

Agenda

Council Meeting

Wednesday 28 September 2022 at 7pm

Gisborne Administration Centre

40 Robertson Street, Gisborne

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1 ACKNOWLEDGEMENT OF COUNTRY

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

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

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****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 24 August 2022, as circulated.

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT - AUGUST TO SEPTEMBER 2022
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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

Spring has arrived, but unfortunately there has not been much sunshine. The constant cold and wet has not dampened the spirits of businesses, Council staff, Councillors and the community who continue to work together to support each other to maintain positive spirits despite the weather.

Although the wet weather has delayed many projects commencing work on the Macedon Ranges Regional Sports Precinct has finally managed to commence. We look forward to providing you with updates on the progress.

One of the highlights of Spring in the Kyneton Daffodil and Arts Festival. King Mark and Queen Evie embraced their roles, whilst the rain held off during the parade. Thank you to all volunteers involved, particularly the committee for what appeared to be the biggest festival ever seen, bringing people from far and wide.

Celebrations and events

- Woodend Lions 50th Anniversary Wednesday 24 August
- Visit to Kyneton by Tania Maxwell MP, Member for Northern Victoria on 26 August
- Tylden CFA Fire Brigade Dinner at the Tylden Hall on 27 August
- 1st Kyneton Scout Group Annual Report and Presentations afternoon tea on 28 August
- Opening of the Kyneton Daffodil and Arts Festival on 1 September
- Rural Councils Victoria Forum, Daylesford, Friday 2 September
- 1st Riddells Creek and Romsey Scout Group Annual Report and Presentations evening at Treetops Scout Camp on 2 September
- Opening of the 2022/23 playing season of the Macedon Ranges Croquet Club in Gisborne on 7 September
- 1st Gisborne Scouts Group Annual Report and Presentations event on 7 September
- Advancing Women's Leadership Summit, Melbourne Town Hall, 8 September
- Opening Night Kyneton Art Group exhibition 9 September
- Macedon Ranges Suicide Prevention Walk in Woodend on 10 September
- Grand opening of IGA Woodend on 10 September

- First hoop for the season, Kyneton Croquet club, 10 September
- Gisborne SES Annual Awards Dinner at Mount Aitken on 10 September
- Riddell District Football Netball League before the finals Sunday 11 September
- Daffodil and Arts Festival Grand Parade, Sunday 11 September
- Kids teaching Kids Conference, Distinctive Area and Landscape, Earthwatch Tuesdays 13 September
- Macedon Ranges Historical Society Meeting in Lancefield on 20 September
- Kyneton hospitality meeting
- Remembrance Service to honour Her Royal Highness, Queen Elizabeth II

Healthy Heart of Victoria

A celebration of the continuation of the Healthy Heart of Victoria initiative was held in Bendigo on 8 September, which was then followed by a regional planning workshop. Many Councillors and staff from across the region were in attendance and participated in the workshop. The initiative has now been renamed Healthy Loddon Campaspe and has been funded \$6.6M over 4 years.

Urban Sea Shanties Community Choir

A special performance by our very own Urban Sea Shanties Community Choir was held in the Kyneton Town Hall on 10 September. Under the guidance of local resident and choral leader, Andrew Price, and renowned singer, songwriter and comedian, Fred Smith, the temporary choir undertook months of rehearsals before stepping out on stage to perform.

Local Football Netball Club Successes

It was very exciting to see Woodend Football Netball club in the finals at Romsey on Sunday 11 September. Congratulations to all involved in such a successful year.

The following weekend in Bendigo Gisborne footballers won their first Bendigo league senior football premiership since the 2006 season. The Bulldogs won four of the six premierships: two football and two netball.

Detox Your Home

Residents had the opportunity to dispose of household chemicals for free at Sustainability Victoria's 'Detox Your Home' event at the Kyneton Saleyards on 17 September. Each event usually collects around four tonnes of hazardous chemicals, keeping them out of landfill and waterways, and allowing them to be recycled where possible and helping to protect the environment. Keep a look out for when this is next offered in the shire.

Delegations and representations

- Victoria 2026 Partner Event at the Melbourne Cricket Ground on 25 August, to discuss the 2026 Commonwealth games
- Mayoral breakfast catch up with Mayor of Daylesford Friday 2nd September
- Local Government Working Group on Gambling Wednesday 14 September
- Municipal Association of Victoria (MAV) State council Friday 16th September
- Heritage council, Tuesday 20th September
- Discussions with Lisa Chesters MP, Mary Anne Thomas MP and Rob Mitchell MP

- Municipal Prevention Fire Management Committee (MPFMC)
- Consultation sessions throughout the month on how Council can support older residents

Awards

- Macedon Ranges Economic Development team has been listed as a finalist in the 2022 National Economic Awards for Excellence in the category of “Economic Development and Resilience” category. Winners will be announced in October.
- Subsequent to winning the Tiny Tourism town category in the Victorian Tourism awards Mount Macedon won the bronze in this same category nationally in Canberra. Well done to all involved.

Early Budget Input

This year we are giving individuals and community groups the opportunity to put forward early cases for what they would like to see funded in the 2023/24 budget. This helps us to learn about potential projects early and consider budget cases. Submissions are open until 30 September.

Mayor Anderson

Macedon Ranges Shire Council

10 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL STAFF**10.1 RECORD OF MEETINGS OF COUNCILLORS AND COUNCIL OFFICERS - AUGUST TO SEPTEMBER 2022****Summary**

Rule 31(a) 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	23 August 2022, 9:00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Jennifer Anderson (Mayor) • Cr Rob Guthrie (Deputy Mayor) • Cr Dominic Bonanno • Cr Annette Death • Cr Anne Moore • Cr Janet Pearce • Cr Mark Ridgeway • Cr Bill West
Apologies - Councillors	<ul style="list-style-type: none"> • Cr Geoff Neil
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Shane Walden, Director Assets and Operations • Colin Marshall, Manager Facilities and Operations • Rob Ball, Manager Strategic Planning and Environment

	<ul style="list-style-type: none"> • Lauren Wall, Manager Communications and Engagement • Naomi Scrivener, Manager Community Wellbeing • Travis Harling, Manager Finance and Reporting • Duncan Kelly, Manager Information Services • Leanne Khan, Coordinator Strategic Planning • Patricia Clive, Coordinator Governance • Carina Doolan, Coordinator Facilities Management • Hayley Drummond, Coordinator Property and Valuations • Stephen Murphy, IT Service Delivery Coordinator • Stuart Gunnell, Team Leader Facilities Maintenance and Services • Lucy Webb-Wilson, Senior Officer Governance -
Apologies officers	NIL Council Business
Presenters	<ul style="list-style-type: none"> • Daisy Ager (Echelon) • Sarah McQuillen (Echelon) • Matt Hogg (Banner Asset Management) • Rachel Hornsby (Hornsby & Co)(via Zoom)
Items discussed	<ul style="list-style-type: none"> • Public Toilet and BBQ Strategy • Rural Land Use Strategy • Amess Road Precinct Structure Plan – Consultation Results • Clarkefield Development • Planning Matters • Engagement Opportunities • Social & Affordable Housing • Agenda Review for 24 August Council Meeting and 14 September Planning Delegated Committee Meeting • Councillor Request Portal Demonstration • 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	<p>Cr Guthrie declared a material Conflict of interest in relation to 89 Ross Watt Road on the agenda for the 14 September Planning Delegated Committee Meeting and had previously advised the Chief Executive Officer in writing of that conflict of interest as he lives opposite the site</p> <p>Did they leave the meeting? No, as the matter was not discussed</p>

Conflicts of interest declared by officers	Rebecca Stockfeld (Director Planning and Environment) in relation to an item of urgent business item for 24 August Agenda - Indirect interest by close association. Did they leave the meeting? Yes
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Type of meeting	Councillor Briefing
Date and time	06 September 2022, 9:00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Jennifer Anderson (Mayor) • Cr Rob Guthrie (Deputy Mayor) • Cr Dominic Bonanno • Cr Annette Death • Cr Anne Moore • Cr Janet Pearce • Cr Mark Ridgeway • Cr Bill West
Apologies - Councillors	<ul style="list-style-type: none"> • Cr Geoff Neil
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Shane Walden, Director Assets and Operations • Rob Ball, Manager Strategic Planning and Environment • Awais Sadiq, Manager Statutory Planning • Evert Grobbelaar, Manager Statutory Planning • Travis Harling, Manager Finance and Reporting • Amy Holmes, Manager Community Strengthening • Emma Orchard, Manager Children, Youth and Family Services • Simon Finlay, Manager Open Space and Recreation • Leanne Khan, Coordinator Strategic Planning • Dean Frank, Coordinator Recreation • Vishal Tandon, Coordinator Youth Services • Patricia Clive, Coordinator Governance

	<ul style="list-style-type: none"> • Tiani Willison, Team Leader, Facilities Management Projects • Fiona Lang, Governance Officer • Jack Wiltshire, Strategic Planner • Danielle Findlay, Business Development Officer
Apologies officers	<ul style="list-style-type: none"> • Wendy Le Brocq, Coordinator Customer Service
Presenters	<ul style="list-style-type: none"> • Darren White (Baseplate) • Wade Trevean (EastbyWest)
Items discussed	<ul style="list-style-type: none"> • CEO & Councillor only session • Budget 2023/24 – Session 2 • Customer Service Update • Youth Mental Health • Kettlewells Emergency Response Site • Gisborne Skate Park – Design Plans & Community Consultation • Bennett Road Development Plan • Planning Matters • 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	<p>NIL</p> <p>Did they leave the meeting? N/A</p>
Conflicts of interest declared by officers	<p>NIL</p> <p>Did they leave the meeting? N/A</p>

Type of meeting	Councillor Briefing
Date and time	13 September 2022, 9:00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Jennifer Anderson (Mayor) • Cr Rob Guthrie (Deputy Mayor) • Cr Annette Death • Cr Janet Pearce • Cr Mark Ridgeway • Cr Bill West

Apologies - Councillors	<ul style="list-style-type: none"> • Cr Bonanno • Cr Neil • Cr Moore
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Shane Walden, Director Assets and Operations • Rob Ball, Manager Strategic Planning and Environment • Awais Sadiq, Manager Statutory Planning • Evert Grobbelaar, Manager Statutory Planning • Patricia Clive, Coordinator Governance • Setina Rockliff, Coordinator Risk and OHS • Bob Elkington, Coordinator Economic Development • Linda Purves, Executive Assistant • Louise Dewberry, Senior Strategic Planner • Danielle Findlay, Business Development Officer • Fiona Lang, Governance Officer
Apologies officers	NIL
Presenters	<ul style="list-style-type: none"> • Hannah Pascoe, (Department of Environment, Land, Water and Planning) • Stuart Menzies, (Department of Environment, Land, Water and Planning) • Kirsten Webber, (Department of Environment, Land, Water and Planning)
Items discussed	<ul style="list-style-type: none"> • Risk Workshop • Festive Decorations • Macedon Ranges Planning Policy Framework • Planning Matters • Planning Delegated Committee Meeting Agenda Review • Agenda Review for 28 August Council Meeting • Other business

Conflicts of interest declared by Councillors and record of them leaving the meeting when the matter about which they declared the conflict of interest was discussed	Cr Guthrie declared a material Conflict of interest in relation to 89 Ross Watt Road on the agenda for the 14 September Planning Delegated Committee Meeting and had previously advised the Chief Executive Officer in writing of that conflict of interest as he lives opposite the site. Did they leave the meeting? No, the only matter discussed was Councillors questioned Cr Guthrie about the inclusion of his name on the list of submitters Cr Guthrie advised that he had not requested that inclusion, was not submitting to the meeting and his name was deleted.
Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A

Type of meeting	Councillor Briefing
Date and time	20 September 2022, 9:00am
Venue	Gisborne Administration Centre
Present - Councillors	<ul style="list-style-type: none"> • Cr Jennifer Anderson (Mayor) • Cr Rob Guthrie (Deputy Mayor) • Cr Annette Death • Cr Anne Moore (via Zoom) • Cr Janet Pearce • Cr Mark Ridgeway • Cr Bill West • Cr Geoff Neil
Apologies - Councillors	<ul style="list-style-type: none"> • Cr Dominic Bonanno
Present - officers	<ul style="list-style-type: none"> • Bernie O'Sullivan, Chief Executive Officer • Rebecca Stockfeld, Director Planning and Environment • Adele Drago-Stevens, Director Corporate • Maria Weiss, Director Community • Shane Walden, Director Assets and Operations • Rob Ball, Manager Strategic Planning and Environment • Jeetendra Dahal, Manager Assets and Project Management Office • Stephen Pykett, Manager Economic Development and Visitor Economy • Hayley Drummond, Coordinator Property and Valuations • Leanne Khan, Coordinator Strategic Planning • Christo Crafford, Coordinator Statutory Planning

	<ul style="list-style-type: none"> • Bob Elkington, Coordinator Economic Development • Patricia Clive, Coordinator Governance • Tiani Willison, Team Leader, Facilities Management Projects, • Lucy Webb-Wilson, Senior Officer Governance - Council Business • Danielle Findlay, Business Development Officer • Nicole Pietruschka, Events and Filming Officer
Apologies officers	NIL
Presenters	<ul style="list-style-type: none"> • Zane Williams (City Collective) • Rod Pringle (Country Fire Authority) • Steve Alcock (Country Fire Authority)
Items discussed	<ul style="list-style-type: none"> • Confidential Councillor Only Session Presentation from the CEO Employment & Remuneration Committee • Confidential CEO & Councillor Only Session – CEO Review • Woodend Community Centre Project Update – Design Endorsement • COVID Recovery Round Up • Snap, Send, Solve (Councillor Portal Request SR-129321/CRM249091) • Riddells Creek CFA Fire Station • Autumn Festival 2023 Progress Report • Amess Road Precinct Structure Plan and Development Contributions Plan – Explained • Planning Matters <ul style="list-style-type: none"> ○ Ross Watt Road, Gisborne DPO Report ○ PLN/2021/277 – 34 Corinella Road (call in by Crs Anderson & Moore) • Monthly Capex Monitoring Report • Australia Day Awards & Grants • Other business <ul style="list-style-type: none"> ○ MAV State Council Meeting 14 October 2022 – Early Motions (Cr Anderson) ○ St Mary's Primary School, Lancefield
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 had previously advised the Chief Executive Officer in writing of a Material conflict of interest in relation to 89 Ross Watt Road as he lives opposite the site. Did they leave the meeting? Yes, Cr Guthrie left the meeting at 1.45pm before the matter was discussed and did not return.
Conflicts of interest declared by officers	NIL Did they leave the meeting? N/A

11 DIRECTOR PLANNING AND ENVIRONMENT REPORTS

PE.1	ROMSEY STRUCTURE PLAN - EMERGING OPTIONS PAPER COUNSULTATION SUMMARY REPORT AND NEXT STEPS
Officer:	Jack Wiltshire, Strategic Planner
Council Plan relationship:	1. Connecting communities
Attachments:	Romsey Structure Plan - Emerging Options Paper Consultation Summary Report ~ final 2022 -09-28 (under separate cover)

Summary

This report presents the Romsey Emerging Options Consultation Summary Report (Attachment 1) and a summary of key themes, submissions, officer response and further actions to progress work on the draft Romsey Structure Plan project.

Recommendation**That Council:**

- 1. Endorses the Romsey Emerging Options Paper Consultation Summary Report and contained actions to continue work on the draft Romsey Structure Plan;**
- 2. Notifies submitters and project subscribers of Council's decision; and**
- 3. Continues quarterly project updates to submitters and project subscribers.**

Background

A structure plan is a long term planning document which is used to manage growth and change to ensure that the needs of the community are met. For Romsey, the structure plan will provide:

- A sustainable vision for Romsey that is consistent with state and local policy directions.
- A framework to manage urban development and growth opportunities and provide sustainable outcomes including social, community and physical infrastructure for existing and future residents.
- A settlement boundary that protects the environmental and rural qualities of the landscape surrounding Romsey, while providing sufficient land to accommodate growth until 2050.
- Design directions for landscape, built form and public spaces that maintain and enhance Romsey's village town character.
- Neighbourhood character direction so that new development respects the distinctive semi-rural character of the area.

A review of the Romsey Outline Development Plan (ODP) is required as it only planned for growth up until 2021. The introduction of protected settlement boundaries through the Macedon Ranges Statement of Planning Policy (SPP), has also initiated the need to review Romsey's township plan.

Council prepared the Romsey Issues and Opportunities Paper in December 2018 as the first step in the process of preparing a new structure plan. Consultation on this document occurred between July and August 2018. The Romsey Issues and Opportunities Paper was used to inform the Romsey Emerging Options Paper (EOP).

Council reconfirmed its commitment to finalising the Romsey Structure Plan at the Scheduled Council Meeting of 26 May 2021 where Council resolved:

- 1. Note that the Romsey Structure Plan project will continue to be identified in the 2021/22 Council Plan as a priority action.***
- 2. Note that officers will finalise the tender process to engage a consultant to progress the Romsey Structure Plan project.***
- 3. Note that the Councillor reference group will be made up of all nine Macedon Ranges Shire Councillors.***

The EOP and supporting documents were prepared by Plan 2 Place (P2P) consultants and the project team in late 2021 and early 2022. Consultation began on the EOP on 21 February 2022 and ran for six weeks.

Officers and P2P consultants have reviewed the feedback from the consultation process and an Emerging Options Paper Consultation Summary Report (Attachment 1) has been prepared.

Discussion

This Emerging Options Paper Consultation Summary Report (Attachment One) provides a summary of the feedback received (written submissions and survey results) during the 2022 engagement process and Council's response to this feedback. The report has been prepared as a general response to the main themes and to outline how Council has taken on board community feedback. A summary of the key themes are provided below.

The consultation report also includes a list of 63 actions that have been identified to inform the preparation of the draft Romsey Structure Plan.

Summary of key themes

Landscape and Natural Environment

Submissions and survey results raised the need to protect the agricultural productivity surrounding Romsey, and adequate buffers to enable agricultural activity to thrive. The need to preserve the heritage of Romsey and retain its rural character was also a focus of feedback.

Urban Structure and Built Form

Submissions and survey results identified some support for increased housing density near the town centre of Romsey, balancing this with the need to maintain the neighbourhood character in remaining areas. Strong support was provided for a consolidated commercial area and protection of key heritage precincts.

