

Agenda

Council Meeting

Wednesday 23 September 2026 at 7:00 PM

Gisborne Administration Centre

40 Robertson Street, Gisborne

(Hybrid)

Table of contents

1	Acknowledgement of Country	4
2	Recording of live streaming of this Council meeting	4
3	Present	4
4	Apologies	4
5	Conflicts of interest	4
6	Petitions	4
	Nil	
7	Deputations and presentations to Council	4
8	Adoption of minutes	4
9	Mayor's report	5
9.1	Mayor's Report - August-September 2026.....	5
10	Record of meetings of Councillors and Council staff	7
10.1	Record of Meetings of Councillors and Council Staff - August-September 2026	7
11	Planning and Environment reports	16
PE.1	2027 Anzac Day Commemorative Services Fund	16
12	Corporate reports	19
COR.1	Contracts to be Awarded September 2026	19
COR.2	Draft Related Party Disclosure Policy	23
COR.3	Quarterly Financial Report - April - June 2026 and Carry Forwards 30 June 2026	36
13	Community reports	44
COM.1	Central Victorian Public Libraries Ltd Library Agreement With Member Councils	44
14	Assets and Operations reports	72
AO.1	Response to Petition in Relation to the Speed Limit and Intersection Safety on Grahams Road, Lancefield	72
AO.2	Draft Public Road Procedure	77

AO.3	Infrastructure Permit Policy.....	94
AO.4	Draft Riddells Creek Recreation Reserve Master Plan	127
15	Notices of motion and rescission	137
	No. 10/2026-27: Notice of Motion - Leave of absence - Cr Kendall	137
	No. 11/2026-27: Notice of Motion - Leave of absence - Cr Bonanno.....	138
16	Urgent business	139
17	Confidential reports	139
	Nil	

1 ACKNOWLEDGEMENT OF COUNTRY

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

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

2 RECORDING OF LIVE STREAMING OF THIS COUNCIL MEETING

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

3 PRESENT**4 APOLOGIES****5 CONFLICTS OF INTEREST****6 PETITIONS**

Nil

7 DEPUTATIONS AND PRESENTATIONS TO COUNCIL**8 ADOPTION OF MINUTES****Recommendation**

That Council confirms the minutes of the Scheduled Council Meeting of Macedon Ranges Shire Council held on 26 August 2026, as circulated.

9 MAYOR'S REPORT

9.1	MAYOR'S REPORT - AUGUST-SEPTEMBER 2026
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Summary

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

Recommendation

That Council receives and notes the Mayor's report.

Mayor's report

September has been a month that highlighted something special about the Macedon Ranges, the willingness of people to invest in something bigger than themselves.

The 150-year anniversary of the Kyneton Croquet Club celebrated generations of volunteers, members and supporters who have helped create a community institution that continues to thrive. Milestones such as these don't happen by accident. They are built through care, commitment and people showing up year after year.

That same spirit was visible across several Country Fire Authority (CFA) events held throughout the month. In a world that often celebrates what is new, many of the volunteers recognised this month have quietly dedicated 20, 30 and even 40 years to serving others. Their contribution is a reminder that strong communities are rarely built overnight. They are built through countless acts of service repeated over decades. The recent handover of two new vehicles to the Bullengarook CFA Brigade ensures that legacy of service continues.

The Kyneton Daffodil and Arts Festival once again filled the streets with colour, creativity and community pride. This year's theme, The Bulb and the Beautiful, felt particularly fitting. Beyond the blooms and festivities were the volunteers, organisers, artists, and community groups whose efforts help our towns flourish. If you've never attended, consider adding it to next year's calendar. It is one of many remarkable events that showcase the best of our Shire.

This month also highlighted the dedication of community members, landholders and environmental advocates involved in the Cobaw Biolink. Their work reflects a shared belief that caring for the environment is ultimately about caring for future generations. The benefits may not always be immediately visible, but the investment being made today will leave a lasting impact for years to come.

A special acknowledgement is extended to the Macedon Ranges Suicide Prevention Action Group (MRSPAG) and the many community members who participated in this year's walk. Through generosity, courage and lived experience, space was created for important conversations, connection and hope. The simple act of sharing a story can often be one of the most powerful ways to support another person.

Perhaps that is the common thread running through this last month. Whether through volunteer service, environmental stewardship, community advocacy or simple acts of kindness, the Macedon Ranges continues to be shaped by people who choose to leave things better than they found them.

Mayor Borthwick
Macedon Ranges Shire Council

10 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF**10.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF - AUGUST-SEPTEMBER 2026****Summary**

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

Recommendation

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

Record of meetings

Type of meeting	Councillor Briefing
Date and time	Tuesday 25 August 2026 at 9:30am
Venue	40 Robertson Street, Gisborne
Present - Councillors	• Cr Cassy Borthwick (Mayor) • Cr Daniel Young (Deputy Mayor) • Cr Jennifer Anderson • Cr Dominic Bonanno • Cr Rob Guthrie • Cr Alison Joseph • Cr Kate Kendall • Cr Janet Pearce • Cr Andrew Scanlon
Apologies - Councillors	Nil
Present - officers	• Bernie O'Sullivan (Chief Executive Officer) • Rebecca Stockfeld (Director Planning and Environment) • Dominic Testoni (Director Assets and Operations) • Martin Collins (Director Community) • Lisa Knight (Director Corporate) • Rob Ball (Manager Strategic Planning and Environment)

	• Leanne Khan (Coordinator Strategic Planning) • Jack Wiltshire (Senior Strategic Planner) • Margaux McKenzie (Coordinator Performance and Assurance) • Alison Elliot (Senior Performance and Assurance Officer) • Fleur Tysoe (Senior Performance and Assurance Officer) • Lucy Olson (Senior Governance Officer) • Zoe Hardiman (Acting Governance Officer)
Apologies officers	• Cherry Stojanovic (Acting Manager Governance and Performance)
Presenters	Nil
Items discussed	• Draft Gisborne Town Centre Urban Design Framework – For Councillor Feedback • Planning Scheme Review – Discussion of Key Themes and Initial Consultation Feedback • Report of Operations (Q4 April to June 2026) and Workplan for FY 2026/27 • Planning Matters • Agenda Reviews • Other Business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Cr Kate Kendall declared a general conflict in relation to item PE.3 in the Agenda Review due to her State Election Advocacy. Did they leave the meeting? Yes from 1:16pm to 1:18pm. Cr Rob Guthrie declared a material conflict in relation to the Notice of Motion in the Agenda Review due to living near the site. Did they leave the meeting? No, as the item was not discussed. Cr Rob Guthrie declared a material conflict in relation to the Rosalia development discussion in Other Business due to living near the site. Did they leave the meeting? Yes at 1:32pm and did not return.
Conflicts of interest declared by officers	Nil Did they leave the meeting? N/A

Type of meeting	Planning Consultation Meeting
Date and time	Thursday 28 August 2026 at 10:00am
Venue	40 Robertson Street, Gisborne
Present - Councillors	• Cr Cassy Borthwick (Mayor) • Cr Dominic Bonanno • Cr Rob Guthrie • Cr Alison Joseph • Cr Kate Kendall • Cr Janet Pearce
Present - officers	• Glen Meyer (Senior Statutory Planning Officer) • Clinton Smith (Senior Statutory Planning Officer)
Present – members of the public	• Alison Millier • Andrew Rich • Graeme Neill • Noelene Neill • John Shirley • Joe Pachi • Jan Kalny • Caroline Kalny • Kiri Harris • Ron Harris
Items discussed	• PLN/2017/296/C – 111 Tweddle Road, Gisborne South
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Nil Did they leave the meeting? N/A
Conflicts of interest declared by officers	Nil Did they leave the meeting? N/A

Type of meeting	Councillor Briefing
Date and time	Tuesday 1 September 2026 at 9:30am
Venue	40 Robertson Street, Gisborne

Present - Councillors	• Cr Cassy Borthwick (Mayor) • Cr Daniel Young (Deputy Mayor) • Cr Jennifer Anderson • Cr Dominic Bonanno • Cr Rob Guthrie • Cr Alison Joseph • Cr Kate Kendall • Cr Janet Pearce • Cr Andrew Scanlon
Apologies - Councillors	Nil
Present - officers	• Bernie O'Sullivan (Chief Executive Officer) • Rebecca Stockfeld (Director Planning and Environment) • Dominic Testoni (Director Assets and Operations) • Martin Collins (Director Community) • Lisa Knight (Director Corporate) • Jarrod Westwood (Manager Aquatics, Recreation and Facilities) • Bethany Lloyd (Manager Engagement and Advocacy) • Leanne Khan (Coordinator Strategic Planning) • Samantha Worton (Senior Project Officer) • Bree Carlson (Senior Governance Officer) • Talysha Dawson (Governance Officer)
Apologies officers	Nil
Presenters	• Dean Markham • Ray Thompson
Items discussed	• MRSP – Stage 2 Project Update • Macedon Ranges Heritage Strategy 2024-34 Year 2 Progress Report • Request to Meet Councillors
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Cr Guthrie declared a material conflict of interest with item 1.3 – Request to Meet Councillors due to living near the development. Did they leave the meeting? Yes from 1:16pm to 1:18pm

Conflicts of interest declared by officers	Nil Did they leave the meeting? N/A
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Type of meeting	Chief Executive Officer Employment Remuneration Committee (CEO ERC) Workshop
Date and time	Tuesday 8 September 2026 at 9:30am
Venue	40 Robertson Street, Gisborne
Present - Councillors	• Cr Cassy Borthwick (Mayor) • Cr Daniel Young (Deputy Mayor) • Cr Dominic Bonanno • Cr Rob Guthrie • Cr Alison Joseph • Cr Kate Kendall • Cr Andrew Scanlon
Apologies - Councillors	• Cr Janet Pearce
Present - officers	• Kylie Tatt (Manager People and Wellbeing)
Apologies officers	Nil
Presenters	• Rebecca McKenzie (External Member CEO ERC)
Items discussed	• CEO ERC Workshop
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Nil Did they leave the meeting? N/A
Conflicts of interest declared by officers	Nil Did they leave the meeting? N/A

Type of meeting	Councillor Briefing
Date and time	Tuesday 8 September 2026 at 11:30am
Venue	40 Robertson Street, Gisborne
Present - Councillors	• Cr Cassy Borthwick (Mayor) • Cr Daniel Young (Deputy Mayor) • Cr Jennifer Anderson • Cr Dominic Bonanno • Cr Rob Guthrie

	• Cr Alison Joseph • Cr Kate Kendall • Cr Janet Pearce • Cr Andrew Scanlon
Apologies - Councillors	Nil
Present - officers	• Bernie O'Sullivan (Chief Executive Officer) • Rebecca Stockfeld (Director Planning and Environment) • Dominic Testoni (Director Assets and Operations) • Lisa Knight (Director Corporate) • Dawn Bray (Manager Governance and Performance) • Daniel Grigson (Manager Engineering, Asset Services and Civil Projects) • Rob Ball (Manager Strategic Planning and Environment) • Jarrod Westwood (Manager Aquatics Recreation and Facilities) • Travis Harling (Manager Finance and Reporting) • Margaux McKenzie (Coordinator Performance and Assurance) • Leanne Khan (Coordinator Strategic Planning) • Benup Neupane (Coordinator Engineering Services) • Jack Wiltshire (Senior Strategic Planner) • Katelyn Caruana (Open Space and Recreation Planner) • Lucy Olson (Senior Governance Officer) • Talysha Dawson (Governance Officer)
Apologies officers	• Martin Collins (Director Community)
Presenters	Nil
Items discussed	• Rosalia Estate Resident debrief • Analysis of HCAP Data and Implications for Housing Capacity Projections • Planning Scheme Review – Consultation Update • Draft Riddells Creek Recreation Reserve Master Plan • 2025-26 Financial and Performance Statements • Agenda Reviews

	Other Business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Cr Guthrie declared a material conflict of interest with item 1.1– Rosalia Estate Resident debrief due to living near the development. Did they leave the meeting? Yes from 11:30am – 12:08pm
Conflicts of interest declared by officers	Nil Did they leave the meeting? N/A

Type of meeting	Councillor Briefing
Date and time	Tuesday 15 September 2026 at 9:30am
Venue	40 Robertson Street, Gisborne
Present - Councillors	- Cr Cassy Borthwick (Mayor) - Cr Daniel Young (Deputy Mayor) - Cr Dominic Bonanno - Cr Rob Guthrie - Cr Alison Joseph - Cr Kate Kendall - Cr Janet Pearce - Cr Andrew Scanlon
Apologies - Councillors	Cr Jennifer Anderson
Present - officers	- Dominic Testoni (Acting Chief Executive Officer) - Rebecca Stockfeld (Director Planning and Environment), - Martin Collins (Director Community) - Lisa Knight (Director Corporate) - Dawn Bray (Manager Governance and Performance) - Rob Ball (Manager Strategic Planning and Environment) - Bethany Lloyd (Manager Engagement and Advocacy) - Leanne Khan (Coordinator Strategic Planning) - Zuzana Barnett (Coordinator Accounting) - Tania MacLeod (Coordinator Environment) - Leanne Khan (Coordinator Strategic Planning) - Brad Mathieson (Coordinator Communications)

	• Jack Wiltshire (Senior Strategic Planner) • Justin Walsh (Team Leader Climate and Sustainability) • Jonella Welsh (Accountant) • Talysha Dawson (Governance Officer)
Apologies officers	• Bernie O'Sullivan (Chief Executive Officer)
Presenters	• Mark Hands (Goldfield Library Corporation)
Items discussed	• Update to Amendment C133Macr – Implementation of the Landscape Assessment Study • Goldfields Library Agreement • Finance Update – Council Reports for September • Charging the Regions: Public EV Charging Infrastructure – Community Consultation Update and Next Steps • Planning Scheme Review – Draft Report • 2026 State Election Advocacy • Other Business
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Cr Kendall declared a general conflict of interest with item 1.6 State Election Advocacy due to running in the State Election. Did they leave the meeting? Cr Kendall was not present for the item due to arriving after it was discussed.
Conflicts of interest declared by officers	Nil Did they leave the meeting? N/A

Type of meeting	Presentation by Macedon Ranges Agricultural Alliance (MRAA)
Date and time	Tuesday 15 September 2026 at 3:00pm
Venue	40 Robertson Street, Gisborne
Present - Councillors	• Cr Cassy Borthwick (Mayor) • Cr Rob Guthrie • Cr Alison Joseph • Cr Kate Kendall • Cr Janet Pearce
Present - officers	• Dominic Testoni (Acting Chief Executive Officer) • Rebecca Stockfeld (Director Planning and Environment)

	• Rob Ball (Manager Strategic Planning and Environment) • Tania Macleod (Coordinator Environment)
Presenters	• James Walsh (MRAA Chairman) • Daniel McKenna (MRAA Deputy)
Items discussed	• Rural fencing policy • Zoning of rural land
Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Nil Did they leave the meeting? N/A
Conflicts of interest declared by officers	Nil Did they leave the meeting? N/A

11 PLANNING AND ENVIRONMENT REPORTS

PE.1	2027 ANZAC DAY COMMEMORATIVE SERVICES FUND
Officer:	Monique Bullen, Acting Events and Filming Officer
Council Plan	Our Economy
relationship:	Our Places
Attachments:	Nil

Summary

ANZAC Day Commemorative Services Fund is designed to support community organisations that have traditionally organised ANZAC Day Commemorative Services and need financial support to cover traffic management costs for safe event delivery.

In line with the resolution made at the Scheduled Council Meeting on 26 August, Council has referred the 2026/27 Council grant programs recommendations for Anzac Commemorative Services Support Fund grant to the Executive Leadership Team for review, and to the CEO for approval. This report is for Council to note the recipients.

Recommendation**That Council**

- 1. Note the recipients of the Anzac Commemorative Services Support Fund for the 2027 Anzac Day cameration.**
- 2. Note the applications for the fund exceeded the budget for the fund and each recipients has a reduced amount requested by an equal amount \$539.25.**
- 3. Note that Council will provide in kind support to all six services**

Background

Council has established an Anzac Day Commemorative Services grant fund to assist community groups with expenses associated with traffic management control, ensuring the safety of participants. The fund is available to community organisations that have traditionally organised ANZAC Day Commemorative Services and need financial support to cover traffic management costs for safe event delivery.

\$20,000 was allocated in Council's 2026-2027 budget to support ANZAC Day Services for 2027.

Discussion

The 2027 ANZAC Day Commemorative Services fund received six applications requesting a total of \$23,235.50 plus in-kind support. All six applications are recommended for partial funding, as the total amount requested exceeds the available budget. \$20,000 was allocated in Council's 2026-2027 budget to support ANZAC Day Services via this grant funding

process. The panel recommendation was to reduce all applicants requested amount by \$539.25 to partially fund and support all six services. All services will receive in kind support.

The ANZAC Day Commemorative Services fund was awarded to:

- Mt Macedon ANZAC Day Dawn Service Inc for the Mount Macedon ANZAC Day Dawn Service
- Romsey Lancefield RSL Sub-Branch for the Romsey Lancefield ANZAC Day Commemorative Service, Lancefield
- Woodend RSL Sub-Branch for the Anzac Day march
- Gisborne RSL Sub Branch Inc. for the ANZAC Day Service
- Kyneton RSL Sub-branch for the Malmsbury Anzac Day March and Ceremony
- Kyneton RSL Sub-branch for the Kyneton Anzac Day March and Ceremony

Consultation and engagement

Council Officers worked closely with groups delivering ANZAC Day Commemorative Services each year to ensure they have support needed to deliver a safe and complaint event for the community.

Collaboration

Collaboration was not required in relation to this report.

Innovation and continuous improvement

Regular evaluations of the process can identify areas for refinement, enhancing the program's efficiency and effectiveness over time. Councillors identified that, as a matter of best practice, recommendations from the ANZAC Day Support Fund Panel should be reviewed by the Executive Leadership Team and approved by the CEO

Relevant law

The *Road Safety Act 1986* requires that a Traffic Management Plan prepared and implemented by a VicRoads pre-qualified traffic management services contractor.

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in relation to the subject matter of this report. The ANZAC Day Commemorative Services Fund has a specific Access and Inclusion section which applications are scored against and a link for further information is provided to assist applicants to plan safe and inclusive events.

Relevant regional, state and national plans and policies

The Department of Transport and Planning (DTP) requires events impacting state-managed roads to comply with formal traffic management requirements. Event organisers must submit a Traffic Management Plan prepared by a DTP-authorized traffic control company as part of their application to secure a Memorandum of Authorisation permit from DTP.

Relevant Council plans and policies

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

Climate Impact Assessment

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

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

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

Applicants are assessed on their plans to deliver an environmentally sustainable event as per the Grant Guidelines.

Financial viability

The ANZAC Day Commemorative Services Fund has an allocated budget of \$20,000.

Sustainability implications

Economic, social and environmental issues have been considered as part of the assessment of ANZAC day Commemorative Services support fund guidelines.

AI use disclosure

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

- AI tools were used for editing or quality improvement only, for example grammar, readability or formatting.

Editing and improving grammar.

Declaration – Human-in-the-Loop (HITL)

All judgements, decisions, and recommendations contained in this report were made by a human decision-maker. Any use of artificial intelligence tools was advisory only and did not replace human judgement. The final content and recommendations have been reviewed and approved by a Council officer in accordance with Council's AI policy, and governance, risk and accountability frameworks.

Officer declaration of conflicts of interest

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

12 CORPORATE REPORTS

COR.1	CONTRACTS TO BE AWARDED SEPTEMBER 2026
Officer:	Sarah Payne, Coordinator Contracts and Procurement
Council Plan relationship:	Our Performance
Attachments:	Nil

Summary

This report provides details of contracts proposed to be awarded under a delegation from Council, from the date of the last report to 26 August 2026. Although this report recommends noting the power delegated to Council officers, Council has the power to:

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

Recommendation

That Council grants delegated authority to the Chief Executive Officer to award the following contracts:

1. C26-148 Supply Panel Heating, Ventilation & Air Conditioning (HVAC) Services**Background information**

Council's delegated authority to its officers to award a contract is controlled by the financial value of the contract. The various financial limits of the authority are specified in Appendix 1 of the Procurement Policy.

Opportunity to review delegated authority

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

C26-148 Supply Panel Heating, Ventilation & Air Conditioning (HVAC) Services

Council seeks to establish a panel of suitably qualified and experienced contractors to provide HVAC maintenance, repair, emergency response, minor renewal works and associated specialist services across Council-owned and managed facilities.

The panel will provide services on an as-required basis for a diverse portfolio of buildings

As part of Council's procurement processes, several controls are implemented to ensure the risks are identified and managed. For the contracts to be awarded in this report, that includes the following measures:

- **Conflict of Interest Declarations** – Officers must disclose conflicts before participating in procurement decisions or panels.
- **Competitive Bidding** – Transparent public tendering with multiple suppliers was undertaken for all contracts and are required for contracts above the \$1m financial delegation limit of the CEO to ensure competition and transparency.
- **Legal & Probity Review** – Contract Coordinator reviews each contract before execution.
- **Performance Monitoring** – KPIs and regular reviews, milestone tracking and monitoring for compliance with grant requirements where applicable for each approved contract.
- **Public Disclosure Requirements** – Contract awards are published in Council's Annual Report.
- **Delegation Limits** – All approvals are per the Procurement Policy and clearly defined specific financial thresholds the CEO can approve.
- **Regular Reporting** – The CEO submits periodic reporting on contracts for monitoring.
- **Procurement Compliance** – Training, audits, and adherence to policies is undertaken for all officers and steps in the process

Consultation and engagement

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

Collaboration

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

Innovation and continuous improvement

Council reviews its Procurement Policy regularly, in accordance with the *Local Government Act 1989*. These reviews consider options for innovation and are part of continuous improvement processes.

Relevant Law

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

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

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

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

Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? The establishment of a panel of qualified HVAC contractors will support the efficient maintenance, repair and replacement of heating, ventilation and air conditioning systems

across Council facilities. The panel arrangement provides opportunities for Council to incorporate energy efficient technologies, modern equipment and sustainable maintenance practices when procuring individual works. This may contribute to reduced energy consumption and greenhouse gas emissions over time through improved system performance, equipment optimisation and the replacement of ageing infrastructure with more energy efficient alternatives. The panel itself does not directly increase Council's greenhouse gas emissions profile

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

Reliable HVAC systems are critical to maintaining safe and functional Council facilities during periods of extreme heat and changing climate conditions. Establishing a panel of prequalified contractors will improve Council's ability to respond promptly to equipment failures, undertake preventative maintenance and deliver upgrades that enhance asset resilience. This will support continuity of services, improve occupant comfort and safety, and reduce operational risks associated with more frequent and intense heat events forecast for the Macedon Ranges region

How will the recommendation help to prepare the community for future climate scenarios? Maintaining effective climate control systems in Council buildings helps ensure community facilities remain safe, accessible and operational during extreme weather events, particularly heatwaves. The panel arrangement will support Council's ability to maintain and improve infrastructure used by residents, staff and visitors, strengthening the resilience of community services and public facilities under future climate conditions

Financial viability

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

Sustainability implications

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

AI use disclosure

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

- AI tools were used for drafting assistance, for example generating initial text, summaries or alternative wording. All content was reviewed, edited and approved by Council officers.

Declaration – Human-in-the-Loop (HITL)

All judgements, decisions, and recommendations contained in this report were made by a human decision-maker. Any use of artificial intelligence tools was advisory only and did not replace human judgement. The final content and recommendations have been reviewed and approved by a Council officer in accordance with Council's AI policy, and governance, risk and accountability frameworks.

Officer declaration of conflicts of interest

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

COR.2	DRAFT RELATED PARTY DISCLOSURE POLICY
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	Our Performance
Attachments:	Related Party Policy 2026 ↓

Summary

This report seeks Council adoption of the revised Related Party Disclosure Policy following a review to ensure alignment with current legislative requirements, accounting standards and governance best practice.

Recommendation

That Council adopts the revised Related Party Disclosure Policy 2026.

Background

Council's current Related Party Disclosure Policy was adopted in November 2017 and has not undergone a substantive review since that time.

A review has been completed to ensure the policy aligns with the Local Government Act 2020, AASB 124 Related Party Disclosures, contemporary governance practices and audit expectations.

Discussion

The review identified opportunities to strengthen Council's existing framework by providing greater clarity around:

- Roles and responsibilities of Councillors, Chief Executive Officer, Executive Leadership Team members and other Key Management Personnel;
- Annual and ongoing declaration requirements;
- Identification and assessment of related party transactions;
- Record keeping requirements;
- Responsibilities of Council officers and Finance staff; and
- Reporting and assurance processes that support annual financial statement preparation.

As a result of the review, a revised governance framework has been developed comprising:

- (1) A revised Related Party Disclosure Policy;
- (2) A new Related Party Disclosure Procedure;
- (3) An updated Related Party Declaration Form;
- (4) A Year-End Finance Checklist; and
- (5) Guidance Notes for Key Management Personnel.

