decision by the Council to adopt option 1. of the Showgrounds Master Plan to cut down ten mature elm trees for the expansion of netball facilities. We ask the Council to re-examine and adopt a version of option two which retains the elm trees, future proofs the netball project with the possibility of three courts instead of just two and, in addition, could make the expansion of facilities adjacent the lower oval a huge positive for a diverse range of sporting and recreational users."

Recommendation**That Council:**

- 1. Receives and notes the petition from Robert Bakes on the matter of the Kyneton Showgrounds Master Plan with 996 signatories;**
- 2. Notes that the petition has been circulated confidentially to all Councillors; and**
- 3. Notes that the Director Assets and Operations has provided a report responding to this petition for this meeting, listed as item AO.6 in the Council Meeting Agenda of 24 April 2024.**

7 DEPUTATIONS AND PRESENTATIONS TO COUNCIL

8 ADOPTION OF MINUTES

Recommendation

That Council confirms the minutes of the Scheduled Council Meeting of Macedon Ranges Shire Council held on 27 March 2024 and the Submitters Delegated Committee Meeting held on 21 February 2024, as circulated.

9 MAYOR'S REPORT**9.1 MAYOR'S REPORT - MARCH-APRIL 2024****Summary**

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

Recommendation

That Council receives and notes the Mayor's report.

Mayor's report

It has been a busy month with many events across the Macedon Ranges including the Autumn Festival, Easter break and school holidays. This has provided a great opportunity to welcome tourists and for our community to get out and about and enjoy many of the attributes our Shire has to offer. The Macedon Ranges also dug deep for the very important Royal Children's Hospital Good Friday Appeal. Totals across our townships reached nearly \$170,000. Thanks to our community for your generosity and support for this cause.

School Holiday Activities

Council hosted a range of activities and events for children and young people in the Macedon Ranges Shire throughout the April school holidays. This included Kids Creative Building Jam, dance sessions, learn to swim program, pool inflatable fun and various exhibitions. Lots of fun was had by all participants, while building an inclusive and active space for our youth.

Autumn Festival

The award-winning Autumn Festival returned this month, showcasing towns across the Macedon Ranges Shire through a range of trails, events, activities, and participating business specials. These included the Autumn Pie and Tart Trail (possibly the biggest in the country), Food and Drink Passport, Tipple Trails and the Edgy Veg Trail. Thank you to all the businesses that participated and to volunteers that enabled many events to take place. This festival has truly become a celebration of the Macedon Ranges, encompassing our beautiful environment, outstanding produce, and the rich arts and culture of our community. A big thank you goes to all the businesses, community groups, and artists who have come together to create a fantastic program this year for us all to enjoy.

Live and Local

It was exciting to introduce a new addition to this year's Autumn Festival. Live and Local was made possible by the generous support of Festivals Australia. The series kicked off at the Lancefield Mechanics Institute, with the talented Jarrod Shaw and The Whiskey Rogues. Local artists continue to perform in community halls across the Shire during the 2024 Macedon Ranges Autumn Festival. A total of 23 bands or singer/songwriters will have performed every Friday, Saturday and Sunday during April, with local wineries and food trucks showcasing regional produce.

Gisborne Bowling Club – Official Opening of the Synthetic Green

Councillors and the Hon. Mary-Ann Thomas MP attended the official opening of the synthetic green at the Gisborne Bowling Club on 5 April. The club raised a phenomenal \$172,436 for the project, demonstrating the commitment and hard work of club members. I would specifically like to acknowledge the dedication shown and time spent on the project by Bowling Club President, Russell Walker OAM. This project highlights successful partnerships across Council, the Victorian Government, and our community. This upgrade now allows participants to use the green all year round – It will also reduce ongoing green maintenance costs for the club as well as enable them to expand their usage.

I would like to take this opportunity to highlight some of the most recent happenings around the Shire.

Events and meetings

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

- 30th anniversary of the Gisborne Probus Club on 4 April
- Goldfields Library Corporation Transition Forum in Bendigo on 5 April
- Workspace Board Meeting in Bendigo on 11 April
- Romsey Town Centre Action Plan Workshop on 16 April
- Woodend Neighbourhood House 40th anniversary and Annual General Meeting on 16 April
- Local Government Working Group on Gambling Meeting on 17 April
- Mayoral Taskforce Supporting People Seeking Asylum Meeting on 17 April
- Lancefield Town Centre Action Plan Workshop on 18 April
- Kyneton Horticultural Society Autumn Flower Show on 18 and 19 April
- Malmsbury Fayre on Sunday 28th April
- Community meeting regarding the future use of Malmsbury Youth Justice Centre on Sunday 21 April

Congratulations

Harry Gatt from the Kyneton Municipal Brass Band. Harry represented the Macedon Ranges and the band at the Australian Brass Bands National Championships in Adelaide over Easter.

Olivia Hedge from Kyneton High School. Olivia won the SpaceBase Challenge 2023 claiming \$7300, for a project using satellite imagery to measure methane emissions on Earth. Olivia also received the Zonta Club of Kyneton 2024 Young Women in Public Affairs Award.

Current community consultations

- Early Years Workforce Plan 2024-29: A Victorian Government-supported workforce plan to support the roll out of pre-prep and the expansion of three-year old kindergarten. Council will seek feedback from those working in Early Childhood Education and Care (both Council-managed and privately managed services) across the Macedon Ranges Shire. This feedback will be gathered through targeted interviews and surveys. The plan is required to be submitted to the Department of Education by June 2024.

- Draft Kyneton Movement Network Study: This study aims to provide a strategic transport plan, providing recommendations to address current issues and cater to future demand. Submissions close 13 May 2024.
- Leasing & Licencing Policy: Council is reviewing its Leasing & Licencing Policy and inviting community feedback on the draft policy. Proposed changes and the draft policy are available on Council's website. Submissions close Tuesday 7 May 2024.

Mayor Death**Macedon Ranges Shire Council**

10 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF**10.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF - MARCH-APRIL 2024****Summary**

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

Recommendation

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

Record of meetings

Type of meeting	Councillor Briefing
Date and time	26 March 2024 9:00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Annette Death (Mayor) • Cr Jennifer Anderson • Cr Dominic Bonanno • Cr Rob Guthrie • Cr Geoff Neil • Cr Mark Ridgeway • Cr Christine Walker • Cr Bill West
Apologies - Councillors	<ul style="list-style-type: none"> • Cr Janet Pearce (Deputy Mayor)
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan (Chief Executive Officer) • Shane Walden (Director Assets and Operations) • Rebecca Stockfeld (Director Planning and Environment) • Maria Weiss (Director Community) • Adele Drago-Stevens (Director Corporate) • Sarah Annells (Manager Safer Communities) • Amy Holmes (Manager Community Strengthening) • Stephen Pykett (Manager Economic Development and Visitor Economy) • Rob Ball (Manager Strategic Planning and Environment)

	<ul style="list-style-type: none"> • Adele Hayes (Manager Statutory Planning) • Bob Elkington (Coordinator Economic Development) • Julius Peiker (Coordinator Community Development) • Lucy Olson (Senior Governance Officer) • Melissa Telford (Community Project Officer) • Seane Bawden (Business Development Officer)
Apologies officers	NIL
Presenters	<ul style="list-style-type: none"> • Steve Tinker - Telstra • Marcus Swinburne - Telstra
Items discussed	<ul style="list-style-type: none"> • Councillor & CEO Only Session • Review of Fireworks Clause in Community Local Law 2023 • Community Funding Scheme 2024 and Community Grants Policy • Telstra telecommunications update • Planning Matters • Final Agenda Review - Council Meeting 27 March 2024 • Other Business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Cr Guthrie declared a material conflict with 89 Ross Watt Road in Planning matters due to living opposite the site. Did they leave the meeting? Yes 11:47am – 11:51am
Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A

Type of meeting	Councillor Briefing
Date and time	9 April 2024 8:30am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Annette Death (Mayor) • Cr Janet Pearce (Deputy Mayor) • Cr Jennifer Anderson • Cr Dominic Bonanno • Cr Rob Guthrie • Cr Geoff Neil • Cr Mark Ridgeway • Cr Christine Walker • Cr Bill West

Apologies - Councillors	NIL
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan (Chief Executive Officer) • Shane Walden (Director Assets and Operations) • Maria Weiss (Director Community) • Adele Drago-Stevens (Director Corporate) • Sarah Annells (Manager Safer Communities) • Leila Anstice (Coordinator Environmental Health) • Isobel Maginn (Senior Strategic Planner) • Leanne Khan (Coordinator Strategic Planning) • Lucy Olson (Senior Governance Officer) • Cindy Stevens (Business Support Officer)
Apologies officers	<ul style="list-style-type: none"> • Rebecca Stockfeld (Director Planning and Environment) • Rob Ball (Manager Strategic Planning and Environment)
Presenters	NIL
Items discussed	<ul style="list-style-type: none"> • Councillor Only session • Councillor & CEO Session • Budget 2024/25 workshop 4 • Domestic Waste Water Management Action Plan and Audit Report • Gisborne Structure Plan - Response from Councillor Workshop 5 • Agenda Review – April Council Meeting • Other Business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	NIL Did they leave the meeting? N/A
Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A

Type of meeting	Councillor Briefing
Date and time	16 April 2024 9:00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Annette Death (Mayor) • Cr Janet Pearce (Deputy Mayor) • Cr Jennifer Anderson

	<ul style="list-style-type: none"> • Cr Dominic Bonanno • Cr Rob Guthrie • Cr Geoff Neil • Cr Mark Ridgeway • Cr Christine Walker • Cr Bill West
Apologies - Councillors	NIL
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan (Chief Executive Officer) • Shane Walden (Director Assets and Operations) • Rebecca Stockfeld (Director Planning and Environment) • Maria Weiss (Director Community) • Adele Drago-Stevens (Director Corporate) • Eng Lim (Manager Engineering and Resource Recovery) • Bill Pemberton (Coordinator, Resource Recovery) • Amy Holmes (Manager Community Strengthening) • Rob Ball (Manager Strategic Planning and Environment) • Adele Hayes (Manager Statutory Planning) • Jeet Dehal (Acting Manager Assets and Project Management) • Sarah Annells (Manager Safer Communities) • Allie Jalbert (Coordinator Local Laws) • Cindy Stevens (Business Support Officer)
Apologies officers	<ul style="list-style-type: none"> • Julius Peiker (Coordinator Community Development)
Presenters	NIL
Items discussed	<ul style="list-style-type: none"> • Councillor Only session – Romsey Structure Plan • Councillor and CEO Session • Capital Works Carry Forwards • Capital Works Monitoring Report • Draft Victorian Cat Management Strategy Consultation – Draft MRSC Submission • Confidential Item – Kerbside Waste Collection Tender • Confidential Item – Romsey Hotel – Electronic Gaming Application • Planning Matters • Special Charge Scheme for Infrastructure Works Review • Other Business

Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Cr West declared a material conflict of interest with the Romsey Structure Plan due to a family member owning property in the area. Did they leave the meeting? Yes 9:15am – 10:15am
Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A

11 DIRECTOR PLANNING AND ENVIRONMENT REPORTS

PE.1	DRAFT 2024/2025 EVENTS AND FESTIVAL GRANT GUIDELINES
Officer:	Nicole Pietruschka, Events and Filming Officer
Council Plan relationship:	3. Business and tourism
Attachments:	DRAFT Guidelines - Events and Festivals Grant Program - 2024 ↓

Summary

The 2024 Events and Festival Grant Program Guidelines have been prepared to provide a framework for the applicant and assessment of grants for events and festivals. The Guidelines are presented to Council for endorsement.

Recommendation

That Council adopts the Draft 2024/2025 Events and Festival Grant Program Guidelines.

Background

The Macedon Ranges Events and Festivals Grant Program is an annual program designed to support events and festivals within the shire through funding (\$75,000), in-kind services and venue hire of Council run facilities.

In 2019, consultants Urban Enterprise were engaged by Council to conduct a review of the 2019/2020 Events and Festival Grant Program. The final review and recommendations were adopted at the Ordinary Council Meeting 24 February 2020.

Discussion

There have been no changes to the Events and Festivals Grant Program Guidelines between the last approved version for 2023 and the current draft for 2024/2025.

The current guidelines continue to support the strategic goals of Council and are consistent with Councils Community Grant Policy.

Consultation and engagement

In 2019, a workshop was held to consult local event operators as part of the review process for the 2019/2020 Events and Festivals Grant Program.

Collaboration

The Events and Festivals Grant program runs alongside Councils Community Grants program.

Innovation and continuous improvement

Applicants from the previous year's program are encouraged to provide feedback in their outcome letter following Council's endorsement of the panel's recommendations.

No feedback was provided following the 2023 Events and Festivals Grant Program.

Relevant law

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

The Events and Festival Grant guidelines have a specific Access and Inclusion section which applications are scored against and a link for further information is provided to assist applicants to plan safe and inclusive events.

Relevant regional, state and national plans and policiesDepartment of Jobs, Skills, Industries and Regions (DJSIR)

Responsibility - Support the growth of Victoria's world-class event calendar.

Experience Victoria 2033

Alignment with Product Priorities

- Wellness
- Arts and Culture
- First Peoples
- Food and Drink
- Nature

Daylesford Macedon Destination Management Plan 2024-2029

Strategic Pillar – Arts and Culture

- A consistent high-quality events calendar, with seasonal large and small events, is missing.

Relevant Council plans and policies

This report's recommendations are supported by the following Council Plans and Strategies:

Council Plan 2021-2031

Strategic Objective 3 - Business and Tourism

Encourage economic vitality (including tourism, agribusiness, buy local and local employment options.

Support local industry sectors that align with our vision and strategies.

Support small business and the local economy.

Macedon Ranges Event Strategy 2021-2025

Strategic Objective 7 – Support the event industry through improved information, event processes, and capacity building.

Strategic Objective 8 - Improve access to support for community events.

Macedon Ranges Visitor Economy Strategy 2019-2029

Strategy 6 – Develop and grow the positive impact of events and festivals.

Macedon Ranges Arts and Culture Strategy 2018-2028

Strategic Goal 2 – Opportunities for all local people and visitors to participate in artistic and cultural appreciation and expression.

Strategic Goal 2 - Connect our community by interpreting and celebrating our region's stories.

Financial viability

The 2024/2025 Events and Festivals Grant program is budgeted for in this year's budget, with \$75,000 available.

Sustainability implications

N/A

Officer declaration of conflicts of interest

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

- (1) Financial viability
- (2) Sustainability implications
- (3) Officer declaration of conflicts of interest



**Macedon
Ranges**
Shire Council

Events & Festivals Grant Program 2024/2025

Guidelines



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Overview

Macedon Ranges Shire Council is proud to support the Events and Festivals Grant Program in recognition of the significant social and economic benefits to the shire.

The program is for groups and organisations seeking funding and/or in-kind support for events and festivals staged within the shire. The program has three different tiers to enable all events and festivals to apply depending on size, focus and complexity.

1.1 Program objectives

The objectives of the program support events and festivals that align with the priorities of the 2021-2031 Council Plan specifically:

- Healthy environment, healthy people, and
- Business and tourism.

Preference will be given to applicants that:

- Foster community development and contribute to health and wellbeing.
- Align with the vision and strategic directions of the Macedon Ranges Visitor Economy Strategy 2019-2029.
- Showcase the key branding pillars of the region.
 - Arts, culture and makers.
 - Nature and the outdoors.
 - Historic villages and rural landscapes
 - Food, wine and ferments
- Provide economic benefit to Macedon Ranges Shire through:
 - Visitation.
 - Overnight stays.
 - Increased visitor yield.
- Occur in locations and/or times of lower visitation.
- Demonstrate plans to become self-sustaining and less reliant on financial support from Council.
- Demonstrate plan to deliver events that are accessible and inclusive for participants.
- Demonstrate plans to minimise impact to environment and surrounding community.
- Can deliver a successful, safe and compliant event or festival.

1.2 Timeline

Applications open	29 April 2024 at 9am
Applications close	26 May 2024 at 11pm
Applications assessed by panel	June 2024
Recommendations to Council	July 2024
Grant recipients announced	July 2024
Event takes place	1 July 2024 – 31 December 2025
Grants acquitted	Within 8 weeks of event completion

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Eligibility

2.1 Eligible applicants

Events and festivals within the Macedon Ranges Shire and open to the public are eligible for funding.

Applications will generally be considered from:

- Creative, cultural, and sporting organisations.
- Private sector organisations.
- Not for profit organisations, including sporting, cultural and community that:
 - Are an incorporated body, cooperative or association.
 - Have an Australian Business Number (ABN) or can provide written advice from the Australian Taxation Office that no withholding tax is required from the grant payment.

Please note: If your group is not incorporated, you can still apply for a grant if you have an auspicing body.

2.2 What will be funded

- Assistance with the costs associated with securing, hosting, staging and marketing events and festivals.
- Innovative strategies to increase visitation to existing events, including event development and tourism marketing.

2.3 What won't be funded

The following list provides advice on what will not be funded through the program.

- Events staged outside of Macedon Ranges Shire.
- Private events that are not broadly accessible to the local community.
- Events and festivals on private land that have not determined potential restrictions and permit requirements with Council's Planning Department.
- Events that are not submitted by the application closure date.
- Applicants that have failed to acquit previous funding agreements. Applications that are incomplete or fail to meet criteria.
- Capital expenditure (the purchase of land, buildings, vehicles or building on privately owned land).
- Rental or lease of office space (event venue costs may be considered at the discretion of Macedon Ranges Shire Council).
- Events that are not held between 1 July 2024 and 31 December 2025 (except for multi-year agreements where subsequent event dates fall outside this date range).
- Projects or activities which:
 - Are religious or political.
 - Are discriminatory, sexist or disrespectful.
 - Ask for donations (fundraising).
 - Are the responsibility of other agencies (e.g. charities, government bodies).
 - Do not support responsible serving of alcohol.
- Recreational excursions, e.g. camps, holidays, tours.

- Catering.
- Debts.
- Permit fees.
- Competitions, gifts and prizes.
- Ongoing operational costs (core business) such as
 - Salaries (except for contract work)
 - Rent
 - Annual general meetings
 - Insurance
 - Utility costs

Macedon Ranges Shire Council reserves the right to exercise judgement on the appropriateness of funding eligibility criteria in respect to contentious, topical or contemporary issues or where the event may be perceived to be in conflict with Council objectives, plans, or the wider wellbeing of its residents.

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Council support

3.1 Event classification

The level of support available from Council is determined by the scale, focus and economic impact of the event. Events are classified into one of three tiers using the classification criteria below.

Tier	Classification
Tier 1 Signature Event	New, emerging or established events and festivals of significant scale that: <ul style="list-style-type: none"> • Are exclusive to Macedon Ranges Shire Council. • Have the capacity to attract intrastate and interstate visitation. • Are of state or regional significance. • Align with existing Macedon Ranges tourism branding and strengths. • Have the capacity to drive overnight stays and/or increase visitor yield in the region. • Are or have the capacity to become a signature event for the Shire. • Appeal to identified target markets for the region.
Tier 2 Regionally Significant Event	New, emerging or established events and festivals of medium to large scale events that: <ul style="list-style-type: none"> • Have the capacity to attract intrastate visitation. • Are of regional significance. • Have a broader reach and attract high community attendance. • Attract visitors outside the township where it is being held.
Tier 3 Community Event	Events and festivals of a small scale that: <ul style="list-style-type: none"> • Reinforce civic pride and community connectedness. • Are of significance to the local community.

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3.2 Funding

Funding is available as one-year or triennial agreements. Grant amounts are determined by the scope and capacity of the event.

Funding Agreement	Grant amounts
<p>One-year</p>	<ul style="list-style-type: none"> • Tier 1 – Up-to \$10,000 • Tier 2 – up-to \$6,000 • Tier 3 – Up-to \$2,000
<p>Triennial</p>	<p>Available to Tier 1 and 2 events that demonstrate strategies to increase visitation through event development and tourism marketing.</p> <p>Only one triennial agreement will be awarded to each of the tiers.</p> <p>Funding is available on a sliding scale reduced in increments over a three-year period.</p> <ul style="list-style-type: none"> • Tier 1 – Year 1 up-to \$15,000 Year 2 up-to \$12,000 Year 3 up-to \$10,000 • Tier 2 – Year 1 up-to \$10,000 Year 2 up-to \$ 8,000 Year 3 up-to \$ 6,000 • Tier 3 – Triennial funding not available

3.3 In-kind support

In-kind support is available to all tiers of the grant program. In-kind support allows for events and festivals to gain access to the following services that would normally come at a cost.

- Waiver of activity on a road permit fees.
- Assistance with the development of an event plan (this could include assistance with the development of a risk management plan or marketing plan).
- Bin hire (maximum three recycling stations which include):
 - general waste,
 - recycling,
 - glass, and
 - FOGO.
- Additional cleaning of public toilets.

Where in-kind support is sought, an Events and Festivals Grant Program application must be submitted. Requests for retrospective in-kind support will not be considered.

3.4 In-kind venue hire

In-kind venue hire is available to all tiers of the grant program. It allows events and festivals to gain access to council managed facilities and reserves that would normally come at a cost. In-kind venue hire does not include associated staffing costs, cleaning or additional equipment hire required for venue operations; these costs can however be applied for through the funding support tiers.

Applicants applying for in-kind venue hire must include supporting documentation from the appropriate council department proving venue availability and hire fees.

Where in-kind venue hire is sought, an Events and Festivals Grant Program application must be submitted. Requests for retrospective in-kind support for venue hire will not be considered.

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

- Hanging Rock Reserve.
- Kyneton Town Hall.

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Application

4.1 Application process

The application process consists of two parts:

1. Contact Nicole Pietruschka, Event and Filming Officer to determine eligibility to the program.

Nicole Pietruschka
T: (03) 5422 0333
eventsandfilming@mrsc.vic.gov.au

2. Submission of an application.

4.2 Submission requirements

To be considered for funding applicants are required to submit detailed information on the event, and address all assessment criteria.

- Details of the event, including description, purpose, date and location.
- Description of how the funding will be used.
- Attendance data:
 - For existing events, previous attendances, up to 3 years, including local, intrastate, interstate attendance.
 - For new events, projected attendance, including local, intrastate, interstate attendance.
- Economic impact details from independent studies (where available).
- Marketing Plans that include:
 - Specific details relating to tourism marketing that will be undertaken.
 - Description of target markets.
 - All proposed marketing activity and timelines.
- Details regarding how the event aligns with and supports the:
 - Macedon Ranges tourism brand pillars.
 - Strategic Plans of Macedon Ranges Shire Council 2019-2029.
 - 2021-2031 Council Plan.
- Details of financial management including:
 - Detailed revenue and expenditure budget demonstrating financial support beyond the Macedon Ranges Shire Council including, but not limited to State Government, regional and local tourism organisations and sporting, cultural, industry and community organisations.
 - Plans demonstrating future financial sustainability, independent of Council funding.
 - Quotes for goods and services the funding will be used for.
- Plans to minimise impact to environment and surrounding community.
- Demonstrated management capacity and plans to achieve a successful and safe event.

4.3 Assessment Criteria

Community and Stakeholder Engagement

To assess how the event engages with, and is supported by community, local business, traditional owner groups and other relevant stakeholders.

- **Engagement:** Identification of how event is supported by community and relevant stakeholders.
- **Involvement:** Demonstration of opportunities for community and relevant stakeholders to participate.
- **Community outcomes:** Demonstration of how the event delivers positive community outcomes in the shire.

Delivery

To assess the applicant's level of event planning and consideration to deliver a successful event. (Please see section 14. Supporting Documentation.)

- **Management:** Demonstrated ability to deliver a successful and safe event within timeframe.
- **Financial management:** Demonstration of sound financial management.
- **Marketing and communications:** Demonstrated plan for promoting event.
- **Accessible and inclusive:** Demonstration of measures taken to provide an accessible and inclusive environment.
- **Environmental sustainability:** Demonstration of measures put in place to minimise environmental impact.

Economic Benefits (Tier 1 and 2 events only)

To assess the events capacity to support the local economy, and fill gaps in the events calendar.

- **Attendance:** Anticipated number of attendees, including local and visitors from outside the shire.
- **Length of stay:** Demonstration of how the event will encourage overnight stays in the shire.
- **Events calendar:** Justification of how the event will add value to the events calendar.

Destination Awareness (Tier 1 and 2 events only)

To assess the event's effectiveness in growing brand awareness of the Macedon Ranges.

- **Brand alignment:** Demonstration of how the event aligns with the tourism brand pillars of the Macedon Ranges.
- **Target market:** Demonstration of how event will attract the target market (lifestyle leaders) and visitors from outside the shire.
- **Destination awareness:** Demonstrate how event will promote the Macedon Ranges as a tourism destination and encourage repeat visitation.

4.4 Assessment process

Eligible applications will be assessed against the criteria as well as supporting documentation submitted in their application. Applications that do not address criteria adequately will not be considered.

Once the panel has completed assessment the following process will be undertaken.

1. The panel will provide assessment recommendations to Council.
2. Recommendations will be considered for adoption by Councillors at Ordinary Council Meeting: 24 July 2024.
3. Adopted recommendations will be made publically available on the Council website.

Successful applicants will receive a letter of offer advising a grant is offered; on acceptance of the offer, a funding agreement will be provided.

4.5 Assessment Matrix

The Assessment matrix provides advice on how applications are scored against the criteria:

1. Evaluate the project against the criteria and score.
2. Add all values for total score.

Tier 1 and 2 Events

- **Score between 89-126** Recommended for funding.
Please note: Tier 1 events must score within this range to be recommended for funding at this level.
- **Score between 50-89** Possibly recommended for funding.
- **Score below 50** Not recommended for funding.

Tier 3 Events

Tier 3 events are not scored on 'economic benefit' or 'destination awareness' and thresholds for funding have been adjusted accordingly.

- **Score between 55-72** Recommended for funding.
- **Score between 30-55** Possibly recommended for funding.
- **Score below 30** Not recommended for funding.

Scoring Matrix

Criteria	Scoring Values	EXAMPLE EVENT
Community and Stakeholder Engagement	0, 3, 6, 9	Score
Support	<p>0 No demonstrated support by community or stakeholders.</p> <p>3 Minimal support demonstrated.</p> <p>6 Support demonstrated with evidence provided.</p> <p>9 Extensive support demonstrated with evidence provided.</p>	6
Involvement	<p>0 No opportunities for community/stakeholder participation.</p> <p>3 Minimal opportunities for community/stakeholder participation.</p> <p>6 Various levels of involvement for community/stakeholder identified.</p> <p>9 Various levels of involvement identified and working relationships already established with community/stakeholders.</p>	6
Community Outcomes	<p>0 No positive outcomes for community identified.</p> <p>3 Incidental positive outcomes identified.</p> <p>6 Targeted outcomes demonstrated.</p> <p>9 Targeted outcomes demonstrated across a broad spectrum of the community.</p>	7
Delivery	0, 3, 6, 9	Score
Management	<p>0 No considered planning undertaken.</p> <p>3 Limited planning undertaken.</p> <p>6 Draft event plans provided.</p> <p>9 Final event plans provided and demonstrated capacity to deliver event.</p>	9
Financial Management	<p>0 Council financial support only (this application), and limited costing provided.</p> <p>3 Additional financial support identified, and outline budget provided.</p> <p>6 Additional financial support secured and full budget provided.</p> <p>9 Financially viable with multiple sources of income secured and full budget provided.</p>	6
Accessible & Inclusive	<p>0 No measures demonstrated to deliver accessible and inclusive event.</p> <p>3 Limited measures demonstrated to deliver accessible and inclusive event.</p> <p>6 High level planning demonstrating accessible and inclusive event delivery.</p> <p>9 Proactive / goes above ordinary expectations to deliver an accessible and inclusive event.</p>	6
Marketing and Communications	<p>0 No marketing plan provided.</p> <p>3 Marketing plan provided, but with limited detail.</p> <p>6 Detailed marketing plan but limited messaging and content.</p> <p>9 Detailed marketing plan provided, including well developed messaging and content.</p>	9
Environment sustainability	<p>0 No demonstration of plans to reduce environmental impact and educate participants.</p> <p>3 Minimal demonstration of plans to reduce environmental impact and educate participants.</p> <p>6 Plans provided to reduce environmental impact and educate participants, which demonstrates how the event will achieve goals.</p> <p>9 Environmentally focused event with innovative plans around reducing impact and environmental education.</p>	6

Applicable to tier 1 and 2 events only		
Economic Benefits	0, 3, 6, 9	Score
Attendance	<p>0 Less than 50 participants.</p> <p>3 500 participants.</p> <p>6 2000 participants.</p> <p>9 5000 participants or more.</p>	7
Length of stay	<p>0 Single day event.</p> <p>3 Multi-day event.</p> <p>6 Single or Multi-day event with activities that encourage overnight visitation.</p> <p>9 Multi-day event that demonstrates innovative strategies to achieve overnight visitation.</p>	3
Events Calendar	<p>0 Event occurs in peak season and is not unique.</p> <p>3 Event occurs in peak season but is unique in its offering.</p> <p>6 Event occurs in quiet season, but is not unique.</p> <p>9 Event occurs in quiet season, and is unique in its offering.</p>	6
Applicable to tier 1 and 2 events only		
Destination awareness	0, 3, 6, 9	Score
Brand alignment	<p>0 Does not align with tourism brand pillars.</p> <p>3 Weak alignment with tourism brand pillars.</p> <p>6 Strong alignment with tourism brand pillars.</p> <p>9 Strong alignment with tourism brand pillars and demonstrates how this is a strength of the region.</p>	7
Target Market	<p>0 Appeals predominantly to local catchment (50km radius) only.</p> <p>3 Potential to attract visitation from outside the shire but not a focus of the event.</p> <p>6 Focus of the event is to attract tourists to the area, but does not necessarily appeal to the target market.</p> <p>9 Focus of the event is to attract tourists to the area. This is strongly demonstrated through marketing and event activities that appeal to target market.</p>	6
Destination Awareness	<p>0 No demonstration of how event will promote region.</p> <p>3 Minimal promotion of region outside the immediate event.</p> <p>6 Showcases the Macedon Ranges as a great place to visit.</p> <p>9 Strongly demonstrates how event showcases the Macedon Ranges as a place to visit and explore, actively promoting other experiences.</p>	5
TOTAL SCORE		89

4.6 Agreements

Successful applicants will be required to enter into a funding agreement with Macedon Ranges Shire Council to receive their grant. The funding agreement will include:

- Funding obligations and conditions.
- Acknowledgement conditions to recognise funding partners.
- Purpose for which the funding must be used.
- Reporting requirements that must be met by the funding recipient.

5. Conflict of Interest

All applicants will be required to declare any interests of which they are aware, which could reasonably raise an expectation of a conflict of interest or material interference with an application. These include financial or other interests that:

- Have been held
- Are currently held, or
- Will accrue.

Examples of financial or other interest include being a principal or key employee of a material professional adviser supplying services; and/or interests in contracts, trusts or other business arrangements.

Conflicts of interest can be actual, potential or perceived, and should be declared to ensure that any risks are managed. Detailed guidance can be found on the Victorian Public Sector Commission website in its Conflict of Interest Policy Framework – www.vpsc.vic.gov.au and in its eLearning guide on Conflicts of Interest.

6. Evaluation and Reporting

Successful applicants will be required to undertake a post-event evaluation; Council will provide this template with the funding agreement. Tier 1 and 2 events will also be required to conduct a visitor satisfaction survey provided by Council.

Post event evaluations and completed survey results will be required within eight weeks of the conclusion of the event.

Depending on the level of funding, events may be required to provide progress reports including financial summaries.

Triennial applications are subject to annual evaluation and review, successful grant recipients are expected to be financially self-sufficient by the end of year three.

7. Funding

Advance payments will be made in stages as long as:

- The funding agreement has been signed by both parties.
- Grant recipients provide reports as required, or otherwise demonstrate that the event is progressing as expected.
- Other terms and conditions of funding continue to be met.
- A valid tax invoice is received by Macedon Ranges Shire Council.

8. Privacy

Any personal information about applicants or a third party in an application will be collected by Macedon Ranges Shire Council. This information may be provided to Victorian Government bodies for the purpose of assessing your application. If you intend to include personal information about third parties in your application, please ensure they are aware of the contents of the privacy statement. Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.

