



**Macedon
Ranges**
Shire Council

ATTACHMENTS

**Council Meeting
Wednesday 23 March 2022**

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CARLSRUHE MIXED USE DEVELOPMENT

DRAWING No.	DESCRIPTION	REV	PUBLISHED	COMMENT
TP 001	COVER SHEET		☒	
TP 002	EXISTING SITE PLAN _ SHEET 1		☒	
TP 003	EXISTING SITE PLAN _ SHEET 2		☒	
TP 004	GENERAL LOCATION MAP		☒	
TP 005	PROPOSED PLAN OF SUB-DIVISION		☒	
TP 006	PROPOSED SITE PLAN		☒	
TP 007	PROPOSED SITE PLAN		☒	
TP 008	FLOOD MAPPING DIAGRAM		☒	
TP 009	PROPOSED FLOOR PLAN		☒	
TP 010	PROPOSED LANDSCAPE PLAN _ SHEET 1		☒	
TP 011	PROPOSED LANDSCAPE PLAN _SHEET 2		☒	
TP 012	PROPOSED ELEVATIONS		☒	
TP 013	SITE SECTIONS		☒	
TP 014	PROPOSED SECTION AA POCHE		☒	
TP 015	ASPECT VIEW 1		☒	
TP 016	ASPECT VIEW 2		☒	
TP 017	ASPECT VIEW 3		☒	
TP 018	PROPOSED VIEW 1		☒	
TP 019	PROPOSED VIEW 2		☒	
TP 020	PROPOSED VIEW 3		☒	
TP 021	PROPOSED VIEW 4		☒	
TP 022	PROPOSED VIEW 5		☒	
TP 023	PROPOSED PICNIC AREA VIEW		☒	
TP 024	SITE SIGNAGE PLAN		☒	
TP 025	SIGNAGE DETAILS _ SHEET 1		☒	
TP 026	SIGNAGE DETAILS _ SHEET 2		☒	

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ISSUE	DESCRIPTION	DATE	DRAWN	COMMENT
01	FEASIBILITY	29/11/2018	TR	
02	CONCEPT DESIGN	20/01/2019	TR	
03	PRELIMINARY PLANNING	05/03/2019	SN	
04	PLANNING REVIEW	24/05/2019	SN	
05	PLANNING REVIEW	27/08/2019	SN	
06	PLANNING REVISION	09/04/2020	SN	

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Sheet title:

COVER SHEET

project name :

MIXED USE DEVELOPMENT

project address:

LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442

scale:

sheet number:

TP 001

sheet size:

A2

project number :

BC017.1

published date:

28/04/2020

drawn by:

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Item PE.1 - Attachment 2

Page 4

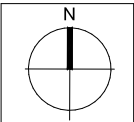
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06	PLANNING REVISION	09/04/2020	SN	

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Sheet title:
**EXISTING SITE PLAN _
SHEET 1**

project name :
MIXED USE DEVELOPMENT

project address:
**LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442**

scale:
NTS

sheet number:
TP 002

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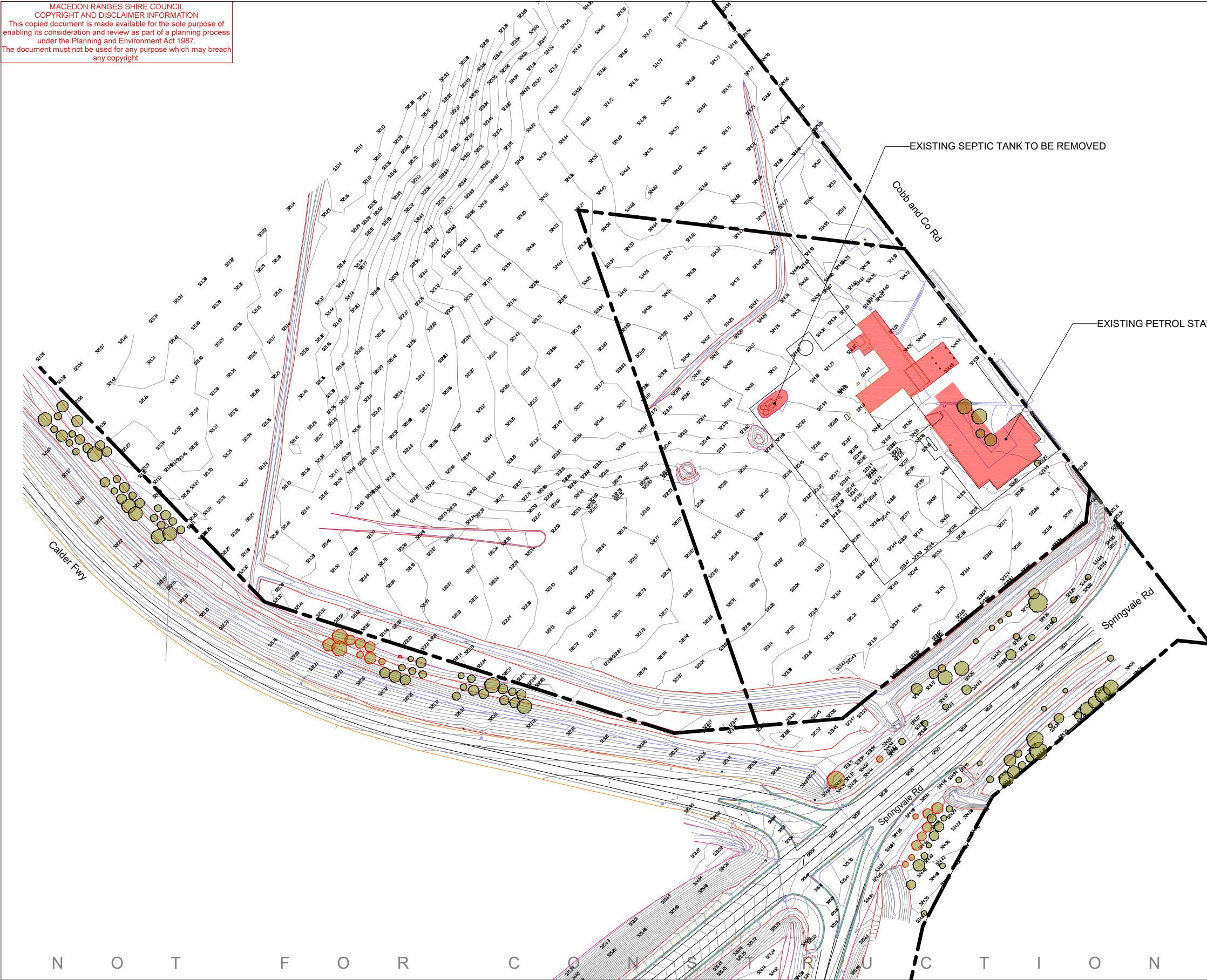
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Sheet title:

EXISTING SITE PLAN _
SHEET 2

project name :

MIXED USE DEVELOPMENT

project address:

LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442

scale:

1:1000

sheet number:

TP 003

sheet size:

A2

project number :

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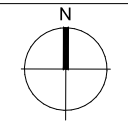


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Sheet title:
**GENERAL LOCATION
MAP**

project name :
MIXED USE DEVELOPMENT

project address:
**LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442**

scale:
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sheet number:
TP 004

sheet size:
A2

project number :
BC017.1

published date:
23/04/2020

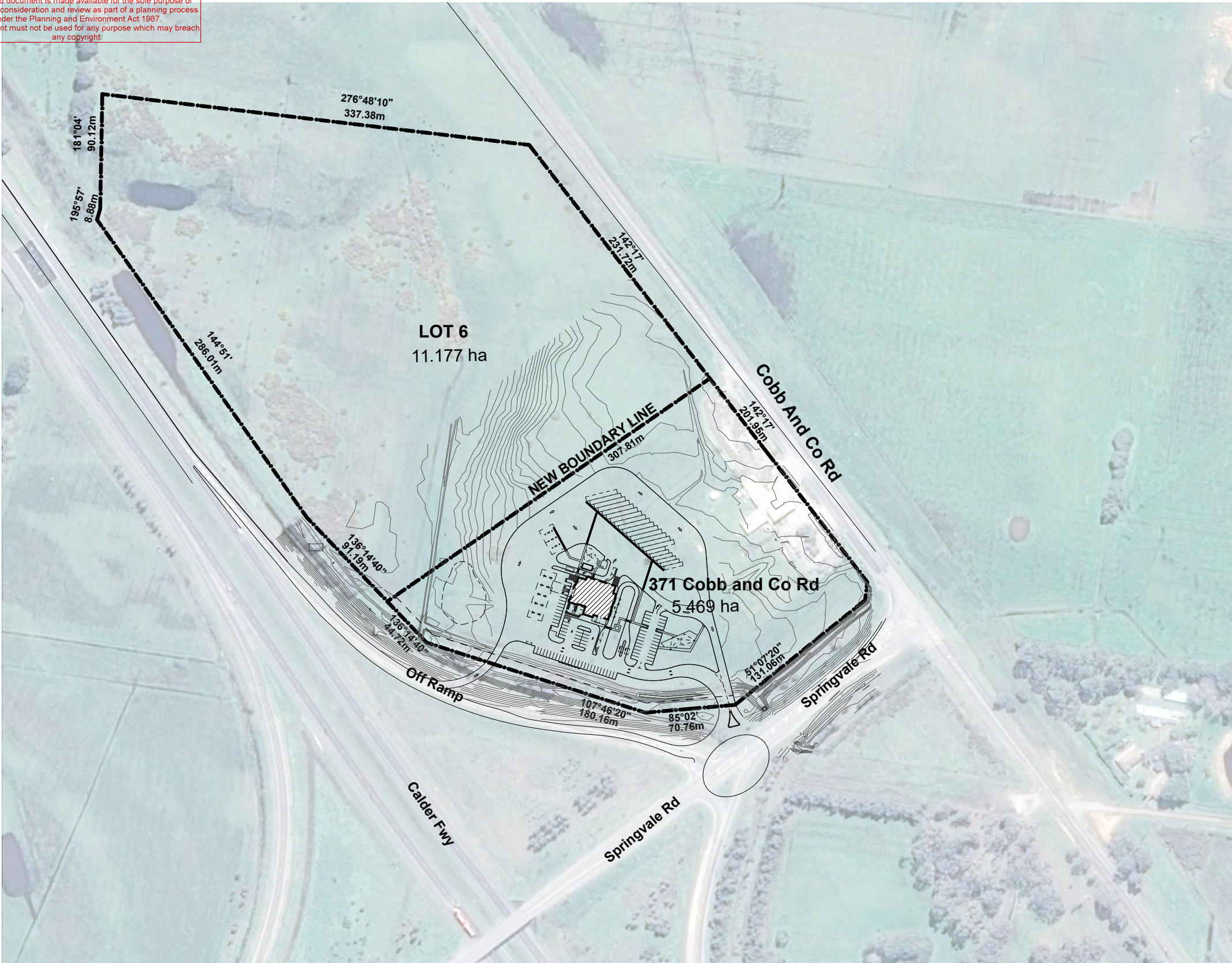
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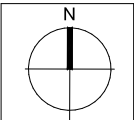
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06	PLANNING REVISION	09/04/2020	SN	

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Sheet title:

PROPOSED PLAN OF SUB-DIVISION

project name :

MIXED USE DEVELOPMENT

project address:

LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442

scale:

1:2000

sheet number:

TP 005

sheet size:

A2

project number :

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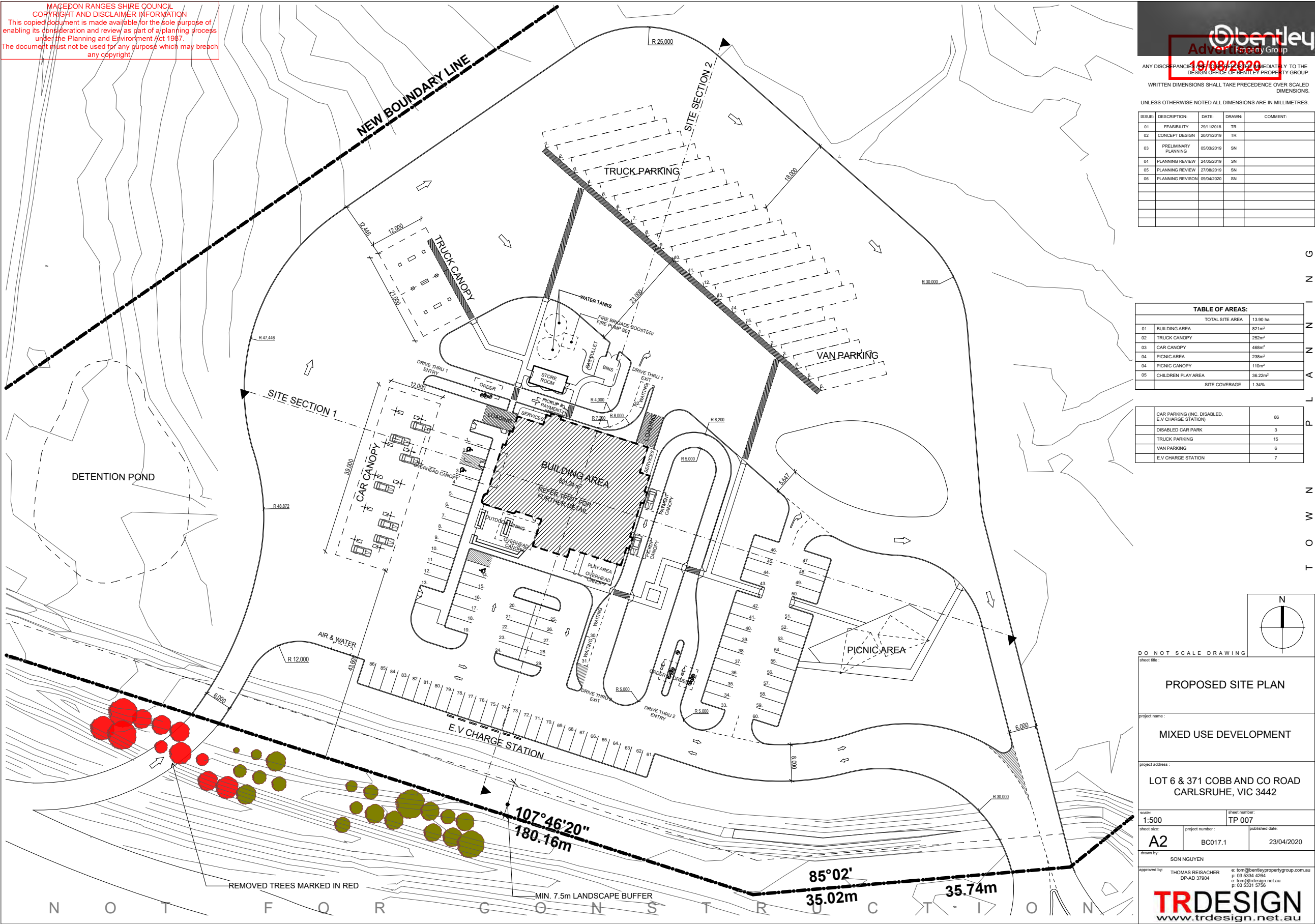
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TABLE OF AREAS:

TOTAL BUILDING AREA	821m ²
01 CONVENIENCE STORE + DINING AREA	192.98m ²
02 KITCHEN 1 + STORE ROOM	158.24m ²
03 KITCHEN 2	98.88m ²
04 KITCHEN 3	62.49m ²
05 TRUCKIES LOUNGE	22.59m ²
06 COMMUNAL DINING	122.15m ²
07 AMENITIES	113.25m ²
08 ENTRANCE + AIRLOCK	42.90m ²
CHILDREN PLAY AREA	36.22m ²
OUTDOOR DINING	119m ²

CAR PARKING (INC. DISABLED, E.V CHARGE STATION)	86
DISABLED CAR PARK	3
TRUCK PARKING	15
VAN PARKING	6
E.V CHARGE STATION	7

DO NOT SCALE DRAWING

sheet title :

PROPOSED FLOOR PLAN

project name :

MIXED USE DEVELOPMENT

project address :

LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442

scale:
1:200

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TP 009

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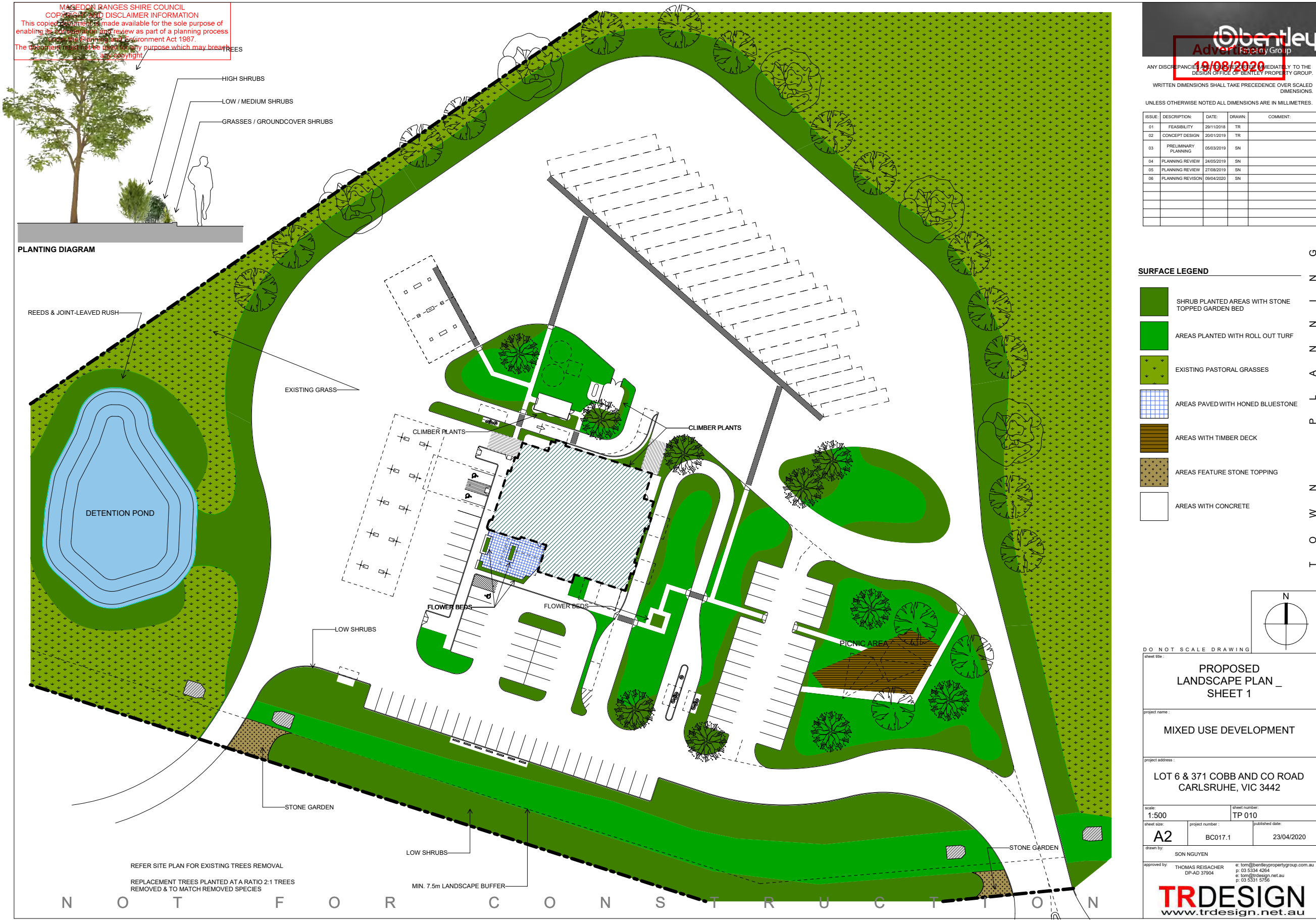
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05	PLANNING REVIEW	27/08/2019	SN	
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SURFACE LEGEND

SHRUB PLANTED AREAS WITH STONE TOPPED GARDEN BED

AREAS PLANTED WITH ROLL OUT TURF

EXISTING PASTORAL GRASSES

AREAS PAVED WITH HONED BLUESTONE

AREAS WITH TIMBER DECK

AREAS FEATURE STONE TOPPING

AREAS WITH CONCRETE

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Sheet Title: PROPOSED LANDSCAPE PLAN _ SHEET 1

Project name: MIXED USE DEVELOPMENT

Project address: LOT 6 & 371 COBB AND CO ROAD CARLSRUHE, VIC 3442

Scale: 1:500

Sheet number: TP 010

Sheet size: A2

Project number: BC017.1

Published date: 23/04/2020

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sheet title :			
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project name :			
<p style="text-align: center;">MIXED USE DEVELOPMENT</p>			
project address :			
<p style="text-align: center;">LOT 6 & 371 COBB AND CO ROAD CARLSRUHE, VIC 3442</p>			
scale:		sheet number:	
		TP 011	
sheet size:	project number :	validity date:	
A2	BC017.1	23/04/2020	
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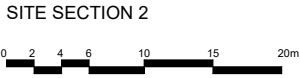
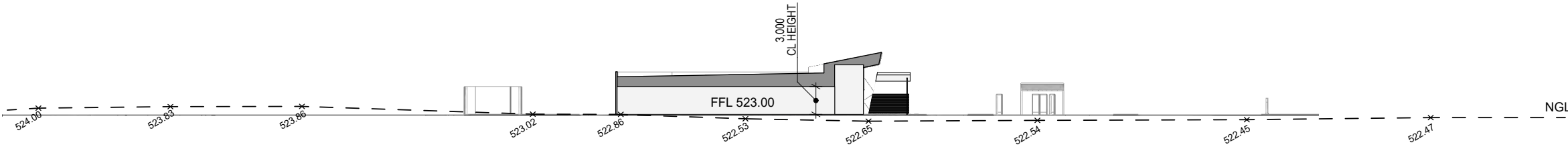
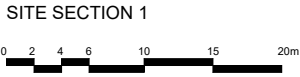
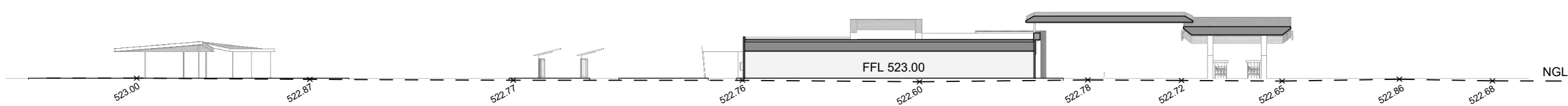
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06	PLANNING REVISION	09/04/2020	SN	



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SITE SECTIONS

MIXED USE DEVELOPMENT

LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442

scale: NTS sheet number: TP 013

sheet size: A2 project number: BC017.1 published date: 23/04/2020

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Sheet title:
**PROPOSED SECTION AA
POCHE**

project name :
MIXED USE DEVELOPMENT

project address:
**LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442**

scale:
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sheet number:
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HANGING ROCK LOCATION
8.5KM AWAY
NOT VISIBLE FROM SITE



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06	PLANNING REVISION	09/04/2020	SN	

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DO NOT SCALE DRAWING

Sheet title:
ASPECT VIEW 1

project name :
MIXED USE DEVELOPMENT

project address:
**LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442**

scale:	sheet number:
NTS	TP 015

sheet size:	project number :	published date:
A2	BC017.1	23/04/2020

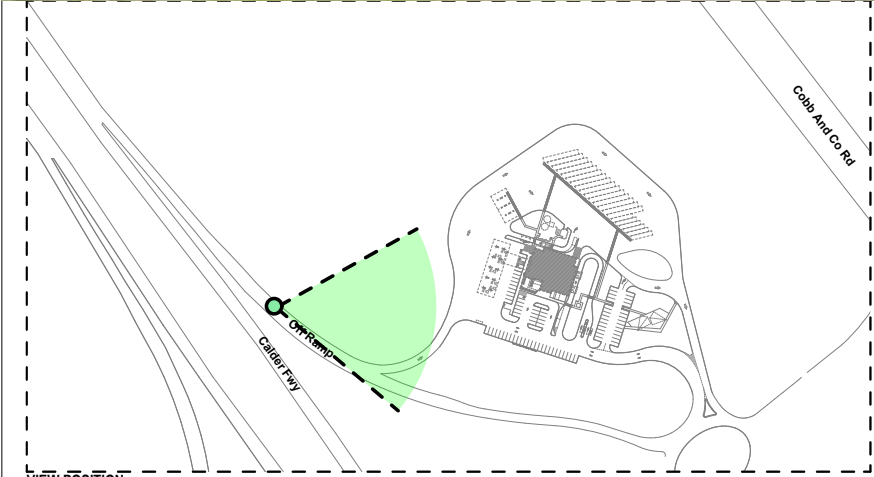
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HANGING ROCK LOCATION
8.5KM AWAY
NOT VISIBLE FROM SITE



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DO NOT SCALE DRAWING

ASPECT VIEW 2

MIXED USE DEVELOPMENT

LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442

NTS

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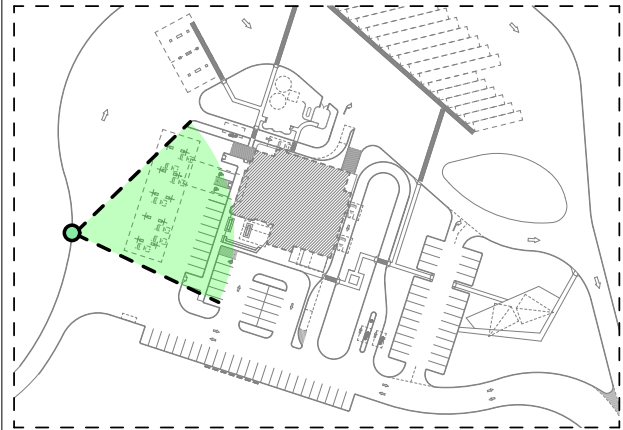
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VIEW POSITION

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PROPOSED VIEW 1

project name :
MIXED USE DEVELOPMENT

project address:
LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442

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sheet number:
TP 018

sheet size:
A2


project number :
BC017.1

published date:
23/04/2020

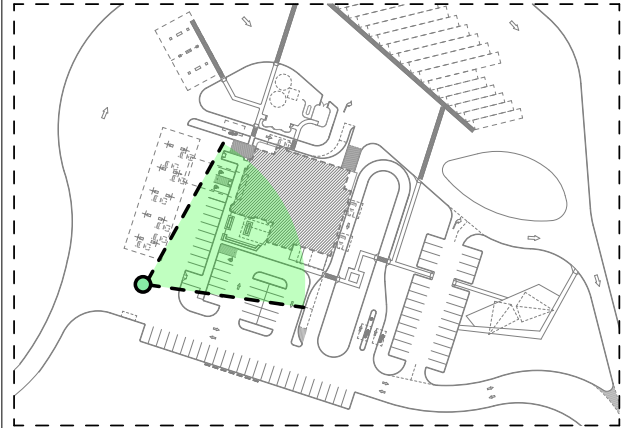
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approved by:
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project name :
MIXED USE DEVELOPMENT

project address:
**LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442**

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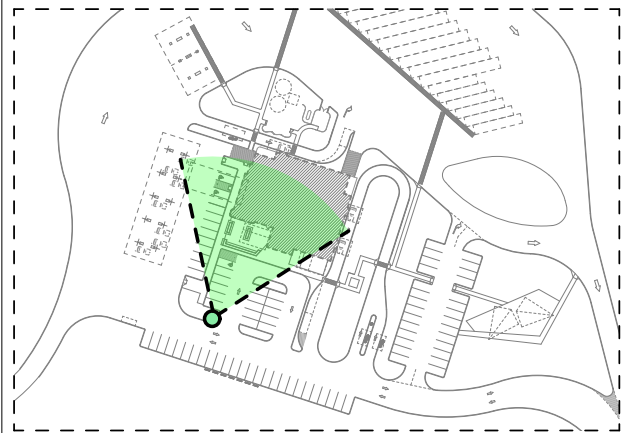
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Project name:
MIXED USE DEVELOPMENT

Project address:
LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442

Scale:
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Sheet number:
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Sheet size:
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Project number:
BC017.1

Published date:
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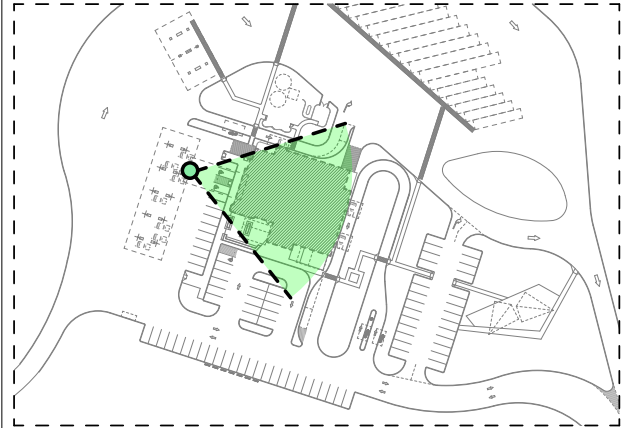
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Project name:
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Project address:
**LOT 6 & 371 COBB AND CO ROAD
CARLSRUHE, VIC 3442**

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Project number:
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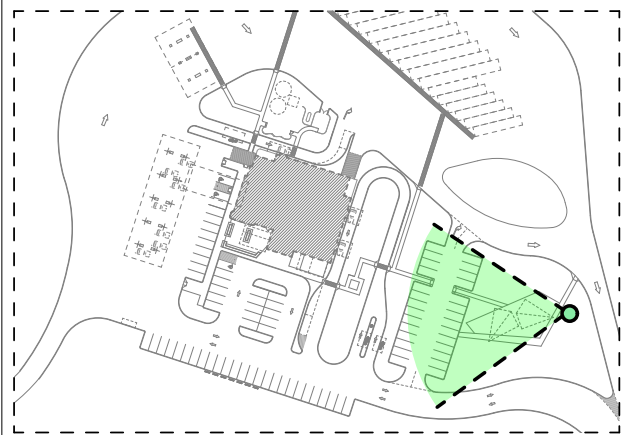
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project address:
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CARLSRUHE, VIC 3442**

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sheet size: A2	project number : BC017.1
	published date: 23/04/2020

drawn by:
SON NGUYEN

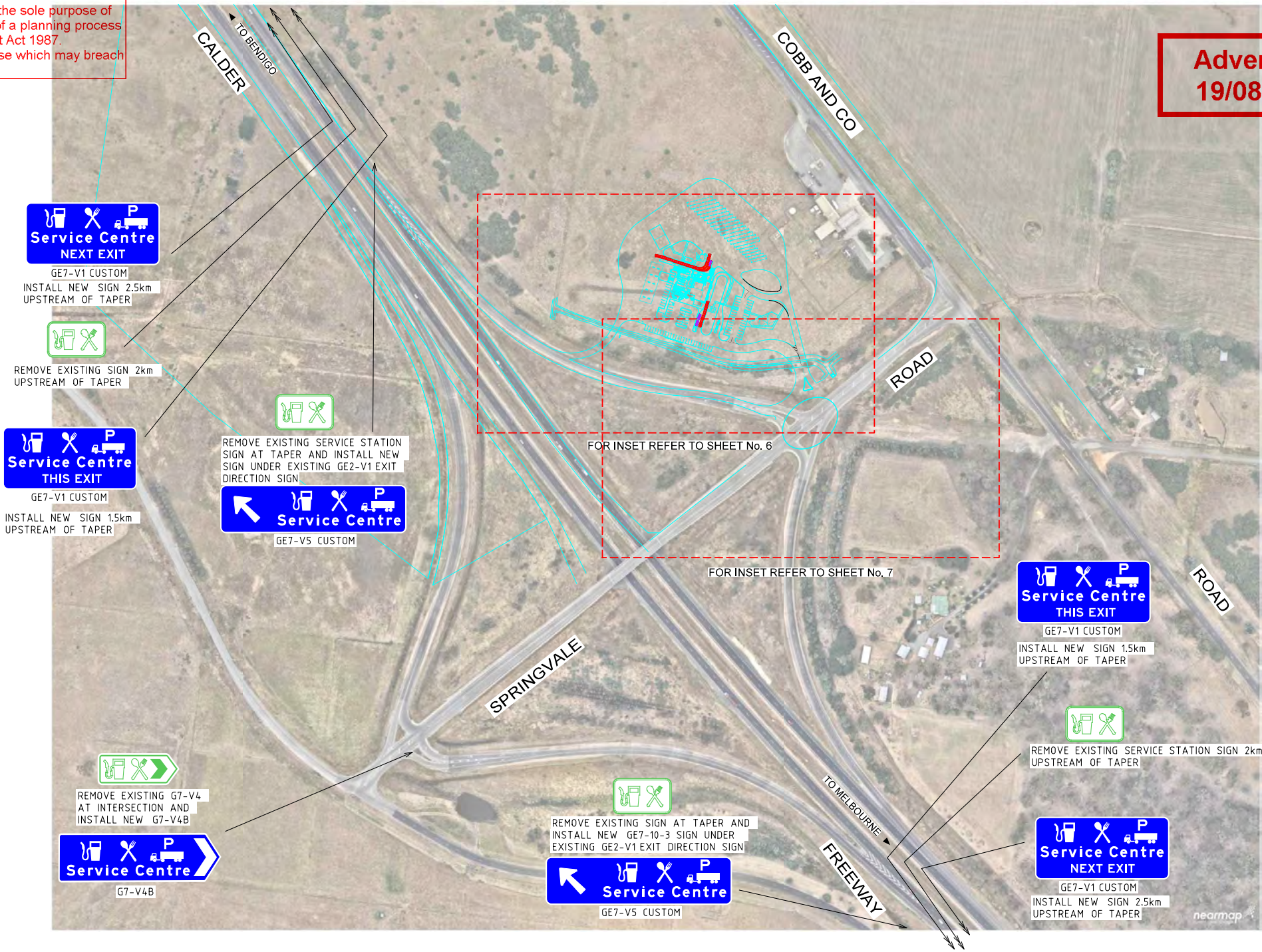
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Drawing Record					
ISSUE	DRAWN	APP'D	DATE	AMENDMENT	
P6	DS	AA	25.03.20	UPDATED BASE	
<div><div><div>WARNING BEWARE OF UNDERGROUND SERVICES THE LOCATIONS OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY AND THEIR EXACT POSITION SHOULD BE PROVEN ON SITE. NO GUARANTEE IS GIVEN THAT ALL EXISTING SERVICES ARE SHOWN.</div><div>PRELIMINARY PLAN FOR DISCUSSION PURPOSES ONLY SUBJECT TO CHANGE WITHOUT NOTIFICATION DATE OF ISSUE: 25/03/2020</div></div></div>					

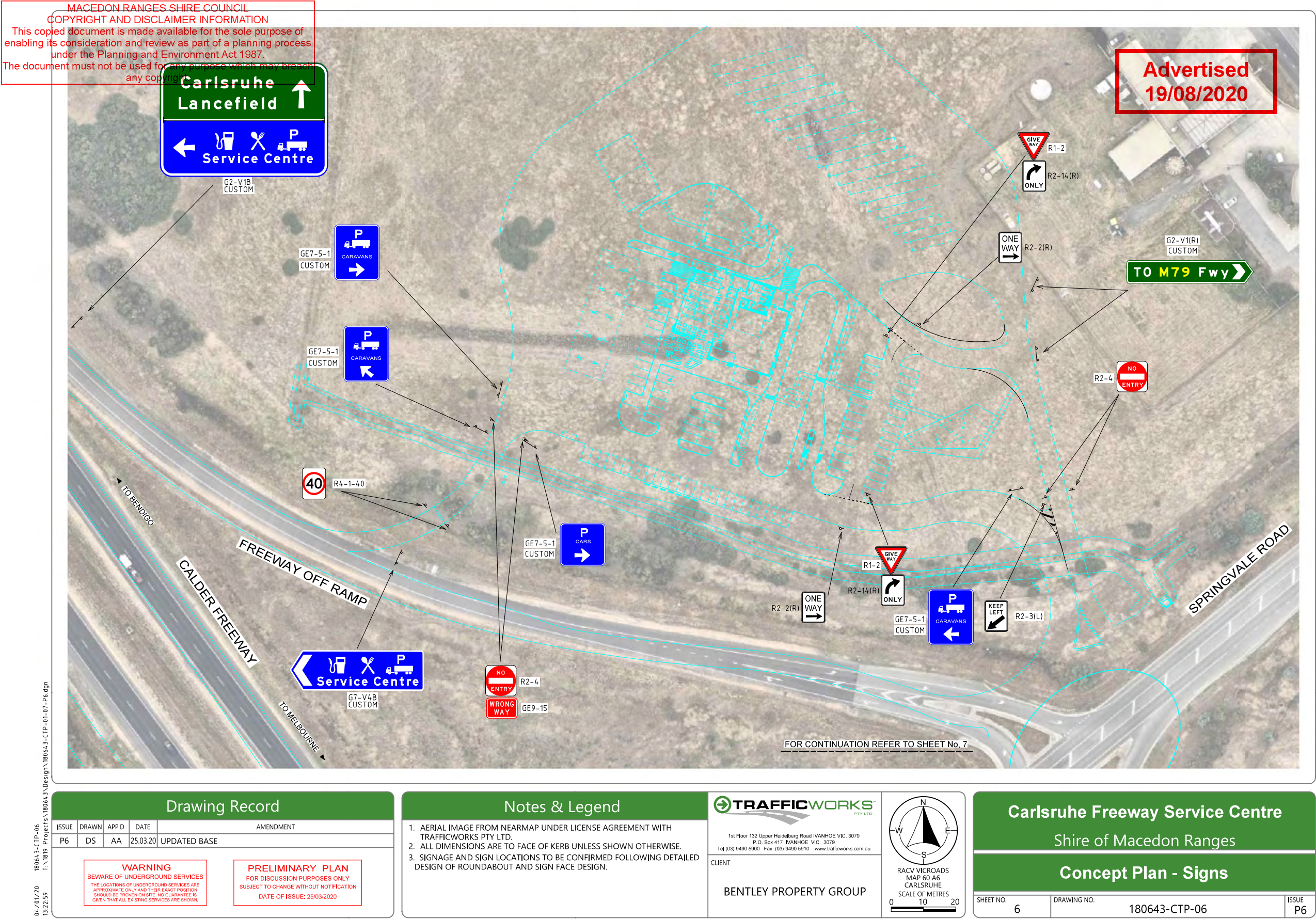
Notes & Legend	
1. AERIAL IMAGE FROM NEARMAP UNDER LICENSE AGREEMENT WITH TRAFFICWORKS PTY LTD. 2. ALL DIMENSIONS ARE TO FACE OF KERB UNLESS SHOWN OTHERWISE.	

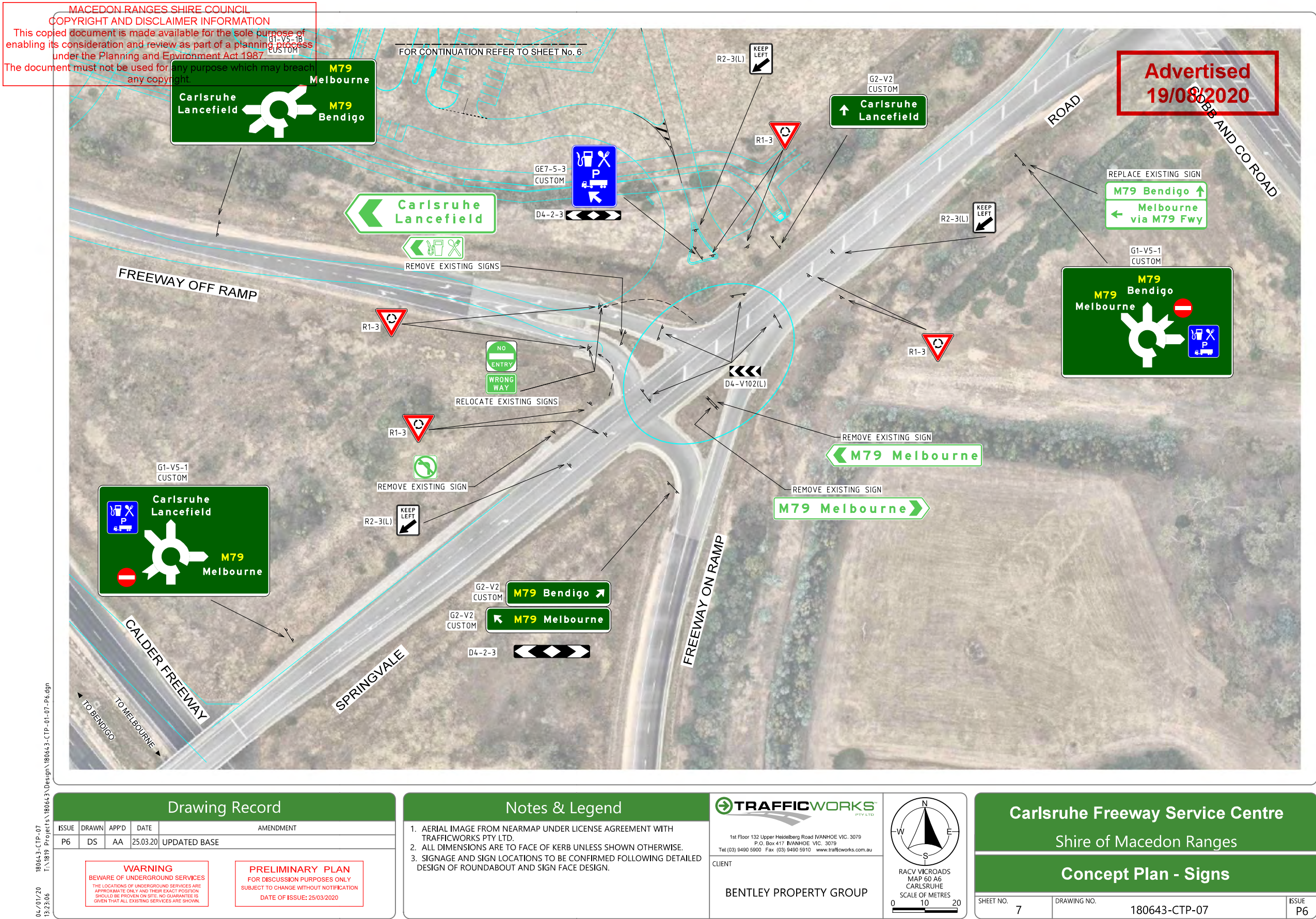
1st Floor 132 Upper Heidelberg Road IVANHOE VIC. 3079
P.O. Box 417 IVANHOE VIC. 3079
Tel (03) 9490 5600 Fax (03) 9490 5910 www.trafficworks.com.au

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BENTLEY PROPERTY GROUP

RACV VICROADS
MAP 60 A6
CARLSRUHE
SCALE OF METRES
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Carlsruhe Freeway Service Centre Shire of Macedon Ranges Concept Plan - Signs			
SHEET NO. 5	DRAWING NO. 180643-CTP-05	ISSUE P6	





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USE AND DEVELOPMENT OF A FREEWAY SERVICE CENTRE
AND CONVENIENCE RESTAURANT, REMOVAL OF VEGETATION
(ONE TREE) 2 LOT SUBDIVISION (BOUNDARY REALIGNMENT),
DISPLAY ADVERTISING SIGNAGE IN ACCORDANCE WITH
CLAUSE 36.04-4 (ROAD ZONE) AND CREATION OF ACCESS TO A
ROAD ZONE CATEGORY 1

LOT 6 & 371 COBB AND CO ROAD, CARLSRHUE
PLN/2019/391



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Executive Summary

Address

Lot 6 and 371 Cobb and Co Road, Carlsruhe Vic 3442

Applicant

Inception Planning

PO Box 339w Ballarat West

leah@inceptionplanning.com.au

Background Information

- Numerous pre-application meetings discussions have been undertaken prior to lodging the application. The discussions have been undertaken with:
 - Council's Planning Department – 13 December 2018
 - VicRoads Authority – pre-application meeting discussion found at Attachment 4
- As part of the approval process, both lots will be consolidated and existing infrastructure removed from the land.
- The original application was lodged on 10 September 2019.
- Further information was requested 14 October 2019.
- Inception Planning were engaged 26 February 2020 to act on behalf of Bentley Property Group.