Together, these documents provide a clearer and more consistent approach to identifying, recording, monitoring and reporting related party transactions throughout the year and during the financial statement preparation process.

The revised framework supports improved governance outcomes by:

- Strengthening transparency and accountability;
- Improving consistency of disclosure practices;
- Supporting compliance with legislative and accounting obligations;
- Enhancing audit readiness and assurance processes; and
- Reducing the risk of incomplete or inaccurate disclosures.

Consultation and engagement

The review was undertaken with key internal stakeholders and Council's Executive Leadership Team.

The draft policy and supporting documentation were presented to the Executive Leadership Team for review and feedback. Following incorporation of feedback, the revised framework was presented to the Audit and Risk Committee for consideration of governance, compliance and financial reporting implications.

Collaboration

The review has involved collaboration across the organisation to ensure the revised framework is practical, contemporary and aligned with organisational responsibilities.

The review process also incorporated benchmarking against external guidance and local government better practice.

Innovation and continuous improvement

The introduction of a supporting procedure, standardised declaration forms, finance checklists and guidance materials represents a significant improvement in Council's governance framework.

The revised approach provides greater clarity for users, supports consistent compliance practices and establishes stronger internal controls to support Council's annual financial reporting obligations.

Relevant law

The policy supports Council's obligations under:

- Local Government Act 2020;
- Australian Accounting Standard AASB 124 Related Party Disclosures;
- Local Government (Planning and Reporting) Regulations 2020; and
- Other relevant financial reporting and governance requirements applicable to Victorian local government.

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

Relevant regional, state and national plans and policies

Not applicable to this report.

Relevant Council plans and policies

The proposal aligns with the *Our Performance* objective of Shaping the Ranges 2025–2035 by supporting strong governance, transparency, accountability and effective financial management.

Financial viability

The proposed policy and supporting documentation can be implemented within existing operational resources and budgets.

Sustainability implications

Not applicable to this report.

AI use disclosure

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Officer declaration of conflicts of interest

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

Policy



Related Party Disclosure

Date of Adoption	TBC		
Adoption Method	☒ Council	☐ CEO	☐ Other (<i>please specify</i>)
CEO Signature			Date
Responsible Officer and Unit	Manager Finance and Reporting		
Nominated Review Period	☐ Annually	☒ Every 4 years	☐ Other (<i>please specify</i>)
Last Endorsement Date	22 November 2017		
Next Endorsement Date	TBC		

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

The Related Party Disclosure Procedure provides the operational processes, controls and reporting requirements supporting this Policy.

DOCUMENT HISTORY	Version	Date	Author
Initial Draft	1	20 July	Manager Finance and Reporting
Second Draft	1.1	19 August	Audit and Risk Committee
Final Draft			
Approval			Council Meeting

Contents

Purpose	3
Background	3
Scope	3
Principles	4
Governance Responsibilities	4
Information Privacy	6
Non-Compliance	7
Policy Review	7
Gender Impact Assessment	7
Definitions	7
References	9
Related Legislation	9
Other Guidance	10

Purpose

The purpose of this Policy is to establish a framework for the identification, monitoring, recording and disclosure of related party relationships and transactions in accordance with Australian Accounting Standards, Victorian local government legislation and recognised principles of public sector governance. The Policy supports Council's compliance with statutory financial reporting obligations and promotes transparency, accountability and public confidence in Council's governance practices. It also provides a consistent approach to identifying and assessing related party transactions and establishes effective internal controls to support accurate financial reporting and disclosure requirements.

Background

Macedon Ranges Shire Council is committed to maintaining high standards of governance, accountability and transparency in the management of public resources. As a public sector entity, Council is required to comply with AASB 124 Related Party Disclosures, which requires certain related party relationships and transactions to be identified and disclosed in Council's Annual Financial Report.

Related party relationships may arise through Councillors, the Chief Executive Officer, Key Management Personnel (KMP), their close family members, and entities they control or significantly influence. While such relationships are a normal part of business and public administration, they must be appropriately identified, managed and disclosed where required to ensure compliance with legislative, regulatory and audit requirements.

Scope

This Policy applies to Councillors, the Chief Executive Officer, members of the Executive Leadership Team and other Council officers identified as a KMP for the purposes of AASB 124 Related Party Disclosures. It also extends to close family members of KMP where their relationship may give rise to a related party relationship or transaction requiring disclosure.

The Policy further applies to entities associated with KMP or their close family members, including entities they control or jointly control, as well as Council subsidiaries (where applicable), controlled entities, joint arrangements, associates and any other person or entity that meets the definition of a related party under the applicable Australian Accounting Standards. The Policy governs the identification, assessment, recording and disclosure of related party relationships and transactions for governance and financial reporting purposes.

Principles

Council is committed to managing related party relationships and transactions in a manner that promotes transparency, accountability, integrity and public confidence in local government decision-making. In administering this Policy, Council will be guided by the following principles:

Compliance

Council will comply with the requirements of AASB 124 Related Party Disclosures, the Local Government Act 2020 and other applicable legislative and regulatory obligations.

Transparency

Council will identify, assess, record and disclose related party relationships and transactions in a manner that supports transparent financial reporting and informed public scrutiny.

Accountability

Key Management Personnel (KMP) are responsible for providing complete and accurate information regarding related party relationships and transactions to enable Council to meet its reporting obligations.

Integrity

Related party relationships and transactions will be managed in a manner that maintains public trust and protects the integrity of Council's governance and decision-making processes.

Confidentiality and Privacy

Information collected under this Policy will be managed in accordance with applicable privacy legislation and used only for governance, audit, legal and financial reporting purposes.

Continuous Improvement

Council will periodically review its related party disclosure framework to ensure it reflects legislative requirements, accounting standards and better practice guidance.

Governance Responsibilities

The effective implementation of this Policy requires shared responsibility across Council.

The effective implementation of this Policy requires shared responsibility across Council.

Council

Council is responsible for:

- adopting this Policy;
- promoting a culture of transparency and accountability; and
- receiving assurance through Council's governance and audit processes that related party disclosures are appropriately managed.

Chief Executive Officer

The Chief Executive Officer is responsible for:

- ensuring Council has appropriate systems and processes to support compliance with this Policy;
- determining and maintaining Council's Key Management Personnel (KMP) Register;
- ensuring appropriate resources are available to support related party disclosure requirements; and
- authorising minor administrative amendments to associated procedures and forms where appropriate.

Manager Finance and Reporting

The Manager Finance and Reporting is responsible for:

- maintaining the Related Party Register;
- coordinating annual declarations from KMP;
- assessing identified related party transactions for disclosure requirements;
- maintaining supporting documentation and audit evidence;
- preparing related party disclosures for inclusion in Council's Annual Financial Statements; and
- providing guidance and advice to KMP regarding disclosure requirements.

Key Management Personnel

Key Management Personnel are responsible for:

- providing complete and accurate related party declarations;
- notifying Council of any changes to relevant information within the required timeframe;
- responding to requests for additional information; and
- supporting Council's compliance with AASB 124 disclosure requirements.

Audit and Risk Committee

The Audit and Risk Committee provides oversight of Council's governance and financial reporting framework and may review matters relating to compliance with this Policy where appropriate

Disclosure Requirements

Council will identify, assess and disclose related party relationships and transactions in accordance with applicable accounting standards and legislative requirements.

Key Management Personnel are required to provide relevant information to support Council's disclosure obligations.

Material related party transactions will be assessed and disclosed in Council's Annual Financial Statements where required.

Related party disclosure requirements operate independently of conflict of interest obligations.

Refer to the Related Party Disclosure Procedure for details in relation to disclosure requirements.

Information Privacy

Information provided by KMPs and other related parties shall be held for the purpose of compliance with Council's legal obligation and shall be disclosed where required for compliance, financial audit or legal reasons only. Information collected will be managed in accordance with the Privacy and Data Protection Act 2014 and Council's Privacy Policy.

Non-Compliance

Failure to comply with this Policy may result in inaccurate financial reporting, audit findings, governance and compliance risks, and breaches of legislative or regulatory obligations. Non-compliance may also lead to disciplinary action in accordance with Council's employment policies and procedures and, where appropriate, referral to relevant regulatory or oversight authorities.

Policy Review

Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy (e.g. a change to the name of a related document, or a change in legislation).

Gender Impact Assessment

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

Definitions

Term	Definition
Associate	In relation to an entity (the first entity), an entity over which the first entity has significant influence.
Key Management Personnel (KMP)	Key Management Personnel (KMP) are those persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. Council's KMP will be determined by the Chief Executive Officer and maintained within the Council KMP Register having regard to AASB 124 requirements.
KMP close family members	Family members who may be expected to influence, or be influenced by, that person in their dealings with Council and include: • that person's children and spouse or domestic partner; • children of that person's spouse or domestic partner; and • dependants of that person or that person's spouse or domestic partner; and For the purpose of the AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be

Term	Definition
	expected to influence, or be influenced by, the key management person in their dealings with Council.
Related parties	A person or entity that is related to Council pursuant to the definition contained in AASB 124, paragraph 9. Examples of related parties of Council are: • Council subsidiaries • key management personnel • close family members of key management personnel • entities that are controlled or jointly controlled by key management personnel or their close family members.
Related party transactions	A transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged. Examples of related party transactions are: • purchases or sales of goods • purchases or sales of property and other assets • rendering or receiving of services • rendering or receiving of goods • leases • transfers under licence agreements • transfers under finance arrangements • provision of guarantees (given or received) • commitments to do something if a particular event occurs or does not occur in the future settlement of liabilities on behalf of Council or by Council on behalf of that related party.

Term	Definition
Significant influence	The power to participate in the financial and operating policy decisions of another entity but is not control or joint control of those policies, as determined in accordance with Australian Accounting Standard <i>AASB 128 Investments in Associates and Joint Ventures, Paragraphs 3, 5 and 6.</i>

References

- > AASB 124 Related Party Disclosures
- > AASB 101 Presentation of Financial Statements
- > AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors
- > AASB 15 Revenue from Contracts with Customers
- > AASB 16 Leases
- > AASB 1058 Income of Not-for-Profit Entities
- > AASB 136 Impairment of Assets
- > AASB 137 Provisions, Contingent Liabilities and Contingent Assets

Related Legislation

- > *Local Government Act 2020*
- > *Local Government (Planning and Reporting) Regulations 2020*
- > *Local Government Governance Rules*
- > *Public Interest Disclosures Act 2012*
- > *Privacy and Data Protection Act 2014*
- > *Public Records Act 1973*

- > *Freedom of Information Act 1982*
- > *Australian Implementation Guidance for Not-for-profit Public Sector Entities*
- > *Local Government Victoria – Accounting for Related Party Disclosures*

Other Guidance

- > Local Government Better Practice Guides
- > Victorian Auditor-General's Office (VAGO) Audit Guidance
- > Australian Accounting Standards Board implementation guidance
- > Council Procurement Policy
- > Conflict of Interest Policy
- > Councillor Code of Conduct
- > Employee Code of Conduct
- > Council's Privacy Policy

COR.3	QUARTERLY FINANCIAL REPORT - APRIL - JUNE 2026 AND CARRY FORWARDS 30 JUNE 2026
Officer:	Travis Harling, Manager Finance and Reporting
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

The purpose of this report is to provide Council and the community with a report on the financial position of the Macedon Ranges Shire Council to 30 June 2026 for the 2025/26 financial year (Quarter 4), in accordance with the requirements of the *Local Government Act 2020*.

Recommendation

That Council:

- 1. Receives the Quarterly Financial report as at 30 June 2026, in accordance with the requirements of the Local Government Act 2020; and**
- 2. Adopts the Carry Forward projects from the 2025/2026 to the 2026/2027 financial years.**

Background

This report on Council's financial performance against budget has been prepared in accordance with Section 97 of the *Local Government Act 2020*, which states "as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public."

Discussion

The Finance and Capital Management Report to 30 June 2026 provides an update on financial performance against the 2025/2026 budget.

The Income Statement reports an operating surplus of \$16.30M for the twelve months to 30 June 2026 compared to the budget of \$27.68M. The \$11.38M variance is contributed to variances in Income \$6.6M and Expenditure \$4.7M unfavourable to budget.

The operating surplus is influenced by how grants are accounted for when Council delivers projects and programs. Grants can only be recognised as revenue in proportion to the expenditure incurred during project delivery. As several projects have experienced delays, the amount of grant revenue recognised is lower than budgeted. However, the grants have already been received; the unspent portion is recorded as a liability on the balance sheet until the related expenditure occurs.

Council's Income Statement as at 30 June 2026 is provided below with analysis of the material variances.

INCOME STATEMENT

For the 12 month period ended 30th June 2026

	2025/26 Jun YTD Budget \$'000	2025/26 Jun YTD Actuals \$'000	2025/26 Jun YTD Variance \$'000
Income			
Rates and charges	67,737	67,155	(582)
Statutory fees and fines	3,617	3,912	295
User fees	9,493	7,771	(1,722)
Grants - operating	20,231	24,703	4,472
Grants - capital	31,272	21,078	(10,194)
Contributions - monetary	2,599	2,464	(135)
Other income	3,230	4,481	1,251
Total income	138,179	131,564	(6,615)
Expenses			
Employee costs	49,492	49,747	(255)
Materials and services	37,787	40,528	(2,741)
Depreciation and amortisation	18,898	21,066	(2,168)
Borrowing costs	928	890	38
Other expenses	3,395	3,032	363
Total expenses	110,500	115,263	(4,763)
Surplus/(deficit) excluding other adjustments	27,679	16,301	(11,378)
Other adjustments			
Contributions - non monetary	6,000	2,157	(3,843)
Fair value adjustments for investment property	-	285	285
Share of net profits/(losses) of Regional Library	-	18	18
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	600	(226)	(826)
Decrease / (increase) in provision for landfill liability	344	212	(132)
Writing off capital projects	-	-	-
Total surplus/(deficit)	34,623	18,747	(15,876)

The Income Statement includes all sources of Council revenue and expenditure incurred in its day-to-day operations. It should be noted that expenditure listed in the Income Statement does not include the cost of asset purchases or sales, loan repayments, capital works expenditure or reserve funds. It does, however, include depreciation as an expense.

Overall the operating surplus of \$18.7M is \$15.8M unfavourable to budget. The financial summary provides an explanation of key variances to budget.

Income Statement - Year-to-Date (YTD) Key Actual vs Budget VariancesOperational Revenue

User Fees: The \$1.72M unfavourable income in user fees is mostly due to the decrease in fees received at Council's three Resource Recovery Centres \$1.2M and Fitness \$ 391k (Basketball, Dance class, Aqua Aerobics), Fees entry in Visitor Economy.

Grants Operating: Operating grants are \$4.5M favourable to budget, primarily due to Council receiving 80 per cent of its 2026/27 Federal Assistance Grant paid early in June 2026.

Grants Capital: Capital grants are \$10.1M unfavourable to budget, primarily due to delays in the delivery of several capital works projects. As outlined earlier, although this results in an unfavourable variance in the financial report, Council has already received the grant funding for these projects. The variance arises from the requirement to recognise grant revenue in line with actual project delivery and associated expenditure.

Other Income: Actual income is \$1.25M favourable, due to higher levels of investment interest received, higher gravel sales, income from property leases and several insurance claims have also been received which were not included in the budget.

Operational Expenditure

Materials and services: Actual expenditure to 30 June 2026 is reported at \$40.5M, this is \$2.74M unfavourable to budget. This variance is primarily driven by reduced throughput at Council's Resource Recovery Centres, increased contractor cost in waste, increase in Facilities and civil maintenance.

Depreciation and Amortisation: Expenses were higher than budget due to the revaluation of infrastructure asset classes as at 30 June 2025. The budget was adopted before the revaluation process was finalised and therefore did not reflect the updated asset values.

Capital Works

YTD Capital Works Statement reports \$34.71M of works delivered at 30 June 2026 where the adjusted budget (including carry forwards) for the 12-month period is \$58.6M.

Infrastructure expenditure of \$29.78M is lower than budget of \$50.01M due to delays in construction. The following projects contribute a significant amount to this variance:

Roads:

- Hamilton and Brantome Roundabout Gisborne - Project has been delayed forward
- Clancys Lane Intersection Upgrade Woodend - Project has been delayed forward
- Brady Road Gisborne - Project has been delayed
- Anslow Street Woodend Works - Project has been delayed
- Chanters Lane - Carry forward due to delays in works
- Three Chain Road - Lancefield - Project has been delayed

Large Trail Projects:

- Macedon Shared Trail - project continues to progress with several constraints on approvals for remaining stages.

Footpaths

- Anslow St (East) & Wood St – Woodend - project has commenced
- Buckland St – Woodend - project has commenced

Recreational, Leisure and Community Facilities:

- Stage 2 - Macedon Ranges Sport Precinct - project has commenced
- Dixon Fields Lighting – Gisborne - project has commenced
- Gilligan LED Lighting - project has commenced

Buildings:

- Mechanics Hall / Windarring - Gisborne – project has commenced
- Montessori Kindergarten - Riddells Creek – project has commenced
- Community Centre – Woodend – Grant funding being application pending
- Library meeting room works – Gisborne – project nearing completion

CAPITAL WORKS STATEMENT

As at 30th June 2026

	2025/26 Adopted Budget \$'000	2025/26 Adopted Budget & C/FWD \$'000	2025/26 YTD Budget \$'000	2025/26 YTD Actuals \$'000	2025/26 YTD Variance \$'000
Property					
Land and land improvements	-	-	-	-	-
Buildings and building improvements	3,903	5,753	5,753	3,151	2,603
Total property	3,903	5,753	5,753	3,151	2,603
Plant and equipment					
Plant, machinery and equipment	1,535	2,287	2,287	1,338	949
Fixtures, fittings and furniture	0		0	0	0
Computers and telecommunications	485	485	485	478	7
Total plant and equipment	2,020	2,772	2,772	1,816	956
Infrastructure					
Roads	8,741	17,310	17,310	11,312	5,998
Bridges	500	1,373	1,373	799	573
Footpaths and Cycleways	1,633	10,767	10,767	2,621	8,145
Large Trail Projects					0
Drainage	611	1,157	1,157	554	603
Recreational, leisure and community facilities	10,533	18,705	18,705	14,396	4,308
Macedon Ranges Sports Precinct stage 2					0
Parks, open space and streetscapes	80	317	317	58	259
Other infrastructure	463	463	463	42	421
Total infrastructure	22,561	50,092	50,092	29,783	20,309
Total capital works expenditure	28,484	58,618	58,618	34,751	23,867

Investments

Investments held at 30 June total \$30.76M. Investments are earning adequate interest, with 35% of investments held with institutions that do not lend to organisations linked with fossil fuel, compliant with the Investment policy requirement for at least 20%. Interest rates are expected to remain steady for the remainder of the financial year. Interest rates currently being earned on Council's investments range between 4.1% - 5.5%.

Storm & Emergency Cost Report

At 30 June 2026, three claims with a total value of \$346,176 remained outstanding. These claims have either been lodged or are being finalised for lodgement and are expected to be completed early in the 2026/27 financial year.

Loans

The budgeted loan of \$500,000 for 2025/26 was drawn down in June 2026. During the same month, Council also repaid and finalised an existing loan with a principal balance of \$2.4 million. This loan was structured with quarterly interest-only repayments, with the principal amount due in full at maturity.

Carry Forwards

As a general principle, budgeted money should be spent within the financial year and funding should not be requested if the budget cannot be spent within the financial year. However, there are cases where large projects are completed over multiple years, grants are received later in the year, and/or there are unavoidable delays in completing projects.

Budget carry forwards from 2025/2026 to 2026/2027				
CAPITAL		Remaining Budget		Net Carry
No.	Projects In progress at the end of the year :	Income	Expense	Forward
1	Recreation - Macedon Ranges Shared Trail	(\$4,762,278)	\$7,666,824	\$2,904,546
2	Roads - Anslow Street Rehab Woodend	\$0	\$654,710	\$654,710
3	Roads - Chanters Lane Trentham East	(\$602,019)	\$1,240,597	\$638,578
4	Bridges - Kyneton Windmill Kyneton	\$0	\$396,656	\$396,656
5	Facilities - Mechanics Hall/Windarring Gisborne	\$0	\$334,924	\$334,924
6	Roads - Brady Road Gisborne	\$0	\$334,758	\$334,758
7	Roads - Clancys Ln and OLR Intersection Upgrade Wooden	\$95,339	\$206,740	\$302,079
8	Renewal - Montessori Kinder Riddells Creek	\$0	\$216,722	\$216,722
9	Recreation - Dixon Fields lighting Gisborne	(\$211,848)	\$360,636	\$148,788
10	Footpath - Anslow St (East) & Wood St Woodend	\$17,300	\$122,847	\$140,147
11	Footpath - Buckland St Woodend	\$0	\$121,814	\$121,814
12	Facilities - Library Meeting Space Gisborne	(\$297,327)	\$409,827	\$112,500
13	Facilities - Masterkey system P&D	\$0	\$101,750	\$101,750
14	Renewal - Accessibility Program	\$0	\$101,750	\$101,750
15	Recreation - Hurry Reserve Dog Park Kyneton	(\$79,435)	\$179,435	\$100,000
16	Slope Failure Mitigation-Simons Hill Rd	(\$260,418)	\$45,913	(\$214,505)
17	Recreation - MRRSP (Stage 1)	(\$300,000)	\$41,825	(\$258,175)
18	Recreation - MRRSP (Stage 2)	(\$3,979,000)	\$3,609,637	(\$369,363)
19	Net of other minor projects < \$100k	(\$4,427,764)	\$5,551,311	\$1,123,547
OPERATING				
20	Various projects	(\$455,948)	\$2,513,721	\$2,057,772
- Negative Income, means grants to be received in 26/27				
+ Positive income means grant received in prior year and budgeted in 25/26				
Net budget carry forwards		-\$15,263,399	\$24,212,398	\$8,948,999
Budget carry forwards represent unspent expenditure or unbudgeted income that needs to be made available to fund the completion of in-progress projects during the following financial year. Often, these in progress projects are intended to be undertaken over two or more years and are identified as in progress projects which require budget carry forwards in the Budget Reports adopted by Council in June each year. Budget Carry forwards are used to manage internal budgeting and project management, they do not form part of the Financial Statements.				

According to Council's Budget Management Policy, carry forward requests will only be considered for carry forwards where one of the following criteria has been met:

- The project/program has external funding in the form of government grants and/or other contributions that need to be acquitted.
- The project/program is associated with a Council Plan Action (that is incomplete).
- There is a written agreement or contract in place for the delivery of services/goods.

As a general principal only amounts of more than \$5,000 are considered for carry forward to the next year. Smaller amounts must be funded from existing budgets in the following year.

The policy states that Managers must aim to complete minor carry forward budgeted items by the end of October within the following financial year, and that they will not be carried forward more than once unless they are major projects/grants or there are delays caused by external parties.

The table above, of identified operating carry forwards, has been included with this report for transparency. Total carry forward expenditure for both operating and capital expenditure projects totals \$24.2M, offset by \$15.26M of income.

At the time of preparing this report the annual financial audit by the Victorian Auditor General's Office (VAGO) was still in progress and the final figures included in the financial statements that form part of the annual report may vary to the figures included in this report. The budget figures included in this report also include carry forward amounts from 2024/25, which are different to the adopted budget.

Consultation and engagement

Officers from across Council have contributed to the preparation of the Quarterly Financial Report.

Collaboration

Collaboration with other councils, governments and/or statutory bodies was not required.

Innovation and continuous improvement

The Quarterly Financial Report forms part of a legislative requirement, which assists Council to deliver on its priority of strong and reliable government, whilst achieving its vision by following good governance processes and providing transparency to the community. The Quarterly Financial Report is reviewed by the Executive and incorporates feedback from various levels of management to enhance readability and allow for continuous improvement.

Relevant law

This report has been prepared in accordance with Section 97 of the *Local Government Act 2020* (Vic) and is compliant with the requirements. The financial statements have been prepared in accordance with Australian Accounting Standards.

There are no human rights implications resulting from the completion of the Quarterly Report.

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

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

Macedon Ranges Shire Council Financial Plan 2021-2031

Macedon Ranges Council Budget 2025/26

Financial viability

The Quarterly Financial Report provides information on Council's operating and financial performance for the quarter ending 30 June 2026. The financial statements within the report indicate that Council remains in a sound financial position.

Sustainability implications

In terms of financial sustainability, the financial statements within the report indicate that Council remains in a sound financial position.