Macedon Ranges Shire Council is committed to protecting the privacy of personal information. You can find Macedon Ranges Shire Council Privacy Policy online at www.mrsc.vic.gov.au. Enquiries about access to information about you held by Macedon Ranges Shire Council should be directed to the Customer Service department of Macedon Ranges Shire Council.

9. Code of Conduct for Child Safe Standards

If your event provides services or facilities specifically for children you will be required to meet Child Safe Standards.

The standards require organisations to have a code of conduct that establishes clear expectations for appropriate behaviour with children.

For information about the Child Safe Standards contact the [Department of Families, Fairness and Housing](#).

10. Important Information

Applicants must not assume they will be successful, or enter into commitments based on that assumption before receiving formal notification of the outcome of their funding application.

Applicants should not assume that initial success guarantees future success. All applicants are encouraged to plan for contingencies and consider other funding sources and options should their application be unsuccessful.

11. Links

Victoria Visitor Economy Strategy

https://djpr.vic.gov.au/_data/assets/pdf_file/0006/1340979/Visitor_Economy_Strategy.pdf

Macedon Ranges Visitor Economy Strategy

<https://www.mrsc.vic.gov.au/files/assets/public/live-amp-work/business-amp-economy/strategies-amp-plans-business/macedon-ranges-visitor-economy-strategy-2019-2029.pdf>

Victorian Guidelines for Planning Safe Public Events

[Victorian Guidelines for Planning Safe Public Events – 2018](#)

Macedon Ranges Events Strategy

<https://www.mrsc.vic.gov.au/files/assets/public/live-amp-work/business-amp-economy/strategies-amp-plans-business/strategy-final-macedon-ranges-events-strategy-2021-25-2021-04-29.pdf>

Grant skills and resources webinars

<https://www.mrsc.vic.gov.au/About-Council/Find-A-Grant/Grants-Skills>

Event planning resources and webinars

<https://www.mrsc.vic.gov.au/See-Do/Events/Running-An-Event/Event-planning-resources-and-webinars>

Victorian Government guidelines for making your documents, events and communications with disability groups as accessible as possible

<https://www.vic.gov.au/accessibility-guidelines-government-communications>

Planning Safe and inclusive events

<https://www.melbourne.vic.gov.au/sitecollectiondocuments/planning-safe-and-inclusive-events.pdf>

Zero Waste Event Guide

https://resources.reduce-recycle.com.au/bswwrrg/wp-content/uploads/2021/05/06001919/20633_BSWWRRG_ZeroWaste_Guide9-FINAL.pdf

12. Contact Information

Nicole Pietruschka

Events & Festivals Officer

npietruschka@mrsc.vic.gov.au

T: (03) 5422 0333

13. Council contacts for Events & Festivals

Macedon Ranges Shire Council officers can assist event and festival organisers with a range of services all year round. Fees may apply to some aspects of support.

All officers can be contacted by calling 5422 0333.

COUNCIL DEPARTMENT AND CONTACT	ASSISTANCE AVAILABLE
Community & Economic Development Arts & Events Events and Filming Officer	<ul style="list-style-type: none"> Event Notification Process Events & Festivals Grant Program Liaising with Daylesford Macedon Ranges Tourism regarding promotional opportunities Event Planning Filming
Tourism and Marketing Officer	<ul style="list-style-type: none"> Promoting tourism focussed events or festivals on the official tourism website and facebook page for the Macedon Ranges www.visitmacedonranges.com Promote event or festival at the Macedon Ranges Visitor Information Centres ie: in the monthly events calendar and on the events board
Cultural Development Officer	<ul style="list-style-type: none"> Audio visual and technical equipment hire or advice (small not for profit events and festivals only) Potential for inclusion in a monthly poster run to promote community events and festivals
Arts and culture venue hire Technical Supervisor	<ul style="list-style-type: none"> Book a Council hall (not parks, reserves and gardens)
Hanging Rock Hanging Rock Senior Ranger	<ul style="list-style-type: none"> Hanging Rock event enquiries and liaison
Open space and recreation Recreation and Liaison Officer	<ul style="list-style-type: none"> Book a Council managed park, reserve, garden and/or sports ovals.
Building Municipal Building Surveyor	<ul style="list-style-type: none"> Permits or advice for Temporary structures such as seating stands, marquees and stages. An Occupancy Permit for a Place of Public Entertainment (also known as a POPE)
Planning Planning & Building Liaison Officer	<ul style="list-style-type: none"> Place of Assembly Permits (may apply to events and festivals on private land) Information on Liquor Licence applications
Engineering and Resource Recovery Traffic and Road Safety Officer	<ul style="list-style-type: none"> Activity on a Road Permit Assess Traffic Management Plans to ensure they comply with legislation

COUNCIL DEPARTMENT AND CONTACT	ASSISTANCE AVAILABLE
<p>Operations</p> <p>Administration Officer</p> <p>Facilities Services Officer</p>	<ul style="list-style-type: none"> • For information on bins and rubbish requirements. • Hire of signage for the implementation of traffic management plans • Council maintained parks and gardens (mowing schedules, maintenance schedules) • Tree inspections for public parks and reserves • Requesting additional cleaning of public toilets
<p>Legal and Corporate Governance</p> <p>Risk and Insurance Officer</p>	<ul style="list-style-type: none"> • Advice on risk management • Public liability insurance
<p>Communications</p> <p>Online Communications Officer</p>	<ul style="list-style-type: none"> • Local promotion of community events and festivals
<p>Regulatory Compliance</p> <p>Coordinator Health</p>	<ul style="list-style-type: none"> • Food Traders permit, temporary or mobile food stall registration • Council's smoke free policy
<p>Emergency Management Coordinator</p>	<ul style="list-style-type: none"> • Advice on Emergency Management Plans • Advice on potential emergency related risks of events and festivals
<p>Local Laws Coordinator</p>	<ul style="list-style-type: none"> • Community signage (community events and festivals only) • Advice on ways to reduce impact of noise generated by the event and festival • Parking arrangements • Raffle Tickets • Firework

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14. Supporting Documentation

To assess the applicant's ability to deliver a successful and safe event the panel will examine event documentation. Please see section **4.3 Criteria for Assessment** under 'Delivery'.

Below are some example of documentation that can be provided to demonstrate ability to deliver the event.

Management

- Council 'Proposed Event Notification Form'.
- Public Liability Insurance.
- Evidence of the status of approvals, permissions, notifications, permits etc
- Event Management Plan.
 - Event details.
 - Aims & outcomes.
 - Contacts.
 - Key tasks.
 - Production schedule/timelines/run sheets.
 - Consultation & notification plans.
 - Budget.
 - Venue & site plans.
 - Traffic, transport & parking plans.
 - Event program.
 - Permits, permissions, licences.
- Emergency Management Plan.
 - Emergency management structure & communication plan.
 - Evacuation procedure.
 - First aid medical plan.
 - Crowd control & security.
 - Weather monitoring & response.
 - Gas Safety Plan.
 - Event contingency or postponement plan.
 - Emergency contact lists.
- Risk Management Plan.
 - Faulty electrical equipment (stalls, hall, food, vendors).
 - Slips, trips and falls.
 - Manual Handling.
 - Separation of pedestrians and vehicles
 - Unattended bags.
 - Lost children.
 - Loud music/noise.
 - Inclement weather.
- COVIDSafe Event Plan

Financial Management

- Detailed revenue and expenditure budget.
- Financial sustainability independent from Council Support.
 - Provide a long-term strategic plan.
 - Increase revenue by charging an entry fee, raising ticket prices or introducing a participation fee for stallholder/suppliers.
 - Seek further sponsorship/grants.

Marketing & Communications

- Marketing & Communications Plan:
 - Council's Tourism Unit manages the official tourism website for the Macedon Ranges www.visitmacedonranges.com.
 - Online events calendar on Council's website www.mrsc.vic.gov.au.
 - Community newsletters to find out about advertising and editorial opportunities.
 - School newsletters will accept public notices.
 - Promote in Council's regular e-newsletters (Business, Youth, Arts & Culture, Environment, and Recreation).
 - Local newspapers offer a community guide or calendar feature where local events and festivals can be listed each week.
 - Social media and online campaigns.
 - Community signage boards.
 - Display information at the Macedon Ranges Visitor Information Centres and list your event or festival in the monthly events and festivals calendar.
 - Daylesford and Macedon Ranges Explore <http://dmrexplore.com.au> is an online e-travel guide where events and festival can be promoted.
 - List your event and festival at Australia Tourism Data Warehouse www.atdw-online.com.au (this was previously Events Victoria).
 - Daylesford Macedon Tourism (DMT) <http://dmrtourism.com.au/>.

Accessible and inclusive

- Accessible event checklist.
Example - Disability Access Consultants [Accessibility in Public Events and Concerts Checklist](#)
- Site plan demonstrating:
 - Ease of access and movement;
 - Sufficient bathroom facilities including access and gender neutral bathrooms; and
 - Signage.
- Various ticket pricing including discounted tickets for children, seniors and concession holders free tickets for registered carers.
- Code of conduct demonstrating that event will provide a safe harassment-free experience for everyone, regardless of gender and gender identity, age, sexual orientation, disability, physical appearance, body size, race, or religion.

Environment

- Waste Management – Recycle, Reduce and Re-use Strategy.
 - Minimise single use plastic (plastic bags, bottles, cups, plastic straws etc.)
 - Set up recycle and compost stations.
 - Set up wash stations
 - Promote your commitment to environmental sustainability.
 - Provide re-useable cutlery and crockery.
 - Choose biodegradable tableware and decorations.
 - Use digital media such as social media to promote event or festival.
- Green travel options
 - Encourage public transport, car-pooling and shuttle buses.

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12 CHIEF EXECUTIVE OFFICER REPORTS

Nil

13 DIRECTOR CORPORATE REPORTS

COR.1	CONTRACTS TO BE AWARDED AS AT APRIL 2024
Officer:	Corinne Farley, Coordinator Contracts
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

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

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

Recommendation

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

1. C2024-63 Internal Audit Services**Background information**

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

Opportunity to review delegated authority

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

C2024-63 Internal Audit Services

This contract replaces the existing contract which is due to expire in July 2024. This contract will assist Council to ensure that its operations are undertaken in a compliant and accountable manner with an emphasis on internal control, risk management and practical operational improvement.

The CEO has delegated authority to award this contract.

Consultation and engagement

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

Collaboration

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

Innovation and continuous improvement

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

Relevant Law

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

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

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

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

Financial viability

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

Sustainability implications

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

Officer declaration of conflicts of interest

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

COR.2	INSTRUMENTS OF APPOINTMENT AND AUTHORISATION
Officer:	Fiona Lang, Governance Officer
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Instruments of Appointment and Authorisation ↓

Summary

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

In addition, Council is required to revoke any appointments for authorised officers who are no longer employees of Council.

An Instrument of Appointment and Authorisation is required for three officers as they have recently commenced employment with Council.

In addition, an Instrument is required to be revoked as the authorised officer no longer works for Council.

Recommendation

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

- 1. The Instrument of Appointment and Authorisation of Abdullah Jama be revoked;**
- 2. Council officers named in the Instruments of Appointment and Authorisation provided at Attachment 1 be appointed and authorised;**
- 3. The Instruments of Appointment and Authorisation come into force upon signing and remain in force until Council determines to vary or revoke these; and**
- 4. The Instruments of Appointment and Authorisation at Attachment 1 be signed.**

Background

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

Discussion

The following officers are required to be authorised officers under the *Planning and Environment Act 1987*:

- Chen Gao, Statutory Planning Officer
- Brandon Zappia, Statutory Planning Officer
- Adele Hayes, Manager Statutory Planning

The Instrument of Appointment and Authorisation for the following officer is to be revoked as they are no longer employed by Council:

- Abdullah Jama, Statutory Planning Officer

This will be achieved with the revocation of the previous Instrument of Appointment and Authorisation that authorised this person.

Consultation and engagement

Not applicable

Collaboration

Not applicable

Innovation and continuous improvement

Not applicable

Relevant law

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

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

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

Relevant regional, state and national plans and policies

Not applicable

Relevant Council plans and policies

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

Financial viability

Not applicable

Sustainability implications

Not applicable

Officer declaration of conflicts of interest

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



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

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

Chen Gao – Statutory Planning Officer

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

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

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 24 April 2024

Signed:

Mayor, Councillor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Brandon Zappia – Statutory Planning Officer

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

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

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 24 April 2024

Signed:

Mayor, Councillor

Date:

Signed:

Chief Executive Officer

Date:



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

In this instrument "officer" means -

Adele Hayes – Manager Statutory Planning

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

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

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 24 April 2024

Signed:

Mayor, Councillor
Date:

Signed:

Chief Executive Officer
Date:

14 DIRECTOR COMMUNITY REPORTS

COM.1	ROMSEY ELECTRONIC GAMING MACHINE APPLICATION
Officer:	Maria Weiss, Director Community
Council Plan relationship:	2. Healthy environment, healthy people
Attachments:	<ol style="list-style-type: none"> 1. Romsey Hotel Social and Economic Impact Assessment (SEIA) (under separate cover) ⇒ 2. Romsey Community Survey Summary Report ↓ 3. Peer Review of Research Paper (under separate cover) ⇒ 4. Submissions Log - Confidential

Summary

This report presents for approval, Councils proposed submission to the to the Victorian Gambling and Casino Control Commission (VGCCC) in relation to Romsey Football and Netball Club's application for 50 Electronic Gaming Machines (EGMs) at Romsey Hotel, 90-94 Main Street, Romsey.

Recommendation**That Council:**

1. **Notes that an independent Social and Economic Impact Assessment, supported by a community survey to the Romsey township, demonstrated a net detriment to the community based on the application submitted by the Romsey Football and Netball Club for 50 Electronic Gaming Machines at the Romsey Hotel, 90-94 Main Street, Romsey.**
2. **Opposes the Romsey Football and Netball Club's application for 50 Electronic Gaming Machines at the Romsey Hotel, 90-94 Main Street, Romsey.**
3. **Approves the attached documents to form the foundation of Council's submission to the Victoria Gambling and Casino Control Commission in relation to the above application, by April 2024**

Background

The VGCCC is responsible for deciding on applications for the installation of EGMs in Victoria.

Council was notified by the VGCCC of an application for 50 EGMs at Romsey Hotel on Monday 26 February 2024. This notification triggered the commencement of statutory timelines - under the *Gambling Regulation Act 2003*, Council has 60 days from receipt of this notification to deliver its submission in relation to the application, Council's submission must be received by the VGCCC by close of business, Friday 26 April 2024. The application will then be considered by the VGCCC at a hearing commencing 21 May 2024.

The Romsey Hotel, located at 90 Main Street, Romsey, has been closed since 2017, after a previous application for the installation of EGMs at the location was refused in November

2009. The ongoing closure of the site has anecdotally been a source of frustration for some community members seeking local venues to attend.

The current application to be considered by the VGCCC includes a two-year management agreement for the operation of the venue and proposes a \$10 million renovation to the Romsey Hotel site (including a café/lounges, bistro, sports bar, playroom, outdoor spaces, and functions room), the installation of 50 EGMs and the establishment of a Community Chest.

There are three EGM operators located in the Macedon Ranges, with a combined total of 103 EGMs within the shire. A Ministerial Order dated 20 September 2017 caps the “*maximum permissible number of gaming machine entitlements under which gaming may be conducted in the region determined under section 3.45A.5(3A)*” for Macedon Ranges Shire at 355 EGMs.

In 2022/23, EGMs generated a total loss of \$9,089,731 within the Macedon Ranges, which can also be understood as;

- each EGM generated on average \$88,250 in losses in that year.
- each day, on average \$24,903 was lost.
- losses were equivalent to \$225 being lost by every adult in the shire in that year.

In 2009 Council endorsed the Electronic Gaming Machine (Pokies) Community Policy. Much has changed in the 15 years since that policy was endorsed, and an updated draft Preventing Gambling Harm policy was released for community consultation in March 2024. The outcomes of this will be presented for Council consideration in May 2024. Changes in the policy have considered a public health approach, including:

- A dramatic rise in poker machine losses across the country, causing significant gambling harms in the community.
- A significant increase in community members participating in online and sports gambling, which is also responsible for increased gambling harm in the community.
- New research has provided insights into how the gambling industry strategically designs products and advertising to maximise their profits, thereby increasing gambling harms.
- Local governments are now adopting a public health approach to inform their gambling harm prevention policies.

Additionally, Council’s Municipal Public Health and Wellbeing Plan 2021-2025 has nominated preventing harm from gambling as a priority. As a result, Goal 4 of the plan is articulated as a *community that strives to reduce harm resulting from gambling, tobacco, alcohol and other drugs*.

Discussion

Council’s submission to the VGCCC will include the following documents:

1. **Social and Economic Impact Assessment (SEIA) (Attachment 1)**

Independent consultants SGS Economics and Planning were engaged by Council to produce a SEIA. The assessment demonstrates that the Romsey Football and Netball Club’s proposal to install 50 Electronic Gaming Machines (EGMs) at Romsey Hotel would have a net detriment of 0.66.

2. Romsey Community Survey Summary Report (Attachment 2)

To further inform Council's submission, feedback was sought from the Romsey community, as to how they perceived the application. A survey of all eligible voters aged 18 years and over who reside in Romsey and/or within five kilometres of the Romsey Hotel was conducted via independent company Insync. The results demonstrate that 60.36 per cent of respondents believe 50 electronic gaming machines in the Romsey township will have a negative impact on the broader community and 59.93 per cent of respondents did not support the application.

3. Peer review of research paper (Attachment 3)

Independent consultants ORIMA were engaged to undertake a peer review to determine the validity of a research report included in the Romsey Hotel EGM application, titled Romsey Hotel Development Community Survey 2023 - Taverner Research Group.

4. Submissions log (Attachment 4)

While Council instructed interested parties to lodge their own submissions directly with the VGCCC, 87 submissions were received by Council. From these, 15 were in favour of the application and 72 were in opposition. These have been compiled into a submissions log. Council has contacted all submitters to confirm their permission to share with the VGCCC - 62 consented for their submissions to be made public, six did not, and a further 19 did not respond (with these being excluded).

Consultation and engagement

A survey was delivered to eligible voters in Romsey by Australia Post from Friday 15 March, with an option for electronic and postal responses. The 2020 Council Electoral Voters role was used to develop the mailing list. In total 4,027 surveys were posted. However, given that individuals may have moved into the area, or turned 18 years old over this time, an option was provided for anyone who did not receive a survey in the mail to contact Council. Details of voters 'opting in' were reviewed and verified, with additional survey's provided to individuals as required. In total 38 people who did not receive a survey in the mail had their eligibility verified and were provided a survey on request. The survey closed on Friday 5 April, with postal surveys accepted until Tuesday 9 April to allow for mail delays.

Collaboration

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

Innovation and continuous improvement

Council officers sought expert legal advice from Maddocks regarding Gambling Regulations and Privacy Legislation. Through a competitive procurement process, independent consultants SGS Economics and Planning were engaged to prepare the SEIA, and Insync Surveys Pty Ltd to undertake the community survey.

Relevant law

- In accordance with the *Gambling Regulation Act 2023*, any owner of premises seeking to be approved as suitable for gaming must apply to the VGCCC. The Commission must notify the relevant local Council and provide the opportunity for that Council make a submission in response to the application on behalf of their local community. Under the Act, the VGCCC cannot approve an application unless it is satisfied that '*the net*

economic and social impact of the proposal will not be detrimental to the wellbeing of the community of the municipal district.

- The Local Government Act 2020 states that “*The role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.*”
- Legal advice was sought from Maddocks Lawyers in relation to the distribution of the Romsey community survey in line with Privacy legislation.
- In accordance with the Gender Equality Act 2020, a Gender Impact Assessment has been conducted in relation to the subject matter of this report. The findings of this are summarised below:
 - The development of the social and economic impact assessment considers intersectionality, and how the proposed application for the installation of EGMs may impact individuals.
 - Research into gambling related harm has predominantly focussed on young males who are seen as the most likely to engage in gambling behaviour. As such, the needs, access issues and challenges faced by women are not as well understood and can be based on gender-based assumptions. There is a growing issue of gambling exposure and normalisation amongst young women.
 - The impact of gambling harm is compounded amongst people with co-existing mental health difficulties, Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, people with a disability, LGBTQIA+ and veterans.

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

- Electronic Gaming Machine (Pokies) Community Policy (2009)
- Municipal Public Health and Wellbeing Plan (2021-2025) - Goal 4 of the plan is articulated as *a community that strives to reduce harm resulting from gambling, tobacco, alcohol and other drugs.*

Financial viability

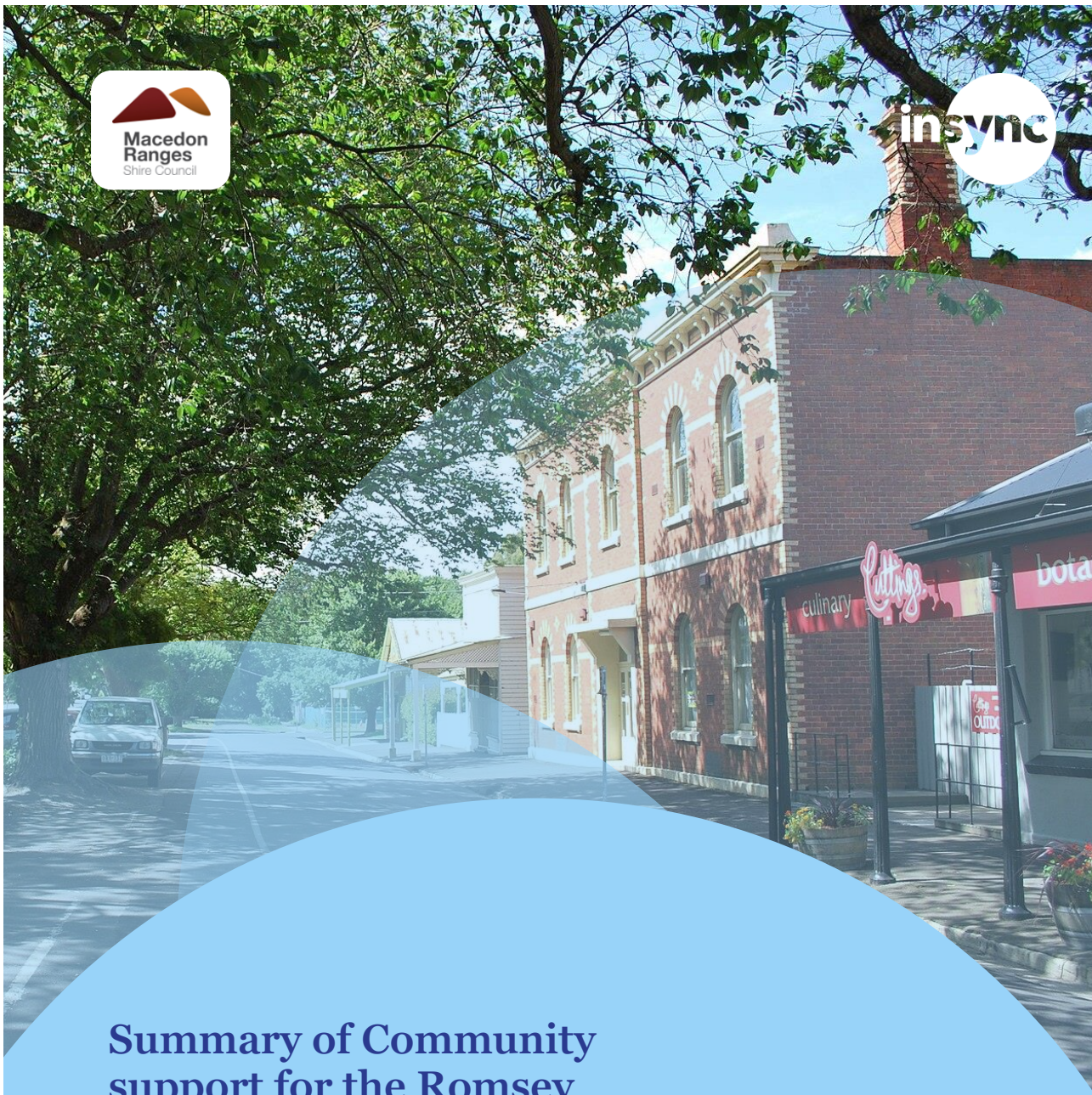
The development of the Social and Economic Impact Assessment, survey and related activities, such as legal advice, has cost approximately \$92,000 to date, and is outside of Council’s original approved 2023/24 Budget. The additional budget allocation was presented to Councillors for endorsement during a mid-year budget review in February 2024.

Sustainability implications

There are documented studies on the negative social implications to the health and wellbeing of the community-based resulting from gaming and gambling harms.

Officer declaration of conflicts of interest

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



Summary of Community support for the Romsey Hotel VGCC application

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April 2024

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Success. Mapped.



Executive summary

The report presents the key findings from a study designed to assess community sentiment to the Romsey Hotel (90 Main St Romsey) redevelopment and community contribution given it includes the installation of Electronic Gaming Machines (EGMs). The findings of this research are also intended to provide Macedon Ranges Shire Council with an understanding of community sentiment towards the anticipated net impact of EGMs on the individual and the broader Romsey Community.

Research objectives

The objectives of this study were to gain an understanding of:

- the anticipated net impact of the 50 EGMs in the Romsey township on the individual resident
- the anticipated net impact of the 50 EGMs in the Romsey township on the broader community
- the level of support for the application of the Romsey Hotel redevelopment and community contribution given it includes the installation of 50 EGMs
- sentiment by self-reported financial situation

Target population

All residents, aged 18 and over, as recorded by the 2020 VEC electoral role residing in Romsey and/or within a 5km radius of the Romsey Hotel (90 Main St, Romsey) were invited to participate in the Survey.

Key findings

Analysis revealed the following key themes:

The anticipated net impact of the 50 EGMs in the Romsey township on the individual resident

Most selected the option 'Mostly Negative impact' (47.68%) when responding to the question 'What overall impact will the 50 electronic gaming machines in the Romsey township have on you?'. This was followed by 'Mostly No impact' (31.16%), while approximately a fifth (21.16%) nominated 'Mostly Positive impact'.

The anticipated net impact of the 50 EGMs in the Romsey township on the broader community

Responses to the anticipated net impact of the 50 EGMs on the broader community revealed a more binary response. Most selected the option 'Mostly Negative impact' (60.36%), followed by 25.55% selecting 'Mostly Positive impact', with the remainder (14.08%) selecting 'Mostly No impact'. Further, more respondents anticipated a negative net impact on the community (60.36%) than themselves (47.68%) and less likely to have no net impact (14.08% vs 31.16%, respectively).



The level of support for the application of the Romsey Hotel redevelopment and community contribution given it includes the installation of 50 EGMs

Reported levels of support for the application were again quite binary with a very small percentage of 'Not sure' (2.55%). Almost 60% (59.93%) selected the option 'No, I do not support the application'. This was followed by 37.52% electing 'Yes, I support the application'.

Sentiment by self-reported financial situation

When residents described their financial situation, most respondents noted their financial situation to at least have 'a little left over for extras' (30.48%) followed by 'live comfortably' (29.20%). A quarter of respondents nominated 'prefer not to say' (25.12%).

Response pattern

When answering the 3 survey items related to the 50 electronic machines and support for the application, respondents had 4 main response patterns (at least 10% occurrence). The most common pattern identified (47.15%) comprised anticipated net impact of the 50 electronic gaming machines to have a 'Mostly Negative impact' on *themselves*, the *broader community* and did not support the application.

Net impact on the individual by recorded support for the application

Responses between the anticipated net impact of the 50 electronic gaming machines and support for the application was mostly consistent. Respondents who noted a 'Mostly Positive impact' (n=314) on them mostly supported the application (96.50%), and similarly, almost all respondents that anticipated a 'Mostly negative impact' (n=710) on themselves did not support the application (99.58%).

When it came to 'Mostly no impact' (n=462), results were varied with the majority opting to support the application (54.98%).

Anticipated impact on the broader community by support for the application

Responses between the anticipated net impact on the broader community by support for the application were more binary. Respondents who anticipated a 'Mostly Positive' impact (n=380) or 'Mostly No impact' (n=208) supported the application (96.05% and 83.17%, respectively). Those who anticipated 'Mostly Negative' impact (n=900) predominately did not support the application (96.44%).

Support for the application by self-reported financial situation

Respondents who identified as 'Living comfortably' (n=435) were slightly more likely to support the application (51.03%) than not. Other respondents, regardless of financial situation (i.e., meeting basic expenses with a little left over, just meet basic expenses, don't have enough to meet basic expenses, and prefer not to say) were less likely to support the application.



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1. Overview

This report presents an examination of the anticipated net impact of Electronic Gaming Machines (EGMs) on both the individual and the broader community, as well as an assessment of the community's support for the proposed redevelopment of the Romsey Hotel and the community contributions given that includes the installation of 50 EGMs. The research was conducted through a rigorous survey methodology, the details of which are outlined in this report.

1.1. Background

In January 2024, the Macedon Ranges Shire Council commissioned a comprehensive study to assess community support for the redevelopment of Romsey Hotel and the community contributions given that it includes the installation of 50 EGMs. The primary objective of this research was to identify the anticipated net impact of the proposed 50 EGMs on both the individual and the broader Romsey community.

The study was designed to provide Macedon Ranges Shire Council with an incisive understanding of the anticipated net impact of the intended EGMs and the Romsey Hotel's application that includes a redevelopment of the Hotel and community contributions given that it includes the installation of EGMs. This information is intended to serve as sound evidence for the upcoming hearing before the Victorian Gambling and Casino Control Commission (VGCCC).

1.2. Research objectives

The following research objectives served as a roadmap in the design and conduct of this project.

To develop a better understanding of:

- the anticipated net impact of the 50 EGMs in the Romsey township on the individual resident
- the anticipated net impact of the 50 EGMs in the Romsey township on the broader community
- the level of support for the Hotel redevelopment and community contributions given that it includes the installation 50 EGMs
- whether anticipated net impact of EGMs and the Romsey Hotel application differ according to self-reported financial situation

1.3. Other pertinent information

The research study faced several limitations, which are important to acknowledge:

- The study invited all residents 18 years or over who are registered on the 2020 Victorian Electoral Commission (VEC) electoral role residing in Romsey and/or within a 5 km radius of the Romsey Hotel to respond to the self-administered survey. Given that the VEC role was published in 2020, it did not capture eligible residents who have turned 18 since then, nor did it capture people who have moved



into the area. To mitigate this design limitation, options were provided for eligible residents to contact Council and receive a registered allocated vote to participate.

- Accessibility was a major consideration in the design of this study. To appeal to a broad respondent base with differing experiences with surveys and technology, eligible respondents could respond via a paper survey or secure online survey. Reply-paid envelopes addressed directly to Insync were provided to each resident to facilitate their participation.
- Insync incorporated robust quality assurance measures in the study design to mitigate the risk of double-counting resident sentiment. Each paper survey included a unique passcode/identifier (which respondents could use if they wanted to participate in the online version instead), and all paper form returns were verified to ensure no double-counting of responses (using the unique passcode/identifier). In instances where double counting was identified, Insync validated the responses to each question, and where the responses were identical, one version of the submission was retained.
 - Duplication occurred in 6 instances (i.e., a paper survey and online survey were submitted by the one respondent), in all cases the responses were identical and thus one version of responses were included in the results.
 - There were no cases where responses from one unique code had differing responses between the online and paper survey. If it were to occur Insync would have omitted both responses, as Insync would have had no way of confirming which response was valid.

These limitations should be considered when interpreting the findings of this study and their implications for the Council's decision-making process and the upcoming VGCCC hearing.

- When noted, 'n' in this report represents the number of respondents to each Survey question.

2. Methodology

This section summarises the research design and methodology used to achieve the study's research objectives.

2.1. Type of study

A survey research technique was deployed in this study. Eligible residents were invited to partake via personalised addressed mail. To maximise participation Insync deployed a multi-modal survey design and data collection methodology. The self-administered survey was available via a paper form survey, or online.

2.2. Target population

The target population for the study included all people aged 18 years or over residing in Romsey and/or within a 5km radius to the Romsey Hotel (90 Main Street, Romsey). Respondent eligibility was determined via the VEC 2020 electoral role.