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- A request for additional time was requested on 28 February 2020 which was subsequently granted until 1 May 2020.
- An amended planning application submitted to Council Friday 1 May 2020 which seeks to amend the following details:
 - Amend application preamble to include the removal of vegetation (one tree), two lot subdivision (boundary realignment) and creation of access to a Road Zone, Category 1
 - A full set of revised development plans
 - Information addressing the following external referral requests:
 - Council further information letter dated 14 October 2019
 - Goulburn Murray Water dated 16 October 2019
 - EPA Victoria – 3 October 2019
 - VicRoads – 23 October 2019
 - Coliban Water – 25 October 2019
- Further information was requested 28 May 2020.
- Further information was submitted on 31 July 2020 which included:
 - Amended Planning Submission prepared by Inception Planning
 - Amended Existing and relocation signage plans dated 29 July 2020



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Attachments

- i. Traffic Impact Assessment (TIA) - prepared by Traffic Works Pty Ltd – dated 27 April 2020 (final 3 reversion)
- ii. Swept Path Assessment Diagrams – prepared by Traffic Works Pty Ltd – 25 March 2020
- iii. Vegetation Assessment – prepared by Mark Trengove Ecological Services – dated April 2020
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- v. External Lighting – prepared by Cardno – TGM – dated 6 April 2020
- vi. Stormwater Management Plan – prepared by Cardno – TGM – dated 28 April 2020 (revision 3)

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The Subject Site

The subject site is located on the southern side of Cobb and Co Road, Carlsruhe and consists of two titles known as Lot 7 on Plan of Subdivision 434802R – 371 Cobb and Co Road, Carlsruhe which measures a total of 2.746 hectares. The other allotment is known as Lot 6 on Plan of Subdivision 434802R and measures 13.90 hectares in total.

The BP Carlsruhe Service Centre is located at 371 Cobb and Co Road, where three vehicle entry and exit points are provided directly from Cobb and Co Road. The site has two street frontages, being Cobb and Co Road and Springvale Road.

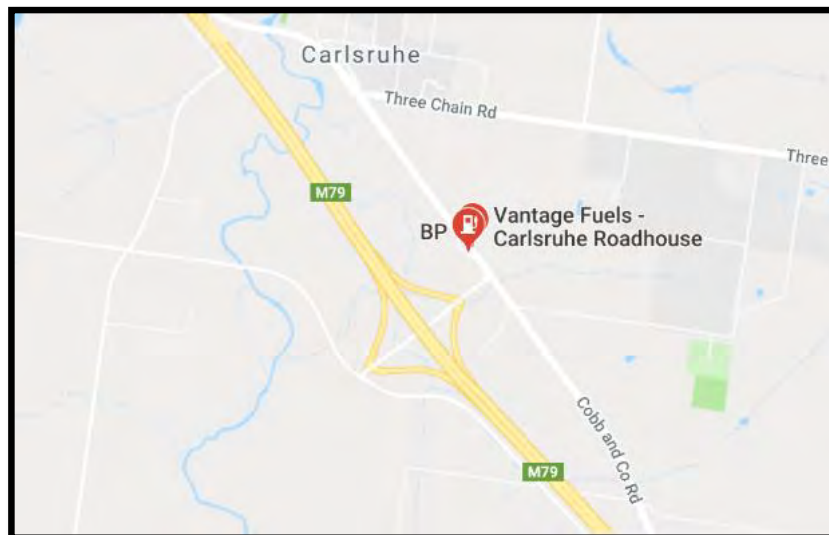
Truck bowers are located to the north of the site, 6 car petrol bowers are located under the bowers at the front of the building.

Public toilets are provided within a separate building to the north of the petrol station. Trailer hire is available. Waste storage areas for the business are located behind the building to the west behind colorbond fencing.

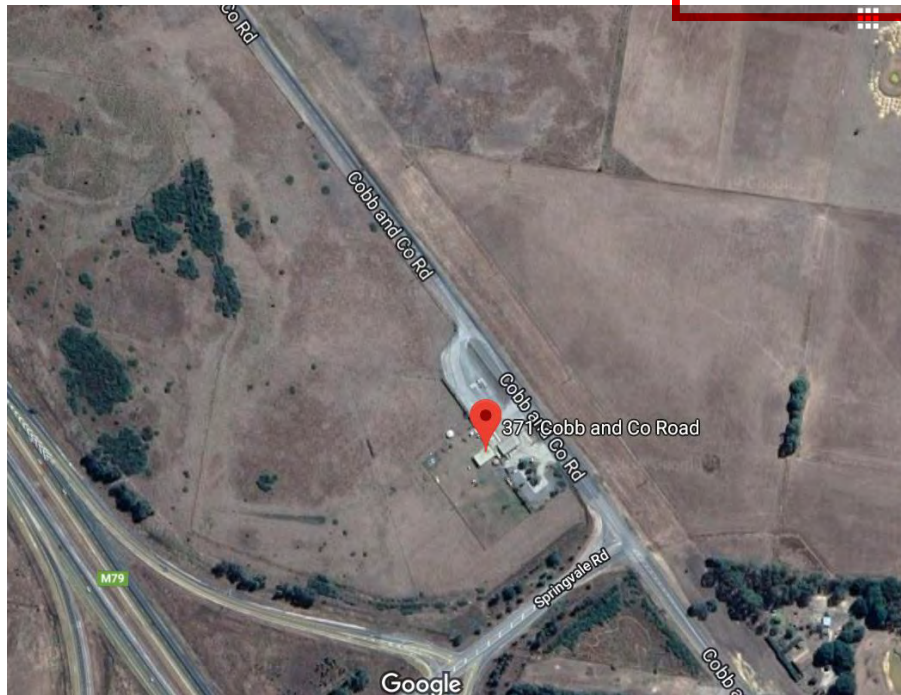
The current operating hours are as follows:

- Monday to Sunday – 24 hours

Two pole signs and numerous other advertising signage are located throughout the site and are documented later in this submission.



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(photo from Google Maps)



(photo taken from within Cobb and Co Road looking at the current development site to the south)

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(photo taken from within Cobb and Co Road looking at the subject site to the north west)

Lot 6 is currently free of buildings, vacant and underutilised. The allotment has two road frontages, Calder Freeway, measuring a total of 602.17 metres and 306.0 metres to Springvale Road. TP003 provides Council with the contours of the site and locates the buildings proposed to be removed and the location of the septic tank proposed to be decommissioned and removed.





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Proposal

The purpose of the application is to provide for a Freeway Service Centre with direct access from Calder Freeway that better address the needs of passing motorists. All existing infrastructure located on the Cobb and Co Road will be decommissioned and buildings removed once the new build is finalised.

In accordance with Clause 73.03 the definition of a Freeway Service is:

'Land which has direct access to a freeway and is used to provide essential services and facilities which encourage drivers to stop and take an effective break in the interests of driver safety'.

A boundary realignment also forms part of the proposal and will see 371 Cobb and Co Road amended to measure 5.469 hectares with three road frontages being the Calder Freeway off ramp, Springvale Road and Cobb and Co Road. Lot 6 is proposed to be amended to measure 11.177 hectares and is to be situated to the north west of the proposed FSC site, with a frontage to Cobb and Co Road and will remain free of any built form.

The use of the site is proposed to operate 24 hours a day, seven days a week with a number of mixed businesses forming part of the overall operation. These businesses will offer similar, if not identical services found at FSC located throughout Victoria. The redesign will offer various areas for motorists to take a break and relax promoting driver safety in a purpose-built facility addressing all driver's needs. At time of submission to Bowser Beam and BP are the only tenants assigned to the premises. No convenience restaurants have been appointed.

The main building is proposed to measure 821 square metres with an overall building height of 4.6 metres, with smaller architectural features measuring approximately 6.15 metres in height. The internal layout can be broken down as follows:

- Convenience Restaurant;
- Convenience Shop;
- Coffee Kiosk;
- Children's Play Area;
- Rest Areas/Seating;



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- Tourist Information Kiosk;
- Public Telephone;
- Truck Drivers Lounge;
- Toilets;
- Showers
- Drive through take away food outlet
- Car charging ports
- Designated parking areas for cars, trucks, caravans, motorhomes
- Undercover refuelling facilities, including petrol, diesel, oil, LP gas, air and water

The modern built form is proposed to be finished in tilt panel polished concrete with incorporated design elements such as 'woodform elements' on the southern elevation with the use of alucobond material, providing frames around windows and walls. The materials provide neutral tones to the overall finished product. Whilst the use of yellow and green is incorporated, it has been strategically placed to present as features of the built form, a pleasing element to the overall presentation of the building to the natural environment.

Car and truck canopies are proposed to be located over the petrol bowers to provide shelter to motorists whilst refuelling. The trucks overall canopy height will not exceed 8.4 metres, allowing for free movement of trucks under. A pedestrian canopy is proposed from petrol bowers to the main building linking the undercover areas together, finished with a metal roof.

Entry to the site is proposed to be provided directly from the Calder Freeway off ramp and another option for north bound traffic to use the Springvale Road overpass and enter into the site from the south.

A roundabout is proposed as part of the final design which will provide safe and convenient vehicle movements at the Calder Freeway off ramp and Springvale Road intersect.

Located within the surrounding road reserves to the south east and west are a number of trees which are proposed to be removed as part of the entry design from the off ramp. A report has been prepared by Mark Trengove Ecological Services and revised in April 2020 and provides assessment of the vegetation to be removed. It is noted



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that the vegetation proposed to be removed from the Calder Freeway off ramp meets the exemptions listed 52.17-7.

There is a potential for additional vegetation to be removed as part of the future roundabout construction however, further investigations will need to be undertaken in conjunction with detailed civil engineer designs and VicRoads requirements. This investigation works could form part of a construction management plan requested by way of permit conditions on any approved permit.



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Planning Scheme

State Planning Policy

- Clause 11 – Settlement
- Clause 11.01 – 1R – Settlement – Loddon Mallee South
- Clause 12.01.1-S – Protection of biodiversity
- Clause 14.02-1S – Protection of Agricultural Land
- Clause 15.01-1S – Urban Design
- Clause 15.01-2S – Building Design
- Clause 15.01-3S – Subdivision Design
- Clause 15.01-6-S – Design for Rural Areas
- Clause 15.02-1S – Energy and Resource Efficiency
- Clause 15.03-2S – Aboriginal Cultural Heritage
- Clause 17.1-1R – Diversified Economy – Loddon Mallee South
- Clause 17.4-1S – Facilitating Tourism
- Clause 17.04-1R- Tourism – Loddon Mallee South
- Clause 18.01-1S – Land Use and Transport Planning
- Clause 18.01-2S – Transport System
- Clause 18.02-1S- Sustainable Personal Transport
- Clause 18.02-2S – Public Transport
- Clause 18.02-3S – Road System
- Clause 18.02-4S – Car Parking
- Clause 19.01-2R – Renewable Energy – Loddon Mallee South

Municipal Strategic Statement

- Clause 21.01 – Municipal Profile
- Clause 21.02 – Key Issues and Influences
- Clause 21.03 – Vision – Strategic Framework Plan
- Clause 21.04 – Settlement



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- Clause 21.05 – Environment and Landscape Values
- Clause 21.06 – Environmental Risks
- Clause 21.07 – Natural Resource Management
- Clause 21.08 – Built Environment and Heritage
- Clause 21.10 – Economic Development and Tourism
- Clause 21.11 – Transport
- Clause 21.12-11 – Carlsruhe
- Clause 21.12 – Community Development and Infrastructure

Local Planning Policy

- Clause 22.01 – Macedon Ranges and Surrounds

Zone

- Clause 35.07 - Farming Zone

Overlays

- Clause 42.01 – Environmental Significance Overlay, Schedule 4;

Particular Provisions

- Clause 52.05 – Advertising Signage
- Clause 52.06 – Car Parking
- Clause 52.29 – Land Adjacent to a Road Zone, Category 1
- Clause 52.34 – Bicycle Facilities
- Clause 53.05 – Freeway Service Centre



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General Provisions

- Clause 65.01 – Approval of an Application or Plan
- Clause 65.02 – Approval of an Application to Subdivide Land

Planning Scheme Triggers

Clause 35.07 – Farming Zone

- o Clause 35.07-1 – A permit is required to use the land for the purpose of a Freeway Service Centre

Clause 42.01 – Environmental Significance Overlay, Schedule 4

- o Clause 42.01-2 – a permit is required to:
 - o subdivide land; and
 - o to remove vegetation



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Policy Support

Planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for house, employment, recreation and open space, commercial and community facilities and infrastructure.

As stipulated in the 'Loddon Mallee South Regional Growth Plan' referenced at Clause 72.08 – Background documents the Loddon Mallee South region is made up of five municipalities and geographically located in the centre of Victoria, making it highly accessible to and from Melbourne and surrounding regional areas. The region extends from the floodplain of the mid Loddon River in the north west to the Macedon Ranges in the south east. At its closest point, the region is 50 kilometres from central Melbourne. Its central location an excellent transport links allow safe and efficient travel to Melbourne and other centres.

Having regard to Clause 14.1-1S, the combined subject land is not considered productive agricultural land given its size, location and encumbrances. Both lots are currently void of any farming activity, 371 Cobb and Co Road is obviously home to the existing BP Service Station. Realigning the boundaries ensures the future Freeway Service Centre has significant separation from adjoining farming zoned land to the north and locates the existing disturbed land all on the one parcel.

The proposed upgrade, represents a significant economic development for Macedon Ranges Shire and is predicted to boost the local economy with respect to construction jobs, supplies and significant local employment opportunities offering full time, part time and casual positions over a 24-hour facility.

The redevelopment will achieve architectural and urban design outcomes that contribute positively to the local environment and will enhance the public realm whilst ensuring the impacts on surrounding land is minimal as per the strategies within Clause 15.01-1S. The upgrades to access is a key component to the redevelopment and will ensure access from the Calder Freeway is safe and functional for motorists.

Clause 21.11 highlights the subject site being located within the Melbourne – Bendigo Corridor which supports key infrastructure including the Calder Freeway (National Auslink Corridor). These transport corridors play an increasingly important role in safety, moving people and freight and providing connections to other services. Improvements to this infrastructure have significantly enhanced accessibility to Melbourne and the airports.

The proposed development will have safety and convenience benefits for travellers on the Calder Freeway, Springvale Road and Cobb and Co Road. It is considered that the proposal will positively contribute to traffic and freeway users and has been supported by a 'Traffic Impact Assessment Report' prepared by Traffic Works Pty Ltd. Access will be provided in accordance with VicRoads requirements and will comply with the Freeway Service




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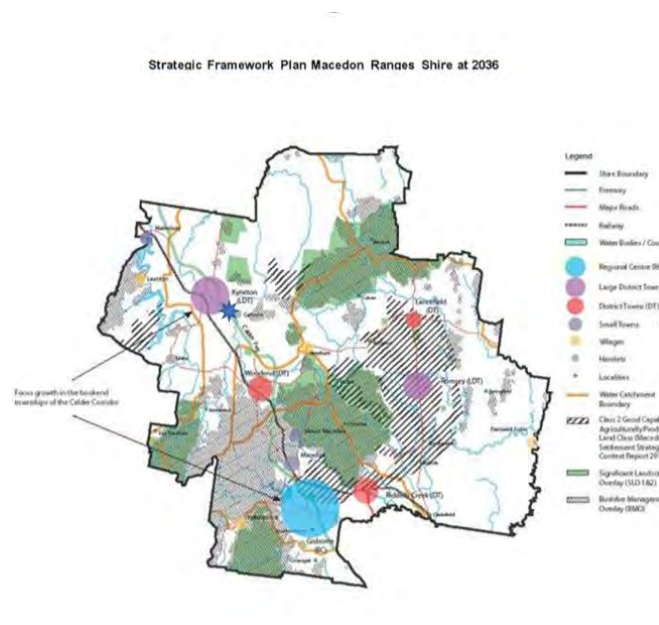
Centre Design Guidelines, including the display of appropriate freeway signage with the level of service, safety and amenity being enhanced ensuring the strategies of Clause 17.1-1R are met.

As stipulated within Clause 21.04 - Macedon Ranges Shire has some 30 settlements ranging from a regional centre to localities. In addition, the Shire has a considerable supply of rural residential land (predominantly in proximity to settlements), with dispersed housing in the rural balance. Growth in the Shire is influenced by many factors, particularly regional transport corridor improvements, bushfire risk, community infrastructure and the potential for residents to commute to metropolitan Melbourne while living in an attractive rural or semi-rural environment.

The extended and modern works proposed to be undertaken will assist in providing visual improvements along the transport corridor and ensure an attractive and welcoming entrance to Carlsruhe from the south.

Development and land use planning is to be guided by the following vision:

Below is a copy of the map taken from Clause 21.03-3 – Strategic Framework Plan where the subject site is located approximately where the  is located:





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The subject site is located on the fringe of what is highlighted within the strategic framework as Large District Town. The land is currently underutilised and at present does not adequately present to the Calder Freeway. The proposed upgrades will complement the surrounding street networks and provide a well-designed resting place for tourists passing through the area. The economic growth of the subject site will assist with delivering jobs which is a fundamental aspect of the proposal.

The Macedon Ranges and its surrounds are acknowledged as an area of both state and national environmental and conservation significance. The preservation and enhancement of its natural environment is fundamental to the Shire's attractiveness as a residential living area and tourist destination as stipulated within Clause 21.05. Carlsruhe has been pinpointed by the community for '*its historic structures and surround hills and farmland*' with the 'Macedon Ranges Landscape Assessment – Landscape Values and Significance' prepared by Claire Scott Planning and adopted by Council in March 2019.

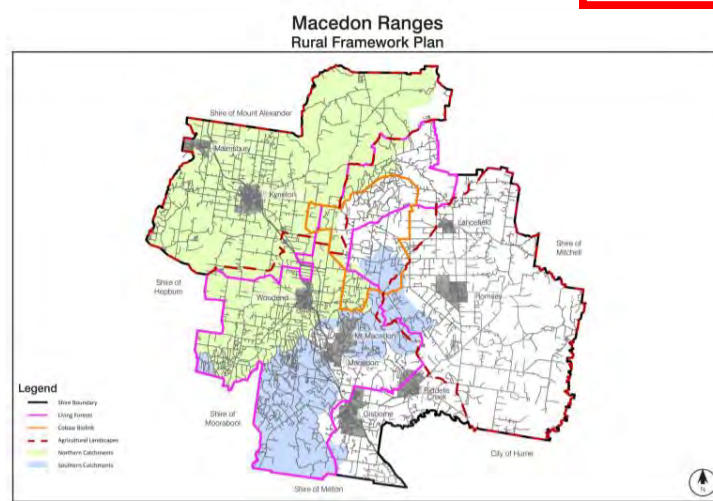
Given the topography of the land and the lack of vegetation onsite, the development will not negatively impact on the surrounding landscape. The new development will positively contribute to the environment with plenty of opportunities to landscape the site.

Clause 21.07-1 acknowledges that high quality soils are situated between Lancefield and Romsey, in the Kyneton district and north of Woodend/Newham and Hesketh. Large farm holdings are predominantly located in the northern part of the Shire. Being close to Melbourne, the Shire has capitalised on its location, high quality soils and water resources to enhance the productivity of land through the ongoing development of intensive farming activities to supplement traditional grazing.

The subject site is located within the northern catchments as highlighted in Clause 21.03-3 – Strategic Framework. The Rural Framework Plan highlights the vision and strategic direction for the identified rural area types. The plan is to '*protect water quality and quantity, agricultural productivity in the northern catchment and encourage rural residential only in the more fragmented southern catchment where detailed land capability studies demonstrate there is no negative impact on water quality or agricultural uses*'.



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Whilst the subject site is located in the Farming Zone, the land is currently encumbered by a Service Station which assists agricultural industries by providing fuel to operate their machinery and ensures transport of live stock can be undertaken. The upgrade of the current station will provide dedicated truck parking areas and diesel tanks covered by truck canopies.

The high landscape qualities of the Shire and the built form of its towns must be appropriately controlled to ensure development is sustainable and respects character as per recommendations within Clause 21.08-3.

The modern contemporary design, along with natural colour tones will enable the building to be sited in the landscape without having significant detrimental impacts on the current environment. The existing building is dated, with a 'box like' appearance that does not provide any visual interest.

As per the strategies of Clause 15.01-1S, 15.01-2S and 21.08-3, the overall height and design of the mixed-use building will not detract from the open landscape nor detract from any significant land mark features within direct proximity to the subject site.

As part of the application proposal TP015 to TP0017 accurately depicts the visual display of the proposed building within the landscape. It is evident by this photo montage that the overall built form will have minimal impact on the immediate views from Calder Freeway across the land and no impact on the views from the Calder Freeway to Hanging Rock which is located 8.5km beyond the site.



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The view plans have been strategically stripped of future landscaping concepts to ensure Council can view the proposed built form within the landscape. Landscaping opportunities will then form part of the landscape, which will ensure the proposal better blends with the natural environment.

Retail, commerce, industry and tourism are important to the Shire's economy. Economic diversity, incorporating agriculture, tourism, commercial centres and industrial areas is facilitated through the Shire's proximity to metropolitan Melbourne, transport advantages, suitability for a range of agricultural enterprises, and significant landscapes and lifestyle offering. The natural environs, high quality wineries, historic gardens and heritage precincts are acknowledged as significant attractions for tourism. Economic development within the Shire, including equine and tourism development, is encouraged provided it does not compromise environmental values, particularly in Special Water Supply Catchment areas.

Given many residents are employed outside the municipality, commuting to greater Melbourne region, the proposed upgrade of the subject site is considered vital. Upon completion, the subject site will offer an area for commuters to take a break and refuel both their cars and their minds ensuring the safety on the roads is improved.

The subject site is void of any significant vegetation and is not considered of high landscape value. The proposal will promote development which responds to the site context with a finished landscape design that improves the appearance of the site to the wider landscape.

As per Clause 21.10-2, tourism is an important sector in the Shire's economy. There were over 1 million visitors in 2009 with almost half of these staying at least one night in the region. Tourism accounts for 7 per cent of all jobs in the Shire (Macedon Ranges Economic Profile, 2009). The proposed improvements will enhance the appearance of the service station which is located on a prominent corner, providing an important necessity to passing motorists.

The subject site is void of flooding or any flooding overlays. However, it is in the Eppalock Proclaimed Catchment, although no trigger for planning approval. The subject site sits outside the township of Carlsruhe and will provide employment opportunities to residents of the town. The design is sympathetic to the surrounding landscape and provides a redevelopment that will not detrimentally impact this intersection and is therefore considered to meet the objectives of Clause 21.12-11.



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Zone Support

The subject site abuts three road frontages with the only adjoining land (not a road) located to the north. The proposed development has a significant setback from the northern property boundary. The site is currently a VicRoads Rest Area site given its strategic location and above-mentioned surrounding road locations. Given the site is already encumbered by an existing service centre it is considered appropriate to utilise this site to upgrade the centre to provide for direct access from Calder Freeway, disabled toilets and delineated parking spaces.

Given the setback to the land to the north the proposed use and development will have minimal impact on the land use currently operating onsite or any future agricultural use. The proposed subdivision alignment will seek to provide an additional buffer to the abutting land of 11.177 hectares to the proposed redevelopment of the Freeway Service Centre. This ensures the use or expansion of farming activities on adjoining land will not be further impacted.

Vehicle access points utilise the Calder Freeway for convenience of motorists and future upgrades will form part of a well-considered traffic management plan to the intersection of Springvale Road and the Calder Freeway off-ramp. This is all provided along the southern side of the land therefore, not impacting on adjoining land use to the north. The proposed relocation of access to the site from Cobb and Co Road will ensure adjacent land to the east is not further impacted.

Given the site is void of vegetation, all but one tree, the building location will not detrimentally impact on the fauna of the site. The proposal will encourage appropriate landscape designs that will ensure future development sits comfortably within the natural environment. Soil types will govern the species of plants, which will in turn positively contribute to the land and surrounds. A concept landscape plan has been put together and forms part of the amended documentation submitted to Council for assessment.

A Stormwater Management Plan prepared by Cardno – TGM dated 28 April 2020 has been prepared and forms part of all revised information. The plan provides details of the proposed stormwater management and outlines the following:

- Outlet levels demonstrated to be below the inlet level
- Spillway details
- Free board details
- Embankment details



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- Design contours for the basin
- Cross sections for the basin and design channel

The service centre is proposed to be located on a 5.469 hectare allotment and proposed buildings and works to be setback a minimum of 54,719 metres (demonstrated on TP008 – Flood Mapping Diagram) from the waterway that traverses along the western portion of the site.

The submitted Land Capability Assessment (LCA) outlines an area for the proposed effluent management area which is located above the 1:100 flood level and suggests using secondary treatment and absorption trench disposal to ensure ample protection of the surface waters and groundwater.

Page 26 of the LCA highlights the area in red where future effluent systems should be placed. The revised TR Design plans TP06 provide a better description of the proposed location, which is located in the northern corner with a minimum area of 2500m². This area ensures the location of the effluent envelope is setback the required distances in accordance with the EPA Code of Practice – Onsite Wastewater Management.

Given the size of the area set aside, we respectfully request the exact location and methods of treatment be further negotiated at the time of a Septic Tank Application with Councils Environmental Health Unit.

The supporting LCA stipulates that an anticipated wastewater load is to be less than 5,000 litres a day. Further supporting evidence is provided with the amended documentation from Cardno – TGM which breakdowns the sewerage flows as follows:

- Fuel Pump Area – 468m² @ 0.98 ep/100m² = 4.58 equivalent people (ep)
- Shop Area – 237m² @ 3.96 ep/100m² = 9.38 ep
- Restaurant – 90 seats @ 0.14 ep/seat = 12.60 ep
- Total = 26.56 ep

Total daily sewerage flow - 26.56 ep @ 180l/ep/day = 4780 l/day

The above calculations will assist Goulburn Murray Water in substantiating how the proposed onsite wastewater management system has been designed. Given the volume does not exceed 5,000 litres an EPA works authority will not be required for the treatment of waste water.



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The 'EPA Publication 888.4 - The Design, Installation and Management Requirements for Underground Petroleum Storage Systems (UPSS)' provides guidance on new and existing UPSS and minimum performance measures in relation to the protection of people, property and the environment.

The EPA have requested a written statement detailing how the existing underground fuel tanks onsite will be decommissioned. We respectfully request a condition placed on any approved permit requests these details to be provided prior to works commencing onsite. The costs of engaging such reports are premature until support is provided by Council. This condition would be welcomed and along with the site contamination report mentioned within the EPA's further information request.

Given the future development area is free from incumbrances, the location of the future building derives from the road network design that has been driven by the requirements of VicRoads and the safety of motorists to minimise adverse impacts. This is positively encouraged by the decision guidelines of the Farming Zone. Design elements within the site and on adjoining roads will ensure the development successfully addresses the purpose of the zone.

The proposed natural tones and scale of the development in comparison to the overall developable site area is considered appropriate and will ensure the proposed development does not detrimentally impact the natural environment.

The increase in jobs for all ages throughout all hours of a day will make a positive contribution to Carlsruhe and surrounds and will positively contribute to the ongoing economic future of Macedon Ranges, whilst providing a safe, convenient and attractive place for tourists to rest, refuel and relax whilst passing through the Municipality.

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Particular Provisions

Current Advertising Signage

We acknowledge advertising signage as per Clause 35.07-7 require signs to be addressed against Clause 52.05-14 Category 4.

Category 4 is noted as 'Sensitive Areas' with maximum limitations, with the following purpose:

"To provide for unobtrusive signs in areas requiring strong amenity control"



Given this, signage will be addressed via a separate approval process.

Whilst advertising signage has evolved over time, it is evident from photographs provided on Google street view that advertising signage on the building facades and within the site has not change, see photographs below taken from the 2008 Google street view:




Below is an outline of the signage existing onsite including measurements:

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Sign Term – Clause 73.02	Photo Identification
<p>Cobb and Co Road</p> <p>Pole Sign – 7m in overall height</p> <p>Internally illuminated</p> <p>BP Shop – 3.5 in h x 2m in w (double sided) = 7m²</p> <p>Restaurant – 0.800m h x 2.m w (double sided) = 3.2m²</p> <p>ATM – 0.500m h x 1.2m w (double sided) = 1.2m²</p> <p>Price board – 2.4m h x 1.2m wide (double sided) = 5.76</p>	
<p>Rear onsite</p> <p>Pole Sign 6m in overall height</p> <p>Internally illuminated</p> <p>BP Shop – 3.5m in H x 2m in w (double sided) = 7m²</p>	

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<p>Northern and Western façade of canopy = 7.54m² x 2</p> <p>Internally illuminated</p> <p>Business identification sign</p>	
<p>Eastern and Western façade of canopy = 7.54m² x 2</p> <p>Internally illuminated</p> <p>Business identification sign</p>	
<p>Shop / Restaurant on northern façade</p> <p>0.500m h x 1.2m w X 2</p> <p>Internally illuminated</p> <p>Business identification sign</p>	

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<p>Currently empty sign located on the western entrance</p> <p>1.55m h x 2.65m w = 4.1075m²</p> <p>Business identification sign</p>	 

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Clause 52.06 – Car Parking

The application is supported by 'Traffic Impact Assessment Report' undertaken by Traffic Works revised date 27 April 2020. In summary the report assesses the road networks surrounding the subject site, predicts the traffic volumes and provides an outline of the crash history over the past 5 years.

The report supports the proposal and provides an assessment against the traffic generation and distribution, impacts and mitigation works and undertakes an assessment against Clause 52.06 requirements.

The proposal and car parking requirements can be broken down as follows:

<u>Use</u>	<u>Size</u>	<u>Parking Rate</u>	<u>Parking Required</u>	<u>Car Spaces Provided</u>
Convenience Shop	192.98m ²	10 – to each premises	10 car parking spaces	86 car parking spaces (including disabled car parking and E.V Charge Station) 15 truck parking spaces 6 van/caravan spaces
Convenience Restaurant	90 patrons – (320m ²)	0.3 – per patron	27 car parking spaces	86 car parking spaces (including disabled car parking and E.V Charge Station) 15 truck parking spaces 6 van/caravan spaces
Freeway Service Centre		No scheme requirements	No scheme requirements	86 car parking spaces (including disabled car parking and E.V Charge Station)



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				15 truck parking spaces 6 van/caravan spaces
--	--	--	--	---

<u>Total</u>	107 spaces
<u>Excess Spaces</u>	70 spaces

The proposed car parking spaces meet the requirements of both the Convenience Shop and Convenience Restaurant requirements of the Scheme.

The Freeway Service Centre is not specifically mentioned within Clause 52.06 and therefore the car parking rate is at the discretion of the Responsible Authority.

Given the layout, the supporting TIA and the excess car parking provided onsite the overall car parking spaces meet the requirements of the scheme and ensure vehicle movements are safe and convenient to drivers using the site.

An amended swept path assessment was undertaken which revealed that the anticipated design (26.0m b-double) and check vehicles (36.05m b-triple) can be accommodated satisfactorily subject to slight modifications. These have been demonstrated on the revised swept path diagrams.

A roundabout is proposed to be constructed at the intersection of Springvale Road and the Calder Freeway off ramp. The concept design is based off predicted analysis for traffic counts. Conditions on any approved permit will ensure the design and location further assesses vegetation impacts and traffic control during construction.

Intersection operations for the proposed development have been designed to VicRoads requirements following pre-application meetings prior to Traffic Works undertaking formal design works. All works will be undertaken by the developer at the cost to the developer.



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Clause 52.29 – Land Adjacent to a Road Zone, Category 1

Appropriate access has been designed in accordance with the requirements of VicRoads and provided to ensure safe and efficient movements for all motorists entering and exiting the site.

Following the initial referral to VicRoads and their further information request dated 23 October 2019 we offer the following in terms of addressing the request:

- a) Traffic Works have revised the Traffic Impact Assessment Report, dated 27 April 2020 which has sought to address the following:
 - Reference given to the Woodend North application for a Freeway Service Centre;
 - A 20-year post development impact assessment
- b) A revised set of 'Swept Path Plans' have been prepared by Traffic Works, dated 25 March 2020 and they demonstrate:
 - Swept paths to accommodate a 26m B-Double design and B-Triple check vehicle;
 - Entrance from the freeway off ramp as well as entrance from Springvale Road via future round about design;
 - Access to truck parking areas when vacant and also occupied;
 - Signage associated with the proposed freeway service centre in accordance with the VicRoads Freeway Service Centre Interim Signing Guidelines (June 2019)
- c) Revised TR Design Plans dated 23 April 2020 which demonstrate a landscape buffer along the southern property boundary abutting the off ramp of 7.5 metres in width. Should VicRoads seek to encourage a landscape buffer to Springvale Road or Cobb and Co Road the subject site lends itself to ample room to accommodate this and could be easily managed by way of amended plans condition;
- d) A revised 'Vegetation Assessment' prepared by Mark Trengove Ecological Services, dated April 2020 which has considered the subject site and now consideration given to the freeway reserve as required for the on and off ramps and roundabout.

We acknowledge the final location and design of the roundabout has is yet to be confirmed, given this we respectfully request a design and development plan form part of a condition on any approved permit. Should the development plan indicate any impact on the earthen mound we will seek to undertake an Environmental Impact Assessment to the satisfaction of VicRoads.

- e) Cardno – TGM have been engaged to undertake the full detail assessment of the lighting impacts on nearby residents and users of adjacent roads. A letter dated 6 April 2020 provided as supporting documentation outlines the design process. We respectfully request should a permit issue, such detailed works be a condition on the approved permit.
- f) Given the subject site is located within close proximity to waterways however, not in an area of Cultural Heritage Sensitivity, should Council be minded to grant approval for development of the land, we request a condition be placed on the approval which advises the process if artefacts were found.



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h)

- a. National Guidelines for the provision of Rest Area Facilitations (Nov 2008)
file:///C:/Users/Leah/Downloads/NTC_National_Guidelines_Rest_Area_2005.pdf;
- b. Austroads 'Rest Areas against National Guidelines (AP-T95/08)
https://austroads.com.au/_data/assets/pdf_file/0025/160648/AP-R591-19_Guidelines_for_the_Provision-of_HVRA_Facilities-1.1.pdf; and
- c. The strategic need of the Calder Freeway

Based on the overwhelming support through the Macedon Ranges Planning Scheme a strategic assessment of the site has been undertaken having regards to the 'National Guidelines for the Provision of Rest Areas Facilities' prepared by National Transport Commission – revised November 2005.

In summary, the NTC was established with a charter to develop, monitor and maintain consistent regulatory and operation reforms relation to road, rail and inter-modal transport. Roadside rest areas are required to enable drivers of heavy vehicles to take rest breaks between periods of work (including driving) and to check their loads, playing an important role in helping drivers to manage fatigue.

The Guidelines were established following an examination of the needs of heavy vehicle drivers and are intended to encourage national consistency in the frequency, location and provision of rest areas facilities intended for use by heavy vehicle drivers.

In accordance with 5.3 – Categories of rest areas, the proposed upgrade of the BP Service Centre will provide for a Major Rest Area, by definition:

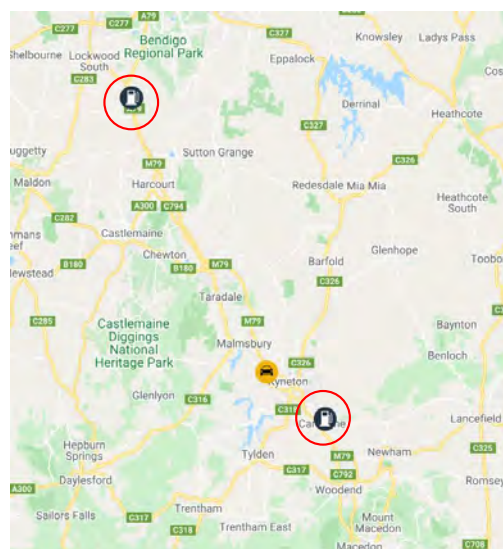
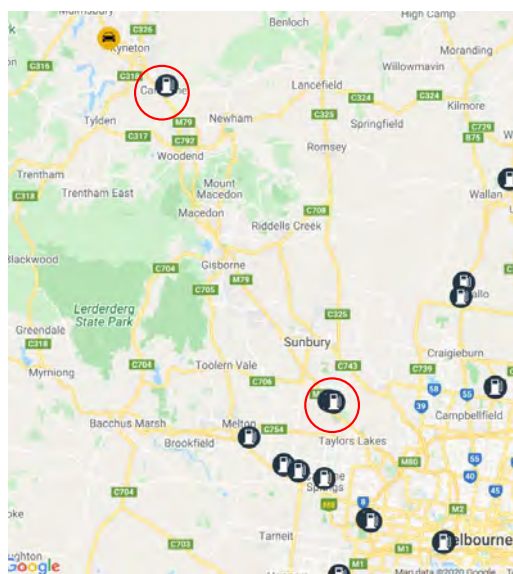
These areas are designed for long rest breaks, offering a range of facilities and separate parking areas for heavy and light vehicles where possible. They are designed to allow drivers to take rest and sleep breaks required under current driving hours regulations.

As per 5.4.1 - spacing between rest areas will depend on the category of rest area selected, the volume of traffic and the demand for parking and rest opportunities identified. Major rest areas should be located at maximum interval of 100km.

This does not apply to Truck Parking Bays where the recommended maximum spacing interval of 30km as it seeks to improve services available to heavy vehicle drivers. All three categories of rest areas should be provided for along various sections of any given route. This will ensure that the various needs of road users are met and that drivers joining the route from a lesser road have an early opportunity to rest. The distance between every stopping opportunity will in fact be less than 60 minutes.

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VicRoads website interactive mapping system locates the current Carlsruhe BP Service Centre approximately 52km north west from the closest Calder Highway Inbound located at 1262 Calder Freeway, Calder Park and approximately 55km south from the Ravenswood Service Centre (north boundary), highlighted in red circles below:





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The recommended maximum spacing intervals for Major and Minor Rest Areas fall between the ranges applied for each category of Rest Area, with the exception of Truck Parking Bays where the recommended maximum spacing interval of 30km seeks to improve services available to heavy vehicle drivers.

Further, these spacings are recommended to ensure that the distance travelled between rest opportunities, in terms of time travelled, is no more than 60 minutes. The upgrades, providing for a Freeway Service Centre, will ensure the 60min travel times are met between Ravenswood (north bound) and the Calder Freeway (south bound).

The site benefits from excellent access from the Calder Freeway when considering the views approaching the site from the north. Supporting TP 15, 16 and 17 demonstrate the location of the site maximises the safety and convenience for drivers. The site benefits from amazing views to Macedon Ranges without detrimentally impacting on these views given the topography of the land, therefore strongly addressing the recommendations of the Guidelines.

The proposal has strategically been designed to address the expectations within 5.5.1 of the guidelines by providing excess car parking for all motorist of all vehicle types, ensuring all visitors no matter how long their stay are accommodated for. The truck parking spaces are separated from the car parking spaces ensuring conflict between vehicles and pedestrians is also managed, therefore promoting the safe interaction of vehicle and pedestrian safety.