Activities and Land Use

Many community members raised concerns relating to the current local retail opportunities within the town, the need for a new supermarket, reopening of the pub and other services were expressed as desirable.

Community Infrastructure and Culture

Many submissions raised the need for increased community services in the town, including a secondary school, aquatics centre and a library.

Movement, Transport and Access

The community has expressed concern that infrastructure has not kept pace with growth, and that the EOP did not examine the adequacy of existing infrastructure in sufficient detail or provide enough detail on what would be required to support growth. Submissions raised concerns regarding car dependency, due to the lack of pedestrian and cycling infrastructure and access to public transport.

Sustainability and Resilience

The capacity and function of the Romsey Waste Water Treatment Plant was raised by many submitters. The main concern was that the plant requires upgrading before additional growth occurs within Romsey. Submissions from some local farmers raised concerns about the plant's capacity and the potential that future discharges into local waterways which would impact on their operations and pollute the natural environment. Other key issues were raised such as the impacts of climate change, the need for reliable energy sources (renewables) and protection of environmental values.

Settlement Boundary Options

Submissions raised the question as to why Romsey must grow into a 'large district town' and why and when it was decided, given that other towns are better suited for population growth. The results of the survey showed that almost 30% of participants preferred a 'no growth' scenario. Other submissions noted that insufficient demand for land was outlined within the Emerging Options Paper and that additional land would be required.

Growth Options

Option One (infill development) received 14 submissions in support, 5 submissions partially supportive and 1 submission not in support. Of the surveys received, about 35% of participants preferred Option One.

Option Two (north and west) received 2 submissions in support, 3 submissions partially supportive and 18 submissions not in support. Of the surveys received, under 10% of participants preferred Option Two.

Option Three (south and east) received 6 submissions in support, 14 submissions partially supportive of growth in the south only if Option One is exhausted and 11 submissions not in support. Of the surveys received, about 15% of participants preferred Option Three.

Romsey Structure Plan – Next Steps

Over the next few months work to prepare the draft Romsey Structure Plan will continue. The actions for further work/considerations outlined in the Emerging Options Paper Consultation Summary Report will be used as a guide to prepare the draft Structure Plan.

The Emerging Options Paper Consultation Summary Report identifies that the preferred options for growth would include Option One (infill) and part of Option Three (south and east-Greenfield). Encroachment into agricultural areas towards the east of Romsey was not supported by many submissions. Progress on the extent of the Romsey Waste Water Treatment Plant buffer will be a key input into the draft Structure Plan.

The 2021 Australian Bureau of Statistic Census data has in part also been released since community consultation was held on the EOP. At this stage population data is not available at a township level and therefore the level of growth and change experienced in Romsey

since 2016 cannot be determined. Once this data is available it will be used to inform the draft Romsey Structure Plan project to determine the rate of change since the 2016 data.

It is likely that the draft Romsey Structure Plan will be developed throughout the rest of 2022 and released for community consultation in early to mid-2023.

Consultation and engagement

The Romsey EOP and supporting documents were prepared by Plan 2 Place (P2P) consultants in late 2021 and early 2022. Consultation began on the EOP on 21 February 2022 and ran for six weeks.

The consultation was promoted through the following channels:

- Mail out of 2598 letters to landholders and occupiers
- Posters distributed around town
- Media releases
- Newspaper advertisement
- Social media posts
- Hard-copy documents available at all Council service centres

Face-to-face drop in sessions were held on 28 February and 16 March 2022.

Council also held an evening online Question and Answer session on Tuesday 8 March 2022. Council had 92 registrations. A total of 76 attendees were online for P2P to present the EOP and take questions. Not all questions were able to be responded to on the night but officers uploaded a Questions and Answers document online for participants and the general community to view.

A total of 58 written submissions and 417 survey responses were provided during the consultation period. One submission was included that comprised minutes from a community led meeting.

All submissions and survey results are available in full on Council's website with any identifying information removed (redacted).

Collaboration

Council undertook stakeholder mapping and sought feedback on the Emerging Options Paper from range of government departments, service providers, community groups and statutory bodies. This built on consultation and feedback from the Romsey Issues and Opportunities Paper. Council will continue to work together with relevant stakeholders throughout preparation of the draft Romsey Structure Plan.

Innovation and continuous improvement

Council is committed to continuous improvement on the Romsey Structure Plan. Council has identified a significant amount of further work in response to community and agency feedback. Council will continue to liaise with industry professionals and government agencies to inform the draft Romsey Structure Plan. Council will also take on feedback regarding future consultation methods.

Relevant law

This is consistent with the *Planning and Environment Act 1987* and the Macedon Ranges Planning Scheme.

This report does not have any direct or indirect human rights implications under the Charter of *Human Rights and Responsibilities Act 2006*.

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

Relevant regional, state and national plans and policies

The report is consistent with regional and state planning policies including:

- *Plan Melbourne 2017-2050*
- *Loddon Mallee South Regional Growth Plan 2014*
- *Macedon Ranges Statement of Planning Policy 2019*

Relevant Council plans and policies

This report seeks to progress a priority in the *Council Plan 2021-2031*:

Strategic Objective 1 – Connecting Communities.

Integrate land-use planning, and revitalise and protect the identity and character of the shire.

Progress the Romsey Structure Plan to Council for decision, and consider implementation into the Macedon Ranges Planning Scheme

The Romsey Structure Plan project has considered a range of relevant Council plans and policies in the preparation of the Emerging Options Paper.

Financial viability

The Romsey Structure Plan process had an original budget of \$130,000. \$30,000 was allocated in the 2018/19 budget and \$100,000 of this amount was provided by the Victorian Planning Authority to assist this critical work.

Additional funding may be required through the 2023/24 Council Budget to support the Romsey Structure Plan project and its implementation through a future planning scheme amendment.

Sustainability implications

The draft Romsey Structure Plan will seek to provide guidance on social and environmental impacts that will continue to shape the town and its future. This includes the impact of climate change, a growing population and development impacts.

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.

PE.2	WOODEND COMMUNITY CENTRE PROJECT – DESIGN ENDORSEMENT
Officer:	Danielle Findlay, Business Development Officer
Council Plan relationship:	1. Connecting communities 3. Business and tourism
Attachments:	Woodend Community Centre Project - Design Pack (under separate cover)

Summary

This report seeks Council endorsement of the jointly funded Council and Regional Development Victoria Woodend Community Centre Redevelopment – Concept, Schematic & Detailed Design project.

The Woodend Community Centre Redevelopment designs have been prepared by lead design consultant, City Collective, with input from Council officers, key stakeholders associated with the site, and the community via Have Your Say on Council's website and Community Consultation sessions.

Recommendation

That Council:

- 1. Notes submissions (including survey responses) received to the Woodend Community Centre Redevelopment – Concept, Schematic & Detailed Design project, and thank submitters for their contribution;**
- 2. Endorses the Woodend Community Centre Redevelopment – Concept, Schematic & Detailed Designs for the project; and**
- 3. Notes that Council will continue to seek external funding in order to progress the Woodend Community Centre Redevelopment.**

Background

The Master Plan and Business Case for the redevelopment of the Woodend Community Centre (WCC) was endorsed at the May 2021 Scheduled Council meeting. A new Initiative bid, seeking seed funding for further development work, for the 21/22 Financial Year Budget of \$65,000 was successful.

The WCC redevelopment project was identified in Council's Priority Projects 2022 Prospectus issued 7 February 2022.

A decision to apply for Victorian Government Investment Fast-track Funding, via Regional Development Victoria, was made in September 2021, leading to a funding announcement in February 2022. This project is scheduled to be delivered by 30 September 2022, as per the grant agreement.

As a Priority Project for Council, funding opportunities will be explored post the endorsement of the design in order for the project to progress to the construction phase.

Discussion

The Woodend Community Centre is located at 117 High Street, Woodend. The building includes the community hall, library, Council customer service centre, meeting room, kitchen and toilets. The centre is located in a civic precinct, which also includes the Woodend Swimming Pool and Visitor Information Centre. The monthly Woodend Farmers Market and Lions Market are held on the site.

Key user groups include library users and library staff, Macedon Ranges Sustainability Group, Lions Club, Woodend Senior Citizens, local schools, young people and various other sporting and community groups.

The Woodend Community Centre Redevelopment – Concept, Schematic & Detailed Design project (the Project) will deliver Concept, Schematic and Detailed Designs and cost plans in preparation for construction. The Project will also deliver, or have substantially progressed, completion of all planning, environment, regulatory and other approvals and permits necessary to go to tender for construction.

This co-funded project, with contributions from Council and Regional Development Victoria, is stage two in a multi staged process that began with the community initiating a conversation about the need for renewal of this important, but ageing community asset.

Following the awarding of the Investment Fast-track Funding to support Council's contribution to the project in February 2022, the project team was assembled with the Economic Development unit as Project Sponsor, being supported by the Facilities Management Projects team.

The Project was tendered and City Collective were deemed the successful tenderer.

A Cultural Heritage Management Plan has been identified as being required for the site and work on this is currently underway. Once complete, work on the Statutory Planning Permit application for the project will commence.

Consultation and engagement

Community consultation is a key consideration for this project. Given the extensive involvement to date of the Woodend Community and Cultural Centre group, the key users and stakeholders at the site and the broader community, a focussed strategic approach to consultation has been adopted to fit the timelines for this project.

Works on all design elements were run in tandem in order to meet the project deadlines. This meant that based on feedback received, plans were amended and updated as the timeline moved on.

Targeted feedback sessions were hosted with the Goldfields Library Corporation, Woodend Community and Cultural Centre Group, Macedon Ranges Sustainability Group as the organisers of the Woodend Farmers Market and Woodend Senior Citizens. Other stakeholders such as Highlands Radio, Woodend Lions Club, Woodend Rotary, Woodend Winter Arts Festival, local schools and neighbouring groups and organisations were contacted for feedback and input. The Highlands Radio Station have a dedicated space in the current building but have not engaged with staff thus far.

Traditional Owner group feedback and input into the concept design was also sought.

Internal Macedon Ranges Shire Council stakeholders including Visitor Economy, Customer Service, Facilities Management, Traffic and Road Safety, Resource Recovery, Arts and Culture, Environmental Health, Community Wellbeing, Community Development, Youth

Services, Maternal and Child Health Services, Environment and Asset Management were all invited to provide feedback during the design process.

The two-week 'Have your say' Community Consultation elicited ninety-nine (99) responses to the survey and eleven (11) written feedback responses during the period Monday 18 July to 5pm Friday 29 July 2022.

What facilities do you currently use at the site?

Answered: 97 Skipped: 2

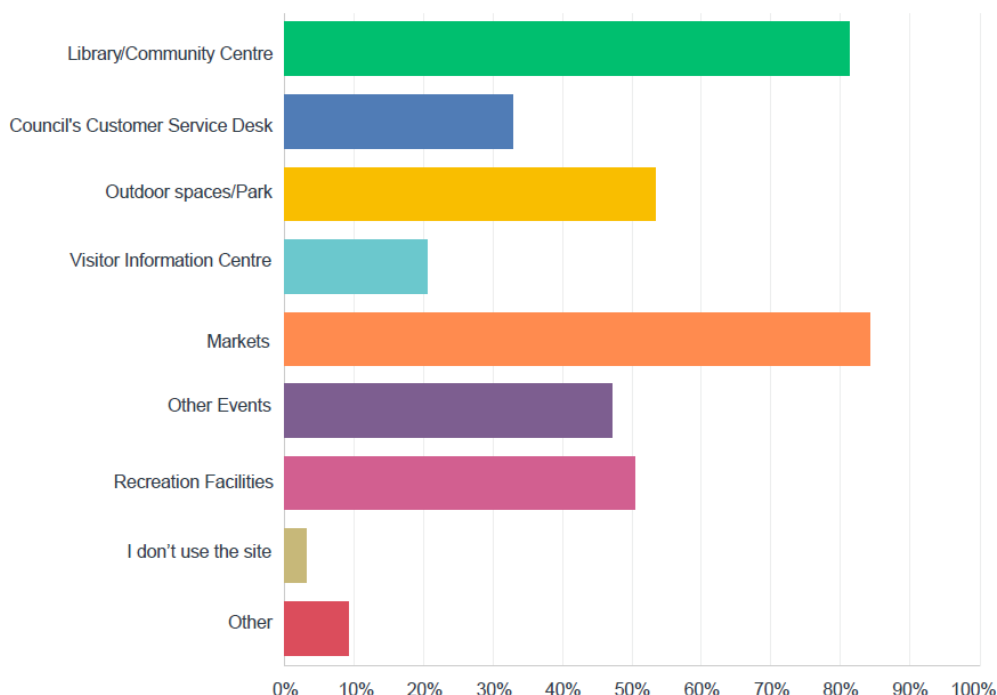


Figure 1: Survey response to facilities currently used at the site.

Broadly, the feedback from the consultation process for the concept design noted:

- Refinement of waste management at site, storage and pickup location
- Multi-purpose room size
- Council desk utilization
- Provision of gender neutral and accessible facilities
- Storage and cleaners room
- Staging of the work to assist market operators
- Consideration of the market layout
- Requirements of Visitor Information Centre to ensure it remained compliant with Victorian Tourism Industry Council (VTIC) requirements to retain 'Visitor Information Centre' status
- Kitchenette/office requirements
- Internal flow/external connection for public spaces (café, reception, toilets)
- Access for deliveries/servicing of spaces

- Connection between internal/external access to public amenities
- Lines of sight, supervision in Library area
- Connection of Cafe to Library
- Maximising views to Five Mile Creek and Mount Macedon

The overall response to the concept design, which incorporated acknowledgement of traditional owners at the site and the reference to Woodend's heritage as a 'Timber Town', was overwhelmingly positive.

It should be noted that where items fell out of scope for the Project, the relevant feedback was forwarded to appropriate areas of Council for further review, consideration and possible investigation/action.

The iterative approach to the design process resulted in more workshop sessions for gathering feedback and was less reliant on a written or survey based requests for data. This approach supported the tight project delivery timeframes and was positively attended to and received by all involved.

Collaboration

Not applicable.

Innovation and continuous improvement

Not applicable.

Relevant law

No human rights implications and risks have been identified. In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this report.

Relevant regional, state and national plans and policies

Not applicable.

Relevant Council plans and policies

The Project aligns with the following Council Plan pillars.

Connecting communities

As noted in the master plan process, a key consultation outcome was the 'desire to showcase Woodend's unique focus and strength on environmental sustainability throughout the redeveloped site'. The design has incorporated Council's Sustainable Buildings Policy and sought experts in Environmentally Sustainable Design to ensure the building is as sustainable as possible in design and function.

There is community desire for an inclusive civic precinct and village green for community and visitors alike to meet and gather, socialise, conduct business, learn and play through provision of a range of suitable spaces.

The master plan acknowledged the increasing diversity in the population, and higher visitation of tourists frequenting the area as well as going to Daylesford and onward to Castlemaine and Bendigo. The current designs for the project capitalise on the opportunity

to update the Woodend Community Centre buildings and services to meet community needs for the next 50 years.

The design of the Woodend Community Centre enables diverse and evolving uses, drawing on adaptable buildings and outdoor spaces to achieve this.

Business and tourism

The vision is for the site to become a gateway from High Street and a meeting spot for Woodend - a precinct for community, culture, arts and retail. Woodend Community Centre has the potential to represent the unique combination of country and city qualities of Woodend.

The Project provides for new income generating opportunities including hire of the multipurpose meeting rooms; hire/lease of co-working spaces and lease of the commercial café tenancy.

Other benefits include the potential for increases in event, business and tourist visitor expenditure.

Financial viability

There are no immediate financial, resource, IT or asset management implications as a result of this report.

Funding any re-development of the site would be subject to future grant seeking efforts and Council budget deliberations. At that time implications for future commitments to asset management would need to be investigated/calculated. There is a risk of not addressing the aging nature of the existing structures/site in a timely fashion. Public expectation with regard to next steps also needs to be considered.

Sustainability implications

No social or environmental sustainability implications or risks have been identified.

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 CHIEF EXECUTIVE OFFICER REPORTS

Nil

13 DIRECTOR CORPORATE REPORTS

COR.1	CONTRACTS TO BE AWARDED AS AT SEPTEMBER 2022
Officer:	Corinne Farley, Coordinator Contracts
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

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

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

Recommendation**That Council:**

1. **Notes that the following contracts will be awarded by Council officers under delegated authority:**
 - (a) **C2023.9 Guardrail Reinstatement Works**
 - (b) **C2023.11 Provision of Mulching Services**
2. **delegates authority to the Chief Executive Officer to award the following contracts:**
 - (a) **C2023.13 Cleaning Council Facilities**

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 Six (6) of the Procurement Policy.

Opportunity to review delegated authority

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

C2023.9 Guardrail Reinstatement Works

Macedon Ranges Shire Council has received funding from Disaster Recovery Funding Arrangement (DRFA) for reinstatement of guardrails due to 2021 Storm damage. This contract is to appoint a suitable contractor to carry out the guardrail repairs and other ancillary works across various locations within the Shire.

The CEO has delegated authority to award this contract.

C2023.11 Provision of Mulching Services

This is a Panel contract to provide mulching services for green waste and timber material generated by Council Transfer Stations and roadside vegetation clearance. This contract will replace the existing contract C19.1007 Mulching Services which is due to expire on 24 February 2023.

The CEO has delegated authority to award this contract

.2023.13 Cleaning Council Facilities

The purpose of the Contract is to ensure that, Council's facilities meet all public health and safety standards and are of presentable appearance. The aim is to proceed with a cleaning service that:

- (1) provides a clean hygienic and pleasant environment to Council specified standards
- (2) preserves and enhances the general amenity of the facilities
- (3) ensure that the contract is carried out using high standard and quality products
- (4) ensure that the contract is carried out effectively and efficiently, to meets the standards of the organisation and of the community.

This contract will replace the current contract to Clean Council Facilities which is due to expire on 26 January 2023.

The potential five-year contract exceeds the \$1 million financial delegation of the CEO.

Consultation and engagement

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

Collaboration

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

Innovation and continuous improvement

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

Relevant Law

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

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

Relevant regional, state and national plans and policies

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

Relevant Council plans and policies

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

Financial viability

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

Sustainability implications

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

Officer declaration of conflicts of interest

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

COR.2	COUNCIL MEETING FOR ELECTION OF THE MAYOR
Officer:	Lucy Webb-Wilson, Senior Governance Officer - Council Business
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

Under the *Local Government Act 2020*, sections 26(4) and 26(5) the date for the open Council meeting for the election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the term of the current Mayor as is reasonably practicable.