2.3. Survey design

The research study commissioned by the Macedon Ranges Shire Council employed a carefully designed survey instrument to collect the necessary data. The survey was developed by Insync in close collaboration with representatives from the Council, ensuring a valid approach to data collection.

Prior to the implementation of the Survey, Insync conducted a rigorous cognitive testing process to ensure that the information collected would effectively address the study's objectives. This process involved evaluating the survey questions and structure to confirm their clarity, comprehension, and relevance to the target respondents. In addition to the content validation, Insync also sought to ensure the neutrality of the survey's voice and an appropriate reading level. This was done to guarantee the validity of the responses by minimising any potential biases or comprehension barriers for the participants.

The final version of the survey (see Appendix 1) consisted of a total of four (4) questions. One of these questions was a self-reported demographic question that asked respondents to select their financial situation from defined options. It was recommended that this demographic question be included as it was anticipated to have impact on respondent sentiment to the net impact of EGMs and the application for the redevelopment of the Romsey Hotel and community contributions given that it includes the installation of 50 EGMs.

The survey form was approved by representatives from the Macedon Ranges Shire Council prior to its implementation, ensuring that the data collection instrument aligned with the study's objectives and the Council's requirements.

2.4. Data collection

The data was collected via a multi-modal approach that included the option of responding via a paper form or via an online survey accessed by a QR code. The survey was open between 15 March to 5 April. To maximise response rates and account for delays in postal mail Insync accepted paper returns up until 9 April.

Where respondents incorrectly filled out their survey:

- by either not answering a question or
- making it unclear which response is selected,

the following measures were taken:

- Where multiple responses were selected in Questions 1, 2 or 3 (refer to Appendix 1) or was left blank, responses to the respective questions are treated as blank responses (which occurred 9 times).
- Where multiple responses were selected in Question 4 (refer to Appendix 1) or was left blank, responses were allocated to 'Prefer not to say' (which occurred 29 times).



3. Key findings

The following section details the key findings from the study.

3.1. Response rate

A total of 4,027 surveys were mailed out by Macedon Ranges Shire Council. 357 incorrect addresses were reported to Council either by return to sender envelopes or through contacting Council's Customer Service team. A total of 38 additional passwords were given out to verified eligible voters who were not on the original mailing list.

Insync received a total of:

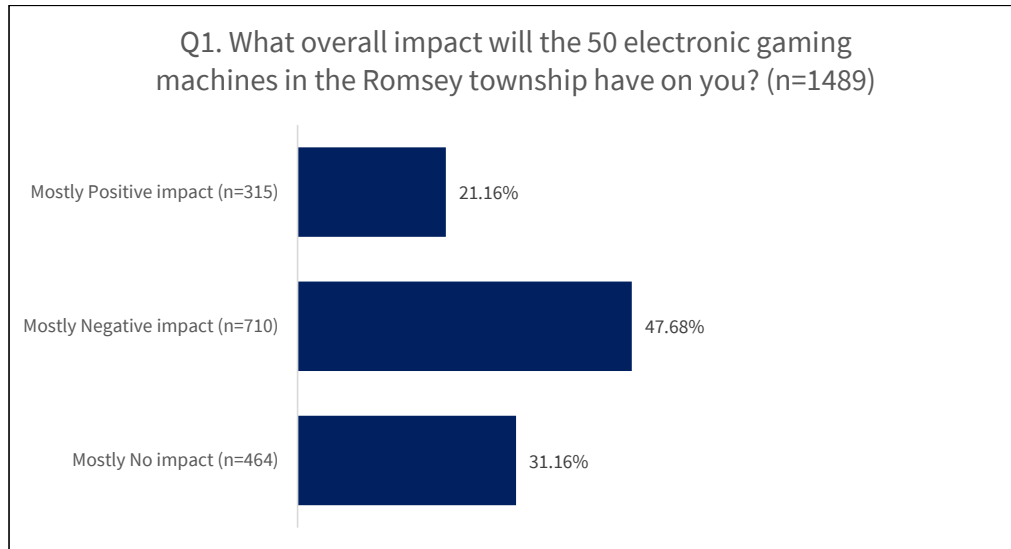
- 473 responses via online survey
- 1018 responses via paper survey (reply-paid to Insync)
- 2 responses via paper survey (returned to Council)

This saw a total response rate of 1493/4027 or 37%. This is robust response rate, as this provides us with a confidence level of 95% that the real value is within $\pm 2\%$ of the measured/surveyed value.



3.2. Responses to questions

Figure 1. What overall impact will the 50 electronic gaming machines in the Romsey township have on you?

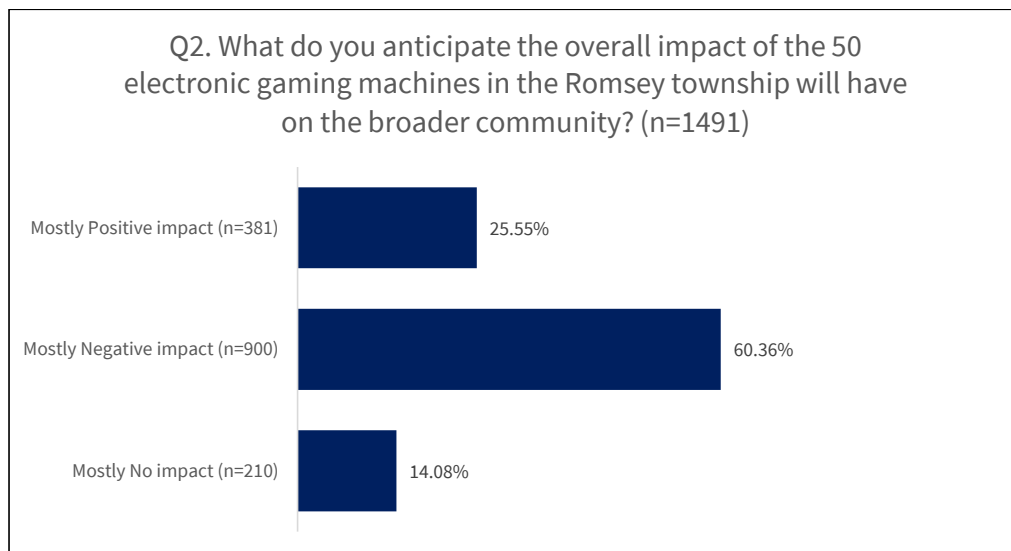


When residents reported on the anticipated net impact the 50 electronic gaming machines would have on **themselves**:

- The most selected option was ‘Mostly Negative impact’ (47.68%)
- Followed by ‘Mostly No impact’ (31.16%)
- While approximately a fifth of respondents (21.16%) selected ‘Mostly Positive impact’



Figure 2. What do you anticipate the overall impact of the 50 electronic gaming machines in the Romsey township will have on the broader community?

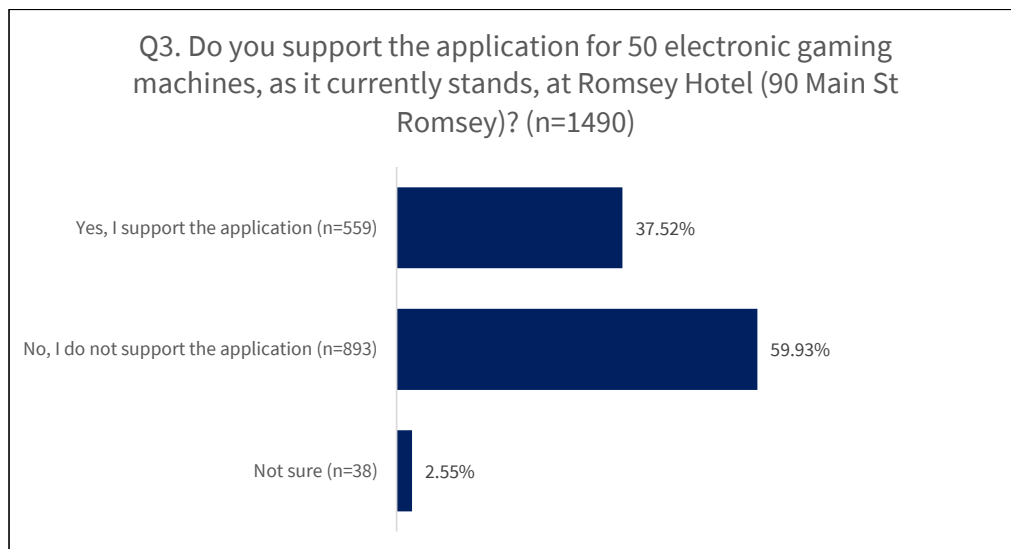


When residents reported on the anticipated net impact the 50 electronic gaming machines would have on the **broader community**, respondents were more binary with their responses. Further, more respondents anticipated a negative net impact on the community (60.36%) than themselves (47.68%) and less likely to have no net impact (14.08% vs 31.16%, respectively):

- The most selected option was ‘Mostly Negative impact’ (60.36%)
- Followed by ‘Mostly Positive impact’ (25.55%)
- With the remainder selecting ‘Mostly No impact’ (14.08%)



Figure 3. Do you support the application for 50 electronic gaming machines, as it currently stands, at Romsey Hotel (90 Main St Romsey)?

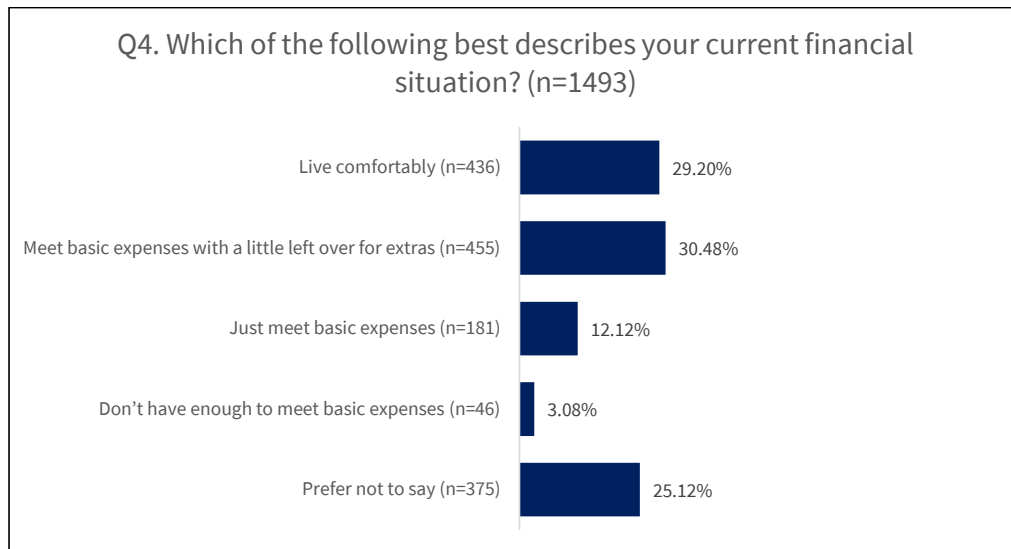


When responding to if residents supported the application, results again were binary with a very small percentage of 'Not sure'.

- The most selected option was 'No, I do not support the application' (59.93%)
- Followed by 'Yes, I support the application' (37.52%)
- With the remainder selecting 'Not sure' (2.55%)



Figure 4. Which of the following best describes your current financial situation?



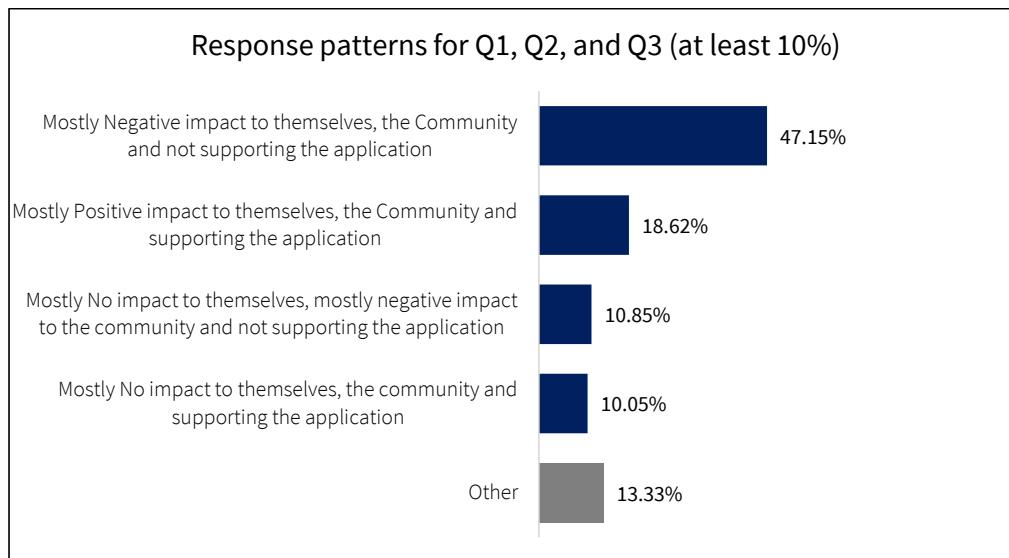
When residents described their **financial situation**, most respondents noted their financial situation to at least have ‘a little left over for extras’:

- 29.20% of respondents noted to ‘Live comfortably’.
- 30.48% of respondents noted to ‘Meet basic expenses with a little left over for extras’.
- 12.12% of respondents noted to ‘Just meet basic expenses’.
- 3.08% of respondents noted to ‘Don’t have enough to meet basic expenses’.
- 25.12% of respondents noted to ‘Prefer not to say’.



3.3. Key themes

Figure 5. Response patterns

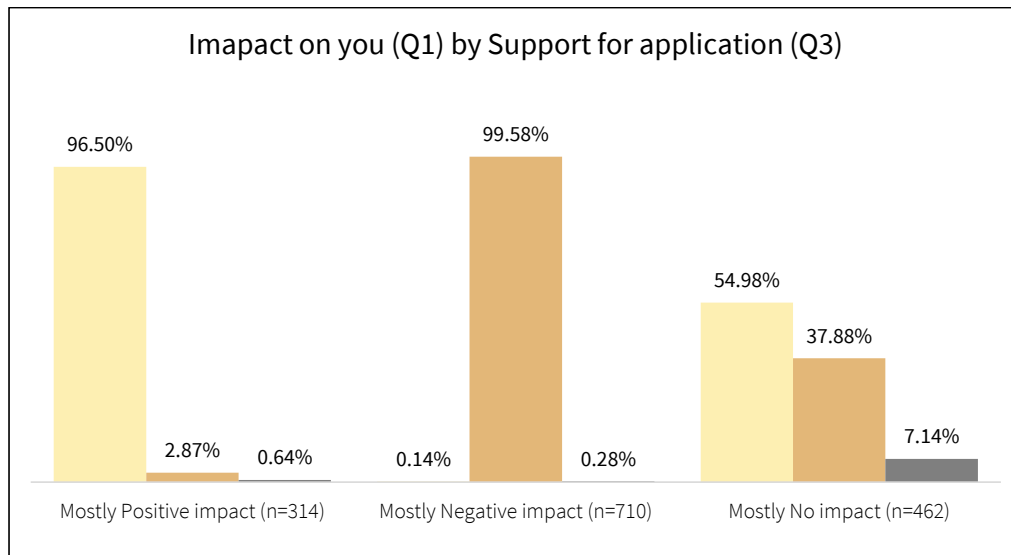


When answering the 3 survey items related to the 50 electronic machines, respondents had 4 main response patterns (at least 10% occurrence):

- The most common response pattern (47.15%) was where respondents anticipated the impact of the 50 EGMs as ‘Mostly Negative’ on themselves, the broader community and did not support the application.
- This was followed by the opposite sentiment (18.62%), where respondents anticipated the impact of the 50 EGMs as ‘Mostly Positive’ on themselves, the community and supported the application.
- 10.85% noted the 50 EGMs would have ‘Mostly No’ impact on themselves, but noted a negative impact to the broader community and did not support the application.
- A further 10.05% noted the 50 EGMs would have ‘Mostly No’ impact on themselves or the community and supported the application.
- No other response pattern had at least 10% of respondents selecting the same pattern.



Figure 6. Impact on individual by support for application



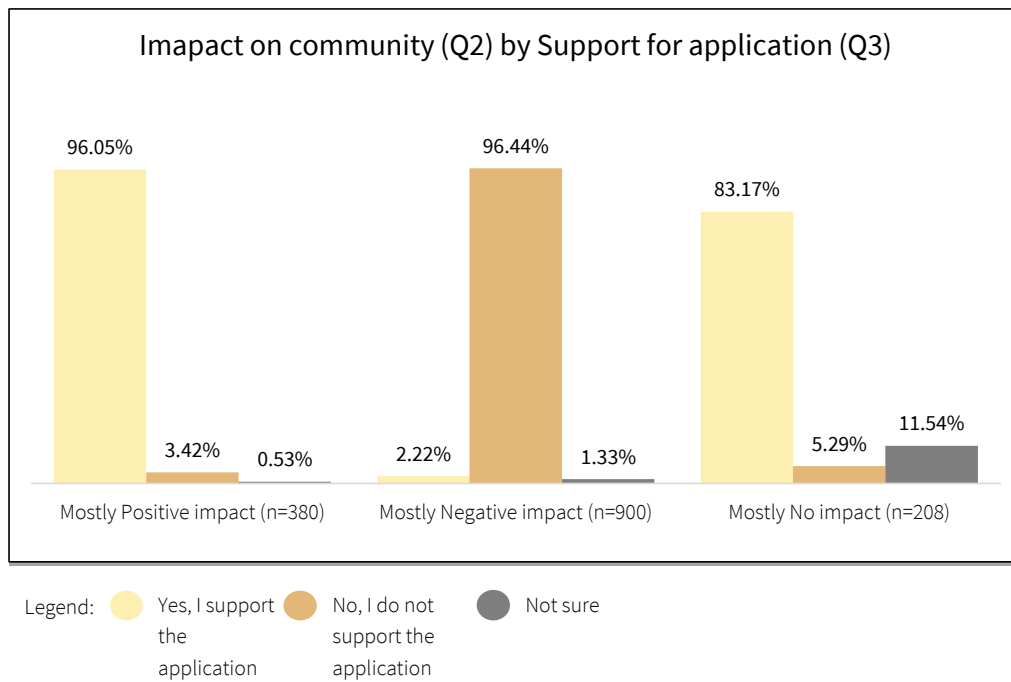
Legend: ● Yes, I support the application ● No, I do not support the application ● Not sure

Analysis of the relationship between the anticipated impact of the 50 electronic gaming machines on the individual and support for the application revealed consistent results. Respondents who noted a ‘Mostly Positive impact’ (n=314) on them mostly supported the application (96.50%), and similarly, almost all respondents that noted a ‘Mostly Negative impact’ (n=710) on themselves, did not support the application (99.58%).

When it came to an anticipated ‘Mostly No impact’ (n=462), results were varied with the majority opting to support the application (54.98%).



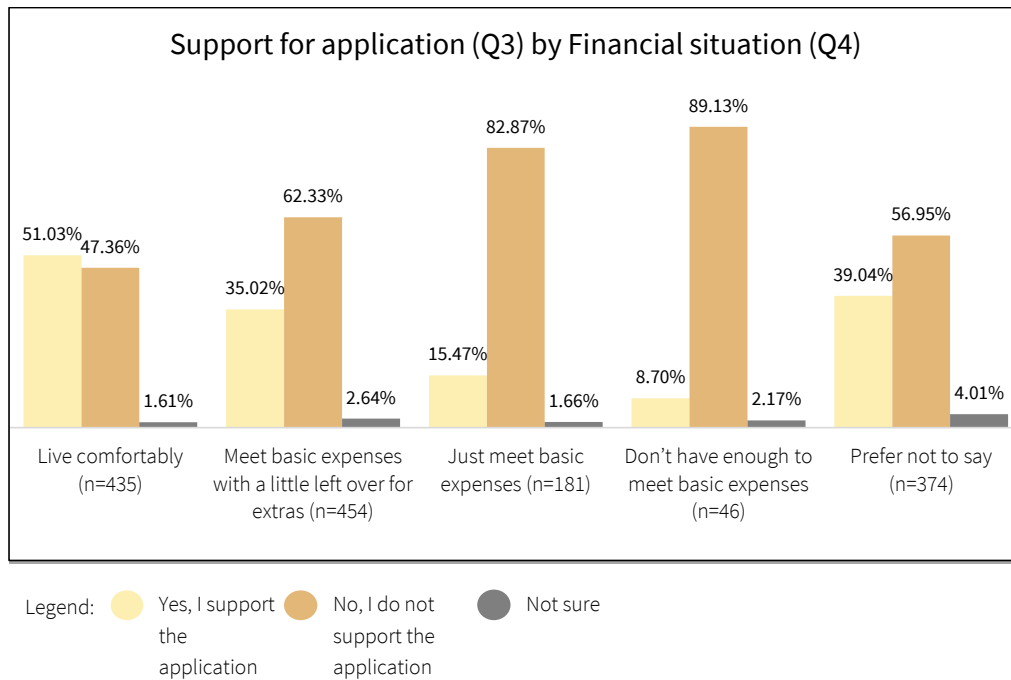
Figure 7. Impact on community by support for application



Similar findings were found when it came to the findings of an investigation into the relationship between the impact on the community by support for the application. As previously noted in Figure 2, results were more binary, with a much smaller proportion of respondents noting 'Mostly No impact' (n=208). When it came to this group, much more were likely to support the application (83.17%), unlike in Figure 6.



Figure 8. Support for application by financial situation



Respondents who identified as ‘Living comfortably’ (n=435) were slightly more likely to support the application (51.03%) than not. Other respondents, regardless of financial situation (i.e., meeting basic expenses with a little left over, just meet basic expenses, don’t have enough to meet basic expenses, and prefer not to say) were less likely to support the application.

Levels of ‘Not sure’ varied between 2-4% across all financial situations. With residents noting ‘Prefer not to say’ expressing a similar sentiment to the overall findings from Figure 3.

4. Conclusion

4.1. The anticipated net impact of the 50 EGMs in the Romsey township on the individual resident

Most selected the option ‘Mostly Negative impact’ (47.68%) when responding to the question ‘What overall impact will the 50 electronic gaming machines in the Romsey township have on you?’. This was followed by ‘Mostly No impact (31.16%), while approximately a fifth (21.16%) nominated ‘Most Positive impact’.



4.2. The anticipated net impact of the 50 EGMs in the Romsey township on the broader community

Responses to the anticipated net impact of the 50 EGMs in the township on the broader community revealed a more binary response. Further, more respondents anticipated a negative net impact on the community (60.36%) than themselves (47.68%) and less likely to have no net impact (14.08% vs 31.16%, respectively).

4.3. The level of support for the application of the Romsey Hotel redevelopment and community contribution given it includes the installation of 50 EGMs

Reported levels of support for the application were again quite binary with a very small percentage of 'Not sure'. Almost 60% (59.93%) selected the option 'No, I do not support the application'. This was followed by 37.52% electing 'Yes, I support the application'.

4.4. Sentiment by self-reported financial situation

When residents described their financial situation, most respondents noted their financial situation to at least have 'a little left over for extras' (30.48%) followed by 'live comfortably' (29.20%). A quarter of respondents nominated 'prefer not to say' (25.12%).

4.5. Response pattern by self-reported financial situation

When answering the 3 survey items related to the 50 electronic machines, respondents had 4 main response patterns (at least 10% occurrence). The most common response pattern (47.15%) was where respondents anticipated the impact of the 50 EGMs as 'Mostly Negative' on themselves, the broader community and did not support the application.

4.6. Net impact on the individual by support for application

Analysis of the relationship between the anticipated impact of the 50 electronic gaming machines on the individual and support for the application revealed consistent results. Respondents who noted a 'Mostly Positive impact' (n=314) on self mostly supported the application (96.50%), and similarly, almost all respondents that noted a 'Mostly Negative impact' (n=710) on themselves, did not support the application (99.58%).

When it came to 'Mostly no impact' (n=462), results were varied with more opting to support the application (54.98%) than not.



4.7. Anticipated impact on community by support for application

Responses between the anticipated net impact on the broader community by support for the application were more binary. Respondents who anticipated 'Mostly Positive' impact (n=380) or 'Mostly No impact' (n=208) supported the application (96.05% and 83.17%, respectively). Those who anticipated 'Mostly Negative' impact (n=900) predominately did not support the application (96.44%).

4.8. Support for the application by self-reported financial situation

Respondents who identified as 'Living comfortably' (n=435) were slightly more likely to support the application (51.03%) than not. Other respondents, regardless of financial situation (i.e., meeting basic expenses with a little left over, just meet basic expenses, don't have enough to meet basic expenses, and prefer not to say) were less likely to support the application.



Appendix 1



Macedon Ranges Shire Council

Romsey Hotel, 90 Main St Romsey – Electronic Gaming Machine Application Survey

Dear Resident,

Council was recently notified of Romsey Hotel's (90 Main St Romsey) intention to submit an application for 50 gaming machines to the Victorian Gambling and Casino Control Commission (VGCCC).

Though this application is not directly with Council, Council will be making a submission to the VGCCC in response. Members of the public can provide their own submissions directly to the VGCCC and can also request to attend and speak at the hearing through the VGCCC.

An application will be approved only if it meets the requirements of the *Gambling Regulation Act 2003*.

You can find more information about the application at Council's website here: <https://www.mrsc.vic.gov.au/romsey-hotel>

The planning application (separate to the VGCCC Electronic Gaming Machine application) currently being reviewed by Council, proposes a \$4 million investment into the Romsey Hotel site.

<Password>: This code is used to prevent the duplication of surveys. It is not used to track individual responses.

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Success. Mapped.



The Electronic Gaming Machine application submitted to the VGCCC proposes a total \$10 million investment for works to the Romsey Hotel site that include a cafe/lounge, public bar, bistro, sports bar, TAB, gaming lounge and function room.

The Electronic Gaming Machine application outlines a proposed community contributions framework. This specifies that the first \$200,000 will be allocated to the venue operator and 30% of the remaining profits thereafter. The balance of other remaining profits (70%) will be made available to a community chest committee. It's proposed that this committee will call for submissions twice annually from local community and sporting clubs to apply for funding support. If in any year the profit of the Hotel is such that less than \$25,000 is available for distribution, the proposal states that the Venue Operator will ensure that not less than \$25,000 in cash (indexed to CPI) is made available for distribution.

Council is seeking feedback from Romsey residents (and those within a 5 kilometre radius of the Romsey Hotel site) to understand the **level of support** for the hotel redevelopment and the community contributions given that it includes the installation of 50 electronic gaming machines. To provide your feedback, please carefully read the four (4) questions on the following pages and **tick one** of the boxes for each question to respond. Please use the reply-paid envelope enclosed to post your response back to Insync. Alternatively, you can use the QR code or link provided on the last page to respond online directly with Insync. Insync is an independent research and survey provider and has been appointed by Council to conduct this survey. Measures are in place to prevent the duplication of surveys, either in postal or online format.

Insync's privacy policy (<https://insync.com.au/privacy-policy/>) complies with Australian legislation and prohibits the provision of your survey responses to Council or any third party. **Only Insync will receive your responses** – council staff and councillors will **not** be able to see your responses. Council will be provided with a report summarising the responses to the questions.

If you have any questions or would like to verify that this survey is genuine, please contact Macedon Ranges Shire Council via phone 5422 0333 or email romseyhotel@mrsc.vic.gov.au.

This survey is open until Friday 5th April 2024. Responses received after this date will not be accepted.

<Password>: This code is used to prevent the duplication of surveys. It is not used to track individual responses.

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Success. Mapped.



Question 1: What overall impact will the 50 electronic gaming machines in the Romsey township have on you?

Instruction: Please tick one of the boxes to indicate your response.

Mostly **Positive** impact

Mostly **Negative** impact

Mostly **No** impact

Question 2: What do you anticipate the overall impact of the 50 electronic gaming machines in the Romsey township will have on the broader community?

Instruction: Please tick one of the boxes to indicate your response.

Mostly **Positive** impact

Mostly **Negative** impact

Mostly **No** impact

Question 3: Do you support the application for 50 electronic gaming machines, as it currently stands, at Romsey Hotel (90 Main St Romsey)?

Instruction: Please tick one of the boxes to indicate your response.

Yes, I support the application

No, I do not support the application

Not sure

Please use the reply-paid envelope enclosed to post your response back to Insync.

<Password>: This code is used to prevent the duplication of surveys. It is not used to track individual responses.

**Question 4: About me**

Please *tick one* of the boxes that best describes your current financial situation.

- Live comfortably
- Meet basic expenses with a little left over for extras
- Just meet basic expenses
- Don't have enough to meet basic expenses
- Prefer not to say

Please use the reply-paid envelope enclosed to post your response back to Insync.

Alternatively, you can use the QR code or link provided to vote online. To gain access to the survey, please use the password provided below to log in. This password is used to prevent the duplication of surveys. **It is not used to track individual responses.**

Password: <Password>



<https://secure.insyncsurveys.com.au/surveys/MacedonRangesShireCouncilCSS/>

<Password>: This code is used to prevent the duplication of surveys. It is not used to track individual responses.

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Success. Mapped.

COM.2	COMMUNITY FUNDING SCHEME 2024 AND COMMUNITY GRANTS POLICY
Officer:	Melissa Telford, Community Project Officer
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people
Attachments:	<ol style="list-style-type: none"> 1. Community Grants Policy 2024 ↓ 2. Terms of Reference for Assessment Panels - Macedon Ranges Shire Council Grant Programs ↓ 3. Community Funding Scheme Guidelines 2024/25 ↓ 4. Small Projects Grants Guidelines 2024/25 ↓ 5. Neighbourhood House Funding Program Guidelines 2024 ↓

Summary

This report recommends the adoption of five documents connected with Council's community grant programs, following an annual review.

Recommendation

That Council:

1. **Adopts the Community Grants Policy 2024 effective from 25 April 2024, revoking all previous iterations; and**
2. **Adopts the following community grants related documents:**
 - (a) **Terms of Reference for Assessment Panels - Macedon Ranges Shire Council Grant Programs.**
 - (b) **Community Funding Scheme Guidelines 2024/25.**
 - (c) **Small Project Grants Guidelines 2024/25.**
 - (d) **Neighbourhood House Funding Program Guidelines 2024.**

Background

In accordance with the Community Grants Policy, which was endorsed by Council on 26 April 2023, an annual review of the Community Funding Scheme (CFS) and Small Project Grants (SPG) program has been undertaken, to ensure they continue to be consistent with best practice and are meeting the needs of the Macedon Ranges community. The review resulted in amendments to the:

- (1) Community Grants Policy (**Attachment 1**)
- (2) Terms of Reference (TOR) for Assessment Panels - Macedon Ranges Shire Council Grants Programs (**Attachment 2**)
- (3) CFS Guidelines 2024/25 (**Attachment 3**)
- (4) SPG Guidelines 2024/25 (**Attachment 4**), and the
- (5) Development of Neighbourhood House Funding Program Guidelines 2024 (**Attachment 5**).

Discussion

The annual review of Council's Community Grants Policy, CFS and SPG resulted in several recommendations intended to improve equity of access, increase the clarity of guidelines, streamline processes and enable greater transparency of funding allocations:

- **Changes to Community Grants Policy and TOR for Assessment Panels**

- **Inclusion of additional programs**

As the Community Grants Policy and TOR for Assessment Panels were introduced in 2023, not all grant programs were listed under each of these documents. The following programs have now been added:

- Small Project Grants
- Australia Day Grants
- Environment Group Support Grants
- Neighbourhood House Funding Program.

- **Approval process for grant programs with a maximum value of \$1,000**

Grant recommendations for the Australia Day Grants program, which has a funding cap of \$1,000 per grant, were approved by the Executive Leadership Team in 2023, with outcomes taken to Council for noting. The Australia Day Grants program has now been included in the Community Grants Policy, with this approval process noted. Consultation with Council's Environment team identified that this approval process would also be beneficial for the Environment Group Support Grants, which also has grant programs with funding caps under \$1,000 - as such, a program-based funding cap amount has been used to clarify all grant programs for which this approval process would apply.

- **Acquittal processes**

A statement has been included in the grants policy to indicate that failure to comply with funding conditions may render organisations ineligible for further funding until resolved.