Officer declaration of conflicts of interest

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

13 COMMUNITY REPORTS

COM.1	CENTRAL VICTORIAN PUBLIC LIBRARIES LTD LIBRARY AGREEMENT WITH MEMBER COUNCILS
Officer:	Martin Collins, Director Community
Council Plan	Our Places
relationship:	Our Performance
Attachments:	Final Draft Library Agreement between Member Councils and Central Vic Public Libraries ↓

Summary

The Central Victorian Public Libraries Ltd Library Agreement establishes the governance, funding and operational framework between the four member councils and Central Victorian Public Libraries Ltd for the ongoing delivery of public library services.

Independent legal advice obtained by Council officers did not identify any substantive changes required to the draft Agreement to safeguard Macedon Ranges Shire Council's material interests in the new library company.

Most minor amendments proposed by Council officers were incorporated into the final Agreement, which was approved by the Board of Central Victorian Public Libraries Ltd on 3 September 2026 through an out-of-session resolution. The Agreement is now being presented to the four member councils for formal approval and execution.

Recommendation

That Council approves the signing of the Central Victorian Public Libraries Ltd. Library Agreement by the CEO.

Background

The North Central Goldfields Regional Library Corporation has provided library services across the municipalities of Greater Bendigo, Loddon, Macedon Ranges and Mount Alexander since 1996.

The four member councils have agreed to establish a new company structure, Central Victorian Public Libraries Ltd, as the successor entity responsible for the governance and delivery of regional library services. A constitution has been adopted, and the company has been incorporated, with each member council represented by two directors on the Board.

This company is now registered with ASIC and has received an Australian Company Number and Australian Business Number.

To support the operation of the new company, a Library Agreement has been developed between Central Victorian Public Libraries Ltd, the four member councils and the North Central Goldfields Regional Library Corporation. The Agreement complements the Company's Constitution and clarifies governance requirements in key areas of operation, the division of responsibilities regarding funding and asset investment and maintenance as well as reporting and appropriate strategic planning and budgeting that will support the continued delivery of library services across the region.

Discussion

On 3 September 2026, the Board of Central Victorian Public Libraries Ltd approved the final Library Agreement through an out-of-session resolution and resolved to present the document to the four member councils for consideration and endorsement.

The proposed new Library Agreement maintains substantially similar library service delivery arrangements to those currently in place, while providing additional detail to reflect current approaches to public library development across the member councils.

Independent legal advice obtained by Council officers on behalf of Macedon Ranges Shire Council identified only minor amendments to provide greater clarity regarding asset ownership and the division of responsibilities between councils and the Company. These amendments were largely incorporated into the final Agreement for Council consideration.

The proposed new Library Agreement is attached, with the key areas covered by the Agreement summarised below.

(1) Background

The background details areas covered in the Background and Recital of the existing Service and Funding Agreement including:

- (a) An explanation of the history of NCGRL;
- (b) The relevant sections of the *Local Government Act 2020* that allow for the founding members to form a new entity (beneficial enterprise Section 110));
- (c) A summary of the intent of the beneficial enterprise to run libraries for the four councils;
- (d) Noting the recording of initial contribution and assets that councils made to NCGRL are transferring from NCGRL to the new company;
- (e) The intent to contribute annual funds to the company to run the library service across the area of the Member Council's municipalities.

(2) Purpose of the Agreement

The purpose states in clear language the intent of the agreement being:

- (a) To govern the relationship between councils and the company;
- (b) That councils and the company commit to a common interest in the efficient management of the company;
- (c) That Member Councils will abide by this agreement and that this agreement takes precedence over the Constitution where there is an inconsistency between the two;
- (d) That Member Councils will enact any further agreements, instruments or actions to give full effect to the requirements of the agreement;
- (e) The company will follow any legal resolutions or directions given by Member Councils that are governed by this agreement;
- (f) That NCGRL is a joint signatory to the agreement in order to transfer assets (and liabilities) to the new company as part of winding up.

(3) Duration

This provides clarification that the agreement stays binding whilst Member Councils remain members and in respect to any obligations that may have some run-off period after ceasing to be a member (such as insurance etc.).

It also notes that the agreement can be edited or replaced at any time by written agreement of all the Member Councils.

(4) Interpretation (definitions)

This section simply provides clarity on terminology used in the agreement.

(5) Initial Contribution of Assets

This is a section relevant from the 1996 founding Regional Library Agreement where there is a recording of the act of originally transferring assets and equity from councils to NCGRL and that those assets are now noted as transferring to Central Victorian Public Libraries Ltd.

The value of initial contributions is recorded, and allocation of equity is linked to the percentage of contribution currently delivered by each Member Council as set out in the Schedule to the agreement. The specific guidelines to this allocation in the case of a council exiting or the Company winding up completely are covered in Sections 14, 15, 16 and 17 (below).

(6) Specific Contribution of Assets

This section briefly describes the use of any specific, additional contribution of assets made by a specific member Council to specifically benefit their library service.

At present the only example that exists is the Bendigo Regional Archive Centre contribution from Greater Bendigo as part of an agreement with the Public Records Office of Victoria, based on the building of Places of Depository in regional cities (Bendigo, Ballarat and Geelong). This is a cash contribution on an annual basis, used to part-fund staffing costs associated with administering the archive service.

(7) Strategic Plan

This section directly reflects the requirements noted in the current Service and Funding Agreement that simply states the requirements for a Strategic Plan that can operate for anywhere between 1-5 years. NCGRL has traditionally provided a four-year Strategy with an annual review of an annual Action Plan based on the strategy which aligned with Council Plan timeframes.

(8) Annual Budget Plan

This section stipulates the requirement of the CEO and Board to develop an annual budget, and this reflects the current requirements of "Clause 8: Annual Budget" from the existing Regional Library Agreement.

This section specifies that the budget must meet accounting standards and include Balance Sheet, Income and Expense statement and proposed financial contribution from Member Councils.

It seeks to build on the arrangements set out in the previous agreement to provide strategic direction to afford greater clarity on the responsibilities for operating costs, maintenance and replacement costs of assets between parties.

(9) Member Council Financial Contribution

This section provides the same formula and criteria for setting funding levels as detailed in the current Service and Funding Agreement, including consideration of the

cost of the services, rate cap and setting a common “per capita” amount across all member Councils. The contributions also include the State Government library operating funds and funds received from any other sources by Member Councils specifically for the delivery of library services.

This section also covers the timing of contributions (in Clause 9.4) which copies the current timing of payments as noted in the existing Service Agreement under Funding arrangements.

(10) Reporting and Accounts

This section provides detail on financial reporting and transparency with a requirement for both quarterly financial statements and an audited financial report within three months of the end of each financial year. It is noted that financial reports will comply with Australian Accounting Standards.

(11) Library Services and Branch Libraries

This is a new section that documents the right of Member Councils to plan for and change the premises provided for library branches. It is already an implicit arrangement that Council control these buildings, their development or movement to new premises however this section provides explicit rights to undertake appropriate planning and development and closure of premises as needed and seen fit by Member Councils.

(12) Services provided by and Member Council

This is a brief section that provides permission for the Company and a Member Council to enter into an agreement for a lease, financial services or building/renovation works. This covers off the current arrangement with Greater Bendigo for the provision of financial services.

(13) Admission of New Member Councils

This section provides opportunity to expand the Member Council base, if other councils wish to apply to have services delivered by the Company, with unanimous agreement of all Member Councils required for this to occur.

(14) Distribution of Assets upon a Member Council ceasing to be a Member

This section provides similar conditions to Section 11 in the current Regional Library Agreement, allowing for Member Councils will withdraw from the agreement and ensure their contribution and share of equity is protected and available to take with them.

Key elements are:

- Each council is entitled to the collection and furnishings in their libraries;
- Any exiting council is also entitled to a portion of assets to be calculated based on the latest audited financial statements and is the proportion of assets based on initial contributions adjusted by increase or decreases in that value over time. The schedule sets out the basics of current contributions and percentage of equity at the time of signing.

(15) Contribution to liabilities upon a Member Council ceasing to be a Member

This reflects section 11.7 of the current Regional Library agreement which simply says that an exiting Member Council is also proportionately responsible for any liabilities as noted by audited financial statements.

(16) Distribution of Assets upon winding up of Company

This section provides the same proportionate ruling in the case of the Company completely winding up. Each council would proportionately get a share of all assets and equity based on percentage of contribution.

(17) Contribution to liabilities upon winding up of a Company

This provides the same proportionate ruling in the case of the Company completely winding up. Each council would proportionately be responsible for a share of all liabilities based on percentage of contribution, including the cost of winding up.

(18) Amendment of this Agreement

This section establishes that any amendments to this agreement can only be made through written consensus of all Member Councils.

It allows for some agility and more streamlined service management with councils able to provide additional assets in agreement with the Company, without amending the agreement.

(19) Agreement Review

This section just provides for a milestone check every four years to make sure all parts of the agreement are reviewed and relevant. It can be sooner.

(20) Cessation of the original agreement

This provides for seamless shifts between agreements with any agreed to contributions carried over as the obligation for councils. (e.g. The agreed per capita contribution).

(21) Dispute Resolution

This section briefly reiterates that dispute resolution terms of the constitution will be used to resolve any dispute between the parties.

Consultation and engagement

The proposed Library Agreement has been developed collaboratively by Central Victorian Public Libraries Ltd and the four member councils: Macedon Ranges Shire Council, City of Greater Bendigo, Mount Alexander Shire Council and Loddon Shire Council. Councillors were briefed on the proposed Agreement on 28 July 2026 and subsequently provided with an update briefing on 15 September 2026 following completion of the legal review process. The final Agreement has been considered and endorsed by the Board of Central Victorian Public Libraries Ltd prior to being presented to member councils for approval.

Collaboration

The development of the Agreement has involved collaboration between the four member councils, Central Victorian Public Libraries Ltd, North Central Goldfields Regional Library Corporation, legal advisers and company directors. The Agreement reflects a shared commitment to the ongoing delivery of regional library services through a collective governance model.

Innovation and continuous improvement

The establishment of Central Victorian Public Libraries Ltd represents a contemporary governance model that supports regional collaboration while providing greater clarity around governance responsibilities, financial management, asset ownership and service delivery arrangements. The Agreement includes provisions for periodic review to ensure it remains relevant and fit for purpose.

Relevant law

The Agreement has been developed having regard to the *Local Government Act 2020*, including provisions relating to beneficial enterprises and collaborative service delivery arrangements between councils. Independent legal advice was obtained by Council and has informed the final version of the Agreement presented for approval.

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

Relevant regional, state and national plans and policies

The Agreement supports the continued delivery of public library services in accordance with the objectives of the Victorian public library network and relevant State Government funding and service delivery arrangements. No specific regional, state or national policies are impacted by the recommendation.

Relevant Council plans and policies

The recommendation supports the delivery of Council Plan objectives under Our Places and Our Performance through the continued provision of accessible public library services and effective governance arrangements.

Climate Impact Assessment

How will the recommendation impact on Council's energy usage and greenhouse emissions profile? No material impact

How will the recommendations mitigate risks posed by climate change to Council operations and services? No material impact

How will the recommendation help to prepare the community for future climate scenarios? No material impact

Financial viability

The Agreement formalises existing funding and governance arrangements for regional library services and does not create any unplanned financial commitments beyond Council's ongoing participation in the regional library service model. Financial contributions will continue to be determined in accordance with the provisions of the Agreement and annual budget processes.

Sustainability implications

The recommendation supports the long-term sustainability of regional library services through a clear governance framework, defined responsibilities and shared investment by member councils.

AI use disclosure

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

- AI tools were used for analysis or synthesis of information, for example summarising documents or identifying themes. Outputs were verified and validated by Council officers.

Declaration – Human-in-the-Loop (HITL)

All judgements, decisions, and recommendations contained in this report were made by a human decision-maker. Any use of artificial intelligence tools was advisory only and did not replace human judgement. The final content and recommendations have been reviewed and approved by a Council officer in accordance with Council's AI policy, and governance, risk and accountability frameworks.

Officer declaration of conflicts of interest

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

Central Victorian Public Libraries Library Agreement

Central Victorian Public Libraries Ltd

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LIBRARY AGREEMENT made the day of 2026

BETWEEN:

GREATER BENDIGO CITY COUNCIL

- and -

MOUNT ALEXANDER SHIRE COUNCIL

- and -

MACEDON RANGES SHIRE COUNCIL

- and -

LODDON SHIRE COUNCIL

- and -

CENTRAL VICTORIAN PUBLIC LIBRARIES LTD (ACN 700 552 021)

- and -

NORTH CENTRAL GOLDFIELDS REGIONAL LIBRARY CORPORATION (ABN 32 059 587 430)

1 Background

- 1.1 The Founding Member Councils have previously entered into an agreement to operate the North Central Goldfields Regional Library Corporation (ABN 32 059 587 430) pursuant to section 196 of the *Local Government Act 1989* (Vic). The current agreement between the Founding Member Councils is documented in writing in the Regional Library Agreement dated 9 February 2024 (being a continuation and variation of their immediately preceding Regional Library Agreement) ("Original Agreement").
- 1.2 In accordance with section 330(4) of the *Local Government Act 2020* (Vic), as an existing regional library, the North Central Goldfields Regional Library Corporation must be wound up by 1 July 2031.
- 1.3 Section 110(1) of the *Local Government Act 2020* (Vic) allows the Founding Member Councils to become members of and participate in the formation of a corporation and appoint directors.
- 1.4 Therefore, on or about 1 July 2026, the Founding Member Councils resolved in accordance with section 110 of the *Local Government Act 2020* (Vic) to establish the Company as a new not-for-profit, public library, registered as a company limited by guarantee under the *Corporations Act 2001* (Cth).
- 1.5 The Company is established as a beneficial enterprise under s 110 of the *Local Government Act 2020* (Vic), to
 - (a) provide resources and programs aimed at meeting the information, recreation, educational and cultural needs of the diverse communities of Loddon, Greater Bendigo, Mount Alexander and Macedon Ranges in an equitable, effective, efficient, responsive and forward-looking manner in accordance with the values and objectives of the Strategic Plan;
 - (b) provide or ensure the provision of, subject to any conditions attached to any State government library subsidies and grants to the Company or the Member Councils, a regional library service for the Member Councils;
 - (c) make By-Laws relating to the Company and perform any other functions which are conferred on the Company under this Agreement or its Constitution, including defining overall policy objectives, developing strategic policy, letting tenders for the provision of services, monitoring contracts under which services are provided, and approving a Strategic Plan and a Resources Plan; and
 - (d) to do all things necessary or expedient in accordance with this Agreement and the Constitution for the carrying out of its functions.
- 1.6 The Founding Member Councils have agreed to record their initial Financial Contribution, Foundation Contribution and transfer of assets, licences, operations and activities from the North Central Goldfields Regional Library Corporation to the Company pursuant to Schedule 1 of this Agreement, which shall operate in addition to the Constitution of the Company.
- 1.7 The Company will continue to service the area comprising the Member Councils' Local Government Areas.
- 1.8 The Founding Member Councils have agreed to contribute certain sums of money annually for the purposes of the Company pursuant to the terms of this Agreement and the Company's annual budget process.

2 Purpose of this Agreement

- 2.1 The purpose of this Agreement is to govern the relationship between the Member Councils as members of the Company, including with respect to the contribution of assets to the Company and ongoing support and contributions to be provided by the Member Councils to the Company.
- 2.2 The Member Councils and the Company have entered into their respective undertakings and agreements contained in this Agreement in consideration of the efficient and orderly conduct and management of the Company, in the interests of the Company and the Member Councils.
- 2.3 The Member Councils jointly and severally covenant that during the continuance of this Agreement, each of them will abide by the provisions of this Agreement and will exercise their rights and powers as Members of the Company, in accordance with the provisions contained in this Agreement.
- 2.4 Each of the Member Councils covenant that the provisions of this Agreement will be enforceable by or against each of them (or the Company) and by or against any of the other Member Councils (or the Company), and in the event of an inconsistency between this Agreement and the Constitution, this Agreement shall take precedence.
- 2.5 Each of the Member Councils will act, and execute such further instruments, consents and make such decisions and vote on resolutions of meetings of the Company and exercise their powers of appointment to the Board, so as to give full effect to the provisions of this Agreement.
- 2.6 The Company acknowledges that the Member Councils have agreed to regulate their conduct in accordance with this Agreement. The Company will conduct its business and affairs by ensuring that it will act on lawful resolutions and directions given by the directors appointed from each Member Council in accordance with this Agreement in respect of any matter which is governed or regulated by this Agreement.
- 2.7 North Central Goldfields Regional Library Corporation joins this Agreement to record the transfer of its assets and liabilities to the Company in accordance with the provisions of this Agreement.

3 Duration

- 3.1 This Agreement commences on the date of this Agreement and will continue to be binding on each of the Member Councils:
 - (a) while that Member Council remains a member of the Company; and
 - (b) in respect of any right accrued or obligation incurred (including under clauses 14, 15 and 21) prior to that Member Council ceasing to be a member of the Company, which rights(s) and obligation(s) will continue to apply to that Member Council after it has ceased to be a member.
- 3.2 This Agreement may be varied or replaced at any time by written agreement signed by the Member Councils.

4 Interpretation

4.1 Definitions

In this Agreement:

Agreement means this agreement, to be known as the “Central Victorian Public Libraries Ltd Library Agreement”.

Board means the directors of the Company present at a meeting, duly convened as a Board meeting, at which a quorum is present.

CEO means the Chief Executive Officer of the Company.

Company means **Central Victorian Public Libraries Ltd** (ACN 700 552 021).

Constitution means the constitution of the Company as amended from time to time.

Financial Contribution means the annual financial contribution of the Member Councils to the Company.

Founding Member Councils means Greater Bendigo City Council, Mount Alexander Shire Council, Macedon Ranges Shire Council and Loddon Shire Council.

Foundation Contributions means the assets transferred to the Company from the North Central Goldfields Regional Library Corporation for the benefit of library branches within the LGAs of the Founding Member Councils.

LGA means Local Government Area.

Member Councils means Greater Bendigo City Council, Mount Alexander Shire Council, Macedon Ranges Shire Council and Loddon Shire Council and, where a subsequent Council is admitted as a Member, includes that Council.

Premises means the premises of the library branches occupied by the North Central Goldfields Regional Library Corporation at the date of this Agreement listed in the Schedule.

Schedule means the schedule to this Agreement.

Specific Contribution means voluntary, additional contributions made to the Company by a Member Council for the benefit of libraries and library branches within the LGA of that Member Council. For example, to be used to establish a new library branch, undertaking a significant expansion, renovation or development of a library branch.

Strategic Plan means the plan to be developed in accordance with clause 7.

North Central Goldfields Regional Library Corporation means North Central Goldfields Regional Library Corporation (ABN 32 059 587 430) incorporated under section 196 of the *Local Government Act 1989* (Vic).

5 Foundation Contribution of Assets

- 5.1 The Founding Member Councils record that North Central Goldfields Regional Library Corporation holds or has the use of assets provided by or obtained for the benefit of libraries operated by North Central Goldfields Regional Library Corporation within the LGAs of the respective Founding Member Councils.

- 5.2 The parties record that:
- (a) North Central Goldfields Regional Library Corporation holds the Foundation Contributions set out in Schedule 1 for the use of library branches within the LGAs of the Founding Member Councils; and
 - (b) the Founding Member Councils have made available at no charge to North Central Goldfields Regional Library Corporation the Premises set out in the Schedule for the purpose of North Central Goldfields Regional Library Corporation operating library branches.
- 5.3 Legal title and ownership of assets held by North Central Goldfields Regional Library Corporation as at the date of incorporation of the Company shall be deemed to be transferred to the Company with effect from the Transfer Date, and the parties shall do all things reasonably necessary to effect the transfer of such assets. To this end, with effect from the Transfer Date, the Foundation Contributions are, by leaving them where they situate, deemed to have been delivered to the Company.
- 5.4 The Company shall assume the rights and responsibilities of North Central Goldfields Regional Library Corporation with respect to the Premises from the Transfer Date, subject to any lease, licence or occupancy arrangement for a Premises being validly assigned or novated to the Company (or a new arrangement being entered into) in accordance with clause 5.3.
- 5.5 The parties agree that the Company shall utilise the Foundation Contributions for the benefit of libraries within the LGA of the relevant Founding Member Council. In complying with this clause, the Company shall have consideration of the overall value of the Foundation Contribution, including any depreciation of the value of the assets comprising the Foundation Contribution, rather than any specific asset comprising a part of the Foundation Contribution.

6 Specific Contribution of Assets

- 6.1 A Member Council may make a Specific Contribution of assets to the Company.
- 6.2 Subject to any specific agreement at the time of the Member Council making the Specific Contribution, the Company shall utilise the Specific Contribution for the benefit of libraries within the LGA of the relevant Member Council that contributed the Specific Contribution.
- 6.3 In complying with this clause, the Company shall have consideration of the overall value of the Specific Contribution, including any depreciation of the value of the assets comprising the Specific Contribution, rather than any specific asset comprising a part of the Specific Contribution.

7 Strategic Plan

- 7.1 The CEO shall be responsible for the development of a Strategic Plan. The Strategic Plan may operate for one or more years but shall not operate for more than five years. The proposed plan must be presented to the Board by no later than 1 June in each year (unless the Board has agreed for a plan to run for longer than one year).
- 7.2 The Strategic Plan shall include an action plan which identifies the projects and an estimate of the timeframe for completion.
- 7.3 The CEO shall formulate the Strategic Plan in consultation with the Member Councils.

- 7.4 The CEO shall present the proposed Strategic Plan to the Board, which shall present the plan to a general meeting of the Company for approval by the Member Councils.

8 Annual Budget Plan

- 8.1 The CEO, in collaboration with the Board, shall be responsible for developing a proposed budget to commence on 1 July of each year.
- 8.2 The Company shall provide the proposed budget to the Member Councils by no later than 31 March in each year.
- 8.3 The annual budget will be adopted by the Board prior to 30 June each year.
- 8.4 The annual budget shall identify the financial and other resource requirements of the Company.
- 8.5 The Company shall ensure that budget planning includes adequate and current insurance cover is in place and maintained for:
- (a) Work Cover
 - (b) Public Liability
 - (c) Professional Indemnity
 - (d) Directors and Officers Liability
 - (e) Industrial Special Risk
 - (f) Contents
 - (g) Motor Vehicles
 - (h) Any other insurances required by the Board.
- 8.6 The proposed budget shall be developed in accordance with generally accepted accounting principles and the Australian Accounting and Financial Reporting Standards, and each Member Council's obligations with respect to budgeting and financial management under the *Local Government Act 2020* (Vic), and shall include:
- (a) Current financial reports showing the assets, liabilities and equity of the Company;
 - (b) The amount of each Member Council's proposed Financial Contribution to the Company for the financial year commencing on 1 July, calculated in accordance with clause 9;
 - (c) The amount of funds expected to be received from other sources for the financial year commencing on 1 July; and
 - (d) The expected expenses of the Company for the financial year commencing on 1 July.
- 8.7 Upon the Board approving the budget, the Member Councils must pay the Financial Contributions in accordance with clause 9 or as otherwise specified in the budget.
- 8.8 For budget purposes, the, apportionment of costs involved in the operation of assets used in the delivery of library services is as set out in Annexure A. Notwithstanding Annexure A, the parties may agree to share or assume costs for another party from time

to time. Where responsibility for a particular asset, cost or category is not addressed in Annexure A or otherwise addressed in this Agreement, the Company and the affected Member Council(s) will consult in good faith to determine the responsible party, having regard to the principles outlined in Annexure A.

- 8.9 For the avoidance of any doubt, any leases and/or licences between the parties for buildings from which library services will be provided shall take precedence over Annexure A and will contain the parties' respective responsibilities for maintenance, repair, and any other matters related to such leased and/or licenced buildings
- 8.10 The Company must not take any step to outsource the whole of a service or major service delivery component contract that is outside the objectives and purposes of the Company as defined in the Constitution, without the prior written consent of all the Member Councils.

9 Member Council Financial Contribution

- 9.1 In developing the proposed Financial Contributions of each Member Council, the Company shall have regard to:
- (a) Setting a "per capita" contribution from each Council that is based proportionally on population levels as approved by the Library Board. Each Member Council will contribute the same per capita amount. The per capita amount should be calculated based on the following criteria:
 - (i) Census data or other recognised population estimates;
 - (ii) The Council rate cap set by the Minister for Local Government in the previous calendar year; and
 - (iii) Proposed business initiatives or requirements that are beyond current service levels but are approved as part of the Annual Library Plan.
 - (b) Member Councils will have the right to set a per capita amount that takes into account the above factors in a way that provides for a sustainable public library service, with no commitment to fully accommodating inflation or Annual Library Plan outcomes.
 - (c) Contributions may be made by Member Councils for services that are planned for and approved by all Member Councils as part of an increased or additional service.
- 9.2 The Financial Contributions shall be calculated with the purpose of covering the ongoing operational costs of the Company, other than operational costs that can be funded by revenue generated by the Company or obtained by other external funding.
- 9.3 The amount to be contributed to the Company by each Member Council during each financial year shall be the sum of:
- (a) the amount specified in the Company's adopted annual budget in accordance with the formula determined by the Board and formally endorsed by each Member Council during the annual budget process;
 - (b) all State Government library grants and subsidies received by the Council for library services, unless otherwise agreed by the Board;
 - (c) funds received by the Member Council from any other sources for library services to be provided by the Company; and
 - (d) any other funds received by the Member Council from any other sources for library

services to be provided by the Company that are not otherwise addressed in paragraphs (b) or (c).

