



ATTACHMENTS

**Ordinary Council Meeting
Under Separate Cover
Wednesday, 3 August 2022**

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GORDON PUBLIC HALL

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Community Asset Committee

Annual General Meeting Minutes 15th December 2021

The Annual General Meeting of the Community Asset Committee was called to order at 11.00am on 15th December 2021.

Present: Cr Ally Munari, Lin Lawson, Beryl Forster, Frank Higgins, Kate Galloway, Maree Brooks, Sandra Baker, Yvonne Blair-Thornton, Stephen Derrick, Sandra Jarrett

Apologies Nil

President's Report (Lin Lawson)

Welcome to everyone to the belated AGM. We would like to thank all Committee members for nominating to become members of the newly named Community Asset Committee under Section 65 of the new Local Government Act 2020. Forms have been duly signed and forwarded to Council.

As expected, the pandemic has meant that the Gordon Public Hall has not been utilized as much as usual but hopefully the coming year will be better.

Special thanks to Maree and Sandra for the effort they put into ensuring that the hall and all therein had a thorough clean and tidy up before the "hibernation" period.

Treasurer's Report as at 30th June 2021 (Kate Galloway)

CBA Statement Balance \$10,755.88

Bendigo Bank Balance \$516.92

#See attached Annual Report for details of income and expenses.

Booking Officer's Report (Beryl Forster)

Due to the pandemic, the Gordon Hall has only been available to be used by the community sporadically.

GORDON PUBLIC HALL

Regular users have been: -

- Pilates 3 times per week till November 2020
- CHIPA usually monthly
- Paddock Creek – meeting
- Lorraine Murphy – 2 Dances booked – 1 cancelled
- Private Parties – 3
- Table & chair hire – 3 times
- 4 Bookings were cancelled and also 1 chair hire cancelled
- Community Drop-in Group – each Wednesday morning except for lockdowns
- Community Craft Market – 1

Community Asset Committee

Cr Ally Munari thanked all committee members for their services for the previous year and opened nominations for the coming year

All current committee members were willing to continue with a couple of changes to office bearers

Lin Lawson - President

Stephen Derrick - Vice President

Sandra Jarrett – Secretary

Kate Galloway – Treasurer

Beryl Forster – Booking Officer

General Business

Committee Meeting dates for the coming year will be the 1st Wednesday in Feb/April/June/August (commencing with the AGM),/October and December at 12.00pm.

Waiting on guidelines from Council as to how and when we are to proceed with re-opening of the Hall to regular and casual users.

Waiting on final Governance Guidelines for Community Asset Committees to be completed.

Meeting closed at 11.45am

15th December 2021

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GORDON PUBLIC HALL

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Community Asset Committee

General Meeting Minutes 13th April 2022

The regular meeting of the Committee of Management was called to order at 12.00pm on 13th April 2022.

Present: Lin Lawson, Frank Higgins, Stephen Derrick,, Sandra Jarrett, Kate Galloway.

Apologies: Beryl Forster, Maree Brooks, Yvonne Blair-Thornton, Sandra Baker

President’s Report

Meeting opened at 12.00pm. Welcome to all

Previous minutes AGM 9th February 2022) distributed and read

Moved – Frank Higgins Seconded – Kate Galloway

Confirmation of dates hall required for Federal Election on 21st May 2022 and State Election on 25th November 2022

Correspondence

Various emails to and from Council regarding clean up after recent floods.