- **Changes to CFS and SPG guidelines**

- **Eligibility**

It was identified that clarification was needed regarding the eligibility of schools to apply for grant funding through the CFS and SPG Program. Public schools remain eligible to apply, as long as they can demonstrate broad community benefit and participation in their project beyond the school community. However, private schools have been deemed ineligible to apply, as they are considered for-profit/commercial organisations. This clarity in the guidelines will ensure grant funding is distributed to those most in need, and that both applicant time and grant administration time is focussed appropriately.

Additionally, further clarity was provided regarding applicants who have submitted Council budget bids. It is recommended that projects that have been allocated funding through a Council budget bid will not be eligible for grant funding for the same project.

- **Auspice**

It was identified that organisations such as community halls that fall under the umbrella of Macedon Ranges Halls Inc and groups that fall under the umbrella of

the Macedon Ranges Sustainability Group were disadvantaged by the limit of two applications per organisation due to the number of sub-groups under each auspice. It was also noted that local community organisations may be restricted in their ability to act as an auspice as this would impact on the number of applications they could submit for their own organisation. Consequently, it is proposed that there be no limit to the number of applications an organisation can auspice. However, for the CFS there is a limit of up to two applications an organisation can submit on their own behalf, while organisations can submit only one application per year on their own behalf for a Small Project Grant.

This change facilitates access to the CFS and Small Project Grants to small unincorporated organisations that require an auspice as well as not disadvantaging auspice organisations wanting to make a funding application to a Council grant program in their own name.

- **Neighbourhood House Funding Program**

Following the adoption of the Neighbourhood House Policy, at the Scheduled Council Meeting on 27 March 2024, the Neighbourhood House Funding Program has now been added to the Community Grants Policy, as stated above.

Neighbourhood House Funding Program Guidelines (**Attachment 5**) have been created to reflect the Neighbourhood House Policy in relation to the allocation of funding to Neighbourhood Houses. These guidelines are compliant with the Community Grants Policy, allowing eligible Neighbourhood Houses to apply for the funding.

In addition to the cash funding and in accordance with the Neighbourhood House Policy, those Neighbourhood Houses in Council owned or managed facilities will receive in-kind commercial rent, the value of which will be reflected in the online application process.

Consultation and engagement

Officers consulted with applicants and internal stakeholders to ascertain what improvements were required to better meet the needs of the Macedon Ranges community. All Council departments impacted by the recommended changes to the grants policy were also consulted, including the officers responsible for the Events and Festivals Grants program and the Environment Support Group Grants. The proposed changes to the Community Grants Policy were supported by all teams impacted.

Collaboration

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

Innovation and continuous improvement

The process of conducting the annual grants review involved the collection and analysis of applicant feedback, focus group discussions with internal stakeholders and consultation with other Local Government grants teams. This process facilitated best practice outcomes for Council's Community Grants Policy and supporting grants documents.

Relevant law

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

In the interest of delivering more inclusive and accessible funded community projects for the Macedon Ranges, the following measures will be required under Council's grants programs:

- all funding applications covered by this policy will request information about which diverse groups in the community would benefit from the project, how these groups would be supported to participate in funded programs, and the estimated reach across men, women and gender diverse groups.
- addressing gender equity and inclusion will strengthen an application and will be reflected in the scoring matrix.
- the composition of all assessment panels will include mixed gender representation; and
- information sessions promoting all grants programs will be held at different times of the day so as not to disadvantage those with caring responsibilities and/or work commitments.

The gender impacts of the amendments noted above have also been considered and have been determined to be gender neutral. Amendments are intended to streamline processes, bring additional grant programs under the policy framework, and improve accessibility of the grant programs for auspice organisations. No further adjustments for gender have been recommended.

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

Council's Community Funding Scheme aligns with the Council Plan strategic objectives *Connecting communities* and *Healthy environment, healthy people*. Under the guidelines, Council will prioritise awarding grants to community groups whose applications demonstrate consistency with these objectives and their subsequent actions. Applications that address Council's health and wellbeing priorities articulated in the Municipal Public Health and Wellbeing Plan 2021 – 2025 will also be prioritised.

The Community Grants Policy and TOR for Assessment Panels are a demonstration of the Council Plan strategic objective of delivering strong and reliable government.

Financial viability

All community grant programs discussed in this report will be administered within approved budget parameters.

Sustainability implications

Social and environmental outcomes are both enhanced with the delivery of the Community Grant Programs discussed in this report.

Officer declaration of conflicts of interest

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

Policy



Community Grants Policy

Date of Adoption	24 April 2023		
Adoption Method	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> CEO	<input type="checkbox"/> Other (<i>please specify</i>)
CEO Signature			Date
Responsible Officer and Unit	Manager Community Strengthening Manager Economic Development and Visitor Economy		
Nominated Review Period	<input checked="" type="checkbox"/> Annually	<input type="checkbox"/> Every 4 years	<input type="checkbox"/> Other (<i>please specify</i>)
Last Endorsement Date	26 April 2023		
Next Endorsement Date	April 2025		

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.

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Community Grants Policy

Policy statement

Council is committed to supporting the local community through grant programs that:

- connect communities by supporting access, inclusion, equity, fairness, engagement, and participation;
- promote healthy people and a healthy environment; and
- foster economic vitality (including tourism, agribusiness, and local employment options).

When granting public funds, Council will act with integrity, accountability, impartiality, transparency and in the public interest.

Purpose

This Policy provides a framework for Council to grant public funds consistently and transparently through its externally facing grant programs.

Scope

The distribution of funding through grants programs is in accordance with the *Local Government Act 2020*.

This policy applies to:

- The following external facing grant programs:
 - Community Funding Scheme (annual)
 - Events and Festivals Grant Program (annual)
 - Small Project Grants Program (monthly)
 - Australia Day Grants Program (annual)
 - Environment Support Group Grants (annual)

Neighbourhood House Funding Program (biennial)

- All Council departments involved in the promotion, assessment and management of grant programs where Council is providing a contribution directly to an organisation or an auspice.

As new external facing Council grant programs become available, they will be listed in this policy and be subject to the policy.

This policy does not apply to:

- funding received by Council from state or federal government agencies or non-government organisations, resulting from grant applications made by Council officers
- any sponsorship arrangements Council may enter with businesses.

Objective

In accordance with the Council Plan 2021-2031, this policy supports Council in demonstrating the qualities of good governance, including a clear vision and culture, transparency, respect, consistency, accountability and responsiveness.

Implementation

Fraud and corruption controls

Council will facilitate transparency and accountability of grant programs while mitigating against fraudulent or corrupt use of funds.

All grant programs will be managed within Council's online administration system to ensure records are maintained and fully auditable.

To ensure a separation of decision making and allow an avenue for independent oversight, an individual or entity with the power to approve grants will not form part of an assessment panel (i.e. Councillors/Executive).

All members of assessment panels must:

- complete relevant fraud, corruption and conflict of interest training and a Grant Program Induction prior to participating in panels;
- complete a conflict of interest form for every application that they are assessing; and

adhere to Council's conflict of interest policies and requirements. Due to their role in approving grants, Councillors/Executive will not participate in any grant assessment panels.

Grant management and operations

All grant programs must have guidelines (including an eligibility criteria), assessment criteria and terms of reference (including assessment panel composition). These must be approved by a resolution of Council.

All changes to grant guidelines, including recommendations to cease offering a grant program, must be approved by a resolution of Council.

Each grants program must utilise the assessment criteria documented in the respective grant guidelines when evaluating applications.

Grant programs will be widely promoted across the municipality using a variety of promotional avenues, to ensure everyone who is eligible to apply for a grant has an opportunity to do so.

Using a continuous improvement framework, all aspects of each grant program will be reviewed annually by the respective manager, taking into account feedback from Council, community and staff administering the grant program. Any recommended changes resulting from this process must be approved by a resolution of Council.

Grant applications must be submitted by the due date / time via Council's online grants administration system.

Eligibility

Any grants provided to organisations and businesses must require

- Proof of incorporation;
- ABN/GST status; and
- Public liability insurance.

Applicants without a formal organisational structure (e.g. not incorporated) can apply under the auspice of an incorporated organisation

Grant applications will be automatically ineligible if they do not adhere to program guidelines or are not in alignment with Council policies and strategies, including, but not limited to:



Policy/strategic plans	Eligibility guidance
Child Safety and Wellbeing Policy	Projects/applicants that involve children but are unable to satisfactorily demonstrate their compliance with Child Safe legislation.
Financial policies (procurement, fraud control etc.)	Projects/applicants that do not meet documentation requirements, have a debt to Council or outstanding acquittal from previous grant funding.

Current officers or Councillors are ineligible to apply for any Council grant programs.

Assessment process

Grant applications will be assessed and scored on their individual merit, in consideration of eligibility and according to the respective grant guidelines. Every grant category will have a detailed scoring matrix to inform the assessment panel and provide guidance for applicants.

During the assessment process, consideration will also be given to equity of distribution of Council funds.

All grant applications will be assessed by an assessment panel comprising Council officers from across the organisation.

After consideration of applications and grant program objectives, Council may propose an alternative form of assistance to meet the stated objectives of any application. This may include direct support to a project, activity or event, as recommended by the Director or Chief Executive Officer.

Approval process

Unless otherwise approved by Council, the following process applies to grant programs with a funding cap of \$1,001 or more:

- Program established and endorsed by a resolution of Council annually.
- Applications assessed by nominated assessment panel.
- Recommendations endorsed by a resolution of Council.

Unless otherwise approved by Council, the following process applies to grant programs with a funding cap of \$1,000 or less:

- Program established and endorsed by a resolution of Council annually.
- Applications assessed by nominated assessment panel.
- Recommendations endorsed by Executive.
- Recommendations presented to Council for noting.

Contracting and payments

All payments will be managed in accordance with Council's standard timelines, practices, and policies.

Following grant approval, recipients must be offered a funding agreement endorsed by the relevant manager within 14 days from the date recommendations were approved by Council.

Grant payment cannot be made until a signed funding agreement is received from the recipient, and all funding conditions have been met.

Project reporting and acquittals

All grant funded programs must submit a financial and programmatic acquittal within eight weeks of completing the project or the designated due date of the funding agreement, to ensure monies are spent in accordance with the signed funding agreement.

Council reserves the right to recover funding or to take other appropriate action, in the event of non-compliance with the funding agreement.

Failure to comply with grant requirements, may include failure to:

- meet the terms of the funding agreement;
- seek a variation prior to making any fundamental changes to an approved project;
- acquit outstanding grants; and/or
- return unspent funds;

Failure to comply as noted above, may render organisations ineligible for any further funding through Council programs until these matters are resolved.

Council reserves the right to undertake a spot financial and programmatic audit of a funded project.

Variations and extensions

Any variations to the project, as articulated in the funding agreement (with reference to the amount of funding), can only be made with written authorisation from the relevant officer with the delegated authority, as per Council's Delegation Framework, Policy and Procedures. All variations must be recorded in Council's online grants administration system.

Variations to the project will only be approved if the requested variation is consistent with the objectives in the original funded project.

Extensions to a funding agreement (with reference to the amount of funding) of up to 12 months may only be made with written authorisation from the relevant officer with the delegated authority as per Council's Delegation Framework, Policy and Procedures. All extensions must be recorded in Council's online grants administration system.

Extensions to a funding agreement will only be approved if the grant recipient experienced unforeseen circumstances that fundamentally delayed the project.

Appeals

Decisions regarding successful / unsuccessful grants are final and an appeal will not be considered.

Any disputes or complaints regarding grants programs or processes will be responded to in accordance with Council's Complaints Policy.

Record keeping

All application outcomes will be recorded in Council's online grants administration system.

Following confirmation of the formal decision, all organisations will be notified in writing of the outcome of their application within 14 days.

Within 30 days of a formal decision, an announcement of successful grant recipients will be published on Council's website.

Personal information about individuals collected during the grant process will be treated in accordance with Council's Privacy Policy.

Gender impact assessment

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

In the interest of delivering more inclusive and accessible funded community projects for the Macedon Ranges, the following measures will be required under Council's grants programs:

- All funding applications covered by this policy will request information about which diverse groups in the community would benefit from the project, how these groups would be supported to participate in funded programs, and the estimated reach across men, women and gender diverse groups.
- Addressing gender equity and inclusion will strengthen an application and will be reflected in the scoring matrix.
- The composition of all assessment panels will include mixed gender representation.
- Information sessions promoting all grants programs will be held at different times of the day so as not to disadvantage those with caring responsibilities and/or work commitments.

Definitions

Term	Definition
Audit	An official examination and confirmation of accounts and records. Council can be audited and Council can also audit grant recipients. For Council's audit of grant recipients, the recipient organisation will be required to readily make available all income/expenditure records, correspondence, meeting notes, promotional material, and any other document relating to the funded program/activity.
Auspice	An agreement where one organisation (the 'principal organisation') agrees to apply for funding on behalf of a second organisation that is not incorporated (the 'auspiced organisation'). If the funding application is successful, the principal organisation then receives, holds and administers the funding to the auspiced organisation, so that the auspiced organisation can complete the funded project or activities.
Acquittal	An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the funding agreement. An acquittal report usually consists of a written report that summarises how the project fared against the initial objectives of the grants. It also provides a financial statement detailing how the funds were spent.
Funding agreement	A written agreement between Council and the grant recipient clearly articulating the purpose of the funding, the dollar amount and the grant conditions. It also defines the rights and responsibilities of the agreement. Once signed, organisations are under a legal obligation to comply with the stated terms and conditions.
Grant	A sum of money (cash or in-kind) given to organisations or individuals for a specified purpose directed at achieving goals and objectives consistent with specific policy.



<p>Incorporation</p>	<p>Being incorporated means that the group has a legal identity of its own, separate and distinct from the individuals who formed or make up the group.</p>
<p>Public liability insurance</p>	<p>Public liability insurance will protect a community organisation against its legal liability to pay:</p> <ul style="list-style-type: none"> ● compensation to third parties (for example, members of the public) for bodily injury; ● property damage that may occur as a result of the community organisation's activities; ● the legal costs that a community organisation may have if it needs to defend bodily injury and property damage claims made against it.

References

- > [Community Funding Scheme Guidelines](#)
- > [Small Project Grant Guidelines](#)
- > [Events and Festivals Guidelines](#)
- > [Australia Day Grant Guidelines](#)
- > [Environment Support Group Grant Guidelines](#)
- > [Neighbourhood House Funding Program Guidelines](#)

Related policies

- > [Council Plan 2021-2031](#)
- > [Health and Wellbeing Plan](#)

- 
- > Child Safety and Wellbeing Policy
 - > Fraud and Corruption Control Policy
 - > Privacy Policy
 - > Delegation Framework, Policy and Procedures
 - > Complaints Policy
 - > Neighbourhood House Policy

Related legislation

- > *Local Government Act 2020*
- > *Gender Equity Act 2020*

Terms of Reference for Assessment Panels

Macedon Ranges Shire Council Grant Programs

Macedon Ranges Shire Council is committed to supporting organisations, groups and businesses to achieve their goals, particularly when they align with goals outlined in the Council Plan 2021-2031. To ensure decisions are transparent and accountable, Council targets its support and resources to external organisations via a number of grant programs:

- Community Funding Scheme
- Events and Festivals and Grant Program
- Small Project Grant Program
- Australia Day Grant Program
- Neighbourhood House Funding Program
- Environment Support Group Grants *

All applications for formal grants undergo an assessment process, with a panel making recommendations to Council/Executive. Council/Executive will make the final decision.

* The Environment Support Group Grants have a separate Assessment Panel TOR

Purpose of assessment panels:

- To review, assess and provide objective, independent recommendations in relation to funding for grants.
- To ensure that guidelines and assessment criteria endorsed by Council have been applied consistently and equitably for all applications.

Principles

- Commitment to ensuring equity and transparency in decision making processes.
- Conflict of interest and pecuniary interests are declared prior to assessing applications, or immediately upon becoming aware of a conflict (whichever occurs sooner).
- Panels will be representative of the diversity within the community in relation to gender, cultural background, abilities and age to ensure diversity of views and perspectives.
- Privacy and confidentiality of Council and applicant information will be maintained at all times.

Responsibilities of panel members

- Demonstrate Council values of working together, honesty, accountability, innovation and respect.
- Adhere to the principles outlined in the Terms of Reference (TOR) and full declaration of any conflict of interest.
- Provide objective advice and undertake assessment using Council's approved assessment criteria.
- Complete assessments within the designated time frames.
- Attend assessment meetings either virtually or in person.

- Conduct programmatic audits of a funded program, when deemed necessary by the responsible Director.

Subject matter experts

To ensure that diverse perspectives are acknowledged, technical advice may be sought from subject matter experts. All applications will be assessed at the eligibility stage to determine if subject matter expert input is needed. Where not present on the assessment panel, these applications will be sent to an identified subject matter expert to review. A Subject Matter Expert Advice Form will be used to capture this information, which will then be fed into the assessment panel meetings. Subject matter experts will have a responsibility to adhere to the principles outlined in the TOR in providing their advice to the assessment panel.

Appointment to assessment panel

Appointments to assessment panels will be based on merit, skills and expertise in relevant grants and subject matter.

Assessment panels are made up of Council officers. Currently the Community Funding Scheme, Small Project Grants Program, Australia Day Grants Program and the Events and Festivals Grants Program and Environment Support Group Grants Program use assessment panels to make recommendations to Council/Executive. The Neighbourhood House Funding Program will also use an assessment panel to make funding recommendations.

Assessment panels will be made up of a minimum of four Council officers. Due to their role in approving grant recommendations, Councillors/Executive will not participate in assessment panels for any of Council's community grant programs.

More detailed information about individual grants and sponsorship programs, including their program assessment criteria are available from the Council website.

Approval of panel members is based on subject matter expertise and is approved by the relevant manager.

Assessment panel members are appointed on an annual basis per program.

Council reserves the right to increase the pool of panel members and invite appropriate specialists to join a panel where required to ensure diverse representation and adequate skill sets are maintained.

Support to assessment panels

- All assessment panel members are briefed on the context of individual grants programs, their role and the process of recommendation to Council/Executive.
- Assessments are undertaken using SmartyGrants and advice and support is provided to panel members on how to use the system.
- All assessment meetings are minuted by Council, to ensure rationale for decisions are clearly noted and to ensure accountability.
- All assessment panel recommendations and decisions will be recorded in SmartyGrants.

Approval Process

As noted in the Community Grants Policy, the grant recommendations made by assessment panels will be presented to either Council or Executive for endorsement. This is determined by the funding cap for the grant program.

- Grant recommendations for grant programs with a funding cap of \$1,001 or more will be presented to Council for approval
- Grant recommendations for grant programs with a funding cap of \$1,000 or less will be presented to Executive for approval



2024/25

Council Grants

Community Funding Scheme Guidelines

Are you a
community group or
organisation interested
in applying for
funding?

mrsc.vic.gov.au/grants

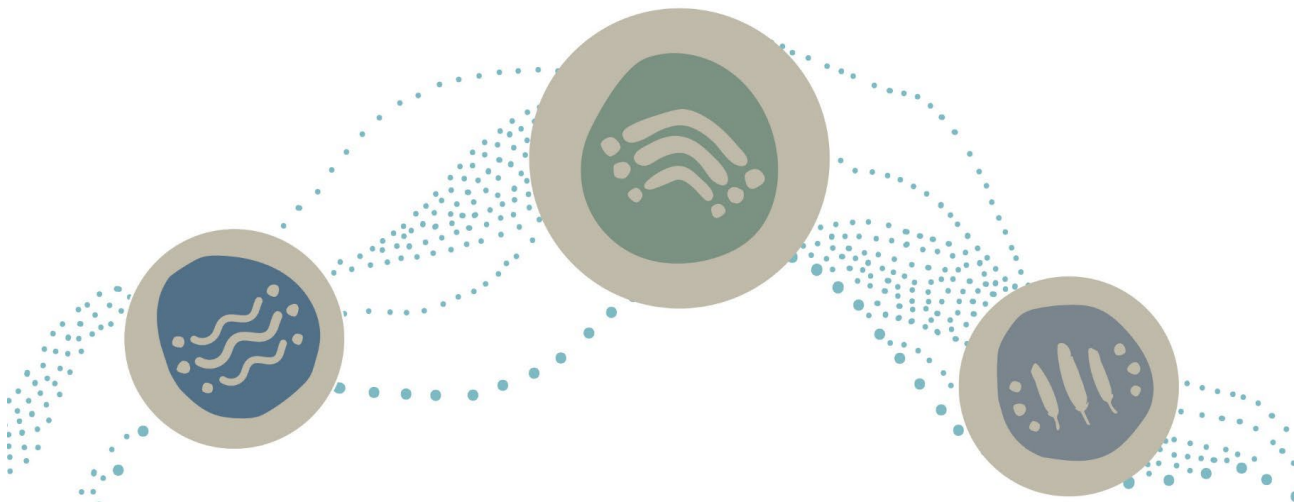
Acknowledgment of Country

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

"Both artworks talk 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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Overview

Program aims and objectives

The Community Funding Scheme grants public money to not-for-profit community groups for projects and initiatives that benefit residents of the Macedon Ranges.

The **objective** of the program is to support projects and activities that align with the priorities of the 2021-2031 Council Plan, specifically:

- Connecting communities; and
- Healthy environment, healthy people

The **aim** of the Community Funding Scheme is to support initiatives which:

- address local needs
- strengthen community relationships/partnerships
- encourage participation in civic life
- demonstrate a commitment to gender equity, accessibility, diversity, fairness and community wellbeing

It should be noted that Council offers other grants via a range of funding schemes. Before applying for the Community Funding Scheme, check if your project better fits these programs. Visit mrc.vic.gov.au/About-Council/Find-A-Grant

Timeline

Table 1. Timeline

Information sessions	March 2024
Applications open	29 April 2024 at 9am
Applications close	26 May 2024 at 11pm
Applications assessed by panel	June 2024
Recommendations to Council	24 July 2024
Grant recipients advised	24-31 July 2024
Project delivery	August – 30 June 2024
Grants acquitted	30 June 2024

How much is available?

The Community Funding Scheme grants budget for 2024/25 is a total of \$160,000. There are three categories of grants that groups can apply for, these include:

Funding categories – Community Funding Scheme	Maximum funding/project
Community, Cultural and Environmental Projects Grants	Up to \$10,000
Organisational Support Grants	Up to \$5,000
Small Community Infrastructure Grants	Up to \$12,000

Eligibility

Who can apply?

Incorporated and community-based not-for-profit groups operating or being established in the Macedon Ranges are eligible to apply for the Community Funding Scheme. Up to a maximum of two grants may be allocated per organisation per funding round.

Incorporated organisations who act as an auspice for another community group for the purpose of this grant may also apply for up to two grants for their own organisation, in addition to their auspice arrangements.

We welcome applications from LGBTQIA+, First Nations and other community groups who may not have applied for funding previously.

Auspicing

If you are unincorporated you will need to find an incorporated organisation willing to act as an auspice for the purpose of this grant.

Eligibility requirements

As part of the application process, applicants must first discuss their application with the grants team. Applicants may also be advised to discuss their project with other relevant Council officers, prior to submitting an application.

Enquiries can be made at any time, and we encourage applicants to start conversations with Council officers as early as possible.

Public Schools/churches are eligible if they can show a demonstrated need, as well as broad community benefit and participation in a project. Projects that are entirely school or congregation focussed will not be funded.

The following are ineligible to apply to the Community Funding Scheme:

- Individuals
- Political organisations
- For profit/commercial organisations (including private schools)

- Government agencies/organisations
- Groups that are in debt to Council
- Groups/auspices that have not completed the acquittal and reporting requirements of previous Council grants.

What will not be funded under the Community Funding Scheme?

Projects or activities which:

- have already commenced, are recurrent or have been completed
- are commercial, religious, political, discriminatory, sexist, racist or disrespectful
- are considered fundraising/asking for donations¹
- intend to raise funds beyond what is needed to deliver the project and aim to boost general operating profits
- are the funding responsibility of state or federal government
- promote or involve gambling-related activities
- receive sponsorships from gaming venues, online betting companies or other gambling providers
- do not support responsible drinking
- involve capital works on private property
- are defined as facility maintenance on community and Council-owned buildings²
- fund capital expenditure (the purchase of land, buildings, vehicles)
- award monetary prizes
- are recreational excursions (camps, holidays, tours)

¹ An application for donations/fundraising activities is regarded as a request for sponsorship and therefore ineligible for a Community Funding Scheme grant.

² Please refer to the terms of your maintenance schedule in your lease/licence agreement.

- duplicate services already operating or planned for in a targeted community
- have been previously funded by Council
- have been allocated funding through the Council budget process for the same financial year
- are not well supported by evidence of need and where alternative solutions have not been adequately considered
- do not have broad support amongst the community
- have not been adequately master planned or equivalent (for larger construction projects)
- do not have appropriate heritage sign-off, including Aboriginal cultural management (where required)
- are eligible for Council's Events and Festivals grants.

Core business/operational costs such as:

- salaries for ongoing positions
- rent, insurance, utility costs, debts
- conducting an annual general meeting

Funding categories and assessment criteria

Category 1: Community, Cultural and Environmental Projects Grants

These projects will contribute to the enhancement or development of local community strength, wellbeing and culture, or address local environmental priorities, critical social challenges or encourage all people to participate in community life or expressions of culture. Council has existing strategies available on Council's website, which applicants are encouraged to read when developing their idea (refer to page 15 for details).

Examples of projects in this category include:

Community initiatives/activities that:

- respond to social equity issues (improving accessibility and safety, supporting diversity and fairness)
- projects that respond to community health and wellbeing priorities
- activities/initiatives that support positive ageing
- activities/initiatives that support young people
- activities/initiatives that support families with young children.

Cultural activities (that are not eligible for the Events and Festivals grants) that:

- explore and share local Indigenous culture and history, in partnership with local Traditional Owners and local Aboriginal and/or Torres Strait Islander peoples
- deliver Aboriginal and Torres Strait Islander Reconciliation outcomes
- deliver artistic workshops for local practitioners
- explore community histories (such as heritage trails, recorded histories, exhibitions)
- celebrate our diversity
- activate public places through arts/cultural performance.

Environmental projects that:

- reduce waste to landfill, such as community composting, food redistribution schemes, repurposing of waste products, projects that reduce use of plastic
- support new edible or indigenous gardens or enhancements to existing community or public gardens
- support activities/initiatives/workshops (not events) that raise awareness about sustainable living, sustainable land and waterways management, waste reduction and biodiversity, including citizen science projects and projects that increase access to nature
- protect and enhance biodiversity through ecological restoration of public land (weed control, revegetation, masterplans and environmental management plans)
- support sustainable transport initiatives (e.g. car or bike share schemes)
- facilitate reduced greenhouse gas emissions across different sectors of the community or assist them to adapt to the impacts of climate change.

Table 2. Category 1 assessment criteria

Weighting	Criteria	What we are looking for
20%	Evidence of need	Research (as proof of evidence) Letters of support
20%	Alignment to Council priorities	Demonstrated relationship to Council priorities
30%	Community benefit	Number of people participating in project Number of people benefiting from project Impact of the community benefit Inclusive outcomes
30%	Ability to deliver project	Demonstrate sound budget \$\$ contribution from group Volunteer hours contribution from group Demonstrate good project planning Demonstrate good risk management Demonstrate organisational capacity ³

³ Organisational capacity is demonstrated by minutes and financial statement from most recent AGM

Category 2: Organisational Support Grants

These projects will directly support the operations of local not-for-profit organisations and community groups and fund enhancements to how committees and groups coordinate their local work and activities.

Examples of projects in this category include:

Governance enhancement projects that:

- create a strategic plan
- prepare a feasibility study
- develop a policy and procedure manual

Training and development initiatives that:

- provide skills training for members and/or volunteers
- enable groups to conduct information days and/or community forums
- fund the costs of food handling and responsible handling of alcohol courses for group members
- fund the costs of purchasing educational material for volunteers
- fund member attendance at leadership courses

Purchasing small equipment to assist volunteers such as:

- digital cameras, projectors, portable computers
- barbeques, kitchen appliances, furniture for public spaces
- public address systems
- first aid and sporting coaches kits
- safety and injury prevention items for sporting clubs (e.g. goal post padding, high visibility vests)
- updated or replacement of sporting or other essential equipment

- upgrades to storage

Developing promotional material for community groups such as:

- portable signage, flags and banners
- brochures, booklets and website development
- branding and logo design.

Table 3. Category 2 assessment criteria

Weighting	Criteria	What we are looking for
30%	Evidence of need	Statement of need Letters of support
20%	Alignment to Council priorities	Demonstrated relationship to Council priorities
30%	Community benefit	Number of people participating in project Number of people benefiting from project Impact of the community benefit
20%	Ability to deliver project	Demonstrate sound budget Demonstrate good project planning Demonstrate good risk management

Category 3: Small Community Infrastructure Grants

These projects (which must incorporate universal design principles) aim to improve the community outcomes we get from community places like public buildings, open space, reserves or streetscapes. Improved access, increasing useability, tailoring places to community needs and updating features are a way of achieving community outcomes in public places. More information about universal design can be found [here](#). Please speak with the relevant Council officer to ensure you have incorporated universal design principles in your project.

This category of funding is designed to enhance public places that serve an important role in encouraging community participation. This category funds projects at a variety of locations to reflect a mixture of public ownership and management models. Projects that propose changes to community places score higher if they benefit Council owned and local community managed facilities or spaces. Improvement projects may focus on one or more of the various stages of improving a place; the planning, design, construction or renovation phases.

This grant category is not designed to fund maintenance that is cyclical or otherwise.

Council has the following existing strategies available on its website, which applicants are encouraged to read when developing their application:

- > [Open Space Strategy 2013](#)
- > [Walking and Cycling Strategy 2014](#)
- > [Sports and Active Recreation Strategy 2018 - 2028](#)

Examples of projects in this category include those that:

- upgrade shared community spaces such as meeting places and public halls that benefit a broad audience of users
- improve accessibility to community facilities and encourage greater inclusiveness for users
- improve open space areas, village greens/commons, or public streetscapes to benefit a broad audience of users
- create public art that enhances community spaces
- establish or upgrade interpretive signage and visitor infrastructure

- support the creation of masterplans for mechanic institutes, community halls, parks, commons, recreational facilities to ensure a planned approach to facility improvements
- support the completion of feasibility studies or business cases to create an evidence base to support future infrastructure proposals
- improve the environmental performance of community facilities through works that reduce demand for energy and water use (e.g. solar panels, insulation, LED lighting, double glazing, water tanks, environmental audits).

Community building improvements For projects that involve upgrades/minor capital works on Council buildings or spaces, please contact the Coordinator Facility Projects on 5421 9633.

Seeking approvals/permissions/permits

It is your responsibility to obtain any permits/approvals/permissions that may be required.

Copies to Council must be provided. You must also factor in application and permit costs, and the time required into your applications. You can discuss these requirements with the Coordinator Facility Projects.

Council acknowledges that not all permits/approvals will be obtained until after your funding is confirmed. It is expected that your application outlines which approvals you will be seeking and in the event you are successful, your plan for their obtainment.

When proposing construction work projects, it is advantageous to submit working drawings of any construction works you are proposing with your application. These can be formalised into specifications and designs/plans after you have obtained the grant funds.

It is mandatory for infrastructure projects to be managed by a Council project manager. This cost will need to be factored into the project funding being applied for to deliver a project at a rate of 10% of the total project cost.

Table 4. Category 3 assessment criteria

Weighting	Criteria	What we are looking for
25%	Evidence of need	Photographs Professional reports Letters of support Master plans
20%	Alignment to Council priorities	Demonstrated relationship to Council priorities
25%	Community benefit	Number of people participating in project Number of people benefiting from project Inclusive outcomes Incorporate universal design principles
30%	Ability to deliver project	Demonstrate sound budget \$\$ contribution from group Volunteer hours contribution from group Demonstrate good project planning Demonstrate good risk management Demonstrate organisational capacity ⁴ All permissions in place

⁴ Organisational capacity is demonstrated by minutes and financial statement from most recent AGM

Applications

Legal requirements

Incorporation status

Applicants must be registered as an incorporated body or arrange for a legally constituted not-for-profit organisation to manage (auspice) the funds.

Council does not auspice applicants.