- 9.4 Each Member Council's Financial Contribution to the Company under clause 9.1 shall be paid in quarterly instalments on the first day of July, October, January and April of each year, or, if pursuant to a contract with an external service provider, the Company is required to make payments more frequently than quarterly, with sufficient frequency to ensure that the Company is capable of observing its contractual obligations with the external service provider.
- 9.5 If the proposed annual budget has not been approved by each Member Council by 1 July, the first instalment of the Financial Contribution for that year shall be the same amount paid by the Member Council in the previous quarter and the second instalment shall include any adjustment to ensure that the two instalments together equal half of the amount to be paid by that Member Council for that financial year or as soon as reasonably practicable.
- 9.6 All other Council contributions noted under Clause 9 shall be paid within one month of receipt of the monies by the Member Council.

10 Reporting and Accounts

- 10.1 The Company must ensure that the Chief Executive Officer provides each Member Council with a copy of the Company's annual report, including audited financial accounts, to ensure that they meet their reporting requirements and timelines in accordance with the *Local Government Act 2020* (Vic):
- (a) within three months of the end of each financial year,
 - (b) or at another date (or dates) to be agreed with the Member Councils.
- 10.2 The Company must provide each Member Council with quarterly financial reports which include financial statements (inclusive of operating statement, balance sheet, cash flow, statement of capital works). Quarterly financial statements must also include the year-to-date position to year-to-date budget and the forecast position for the full financial year compared with the full year adopted budget.
- 10.3 The books of accounts and all other financial records of the Company shall be available for inspection at all reasonable times by any Director, a person authorised by a Member Council or any person authorised by the Secretary of the Department responsible for administering State Government library subsidies and grants from which the Company or Member Councils receive funds.
- 10.4 The audited financial accounts and quarterly financial reports will comply with the Australian Accounting Standards and other authoritative pronouncements of the Australian Accounting Standards Board (AASB).

11 Library Services and Branch Libraries

- 11.1 The Company and a Member Council may enter into an agreement for the Member Council to provide the Company with services, including the lease or licence of a premises.
- 11.2 The Company and a Member Council may open new library branches.
- 11.3 The Company and a Member Council may expand, renovate or develop existing library branches by agreement.

- 11.4 The Company and a Member Council may enter into a funding arrangement whereby the Member Council provides the Company with Specific Contributions towards establishing a new library branch or undertaking a significant expansion, renovation or development of a library branch.
- 11.5 The occupancy of branch (including mobile) libraries may be subject to a separate leasing, licence or other agreement between the respective Member Council and the Company that sets out the obligations and the responsibilities of the parties.
- 11.6 If, in respect of any of the branch (including mobile) libraries described in the Schedule, no lease, licence or other agreement of the type described in clause 11.5 exists as of the date of this Agreement, the Member Council that requires that there be a lease, licence or other agreement to which clause 11.5 applies must negotiate in good faith with the Company to procure the execution of such lease, licence or other agreement.
- 11.7 Nothing in this clause of this Agreement generally requires a Member Council to continue to provide the facilities or services provided to the Company at the commencement of this Agreement or subsequently, nor restricts a Member Council from adding to, changing or withdrawing any of the facilities provided to the Company.
- 11.8 Where a Member Council adds to, changes or withdraws any of the services provided by the Company that leads to excess employees, that Member Council will be liable for the redundancy costs for those excess employees (whether deployed in branch libraries, the administration of the Company or otherwise), provided that:
- (a) the Company must consult with the affected Member Council before any redundancy costs are incurred and provide a written estimate of the anticipated costs; and
 - (b) every reasonable attempt must first be made by the Company to redeploy the affected employees within its operations.

12 Services provided by a Member Council

- 12.1 The Company and a Member Council may enter into an agreement for the Member Council to provide the Company with services, including:
- (a) The lease or licence of a premises.
 - (b) Financial management services; and
 - (c) The undertaking of building or renovation works.
- 12.2 For the avoidance of doubt, the Company and a Member Council may renegotiate any agreement or enter into a new agreement with respect to any Premises listed in the Schedule.

13 Admission of New Member Councils

- 13.1 The parties agree that a new Member Council shall only be admitted to membership of the Company pursuant to the Constitution of the Company and in circumstances where the new Member Council enters into this Agreement (or a varied or updated version of this Agreement) with the Company and each existing Member Council.
- 13.2 The admission of a new Member requires the agreement of all existing Members.

14 Distribution of Assets upon a Member Council ceasing to be a Member

- 14.1 In the event that a Member Council ceases to be a member of the Company, the Member Council may require the Company to transfer assets held by the Company for the benefit of library branches within the LGA of that Member Council to another library corporation or other body corporate, provided that the library corporation or body corporate is an organisation which the Company could make a distribution of surplus assets to under clause 33 of the Constitution were the Company being wound up.
- 14.2 The Company may charge the Member Council its reasonable costs associated with complying with a direction under clause 14.1.
- 14.3 For the purposes of clause 14.2, the cost to the Company of a Council's withdrawal from this Agreement, shall include (but not be limited to):
- (a) redundancy costs for excess employees (whether deployed in branch libraries, the administration of the Company or otherwise);
 - (b) the cost of extracting bibliographic records for that Council's books and materials; and
 - (c) the cost of amending bibliographic records to account only for those books and materials which remain.
- 14.4 The portion of assets to which a Member Council is entitled to have directly transferred to another library corporation or body corporate under clause 14.1:
- (a) is those books and like materials housed within a branch (including mobile) library located in its municipal district;
 - (b) may not be taken in the form of other property or cash unless the Board agrees; and
 - (c) the cost of removing the books and like materials shall be paid for by the Member Council.
- 14.5 The portion of assets (other than books and like materials) to which a Member Council is entitled to have transferred to another library corporation or body corporate under clause 14.1:
- (a) shall be calculated according to the value of the assets as disclosed by the relevant audited financial statements;
 - (b) shall be the value of the Member Council's proportionate share of the Foundation Contributions and Specific Contributions, as adjusted by any increase or decrease in that value from the date of the Foundation Contribution or Specific Contribution(s) and the date of the Member Council's withdrawal; and
 - (c) may be taken in such combination of property and cash as agreed between that Member Council, the other Member Councils and the Company.
- 14.6 For the purposes of clause 14.5, the increase or decrease in the value of a Member Council's Foundation Contribution and Specific Contributions will be calculated in the same proportion as the Member Council's Financial Contribution to the Company relative to all other Member Councils' contributions to the Company between the date of the Foundation Contribution or Specific Contribution(s) and the date of that Member Council's withdrawal.

15 Contribution to liabilities upon a Member Council ceasing to be a Member

- 15.1 A Member Council that withdraws from this Agreement shall be liable for a portion of the liabilities, including contingent liabilities, of the Company as at the date of its

withdrawal from the Agreement.

- 15.2 The portion of the liabilities and contingent liabilities to which a Member Council is liable under clause 15.1:
- (a) shall be calculated according to the liabilities and contingent liabilities as disclosed by the relevant audited financial statements and reports, and any notes attached to them; and
 - (b) shall be the value of the Member's Council's proportionate share in the Foundation Contributions and Specific Contributions, as adjusted by any increase or decrease in those values between the date of the Foundation Contribution or Specific Contribution(s) and the date of that Member Council's withdrawal.
- 15.3 For the purposes of clause 15.2 (b), the increase or decrease in the value of a Member Council's Foundation Contribution and Specific Contributions will be calculated in the same proportion as the Member Council's Financial Contribution to the Company relative to all other Member Councils' contributions to the Company between the date of the Foundation Contribution or Specific Contribution(s) and the date of that Member Council's withdrawal.

16 Distribution of Assets upon winding up of Company

- 16.1 In the event that the Company is wound up, each Member Council may nominate a library corporation or other body corporate to receive surplus assets of the Company.
- 16.2 The Member Councils, in exercising their power under Clause 33 of the Constitution to distribute surplus assets of the Company, shall act in a manner that is fair and reasonable to each Member Council, and in particular:
- (a) The parties shall, as far as is reasonably practicable, transfer assets held by the Company for the benefit of library branches within the LGA of a particular Member Council to the library corporation or other body corporate nominated by that Member Council; and
 - (b) In allocating surplus assets the parties shall have regard to the Foundation Contribution, the Specific Contributions, the Financial Contributions and the value of non-monetary contributions made by each Member Council, and where the Company has received external funding connected with a specific LGA or LGAs, the extent to which such funding contributed to the Company's surplus assets.

17 Contribution to liabilities upon winding up of Company

- 17.1 The calculation of the contribution for liabilities will be in accordance with the provisions of the Constitution, clause 7, Member's Liability.
- 17.2 Each Member during the year ending on the day of the commencement of the winding up of the Company, undertakes to contribute to the property of the Company for:
- (a) payment of debts and liabilities of the Company;
 - (b) payment of the costs, charges and expenses of winding up; and
 - (c) any adjustment of the rights of the contributories amongst Members.

18 Amendment of this Agreement

- 18.1 An amendment to this Agreement has no effect unless it is:

- (a) in writing and signed by all parties to the Agreement; and
- (b) the parties agree that if a Council transfers assets to the Company or makes available additional assets for the use of the Company in accordance with the clauses 6 and 11, this does not constitute an amendment to this Agreement.

19 Agreement Review

- 19.1 The Member Councils shall, together with the Board, review the operation of this Agreement at least once in every four years.

20 Cessation of the original agreement

- 20.1 Subject to clause 20.2, the Original Regional Library Agreement ceases on the day on which this Agreement takes effect.
- 20.2 Any:
- (a) right accrued; or
 - (b) obligation incurred
- by reason of the Original Agreement will continue to exist notwithstanding the cessation of the Original Agreement.

21 Dispute Resolution

- 21.1 Any dispute, grievance or other disagreement between the parties concerning the interpretation or application of this Agreement shall be dealt with in the same manner as a dispute would be dealt with under the Constitution of the Company.

22 Governing Law

- 22.1 This agreement is governed by the law in the State of Victoria and each party submits to the exclusive jurisdiction of the courts of the State of Victoria and courts entitled to hear appeals from those courts.

The parties execute this Agreement to evidence being bound by it:

EXECUTED BY GREATER BENDIGO CITY COUNCIL

by being signed by the persons authorised to sign
on behalf of the Council

.....

(signature)

Name of authorised officer:

.....

Position:

.....

Date:/...../2026

.....

(signature)

Name of authorised officer:

.....

Position:

.....

EXECUTED BY MOUNT ALEXANDER SHIRE

COUNCIL by being signed by the persons
authorised to sign on behalf of the Council

.....

(signature)

Name of authorised officer:

.....

Position:

.....

Date:/...../2026

.....

(signature)

Name of authorised officer:

.....

Position:

.....

EXECUTED BY MACEDON RANGES SHIRE COUNCIL

by being signed by the persons authorised to sign

on behalf of the Council

.....

(signature)

Name of authorised officer:

.....

Position:

.....

Date:/...../2026

.....

(signature)

Name of authorised officer:

.....

Position:

.....

EXECUTED BY LODDON SHIRE COUNCIL by being

signed by the persons authorised to sign on behalf

of the Council

.....

(signature)

Name of authorised officer:

.....

Position:

.....

Date:/...../2026

.....

(signature)

Name of authorised officer:

.....

Position:

.....

EXECUTED BY CENTRAL VICTORIAN PUBLIC**LIBRARIES LTD** (ACN 700 552 021) by being signedby the persons authorised to sign on behalf of the
Company.....
(signature)

Name of authorised officer:

.....
Position: Director

Date:/...../2026

.....
(signature)

Name of authorised officer:

.....
Position: Director**EXECUTED BY NORTH CENTRAL GOLDFIELDS****REGIONAL LIBRARY CORPORATION** by beingsigned by the persons authorised to sign on behalf
of the Library Corporation.....
(signature)

Name of authorised officer:

.....
Position: Board Chair

Date:/...../2026

.....
(signature)

Name of authorised officer:

.....
Position: Chief Executive Officer

Schedule 1: Premises and initial Financial Contributions

Council: Greater Bendigo City Council																							
Premises: Central Victorian Public Libraries Ltd intends to occupy the following premises for the specific purpose of delivering public library services: • Bendigo Library • Kangaroo Flat Library • Eaglehawk Library • Heathcote Library Central Victorian Public Libraries Ltd will occupy the following premises under agreement for the specific purpose of delivering public library services: • Axedale Public Hall • Elmore Athenaeum Hall																							
Initial Financial Contribution: Calculation of initial Financial Contribution to Central Victorian Public Libraries Ltd is: Initial Financial Contribution of Councils to North Central Goldfields Library Corporation (1996) and percentage of current equity based on the proportion of combined state government and Member Council contribution for the 2026/27 financial year. <table> <tr> <td>Greater Bendigo City Council:</td><td>\$479,309</td><td>and</td><td>59.10% equity</td></tr> <tr> <td>Mount Alexander Shire Council:</td><td>\$ 99,461</td><td>and</td><td>10.39% equity</td></tr> <tr> <td>Macedon Ranges Shire Council:</td><td>\$195,098</td><td>and</td><td>25.94% equity</td></tr> <tr> <td>Loddon Shire Council:</td><td>\$ 58,232</td><td>and</td><td>4.57% equity</td></tr> <tr> <td>Total Member Council initial Financial Contribution</td><td>\$850,102</td><td></td><td>100.00% equity</td></tr> </table> The value of the Member Council contribution will be equal to the initial Financial Contribution (\$479,309) plus 59.10 percent of the residual accumulated surplus at the time of transition. Upon the withdrawal of the Member Council from the Company or the dissolution of the Company, the distribution of equity will align with the requirements of Clause 14 and Clause 16 of this agreement.				Greater Bendigo City Council:	\$479,309	and	59.10% equity	Mount Alexander Shire Council:	\$ 99,461	and	10.39% equity	Macedon Ranges Shire Council:	\$195,098	and	25.94% equity	Loddon Shire Council:	\$ 58,232	and	4.57% equity	Total Member Council initial Financial Contribution	\$850,102		100.00% equity
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Loddon Shire Council:	\$ 58,232	and	4.57% equity																				
Total Member Council initial Financial Contribution	\$850,102		100.00% equity																				

Council: Mount Alexander Shire Council																							
Premises: Central Victorian Public Libraries Ltd intends to occupy the following premises for the specific purpose of delivering public library services: • Castlemaine Library																							
Initial Financial Contribution: Calculation of initial Financial Contribution to Central Victorian Public Libraries Ltd is: Initial Financial Contribution of Councils to North Central Goldfields Library Corporation (1996) and percentage of current equity based on the proportion of combined state government and Member Council contribution for the 2026/27 financial year. <table> <tr> <td>Greater Bendigo City Council:</td><td>\$479,309</td><td>and</td><td>59.10 % equity</td></tr> <tr> <td>Mount Alexander Shire Council:</td><td>\$ 99,461</td><td>and</td><td>10.39 % equity</td></tr> <tr> <td>Macedon Ranges Shire Council:</td><td>\$195,098</td><td>and</td><td>25.94 % equity</td></tr> <tr> <td>Loddon Shire Council:</td><td>\$ 58,232</td><td>and</td><td>4.57 % equity</td></tr> <tr> <td>Total Member Council initial Financial Contribution</td><td>\$850,102</td><td></td><td>100.00% equity</td></tr> </table> The value of the Member Council contribution will be equal to the initial Financial Contribution (\$99,461) plus 10.39 percent of the residual accumulated surplus at the time of transition. Upon the withdrawal of the Member Council from the Company or the dissolution of the Company, the distribution of equity will align with the requirements of Clause 14 and Clause 16 of this agreement.				Greater Bendigo City Council:	\$479,309	and	59.10 % equity	Mount Alexander Shire Council:	\$ 99,461	and	10.39 % equity	Macedon Ranges Shire Council:	\$195,098	and	25.94 % equity	Loddon Shire Council:	\$ 58,232	and	4.57 % equity	Total Member Council initial Financial Contribution	\$850,102		100.00% equity
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Loddon Shire Council:	\$ 58,232	and	4.57 % equity																				
Total Member Council initial Financial Contribution	\$850,102		100.00% equity																				

Council: Macedon Ranges Shire Council																							
Premises: Central Victorian Public Libraries Ltd intends to occupy the following premises for the specific purpose of delivering public library services: • Kyneton Library • Woodend Library • Gisborne Library • Romsey Library																							
Initial Financial Contribution: Calculation of initial Financial Contribution to Central Victorian Public Libraries Ltd is: Initial Financial Contribution of Councils to North Central Goldfields Library Corporation (1996) and percentage of current equity based on the proportion of combined state government and Member Council contribution for the 2026/27 financial year. <table> <tr> <td>Greater Bendigo City Council:</td><td>\$479,309</td><td>and</td><td>59.10 % equity</td></tr> <tr> <td>Mount Alexander Shire Council:</td><td>\$ 99,461</td><td>and</td><td>10.39 % equity</td></tr> <tr> <td>Macedon Ranges Shire Council:</td><td>\$195,098</td><td>and</td><td>25.94 % equity</td></tr> <tr> <td>Loddon Shire Council:</td><td>\$ 58,232</td><td>and</td><td>4.57% equity</td></tr> <tr> <td colspan="2">Total Member Council initial Financial Contribution</td><td>\$850,102</td><td>100.00% equity</td></tr> </table> The value of the Member Council contribution will be equal to the initial Financial Contribution (\$195,098) plus 25.94 percent of the residual surpluses at the time of transition. Upon the withdrawal of the Member Council from the Company or the dissolution of the Company, the distribution of equity will align with the requirements of Clause 14 and Clause 16 of this agreement.				Greater Bendigo City Council:	\$479,309	and	59.10 % equity	Mount Alexander Shire Council:	\$ 99,461	and	10.39 % equity	Macedon Ranges Shire Council:	\$195,098	and	25.94 % equity	Loddon Shire Council:	\$ 58,232	and	4.57% equity	Total Member Council initial Financial Contribution		\$850,102	100.00% equity
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Loddon Shire Council:	\$ 58,232	and	4.57% equity																				
Total Member Council initial Financial Contribution		\$850,102	100.00% equity																				

Council: Loddon Shire Council			
Premises:			
Central Victorian Public Libraries Ltd intends to occupy the following premises under agreement with facility managers for the specific purpose of delivering public library services:			
• Wedderburn Community Centre • Pyramid Hill Neighbourhood House • Inglewood Community Neighbourhood House • Dingee Railway Station • Boort Resource and Information Centre			
Initial Financial Contribution:			
Calculation of initial Financial Contribution to Central Victorian Public Libraries Ltd is:			
Initial Financial Contribution of Councils to North Central Goldfields Library Corporation (1996) and percentage of current equity based on the proportion of combined state government and Member Council contribution for the 2026/27 financial year.			
Greater Bendigo City Council:	\$479,309	and	59.10 % equity
Mount Alexander Shire Council:	\$ 99,461	and	10.39 % equity
Macedon Ranges Shire Council:	\$195,098	and	25.94 % equity
Loddon Shire Council:	\$ 58,232	and	4.57 % equity
Total Member Council initial Financial Contribution		\$850,102	100.00% equity
The value of the Member Council contribution will be equal to the initial Financial Contribution (\$58,232) plus 4.57 percent of the residual surpluses at the time of transition.			
Upon the withdrawal of the Member Council from the Company or the dissolution of the Company, the distribution of equity will align with the requirements of Clause 14 and Clause 16 of this agreement.			

Annexure A: Apportionment of costs associated with operating static assets

Note that any lease agreement for library premises or other assets entered into by the Company and Member Councils will include a division of asset management responsibilities that will supersede Annexure A.

Member Councils:

Each Member Council will provide buildings suitable for the delivery of library services. Councils will cover the costs of and be responsible for these assets, including

- Maintenance
- Cleaning
- Repair
- Replacement
- Security systems – such as keys, fob access, alarms, external surveillance
- Hardwiring (including networking points, CCTV, duress alarms)
- Building operations – such as utilities, insurance, pest prevention and control, waste management, sanitary operations.

Building assets include, but are not limited to:

- Buildings
- Fixtures
- Some fittings (ie heritage)

And associated

- Gardens
- Paths and walkways
- Signage, internal and external (directional, regulatory, accessibility and safety guidance that supports navigation)
- Parking
- Vehicle access.

Central Victorian Public Libraries Ltd.:

CVPL will provide library services, and associated equipment.

CVPL will cover the costs of and be responsible for library services and assets, including

- Maintenance
- Cleaning
- Repair
- Replacement
- Library operations – such as staffing, management, insurance, collection float/couriers, communications.

Library equipment and assets include, but are not limited to:

- Collection items
- Information Technology Systems
- Vehicles
- Shelving and trolleys
- Security systems – including internal CCTV software/cameras, duress system.
- Office equipment
- Furniture and soft furnishings including chairs, tables, sofas, desks, blinds and other associated fittings.
- Wayfinding signage (library-service specific)

14 ASSETS AND OPERATIONS REPORTS

AO.1	RESPONSE TO PETITION IN RELATION TO THE SPEED LIMIT AND INTERSECTION SAFETY ON GRAHAMS ROAD, LANCEFIELD
Officer:	Benup Neupane, Coordinator Engineering Services
Council Plan relationship:	Our Places
Attachments:	Nil

Summary

A petition has been received from Denis Graham in Lancefield with 27 signatories stating:

Mayor and Councillors of the Macedon Ranges Shire Council, we the undersigned, petition Macedon Ranges Shire Council from June 25 to:

- (1) Reduce the speed limit along Grahams Road Lancefield to 60kmh*
- (2) Rectify the unsafe intersections of Mahers/Racecourse/Forbes Roads with Grahams Road.*

This report considers both the petition and the accompanying submission provided to Council, and provides recommendations based on regulatory and technical considerations to Councillors in regard to the speed limit and intersection safety along Grahams Road, Lancefield.

Recommendation**That Council:**

- 1. Notes that under the Department of Transport and Planning (DTP) Speed Zoning Policy, Grahams Road does not meet the criteria required to formalise the speed limit to 60km/h, and the default 100km/h rural speed limit will remain.**
- 2. Notes the recent safety upgrades and maintenance works completed or organised by Council, including the installation of Winding Road warning signs with 60km/h advisory plates, installed Give Way infrastructure, and tree and vegetation trimming at the Racecourse Road and Forbes Road intersections.**
- 3. Endorses Council officers undertaking further investigation and consultation with surrounding residents on the potential closure of Mahers Road at Grahams Road, including creation of a court bowl to remove the conflict point at the intersection, with the outcomes to be presented to a future Council meeting for consideration.**
- 4. Advises the head petitioner of Council's decision, the recent improvement works, and the proposed further investigation and consultation regarding Mahers Road.**

Background

In July 2026, Council received a petition with 44 signatures requesting a speed limit reduction to 60km/h and safety rectifications at the intersections of Mahers Road, Racecourse Road, and Forbes Road with Grahams Road. An accompanying submission was also provided to Council, expanding on the petition themes and outlining resident concerns about road safety, driver behaviour, the use of Grahams Road as a through route, intersection sight distance, maintenance impacts and the application of relevant speed zoning and road safety guidance.

Grahams Road is an unsealed rural road currently subject to the default non-built-up area speed limit of 100km/h. The road currently features load limit signage and 'local traffic only' signage to deter heavy and non-essential through traffic, which operations staff confirmed were recently placed at both ends of the road. The northern intersection of Grahams Road and Kilmore-Lancefield Road is under the care and management of the DTP, as Kilmore-Lancefield Road is a designated State arterial route.

Discussion

Under the Department of Transport and Planning Speed Zoning Policy, rural roads in Victoria have a default speed limit of 100km/h unless signed otherwise. As Grahams Road, Lancefield is an unsealed rural road, the default 100km/h limit applies.

Council officers have recently conducted traffic counts along Grahams Road. The average number of vehicles per day is relatively low at 240 to 292 vehicles, with heavy vehicles representing 2.2% to 3.6% of total traffic. The 85th percentile of vehicle speed ranges between 80km/h and 98km/h, and the mean speed ranges from 65km/h to 79km/h. This data indicates that the majority of drivers are already appropriately adjusting their speed to the unsealed road environment.