The subject site benefits from views from all angles given the topography of the land, whilst still providing a significant separation from adjoining land uses. The location of the proposed parking spaces ensures safety and security to all uses of the facility at all times of the day as for 5.5.2. Future landscaping will have regard to the view lines throughout the site and ensure passive surveillance is maintained.

As per 5.5.3 the location of car parking spaces have been strategically located around the building to the east, south and west with pedestrian walkways provided over road networks. There is some car parking spaces located to the south of the accessway into the east from the south east, this roadway is not an accelerate or deceleration lane and therefore these car parking spaces are considered appropriate. The site layout will ensure appropriate speed measures are put in place in accordance with 5.5.5 to ensure conflicts between pedestrian and vehicle movements are minimised.

Whilst a detailed lighting plan has not been put together in accordance with 5.5.4 it is acknowledged that future lighting location and designed in accordance with Australian Standard 1158.3.1 (1999). A condition on any approved permit can ensure the lighting plan is prepared and approved by the Responsible Authority and external referral authorities.



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The safe and efficient access to the site has been designed in accordance with VicRoads standards and will ensure the safety and standards are achieved within the different road status. A future roundabout is proposed to ensure vehicles entering and existing the site from Springvale Road can do so safely and easily in accordance with 5.5.6

Rest area signage has been annotated on plans provided within the TIA demonstrating the approach signage located on the Calder Freeway on both sides of the freeway. These are undertaken in accordance with the minimum signage requirements of 5.6.1.

As outlined in the proposal section, all minimum facilities listed at 5.7.1 are to be provided for within the proposed upgrades ensuring all motorists can rest and relax and refuel their minds as well as their vehicles. Heavy vehicles are provided with parking areas separate to the everyday operation of the centre, allowing for extended sleep time with little interruption. The location of waste bins will be placed strategically throughout the site and will be managed regularly by staff of the service centre. Future landscaping opportunities should consider providing shade to motorist, this will need to be strategically thought through regarding species, so as to provide shade at a height appropriate for trucks.

The building and amenities will ensure compliance with specific building regulations regarding provision for people with disabilities. Traffic management throughout the site will also ensure people with a disability can access the goods, services and facilities in accordance with 5.7.2.

The supporting TIA identifies the volume of traffic currently using the route and has projected the growth in traffic and infrastructure to be 3% as per VicRoads calculations located within:

https://www.arcgis.com/home/webmap/viewer.html?panel=gallery&suggestField=true&url=https%3A%2F%2Fvicdata.vicroads.vic.gov.au%2Fserver%2Frest%2Fservices%2FOperations_Traffic%2FFeatureServer%2F0

The Traffic Impact Assessment (TIA) undertaken by 'Traffic Works' used the RTA Guide to 'Traffic Generating Developments 2002' to estimate traffic generation from the proposed developments within the subject site. The report has separated the two uses as 'Service Station and Convenience Store' and 'Fast Food Restaurant – Drive-in takeaway food outlets'.

In accordance with the guidelines the Service Station and Convenience Store is proposed to generate:

- 350 vehicles per hour (vph)

In accordance with the guidelines the Fast Food Restaurant – Drive-in takeaway food outlet is likely to generate:



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- 280 vehicles per hour (vph)

The report identifies peak hour distribution is assuming 50% enter the site and 50% leave the site during a given peak hour.

The TIA has provided for the existing traffic volume currently using the route and has provided the anticipated traffic volumes including the proposed Woodend North FSC and also excluding it as per VicRoads request dated 23 October 2019.

Existing traffic volumes have been taken from VicRoads Data Portal and indicates approximately 21,000 vph travel along the Calder Freeway with heavy vehicles accounting for approximately 12% to 14% of the daily traffic. A detailed analysis of the volumes is provided on page 5 of the supporting TIA report.

In summary, the peak traffic movements from the Calder Freeway Off-Ramp for the existing site taken from Saturday 1 June 2019 are 32vpd and the anticipated development peak traffic distribution – including the Woodend North FSC are 268vph.

The subject land is fortunate as it is already encumbered by the BP Service Centre, the upgrades will ensure vehicles can have direct access from the Calder Freeway. So the assessment in relation to spacing as per 'Austroad Research Report AP-R591-19' is not considered necessary for this application.

Given the overwhelming compliance with both the National Guidelines and Austroad Research Report the proposal upgrades to centre will ensure future users can access and egress the site in safe and convenient manner, increasing the usability of the area.

The site is strategically located within the middle of two major Freeway Service Centres, Ravenswood being located on the opposite side of the freeway heading north bound. The site is ideally situated at the foot of the Macedon Ranges which can be viewed from the site, encouraging tourists to stop and rest and possibly stay and play locally.

It is for the above reasons, upgrades to the site should be supported.



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20/08/2020**

Clause 52.34 – Bicycle Facilities

The site is strategically located within close proximity to Carlsruhe Township and the proposed uses will provide employment opportunities to residents of this Township. The site provides ample space for the required amount of car parking spaces to be provided onsite in accordance with this clause.

Showers and change rooms are also provided onsite for employees who wish to cycle to work can utilise as part of their employment. Appropriate signage will be onsite to direct people to the location of the bicycle parking spaces.



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20/08/2020**

Clause 52.05 – Freeway Service Centre

The purpose of the clause is to:

- *To ensure that freeway service centres are appropriately designed and located.*
- *To ensure that access to a freeway service centre from a freeway is designed to the requirements of the Roads Corporation.*
- *To ensure that freeway service centres with access to a rural freeway provide only essential services and facilities which encourage drivers to stop and take an effective break at appropriate intervals in the interests of driver safety.*
- *To ensure that any new freeway service centre meets an identifiable need to provide essential services and facilities along a freeway where those services and facilities are not readily available.*
- *To ensure that the use of land for a freeway service centre does not adversely affect the amenity of surrounding land uses.*

A freeway service centre must provide only essential services and facilities. These essential services and facilities must be available at all times and they include the following:

- *Designated parking areas*
- *Undercover fuel sales area for petrol, diesel and LPG*
- *An area of not more than 240 square metres for the sale of food, drinks and other convenience goods.*
- *An indoor sit-down eating area.*
- *A safe play area for children.*
- *Public toilets.*
- *A public telephone.*

The Calder transport corridor is the key transport spine in the region providing access to Melbourne to the south and Mildura through to Adelaide to the north west. The upgrade of infrastructure is a fundamental aspect to this corridor.

The 'Freeway Service Centres Design Guidelines, May 1997 apply to freeway service centres located on the Calder Freeway and have provided direction in terms of the layout, safety and access requirements.

The current sites location is strategically located to encourage driver to stop and break their journey however urgently requires upgrades to ensure safety objectives are met with today's current standards. Direct access from the Calder Freeway is also considered a significant aspect missing with the current layout.

In accordance with the Freeway Service Centres Design Guidelines – May 1997 the below is a detailed impact assessment address all required points:



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20/08/2020**

Impact Assessment

Objectives

The objective of the Design Guidelines is to provide a broad design framework within which new freeway service centres can be safely located and developed to provide a high-quality range of facilities for benefit of both road users and the wider community.

Vision

To produce freeway service centres that encourage drivers to stop and that are:

- Safe;
- Well located;
- Well designed;
- Environmentally sensitive; and
- Responsive to the needs of the road user

Physical Impact Assessment

Geology and soils

Soil types vary widely across the region due to the changing landscape and rainfall. In the central and south western areas of the shire around Ashbourne, Woodend and Macedon, soils have low fertility and are prone to erosion. In the Mount Macedon area where rainfall is relatively high, deep and fertile red soils are common.

This flat to gently undulating basalt plain is a large lava flow area formed during the New Volcanics period approximately 6.8 million years ago. The lava flow most likely originated from the eruption of Green Hill, near Metcalfe, to the north of the Landscape Area. The elevation of the landscape is between approximately 400 to 600 metres, with the Campaspe River having carved its way through the basalt plain causing shallow, narrow valleys of alluvial geology. Appropriate earth works and plantings onsite, will ensure soil degradation does not occur.

Landform

The Macedon Ranges is a diverse and contrasting landscape, once a sea bed, flattened in places by lava flows and cut with gorges by rivers. The Macedon Range rises dramatically from the surrounding plains and low rolling hills and is clearly visible to the east from Calder Freeway.

The land form will enable sustainable development and is well suited to a service centre. The site sits approximately 900m south east of the Campaspe River which makes its way to Lake Eppalock and onward to the Murray River. The site is void of overlays regarding flooding potential. The development will not detrimentally impact on waterways given the sites location and setbacks from waterways. traverses through adjoining land.

Drainage

The natural topography of the land will ensure that water runoff will continue to the south along the natural swale along the subject site's frontage to Calder Freeway and Springvale Road. All run off from the land will be able to be collected on the land, treated if necessary and then discharged to the drainage system. The site has capacity to create onsite drainage swales, ponds to provide for stormwater retardation and treatment if necessary.



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Vegetation

The subject site is located within the Central Victorian Uplands bioregion and is mostly cleared grazing land. The subject site is degraded and therefore the proposed development will not detrimentally impact on significant vegetation. The design and siting will enable appropriate revegetation in a manner which is compatible with the proposed development and will enhance landscape quality. The revised submitted landscape plan is encouraged to be sent to Coliban Water for further comment.

Climate

The Macedon Ranges region experiences cool and relatively wet winters and warm, dry summers. Temperatures average between minimum of 5 degrees and maximum tops of 30 degrees. Rainfall has been generally consistent from 2013 to 2018 ranging between 16mm to 40mm however, larger than normal rainfall between late 2018 to June 2019 with maximum tops of 100mm being recorded.

Information on Carlsruhe weather can be located at:

<https://www.worldweatheronline.com/lang/en-au/carlsruhe-weather-averages/victoria/au.aspx>

Aspect

Carlsruhe and land to the west is characterised by a large, flat to gently undulating volcanic plain, with wide open views, that has been largely cleared for farming. The Campaspe River carves its way centrally through the landscape, forming a shallow, narrow valley. Native trees are scattered across the paddocks, some of which are lined with old pine shelterbelts in senescence. Farmhouses and sheds are dotted throughout, and are mostly highly visible due to wide, grassy roadside verges. The township of Woodend is located at the southernmost part of this landscape, representing the point at which it transitions to the uplands.

Existing utility services

The subject site will be connected to reticulated water, electricity, telephone and gas services to the requirements of the relevant authorities/suppliers. A septic tank currently is located onsite which services the existing petrol station. This will be decommissioned, and a new septic system installed in accordance with the approved Land Capability Assessment.

Wildlife habitats

Given the site is void of significant vegetation the proposed development is considered to not detrimentally impact wildlife habitats. There was limited visual views of habitats on the site however given the low site coverage and the ability to incorporate significant landscaping throughout the site and surrounding the site will encourage breeding grounds for native wildlife which is not impacted by vehicle movements.

Archaeological consideration

The subject land is not identified on the relevant Aboriginal Affairs Victoria mapping system as having Aboriginal Cultural Heritage Sensitivity and therefore a Cultural Heritage Management Plan is not required. Should artefacts be found during construction the appropriate measures will be implemented ensuring artefacts are reported.



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Visual Impact

The development is considered to have minimal visual impact on the local context of the site and surrounds. There are no landscape overlays which apply to the site or surrounds. Council is encouraged to have regards to the 'Aspect View Plans' provided at TP013 to TP015 within the plan set to get a better understanding of how the development presents to the surrounds.

Cultural and Economic Impact

The subject site is a designated 'rest area' in accordance with VicRoads <https://www.vicroads.vic.gov.au/safety-and-road-rules/driver-safety/fatigue/restareas-map>

The proposed new freeway service centre will represent a significant economic development that will provide for an attractive destination for motorist to break their trip and boost the economy by:

- Providing construction jobs;
- Construction supplies;
- Full time, part time and casual positions;
- Ongoing maintenance jobs and supplies

It is not considered the new development will compete with other businesses given the service centre is simply replacing existing infrastructure where the site is highlighted as a designated rest area.

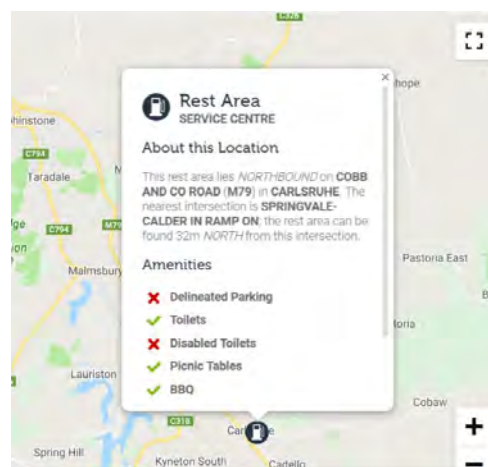
Design Guidelines

Location (4.1)

As stipulated above VicRoads has flagged the site as a designated rest area and therefore its location has been strategically already mapped. The layout and design is discussed below where it highlights the overall design is based off a model that works and meets the requirements of these guidelines.

Traffic Impact (4.1)

The proposed service centre will ensure safety is paramount for motorist and has been designed in accordance with VicRoads guidance. A Traffic Impact Assessment Report has been compiled by Traffic Works which should be relied upon as part of Council's assessment.





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Entry and Exit (4.2)

Entry and egress points have been strategically designed in cooperation with VicRoads were in principle support has been given (see supporting pre application meeting minutes from VicRoads, Attachment 4). Access and egress will provide safe and efficient entry and exit to the site at all times whilst maintaining the safe operation of the Calder Freeway. All works required will be at the cost of the developer and will meet the requirements of the Access Agreement between VicRoads and the Developer.

Landscape Buffer Zone (4.3)

The overall development location has been set within the site to ensure landscape buffers can be achieved. Given the land is void of vegetation, however new landscape areas will be provided throughout the site to ensure the development integrates into the natural environment.

Planting within the landscape buffer zone will positively contribute to freeway planting and soil conditions.

Facilities and Services (4.4)

The development will be an attractive place for drivers to stop and take a break with the following facilities provided:

- Designated parking areas for cars, trucks, caravans, motorhomes;
- Undercover refuelling facilities, including petrol, diesel, oil, LP gas, air and water;
- Car charging ports;
- Convenience shop;
- Toilets catering for all people;
- Truck Driver lounge;
- Food and refreshment facilities including sit-down areas both internally and externally;
- Public telephone which allows for STD calls;
- A children's playground;
- Tourist information space; and
- A drive-through take away food outlet

The proposed facilities are considered to provide an attractive, rest full place for passing motorist to refuel, break and refresh themselves whilst traveling. All services are proposed to operate 24 hours ensuring all motorist are provided with these services at all times. All facilities and services are considered to be essential to driver safety whilst having regard to the quality of the environment.

The children's play equipment is to be safe, colourful, exciting and well lit, with seating provided nearby to ensure supervision of children is paramount. The play area has been strategically placed to ensure visibility is from the car park, outdoor eating area and café/restaurant and is surrounded by a 2.185m composite timber screen all the way around the external as notated on TP012.

A wonderful outdoor picnic area with shelter/shade, tables, seats, rubbish bins and drinking fountain is to be located between the car parking spaces and caravan parking spaces. This area will provide a separate place for motorist to stop and relax abutting some nice open space grass area.

Tourist information will be provided within the facility and operators will work closely with Council's Tourist Information Centre to ensure the correct information is provided to passing motorist.



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Layout (4.5)

The design of the Freeway Service Centre has derived from a proven functional layout previously used at other key sites, carefully considering the way in which motorist will traverse the site. The design promotes pedestrian and vehicle movement safety throughout the site and ensures ease of access to all facilities.

The layout ensures one-way movement with options to turn around prior to exiting the site. Access has been designed to ensure motorists are discouraged from wrong way movement back onto the Calder Freeway.

The parking areas for trucks, caravans and large heavy vehicles has been strategically placed to the rear of the site to ensure vehicles can enter and exit their parking allocated parking spaces without having to reverse.

Pedestrian conflict is avoided throughout the site given the spacing and placing of large vehicles and the separation of refuelling stations. Access to the restaurant is provided separately to the petrol bowers which is considered appropriate.

The layout of the development is simple, decision points for motorists are minimal and easy to understand. The drive-through for the restaurant is strategically located so as to not disturb the flow of traffic through the site, with two ordering lanes provided.

Built Form (4.6)

The building has been designed with architectural features that provide visual interest to motorists whilst having regard to the natural environment. The building is low scale with an overall development percentage of 1.15% of the entire site.

The canopies will have a unified architectural approach with respect to style, height, design, location, with minimal advertising on all facades.

The overall height of the building will sit within the landscape having minimal impact on the site and surrounds. TP012 clearly demonstrates the design will have no impact on views to Hanging Rock travelling south along Calder Freeway.

Future building signage will be minimised and incorporated into the overall built form. Price boards and standalone signs will be designed to meet requirements of VicRoads. Future signs proposed along Calder Freeway, entrances to the site and within the site will maximise site lines and ensure ease of identification approaching the site and moving throughout the site.

Disabled access with adjacent disabled car spaces are provided in accordance with the relevant Australian Standards.

Parking (4.7)

Sealed parking spaces will be provided throughout the site with safe and efficient entry and egress points for all types of vehicles. Pedestrian and vehicle conflict will be minimised with appropriate safety measures such as speed limit signs, pedestrian crossings provided and designated pedestrian walking paths provided.



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Loading and Unloading (4.8)

Loading and unloading facilities have been provided to the rear of the main building, where the waste storage is proposed to be located. This area is separated from car parking spaces and will be appropriately sign marked. It is located within close proximity to the store without having a detrimental impact on visual amenity or pedestrian and motor vehicle safety.

Signage (4.9)

All signs have derived from pre application discussions with VicRoads (attachment 4) and are deemed to meet their requirements and will assist in promoting the safe and efficient identification of the service centre in advance.

The signs will ensure motorists are encouraged to take a break and will be maintained to a high standard ensuring the promotion of high standards of road safety.

Lighting (4.10)

All lighting onsite will ensure compliance with SAA Public Lighting Code AS1158 11986. The lighting placement and levels will be placed onsite to ensure it does not interfere with drivers on the freeway, nor spill onto the freeway.

Lower levels of lighting will be considered in the truck parking areas to ensure drivers utilising these areas for sleeping will not be impacted. Areas of public use will be lit 24 hours a day to ensure these areas are easily viewed and safe for all users. There are no proposed flashing or moving lights.

Lighting provided on the building and canopies is designed to complement the building and overall design and will not detrimentally impact the natural environment.

As per supporting documentation from Cardno – TGM the lighting design and location will form part of the final set of endorsed plans and therefore we request this be addressed by way of conditions placed on any approved permit.

Utility Services (4.11)

The site will be connected to all required services where possible, the use of a septic tank is required and this area and type of tank has been set out in the supporting LCA Assessment.

Landscape Treatment (4.12)

A detailed landscape plan forms part of the amended documentation. The design has had regard to driver safety whilst integrating the service centre with the natural environment. Given the site is void of vegetation, the proposed re-development will enable designated landscape areas throughout the site. Landscape areas will be maintained on a regular basis to ensure they are kept to a high standard.

Referral of this plan is encouraged to Coliban Water to gain their comments given the subject site is location within the Eppalock declared water supply catchment. Any feedback or conditions placed on approved permit with specific species is encouraged.



**Advertised
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Clause 52.17 – Native Vegetation

The subject site is virtually cleared of vegetation all but one tree. As the subject land exceeds 0.4 hectares a permit is required for its removal. A Vegetation Protection Overlay does not apply to the land. Given the minimal amount of vegetation proposed to be removed and the areas provided throughout the site for revegetation the provisions of this clause are considered to be met for the following reasons:

- A minimal amount of vegetation is to be removed;
- There is sufficient space onsite to plant meaningful vegetation which will be protected given the setback required from North Central Catchment Management Authority from the adjoining waterways. Any vegetation within 30 meters of the waterway will be protected from development.
- A architectural landscape plan will be submitted once a permit is approved which provides offset areas and future landscape species in accordance with Council's conditions on any approved permit.

In accordance with Clause 52.17-7 the trees located within the Calder Freeway off ramp are exempt from requiring planning approval given the accessway is not proposed to exceed 6 metres in width, as per below:

'Native vegetation that is to be removed, destroyed, or lopped to the minimum extent necessary to enable the construction or maintenance of a vehicle access across a road reserve from a property boundary to a public road'

This exemption only applies to properties which share a common boundary with the road reserve, and the total width of clearing must not exceed 6 metres.

This exemption does not apply where there is a practical opportunity to site the accessway to avoid the removal, destruction or lopping of native vegetation.

In this exemption, roadside and public road have the same meanings as in section 3 of the Road Management Act 2004.

Note: *Under the Road Management Act 2004 the written consent of the coordinating road authority is required to conduct any works, including removing a tree or other vegetation, in, on, under or over a road'.*

The application will be referred to VicRoads as part of the application process and therefore we seek commentary from VicRoads regarding the vegetation removal.

Clause 53.18 – Stormwater Management in Urban Development

To ensure that stormwater in urban development, including retention and reuse, is managed to mitigate the impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.

The proposal is exempt from addressing this Clause given the application is under the provision of the Farming Zone.



**Advertised
20/08/2020**

Clause 65 – Decision Guidelines

Clause 65.01 – Approval of an Application or Plan

Because a permit can be granted does not imply that a permit should or will be granted. The responsible authority must decide whether the proposal will produce acceptable outcomes in terms of the decision guidelines of this clause.

Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- *The matters set out in section 60 of the Act.*
- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of the zone, overlay or other provision.*
- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*
- *The effect on the amenity of the area.*
- *The proximity of the land to any public land.*
- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
- *The extent and character of native vegetation and the likelihood of its destruction.*
- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*
- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*
- *The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts*

The proposed use and development have been carefully considered against the provisions of the Macedon Rangers Planning Scheme including State and Local Policies as addressed above. The Farming Zone and relevant particular provisions have also formed part of the overall assessment of the proposal.

Given the site is encumbered by an outdated BP Service Station, the site lends itself to redevelopment opportunities without having an adverse impact on the amenity of the area. The site is set well away from adjoining land which contains residential dwellings.

The proposed road upgrades will ensure the Calder Freeway exit ramp, entry to the new Freeway Service Centre and exit to Springvale Road will provide safe and efficient traffic movements for future motorists. The upgrade works will enable motorist to gain direct access to the Freeway Service Centre from the Calder Freeway which is a positive outcome for motorists. Loading and unloading of all service vehicles can be easily managed onsite and conditions on any approved permit can ensure the site is managed to Council's satisfaction.

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Clause 65.02 – Approval of an Application to Subdivide Land

Before deciding on an application to subdivide land, the responsible authority must also consider, as appropriate:

- *The suitability of the land for subdivision.*
- *The existing use and possible future development of the land and nearby land.*
- *The availability of subdivided land in the locality, and the need for the creation of further lots.*
- *The effect of development on the use or development of other land which has a common means of drainage.*
- *The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.*
- *The density of the proposed development.*
- *The area and dimensions of each lot in the subdivision.*
- *The layout of roads having regard to their function and relationship to existing roads.*
- *The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots.*
- *The provision and location of reserves for public open space and other community facilities.*
- *The staging of the subdivision.*
- *The design and siting of buildings having regard to safety and the risk of spread of fire.*
- *The provision of off-street parking.*
- *The provision and location of common property.*
- *The functions of any body corporate.*
- *The availability and provision of utility services, including water, sewerage, drainage, electricity and gas.*
- *If the land is not seweraged and no provision has been made for the land to be seweraged, the capacity of the land to treat and retain all sewage and sullage within the boundaries of each lot.*
- *Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas.*

This clause does not apply to a VicSmart application.

The proposed subdivision pattern has derived from the existing uses of the land ensuring the already encumbered land is located all within the one allotment.

The proposed layout will ensure significant separation is given from the proposed new FSC to the property boundary to the north and will ensure all proposed uses are accommodated onsite.

The newly created lot, shown as Lot 6 on the subdivision plan is of a significant portion to allow future farming however given the land is partially inundated from the waterway, farming of the land is unlikely.

All vehicle movements and car parking spaces can easily be accommodated on site without detrimentally impacting on adjoining land uses.

There is no proposed common property and therefore no requirement for the creation of a body corporate. All services will be provided to the site.



**Advertised
20/08/2020**

Conclusion

It is considered that the proposal has a high level of compliance with both the State and Local Planning Policies and objectives of the Farming Zone.

The proposal is believed to achieve the purpose of the zone by providing an increase in employment opportunities for the local community whilst ensuring adjoining land is not adversely affected. It will serve the needs of the local and broader community in a location which is already encumbered by a service station.

Access to the site has been designed in accordance with VicRoads to ensure safe and convenient access to and from the site from the Calder Freeway and abutting road networks. Future detailed works can be considered by way of conditions placed on the approved permit.

The proposed built form is a well-considered design response, with a contemporary built form assisting in providing a land mark feature of the corner allotment without being visually dominant on the overall views and vistas of the Macedon Ranges.

It is considered the proposal adequately responses to all aspects of the planning scheme and therefore we respectfully request an application be granted subject to standard permit conditions.

Governance Rules

[Review March 2022](#)

PART 1: PRELIMINARY

1. Purpose

The purpose of these Governance Rules is to provide for:

- (a) the conduct of *Council Meetings*;
- (b) the conduct of meetings of *Delegated Committees*;
- (c) the form and availability of meeting records;
- (d) the election of the *Mayor* and the *Deputy Mayor*;
- (e) the appointment of an Acting *Mayor*;
- (f) an Election Period Policy;
- (g) the procedures for the disclosure of a conflict of interest by a *Councillor* or a *Member of a Delegated Committee* at a meeting of the *Council* or a *Delegated Committee*;
- (h) the procedure for the disclosure of a conflict of interest by a *Councillor* at a meeting under the auspices of *Council* that is not a meeting of the *Council* or a *Delegated Committee*;
- (i) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter;
- (j) the consideration and making of decisions on any matter being considered by the *Council* fairly and on the merits;
- (k) the institution of decision-making processes to ensure that any person whose rights will be directly affected by a decision of the *Council* is entitled to communicate their views and have their interests considered; and
- (l) any other matters prescribed by the regulations made under the *Act*.

These Governance Rules should be read in the context of and in conjunction with:

- (a) The overarching governance principles specified in section 9(2) of the *Act* and;
- (b) The following documents adopted or approved by Council
 - (i) Councillor Code of Conduct
 - (ii) CEO, Councillor and Staff Interaction Policy
 - (iii) Community Engagement Policy
 - (iv) Councillor Expenses Policy
 - (v) Public Transparency Policy
 - (vi) Councillor Gifts, Benefits and Hospitality Policy
 - (vii) Livestreaming and Publishing Recordings of Meetings Policy

2. Role of Council

- (1) The role of *Council* is to provide good governance in its municipal district for the benefit and wellbeing of the Macedon Ranges municipal community.
- (2) *Council* will provide good governance through —
 - (a) the performance of its role in accordance with the overarching governance principles and supporting principles of the *Act*; and
 - (b) the *Councillors* of the *Council* performing their roles in accordance with the requirements of the *Act*.
- (3) In performing its role, *Council* may—

- (1) perform any duties or functions or exercise any powers conferred on *Council* by or under the *Act* or any other Act; and
- (2) perform any other functions that *Council* determines are necessary to enable *Council* to perform its role.
- (4) If it is necessary to do so for the purpose of performing its role, *Council* may perform a function outside its municipal district.

3. Council decision making

- (a) In any matter in which a decision must be made by *Council* (including persons acting with the delegated authority of *Council*), *Council* must consider the matter and make a decision:
 - (a) fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
 - (b) on the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations
- (b) *Council* must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of *Council* is entitled to communicate their views and have their interests considered).
- (c) Without limiting anything in paragraph (b) of this sub-Rule:
 - (i) before making a decision that will directly affect the rights of a person, *Council* (including any person acting with the delegated authority of *Council*) must identify the person or persons whose rights will be directly affected, give notice of the decision which *Council* must make and ensure that such person or persons have an opportunity to communicate their views and have their interests considered before the decision is made;
 - (ii) if a report to be considered at a Council meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered;
 - (iii) if a report to be considered at a Delegated Committee meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered; and
 - (iv) if a member of Council staff proposes to make a decision under delegation and that decision will directly affect the rights of a person or persons, the member of Council staff must, when making that decision, complete a Delegate Report that records that notice of the decision to be made was given to the person or persons and such person or persons were provided with an opportunity to communicate their views and their interests considered

4. Definitions

In these Governance Rules, unless inconsistent with the context:

<i>Absolute majority</i>	Means the number of <i>Councillors</i> which is greater than half the total number of the <i>Councillors of Council</i> .
<i>Act</i>	Means the <i>Local Government Act 2020</i> .
<i>Agenda</i>	Means the notice of meeting setting out the business to be transacted at the meeting
<i>Authorised Officer</i>	Means a member of Council staff appointed under section 224 of the <i>Local Government Act 1989</i> , who is authorised by the <i>Council</i> to carry out specific functions under these Governance Rules.
<i>Broadcast</i>	Means the visual or aural transmission of proceedings on any medium, including radio, television and the internet.
<i>Carried</i>	Means that the relevant motion or amendment is determined in the affirmative.
<i>Chair</i>	Means the person who chairs a meeting and includes the <i>Mayor</i> who chairs a <i>Council Meeting</i> .
<i>Chief Executive Officer</i>	Means the <i>Chief Executive Officer</i> appointed under section 94 of the <i>Local Government Act 1989</i> or section 44 of the <i>Local Government Act 2020</i> and includes the Acting Chief Executive Officer If the <i>Chief Executive Officer</i> or Acting Chief Executive Officer is absent or unable to perform a function required under these Governance Rules, the Director Corporate must perform that function.
<i>Community Asset Committee</i>	Means a <i>Community Asset Committee</i> established by Council under section 65 of the <i>Act</i>
<i>Council</i>	Means Macedon Ranges Shire Council
<i>Councillor</i>	Means a <i>Councillor</i> of the Council
<i>Council Meeting</i>	Includes scheduled and unscheduled meetings of the <i>Council</i> .
<i>Delegated Committee</i>	Means a <i>Delegated Committee</i> established by <i>Council</i> under section 63 of the <i>Act</i> .
<i>Deputy Mayor</i>	Means the Deputy Mayor of the <i>Council</i>

<i>Majority</i>	Means a number of votes that is more than one-half of the number of <i>Councillors</i> or members in attendance in the meeting when the vote is taken.
<i>Mayor</i>	Means the Mayor of <i>Council</i>
<i>Member</i>	Means a member of a <i>Delegated Committee</i> .
<i>Minister</i>	Means the Minister responsible for administering the <i>Act</i> .
<i>Penalty Unit</i>	Means penalty units as prescribed in the <i>Sentencing Act 1991</i> .
<i>Quorum</i>	Means the minimum number of <i>Councillors</i> or <i>members</i> who must be present in order to constitute a valid meeting of the <i>Council</i> or Committee.
<i>Recording</i>	Means a recording of proceedings made using any device that is capable of recording speech or actions, including a tape recorder, video camera, mobile phone and portable computer.
<i>Scheduled Council Meeting</i>	Means a <i>Council Meeting</i> fixed by Council from time to time in accordance with rule 10(a).
<i>Unscheduled Council Meeting</i>	Means a <i>Council Meeting</i> called by the Mayor or 3 Councillors in accordance with rule 10(c).
<i>Urgent Business</i>	Business that relates to a matter which has arisen since the distribution of the agenda and cannot safely or conveniently be deferred until the next <i>Council Meeting</i>
<i>In writing/written</i>	<p>When referring to a notice of motion or rescission submitted by a <i>Councillor</i>, includes a notice that is conveyed by an electronic means and that can be identified as originating from the <i>Councillor</i>. This includes an email from a <i>Councillor's</i> Council email address.</p> <p>When referring to a notice issued by the <i>Council</i>, includes a notice that is published on the Council website or a notice issued by a member of Council staff authorised to issue the notice and sent from an email address with a Council domain address.</p>

PART 2: ELECTION OF MAYOR AND DEPUTY MAYOR

5. Meeting to conduct an election

- (a) An election to fill a vacancy must be conducted under this Part when a vacancy in the position of *Mayor* is required to be filled under section 26 of the *Act*.
- (b) At any meeting to elect the *Mayor* the *Chief Executive Officer* must open the meeting and chair the election.
- (c) At the conclusion of an election under this Part, the *Mayor* shall take the chair.
- (d) Any election by *Council* of a *Deputy Mayor* will follow the same procedure as that for an election of the *Mayor* save that the *Mayor* will chair the election.

6. Determining the election of Mayor

- (a) The *Chief Executive Officer* must open the meeting at which the *Mayor* is to be elected and invite nominations for the office of *Mayor* (each of which must be seconded).
- (b) Once nominations for the office of *Mayor* have been received, the following provisions will govern the election of the *Mayor*:
 - (i) if there is only one (1) nomination, the nominated candidate must be declared to be elected;
 - (ii) if there is more than one (1) nomination, the Councillors present at the meeting must vote for one of the candidates. In the event of a candidate receiving an *absolute majority* of the votes, that candidate is declared to have been elected;
 - (iii) in the event that no candidate receives an *absolute majority* of the votes, and it is not resolved to conduct a new election at a later date and time, the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors present at the meeting must then vote for one (1) of the remaining candidates;
 - (iv) if one (1) of the remaining candidates receives an *absolute majority* of the votes, they are duly elected. If none of the remaining candidates receives an *absolute majority* of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one (1) of the candidates receives an *absolute majority* of the votes. That candidate must then be declared to be elected;
 - (v) in the event of two (2) or more candidates have an equality of votes, and one of them having to be declared:
 - i. a defeated candidate
 - ii. duly elected

the declaration will be determined by lot.

- (vi) If a lot is conducted, the *Chief Executive Officer* will have the conduct of the lot and the following provisions will apply:

- i. Each candidate will draw one (1) lot
- ii. the order of drawing lots will be determined by the alphabetical order of the surnames of the candidates who received an equal number of votes except that if two (2) or more such candidates' surnames are identical, the order will be determined by the alphabetical order of the candidates' first names; and
- iii. as many identical pieces of paper as there are candidates who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine which is a defeated candidate, the word "Defeated" shall be written on one (1) of the pieces of paper, and the candidates who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates).

7. Precedence of Mayor at Meetings

- (a) The *Mayor* takes precedence at all municipal proceedings within the municipal district and must chair all meetings of the *Council* at which they are present.

8. Acting Mayor

- (1) Council must appoint a *Councillor* to be the Acting Mayor when—
 - (a) Neither the *Mayor* nor any elected *Deputy Mayor* is able for any reason to attend a *Council Meeting* or part of a *Council Meeting*; or
 - (b) the *Mayor* and any elected *Deputy Mayor* are both incapable of performing the duties of the office of *Mayor* and *Deputy Mayor* respectively for any reason, including illness; or
 - (c) the office of *Mayor* and *Deputy Mayor* are vacant.
- (2) An appointment under sub-rule (1) must be for a period specified by *Council*.
- (3) If—
 - (a) an appointment has not been made under sub-rule (1) or has expired; and
 - (b) any of the circumstances specified in sub-rule (1)(a), (b) or (c) apply—
Council must appoint a *Councillor* to be the Acting Mayor for a period specified by *Council*.
- (4) An Acting Mayor—
 - (a) must perform the role of the *Mayor*; and
 - (b) may exercise any of the powers of the *Mayor*—

until the circumstances specified in sub-rule (1) no longer apply or the period of the appointment expires, whichever first occurs.

- (5) If an Acting Mayor has been appointed, unless inconsistent with the context or subject matter, a reference in the *Act* (except in sections 20 and 23, Division 4 of Part 2 and sections 61(6) and 236(4)) to the *Mayor* includes a reference to the Acting Mayor.

PART 3: MEETING PREPARATION

9. Calling and scheduling council meetings

- (a) The dates, times and places of scheduled meetings will be fixed by the *Council* from time to time.
- (b) Subject to the requirements of sub-rule (a), the date, time or place of a *Scheduled Council Meeting* may be altered by resolution of the *Council*.
- (c) In addition to sub-rule (a):
 - (i) *Council* may by resolution call an unscheduled meeting of the *Council*
 - (ii) the *Mayor* or three (3) *Councillors* may by a written notice delivered to the *Chief Executive Officer* call an unscheduled meeting of the *Council*
 - (iii) the *Chief Executive Officer*, following consultation with the *Mayor*, may call an unscheduled meeting
- (d) A notice delivered under sub-rule (c)(ii) must specify the date and time of the meeting and the business to be transacted.

10. Notice of meetings

- (a) Public notice will be given at least seven (7) days before:
 - i. a scheduled or unscheduled meeting of the *Council*; or
 - ii. a meeting of any *Delegated Committee* comprised entirely of *Councillors*.
- (b) If an extraordinary circumstance prevents the giving of seven (7) days' notice, the *Chief Executive Officer* will provide as much notice as is practicable and the nature of the extraordinary circumstance will be specified in the minutes.
- (c) If a *Delegated Committee* is not comprised entirely of *Councillors*, the *Chair* must provide reasonable notice of a meeting of the delegated committee to the public.

11. Agenda

- (a) This rule applies to *Council Meetings* and meetings of *Delegated Committees*.
- (b) At least five (5) days before a meeting is scheduled to occur, an *agenda* must be:
 - i. delivered to each *Councillor* or *Member* by electronic means. Printed copies will only be provided upon prior arrangement with the *Chief Executive Officer*
 - ii. published on Council's website.
- (c) An *agenda* must include:
 - (i) a description of the date, time and place of the meeting;
 - (ii) a description of the matters to be considered at the meeting;
 - (iii) any validly lodged notice of motion, amendment or rescission; and
 - (iv) reports prepared for consideration at the meeting.
- (d) If it is not possible to comply with sub-rule (b) for any reason, the *Chief Executive Officer* must ensure delivery and publication of the *agenda* as soon as is reasonably possible.

12. Adjourned meeting notices

- (a) If a *Council* or *Delegated Committee Meeting* is adjourned to another day for any reason:
- rule 10(a) and 10(c) apply to the adjourned meeting; and
 - rule 10(b) applies to the adjourned meeting to the extent that it is reasonably practicable.

13. Giving a notice of motion

A 'notice of motion' is a formal notice by a *Councillor* or *Member* of their intention to propose a motion to be resolved upon at a meeting. The process is a direct method for a *Councillor* or *Member* to ensure a particular matter is brought before the meeting. The rules of this Part outline the formal process to be followed.

Councillors and *Members* will also give consideration to the following advice in the 'Good Governance Guide' produced by the Municipal Association of Victoria (MAV), Victorian Local Governance Association (VLGA) and LGPro on the appropriate use of notices of motion:

[A notice of motion] can be a useful way for a councillor or member to raise an issue, which doesn't require advice or a lot of consideration on a council agenda. For example, it might involve asking the council to recognise a significant achievement of a local community member which is already generally well-known.

If a *Councillor* or *Member* proposes to use a notice of motion for a significant item, consideration should be given to a motion requesting that a report on the matter be presented to a subsequent meeting.

- A *Councillor* may give a notice of motion on any matter the *Councillor* wants to be considered at a *Scheduled Council Meeting*.
- A notice of motion given by a *Councillor* must be given in writing to the *Chief Executive Officer* no later than 5.00 pm on the eighth (8th) day before the meeting at which it is to be proposed to be considered.
- A *Member* of a *Delegated Committee* may give a notice of motion on any motion the *Member* wants to be considered at a meeting of the *Delegated Committee*.
- A notice of motion given by a member must be given in writing to the *Chief Executive Officer* in sufficient time for it to be included in the *agenda* for the meeting at which it is proposed to be considered.

14. Notice may be rejected

- (a) The *Chief Executive Officer* must reject a notice of motion if:
- it is vague or unclear in its intention;
 - it is beyond Council's power to pass;
 - is defamatory or otherwise objectionable in language or nature;
 - would result in the direct allocation of funds outside Council's adopted budget or would otherwise have a material financial impact;

- (v) if passed would result in Council otherwise acting invalidly; or
 - (vi) can be addressed through the operational request process
 - (vii) it is not lodged in accordance with rule 13.
- (b) If the *Chief Executive Officer* rejects a notice of motion, they must:
- (i) notify the *Councillor* or *Member* of the reason for the rejection; and
 - (ii) if reasonably possible before the *agenda* is published, give the *Councillor* or *Member* an opportunity to amend the notice.

15. Notice must be listed on the agenda

- (a) A notice of motion from a *Councillor* or a *Member* of a *Delegated Committee* must be included on the *agenda* for the next *Scheduled Council Meeting* or *Delegated Committee* meeting, unless it has been rejected under rule 14.

16. Giving a notice of rescission

- (a) A *Councillor* or *Member* may give notice of a motion to rescind a resolution of the *Council* or *Delegated Committee* provided that the resolution has not been acted on.
- (b) A notice of rescission:
- (i) must specify the resolution to be rescinded and the rationale for the rescission;
 - (ii) the meeting and date when the resolution was carried;
 - (iii) must be in writing, dated and signed by two (2) councillors, including the *Councillor* proposing the rescission; and
 - (iv) must be delivered to the *Chief Executive Officer* within 48 hours of the resolution being made.
- (c) The *Chief Executive Officer* must reject a notice of rescission that does not comply with sub-rules (a) and (b).
- (d) The *Chief Executive Officer* or an appropriate member of Council staff is entitled to implement a resolution of the *Council* or *Delegated Committee* at any time after the close of the meeting at which it was made. A resolution of the *Council* or *Delegated Committee* will therefore be deemed to be acted on if:
- (i) its contents have or substance has been communicated in writing to any person whose interests are materially affected by it; or
 - (ii) statutory processes have commenced

so as to vest enforceable rights in or obligations on *Council* or any other person.