For more information on auspice arrangements visit the [Not-for-profit Law Information Hub](#).

Child safe standards

Macedon Ranges Shire Council is committed to a zero tolerance approach to child abuse, through actively promoting child safety and ensuring compliance with the Victorian Child Safe Standards. Victorian organisations that provide services to children are required, under the Child Safety and Wellbeing Act 2005, to ensure that they implement compulsory child safe standards to protect children from harm.

As a Child Safe organisation, Council requires that all grant applicants demonstrate their compliance with the Victorian Child Safe Standards and read/understand Council's Child Safety and Wellbeing Policy and Code of Conduct, available from [Council's website](#). Within the application form, applicants will be required to identify whether their project involves direct or incidental contact with children and young people and complete either a Child Safe Statement of Commitment or submit their Child Safe Policy and a Child Safe Direct Contact Checklist.

Please note: If your organisation is auspiced for the purpose of this grant, the auspice organisation will also need to meet the Child Safe Standards.

More details on the Child Safe Standards can be found on the [Commission for Children and Young People website](#).

Public liability insurance

Public liability insurance covers incidents that occur during an activity being conducted by a group. All groups must be covered by public liability insurance and be able to provide a valid certificate of currency.

It is the responsibility of the applicant or recipient to arrange appropriate insurance, including collecting appropriate insurance from a contractor or tradesperson.

Groups without public liability insurance will need an auspice with public liability insurance or can contact [Local Community Insurance](#) which offers an affordable public liability scheme for not-for-profit community groups.

Budget

The budget you submit needs to include all income and expenditure related to the activity/project (including permit fees) for which you are requesting funding. It is the costing of your project plan. The application form on SmartyGrants provides applicants with guidance on the information and level of detail required in your budget. We strongly encourage you to take note of any hints provided, as these will support you to improve your project budget score.

GST

For groups who are registered for GST - all pricing in your budget must exclude GST. (GST will be added to the amount requested).

For groups who are not registered for GST - all pricing in your budget must include GST. (Grants will be made exclusive of GST).

For information about GST and ABNs contact the Australian Taxation Office.

In-kind support

This covers contributions by volunteers and suppliers in terms of time, goods or professional services donated to the project and should be clearly identified in your project budget. The value of in-kind support should be reflected in both your income and expenditure.

Estimating the amount of volunteer work will help you determine the level of community contribution required and helps to demonstrate the true value of your project.

It is good practice to also supply a breakdown of estimated in-kind support to show how the figure in your budget total was reached. i.e.:

- General committee/community member contribution (e.g. planning, coordination, etc.) @ \$40 per hour.
- Specialist/expert contribution (e.g. tradesperson, professional service) @\$80/hr.

Additional funding sources

Your budget must include any other funding that you have or are seeking in relation to this project. This may include budget bids submitted to Council, other grant programs, partnerships or sponsors. It is important to consider how your project may need to be adjusted depending on the outcomes of all funding sought. Please note that if your project is successful in a Council budget bid, it will not be eligible for funding through the Community Funding Scheme.

See a sample budget below:

Table 5. Income

Grant from Council (this application)	\$ 5000
Cash contribution from group	\$ 1000
In-kind contribution from group (total)	\$ 1000
Contributions from other sources (please specify):	\$ 2000
Department of Health and Human Services grant	
Other (please specify) Bendigo Bank	\$ 1000
Total income (please calculate)	\$ 10,000

Table 6. Expenditure

Facilitator costs	\$ 2000
Delivering consultation	\$ 1000
In-kind contribution from group	\$1000
Venue hire	\$ 500
Workshop materials	\$ 500
Permit approvals	\$ 1500
Costs of registered contractor	\$ 1000
Catering	\$ 500
Marketing and promotional activities	\$ 1000
Printing of promotional materials	\$ 350
Administrative overheads	\$ 650
Total expenditure (please calculate)	\$ 10,000

Make sure your total income and total expenditure are the same figure

List all expenditure items on separate lines

Assessment

How are applications assessed?

Eligible applications are assessed by an evaluation panel of officers from across the organisation. The assessment is based on responses provided in the application form within each of the sections of the application using the **scoring matrix** for each category. Responses are scored and the weighting is then applied to create an overall score. Eligibility does not guarantee funding.

Funding recommendations are presented to Council for consideration at a Scheduled Council Meeting. Scheduled Council Meetings are open to the public and streamed live online.

Council decisions are final, applicants who wish to discuss the outcome of their application are encouraged to contact the Community Development team for advice as soon as possible on 5422 0216 or via grants@mrsc.vic.gov.au.

What will strengthen my application?

Applications that address Council's wellbeing and environmental priorities will score more highly than those that do not. Please refer to page 12 of the [Municipal Public Health and Wellbeing Plan 2021-2025](#) and page 3 of the [Environment Strategy](#). Your application should clearly state how your project or initiative will support/contribute to this priority.

Applications that consider gender equity and accessibility for diverse community groups will score more highly than those that do not. Applications that advance reconciliation and/or celebrate First Nations Peoples will also be highly regarded.

Table 7: Summary of Council priority areas.

Priority area	Council priorities
Environment	<ul style="list-style-type: none"> • climate emergency • sustainable transport • waterway health • biolinks and habitat links • waste minimisation • community engagement and partnerships
Wellbeing	<ul style="list-style-type: none"> • promoting mental health • social connection and inclusion • encouraging gender equity and respectful relationships free from violence • promoting healthy eating and active living • preventing harm from tobacco, alcohol and other drugs • tackling climate change and its impact on health, • supporting the community to respond to and recover from emergencies • preventing harm from gambling • supporting a dementia friendly community • increasing access to affordable housing
Reconciliation	<ul style="list-style-type: none"> • initiatives that advance reconciliation and/or celebrate First Nations Peoples will also be highly regarded

Your application will be strengthened and will score higher if you can refer to specific actions from at least one of these strategic documents.

- > Council Plan 2021-2031
- > Municipal Public Health and Wellbeing Plan 2021-2025
- > Environment Strategy
- > Disability Action Plan 2021-2025
- > Arts and Culture Strategy 2018-2028
- > Macedon Ranges Heritage Strategy 2014-2018
- > Youth Strategy 2018-2028
- > Municipal Early Years Plan 2021-2025: CREATE
- > Positive Ageing Plan 2020-2025
- > Reconciliation Action Plan 2021-2023
- > 2019 Healthy Heart of Victoria Active Living Census

The funding process

Funding agreement

Successful applicants will be sent a funding agreement to be signed and returned in order to receive grant funding.

Activities/projects must be completed by 30 June 2025.

Funds must be spent on the activity/project as described in the application.

Additional Funding Conditions

Your funding agreement may have additional requirements that are specific to your project that must be met in order for funding to be released.

Some examples of additional funding conditions may include:

Consultation with a Council Officer/department

Provide additional permits, permissions or updated documents.

Complete an acquittal for previous grant funding.

Please note, if your organisation has any outstanding items across other Council departments, this may also be included as a funding condition.

If you are unsure of how to meet a funding condition, please contact the grants team via grants@mrsc.vic.gov.au or 5422 0216.

Project variations/extensions

Any variation, including extensions to an activity/project, must be applied for through SmartyGrants and be approved by Council. If you are encountering unexpected challenges in your project delivery, please contact the Community Development team for advice as soon as possible on 5422 0216 or via grants@mrsc.vic.gov.au.

Extensions of up to 12 months may be approved if the recipient has experienced unforeseen circumstances that fundamentally delayed the project. Please note that if you apply for an extension and receive approval via SmartyGrants you will still be eligible to apply to other grant funding while the project is being completed. However, if the project is incomplete after the 12

month extension period, then your group will be ineligible to apply for further grant funding until the project is fully acquit.

Reporting/acquittals

Successful applicants are required to submit an acquittal report by 30 June 2025. This report relating to funding from Council must include:

confirmation that objectives for the project were achieved;

a financial statement, detailing expenditure signed and authorised by the treasurer; and

two photographs which may be used for promotional purposes.

Groups who do not submit an acquittal will not be eligible to apply for further funding from Council until the activity/project has been acquitted.

Incomplete projects and unspent funds

If a project is unable to be completed, the grant recipient must contact the Community Development team for advice as soon as possible on 5422 0216 or via grants@mrsc.vic.gov.au. Any unspent funds are to be returned to Council.

Permits and permissions

The applicant is responsible for any regulatory and statutory requirements associated with the project, such as planning and building permits and permissions from the building/landowner. If you are unsure of what permits or permissions your project may require, please discuss with the grants team or appropriate Council Officer.

Auditing of funded projects

Council reserves the right to undertake a spot financial and programmatic audit of a funded project. This may include a detailed examination of all financial records pertaining to the project.

Privacy

The collection and handling of personal information is in accordance with [Council's Privacy Policy](#), which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centres.

Contact the grants team

Contact	Title	Phone
Melissa Telford	Community Projects Officer	03 5422 0216 0436 109 341
Julius Peiker	Coordinator Community Development	03 5422 0286
Maria Loriente	Community Partnerships Officer	0472 902 287

If you are unable to reach one of the above contacts in relation to your application, please call Customer Service on 03 5422 0333.



Small Projects

Council Grants

2024/25



Macedon
Ranges
Shire Council

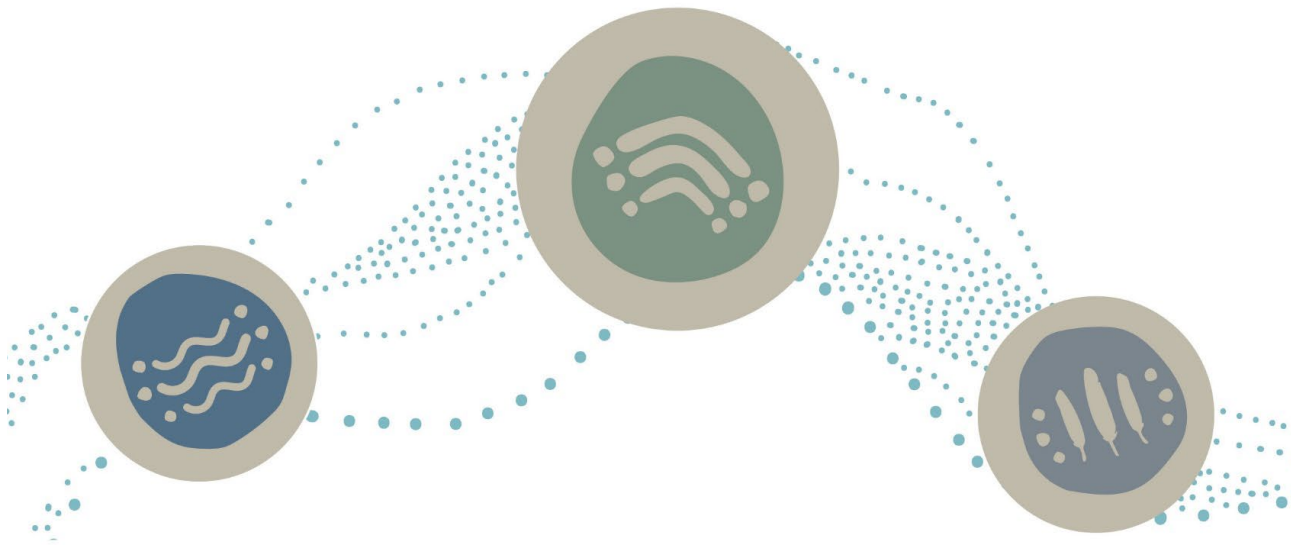
Acknowledgment of Country

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

“Both artworks talk 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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Small Project Grants

Small Project Grants fund public money to not-for-profit community groups and non-government and government schools for programs and initiatives that benefit residents of the Macedon Ranges and help achieve Council Plan goals.

The aim of the Small Project Grants program is to support initiatives which:

- a) support local needs
- b) are unlikely to be funded by other Council funding programs
- c) align with the Council plan priorities of:
 - Connecting Communities
 - Healthy Environment, Healthy People.

Opening and closing dates

Applications can be submitted online at any time, except during the caretaker period during a Council election year. Please note, once the programs annual budget (listed below) has been exhausted, no further applications will be accepted until the new financial year.

Please also note that from the point at which you submit your application, the assessment/approval process (including endorsement at a Scheduled Council Meeting) may take up to a maximum of eight weeks. Please refer to [Council's website](#) for submission dates for each Council meeting.

How much is available?

The Small Project Grants budget for 2024/25 is \$30,000.

The program provides grants of up to \$3,000 per project to eligible groups for community programs and initiatives.

Who can apply?

Incorporated, community-based not-for-profit groups operating or being established in the Macedon Ranges can submit one application per year.

Incorporated organisations who act as an auspice for another community group for the purpose of this grant may also submit one application for their own organisation per year, in addition to their auspice arrangements.

We welcome applications from all community groups and encourage LGBTQIA+, First Nations and groups who have not applied for funding previously to apply.

Auspicing

If you are unincorporated you will need to find an incorporated organisation willing to act as an auspice for the purpose of this grant. Please refer to [Section 6 - Legal Requirements](#).

Eligibility requirements

Applicants are advised to read the guidelines thoroughly before submitting their application.

Public schools/churches are eligible if they can show a demonstrated need and broad community benefit and participation beyond the school community or congregation respectively. Projects that are entirely school or congregation focussed will not be funded.

Who will not be funded?

The following are ineligible to apply to the Small Project Grant program:

- Individuals
- Political organisations
- For profit/commercial organisations (including private schools)
- Government agencies/organisations
- Groups/auspices that are in debt to Council

- Groups/auspices that have not completed the reporting requirements of previous Council grants.

What will not be funded?

Projects or activities which:

- have already commenced, are recurrent or have been completed
- are commercial, religious, political, discriminatory, sexist, racist or disrespectful
- are considered fundraising/asking for donations¹
- intend to raise funds beyond what is needed to deliver the project and aim to boost general operating profits
- are the funding responsibility of state or federal government
- promote or involve gambling-related activities
- receive sponsorships from gaming venues, online betting companies or other gambling providers
- do not support responsible drinking
- involve capital and/or infrastructure works
- are defined as facility maintenance on community and Council-owned buildings²
- fund capital expenditure (the purchase of land, buildings, vehicles)
- award monetary prizes
- are recreational excursions (camps, holidays, tours)
- duplicate services already operating or planned for in a targeted community
- have been previously funded by Council

¹ An application for donations/fundraising activities is regarded as a request for sponsorship and therefore ineligible for a Small Project Grant.

² Please refer to the terms of your maintenance schedule in your lease/licence agreement.

- are not well supported by evidence of need and where alternative solutions have not been adequately considered
- do not have broad support amongst the community
- do not have appropriate heritage sign-off, including Aboriginal cultural management (where required)

Core business/operational costs such as:

- salaries for ongoing positions
- rent, insurance, utility costs, debts
- conducting an annual general meeting.

Legal requirements

Incorporation status

Applicants must be registered as an incorporated body or arrange for a legally constituted not-for-profit organisation to manage (auspice) the funds.

Council does not auspice applicants.

For more information on auspice arrangements visit the [Not-for-profit Law Information Hub](#).

Child safe standards

Macedon Ranges Shire Council is committed to a zero tolerance approach to child abuse, through actively promoting child safety and ensuring compliance with the Victorian Child Safe Standards. Victorian organisations that provide services to children are required, under the *Child Safety and Wellbeing Act 2005*, to ensure that they implement compulsory child safe standards to protect children from harm.

As a Child Safe organisation, Council requires that all grant applicants demonstrate their compliance with the Victorian Child Safe Standards and read/understand Council's Child Safety and Wellbeing Policy and Code of Conduct, available from [Council's website](#). Within the application form, applicants will be required to identify whether their project involves direct or incidental contact with children and young people, and complete either a Child Safe Statement of Commitment or submit their Child Safe Policy and a Child Safe Direct Contact Checklist.

Please note: If your organisation is auspiced for the purpose of this grant, the auspice organisation will also need to meet the Child Safe Standards.

More details on the Child Safe Standards can be found on the [Commission for Children and Young People website](#).

Public liability insurance

Public liability insurance covers incidents that occur during an activity being conducted by a group. All groups must be covered by public liability insurance and be able to provide a valid certificate of currency.

It is the responsibility of the applicant or recipient to arrange appropriate insurance.

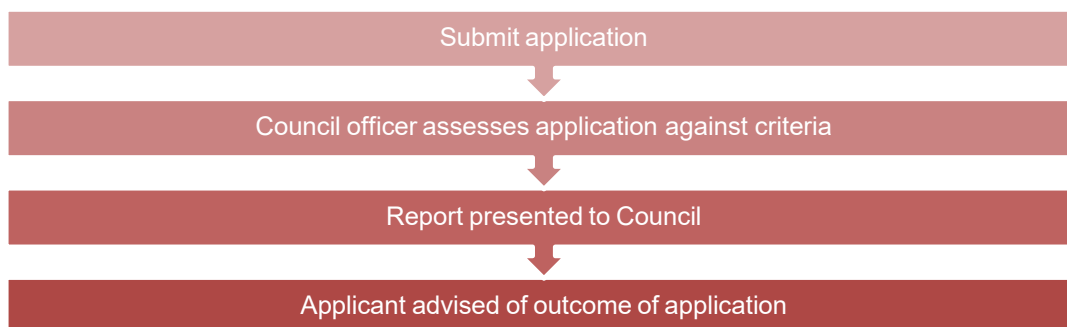
Groups without public liability insurance will need an auspice with public liability insurance or can contact Local Community Insurance which offers an affordable public liability scheme for not-for-profit community groups.

What is the application process?

The application process involves a panel assessment with recommendations sent to a Scheduled Council Meeting for endorsement. Depending on when an application is received during Council's reporting cycle, the entire process may take up to a maximum of eight weeks.

All applicants receive an email of acknowledgement through Council's online grants management system (SmartyGrants) once their application is submitted.

Chart 1: Application process



How are applications assessed?

Eligible applications are assessed by a panel of staff across the organisation, based on responses provided in the application form. Eligibility does not guarantee funding.

All applications are scored based on the weighted assessment criteria. An application that scores 50 (out of 100) and below will not be recommended for funding and will not be forwarded to Council for consideration. Officers will work with the applicant to explore the possibility of strengthening their application which may result in re-submitting the application.

Funding recommendations are presented to Council for approval.

Council reserves the right to exercise judgement on the appropriateness of funding eligibility criteria in respect to contentious, topical or contemporary issues, or where the project may be perceived to be in conflict with Council objectives, plans, or the wider wellbeing of its residents.

Council decisions are final. Applicants who wish to discuss the outcome of their application are encouraged to contact Council's Coordinator Community Development.

Unsuccessful applications

The assessment process is rigorous and objective - the scoring matrix available on Council's website is used to assess applications to a consistent and fair standard.

Your activity/project may not receive funding for a variety of reasons. These are some common reasons for an application not being recommended for funding:

- the project is ineligible (refer to Section 5)
- the application scored 50 or below out of 100 (refer to Section 14).

What we are looking for in the applications

The table below outlines the scoring for each criteria. Referring to this and the details contained in the scoring matrix at the end of these guidelines will help you develop a strong application.

Table 1. Assessment criteria

Weighting	Criteria	What we are looking for
30%	Evidence of need	Statement of need Letters of support Unlikely to be funded by other funding programs
20%	Alignment to Council priorities	Demonstrated relationship to Council priorities Alignment to Council's wellbeing, environment or reconciliation priorities
30%	Community benefit	Number of people participating in project Number of people benefiting from project Impact of the community benefit Improving gender equity outcomes
20%	Ability to deliver project	Demonstrate sound budget Demonstrate good project planning Demonstrate good risk management

What will strengthen my application?

- Applications that address Council's wellbeing and environmental priorities will score more highly than those that do not. Please refer to page 12 of the Municipal Public Health and Wellbeing Plan 2021-2025 and page 3 of the Environment Strategy. Your application should clearly state how your project or initiative will support/contribute to this priority.
- Applications that consider gender equity and accessibility for diverse community groups and those that advance reconciliation and/or celebrate First Nations Peoples will score more highly than those that do not.

Summary of Council priority areas

Table 1. Council priority areas

Priority area	Council priorities
Environment	<ul style="list-style-type: none"> • climate emergency • sustainable transport • waterway health • biolinks and habitat links • waste minimisation • community engagement and partnerships
Wellbeing	<ul style="list-style-type: none"> • promoting mental health • social connection and inclusion • encouraging gender equity and respectful relationships free from violence • promoting healthy eating and active living • preventing harm from tobacco, alcohol and other drugs • tackling climate change and its impact on health,

Priority area	Council priorities
	<ul style="list-style-type: none"> • supporting the community to respond to and recover from emergencies • preventing harm from gambling • supporting a dementia friendly community • increasing access to affordable housing
Reconciliation	<ul style="list-style-type: none"> • initiatives that advance reconciliation and/or celebrate First Nations Peoples will also be highly regarded

Your application will be strengthened and will score higher if you can refer to specific actions from at least one of these strategic documents.

- > [Council Plan 2021-2031](#)
- > [Municipal Public Health and Wellbeing Plan 2021-2025](#)
- > [Environment Strategy](#)
- > [Disability Action Plan 2021-2025](#)
- > [Gender Equality Action Plan 2022-2025](#)
- > [Arts and Culture Strategy 2018-2028](#)
- > [Macedon Ranges Heritage Strategy 2014-2018](#)
- > [ELEVATE: Youth Strategy 2018-2028](#)
- > [CREATE: Municipal Early Years Plan 2021-2025](#)
- > [PARTICIPATE: Positive Ageing Plan 2020-2025](#)
- > [Reconciliation Action Plan 2021-2023](#)
- > [2019 Healthy Heart of Victoria Active Living Census](#)

Budget

Your budget needs to include all income and expenditure related to the activity/project for which you are requesting funding. See a **sample budget** below:

Table 3. Income

Grant from Council (this application)	\$ 3,000
Cash contribution from group	\$ 500
Total income (please calculate)	\$ 3,500

Table 4. Expenditure

Venue Hire	\$500
Guest speaker	\$1,000
Welcome to Country and Smoking Ceremony	\$1,000
Marketing and Promotion	\$500
Printing	\$500
Total expenditure (please calculate)	\$ 3,500

For groups who are registered for GST, GST will be added to the amount requested.

Grants to recipients not registered for GST will be made exclusive of GST.

For information about GST and ABNs contact the [Australian Taxation Office](#).

Conditions

Funding agreement

Successful applicants will abide by the terms and conditions of a funding agreement.

Activities/projects must be completed within twelve months of receiving funding.

Funds must be spent on the activity/project as described in the application.

Project variation

Applicants must contact the Grants Team to discuss any changes or delays to their project that may require an extension or variation. They will then be provided access to a variation/extension request form via Smarty Grants. Recipients should not undertake any changes until they have written approval following this request.

Reporting

Successful applicants are required to submit a report (acquittal) on grant monies spent upon completion of their activity/project by the date set out in the funding agreement.

Groups who do not submit an acquittal will not be eligible to apply for further funding from Council until the activity/project has been acquitted.

Groups who have been auspiced for the purpose of this grant will need to ensure the auspice organisation has received and approved all acquittal information.

Incomplete activities/projects and unspent funds

If an activity/project can no longer be completed, please contact Council. Any unspent funds are to be returned to Council.

Permits, insurance and authorisations

The applicant is responsible for any regulatory and statutory requirements associated with the activity/project, such as planning and building permits and public liability insurance.

Privacy

The collection and handling of personal information is in accordance with Council's Privacy Policy which is displayed on [Council's website](#) and available for inspection at, or collection from, Council's customer service centres.



2024-26

Council Grants

Neighbourhood house Funding Program Guidelines



mrsc.vic.gov.au/grants



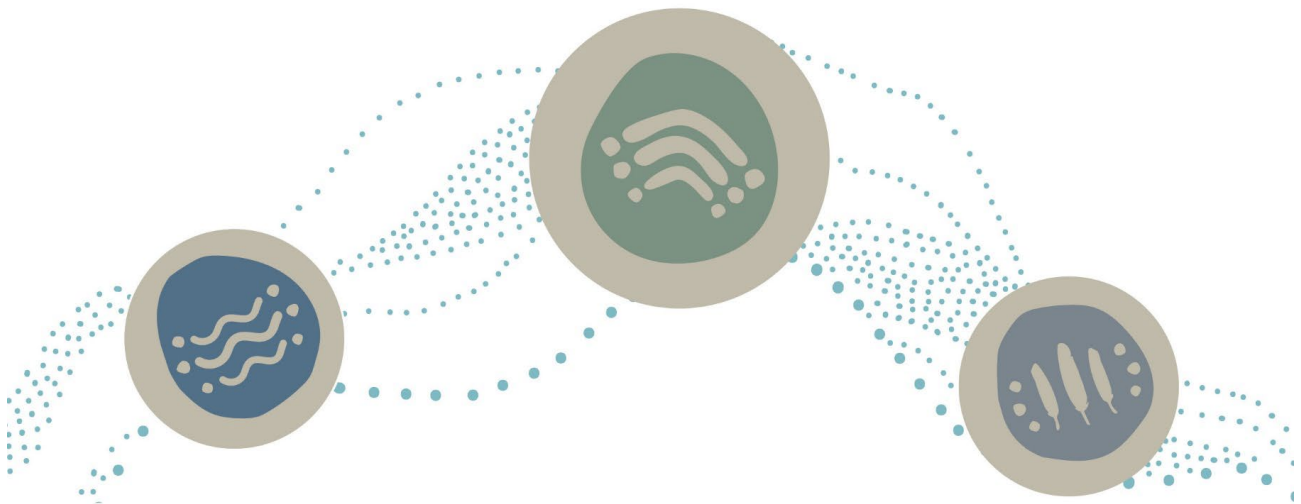
Acknowledgment of Country

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

"Both artworks talk 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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Neighbourhood House Funding Program

The Neighbourhood House Funding Program has been established in accordance with Council's Neighbourhood House Policy.

The funding program demonstrates Macedon Ranges Shire Council's support to Neighbourhood Houses located within the municipality. Council recognises and supports the benefits Neighbourhood Houses provide to local communities, and their role as a significant contributor to community development.

It applies to the following Neighbourhood Houses:

- Kyneton Community House
- Lancefield Neighbourhood House
- Macedon Mount Macedon Neighbourhood House
- Macedon Ranges Further Education Centre, Gisborne
- Riddells Creek Neighbourhood House
- Romsey Neighbourhood House
- Woodend Neighbourhood House

Opening and closing dates

Applications will be accepted from eligible Neighbourhood Houses concurrently with the Community Funding Scheme Grants – in May annually. Details will be provided to Neighbourhood Houses and will be listed on Council's website.

How much is available?

The Neighbourhood House Funding Program budget for 2024/25 is \$35,000.

The program provides grants of up to \$5,000 per eligible House for community development programs and initiatives.

Who can apply?

Only the Neighbourhood Houses as listed above are eligible to apply.

Recognition of new Neighbourhood Houses will occur on receipt of funding through the Neighbourhood House Coordination Program (NHCP) or a Council resolution recognising the new Neighbourhood House as meeting eligibility per NHCP Guidelines (page 7, Department of Families Fairness and Housing, 2016) or updated Neighbourhood House Guidelines.

Eligibility requirements

Applicants are advised to read the guidelines thoroughly before submitting their application.

What will not be funded?

Projects or activities which:

- are commercial, religious, political, discriminatory, sexist, racist or disrespectful
- are considered fundraising/asking for donations¹
- intend to raise funds beyond what is needed to deliver the project and aim to boost general operating profits
- are the funding responsibility of state or federal government
- promote or involve gambling-related activities
- do not support responsible drinking
- involve capital and/or infrastructure works
- are defined as facility maintenance on community and Council-owned buildings²
- fund capital expenditure (the purchase of land, buildings, vehicles)
- award monetary prizes

¹ An application for donations/fundraising activities is regarded as a request for sponsorship and therefore ineligible for a Small Project Grant.

² Please refer to the terms of your maintenance schedule in your lease/licence agreement.

- are recreational excursions (camps, holidays, tours)
- duplicate services already operating or planned for in a targeted community
- have been previously funded by Council
- are not well supported by evidence of need and where alternative solutions have not been adequately considered
- do not have broad support amongst the community
- do not have appropriate heritage sign-off, including Aboriginal cultural management (where required)

Core business/operational costs such as:

- salaries for ongoing positions
- rent, insurance, utility costs, debts
- conducting an annual general meeting.

Legal requirements

Incorporation status

Applicants must be registered as an incorporated body or arrange for a legally constituted not-for-profit organisation to manage (auspice) the funds.

Council does not auspice applicants.

For more information on auspice arrangements visit the [Not-for-profit Law Information Hub](#).

Child safe standards

Macedon Ranges Shire Council is committed to a zero tolerance approach to child abuse, through actively promoting child safety and ensuring compliance with the Victorian Child Safe Standards. Victorian organisations that provide services to children are required, under the *Child Safety and Wellbeing Act 2005*, to ensure that they implement compulsory child safe standards to protect children from harm.

As a Child Safe organisation, Council requires that all grant applicants demonstrate their compliance with the Victorian Child Safe Standards and read/understand Council's Child Safety and Wellbeing Policy and Code of Conduct, available from [Council's website](#). Within the application form, applicants will be required to identify whether their project involves direct or incidental contact with children and young people, and complete either a Child Safe Statement of Commitment or submit their Child Safe Policy and a Child Safe Direct Contact Checklist.

Please note: If your organisation is being auspiced for the purpose of this grant, the auspicng organisation will also need to meet the Child Safe Standards.

More details on the Child Safe Standards can be found on the [Commission for Children and Young People website](#).

Public liability insurance

Public liability insurance covers incidents that occur during an activity being conducted by a group. All groups must be covered by public liability insurance and be able to provide a valid certificate of currency.

It is the responsibility of the applicant or recipient to arrange appropriate insurance.

Groups without public liability insurance will need an auspice with public liability insurance or can contact localcommunityinsurance.com.au which offers an affordable public liability scheme for not-for-profit community groups.

Special requirements

Neighbourhood Houses must provide the following additional information with their application:

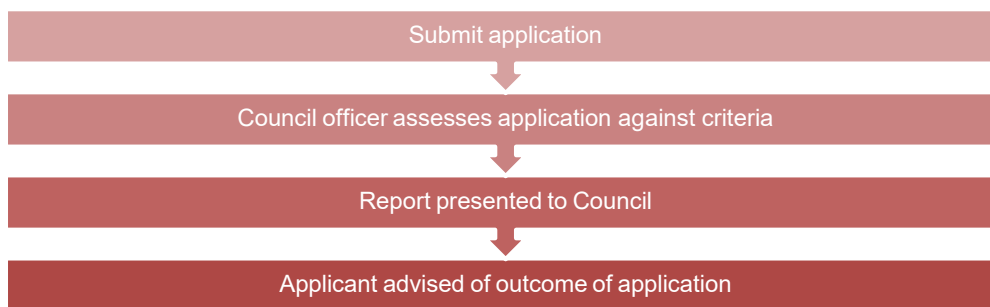
- Annual Report and Financial Statement
- Current Committee/Board members list
- Contact information for Committee/Board Chair
- Staff contact information
- Current Strategic Plan
- Agreement to allow Council access to the annual NHVic Survey Data

What is the application process?

The application process involves a panel assessment with recommendations sent to a Scheduled Council Meeting for endorsement.

All applicants receive an email of acknowledgement through Council’s online grants management system (SmartyGrants) once their application is submitted.

Chart 1. Application process



How are applications assessed?

Eligible applications are assessed by a panel of staff selected by the Manger Community Strengthening.

Eligibility for this program and inclusion of all special requirements should result in funding which is underpinned by the provisions of the Neighbourhood House Policy 2024.

Unsuccessful applications

Houses which do not meet all the requirements will be contacted by the Community Partnership Officer to arrange a meeting to discuss their application with both the Manager/Coordinator and Board Chair.

Summary of Council priority areas

Table 1. Council priority areas

Priority area	Council priorities
Environment	<ul style="list-style-type: none"> • climate emergency • sustainable transport • waterway health • biolinks and habitat links • waste minimisation • community engagement and partnerships
Wellbeing	<ul style="list-style-type: none"> • promoting mental health • social connection and inclusion • encouraging gender equity and respectful relationships free from violence • promoting healthy eating and active living • preventing harm from tobacco, alcohol and other drugs • tackling climate change and its impact on health, • supporting the community to respond to and recover from emergencies • preventing harm from gambling • supporting a dementia friendly community • increasing access to affordable housing
Reconciliation	<ul style="list-style-type: none"> • initiatives that advance reconciliation and/or celebrate First Nations Peoples will also be highly regarded

You may refer to specific actions from at least one of these strategic documents.