Recommendation

That Council resolves to hold the election of the Mayor in a Council meeting that is open to the public on Tuesday 22 November 2022 at 11:00am, at the Gisborne Administration Centre, 40 Robertson Street, Gisborne.

Background

At the scheduled Council meeting 24 November 2021 Council passed a resolution for the 2022 Council meetings. This resolution did not set a date for the meeting required in November 2022 to hold the election of the Mayor.

Discussion

The Mayor was elected at an unscheduled Council meeting on 23 November 2021 for a 1 year term. Under the *Local Government Act 2020*, sections 26(4) and 26(5) the date for the open Council meeting for the election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the term of the current Mayor as is reasonably practicable.

There is a Council meeting scheduled for Wednesday 23 November 2022 so the new Mayor needs to be elected prior this meeting. It is recommended that Council holds the election of the Mayor at a Council meeting that is open to the public on Tuesday 22 November 2022 at 11:00am, at the Gisborne Administration Centre, 40 Robertson Street, Gisborne.

Consultation and engagement

Not Applicable.

Collaboration

Not Applicable.

Innovation and continuous improvement

Not Applicable.

Relevant law

The *Local Government Act 2020* specifically Section 26 of the Act defines when the Mayor is to be elected:

(4) If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable.

(5) If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 2 year term as is reasonably practicable.

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

Relevant regional, state and national plans and policies

Not Applicable.

Relevant Council plans and policies

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

Financial viability

Not Applicable.

Sustainability implications

Not Applicable.

Officer declaration of conflicts of interest

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

COR.3	INSTRUMENT OF DELEGATION TO CHIEF EXECUTIVE OFFICER
Officer:	Lucy Webb-Wilson, Senior Governance Officer - Council Business
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	S5 - Instrument of delegation - Council to CEO ↓

Summary

The purpose of this report is to amend the Instrument of Delegation to the Chief Executive Officer to address legislative compliance. It is necessary to remake the Chief Executive Officer's Instrument of Delegation regularly so that it applies to all legislation current at the time.

It is proposed to include a specific limit for expenditure required under legislation that is above the Chief Executive Officer's financial delegation. In section 11 (5) of the *Local Government Act 2020* the Instrument of Delegation to the Chief Executive Officer MUST specify the maximum monetary limits.

Recommendation

That Council

1. resolves that the Chief Executive Officer may exceed the financial delegation where the expenditure is required by legislation in which case the expenditure must not exceed \$1,100,000 (including GST) inclusive of the initial \$1,000,000 (including GST) limit;
2. resolves to adopt the amended Instrument of Delegation from Council to the Chief Executive Officer at Attachment 1;
3. authorises signing of the Instrument of Delegation from Council to the Chief Executive Officer at Attachment 1; and
4. notes that the amended Instrument of Delegation from Council to the Chief Executive Officer comes into force immediately after signing.

Background

The Instrument of Delegation from Council to the Chief Executive Officer is required to be made at regular intervals to ensure that the Chief Executive Officer is delegated all the current powers, functions, and duties of the legislation applicable to Local Government. There is legal precedence that the Chief Executive Officer delegation only applies to the Acts, Regulations and provisions that are in force at the time the Instrument was made. Therefore, with the changing legislative environment it is important to remake the Instrument so that the Chief Executive Officer can delegate and authorise staff under the Acts, Regulations and provisions that have come into force since the last time the Instrument was made.

Discussion

The Instrument of Delegation from Council to the Chief Executive Officer has been reviewed. It is proposed to clarify the intention of the Instrument in line with section 11(5) of the *Local Government Act 2020* (the Act) to specify a maximum monetary limit where Council's expenditure is required by legislation but exceeds the Chief Executive Officer's financial delegation.

Under the Act there are several instances where Council is legislated to pay for services, such as insurance for Councillors and Council staff (sections 43 and 52), the cost incurred by the Victorian Electoral Commission in conducting an election (section 268), or the cost of a Councillor Conduct Panel (section 152).

The Chief Executive Officer's financial delegation is currently limited to \$1,000,000. The recommendation is to include an additional \$100,000 for use in certain circumstances—expenditure made under a contract already entered into or is expenditure which Council is, by or under legislation, required to make. This does not allow the Chief Executive Officer to enter contracts for goods and services above \$1,000,000 (including GST).

Consultation and engagement

Not applicable.

Collaboration

Not applicable.

Innovation and continuous improvement

Not applicable.

Relevant law

This report has been prepared in accordance with section 11 of the *Local Government Act 2020* that allows the Council to delegate to the Chief Executive Officer and to specify the monetary limit for entering into a contract or making expenditure.

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

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

Relevant regional, state and national plans and policies

Not applicable.

Relevant Council plans and policies

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

Financial viability

Not applicable.

Sustainability implications

Not applicable.

Officer declaration of conflicts of interest

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

Maddocks Delegations and Authorisations

S5 Instrument of Delegation to Chief Executive Officer

Macedon Ranges Shire Council

Instrument of Delegation

to

The Chief Executive Officer

Instrument of Delegation

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

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 28 September 2022;
2. the delegation
 - 2.1 comes into force immediately upon a Council resolution being made and is to be signed by the Council's Chief Executive Officer and the Mayor;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

Signed by the Chief Executive Officer of Council)

Date:

Signed by the Mayor)

Date:

SCHEDULE

The power to

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

Conditions and Limitations

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

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

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

COR.4	INSTRUMENT OF APPOINTMENT AND AUTHORISATION
Officer:	Patricia Clive, Coordinator Governance
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	1. List of Instruments to Revoke ↓ 2. Instruments of Appointment and Authorisation (s11A) ↓

Summary

This report seeks Council's approval to appoint authorised officers under the *Planning and Environment Act 1987* (the Act) by an Instrument of Appointment and Authorisation. Under the Act only Council, by a resolution, can appoint authorised officers who must be employees of Council. In addition, Council is required to revoke any appointments for authorised officers who are no longer employees of Council.

An Instrument of Appointment and Authorisation is required for a number of staff who have recently commenced with Council. In addition, several Instruments are required to be revoked as the authorised officer no longer works for Council or has moved to a position that does not require an Instrument.

Recommendation

That Council

1. resolves that in the exercise of the powers conferred by section 147(4) of the *Planning and Environment Act 1987*:
 - (a) the Instrument of Appointment and Authorisation for the officers outlined in the table in Attachment 1 be revoked;
 - (b) Council Officers named in the Instruments of Appointment and Authorisation provided at Attachment 2 be appointed and authorised;
 - (c) any previous Instruments issued to the officers in Attachment 2 by Council are revoked;
 - (d) the Instruments of Appointment and Authorisation come into force upon signing and remain in force until Council determines to vary or revoke these; and
 - (e) the Instruments of Appointment and Authorisation at Attachment 2 be signed.

Background

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

Discussion

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

- Evert Grobbelaar, Manager Statutory Planning
- Awais Sadiq, Coordinator Statutory Planning
- Christo Crafford, Coordinator Statutory Planning
- Dannielle Chiron, Planning Compliance Officer
- Damien Hodgkins, Senior Statutory Planning Officer
- Jacqueline Robson, Statutory Planning Officer
- Declan Hunter, Statutory Planning Subdivisions Officer
- Nicole Wadden, Senior Statutory Planning Officer
- Nakita Thomson, Statutory Planning Officer
- John Perry, Statutory Planning Officer
- Yousef Taibeh, Senior Statutory Planning Officer
- Koko Cheng, Statutory Planning Officer
- Robert Wallis, Senior Statutory Planning Officer
- Krista Patterson-Majoor, Coordinator Environment
- Daniel Hall, Graduate Strategic Planner

The list of authorised officers includes staff new to Council; staff previously appointed whose Instruments have not been reviewed for considerable time; and staff who need to be reissued with Instruments as they were on a jointly issued Instrument being revoked due to staff changes.

All previous authorisations issued by Council to these people are to be revoked with the issuing of the new Instruments. Each authorised officer will receive an individual instrument as this is administratively efficient when authorised officers leave Council or transfer to another role. Council cannot partially revoke an Instrument so each time there is a change of staffing an Instrument issued to several officers has to be re-issued to continuing staff. Individual Instruments will reduce the regular re-issuing of Instruments.

The Instrument of Appointment and Authorisation for the following officers are to be revoked as they are either no longer employed by Council or have transferred to a role that does not require an authorisation or are on extended leave:

- Amy Swan
- Juliet Worm
- Callum Pike
- Edwin Irvine
- Stephen Pykett
- Maria Nunez

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

Consultation and engagement

Not applicable

Collaboration

Not applicable

Innovation and continuous improvement

Not applicable

Relevant law

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

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

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

Relevant regional, state and national plans and policies

Not applicable

Relevant Council plans and policies

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

Financial viability

Not applicable

Sustainability implications

Not applicable

Officer declaration of conflicts of interest

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

Attachment 1: Instruments issued to the following to be revoked

Amy Swan
Juliet Worm
Callum Pike
Edwin Irvine
Stephen Pykett
Maria Nunez



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

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

Awais Sadiq, Coordinator Statutory Planning

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

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

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 28 September 2022

Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Christo Crafford, Coordinator Statutory Planning

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

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

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 28 September 2022

Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Damien Hodgkins, Senior Statutory Planning Officer

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

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

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 28 September 2022

Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Daniel Hall, Graduate Strategic Planning

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

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

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 28 September 2022

Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Dannielle Chiron, Planning Compliance Officer

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

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

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 28 September 2022

Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Declan Hunter, Statutory Planning Subdivisions Officer

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

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

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 28 September 2022

Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Evert Grobbelaar, Manager Statutory Planning

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

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

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 28 September 2022

Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Jacqueline Robson, Statutory Planning Officer

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

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Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

John Perry, Statutory Planning Officer

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

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Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Koko Cheng, Statutory Planning Officer

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

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Krista Patterson- Majoor, Coordinator Environment

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

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 28 September 2022

Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Nakita Thomson, Statutory Planning Officer

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

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

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This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 28 September 2022

Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Nicole Wadden, Senior Statutory Planning Officer

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

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 28 September 2022

Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Robert Wallis, Senior Statutory Planning Officer

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

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 28 September 2022

Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:



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

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

Yousef Taibeh, Senior Statutory Planning Officer

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

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

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This instrument is authorised by a resolution of the Macedon Ranges Shire Council on 28 September 2022

Signed:

Mayor

Date:

Signed:

Chief Executive Officer

Date:

COR.5	AUSTRALIA DAY GRANTS AND AWARDS COMMUNITY NOMINATIONS
Officer:	Patricia Clive, Coordinator Governance
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people 3. Business and tourism
Attachments:	Nil

Summary

The purpose of this report is for Council to support the commencing seeking nominations for Australia Day Awards and applications for the Australia Day Grants for 2023.

Recommendation

That Council:

- 1. Supports the commencement of the Australia Day Awards and Australia Day Grants processes for 2023;**
- 2. Endorses that from 2023 the Australia Day Award categories will be: Citizen of the Year Award; Connecting Communities Award; Healthy People and Environment Award; and Business and Tourism Award; and**
- 3. Delegates the determination of the Australia Day Grants to the Chief Executive Officer beginning with the 2023 grants.**

Background

Each year Council seeks nominations from the community for various Australia Day Awards. The awards provide the opportunity for Council and the community to recognise and celebrate inspirational people who make ongoing contributions to the Shire. In addition to the Citizen of the Year Award, Council introduced three new categories of awards for 2022 – the Connected Communities Award, the Healthy People and Environment Award and the Business and Tourism Award – which reflect the themes in Council's community vision and Council Plan.

Council also provides small grants (up to \$500) each year for community activities on Australia Day. These grants allow community groups to undertake a range of activities to celebrate Australia Day across the Shire.

Discussion

Australia Day Awards

It is proposed to commence the process for seeking nominations for the Australia Day Awards in October 2022 with the assessment completed in November 2022 for approval at the 14 December 2022 Council meeting.

Consistent with the Australia Day Award categories for 2022, the categories from 2023 are:

- **Citizen of the Year Award.** Awarded to an individual of any age who has made a significant contribution to their community in the past calendar year or has demonstrated community service over a period of time.
- **Connecting Communities Award.** Awarded to an individual or group who has made a significant contribution to community life in the Shire. This could be in the area of physical connections such as trails, paths, open spaces or other infrastructure that enables the community to connect and participate. It could also be social connections that ensure people have access to services and which create a sense of community and belonging.
- **Healthy People and Environment Award.** Awarded to a group or individual who has made a significant contribution in the areas of promoting healthy lifestyles for all ages and abilities, such as supporting mental health, recreation, community safety or arts and culture. It also includes protection of the natural environment such as biodiversity, climate change and waste reduction.
- **Business and Tourism Award.** Awarded to a group or individual who has demonstrated a significant achievement or ongoing community contribution to the economic vitality of the Shire, including tourism, agribusiness, small business and local employment.

The Awards will be presented at a civic event, likely to coincide with the citizenship ceremony for new Australians.

Australia Day Grants

Annually, the Council provides small grants up to \$500 to undertake community events on Australia Day. Traditionally these grants are used for community activities such as bar-b-ques and fun runs. It is proposed to commence the application process for the Australia Day Grants in October 2022.

Given, the value of these awards it is proposed that, beginning with the 2023 grants, the Chief Executive Officer is delegated the responsibility to determine these grants and advise recipients. A report will be provided to Councillors outlining the activities that received grants in this process.

It is proposed to use an online system for the life-cycle of the grants that will provide a seamless process for applications and nominations and assessment of awards and grants.

Consultation and engagement

A communication plan will be prepared to advise the community on:

- the awards categories and how to nominate an individual or group for an award; and
- the grants and how to apply for a grant.

Collaboration

Not applicable to this report.

Innovation and continuous improvement

Not applicable to this report.

Relevant law

The Australia Day Award and Grant processes are consistent with the overarching governance principles in section 9 of the *Local Government Act 2020*.

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.

Relevant Council plans and policies

The Australia Day Award categories are align to the Council Plan.

Financial viability

The Australia Day Grants are within current budget allocations.

Sustainability implications

The Australia Day Awards categories are recognising individual and groups achievements in relation to the connecting communities, the environment, business and tourism.

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.6	RIDDELLS CREEK CFA FIRE STATION
Officer:	Hayley Drummond, Coordinator Property and Valuations
Council Plan relationship:	2. Healthy environment, healthy people
Attachments:	Attachment 1: Riddells Creek Proposed CFA Site ↓

Summary

This report presents a proposal by the CFA to lease part of the Riddells Creek Recreation Reserve to relocate the CFA fire station, and seeks Council's endorsement to release the draft proposal to consultation with the community on the use of the proposed site for this purpose.

Recommendation

That Council:

- 1. Acknowledges the draft proposal from the CFA to relocate the Riddells Creek fire station from its current location to the south-west corner of the Riddells Creek Recreation Reserve;**
- 2. Endorses releasing the draft proposal for community consultation; and**
- 3. Receives a report at a future Scheduled Council meeting including the outcomes of the consultation and recommended next steps.**

Background

Council has been approached by the CFA seeking support to identify a suitable location for the relocation of the CFA fire station at Riddells Creek.

The current CFA fire station is located at 67 Main Road Riddells Creek on land owned by the CFA, which no longer meets the needs of the brigade. Some of the limitations of the current site include insufficient frontage to allow proper movement of firefighting vehicles, and insufficient overall size to enable adequate facilities for brigade members to be built to ensure the brigade's ability to meet service delivery standards.

As the CFA is a critical community-led emergency service, supported by local volunteers and with a key role in emergency management and response in the Shire, Council has been providing input into this work.

Several sites have been considered by the CFA over nearly twelve months with input from Council at key intervals. Throughout this work, all except one of the proposed sites have been discounted from consideration as unsuitable or have not become available to purchase. The proposed site is the south-west corner of the recreation reserve, at 26-32 Sutherlands Road. The site was identified as the best fit to meet the operational requirements for the relocation of the CFA fire station based on the options available; however it is located within the existing Riddells Creek Recreation Reserve, which is a Crown Land reserve, zoned as 'Public Park and Recreation Zone'.

Discussion

A process of elimination over several months has been undertaken by the CFA to identify a suitable alternative location for the Riddells Creek fire station that will meet their specific operational requirements.

The benefits and challenges of over 25 sites were considered, with advice sought from Council at key intervals to support this assessment.

Key criteria for the future site location included:

- (1) Ability for safe operations, including vehicle movement
- (2) Area – 4000m² with frontage a minimum of 55m
- (3) Main Rd access (preferred)
- (4) Central location for accessibility to current and future membership
- (5) Visible to the community
- (6) Allows for future growth and expansion to meet ongoing service delivery needs

Throughout the process of assessment, the CFA identified challenges with many of the proposed sites, ranging from unsuitable size, potential overlays, unsuitable operational locations, and owners unwilling to consider sale, through to traffic impacts, access challenges and potential flooding.

There are still several issues to be understood regarding the proposed use of this portion of the Riddells Creek Recreation Reserve to relocate the CFA fire station. Some of the matters raised by Council during the assessment period include:

- The loss of open space in a township that is growing and the impact on future opportunities to meet and address the recreational needs of Riddells Creek.
- Consultation with the Community and the Riddells Creek Recreation Reserve Advisory Committee.
- The impacts for the Dog Obedience Club and the neighbouring Scout Hall.
- The site being zoned for Public Park and Recreation, and therefore requiring a permit for the use and development of the land for an Emergency Services Facility.
- Obtaining consent from the land manager, the Department of Environment, Land, Water and Planning (DELWP), as a Crown Land Reserve, to apply for the permit.
- Negotiating a licence agreement with DELWP to allow the fire station to be permitted on the site.

While Council would support the proposed relocation with the CFA to ensure the long term needs of this important service can be met, this support is subject to resolving the issues outlined above and completing community consultation as outlined below.

Consultation and engagement

Council has a strong desire to understand the community sentiment towards the proposed relocation of the Riddells Creek fire station to the identified site within the Recreation Reserve.

Community feedback will provide a key input in the consideration of the CFAs proposal, or alternatives put forward, and enable Council to work through issues and to help identify appropriate solutions where possible.

Council's focus is on delivering a good outcome for the community in ensuring the continued ability of the CFA to provide this essential community service, while understanding the needs of residents.