Treasurer’s Report

CBA Statement Balance \$12,124.38 *13th April 2022*

Income: Grant \$3,330.48
Hall Hire \$340.00

Bills Paid: Central Highlands Water \$450.71
G & B Cleaning \$1,182.50
Momentum Energy \$619.77
Australia Post (PO Box) \$49.00

Bendigo Bank Balance \$ 1716.92 *1st February 2022*

Payments Outstanding Momentum Energy \$191.06 due 3rd May 2022

Note: The committee would like to note that we have been paid \$150 from Julie Jones for a function at the hall which had to be cancelled a number of times due to the pandemic. At this stage we don’t have a future date for the function but waiting on instructions from Ms Jones

13th April 2022

pg. 1

GORDON PUBLIC HALL

Booking Officer's Report

Discussion re long-time hirer of the hall "CHIPA" regarding possible clashes with others wanting early access for functions on the following day. Increase in their fees to be implemented in new financial year

Further discussion regarding hall hire rates to be determined for new financial year at next committee meeting on 8th June 2022. Draw up new forms to be publicly displayed itemizing fees and charges for hiring of hall, chairs, tables, etc.

Business Arising from previous Minutes

- Solar panels – Sandra to contact Nick Sluggett to determine Council's willingness to fund.
- To enable deck to be more usable (particularly with ongoing restrictions), Committee to continue looking at getting quotes for a timber pergola structure to be built – to be discussed at next meeting
- Waiting on feedback from Ally Munari regarding incorporation to enable us to apply for grants.. Stephen has undertaken some enquiries regarding cost of insurance this would incur - \$800 - \$1000 per year. An alternative suggested by Stephen would be to establish a "Neighbourhood House" (like Ballan). Stephen to further investigate.

General Business

- Good to see that Council have undertaken some maintenance at the hall, such as cleaning exterior, replacing, flywire screens. However, façade particularly over main entrance still needs painting and repair and gutters repaired and/or replaced.
- Committee meeting dates set for 2nd Wednesdays every 2 months., ie., 8th June, 10th August, 12th October and 14th December. AGM will also be held on 10th August, preceding the ordinary meeting on that date. Sandra to contact Council to ensure that a Council member would be available.
- Sandra to contact Council regarding a new switchboard or at least new signage for same. Particularly after installation of NBN, switchboard is confusing for committee members let alone casual hirers of the hall. Perhaps a safety issue. NBN recently turned off as on same switch as fridges which are usually turned off,
- Sandra to check Council website for current requirements for covid cleaning and general requirements for hall hire.
- 5 Year Plan. It would appear that the 5 year plan we include in minutes of meetings is just a waste of paper, as there is never any action taken by Council. It was determined that we would in future have a maintenance plan as well as a 5 year plan and perhaps items such as double sink for kitchen (recommended by Council's food and safety officer), men's urinal (on 5 year plan since 2005) upgrading of ladies toilets, may get some attention.

13th April 2022

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GORDON PUBLIC HALL

.5 Year Plan

<i>Double Sink for kitchen</i>	<i>- as advised by Council Health and Safety representative</i>	<i>On list since 2017</i>
<i>Men's Urinal -</i>	<i>Council has organized cleaning but still in poor condition and needs replacing</i>	<i>On list since 2005</i>
<i>Ladies toilets - need upgrading</i>		<i>New 2021</i>
<i>Hall Façade - general cleaning painting and maintenance</i>		<i>New 2021</i>
<i>Shade sails for deck</i>	<i>Recent application for grant not successful, because Council weren't contributing</i>	<i>On list since 2019</i>
<i>Playground equipment changed to possible sports equipment to be available for locals to use in the grounds</i>		<i>On list since 2011</i>
<i>Disabled Access doors to be installed in order for hall to be more accessible to our older community members</i>		<i>New 2021</i>

Meeting closed at 1.15pm

Next meeting 8th June 2022, depending on restrictions.

13th April 2022

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Meeting: 15 February 2022

LAL LAL SOLDIER'S MEMORIAL HALL COMMITTEE

Meeting opened: 7.10 pm

Present: John Crick (chair/treasurer), Geoff Hewitt (secretary), Graeme Diamond-Keith, Sue Witherspoon

Apologies: Ann Crick, Engels Leoncini, Peter Witherspoon

That the minutes of the meeting dated 23 November 2021 be accepted

Moved: G. Hewitt Seconded: Sue Witherspoon Carried

BUSINESS ARISING**1. Makers & Growers Market: Organiser**

Defer

2. Yard clean-up 10 December

Yard cleaned and branches etc burnt

3. Split system for hall

Refer to Maintenance Report

4. ANZAC Park seating

Refer to ANZAC Park Report

TREASURER'S REPORT**Statement of financial position as at 20/4/2021****Balance at Bank 31/10/2021** **\$ 16,054.88****Income**