- > [Council Plan 2021-2031](#)
- > [Municipal Public Health and Wellbeing Plan 2021-2025](#)
- > [Environment Strategy](#)
- > [Disability Action Plan 2021-2025](#)
- > [Gender Equality Action Plan 2022-2025](#)
- > [Arts and Culture Strategy 2018-2028](#)
- > [Macedon Ranges Heritage Strategy 2014-2018](#)
- > [ELEVATE: Youth Strategy 2018-2028](#)
- > [CREATE: Municipal Early Years Plan 2021-2025](#)
- > [PARTICIPATE: Positive Ageing Plan 2020-2025](#)
- > [Reconciliation Action Plan 2021-2023](#)
- > [2019 Healthy Heart of Victoria Active Living Census](#)

Budget

Your budget needs to include all income and expenditure related to the activity/project for which you are requesting funding. See a **sample budget** below:

Table 2. Income

Grant from Council (this application)	\$ 3,000
Cash contribution from group	\$ 500
Total income (please calculate)	\$ 3,500

Table 2. Expenditure

Venue Hire	\$500
Guest speaker	\$1,000
Welcome to Country and Smoking Ceremony	\$1,000
Marketing and Promotion	\$500
Printing	\$500
Total expenditure (please calculate)	\$ 3,500

For groups who are registered for GST, GST will be added to the amount requested.

Grants to recipients not registered for GST will be made exclusive of GST.

For information about GST and ABNs contact the [Australian Taxation Office](#).

Conditions

Funding agreement

Successful applicants will abide by the terms and conditions of a funding agreement.

Activities/projects must be completed within twelve months of receiving funding.

Funds must be spent on the activity/project described in the application.

Reporting

Successful applicants are required to submit a report (acquittal) on grant monies spent upon completion of their activity/project by the date set out in the funding agreement.

Houses which do not submit an acquittal will not be eligible to apply for further funding from Council until the activity/project has been acquitted.

Incomplete activities/projects and unspent funds

If an activity/project can no longer be completed, please contact Council. Any unspent funds are to be returned to Council.

Permits, insurance and authorisations

The applicant is responsible for any regulatory and statutory requirements associated with the activity/project, such as planning and building permits and public liability insurance.

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15 DIRECTOR ASSETS AND OPERATIONS REPORTS

AO.1	CAPITAL WORKS MONITORING
Officer:	Jeetendra Dahal, Manager Assets and Project Management Office
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

This report provides transparency on cost escalations on infrastructure projects and seeks further funding, cancellation, or a reduction in the scope of the projects to manage them within the allocated annual capital works program budget.

Recommendation**That Council:**

1. **Adopts the following changes to the Financial Year 2023/24 budget relating to the following infrastructure projects:**
 - a) **Park Furniture Renewal Program: Return \$13,479.86 to the consolidated capital works program budget;**
 - b) **Playground Renewal Program: Return \$7,271.46 to the consolidated capital works program budget;**
 - c) **Upgrade Sports Ground Drainage to improve the wear and compaction of the sporting grounds within the Shire: Return \$60,000.00 to the consolidated capital works program budget;**
 - d) **South Gisborne Tennis Lighting Design: Return \$2,778.00 to the consolidated capital works program budget;**
 - e) **New Gisborne Tennis Courts Planning: Return \$1,070.00 to the consolidated capital works program budget;**
 - f) **Red Brick Hall Upgrade: Increase budget by \$5,800.00;**
 - g) **Baynton Hall – Kitchen Refurbishment: Increase budget by \$6,200.00;**
 - h) **Outdoor Pools Disability Discrimination Act (DDA) Compliance Design: Return \$13,350.00 to the consolidated capital works program budget;**
 - i) **Gisborne Adventure Playground: Return \$6,600.00 to the consolidated capital works program budget;**
 - j) **Kyneton Sports and Aquatic Gym Floor: Return \$47,084.21 to the consolidated capital works program budget;**
 - k) **Bridge – Ross Street, Malmsbury: Return \$11,857.74 to the consolidated capital works program budget;**
 - l) **Roads – Intersection Darraweit-Valley and Bolinda Darraweit Road Darraweit Guim: Return \$8,347.73 to the consolidated capital works program budget;**

m) Kyneton Cricket Club Net Upgrades: Return \$2,476.00 to the consolidated capital works program budget;

2. Notes that recommendation 1 (above) results in a deficit of \$63,373.00 to the financial year 2023/2024 consolidated capital works program budget.

Background

The Council budget build process begins in October of the previous year. This means pricing may change during the nine months before the budget year starts.

Some infrastructure projects will not be tendered until over twelve months after the initial estimates were set. Officers allow a reasonable cost escalation on project costs; however, the cost increases experienced were outside this estimate. As projects are completed, unspent contingency funds will be returned to the consolidated Capital Works Program Budget.

During the year, emergency projects may need funding or grants requiring contribution by Council. By transparently and regularly reporting to Council officers, we are ensuring the Capital Program is delivered with good governance and to the best advantage.

Discussion

Each year in October, officers create business cases for capital works projects. Budget estimates are built based on previous costings with a percentage added to indicate expected price escalations before the project tender. The project management framework enables project change management up to the initial budget contingency. Any change in price or unexpected cost during construction above the full project budget requires further approval.

There are three reasons why a project may require more funds than budgeted:

- Cost escalations in materials and labour
- Unforeseen circumstances
- Scope irregularities

As each project is allocated a fixed budget, good governance means that any expenditure above this budget figure needs oversight. The Capital Works Monitoring Report provides a transparent methodology for approving or refusing cost adjustments.

Before presenting a project for review for additional funding, the project sponsor and project manager will have investigated methods to value-manage the project by reducing the scope without changing the project. The project scope items are identified as must, should, could and won't items to be included in the project. In value management, the 'could' items would first be reviewed and removed if required. 'Should' items would be reviewed, however may need to stay in the scope to reap the full benefit of the project. 'Must' items are usually required for statutory or policy requirements.

This month, officers have identified the following infrastructure projects requiring changes to budget and/or scope:

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-Progression	Change to the budget – () is an additional cost to the budget
Financial position following previous decisions	N/A	N/A	Bring forward a -\$225,688.00 balance resulting from the resolution of the March 2024 Council meeting	(\$225,688.00)
101041 Park Furniture Renewal Program	Project complete	\$40,000.00	The project has been completed under budget, and surplus funds are to be returned.	\$13,479.86
101035 Playground Renewal Program	Project complete	\$50,000.00	The project has been completed under budget, and surplus funds are to be returned.	\$7,271.46
100687 Upgrade Sports Ground Drainage	Project complete	\$112,985.00	The project scope changed due to consolidating the Riddells Creek drainage project with the oval rehabilitation after the discovery of electrical conduits under the ground. Full design complete, surplus funds to be returned.	\$60,000.00
101040 South Gisborne Tennis Lighting Design	Project complete	\$15,000.00	The project has been completed under budget, and surplus funds are to be returned.	\$2,778.00
100246 New Gisborne Tennis Courts Planning	Project complete	\$29,100.00	The project has been completed under budget, and surplus funds are to be returned.	\$1,070.00
100276 Red Brick Hall Upgrade 2024	Yes	\$335,000.00 (as per the Local Roads and Community Infrastructure (LRCI)	A handrail is required to prevent future falls at the site, as several falls have occurred following practical completion. The design meets building code however	(\$5,800.00)

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-Progression	Change to the budget – () is an additional cost to the budget
		funding agreement)	did not adequately consider the site's users. The LRCI budget was fully expended to acquit the funding in December 2023. Therefore, the sum of \$5,800 is required to complete this improvement work.	
100803 Baynton Hall – Kitchen Refurbishment	Yes	\$50,000.00	Additional works are required for the installation of kitchen appliances, including safety measures to ensure sufficient electrical capacity for the new appliances.	(\$6,200.00)
100778 Outdoor Pools Disability Discrimination Act (DDA) Compliance Design	Project complete	\$60,000.00	Practical completion has been reached. Surplus funds are to be returned.	\$13,350.00
100792 Gisborne Adventure Playground	Project complete	\$16,000.00	Practical completion has been reached. Surplus funds are to be returned.	\$6,600.00
100086 Kyneton Sports and Aquatic Gym Floor	Project Complete	\$70,000.00	The project has been completed under budget, and surplus funds are to be returned.	\$47,084.21
100951 Bridge – Ross Street, Malmsbury	Project complete	\$350,000.00	The project has been completed under budget, and surplus funds are to be returned.	\$11,857.74
100163 Roads – Intersection	Project complete	\$280,314.13	The project has been completed under budget, and surplus	\$8,347.73

Infrastructure Project	Progress with Construction	Original budget	Reason for Progression or Non-Progression	Change to the budget – () is an additional cost to the budget
Darraweit-Valley and Bolinda Darraweit Road Darraweit Guim			funds are to be returned.	
101039 Kyneton Cricket Club Net Upgrades	Project complete	\$27,236.00	The project has been completed with unspent contingency, and surplus funds are to be returned.	\$2,476.00
			Net Total	(\$63,373.00)

This recommendation currently results in a **deficit of \$63,373.00** in the 2023/2024 Capital Works Program budget. Officers will continue to monitor the completion of capital works and are confident that the Capital Works Program budget will be in balance at the end of the financial year as some projects will be completed under budget.

Consultation and engagement

Within individual infrastructure projects, there will be identified stakeholders. Project Sponsors will liaise with stakeholders of projects that are the subject of this report.

This report is an initiative to ensure transparency in decision-making for infrastructure projects. By publicly providing this report in the Scheduled Council Meeting agenda, the community can understand the decisions being made promptly and without the need to await a quarterly, six monthly or annual report.

Collaboration

Council officers share initiatives across many neighbouring Councils – all reported similar challenges and impacts from current economic conditions.

Innovation and continuous improvement

This is an innovative approach to the problem of unprecedented infrastructure project price increases. Council would typically address project budget issues via the mid-year budget review. In response to the current economic environment, an agile response is required. Preparing a report such as this for presentation to Scheduled Council Meetings throughout this financial year provides resolutions with minimal lost time.

Relevant law

There is not a specific law relating to the information provided within this report.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this report. Officers have noted gender impact within each business case for infrastructure projects and referred to these regarding determining recommendations for infrastructure project tenders over budget.

Relevant regional, state and national plans and policies

The Council plan relevant to this report is delivering strong and reliable government. Transparently providing timely information for the community should provide confidence in how Council is adapting its infrastructure project delivery within budget.

Relevant Council plans and policies

The Council plan relevant to this report is delivering strong and reliable government. Transparently providing timely information for the community should provide confidence in how Council is adapting its infrastructure project delivery within budget.

Financial viability

The processes described in this report detail how Council is adapting its infrastructure project delivery to ensure it is within budget.

Sustainability implications

There are no direct sustainability impacts resulting from this report.

Officer declaration of conflicts of interest

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

AO.2	CAPITAL WORKS CARRY FORWARDS
Officer:	Jeetendra Dahal, Manager Assets and Project Management Office
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	2023/24 Capital Works Program - Proposed Carry Forward Projects ↓

Summary

This report seeks Council's consideration for the approval of carrying forward 38 (out of 201) projects from the 2023/24 capital works program into the 2024/25 financial year. The proposed projects are listed in Attachment 1. Various factors have contributed to the requirement for carrying forward these projects, including the market conditions leading to a shortage of contractors, price escalation, delay with statutory approvals, late inclusion of the insurance-funded projects, scope changes to some projects, and the timing of receipt of external funding. Furthermore, some of the projects span multiple years due to funding constraints or the scale of the project.

If the projects originally planned for delivery beyond 30 June 2024 are excluded from the attached list, the number of projects scheduled for completion this year requiring carry forward drops to 20.

Recommendation

That Council approves the carry forward of funding for 38 projects as listed in Attachment 1 to complete the delivery in the Financial Year 2024/25, noting that three of these projects are operational projects.

Background

Each year Council aims to complete all capital works projects within the financial year and minimise carry forwards. Minimising the carry forward reduces the delivery burden in the next year and ensures the community realise the improved services promptly. This year, 18.90% of the total projects are being proposed for carry forward, which is an improvement over last financial year by more than 2% and significantly better than previous years' average of 47%. This is further improved once the 18 projects not planned for completion by 30 June 2024 are removed, reducing the statistics 18.90% to 9.95% carry forward.

The financial analysis of all 38 projects listed for carry forward shows that 72.31% of their total budget is spent or committed.

Discussion

The Capital Program Review Board reviews the capital program's health monthly. The Board identifies the projects requiring additional funding, surplus funding and cancellation of non-urgent over-budget projects to cover the increased costs of projects identified as priorities for delivery and makes recommendations. The Board also reviews the program delivery schedule to ensure that urgent and important projects are delivered within the planned timeframe.

Following the Capital Program Review Board meetings, Monthly Capital Works Monitoring reports are prepared and presented to Council for consideration at Scheduled Council Meetings.

The market conditions leading to a shortage of contractors, price escalation, delay with statutory approvals, late inclusion of the insurance-funded projects, scope changes to some projects, and the timing of receipt of external funding conditions affect project delivery and led to some projects not being completed this financial year. Officers recommend completing these projects into the 2024/25 financial year and carrying forward the required funds.

Attachment 1—Capital Works Program 2023/24—Proposed Carry Forward Projects register lists 38 projects to be carried forward, with the status, reasons for delay, and impact if funds are not carried forward.

At this time, officers cannot confirm the exact amount to be carried forward as contract expenditures will continue until 30 June 2024, at which time the carry forward amounts will be confirmed.

The final three projects in the attachment are funded through the operational budget. These projects are monitored through the Project Lifecycle System and require their funding to be carried forward to complete works started this year.

Consultation and engagement

There has been no consultation or engagement regarding the recommendation of this report. If the resolution passes, officers will confirm with key community points of contact that their project is proceeding for completion in the new financial year.

Collaboration

There was no collaboration with other councils regarding this report.

Innovation and continuous improvement

Following the establishment of the Project Lifecycle Management (PLM) system and Capital Program Review Board, improved oversight of Council's Capital works planning and delivery is occurring. This, combined with monthly capital works monitoring, results in timely and transparent decisions regarding adjustments to the budget, resources, and delivery schedule.

Relevant law

There is no specific law relating to the information provided within this report.

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

Relevant regional, state and national plans and policies

No regional, state or national plans or policies are applicable to this report's subject matter.

Relevant Council plans and policies

The implementation of the new Capital Works project reporting process has provided more accurate and reliable project reporting data for monitoring the progress of the Capital Works Program. This reporting process supports the Council in achieving the Community Vision theme of Deliver a Strong and Reliable Government.

Financial viability

The active management of the capital works program ensures the best outcome for the community by maximising project delivery and transparently considering any budget changes required within the capital works program budget throughout the year; this includes consideration of project carry forwards as needed.

Sustainability implications

There are no social or environmental sustainability implications resulting from the outcome of this report.

Officer declaration of conflicts of interest

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

2023/24 Capital Works Program - Proposed Carry Forward Projects										
Project Number	Project Name	Town/Location	Current status	Reason for carry forward (why has project not been completed?)	Expected completion date	Impact if funds are not carried forward	23/24 Budget	23/24 Actuals	Current commitments	Outstanding
100243	Woodend Gilbert Gordon Netball Court	Woodend	Designs complete. CHMP process continuing.	Delayed due to complex CHMP - Cultural Heritage Management Plan process has delayed the construction commencement, no works can occur on site until the CHMP is finalised (which is anticipated for mid-2024).	30-Mar-25	Project is subject to a \$985,710 State Gov. grant - Council has committed a total of \$310K in funding to deliver the project.	\$1,290,168.00	\$7,025.50	\$26,305.90	\$1,256,836.60
100610	New Gisborne Tennis Court Lighting	New Gisborne	Preparing funding application	Grant Lodged Awaiting Outcome - Project requires co-funding from state government. A funding application was made to the Local Sport Infrastructure Program (December 2023), however acting on advice from Sport & Rec Victoria local contacts, this application was withdrawn and will be presented to the new Regional Community Sports Infrastructure funding program, citing a much better chance of success. This program closes late March 2024 with	25-Aug-24	Council would need to withdraw its funding application. There would be considerable community fallout, especially given the currently lit courts are failing and not suitable for winter use. It's important to note that those courts are planned to be removed as outlined in the Ross Watt Reserve master plan.	\$258,000.00	\$0.00	\$0.00	\$258,000.00
100558	Gisborne Botanic Gardens Irrigation	Gisborne	Waiting on Invoice/Water agreement to be finalised	Awaiting third party action - Officers are waiting on an updated recycled water use agreement and invoice from Greater Western Water. The Purchase order has been raised. This was applied for 2 years ago, and delayed due to merger of Western Water and CWW requiring completion before	2024/25	If funds are not carried forward, we will not be able to increase our water allocation for the gardens to match the requirements of the new irrigation system.	\$21,300.00	\$0.00	\$19,800.00	\$1,500.00
100413	Kyneton Showgrounds Netball Facilities Des 24	Kyneton	Detailed design process underway. VCAT appeal status TBC	Delayed due to Planning Objection - The current scope (detailed design) was intended to be completed in 2023/24 in anticipation for the future construction program in 2024/25. Designs currently underway and have been recently updated following feedback from netball club and funding body (SRV). Delays in completing final designs experienced due to VCAT hearing/objection to relating to the issuing of a planning permit to remove 10 impacted trees. Final design endorsement and construction tendering documentation is subject the outcome of a VCAT decision and some delay has been experienced to	01-Aug-24	The design project would not be able to be completed if Council budget not extended into 2024/25 and would put funding for construction in jeopardy.	\$136,700.00	\$45,266.82	\$65,813.00	\$25,620.18
100650	Kyneton Showgrounds Netball Development	Kyneton	For construction - awaiting completion of detailed design process.	Delayed due to Planning Objection - Council funded a separate design project in 2023-24 (PLM 100413). Construction commencement is subject to finalisation of the design as well as the outcome of a VCAT hearing relating to the issuing of a planning permit to remove 10 impacted trees (possible 6 month delay could be incurred due to this process).	30-Mar-26	Project is subject to a \$1.5M State Gov. grant - Council has committed to delivering the project, with a \$1.3M construction funding commitment over 2 years outlined in the 2023/24 budget.	\$259,000.00	\$0.00	\$0.00	\$259,000.00
100944	Generator supply and install- Gisborne Shire Office	Gisborne	Not Started	Delayed in getting grant funding outcome -We were unsuccessful in 22/23. However, we have been successful in 2023/24 as per the advice received from the Minister for Emergency Services on 8 March 2024. Such a late advice leaves insufficient time to deliver the project	2nd quarter 24/25 Financial year	Project will not be delivered.	\$55,000.00	\$0.00	\$0.00	\$55,000.00

100583	Building Renewal - Kyneton Mechanic 2024	Kyneton	Construction contract awarded in February 2024.	The construction commencement date has been pushed to the start of April 2024, due to Arts & Culture events using the space throughout March 2024. The contractor anticipates practical completion in July/August 2024.	01-Aug-24	Project has commenced, with a commitment in place with contractor to deliver. If funding not carried forward, design project cannot be completed. Potential penalties may exist as contract has been awarded.	\$492,653.01	\$54,748.00	\$271,212.50	\$166,692.51
100732	Barkly Square Multipurpose Facility 2024	Kyneton	Designs paused until community consultation completed following Council endorsement in February 2024	Delayed during due diligence on location - Final location and design of pavilion subject to community consultation currently underway (due to be completed in March 2024), with a future decision on location pending. Designs not able to recommence until April 2024 at the	30-Dec-24	Project has commenced, with a commitment in place with consultant to deliver. If funding not carried forward, design project cannot be completed.	\$167,000.00	\$35,750.00	\$120,215.00	\$11,035.00
100851	Malmsbury Town Hall 2024	Malmsbury	Condition audit undertaken which identified a number of items, including water ingress issues requiring repairs and remediation works. A heritage architect consultant has been engaged to prepare base drawing and scope for works for construction.	Further heritage considerations - The anticipated heritage architect base drawings & identified scope of works are expected to be complex due to the severity of water ingress, compounded by this being a heritage building. The rectification and remedial works will require specialist engineering and design input and approvals/exemptions from Heritage Vic before proceeding. It is anticipated some immediate maintenance works can be undertaken in the current 2023/24 FY, however it is expected that the more extensive repair works will be pushed into future financial years (noting 1.5+ years drying/curing time has been	2024/25 - 2025/26	Works can commence with available budget in current 2023/24 FY, but final works unable to be completed if remaining funds required are not carried forward.	\$250,000.00	\$6,883.00	\$19,787.00	\$223,330.00
100335	Riddells Creek Rec Reserve Oval Lighting	Riddells Creek	Construction yet to be tendered while officers preparing Tender Documentation.	Grant received mid year - Council approved \$311K in the 2023/24 budget which was dependent on co-funding from state government to enable the project to go ahead. Funding application made in March 2023 was unsuccessful, and a subsequent application in November 2023 was announced as successful in February 2024. Tender documentation being prepared currently and work on the project will be carried out 2024/25.	01-Apr-25	The State government funding commitment would be rescinded if Council's matching funds are not carried forward. Council would be forced to forgo state government funding and project would be unable to proceed at the current scope/budget providing a poor outcome for the community. Future funding requests would also be at risk.	\$610,650.00	\$1,920.00	\$0.00	\$608,730.00
100615	Gisborne Fields Stage 5	Gisborne	Contract awarded in March 2024 following the completion of designs in December 2023. Works have not yet commenced.	The contract for this project was awarded in March 2024. The awarded contractor anticipates practical completion in July 2024. An allowance for August has been proposed to allow for any delays.	01-Aug-24	This project has commenced. A contract is in place with the contractor to deliver works. If the project's funding is not carried forward practical completion will not be achieved. Potential penalties may exist as contract has been	\$281,460.00	\$24,350.00	\$3,400.00	\$253,710.00
100614	Dixon Field Master Plan implementation	Gisborne	RFQ evaluation being finalised.	Awarding of consultant for the design is being finalised with an estimated timeline anticipating a July/August completion.	01-Aug-24	Project has commenced, RFQ being evaluated. If funding not carried forward, design project cannot be completed.	\$187,500.00	\$0.00	\$84,280.00	\$103,220.00
100138	Kerrie School and Hall 2025	Kerrie	Insurance money received following the school fire. Currently flagged as a 24/25 project in PLM.	Insurance emerging project - Consultation undertaken with community and Heritage Vic to make the former school site 'safe' and redirect the bulk of funds from the insurance claim to the proposed Kerrie Hall works. Initial cost estimates provided to guide budget and consultation, but final scope of works is	01-May-25	As this is an insurance payout received, it is critical for these funds to be carried forward to allow works to be undertaken in 2024/25	\$303,487.50	\$0.00	\$0.00	\$303,487.50

100953	Roads - Chanters Lane	Trentham East	Contract Award	Due to a change in the extent of works this has triggered a requirement for a construction environmental management plan, which need DEECA sign off. The time to undertake the plan (including onsite surveys) and then the need to DEECA to review and either approve or make comment means that we miss the 'dry' season'.	20-Dec-24	Works have already been awarded to contractor. Critical section of road in very poor condition with high maintenance costs.	\$1,223,388.00	\$82,946.55	\$1,150,072.10	-\$9,630.65
100889	Bridge - Lauriston Bridge 2024	Lauriston	Investigation	Scope of works have changed from safety fencing to possible removal due to safety fencing not being approved by other authorities. All possible options for the future management of the bridge are currently being considered by heritage and other authorities. Community consultation	20-Dec-24	Community safety issue. If nothing is done bridge will eventually fall creating a community safety hazard.	\$100,000.00	\$545.35	\$898.00	\$98,556.65
100890	Bridge - Upper Coliban 2024	Kyneton	Design	The design and investigation has taken longer than anticipated due to the complexity in Heritage approval.	20-Dec-24	Community and bridge users safety issue. Level 3 report that recommends these works.	\$100,000.00	\$2,600.00	\$0.00	\$97,400.00
101044	Footpath - Kyneton Tennis Club	Kyneton	On Hold	The project is on hold as the additional drainage investigation needs to be carried out around the Kyneton Tennis court and KSAC due to rainfall events in Christmas and New Year in Kyneton	20-Dec-24	This project is funded by LRCI and has to be delivered by the funding deadlines.	\$50,000.00	\$1,800.00	\$1,630.00	\$46,570.00
101025	Pedestrian Safety Project	Various location	Design Revision and finalisation	Grant provided through the year - Grant Agreement allows for the project to be completed by end of the calendar year.	20-Dec-24	Grant funded project	\$120,000.00	\$46,102.50	\$27,634.77	\$46,262.73
101102	Kyneton Viewing Platform 2024	Kyneton	Preliminary Design	Insurance project added midyear - Late project as outcome of Insurance	30-May-25	Insurance funded works	\$175,000.00	\$0.00	\$0.00	\$175,000.00
101103	Gisborne Botanic Gardens Footbridge 2024	Gisborne	Preliminary Design	Insurance project added midyear - Late project as outcome of Insurance Settlement.	30-May-25	Insurance funded works	\$300,000.00	\$47.31	\$3,056.00	\$296,896.69
101108	Kyneton Windmill Bridge 2024	Kyneton	Investigation and Scoping	Insurance project added midyear - Late project as outcome of Insurance	20-Dec-25	Insurance funded works	\$400,444.00	\$0.00	\$0.00	\$400,444.00
101234	Pedestrian Crossing Station Street - 2024	Riddells Creek	Design	Mid year grant approval - TAC funded project. The project is to be carried forward in line with completion of the project as per project agreement activity schedule and post project activities.	15-Mar-25	Grant funded project	\$150,690.00	\$12,750.00	\$4,325.00	\$133,615.00
101162	Mt Gisborne Road	Gisborne	Design	Delivering to grant outcomes - This project is part of LRCI funding program 4B and is scheduled to be completed by end of December 2024.	20-Dec-24	Grant funded project	\$831,325.00	\$39,509.75	\$33,959.25	\$757,856.00
101049	Kyneton Landfill Biofilter Facility	Kyneton	Project started	Challenges due to conflicting EPA requirements, Auditor recommendation, Consultant's advice to resolve an appropriate facility Kyneton landfill	30-Jun-26	Breach of EPA condition and Landfill gas treatment issues at the Kyneton Landfill	\$800,000.00	\$0.00	\$11,172.73	\$788,827.27
100679	Glass Processing Facility - Kyneton 2024	Kyneton	Planning	Delivering to grant outcomes - DEECA grant ends in 2027. Feasibility of primary option completed and new options being investigated.	30-Jun-26	This is a grant so must be carry forward	\$508,160.00	\$9,160.00	\$0.00	\$499,000.00
100331	Daylesford to Hanging Rock Trail	Tylden - Hanging Rock and Kyneton	Seeking opportunities for funding	Identified as a Priority Project for Council in-conjunction with Hepburn Shire Council . Funds are for co-contribution should grant opportunities be forth coming.	01-Jun-25	Inability to co-contribute to any grant funding opportunities.	\$1,467,500.00	\$0.00	\$0.00	\$1,467,500.00
100908	Lancefield Kinder - Multiplay equip 2024	Lancefield	Awaiting grant application	VSBA said they would approve this in Sept 2023. This project was not approved by VSBA in February 2024. We need to apply for a grant for multi play equipment when applications open in 2024.	Potentially 2025	The kindergarten will not have a multi play equipment in the yard for the children to play on.	\$70,000.00	\$0.00	\$0.00	\$70,000.00

100667	Macedon Kinder Toilet upgrade construct	Macedon	Awaiting grant application	Awaiting grant outcome - Project is on hold pending success of grant funding application. Once the grant has been approved work will begin.	Unknown	The toilets have asbestos (in the wall of the sink) and not suitable for children and staff. They have issues the layout and children do not feeling comfortable using the toilet. Staff need to use a toilet next to children, this is uncomfortable for staff when children	\$519,012.00	\$0.00	\$0.00	\$519,012.00
100322	Romsey Kinder - Veranda upgrade	Romsey	Awaiting grant application	Awaiting grant outcome - Project is on hold pending success of grant funding application. Once the grant has been approved work will begin.	Unknown	It will not improve ventilation or be weather proof for children and staff. This will be a positive upgrade for the kindergarten once the grant has been	\$116,720.00	\$0.00	\$0.00	\$116,720.00
101026	Woodend Community Centre Stage 2	Woodend	Awaiting grant application	There is no budget for this project noting an estimated cost of \$500,000. There is no expenditure on it either. We note that there was \$500,000 for the design of Stage 1, which was fully spent including completion of the grant.	Unknown	Future grant opportunities will not be able to be applied for.	\$500,000.00	\$0.00	\$0.00	\$500,000.00
101114	Lancefield Kinder and MCH Additional Incl	Lancefield	In progress	The Lancefield build has been delayed and the rest of the money is for the fencing once the building is completed.	Potentially 2025	The kindergarten will not have fencing around the boundary which does not meet the regulations to open the	\$153,022.37	\$122,622.37	\$0.00	\$30,400.00
100574	Kinder security	Shire wide	In progress	The kindergarten security project is on hold awaiting quotes for the eight kindergartens. This work can only be undertaken on the school holidays so there are limited options to have work	Early 2025	This will impact the quality of the security at the kindergartens keeping children and staff safe onsite.	\$10,512.00	\$0.00	\$0.00	\$10,512.00
100318	Macedon Ranges Regional Sports Precinct Stage 1- Baringo & Hamilton Rds intersection upgrade	New Gisborne	Construction is in progress.	The intersection work is the last component of Stage 1- the project was planned to be delivered over multiple years	July/August 2024	Works will not be complete and the subject intersection will not be functional	\$19,143,840.00	\$13,415,075.23	\$5,399,836.66	\$328,928.11
100949	Macedon Ranges Regional Sports Precinct Stage 2	New Gisborne	Design consultant has been engaged and design works are in progress	Delay on receiving the Commonwealth Government funding approval.	Feb-26	Loss of the grant fund, if Council does not honour its commitment to financially contribute into the project	\$800,000.00	\$0.00	\$548,342.00	\$251,658.00
100271	Macedon Ranges Shared Trails	Woodend, Macedon, New Gisborne and Riddells Creek	Design and Construct contract is in place with design works in progress, statutory approvals are being acquired for the readiness of construction commencement	Delays in required approvals to allow works to commence and changes in requirements from land managers	Jun-25	Project will not be delivered in full, and the grant acquittal will be a problem	\$9,297,291.00	\$481,376.73	\$7,565,349.44	\$1,250,564.83
100286	Woodend Racecourse Reserve Masterplan	Woodend	This project was placed on hold whilst work on the MRSC Equestrian Plan was being completed	The Woodend Racecourse Reserve Masterplan was put on hold pending the completion of the Community Equestrian Facilities Plan.	To be confirmed, following completion of the Equestrian	We are unable to complete the master plan at this time. A total of \$16,000 has already been spent on previous efforts, and various user groups are keenly interested in the outcome of this activity.	\$34,910.00	\$11,180.00	\$0.00	\$23,730.00
100287	Playground Strategy	Shire Wide	Delay in appointing a contractor, owing to initial RFQ only receiving a single quote and needing to be returned out to market.	Operational Project - The Council informed that proper due diligence resulted in delays and a better outcome for the community.	24-Oct-24	The activity will need to be placed on hold, even though the project has already commenced. Council would still be required to fund the time spent by the consultant in the early stages of developing the strategy.	\$50,000.00	\$0.00	\$49,000.00	\$1,000.00
100288	Equestrian Facilities Plan	Shire Wide	Project was significantly delayed owing to a number of rework items sent back to consultant. The plan is being finalised for Councillor briefing	Operational Project - Delays caused by consultant. Continuing with the consultant due to their intellectual property on this project and the cost of changing.	24-Sep-24	Given that the majority of the budget has already been expended, discontinuing this activity would not be worthwhile.	\$30,377.00	\$27,550.00	\$1,910.00	\$917.00
							\$41,265,109.88	\$14,429,209.11	\$15,407,999.35	\$11,427,901.42
							Total of projects	Expended to date	Committed to date	Uncommitted Funds
								34.97%	37.34%	27.69%

AO.3	CONSIDERATION OF A REQUEST FOR INCLUSION OF ROAD IN TO THE PUBLIC ROAD REGISTER - SERVICE LANE, KILMORE-LANCEFIELD ROAD, GOLDIE
Officer:	Benup Neupane, Coordinator Engineering Services
Council Plan relationship:	1. Connecting communities
Attachments:	Nil

Summary

This report is prepared in response to a customer request for access to the property from this section of (unmaintained) service lane stretching from 1338 Kilmore Lancefield Road to 1316 Kilmore Lancefield Road, Goldie.