Council officers recommend that community consultation is undertaken as part of an open and transparent process to best understand the community sentiment.

The community consultation process would include identifying and liaising with key stakeholders. In this situation, special consideration would need to be given to the Scouts, Dog Obedience Club, and the Riddells Creek Recreation Reserve Advisory Committee. Depending on the community feedback, Council would then determine whether to proceed with the proposal and any special conditions that come out of the community consultation process.

The consultation process to be undertaken has yet to be finalised. This process may include a mailout to adjoining residences and information on Council's website under the "Have your Say" section.

Collaboration

Council officers have been working with the CFA to provide input that informs their identification and assessment of potential sites for the relocation of the Riddells Creek fire station over the past twelve months.

Advice has also been sought from DELWP on the requirements regarding leasing the land for a purpose not explicitly allowed under current zoning. Discussions with CFA officers have led to consideration of additional sites and an understanding of key objections from Council on others. CFA officers have confirmed that they are willing to undertake the planning permit process required for a fire station that will be assessed by Council's planning department.

Innovation and continuous improvement

Council officers have undertaken research and work over the past weeks and months to provide input into the CFA's assessments for the relocation of this facility. Internal and external advice has been sought on the planning, community, and safety implications, including the consideration of possible alternative locations prior to pursuing the current proposal.

Relevant law

Local Government Act 2020

Gender Impact Assessment

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment is being conducted in relation to the subject matter of this report. Ensuring that the community consultation engagement methods give sufficient consideration of timing and options to include people from all genders will be undertaken as part the design process, in line with our Consultation and Engagement Policy.

Relevant regional, state and national plans and policies

NIL

Relevant Council plans and policies

Riddells Creek Recreation Reserve Outline Development Plan 2009

Financial viability

NIL

Sustainability implications

NIL

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.



14 DIRECTOR COMMUNITY REPORTS

Nil

15 DIRECTOR ASSETS AND OPERATIONS REPORTS

AO.1	DRAFT GILBERT GORDON OVAL MASTER PLAN
Officer:	Dean Frank, Coordinator Recreation
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people
Attachments:	1. Draft Gilbert Gordon Oval Master Plan ↓ 2. Draft Gilbert Gordon Oval Master Plan Process Summary ↓

Summary

This report seeks Council endorsement to release the draft Gilbert Gordon Oval Master Plan (Attachment 1) for four weeks of community consultation.

Recommendation

That Council endorses the release of the draft Gilbert Gordon Oval Master Plan for four weeks of community consultation.

Background

Gilbert Gordon Oval is the main active sporting reserve in Woodend and is home to the following tenant sporting clubs and users:

- Woodend Heskett Football Netball Club (*WHFNC*);
- Woodend Junior Football Netball Club (*WJFNC*);
- Woodend Masters Football Club;
- Woodend Cricket Club; and
- Woodend CFA.

Department of Environment, Land, Water and Planning (DELWP) is the landowner, and Macedon Ranges Shire Council is this sporting reserve's delegated Committee of Management. In addition to formal sports, it caters to many casual users, including walkers, runners, dog walkers and casual sports users.

Council adopted the current Gilbert Gordon Oval Master Plan on 26 February 2014. Since the adoption of the 2014 Master Plan Council has implemented the following recommendations:

- Reconstruction of the oval playing surface;
- Upgrade of oval and netball court lighting;
- Replacement of the change rooms with unisex facilities, umpires rooms and netball change rooms;
- Provision of new cricket practice nets; and
- Partial sealing of the circular road and external drainage.

Discussion

In 2019, the Woodend Heskett Football Netball Club approached Council to support the development of two new netball courts at Gilbert Gordon Oval, in an alternative location to their current court. The current location of the netball court has caused many issues over the years. These include the courts freezing during cold weather and challenges with the stormwater running from the hill to the north.

Officers undertook an informal review of the 2014 Gilbert Gordon Oval Master Plan in 2019, which identified a new location for the netball courts. Officers did not present this review to a Council meeting.

In the 2021/22 draft Council budget, Council allocated \$300,000 to undertake the implementation of a landscape plan around the new football change rooms. This included tiered seating, more formalised car parking and landscaping.

During the community consultation on the draft budget, the Woodend Heskett Football Netball Club requested that this funding be reallocated to developing two netball courts. They identified this as more important to the club than the proposed landscaping in their submission. Council accepted this proposal, with a total budget of \$360,000 allocated to this project.

During the early planning stages for the new courts, the Woodend Heskett Football Netball Club identified an alternate location for the courts, allowing for a future combined netball change rooms and social rooms. Given this request and the current state of the aging social rooms, it is timely to review the 2014 Master Plan.

Consultation and engagement

During the development of the draft Master Plan, meetings were held with the reserve's tenant clubs and key users to identify issues and opportunities and understand their existing and future needs.

Clubs and users identified the following key issues and opportunities during the initial consultation included:

- Provision of netball facilities;
- Social Room;
- Pedestrian links between facilities; and
- Car parking.

The draft Master Plan provides some directions regarding enhancing the reserve's sporting and recreation uses, which could inform future funding applications and/or consideration for funding via Council's budget processes.

The key directions of the draft Master Plan are as follows (not in priority order):

- Two new compliant netball courts, inclusive of floodlighting, shelters and protective fencing;
- The eastern court to be asphalted and integrated into the fire track to provide ongoing use and access for the CFA;
- New pavilion with a social room located on the western side of the oval;
- New netball change rooms and storage integrated into the proposed pavilion/social room;

- New digital scoreboard (funded by others) for oval and installation of 'behind the goals' netting;
- Removal of former cricket nets and include a fourth cricket net on the eastern side of the existing nets;
- Improved car parking efficiency;
- Integrate the Macedon Shared Trail alignment through the reserve;
- Pathways connecting the reserve to High Street and the Five Mile Creek bridge and connect the buildings within the reserve;
- A new open area adjacent the change rooms by removing the former cricket nets; and
- Improved spectator provision.

Officers discussed the draft Master Plan with the tenant clubs in July 2022, providing them with an opportunity to identify any significant concerns or issues before its release for community consultation. Overall, the clubs have indicated that they are comfortable with the direction of the draft Master Plan. They also have an opportunity to make formal submissions during the community consultation stage.

Refer to Attachment 2 for a summary of the stakeholder process undertaken to date and the key issues identified.

Collaboration

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

Innovation and continuous improvement

The draft Gilbert Gordon Oval Master Plan represents continuous improvement as it identifies a long-term planned approach to future improvement options.

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.

The gender impact assessment recommends, that as far as is practical, that:

- multiple channels are available to ensure universal access during community consultation,
- during the detailed design phase of each component to ensure that future facility provisions and upgrades are planned to provide equity of access, safety and use for all current and future users, and
- gender equality impacts on the Master Plan identified through consultation are addressed in the final version of the Master Plan.

Specifically, it is recommended that:

- Implementation of the Master Plan will continue to provide increased opportunities for participation in formal sport and recreation through suitable facilities and passive recreation through improved public open space.

This recommendation will deliver a planned and well-considered range of safe, equitable and accessible improvements to the Gilbert Gordon Oval that provides an important community health and wellbeing function.

Has this recommendation been implemented in the development of the policy, program or service (this also includes plans and strategies)?

☒ YES

☐ NO

Relevant regional, state and national plans and policies

Not applicable in this matter.

Relevant Council plans and policies

The draft Gilbert Gordon Oval Master Plan relates to the following strategic objectives of the *Council Plan 2021-2031*.

Connecting Communities: Council will continue to maintain all the roads, paths, buildings and open spaces in our built environment in a financially, environmentally and socially sustainable way.

Healthy environment, healthy people: to promote a healthy environment, healthy people, Council aims to support mental health, prevent violence against women, and improve healthy lifestyles, social connection and inclusion, community safety, and arts and culture.

Other relevant Council plans and strategies that relate to the draft Gilbert Gordon Oval Master Plan include:

- *Sport and Active Recreation Strategy 2018-28;*
- *Open Space Strategy 2013;*
- *Walking and Cycling Strategy 2014;*
- *Draft Woodend Five Mile Creek Master Plan 2022;*
- *Council Asset Plan 2021-2031.*

Financial viability

The draft Master Plan provides several directions regarding the long-term improvement and development of Gilbert Gordon Oval. The finalised Master Plan will inform future Council and non-Council funding applications. Cost estimates will require review during the life of the Master Plan (once adopted) to ensure that each component is accurately costed at the creation of each business case.

This Master Plan's implementation depends on the provision of funding to undertake the works. Funding opportunities may include but, are not limited to, Council budget processes, State and Federal Government Sport and Recreation Grants and other relevant external funding programs.

Managing the expectations of the clubs and the broader community is essential and officers will continue to manage this through the consultation process and beyond.

Sustainability implications

The draft Master Plan has identified the development of a potential 'rain garden' to complement stormwater solutions and water-sensitive urban design across the reserve.

To support Council's commitment to achieving zero net emissions by 2030 any future developments identified in the draft Master Plan will ensure the inclusion of sustainable design features.

Officer declaration of conflicts of interest

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



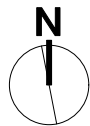
- 1. Remove the netball buildings and other infrastructure, and retain as an unsealed car park
- 2. Remove the existing scoreboard and replace with a new digital scoreboard
- 3. Install a 4th cricket net to the east side
- 4. Remove the current social room and public toilet building and construct a New pavilion with social room, kitchen, canteen and bar, netball player and umpires change rooms and store, public toilets, and verandah facing the oval and the netball courts. Potential to stage pavilion development
- 5. New cricket store
- 6. Vehicle-free area
- 7. New acrylic competition netball court with floodlights (per Netball Victoria Guidelines), perimeter fence and shelters, will require the removal of the wooden structure near Five Mile Creek
- 8. New asphalt training/ warm-up netball court with floodlights (per Netball Victoria Guidelines) and combination of perimeter fence and bollards to allow fire brigade vehicles to roll on and roll off, as required
- 9. Install a fence along the shared path (3m wide) to divide the courts
- 10. Connect the shared path to existing creek path network
- 11. Indicative alignment of Macedon Ranges Shared Trail link
- 12. New sealed road and car parking in this area to have flush kerbs and no fencing to allow fire brigade vehicles to roll on and roll off the CFA training track
- 13. New sealed path to connect the change room building to the new pavilion
- 14. Remove the old cricket practice nets and return to parkland - the central space to be for active use
- 15. Install new spectator terracing
- 16. Seal the road around the oval
- 17. Level the car parking zone around the oval fence, and seal
- 18. Install goal back nets
- 19. Replace/ raise the centre wicket, install chainmesh infill to oval perimeter fence, and upgrade floodlights to LED match standard (per AFL Guidelines)
- 20. Potential new raingarden
- 21. Fire training track retained
- 22. New sealed path to connect to High Street

Complete a Stormwater Mangement Plan for the Reserve

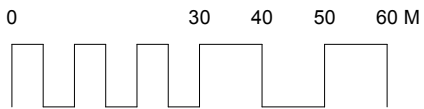
- Existing Floodlight
- New/ Upgraded Floodlight



Gilbert Gordon Oval Master Plan
DRAFT



AUGUST 2022
Indicative Scale





Gilbert Gordon Oval Master Plan Process Summary

A study to develop a new master plan for Gilbert Gordon Oval has reached the stage where a draft master plan has been prepared and is ready to be placed on public exhibition to receive community feedback

Gilbert Gordon Oval is located on Davy Street, Woodend, and is an important sporting precinct for residents. A previous master plan was completed for the reserve in 2014 and many of the improvement projects identified in that plan have now been completed. An in-house review of the 2014 plan was carried out in 2019 with a focus to identify new locations for cricket practice nets and netball courts.

Study Background

Gilbert Gordon Oval currently offers opportunities for football, cricket and netball, and the Woodend Fire Brigade training track is located there. The following clubs/ groups are based at the reserve.

- Woodend Heskett Football Netball Club
- Woodend Junior Football Club
- Woodend Heskett Masters Football Club
- Woodend Cricket Club
- Woodend Social Room Committee
- Woodend Fire Brigade



GILBERT GORDON OVAL MASTER PLAN Macedon Ranges Shire Council

In March 2022, the Macedon Ranges Shire Council commissioned a study to review the 2014 & 2019 Gilbert Gordon Oval Master Plans. The aim of the study is to establish a new vision for the reserve to guide the future development of Gilbert Gordon Oval.

The following key drivers triggered the need to undertake the master plan review:

1. Identify a preferred location for two new netball courts and associated netball change facilities
2. Identify a preferred location for a new social room
3. General adequacy of existing facilities to meet current and future needs of user groups
4. Enhancement of reserve road and car parking, and pedestrian paths

The study has been undertaken in three stages:

- Stage 1: Initial engagement with reserve user groups to identify issues and opportunities
- Stage 2: Development of draft master plans and review by user groups and Council staff
- Stage 3: Development of a final draft master plan and endorsement by Council to seek community feedback

Council is now inviting community feedback on the draft Gilbert Gordon Oval master plan. It is on public exhibition until 31 October 2022. To view the plan and give feedback go to Council's website – www.mrsc.vic.gov.au and then to the 'Have Your Say' page.

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

Following the public exhibition period, the Gilbert Gordon Oval master plan will be revised and the final plan presented to Council in early 2023 for adoption.

Consultation Undertaken

The following consultation with user groups and Council staff helped inform the draft Master Plan development.

- 4 April 2022: Review of Gilbert Gordon Oval reserve with Council staff
- 11 April 2022: Initial user group meeting
- 16 May 2022: User group meeting to review draft plan
- 28 June 2022: Workshop with Council staff
- 11 July 2022: User group meeting to review draft plan
- 9 August 2022: Councillor Briefing

The key issues and opportunities identified by the consultant team and raised during the stakeholder meetings are grouped into the following themes.

Providing for Netball

The existing single netball court at the reserve does not meet the current and likely future needs of the Woodend Hasket Football Netball Club (4 senior & 5 junior netball teams). The substrate of the court is failing, which contributes to the ongoing problems of court surface unevenness and cracking.

The location of the court amongst trees impacts the usability and safety of the court from ice and ponding water, and the single netball change and amenities are located away from the court, and do not comply with the preferred standards of Netball Victoria for the provision of off-court facilities.

Social Room

The current social room building is reaching the end of its functional life, and planning for a new/ upgraded facility is now timely. An opportunity exists to integrate compliant netball change rooms with a new social room, and to also incorporate public toilets to enable the demolition of the existing standalone brick public toilet block, which has reached the end of its functional life and detracts from the overall presentation of the reserve.

Other Opportunities

There is no direct pedestrian link between the change room building on the east side of the oval and the social room on the west side, and pedestrian need to use the road. The reserve forms part of the Macedon Ranges Shared Trail, and this integration provides opportunities to better define cycling/ walking connections to areas beyond the reserve.

Car parking within the reserve is ad hoc, and by defining the parking spaces around the oval will increase the total capacity for reserve parking. Completing the sealing of the internal road will enable stormwater to be more effectively managed, particularly around the northern section of the oval, and creates an opportunity to introduce Water Sensitive Urban Design solutions into the reserve.

The fire training track is still used and required by the Woodend Fire Brigade.

GILBERT GORDON OVAL MASTER PLAN Macedon Ranges Shire Council

Key Directions of the Draft Master Plan

The draft Gilbert Gordon Oval Master Plan includes several key strategic directions for enhancing the sporting and recreation uses of the reserve. The following description should be read in conjunction with the draft master plan.

Overall Vision for Gilbert Gordon Oval

1. Improvement to the functionality and sustainability of the sporting facilities.
2. Improvement to the safety and amenity of the reserve for spectators and those users accessing the reserve for recreational purposes.

Sporting Facilities

Netball

- Two new compliant netball courts in the southwest of the reserve, inclusive of floodlighting, shelters and protective fencing
- The eastern court to be asphalt and integrated with the fire training track to allow fire brigade uses to continue, including those associated with the reserve's classification as a CFA Staging Area
- New netball change rooms and storage integrated into the proposed new social pavilion

Football/ Cricket

- New pavilion with social room in a more favoured location on the side of the oval and to the oval fence
- New digital scoreboard to replace the existing scoreboard, and install goal back nets
- Install a 4th cricket net, and provide a new cricket store in the social pavilion

Traffic/ Pedestrian Management

- Increased car parking efficiency around the oval by sealing the internal road and defining car park spaces
- New sealed paths: connecting the change room building to the social pavilion; connecting the reserve to High Street; connecting the reserve to the Five Mile Creek bridge (between the netball courts)
- Integrate the Macedon Ranges Shared Trail alignment through the reserve

Other

- Improved spectator provision: new terracing adjacent to the change room building; vehicle free area between the new netball courts and the new social pavilion
- New open area parkland by removing the old cricket practice nets
- Potential new rain garden to complement new stormwater solutions and water sensitive urban design across the reserve

AO.2	DRAFT ROMSEY PARK SPORTS PRECINCT MASTER PLAN
Officer:	Dean Frank, Coordinator Recreation
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people
Attachments:	1. Draft Romsey Park Sports Precinct Master Plan ↓ 2. Romsey Park Sports Precinct Master Plan Process Summary ↓

Summary

This report seeks Council endorsement to release the draft Romsey Park Sports Precinct Master Plan (Attachment 1) for four weeks of community consultation.

Recommendation

That Council endorses the release of the draft Romsey Park Sports Precinct Master Plan for four weeks of community consultation.

Background

The Romsey Park Sports Precinct is the main active sporting reserve in Romsey and is home to the following tenant sporting clubs and user groups:

- Romsey Football Netball Club;
- Romsey Junior Football Club;
- Macedon Rangers Soccer Club;
- Romsey Golf Club;
- Romsey Bowls Club;
- Romsey-Lancefield Little Athletics;
- Romsey Men's Shed; and
- Romsey Scouts.

Department of Environment, Land, Water and Planning (DELWP) is the landowner and the Macedon Ranges Shire Council is the delegated Committee of Management.

Council adopted the current Romsey Sports Precinct Master Plan in 2010. Since the adoption of the Master Plan, Council has implemented the following recommendations:

- Delivered a new sports field (Oval #2) and pavilion on Department of Education Land;
- Delivered a new netball court;
- Delivered new social rooms, kiosk and change rooms to service Oval #1;
- Delivered new cricket practice nets; and
- Upgraded oval and netball court lighting.

Discussion

Council allocated funding in the 2021/22 Budget to review the 2010 Romsey Sports Precinct Master Plan.