- (e) The lodgement and acceptance by the *Chief Executive Officer* of a notice of rescission does not prevent the *Chief Executive Officer* or an appropriate member of Council staff from giving notice to any person that a notice to rescind has been lodged.

17. Notice of rescission must be listed on the agenda

- (a) Unless a notice of rescission has been rejected under rule 16, it must be included on the *agenda* for the next available meeting of the *Council* or *Delegated Committee*.
- (b) If more than one notice of rescission is received in regard to a particular matter, the notices must be listed on the *agenda* in the order they were received.

General Matters regarding Notices of Motion and Notices of Rescission

18. Conduct of Debate

Debate on Notices of Motion and Notices of Rescission shall be conducted in accordance with Part 6.

19. Majority to rescind a resolution

For a resolution of Council to be rescinded, the motion of rescission must be carried by a majority of the votes cast.

20. If lost or lapsed

If a notice of motion or motion of rescission is lost or lapses for want of a seconder, a similar motion may not be put before the *Council* or *Delegated Committee* for at least three (3) months from the date it was last lost or lapsed, unless the *Council* or *Delegated Committee* resolves that the motion be re-listed at a future meeting.

21. If not moved

If a notice of motion or motion of rescission is not moved at the meeting for which it is listed, it lapses.

22. May be moved by any Councillor or member

A notice of motion or notice of rescission listed on an *agenda* may be moved by any *Councillor* or *Member* present but where the notice is moved by a *Councillor* or *Member* other than the *Councillor* or *Member* listed for the notice in the meeting *agenda*, that *Councillor* or *Member* cannot amend the notice.

23. When not required

- (a) A motion of rescission should not be used where *Council* wishes to change policy.
- (b) Notwithstanding sub-rule (a), the following standards should generally apply if the *Council* wishes to change policy:
 - (i) if the policy has been in force in its original or amended form for less than 12 months, a notice of rescission should be presented to the *Council*; and
 - (ii) any intention to change a Council policy, which may result in a significant impact on any person, should be communicated to those

affected and this may include publication and consultation, either formally or informally.

The *Council* may determine the extent to which these standards should be followed, which will depend on the circumstances of each case.

PART 4: GENERAL CONDUCT OF MEETINGS

General matters

24. Matters not provided for

Where a situation has not been provided for under these Governance Rules, the *Council* or *Delegated Committee* may determine the matter by resolution.

If there is a typographical error or omission in a Council report, a Council resolution or any document endorsed or adopted by *Council*, the *Chief Executive Officer* may, at any time, correct the error or omission without a resolution of *Council*.

25. Meetings Conducted Remotely

If:

- (a) by law a meeting may be conducted electronically; and
- (b) Council decides that a meeting is to be conducted electronically,

the Chair may, with the consent of the meeting, modify the application of any of these Governance Rules to facilitate the more efficient and effective transaction of the business of the meeting.

26. Apologies and absences

- (1) Councillors and members of Delegated Committees who are unable to attend a meeting may submit an apology:
 - (a) In writing to the Chairperson, who will advise the meeting; or
 - (b) By seeking another Councillor or member of the Delegated Committee to submit it at the meeting on their behalf.
- (2) An apology submitted to a meeting will be recorded in the minutes.
- (3) A Councillor intending to take a leave of absence should submit it in writing to the Mayor.
- (4) The Mayor will seek to have any leave of absence request received included in the agenda of the next Council meeting.
- (5) A leave of absence not included in a Council meeting agenda may still be considered by Council if a written request has been received by the Mayor prior to the meeting.
- (6) Council will not unreasonably withhold its approval of a leave of absence request.
- (7) A Councillor who has not submitted an apology or had a leave of absence approved who is not in attendance at a Council or Delegated Committee meeting will be recorded as absent.

27. Addressing the meeting

- (a) Councillors and members must conduct themselves in a courteous and respectful manner during meetings.
- (b) Any person addressing the Chair should refer to the *Chair* as:
 - (i) Mayor;
 - (ii) Mayor 'surname'
 - (iii) Chair; or
 - (iv) Chair 'surname'.

- (c) All Councillors, other than the Mayor, should be addressed as Cr (surname)
- (d) All members of Council staff should be addressed by title/position (surname)

Business of meetings

28. Order of business

- (a) An *agenda* for a meeting of a *Delegated Committee* which is not comprised solely of Councillors must be prepared by or on behalf of the *Chief Executive Officer*, and be provided to each member at least 48 hours before the meeting.
- (b) Subject to these Governance Rules, the order of business of meetings of the *Council* and *Delegated Committees* will be determined by the *Chief Executive Officer* to facilitate and maintain open, efficient and effective processes of government.
- (c) The *Chief Executive Officer* may include any matter on an *agenda* for consideration by the meeting following consultation with the *Mayor*
- (d) Once an *agenda* has been published, the order of business for the meeting may only be altered by resolution of the meeting.

29. Urgent business

- (a) At a *Scheduled Council Meeting*, business that is not included in the agenda must not be considered unless a majority of Councillors present at the meeting resolve to admit the business.
- (b) Despite sub-rule (a), a matter that is not included in the *agenda* for a *Scheduled Council Meeting* will only be considered at the meeting if it:
 - (i) relates to a matter that has arisen since the distribution of the agenda; and
 - (ii) cannot safely or conveniently be deferred until the next *Council Meeting*.
- (c) At an *Unscheduled Council Meeting*, business that has not been included on the *agenda* may only be considered if all the Councillors are present and unanimously resolve that the matter is urgent.
- (d) At a *Delegated Committee* meeting, business that is not included in the *agenda* must not be considered unless the committee solely comprises all the elected Councillors, in which case sub-rules (a) and (b) apply.
A petition will not be accepted as an item of urgent business if it does not comply with rules 42 and 43.

Minutes and other meeting records

30. Keeping of minutes

- (a) The *Chief Executive Officer* must ensure that minutes of *Council* and *Delegated Committee* meetings are kept.
- (b) The draft (unconfirmed) minutes of Council meetings, excluding those parts of meetings that are closed to the public, must be published on the Council's website within five (5) working days after the relevant meeting.

31. Confirmation of minutes

- (a) The *Chief Executive Officer* must ensure that the draft (unconfirmed) minutes of Council meetings are submitted to the next *Scheduled Council Meeting* for confirmation.
- (b) No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.
- (c) If a *Councillor* is dissatisfied with the accuracy of the minutes, then the *Councillor* must propose a motion specifying the alternative wording to amend the minutes.
- (d) Following confirmation, the confirmed minutes are to be displayed on Council's website.

32. Other meeting records

- (a) The *Chief Executive Officer* must ensure that a *written* record of the matters discussed at other specified meetings organised by *Council*, which involve Councillors and Council staff, will be kept using the template in Appendix 1.
- (b) For the purposes of sub-rule (a) the specified meetings are as follows:
 - (i) An advisory committee of the *Council*, if at least one *Councillor* is present; or
 - (ii) A planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -
 - i. the subject of a decision of the *Council*; or
 - ii. subject to the exercise of a function, duty or power of the *Council* that has been delegated to a person or committeebut does not include a meeting of the *Council*, a *Delegated Committee* of the *Council*, a meeting of the Audit and Risk Committee, a club, association, peak body, political party or other organisation.
- (c) For the purposes of sub-rule (a), the *written* record of meetings must include:
 - (i) the names of attending Councillors, staff members and other persons;
 - (ii) a short title of the matters discussed; and
 - (iii) any conflicts of interest disclosed by Councillors or Council staff and whether they temporarily left the meeting while the subject matter of their disclosed conflict of interest was discussed.
- (d) The *Chief Executive Officer* must ensure that the *written* record of meetings is, as soon as practicable, reported at a *Scheduled Council Meeting* of the *Council* and incorporated in the minutes of that *Council Meeting*.

Quorums

33. Defining a quorum

- (a) A *quorum* for a meeting of the *Council* or a *Delegated Committee* is a *majority* of the members of the *Council* or *Delegated Committee*.

34. Inability to Gain a Quorum

If after 30 minutes from the scheduled starting time of any *Council* or *Delegated Committee* meeting, a *quorum* cannot be obtained:

- (a) those Councillors or Members present; or
- (b) if there are no Councillors or Members present, the *Chief Executive Officer*, or, in the absence of the *Chief Executive Officer*, an *Authorised Officer*,

may adjourn the meeting for a period not exceeding seven (7) days from the date of the adjournment.

35. Inability to Maintain a Quorum

If during any *Council* or *Delegated Committee* meeting or any adjournment of such meeting, a *quorum* cannot be maintained:

- (a) those Councillors or Members present; or
- (b) if there are no Councillors or members present, the *Chief Executive Officer*, or, in the absence of the *Chief Executive Officer*, an *Authorised Officer*,

may adjourn the meeting for a period not exceeding seven (7) days from the date of the adjournment.

36. Inability to Achieve or Maintain a Quorum Due to Conflicts of Interests of Councillors

- (1) This rule applies if *Council* cannot maintain a *quorum* because of the number of Councillors who have a conflict of interest in a decision in regard to a matter.
- (2) *Council* must consider whether the decision can be made by dealing with the matter in an alternative manner.
- (3) For the purposes of sub-rule (2), an alternative manner may include—
 - (a) resolving to split the matter into two (2) or more separate parts, so that a *quorum* can be maintained for each separate part; or
 - (b) making prior decisions on component parts of the matter at a meeting for which a *quorum* can be maintained, before deciding the overall matter at a meeting for which a *quorum* can be maintained.
- (4) Subject to complying with any requirements under any other *Act*, if *Council* is unable to use an alternative manner, *Council* must decide to establish a *Delegated Committee* to make the decision in regard to the matter consisting of—
 - (a) all the Councillors who have not disclosed a conflict of interest in regard to the matter; and
 - (b) any other person or persons that *Council* considers suitable.
- (5) Section 63(2) of the *Act* applies to a *Delegated Committee* established under sub-rule (4) to the extent possible after excluding all the Councillors who have disclosed a conflict of interest in regard to the matter.

37. Notice of Adjourned Meeting

The *Chief Executive Officer* must provide written notice of a meeting adjourned under rule 33, 34 or 35 but where this is not practicable because time does not permit that to occur, then, provided every reasonable attempt is made to contact every *Councillor* or *Member*, notice by telephone, facsimile, email, in person or by some other means is sufficient.

38. Time limits for Meetings

- (a) A Scheduled or *Unscheduled Council Meeting* must not continue after 10.30 pm unless a majority of Councillors present vote in favour of its continuance.
- (b) In the absence of such continuance, the meeting must stand adjourned to a time, date and place to be then and there announced by the *Chair*.
- (c) The *Council* may adjourn any meeting.
- (d) The *Chief Executive Officer* must give notice to each *Councillor* of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.

39. Suspension of standing orders

The *Council* or a *Delegated Committee* may, by resolution, suspend standing orders for:

- (a) the purposes of enabling a full discussion of an issue;
- (b) the purposes of allowing a member of the public to address the meeting;
- (c) any other reasonable purpose determined by the meeting.

40. Arrangements when standing orders suspended

- (a) During a period when standing orders are suspended, no decision, motion or other formal proceeding may be allowed, other than:
 - (i) the raising of a point of order; or
 - (ii) a motion to resume standing orders.
- (b) The minutes of a meeting do not have to include a detailed account of matters considered during a period when standing orders are suspended.
- (c) The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of the *Council*. An appropriate motion is contained in Appendix 2.
- (d) Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion is contained in Appendix 2.

Public participation

41. Addressing meetings

- (a) A member of the public addressing the *Council* or a *Delegated Committee* must extend due courtesy and respect to the Councillors or members of the *Council* or *Delegated Committee*, and must take direction from the *Chair*.

- (b) Unless otherwise resolved by the *Council* or *Delegated Committee* the maximum speaking time for a member of the public addressing the *Council* or committee is three (3) minutes.

42. Public question time

- (a) Any member of the public may submit up to two questions to a *Scheduled Council Meeting*. Questions from a member of the public:
 - (i) must be in writing and state the name and address of the person submitting the question unless they seek to remain anonymous; and
 - (ii) may relate to a matter of business on the *agenda* or another matter that is generally accepted to be within the jurisdiction of the *Council*, either directly or indirectly.
- (b) Questions must be received no later than 5.00pm on the business day prior to the meeting.
- (c) The *Mayor* or a member of Council staff nominated by the *Mayor* may read a question to those present.
- (d) The *Mayor* or nominated Council staff member may reject a question that does not comply with sub-rule (a), or if it:
 - (i) relates to a matter outside the duties, functions and powers of the *Council*;
 - (ii) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - (iii) seeks to embarrass a *Councillor* or a Council officer
 - (iv) relates to personnel matters;
 - (v) relates to the personal hardship of any resident or ratepayer;
 - (vi) relates to industrial matters;
 - (vii) relates to contractual matters;
 - (viii) relates to proposed developments;
 - (ix) relates to legal advice;
 - (x) relates to matters affecting the security of Council property;
 - (xi) relates to an item on the agenda for that meeting; or
 - (xii) relates to any other matter which the *Council* considers would prejudice the *Council* or any person.
- (e) Notwithstanding the provisions of sub-rule (d) the *Council* will endeavour to, and where appropriate shall, answer questions from the public that relate to these matters in a way that does not disclose confidential information and or compromise any other parties.
- (f) The *Mayor* may nominate a *Councillor* or member of Council staff to respond to a question.
- (g) All questions and answers must be as brief as possible, and no discussion may be allowed other than for the purposes of clarification.
- (h) If multiple questions related to a decision made by the *Council* or a matter to be considered by the *Council* at the meeting are asked and it is appropriate to do so, the *Mayor* or nominated staff member may collectively summarise these questions and make reference to the decision or the impending consideration of the matter.
- (i) If a question cannot be dealt with adequately or appropriately during public question time, the *Mayor* or a nominated staff member may advise the *Council* that they will provide a written answer in response to the question.

43. Petitions and joint letters

- (a) A member of the public may submit a petition or a joint letter to a *Councillor* or the *Chief Executive Officer*.
- (b) Where a petition has been signed by fewer than 10 people, it will be treated as a joint letter and forwarded directly to the appropriate member of Council staff for action as an operational item.
- (c) Petitions relating to planning issues or matters for which *Council* is engaging with the community, shall be dealt with along with all other submissions either supporting or objecting to the application/proposal.
- (d) A petition::
 - (i) Must be signed by 10 or more people
 - (ii) Must be legible and in permanent writing (i.e. no pencil)
 - (iii) Must be addressed to the *Mayor* and *Councillors*,
 - (iv) Must, on the first page, contain the name and contact details of the petition organiser/lead petitioner, plus the 'request for action' being made of *Council*
 - (v) Must repeat the 'request for action' being made of *Council* on each subsequent page of the petition
 - (vi) Must contain the names, residential/property addresses and signatures of all persons who signed the petition
 - (vii) All signatures must be original signatures; not photocopied or scanned
 - (viii) Must not relate to matters outside the powers of *Council*
 - (ix) Must not be derogatory, defamatory or objectionable in language or nature
 - (x) Must not contain false or misleading information
 - (xi) Each page of a petition, including signatories to the petition, must be on an original piece of paper and not pasted, stapled, or otherwise affixed to any other piece of paper
 - (xii) The date the petition is lodged with *Council* must appear at the bottom of each page
- (e) A petition that complies with the provisions of sub-rule (d) must be tabled at a *Scheduled Council Meeting* at the first reasonable opportunity.
- (f) A petition may only be presented to a *Scheduled Council Meeting* by a *Councillor*, and it is incumbent on that *Councillor* to acquaint themselves with the contents of the petition or joint letter and to ascertain that it complies with sub-rule (d).
- (g) A *Councillor* presenting a petition to the *Council* must write their name at the beginning of the petition.
- (h) A petition tabled at a *Council Meeting* may be dealt with as follows:
 - (i) A motion may be proposed to receive and note the petition, forward it to the relevant Director for investigation and reporting back to *Council* and advising the petition organiser accordingly
 - (ii) A motion may be proposed to receive and note the petition and to refer it to another process

44. Electronic and online petitions

- (a) To be valid, an online or electronic petition must:

- (i) contain the request of *Council* of the petition on every page
- (ii) the name, residential address and email address of petitioners (in the absence of a residential address a locality or post code is preferred).
- (iii) be signed by at least fifty (50) electronic signatories
- (iv) Must not relate to matters outside the powers of Council
- (v) Must not be derogatory, defamatory or objectionable in language or nature
- (vi) not contain false or misleading signatures or content
- (b) *Council* prefers and gives more consideration to electronic petitions that have a majority of residents firstly of the Shire of Macedon Ranges, secondly of Victoria and thirdly of Australia rather than outside these areas or overseas residents who may not have an understanding of the issues.
- (c) The tabling of an electronic or online petition at a *Scheduled Council Meeting* by a *Councillor* will be conducted in accordance with rule 42 (e) – (h).

Disruptions

45. Chair may call a member to order

- (a) The *Chair* may call to order any *Councillor* or *Member*:
 - (i) who is disruptive or acting in an unruly manner during a meeting; or
 - (ii) who makes a statement that is offensive, insulting or defamatory.
- (b) Without detracting from sub-rule (a), the *Chair* may call to order any *Councillor* who is acting contrary to the Councillor Code of Conduct or the Governance Rules in a *Council Meeting* or a meeting of a *Delegated Committee* comprised solely of Councillors.
- (c) If the *Chair* calls a *Councillor* or *Member* to order, the *Chair* may direct the *Councillor* or *Member*:
 - (i) to cease the actions for which the *Councillor* or *Member* has been called to order; or
 - (ii) to retract a statement or apologise for a statement or action.
- (d) If a *Councillor* or *Member* fails to comply with a direction under sub-rule (c), the *Chair* may direct the *Councillor* or *Member* to leave the meeting for a specified time.
- (e) The direction by the *Chair* under sub-rule (d) may be overruled by a resolution of the meeting.
- (f) Unless sub-rule (e) applies, a *Councillor* or *Member* who is directed by the *Chair* to leave the meeting for a specified time must comply with that direction.

46. Mayor may remove a member of the public

- (a) The *Chair* may direct a member of the public to leave a meeting if, in the opinion of the *Chair*, the person is disrupting the orderly conduct of the meeting.
- (b) A person directed to leave a meeting under sub-rule (a) must not return to the meeting unless authorised by the *Chair*.

47. Mayor may adjourn a meeting

- (a) The *Chair* may adjourn a meeting at any time if a disruption is preventing the meeting from conducting its business in an orderly manner.
- (b) Unless otherwise resolved by the *Council* or *Delegated Committee*, an adjournment under sub-rule (a) will be for a period of 15 minutes.

Recording meetings

48. Council may record meetings

- (a) *Council* may resolve to *broadcast* its scheduled and unscheduled meetings in any form.
- (b) Despite sub-rule (a), a meeting that is closed to the public under section 66 of the *Act* must not be *broadcast* or a *recording* made available to the public in any form.

49. No recording or broadcasting without authority

Without the authority of *Council* or a *Delegated Committee* (as the case may be) a person must not:

- (a) make or distribute a *recording* of any *Council* or *Delegated Committee* meeting; or
- (b) *broadcast* any *Council* or *Delegated Committee* meeting.

PART 5: DISCLOSURE OF CONFLICTS OF INTEREST

50. Procedure for the disclosure of a conflict of interest by a Councillor or a member of a Delegated Committee at a meeting of the Council or a Delegated Committee

- (1) If a *Councillor* or *Member* of a *Delegated Committee* has a conflict of interest in a matter which is to be considered or discussed at a meeting of the *Council* or the *Delegated Committee*, the *Councillor* or *Member* must, if they are attending the meeting, disclose the conflict of interest in accordance with sub-rule (2), and if applicable, sub-rule (3)
- (2) A *Councillor* or *Member* of a *Delegated Committee* who has a conflict of interest and is attending the meeting of the *Council* or *Delegated Committee* must make a full disclosure of that interest by either advising:
 - (a) the *Council* or *Delegated Committee* at the meeting immediately before the matter is considered at the meeting; or
 - (b) the *Chief Executive Officer* in writing before the meeting-
 - (c) whether the interest is a general conflict of interest or a material conflict of interest, and the nature of the interest.
- (3) If the *Councillor* or *Member* advised the *Chief Executive Officer* of the details under paragraph (b) of sub-rule (2), the *Councillor* or *Member* must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.
- (4) The *Chief Executive Officer* must—
 - (a) keep written disclosures received under this rule in a secure place for three (3) years after the date the *Councillor* or *Member* of a *Delegated Committee* who made the disclosure ceases to be a *Councillor* or *Member* of a committee; and
 - (b) destroy the written disclosure when the three (3) year period referred to in paragraph (a) has expired.
- (5) While the matter is being considered or any vote is taken in relation to the matter, the *Councillor* or *Member* of a *Delegated Committee* must—
 - (a) leave the meeting and notify the *Mayor* or the Chair of the *Delegated Committee* of their departure; and
 - (b) remain outside the room and any gallery or other area in view or hearing of the meeting.
- (6) The *Mayor* or the Chair of the *Delegated Committee* must cause the *Councillor* or member of a delegated committee to be notified that they may return to the meeting after—
 - (a) consideration of the matter; and
 - (b) all votes have been cast on the matter.
- (7) If a *Councillor* or *Member* of a *Delegated Committee* discloses a conflict of interest, the *Chief Executive Officer* or the *Chair* must record in the minutes of the meeting—
 - (a) the declaration of the conflict of interest; and
 - (b) the classification of the interest that has given rise to the conflict, and if the *Councillor* or *Member* has disclosed the nature of the interest to the meeting, the nature of the interest.

51. Procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of the Council or a Delegated Committee

- (1) At a meeting under the auspices of *Council* that is not a meeting of the *Council* or *Delegated Committee*, the *Chief Executive Officer* must ensure that a written record is kept of—
 - (a) the names of all Councillors and members of Council staff attending;
 - (b) the matters considered;
 - (c) any conflict of interest disclosures made by a *Councillor* attending under sub-rule (3);
 - (d) whether a *Councillor* who has disclosed a conflict of interest as required by sub-rule (3) leaves the meeting.
- (2) The *Chief Executive Officer* must ensure that the written record of a meeting held under this rule is, as soon as practicable—
 - (a) reported at a meeting of the *Council*; and
 - (b) incorporated in the minutes of that *Council Meeting*.
- (3) If a *Councillor* attending a meeting held under this rule knows, or would reasonably be expected to know, that a matter being considered by the meeting is a matter that, were the matter to be considered and decided by *Council*, the *Councillor* would have to disclose a conflict of interest, the *Councillor* must, at the time set out in sub-rule (4), disclose to the meeting that they have a conflict of interest and leave the meeting whilst the matter is being considered by the meeting.
- (4) A *Councillor* must disclose the conflict of interest either—
 - (a) immediately before the matter in relation to which the *Councillor* has a conflict of interest is considered; or
 - (b) if the *Councillor* realises that they have a conflict of interest after consideration of the matter has begun, as soon as the *Councillor* becomes aware that they have a conflict of interest.

52. Disclosure of a conflict of interest by a member of Council staff

- (1) A member of Council staff who is providing information to:
 - (a) a meeting of the *Council*, a *Delegated Committee* or a *Community Asset Committee*; or
 - (b) another member of Council staff exercising a power of delegation or performing a statutory function –

and who has a conflict of interest in a matter to which the information relates, must disclose the conflict of interest when providing the information and before the information is considered by the applicable meeting referred to in paragraph (a) or another member of staff referred to in paragraph (b).
- (2) A disclosure made by a person under sub-rule (1) must be recorded:
 - (a) in the minutes of the applicable meeting referred to in paragraph (a); or
 - (b) in a conflict of interest disclosure register maintained by the *Chief Executive Officer* if the information is provided to another member of Council staff referred to in paragraph (b).
- (3) A member of Council staff who has a conflict of interest in a matter in which they also have delegated power, duty or function must—
 - (a) not exercise the power or discharge the duty or function; and

- (b) in the case of the *Chief Executive Officer*, disclose the type of interest and the nature of the interest to—
 - (i) the *Mayor*, in writing, as soon as they become aware of the conflict of interest in the matter; and
 - (ii) the Council by no later than the next meeting of the Council; and
 - (c) in the case of any other member of staff, disclose the type of interest and the nature of the interest to the *Chief Executive Officer*, in writing, as soon as they become aware of the conflict of interest in the matter.
- (4) The *Chief Executive Officer* does not have a conflict of interest in a matter if the matter only relates to—
- (a) the adoption or amendment of a policy relating to Council staff generally;
 - (b) the adoption of a code of conduct for Council staff; or
 - (c) a decision to delegate a power, duty or function to a member of Council staff.

PART 6: CONDUCT OF DEBATE

53. Debate from the Chair

- (a) The Chair must vacate the chair to debate a motion. The Deputy Mayor (or alternative Councillor) will become the temporary chair until the Chair has concluded their debate, at which time they will resume the chair.
- (b) Where the Chair wishes to move or second a motion, including a notice of motion, they must vacate the chair before the motion is considered by Council. The Deputy Mayor will become the temporary Chair for the remainder of that agenda item. If the Deputy Mayor is not present or also wishes to move, second or debate a motion, an alternative Councillor will be nominated.

54. Introducing a Report

- (a) Before a written report is considered by Council and any motion moved in relation to such report, a member of Council staff may introduce the report by indicating in not more than two (2) minutes:
 - (i) its background; or
 - (ii) the reasons for any recommendation which appears.
- (b) Unless Council resolves otherwise, a member of Council staff need not read any written report to Council in full.

General debate matters

55. Rejecting a motion

- (a) The Chair must reject any motion or amendment which:
 - (i) is offensive or defamatory;
 - (ii) is outside the powers of the Council or Delegated Committee or otherwise contrary to the Council's legal obligations or is not relevant to the item of business on the agenda and has not been admitted as urgent business under rule 28; or
 - (iii) purports to be an amendment but would have the effect of negating the principal intent of the motion it seeks to amend.
- (b) If it appears to the *Chief Executive Officer* that a proposed motion or amendment is contrary to the Council's legal obligations, the *Chief Executive Officer* must advise the *Chair* in a timely manner.

56. Lapsed motion or amendment

- (a) If a motion or amendment lapses under these Governance Rules:
 - (i) the motion or amendment is no longer debated or voted upon at that meeting;
 - (ii) if it is an amendment, debate on the principal motion resumes; and
 - (iii) if it is a motion, the meeting proceeds to the next matter on the agenda.
- (b) Nothing in these Governance Rules prohibits a lapsed motion from being considered at a later meeting of the *Council* or *Delegated Committee*.

Motions and amendments**57. Moving a motion**

The procedure for any motion is:

- (a) The Chair calls for a motion to be put to the Council;
- (b) The mover must state the motion without speaking to it;
- (c) The motion must be seconded and the seconder must be a Councillor other than the mover;
- (d) If the motion is not seconded, the motion lapses for want of a seconder;
- (e) If there is a seconder, then the Chair must ask:
"Is the motion opposed? Does any Councillor wish to speak to the motion?"
- (f) if no Councillor indicates opposition or a desire to speak to it, the Chair must declare the motion carried without discussion;
- (g) if a Councillor indicates opposition or a desire to speak to it, then the Chair must call on the mover to address the meeting;
- (h) after the mover has addressed the meeting, the seconder may address the meeting;
- (i) after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting,) the Chair must invite debate by calling on any Councillor who wishes to speak to the motion, providing an opportunity to alternate between those wishing to speak against the motion and those wishing to speak for the motion; and
- (j) if, after the mover has addressed the meeting, the Chair has invited debate and no Councillor speaks to the motion, then the Chair must put the motion to the vote.

58. Right of Reply

- (a) The mover of a motion has a right of reply to matters raised during the debate.
- (b) No new material or comments may be raised during the right of reply
- (c) If a Councillor has not spoken against a motion, there will be no right of reply.
- (d) After the right of reply has been exercised, the motion must be immediately put to the vote without any further discussion or debate.

59. Moving an Amendment

- (a) A motion, which has been moved and seconded, may be amended by leaving out, inserting or adding words, which must be relevant to the subject of the motion.
- (b) An amendment to a motion cannot be negative, or substantially contrary, to the motion.
- (c) An amendment may be proposed or seconded by any Councillor, except the mover and seconder of the original motion.
- (d) If a Councillor proposes an amendment and the original mover and seconder of the motion both indicate their agreement with the amendment, the amended motion becomes the substantive motion without debate or vote, and debate of the motion continues in accordance with these Governance Rules.
- (e) If a Councillor proposes an amendment to which either the original mover or seconder does not agree, the following will apply;
- (f) The amendment must be moved and seconded;

- (g) A Councillor may speak on any amendment once, whether or not he or she has spoken to the motion, but debate must be confined to the terms of the amendment.
- (h) Any number of amendments may be proposed to a motion, but only one amendment may be accepted by the Chair at any one time. No second or subsequent amendment, whether to the motion or an amendment of it may be taken into consideration until the previous amendment has been dealt with and voted on
- (i) The mover of an amendment does not have a right of reply.

60. Amendment once carried

- (a) If the amendment is carried, the motion as amended then becomes the motion before the meeting (known as the substantive motion);
- (b) Unless subject to further amendment and debate, the motion (as amended) must be put to the vote by the Chair, but only after Councillors who did not speak to the original motion have exercised their right to do so.
- (c) The mover of the original motion retains the right of reply to that motion.

61. Foreshadowing motions or amendments

- (a) At any time during debate, a *Councillor* or *Member* may foreshadow their intention to move a motion or amendment at a later stage in the meeting. This does not extend any special right to the foreshadowed motion.
- (b) A foreshadowed motion is not required to be recorded in the minutes until or unless it is proposed.

62. Withdrawal of motion or amendment

Before any motion or amendment is put to the vote it may be withdrawn by the mover with leave from the meeting.

63. Separation of motions

Where a motion contains more than one part the *Chair* may decide to put the motion to the vote in separate parts.

Speaking times

64. Speaking times

- (a) Unless a motion for extension of time has been passed, a Councillor or Member must not speak longer than the time set out below:
 - (i) the mover of a motion or an amendment: five (5) minutes and any other *Councillor* or *Member* three (3) minutes; and
 - (ii) the mover of a motion exercising a right of reply: two (2) minutes

65. Extension of speaking time

- (a) An extension of speaking time for any *Councillor* or *Member* may be granted by resolution of the meeting.

- (b) A motion to extend speaking time must not be permitted after another *Councillor* or *Member* has commenced speaking.
 - (i) must not exceed three (3) minutes;
 - (ii) may only be granted once for each speaker on a motion or amendment.

Voting

66. Voting process

- (a) All members of the *Council* or of a *Delegated Committee* are entitled to a single vote on each motion and each amendment, except:
 - (i) when the *Chair* is entitled to a second vote under section 61 of the *Act*.
- (b) When putting a motion or amendment to a vote, the *Chair* will first call for those in favour of the motion and then those opposed to the motion.
- (c) Unless the meeting resolves otherwise, all voting must be by a show of hands.
- (d) If a majority of the Councillors or Members in the meeting votes in favour of the motion or amendment the *Chair* must declare the motion or amendment carried.
- (e) As provided in section 61 of the *Act*, if exactly half the Councillors or Members in the meeting vote in favour of a motion or amendment the *Chair* may cast a second vote to determine whether the matter is carried or lost.
- (f) If the motion or amendment is not carried under this rule, the *Chair* must declare the motion or amendment lost.
- (g) Any *Councillor* or *Member* may request that the way they voted on a motion or amendment be recorded in the minutes.
- (h) A *Councillor* or *Member* intending to abstain from the vote may decide to leave or stay in the chamber while the matter is being considered. If the *Councillor* or *Member* who abstains from the vote stays in the chamber, the *Councillor* or *Member* will be considered as having voted in the negative in accordance with section 61(5)(e) of the *Act*.

67. Secret ballot

- (a) As provided in section 61 of the *Act*, voting in a meeting that is open to the public must not be by secret ballot.

68. Division

- (a) Any *Councillor* or *Member* may request a division:
 - (i) immediately before a vote is taken under rule 61; or
 - (ii) immediately after a vote is taken under rule 61.
- (b) A division cannot be requested after the next item of business has commenced.
- (c) If a division is requested, the *Chair* must:
 - (i) first ask each *Councillor* wishing to vote in the affirmative to raise a hand and, upon such request being made, each *Councillor* wishing to vote in the affirmative must raise one of their hands. The *Chair* must then state, and the *Chief Executive Officer* or any *Authorised Officer* must record, the names of those Councillors voting in the affirmative; and

- (ii) then ask each *Councillor* wishing to vote in the negative to raise a hand and, upon such request being made, each *Councillor* wishing to vote in the negative must raise one of their hands. The *Chair* must then state, and the *Chief Executive Officer* or any *Authorised Officer* must record, the names of those *Councillors* voting in the negative.
- (d) If a prior vote has been taken on the motion or amendment, a *Councillor* or *Member* is not prevented from changing their original vote at the division.
- (e) Once a vote has been taken under a division, no further vote may be taken on the relevant motion or amendment in that meeting.

Points of order

69. Raising a point of order

- (a) A *Councillor* or *Member* may raise a point of order if they consider that:
 - (i) the *Act* or these Governance Rules are not being complied with; or
 - (ii) a *Councillor* or *Member* should be called to order under rule 43.
- (b) A *Councillor* or *Member* raising a point of order must:
 - (i) state the point of order; and
 - (ii) state the relevant rule or provision supporting the point of order.
- (c) A *Councillor* or *Member* raising a point of order is not deemed to be speaking to the motion or amendment before the meeting.
- (d) All other matters before the *Council* or Delegated Committee are suspended until the point of order is decided.

70. Chair to decide

- (a) The *Chair* must decide all points of order without entering into discussion or debate.
- (b) The *Chair* may adjourn the meeting to consider a point of order or otherwise must rule on it as soon as it is raised.
- (c) The decision of the *Chair* in respect to a point of order is final and conclusive unless the meeting dissents.

71. Dissenting a decision

- (a) A *Councillor* or *Member* may move a motion of dissent from the *Chair*'s decision on a point of order or clarification.
- (b) A motion of dissent on a point of order will take precedence over all other business and if carried must be acted on instead of the ruling given by the *Chair*.
- (c) A motion of dissent in relation to a point of order is not a motion of dissent in the *Chair*. The *Chair* remains in the *Chair* and may exercise a second vote if exactly half the members vote in favour of the motion of dissent.

72. Points of Clarification

- (a) A *Councillor* or *Member* may, when no other *Councillor* or *Member* is speaking, raise a point of clarification with the *Chair* in order to clear up confusion, ask a question about the motion, or enquire as to the correct motion.

- (b) A point of clarification should be limited to the facts and should not seek opinions of members of Council staff beyond what is expressed in a report, but may seek clarification of facts related to a notice of motion or item of *Urgent Business*
- (c) Where a *Councillor* or *Member* is determined by the *Chair* to be intentionally mischievous and/or disruptive to the meeting by calling for frivolous or repetitive points of clarification, the *Councillor* or *Member* may be called to order and refused any further requests by the *Chair*.
- (d) The *Chair* has the right to limit points of clarification and direct that debate be commenced or resumed.

Procedural motions

73. Procedural motions generally

- (a) Subject to sub-rule (b), a procedural motion may be moved at any time and must be dealt with immediately by the *Chair*. A procedural motion may propose:
 - (i) to adjourn a debate;
 - (ii) to set aside a question;
 - (iii) to put the question; or
 - (iv) to adjourn the meeting.
- (b) A procedural motion must not be moved:
 - (i) during the election of the *Chair*; or
 - (ii) while any *Councillor* or *Member* is speaking.
- (c) A procedural motion cannot be moved:
 - (i) by the *Chair*; or
 - (ii) by a *Councillor* or *Member* who has moved, seconded or spoken on the motion or amendment to which the procedural motion relates
- (d) A procedural motion must be seconded.
- (e) The suggested wording of various procedural motions is contained in Appendix 2.

74. Adjourning a matter

- (a) A *Councillor* or *Member* may move that the matter be adjourned.
- (b) If a motion to adjourn a matter under this rule is passed the motion under consideration and any amendments proposed to that motion are adjourned.
- (c) A motion under sub-rule (a) may specify that the matter be adjourned until a specific meeting or until a specific time or place.
- (d) If a motion under sub-rule (a) does not state when debate will be resumed, it may be included on the agenda for another meeting:
 - (i) if resolved by the *Council* or *Delegated Committee*; or
 - (ii) at the discretion of the *Chief Executive Officer*.
- (e) A motion under this rule may be debated, but may only be amended in respect to the time and place when debate will be resumed.

75. Setting aside a question

- (a) A *Councillor* or *Member* may move that the question be NOT put.
- (b) A motion under sub-rule (a) that relates to a motion:

- (i) if carried, prevents the motion from being dealt with and the meeting proceeds to the next matter; or
 - (ii) if lost, allows debate on the motion to continue.
- (c) A motion under sub-rule (a) that relates to an amendment:
 - (i) if carried, prevents the amendment from being dealt with and the meeting proceeds with debate on the motion; or
 - (ii) if lost, allows debate on the amendment to continue.
- (d) A motion under this rule must not be debated.

76. Putting the question

- (a) A *Councillor* or *Member* may move that the question be now put.
- (b) A motion under sub-rule (a):
 - (i) if carried, requires the motion or amendment that is currently before the meeting to be voted upon immediately; or
 - (ii) if lost, allows debate on the motion or amendment to continue.
- (c) The *Chair* may reject a motion to put the question if the *Chair* considers that the matter is contentious and has not been adequately debated.
- (d) A motion under this rule must not be debated.

77. Adjourning a meeting

- (a) A *Councillor* or *Member* may move that the meeting be adjourned.
- (b) A motion under sub-rule (a) may specify when the meeting will resume, which may be:
 - (i) at a specific time, date and place;
 - (ii) at the conclusion of another scheduled meeting; or
 - (iii) at a time to be determined by the *Chief Executive Officer*.
- (c) A motion to adjourn a meeting may be debated, but may only be amended in respect to the time and place when meeting will be resumed.

PART 7: ELECTION PERIOD (CARETAKER) POLICY

78. Election Period (Caretaker) Policy

Council's Election Period (Caretaker) Policy adopted under section 69 of the *Act* is contained in Appendix 3.

PART 8: COMMUNITY ASSET COMMITTEES

79. Community Asset Committees

A *Community Asset Committee* established by *Council* under section 65 of the *Act*:

- (i) is not required to comply with these Governance Rules unless the committee is exercising delegated authority conferred by the *Chief Executive Officer* in which case rule 48 will apply concerning the disclosure of a conflict of interest, and a reference to “Councillor” in rule 48 is to be construed as a reference to a member of the *Community Asset Committee*;
- (ii) is however required to keep meeting minutes which must be submitted to the *Chief Executive Officer* following confirmation of the minutes at the next meeting; and
- (iii) must act in accordance with its Charter, Instrument of Delegation and any Terms of Reference adopted by *Council* or the *Chief Executive Officer*.

APPENDIX 1



Record of Meeting involving Councillors and Council staff

Meeting			
Date		Time	
Location			
Responsible officer completing this form			

Councillors present <i>List all Councillors in attendance</i>			
Cr Jennifer Anderson (Mayor)	-	Cr Rob Guthrie (Deputy Mayor)	-
Cr Dominic Bonanno	-	Cr Annette Death	-
Cr Anne Moore	-	Cr Geoff Neil	-
Cr Janet Pearce	-	Cr Mark Ridgeway	-
Cr Bill West	-	A = attended Z = via Zoom N = did not attend	

Officers present <i>List all staff in attendance</i>	
Bernie O'Sullivan, Chief Executive Officer	-
Stephen Pykett, Acting Director Planning and Environment	-
Shane Walden, Director Assets and Operations	-
Gina Lyons, Interim Director Corporate and Community	-
Carmen Lawrence, Interim Executive Manager People, Culture and Performance	-
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Others present	List all other persons in attendance
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Matters considered	List all items



Disclosure of conflicts of interest						
Name				Title		
Nature of conflict <i>(provide full details of interest as disclosed by Councillor / officer)</i>						
Did they leave the meeting? Yes <input type="checkbox"/> No <input type="checkbox"/>				Time departed		
				Time returned		
Name				Title		
Nature of conflict <i>(provide full details of interest as disclosed by Councillor / officer)</i>						
Did they leave the meeting? Yes <input type="checkbox"/> No <input type="checkbox"/>				Time departed		
				Time returned		
Name				Title		
Nature of conflict <i>(provide full details of interest as disclosed by Councillor / officer)</i>						
Did they leave the meeting? Yes <input type="checkbox"/> No <input type="checkbox"/>				Time departed		
				Time returned		
Office use						
1. The responsible officer must complete this form at any meeting, other than a meeting of Council or a delegated committee, as specified in Rule 31 of the Governance Rules.						
2. Once completed, the responsible officer must forward this form to the Coordinator Governance within two days of the meeting.						