In Victoria, speed limits are governed and monitored by the DTP. Council does not have jurisdiction to set speed limits within the Shire, as changes require formal approval from the DTP and endorsement by the Minister. Council officers assess community requests for speed limit reviews and submit applications to the DTP based on technical criteria aligned with the DTP Speed Zoning Policy. These criteria include road environment, proximity to town centres, road category, traffic speed data, volume, crash history analysis, and Infrastructure Risk Ratings (IRR).

The accompanying submission refers to the DTP Speed Zoning Policy, the Victorian Road Safety Strategy, Austroads guidance and Infrastructure Risk Rating considerations in support of the requested speed reduction and intersection treatments. Council officers have considered the matters raised in the submission as part of the assessment; however, the recommendation remains guided by the applicable DTP criteria, recorded traffic data, crash history, road environment and site observations.

An IRR assessment was conducted for Grahams Road, yielding the road within the 'Low-Medium' risk band. Under the policy, a 60km/h speed limit on a non-built-up local road is only supported where there is a 'High' or 'Medium-High' crash risk, or a high demonstrated crash rate. A comprehensive review of the Victorian road crash database between April 2014 and May 2023 indicates four recorded crashes (one serious injury, three other injuries) along the road. Three of these occurred mid-block, and one occurred at the DTP-managed Kilmore-Lancefield Road T-intersection. Notably, there is no recorded crash history at either the Mahers Road or Racecourse Road intersections. Therefore, the road does not meet the necessary criteria for a speed limit reduction.

The concerns regarding driver safety, failure to drive to unsealed conditions, or isolated excessive speeding fall outside of infrastructure-related solutions and are instead issues of driver behaviour. Council does not have the authority to enforce road rules, and if drivers are exceeding the speed limit, this is a law enforcement matter and should be reported to Victoria Police for appropriate action. Setting an unrealistically low speed limit on an unsealed road where conditions change rapidly may lead to poor compliance and enforcement difficulties. Officers also note that, even if a lower speed limit was approved, compliance would likely remain an issue due to the rural, unsealed nature of Grahams Road and the way drivers currently respond to road conditions. The *Road Safety Act 1986* and the Victorian Road Rules mandate that drivers must adjust their speed and driving behaviour to suit the conditions of the road, including weather, traffic, and visibility.

To address the immediate intersection safety concerns raised in the petition and prior job requests, Council has recently executed safety upgrades and organised further maintenance works. Works completed in 2026 include the installation of Winding Road warning signs with 60km/h advisory plates to encourage safer approach speeds. Furthermore, Give Way signage at the Mahers Road intersections has been installed. Council has also notified DTP of necessary line marking refreshes at their jurisdictional interfaces. Tree and vegetation trimming has also been organised at the Racecourse Road and Forbes Road intersections, and Council officers are satisfied with the current safety condition of these intersections following assessment.

Council officers note that the intersection of Grahams Road and Mahers Road has poor sight distance due to the vertical geometry of Grahams Road. The most effective infrastructure option to improve safety at this location would be to remove the conflict point between the two roads by closing Mahers Road at Grahams Road and creating a court bowl. This would mean properties on Mahers Road would no longer have vehicle access to Grahams Road and would instead need to access the road network via Kilmore-Lancefield Road. Given the potential access impacts for surrounding residents, further investigation and consultation is recommended before any closure is progressed to a future Council meeting for consideration.

Lowering the speed limit in the hill section of Grahams Road near Mahers Road is not expected to result in a material safety improvement on its own, as there is no physical road control or infrastructure change that would require drivers to reduce speed at this location. Recent speed counter data for this section recorded an 85th percentile speed of 82.44km/h, which indicates that driver behaviour is being influenced by the existing road environment rather than the presence of a lower posted speed limit. Without supporting physical treatments, a reduced posted speed limit is unlikely to meaningfully change driver behaviour or address the underlying sight distance and intersection conflict concerns at Mahers Road.

Given that most vehicles using Grahams Road are driving below the default speed limit to suit conditions, and that proactive intersection safety works and maintenance actions have been completed or organised, formalising a speed limit reduction to 60km/h is not recommended. Further investigation is recommended for the Mahers Road and Grahams Road intersection due to its sight distance constraints and the potential to remove the conflict point through a road closure treatment.

Consultation and engagement

The petition and accompanying submission serve as community feedback regarding safety issues along Grahams Road. Council officers met with the head petitioner on Friday 31 July 2026 to discuss the concerns raised in the petition, including speed, driver behaviour and

intersection safety. The petitioner also provided further detail on resident concerns, including the request for 60km/h speed limit signage, intersection safety treatments, use of Grahams Road as a shortcut, unsealed road conditions, sight distance concerns and references to relevant road safety policy and guidance. Because the determination of the speed limit relies on strict technical guidelines, historical crash data, and objective traffic counts governed by the DTP, no further broad community engagement was undertaken in relation to the speed limit request. The head petitioner will be informed of the outcome of the engineering assessments, the recently completed and organised intersection safety works, and the proposed further investigation into the Mahers Road and Grahams Road intersection.

Prior engagement with community members, including the head petitioner, has been undertaken in recent years as part of Council's operational functions. If Council resolves to investigate the potential closure of Mahers Road at Grahams Road, targeted consultation will be undertaken with surrounding residents and affected property owners before any future report is presented to Council for consideration.

Collaboration

Council officers have worked with the DTP to ensure speed limit proposals are assessed in accordance with the DTP Speed Zoning Policy. DTP is the responsible authority for speed limits across Victoria.

Innovation and continuous improvement

Council officers will continue to review speed limits and unsealed road conditions across the shire to ensure that they are both appropriate and meet the needs of the community. The installation of targeted advisory and warning signage, vegetation trimming, and the proposed investigation of a possible Mahers Road closure treatment demonstrate a commitment to improving safety within the boundaries of existing regulations and best practice approaches.

Relevant law

Road Management Act 2004

Road Safety Act 1986

Road Safety Road Rules 2017

Gender equity considerations have been assessed in the preparation of this report, including whether the proposed road safety measures and further investigation could have different impacts on people of different genders or other community groups.

The recommendations relate to road safety, traffic management and potential intersection improvements and are intended to improve safety and accessibility for all road users. No material differential gender impacts have been identified through the assessment.

Should the proposed investigation into the potential closure of Mahers Road proceed, gender and broader accessibility considerations will continue to be considered as part of the assessment and community consultation process.

Relevant regional, state and national plans and policies

DTP Speed Zoning Policy (Edition 3, August 2025)

DTP Speed Zoning Technical Guidelines (August 2025)

Victorian Road Safety Strategy 2021-2030

Relevant Council plans and policies

Mobility and Road Safety Strategy 2023-2032

Macedon Ranges Shire Council Road Management Plan 2025-2029

Climate Impact Assessment

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

Not applicable.

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

Not applicable.

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

Not applicable.

Financial viability

The installation of the warning signage and vegetation trimming works have been incorporated into Council's standard operations budget. Any further investigation, consultation, design or delivery costs associated with a potential Mahers Road closure treatment will be considered as part of a future report to Council.

Sustainability implications

Not applicable to this report.

AI use disclosure

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

- AI tools were used for editing or quality improvement only, for example grammar, readability or formatting.

AI tools were used for improving the readability of the report.

Declaration – Human-in-the-Loop (HITL)

All judgements, decisions, and recommendations contained in this report were made by a human decision-maker. Any use of artificial intelligence tools was advisory only and did not replace human judgement. The final content and recommendations have been reviewed and approved by a Council officer in accordance with Council's AI policy, and governance, risk and accountability frameworks.

Officer declaration of conflicts of interest

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

AO.2	DRAFT PUBLIC ROAD PROCEDURE
Officer:	Benup Neupane, Coordinator Engineering Services
Council Plan relationship:	Our Places
Attachments:	Public Road Procedure - Final Draft ↓

Summary

To present the updated Public Road Procedure for Council adoption. The updated procedure addresses an outstanding internal audit recommendation and provides a clearer, more robust framework for assessing requests to add roads to the Register of Public Roads.

Recommendation

That Council adopts the Draft Public Road Procedure.

Background

The current Public Road Procedure was adopted by Council on 18 April 2018. An internal audit undertaken in September 2025 by HLB Mann Judd reviewed Council's road management practices and identified the need to review and update the Public Road Procedure to strengthen operational documentation. The review also took into account feedback from councillors since the Procedure was last applied in determining the inclusion of roads on the Register of Public Roads.

The updated procedure establishes a clearer and more structured process for assessing requests to add roads to the Register of Public Roads. It aligns with the Road Management Act 2004 and Council's Road Management Plan 2025–2029 and formalises the requirement that a road must be reasonably required for general public use before being considered for inclusion.

Discussion

The updated procedure introduces a formalised, step-by-step assessment process, including initial investigation, community consultation, and a report to Council prior to any decision being made. This ensures requests are assessed consistently, transparently, and in accordance with statutory requirements.

A key feature of the procedure is the introduction of clearly defined criteria that must be satisfied for a road to be considered reasonably required for general public use. These include requirements relating to land ownership or control, construction to a minimum Category 5 standard, ability to be economically maintained, provision of access to multiple properties, network connectivity, demonstrated public use, and minimum traffic thresholds. While these criteria provide a robust and objective basis for decision-making, they may limit eligibility where roads do not meet the prescribed standards or where upgrade works would be required.

The procedure reinforces that Council remains the decision-making authority for inclusion of roads on the Register of Public Roads, with requests to be presented via officer reports following investigation and consultation. This approach ensures appropriate governance oversight of decisions that carry long-term financial and service delivery implications in line

with the Section 6 Instrument of Delegation. Requests for inclusion will typically be batched and presented to Council twice yearly.

Not all roads can be included on the Register due to Council's finite financial and operational resources, and that roads must be capable of being maintained within existing service levels and budgets.

Based on Council officer estimates, maintaining a properly constructed unsealed road costs approximately \$10,000 to \$15,000 per kilometre each year, assuming the road is graded two to three times annually. This estimate does not include the upfront cost of constructing or upgrading the road to an appropriate standard. Over a 20-year period, maintenance costs alone can total up to \$300,000 per kilometre, representing a significant ongoing financial commitment when considering additions to Council's Register of Public Roads.

Consultation and engagement

Internal consultation on the updated procedure has been undertaken across relevant Council officer stakeholders to ensure alignment with current operational requirements.

Collaboration

Collaboration was not required in relation to this report.

Innovation and continuous improvement

The updated procedure introduces a more structured and evidence-based framework to improve the consistency, transparency and defensibility of decisions regarding the inclusion of roads on the Register of Public Roads. It also reflects learnings from the internal audit and stakeholder feedback, strengthening governance and supporting continuous improvement.

Relevant law

The updated Public Road Procedure is underpinned by the *Road Management Act 2004*, which establishes Council's role as the coordinating road authority and requires that a road be "reasonably required for general public use" before it can be included on the Register of Public Roads.

The procedure also aligns with Council's obligations under the *Local Government Act 2020* and is consistent with Council's Road Management Plan 2025–2029. No specific human rights impacts have been identified under the Charter of Human Rights and Responsibilities Act 2006.

The subject matter of this report has been assessed against the requirements of the *Gender Equality Act 2020*. As the proposed update is administrative in nature and does not involve the development of a new policy, program or service with a direct and significant impact on the public, a Gender Impact Assessment is not required.

Relevant regional, state and national plans and policies

No specific regional, state or national plans or policies have been identified as directly applicable to the subject matter of this report.

Relevant Council plans and policies

The proposal aligns with Council's Road Management Plan 2025–2029.

Climate Impact Assessment

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

Not applicable.

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

Not applicable.

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

Not applicable.

Financial viability

Not applicable.

Sustainability implications

Not applicable.

AI use disclosure

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

- AI tools were used for editing or quality improvement only, for example grammar, readability or formatting.

AI tools were used to improve readability of this report.

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Officer declaration of conflicts of interest

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

Procedure



Public Road

Date of Approval			
Unit Manager Signature		Date	
CEO Signature		Date	
Responsible Officer and Unit	Daniel Grigson – Manager Engineering, Asset Services and Civil Projects		
Nominated Review Period	☐ Annually	☒ Every 4 years	☐ Other 10 years
Last Endorsement Date	18 April 2018		
Next Endorsement Date	July 2030		

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

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Initial Draft	1.0	11/11/2025	Daniel Grigson
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Contents

Purpose/Objective	3
Process for Inclusion of Roads onto the Public Roads Register	3
Gender Impact Assessment	7
Definitions	8
Related Legislation and Policies	11
Appendix A – Minimum Construction Standard for a Category 5 Road	12
Appendix B – Assessment Criteria Table	14

Purpose/Objective

Macedon Ranges Shire Council manages a local road network of approximately 1,700 km, of which about 1,600 km are currently maintained in accordance with Council's Road Management Plan. In addition, Council is aware of a number of unmaintained roads within the Shire that are not included on the Register of Public Roads. From time to time, Council receives requests to add roads to the Register of Public Roads (the Register) or to assume maintenance of roads not presently on the Register.

The purpose of this Procedure is to set out the criteria and process used to determine whether a road qualifies for inclusion on Council's Register of Public Roads, and to ensure that any such decisions are consistent with the Road Management Act 2004 and Council's Road Management Plan 2025–2029.

Process for Inclusion of Roads onto the Public Roads Register

All requests or proposals to add an existing road to the Register of Public Roads will follow a clear process to ensure fairness, consistency, and compliance with statutory requirements. Council is the decision-making body that ultimately approves or rejects these requests. The typical process is as follows:

Initial Assessment:

Generally, if a road or ancillary area is to be included in the Register, Council needs to have made a decision that the “road is reasonably required for general public use”.

Council officers will conduct an initial assessment including a site visit of all requests to add a road to the Register of Public Roads. In order to be considered “reasonably required for general public use,” a road must generally fulfill all of the following criteria:

- It is situated on land owned or controlled by the Council.
- It is constructed according to a minimum Category 5 standard as per Appendix A to Councils engineering guidelines that are in effect at the time it is being evaluated for inclusion in the Register.
- It can be economically maintained.
- Inclusion would not result in vegetation impacts that require a planning permit or State/Federal Government department approval for vegetation removal or impact, and would not trigger the need for a Cultural Heritage Management Plan (CHMP).

- It serves as the primary access route for multiple properties or as the secondary access route for multiple commercial, agricultural or industrial properties.
- It allows unrestricted public access.
- It is currently being used by the general public, and this usage is expected to continue in the future.
- It connects to and forms part of the broader network of Public Roads.
- Minimum daily traffic count of 50 vehicles.

After initial investigation the road will follow the process as explained below.

1. **Further Investigation:** Council officers will further investigate the status and condition of the subject road. Including Investigation of historical and planning information.
2. **Consultation:** Owners and occupiers of properties abutting the road will be notified in writing of the proposal and given an opportunity to provide feedback. If the road provides a significant through-route or is used by a broader segment of the public, Council may also publish a public notice (e.g. in a local newspaper or on Council's website) inviting submissions from any road users or community members regarding the proposed inclusion. Council will consider any feedback received before making a recommendation.
3. **Report to Council:** After investigation and consultation, Council officers will prepare a report for Council's consideration. The report will outline the findings (including how the road meets or does not meet the inclusion criteria in the next section), summarise any feedback, resource implications and other considerations. The report will include a recommendation to either include the road on the Register of Public Roads or not.
4. **Council Decision:** Council will consider the officer's report at a scheduled Council meeting (requests for inclusion of roads will typically be batched and brought to Council twice a year, in either April or October) where Council may decide to:
 - **Approve inclusion** of the road on the Register of Public Roads (either immediately or upon completion of any required upgrade works if the road is not yet at standard).
 - **Defer or conditionally approve** (e.g. defer until the road is brought up to standard or request further information).

- **Reject the request**, determining that the road is not generally required for public use as per the RMA.

The decision will be recorded in the Council minutes. If approved, the road's details will be added to the Register of Public Roads, and Council's maintenance responsibility for the road commences (or is confirmed) from the date of Council's resolution (unless otherwise specified).

- 5. Notification:** Council officers will notify the original requester of Council's decision in writing, including reasons if the request was not approved. Additionally, all abutting owners/occupiers and any submitters who provided feedback will be informed of the decision.

- 6. Update of Register:** If the decision was to include the road, Council's Register of Public Roads will be formally updated.

If a road has previously been investigated and brought to Council with a decision to not add it to the Register of Public Roads then it will be not be further investigated for a period of 5 years post that date.

Criteria for Inclusion of a Road on the Public Roads Register

When determining whether a road is "reasonably required for general public use", Council will use a set of guiding criteria as noted above. An in depth summary of these criteria that are to be met is provided below.

Guiding Criteria:

- 1. It is situated on land owned or controlled by the Council:** The road reserve must be vested in, or otherwise under the management and control of, Council. This includes land vested through subdivision, Crown land managed by Council, or land historically dedicated as a road under statute. Roads located on private property or on land not vested in Council will not be considered unless formal processes are completed to establish public road status.
- 2. It is constructed according to a minimum Category 5 standard as per Appendix A:** The road must meet the minimum construction characteristics required for safe and functional public use, including a formed all-weather gravel surface, adequate drainage,

sufficient formation width, appropriate crossfall, and basic safety features such as sight distance and intersection visibility. Roads that exist only as unmade tracks, paddock access trails, or informal vehicle paths will not be accepted unless upgraded to meet this minimum category standard.

3. **It can be economically maintained:** Council must be able to maintain the road within its available budgets, service levels and resource constraints. This includes assessing the long-term renewal liability, whether the road's condition enables sustainable maintenance, and whether the asset can be reasonably integrated into Council's periodic grading, drainage and renewal programs. Roads that would create unsustainable maintenance burdens or require disproportionate expenditure relative to their public value will not be supported.
4. **It serves as the primary access route for multiple properties or as the secondary access route for multiple commercial, agricultural or industrial properties:** A road must provide legitimate public benefit by servicing more than one property. Roads that function exclusively as private driveways or service a single landowner's access needs do not qualify. Primary access to multiple dwellings, farms, community facilities, or businesses strengthens eligibility. Secondary access to industrial, agricultural or commercial areas may be considered where it provides necessary operational or safety benefit (e.g., heavy-vehicle access, emergency egress).
5. **It would not trigger approvals for vegetation removal, a CHMP, or other statutory approvals:** Inclusion of a road on the Register must not depend on proposed vegetation removal, cultural heritage approvals, or other works that would require a planning permit, a Cultural Heritage Management Plan (CHMP), or State or Federal government approval. Where road formation, sightlines, drainage, widening or other upgrades needed for inclusion would impact native vegetation, cultural heritage values, or otherwise require planning approval, a CHMP and/or State or Federal approvals, the road will not progress for inclusion until the necessary approvals are obtained and any required works are completed.
6. **It allows unrestricted public access:** The road must be open for general use by the public at all times. This means no gates, locked barriers, restrictive signage, or arrangements that limit public movement. A road that is fenced, locked, or otherwise controlled by a landowner cannot be considered a public road for the purposes of the Register.

7. **It is currently being used by the general public, and this usage is expected to continue in the future:** There must be clear evidence of present public use—such as routine vehicle movement, access to public land, or frequent use by residents, contractors, or visitors. Officers must also consider whether there is reasonable expectation of ongoing public use based on land use, zoning, development patterns, or future growth.
8. **It connects to and forms part of the broader network of Public Roads:** The road must provide meaningful linkage within the existing Council road network. This includes forming a through-route, providing access to higher order public roads, connecting isolated areas to the network, or supplying essential access for emergency services or community facilities. Roads that terminate in private land with no broader public function may not meet this criterion.
9. **Minimum daily traffic count of 50 vehicles:** The road carries a minimum of 50 vehicles per day (based on Category 5 standard of 50-200 vehicles per day).

Each case is assessed on its individual merits in line with Section 17 of the Road Management Act 2004 — whether the road is reasonably required for general public use. In making this determination, Council will require that all of the above criteria be met.

Not all unmade roads or tracks can be placed on the Register due to limited financial and other resources that are available to Council for the purposes of exercising its road management functions, giving due consideration to the broad range of services it provides to the community.

When a new road is added to the Register, it will be assigned the appropriate category based on its characteristics. If it does not at least meet Category 5 specifications, Council will generally not add it until it is brought up to standard.

Roads that are created via an approved planning permit as part of the subdivision process, subsequently vested in Council and constructed to suitable standard under the supervision of Council officers will not require assessment with the guiding criteria and will be added to the Register following Council resolution in line with the S6 Instrument of Delegation.

Gender Impact Assessment

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

Definitions

Term	Definition
Category 5 Road	In Council's road hierarchy, a Category 5 road is an Unsealed Access Road – a local unsealed road providing property access, generally a short dead-end road carrying low traffic volumes. Category 5 roads are constructed to a basic all-weather standard (gravel surface with drainage).. <i>For the purposes of this Procedure, any road proposed for inclusion on the Public Roads Register must meet the minimum construction standard of a Category 5 road (see Appendix A).</i>
Coordinating Road Authority	The road authority with overall management responsibility for a public road. Under Section 36 of the RMA, Council is generally the Coordinating Road Authority for local (municipal) roads within its municipality (VicRoads/Department of Transport is the authority for freeways and arterial roads). As the coordinating authority, Council decides on the inclusion of local roads in its Register of Public Roads and is responsible for their management.
Crown Land Road	A road reserve situated on land owned by the Crown. Under the RMA, ownership of the land by the Crown does not automatically compel Council to maintain it. Council only assumes maintenance responsibility if it, as the Coordinating Road Authority, determines the road is reasonably required for general public use and formally adds it to the Register of Public Roads.
Paper Road (Unmade Road)	A legally surveyed road reserve that exists on planning maps or property titles but has not been physically constructed. Because they do not meet the criteria for general public use, these are considered "unregistered" and are not maintained by Council.
Private Driveway / Private Road	A physical access route that exclusively services a single property or a private arrangement of properties, whether located entirely on private

	land or traversing a public road reserve. The property owners who utilise the access are solely responsible for its construction, maintenance, and associated liability.
Public Road	A road that is <i>reasonably required for general public use</i> , as defined in Section 17 of the Road Management Act 2004. This includes freeways, arterial roads, and any other road that a Council (as coordinating road authority) has decided to register as being required for general public use. Once a road is registered as a public road, Council assumes a statutory duty to inspect, maintain and repair it in accordance with the RMA and Council's Road Management Plan.
Reasonably Required for General Public Use	This phrase, taken from RMA Section 17(3), is the key test for whether a road should be a public road. It is not strictly defined in the Act, but generally refers to a road that the public at large needs to use or does use for access. In assessing this, Council will consider factors like the number of properties served, whether the public (beyond adjacent landowners) use the road, connectivity to the broader network, availability of alternative access, and evidence of regular traffic.
Register of Public Roads	The official list of all public roads for which Council is the Coordinating Road Authority. Council's Register of Public Roads is maintained pursuant to RMA Section 19 and contains information on each public road (name, location, description, etc.) that Council is responsible for. Roads on this register are those that Council has determined to be public roads (i.e. required for general public use). Roads not on the Register are considered "unregistered" and are not maintained by Council.
Road Hierarchy	The classification of roads based on their function, usage and characteristics. Council's hierarchy (as per the RMP) typically ranges from Category 1 (highest order, e.g. sealed link roads with high traffic) down to Category 6 (lowest order, e.g. lower-standard unsealed roads), plus Fire Access Tracks. Each category has typical usage levels and construction standards. Categories 1–5 are built to defined standards (per Council's engineering guidelines), while Category 6 denotes

	unsealed roads that do not meet Category 5 standards but historically have been considered to serve a public use.
Road Management Act 2004 (RMA)	Victorian legislation that outlines the responsibilities of road authorities in managing public roads. It provides for the establishment of Road Management Plans, the duty to maintain public roads, the requirement to keep a Register of Public Roads, and related provisions. Section 40 of the RMA imposes a duty on Council to maintain public roads but explicitly does not require Council to upgrade a road or maintain it to a higher standard than the standard to which it is constructed.
Road Management Plan (RMP)	Council's Road Management Plan is a strategic document (revised periodically, e.g. 2025–2029) that sets out the level of service, inspection frequencies, maintenance standards and response times for different categories of roads and road-related assets under Council's care. The RMP includes the road hierarchy and defines the construction/maintenance standards applicable to each road category.
Road Ownership vs. Maintenance Responsibility	Road <i>ownership</i> refers to the underlying land tenure (e.g., land vested in Council, Crown land, or private land). <i>Maintenance responsibility</i> , however, is determined strictly by the provisions of the RMA. Regardless of who owns the underlying land, Council is only legally responsible for inspecting and maintaining roads that are officially listed on its Register of Public Roads.
Unregistered Road / Non-Public Road	A physical track or road reserve that is not included on Council's Register of Public Roads. While the land may be owned by or vested in Council, or located on Crown land, Council has no statutory duty under the RMA to inspect, maintain, or upgrade unregistered roads. Ongoing maintenance of these tracks is generally the responsibility of the abutting landowners who use them for access.