The need for a review of the Master Plan is due to the significant number of users, the changing priorities, tenant clubs' competing improvement requests and the need to have a collaborative and planned approach to provide direction for Council and the community on future improvement options.

Information from the tenant clubs and during a community drop-in session informed the development of the draft Master Plan.

Consultation and engagement

During the Master Plan review, officers and the consultant utilised several consultation methods to gain information on the current usage and situation at the Romsey Park Sports Precinct and to understand the issues and opportunities of the tenant clubs, the general community, councillors and council officers.

The consultation included:

- One-on-one meetings with the tenant clubs to identify their issues and opportunities and to understand their existing usage and future needs;
- Discussions with relevant State and Local Sporting Associations;
- Internal Council stakeholder review;
- A community drop-in session; and
- Presentation at a Councillor Briefing.

The key issues identified during the consultation included:

- Growth of Romsey;
- Provision of sustainable soccer facilities;
- The shared use of the Bowls and Golf social facility;
- Tennis and netball court provision; and
- The future of former football club change rooms.

The review of the Master Plan provides several directions to enhance the sporting and recreation uses of the reserve that could inform future Council and non-Council funding applications.

The summary of key directions for the Master Plan is as follows (not in priority order):

- Expand the oval #2 playing surface to enable a full-size soccer pitch, with lighting;
- Extend the pavilion on oval #2 to accommodate a social room, first aid room and storage;
- Improvement of pedestrian crossing conditions on Park Lane;
- Removal of the former football change room building;
- Development of two new netball courts in the northeast part of the reserve;
- Development of a new shared golf club/netball change room to incorporate a social space, kitchen/bar, and netball and umpires change rooms;

- Expand the current pavilion at oval #1 to provide a first aid room, umpires change rooms and female change rooms;
- Remove the existing netball court and repurpose the area for additional parking and a new spectator area;
- Resurface the five tennis courts; and
- New pathway links to residential areas to the east.

The direction of the draft Master Plan was discussed with the tenant clubs in July 2022 to provide an opportunity for them to identify any concerns or issues before its release for formal community consultation. Overall, the clubs have indicated that they are comfortable with the direction of the draft Master Plan and they will also have the opportunity to make formal submissions during the community consultation stage.

Refer to Attachment 2 for a summary of the stakeholder process undertaken to date and the key issues identified.

Collaboration

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

Innovation and continuous improvement

The draft Romsey Park Sports Precinct Master Plan represents continuous improvement as it identifies a long term planned approach to future improvement options.

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.

The gender impact assessment recommends, that as far as is practical, that:

- multiple channels are available to ensure universal access during community consultation,
- during the detailed design phase of each component to ensure that future facility provisions and upgrades are planned to provide equity of access, safety and use for all current and future users, and
- gender equality impacts on the Master Plan identified through consultation are addressed in the final version of the Master Plan.

Specifically, it is recommended that:

- Implementation of the Master Plan will continue to provide increased opportunities for participation in formal sport and recreation through suitable facilities and passive recreation through improved public open space.

This recommendation will deliver a planned and well-considered range of safe, equitable and accessible improvements to the Romsey Park Sports Precinct that provides an important community health and wellbeing function for the community.

Has this recommendation been implemented in the development of the policy, program or service (this also includes plans and strategies)?

☒ YES

☐ NO

Relevant regional, state and national plans and policies

Not applicable in this matter.

Relevant Council plans and policies

The draft Romsey Park Sports Precinct Master Plan relates to the strategic objectives of the *Council Plan 2021-2031*:

Connecting Communities: Council will continue to maintain all the roads, paths, buildings and open spaces in our built environment in a financially, environmentally and socially sustainable way.

Healthy environment, Healthy people: to promote a healthy environment, healthy people, Council aims to support mental health, prevent violence against women, and improve healthy lifestyles, social connection and inclusion, community safety, and arts and culture.

Other relevant Council plans and strategies that relate to the draft Romsey Park Sports Precinct Master Plan include:

- Sport and Active Recreation Strategy 2018-28
- Open Space Strategy 2013
- Walking and Cycling Strategy 2014
- Council Asset Plan 2021-2031

Financial viability

The draft Master Plan provides several directions regarding the long-term improvement and development of the Romsey Park Sports Precinct. The finalised Master Plan will inform future Council and non-Council funding applications. Cost estimates will require review during the life of the Master Plan (once adopted) to ensure that each component is accurately costed at the creation of each business case.

This Master Plan's implementation depends on the provision of funding to undertake the works. Funding opportunities may include but, are not limited to, Council budget processes, State and Federal Government Sport and Recreation Grants and other relevant external funding programs.

Managing the expectations of the clubs and the broader community is essential and officers will continue to manage this through the consultation process and beyond.

Sustainability implications

To support Council's commitment to achieving zero net emissions by 2030, any future developments identified in the draft Master Plan will ensure that sustainable design features are included.

Officer declaration of conflicts of interest

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



1. Expand the oval playing surface to enable a full-size soccer pitch (100m x 65m, plus run-offs), which will require earthworks, augmented sub-surface irrigation and drainage, and oval perimeter fence re-alignment
2. Install floodlights to training standard (per AFL Guidelines)
3. New soccer goal storage compound
4. New High Jump hardstand
5. Extend the pavilion to provide 2 gender neutral change rooms, a social room, first aid room, meeting/ admin room, and storage (permanent soccer storage delivered 2022/23)
6. Potential angled parking along Park Lane (45 spaces)
7. Install 2 wombat crossings
8. Formalise and extend the existing car park (80 spaces), and extend the path to the west side with shelters
9. Upgrade the Scout Hall (Scout Victoria responsibility)
10. Install a new path around the Mens Shed
11. Upgrade the picnic/ BBQ shelter
12. Potential future second bowling green
13. Remove the former change room building and playground, and convert to an unsealed car park (20 spaces) and open space
14. Existing steel shelter to be retained, extend perimeter fence to close access to the existing path
15. New playground, and when built remove the existing southern playground
16. Golf 1st Tee Shelter with course information and green fees payment arrangements in front of new fence to protect the netball and golf precinct
17. Two new acrylic netball courts with floodlighting to match standard (per Netball Victoria Guidelines) and player shelters
18. Spectator shelter
19. New combined netball-golf pavilion comprising a social space, kitchen and bar, and internal store, and netball player and umpire change rooms, first aid, and netball store with external access, and one externally accessed unisex toilet.
20. Golf storage shed
21. Utilise the existing netball change rooms and extend the pavilion to provide a first aid room, umpires change room, female change rooms and football/ cricket store with external access
22. Remove the existing netball-tennis courts and re-purpose for additional car parking (26 spaces) and new spectator area
23. Re-surface the 5 tennis courts
24. Cease vehicle movements through this space, and upgrade to an outdoor tennis viewing/ social area: install a shelter, seating and improved landscaping
25. New electronic scoreboard to replace existing
26. Extend cricket nets by 3m, install a power bollard, and provide a new store at the northern end
27. New reserve entrance and path connection to Oval 2
28. New path to link the sports precinct to Lauder Place

Existing Floodlight New/ Upgraded Floodlight



Romsey Park Sports Precinct Master Plan

DRAFT



Romsey Park Sports Precinct Master Plan Process Summary

A study to develop a new master plan for Romsey Park Sports Precinct has reached the stage where a draft master plan has been prepared and is ready to be placed on exhibition to receive community feedback

Romsey Park Sports Precinct ('Romsey Park') is located in Park Lane, Romsey, and is the town's main sporting and recreation precinct. A previous master plan was completed for the reserve in 2010 and many of the projects recommended in that plan have now been completed.

Study Background

Romsey Park is a multipurpose reserve offering residents a diverse range of sporting and recreation activities, including the sports of athletics, bowls, cricket, football, golf, netball, soccer, tennis, and indoor sports, and the recreation pursuits of scouts and a mens shed. The following clubs/groups are based at Romsey Park.

- Romsey Football Netball Club
- Romsey Junior Football Netball Club
- Macedon Rangers Soccer Club
- Romsey Cricket Club
- Lancefield Romsey Little Athletics
- Romsey Golf Club
- Romsey Bowling Club
- Romsey Tennis Club
- Romsey Sporting Association
- Romsey Mens Shed
- 1st Romsey Scout Group

The Romsey Primary School utilises Romsey Park East.

The study area primarily includes the sporting precincts around both ovals, and only the interface between the Romsey Golf Course and the sports precinct, and between the Romsey Recreation Centre and the tennis courts.

Romsey Park East is situated on Department of Education land whilst Romsey Park west (main oval area and golf course) is Crown land.

ROMSEY PARK SPORTS PRECINCT MASTER PLAN Macedon Ranges Shire Council

In December 2021, the Macedon Ranges Shire Council commissioned a study to review the Romsey Sports Precinct Master Plan (2010). The aim of the study is to establish a new vision for the reserve to guide the future development of the Romsey Park Sports Precinct

The following key drivers triggered the need to undertake the master plan review:

1. Assess options for soccer to become a new tenant at the reserve
2. Identify a sustainable solution for clubroom facilities for the Romsey Golf Club and the Romsey Bowling Club
3. General adequacy of existing facilities to meet current and future needs, including the future of the former football clubrooms
4. Determine optimum number of tennis and netball courts
5. Consider options to enhance non-sporting opportunities

The study has been undertaken in three stages:

- Stage 1: Information gathering, research, and initial engagement with reserve user groups
- Stage 2: Issues and opportunities analysis and development of draft master plans for review by user groups and Council staff
- Stage 3: Develop final draft master plan; endorsement by Council for community feedback

Council is now inviting community feedback on the draft Romsey Park Sports Precinct master plan. It is on public exhibition until 31 October 2022. To view the plan and give feedback go to Council's website – www.mrsc.vic.gov.au and then to the 'Have Your Say' page.

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

Following the public exhibition period, the Romsey Park Sports Precinct master plan will be revised and the final plan presented to Council in early 2023 for adoption.

Consultation Undertaken

A range of consultative activities were completed during the period February to May 2022 to inform the master plan development.

- 17 February 2022: Review of Romsey Park with Council staff
- March/ April 2022: Initial user group meetings
- 22 May 2022: Community drop-in session (7 attendees)
- 28 June 2022: Workshop with Council staff
- 11 July 2022: User group meeting to review draft plan
- 9 August 2022: Councillor Briefing

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

Town Growth

Romsey's population increased by 24% since 2011 (or by 1,310 people). Whilst the profile ('young' vs 'aged') of the 6,734 population in 2021 remained similar to 2011, there was net growth of 179 people aged under 19 years.

The projected population of Romsey to 2036 is 9,084, or an increase of 2,350 people (+35%). This has implications for sports facility planning, as there will continue to be demand for new and upgraded sporting facilities in Romsey.

Providing for Soccer

The Macedon Rangers Soccer Club formed in 2019, and despite the COVID-19 pandemic has experienced significant growth; it has 5 junior teams, and will require access to a full-size pitch when it has U14s (projected 2023), and when it transitions into a club with senior teams.



Romsey Park West

The club is now using Romsey Park West as its main base, however, the following constraints are evident: a senior size pitch cannot be marked without incorporating the synthetic cricket pitch; there are no floodlights (Romsey Park East is used for training); the existing 2 change rooms cannot accommodate concurrent boys and girls matches; there is no social/ meeting space; and equipment storage is currently temporary through use of a container.

Council supports the club being based in Romsey to service the soccer needs in the Shire's east, so sustainable soccer facilities are required for the short to medium term.

ROMSEY PARK RECREATION RESERVE MASTER PLAN Macedon Ranges Shire Council

A solution for Bowls and Golf

The Romsey Golf Club and the Romsey Bowling Club currently share use of the pavilion adjacent to the bowling green. This arrangement worked well when both clubs were relatively small, however, with increased memberships and competition/ tournament days the shared use is creating constraints for both clubs.

In addition, the golf club ideally requires an overlook to the golf course, and to the 1st Tee specifically, to better accommodate the needs of golfers and tournament play. A condition and compliance assessment of the shared pavilion by Millar Architects rated it as good.

Tennis and Netball Court Provision

The Romsey Football Netball Club currently has access to one netball court for its 4 senior and 5 junior teams, which is insufficient for its training requirements and does not provide a warm-up court for home and away teams on match days.

The current netball court is overlaid onto two tennis courts, but the tennis club has not required their use since the court was constructed. When providing multiple netball courts, they need to be co-located to gain the most efficient and effective use of them. A second netball court is not able to fit in the space between the existing court and the oval fence, and the long-term needs of tennis in a growing town requires the 2 tennis courts to the south of the existing netball court to be retained, for a total of 5 tennis courts.

Siting 2 new netball courts in another area of Romsey Park East will trigger the need for new netball change rooms and other ancillary spaces, and this creates an opportunity for any new pavilion to be developed as a shared space with golf. Relocating the netball court provides an opportunity to upgrade and expand the main pavilion to the south, to provide facilities not currently available or to be sited in a more appropriate location: first aid room; umpire change rooms; female change rooms; and football/ cricket stores.

Other Opportunities

The consultation identified that the former football clubrooms are surplus if additional secure storage can be provided at another location, however the steel spectator shelter in front of the clubrooms should be retained.



Former football clubrooms and steel spectator shelter

Whilst the tennis clubroom inside the Romsey Recreation Centre generally meets the needs of the club, the outdoor area between the clubroom and the courts is poor and not functional, and is an opportunity to be upgraded.

The main access into Romsey Park East is via an entry off Romsey Road. This access is not ideal on football days when patrons are required to utilise the car parking at Romsey Park West, as patrons need to make their way to the admittance gate off Romsey Road located adjacent to the bowling green. It was discussed that a second vehicle entry to the oval perimeter road would facilitate more efficient traffic flow, create a second pedestrian connection between Romsey Park West and East, and would enable golf and bowls patrons to better utilise car parking off Romsey Road.

Key Directions of the Draft Master Plan

The draft Romsey Park Sports Precinct Master Plan includes several key strategic directions for enhancing the sporting and recreational uses of the reserve. The following description should be read in conjunction with the draft master plan.

Overall Vision for the Reserve

1. Creating new opportunities for sport by providing sustainable facilities
2. Consolidating Romsey Park as the hub for sport by permitting concurrent use by many sports

Sporting Facilities

Soccer

- Expand Romsey Park West oval to enable a full-size soccer pitch
- Extend the Romsey Park West pavilion to provide the necessary off-pitch facilities to enable the Macedon Rangers Soccer Club to continue to grow (and facilities to also assist football, cricket and athletics uses)



- Install floodlights to Romsey Park West oval to enable soccer and football training to take place
- Extend the pedestrian path from the pavilion to the southwest corner of the oval where new spectator terracing and shelters are proposed

Netball

- Create a new netball precinct with 2 courts and associated off-court facilities, including a new shared netball-golf pavilion to further drive increases in netball participation and program development

Golf and Bowls

- Construct a new shared netball-golf pavilion adjacent to the golf course to drive increases in golf participation and course usage
- Install a shelter at the 1st Tee to contain course information instructions for casual golfers, including the methods to pay green fees
- Enable the bowls experience to be enhanced by removing the shared use of the social room by relocating the Romsey Golf Club to the new shared netball-golf pavilion

Traffic Management

- Extend the car parking in Romsey Park West
- Provide angled car parking along Park Lane
- Construct a new vehicle and pedestrian entry into Romsey Park East off Park Lane
- Install 2 wombat crossings on Park Lane to calm traffic speeds, and use the crossings to better connect Romsey Park West and Romsey Park East

Other

- Following the construction of the netball precinct, remove the netball-tennis court and use the space to extend the main pavilion to provide a first aid room, umpire change rooms, female change rooms, and football/ cricket stores, and extend the car park and spectator viewing area
- Remove the old football clubrooms
- Upgrade the tennis outdoor viewing area with shelters, seating and landscaping, and re-surface the 5 tennis courts, when required
- Install a new playground adjacent to the existing steel shelter, and remove the existing southern playground
- Upgrade the Scout Hall
- Install a new unsealed path from the Scout Hall to Lauder Place, to improve the connectivity of the sports precinct with surrounding residents



AO.3	DRAFT KYNETON SHOWGROUNDS MASTER PLAN
Officer:	Dean Frank, Coordinator Recreation
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people
Attachments:	1. Draft Kyneton Showgrounds Master Plan ↓ 2. Kyneton Showgrounds Master Plan Process Summary ↓

Summary

This report seeks Council endorsement to release the draft Kyneton Showgrounds Master Plan (Attachment 1) for four weeks of community consultation.

Recommendation

That Council endorses the release of the draft Kyneton Showgrounds Master Plan for four weeks of community consultation.

Background

Kyneton Showgrounds is Council owned and managed land and is the main active sporting reserve in Kyneton and is currently home to the following tenant sporting clubs and user groups:

- Kyneton Agricultural Society;
- Kyneton Football Netball Club;
- Kyneton Little Athletics Club;
- Kyneton Cricket Club;
- Kyneton and District Poultry Club;
- Kyneton CFA; and
- Kyneton Horticultural Society.

Council adopted the current Kyneton Showgrounds Master Plan on 26 February 2014. Since the adoption of the 2014 Master Plan the following recommendations have been implemented:

- Upgrade of home and away football change rooms on oval #1 to meet female facility requirements, and public toilet upgrade;
- Upgrade of home and away change rooms at oval #2 to meet female facility requirements, including updated storage and the provision of umpire's rooms;
- Deliver new lighting on oval #1 and the netball court;
- Power upgrade to entire site, including the provision of electrical pillars enabling three-phase power for the Kyneton Show;
- Deliver new cricket practice nets;
- Upgrade of ovals to warm season grasses; and

- Sealing of roadways behind the grandstand.

Discussion

Council allocated funding in the 2021/22 Budget to review the Kyneton Showgrounds Master Plan.

The need for a review of the Master Plan is due to the significant number of users, the changing priorities and competing requests to undertake improvements from the tenant clubs and users. The Master Plan will provide a collaborative and planned approach to provide direction for Council and the community on future improvement options.

As described in this report's Consultation and Engagement section, officers and the consultant team have used the information gathered from the tenant clubs and users, the community drop in session, Councillors and Council officers to inform the development of the draft Master Plan.