APPENDIX 2


Motion	Form	Mover/ Seconded	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Deferral of a matter (to a future meeting) (Rules 67, 68)	'That the debate on this matter be deferred until (insert meeting/date) to allow (purpose of deferral) ...'	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of the Mayor/Deputy Mayor; (b) During the election of a <i>Chairperson</i> ; or (c) When another Councillor is speaking	Consideration/debate on the motion and/or amendment is postponed to the stated date and the item is re-listed for consideration at the resolved future meeting, where a fresh motion may be put and debated	Debate continues unaffected	Yes
Closure (of debate) (Rules 67, 70)	'That the motion now be put'	Any Councillor who has not moved or seconded the original motion or spoken for/against the original motion	During nominations for a <i>Chairperson</i>	Motion or amendment is put to the vote immediately without further debate, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	Debate continues unaffected	No
Laying a motion on the table (pausing debate)	'That the motion be laid on the table'	A Councillor who has not spoken for/against the motion	During the election of the Mayor/Deputy Mayor	Motion not further discussed or voted on until Council resolves to take the question from the table at the same meeting	Debate continues unaffected	No
Take a motion from the table (resume debate on a matter)	'That the motion in relation to xx be taken from the table'	Any Councillor	When no motion is on the table	Debate of the item resumes	Debate of the item remains paused	No
Alter the order of business (Rule 27)	'That the item listed at xx on the agenda be considered before/after the item listed as xy'	Any Councillor	(a) At a Meeting to elect the Mayor; or (b) During any debate	Alters the order of business for the meeting	Items are considered in the order as listed in the <i>Agenda</i>	No

Motion	Form	Mover/ Second	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Suspension of Standing Orders (Rule 38)	'That Standing Orders be suspended to ...' (reason must be provided)	Any Councillor		The rules of the meeting are temporarily suspended for the specific reason given in the motion No debate or decision on any matter, other than a decision to resume Standing Orders, is permitted	The meeting continues unaffected	No
Resumption of Standing Orders (Rule 39)	'That Standing Orders be resumed'	Any Councillor	When Standing Orders have not been suspended	The temporary suspension of the rules of the meeting is removed	The meeting cannot continue	No
Consideration of confidential matter(s) (Close the meeting to members of the public)	That, in accordance with section 66(2)(a) of the <i>Local Government Act 2020</i> the meeting be closed to members of the public for the consideration of item xx <i>is confidential as it relates to [insert reason]</i>	Any Councillor	During the election of the Mayor/Deputy Mayor	The meeting is closed to members of the public	The meeting Continues to be open to the public	Yes
Reopen the meeting	'That the meeting be reopened to members of the public'	Any Councillor		The Meeting is reopened to the public	The meeting remains closed to the public	No

APPENDIX 3



POLICY PROCEDURE

Policy Title:	Election Period (Caretaker) Policy	
Date of Adoption:	26 August 2020	
Adoption Method:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> CEO <input type="checkbox"/> Other (please specify)	
CEO Signature:		Date: 28 August 2020
Responsible Officer and Unit:	Coordinator Governance	
Nominated Review Period:	<input type="checkbox"/> Annually <input checked="" type="checkbox"/> Other: 12 months prior to each General Election	
Last Review Date:	25 September 2019 ¹²	
Next Review Date:	To be completed by 23 September 2023. (At least once in each Council term and, no later than 12 months prior to the commencement of an election period)	
Purpose / Objective:	To ensure that the ordinary business of Council continues throughout the election period in a responsible and transparent manner, and in accordance with statutory requirements and established 'caretaker conventions'.	
Background / Reasons for Policy:	<p>Section 69 of the <i>Local Government Act 2020 (Vic)</i> (The Act) requires Council to include an election period policy in its Governance Rules. The Act stipulates that: the policy prohibit certain decisions during the election period (ss.69(2) and (3); that certain decisions if made in the election period will be invalid (69(4)) and that any person who suffers loss or damage as a result of acting in good faith on an invalid Council decision is entitled to compensation (69(5)).</p> <p>These statutory requirements are minimum governance standards only and this policy, to be read in conjunction with the Councillor Code of Conduct, further defines the expectations on Council, Councillors and Council staff during the period prior to the conduct of Council elections.</p>	
Related Policies:	Councillor Code of Conduct Staff Code of Conduct Councillor Support and Expenses Policy Community Consultation Framework Media Policy Social Media Policy Social Media Guidelines	
Related Legislation:	<i>Local Government Act 1989 (Vic)</i> <i>Local Government Act 2020 (Vic)</i> (the Act) Local Law 10 – General Purposes and Amenities Local Law Local Law 11 – Meeting Procedure Local Law	

¹ Minor amendment made 7 November 2019 and approved by CEO to correct date of commencement of election period

² Amendments made June 2020 and approved by CEO to replace repealed provisions and terminology from the *Local Government Act 1989* and incorporate new provisions of *Local Government Act 2020*

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Introduction

The election period starts at the time that nominations close on nomination day; and ends at 6pm on election day.

The election period for the upcoming elections will therefore apply from 12pm (noon) on the day nominations close, Tuesday 22 September 2020, until 6pm on election day, Saturday 24 October 2020, inclusive.

1. Definitions

Term	Definition
Caretaker conventions	Arrangements implemented in the period prior to an election that aim to ensure Council actions do not interfere with the integrity of the election process and aim to protect the authority of the incoming Council.
Election manager	The Victorian Electoral Commission (VEC) or a person appointed in writing by the VEC.
Election period:	The period that starts at the time that nominations close on nomination day and ends at 6pm on election day. This period is commonly referred to as the caretaker period.
Electoral material	An advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting.
Electoral matter:	<p>Matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the election manager for the purposes of conducting an election.</p> <p>Without limiting the generality of the definition, electoral matter is to be taken to be matter intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on –</p> <ul style="list-style-type: none"> a) The election; or b) A candidate in the election; or c) An issue submitted to, or otherwise before, the voters in connection with the election.
Events and functions:	Gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to Council and its community and may take the form of conferences, workshops, forums, launches, promotional activities and social occasions such as dinners, receptions and balls.
Prohibited decision	Any Council decision during the election period for a general election that— <ul style="list-style-type: none"> (a) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or (b) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year [<i>estimated at \$509,000 as at June 2020</i>]; or (c) the Council considers could be reasonably deferred until the next Council is in place; or (d) the Council considers should not be made during an election period; and

	Any Council decision during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.
Publish:	Any means, including by publication on the internet.

2. Scope

This policy applies during an election period to cover:

- decisions that are made by Council, a committee having Council delegated power, or person acting under delegation by Council
- any material that is published by Council or on Council's behalf
- public consultation activities
- scheduling, attendance and participation in functions and events
- the use of Council resources
- access to Council information
- media services issues (including media advice, media releases / spokespersons) and publicity campaigns.

Any such decisions or actions, if allowed at all, must only be made or taken subject to the following principles.

3. Policy principles

This policy must be complied with during an election period, or such longer period as resolved by Council, if any of the following apply:

- a prohibited decision is being considered
- written material which has reference in it to a candidate (which includes sitting Councillors) or the election or an issue before the voters in connection with the election) is about to be published
- a Council publication is being created
- a public consultation process is being considered
- a sitting Councillor is planning to attend a function or event
- Council staff supply administrative or resource support to Councillors
- a Councillor requests access to Council information
- a sitting Councillor requests media advice or services.

4. Decisions during the election period

Council, a committee acting under delegation given by Council, or a person acting under delegation given by the Council or the Chief Executive Officer, must not make a prohibited decision during the election period for a general election.

4.1 Prohibited decisions during election period

Section 69(2) of the Act requires that the election period policy prohibits Council making certain decisions during the election period for a general election. These are defined in clause 1 of this policy and are outlined further below in clauses 4.1.1 to 4.1.4.

Additionally, section 69(3) of the Act requires that the policy prohibit any Council decision during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

These matters are considered below in clauses 5-10 of this policy.

4.1.1 Decisions regarding appointment and remuneration of the Chief Executive Officer

Decisions that relate to the appointment or remuneration of the Chief Executive Officer will not be made during the election period for a general election.

4.1.2 Decisions regarding Council expenditure

Decisions that commit the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year will not be made during the election period for a general election. [As at 19 June 2020, this figure was \$509,000]

4.1.3 Decisions that could be reasonably deferred until the next Council is in place

Decisions that could reasonably be deferred until the next Council is in place will be scheduled for determination by the incoming Council. In determining whether a decision could be reasonably deferred, consideration will be given to whether the matter under consideration is urgent and cannot be deferred without having a negative impact on the Council, the municipality or the local community.

4.1.4 Decisions that should not be made during the election period

The following is a non-exhaustive list of decisions (whether made by Council, a delegated committee of Council or a staff member with delegated authority) that Council considers should not be made during the election period:

- allocation of community grants or other direct funding to community organisations
- allocation of discretionary funding
- major planning scheme amendments
- sale or discontinuance of roads
- sale or exchange of land
- leasing of land
- changes to strategic objectives and strategies in the Council Plan.

4.2 Scheduling of Decisions

Unless 'extraordinary circumstances' apply the CEO will ensure that the types of decisions outlined in 4.1.3 and 4.1.4 are either:

- considered by Council prior to the election period, or
- scheduled for determination by the incoming Council.

4.3 Decisions by the CEO

In the case of a decision referred to the CEO for approval during the election period, in deciding whether to give approval, the CEO will have regard to a number of factors including:

- the urgency of the issue (that is, can it wait until after the election)
- the possibility of financial repercussions if it is deferred
- whether the decision is likely to be controversial
- the best interests of Council.

4.4 Announcement of decisions made prior to the election period

This policy applies only to the actual making of decisions, not the announcement of decisions which have been made prior to the election period. However, as far as practicable such announcements should be made before the election period begins.

4.5 Conduct of Council Meetings

The following adjustments will be made to the conduct of Council Meetings during the election period:

- public question time will be suspended.
- councillors will limit their discussion during debate to the topic under consideration and will avoid raising electoral matter where possible.
- councillors will not raise items that contain or relate to electoral matter.
- no officer report shall be presented to Council during the election period unless it contains an express statement by the CEO that a decision on the matter would not constitute a prohibited decision.

5. Council publications

5.1 Prohibition on publishing materials during the election period

It is prohibited under section 304(2) of the Act for a Councillor or a member of Council staff to use Council resources to intentionally or recklessly print, publish or distribute, or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, the Council, unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.

Councillors are, however, able to publish campaign material on their own behalf and at their own cost, but must assume responsibility for compliance with the relevant sections of the Act and cannot purport for that material to be originating from, or authorised by Council (i.e. by use of Council logos).

The word 'publication' should be read broadly to include printed material, electronic information and web-based productions.

5.1.1 Publication approval process

The CEO will ensure that information is provided to Councillors, staff and contractors prior to the election period to preclude unauthorised publication of materials during an election period.

All advertisements, handbills, pamphlets or notices for printing, publication (including updates to Council's websites) or distribution during the election period will be approved by the CEO using the *Request for approval of publication* form (Attachment 1) during the election period and the process for approval will be as follows:

- publication authors are to check that no electoral matter is included when preparing a publication and submit the completed publication to the Coordinator Governance for review
- the Coordinator Governance is to confirm that no electoral matter is included, and return the publication to the author (if electoral matter is present) or submit it to the CEO for approval (if it complies with the requirements of the Act).
- the CEO is to approve or reject the publication and return it to the Coordinator Governance
- the Coordinator Governance is to maintain a register of all documents approved under this section.

5.2 Considerations of CEO in granting publication approval

Except as described more specifically elsewhere in this policy, in considering whether to grant approval for the publication of material during the election period, the CEO will not permit any materials to be published which include reference to the following:

- a candidate in the election
- a current Councillor
- the strengths or weaknesses of a candidate
- response to claims made by a candidate
- advocacy for, or criticism of, the policies of Council or of a candidate

- publicity for the achievements of the elected Council
- an issue before the voters in connection with the election.

5.3 Council websites

During the election period Council websites will not contain material precluded by this policy under clause 5.2. Any references to the election will only relate to the election process. Information about Councillors will be restricted to names and contact details.

5.4 Social media

For the duration of the election period, administrator access to Council's social media channels will be restricted to the Communications Unit to ensure the risk of publishing material in breach of the policy is minimised. The CEO will determine any other processes and resourcing necessary to moderate social media in accordance with this policy.

5.5 Email usage

The CEO will ensure that information is provided to Councillors, staff and contractors prior to the election period to preclude unauthorised publication of materials via the Council email system during an election period. Such information will include support in recognition of material that may be defined as 'electoral material', such as described in clause 5.2, and instruction to ensure that material that may be considered pertinent to the election is not circulated more widely than normal without authorisation.

5.6 Annual Report

Should the publication date of the Annual Report occur during the election period, information about Councillors will be restricted to what is required by *the Local Government (Planning and Reporting) Regulations 2014* and membership of special committees and other bodies to which they have been appointed by Council.

5.7 Council publications

Any Council publication which is potentially affected by this policy will be reviewed by the Coordinator Governance, Manager Communications or the CEO to ensure that any circulated, displayed or otherwise publicly available material during the election period does not contain content that may be construed as 'electoral matter'.

5.8 Council noticeboards and buildings

During the election period Council noticeboards and buildings will only be used for display of material that only contains information about the election process itself or information that would not reasonably be determined to be 'electoral material'.

6. Consultations

Public consultation of a limited kind normally associated with the routine administration of planning, building, traffic, or other matters will continue through the election period. However, significant community or ward-wide consultation on major strategy or policy issues will not occur, or if already commenced should be discontinued during the election period.

Public consultations required by Section 223 of the *Local Government Act 1989* or by the *Planning and Environment Act 1987* may need to occur during the election period.

7. Events and functions

Councillors are able to continue to attend meetings, events and functions during the election period which are relevant to the Council and the community.

Council's annual program of events will continue during the election period however speeches will be limited to a short welcome, and should not contain any express or implied reference to the election. Any publicity will be mindful of the controls on electoral material outlined in these guidelines.

Councillors are able to attend events or functions conducted by external bodies during the election period, however when attending as a representative of Council, Councillors must be mindful that they do not use that opportunity to promote their election campaign.

8. Council resources

Council will ensure that due propriety is observed in the use of all Council resources, and Council staff are required to exercise appropriate discretion in that regard. Council staff should avoid assisting Councillors in ways that could create a perception that they are being used for electoral purposes.

Staff, including support staff for the Mayor and Councillors, must not be asked to undertake any tasks connected directly or indirectly with an election campaign.

In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the Coordinator Governance or the CEO.

8.1 Council resources

Council resources, including officers, support staff, hospitality services, equipment (including mobile telephones, computers and any other technology), email addresses, and stationery should be used exclusively for normal Council business during the election period, and should not be used in connection with an election.

8.2 Correspondence

Councillors will sign only the necessary minimum, if any, correspondence during the election period. Consistent with current standard practice, correspondence addressed to Councillors that relates to operational matters will be referred to the relevant Director for response.

Correspondence in respect to significant, sensitive or controversial matters, or to policy matters, should be signed by the CEO. Replies will be prepared in all cases to protect Council staff from any perception of political bias.

8.3 Expenses incurred by Councillors

Payment or reimbursement of costs relating to Councillors' out-of-pocket expenses incurred during the election period should only apply to necessary costs that have been incurred in the performance of normal Council duties, not campaigning, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign. In the case of Councillor claims that cover a combination of Council and electoral business, the CEO will only approve a partial reimbursement to cover Council activities.

8.4 Council branding and stationery

Council logos, letterheads, or other Council branding must not be used for, or linked in any way, to a candidate's election campaign.

8.5 Photographs and images

Photographs and images taken by or provided by Council are not to be used by Councillors for the purpose of electioneering or in support of their election campaign.

This applies equally to images on the Council website that may be able to be copied.

8.7 Forums

No local community forums, ward meetings or any other forums where matters affecting Council services, major projects, planning matters and issues with Shire-wide impacts will be held by Councillors during the election period.

9. Access to Council information

All candidates have equal rights to access public information relevant to their election campaign from the Council administration. Neither Councillors nor candidates will be provided information or advice from Council staff that might be perceived to support and advise them during the election period.

9.1 Information and briefing material

Information and briefing material prepared or secured by staff for a Councillor during the election period must be necessary to the carrying out of the Councillor's role and must not be related to election issues or to issues that might be perceived to be of an electoral nature.

9.2 Information requests from Councillors and candidates

The Coordinator Governance will maintain an Information Request Register during the election period. This Register is a public document and will record all requests for information by Councillors or candidates, and the response given to those requests. Staff will be required to provide details of requests and responses to the Coordinator Governance for inclusion in the register.

Any enquiries by staff regarding information requests or briefing material perceived to be of an electoral nature or related to election issues will be referred by staff in the first instance to the Coordinator Governance for a determination. The *Submission to information request register form* (Attachment 2) is to be completed for this purpose.

10. Media and media services

Council's media services are intended to promote Council activities or initiatives and must not be used in any way that might favour a candidate.

10.1 Media advice

Any requests for media advice or assistance from Councillors during the election period will be channelled through the CEO or the Manager Communications. No media advice or assistance will be provided in relation to election issues or in regard to publicity that involves specific Councillors.

10.2 Media releases/spokespersons

Media releases will not refer to specific Councillors. Where it is necessary to identify a spokesperson in relation to an issue the CEO or the Manager Communications will determine the appropriate person.

10.3 Publicity campaigns

During the election period, publicity campaigns, other than for the purpose of conducting the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Council activity, it must be approved by the CEO or Manager Communications. Council publicity during the election period will be restricted to communicating normal Council activities and initiatives.

10.4 Councillors

Councillors will not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention in support of an election campaign.

10.5 Council staff

During the election period no Council staff members may make any public statement that relates to an election issue unless statements have been approved by the CEO or Manager Communications.

11. Equity in assistance to candidates

All candidates for the Council election will be treated equally.

11.1 Candidate assistance and advice

Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to all candidates in advance.

11.2 Election process enquiries

All election process related enquiries from candidates, whether sitting Councillors or not, will be directed to the Election Manager or, where the matter is outside the responsibilities of the Election Manager, to the Coordinator Governance.

11.3 Misuse of position

Using Council resources for campaigning may be a criminal misuse of a Councillor's position under Section 76D of the *Local Government Act 1989*³. Serious penalties are prescribed for any Councillor who inappropriately makes use of their position or information obtained in the role of Councillor, to gain an advantage for themselves or for any other person.

12. Council staff member standing for election

In accordance with section 34(2)(d) of the Act, a person is not qualified to be a Councillor if they are a member of Council staff of the Council. However, staff members are not prevented from nominating as a candidate (s.256(8)).

In the event that a member of Council's staff stands for election as a Councillor for the Macedon Ranges Shire, they are required to:

- take leave from their position to stand for election to the office of Councillor for the duration of the election period (with leave commencing, at the latest, from the time of nominating as a candidate);
- not perform any duties of their position for the duration of the election period; and
- if elected, resign from their position before taking the oath or affirmation of office.

13. Election signage

The content of election signage must meet the requirements for electoral material under section 291 of the Act. Council provides guidance in relation to the rules which apply to signage that promotes candidates in an election, or relates to election issues.

13.1 Election signs on private land

Election signs are allowed to be displayed on private land without a permit with permission from the owner of the land, subject to the following restrictions which are set out in clause 52.05-10 of the Macedon Ranges Planning Scheme:

- the advertisement area of the sign must not exceed 5 square metres
- only one sign may be displayed on the land
- the sign must not be animated or internally illuminated, and it must not be displayed longer than 14 days after the event is held or 3 months without a permit. (whichever is sooner).

13.2 Election signs on public land and roads

The placement of election signs on land that is owned or managed by Council (including recreation reserves, halls, facilities, nature strips, median strips, and road reserves) is prohibited. The erection of such signs will be dealt with as a breach of the Council's General Purposes and Amenity Local Law No.10.

³ This provision of the *Local Government Act 1989* remains in force until it is repealed on 24 October 2020.

In relation to roads and road infrastructure, penalties may also apply under section 66 of the *Road Management Act 2004*, which outlines the controls on advertising, signs and bills on roads and road infrastructure.

13.3 Election signs on vehicles and trailers

Portable or moveable election signs that are attached to a vehicle, trailer or similar may only be displayed if a permit is granted in accordance with Council's General Purposes and Amenities Law Local Law No. 10 and provided that:

- the sign does not unreasonably restrict the use of the road, or endanger the safety of members of the public
- the relevant parking restrictions and requirements are observed.

14. Notification and distribution of policy

A copy of this policy will:

- be given to each Councillor as soon as possible after it is adopted
- be available for inspection by the public at the Council Customer Service Centres
- be published on Council's website.

Additionally, as soon as possible and no later than 30 days prior to the commencement of the election period, the CEO will ensure that all staff are informed of the requirements of this policy.

15. Suspension of matters during election period

In accordance with the Act⁴, any applications made, or proceedings before a Councillor Conduct Panel or the Victorian Civil and Administrative Tribunal regarding the misconduct or serious misconduct of a person who is a Councillor, must be suspended during the election period.

If an application is made to a Councillor Conduct Panel for a finding of serious misconduct against a person who is a Councillor before a general election, and that person is not returned to the office of Councillor as a result of the general election, the application made against that person who was a Councillor before the election lapses.

If an application is made to a Councillor Conduct Panel for a finding of serious misconduct against a person who is a Councillor before a general election, and that person is returned to the office of Councillor as a result of the general election, the application made against the Councillor may resume, whether or not any applicant was returned to the office of Councillor as a result of the general election.

16. Monitoring, enforcement and amendment

The implementation of this policy shall be overseen by the Coordinator Governance.

Breaches of the policy shall be brought to the attention of the CEO without delay. Breaches of the policy sufficient to constitute a breach of the Act shall be referred to the Local Government Inspectorate.

The CEO has the discretion to introduce additional provisions to this policy where they believe the new provisions are necessary to support the achievement of its stated policy objectives.

Any changes made by the CEO will be reflected in an update to this policy and published on Council's website and a notification of this change will be sent to all Councillors and candidates.

⁴ This clause is to be read in accordance with section 81N of the *Local Government Act 1989* until the repeal of this provision on 24 October 2020; thereafter it is to be read in accordance with section 173 of the *Local Government Act 2020*.

Attachment 1

Request for approval of publication during the election period

1 Author to complete

Document description (<i>attach document</i>):	
Intended distribution channel:	

I declare that this material contained in the attached document has been checked by me and to the best of my knowledge does not contain any electoral matter.

Name and title:	
Signature:	
Date:	

2 Coordinator Governance (or delegate) to complete

- ☐ I have reviewed the material contained in the attached document and have returned the document to the author as I am of the view it contains electoral matter.
- ☐ I have reviewed the material contained in the attached document and can advise that to the best of my knowledge it does not contain any electoral matter.

Name and title:	
Signature:	
Date:	

3 CEO to complete

- ☐ I have reviewed the material contained in the attached document and do not approve that it be printed, published or distributed during the election period on behalf of Macedon Ranges Shire Council.
- ☐ I approve that the attached advertisement, handbill, pamphlet or notice may be printed, published or distributed during the election period on behalf of Macedon Ranges Shire Council.

Name and title:	
Signature:	Chief Executive Officer
Date:	

Attachment 2

**Macedon Ranges**
Shire Council

Submission to information request register form

1

Council officer to complete

Name of Councillor or candidate
making the request:

Date of request:

Information requested (*attach
documents if required*):Was information provided?
Date information provided:Yes ☐ No (if no, go to 2) ☐Information provided (*attach
documents if required*):**2**

Submit to Coordinator Governance (or delegate) within 24 hours

3

Coordinator Governance (or delegate) to place on register

Asset Plan 2021-2031



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 and present.

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

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2 Introduction

Macedon Ranges Shire is approximately 60km north-west of Melbourne and covers an area of 1,747 square kilometres.

The Macedon Ranges population is spread across nine towns and a number of smaller settlements. The largest towns are Gisborne, Kyneton, Lancefield, Romsey and Woodend. About 35% of people in Macedon Ranges live outside a town boundary in a rural setting. The Macedon Ranges population is expected to increase from 51,907 in 2022 to 65,405 in 2036 (forecast.id November 2017). Most of this population growth is projected to occur in the south and southeast of the shire.

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



Figure 1: Shire Map

Macedon Ranges Shire Council (MRSC) manages assets on behalf of the community with a value of more than \$964M (excluding land). These assets are used by the community or directly by MRSC to provide services to the community. MRSC must manage these assets responsibly and sustainably for both current and future generations. These assets include:

- Bridges;

-
- Buildings;
 - Footpaths and Cycleways;
 - Information Communication and Technology;
 - Kerb and Gutter;
 - Open Space and Recreation;
 - Other; (Includes elements of the saleyards, the airfield, and resource recovery)
 - Plant, Fleet, and Equipment;
 - Sealed Roads;
 - Unsealed Roads; and,
 - Stormwater and Flood Management.

Councils group assets together into categories or classifications that must support: financial reporting, local government performance reporting, service delivery, and asset modelling. Council has selected the categories described above so that all different forms of reporting can be supported.

As part of the Victorian Local Government Act 2020, the State Government increased the focus on local government sustainability. Victorian Councils must produce and maintain a 10-year asset plan within an Integrated Strategic Planning and Reporting Framework (ISPRF). The planning framework requires that the community have input into Council's asset policy and strategy.

The Asset Plan:

- results in an ongoing commitment to service planning, determining physical asset needs to support service delivery at a defined level and at an affordable cost;
- provides a strategic and financial view of how Council proposes to manage the portfolio of assets that are owned and/or controlled by Council; defines Council's high-level strategic asset management priorities; and,
- addresses all aspects of asset management including maintenance, renewal, acquisition, expansion, and disposal or decommissioning of assets.

Effective asset management is the realisation that assets exist to support the delivery of service outcomes for the use and benefit of the community. The Asset Plan defines and articulates the required investments to maintain those service outcomes.

Assets will be managed through technical processes that consider the age and condition of assets as well as the fitness-for-purpose to deliver against adopted performance standards.

2.1 Asset Management

Council's infrastructure assets exist primarily to provide services to the community. The objective in managing assets is to meet the functional and amenity service standards in the most cost effective manner for the benefit of present and future members of the Macedon Ranges community.

Council also manages classes of assets that are classified as non-infrastructure, such as information, communication, and technology assets, fleet vehicles, major plant, and minor plant and equipment. These assets are required so that Council can deliver services and manage assets

on behalf of the community. Human Resources are not regarded as assets for the purpose of the Asset Plan.

To manage assets in an economically, environmentally and socially sustainable manner a whole of life approach needs to be considered when making decisions that affect assets. The addition of assets will increase the maintenance and operating costs of Council over the long term. Rather than acquiring new assets, consideration should be given to managing Council's existing assets to an agreed standard, which can be best achieved through modern equivalent renewals. This approach will stabilise the operating and maintenance costs incurred by Council into the future.

The key principles of the Asset Plan are:

- taking a whole of life approach to managing assets;
- developing cost-effective management strategies;
- providing agreed service levels for assets, taking into account functionality, amenity, and affordability;
- providing performance monitoring processes;
- understanding and meeting the demands of growth, legislative change, statutory requirements and infrastructure investment;
- managing risks associated with asset failures;
- providing long term financial projections for asset sustainability to align with the Financial Plan; and,
- continuous improvement of asset management processes and practices.

The Asset Plan:

- has been prepared in accordance with the relevant industry standards and guidance from Macedon Ranges Shire Council Plan, Community Vision, Themes and Priorities;
- includes provision for capital, operational and maintenance works and the principles used to prioritise works on assets;
- provides a long-term planning framework, including expenditure forecasts, which will assist Council in making informed decisions about maintenance programs and capital projects.

The planning and utilisation of resources across Council is closely aligned to asset management. The provision of staff, plant and materials must be understood to allow for the planning, design, construction, operations and maintenance, renewals and rehabilitation, disposal and replacement of all assets across Council.

The condition and performance of Council's infrastructure assets influence and have an impact upon Council's Financial Plan, Annual Budget and Workforce Plan.

A fully developed Asset Plan includes:

- functional service levels – defining the quality of the service to be delivered by the asset;
- demand management – the impact on future service delivery and the resources required including risk management;

-
- asset data status – what Council owns, what the network is valued at and its most recent assessed condition;
 - life cycle management – how Council will optimise the management of its existing and future assets to provide the required services;
 - prioritised capital and maintenance works; and,
 - Financial summary – what funds are required to provide the agreed service levels.

The data that informs the Asset Plan includes:

- asset attribute information including location, extent, size, age, value, condition and remaining life;
- unit rates for assets, materials and works;
- asset performance relative to adopted service levels;
- projections of factors affecting future demand for services;
- new assets developed or acquired by Council;
- assumed works programs and trends; and,
- lifecycle analysis.

3 Definitions

Assets: Are resources controlled by the Shire as a result of past events and from which future economic benefits or service potential are expected to flow to the Shire and the community. An essential characteristic of an asset is that the Shire must have control over the future economic benefits or service such that it is able to enjoy those benefits or services and deny or regulate the access of others to the benefits.

Assets – Current: Assets are classified as current when:

- it is expected to be consumed, realised, sold or otherwise disposed of within one financial year;
- it is held primarily for the purpose of trading; or
- the asset is cash or a cash equivalent (as defined in AASB 107) which is not restricted from being exchanged or used to settle a liability within one financial year.

Assets – Non-current: Any asset which is not expected to be fully consumed, realised, sold or otherwise disposed of within one financial year.

Assets – Intangible: An intangible asset is an identifiable non-monetary asset without physical substance. An intangible asset will mainly comprise of computer software developed in-house.

Assets – Tangible: Non-current assets are tangible resources, for example property, plant or equipment, controlled by the entity as a result of past events, that are held for use in the production or supply of goods or services or for administrative purposes and are expected to be used during more than one accounting period. A non-current asset, therefore, has an economic life of greater than 12 months; any item which has a life of less than 12 months is expensed.

Asset Component: A separate part / component of a complex asset. Separate asset components may be required when the part could be managed independent of or have a significantly different design life to the rest of the asset.

Asset Management (relates to Tangible Non-Current Assets): Refers to a systematic approach to the technical, financial, economic, social and environmental governance and value realisation across the whole life cycle of tangible assets for which Council has control. This includes processes for developing, operating, maintaining, upgrading, and disposing of assets in the most cost-effective manner (including all costs, risks and performance attributes).

Asset Plan: A strategic asset planning document that is required by Section 92 of the Victorian Local Government Act 2020. The Asset Plan contains information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning of assets.

Asset Register: A record of asset information, typically held in a spreadsheet, database or software system, including asset attribute data such as quantity, type, construction cost, condition, and valuation.

Auspice: To 'auspice' means to provide support, sponsorship or guidance. Usually performed by an incorporated body.

Level of Service: Defined service quality for a particular service/activity against which service performance may be measured. Service Levels usually relate to the Provision, Design and Operation of Assets and define quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost

Lifecycle: The time interval commencing with identifying the need for an asset and terminates with the decommissioning of the asset or any liabilities after that.

Infrastructure Assets (Tangible Non-Current Assets): A type of physical asset which has value, enables services to be provided and has an economic life of greater than 12 months. An asset that is fixed in place and cannot be easily moved from its constructed location.

Mobile Asset: An asset that is not fixed in place or can be easily moved. This includes plant and equipment, office furniture, computers and fleet.

Plant and Equipment (Tangible Non-Current Assets): Items held for use in the production or supply of goods or services, for rental to others, or for administrative purposes; and are expected to be used during more than one accounting period.

The Definitions have been compiled from various publications from Institute of Public Works Engineering Australasia, International Infrastructure Management Manual [1], and various other Council adopted plans and strategies.

4 Asset Management Policy

4.1 Asset Management Vision

To provide affordable, functional, and accessible assets that support services for present and future generations, in a financially, socially, and environmentally sustainable way.

4.2 The Importance of Asset Management to Council

Asset management is important to Council because it supports the following:

- informed decision making;
- greater transparency and accountability;
- more efficient and equitable use of limited resources;
- improved long term financial management;
- more financially, environmentally, and socially sustainable choices;
- continuity and availability of services;
- reduced risk to public and Council; and,
- compliance with standards and legislation.

It is essential to recognise that asset management is a corporate responsibility not a technical function of Council. The key components of a sound asset management approach cannot be achieved within the individual operational areas of Council alone. The elements of asset management where there needs to be a corporate approach include:

- organisational support for workforce planning;
- sound information management, processes and systems;
- comprehensive asset management planning;
- community involvement in establishing service standards;
- rigor in financial assessments; and,
- performance measurement of asset management.

To ensure further improvement and development of our integrated corporate approach to asset management, Council is committed to appropriately fund renewal and replacement activities across all service delivery areas. The Asset Management Unit will monitor and report on all corporate asset management functions.

4.2.1 The Community Vision

Council's integrated approach to asset management allows for alignment with Council's Community Vision [2], Council Plan 2021-2031 [3] and Financial Plan 2021/22 to 2030/31 [4].

The discussions of the Community Vision Assembly focused on:

- guiding Council's future decision making in regard to the new services and assets it may choose to pursue, by reviewing the existing internal framework that is used for decision

making; and,

- guiding Council in terms of the key decisions it may be able to make to influence future key strategic decisions regarding borrowing, rates, assets and service delivery.

The four community themes coming from the Community Vision are outlined in Figure 2 [2].



Figure 2: Community Vision.

4.3 Asset Management Framework

Council will be using the Integrated Strategic Planning and Reporting Framework to replace the historic Asset Management Framework that has been in use for many years. The historic framework consisted of Asset Management Policy, Strategy, and Plan documents that were reviewed regularly. The Strategy and Plan documents will become obsolete on adoption of this plan, while the Policy document is being incorporated into this plan. The new ISPR framework [5], as illustrated in Figure 3, shows the relationship between the Council Plan, Asset Plan and the other elements of the framework.

Within the Asset Plan Council has included the Asset Management Policy and Strategy statements, ensuring an integrated strategic approach to asset management.

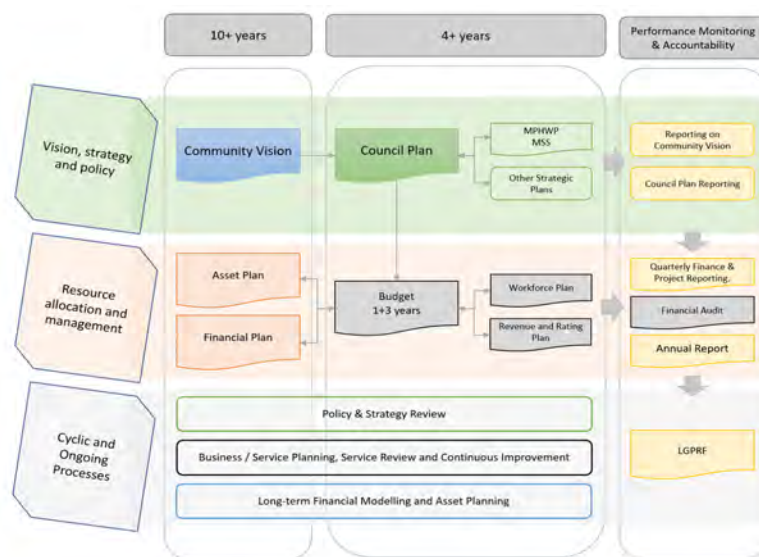


Figure 3: Integrated Strategic Planning and Reporting Framework.

The Integrated Strategic Planning and Reporting Framework allows Council to provide services and manage assets, for present and future generations, that are:

- of an agreed quality;
- financially sustainable; and,
- delivered taking into account the full life cycle costs.

It is important that the Asset Plan reflects the most recent asset data and forecasts available. Data presented in this plan is from the 30th June 2021 end of financial year statements. Conducting an annual review of the plan will ensure that the underlying parameters and assumptions are reasonable, given the current state of the assets, asset condition, and community expectations.

Sitting beneath the Asset Plan is a suite of operational documents that assist Council staff in day to day activities and tracking the improvement in asset management practices and business processes relating to Council assets. The relationship between the Asset Plan and the other documents is shown in Figure 4.

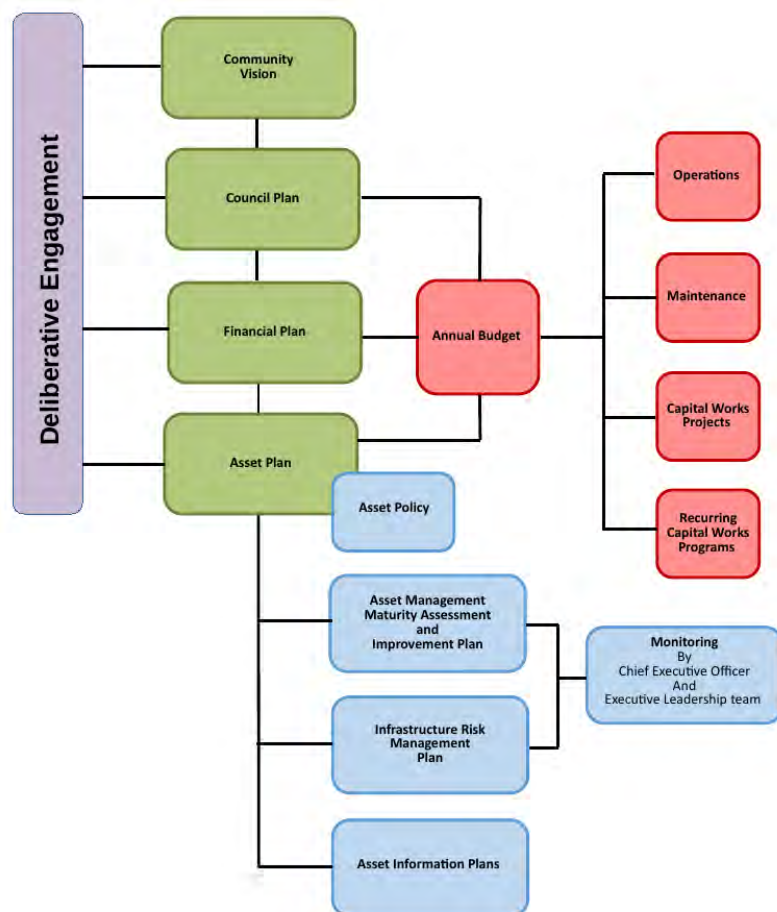


Figure 4: Asset Management Framework.

The documents underpinning Council's Asset Plan are endorsed and monitored by Council's Chief Executive Officer and the Executive Leadership Team. Where appropriate and/or where requested they are presented to Councillors and/or the Audit and Risk Committee for information.

4.4 Key Elements

The asset management planning process guides three key strategic outputs that fit within the Integrated Strategic Planning and Reporting Framework.

4.4.1 Asset Management Policy

Council's Asset Management Policy is embedded into the Asset Plan so that:

- the key policy and strategic directions in relation to asset management are being developed in conjunction with the Macedon Ranges community;
- all elements of the framework are integrated and aligned.

4.4.2 Asset Plan

Council will develop and maintain its Asset Plan in accordance with the Local Government Act 2020.

4.4.3 Integration of Asset Management into Council's Business Processes

Integration of asset management and planning into the Integrated Strategic Planning and Reporting Framework ensures the Community Vision flows through into the Financial Plan, Asset Plan, Workforce Plan and annual Budget and that all reporting is aligned and integrated.

4.5 Strategic Priorities

The strategic priorities identified in the Council Plan that are related to assets or asset based services are outlined below.

Connecting Communities

- Improve connectivity and movement, and provide transport choices to the community, including walking trails and bike paths;
- Integrate land use planning and revitalise and protect the identity and character of the shire;
- Provide well designed, fit-for-purpose, multi-use open spaces and infrastructure for the community to connect, engage and participate in a financially sustainable way;
- Target community needs through development programs and grants;
- Continue to deliver improved outcomes for and recognition of our First Nations People;
- Promote a more inclusive community by supporting community groups and vulnerable groups; and,
- Explore opportunities for affordable and social housing in the shire.

Healthy Environment, Healthy People

- Protect the natural environment and enhance biodiversity;
- Lessen the severity of climate change through actions that enable Council and the community to reduce greenhouse gas emissions;
- Improve the quality of recycling, minimise the generation of waste and establish alternatives to landfill disposal;
- Provide opportunities to experience open space and bushland reserves;

-
- Improve the management of water, including flooding risk, water quality of creeks and waterways, and the efficient use of water;
 - Maintain systems and capacity to manage and respond to emergency events;
 - Encourage active and healthy lifestyles for people of all ages and abilities;
 - Engage families to promote the importance of early childhood education and health;
 - Support our community to ensure better access and connection for facilities and services; and,
 - Assist to improve mental well-being within the community.

Business and Tourism

- Encourage economic vitality (including tourism, agribusiness and local employment options);
- Support local industry sectors that align with our vision and strategies;
- Support small business and the local economy; and,
- Engage with emerging technology solutions and initiatives to increase the livability of the shire.

Deliver Strong and Reliable Government

- Ensure sustainable financial management and the strategic allocation of resources to deliver planned infrastructure and services;
- Enhance strategy, policy and plan development, and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs;
- Lead advocacy engagement and enhance relationships with all tiers of government and key stakeholders;
- Enhance customer experience through the transformation of our services to ensure they are easy to access, and provide seamless transactional and interactional experiences; and,
- Support transparent and evidence based decision making through sharing Council data and clear reporting on our measures of success to the community.

4.6 Asset Management Policy and Planning Principles

The asset planning process demonstrates Council's commitment to sustainable lifecycle asset management by outlining the principles that will lead to quality, accessible and sustainable assets that deliver an agreed level of service, in collaboration with the community, and that enhance community well-being.

Council is committed to the following principles.