Interest Received Bendigo Bank: Nov 21 / Jan 2022	0.40		
Moorabool Shire (GST Rebate Q3 & 4, 2020)			
GST Received	21.84		
Hall Hire	218.16	240.40	\$ 16,295.28

Expenditure

GST Paid			
GST Repaid Moorabool Shire Council			
Central Highlands Water			
Origin Energy	174.5	174.50	

Balance at Bank 31/1/2022 **\$ 16,120.78****Plus O/S Incomes**

Bank interest	0.14	0.14	
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Less O/S Expenses

Central Highlands Water	147.03	147.03	
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Available Funds as at 15/2/2022 **\$ 15,973.89**

That the Treasurer's Report for October 2021 – February 2022 be accepted

Moved: J Crick Seconded: Sue Witherspoon Carried

CORRESPONDENCE IN

1. 14/12/21: Origin Energy: new prices 2022
2. 21/12/21: A. Mallory: committee membership 2022
3. 19/12/21: N. Elford: query re History Committee contacts
4. 22/12/21: A. Malloy: response to committee membership query
5. 22/12/21: A. Malloy: Council closure to 4/1, leave to 178/1

6. 17/1/22: A. Malloy: Volunteering Awards 2021 (28/1)
7. 21/1/22: A. Malloy: Mental Health training Feb
8. 28/1/22: A. Malloy: March Community Grant P. D.
9. 2/2/22: A. Malloy: Mental Health training

CORRESPONDENCE OUT

1. 27/11/21: Committee, retiring members & Shire: Minutes, Biennial General Meeting 23/11/21
2. 27/11/21: Committee & Shire: Minutes, Ordinary Meeting 23/11/21
3. 20/12/21: N. Elford: history Committee contacts
4. 21/12/21: A. Malloy (cc. E. Leoncini, J. Crick, P. Witherspoon): query re committee membership decision
5. 21/1/22: Committees & contacts: Mental Health training Feb

BUSINESS ARISING FROM CORRESPONDENCE

None

REPORTS

1. Maintenance

1. Attachment 1:

- Items reviewed

2. Permanent fixture of BBQ:

- Plan to bolt in
- Need to design protective top

3. Project priorities & funding options

- Development of railway station as community facility potentially impacts current community use of hall
- Need to review capital priorities
- Question cost effectiveness of split system heating given hall area

Actions:

1. Engels & John to finalise plan & arrange relevant quotes for stage upgrade for potential Wind Farm grant application in May.
2. John to purchase clock for Hall and arrange for replacement of delay timer unit
3. Graeme to slash bracken

2. Hall Hire:

- Line dancing weekly
- 3 Feb: Lal Lal Falls Committee
- 5 March: Doug Bailey

3. Maker's & Grower's Market

No report

4. ANZAC Park

1. Picnic table & chair set & reflection seat

- Waiting on J. McAuliffe to provide quote
- Sue has funding source pending

2. Fabrication of ANZAC badge to complete signage

3. Pathway to memorial

- Requiring constant maintenance because of grass/weeds

4. Potential Wind Farm grant application

- Potential 2022 application to include the following:
 - Purchase and installation of picnic table set and reflection chair
 - Completion of Parker's Rd fence and car park inset

- Installation of concrete path
- Fabrication & installation of ANZAC badge

Actions:

1. Engels to follow up with J. McAuliffe re table /seating set costing
2. Geoff to follow up re any permission requirements for installing ANZAC badge
3. John to get quote for concrete path to Memorial
4. Geoff & Engels to organise grant application

5. Social Committee

No report

6. History Committee

No report

7. Friends of the Lal Lal Railway Station

- Now known as the Lal Lal community Hub
- Committee, Shire & Vic Track reps reviewed draft plan for station renovation
- Two main concerns: 1. Need for public toilets
2. Safety fence along platform to obscure tourist view
- Tenders sought Nov-Dec 2021, renovation commencement planned March 2022, Completion -Aug/Sept
- Vic Track intends to hold a walk-through Open Day midway through the renovation phase.