Following the initial consultation sessions with the tenant clubs and users, a draft concept plan was developed, which identified the following key directions:

- Replace the O'Sullivan Pavilion, the James Poulter Pavilion and the farm shed building with a new asphalt multi-purpose space (partially covered);
- Construct two new netball courts with shelters and lighting in the north-western corner of the reserve;
- Relocate Little Athletics facilities to the lower oval;
- A new community pavilion to include a social/function space, kitchen/canteen, office, meeting room, storage, first aid room, and netball change and amenities for players and umpires;
- Extend the Watts Pavilion;
- Extend the Horace Don Poultry Pavilion into the Frank Douglas Cattle Pavilion to provide a meeting room and internally accessible toilet; and
- Construct angled car parking along Victoria Street.

The directions identified in this draft concept are consistent with the Strategic Priorities in the Council Plan relating to assets or asset-based activities. *Council's Asset Plan 2021-2031* identifies the following priority:

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

This option was presented to the tenants of the Kyneton Showgrounds on 12 July 2022 for discussion. There was some opposition to some elements of the draft Master Plan as outlined below:

- the Kyneton Agricultural Society around the proposed replacement of the O'Sullivan Pavilion, the James Poulter Pavilion and the farm shed with an alternative space; and
- the Kyneton Football Netball Club regarding the location of the proposed netball courts.

The Kyneton Agricultural Society seeks to continue its historical operations, including using these facilities. The initial proposal identified that removing three structures would provide an opportunity for the Kyneton Agricultural Society to look at alternative ways of providing their service. This could include the use of temporary shelters and yards for the period of

the show. This part of the site could then provide more flexibility throughout the remainder of the year, including providing spectator shelter for the netball courts.

Further discussion with the Kyneton Agricultural Society and spatial review of the site has identified that the existing agricultural structures can be retained in their current location. However, these assets are nearing the end of their useful life. The draft Master Plan (Attachment 1) now identifies that two netball courts and the existing agricultural structures can be located in this part of the site. However, this will require the removal of six (6) trees.

The Kyneton Football Netball Club (KFNC) identified an alternative location for the netball courts at the southern end of the CFA running track. This location would allow for a potential third netball court, should the need arise. However, the provision of a third netball court is not warranted due to current and proposed future demand and is not supported by Council's Sport and Active Recreation Strategy 2018-28.

The KFNC also proposed a stand-alone netball pavilion to service these courts in this location. The proposed relocation of the netball courts to the other side of the reserve would separate the netballers from the rest of the primary activity areas. This proposal is not supported through the principles of gender equity, with this location also having limited passive surveillance of these facilities, which is not consistent with the principles of Crime Prevention Through Environmental Design (CPTED).

The provision of a stand-alone building to service the netball courts would create an additional asset for Council to develop and maintain, which is not consistent with the directions of Council's Asset Plan 2021-31 to provide *'multi-use open spaces and infrastructure.'*

Consultation and engagement

The review of the Master Plan included several consultation methods to inform the current usage and situation at the Kyneton Showgrounds and to understand the issues and opportunities of the tenant clubs and users, the general community, councillors and council officers.

The consultation undertaken in the review of the Master Plan included:

- Combined meetings held with the tenant clubs and users to identify their issues and opportunities, as well as to understand their existing usage and future needs;
- Discussions with relevant State and Local Sporting Associations;
- A joint meeting of Council departments (Open Space and Recreation, Asset Management, Engineering and Environment);
- A community drop-in session; and
- Presentation at a Councillor briefing.

The overall key issues identified during the consultation included:

- Limited provision for netball;
- Social facility needs;
- The number of permanent facilities and their condition;
- A lack of permanent infrastructure for Little Athletics; and
- The existing traffic management and pedestrian network.

The draft Master Plan considers the feedback received during the project's initial consultation phase and the issues identified in the Discussion section of this report. It provides a direction that retains the Agricultural Society structures and allows for a doubling of netball facilities without separating the netball and football activities.

Refer to Attachment 2 for a summary of the stakeholder process undertaken to date and the key issues identified.

Collaboration

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

Innovation and continuous improvement

The draft Kyneton Showgrounds Master Plan represents continuous improvement as it identifies a long-term planned approach to future development and improvement options.

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.

The gender impact assessment recommends, that as far as is practical, that:

- multiple channels are available to ensure universal access during community consultation,
- during the detailed design phase of each component to ensure that future facility provisions and upgrades are planned to provide equity of access, safety and use for all current and future users, and
- gender equality impacts on the Master Plan identified through consultation are addressed in the final version of the Master Plan.

Specifically, it is recommended that:

- Implementation of the Kyneton Showgrounds Master Plan will continue to provide increased opportunities for participation in formal sport and recreation and informal use through the provision of suitable facilities and improved public open space;
- The provision of netball facilities remains located in a high-visibility area of the Kyneton Showgrounds.

This recommendation will deliver a planned and well-considered range of equitable and accessible improvement to the Kyneton Showgrounds that provides an important community health and wellbeing function for the community; and

Has this recommendation been implemented in the development of the policy, program or service (this also includes plans and strategies)?

☒ YES ☐ NO

Relevant regional, state and national plans and policies

Not applicable in this matter.

Relevant Council plans and policies

The draft Kyneton Showgrounds Master Plan relates to the strategic objectives of the *Council Plan 2021-2031*:

Connecting Communities: Council will continue to maintain all the roads, paths, buildings and open spaces in our built environment in a financially, environmentally and socially sustainable way.

Healthy environment, Healthy people: to promote a healthy environment, healthy people, Council aims to support mental health, prevent violence against women, and improve healthy lifestyles, social connection and inclusion, community safety, and arts and culture.

Other relevant Council plans and strategies that relate to the draft Kyneton Showgrounds Master Plan include:

- *Sport and Active Recreation Strategy 2018-28*;
- *Open Space Strategy 2013*;
- *Walking and Cycling Strategy 2014*;
- *Asset Plan*; and
- *Council Asset Plan 2021-2031*.

Financial viability

The draft Master Plan provides several directions regarding the long-term improvement and development of the Kyneton Showgrounds. The finalised Master Plan will inform future Council and non-Council funding applications. Cost estimates will require review during the life of the Master Plan (once adopted) to ensure that each component is accurately costed at the creation of each business case.

This Master Plan's implementation depends on the provision of funding to undertake the works. Funding opportunities may include but are not limited to, Council budget processes, State and Federal Government Sport and Recreation Grants and other relevant external funding programs.

Managing the expectations of the clubs and the broader community is essential and officers will continue to manage this through the consultation process and beyond.

Sustainability implications

To support Council's commitment to achieving zero net emissions by 2030, any future developments identified in the draft Master Plan will ensure that sustainable design features are included.

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.



Kyneton Showgrounds Master Plan **DRAFT**

AUGUST
2022

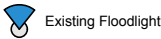


Reserve-wide Upgrades

- Stormwater works to mitigate erosion and flooding around the southern side of the top oval, the fire training track, and the bottom oval
- Undertake tree planting around the reserve, particularly along the edges of the bottom oval
- Install a path network around the reserve with bench seating and shade/shelter provision
- Install drinking fountains/ water stations and additional rubbish bins at strategic locations throughout the reserve
- Assess the need to install a more secure fence treatment around the bottom oval along Beauchamp Street and Victoria Street prior to Little Athletics being relocated

Location-specific Upgrades

1. Construct two netball courts, including LED floodlights (per Netball Victoria Guidelines), court perimeter fence, and shelters
- 1a. New netball change rooms and associated facilities integrated with the new community pavilion
2. Remove the Little Athletics store and install a water tank to irrigate the top oval (remove 2 tanks from CFA area)
3. Work with the Kyneton Agricultural Society to upgrade the O'Sullivan Pavilion, the James Poulter Pavilion, and the barn building
4. Develop the area around the buildings as a pedestrian-only area, and fill in the jumping pits
5. New community pavilion to include a social/ function space, kitchen/canteen, office, meeting room, storage, and first aid room
6. Downgrade the Mollison Street vehicle entry to pedestrian access only, and establish the Beauchamp Street entrance as the reserve's new main entrance
7. Install a new ticket box
8. Formalise the car parking (95 spaces)
9. Extend the Watts Pavilion and expand the meeting, administrative, and kitchen facilities to accommodate both the Kyneton Agricultural Society and the Kyneton Horticultural Society, and include externally accessed public toilets (remove existing public toilet block)
10. Complete the project to replace the oval perimeter fence, convert the floodlighting to LED match standard (per AFL Guidelines), and install goal back nets
11. Extend the Horace Don Poultry Pavilion into the Frank Douglas Cattle Pavilion to provide a meeting room and an internal unisex toilet
12. Upgrade the livestock loading ramp
13. Reinstate the livestock wash-down facility
14. Potential future CFA truck events track
15. Upgrade the fire training track judges box/ shed
16. Extend the run-ups of the cricket practice nets
17. Install a shelter for athletics judges and for cricket training
18. Upgrade the surface of the bottom oval (level and plant warm season grasses), install a new sub-surface irrigation and drainage system, and install LED floodlights to training standard (per AFL Guidelines)
19. Relocate Little Athletics from the top oval to the bottom oval, and construct permanent shotput circles (2), long/triple jump runways and pit, and a discus cage - high jump to utilise fire training track
20. Skate park future subject to shire-wide skate strategy including shade structure
21. Upgrade the existing playground, and add an outdoor fitness gym
22. New storage building for Little Athletics and Cricket
23. Construct angled car parking along Victoria Street
24. Area to be curated by the Kyneton Horticultural Society





Kyneton Showgrounds Master Plan Process Summary

A study to develop a new master plan for the Kyneton Showgrounds has reached the stage where a draft master plan has been prepared and is ready to be placed on exhibition to receive community feedback

The Kyneton Showgrounds is located within an area bounded by Mollison, Beauchamp and Victoria Streets, and is the town's primary community open space. A previous master plan was completed for the reserve in 2014 and many of the projects recommended in that plan have now been completed.

Study Background

Kyneton Showgrounds was purchased in 1920 by the forbear of the Kyneton Agricultural Society for the purpose of conducting the annual Kyneton Show, and as a place for public recreation.

Its ownership was transferred to the former Kyneton Shire in 1972, and now comprises facilities and spaces for a diverse range of sporting and recreational pursuits, including the sports of athletics, cricket, football, and netball, and the recreational activities of skating, CFA training, poultry showing, and horticulture. The reserve is also an important space for personal fitness and recreation by local residents.

The following clubs/ groups are based at Kyneton Showgrounds.

- Kyneton Agricultural Society
- Kyneton Horticultural Society
- Kyneton & District Poultry Club
- Kyneton Football Netball Club
- Kyneton Cricket Club
- Kyneton Little Athletics
- Kyneton CFA

The Kyneton Netball Association is also a regular user of the netball court.

In December 2021, the Macedon Ranges Shire Council commissioned a study to review the 2014 Kyneton Showgrounds Master Plan. The aim of the study is to

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establish a new vision for the site to guide the future development of the Kyneton Showgrounds.

Several factors and considerations were identified for investigation during the study, and these included:

1. Identify a preferred location for additional netball court(s) and associated supporting infrastructure, including netball change facilities
2. General adequacy of existing facilities to meet current and future needs of user groups
3. Enhancement of reserve road and car parking, and pedestrian paths throughout the reserve
4. Consider options to enhance non-sporting and recreational uses of the reserve

The study has been undertaken in four stages:

- Stage 1: Information gathering, research, and initial engagement with reserve user groups
- Stage 2: Issues and opportunities analysis and development of 2 draft master plans for review by user groups and Council staff
- Stage 3: Review of the 2 draft master plans by Councillors and presentation of a potential third option (after presenting it to user groups)
- Stage 4: After the refinement of all plans the preparation of a single draft master plan to seek community feedback

Council is now inviting community feedback on the draft Kyneton Showgrounds master plan. It is on public exhibition until 31 October 2022. To view the plan and give feedback go to Council's website – www.mrsc.vic.gov.au and then to the 'Have Your Say' page.

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

Following the public exhibition period, the Kyneton Showgrounds master plan will be revised and the final plan presented to Council in early 2023 for adoption.

Consultation Undertaken

A range of consultative activities were completed during the period February to August 2022 to inform the master plan development.

- 17 February 2022
Review of Kyneton Showgrounds with Council staff
- 4 April 2022
Combined meeting of the Kyneton Showgrounds User Groups
- 2 May 2022
Initial user group meeting with the planning consultant
- 22 May 2022
Community drop-in session (12 attendees)
- 28 June 2022
Workshop with Council staff
- 12 July 2022
User group meeting to review draft plan
- 1 August 2022
User group meeting to review 2nd draft plan and be presented with a potential third option
- 9 August 2022: Councillor Briefing

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



Top Oval and associated facilities

Providing for Netball

The existing single netball court does not meet the current and likely future needs of the Kyneton Football Netball Club (4 senior & 1 junior netball teams). The Club has indicated it requires 2-3 courts to better accommodate its training requirements and to provide a warm-up court on match days. The Kyneton Netball Association (11 junior teams) occasionally uses the court for training, but if there were additional courts it would use them more frequently.

The condition of the single asphalt netball court is good, and it has compliant floodlights for training and competition. The location of the court is ideal within the main hub where football and netball players and spectators congregate. Netball change and amenities have been retro-fitted inside the O'Sullivan Pavilion, but do not comply with Netball Victoria's preferred standards for off-court facilities.

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Two options were initially investigated to locate additional netball courts:

1. Removal of the O'Sullivan Pavilion and adjacent trees and construct 2 courts side-by-side along the Mollison Street boundary
2. Construct 2 courts side-by-side in the open space in the southeast area of the top oval, at the southern end of the fire training track

For option 1, the new netball change rooms and other associated facilities could be included with any new or upgraded Kyneton Football Netball Club social room building. For option 2, a new netball change pavilion will be required to be constructed.

The key advantages of option 1 are:

- that the netball activities remain fully integrated with the football activities of the club
- that the netball off-court facilities can be incorporated with any new/ upgraded community pavilion, thereby containing the number of buildings across the reserve
- that it retains the open space in the southeast area of the top oval.

A new standalone pavilion is required for option 2, which will add additional cost as terracing will be necessary to level the site and no services are currently connected to this area. The grade change between the top oval and the proposed new netball precinct will also significantly reduce the opportunities for spectators to view football and netball concurrently from the grandstand and the social room precinct, and from the proposed new netball precinct.

Option 1 requires the removal of the O'Sullivan Pavilion, which was a key issue for the Kyneton Agricultural Society when reviewing the plan.

Option 2 has the advantage of being able to add a potential third court at a later date, but the key constraints are the separation of netball and football activities (which is not supported by Netball Victoria if it can be avoided), the netball pavilion being an additional building in the reserve (which is contrary to Council's overall strategic directions for asset management), and there would be a cost penalty.

A third option was identified and pursued in response to the feedback from the Kyneton Agricultural Society and the Kyneton Football Netball Club. It shows the construction of 2 netball courts side-by-side on the eastern side of the O'Sullivan Pavilion. This option has all the benefits of option 1, and enables all Show pavilions to be retained, as well as the open space in the southeast area of the top oval.

In relation to the expressed need for a third netball court by the Kyneton Football Netball Club, three netball courts are not supported by Council's Sport and Active Recreation Strategy 2018-28 at 'regional' sporting grounds, and the addition of a second floodlit netball court will still provide significant new training capacity for the Kyneton Football Netball Club and the Kyneton Netball Association.

Football Facilities

The existing social room building does not meet the core needs of the Kyneton Football Netball Club. A condition and compliance assessment of the building by Millar Architects (member of the consultant team) rated it as only 'fair' and reaching the end of its asset life – the main issues being functional constraints and non-compliances with building code and accessibility requirements.



Social room building

An opportunity exists to incorporate compliant netball player and umpire change rooms, and female change rooms, within the scope of any new/ upgraded building. The building could become a shared space with the Kyneton Cricket Club, as its clubrooms during the summer season.

Show Facilities

There are several pavilions and shelters across the site that are primarily utilised by the Kyneton Agricultural Society (KAS) during the annual Kyneton Show and for other exhibitions and events held during the year.

The Watts Pavilion is the most recent building and contains administration, meeting and kitchen facilities for the KAS. Due to the growth of the Kyneton Show, an expansion of the Watts Pavilion has been advocated by the KAS. Works to extend the pavilion will enable office and storage facilities to also be provided for the Kyneton Horticultural Society and new public toilets to replace the existing public toilets.



Inside the Watts Pavilion

The other pavilions managed by the KAS are all in only fair condition but are still required. The O'Sullivan Pavilion, the barn building, and the farm shed (Poulter Pavilion) are located in the main public area of the reserve, and their

condition and location along the Mollison Street boundary somewhat detracts from the visual amenity and presentation of the reserve in this location.

An option for Council and the KAS to consider is other ways to present and offer the activities undertaken in these pavilions during the Show by using more flexible and temporary infrastructure. This approach would allow some or all of the pavilions to be removed and for the space to become available all year round, and would also enable the Mollison Street edge of the reserve to be opened-up. If all Show pavilions are retained, the KAS should commit to partnering with Council to share the cost for their restoration and/or upgrading.



Barn building and Poulter Pavilion (farm shed)

The Horace Don Poultry Pavilion managed by the Kyneton & District Poultry Club is well-used and meets most of the core needs of the club. The building does not have any toilet or basic kitchen facilities, and these can be best provided by extending the pavilion to the east and incorporating some of the pens in the adjacent Frank Douglas Cattle Pavilion. This is not expected to impact the ongoing functionality of the Cattle Pavilion, as in recent years there has been a decline in showing and presenting livestock at the Show.

Little Athletics

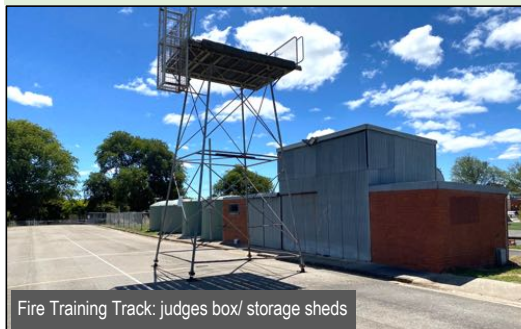
Kyneton Little Athletics utilises the top oval for its track events, and some field events are also set up/ dismantled on the oval each session. The long and triple jump runways are incorporated within the netball court footprint, and with the landing pits are the only permanent field event infrastructure.