Officers assessed the unmaintained service lane under the Public Roads Procedure Policy (2018) before considering its inclusion in the Register of Public Roads. Our evaluation determined that minor repairs and upgrades would be required to meet minimum construction standards for a Category 5 unsealed local road. Officers will therefore seek the residents' appetite to upgrade the service lane at their cost before it is included as a Category 5 road in Council's Road Register. Should residents not provide the funding for this section of the service road upgrade, then this section of the service road will not be included on Council's Register of Public Roads.

Recommendation

That Council:

- 1. Resolves to include the subject section of the Kilmore-Lancefield Road, Goldie, service lane in the Register of Public Roads subject to the residents contributing the required funding to upgrade the road to a Category 5 standard by 31 July 2024 and advise the requestor of this decision; and**
- 2. Notes that if the residents do not provide funding by 1 July 2024 item one expires on 1 August 2024 and the subject section of the Kilmore-Lancefield Road, Goldie, service lane will not be added to the Register of Public Roads.**

Background

Kilmore-Lancefield Road is an arterial road maintained by the Department of Transport (DTP), whereas the service lane is currently an unmaintained access track providing access to four (4) dwellings.

This service lane section on Kilmore-Lancefield Road consists of a 385m gravel track. It has a uniform carriageway width of about 4.0m and is located within a 60m wide road reserve. This road section has been requested to be added to the public road registry.

The well-maintained service lane will provide a safer and more efficient exit from the high-speed arterial road and contribute to enhancing road safety for the broader community and visitors.

Previously, Council and DTP have undertaken initiatives to improve road safety at the intersection, focusing on the entry and exit points as well as the track itself.

Refer to Figures 1 to 5 for a locality plan and photos of the service lane on Kilmore-Lancefield Road.

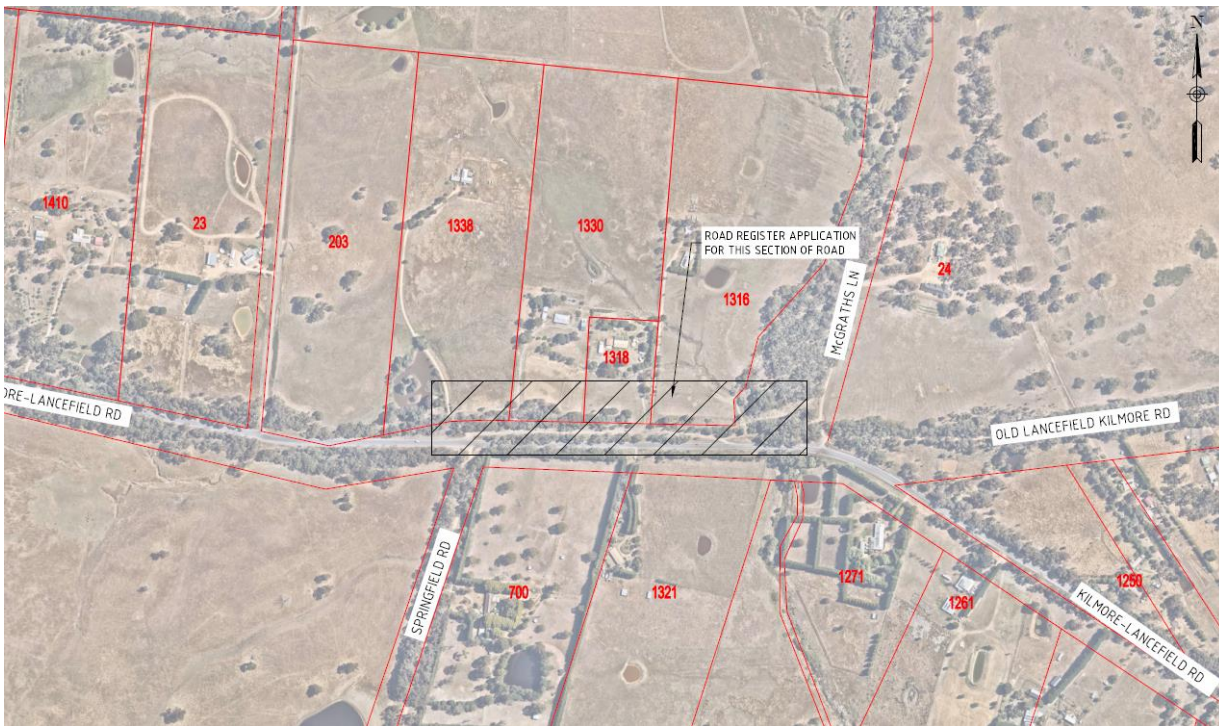


Figure 1 – Locality Plan



Figure 2 –Entry point from Kilmore Lancefield Road to Service Lane



Figure 3 – Exit point from Service Lane to Kilmore Lancefield Road



Figure 4 – The existing surface condition of unmaintained Service Lane



Figure 4 – Existing Pipe Culvert drainage system

Discussion

The Public Roads Procedure Policy (2018) sets out the criteria used to determine whether a non-registered road qualifies for consideration for the Register of Public Roads and the process for considering such a request.

Council officers provide the assessment below of Kilmore-Lancefield Road, Goldie, against the criteria for inclusion into the Register of Public Roads:

Criteria	Response	Comments
1. At least two or more properties and at least two or more permanent residents are abutting onto the road or requiring the road for access purposes.	Yes	The requested Kilmore-Lancefield Road section provides access to four existing properties.
2. Whether or not land abutting onto the road or requiring the road for access has been developed to its highest and best economic use.	No	The land is utilised for rural residential and farming purposes.
3. The type of properties abutting the road, including public open space, community facilities, sporting facilities and car parking areas, are of significant community value.	No	There is no public open space or areas of significant community value.

Criteria	Response	Comments
4. Whether the road connects into and forms a part of the wider network of public roads.	Yes	The requested road has entry and exit points to an Arterial Road.
5. The usage patterns of the road in relation to the nature and frequency of past, present and likely future use.	No	No significant change or increase in traffic volumes on Kilmore Lancefield Road is anticipated.
6. Whether the road is regularly required for both vehicular and pedestrian use.	Yes	Four properties are using the road. However, it is unlikely to be regularly used by pedestrians.
7. Whether the Council or any of its predecessors or any other public authority has constructed the road at public expense;	Yes	There is a record of MRSC maintaining this section of Service Lane in the past, and similarly, DTP has upgraded entry and exit points.
8. Whether the Council has cared for, managed or controlled the road regularly.	Yes	MRSC has maintained this section track as required.
9. Whether the properties which enjoy a frontage to the road or require the road for access purposes have alternative access rights.	No	No Alternative access is available.
10. Whether there are designated car parking facilities and traffic control signs attached to any public use of the road.	No	There is no car parking facility.
11. Whether the road has ever been required to be set aside for public use as a condition of any planning approval.	No	
12. Whether the road has ever been formally dedicated or proclaimed to be a public highway under the Local Government Act, 1989 or any predecessor legislation.	Yes	This Service Lane is located within a 60 m Road Reserve managed by DTP.
13. Whether the road has ever been constructed under a special charge scheme or a private street scheme.	No	There is no record of any special charge scheme initiated by the Council for this Service Lane in the past.
14. Whether the road has been constructed by a developer or private owner or entity to Council's minimum standards.	No	The access track is in good standard with minor drainage issues around the existing culvert.

Criteria	Response	Comments
15. Whether the use is occurring “as of right”, evidence of previous permission.	Yes	
16. Existing geometric standards and surface conditions are in accordance with Council’s requirements.	Yes	The existing surface is aligned with geometric standards.
17. Whether the road contains assets owned and managed by public service authorities, gas, electricity, telecommunications, sewerage and water.	Yes	Overhead electrical line.
18. Whether the road has fencing, barriers, signage or associated safety devices.	Yes	The road currently has numerous guard posts on both sides.

The results above support consideration of the unmaintained section of Service Lane on Kilmore Lancefield Road, Goldie, for inclusion in the Council’s Public Road Register, noting confirmation on 9 above. Therefore, officers recommend including the unmaintained Service Lane on Kilmore-Lancefield Road, Goldie, in the Register of Public Roads.

Consultation and engagement

Council officers did not undertake community consultation or engagement due to the nature of this request.

Collaboration

Council officers did not undertake collaboration with other local governments or statutory authorities as it was not considered necessary for this recommendation.

Innovation and continuous improvement

Council officers prepared this recommendation following the Council’s Public Roads Procedure Policy (2018).

Relevant law

This recommendation does not have any direct or indirect human rights implications.

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

Relevant regional, state and national plans and policies

This recommendation has no direct or indirect policy or legislative implications on regional, state, or national plans or policies.

Relevant Council plans and policies

Council officers prepared this recommendation following Council’s Public Roads Procedure Policy (2018).

Financial viability

If Kilmore-Lancefield Road, Goldie, was added to the Register of Public Roads, minor repairs and upgrades would be required to meet minimum construction standards for a Category 5 unsealed local road. The works include but are not limited to the following:

- 1) The addition of pavement materials and regrading of the road carriageway,
- 2) The maintenance of table drains on both sides of the road carriageway.

The costs for the above are estimated to be in the range of \$3,000 to \$5,000, and therefore officers will seek the residents' appetite to upgrade the service lane before it is included as a Category 5 road in Council's Road Register at their cost.

Sustainability implications

If the unmaintained Service Lane from 1338 Kilmore Lancefield Road to 1316 Kilmore Lancefield Road was added to the Register of Public Roads, minor works and repairs to the access track would be needed, however there are no specific sustainability implications.

Officer declaration of conflicts of interest

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

AO.4	CONSIDERATION OF A REQUEST FOR INCLUSION OF ROAD ON TO THE PUBLIC ROAD REGISTER - EMMINS ROAD, FERN HILL
Officer:	Benup Neupane, Coordinator Engineering Services
Council Plan relationship:	1. Connecting communities
Attachments:	Nil

Summary

This report is prepared in response to a customer request lodged by a resident to consider the inclusion of an unmaintained section of Emmins Road (situated in front of 50 & 98C Emmins Road) in the Council's Register of Public Roads. The property in question has access via a section of Emmins Road, located along 130 McGiffords Road. It is noted that the initial 460m of Emmins Road from the Emmins Road / McGiffords Road intersection, is already on the Register of Public Roads (please refer to the locality map below).

Officers assessed the access track for consideration of its inclusion in the Register of Public Roads, following the guidelines outlined in the Public Roads Procedure Policy (2018). Based on this evaluation, Council officers recommend against adding it to the Register of Public Roads. Officers also determined that the track needs considerable repairs and upgrades to meet the Council's minimum standards for a Category 5 unsealed local road.

Recommendation

That Council resolves not to include the unmaintained section of Emmins Road, Fern Hill, in the Register of Public Roads and advises the requestor of this decision.

Background

Emmins Road consists of a gravel track, 1030m in length, extending from McGiffords Road, Fern Hill to the access point at 98C Mandala Road. It has a uniform carriageway width of approximately 4m located within a 20m wide reserve. Managed by Macedon Ranges Shire Council, a section of Emmins Road (460m) is categorised as a local access road (Category 5) and is maintained from McGiffords Road up to the point of 50 Emmins Road. The remaining section of the road, spanning approximately 570m in length, has been requested to be added to the public road register. The road section is also not a nominated fire access track.

Refer to Figures 1 to 5 for a locality plan and photos of Emmins Road.

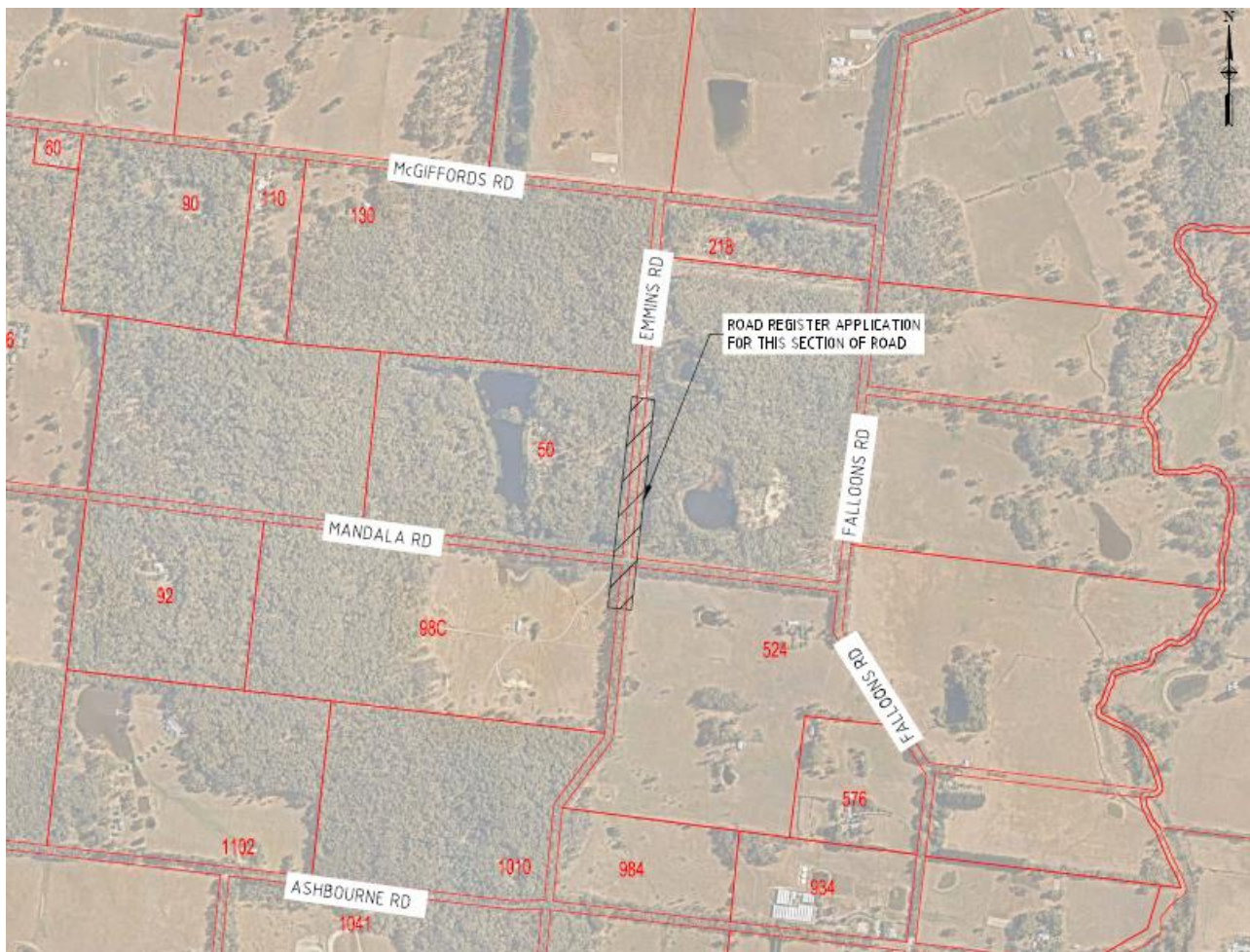


Figure 1 – Locality Plan



Figure 2 – North Side of Emmins Rd requested area



Figure 3 – Emmins Rd condition at requested section

Vegetation encroachment to the carriageway has been observed with some tree branches overhanging over the carriageway.



Figure 4 – Emmins Road Existing Condition



Figure 5 – South side of Emmins Road (From the intersection of Emmins Rd and Mandala Rd)

Since the existing gravel track is currently not on the Public Road Register, little maintenance has been undertaken, resulting in it being in a minor state of disrepair, with drainage challenges observed along its entire length.



Figure 6 – Typical Potholes

The pipe culvert under the access track is not maintained, therefore the access track is subject to the ponding of surface run-off and may be difficult to navigate during heavy rainfall. See Figures 7 and 8 below.



Figure 7 – Existing Pipe Culvert drainage system



Figure 8 – Poorly maintained existing table drain

Discussion

The Public Roads Procedure Policy (2018) sets out the criteria used to determine whether a non-registered road qualifies for consideration for the Register of Public Roads and the process for considering such a request.

Council officers assessed Emmins Road, Fern Hill, against the criteria for inclusion into the Register of Public Roads:

Criteria	Response	Comments
1. At least two or more properties and at least two or more permanent residents are abutting onto the road or requiring the road for access purposes;	No	There is only one dwelling using an unmaintained section of Emmins Road.
2. Whether or not land abutting onto the road or requiring the road for access has been developed to its highest and best economic use;	No	The land is utilised for farm and rural residential purposes.
3. The type of properties abutting the road, including public open space, community facilities, sporting facilities and car parking areas are of significant community value;	No	There is no public open space or areas of significant community value.
4. Whether the road connects into and forms a part of the wider network of public roads;	No	The requested do not form part of wider public road networks.
5. The usage patterns of the road in relation to the nature and frequency of past, present and likely future use;	No	No significant change or increase in traffic volumes in Emmins Rd is anticipated.
6. Whether the road is regularly required for both vehicular and pedestrian use;	Yes	Currently, only one property uses this section of the road for vehicular purposes.
7. Whether Council or any of its predecessors or any other public authority has constructed the road at public expense;	No	Council does not have any records of past construction activity as part of its capital program.
8. Whether the Council has cared for, managed or controlled the road regularly;	No	There are no records of past maintenance.
9. Whether the properties which enjoy a frontage to the road or require the road for access purposes have alternative access rights;	No	Access via another road reserve (unmade) is not possible due to trees.

Criteria	Response	Comments
10. Whether there are designated car parking facilities and traffic control signs attached to any public use of the road;	No	There is no car parking facility.
11. Whether the road has ever been required to be set aside for public use as a condition of any planning approval;	No	
12. Whether the road has ever been formally dedicated or proclaimed to be a public highway under the Local Government Act, 1989 or any predecessor legislation;	No	There is no record that Council have previously proclaimed Emmins Road to be a public highway.
13. Whether the road has ever been constructed under a special charge scheme or a private street scheme;	No	There is no record of any special charge scheme initiated by Council for Emmins Road.
14. Whether the road has been constructed by a developer or private owner or entity to the Council's minimum standards;	No	The access track has a poor drainage system, and the surface is not constructed properly.
15. Whether the use is occurring "as of right", in particular evidence of previous permission;	Yes	
16. Existing geometric standards and surface conditions are in accordance with Council's requirements;	No	The existing mud surface isn't aligned with geometric standards.
17. Whether the road contains assets owned and managed by public service authorities, gas, electricity, telecommunications, sewerage and water; and	No	No records of public assets were found.
18. Whether the road has fencing, barriers, signage or associated safety devices.	No	The road has few road guideposts.

The results above do not support consideration of Emmins Rd, Fern Hill, for inclusion in the Council's Public Road Register, noting only 2 of the criteria above were met. Therefore, officers recommend not to include Emmins Rd, Fern Hill, in the Register of Public Roads.

Consultation and engagement

Council officers did not undertake community consultation or engagement due to the nature of this request.

Collaboration

Council officers did not undertake collaboration with other local governments or statutory authorities as it was not considered necessary for this recommendation.

Innovation and continuous improvement

Council officers prepared this recommendation following the Council's Public Roads Procedure Policy (2018).

Relevant law

This recommendation does not have any direct or indirect human rights implications.

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

Relevant regional, state and national plans and policies

This recommendation has no direct or indirect policy or legislative implications on regional, state, or national plans or policies.

Relevant Council plans and policies

Council officers prepared this recommendation following the Council's Public Roads Procedure Policy (2018).

Financial viability

If Emmins Road, Fern Hill were added to the Register of Public Roads, it would require considerable reconstruction (including repairs and upgrades) to meet minimum construction standards for a Category 5 unsealed local road. The works include, but are not limited to the following:

- 1) The addition of pavement materials and re-grading of the road carriageway
- 2) The creation of table drains on both sides of the road carriageway and maintenance of culverts at low points, and
- 3) Native vegetation removal and planning.

Council officers estimate that the total cost to complete the works above to be approximately \$60,000 - \$80,000 including design, project management and contingency costs - excluding GST. Investment in these works is not considered the best value for the community, noting that higher priority roads require investment for reconstruction and/or rehabilitation across the Shire.

Sustainability implications

If Emmins Road, Fern Hill was added to the Register of Public Roads, works to repair and upgrade the access track would require considerable resources and costs to serve one existing property. With work would include native tree removal.

Officer declaration of conflicts of interest

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

AO.5	SPECIAL CHARGE SCHEME FOR INFRASTRUCTURE WORKS POLICY REVIEW
Officer:	Eng Lim, Manager Engineering and Resource Recovery
Council Plan relationship:	1. Connecting communities 4. Delivering strong and reliable government
Attachments:	Special Charge Scheme for Infrastructure Works Policy 2024 ↓

Summary

This report updates Council on the outcome of community consultation for the draft Special Charge Scheme for Infrastructure Works Policy, which closed on 3 March 2024 and proposes adoption of the revised Special Charge Scheme for Infrastructure Works Policy as per attached.

Recommendation

That Council adopts the updated Special Charge Scheme for Infrastructure Works Policy, effective 25 April 2024.

Background

Council adopted the current version of the Special Charge Scheme Policy in 2018 to ensure an equitable and consistent approach is used to initiate, implement, administer, and deliver a Special Charge Scheme (SCS) under Section 163 of the Local Government Act 1989. This policy applies to Special Charge Scheme infrastructure projects such as but not limited to, upgrading roads, drainage installation and new footpath construction.

The policy now referred to as the Special Charge Scheme for Infrastructure Works Policy outlines the decision-making process and criteria for a SCS where providing these services or infrastructure items is deemed to provide a special benefit to property owners or certain community members. It also outlines cost apportionment principles in addition to the calculation of the maximum total levy for a SCS under Sections 163(2), (2A) and (2B) of the Act and the Guidelines made by the Minister for Local Government according to Section 163(2C) of the Act.

The revised Special Charge Scheme for Infrastructure Works Policy provides a more equitable funding model and associated criteria to proceed with projects that would improve the amenities of a select group of community members. Officers have attempted to balance the greater community's needs with the interests of the directly benefiting residents. Central to this is ensuring that Council applies a fair and equitable process for providing infrastructure assets. This means that Council should not be 'over embellish' or 'over-service' one community cohort over another. In ensuring this, the new Policy articulates that an early step is identifying whether the infrastructure upgrade is in keeping with Council's Policies, Strategies, the Asset Plan and the Long-Term Financial Plan.

Discussion

At the August 2023 Scheduled Council Meeting, Council resolved the following:

That Council:

1. Delays determining an outcome on the Special Charge Scheme for sealing Noonan Grove until completion of the review of the Special Charge Scheme and the completion of an options analysis and recommendations managing unsealed roads within township boundaries;
2. Notes officers will implement a limited trial of dust suppression during the summer of 2023;
3. Notes officers will provide a report for Council consideration by 31 March 2024, detailing an options analysis complete with recommendations and costing for managing unsealed roads within township boundaries; and
4. Notes officers will review and update the Special Charge Scheme Policy for presentation of the draft policy for consultation by 22 December 2023.

Officers presented a draft revised Special Charge Scheme for Infrastructure Works Policy at the 13 December 2023 Council Meeting in line with the above resolution, Council resolved the following:

That Council: Endorses the release of the draft Special Charge Scheme Policy for four weeks of community consultation.

Consultation and engagement

As part of the community consultation plan, the following actions were taken:

- The Draft Policy was noted as endorsed for release for community consultation in a media release wrapping up key items from the December 2023 Council Meeting;
- An online consultation page was created on Council's Have Your Say portal, outlining the draft Policy and inviting feedback for 28 days from 5 February to 3 March 2024; and
- The consultation was supported by promotions through various Council channels, including a media release on 31 January 2024, social media posts on 13 February, and mentions in Council's regular fortnightly half-page advertisement in the local weekly paper on 13 and 27 February 2024.

Council received one submission during the four weeks of community consultation, as summarised in the following table.

Submission number	Summary of submission	Officer Comment
1	The resident believes that there should be more cost of apportionment options. For example, the abutting property owner's contribution shall be 10% if more than 95% of traffic is through traffic.	<p>There are technical challenges to determining the exact through traffic on a particular road and comparing it to the benefitting resident's share based on the current technology of traffic surveys, which lead to disputes over the percentage of payment by residents.</p> <p>The proportion of the proposed sealing used by through traffic is significantly less compared to their overall trip length; through traffic only benefits a very small percentage.</p> <p>The percentage contribution for 'through road' is now simplified to a single number at 65%. The logic behind this proposal is as follows:</p>

		<ul style="list-style-type: none"> • A lower resident contribution on sealing the road is not financially sustainable with other competing council requirements; • There are 75.5 kilometres of unsealed roads within township boundaries, and at a rate of \$2 million per kilometre to seal an unsealed road to urban standards, the total cost of sealing is approximately \$150 million. <p>The draft Special Charge Scheme for Infrastructure Works Policy quotes the Local Government Act 1989, which states that a special charge <u>may</u> be declared, which means that it is not a mandatory implementation. This ensures that Council has the opportunity not to implement a special charge if it would be unreasonable for residents.</p> <p>In conclusion, no change is proposed to the draft revised Special Charge Scheme for Infrastructure Works Policy.</p>
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Collaboration

Officers have reviewed similar policies and procedures from nine (9) other municipalities (Hume, Mitchell, Surf Coast, Murrindindi, La Trobe, Mornington Peninsula, Yarra Ranges Moorabool and Nillumbik) to examine how they have formulated their process and how this might translate to improvement opportunities for Macedon Ranges Shire Council.

Innovation and continuous improvement

Officers will monitor the effectiveness of the new Policy over the next four years and if required, propose changes for improvements for Council consideration by 2028.

Relevant law

- Local Government Act 1989
- Road Management Act 2007

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

Relevant regional, state and national plans and policies

Nil

Relevant Council plans and policies

- Council Plan 2021-2031
- Community Engagement Policy
- Road Management Plan 2021

Financial viability

Officers will consider Special Charge Scheme requests as per the requirements of the updated Policy. Any supported Special Charge Scheme will require officers to submit a business case for the project through the normal annual budgeting process.

Sustainability implications

Any project developed from a supported Special Charge Scheme will consider any social and/or environmental impact specific to each project and the affected community members will be consulted before its implementation.

Officer declaration of conflicts of interest

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



Special Charge Scheme for Infrastructure Works

Date of Adoption			
Adoption Method	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> CEO	<input type="checkbox"/> Other (<i>please specify</i>)
CEO Signature			Date
Responsible Officer and Unit	Manager Engineering and Resource Recovery		
Nominated Review Period	<input type="checkbox"/> Annually	<input checked="" type="checkbox"/> Every 4 years	<input type="checkbox"/> Other
Last Endorsement Date	24 April 2018		
Next Endorsement Date	TBC		

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

DOCUMENT HISTORY	Version	Date	Author
Initial Draft	1	20 Oct 2023	E Lim
Second Draft	2	22 Nov 2023	E Lim
Final Draft	3	18 Apr 2024	E Lim
Approval			

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1. PURPOSE/OBJECTIVE

The purpose of this policy is to ensure that Council has a transparent and equitable methodology for:

- ensuring a prompt response, based on sound engineering considerations, to community requests for upgrading a road, drain or kerb and channel;
- transparently responding to requests by the community for the upgrade of a road, drain or kerb and channel that may result in a Special Charge Scheme;
- seeking to introduce a Special Charge Scheme as a result of identifying the need for a road, drain or kerb and channel upgrade;
- determining the cost-share ratio between Council and benefiting ratepayers; and

2. BACKGROUND

Council receives requests from the community to upgrade roads. Most frequently, this is upgrading unsealed roads to sealed roads. Before progressing to a Special Charge Scheme, Council needs to determine whether or not it may support the road upgrade. If initial sound engineering investigations do not support the upgrading of a road, the process should cease.

If the engineering investigation supports the consideration of upgrading the road, then it may declare a special rate to assist in paying for the upgrade. The *Local Government Act 1989* (the Act) enables Councils to declare a special rate, charge or a combination of both in order to recover the partial cost of capital works and economic development projects from property owners with an identified special benefit.

This policy provides guidance and processes for developing and implementing a special rate (if one is needed) in accordance with Section 163(1)(a) of the Act.

3. SCOPE

This policy applies to Special Charge Scheme infrastructure projects, which are primarily, but not limited to, the following the:

- construction of new road;
- upgrading of existing roads;
- installation of drainage systems; and
- installation of kerb and channel.

Once the works are constructed, they become Council's responsibility to maintain to appropriate standards.

4. DEFINITION

A Special Charge Scheme is defined by section 163 of the *Local Government Act 1989* as follows:

'A Council may declare a special rate, a special charge or a combination of both, only for the purposes of:

- Defraying any expenses; or
- Repaying (with interest) any advance made to or debt incurred or loan raised by the Council.'

5. INITIATION

5.1. INITIATION OF SCHEME

The initiation into the investigation of a Special Charge Scheme can occur as a result of:

- a. the receipt of a petition from property owners (support >33.3% or 10 residents, whichever is greater) who would be required to contribute to the scheme.
- b. an officer responding to community interest, road or drainage management requirements, or an identified risk as authorised by the Director Assets and Operations.

5.2. INITIAL ASSESSMENT

Upon receiving a petition from residents for a new or upgraded infrastructure officers will undertake an initial assessment with reference to various Council policies and strategies (refer to Section 12). Additionally, officers will consider any prior scheme outcomes that are relevant to the request made in the petition.

a. **Road and associated infrastructure:**

For the request to seal the road and upgrade associated infrastructure, the following process will be used for an initial assessment.

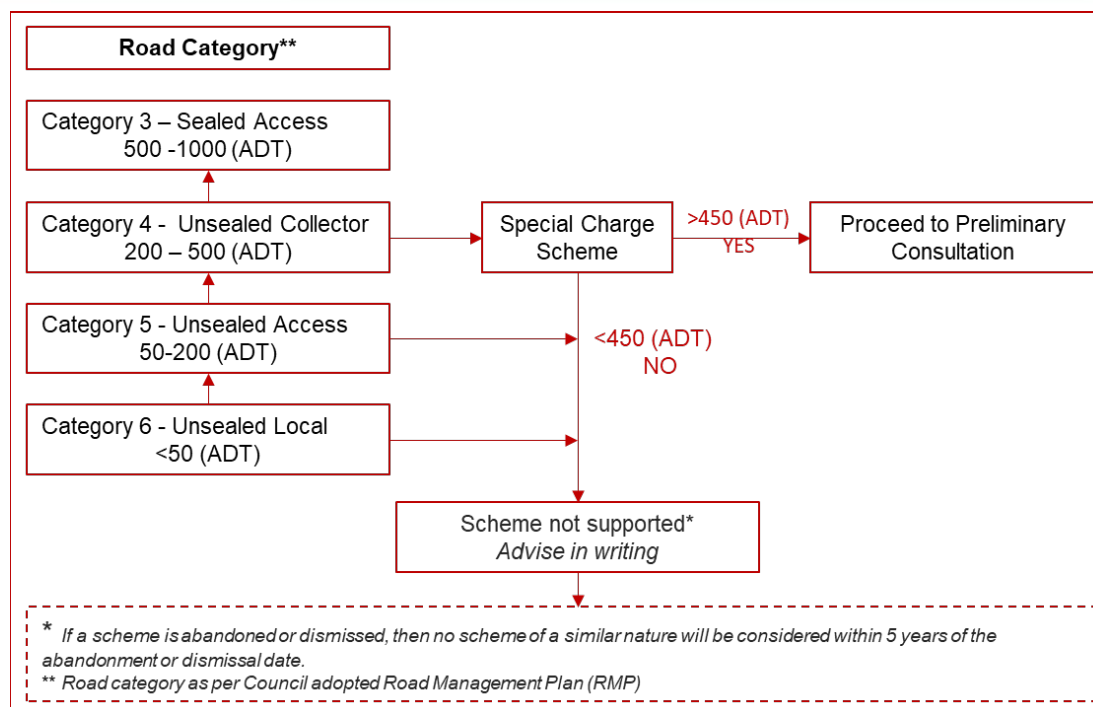


Figure 1: Initial Assessment Criteria for Road and associated infrastructure

For example, in the case of a request to seal an unsealed road, officers will undertake traffic counts on that road and compare them with the road categories described in the Council's Road Management Plan (RMP), referenced in Table 1 below.