Related Legislation and Policies

- > Road Management Act 2004 (Vic)
- > Local Government Act 1989 and 2020 (Vic)
- > Macedon Ranges Shire Council Road Management Plan 2025–2029
- > Macedon Ranges Shire Council Engineering Requirements for Infrastructure Construction (ERIC) and the Infrastructure Design Manual (IDM)
- > Macedon Ranges Shire Council Asset Management Policy & Strategy

Procedure



Appendix A – Minimum Construction Standard for a Category 5 Road

A road must meet the Category 5 standard to be added to the Public Roads Register. Category 5 roads are the baseline of Council's maintained road network. The following are the typical minimum characteristics expected of a Category 5 road, as guided by Council's design standards and guidelines:

- **Formation and Surface:** The road should have a formed, all-weather surface. This typically means a compacted gravel roadway of adequate depth. The surface should be drivable under normal weather conditions year-round (minimal boggy or impassable sections). A gravel pavement is usually required.
- **Width:** Sufficient road width to allow safe passage of vehicles. Generally, a Category 5 road has a single traffic lane with some space for passing at intervals or at wider points. As a guide, a road width of around 4 metres at a minimum is expected, though exact width can vary with conditions. The width should accommodate emergency service vehicles and meet minimum CFA access requirements.
- **Drainage:** Basic drainage infrastructure is required to protect the road and maintain its serviceability. This includes roadside table drains or swales to channel water away from the roadway, and culverts/pipes at appropriate low points or intersections (for example, where the road crosses a natural drainage line or at property entrances) to prevent water from pooling on the road or eroding it. The road's crossfall (camber) should allow water to shed to the drains.
- **Gradient and Geometry:** The road's alignment (horizontal curves and vertical grades) should be such that it is safely negotiable by ordinary vehicles. Extremely steep sections or sharp blind corners should be avoided or mitigated (with signage or lower speed advisory) for public safety. While Category 5 roads are typically rural in nature and may follow the terrain, any sections that would be dangerous or not traversable by a two-wheel-drive passenger car would need attention (either improvements or would disqualify the road from inclusion).
- **Safety Features:** At a minimum, the road should have clear signage for identification (e.g. a road name sign) and any necessary warning signs if there are unusual conditions (like a sharp bend, steep hill, etc.). While extensive signage, line-marking, or barriers are not usually present on low-order unsealed roads, any existing safety installations (such as guardrails on embankments or bridges) should be in serviceable condition. The road should not present undue risk to users; for example, if there are known hazards along the road, these should be addressed or highlighted.
- **Utility Assets:** If there are utility assets present (like electricity poles, water pipes, etc.), they should be placed appropriately (usually in the road reserve outside the carriageway) so as not to obstruct travel. Their presence also indicates coordination with utility providers for any road works.

Prospective roads that do not meet the above characteristics would generally require upgrading prior to inclusion. Council may require the applicant/requester (e.g. residents or a developer) to



undertake or fund such upgrade works as a condition of adding the road. Council's Engineering Requirements for Infrastructure Construction and the Infrastructure Design Manual provide technical specifics (grades, materials, etc.) for constructing an access road that meets Category 5 classification.

Appendix B – Assessment Criteria Table

Assessment Criterion	Yes	No	Comments / Evidence
Road is situated on land owned or controlled by Council	☐	☐	
Road meets the minimum Category 5 construction standard (Appendix A)	☐	☐	
Road can be economically maintained within Council's service levels and budgets	☐	☐	
Inclusion would not trigger vegetation impacts requiring a planning permit, a CHMP, or State/Federal approval for removal or impact	☐	☐	
Road serves as the primary access route for multiple properties, or secondary access for multiple commercial/agricultural/industrial properties	☐	☐	
Road allows unrestricted public access (no gates, locks, or barriers)	☐	☐	
Road is currently used by the general public, with ongoing future use expected	☐	☐	
Road connects to and forms part of the broader public road network	☐	☐	
Minimum daily traffic volume of 50 vehicles is met (traffic count data)	☐	☐	

AO.3	INFRASTRUCTURE PERMIT POLICY
Officer:	Daniel Grigson, Manager Engineering, Asset Services and Civil Projects
Council Plan relationship:	Our Places
Attachments:	Infrastructure Permit Policy ↓

Summary

The Infrastructure Permit Policy has been developed to consolidate Council's existing requirements relating to asset protection, works within road reserves, traffic management and vehicle crossings into a single, contemporary policy framework.

Councillors were briefed on the draft policy on 18 August 2026. The policy was subsequently updated in response to Councillor feedback and has now been approved by the Executive Leadership Team as an administrative and operational policy.

This report recommends that Council rescind the three existing policies superseded by the new Infrastructure Permit Policy and note the new policy and its ongoing oversight through the Executive Leadership Team.

Recommendation

That Council:

- Notes that the Infrastructure Permit Policy has been approved by the Executive Leadership Team.**
- Rescinds the following superseded Council policies:**
 - Asset Protection Policy, adopted 23 March 2005;**
 - Processing of Requests for Approval for an Event / Activity on a Road / Street Policy, adopted 26 October 2011; and**
 - Activity on a Road Permit Policy, adopted 15 December 2007.**
- Notes that future reviews and amendments to the Infrastructure Permit Policy will be considered and approved by the Executive Leadership Team.**

Background

Council currently has a number of separate policies that address activities affecting Council assets, roads and road reserves. These include the Asset Protection Policy, the Processing of Requests for Approval for an Event / Activity on a Road / Street Policy and the Activity on a Road Permit Policy.

The existing policies were adopted between 2005 and 2011 and no longer fully reflect Council's current local law, legislation, standard permit conditions, digital application processes or operational practices. The Processing of Requests for Approval for an Event / Activity on a Road / Street Policy has also been superseded operationally by Council's current event approval process and associated terms and conditions.

The Infrastructure Permit Policy brings the relevant requirements into one consolidated framework comprising:

- Part A – Asset Protection;
- Part B – Works within Road Reserve and Traffic Management Plans; and
- Part C – Vehicle Crossing Guidelines.

Councillors were briefed on the draft policy on 18 August 2026. The policy has since been updated to incorporate the feedback received and has been approved by the Executive Leadership Team.

Discussion

The Infrastructure Permit Policy provides a clear and consistent framework for determining when an Infrastructure Permit is required and how applications are assessed and managed. Its purpose is to protect Council assets and maintain public safety, accessibility and amenity where private works, construction activities, utility works, events or other activities affect Council-managed land or the road reserve.

The policy consolidates existing operational requirements rather than introducing a new strategic direction or significant change in service levels. It aligns Council's permit administration with the Macedon Ranges Shire Council Community Local Law 2023, relevant road management and road safety legislation, Council standards, website guidance and current digital application processes.

The consolidated approach will provide clearer guidance to applicants, contractors and landowners; support consistent assessment and administration of permit applications; clarify responsibilities for protecting and reinstating Council assets; improve the relationship between asset protection, works within road reserves, traffic management and vehicle crossing approvals; remove duplication and inconsistencies across the existing policies; and allow supporting permit conditions, application forms and website guidance to be maintained in line with current legislation and operational requirements.

As the policy is administrative and operational in nature, it has been approved by the Executive Leadership Team. Council is not being asked to adopt the new policy. Council is instead being asked to rescind the three older Council-adopted policies that are now superseded and to note the replacement policy and its future governance arrangements.

Following Council's decision, Council's website content, digital application forms, permit guidance and associated administrative material will be updated to reflect the Infrastructure Permit Policy, current terminology and the applicable application processes.

Consultation and engagement

Internal consultation was undertaken during development of the policy with relevant Council service areas involved in engineering, asset protection, community safety, local laws, events, planning, environment, arboriculture and the management of Council land and road reserves.

Councillors were briefed on the draft policy on 18 August 2026. Feedback provided through the briefing process was considered and incorporated into the policy before it was submitted to the Executive Leadership Team for approval.

Broader community engagement was not undertaken because the policy consolidates and clarifies existing statutory, local law and operational requirements rather than introducing a new strategic direction, community service or significant new obligation.

The affected website information, application forms and permit guidance will be updated to clearly communicate the consolidated requirements to applicants and the community.

Collaboration

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

The policy nevertheless recognises that separate approvals may be required from external authorities, including the Department of Transport and Planning, where works affect State-controlled roads or involve traffic management requirements outside Council's authority.

Innovation and continuous improvement

The Infrastructure Permit Policy demonstrates continuous improvement by replacing three older policies with a single, clearer and more accessible operational framework.

The consolidated policy reflects current legislation, Council's Community Local Law 2023, current engineering and asset protection practices, standard permit conditions and contemporary digital application processes. It also provides a clearer basis for maintaining website guidance, application forms and operational requirements without requiring routine operational amendments to be brought to Council.

Future reviews and amendments will be managed through the Executive Leadership Team, allowing the policy to remain current and responsive to legislative, technical and operational changes while maintaining appropriate organisational oversight.

Relevant law

- *Building Act 1993;*
- *Environment Protection Act 2017;*
- *Environment Protection Regulations 2021;*
- *Gender Equality Act 2020;*
- *Local Government Act 1989;*
- *Local Government Act 2020;*
- *Macedon Ranges Shire Council Community Local Law 2023;*
- *Occupational Health and Safety Act 2004;*
- *Occupational Health and Safety Regulations 2017;*
- *Planning and Environment Act 1987;*
- *Road Management Act 2004;*
- *Road Management (Works and Infrastructure) Regulations 2015;*
- *Road Safety Act 1986;*
- *Road Safety Road Rules 2017;*
- *Road Safety (Traffic Management) Regulations 2019; and*
- *Water Act 1989.*

In accordance with the *Gender Equality Act 2020*, Gender equity considerations have been assessed in relation to this matter. No specific or differential gender impacts have been identified that require further consideration as part of this report.

Relevant regional, state and national plans and policies

Not applicable to the subject matter of the report.

Relevant Council plans and policies

The recommendation supports the Our Places strategic direction of the Council Plan by providing a consistent framework for protecting Council infrastructure, supporting safe use of roads and road reserves and managing the impacts of private works and activities on public assets.

The policy also has relationships with the following Council plans, policies and guidelines:

- Asset Plan;
- Biodiversity Strategy;
- Engineering and Subdivision Guidelines;
- Infrastructure Design Manual;
- Nature Strip Landscape Policy;
- Macedon Ranges Planning Scheme;
- Road Management Plan;
- Roadside Conservation Management Plan;
- Council's tree management policy and guidelines; and
- Council's standard drawings and permit conditions.

Climate Impact Assessment

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

Not applicable to this report.

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

Not applicable to this report.

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

Not applicable to this report.

Financial viability

The recommendation does not require additional budget funding.

Implementation will involve updates to Council's website content, digital application forms, standard conditions and permit guidance. These activities will be undertaken within existing operational resources.

Permit fees, assessment fees, bonds and other applicable charges will continue to be set through Council's annual budget and adopted fees and charges schedule. Where an

application involves multiple permit types or activities, the relevant fees will apply in accordance with the adopted fee schedule.

Sustainability implications

The policy supports social and environmental sustainability by requiring works to be planned and undertaken in a manner that protects public safety, maintains access and amenity and minimises damage to roads, drainage infrastructure, nature strips, trees, vegetation and other Council assets.

It also provides for appropriate traffic management, sediment and erosion controls, waste management, asset reinstatement and protection of the surrounding environment during works.

AI use disclosure

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

- AI tools were used for editing or quality improvement only, for example grammar, readability or formatting.

AI tools were used to improve the readability and structure of the report.

Declaration – Human-in-the-Loop (HITL)

All judgements, decisions, and recommendations contained in this report were made by a human decision-maker. Any use of artificial intelligence tools was advisory only and did not replace human judgement. The final content and recommendations have been reviewed and approved by a Council officer in accordance with Council's AI policy, and governance, risk and accountability frameworks.

Officer declaration of conflicts of interest

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

Policy



Infrastructure Permit

Date of Adoption			
Adoption Method	☐ Council	☒ CEO	☐ Other (please specify)
CEO Signature			Date
Responsible Officer and Unit	Daniel Grigson – Manager Engineering, Asset Services and Civil Projects Kristal Maynard – Manager Safer Communities		
Nominated Review Period	☐ Annually	☐ Every 4 years	☒ Other - 10 years
Last Endorsement Date	Asset Protection Policy – 23 March 2005 Processing of Requests for Approval for an Event / Activity on a Road / Street – 26 October 2011 Activity on a Road Permit Policy – 15 December 2007		
Next Endorsement Date	XX XXX 2036		

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

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Approval			

Contents

Purpose	3
Reasons for Policy	3
Gender Impact Assessment	3
Policy	4
Definitions	4
Related Policies	6
Appendix Part A – Asset Protection	8
Appendix Part B - Works within Road Reserve	15
Appendix Part C - Vehicle Crossing Guidelines	22

Purpose

The purpose of this policy is to provide clear, consistent guidance on when an Infrastructure Permit is required and how permit applications are assessed and managed, to protect Council assets and the safety and amenity of the road reserve during works.

Reasons for Policy

This policy supports Council's role as a road authority and asset manager by setting out requirements for permits, conditions, and responsibilities for works that may affect Council-managed land, roads, drains, vehicle crossings, and other infrastructure within the road reserve.

- Protect Council assets (including roads, kerb and channel, footpaths, drains, vehicle crossings, nature strips, trees and vegetation and road furniture) from damage caused by construction or other works.
- Ensure works within the road reserve are planned and carried out safely, including appropriate traffic management and site controls to protect pedestrians, cyclists, motorists, and workers.
- Clarify responsibilities for applicants, contractors and landowners, including reinstatement standards, rectification of damage, asset protection requirements, and any required inspections.
- Provide a transparent, consistent decision-making framework for issuing permits and applying conditions, aligned with relevant legislation, the Macedon Ranges Shire Council Community Local Law 2023, Council policies and standards.
- Maintain the function, accessibility and amenity of roads and reserves by managing impacts such as dust, mud tracking, erosion, sediment runoff, noise, and obstruction of public access.

Gender Impact Assessment

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

Policy

This policy contains three sections:

- Part A – Asset Protection
- Part B – Works within Road Reserve/Traffic Management Plan
- Part C – Vehicle Crossing Guidelines

The table below provides guidance on when to apply for a permit under the applicable section.

Each section is attached as an appendix to this Policy.

Type of Application	Asset Protection	Works within Road Reserve/Traffic Management Plan
Section applicable	Part A	Part B
Examples of When to Apply (but not limited to)	• Entering a building site by means of a motor vehicle having a gross weight exceeding 3.5 tonnes • Occupying a Council reserve and/or Council land and/or road reserve for private/building works • Accessing a building site from a point other than a vehicle crossing • Using Council land for the purposes of storing any material including shipping containers, skip bins (over 4 cub .m), or other items; • Carrying out building work associated with the construction, extension, or demolition of any dwelling, factory, office, warehouse, healthcare, educational or public building, or any other structure or major commercial landscaping works at a cost of more than \$30,000 (indexed at the CPI from June 2026)	• Water/sewer tapping – connecting a house to the water/sewer main • Stormwater connections (Legal Point of Discharge) – plumber/ drainer connecting house downpipes to Council stormwater pipes or pits • Roadside excavation and modification to existing Council assets • Occupying Council reserve and/or land and/or road reserve for works. • Laying or connecting of utilities such as gas, communications stormwater, sewer and water mains – usually associated with development • Public utility requiring a consent permit • General/other works within the road reserve • Works associated with a vehicle crossing • Excavation of part of a road, nature strip or footpath • Implementing a Traffic Management Plan and/or installing signs or devices associated with a Traffic Management Plan. • Public events including filming, events routes, photography and media productions*

Where an application involves multiple permit types or activities, the relevant fees will apply in accordance with Council's adopted fee schedule.

Please note that an Event Permit must be obtained prior to submitting the Works within Road Reserve/Traffic Management Plan application for all events.

Definitions

Term	Definition
Applicant	means the person or organisation applying for a permit under this Policy.
Building site	means any land on which building work is carried out.
Building work	includes any work for or in connection with the construction, demolition, renovation, alteration or removal of any building or structure that is being conducted in accordance with a building permit and includes major landscaping or earthmoving works which may be conducted without a building permit.
Council	means Macedon Ranges Shire Council.
Council asset	means any road, drain, infrastructure, vehicle crossing, vegetation (including street trees) or other property owned, vested in or under the management of Council.
Industrial zone	means land zoned industrial under the Planning Scheme.
m	Metres
Permit	in relation to a use or activity, means a permit issued under this Policy which authorises that use or activity.
Permit holder	means the person or organisation to whom a permit is issued under this Policy.
Person in charge	means the person responsible for managing or supervising the works, building site, event or activity.
Residential zone	means land zoned residential under the Planning Scheme.
Road	has the same meaning as in the Local Government Act 1989 and applies to roads for which Council has responsibility under the Road Management Act 2004, but does not include a State road under that Act unless a provision in the Macedon Ranges Shire Council Community Local Law 2023 is expressly applied to a State road.
Road furniture	Includes all fixtures in the road and road reserve. E.g. benches, traffic barriers, bollards, post boxes, phone boxes, streetlamps, traffic lights, traffic signs, bus stops, etc
Road reserve	means the area of land set aside for a road, including the roadway, footpath, nature strip, kerb, channel, shoulder, roadside drainage, verges and any other land between property boundaries that is managed as part of the road.
Rural zone	means land zoned rural under the Planning Scheme.

Vehicle crossing	means a constructed driveway or surface used to facilitate vehicular access to and from land.
Works manager	means the person responsible for the day-to-day implementation of the works and any associated Traffic Management Plan, including signs, devices and aftercare arrangements.

Related Policies and Guidelines

- > Asset Plan
- > Biodiversity Strategy
- > Engineering and Subdivision Guidelines
- > Infrastructure Design Manual
- > Nature Strip Landscape Policy
- > Macedon Ranges Planning Scheme
- > Road Management Plan
- > Roadside Conservation Management Plan
- > Township Street and Park Tree Management Policy
- > Tree Protection Guidelines for Developments

Related Legislation

- > Building Act 1993
- > Environment Protection Act 2017
- > Environment Protection Regulations 2021
- > Local Government Act 1989
- > Local Government Act 2020

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- > Macedon Ranges Shire Council Community Local Law 2023
 - > Occupational Health and Safety Act 2004
 - > Occupational Health and Safety Regulations 2017
 - > Planning and Environment Act 1987
 - > Road Management Act 2004
 - > Road Management (Works and Infrastructure) Regulations 2026
 - > Road Safety Act 1986
 - > Road Safety Road Rules 2017
 - > Road Safety (Traffic Management) Regulations 2019
 - > Water Act 1989

Appendix Part A - Asset Protection

A1 Introduction

Macedon Ranges Council is responsible for public assets within the Shire and these may be affected by the actions or works carried out by the occupier, owners, contractors, service utilities or developers of land.

Council has developed this policy to set minimum standards for the protection of these assets. This section shall be read as Council's Asset Protection Policy.

A2 General Requirements

A2.1. Public Safety

From the date of commencement until full completion of the works, the person performing the works shall comply with all legislative requirements, relevant codes of practice and regulations for the safety of the general public.

A2.2. Asset Protection Permit

In accordance with the Macedon Ranges Shire Council Community Local Law 2023, an owner of a building site or person in charge of building works on a building site must obtain an asset protection permit before commencing those works, unless an asset protection permit is not required under Council's Asset Protection Policy.

This section applies where building works or related activities may affect Council-owned or managed land, Council assets, or infrastructure within the road reserve. It does not apply to works undertaken wholly within private land unless those works require access to, occupation of, or may impact Council land, Council-managed land, Council assets or infrastructure within the road reserve.

Asset protection permits are required under the following circumstances:

- a. entering a building site by means of a motor vehicle having a gross weight exceeding 3.5 tonnes;
- b. occupying a Council reserve and/or Council land and/or road reserve for private/building works;
- c. accessing a building site from a point other than a vehicle crossing;
- d. using Council land for the purposes of storing any material including shipping containers, skip bins (over 4 cub. m), or other items;
- e. carrying out building works associated with the construction, extension or demolition of any dwelling, factory, office, warehouse or healthcare, educational or public building, or any other structure or major commercial landscaping works at a cost of more than \$30,000 (*indexed at the CPI from June 2026*)

and must be obtained by the person in charge.

A2.3. Application for an Asset Protection Permit

- a. must be in accordance with the above Clause A2.2 of this policy;
- b. must be accompanied by current fee and bond as outlined within the current Asset Protection Permit application form;
- c. must include a location of works and description of the works at the proposed location. The applicant of the permit must also identify any pre-existing damage to Council infrastructure assets adjacent to the building or work site, and photos must be attached to the application;
- d. must include evidence of current public liability insurance with a minimum cover of \$20 million, to be maintained for the duration of the permit;
and
- e. must be lodged prior to the commencement of any works as identified and applicable as per Clause A2.2 of this policy.

Council will generally seek to issue permits within 10 business days.

A2.4. Any Asset Protection Permit issued by Council

- a. is subject to conditions and standard drawings; and
- b. will not be operative until the applicant for the Asset Protection Permit has paid the required fees and bond as outlined in the current Asset Protection Permit application form; and
- c. the applicant to whom an Asset Protection Permit has been issued must comply with any conditions contained in that Asset Protection Permit; and
- d. Council may exempt any applicant or person from one or more of the obligations imposed by this Policy including payment subject to conditions it considers appropriate; and
- e. must be produced on demand to a Council Authorised Officer or member of Victoria Police; and
- f. Permits are administered in accordance with Part 5 of the Macedon Ranges Shire Council Community Local Law 2023; and
- g. will expire on the earliest of the completion of the building works, as confirmed by Council following final inspection and satisfactory reinstatement of any affected Council assets, or the expiry date specified on the permit.

A3 General Permit Requirements

A3.1. Asset Protection Identification

Council or community assets include items such as:

- a. Roads
- b. Footpaths
- c. Kerbs
- d. Drainage
- e. Road Furniture
- f. Identification Signage
- g. Trees or other significant vegetation

- h. The general landscape and appearance
- i. Services of any sort
- j. Street Lighting
- k. Assets that may be the property of other authorities

that may be affected by the works proposed.

A4 General Construction Requirements

A4.1. Protection of Significant Vegetation

Existing Street Trees

Street trees are to be protected in accordance with any vegetation protection Planning legislation that applies (Overlays, zones or native vegetation protection clauses), Planning Permit conditions and/or Council's Township Street and Park Tree Management Policy.

All street trees are to be fenced and protected prior to any works commencing within the nature strip or adjacent property and remain in place until all works are completed.

Fencing is to comprise of 1.8m high temporary mesh fencing on concrete blocks, be made up of a minimum of three (3) panels and located to the Tree Protection Zone (TPZ) perimeter (as determined by an AQF Level 5 Arborist) as defined in a permit condition.

Should any works be required within moderate or major encroachment to the Notional Root Zone (NRZ) of an existing street tree, an application will be referred to Council's Arboriculture department for assessment.

The Council Officer will assess for any impact to the viability of the tree and provide one or more of the following:

- request for redesign to avoid impact to the tree
- conditions on permit to protect the tree
- approval for removal of the tree
- or in some cases, request a further Arborist assessment report to determine the outcome

Where it is determined a street tree cannot be retained due to no possible alternative option to relocate infrastructure, it may be approved for removal in accordance with Planning legislation or Council's Township Street and Park Tree Management Policy.

Removal of a street tree will only be approved provided that the cost of the tree's amenity value, its removal, replacement and any other works which may be associated with it are borne by the applicant.

Significant and native vegetation

Unless the Council's Environment Unit allows otherwise, a minimum clearance of 3 metres from the edge of the proposed work shall be maintained. The application will be declined if the Council Arboriculture Unit or Environment Unit deems the tree to provide significant

value to the community. Where removal or replacement of vegetation is approved, the applicant must bear all costs including any vegetation offsets that may be required.

For specific areas, a planning permit may be required for any removal of vegetation. Generally, this is triggered by the Environment Significance Overlay, Vegetation Protection Overlay and/or Clause 52.17 of the Macedon Ranges Planning Scheme. Federal and State Acts could also be applicable, particularly the Flora and Fauna Guarantee Act 1988 and the Environment Protection and Biodiversity Conservation Act 1999.

Any works within any native vegetation area must follow the Australian Standard, Protection of Trees on Development Sites (AS4970-2025). If there are any impacts to native vegetation, a Planning Permit is likely to be required and the "Guidelines for the removal, destruction or looping of native vegetation" by DEECA (DELWP-2017) must be followed. The Guidelines describe the application of Victoria's statewide policy with assessing and compensating for removing native vegetation.

A4.2. Protection of Roads and Kerbs

Council requires that, where any work requires access to any road under the control of Council, the person carrying out the work must protect the road and kerb from damage. Methods of protection are to be provided to Council's satisfaction and, as a minimum, must incorporate timber or other means to protect the road edge from damage. All damage caused is to be made good to Council's satisfaction at no expense to Council.