Council will:

1. have a 10-year Asset Plan informing the community and organisation in the management of assets and integration of asset ownership within the Integrated Strategic Planning and Reporting Framework;

-
2. include information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning relating to each infrastructure asset class within the Asset Plan;
 3. follow Council's deliberative engagement practices and legislated requirements in reviewing the Asset Plan; (Deliberative engagement on the first Asset Plan has been waived by the State Government, subsequent Asset Plans will include deliberative engagement);
 4. annually update the Financial Plan and the Asset Plan so that the two plans remain in alignment;
 5. use a lifecycle modeling approach in managing assets that includes purchase cost, useful life expectancy, service levels, sustainability, emissions profile, maintenance and renewal;
 6. define levels of service for the provision, design, and operation of each asset;
 7. have guidelines for evaluating the allocation of capital and recurrent financial resources for asset lifecycle management and maintenance;
 8. fund asset renewal as non-discretionary, utilising a 'Renew before Upgrade or New' philosophy - new assets and asset upgrade projects are discretionary;
 9. review grant funded new or upgrade projects based on full lifecycle costs to determine long term affordability;
 10. maintain an accurate asset register, including depleted or redundant assets;
 11. include asset management policy principles in the capital works prioritisation and evaluation framework for capital works business cases;
 12. make asset management and service delivery decisions considering asset lifecycle costs and evaluate alternate options and impacts using a risk and opportunity methodology.

4.7 Roles and Responsibilities

Asset management is more than just fixing roads and playgrounds, there are many stakeholders that have varying roles and responsibilities within the asset management system and framework.

Asset management is a function that draws in many participants from within the organisation, as well as outside of Council.

The roles and responsibilities of the identified stakeholders are listed below.

4.7.1 Internal Stakeholders

Council

- To act as custodians for assets;
- To adopt the Asset Plan;
- To set and adopt functional service levels; and

-
- To adopt risk and cost standards.

Audit and Risk Committee

- To consider audit and risk reports prepared relating to asset management and make recommendations to Council as appropriate.

Chief Executive/Executive Team

- To oversee the Asset Plan development for Council adoption;
- To implement the Asset Plan with agreed resources;
- To monitor and review the performance of Council's Managers and staff in achieving the Asset Plan;
- To ensure appropriate resources and funding for asset management activities;
- To ensure the presentation of accurate and reliable decision making information to Council;
- Report to Council, annually, on the status, progress and resource requirements for implementing the Asset Plan; and
- Promote and raise awareness of asset management to the Council, staff and community.

Managers and Staff

- To implement the Asset Plan;
- Use the lifecycle analysis to develop the Asset Plan for individual asset classes;
- To implement continuous improvement in the management of asset classes;
- To create and implement tactical plans (such as maintenance programs, capital works programs) following the Asset Plan;
- To determine and deliver asset levels of service to agreed risk and cost standards;
- To manage assets in consideration of long-term sustainability; and,
- To present information to the Council, Chief Executive and Directors in terms of lifecycle risks and costs.

Asset Management Unit

- Asset management subject matter experts on behalf of the organisation;
- Responsible for the administration of the Asset Plan;
- Annually report on the status, progress and resource requirements of implementing the Asset Plan to the Executive for reporting to the Council;
- Report the Asset Management Maturity Assessment and Improvement Plan actions to the Senior Management Team and the Executive Leadership Team;
- Report on the Infrastructure Risk Management Plan to the Executive Leadership Team;
- Administer the asset management system;
- Advocate, encourage and guide the development of processes and procedures that allow for the 'whole of life' and continued management and ownership of assets, including all asset lifecycle management functions;
- Advocate, encourage and guide the development of procedures that ensure the asset register is maintained and updated and provide required reports to Council to meet their

-
- statutory and legal responsibilities; and,
 - Advocate a common and consistent approach to asset management across all assets.

4.7.2 External Stakeholders

- Residents, Ratepayers and Asset Committees;
- Traditional Owner Groups and Corporations;
- Advisory Committees;
- Friends Groups;
- Land Care Groups;
- Facility User Groups;
- Tenants;
- Tourists and visitors;
- Business community; and,
- External Agencies (such as State and Federal government, EPA, VicRoads, Workcover, Insurers, Health Service Providers).

4.8 Audit and Review Procedures

The Asset Management Unit monitors the relevance and compliance of the Asset Plan on an ongoing basis.

The ongoing audit and review process involves the Asset Management Unit, Executive, Managers, Staff and Council. Actions include:

- an annual review of the goals and targets established by the Council;
- incorporating feedback from stakeholders, government agencies and legislation into the Council's asset management activities;
- monitoring and reporting of the lifecycle performance of the assets and their compliance to service levels;
- formal review of the Asset Plan every four years in line with the Council Term and the Local Government Act 2020;
- Adoption of the updated Asset Plan no later than 30 June of the Council's first year;
- Annual reporting to Executive and Senior Leadership Teams on the status of the **Asset Management Maturity Assessment and Improvement Plan**
- Annual reporting to Executive and Senior Leadership Teams on the status of the **Infrastructure Risk Management Plan**

5 Asset Management Systems and Planning Process

Effective asset management planning ensures that assets are managed and maintained in an efficient manner enabling affordable services to be provided for the community. Asset management planning and financial planning have an interdependent and reciprocal relationship. As part of Council's ongoing endeavour for improvement future revisions of the Financial Plan and the Asset Plan will be prepared and balanced together.

Assets exist to support the delivery of service outcomes to the community. A core part of the Asset Plan is establishing functional service level standards across all classes of assets. The Asset Plan defines the performance standards for each asset class/type, as well as the necessary investments that will be required to achieve them.

The Asset Plan will be based on and clearly connected to the Financial Plan and underlying budgets and projections. Assumptions underpinning the Asset Plan will be transparent and linked to preparation of the Financial Plan, budgets, service standards, and major capital initiatives.

The Asset Plan provides a 10-year projection that is aligned and integrated with the Financial Plan taking into consideration the actions of the Council Plan to achieve the Community Vision.

The Asset Plan is developed in the context of the following strategic planning principles:

- Council has an integrated approach to planning, monitoring and performance reporting;
- Council's Asset Plan addresses the Community Vision by managing Council's assets in a way that meets the aspirations and actions of the Council Plan, which are formulated in the context of the Community Vision;
- Council's strategic planning principles identify and address the risks to allow for the effective implementation of the Asset Plan; and,
- Council employs a strategic approach to asset planning that is influenced by service levels, the financial position, and impacts on the organisation and community.

The aim of this strategic approach is to ensure:

- support of the achievement of the Community Vision 2021–2031;
- that the needs and expectations of the Macedon Ranges Shire community are met;
- Council's long term financial sustainability;
- intergenerational equity; and,
- delivery of appropriate, targeted, effective and efficient services.

In turn, Council can:

- continue funding to ensure Council's infrastructure is replaced and maintained when required;
- commit to major projects;
- continue to fund the full life-cycle costs of any new or enhanced services, or construction of new assets through savings, rate increases or grant funding; and,
- maintain existing services at agreed functional performance standards.

5.1 Information and Knowledge Management

Council uses computer based information systems that perform various asset management tasks throughout the organisation, they include;

- AssetFinda - maintenance management system
- AssetFinda - corporate asset register
- iAuditor - inspection application
- IntraMaps - geographic information system
- Pathway - customer service system
- PinPoint - GPS tracking tool
- QGIS - geographic information system
- TechOne / CiAnywhere - finance system and project lifecycle management

Council's information systems are integral in the management and monitoring of assets and allows Council to:

- Document asset attributes, conditions and values;
- Create and dispose of assets;
- Assign works via the works requests system and record the expenditure;
- Fulfill the requirement to report regularly to the community and other government authorities about Council's asset management programs and asset information;
- Calculate end of financial year valuations;
- Record and measure performance, utilisation, activities and requests relating to assets and service provision;
- Continuously develop and improve the asset management process, knowledge and support; and,
- Measure the performance and maturity of assets and asset management across Council.

System integration and data alignment must occur for transparent and repeatable asset management reporting outcomes. The integration and alignment of Council's disparate corporate asset data creates Council's asset management data model. The model enables accurate, informative, and data driven reporting. The asset registers will be spatially available in the database and aligned with the finance and maintenance management systems.

5.2 Asset Management Maturity Assessment

Communities rely on council infrastructure services for everyday life, but with the huge range of infrastructure and limited budgets, it is often difficult to make asset management decisions and determine priorities objectively.

The Australian Centre of Excellence for Local Government and the Institute of Public Works Engineering Australasia developed the National Assessment Framework for Australian Council's to assess the level of their asset management competencies and gauge how well those competencies support decision making.

The maturity assessment uses a series of questions that have been developed around asset and financial management maturity competencies. These are linked to the key elements of the national sustainability frameworks adopted by Australian state and federal governments. The questionnaire helps to show what has been done and what needs to be done to achieve 'core' and then 'advanced' maturity. The five stages of maturity are: aware, basic, core, intermediate, and advanced.

There are 11 elements of asset and financial management based on the national frameworks. The results of the assessment [6] are displayed in the graph below.

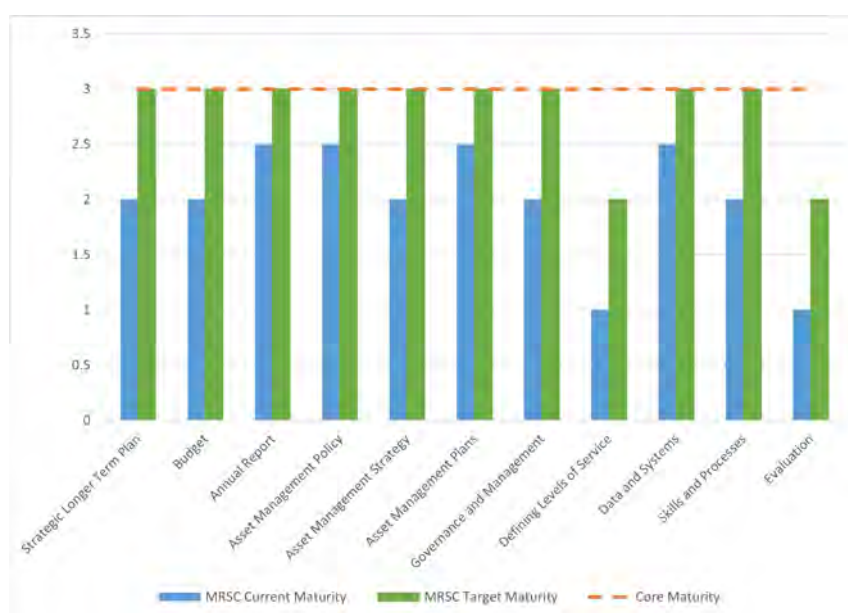


Figure 5: Asset Management Maturity Assessment (as at 30th June 2021).

In addition to the national assessment framework self assessment there have been three recent audits into asset management that have assisted Council in determining its asset management maturity. Those are:

- Victorian Auditor-General Office (VAGO) audit "Maintaining Local Roads" dated March 2021 [7] ;
- VAGO audit "Asset Management and Compliance" dated May 2019 [8]; and,
- Internal HLB Mann Judd audit "Asset Management (inc Asset Maintenance)" dated November 2020 [9].

The VAGO audits were performed on a number of Victorian Council's not including the Macedon

Ranges. While not specific to the Macedon Ranges the results of the audits can still be used by all Victorian Council's as a benchmark.

The findings of these three audits have been reviewed by Council management and staff, combined with the asset management maturity assessment, and translated into the actions required to become a more mature organisation.

These findings are contained within the operational document **Asset Management Maturity Assessment and Improvement Plan**. This document will be adopted by Council's Chief Executive Officer and Executive Leadership Team. Progress against the actions in the plan will be reported as required by the Audit and Risk Committee and regularly to Council's Executive and Senior Leadership Teams. Progress will also be reported to Councillors, if requested.

6 Council Services

The many services that MRSC provides to the community that utilise assets as part of the delivery process can be broken into service area categories. These categories better represent how the community views and interacts with Council assets. The service area categories also correspond to the different service areas of the Council as an organisation.

Service areas may cross over into multiple asset categories. For example, a recreation reserve will contain assets from several asset categories including roads, drains, buildings, and sports facilities. However, the overall service being delivered to the community is Open Space and Recreation.

As Council progresses towards a more service driven approach to financial and asset management planning the traditional groupings of assets into asset categories becomes a less useful mechanism.

The Asset Plan information will be presented according to the service area so that strategic objectives are more aligned to the corresponding area of the organisation. Service areas include:

- Buildings and Facilities;
- Open Space and Recreation;
- Transport;
- Urban Stormwater and Drainage;
- Plant and Equipment;
- Information Communications Technology; and
- Other Assets.

These service areas have assets that are required to be maintained to ensure that the community can feel safe and comfortable whilst utilising the network of assets available. There are many co-dependencies across the service delivery areas to enable access and utilisation of assets and facilities. For example, most people require a road or a footpath, which is part of the transport

service area, to access a park or a library which are then part of another service area of Council, such as Open Space or Buildings.

Integration, coordination and collaboration within Council across service areas is essential for the community to seamlessly utilise their assets and for the organisation to better apply the asset planning principles contained in this plan.

6.1 Service performance principles

Council services are designed to be fit for purpose, targeted to community needs and value for money. The service performance principles include:

- services are provided in an equitable manner and are responsive to the diverse needs of the community. The Council Plan is designed to identify the key services and projects to be delivered to the community. The Financial Plan provides the mechanism to demonstrate how the service aspirations within the Council Plan may be funded;
- services are accessible to the relevant users within the community;
- Council provides quality services that provide value for money to the community. The Local Government Performance Reporting Framework (LGPRF) is designed to communicate Council's performance regarding the provision of quality and efficient services;
- Council is developing a performance monitoring framework to continuously improve its service delivery standards; and,
- Council is developing a service delivery framework that considers and responds to community feedback and complaints regarding service provision.

7 Managing Demands and Setting Priorities

Asset management for MRSC is the process of balancing amenity, functionality, and affordability while striving to maintain existing services, for the community, at agreed performance standards. Amenity, functionality, and affordability can be viewed as three sides of a triangle [10].



Figure 6: Asset Management Balanced Approach

Demand management is applied within asset management planning to ensure that Council services are delivered effectively when demands are placing increasing pressures on the limited resources available to Council. This requires Council to manage the balance between maintaining existing services at agreed functional performance standards and whole of life costs, while ensuring the economic, financial and human resources required for effective service delivery can be met.

The following principles regarding demand management are applied when setting priorities for Council's works programs, allowing for informed decision making:

- identifying community expectations, needs and priorities;
- identifying strategies to articulate Council's capacity to meet demand and the consequences of any actions;
- applying strategies to manage the provision of resources to meet demands over time; and,
- using available resources effectively and efficiently.

By managing demand Council can prioritise and manage resources and workloads. This creates confidence and transparency in decisions relating to:

- refurbishment or renewal of existing assets;
- maintenance of existing assets;
- procurement or acquisition of new assets; and,
- disposal and rationalisation of existing assets.

Elements of demand management and priority setting include:

- identifying, defining and measuring current and future service demand;
- measuring current and future service capacity;
- measuring the gap between projected demand and capacity;
- identifying strategies to influence demand;
- performing a financial and risk analysis;
- monitor and review processes and the impacts on service demand and asset performance; and,
- applying the most efficient and effective management strategies.

This leads to better governance of assets and better planning of Council's long term infrastructure asset projects and programs. Services are then targeted to the appropriate recipients and community groups effectively and cost efficiently, making best use of available resources. A sustainable approach to asset management finds the balance between amenity, function and cost.

7.1 Risk Management and User Safety

Council's corporate risk management approach is covered in the Risk Management Framework and Risk Management Policy. The standard procedure includes the following:

- Hazard identification;
- Risk analysis;
- Risks evaluation;
- Risk treatment;
- Monitoring and review; and,
- Communication.

The implementation and integration of risk management is an integral part of asset management and was recently highlighted during an audit into Council's asset management practices, undertaken by VAGO in May 2019. As a result of the audit Council has prepared an extensive infrastructure risk register that will form the basis of the Infrastructure Risk Management Plan. The risk register and plan will be completed in 2022. Adopting a risk management approach assists Council in managing all assets and liabilities

Once embedded into day to day activities, elements of the register and plan will be incorporated into the Asset Plan.

Council's maintenance management system combined with the asset management risk overlay helps determine which of Council's assets are critical and what level of intervention is required.

Some of the key risks associated with infrastructure assets include:

- financial sustainability;
- compliance with legislation and standards;
- mitigation of public safety issues;

-
- obsolescence;
 - contemporary acceptance and neighbourhood character;
 - asset degradation due to inadequate funding; and,
 - impacts of climate change.

More information regarding Council's risk management approach in relation to assets will be contained within the operational document **Infrastructure Risk Management Plan**. This document will be endorsed by Council's Chief Executive Officer and Executive Leadership Team. Status of risks will be reported to the Audit and Risk committee at appropriate intervals and regularly to Council's Executive and Senior Leadership Teams.

7.2 Standards and Compliance

Assets must be safe and fit for purpose ensuring that the user is not left with a negative experience when embarking on their daily activities.

There are industry standards and best practice compliance obligations across all service areas of Council. Infrastructure must be built so that it can last to an expected standard for an expected period of time.

Using pre-existing standards and best practice guidelines assists in reducing risk to both the public and Council. Bespoke guidelines in relation to infrastructure should be avoided.

7.3 Growth and Development

The demand for an increase in service and asset provision will increase proportionally with population growth and demographic changes. This has also been articulated through the Council Plan where the community would like to see a coherent network of assets that provide fit for purpose services across Council to the community. Demand for services will be managed through a combination of managing existing assets, upgrading existing assets and providing new assets to meet and manage the ongoing changes within the community. Demand management practices may also include non-asset solutions, such as advocating for improved access to public transport, or insuring against risks and managing failures.

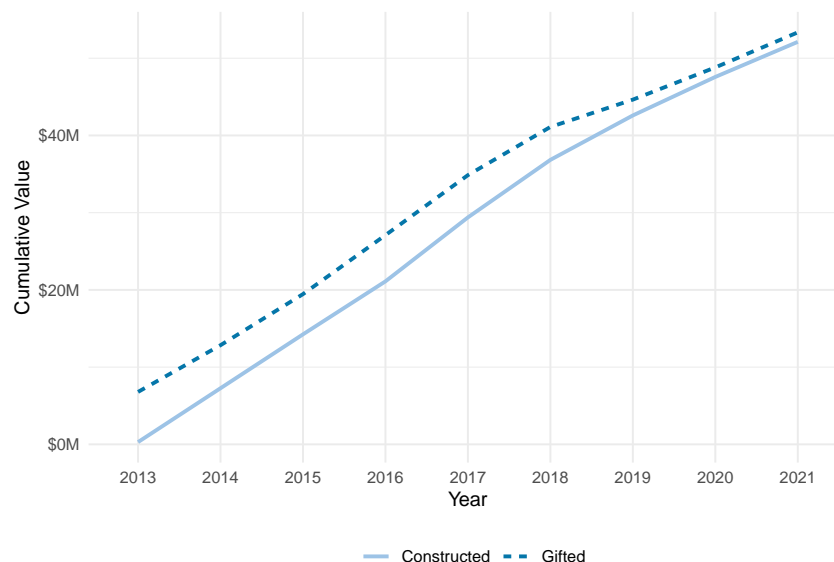


Figure 7: Asset Growth through Constructed and Gifted Assets.

The graph above shows the annual increase in the asset base through gifted assets, the average annual growth is : \$2.97M. This represents assets gifted to council through urban development. This graph has been prepared using data from Council's corporate asset register.

While there is no initial cost to Council, there will be additional operating and maintenance costs incurred over time to ensure that these assets continue to function for the community.

Growth to the asset base places upward pressure on operating and maintenance costs that are independent of increases due to inflation. Cost increases due to inflation have been modeled in the Financial Plan using an estimate of the Consumer Price Index.

7.4 Access, Usability and Inclusion

With changes in demographics, an aging population and the improvement in technology the demand on Council's infrastructure is forever evolving. It is important that Council is abreast of what the community needs are regarding accessing and utilising Council and community infrastructure. Accessibility and inclusion have been identified as priorities for the community and are essential for ongoing and improved community health and well-being, which represents a shift from the historical norm where the rural amenity of the Shire was placed ahead of the accessibility of community services. This represents a challenging issue for Council to balance.

7.5 Customer Requests relating to Council Assets

Council provides a range of services for the community, one of the many indicators of community satisfaction is the customer requests or complaints that are entered into Council's Customer Request System. The figure below indicates the customer requests that have been entered into Council's system over the last 4 years.

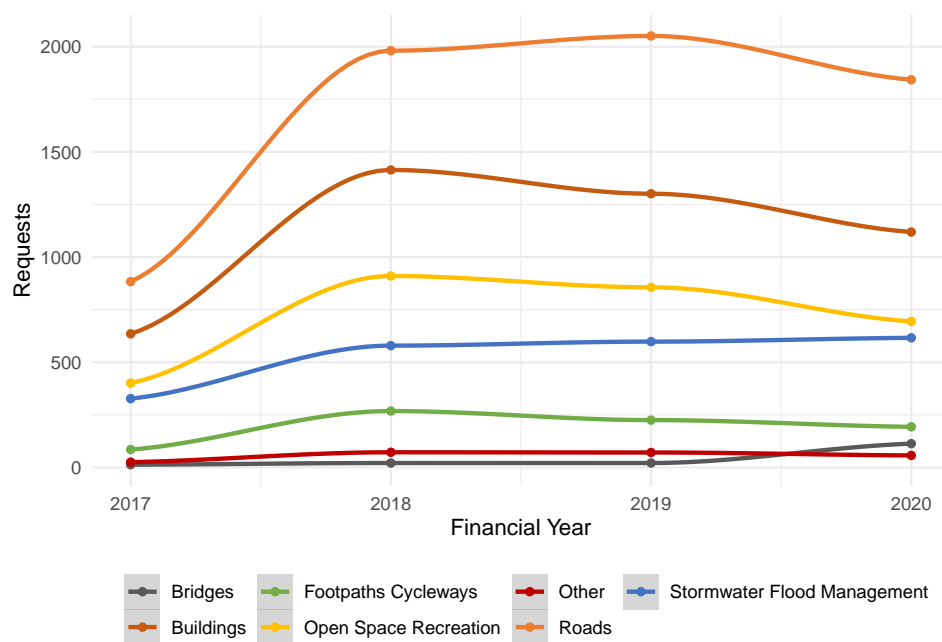


Figure 8: Customer Requests

This data has been compiled from Council's customer request management system. The asset classes resulting in the most requests are roads and buildings. There has been an overall increase in requests since 2017, it appears there was a minor peak in request numbers during 2018 and 2019.

Further analysis of the customer request data shows the top 10 maintenance requests based on activity type. These are displayed in the table below. The four asset classes that the majority of requests are related to are buildings, roads, drainage and recreation facilities, with various activity types recorded.

Table 1: Top 10 Customer Requests

Request Types	No. Requests
Council Buildings - Maintenance	3533
Roads - Unsealed - Grading	1422
Rec Fac - Playground - Maintenance	936
Rec Fac - Park/Reserve - Maintenance	805
Roads - Unsealed - Potholes	657
Drainage - Aboveground - Open Drains	641
Council Buildings - Public Toilets - Maintenance	609
Roads - Traffic Management - Enquiry	597
Roads - Sealed - Pot Holes	539
Drainage - Stormwater - Maintenance	513

These activity types are held in the customer request management system and align with activities that are undertaken on assets in the field. These requests are a part of the criteria that inform decision making within the asset maintenance areas of Council.

7.6 Community Satisfaction Survey

Macedon Ranges Shire Council participated in the 2021 Community Satisfaction Survey, undertaken by the Department of Jobs, Precincts and Regions. The independent survey was conducted in February and March by JWS Research [11]. The statewide telephone survey collects direct feedback from the community about Councils in five key performance areas:

- Council's overall performance
- community consultation and engagement
- advocacy – lobbying on behalf of the community
- customer service
- overall council direction

The results of the survey reflect the needs of the community and are used to shape future planning towards short and long term targets.

From the 2021 Community Survey results, Macedon Ranges has an overall index score of 54/100 which is below the statewide average of 61 and the Large Rural Council group which had an average index score of 58. Perceptions of Council's overall performance had remained relatively stable in previous years but there was a four point decline to an all-time low in the current result. Council performs in line with the State wide and Large Rural group. Averages in the areas of parking facilities and unsealed road maintenance, art centres and libraries is the area where Council performed best and the next highest rated area being the appearance of public areas. Almost a third of residents rate the value for money they receive from Council in infrastructure and services provided to their community as 'very good' or 'good.'

Focus Areas

Unsealed road maintenance and roadside slashing and weed control are rated quite low (both with an index score of 45, declining four index points in the past year, significantly so in unsealed road maintenance). Roadside slashing and weed control is shown to have a moderate to strong influence on overall performance rating. Council should devote extra attention to this service area in the coming 12 months, especially in the East Ward, where residents' ratings are lowest (index score of 41). Ratings of unsealed road maintenance declined significantly among West Ward residents this year, suggesting Council should prioritise recovering performance perceptions in this region.

The figure below shows the results of the community surveys undertaken from 2015 to 2020 and how the assets groups have scored in the areas of importance and performance. The asset classes that were part of the survey have resulted relatively consistently over the last six years. They are all important to the community and are performing well, mostly residing in the upper right quadrant.

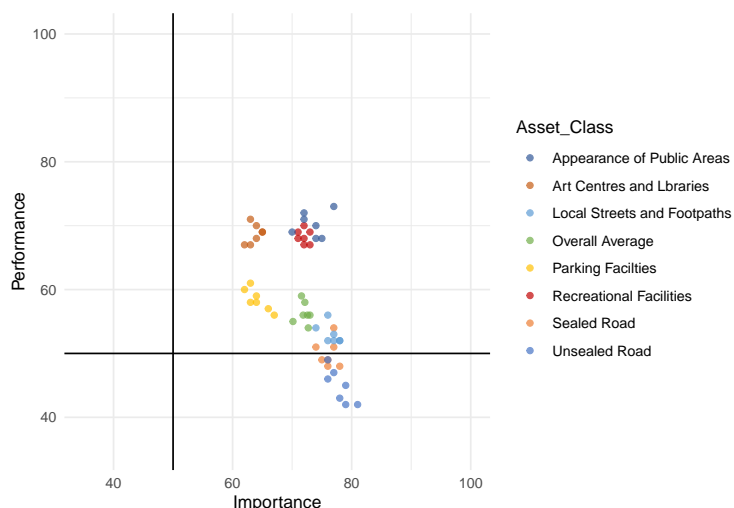


Figure 9: Community Survey - Asset Performance and Importance

The survey grouped respondents by wards. The community were asked how they perceived that Council performed, the results of those questions are below. The East Ward is less satisfied than the South and West Wards. Overall satisfaction is relatively steady or declining slightly in all Wards.

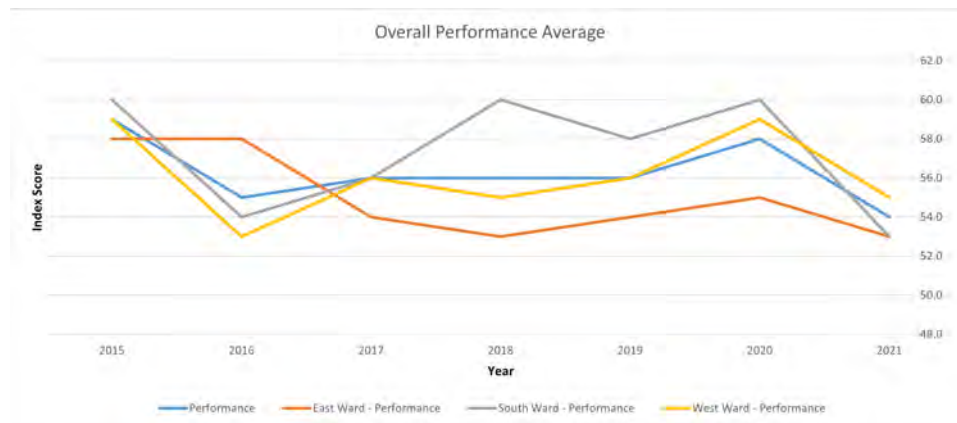


Figure 10: Community Survey - Ward responses.

8 Asset Plan

8.1 Asset Inventory

The asset inventory for Macedon Ranges has been compiled using the last audited financial information from the corporate asset register and is accurate at the 30th June 2021. The inventory can be viewed in the table below.

Table 2: Asset Inventory

Service Area	Asset	Quantity	Dimension
Buildings	Buildings	308	Number of
Stormwater and Flood Management	Stormwater Pipes	287	Length KM
Stormwater and Flood Management	Stormwater Pits	10756	Number of
Stormwater and Flood Management	Stormwater Basins	66	Number of
Information Communication and Technology	Furniture	136	Number of
Information Communication and Technology	IT Hardware	917	Number of
Open Space and Recreation	Minor Structures	195	Items
Open Space and Recreation	Play Equipment	370	Items
Open Space and Recreation	Recreation Assets	914	Items
Open Space and Recreation	Sport Facilities	178	Number of
Other	Other	62	Number of
Plant and Equipment	Plant and Equipment	368	Number of
Transport	Bridges	222	Number of
Transport	Footpaths Cycleways	218	Length KM

Transport	Kerb and Gutter	327	Length KM
Transport	Sealed Roads	862	Length KM
Transport	Unsealed Roads	892	Length KM

8.2 State of the Assets

8.2.1 Asset Value

Valuations are undertaken in accordance with the relevant Accounting Standards as well as Council Policies and Procedures. In addition to the valuation requirements Council is required to depreciate their assets in accordance with the requirements of specific standards. This requires that assets be fully componentised so that each part that has a different useful life can be depreciated over the duration of the useful life using a method that matches the pattern of consumption.

Table 3: Asset Value by Class

Service Area	Class	CRC	WDV	Annual Depr
Buildings	Buildings	\$172.38M	\$113.49M	\$4.43M
Information Communication and Technology	ICT	\$3.95M	\$0.98M	\$0.47M
Open Space and Recreation	Open Space Recreation	\$53.74M	\$35.62M	\$1.95M
Other	Other	\$5.35M	\$4.06M	\$0.25M
Plant and Equipment	Plant Fleet	\$11.39M	\$6.06M	\$0.97M
Stormwater and Flood Management	Drainage	\$76.14M	\$57.37M	\$0.76M
Transport	Bridges	\$50.87M	\$32.36M	\$0.41M
Transport	Footpaths	\$33.72M	\$22.84M	\$0.67M
	Cycleways			
Transport	Kerb Gutter	\$41.60M	\$27.02M	\$0.38M
Transport	Sealed Roads	\$450.91M	\$319.85M	\$5.77M
Transport	Unsealed Roads	\$63.06M	\$54.14M	\$1.22M

Table 3 shows the following valuation information of the assets, taken from the corporate asset register and accurate at June 30th 2021:

- replacement cost (CRC);
- written down value (WDV); and,
- annual depreciation (Annual Depr).

Asset valuations and determination of written down value are calculated in accordance with the

relevant standards and Council's Asset Accounting and Valuation Procedure.

Building valuations shown are based on the asset replacement cost and differ from the fair value valuations shown in Council's annual report.

Council also manages assets that are not depreciated, these are considered to have an infinite useful life. This makes these assets unique among asset types, they include land under road, road pavement sub-base, and road formation.

Most of Council's assets are valued using the 'Cost Approach' which is determined by estimating the current cost to replace or replicate the service potential provided by the existing asset. This requires determining the replacement cost of the modern equivalent or reproduced asset adjusting for condition, location, restrictions and general obsolescence.

The graph below shows the asset class by total value, including assets that are not depreciated. Data taken from the corporate asset register and accurate at June 30th 2021.

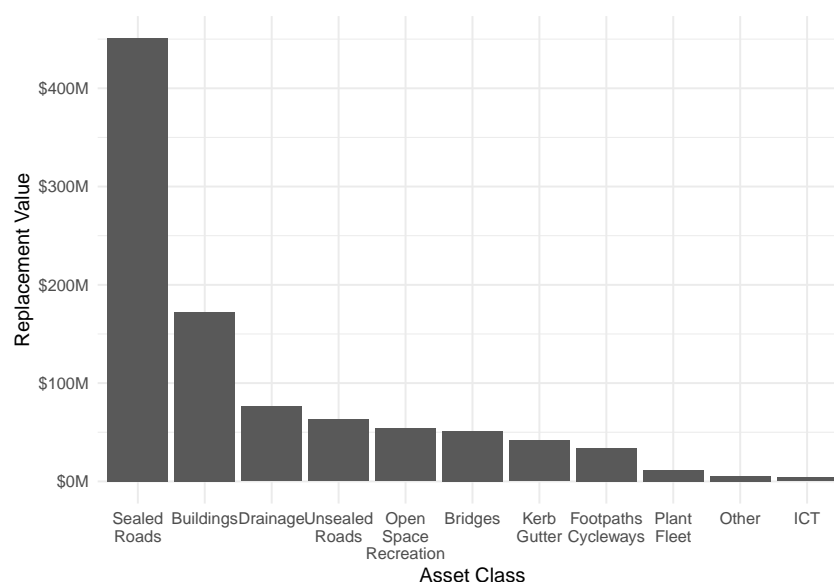


Figure 11: Asset Value by Class

Sealed roads are by far the largest asset class by value. Due to this very high value, Council's long term financial sustainability is directly linked to the management and performance of the sealed road network.

The transport network is a fundamental component of almost every service enjoyed by the community and, as a whole, is one of the most challenging and important classes of assets

managed by Council. There is a legislated requirement for Council to adopt and adhere to a Road Management Plan that defines the performance standards and defect response times relating to the transport network.

8.2.2 Condition

An asset is depreciated because it has a useful life and will likely require renewing at some point during the life cycle of the asset. The depreciation or condition is an indication of where the asset exists within its useful life. Depreciation expense gives an indicative cost of how much the asset has cost to provide services and also allows for the future cost of renewal to be accounted for. Assets that are nearing the end of life or that have been identified for renewal based on age should be inspected and validated before being placed on a renewal program.

Rating System

Council uses a 0 to 10 condition rating system. An asset in condition 0 is new, while an asset in condition 10 is at end of life.

Council generally doesn't run assets down to condition 10 as the maintenance costs and risks to the public are regarded as unacceptably high. Assets are closely monitored for deterioration once they reach condition 6 so that appropriate interventions can be planned. Assets that are non-critical that cannot be treated or rehabilitated may reach condition 9 or 10 at which time they are removed from service until being fully decommissioned or rehabilitated.

Assets can be placed into three broad condition categories for the purpose of reporting. The categories include: good, fair, and poor.

Good (Condition 0 to 3)

Assets in good condition are near new and have not deteriorated to a point where they are requiring any form of intervention or repair. This is a time in the life of the asset where it is low cost to Council, and the community are generally satisfied with the asset and service being provided. Most of the costs incurred during this time are operational to keep the asset functioning, such activities as cleaning and sweeping.

Fair (Condition 4 to 6)

Assets in fair condition are generally showing signs of wear and tear and are somewhere in the middle of their useful life. They may need additional monitoring to identify any need for unforeseen maintenance or renewal. These assets may need additional repairs such as pothole repairs or repairs of minor parts on playgrounds. Assets in this category start to incur regular maintenance costs to be kept in service.

Poor (Condition 7 to 10)

These are assets that are nearing the end of their useful lives, are closely being monitored and programmed for some form of intervention including maintenance, minor renewal or major rehabilitation. Assets in poor condition start to use more resources to remain functional. There

are additional concerns regarding community safety as assets deteriorate. This is when decision making regarding levels of service and future service requirements are important.

When these categories are combined with a measure of the assets quantity or value a State of the Assets summary can be prepared. Graphs depicting the State of the Assets are a very useful tool when summarising Council's overall strategic position in regard to the asset portfolio.

8.2.3 Overall State of the Assets

The graph below shows the condition of the depreciating component of the assets. The totals do not include the non-depreciable part of the assets. Only the part of the assets that wear out and need maintenance and renewal works to support continued service delivery are shown. Figures are taken from Council's corporate asset register and are accurate to the 30th of June 2021.

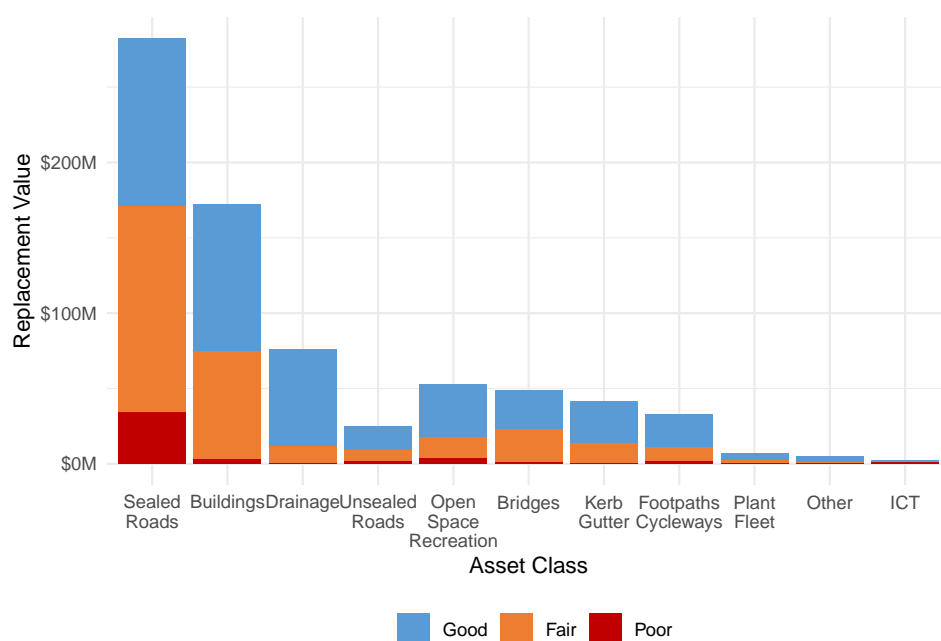


Figure 12: State of the Assets

As can be seen above most of Council's infrastructure assets are either in fair or good condition, this will allow Council to manage its assets in a financially sustainable manner into the future as the majority of assets in poor condition are of low value.

The area of highest concern is the value of the sealed road assets that are depicted as being in

poor condition, approximately \$25Million, this equates to around 10% of the depreciable asset value, which is high and unless addressed will create a financial burden in the future. Assets in the poor condition category are expensive to keep in service through maintenance and will need to remain in service for at least 5 to 10 years before being addressed by Council's sealed road renewal programs.

As the asset base ages the value of assets that are in fair and good condition must be monitored. Noting that assets in the fair category cost more to maintain than assets in the good category. Shifts in condition will impact the cost of the work required to keep the assets in service and this must be taken into account in Council's financial planning.

8.3 Determining the 10 Year Plan

The balance - Amenity, Functionality, Affordability

The life of an asset and the strategies applied to determine the most appropriate treatments of an asset throughout the duration of its life are outlined in the diagram below. The depreciation costs over the life of an asset can be managed through effective and timely maintenance and renewal activities reducing the whole of life costs.

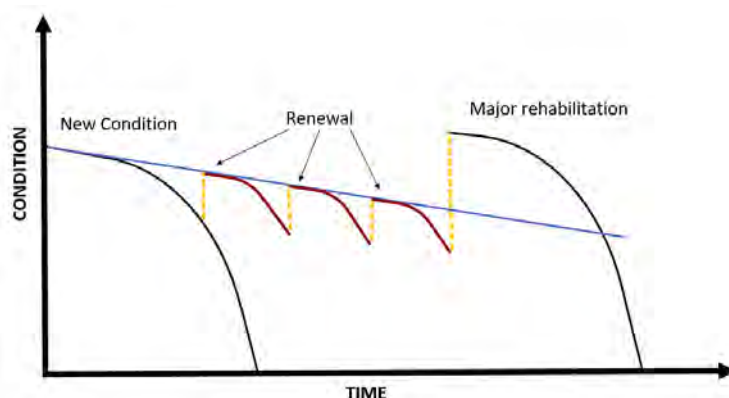


Figure 13: Treatment Strategies.

There are various forms of works or treatments available for Council's to consider when deciding how best to keep an asset in service. These can be broken into maintenance works and capital works.

Maintenance works are minor works that are required to safely keep an asset delivering services and are funded through Council's annual operating budget. If maintenance works are neglected then assets may not achieve their full design life and require early major interventions which can place a heavy financial burden onto future generations.

Capital works are major works that are required when rehabilitating older assets, constructing new assets, or upgrading existing assets. Capital works are funded through Council's annual capital works budget.

These are the strategies that are utilised at Council to help reduce whole of life costs and to maintain the balance between asset amenity, functionality and affordability.

8.3.1 Maintenance Works

Maintenance is defined as work on existing assets undertaken with the intention of:

- maintaining service continuity;
- re-instating the physical condition to a specified standard;
- preventing further deterioration;
- restoring correct operation;
- replacing minor components;
- temporary repairs; and,
- mitigation of issues arising from emergencies.

8.3.2 Capital Works

Renewal

Renewal priorities in the 10year plan are the result of data analysis of the following inputs;

- condition assessment;
- risk and safety assessment;
- declining service potential;
- recurring maintenance activity; and
- modern equivalent renewal.

The timely renewal of assets drives down Council's operating and maintenance costs and reduces the financial burden for future generations. Renewal also reduces risk to the community and Council. Asset renewal is a key component of long term service delivery and financial sustainability.

Upgrade

Upgrades can be the preferred type of work and are sometimes prioritised over renewals when the current asset composition is no longer fit for purpose. This could be due to a shift in population, demographics, utilisation or other identified demands.

Upgrades can drive up operating and maintenance costs, however, when paired with the renewal of an older asset the net result to Council can be neutral. A dramatic increase in the level of service being provided is obtained with a relatively neutral impact on operating and maintenance costs.