Kyneton Little Athletics supports the relocation of athletics from the top oval to the bottom oval, mainly to enable the installation of permanent field event infrastructure. This direction was a recommendation of the 2014 Kyneton Showgrounds Master Plan, and the group also supported a relocation then. The group has increased in numbers each year since 2017 (104 participants to 177 participants in 2022), so a sustainable solution for the provision of facilities will ease the weekly reliance on volunteers to have to set up and dismantle equipment each week.

The Kyneton Cricket Club is seeking additional storage at the bottom oval, so a shared-use storage shed with the Kyneton Little Athletics is a possibility, and will help contain the number of buildings across the reserve.

Other Infrastructure

The Kyneton CFA training track is in good condition, however, its support facilities (judges box/ shed) are inadequate to meet current and future needs. The group is also advocating for a new 50 metre track in the future to enable senior truck events to be held on site.



Fire Training Track: judges box/ storage sheds

Recreation and Linkages

Non-sporting facilities in the reserve are currently limited to the skate park and a small playground, and there is no pedestrian path network. Residents have advocated strongly for more diverse recreation and play opportunities in the reserve, including a new/ larger playground, BBQs and seating, improved active recreation spaces, public toilets and a pedestrian path network.

Traffic Management

The key traffic issues and opportunities raised during the user group meetings and the community drop-in session are:

- Downgrade the Mollison Street entrance as the main vehicle entry to pedestrian only, and develop the Beauchamp Street entry as the new main entry
- Seal the internal access roads, with a secondary benefit of being able to mitigate erosion caused by stormwater run-off, especially in the area in front of the Poultry & Cattle Pavilions
- Formalise car parking, particularly in the area between the Lewers Grandstand and the Watts Pavilion to service the top oval, and in the bottom oval car park. There is an opportunity to construct angled car parking along Victoria Street, to not only increase the overall number of car parks throughout the Kyneton Showgrounds precinct but to specifically cater for the large number of people that will be accessing the bottom oval for little athletics events.

Other Opportunities

There is no pedestrian network linking the top and bottom ovals, and the various sub-precincts throughout the reserve. Constructing a network of sealed paths will make it safer for pedestrians to move about the reserve, will encourage residents into the reserve to utilise the path network for personal fitness (walking and jogging), and will better

connect the reserve with the adjoining areas; include bench seating, drinking fountains, and shade/ shelter in strategic locations.

During the community drop-in session a suggestion was made to create opportunities for caravan and recreation vehicles to stay overnight. The location identified was the strip of land in front of the Cattle Pavilion, with the key requirements being to level van parking bays and install power bollards and water taps. This proposal hasn't been supported by Council on the basis that it is currently investigating the feasibility of another location to replace the recently decommissioned site in Mineral Springs where a dump point was situated.

The skate park needs upgrading and modifying to better meet contemporary skating needs. However, the Council will soon be undertaking a Shire-wide and strategic review of its skate facilities, and the future of the Kyneton Showgrounds skate park will be assessed and considered during that study.



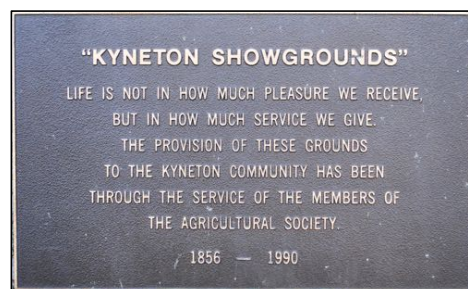
Skate Park

Key Directions of the Draft Master Plan

The draft Kyneton Showgrounds Master Plan includes several key strategic directions for enhancing the sporting and recreational uses of the whole reserve. The following description of key master plan directions should be read in conjunction with the draft master plan.

Overall Vision for the Kyneton Showgrounds

1. Improvement to the functionality and sustainability of the sporting, recreational, and KAS facilities
2. Improvement of the traffic management and pedestrian capabilities throughout the reserve
3. Enhancement of the reserve for active and passive recreational pursuits



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Sporting Facilities

Football/ Cricket

- Replace the existing Kyneton Football Netball Club social room with a new community and social pavilion north of the Lewers Grandstand
- The facility to accommodate the seasonal needs of both the Kyneton Football Netball Club and the Kyneton Cricket Club, and be the home base for each club
- Convert the top oval floodlighting to LED match standard, and install LED floodlights to training standard on the bottom oval (both lighting projects per relevant AFL Guidelines)
- Extend the runups of the cricket practice nets



Cricket practice nets

Netball

- Construct 2 new floodlit netball courts with shelters to the east of the O'Sullivan Pavilion
- Provide new netball change rooms and associated facilities with any new/ upgraded community and social pavilion

Athletics

- Relocate the Kyneton Little Athletics to the bottom oval, which triggers the need for:
 - upgrade of the sports field surface
 - construction of permanent shot put circles, long & triple jump runways and pits, and a discus cage
 - installation of a new equipment storage shed (and shared with the Kyneton Cricket Club)



Current playground

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Agricultural Facilities

- Extend the Watts Pavilion to include additional exhibition space and meeting, administrative and kitchen facilities for the Kyneton Agricultural Society and the Kyneton Horticultural Society, and incorporate new public toilets (remove the existing standalone brick public toilet building)
- Re-assess the functional adequacy of the O'Sullivan Pavilion, the James Poulter Pavilion, and the barn building, and where feasible to retain, upgrade/ restore the buildings
- Provide toilet and basic kitchen facilities inside the Horace Don Poultry Pavilion by extending the pavilion eastwards into the Frank Douglas Cattle Pavilion



Horace Don Poultry Pavilion

Traffic Management

- Downgrade the Mollison Street vehicle entry to pedestrian access only, and establish the Beauchamp Street entrance as the reserve's main entrance
- Seal the internal access roads
- Formalise the car parking between the grandstand and the Watts Pavilion, and also adjacent to the bottom oval pavilion
- Construct angled parking along Victoria Street

Other Opportunities

- Install a path network around the reserve with bench seating, drinking fountains, and shade/ shelter
- Upgrade the playground, and add outdoor fitness equipment

AO.4	PUBLIC TOILET AND BARBECUE STRATEGY
Officer:	Carina Doolan, Coordinator Facilities Management
Council Plan relationship:	1. Connecting communities 2. Healthy environment, healthy people
Attachments:	Public Toilet & Barbecue Strategy (under separate cover)

Summary

At the Scheduled Council Meeting of 25 August 2021 (item 4 of the resolution below) Council requested Officers present the draft Public Toilet and Barbecue Strategy (draft strategy) at the February 2022 Scheduled Council Meeting and subsequently deferred to the October 2022 Scheduled Council Meeting.

The draft Public Toilet and Barbecue Strategy (PTBS) has been completed and is now ready for review.

Recommendation

That Council endorses the release of the draft Public Toilet and Barbecue Strategy for four weeks of community consultation.

Background

Council manages 52 public toilets and 45 barbecues across the shire, supporting residents using open space and recreation areas. These facilities vary in age, condition and compliance, with the oldest asset built in the early 1960s and the most recent the 2019 Gisborne 'Changing Places' toilet. Recently Council replaced public toilet facilities at Darraweit Guim and Racecourse Reserve, Woodend. Barbecue facilities also vary in age and condition, with five (5) facilities ranked as "very good" and two (2) facilities ranked as "very poor".

The PTBS will address all Council public toilet facilities and barbecues within the shire, except for public toilets within Council buildings such as public libraries, maternal and child health care centres, and customer service centres. The existing public toilet and barbecue facilities comply with the varying standards of the time, with many of those superseded by newer standards, legislation and requirements. The new standards are not retrospective, and any facility upgrades will occur over time.

At the Scheduled Council Meeting of 25 August 2021 (item 4 of the resolution below) Council requested Officers present the draft Public Toilet and Barbecue Strategy (draft strategy) at the February 2022 Scheduled Council Meeting, as below:

'That Council:

- (1) Requests a business case be prepared for consideration in the 2022/23 financial year budget to design and plan a new toilet block providing a unisex All Abilities toilet and two other toilets with services and connecting pathways at St Agnes Place Kyneton.***
- (2) Requests a business case be prepared for consideration in the 2022/23 financial year budget to design and plan a new toilet block providing a***

unisex DDA toilet and two other toilets, services and connecting pathways at Quarry Reserve Kyneton.

- (3) *Requests a business case be prepared for consideration in the 2022/23 financial year budget for sealing Campaspe Crescent, Kyneton to address the expected increase of traffic to the park, due to recommendation 2 above.*
- (4) *Requests the presentation of the draft Public Toilet Strategy to Council at the February 2022 Scheduled Council Meeting for consideration, noting this will inform recommendations 1,2 and 3 above.'*

The draft strategy was delayed, and at the Scheduled Council Meeting of 27 July 2022 Council resolved:

'That Council notes the presentation of the draft Public Toilet and BBQ Strategy for consultation is deferred until the October 2022 Scheduled Council Meeting.'

The draft Public Toilet and Barbecue Strategy (PTBS) has been completed and is now ready for review.

Discussion

Councils across Victoria typically provide one public toilet block for every 2000 - 4000 residents. The Macedon Ranges Shire Council currently provides one toilet block for every 980 residents. The shire has a high supply of public toilets and barbecues, with many complementing the variety of passive and active open spaces, recreational and tourism areas available to residents and visitors. The 52 public toilets and 45 barbecues are located across the shire.

Officers engaged a consultant in June 2021 to audit and review existing facility services, conditions and locations relevant to each township to provide data for developing a holistic PTBS Strategy applicable to the shire.

The project had several stages, outlined as follows:

Stage 1: Project inception & develop methodology - Complete

Stage 2: Public Toilet & BBQ audit - Complete

Stage 3: Community consultation - Complete

Stage 4: Public Toilet and Barbecue Strategy – Draft Complete

The consultant undertook a thorough audit of the condition, design and provision of all Public Toilet and Barbecue facilities to inform the Community consultation. The audit process included determining each toilet's capacity to service users, the toilet provision density within a township, all abilities access, compliance to current standards and overall condition.

The PTBS:

- Establishes a vision clarifying the need and outcomes in providing toilets and barbecues,
- Clarifies the Council's role in the provision of public toilets and barbecues,
- Provides guidelines for the provision, design, and operations of public toilets and barbecues,

- General design principles and guidelines to inform the consideration of new facilities,
- Sets out a strategic framework to guide planning for upgrades, installations, and demolition of existing facilities,
- Safety and inclusive access recommendations, and
- Identifies opportunities for improving efficiencies.

Consultation and engagement

Utilising the audit outcomes, community consultation on the PTBS involved an online survey advertised via the Council's website, social media and posters in all toilets. The community and shire visitors provided feedback over six weeks during September and October 2021. 285 responses related to public toilets and 110 responses related to barbecues. Officers used this information to guide the overall approach to the draft PTB Strategy.

The objectives of community engagements were to:

- Inform the community and stakeholders of the purpose PTBS.
- Provide community and stakeholders with the opportunity to identify issues and opportunities relating to the provision and design of public toilet and barbecue facilities to inform the development and preparation of the PTBS.

Collaboration

Officers did not collaborate with other parties in relation to this report. However, officers reviewed various other municipalities' policies.

Innovation and continuous improvement

In 2020, Officers identified the need to review the Council's Public Toilets and Barbecues to:

- (1) Set service provisions in appropriate locations.
- (2) Ensure financially sustainable operations, maintenance and renewal.

The draft PTBS:

- Establishes a vision clarifying the need and outcomes in providing toilets and barbecues,
- Clarifies the Council's role in the provision of public toilets and barbecues,
- Provides guidelines for the provision, design, and operations of public toilets and barbecues,
- Sets out a strategic framework to guide planning for upgrades, installations, and demolition of existing facilities,
- Identifies opportunities for improving efficiencies.

Relevant law

In accordance with the *Gender Equality Act 2020*, officers will complete a Gender Impact Assessment as a parallel activity to the community consultation on the draft PTBS.

Relevant regional, state and national plans and policies

There are no relevant regional, state and national plans and policies applicable to the subject matter of this report. Council's existing public toilet and barbecue facilities comply with the relevant standards that were applicable at the time of construction, with many superseded by newer standards (eg. AS148), legislation (DDA, Building Regulations 2018) and other requirements.

Relevant Council plans and policies

Officers identified the following documents as important to the development of the PTBS; these include:

- *Council Plan 2017-2027 (Year four)*
- *Asset Plan 2022*
- *Community Engagement Policy 2021*
- *Engineering Requirements for Infrastructure Construction Policy 2010*
- *Open Space Policy 2014 Policy*
- *Visitor Economy Strategy 2019*

Financial viability

Council allocated funds in the 2020-21 capital work building design program to implement a review of the shire's public toilets and barbecues.

The table below summarises the facilities and includes the indicative cost of ownership information.

Facility	Number of Facilities	Avg. annual maintenance cost per facility	Avg. annual cleaning cost per facility	Avg. annual consumable cost per facility	Avg. annual depreciation cost per facility	Total Avg. annual cost of ownership per facility
Public Toilets	52	\$1,800	\$2,504	\$840	\$12,500	\$17,644
Barbecues	45	\$ 420	\$1,500	N/A	\$ 700	\$ 2,620

The total average annual cost of ownership for Public Toilet and Barbecue facilities within the Shire is \$1.35M.

Council receives many requests from the public for additional public toilet and barbecue facilities.

The PTBS guides Council decision-making by articulating the provision, design and operational levels whilst ensuring fair and equitable access for the community and visitors. The audit provides Council with an evidence-based priority list of public toilet facilities and barbecues requiring investment. It also guides the consideration of when and where new facilities are built or demolished.

This guidance enables Council to plan for future work, reliably inform Council's Financial Plan, and manage community expectations.

Sustainability implications

The PTBS outlines how high levels of sustainability can be achieved for new and existing facilities across all asset lifecycle stages.

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 relating to the subject matter.

AO.5	CAPITAL WORKS MONITORING
Officer:	Jeetendra Dahal, Manager Assets and Project Management Office
Council Plan relationship:	4. Delivering strong and reliable government
Attachments:	Nil

Summary

This report provides transparency on cost escalations on infrastructure projects and seeks further funding or the cancellation of infrastructure projects.

Recommendation

That Council

1. Adopts the following changes to the FY22/23 budget relating to the following infrastructure projects:
 - (a) Barkley Square Resurfacing – increase the budget for this project by \$215,000 from \$750,000 to \$965,000
 - (b) Riddells Creek Recreation Room Expansion – increase the budget for this project by \$120,000 from \$230,000 To \$350,000
 - (c) Building Program – Gardiner Reserve Social Club Rooms Design – cancel this project returning \$25,000 to the budget
 - (d) Building Program – Lancefield Golf Course Clubhouse – cancel this project returning \$10,000 to the budget
 - (e) Building Program – Kyneton Bowls Club – recognised a budget surplus returning \$164,000 to the budget
 - (f) Building Program – Lancefield Swimming Pool Change rooms – cancel this project returning \$40,000 to the budget pending mid-year budget review
 - (g) Building Program – Woodend Swimming Pool Change rooms – cancel this project returning \$60,000 to the budget pending mid-year budget review
 - (h) Building Program – Kyneton Hurry Reserve Design and Planning – cancel this project returning \$20,000 to the budget
 - (i) Building Program – Gisborne Shire Office Roof Design – cancel this project returning \$50,000 to the budget pending mid-year budget review
2. Notes that recommendation 1 (above) currently provides a surplus of \$34,000 to the financial year 2022-2023 budget. Officers will continue to manage the overall infrastructure project program within the initial overall infrastructure project program 2022-2023 budget.

Background

During FY21/22, there were significant price rises across many building materials. The Master Builders Association reports that between March 2020 and March 2022, steel

products increased by over 40% and timber products by over 20%. In addition, labour increased significantly.

The Council budget build process begins in October of the previous year. This means pricing is already outdated by nine months before the budget year starts. Some infrastructure projects will not be tendered until over twelve months after the initial estimates were set. Officers allow a reasonable cost escalation on project costs; however, the cost increases experienced were outside this estimate.

Some tenders are coming as high as 30% over budget. This is not sustainable, and there is no budget to cover these unexpected increased costs.

The other impact of the current construction-led recovery is a shortage of contractors. Council has experienced tenders where there was either only one response or zero responses and/or non-compliant tender responses.

The combination of cost increases and contractor availability require Council critically review all project impacted by these factors.

Discussion

Each year, Council announces a commitment to expend a defined amount of money to deliver specific infrastructure projects through the budget. In real terms, our dollar purchases less than forecasted. This presents three potential actions to remain within budget:

- value managing the project to deliver the expected outcome within the provided budget;
- over-expending the budget; or
- reducing the number of infrastructure projects delivered.

The second is not acceptable within Council's legislative and moral responsibilities. The last is achievable by critically reviewing over-budget infrastructure projects and determining which must proceed and which must be cancelled.

The concept is that in critically reviewing which infrastructure projects are funded and which are not funded, the intent is to have the unfunded infrastructure projects cover the increase in costs for the project determined to continue.

In determining which project proceeds, even though over budget, the following items need to be considered:

- Associated grant funding with acquittal requirements
- Immediate asset reliability and functionality

Officers will attempt to 'value manage' the project to deliver the expected outcome within the provided budget – this will generally occur before going to tender or if a tender response is above budget. This will happen as part of normal council operations.

This month, officers identified the following over-budget infrastructure project tender:

Infrastructure Project	Progress with Construction	Reason for Progression or Non-progression	Change to the Budget - () is an additional cost to the budget

Financial Position following previous decisions	-	-	\$0
Barkly Square Resurfacing	Yes	Grant Funding – in accepting the grant Council accepted the risk of increased costs	(\$215,000)
Riddells Creek Recreation Room	Yes	Grant Funding – in accepting the grant Council accepted the risk of increased costs	(\$120,000)
Building Program – Gardiner Reserve Social Club Rooms Design	Complete	Completed in FY21/22	\$25,000
Building Program – Lancefield Golf Course Clubhouse	Alternate	Completed by users	\$10,000
Building Program – Kyneton Bowls Club	Saving	Budget surplus of \$164,000	\$164,000
Building Program – Lancefield Swimming Pool Change Rooms	No	Asset Renewal - To be reconsidered during mid-year budget review or for FY23/24 Building Renewal Budget.	\$40,000
Building Program – Woodend Swimming Pool Change Rooms	No	Asset Renewal - To be reconsidered during mid-year budget review or for FY23/24 Building Renewal Budget.	\$60,000
Building Program – Kyneton Hurry Reserve Design and Planning	No	Asset Renewal - To be reconsidered for FY23/24 Building Renewal Budget. Clubs notified.	\$20,000
Building Program – Gisborne Shire Office Roof Design	No	Asset Renewal - To be reconsidered for FY23/24 Building Renewal Budget.	\$50,000
Total			\$34,000

This decision currently results in a budget surplus of \$34,000 to offset future over-budget infrastructure projects. Officers are confident that infrastructure project decisions during this financial year will enable infrastructure project delivery to come in on budget.