Existing vehicle crossings are to be protected by the installation of a temporary timber vehicle crossing to Council's satisfaction. The crossing is to be maintained during the life of the construction such that there is no trip hazard for pedestrians and no encroachment within the roadway. The temporary crossing must be removed upon completion and any damage to the existing footpath made good.

A4.3. Protection of Existing Drainage

a person must not cause or allow a Council drain to be or become damaged, destroyed, interfered with or obstructed. A person must not, without a permit, undertake any works involving a Council drain.

Prior to any works that may affect existing drainage, the person carrying out the works must provide details of how the existing drainage will be protected from those works. This shall include measures to control litter, mud and contaminated water; from leaving the works and entering the drainage network.

The person carrying out the works must ensure that any waste generated by the works including sanitary waste must be safely stored within the site and disposed of at a registered location.

A4.4. Protection of Road Furniture

Should any road furniture require relocation as a consequence of the works, then these works must be indicated on the works plan and the approvals obtained for any new location from Council. The person with the permit shall bear all the costs associated with the works.

The person undertaking the works shall be responsible for the safe storage and replacement of all road furniture.

All existing identification signage is to be protected from damage. The person undertaking the work must provide details of protection or relocation measures being proposed to the satisfaction of Council.

A4.5. General Landscape and Appearance

Any person who proposes to undertake works within Council's road reserve, Council managed land, Council reserves, open areas, park etc. must take measures to protect the landscape from the effect of works. This includes:

- a. Provision of environmental controls to Council's satisfaction that protect the general landscape and appearance
- b. No unauthorised access to occur across the land to works site
- c. No tipping of material generated by the works
- d. No temporary storage of materials
- e. Protection to trees and native vegetation that may be impacted by the works. This protection to include measures that prevent the compaction of the soil from the storage of materials and machinery and measures to protect branches from damage.

Measures proposed must be included in the Asset Protection Permit application.

A4.6. Native and Indigenous trees and vegetation

An approval from Council's Environmental Unit must be obtained if the proposed works are deemed to impact the existing native and/or indigenous trees. In most cases, a planning permit may be required, and Council's Planning Department will determine this.

A4.7. Utility Services of any sort

The person carrying out the works shall investigate to establish what services may be affected by the works and shall protect them from any damage to the satisfaction of the council and the responsible authority.

A4.8. Construction Site Management

The person in charge must ensure the building site is managed to protect public safety, Council assets and the amenity of the surrounding area. This includes maintaining safe vehicle access, containing sediment, silt, dust, mud and foreign debris, and preventing materials, equipment or waste from entering or obstructing any road, footpath, nature strip, drain, Council land or Council asset.

The person in charge must ensure that entry to the building site is by way of a vehicle crossing referable to and constructed for the land in accordance with a construction plan approved by Council, and that the crossing is protected by an approved covering from the commencement of, and for the duration of, the building works.

The person in charge must ensure that access to the building site is not attempted across the roadside between the roadway and property boundary, or across vacant land unless

permitted. The building site must display a clearly visible site identification sign that includes the street address or lot details, the name of the person in charge or site supervisor, and a 24-hour contact number.

Soil stripped from the building site must be stockpiled within the building site for re-use or transported to a lawful place of disposal. Soil stockpiles must be managed so they do not enter, obstruct or cause detriment to any road, footpath, nature strip, drain, Council land or Council asset.

Building works must not create unsafe conditions or detriment to pedestrian or vehicular traffic. This includes preventing mud, debris, materials, plant, equipment or excavation from affecting any road, footpath, nature strip, kerb, channel, drain or other Council asset unless authorised by a permit and managed in accordance with any approved traffic management requirements.

A4.9. Construction Noise, Nuisance and Hours of Operation

The person in charge must ensure that building or other works that produce noise are only carried out between 7.00 am and 6.00 pm on weekdays and between 9.00 am and 1.00 pm on Saturdays. No works that produce noise are permitted on Sundays unless otherwise approved by Council or another relevant authority. Construction material delivery times are to be contained within these hours.

A5 Traffic Management Plan

The permit applicant must submit a Traffic Management Plan with the Asset Protection Permit if the proposed works impact existing traffic or pedestrian movements. The Traffic Management Plan must be prepared and assessed to Council's satisfaction, having regard to Section B2.2. Where works, storage, occupation or traffic management activities occur on Council land or within the road reserve, including to support works on private land, the applicant must also refer to Appendix Part B – Works within Road Reserve/Traffic Management Plan and pay any applicable fee in accordance with Council's adopted fee schedule.

Any Traffic Management Plan required under this section must be prepared by a suitably accredited traffic management company and must not be hand drawn. Where works affect an arterial road, separate approval from the Department of Transport and Planning may also be required.

A6 Damage to Assets

All assets are to be photographed, and its condition recorded prior to any work by the person carrying out the works (i.e dilapidation report). These details are to be lodged with Council and must be attached to the Asset Protection Permit application.

Infrastructure

Approved work shall not impact any Council assets other than the works approved in the permit.

The person in charge must immediately report any damage to an asset to Council. Any damaged assets must be reinstated to the satisfaction of Council officers at no cost to Council. If the permit applicant fails to rectify the damaged assets, then Council may retain the Asset Protection Permit bond to cover the rectification.

The person in charge must pay to Council any costs incurred by Council in rectifying or replacing an asset damaged as a result of any works of which they are in charge.

Trees and Vegetation

The permit holder is responsible for reinstating any damaged asset to pre-existing condition to the satisfaction of the Responsible Officer. Should the vegetation within any area of protected vegetation be damaged or removed in error, the damage shall be assessed, and restoration works are to be conducted at the permit holder's expense to the Council's satisfaction.

Where a Council tree or other vegetation is damaged, removed or destroyed as a result of the works, the permit holder may be required to pay any applicable removal, replacement, reinstatement, maintenance or amenity value costs as determined by Council.

A7 Completion and Final Inspection

The permit holder must notify Council when the works are complete. The permit holder remains responsible for any damage to Council assets until Council has completed a final inspection and confirmed that any required reinstatement has been completed to Council's satisfaction.

If the permit holder disagrees with Council's assessment of the condition of any Council asset, the extent of damage, or the reinstatement required, the permit holder may request a review and must provide supporting evidence, including pre-works and post-works photographs, inspection records or other relevant documentation. Council will review the information provided and determine whether any rectification, further inspection, cost recovery or bond release is appropriate.

A8 Non-compliance

If the person in charge fails to reinstate any damaged asset or vegetation, Council may recover any costs incurred by Council in rectifying or replacing an asset damaged as a result of any works of which they are in charge.

Penalties associated with a breach of permit conditions or the Macedon Ranges Shire Council Community Local Law 2023 may apply.

Appendix Part B – Works within Road Reserve/Traffic Management Plan

B1 Introduction

The purpose of this section of the Infrastructure Permit Policy is to set out the standards relating to the issue of permits for any works within the road reserves for which the Council is the responsible authority.

B2 General Requirements

You must obtain consent from the relevant Coordinating Road Authority if you are proposing to conduct works within the road reserve unless you are exempt under either the Road Management Act 2004 or the Road Management (Works and Infrastructure) Regulations 2026.

Applicants who believe their works are exempt should contact Council before commencing works to confirm whether an exemption applies and whether any notification, safety, traffic management or reinstatement requirements still need to be met.

Any proposed works affecting a Council easement, Council drainage infrastructure or Council-owned or managed land will require a permit. All permit requests will be assessed based on the Council's engineering guidelines, standard drawings, planning policy, planning overlays, and relevant acts/regulations.

A separate approval from the Department of Transport and Planning (DTP) is required to undertake works within a State Road (defined by the Act as a freeway or arterial road or a road declared to be a non-arterial State road under this Act; or a road that is the responsibility of DTP under any other Act). Refer to 'Maps of declared roads' on the Transport Victoria website for maps of roads in Victoria.

A permit issued under this section must be produced on demand to a Council Authorised Officer, a member of Victoria Police, or any other authorised person with responsibility for public safety or road management.

The permit holder must ensure that all works are planned, staged and carried out to protect public safety, maintain access where practicable, and minimise impacts on pedestrians, cyclists, motorists, public transport users, adjoining properties and Council assets.

Where works involve occupation of the road reserve, storage of materials, placement of plant or equipment, excavation, or alteration to a Council asset, appropriate barriers, signage, fencing, controls and traffic management must be installed and maintained for the duration of the works.

B2.1. Types of Works that Require a Permit

A permit is required for works such as:

- a. Water tapping – connecting a house to the water main;
- b. Stormwater connections (Legal Point of Discharge) – plumber connecting house downpipes to Council stormwater pipes or pits;
- c. Sewerage connection – connecting a house to main sewerage lines;
- d. Roadside excavation and modification to existing Council assets;
- e. Laying or connecting of utilities such as gas, communications stormwater, sewer and water mains – usually associated with development;
- f. Public utility requiring a consent permit;
- g. Excavation of part of a road, nature strip or footpath. A Nature Strip Landscaping Permit may be required for works outside of the Naturestrip Landscaping Policy before applying for a Works within Road Reserve Permit for works involving movable equipment or disruption to traffic or pedestrians;
- h. Occupancy of Road Reserve or Council land;
- i. Implementing a Traffic Management Plan and/or installing signs or devices associated with a Traffic Management Plan. Refer to Section B2.2;
- j. For utilities or agents - works within road reserve (over 8.5 sqm excavation) excluding emergency works;
- k. Works associated with a vehicle crossing;
- l. In-ground sockets for semi-fixed outdoor dining furniture (available to some businesses on a case-by-case basis). This application must be lodged once the Council issues the Roadside and Footpath Trading permit;
- m. Public events including filming, events routes, photography and media productions within the road reserve or on Council land that require occupation, traffic management, installation of infrastructure & furniture, storage materials, or other Council approval. Please note that an Event Permit must be obtained prior to submitting the Works within Road Reserve/Traffic Management Plan application for all events.

B2.2. Traffic Management Plans

A Traffic Management Plan is required for works within the road reserve, road reserve occupancy, Council land occupancy or events, which includes the nature strip, footpath, kerb, channel and roadway. Where control devices are proposed to be temporarily

installed, a Department of Transport and Planning Memorandum of Authorisation is required to be provided before Council consents to any Traffic Management Plan. Traffic Management Plans are reviewed by Council as part of the decision to provide consent for works within the road reserve. Council does not endorse, certify or take responsibility for the design of Traffic Management Plans. The applicant is responsible for ensuring the Traffic Management Plan is prepared by a suitably qualified and accredited traffic management company and complies with all relevant legislative, safety and traffic management requirements.

The Traffic Management Plan must be prepared by a DTP accredited traffic management company. Council will not accept hand-drawn plans.

Applicants must ensure that any Traffic Management Plan and associated works comply with Council's current Traffic Management Plan requirements, standard permit conditions, and terms and conditions published on Council's website. These requirements may be updated from time to time and apply in addition to the requirements of this Policy, the Road Management Act 2004, the Road Safety Act 1986, and any other relevant legislation or code of practice.

The permit applicant or permit holder is responsible for ensuring the Traffic Management Plan complies with the Road Safety Act 1986, Road Management Act 2004, this Policy, any permit conditions, and any other requirements relevant to the works. Council may undertake site audits during the works to monitor compliance with the permit and Traffic Management Plan.

The works manager is to arrange for all signs, devices and items shown on the Traffic Management Plan to be installed/removed at the start/finish of each day and "aftercare" arrangements, when appropriate, to be installed/removed at the finish/start of each day.

The permit holder must ensure the road reserve is kept safe, accessible and clean for the duration of the works. Mud, debris, litter, spoil, construction materials, plant, equipment or waste must not be allowed to enter, obstruct or create a hazard on any road, footpath, nature strip, drain, kerb, channel or Council land.

Waste, spoil and surplus materials generated by the works must be contained, secured and removed from the site regularly to a lawful place of disposal. No stockpiling, storage or placement of materials on Council land is permitted unless expressly authorised by the permit.

The permit holder must protect stormwater drainage, waterways and the surrounding environment from sediment, litter, mud, contaminated water, concrete washout, fuel, chemicals and any other material associated with the works.

Any excavation, open trench, reinstatement area, temporary surface or altered pedestrian pathway must be made safe at all times and protected from public access unless managed under an approved Traffic Management Plan or other approved safety control.

The Traffic Management Plan must be prepared having regard to the need to:

- a. Minimise disruption to all traffic; this includes pedestrians and cyclists, public transport operators and users and people in abutting properties, particularly for people with mobility or other impairments.
- b. Minimise damage to roads and other infrastructure.
- c. Conduct work as quickly as possible.
- d. Protect and preserve roadside vegetation.
- e. Comply with any conditions included on the written permit.

B2.3. Application Process

The following documents must also be supplied with an application:

- a. A copy of your Certificate of Currency for Public Liability Insurance Policy with a minimum cover amount of \$20 million.
- b. Traffic Management Plan.
- c. Approved plans clearly indicating the work being undertaken – site plan and construction drawings.
- d. Approved Drainage Plans and Legal Point of Discharge approval (for the works involving a stormwater connection).
- e. Endorsed Town Planning plans or approved plans if related to a Planning Permit.
- f. Details of proposed site controls, including protection of existing Council assets, sediment and erosion controls, waste management, storage areas, pedestrian access arrangements and any temporary fencing, barriers or exclusion zones.

Application Process:

1	Submit the Application to Council.
2	Pay the applicable application or assessment fee at the time of lodgement. This fee is payable for Council's assessment of the application regardless of whether the application is approved, refused, withdrawn or otherwise not proceeded with, unless Council determines otherwise or a refund is required by law. Any bond, security, reinstatement amount or additional permit fee must be paid before a permit is issued or before works commence, as required by Council.
3	Council to assess permit application.

4	Council to notify the applicant of the decision.
5	Council to issue the permit.
6	Permit holder to notify the Council of an inspection 48 hours before undertaking any works on site
7	Book Inspection as required by Permit – 48 hours notification required.
8	Notify Council at completion of works.
9	Council to undertake final inspection and release bond.

Permits can only be obtained by the applicant, permit holder, event organiser, builder, public utility manager, contractor, works manager or person conducting the works. Where the applicant will not be responsible for conducting or supervising the works or event, the person in charge or works manager must be nominated in the application.

Once issued, a permit is valid for six (6) months or until the expiry date of the contractor's public liability insurance—whichever occurs first. If the insurance is valid for only part of the six-month period, the permit will become invalid upon the insurance's expiry. This ensures public safety and ongoing compliance at all times. For this reason, it is strongly recommended that you apply only when you are ready to commence the work.

The permit holder must maintain the required public liability insurance for the duration of the permit and must provide evidence of currency to Council upon request.

An approval from Council's Environmental Unit must be obtained if the proposed works are deemed to impact the existing native and/or indigenous trees. In most cases, a planning permit may be required, and Council's Planning Department will determine this.

Please note extensions will not generally be granted. Any request beyond the original time frame will require a new application.

Applicants should contact Council before lodging an application if they are unsure which permit is required, whether an exemption applies, or what supporting information must be provided.

B2.4. Works Site Management, Noise and Nuisance

The permit holder must manage the works so they do not cause unreasonable noise, nuisance, dust, vibration, odour or amenity impacts to nearby properties, businesses, road users or the public.

Noisy works must be undertaken within normal working hours as outlined in Environment Protection Authority Victoria guidance, unless otherwise approved by Council or another relevant authority.

The permit holder must ensure that site radios, machinery, mobile plant, generators, reversing alarms, deliveries and other noise sources are managed so they do not cause unreasonable noise or nuisance.

Unless authorised by the permit, materials, spoil, plant, equipment, skip bins, temporary fencing, traffic management devices or any other items must not remain within the road reserve outside the approved works period.

B3 Notification of completion of works

A person or organisation that has conducted the work must notify the Council within seven business days of completing and reinstating any damaged asset or disturbed areas to their original condition. The completed works must be to Council's standards unless Council's engineers provide written advice to vary any standard engineering drawing.

Service Authorities or their agent where the works are exempt from obtaining consent or have been issued with consent by the Council must submit their notification of completion of work.

Under the Road Management Act 2004, it is an offence not to notify Council that works have been completed.

Reinstatement of road infrastructure is subject to a defect's liability period of 12 months, commencing from the date we inspect and approve your reinstatement. If there are any issues with reinstatement during this period, we will advise you to rectify them.

The permit holder remains responsible for the condition of any affected Council asset until Council has completed a final inspection and confirmed that any reinstatement, rectification or make-safe works have been completed to Council's satisfaction.

You do not need to notify the Council if your work does not consist of or include the excavation of any part of a roadway, footpath, or road shoulder.

B4 Damage to Assets

All assets are to be photographed, and its condition recorded prior to any work by the person carrying out the works (i.e dilapidation report). These details are to be lodged with Council and must be attached to the Works within Road Reserve Permit application.

Infrastructure

Approved work shall not impact any Council assets other than the works approved in the permit. The person in charge must immediately report any damage to an asset to Council.

Any damaged assets must be reinstated to the satisfaction of Council officers at no cost to Council. If the permit applicant fails to rectify the damaged assets, then Council may retain a bond to cover the rectification.

The person in charge must pay the Council any costs incurred by the Council in rectifying or replacing an asset damaged as a result of any work in which they are in charge.

Trees and Vegetation

The permit holder is responsible for reinstating any damaged asset to pre-existing condition to the satisfaction of the Responsible Officer. Should the vegetation within any area of protected vegetation be damaged or removed in error, the damage shall be assessed, and restoration works are to be conducted at the permit holder's expense to the Council's satisfaction.

Where a Council tree or other vegetation is damaged, removed or destroyed as a result of the works, the permit holder may be required to pay any applicable removal, replacement, reinstatement, maintenance or amenity value costs as determined by Council.

B5 Non-compliance

In accordance with the Macedon Ranges Shire Council Community Local Law 2023, it is an offence for a person to interfere with or conduct works on Council land or a road without a permit.

If the person in charge fails to reinstate any damaged asset or vegetation, Council may recover any costs incurred by the Council in rectifying or replacing an asset damaged as a result of works or an event of which they are in charge.

Penalties associated with a breach of permit conditions or the Macedon Ranges Shire Council Community Local Law 2023 may apply.

Appendix Part C – Vehicle Crossing Guidelines

C1 Introduction

The purpose of this section of the Infrastructure Permit Policy is:

- a. To ensure that the landowner has adequately constructed and maintained vehicle crossings from a road for which Council is the responsible road authority.
- b. To set out Council guidelines about approving the construction of new vehicle crossings, or alteration of existing vehicle crossing, for which Council is the responsible road authority.

The purpose of this is to facilitate appropriate vehicle access to properties and is based on the following objectives:

- a. **Pedestrian Safety:** To minimise the number and width of locations where vehicles cross footpaths to ensure pedestrian and cyclist safety.
- b. **Traffic Safety:** To maximise traffic safety by ensuring that any new or modified crossings do not conflict with road traffic and visibility, is not a pedestrian hazard, and that the vehicle crossing is sufficient and suitable to provide safe manoeuvring of vehicles in and out of the property.
- c. **Heritage:** To protect, retain and conserve heritage assets in streets and street reserves as part of the significant history of township and hamlet development, such as, bluestone kerb and channels, cobbled driveways and paths, and other historic forms of crossing.
- d. **Neighbourhood Character:** To enhance the character of local residential streets and retain the existing characteristics, footpath, vehicle crossings, etc.
- e. **Open Spaces/ Vegetation:** To minimise the number of vehicle crossings, reduce the paved area within the nature strips and private garden area, and provide better opportunities for streetscape planting.
- f. **Native Vegetation:** To avoid and minimise all environment impacts to native vegetation occurring on roadsides.
- g. **On-Street Parking:** To maximise the number of on-street parking spaces, recognising that on-street parking is a valuable community resource for residents, visitors, shoppers, employees, tradespersons, etc.
- h. **Street Trees:** To retain existing street trees, minimise impacts to their health, stability and future growth, and avoid placing crossings where they may affect tree growth.
- i. **Drainage:** To minimise the amount of stormwater runoff from impervious areas from private property and to ensure unimpeded flow to existing roadside drainage.

C2 General Requirements

This section guides how applications for all new vehicle crossings and alteration of the existing vehicle crossings are managed on all roads within the Macedon Ranges Shire Council.

A separate approval from the Department of Transport and Planning (DTP) is required to construct or alter a vehicle crossing on land adjacent to an arterial road (defined by the Act as a freeway or arterial road or a road declared to be a non-arterial State road under this Act; or a road that is the responsibility of DTP under any other Act).

C2.1. Applicability

Applies to all landowners requiring access from the road (edge of road) to the boundary of private property and includes:

- a. Planning Permits for Industrial, commercial, and multi-dwelling properties
- b. Rural and Residential properties
- c. Building Permits for Temporary property access
- d. Small second dwellings
- e. Vacant lots

C2.2. Assessment Criteria

Applications for vehicle crossings are to be assessed in accordance with the following requirements in this Section.

C2.2.1 Township Zone

- a. **Single Dwelling:** Second vehicle crossing may be acceptable subject to these guidelines and Standard Drawings.
- b. **Dual and Multi-Unit Development:** In line with the Macedon Ranges Statement of Planning Policy, a second vehicle crossing located at least 11 metres (along the kerb) from the first may be permitted for multi-unit sites.
- c. **Corner blocks:** Secondary access may be permitted subject to meeting this guideline and Standard Drawings.
- d. An application to construct two separate vehicle crossings on one property frontage to service a U-shaped (horseshoe-shaped) driveway for a single dwelling for one-directional entry and exit is not permitted. The only exception to this rule will be sites where a U-shaped driveway may serve a critical access purpose, such as for emergency vehicles or where it is essential to service commercial use.
- e. A new vehicle crossing shall be dowelled into the neighbouring vehicle crossing if the vehicle crossing is proposed side by side or has less than 1m separation.

- f. For two or more dwellings on one lot and residential buildings, the width of vehicle crossing (accessways) shall be in accordance with the Macedon Ranges Planning Scheme Clause 55.03.
- g. Lots larger than 1 Ha are subject to similar rural zones' assessment criteria in Table 1 for secondary or more access points.
- h. Vehicle crossings must generally match the location of the internal driveway at the property boundary so vehicles do not drive partly over the nature strip and footpath. This requirement does not remove the need to meet the other requirements in this policy.

C2.2.2 Rural Zone

- a. Secondary or more access points will be permitted based on site-specific assessment and land uses. The application will be subject to the following criteria:

1. Safe Sight Distance for road users and vehicles entering and exiting from the subject site;
2. Suitability of location to provide safe manoeuvring of vehicles in and out of the property;
3. Distance to the proposed vehicle crossing from intersection;
4. Impact on the environment, rural characteristics and trees; and
5. The separation between the existing and the proposed vehicle crossings.

C2.2.3 Vehicle Crossing Width

For residential dwellings, the width of new vehicle crossings must be at least 3m wide in accordance with Standard Drawings, where the vehicle crossings meet the other requirements in this policy and the Macedon Ranges Planning Scheme, they can be up to a maximum of 4.5m wide (at the property boundary).

This applies to the widening of the vehicle crossing and a second-vehicle crossing request. Please see Councils Standard Drawings for more information.

C2.24. Proximity to Intersections

A crossing will not be permitted within 10m of a road junction including splitter islands at roundabouts as measured from the edge of the intersecting street's kerb (or road edge) to the splay of the proposed vehicle crossing or 6m from the tangent point, whichever is greater.

C2.2.5 Clearances

The proposed vehicle crossing shall have the following minimum clearances:

Between Vehicle Crossings	11m along the kerb
Pram Crossing	2m along the kerb
Drainage Pits	1m (within 1m – install heavy-duty pit (Class D) (Within pit – Modify Pit and Lid, see IDM SD 496)
Traffic Management Devices (e.g. road hump)	1m
Utility Services Assets (pits)	1m (or as required by service authority)
Street Light	2m
Tree	A minimum clearance of 3m from the edge of the vehicle crossing to the face of the tree trunk is required. This clearance is not applicable to large, established exotic, native, or indigenous trees. Site-specific assessment is required for larger/established exotic/native/indigenous trees, and the Council's Officer will determine the outcome of the application. Please note that to determine the impact on existing established/larger trees, Council Officers may request an Arboriculture Impact Assessment (AIA) report, prepared by an AQF Level 5 Arborist or above, and or biodiversity assessment, and a Planning Permit may be required depending on the type of trees.
Fire Hydrant	1m (or as required by service authority)
Notes: 1. <i>Vehicle crossings over an existing house drain connection are not permitted. If required, the applicant shall relocate the house drain connection at their own cost.</i> 2. <i>The applicant must obtain the appropriate service authority's written permission to locate a vehicle crossing closer than 1.0 metre to the utility service asset.</i> 3. <i>Any cost of relocation of public assets, including utility service assets, shall be at the applicant's expense.</i>	

C2.2.6 Street Trees and Native Vegetation

Minimum clearances are as per the table above. The application will be declined if Council's Arborist or Environment Unit determines that the tree or native vegetation provides significant value to the community and environment. Where removal or replacement of a street tree is approved, the applicant must bear all costs.