Acquisition and Expansion

Council acquires gifted assets due to development and subdivision, these are sometimes also referred to as contributed assets. On occasion Council may identify a shortfall in a service area and have to acquire either land or assets to fill that void. Shortfalls also occur when there is a shift in community expectation or an agreed service level change. The acquisition normally occurs only if a modern equivalent renewal or asset upgrade cannot meet the service demand. All acquisition and expansion are guided by endorsed Council Policies, Plans, and Strategies.

Acquisition and Expansion both result in increases to the operating and maintenance costs incurred by future generations. Operation and maintenance cost increases are committed to at the time of acquisition. Council should always make allowances in the Financial Plan for the impact that new assets have on the operating budget.

Disposal and Decommissioning

Assets can be decommissioned or disposed when they are:

- no longer fit for purpose;
- made redundant; or,
- no longer comply with statutory requirements, standards and regulations.

Assets are often disposed of when replaced by a like type asset. Asset disposals should always be considered alongside acquisition and expansion so that the financial burden placed onto future generation is minimised.

Asset disposal is a key component of a risk management approach to asset management. Leaving end of life assets in the public realm places the community and Council at an unacceptable level of risk.

8.3.3 Projects and Themes from Adopted Documents

The following documents have been adopted by Council and contain high level themes and broad project descriptions that pertain to infrastructure assets. Actions from these plans and strategies generally require design and investigation before projects can be properly scoped and considered for funding through Council's Financial Plan. Some of the high level themes presented in this suite of documents are being delivered using Council's recurring capital works programs.

- Arts and Culture Strategy 2018-2028
- Disability Action Plan 2021-2025
- Environment Strategy Refreshed 2021
- Gisborne Urban Design Framework
- Municipal Early Years Plan 2021-2025: CREATE
- Municipal Public Health and Wellbeing Plan 2021-2025
- New Gisborne Development Plan
- Open Space Strategy 2013
- Positive Ageing Plan: PARTICIPATE

-
- Sport and Active Recreation Strategy 2018-2028
 - Various Bushland Environmental Management Plans
 - Various Township Structure Plans
 - Various Flood Studies
 - Walking and Cycling Strategy
 - Weed and Pest Animal Strategy

The following documents have been adopted by Council and contain specific infrastructure projects that would be of benefit to the community. Actions from these plans and strategies are considered for funding through Council's Financial Plan. Many actions from this suite of documents have been delivered by Council, while others will be considered for inclusion in future revisions of the Financial Plan.

- Ash Wednesday Park Master Plan
- Barkly Square Master Plan
- Climate Change Action Plan
- Economic Development Strategy
- Gilbert Gordon Master Plan 2014
- Gisborne Botanic Gardens Master Plan
- Gisborne Development Contributions Plan
- Gisborne Fields Park - Landscape Plan
- Gisborne Movement Network Study
- Kyneton Airfield Master Plan 2019
- Kyneton Botanic Gardens Master Plan
- Kyneton Saleyards Plan
- Kyneton Showgrounds Master Plan
- Lancefield and Woodend Outdoor Pools Master Plan
- Lions Five Mile Creek Park
- Malmsbury Botanic Garden Master Plan
- Romsey Development Contribution Plan
- Shire-wide Footpath Plan
- Various Bushland Environmental Management Plans
- Various Township Structure Plans
- Various Flood Studies
- Visitor Economy Strategy

The following documents are currently being developed by Council and will likely have asset related actions that will need to be incorporated into future updates of the Financial Plan and Asset Plan:

- Barbecue and Public Toilet Strategy
- Dixon Field Masterplan
- Domestic Animal Management Plan
- Gender Equality Action Plan

-
- Gisborne Aquatic Centre Master Plan
 - Gisborne Futures
 - Heritage Study
 - Information Communication and Technology Strategy
 - Kyneton Urban Design Framework
 - Kyneton Movement Network Study
 - Open Space Strategy
 - Riddells Creek Movement Network Study
 - Romsey Structure Plan
 - Romsey and Gisborne Developer Contribution Plans
 - Senior Housing Units Plan
 - Shire-wide Mobility and Road Safety Strategy
 - Woodend Five Mile Creek Master Plan
 - Woodend Integrated Transport Study
 - Woodend Racecourse Reserve Master Plan

The following documents were also reviewed in the preparation of this plan. These documents contain policy, advocacy or investigation actions that may lead to future asset related activities:

- Agribusiness Plan
- Arts and Culture Strategy
- Biodiversity Strategy
- Electric Line Clearance Management Plan
- Equine Bushfire Survival and Property Plan
- In the Rural Living Zone Strategy
- Events Strategy
- Heritage Strategy
- Memorial Policy
- Nature Strip Landscaping Policy
- Revenue and Rating Plan
- Roadside Conservation Management Plan
- Settlement Strategy
- Various Environmental Management Plans
- Various Emergency Management Plans
- Youth Strategy

8.3.4 10 Year Capital Works Plan

The 10 year capital works plan has been prepared from Council's Financial Plan, adopted 27th October 2021 [4]. Expenditure from the plan has been grouped into the major service areas of Council.

The graph below indicates the proposed capital spend for the next 10 years. The asset class with the highest value of proposed spend is sealed roads, which is part of the Transport service area.

Dollar figures in this graph are taken from Council's recently adopted Financial Plan.

Large variations in the 10 year capital works plan like those in 2022, 2023, 2026, and 2027 are caused by larger individual capital works projects such as the: Shared Trails, Sports Precinct, or Edgecombe Street bridge.

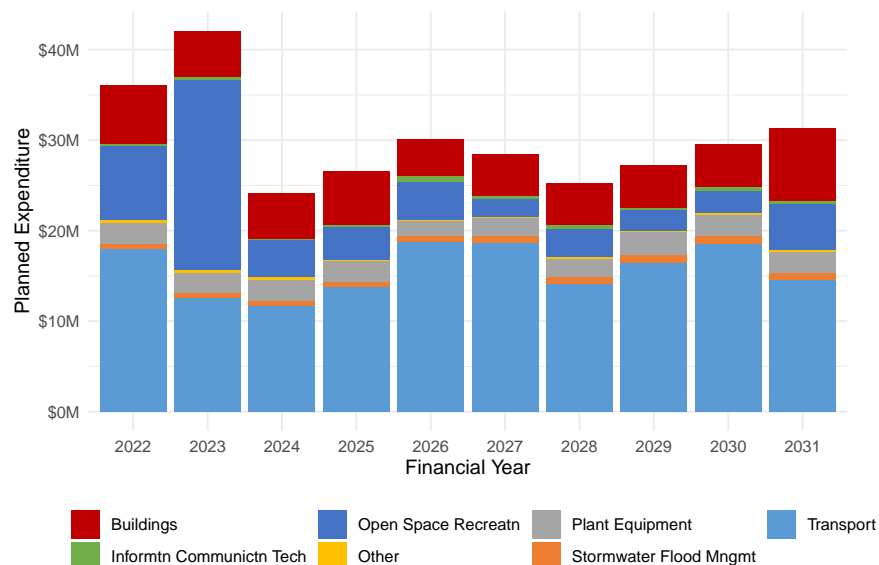


Figure 14: Proposed 10 Year Capital Works

8.4 Asset Maintenance Management

8.4.1 Maintenance Introduction

Maintenance is defined as work on existing assets undertaken with the intention of:

- reinstating physical condition to a specified standard;
- preventing further deterioration or failure;
- restoring correct operation within specified parameters including amenity;
- replacing components at the end of their useful/economic life with modern engineering equivalents, that are below the capitalisation threshold;
- making temporary repairs for immediate health, safety and security reasons (e.g. after a major failure);
- mitigation of the consequences of a natural disaster or emergency response; and,
- assessing assets for maintenance requirements (e.g. to obtain accurate and objective knowledge of physical and operating condition, including risk and financial impact for the

purpose of maintenance).

Operational activities are routine functions undertaken for hygienic, aesthetic and security purposes, and for the supply of utilities. These activities are necessary to keep the assets compliant and in a usable condition but are not considered maintenance activities. In some instances, these routine functions may be undertaken at the same time as maintenance activities and/or by the same service provider.

Operational tasks to enable asset use may include:

- cleaning;
- security;
- waste management; and,
- pest control.

The following activities are not classified as maintenance:

- improvements and upgrading to provide additional or new service capability or function;
- upgrading to meet new statutory requirements;
- major refurbishment, rehabilitation and replacements to extend the useful life of the asset;
- restoration of the entire asset to operational condition after total or near total failure (e.g. resulting from natural disasters);
- work performed under warranty or defects liability period; and,
- supply of utilities (e.g. energy, water and telecommunications).

8.4.2 Maintenance Objectives

Maintenance is about planned intervention at appropriate intervals to ensure the expected life and service potential of the asset is achieved taking into account standards, legislative requirements and the parameters of functionality, amenity, and affordability.

The maintenance activities undertaken on assets should:

- meet agreed levels of service delivery;
- reduce the whole of life costs of assets; and,
- make the most efficient use of resources.

The key outcomes to be achieved from undertaking maintenance are:

- the functional, operational, and service delivery needs are realised;
- the physical condition of assets is kept up to a standard appropriate for their service function and value to the community;
- all requirements to ensure health, safety, reliability and risk mitigation are met; and,
- aesthetic values are incorporated into decision making.

8.4.3 Asset performance and maintenance planning

Maintenance must be viewed in the overall context of the ability of an asset to support service delivery in terms of physical condition, functionality, amenity, capacity, environmental performance and alignment with service demand.

The assets should efficiently, effectively and economically sustain the delivery of services across Council. At various points throughout the life of an asset decisions must be made regarding its future, based on sound evaluation. These decisions to either dispose or retain an asset should be based on agreed service delivery objectives and community outcomes.

8.4.4 Maintenance strategies

All of Council's asset custodians are required to document a strategy for maintenance of their assets at an asset type or component level. The intention of the strategy is to optimise whole of life costs whilst realising the expected life of the asset. Each maintenance activity undertaken by Council should align with the strategic approaches outlined below:

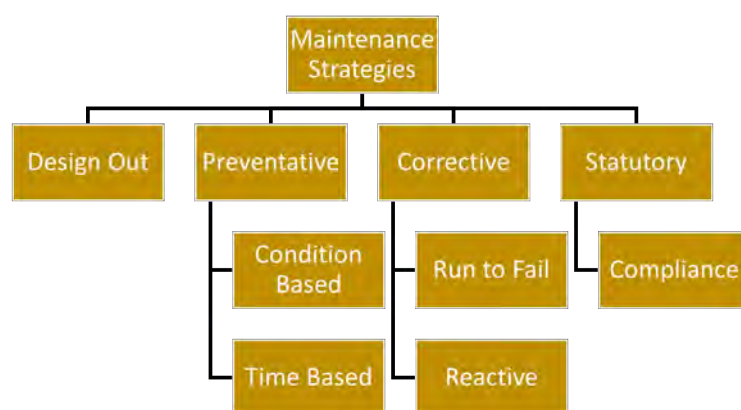


Figure 15: Maintenance Strategies

Poor implementation of maintenance strategies affect the affordability of Council's service delivery as well as impact the amenity and functionality of Councils assets.

Analytical tools and systems can be used to measure the effectiveness and efficiency of the maintenance methodology applied historically. Predictive model outputs can be generated based on past behaviours that can be assessed and implemented across an asset class. However, service providers' first-hand knowledge and experience of maintenance issues can also be applied to analyse what has happened in the past and how it relates to the current setting.

Operational maintenance decisions should consider how service level needs can be most efficiently met by the asset. This may involve the consideration of how reliability can be improved and future maintenance demand can be reduced. Thought should also be given to improving whole of life costs, financial sustainability and social and environmental outcomes. Understanding and analysing the reason for the failures occurring and the frequency of defects is as important as rectifying them. By identifying the causes, action can be taken to avoid a repetition of the problem.

Design out

Ongoing maintenance “problems” can be viewed as opportunities to create solutions that reduce whole of life costs, improve asset reliability and maximise the useful life of an asset.

Designing out known failures of an asset type optimises whole of life costs and reduces maintenance demand on an asset or component that is known to have ongoing problems that can be rectified.

Preventative maintenance

Preventative or planned maintenance is work that is undertaken at predetermined intervals to meet agreed technical and community levels of service, and to preserve the asset and prolong its economic life.

Planned maintenance consists of preventative and condition based maintenance.

Condition based maintenance is identified and programmed as a result of a condition assessment or inspection process. The maintenance work is planned then carried out because the physical condition of an asset is below the agreed standard or there are signs that the asset will no longer be functioning or useful.

Corrective maintenance

Corrective or reactive maintenance occurs when the failure of an asset requires attention to either make an asset safe, based on an identified hazard or to repair and rectify an asset failure.

A run to fail strategy can be applied to less critical assets, as it may be more efficient to replace an asset or component once it has reached its end of life than predicting when that failure may occur.

Statutory

Statutory maintenance are maintenance activities that are undertaken to meet requirements mandated in Acts, Regulations and other statutory instruments. Examples of assets where maintenance must be carried out in order to meet local statutes and/or regulatory requirements include:

- elevators;
- fire extinguishers;
- smoke alarms; and,
- backflow valves.

Deferred maintenance

Is defined as maintenance work that is postponed until funds become available. It is important to have a strategy in place to keep deferred maintenance to a manageable level. Some maintenance activities can be postponed without immediately having a noticeable effect on the functionality of the of an asset. Allowing assets to decline through inadequate maintenance may potentially expose Council to unnecessary levels of risk and increase the whole of life costs of an asset.

Maintenance demand

Maintenance demand can be determined by assessing the total maintenance requirements of the asset register. The scope of maintenance work will be a combination of:

- preventative maintenance which takes into account knowledge and advice from subject matter experts as well as manufacturers' recommendations;
- condition based maintenance works identified during inspection;
- deferred (backlog) maintenance;
- statutory maintenance requirements;
- frequency of use;
- exposure to harsh or hazardous conditions;
- reactive maintenance estimates based on historical information; and,
- agreed community level of service.

8.4.5 Maintenance Requirements

Effective and efficient maintenance planning consist of the following elements:

- work activities;
- work activity instructions;
- work schedules;
- patterns of asset failure;
- staff and contractor availability;
- specialised equipment or access requirements;
- required materials; and,
- budget.

Maintenance management is a fundamental element of infrastructure asset management. Infrastructure organisations like Council must constantly strive to ensure the effectiveness of their maintenance processes in order to obtain the best value from their assets.

Maintenance management ensures that assets are optimally and functionally available to support whole of Council operations. However, the following items can impact optimisation of maintenance:

- a lack of skilled and experienced personnel to understand and anticipate maintenance requirements;

-
- a lack of skilled and experienced personnel to undertake effective maintenance scheduling;
 - a reduction in resources available to carry out inspection and maintenance works; and,
 - availability of simple technology applications to facilitate maintenance processes are complex and constantly changing.

Council's available resources, knowledge and skill capabilities should be considered when managing and planning for an effective maintenance management framework. When looking to implement strategies and undertake activities remember maintenance management should be achievable, repeatable and transparent.

8.4.6 Work activities

There work activities required on each asset need to be clearly defined so that there can be a clear understanding of what activities need to be undertaken to ensure assets remain functional. In some cases there will need to be priority based decision making. These priorities and sequence of activities should be articulated for when the maintenance work begins.

The goal is to undertake sufficient maintenance tasks to ensure assets deliver the required level of service over the life of the asset. Under maintaining an asset or deferring maintenance leads to drop in service potential and an increase in future costs. Over maintaining an asset increases the lifecycle cost to Council without returning any benefit.

Work Activity Instructions

Work activities should be documented with clear instructions provided on the activity to be carried out and the desired outcomes of that activity. Well documented work instructions contribute to corporate knowledge retention.

Scheduling

The purpose of a maintenance schedule is to do the work as often as needed, not over maintaining by doing the work too often nor under-maintaining so that failures are experienced. Optimised maintenance scheduling keeps whole of life costs down and allows for financially sustainable asset management.

Workers or Contractors

Maintenance tasks must be undertaken appropriately skilled workers. Work Activity Instructions should indicate the appropriate skill set for each maintenance task. This information will inform the choice of the best staff or contractors for the work.

A maintenance plan should specify the work that will be undertaken by contractors and the work that can be undertaken by Council staff.

Materials or Store items

Although hard to predict, thought needs to be given to the materials or parts required to undertake maintenance activities throughout the year.

Council utilises a 'just in time' methodology to save on storage and stores management. When required items are not available via the just in time method there needs to be consideration given when scheduling or planning maintenance activities or service interruption may occur.

8.4.7 10 Year Maintenance Budget

The result of a clearly articulated maintenance plan, aligned to service levels, is an accurate prediction of the maintenance budget required over the financial planning period.

Council's planned maintenance budget has been set using historical maintenance data and service levels. Agreed technical and community levels of service determine what activities Council performs and the frequency of those activities.

Continual improvement in the articulation and alignment between services, assets, defects and activities across Council will assist with asset maintenance optimisation and efficiency.

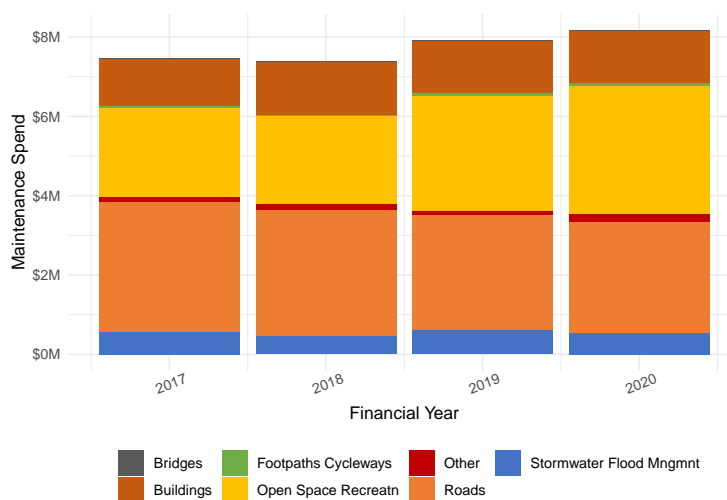


Figure 16: Historic Maintenance Spend

The historic maintenance spend figures, which have been taken from Council's finance system, show a steady increase over the last four financial years, with fluctuations within each asset groups from year to year.

The figure below shows the proposed maintenance spend for the next 10 years by asset class. Which has been calculated using the historical data presented and information from the Financial Plan [4].

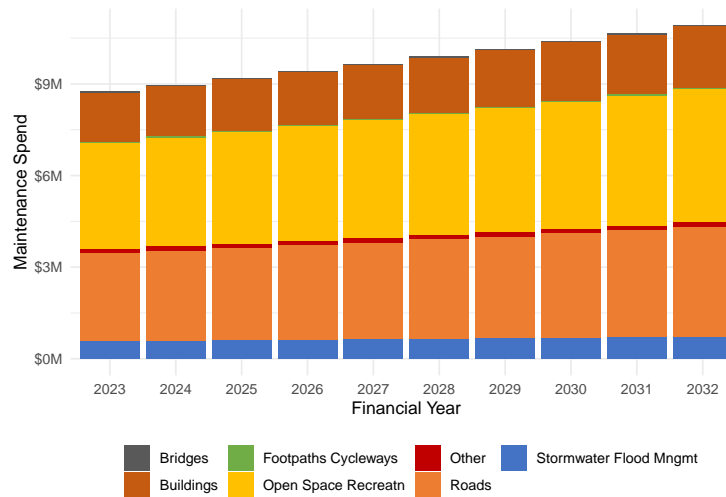


Figure 17: Planned Maintenance Spend

Increases to maintenance budgets are based on an estimate of the Consumer Price Index in the Financial Plan and do not take into consideration growth in the asset base or the condition of the existing assets. Major projects such as the Macedon Ranges Sports Precinct or the Macedon Ranges Shared Trail project are expected to have an impact on operating and maintenance costs.

Maintenance spend within asset classes should be reviewed alongside any capital planning and asset condition data, to identify any correlation between assets reaching the end of their useful lives, customer complaints and capital intervention.

Continuing and completing the implementation of a corporate maintenance management system (Scheduled for 2022/23) will allow for a thorough and consistent approach to maintenance management. Condition based and time based maintenance and maintenance scheduling will drive efficiency and improvements across the various assets classes that Council maintains.

9 Asset Summary - Transport

9.1 Goal

To provide a transport network that is connected, safe, reliable and available for all users.

9.2 Methodology

- Council's transport network consists of sealed and unsealed roads, footpaths, kerb and channel, bridge, footbridge, and major culvert assets.
- Council takes a risk focused management approach to the transport network. The use of the network exposes the community to significant levels of risk and Council uses various management strategies to mitigate that risk. Council manages the transport network in accordance with the adopted Road Management Plan, which is a legislated requirement of all road managers, including Council's. The Road Management Plan is an important component of Council's risk mitigation strategy.
- Assets are inspected for defects according to the frequency specified in the Road Management Plan and any above intervention level defects are treated within the response times specified in the plan.
- Sealed roads are a very high value asset class that pose the greatest threat to Council's long term financial sustainability. The lifecycle costs of the sealed road network must be very closely managed or there is a risk of placing a financial burden on future members of the Macedon Ranges community.
- Council has the following recurring capital works programs in relation to roads: Minor Roadworks, Road Rehabilitation Program, Road Improvement and Renewal Program, Road Resealing Program, Unsealed Road Renewal Program, Intersection Upgrade and Renewal Program, Guard Rail Upgrade and Renewal Program, Road Stabilisation Program, and Road Design Program.
- Council has the following recurring capital works program in relation to bridges: Bridge Renewal Program (Includes footbridge and major culverts).
- Council has the following recurring capital works program in relation to footpaths and cycleways: Footpath Renewal Program, Footpath Construction Program (Shire wide Footpath Plan).
- Council has the following recurring capital works program in relation to kerb and channel: Kerb and Channel Renewal Program.
- As Transport assets deteriorate in condition maintenance works will start to become more frequent and more expensive. At this point consideration must be given to rehabilitating the asset through a capital works project. Council does not have a set condition based intervention level, though once an asset reaches condition 6 the asset will be closely

monitored to identify the best time to apply a capital intervention. Assets in the Transport group will normally be rehabilitated before they reach condition 8 due to the risk profile associated with the group. Transport assets in condition 9 or 10 are regarded as a high risk to Council and the community.

9.3 Objectives

- Improve connectivity and movement, and provide transport choices to the community, including walking trails and bike paths (Council Plan 2021-2031).
- Improve continuous accessible paths of travel to key destinations (Council Plan 2021-2031).
- Improve the environmental sustainability of Council's Transport network and the works associated with keeping the network operational (Environment Strategy, Climate Change Action Plan).
- Improve the use of computerised works systems to demonstrate compliance with Council's Road Management Plan (Asset Management Audit).
- Improve the use of computerised works systems to more efficiently achieve compliance with Council's Road Management Plan (Asset Management Audit).
- Effectively manage risks associated with the Transport network (Risk Management Policy).
- Increase Council's understanding of the utilisation of the transport network through the use of counters (VAGO Audit).
- Continue the delivery of the Macedon Ranges Shared Trail Project (Council Plan 2021-2031).
- Ensure that maintenance budgets are adequately achieving the desired level of service and that assets are remaining in service or the expected amount of time (Asset Management Audit).
- Effectively manage roadside vegetation and weeds (Road Management Plan and Roadside Conservation Management Plan).

9.4 Assets condition by value

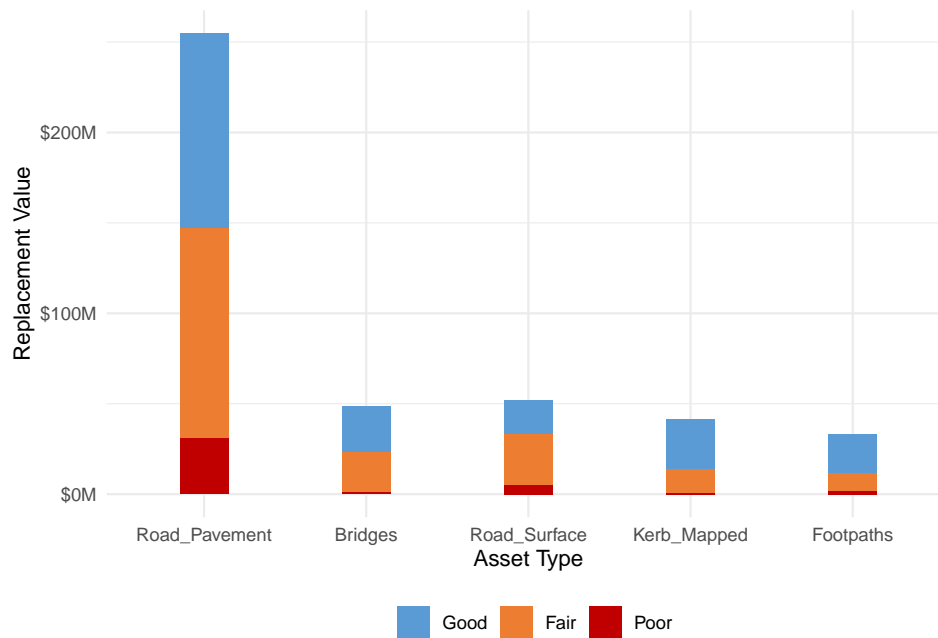


Figure 18: Asset Condition By Value

The condition values in the graph above have been generated from Council's asset management systems as of 30 June 2021, AssetFinda and TechnologyOne.

9.5 The 10 Year Plan

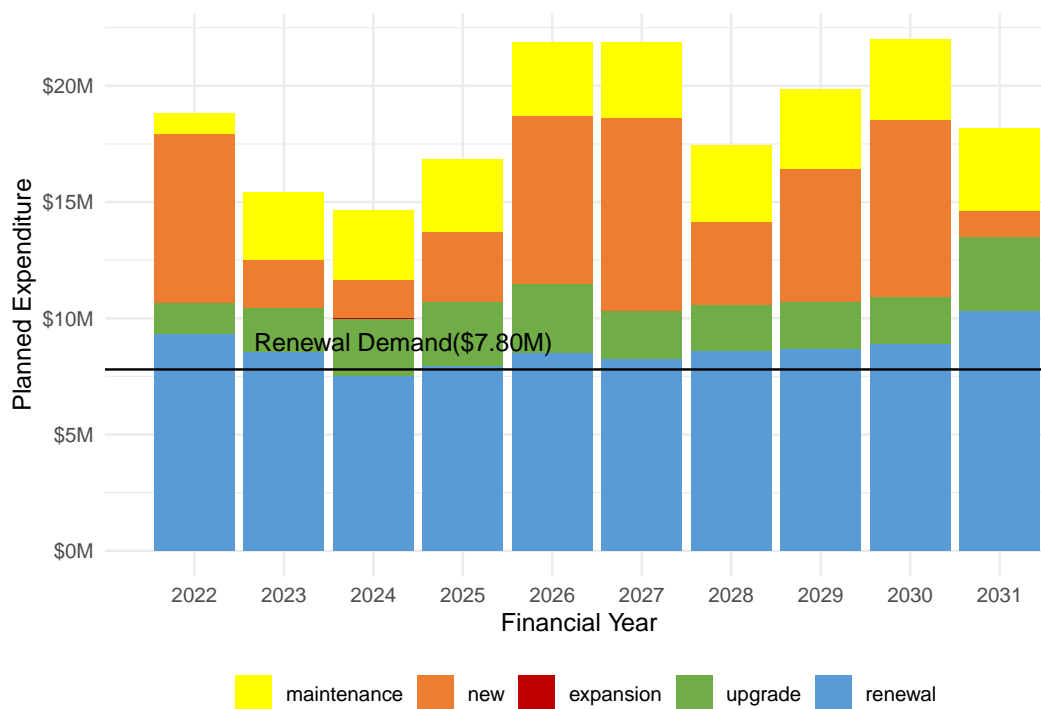


Figure 19: The 10 Year plan by Activity Type

The proposed expenditure values displayed in the graph above have been generated from Council's Financial Plan, adopted 27 October 2021[4].

9.6 Proposed Activities and Initiatives

- Continue inspection and defect treatment of all Transport assets in accordance with the Road Management Plan (Legislated requirement).
- Deliver Council's capital works programs for Transport assets (Council Plan 2021 - 2031).
- Program works arising from various traffic studies (Officer Informed).
- Identify and program works to fill missing links in the transport network (Council Plan 2021 - 2031).

-
- Create a Shire wide Sustainable Transport Strategy (Environment Strategy).
 - Finalise and adopt the Road Safety and Mobility Strategy (Officer informed).
 - Finalise and adopt the Woodend Integrated Transport Study (Council Plan 2021 -2031).
 - Complete and adopt the Kyneton Movement Network Study following the Kyneton Urban Design Framework (Council Resolution).
 - Complete and adopt the Riddells Creek Movement Network Study (Riddells Creek Town Structure Plan 2013).
 - Analyse data from the current year condition survey to program works, confirm the current state of the assets, and assess whether renewal funding is adequate for Transport assets (Officer informed).
 - Upgrade/renew the remaining narrow single lane sealed roads that are critical to the transport network (Officer informed).
 - Create a policy criteria for considering the sealing of unsealed roads and create a capital works program so that works can be programmed.
 - Continue the delivery of pram crossing and car parking accessibility improvements (Disability Action Plan).

9.7 Summary Comments

- State of the Assets for most transport assets is acceptable. However, the high value of Sealed Road Pavements and Surfaces in poor condition (\$25M) is a concern. The quantity of assets in poor condition represent a 5 to 10 year backlog of renewal work which risks placing a future financial burden on the community and a drop in the service level being delivered is expected.
- Review maintenance hot spots identified through Road Management Plan inspections and program renewal works on appropriate assets.
- Footbridges make up the majority of bridge and major culvert assets in poor condition and have been recently targeted with renewal funding from the Local Roads and Community Infrastructure Grant Program.
- The recent bridge condition survey identified several bridge and major culvert assets as being of interest to Council. These structures will need further assessment before being programmed for works.
- Consider creating a capital works program for the restoration of the shires bluestone gutter assets.
- Consider funding the accelerated removal of low quality brick footpaths to better manage the risk to the community.

- Consider increasing the footpath maintenance budget to improve the serviceability of the path network and to better manage the risk to the community.
- Consider the operational impacts that the Macedon Ranges Shared Trail project will have on inspection and maintenance budgets.

9.8 Asset Inventory

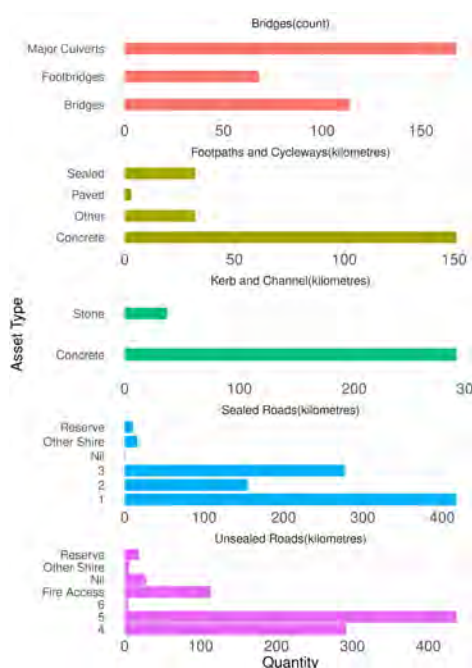


Figure 20: Asset Inventory by Asset Type

The asset types and values in the graph above have been generated from Council's asset management system AssetFinda, as of 30 June 2021.

10 Asset Summary - Stormwater and Flood Management

10.1 Goal

To protect the community from flooding and improve the quality of stormwater runoff discharged to natural water courses.

10.2 Methodology

- Council manages open drains, pits, pipes, and basins as part of the drainage network. Pits and Pipes enable the capture and flow of storm water from surfaces to a discharge point into natural creeks and waterways. Basins throughout the network perform flood mitigation and in some instances water treatment functions.
- Stormwater and Flood Management assets are managed using a combination of functionality, affordability, and risk management strategies.
- Stormwater and Flood Management assets relating to the transport network are inspected and maintained according to the Road Management Plan. All other public realm drainage assets are inspected annually and maintained if found to be defective. The maintenance of all drainage assets traversing private property is performed on a reactive basis. Which may be exposing Council and the community to risk.
- Council undertakes street and kerb sweeping on a cyclical basis to reduce the amount of debris entering the drainage network from Council streets and footpaths.
- Council has the following recurring capital works program in relation to Drainage assets: Drainage Works Identified, Drainage Works Unplanned, and Works Identified in Flood Studies.
- Drainage assets relating to the transport network are inspected and maintained according to the Road Management Plan. All other public realm drainage assets are inspected annually and maintained if found to be defective. The maintenance of all drainage assets traversing private property is performed on a reactive basis. Which may be exposing Council and the community to risk.

10.3 Objectives

- Improve the management of water, including flooding risk, water quality of creeks and waterways, and the efficient use of water (Council Plan 2021-2031).
- Ensure regular maintenance activities are undertaken so that the network functions as designed (Officer informed).
- Ensure gaps in the underground drainage network data are investigated so that all drainage assets receive maintenance (Risk Management Policy).

- Increase Council understanding of the most critical open drains (Risk Management Policy).

10.4 Assets condition by value

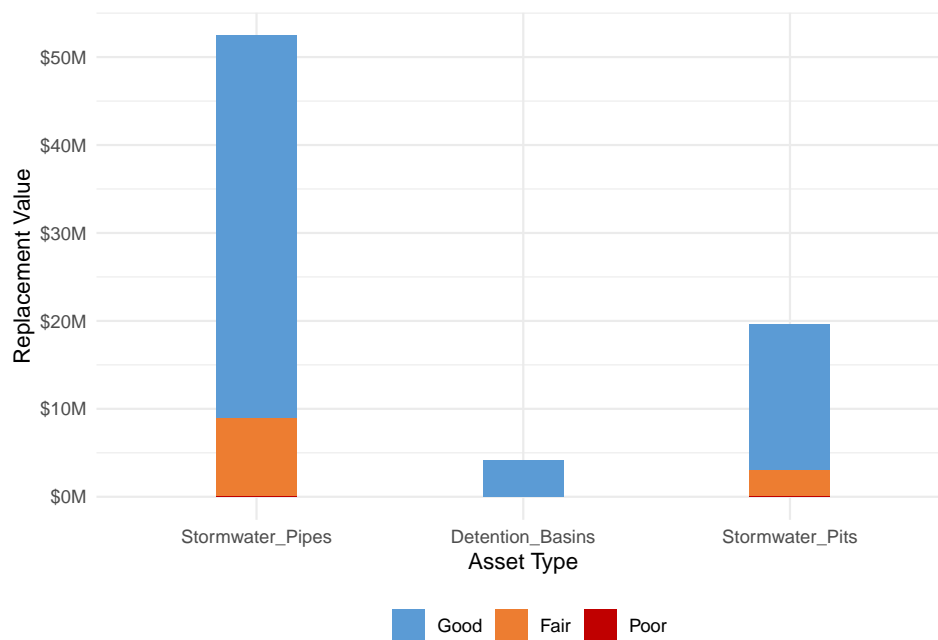


Figure 21: Asset Condition By Value

The condition values in the graph above have been generated from Council's asset management systems as of 30 June 2021, AssetFinda and TechnologyOne.

10.5 The 10 Year Plan

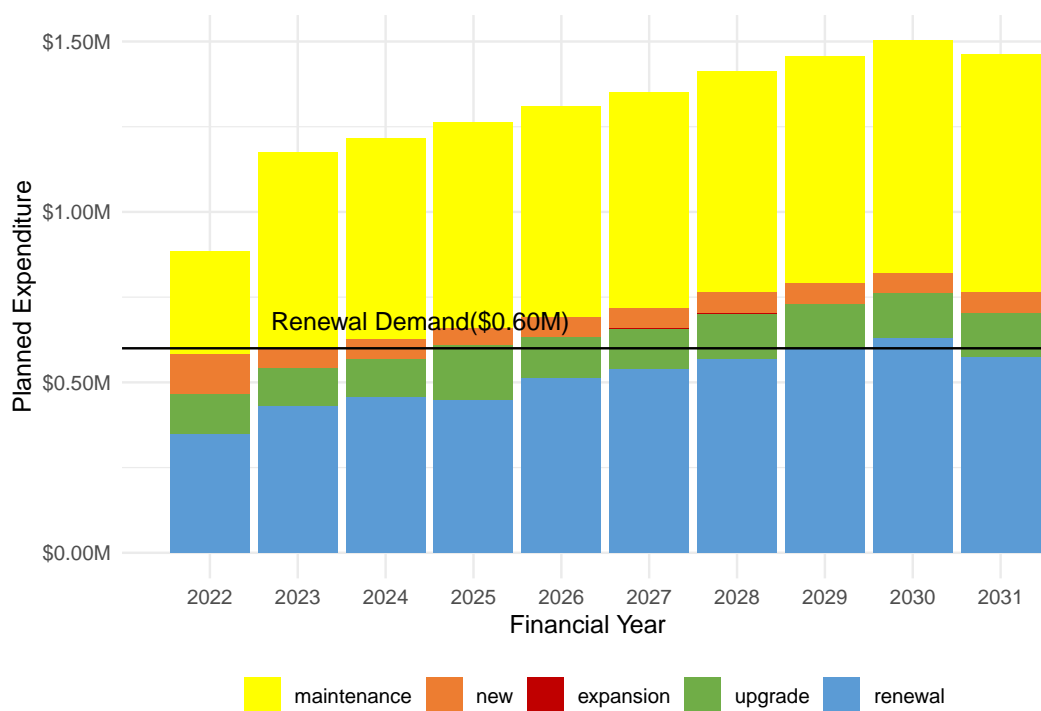


Figure 22: The 10 Year plan by Activity Type

The proposed expenditure values displayed in the graph above have been generated from Council's Financial Plan, adopted 27 October 2021[4].

10.6 Proposed Activities and Initiatives

- Implement action from various flood studies, masterplans, and management plans.
- Deliver Council's capital works and maintenance programs for storm water and flood management assets.

10.7 Summary Comments

- Stormwater assets are long life assets that are predominantly underground. The renewals are mostly reactive due to known failures.
- Council should continue to explore options to treat stormwater discharge before it enters natural waterways.
- Council should gain a better understanding of open drain assets to improve the financial management of the asset class.
- Consider funding the location and assessment of storm water assets on private property to reduce the risk of flooding.

10.8 Asset Inventory

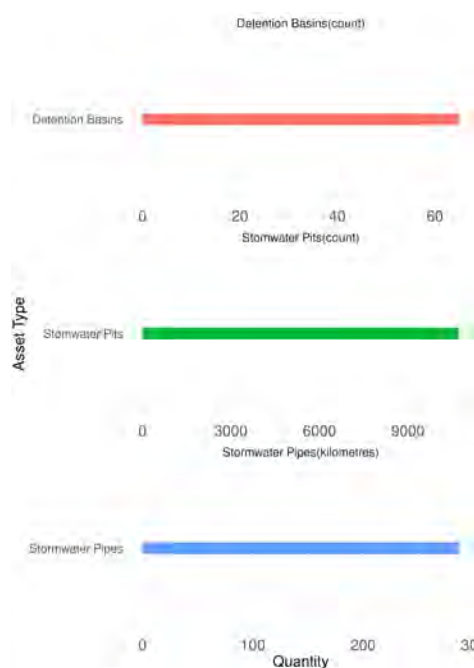


Figure 23: Asset Inventory by Asset Type

The asset types and values in the graph above have been generated from Council's asset management system AssetFinda, as of 30 June 2021.

11 Asset Summary - Plant and Equipment

11.1 Goal

To allow Council staff to perform their duties whilst managing the plant and fleet portfolio in the most financially sustainable manner.

11.2 Methodology

- Council's Plant and Equipment assets include: Vehicles, Machinery, Mowers, Brushcutters, Cameras, Generators, and other specialise equipment.
- Council manages these assets with a strategy that balances functionality and affordability.

11.3 Objectives

- Allow for the maintenance and management of Council assets to be adequately resourced through the provision of appropriate fleet, plant, and equipment.
- Support initiatives that reduce the carbon emissions from Council's fleet, plant, and equipment.
- Reduce Council's corporate net zero emissions (Council Plan 2021-2031).

11.4 Assets condition by value

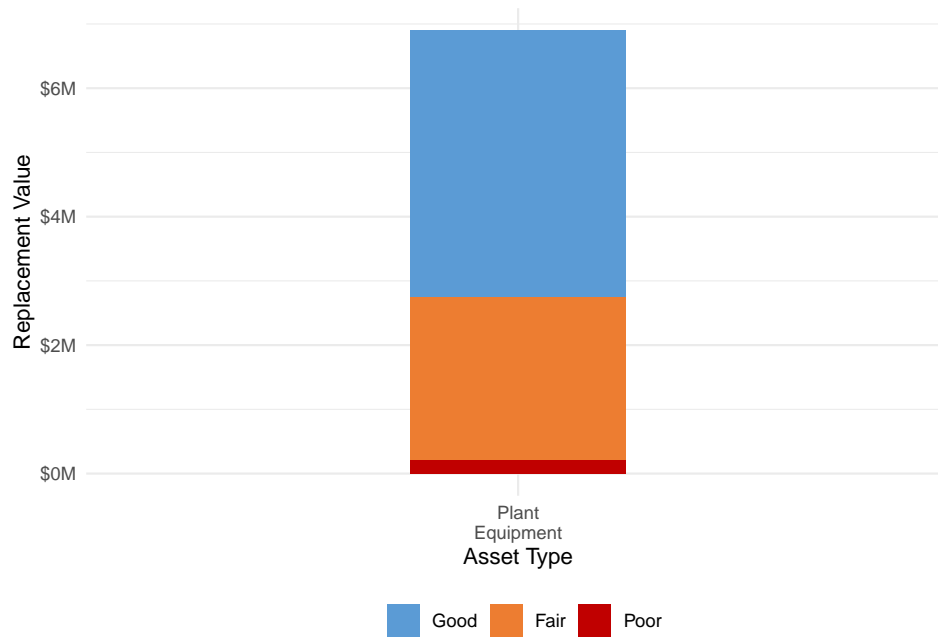


Figure 24: Asset Condition By Value

The condition values in the graph above have been generated from Council's asset management systems as of 30 June 2021, AssetFinda and TechnologyOne.