Consultation and engagement

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

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

Collaboration

Our officers are sharing initiatives across many neighbouring Councils – all report similar challenges and impacts resulting from current economic conditions.

Innovation and continuous improvement

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

Relevant law

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

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

Relevant regional, state and national plans and policies

Not Applicable

Relevant Council plans and policies

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

Financial viability

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

Sustainability implications

There are no direct sustainability impacts resulting from this report.

Officer declaration of conflicts of interest

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

16 NOTICES OF MOTION AND RESCISSION

No. 48/2022-23: 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 28 September 2022, I intend to move the following motion:

That Council

- 1. Notes that I, Councillor Dominic Bonanno, have been endorsed as a candidate for the District of Macedon in the upcoming Victorian State election on 26 November 2022.**
 - 2. Grants me leave under section 35(4) of the Local Government Act 2020 commencing immediately and concluding with the determining of the outcome of the electoral result for the District of Macedon in the Victorian State election.**
 - 3. Notes that I, Councillor Dominic Bonanno, will not receive any Councillor allowances from 8 September 2022 until the conclusion of the election for the District of Macedon in the Victorian State election.**
-

No. 49/2022-23: NOTICE OF MOTION - MAV STATE COUNCIL - EARLY MOTIONS**Attachments: MAV early motions - October 2022** [↓](#)

I, Councillor Jennifer Anderson, give notice that at the next Meeting of Council to be held on 28 September 2022, I intend to move the following motion:

That Council resolves to support the intent of the attached motions (Attachment 1) prepared for the Municipal Association of Victoria (MAV) State Council meeting on 14 October 2022.

Rational:

At the Municipal Association of Victoria (MAV) State Council meeting on 14 October 2022 the Macedon Ranges Shire Council's delegate will be required to vote for or against these motions, amendments of these motions or consolidated motions that includes parts of these motions. Passing a resolution ensures Macedon Ranges Shire Council delegate has direction on how to cast a vote.

Details of each of the MAV motions are outlined in Attachment 1.



State Council

14 October 2022

Early Motions from Membership



STATE COUNCIL – 14 October 2022

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STATE COUNCIL – 14 October 2022

Motion 1: Increase of kindergarten hours

Submitting Council: Mitchell Shire Council

Motion:

That the MAV call on the State Government to lead urgent discussions regarding the recent announcement of 30 hours of 4-year-old kindergarten by 2025, seeking further clarity and information regarding a range of resourcing needs including infrastructure funding, additional land requirements, staffing support and training, and how the sector will be supported and funded through the transition.

Submitting Council Rationale:

State-wide significance	Link to MAV Strategy 2021-2025	Identical or substantially similar to previous State Council motion
Yes	Sector capability and good governance	No

For the Victorian State Government to be more transparent regarding its recent policy announcement and to ensure that the voice and concerns of Local Government are heard and recognised, in particular with respect to infrastructure and staffing capacity.

The recent Victorian State Government announcement that the hours offered for 4-year-old kindergarten will increase from 15 hours to 30 hours in 2025 has been followed by the release of a very limited amount of detail and information. As major providers of kindergarten, Local Government will likely feel the greatest impact from this significant change. Whilst not opposed to this increase, there are valid concerns about the availability of infrastructure, funding to increase capacity or construct new infrastructure, and the availability and capacity of educators and staff.

The concurrent roll out of this proposed increase with the increasing hours for 3-year-old kindergarten only compounds these concerns. Local Government needs a clear, coordinated voice calling for more information and detail, whilst also working to ensure that the sector's valid concerns are heard and rectified.



STATE COUNCIL – 14 October 2022

Motion 2: Flood inundation and coastal erosion

Submitting Council: Bass Coast Shire Council

Motion:

That the MAV request the Victorian Government to urgently integrate environment and climate change policy into Victorian planning schemes and develop a State-Wide Flood Mapping system and Flood Management Overlay. This system and overlay are to regularly be reviewed and updated to reflect our changing environment and the impacts of climate change.

Submitting Council Rationale:

State-wide significance	Link to MAV Strategy 2021-2025	Identical or substantially similar to previous State Council motion
Yes	Changing climate and a circular economy	No

Inundation and coastal erosion are natural disasters that pose a significant threat to life, the environment and the economy. The State Government's current position is to leave it to local councils to update flood mapping and controls in their planning scheme.

Limited support has been provided by the State Government to some Councils to help them developed flood studies and tools to help Councils manage and respond to local flood risks. Many Councils do not have the resources nor capability to undertake such work.

It is both logical and feasible for an overarching state-wide flood inundation overlay to be developed by the Victorian Government. The Victorian Government demonstrated leadership in the aftermath of the 2009 Black Saturday Bushfires by implementing Victoria's wide Bushfire Management Overlay. There is a desperate need for a similar overlay to respond to the climate emergency and projected flood inundation and coastal erosion across Victoria.



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Motion 3: Co-location of kindergartens

Submitting Council: **Bass Coast Shire Council**

Motion:

That the MAV advocate to the Victorian Government:

1. For additional funding, place-based solutions and career assistance for kindergarten educators to ensure the successful implementation of the increased 3-year-old kindergarten hours.
2. To adopt a child and family centric model and prioritise collocation of new and existing kindergartens on primary School or P-12 sites.
3. Fund Councils full cost recovery to undertake the coordination and centralisation registration process for kindergartens. The funding model must reflect increases in population and all legislated requirements.

Submitting Council Rationale:

State-wide significance	Link to MAV Strategy 2021-2025	Identical or substantially similar to previous State Council motion
Yes	TBC	No

Council welcomes ongoing investment by the Victorian Government in early years education through the provision of additional hours to support three and four-year-old kindergarten. Council recognises the essential role early years education has on building healthy and prosperous communities and supports this by coordinating the central registration process. Councils undertake this role on behalf of the State and contributes more than 50% of the costs.



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Motion 4: Suburban parks program continuation

Submitting Council: [Glen Eira City Council](#)

Motion:

That the MAV advocates to the Victorian Government to commit to the continuation of the highly successful Suburban Parks Program, noting:

1. councils across Victoria have benefited from the program and have used the funding to construct new public open spaces such as dog parks and pocket parks
2. it is essential for councils to have continued access to State Government funding to improve and develop new public open spaces that meet the diverse needs of our communities; and
3. continuing to fund new green space and tree canopy in municipalities across Victoria will reduce the urban heat effect, improve biodiversity, reduce the impacts of climate change and improve the health and wellbeing of our communities.

Submitting Council Rationale:

State-wide significance	Link to MAV Strategy 2021-2025	Identical or substantially similar to previous State Council motion
Yes	Healthy, diverse and thriving communities	No

There are immediate opportunities for open space investment in municipalities across Victoria. We need to plan now to ensure there are enough parks and open space through innovative partnerships with the State Government.

Population density is increasing in municipalities across Victoria, increasing the need for public open space. During COVID-19, we saw the increased importance of open space for local populations and the health benefits of embedding 20-minute neighbourhoods where people can meet most of their daily needs within a 20-minute return walk from home.

For genuinely integrated local planning, we need a pipeline of new public open space opportunities. Local Government is at the frontline of delivering the Victorian Government's Open Space for Everyone strategy and the outcomes of the draft Regional Land Use Framework Plans. Whenever we see large infrastructure projects proposed in our municipalities, open space is invariably the number one community priority.

To create new open space, we need funding from the Victorian Government through programs like the Suburban Parks Program. Continued access to the program will enable Local Government to improve the quantity and quality of public open space for our residents; develop, improve and maintain the amenity of our public places; and provide improved access to a mix of passive and active spaces that are inclusive, fit-for-purpose, and flexible to meet the needs of our diverse communities.



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Continued funding under this program will contribute significantly to expanding the tree canopies and green spaces in our municipalities, which reduce the urban heat effect, improve biodiversity, reduce the impacts of climate change, and improve the health and wellbeing of our communities.



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Motion 5: Community batteriesSubmitting Council: **City of Melbourne****Motion:**

That MAV State Council calls on:

1. The Australian Government to:
 - 1.1. Locate at least 150 of the 400 community batteries provided under the 'Power to the People' initiative in Victoria.
 - 1.2. Prioritise Rewiring Australia and invest in the transmission network to allow greater penetration of localised and distributed renewable energy generation close to demand and storage.
2. The Victorian Government to:
 - 2.1. Increase funding to the Neighbourhood Battery Initiative grant program to support feasibility, demonstration and scale-up of community battery projects.
 - 2.2. Engage and incentivise electricity distribution businesses to make network constraint, solar generation, and energy consumption data publicly available to councils and community battery proponents.

Submitting Council Rationale:

State-wide significance	Link to MAV Strategy 2021-2025	Identical or substantially similar to previous State Council motion
Yes	Changing climate and a circular economy	No

The Federal Labor Government was elected on a promise to establish 400 community batteries in Australia under its 'Power to the People' initiative. The Victorian Labor Government has introduced a Neighbourhood Battery Initiative grants program. Councils will rely on both programs to implement or broker community battery initiatives within municipalities.

The City of Melbourne is well advanced in establishing its Power Melbourne initiative, partnering with universities and the clean technology sector to deliver mid-scale energy storage batteries and create innovative viable delivery models. It will partner with other councils to scale the project.

Power Melbourne will engage the community and inspire the market to transformation by demonstrating feasibility and sharing insights and data.



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City of Melbourne is therefore well placed to partner with the Australian Government and locate, demonstrate, and scale the delivery of the first stage of the Power to the People initiative.

Further, the Victorian Government Neighbourhood Battery Initiative supports the demonstration and scalability of community batteries and as a result Victoria is better placed to progress community battery projects.



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Motion 6: Local Government workforce planning

Submitting Council: [City of Melbourne](#)

Motion:

That the MAV State Council calls on the Victorian Government to:

1. Create a Victorian Skills Plan for Victorian Local Government in alignment with the recent release of the Victorian Skills Plan for 2022 into 2023.
2. Conduct a review of the current Victorian Local Government Workforce and identify any key skills and resource gaps necessary to deliver on local government commitments and initiatives through 2023-24.

Submitting Council Rationale:

State-wide significance	Link to MAV Strategy 2021-2025	Identical or substantially similar to previous State Council motion
Yes	Sector capability and good governance	No

In December 2018 the Municipal Association of Victoria released the 'Local Government Workforce and Future Skills Report, Victoria 2018'. The Introduction of this document states the following:

"An accurate national employment profile of the local government sector is difficult to determine. The most accessible source of data comes from the Australian Bureau of Statistics (ABS) Census of Population and Housing, but this is available only every five years and while it can highlight trends, it does not provide an accurate record of total employment numbers for the local government sector. It is estimated the Census underreports the local government workforce by 19%. The tendency of each jurisdiction to collect their own variable data sets also makes it challenging to aggregate data to achieve an accurate national profile of the local government workforce. The absence of a national profile impacts on the ability of the sector to determine current and future workforce needs and priorities. This is in stark contrast to other industry sectors that have been able to use national data to effectively attract and retain skilled and talented staff, attract funding for skills development and advocacy, and address skill shortages."

This is still true today and with the impacts of COVID 19, the impacts of the great resignation and a general shortage of skills and labour within the market these impacts are more prevalent than ever.

The Victorian Skills Plan for 2022 into 2023 goes somewhat to address these issues but more detail and focus is required at a local government level to ensure community services and initiatives can be efficiently and effectively be delivered.



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Motion 7: Affordable housing**Submitting Council:** City of Melbourne**Motion:**

The MAV calls on the Victorian Government to:

1. Commit to a sustainable ongoing affordable housing funding stream beyond the \$5.3b Big Housing Build (2021-24) and quantify this commitment prior to the election.
2. Overcome any legal barriers to requiring mandatory affordable housing contributions through the planning scheme, including tailored zones.
3. Make any necessary changes to the Victoria Planning Provisions (VPPs) to enable planning authorities whether Council, the Victorian Planning Authority or the Minister, to implement mandatory affordable housing requirements.

Submitting Council Rationale:

State-wide significance	Link to MAV Strategy 2021-2025	Identical or substantially similar to previous State Council motion
Yes	Well-planned, connected and resilient built environment	No

Voluntary agreements and policy aspirations are not working at the pace or scale required to meet the existing and anticipated need for affordable housing.

The Big Housing Build, which will provide \$5.3 billion in funding over four years (2020/21 - 2023/24) and targets an additional 12,000 social and affordable dwellings, is quickly being allocated. There is no commitment to any additional funding beyond this initiative.

A mandatory process is required through planning controls that incentivises and provides certainty on the expectation to provide affordable homes within new developments at all scales. This also provides certainty to the development sector so these costs can be factored earlier into the feasibility of the project/site and assures supply of affordable homes to our vulnerable and at-risk community members.

The VPPs should allow councils (and other planning authorities) to pursue housing outcomes most appropriate to their circumstances.

The Standard Advisory Committee (SAC) Report scrutinising new planning controls for the Arden urban renewal precinct in inner Melbourne recommended mandatory affordable housing requirements in planning controls, subject to confirmation of a legal power to do so and noting that imposing this requirement when (not after) the land is rezoned for redevelopment means the 'cost' of the provision can be factored into the land price future developers pay. The City of Melbourne legal advice supported this position, through the use of the Special Use Zone within Arden.



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The planning minister did not implement the recommendation of the SAC, which begs the question: if mandatory affordable housing contributions cannot be imposed in somewhere as central and well located as Arden, can our planning system facilitate mandatory affordable housing contributions at all?

This matter must be clarified, with the ability of the planning system to facilitate mandatory affordable housing contributions put beyond doubt.

No. 47/2022-23: NOTICE OF MOTION - SUPPORT FOR MOONEE VALLEY MAV MOTION - COUNCIL CULTURE
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I, Councillor Jennifer Anderson, give notice that at the next Meeting of Council to be held on 28 September 2022, I intend to move the following motion:

That Council

1. resolves to support the intent of the following motion relating to the Local Government Culture Taskforce prepared by Moonee Valley City Council for the Municipal Association of Victoria (MAV) State Council meeting on 14 October 2022:
 - (a) That the MAV:
 - (i) Notes that the Local Government Culture Project Insights Report concludes that, to address cultural challenges and Councillor conduct, and bring about long-term systemic cultural change, sector-wide ownership of next steps is required.
 - (ii) As a key component of cultural change, endorse the view that we, as Councillors, are accountable and responsible for creating a safe and healthy working environment, in the same way as all local government employees.
 - (iii) Establishes a Local Government Culture Taskforce to achieve sector-wide ownership and agreement of the issues with respect to local government culture, and actions to address these issues; and that
 - (1) the Taskforce comprise representatives of the MAV, VLGA, ALGWA, LGPro, Rural Councils Victoria (RCV) and other relevant local government stakeholders;
 - (2) the Taskforce identify short-term recommendations to address issues of Councillor conduct by early-2023, and circulate these to the sector for feedback;
 - (3) the Taskforce develop medium to long-term recommendations for changes ahead of the 2024 Victorian local government elections, and that these be circulated to the sector for feedback; and
 - (iv) Writes to the Minister for Local Government to request that the Minister and Local Government Victoria work proactively in partnership with the MAV and the sector to respond to recommendations and continually improve the legislation and regulations governing Councils and Councillors to ensure:
 - (1) effective and timely dispute resolution processes, including standardised paths for breaches of a Council's Code of Conduct; and
 - (2) a sector-wide culture of creating safe and healthy workplaces for Councillors and Council staff.

Rationale:

At the Municipal Association of Victoria State Council meeting on 14 October 2022 the Macedon Ranges Shire Council's delegate will be required to vote for or against this motion, amendments of this motion or consolidated motions that includes parts of this motion. Passing a resolution ensures Macedon Ranges Shire Council delegate has direction on how to cast a vote.

This motion demonstrates the sectors commitment to ensuring the findings of the Local Government Culture Project Insights Report are addressed. A Taskforce will enable the sector to continue to strive for cultural improvements and be involved in developing the basis for reform.

No. 50/2022-23:	NOTICE OF MOTION - TO SUPPORT CAMPASPE COUNCIL'S MOTION
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I, Councillor Jennifer Anderson, give notice that at the next Meeting of Council to be held on 28 September 2022, I intend to move the following motion:

That Council resolves to support the intent of the following motion relating to e-cigarette legislation prepared by Campaspe Shire Council for the Municipal Association of Victoria (MAV) State Council meeting on 14 October 2022.

That the MAV:

- 1. advocate to the State Government to introduce legislation for the banning of the sale of e-cigarettes without a prescription; and**
 - 2. advocate to the State Government to introduce legislation to restrict the promotion and consumption of e-cigarettes, to mirror the restrictions placed on the promotion and consumption of traditional tobacco products.**
-

Rationale:

At the Municipal Association of Victoria State Council meeting on 14 October 2022 the Macedon Ranges Shire Council's delegate will be required to vote for or against this motion, amendments of this motions or consolidated motions that includes parts of this motion. Passing a resolution ensures Macedon Ranges Shire Council delegate has direction on how to cast a vote.

No. 51/2022-23:	NOTICE OF MOTION - THE PASSING OF HER MAJESTY QUEEN ELIZABETH II
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I, Councillor Jennifer Anderson, give notice that at the next Meeting of Council to be held on 28 September 2022, I intend to move the following motion:

That Council extends its sincere condolences to His Majesty King Charles III and The Royal Family in their time of mourning following the passing of Her Majesty Queen Elizabeth II.

17 URGENT BUSINESS

18 CONFIDENTIAL REPORTS**Recommendation**

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020*, Council closes the meeting to the public to consider the confidential report(s) listed below, which are confidential on grounds provided in Section 3(1) of the *Local Government Act 2020*:

18.1 1041 Ashbourne Road - Pump Procurement

Confidential reasons**18.1 1041 Ashbourne Road - Pump Procurement**

This matter is considered to be confidential under Section 3(1) - g(ii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

This report details information concerning a private property and costs incurred as a result of using the site for green waste processing.