The amenity value of the removed tree shall be paid to Council as calculated by the Tree Valuation in Macedon Ranges Shire Council in line with the Township Street and Park Tree Management Policy 2022 Section 3.5.

For specific areas, a planning permit may be required for any removal of vegetation. Generally this is triggered by the Environment Significance Overlay, Vegetation Protection Overlay and Clause 52.17 of the Macedon Ranges Planning Scheme. Federal and State Acts could also be applicable, particularly the Flora and Fauna Guarantee Act (FFG Act), and the Environmental Protection and Biodiversity Conservation Act (EPBC Act).

Vehicle crossings within any native vegetation area must follow the Australian Standard, Protection of Trees on Development Sites (AS4970-2009). If there are any impacts to native vegetation, a Planning Permit is likely to be required, and the “Guidelines for the removal, destruction or looping of native vegetation of native vegetation” by DEECA (DELWP 2017) must be followed. The Guidelines describe the application of Victoria’s statewide policy with assessing and compensating for removing native vegetation.

C2.2.7 On-street Car Parking and Neighbourhood Character

The location of the proposed vehicle crossing must respect the heritage and neighbourhood character of the streetscape, particularly in relation to existing on-street parking. It is to be noted that on-street parking is a more valuable community resource in town centres and near activity centres than in other areas. New or modified vehicle crossings are not permitted if they would cause a net loss of car parking spaces in town centres or key activity centres; second crossovers will not be approved in these locations.

Where heritage assets exist in the area, they should be protected through appropriate planning and design of works and activities. These historic features should be retained and, where practicable, repaired ‘like for like’ so they can continue to be part of the streetscape’s heritage in the future.

Heritage assets may include bluestone kerbs and channels, cobbled stone driveways and paths, and other historic forms of crossing. Site-specific assessment is required for heritage assets under a Heritage Overlay to ensure they are protected in accordance with the Planning and Environment Act. The application may be declined if the Council Heritage Advisor deems the asset to be of significant heritage value to the community. Where repair, replacement, or removal of a heritage asset is required, it may require a permit, and the applicant must bear all the costs.

C2.2.8 Redundant Vehicle Crossings

A vehicle crossing that becomes redundant because of a change to the property it serves must be removed, and any footpath, nature strip, kerb and channel, heritage asset, etc.,

must be made good and repaired 'like for like' to Council requirements at the owner's cost at the time of the change to the property.

C3 Maintenance

The owner of a property served by a vehicle crossing must maintain the vehicle crossing in good condition and appearance. Property owners are responsible for constructing, modifying, altering, and maintaining any private property vehicle crossings.

Council does not take responsibility for maintaining private property vehicle crossings, including culverts and associated infrastructure. Vehicle crossings are to be maintained in accordance with Council's Road Management Plan.

C4 Standard of Construction

All vehicle crossings shall be designed and constructed as per Council's Standard Drawings and meet the requirements of this Policy.

Land Use	Width of Vehicle Crossing (at property boundary) (Standard)
New Residential-Single	3.0 m
New Residential-Double	6.6 m (max)
Widening of the existing crossing	6.6 m (max)
Second Vehicle Crossing	3.0m
Industrial/Commercial	6.0m
Typical Swale Drain Vehicle Crossing	3.0 m (Standard dwelling access) Wider vehicle crossing based on land activity may be allowed
Further Notes: 1. IDM SD255—Typical Swale Drain Vehicle Crossing (Rural Entrance) can be used in the township zone if there is a swale drain on the road. 2. The current version of standard drawings shall be used at the time of application assessment, noting these drawings are subject to continuous improvements. 3. Additional widening to the standard vehicle crossing width is subject to the assessment based on this Policy.	

C5 Application process

To construct, modify or relocate a vehicle crossing, you must obtain a Works within Road Reserve permit from Council. An additional fee is payable in regards to all vehicle crossing applications and assessments. A further additional permit, assessment and amenity loss fee will be charged for all second vehicle crossover applications within township boundaries.

Please note that the applicant must confirm with the Council Engineer before applying for a Permit that the proposed location and design meet the Infrastructure Permit Policy, Council Standard Drawings and other relevant requirements.

AO.4	DRAFT RIDDELLS CREEK RECREATION RESERVE MASTER PLAN
Officer:	Katelyn Caruana, Open Space and Recreation Planner
Council Plan	Our Places
relationship:	Our People
Attachments:	1. Draft Riddells Creek Recreation Reserve Master Plan ↓ 2. Draft Riddells Creek Master Plan Background Summary Report ↓

Summary

The purpose of this report is to seek Council endorsement of the draft Riddells Creek Recreation Reserve Master Plan (Attachment 1) for public exhibition and community feedback. The feedback received will inform the preparation of the final Master Plan for future consideration by Council.

Recommendation

That Council endorses the release of the draft Riddells Creek Recreation Reserve Master Plan (Attachment 1) for a four-week period of public exhibition and community feedback from 5 October 2026 to 2 November 2026.

Background

Riddells Creek Recreation Reserve (RCRR) is a 12.35ha reserve located at 26-32 Sutherlands Road, Riddells Creek. The reserve is zoned Public Park and Recreation Zone (PPRZ) and supports a range of formal and informal recreation opportunities for residents and visitors. The reserve is Crown land, with Council as the delegated Committee of Management and responsible for its ongoing use, maintenance and development.

RCRR is a valued community asset and the township's sole recreation reserve, accommodating a diverse range of sporting, recreation and community activities. Existing facilities include a sports oval, indoor sports court (Leisure Centre), netball and tennis courts, cricket nets, skate park, playground, sports pavilion (s), scout hall, dog off-leash area and associated infrastructure. While these facilities continue to serve the community, many are ageing, do not fully meet contemporary accessibility standards or current sporting association facility guidelines, and are due for renewal.

Seventeen years have passed since the preparation of the 2009 Outline Development Plan for the reserve. In addition, the Amess Road Precinct Structure Plan (PSP) and associated Development Contributions Plan (DCP) were incorporated into the Macedon Ranges Planning Scheme in 2025 and include directions for new and upgraded sport and recreation infrastructure required to be delivered at RCRR. Given the age of the existing plan and the future infrastructure requirements identified through the Amess Road PSP and DCP, a new Master Plan is required to guide the long-term development of the reserve.

In October 2025, Council appointed Simon Leisure to prepare the Riddells Creek Recreation Reserve Master Plan. The consultant team has significant technical expertise, including sports and recreation planning (Simon Leisure), landscape planning and design (Fraser

Design Collaborative) and building condition assessment and design (Brand Architects). The Master Plan will establish a long-term framework for the planning, provision and activation of the reserve, with a focus on:

- Providing fit-for-purpose community infrastructure and social amenities.
- Supporting active, passive and informal recreation opportunities.
- Improving site attractiveness, safety, accessibility and connectivity.
- Delivering sporting infrastructure capable of meeting current and future participation needs, including those of women and girls.
- Planning for infrastructure identified through the Amess Road Precinct Structure Plan (PSP) and associated Development Contributions Plan (DCP).
- Establishing implementation priorities, indicative costs and delivery responsibilities.

This report presents the draft Riddells Creek Recreation Reserve Master Plan (Attachment 1) and associated background summary report (Attachment 2). Feedback received during community consultation will inform the direction and development of the final Master Plan, outlining short, medium and long-term actions for implementation.

Discussion

The preparation of the draft Master Plan has now reached the public exhibition stage. Initial community and stakeholder engagement, site analysis, technical assessment and background research have informed the draft Plan and its proposed strategic directions. Public exhibition provides an opportunity to test these directions with the broader community before the Plan is finalised and returned to Council for consideration.

The following methodology has guided the preparation of the draft Plan:

- (1) Project Funding: At the 27 August 2025 Scheduled Council Meeting, Council allocated unspent Community Funding Scheme funds of \$37,779.27 towards preparation of the Riddells Creek Recreation Reserve Master Plan.
- (2) Project Establishment: Project objectives were confirmed and Simon Leisure was appointed in October 2025 to prepare the Plan.
- (3) Stakeholder and Community Engagement: Consultation was undertaken with user groups, other stakeholders, and the broader community, including an online survey that received 89 responses.
- (4) Site Analysis and Technical Review: Existing facilities, infrastructure and site conditions were assessed.
- (5) Background Research: Relevant strategies, demographic data, participation trends and planning documents were reviewed.
- (6) Issues and Opportunities Assessment: Key issues, opportunities and future infrastructure requirements were identified.
- (7) Draft Master Plan Preparation: Strategic directions and concept designs were developed to address identified needs and opportunities.
- (8) Public Exhibition: Subject to Council endorsement, the draft Plan will be publicly exhibited for four weeks and circulated to DEECA, user groups, community stakeholders, nearby residents and the broader community. Feedback received will inform preparation of the final Master Plan for future consideration by Council.

Consultation and engagement

The draft Riddells Creek Recreation Reserve Master Plan has been informed by consultation and engagement undertaken between December 2025 and February 2026 to understand stakeholder priorities, challenges and opportunities for the reserve.

Engagement included key user groups, community groups, relevant peak bodies, Council officers, surrounding residents, the Riddells Creek Primary School and the broader community through in-person sessions and an online survey. The survey was promoted through stakeholder networks, media releases, on-site signage, flyers and Council's social media channels, receiving 89 responses that directly informed the draft Plan.

In August 2026, key user groups were presented with a draft concept plan to seek further feedback and confirm that stakeholder priorities had been appropriately reflected before the draft Plan was presented to Council.

The next phase of public exhibition will provide the broader community with an opportunity to comment on the draft Plan before it is finalised.

Collaboration

The draft Plan has been developed collaboratively with key user groups, community groups, relevant peak bodies, Council officers, surrounding residents, the Riddells Creek Primary School and the broader community. DEECA, as the landowner, has also been consulted during the development of the draft Plan.

Innovation and continuous improvement

The draft Plan reflects Council's commitment to continuous improvement by providing a long-term, strategic framework to guide the future development and enhancement of the reserve. It outlines a planned and coordinated approach to identifying improvement opportunities that will ensure the reserve continues to meet the evolving needs of users and the broader community over time.

Relevant law

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment has been conducted in relation to the subject matter of this report. It is recommended that any future facility development and programming opportunities at RCRR be planned in a way to provide equity of access for all current and future users of the reserve, regardless of gender.

The draft Plan has been informed by community consultation and engagement that was broadly promoted and accessible to all members of the Macedon Ranges community, regardless of age, gender, experience, or background. It is guided by the Victorian Government's Fair Access Policy Roadmap and Council's Fair Access Policy, both of which aim to address barriers faced by women, girls, and gender-diverse people in accessing and using community sports infrastructure.

The implementation of the Plan will enhance gender-equitable access to sport and recreation in Riddells Creek and the wider Macedon Ranges community, by improving the quality and functionality of infrastructure onsite. The Plan recommends fair and accessible infrastructure, creating safe and welcoming spaces that support diverse participation opportunities and promote respect, community cohesion, and healthy lifestyles.

Relevant regional, state and national plans and policies

The following state policies, strategies and plans were considered during the preparation of this report:

- Amess Road Precinct Structure Plan (PSP) and Amess Road Development Contributions Plan (DCP).
- Sport and Recreation Victoria, Active Victoria 2022 – 2026;
- Sport and Recreation Victoria, Fair Access Policy Roadmap 2022; and
- Relevant state sporting association facility guideline documents.

Relevant Council plans and policies

The following Council Policies, Strategies and Plans were considered during the preparation of this report:

- Domestic Animal Management Plan 2026 - 2029;
- Macedon Ranges Council Fair Access Policy 2024;
- Macedon Ranges Shire Council Open Space Strategy 2026;
- Public Toilet & Barbecue Strategy 2023;
- Regional Sports Hub Feasibility Study 2018;
- Riddells Creek Movement Network Plan 2024 – 2033
- Shaping the Ranges 2025 – 2035
- Skate and BMX Strategy 2023
- Sport and Active Recreation Strategy 2018 – 2028; and
- Walking and Cycling Strategy 2014 – 2024.

Climate Impact Assessment

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

This recommendation is not expected to impact Council's energy use or greenhouse emissions profile.

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

The recommendations outlined in the draft Plan aim to enhance the resilience of Council operations and services in the face of climate change. By prioritising sustainable design, resource efficiency, and climate-responsive infrastructure, the draft Plan seeks to reduce environmental impact and operational vulnerabilities. Measures such as improved water management, increased use of climate-resilient materials, and the integration of green infrastructure will help mitigate risks such as extreme weather events, heat stress, and service disruption.

How will the recommendation help to prepare the community for future climate scenarios? Implementing improved drainage solutions, recycled water initiatives and increased shade provision throughout the site will assist in preparing for future climate scenarios.

Financial viability

The final Riddells Creek Recreation Reserve Master Plan will include a 15+ year implementation program comprising a range of short, medium and long-term projects. Delivery of projects will be subject to future Council budget processes, external funding opportunities and contributions from the Amess Road PSP.

The Amess Road PSP identifies Developer Infrastructure Levy (DIL) funding of \$3,323,991 and Community Infrastructure Levy (CIL) funding of \$1,972,000 towards recreation infrastructure upgrades at the reserve. These contributions will be collected progressively as development occurs, with DIL funding collected when land is subdivided and CIL funding collected as new dwellings are developed. The timing and rate of development within the Amess Road PSP are currently unknown and will influence the rate which contributions are collected.

The final Plan will provide a long-term framework to guide future investment of Riddells Creek Recreation Reserve. Council will monitor contributions as development progresses and prioritise projects in accordance with available funding, community demand, Council's capital works program and external grant opportunities. As a result, projects are expected to be delivered progressively and may be staged over time. Inclusion of a project in the Plan does not represent a commitment for immediate delivery or a fixed timeframe, but rather identifies infrastructure that is strategically planned to meet future community needs. This approach aligns with the Amess Road DCP, which incorporates flexible provision triggers for projects based on demand levels and Council requirements.

Sustainability implications

To align with Council's commitment to achieving zero net emissions by 2030, any future developments proposed in the final Riddells Creek Recreation Reserve Master Plan will incorporate sustainable design principles. This may include the use of renewable energy sources such as solar power, energy-efficient lighting, water-sensitive urban design (WSUD), use of sustainable and low-impact building materials, and increased opportunities for active transport. Enhancing tree canopy cover and biodiversity, protecting existing natural features, and minimising waste during construction and operations will also be considered. These measures aim to reduce greenhouse gas emissions, support climate resilience, and ensure long-term environmental sustainability of the reserve.

AI use disclosure

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

- AI tools were used for editing or quality improvement only, for example grammar, readability or formatting.

AI was used to support minor editing and refinement of report wording, including improving clarity, conciseness and flow. All AI-generated suggestions and final content were reviewed and approved by officers.

Declaration – Human-in-the-Loop (HITL)

All judgements, decisions, and recommendations contained in this report were made by a human decision-maker. Any use of artificial intelligence tools was advisory only and did not replace human judgement. The final content and recommendations have been reviewed

and approved by a Council officer in accordance with Council's AI policy, and governance, risk and accountability frameworks.

Officer declaration of conflicts of interest

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



RIDDELLS CREEK RECREATION RESERVE DRAFT MASTER PLAN

SCALE: 1:800 @A1 | 1:1600 @A3 LSK07 - 27.08.2026





Riddells Creek Recreation Reserve Master Plan

A new Master Plan for Riddells Creek Recreation Reserve has now been developed and is ready for community feedback.

Riddells Creek Recreation Reserve is the primary sports recreation precinct for residents of Riddells Creek and district. The Master Plan will guide the future use and development of the reserve for the next 15+ years.

The reserve is a Crown land reserve managed by Macedon Ranges Shire Council and features a diverse range of sport, recreation and community facilities. The following clubs/ groups are based at the reserve :

- Riddell Football Netball Club
- Riddells Creek Junior Football Netball Club
- Riddell Cricket Club
- Riddells Creek Tennis Club
- Riddells Creek Netball Association
- Riddells Creek Junior Mixed Basketball Association
- Riddells Creek Basketball Club
- Macedon Ranges Volleyball Association
- Macedon Ranges Obedience Dog Club
- 1st Riddells Creek Scout Group

Importantly, the Riddells Creek Leisure Centre also located at the reserve is a designated Neighbourhood Safer Place – Place of Last Resort.

Study Background

A previous reserve development plan was prepared in 2009 and has underpinned most of the reserve's upgrade during the past 17 years. It is now timely to 'refresh' the plan to reflect the contemporary sporting and recreation needs of the Riddells Creek district community, particularly given the district's projected population growth to 2046 of an estimated 7,800 people (2021 population was 4,750).

Much of the projected population growth can be attributed to the Amess Road Precinct Structure Plan (PSP) and associated Development Contributions Plan (DCP) that were incorporated into the Macedon Ranges Planning Scheme in August 2025.

The PSP includes the development of local parks throughout the new residential planning area but does not include any provision for new sporting facilities. However, the DCP includes specific requirements for new and improved community sporting and recreation facilities at Riddells Creek Recreation Reserve to accommodate the increased population, and this has also been a key trigger for the development of new Master Plan.

Other Drivers of the Master Plan

- Ensure sporting and recreation facilities are fit for purpose and align with accepted industry guidelines
- Maximise opportunities for multipurpose, flexible and shared-use facilities
- Assess the capacity of existing sporting facilities to accommodate females, particularly change rooms and amenities
- Reflect changing needs of user groups and community
- Ensure the reserve continues to be a desirable destination for residents to engage in social and informal active recreation
- Improve traffic management (car parking and internal roads) and the connection of pedestrian networks

We Want Your Feedback

Community members and stakeholders are invited to review the draft Riddells Creek Recreation Reserve Master Plan and provide feedback.

Visit the [Your Say](#) page on Council's website to view the draft Master Plan and make a submission.

Following the exhibition period, the final draft Master Plan is proposed to be presented to Council for considered and adoption in April 2027.

For further information, email recreationsubmissions@mrsc.vic.gov.au.

Consultation Undertaken



December 2025
Meetings with user groups
(combined membership of 1,460)
Meetings with other stakeholders



February 2026
Community Survey
(89 completed surveys)



August 2026
Meetings with user groups to review
reserve concept plans

What the community told us

- 84% of survey respondents use the reserve at least once per week
- Most respondents use the reserve to 'watch sport' (59%) and for 'personal exercise' (58%), whilst 47% use the reserve to 'walk the dog'
- Priority improvements nominated by respondents are:
 - Provide dedicated outdoor netball courts
 - Upgrade change rooms, and provide changing rooms for netballers
 - Upgrade of the skate park
 - Include a fenced dog park, a second indoor court, and a second sports field

Key Consideration for the Master Plan

Amess Road PSP and DCP

Requires that the reserve incorporate the following:

1. New multi-sport playing field
2. Four new outdoor hardcourts
3. Full reconstruction of the main oval
4. District level play space
5. Skate park renewal
6. Upgrade of the oval pavilion
7. Ancillary car parking, footpaths, landscaping, open space furniture, drainage and related infrastructure

Other key issues and opportunities identified by the consultant team and raised during the stakeholder and community engagement are grouped into the following themes.

Access and Movement

- More car parking
- Overflow car parking areas are too wet in winter

- Main entrance upgrades to improve safety
- Expanded and connected pedestrian path network

Sporting Facilities

- Leisure Centre general upgrades, additional storage and provision for a potential future second indoor court.



- Two outdoor netball courts are required with netball change rooms
- Second sports field is required to better meet future needs for football and cricket, and any emerging field-based sports
- New tennis clubroom, and additional courts required

Community Facilities

- Support for a fenced dog park
- Surface of the Dog Club training and competition area is poor



Open Space/ Landscape Character

- Improved security lighting
- Stormwater management across the reserve requires management



Key Directions of the Master Plan

The draft Riddells Creek Recreation Reserve Master Plan includes several key strategic directions for enhancing the sporting and recreational uses of the reserve.

It is important to note that the new vision for the reserve is a **long term plan**; with the timing of the delivery of the new/upgraded infrastructure reliant on Amess Road DCP funding being wholly dependent on this residential growth and development occurring, whilst other projects will rely on Council and/or external funding becoming available.

Second sports field

The consultant team investigated various locations and layout plans to accommodate a second sports field within the reserve. The proposed field is intended to support training, junior sport and overflow use, helping address capacity constraints and future demand. A key design requirement was that the field be capable of accommodating senior cricket matches, some junior football matches (Under 15 and below), and senior soccer matches (if required in the future).

The nominated location of the proposed second sports field will require the Dog Club and Scout Hall to be relocated to the eastern side of the reserve, and the skate park. Whilst its east-west orientation is not ideal, a north-south orientation could not be achieved without removing the existing tennis courts, which remain in good condition. The loss of the western side of the central sealed car park is offset by the additional car parking along the reserve road to the north.

Netball Courts

The proposed two netball courts with courtside shelters, lighting and perimeter fence, and the new netball change rooms as an extension to the current Amenities and Canteen building, will deliver fit-for-purpose facilities for netballers and consolidate all football-netball club activities.

The new netball courts will require the existing stand of cypress trees to be removed, however, significant additional tree planting is proposed throughout the reserve to offset this loss.

Tennis Courts

The two new tennis courts and clubroom will deliver fit-for-purpose facilities for tennis players, and will help future-proof the club against expected additional demand for tennis from the increased population, whilst at the same time providing flexibility to meet any future demand for pickleball or other allied racquet sports.

Riddells Creek Leisure Centre

The draft Master Plan supports upgrades to the existing Leisure Centre indoor court, improved ventilation, and additional equipment storage.

The draft Master Plan also allows for a future second indoor court, however, it will be a long term project subject to future demonstrated demand, indoor court utilisation trends, population growth, and funding availability; the recent expansion of the indoor stadium at the Macedon Ranges Sports Precinct (10 minutes away) is expected to meet indoor sports demand for the foreseeable future.

Playspace and active recreation

A new district-level playspace with BBQ and picnic facilities will help activate the north-eastern section of the reserve and includes a new local skate park in accordance with Council's Skate and BMX Strategy (2023). The provision of a unisex public toilet and dedicated car parking will be investigated during the detailed design stage, subject to the outcomes of the Macedon Ranges Play Strategy, to support the long-term use and popularity.

Macedon Ranges Obedience Dog Club

With a relocation from its current site required, the master plan shows a new Dog Club facility with the dog training and event space doubling as a publicly accessible fenced dog park when not required for authorized club activities. The dedicated car parking will enable the club to continue to grow without the current challenges of sharing parking and space with football, netball, tennis and Leisure Centre uses.

Scouts

The new sports field requires the 1st Riddells Creek Scouts to also relocate to the eastern side of the reserve. The master plan shows a dedicated scouting space with its relocated Hall (subject to engineering assessment), a new external store, and outdoor activities area.

Traffic and Car Parking

New car parking and the upgrade of existing overflow car parking areas will ensure sufficient new parking will be available to accommodate increased usage of the reserve commensurate with the town's growth. Other important inclusions are improvements to traffic flow and the installation of pedestrian safe-crossing points.

Pedestrian Path

The draft Master Plan supports a new and integrated path network of both sealed and unsealed paths to better connect the various sport and recreation sub-precincts within the reserve. The path network is also designed to encourage increased personal exercise by local residents (walking, jogging, cycling) with its range of looped path options to vary distances and levels of interest.



15 NOTICES OF MOTION AND RESCISSION

No. 10/2026-27: NOTICE OF MOTION - LEAVE OF ABSENCE - CR KENDALL

I, Councillor Kate Kendall, give notice that at the next Meeting of Council to be held on 23 September 2026, I intend to move the following motion:

That Council:

- 1. Grants Councillor Kate Kendall a leave of absence under 35(4) of the Local Government Act 2020 to contest the 2026 Victorian State Election, commencing 1 October 2026 and concluding upon the declaration of the result for the District of Macedon.**
 - 2. Note that Cr Kendall will not receive a Councillor allowance during this time.**
-

No. 11/2026-27: NOTICE OF MOTION - LEAVE OF ABSENCE - CR BONANNO

I, Councillor Dominic Bonanno, give notice that at the next Meeting of Council to be held on 23 September 2026, I intend to move the following motion:

That Council:

- 1. Approves a leave of absence of two months for myself, Cr Dom Bonanno, for the period commencing Thursday 24 September 2026 until Monday 30 November 2026 in accordance with Section 35(4) of the Local Government Act 2020, and**
 - 2. Notes that I, Cr Dom Bonanno, will not receive a Councillor allowance during this time.**
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16 URGENT BUSINESS

17 CONFIDENTIAL REPORTS

Nil