Note that a traffic survey may indicate that the road falls within the typical average daily traffic (ADT) range of up to 450 vehicles per day. In these cases the road will remain as an unsealed road.

For example, if a road is currently classified as a Category 5 unsealed road, it is expected to carry 50 to 200 vehicles per day (ADT). Following the traffic survey, there may be three outcomes when applying Table 1:

- If less than 175 ADT, it would remain at its current category (e.g. Category 5) with the same maintenance regime.
- If greater than 200 ADT, it may be upgraded to a higher category (e.g. category 4), which will benefit from a more regular maintenance regime.
- If more than 450 ADT, then officers will consider it as eligible for consideration under the Special Charge Scheme.

Table 1: Council Local Road Network Classification as per Road Management Plan

Category	Type	General Description	Typical ADT
1	Sealed Link	Sealed roads carrying high traffic volumes	>2000
2	Sealed Collector	Sealed roads carrying low traffic volumes are generally of a local nature. Provides access to properties on that road and adjoining roads.	1000-2000
3	Sealed Access	Sealed roads provide access to properties on that particular road.	500-1000
4	Unsealed Collector	Unsealed roads carrying low traffic volumes are generally of a local nature. Provides access to properties on that road and adjoining roads.	200-500
5	Unsealed Access	Unsealed roads provide access to properties on that road. Generally dead-end roads	50-200
6	Unsealed Local	Roads deemed to be of reasonable public benefit that do not meet Category 5 standards	<50

b. Drainage and other infrastructure

The following factors are to be considered when assessing the need for a Special Charge Scheme for drainage and other infrastructures:

- Existing conditions, the need for the project, matters of health, safety and amenity;
- Community and Special Benefits;
- Infrastructure provision priorities based on adopted strategic and asset management plans;
- Cost/benefit ratio;
- Level of funding required.

5.3. PRELIMINARY CONSULTATION AND ASSESSMENT

After the initial assessment (as described in Sections 5.1 and 5.2) and initiation of the Special Charge Scheme, a survey letter will be sent to all property owners, outlining:

- a.** The reason for a Special Charge Scheme and the opportunity for benefiting property owners to contribute comment to this process before Council proceeds any further;
- b.** An explanation of the basic principles of the Special Charge Scheme and the future steps leading to its finalisation;
- c.** The name of the council officer for contact in relation to individual enquiries;
- d.** A property specific indicative estimated cost and construction layout plan, including relevant information about the design standards and method of apportionment of the costs. Refer to *Section 8* for cost apportionment principles.
- e.** A questionnaire seeking their opinion on Council formally giving notice of its intention to declare the Special Charge Scheme.

It should be noted that the property specific estimate is based on annual unit rates and may vary plus or minus 20% once finalised.

The letter includes the questionnaire requesting property owners vote on whether they support the special charge scheme.

A failure to respond to the survey is treated as a 'no' vote. Results from individual property owners will remain confidential.

Council will only proceed further with investigating a proposed Special Charge Scheme if it receives written support from a clear majority (more than 66.6 %) of benefiting property owners.

Council may decide to proceed with a Special Charge Scheme with less than a majority support in accordance with section 163B of the Act if:

- A Special Charge Scheme is required for reasons of public health.

If there is not majority support of 66.6% or greater, the benefiting property will be advised that the survey did not meet the minimum survey result to proceed and that no similar scheme can be initiated or considered within five years of the abandonment date.

5.4. COUNCIL MEETING TO CONSIDER A SPECIAL CHARGE SCHEME

Should there be more than one scheme during the same financial year, the projects will be prioritised based on the higher community benefit subject to the budget available.

Results of the formal questionnaire resulting in over 66.6% will result in a report being presented to a Scheduled Council Meeting. In certain circumstances, linked to public health, officers might present a report to a Special Council Meeting for a special charge scheme where the results were less than 66.6%. The report will present a summary of the comments that were made on the questionnaires. If Council proceeds with the intention to declare a Special Charge Scheme, it will do so in accordance with the requirements of Section 163 of the Local Government Act 1989 (the Act), as described in Section 6.

Council contribution funding mechanisms, including commitment, shall be finalised before declaring a special charge scheme where Council is required to make a contribution.

If Council resolves not to proceed with a scheme, there will be a moratorium of five years on instigating another proposal for the same scheme. Council officers may recommend prematurely ending the moratorium where there has been a substantive change in property ownership (at least 50 per cent) within the proposed scheme area.

Following a resolution of Council, officers will prepare report for Council, recommending that Council give notice of its intention to declare a scheme.

6. STATUTORY PROCESS

6.1. RESOLUTION TO GIVE NOTICE OF INTENTION TO DECLARE A SPECIAL CHARGE

Should Council resolve its intention to declare a Special Charge, public notice, and separate notices to benefiting property owners who will be liable to pay the Special Charge must be given in accordance with the requirements of Sections 163(1A), (1B), (1C), 163A, 163B and 223 of the Act. Council must give public notice of its intention to declare a scheme at least 28 days before making the formal declaration.

The report must also indicate the manner in which Council proposes to deal with any submissions or objections it receives under Section 223 of the Act, including the hearing of persons or their representatives who wish to speak in support of the submission.

Written submissions and objections lodged in support of or in opposition to a Special Charge Scheme may request that the submitter be heard in support of their written submission. Persons wishing to be heard may appear before the Section 223 Committee of Council.

6.2. COUNCIL RESOLUTION FOLLOWING CONSIDERATION OF SUBMISSIONS AND OBJECTIONS

Following consideration of submissions and objections, Council may resolve to:

- Abandon the proposed Special Charge Scheme by not giving effect to the proposed declaration to levy the Special Charge; or
- Proceed, with or without minor variation to the original scheme and declare the implementation of the proposed Special Charge: or
- Prepare a new Special Charge Scheme, due to the need to significantly modify the original scheme, thereby requiring the process to be recommenced.

All persons making submissions, objections and all persons benefiting from the Special Charge Scheme must be advised of Council's resolution and the reasons for the decision.

Should the final report, which is to be provided to Council, provide a recommendation to proceed with the declaration of a Special Charge Scheme, it must include:

- The objectives of the proposal, specifying why the works are considered necessary and who the beneficiaries will be;
- A plan defining the scope of the works;
- Details of Consultation with benefiting property owners undertaken to date;
- Council contribution funding mechanisms with funding commitment for Council contribution; and
- A recommendation for the use of a Special Charge Scheme.

6.3. DECLARATION NOTICE FOR SCHEME

Once the scheme has been declared, a Notice of Levy with estimated costings will be sent to benefitting property owners. This cost will also be placed on the benefitting properties as a charge and will be recoverable should any sale occur.

6.4. DECISION REVIEW

A person may apply to the Victorian Civil and Administrative Tribunal (VCAT) for review of a Council decision to impose a Special Charge on that person within 30 days from the date of issue of the Notice of Levy.

Section 185 of the Act sets out the grounds that a person may apply for the decision to be reviewed and the process of the Tribunal review. Section 185AA of the Act also permits a person to apply to VCAT for a declaration of invalidity.

Council will inform all residents if there is a VCAT appeal to Council's declaration of the scheme.

Where VCAT dismisses a Special Charge Scheme application for review and confirms the Special Charge, a letter is to be sent to all relevant benefitting property owners advising of the decision.

Where VCAT upholds the application for review of the Special Charge and quashes the scheme, a report must be prepared for Council in which future options are considered.

Where VCAT upholds the Special Charge Scheme but finds one or more of the applicants for review will not receive a special benefit or whose contributions should otherwise be reduced, a report must be prepared for Council to consider how the resultant financial shortfall in the Special Charge Scheme will be addressed.

6.5. IMPLEMENTATION PROCESS

The implementation of the construction works for the Special Charge Scheme must proceed in accordance with Council's Procurement Policy.

If following completion of works it is ascertained that the actual costs are less than the estimated costs, a reduction which is proportionate to the contributions that will be received by Council must be made to the benefitting property owners included in the scheme.

If following completion of the works the actual costs are more than the estimated costs, then:

- If the difference is not a material variation, the additional actual costs may in accordance with Section 166(1)(b)(i) of the Act be apportioned amongst the persons who are liable to pay the Special Charge rates in the same proportions in which the estimated amounts were apportioned; or
- If there is an increase equal to or greater than 10%, Council will pay the difference between the actual and the estimated costs.

6.6. FINAL RECONCILIATION AND REPORT TO COUNCIL

A final report is to be prepared for Council immediately upon scheme reconciliation advising:

- That the works are complete and the costs are finalised;
- That the final apportioned costs are reconciled and presented for Council to consider; and
- The details of any variation between the original estimate and the final apportioned cost.

Following the calculation of final costings in relation to the Special Charge Scheme, a Final Notice of Levy will be sent to benefiting property owners in accordance with Section 163(4) of the Act. This Notice must comply with the requirements of Section 163(5) of the Act and the Local Government (General) Regulations 2004.

Notice of Special Charge Levy must be served on all contributors, indicating all the relevant scheme details and costs. This will be accompanied by an invoice which is to be issued within 30 days of the final reconciliation report to Council.

7. DESIGN STANDARDS

Council's current Engineering Standards shall be used to design roads and other civil infrastructures. The design for the special charge scheme shall consider neighbourhood character while providing a suitable solution. Other widely accepted design documents such as the Engineering Guidelines will serve as reference documents as part of the design process.

7.1. ROADS NETWORK

Council's Engineering Standards provide designs for each land use zone, including Township and Rural Roads design standards. Macedon Ranges Planning Scheme zoning boundaries shall be used to define the road design standards. Any road within the township shall follow Urban Road standards, and the rest shall follow Rural Road standards.

The most commonly used standard of road design for category 3 and above roads in urban areas consists of asphalt pavement, concrete footpath (one side minimum), kerb and channel, street trees, and underground drainage network. Existing properties will be connected to the underground stormwater drainage network where appropriate.

In rural areas, the most common standard of road design consists of a spray seal with

constructed using a sprayed seal. This takes the form of two coats of bitumen and aggregate.

7.2. DRAINAGE, KERB AND CHANNEL NETWORK

All the underground drainage and open channels shall be designed in accordance with the Council's Engineering Standards.

7.3. EXTENT OF WORKS

The extent of work for a special charge scheme must be acceptable to Council. To avoid maintenance and safety issues, the scheme must continue to and/or from an existing equivalent section of infrastructure.

As a minimum, a road is expected to extend to the nearest intersection or the end of the road. For road safety reasons, Council will not end a sealed section of the road immediately prior to a bend or intersection. Therefore, as part of the scheme, it may be necessary to extend the seal a short distance beyond the properties involved.

8. GUIDELINES FOR APPORTIONMENT OF COSTS

8.1. APPORTIONMENT PRINCIPLES

The calculation of the maximum total levy for a Special Charge Scheme must comply with Section 163(2), (2A) and (2B) of the Act and the Guidelines made by the Minister for Local Government pursuant to Section 163(2C) of the Act.

In addition, the following requirements must also be considered in determining the basis on which apportionment of the Special Charge Scheme amongst benefiting property owners will be determined:

8.1.1. ROAD AND ASSOCIATED INFRASTRUCTURE

In the case of typical road construction, the cost will be shared between Council and benefiting property owners. The table below identifies this breakdown.

Table 2: Cost Apportionment between Council and Benefiting Residents for Road Upgrade

Percentage of Through Traffic on Subject Road	Benefiting Property Owners' Contribution
Nil (i.e. Courts, Non-Through Roads)	90% of cost
Through Road	65% of cost

The apportionment of costs between individual benefiting property owners will be calculated on the following principles:

- 70% of the overall cost apportionment to the subject property is calculated on the length of frontage of the property for the road that is proposed to be upgraded and the remaining 30% is calculated on the number of accesses from the subject property onto the proposed road for upgrade;
- That the contribution from any single property shall be limited to 7.5% of the total project cost per property which is deemed to generate up to 10 vehicle movements per day; and
- Where Council determines that special circumstances exist, such as property owned by community or not-for-profit organisations, Council reserves the right to amend the apportionment to reflect the significance of the special circumstances.

BPOC - Benefitting Property Owners' Contribution

F – Frontage

A – number of Accesses

CP – Council's Mandatory Portion

\$T – Total Cost of Special Charge Scheme

X = Benefitting Property Owners' Contribution % based on Table 2

$BPOC = X\% * ((F(res)/F(tot)) * \$T * 70\% + A(res)/A(tot) * \$T * 30\%)$

Cost appointments for the townhouse and units are to be calculated based on Appendix 2. This will provide clarity and equitable cost distribution where the frontage are shared between multiple dwellings compare to single dwelling on single lot. All units/townhouses are to contribute equal amount for access number.

8.1.2. DRAINAGE NETWORK

In the case of other schemes to which this policy applies, Council will determine the most reasonable method of distribution of the Special Charge amongst benefiting property owners and then follow the same process in all other respects.

For drainage the table below details the standard approach.

Type of Works	Description	Benefitting Property Owners' Contribution
Easement Drains	<p>The cost is to be equally shared between the benefitting properties on the high side of the drain, where the legal point of discharge is to the new drain, and the benefitting properties on the low side that receive protection from the drain.</p> <p>This is consistent with the principle that upper and lower property owners receive equal benefits.</p> <p>Where Council considers that the size of the drain should be increased to provide for stormwater other than for the benefitting properties, Council shall contribute the additional cost associated with the provision of such drainage.</p>	100% to benefitting properties.
Drains	<p>In the case of new drain installation or any drainage-related work within the road reserve or public land, the total cost of the work is to be apportioned based on the catchment area between Council (road and public reserve) and the private property owner. Apportionment of benefitting property owner's contribution shall be based on the catchment area.</p>	% of catchment Area

Council rarely receives requests for kerb and channel upgrades separate from road upgrades or drainage upgrades. If a request for kerb and channel is received, officers will follow the guidance included in this document to determine cost apportionment.

8.1.3. FINANCIAL ARRANGEMENTS

Benefitting property owners must be given the opportunity to pay the Special Charge in instalments over a period. Any property owner may make pay a lump sum if they wish.

Council can facilitate the following payment options:

- Pay in four instalments over one year with no interest: or

- If the Special Charge for a property is over \$5,000 the payment may be made quarterly over a ten (10) year period. This is a total of 40 instalments. Interest will be charged from the second instalment onwards at the interest rate applied to the principal amount. Interest will be calculated at a fixed rate for the term of the special charge. The interest rate to be charged will be equivalent to the RBA Cash Rate, plus a 1 per cent administration fee that Council charges to administer the loan over the 10-year period.

Interest on late payments will be charged under the Penalty Interest Act 1983.

Any outstanding Special Charge Payment at the time of property must be made in full at settlement.

Ratepayers experiencing difficult financial circumstances may seek assistance in accordance with Council's Financial Hardship Policy.

9. 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.

10. DEFINITIONS

Term	Definition
The Act	Local Government Act 1989
MRSC	Macedon Ranges Shire Council
MERR	Manager Engineering and Resource Recovery
Council	The Macedon Ranges Shire Council is comprised of elected councillors led by the Mayor.
Policy	Special Charge Scheme for Infrastructure Works
Scheme	Refers to a special rate or special charge scheme
Special Charge Scheme	A Special Charge Scheme is defined by section 163 of the <i>Local Government Act 1989</i> as follows: A Council may declare a special rate, a special charge or a combination of both only for the purposes of: <ul style="list-style-type: none"> ● Defraying any expenses; or

Term	Definition
	<ul style="list-style-type: none"> • Repaying (with interest) any advance made to or debt incurred or loan raised by the Council.
Works or Services	Refers to the functions or powers being exercised by Council for which it is proposed to levy a special charge or rate
Property	Refers to property in the form of land
RMA	Road Management Act 2004
Type of benefit	<p>Special benefit - Benefit received by those property owners included in the scheme. Benefitting property owners pay the special benefit.</p> <p>Community benefit - The wider community that is not receiving a Special Benefit in the proposed scheme. The community benefit is paid by Council.</p> <p>Total benefit – Special Benefit plus Community Benefit.</p>
ADT	Average Daily Traffic

11. REFERENCES

- > Special Rates and Charges Ministerial Guidelines September 2004

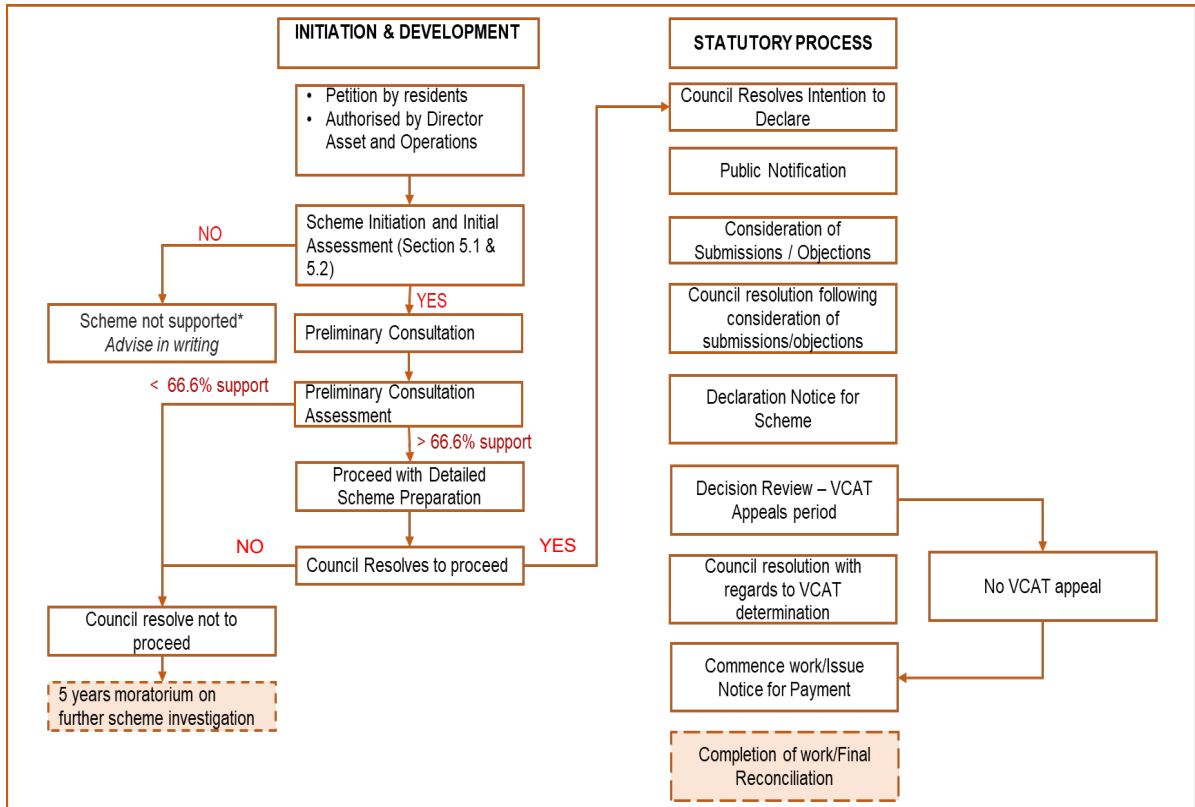
12. RELATED POLICIES

- > Road Management Plan
- > Asset Plan
- > Shire-Wide Footpath Plan
- > Capital Works Planning
- > Engineering Requirements for Infrastructure Construction
- > Infrastructure Design Manual

13. RELATED LEGISLATION

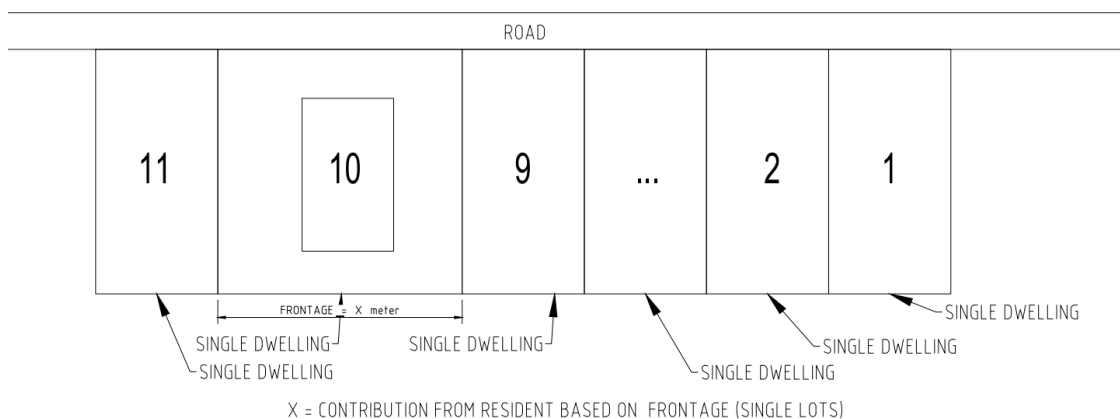
- > *Local Government Act 1989*
- > *Road Management Act 2007*

Appendix 1 - Special Charge Scheme Flow Chart

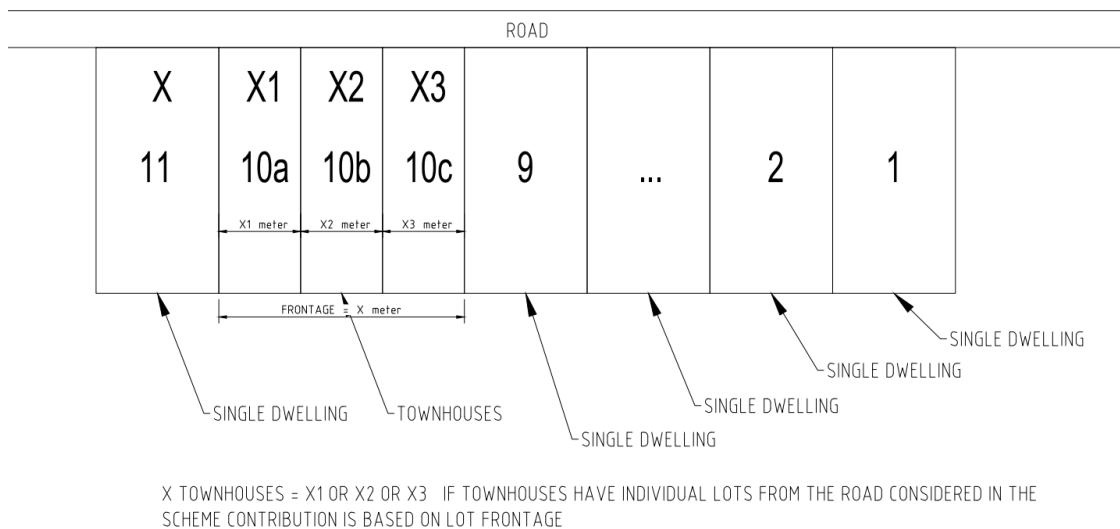


Appendix 2 – Scenarios of Road Cost Apportionment

SCENARIO 1: SINGLE DWELLING

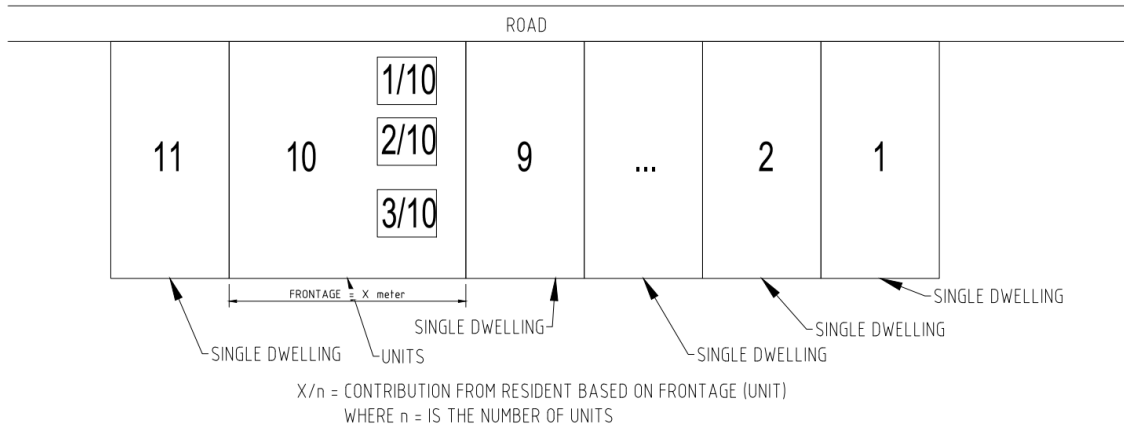


SCENARIO 2 - TOWNHOUSES ON LOT 10





SCENARIO 3 : UNITS



AO.6	RESPONSE TO THE PETITION IN RELATION TO THE KYNETON SHOWGROUNDS MASTER PLAN
Officer:	Shane Walden, Director Assets and Operations
Council Plan relationship:	2. Healthy environment, healthy people 4. Delivering strong and reliable government
Attachments:	Nil

Summary

A petition has been received from Robert Bakes, a resident of Kyneton, on behalf of 996 people stating:

"Mayor and Councillors of the Macedon Ranges Shire Council, we the undersigned, petition Macedon Ranges Shire Council, as of Friday January 5th 2024, to reconsider the decision by the Council to adopt option 1. of the Showgrounds Master Plan to cut down ten mature elm trees for the expansion of netball facilities. We ask the Council to re-examine and adopt a version of option two which retains the elm trees, future proofs the netball project with the possibility of three courts instead of just two and, in addition, could make the expansion of facilities adjacent the lower oval a huge positive for a diverse range of sporting and recreational users."

This report updates councillors on decisions and consultations leading to the Kyneton Showgrounds Master Plan and its outcomes.

Recommendation

That Council:

- 1. Notes the petition received from community members requesting Council reconsider the planned removal of ten elm trees to expand netball facilities at the Kyneton Showgrounds.**
- 2. Notes that an independent arborist report has shown that the ten trees are either nearing end of life or in a declining state due to their age, thereby posing a risk to community safety.**
- 3. Acknowledges the extensive community and user group consultation process that Council undertook on the Kyneton Showgrounds Masterplan.**
- 4. Proceeds with removing the ten trees, noting that they will be replaced with new trees following construction activities.**

Background

During the Kyneton Showgrounds Masterplan process, several options were recognised and investigated for siting the netball facilities. As part of this process, the final location was identified as a preferred site. An arborist report was undertaken, noting that construction would impact existing mature trees in the area. Six of the ten trees impacted were identified as in senescence (end of life) and posing risks such as branch failure and tree collapse, which could endanger property and public safety. The other four were identified as being in a declining state due to their age. Council is required to inform itself of risks and act as appropriate to mitigate them.

Discussion

The decision to remove trees is not taken lightly. In this instance, the trees are in declining health or are already failing due to their age. If this action had not been addressed as part of the Kyneton Showgrounds Master Plan (KSMP) process, it would have been covered during the next reserve tree audit. The reserve tree audit would have undertaken the same process of undertaking an independent arborist report and then planning to remove and replace the trees.

The KSMP process included initial consultation with the Kyneton Football Netball Club and other reserve users. Various options were discussed and considered. The location of the netball facilities near the main oval pavilion is in keeping with the goals of football netball and the needs of other reserve sporting clubs and user groups. The reserve sporting clubs and user groups include:

- Kyneton Agricultural Society;
- Kyneton Football Netball Club;
- Kyneton Little Athletics Club;
- Kyneton Cricket Club;
- Kyneton and District Poultry Club;
- Kyneton CFA; and
- Kyneton Horticultural Society

Before community consultation, officers discussed an alternate location for the netball facilities with Kyneton Football Netball Club. Officers highlighted that locating the netball on the southern side of the CFA running track would separate the netballers from the primary activity areas on site (including the football pavilion), and the area had poor passive surveillance, which is not consistent with the principles of Crime Prevention Through Environmental Design.

Council undertook community consultation on the KSMP between 17 October and 14 November 2022. This consultation was publicised using the following methods:

- Feedback sought on Council's 'Have your say' web page
- Direct emails with tenant clubs
- Promotion via Council's social media pages
- On-site signage; and
- Direct letter box drop to neighbouring residents.

This consultation resulted in 24 submissions. One submission called for more shade trees, which are accommodated within the KSMP. There was no comment about the tree removals.

An application for a permit to remove ten non-native trees was lodged in May 2023. Local residents were notified as part of this process, and planning notices were placed on site. A Notice of Decision to Grant a Permit was issued in September 2023, noting there were three objections. One resident referred their objection to the permit to the Victorian Civil and Administrative Tribunal (VCAT), with the application struck out as a permit is no longer required (VCAT Reference No. P1224/2023).

Officers note that there has been an appropriate opportunity for feedback during the masterplan consultation process and the planning permit process for the community to raise concerns.

It is noted that the information regarding the age and health of the trees was available on our website from 29 February 2024.

There is obvious community interest in the amenity, shade and neighbourhood character provided by trees. The KSMP ensures that this remains the reserve's medium and long-term aim.

Consultation and engagement

During the review of the KSMP, initial consultation with the sporting clubs and user groups was conducted before community consultation.

Community consultation occurred between 17 October and 14 November 2022. Twenty-four submissions were received, only one of which referred to trees.

One resident applied to VCAT, appealing the provision of a planning permit for tree removal.

Collaboration

Collaboration with other governments and/or statutory bodies was not sought in relation to this report, noting the outcome of the VCAT Order pertaining to P1224/2023.

Innovation and continuous improvement

Not applicable to this report.

Relevant law

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

Relevant regional, state and national plans and policies

Not applicable to this report.

Relevant Council plans and policies

The report's recommendation aligns with the Kyneton Showgrounds Master Plan 2023.

Climate Impact Assessment

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

The recommendation mitigates the risks posed by climate change by removing trees at 'end of life' and replacing them with appropriate tree species, taking into consideration the current and predicted climate conditions.

The recommendation will help prepare the community for future climate scenarios, as the Master Plan ultimately increases the number of trees and canopy cover on the reserve.

Financial viability

The recommendation of this report does not impact Council's financial viability.

Sustainability implications

This report's recommendation results in a net sustainability benefit. The trees being removed will be replaced. The old trees that are in decline will be removed and reused to reduce carbon escape to the atmosphere. Young trees take up more carbon than older ones. During the life of the KSMP, more young trees will be planted than the ten being removed due to old age decline.

As with any tree removal, arborists will undertake fauna assessments and rehome any affected animals.

Officer declaration of conflicts of interest

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

16 NOTICES OF MOTION AND RESCISSION

No. 64/2023-24: NOTICE OF MOTION - GISBORNE GOLF CLUB
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I, Councillor Dominic Bonanno, give notice that at the next Meeting of Council to be held on 24 April 2024, I intend to move the following motion:

That Council acknowledges the impact to the Gisborne community of the fire that destroyed the Gisborne Golf Club building and facilities, which is also home to the Gisborne RSL Subbranch and used by a number of local groups, and provides assistance and advice where appropriate to support these groups in their recovery.

17 URGENT BUSINESS

18 CONFIDENTIAL REPORTS**Recommendation**

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020*, Council closes the meeting to the public to consider the confidential report(s) listed below, which are confidential on grounds provided in Section 3(1) of the *Local Government Act 2020*:

18.1 Waste Collection, Bulk Haulage and Processing Tender Update

Confidential reasons**18.1 Waste Collection, Bulk Haulage and Processing Tender Update**

This matter is considered to be confidential under Section 3(1) - a and h of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released and confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).

It indicates potential business-in-confidence information including expected costs for a future contract, the timing of the contract release and other information that if made public could advantage one provider over another.