11.5 The 10 Year Plan

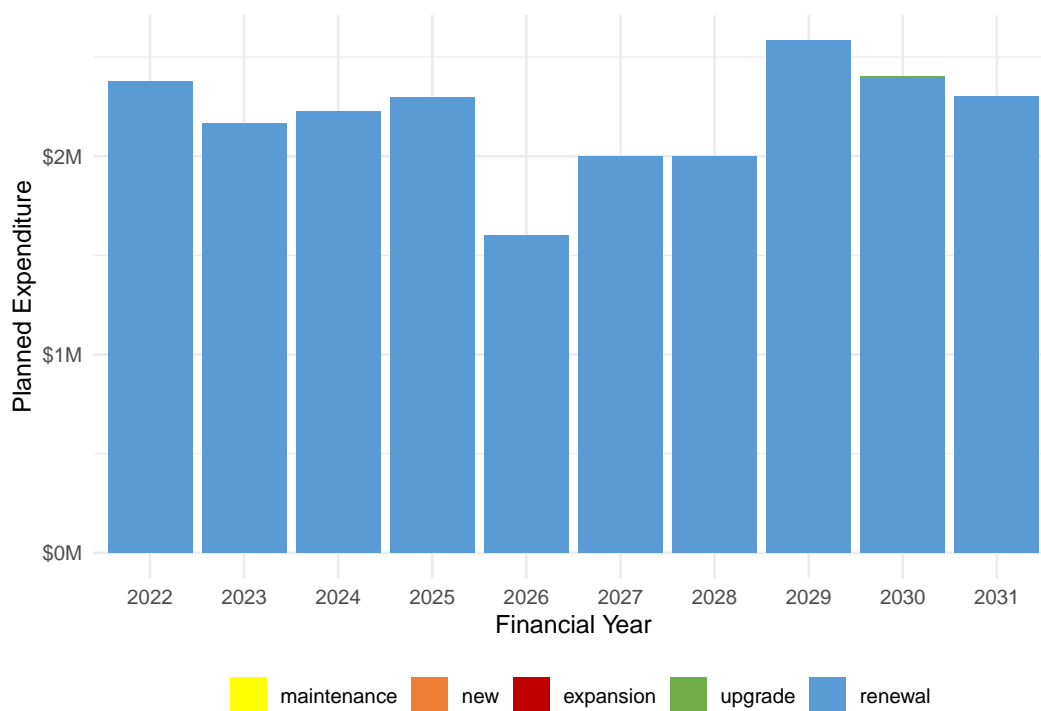


Figure 25: The 10 Year plan by Activity Type

The proposed expenditure values displayed in the graph above have been generated from Council's Financial Plan, adopted 27 October 2021[4].

11.6 Proposed Activities and Initiatives

- Investigate technology and assets that will reduce Council's carbon emission from Plant and Equipment.
- Schedule upgrade/renewal of Plant and Equipment.

11.7 Summary Comments

- Council's plant and equipment is adequate for the needs of the organisation and is facilitating the delivery of services to the community. Current funding levels are adequate for these assets.
- There is an opportunity for Council to lower the carbon emissions being produced by Plant and Equipment.

11.8 Asset Inventory

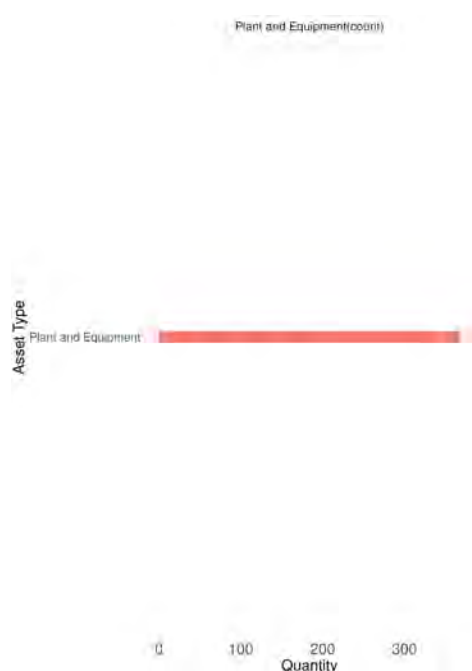


Figure 26: Asset Inventory by Asset Type

The asset types and values in the graph above have been generated from Council's asset management system AssetFinda, as of 30 June 2021.

12 Asset Summary - Other

12.1 Goal

Our commercial assets are financially sustainable and well managed on behalf of the community.

12.2 Methodology

- Council's other assets include various items relating to: Kyneton saleyards, Kyneton airfield, transfer stations, streetlights, and park and kerbside bins.
- The other asset group is managed using a balance of functionality and affordability strategies.

12.3 Objectives

- All specialised assets are managed effectively by Council.
- Ensure adequate funding in the Financial Plan to meet agreed commitments.
- Monitor income, expenses and opportunities for improvement through utilisation, condition and affordability.

12.4 Assets condition by value

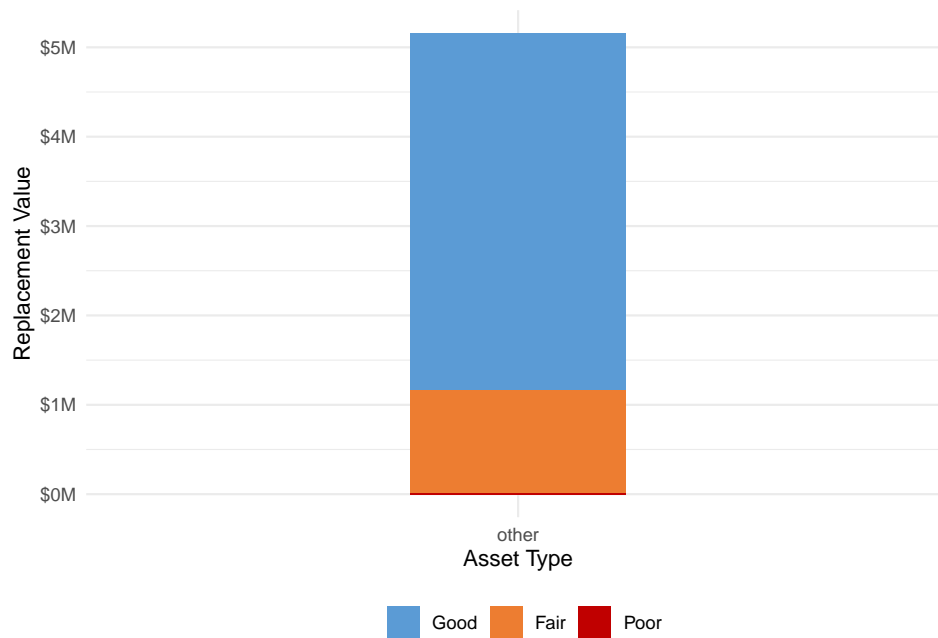


Figure 27: Asset Condition By Value

The condition values in the graph above have been generated from Council's asset management systems as of 30 June 2021, AssetFinda and TechnologyOne.

12.5 The 10 Year Plan

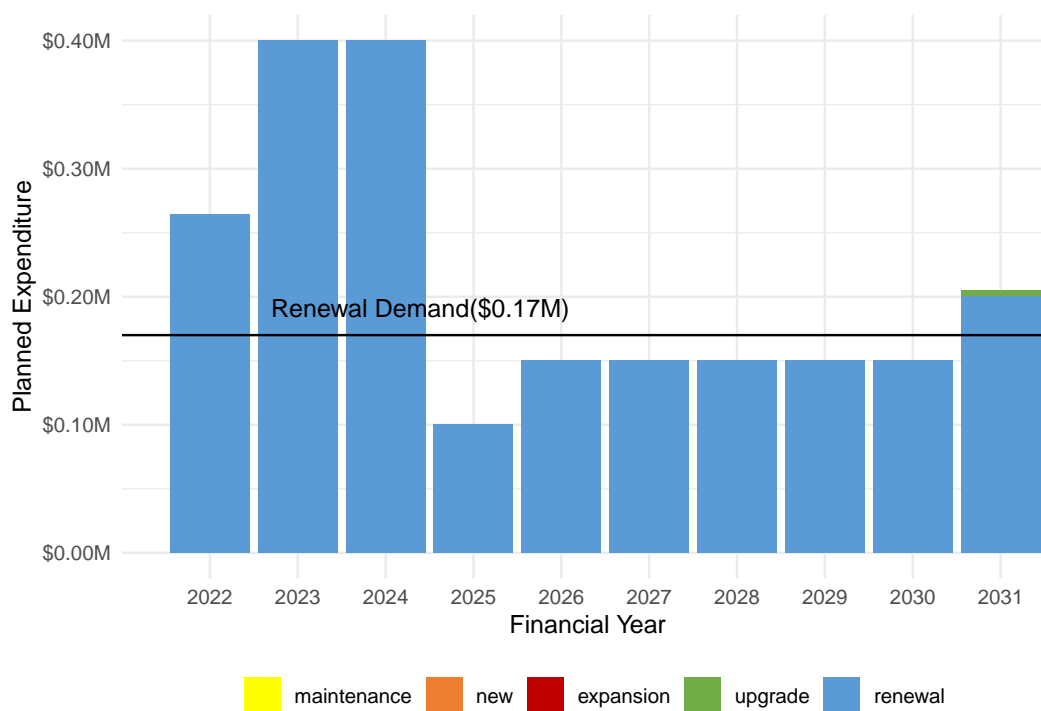


Figure 28: The 10 Year plan by Activity Type

The proposed expenditure values displayed in the graph above have been generated from Council's Financial Plan, adopted 27 October 2021[4].

12.6 Proposed Activities and Initiatives

- Complete the capital works in the current year budget relating to other assets.
- Implement actions from strategies and plans relating to other assets.
- Fund Council's component of the Kyneton Airfield runway resurfacing in the Financial Plan.

12.7 Summary Comments

- Funding for other assets is adequate at this time, though any agreed commitments from Council should be funded in the Financial Plan.
- Infrastructure assets identified as 'other' are assets that don't align with the identified service areas. They are often commercial or specialised (Eg Airfields).

12.8 Asset Inventory

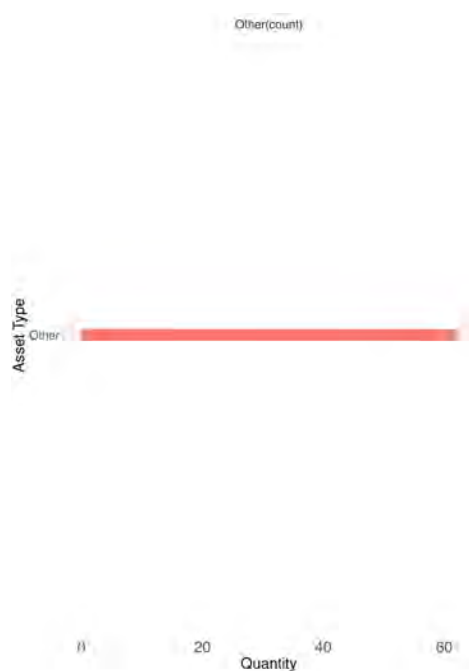


Figure 29: Asset Inventory by Asset Type

The asset types and values in the graph above have been generated from Council's asset management system AssetFinda, as of 30 June 2021.

13 Asset Summary - Open Space and Recreation

13.1 Goal

Enhance Council's public recreation and open spaces by providing our community with the opportunity for improved health and wellbeing as well as feeling included and connected.

13.2 Methodology

- Council's open space and recreation assets include: bushland reserves and walking trails, minor structures, aquatic centres, indoor stadiums, sporting ground and facilities, parks, streetscapes, play equipment, exercise equipment, picnic settings, and barbecue facilities.
- The management approach used by Council is a balance of the affordability, functionality, and amenity of the assets.
- Many recreation and community assets are leased to sporting clubs and community groups. There are lease agreements in place with these groups documenting the distribution of the shared maintenance and renewal responsibilities. Council and the lessees have a joint responsibility in ensuring that assets and services are fit for purpose and safe for the community to enjoy.
- Despite assets being leased to community groups Council retains certain legislated responsibilities and the management of these assets becomes a partnership.
- Sporting clubs and community groups are able to source financial support directly from Local, State, and Federal Government grant programs with the works being delivered by Council in partnership with the groups. Funding is often contingent on Council auspicings the grant, so that any works are fit for purpose and completed to the required standard.
- Play Equipment is managed with a risk management focus and amenity focus, noting that play equipment has a short lifespan and stringent controls and standards must be applied to the purchase, installation, and operation of equipment. Play Equipment is inspected regularly with the frequency of inspection determined by the classification and utilisation of the equipment.
- Open Space and Recreation assets have the following recurring capital works programs: Leisure and Aquatic Centre Equipment Renewal, Recreation Facility Renewal, Outdoor Pool Renewal Works, Lighting Upgrades, Carpark Works, Tennis Court Renewal Program, Playground Renewal Program, Early Years Playground Renewal Program, Community Parks Renewal and Upgrade, Neighbourhood Park Development Program, and Masterplan Implementations.
- Council routinely inspects and maintains: playgrounds, play equipment, playground softfall, Sporting Ovals, Streetscapes, Parks and Gardens, and Mowing of Open Space areas.

13.3 Objectives

- Maintain our built environment, including open space, in a fiscally, environmentally, and socially sustainable way (Council Plan 2021-2031).
- Provide opportunities to experience Open Space and Bushland Reserves (Council Plan 2021-2031).
- Improve the accessibility of Open Space and Recreation assets to promote inclusiveness (Council Plan 2021-2031, Disability Action Plan, Sport and Active Recreation Strategy).
- Provide an appropriate range of facilities and participation opportunities (Sport and Active Recreation Strategy).
- Maximise opportunities for shared use of facilities (Sport and Active Recreation Strategy).
- Manage sporting reserves, which are made available to seasonal user groups, with shared responsibilities for maintenance and renewal of assets (Officer informed).
- Ensure regular inspection of assets in accordance with associated seasonal lease arrangements and program works accordingly (Officer Informed).
- Review lease arrangements to ensure maintenance and renewal responsibilities are clearly articulated and understood by Council and user groups (Officer Informed).

13.4 Assets condition by value

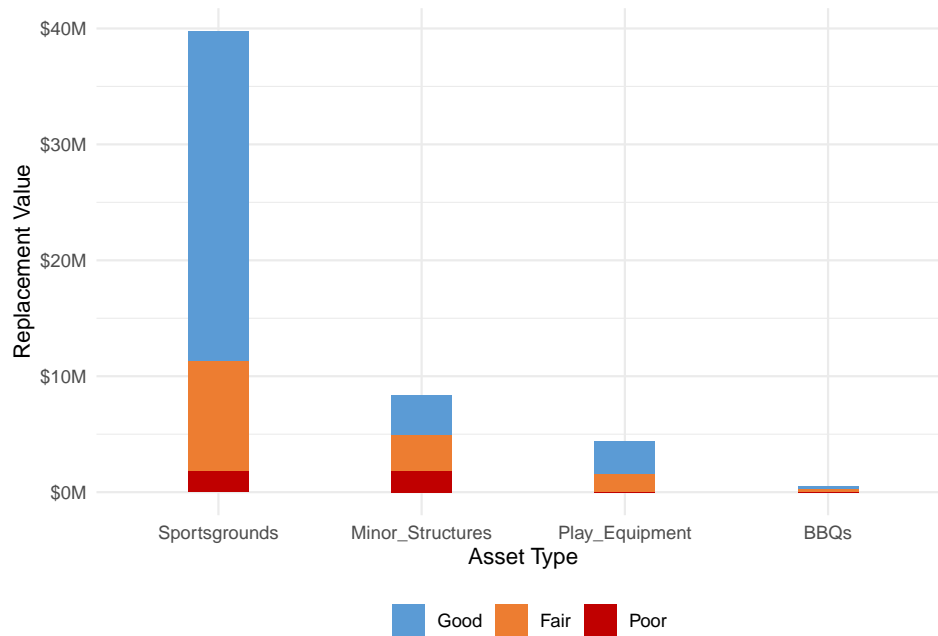


Figure 30: Asset Condition By Value

The condition values in the graph above have been generated from Council's asset management systems as of 30 June 2021, AssetFinda and TechnologyOne.

13.5 The 10 Year Plan

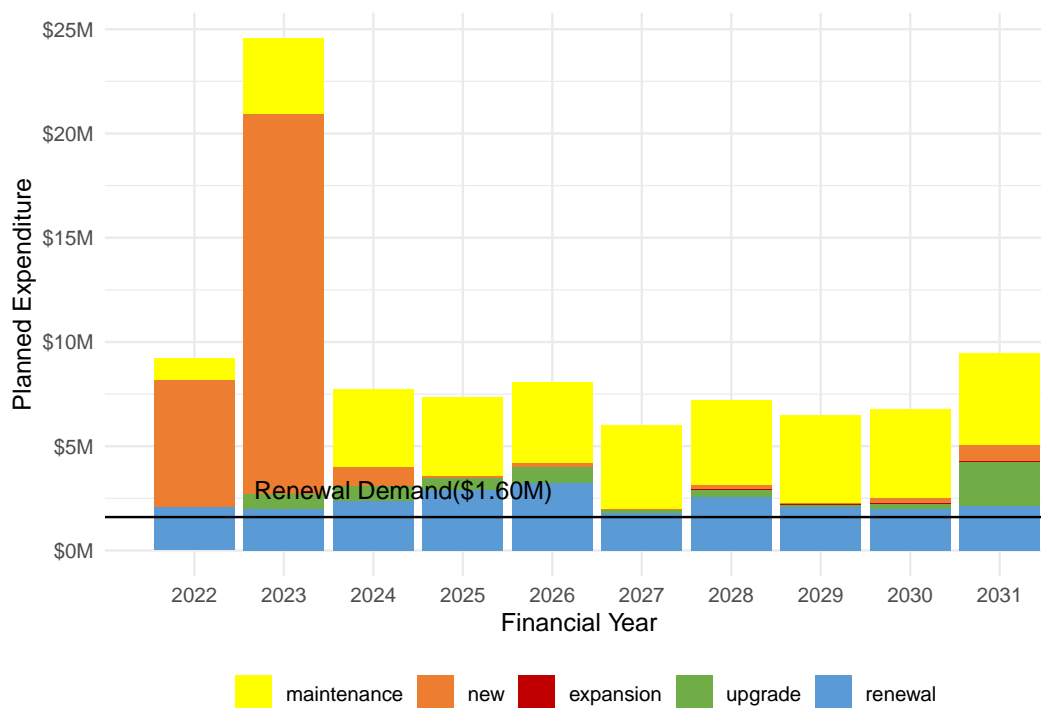


Figure 31: The 10 Year plan by Activity Type

The proposed expenditure values displayed in the graph above have been generated from Council's Financial Plan, adopted 27 October 2021[4].

13.6 Proposed Activities and Initiatives

- Continue to deliver the Macedon Sports Precinct project (Council Plan 2021-2031).
- Implement actions from numerous master plans and management plans.
- Improve the quality of streetscape assets (Economic Development Strategy).
- Improve skate parks across the shire (Sport and Active Recreation Strategy).
- Deliver Council's capital works programs for Open Space and Recreation assets (Council Plan 2021 - 2031).

-
- Commence planning various adopted plan and master plan actions and program the associated works through the Financial Plan.
 - Deliver routine operational activities such as mowing, litter collection, vegetation and weed control.

13.7 Summary Comments

- State of the Assets is tracking in an acceptable manner, which is consistent with the findings of the Community Satisfaction Survey.
- Current renewal funding is adequate in the short term but the ongoing renewal burden needs to be closely monitored. Better understanding of the shared responsibilities between Council and user groups will lead to more accurate long term forecasts.
- Council should consider extending the current open space and recreation asset renewal programs.
- Inspection and maintenance funding will need to be increased significantly when the large new projects in the Financial Plan are completed (Sports Precinct and Shared Trails projects).

13.8 Asset Inventory

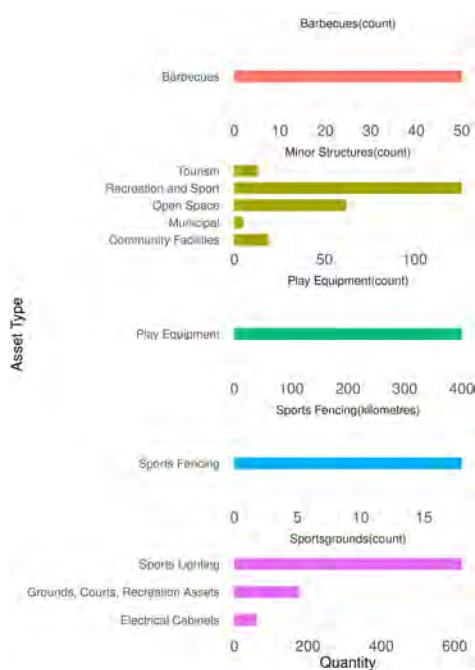


Figure 32: Asset Inventory by Asset Type

The asset types and values in the graph above have been generated from Council's asset management system AssetFinda, as of 30 June 2021.

14 Asset Summary - Information Communication and Technology

14.1 Goal

To support and provide the information technology and communication environment to Council for the provision of services to the community in the most financially sustainable manner.

14.2 Methodology

- Council's Information and Communication Technology (ICT) assets include: printers, servers, desktop computers, laptop computers, tablets, fixed line phones, mobile phones, and other devices such as traffic counters, vehicle tracking systems, and GPS units.
- Council manages ICT assets using a balance of functionality and affordability.
- ICT assets often have a shorter useful life than many of Council's other assets. This is due to the rapidly changing nature of ICT which requires that Council must be regularly updating its assets.
- The furniture assets group contains various miscellaneous items of furniture that are above Council's capitalisation threshold. The items include things like: office furniture, gym equipment, surveillance equipment, defibrillator units, blinds and lighting equipment. The total value of these assets is approximately 0.1 percent of Council's total asset base and to streamline reporting have been grouped together with the organisations ICT assets..

14.3 Objectives

- Ensure that the ICT environment is fit for purpose and supports the organisation's and community's requirements.
- Ready the organisation for progression to the cloud.
- Reduce ICT system complexity, ensuring that ICT systems are easier to maintain and manage.
- Improve digital capabilities and services that Council offers.
- Strengthen information security and cyber resilience.
- Ensure that staff are appropriately trained in the use of the ICT systems they use.
- Ensure that data/information held within the ICT environment is treated as a corporate asset.
- To provide and support an information technology (IT) environment across more than 30 facilities (Annual Budget 2022).

- Internally hosted and cloud based applications are continually reviewed for adherence to industry best practice, system reliability and value for money (Annual Budget 2022).
- Maintain a Geographic Information System that provides layers of spatial data to accessible by all staff (Annual Budget 2022).
- Classify and register mail in accordance with the Public Records Act 1973 (Annual Budget 2022).

14.4 Assets condition by value

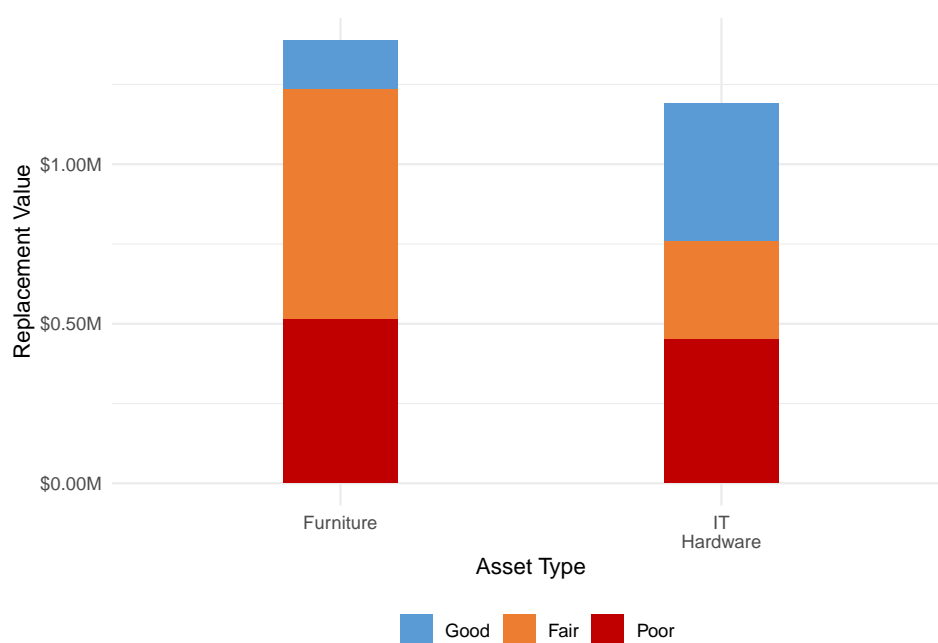


Figure 33: Asset Condition By Value

The condition values in the graph above have been generated from Council's asset management systems as of 30 June 2021, AssetFinda and TechnologyOne.

14.5 The 10 Year Plan

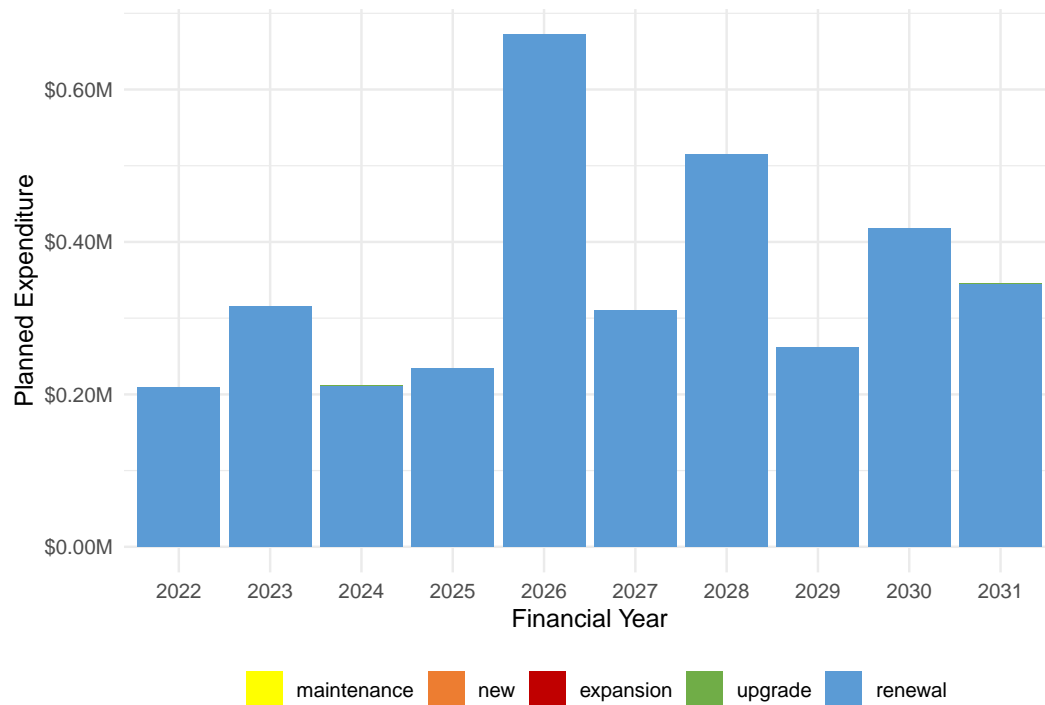


Figure 34: The 10 Year plan by Activity Type

The proposed expenditure values displayed in the graph above have been generated from Council's Financial Plan, adopted 27 October 2021[4].

14.6 Proposed Activities and Initiatives

- Develop an ICT Strategy to guide the Council's ICT direction.
- Establish a scheduled maintenance program for system improvements and upgrades.
- Establish a scheduled maintenance program for software upgrades and installations.
- Establish a scheduled hardware maintenance and replacement program for Council's PC and Laptop fleet and investigate opportunities for Bring Your Own Device (BYOD) technologies for Council's mobile phone fleet.

- Review the current ICT application environment to ensure it is meeting the requirements of Council.
- Review opportunities and costs to the move of the current ICT environment to the cloud, including the capability of Council's Wide Area Network (WAN).

14.7 Summary Comments

- Funding for ICT assets is currently adequate and the organisation is being supported. There is opportunity for efficiency gains and greater resilience in delivery of services if systems are further developed and the objectives of this asset class can be met.
- Staff regularly request software and hardware requirements, these requests are put forward as part of the budget process if they are beyond the normal upgrades and replacement programs.

14.8 Asset Inventory

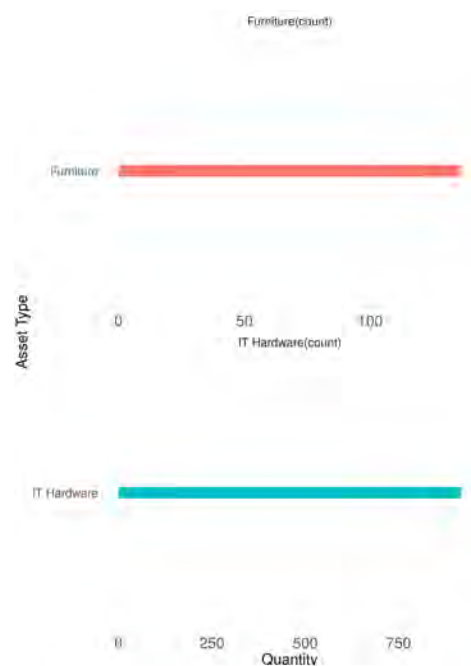


Figure 35: Asset Inventory by Asset Type

The asset types and values in the graph above have been generated from Council's asset management system AssetFinda, as of 30 June 2021.

15 Asset Summary - Buildings

15.1 Goal

To ensure our buildings and facilities are compliant, fit for purpose and accessible to all members of our community.

15.2 Methodology

- Council manages a large number of different public buildings using a variety of strategies. The strategy used depends on the building type, criticality, and utilisation. Buildings vary from large complex sports and aquatic centres used on a daily basis to small community halls that see limited use.
- Council manages buildings that are owned by Council but also manages buildings on land owned by others, such as Crown Land. Buildings on land not owned by Council are said to be under Council control if the service potential of those buildings is managed by Council. Council also leases buildings to and from third parties which can alter the asset management strategy applied.
- A large number of Council's recreational and community buildings are leased to community and sporting clubs. The maintenance and management responsibilities of these buildings are clearly defined by lease agreements with the groups and clubs.
- Council has the following recurring capital works program in relation to buildings: Council Building Renewal, Seniors Housing Units Refurbishment, Minor Building Works, and Energy and Water Efficiency Works.
- Many other capital works projects on building assets are evaluated and performed as stand alone projects.

15.3 Objectives

- Ensure buildings are fit for purpose and accessible for the community and users (Council Plan 2021-2031).
- Implement a suite of environmental upgrades to Council buildings to enhance energy efficiency and environmental performance (Council Plan 2021-2031).
- Improve accessibility of Council's buildings and facilities so that they are safe for staff and the community to utilise (Disability Action Plan, Positive Ageing Plan).
- Ensure the design, budgeting and delivery of Council building projects incorporates best practice sustainable design principles and resource efficient features. (Sustainable Building Policy).

- Improve building maintenance, better manage risk, and ensure buildings meet community needs (Sport and Active Recreation Strategy).
- Inspect, maintain, and operate over 290 buildings (Officer Informed).
- Establish a proactive inspection program for Council's most critical building assets (Officer Informed).
- Ensure maintenance and renewal responsibilities for leased assets are clearly articulated and understood (Officer Informed).
- Review insurance valuations for all Council buildings (Officer Informed).

15.4 Assets condition by value

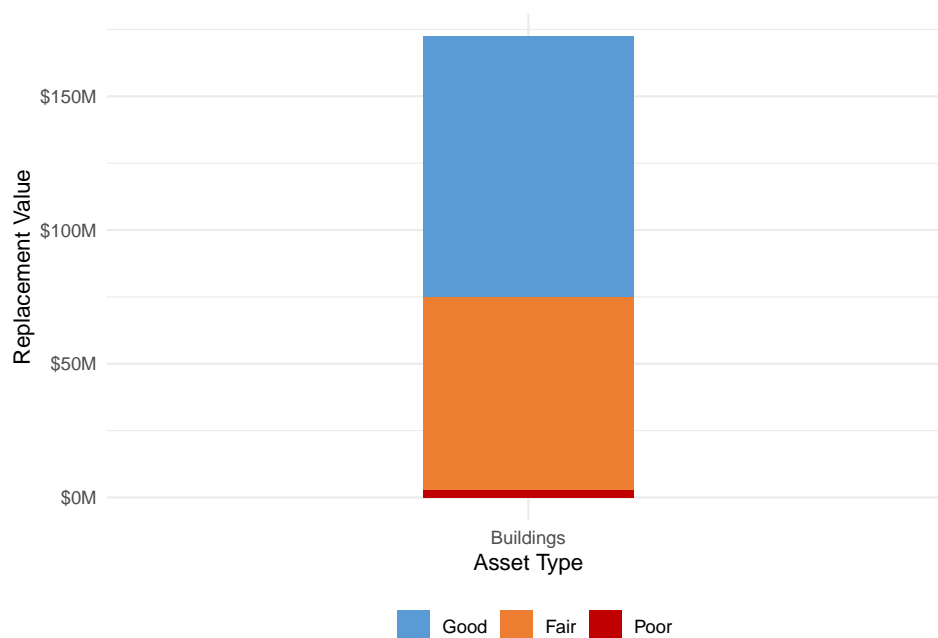


Figure 36: Asset Condition By Value

The condition values in the graph above have been generated from Council's asset management systems as of 30 June 2021, AssetFinda and TechnologyOne.

15.5 The 10 Year Plan

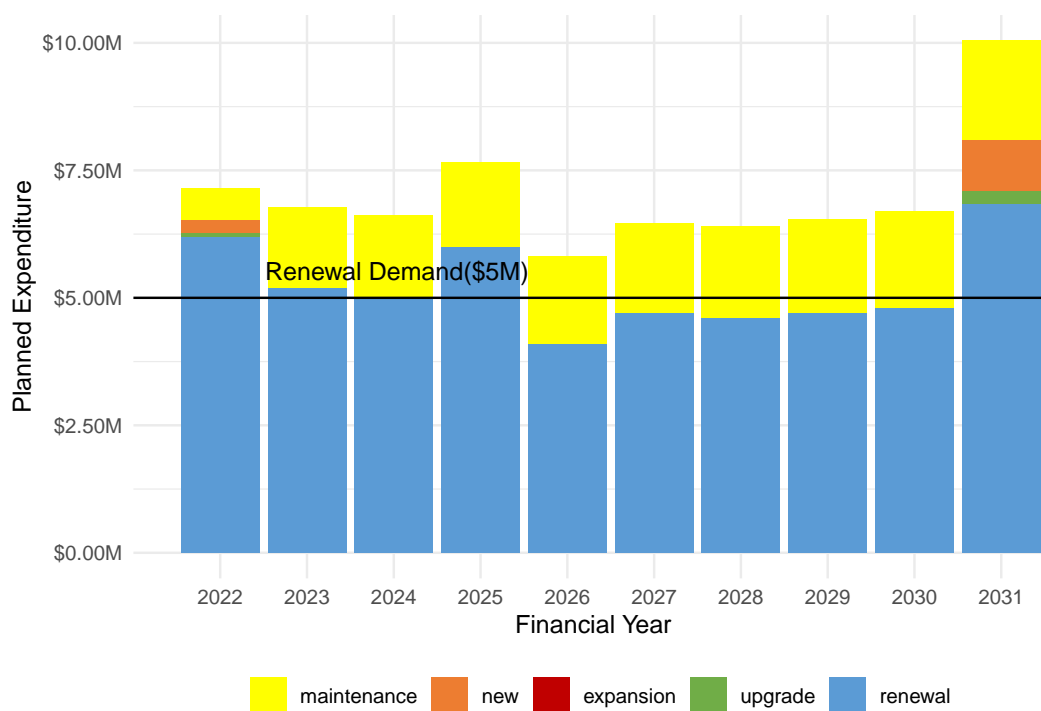


Figure 37: The 10 Year plan by Activity Type

The proposed expenditure values displayed in the graph above have been generated from Council's Financial Plan, adopted 27 October 2021[4].

15.6 Proposed Activities and Initiatives

- Improve building compliance to regulations and accessibility requirements (Positive Ageing Plan, Disability Action Plan).
- Complete the Public Toilet Strategy and schedule works arising from that strategy.
- Review the requirements and possible works relating to buildings arising from Year 1 of Council's Gender Equality Action Plan (Council Plan 2021-2031).

-
- Continue replacement of lighting in Council's buildings with LED lighting technology (Climate Change Action Plan).
 - Continue installing solar panels, where possible, on Council buildings (Climate Change Action Plan).
 - Investigate replacement of emissions intensive gas boilers at Council buildings (Climate Change Action Plan).
 - Upgrade building and meeting room assets at Kyneton Airfield (Kyneton Airfield Masterplan).
 - Undertake water and energy usage audits at major Council buildings to identify possible efficiency gains (Officer informed).
 - Tell people about which Council buildings have products to help people hear, like a Hearing Loop System and sound panels (Disability Action Plan).
 - Continue to schedule fire safety, pest control, and plant servicing, where required, at all Council buildings (Officer informed).
 - Schedule recurrent activities such as gutter cleaning.
 - Establish a proactive inspection program for Council's most critical building assets and routine inspections to determine maintenance items at all Council buildings. (Risk Management Policy).
 - Review lease arrangements to ensure maintenance and renewal responsibilities for leased assets are clearly articulated and understood (Officer Informed).

15.7 Summary Comments

- State of the Assets has been steadily improving due to investment in the building stock, however the renewal burden should be closely monitored to determine the long term requirements. A full building condition survey is currently underway and will inform the long term outlook for buildings.
- Continuing the building renewal funding in the Financial Plan is recommended until the long term requirements can be determined.
- Council should consider, where possible, consolidating the building asset stock, when it can be done in a way that does not reduce the level of service being provided to the community.
- Council will need to monitor the changing requirements of buildings due to influences like: gender equity, accessibility, and service changes.

15.8 Asset Inventory



Figure 38: Asset Inventory by Asset Type

The asset types and values in the graph above have been generated from Council's asset management system AssetFinda, as of 30 June 2021.

16 References

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17 Appendix

17.1 Condition Rating Criteria

CONDITION RATING CRITERIA	
Good	0 A new asset or an asset recently rehabilitated back to new condition
	1 A near new asset with no visible signs of deterioration often moved to condition 1 based upon the time since construction rather than observed condition decline.
	2 An asset in excellent overall condition. There would be only very slight condition decline but it would be obvious that the asset was no longer in new condition.
	3 An asset in very good overall condition but with some early stages of deterioration evident, but the deterioration still minor in nature and causing no serviceability problems.
Fair	4 An asset in good overall condition but with some obvious deterioration evident, serviceability would be impaired very slightly.
	5 An asset in fair overall condition deterioration in condition would be obvious and there would be some serviceability loss
	6 An asset in Fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance cost would be rising.
Poor	7 An asset in poor overall condition deterioration would be quite severe and would be starting to limit the serviceability of the asset. Maintenance cost would be high.
	8 An asset in very poor overall condition with serviceability now being heavily impacted upon by the poor condition. Maintenance cost would be very high and the asset would at a point where it needed to be rehabilitated.
	9 An asset in extremely poor condition with severe serviceability problems and needing rehabilitation immediately.
	10 An asset that has failed is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.

17.2 Legislations, Plans and Policies

State Legislation and Regulations

- Local Government Act 2020
- Planning and Environment Act 1987
- Disability Act 2006/Disability Amendment Act 2017
- Heritage Act 2017
- Crown Land (Reserve) Act 1978
- Land Act 1958 and Retail Leases Act
- Building Act 1993 and Regulations 2018
- Water Act and Coastal Management Act 1995
- Electricity Safety Act 1998
- Subdivisions Act 1988
- Occupational Health and Safety Act 2004 and Regulations 2017
- Emergency Management Act 1986 (Disaster Recovery Fund Arrangements)
- Environment Protection Act (EPA) 1970
- Road Management Act 2004
- Rate Capping (under FGRS)

National Legislation and Regulations

- Climate Change Authority Act 2011
- Local Government (Financial Assistance) Act 1995
- Environment Protection and Biodiversity Conservation Act 1999
- Biosecurity Act 2015
- Disability Discrimination Act 1992

Associated Council Policies and Documents

- Macedon Ranges Council Plan 2021-2031
- Community Vision
- Financial Plan
- Asset Management Policy
- Asset Accounting Policy
- Procurement Policy
- Capitalisation Policy
- Risk Management Policy
- Risk Management Framework
- Climate Change Action Plan
- Road Management Plan
- Asset Management Plans - Roads, Bridges, Kerb and Channel, Stormwater Drainage, Buildings, Parks and Open Space. At the completion and adoption of the Asset Plan these Asset Management Plans will become obsolete and will no longer require the endorsement of Council.

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