GENERAL BUSINESS**1. Life Membership:**

That John McAuliffe be granted life membership of the Hall Committee in recognition of his long and valued service to the Committee and to the Lal Lal community in general.

Moved: G. Hewitt

Seconded: G. Diamond-Keith

Carried

2. Life Member's Memorial:

It was agreed that Life Members be commemorated with an individual A4 framed memorial including (when possible) the member's photograph, their years of service and a brief outline of the reason for their inauguration as life members.

Actions:

1. Graeme to liaise with Engels & to request suitable photos from Life Member's families
2. Graeme & Geoff to research Life Members membership details

3. Social Events:

It was agreed that the Committee plan to organise the following social events;

1. A community celebration and promotion connected to the planned Vic Track community Open Day
2. A community & family event to support the Life Members Memorial unveiling
3. A possible community social event on a date to be determined.

4. Face Book promotion and community information

It was proposed that the secretaries of Lal Lal community committees submit key meeting decisions and issues for promotion for regular inclusion on the Lal Lal Face Book page.

Action:

1. That Engels be asked to facilitate that arrangement with Rachel Leoncini

Meeting closed: 8.15 pm

NEXT MEETING: 7 pm Tuesday 12 April

ATTACHMENT 1: Lal Lal Hall & Memorial Park Maintenance & Project work

Location	Description	Actioned by	Comments/ Notes
1. Kitchen	Food Safety signs install better		
	Replace missing door knob, tighten loose knobs, adjust hinges on cupboard doors		
	Seal floor tile to kicker in front of sink		
	Fit fire blanket to wall properly		
	Paint ceiling, paint flaking		
2. Lady's toilet	Air lock door, Replace spring closer		
	Wash room, replace mirror/s		
3. Disabled Toilet	Vanity basin, refix to wall		
4. Gents Toilets	1 st Cubicle, Repair / Replace door (hole in door)		
5. Store Room	Main door, repair old lock hole and striker in jamb		
	Repair water damage to wall & ceiling above stage access landing		
	Install flexible hose to wash trough outlet to facilitate filling mop buckets etc		
	Clean out cupboard and throw out obsolete items etc		Ongoing
	Proper broom storage		
	Door to stage jamming on floor		
	Install broom rack on shower wall		
6. Shower	Tighten up door stop		
	Repaint ceiling, paint flaking etc		
7. Hall access to W/C's, exit & Store			
Main Hall	New Clock		J. Crick to purchase
	Refit section of cornice L/H side near stage steps		
	Lining boards near wall heater bulging, nail back		
	Movable wall sections, repair pad bolts etc		
	Wash down walls as needed, drink splashes and marks		Ongoing
	Remove string from O/H beams, sticky tape from columns		Ongoing
	Re stump under stage area R/H side		
	Install more hooks etc for hanging decorations etc		
Foyer	Repair hole in door / replace		
	Entry door, fab & install lock plate at bottom		
	Patch plaster wall near Honour Board		
Stage Area	Install passage set to stage door		
	Stage Curtains		Part of Stage Up - grade
	Racking system for tables		On hold, re hall extension
BBQ Area	Permanently install new BBQ		In design stage
	Fab & install suitable protective cover for BBQ		In design stage
8. New Projects			
Extension	Design & construct storage extension to rear hall	Site plan	In hand re Engels
	Removal of several large trees to facilitate extension		Shire
Stage	General up-grade to stage area		On hold
Kitchen	General Kitchen up-grade, new stove/s etc		On hold
Entry Foyer	Install lining boards to Dado height		On hold
	Delay Timer unit U/S	Electrician	Needs replacement
Memorial Park	Install Post & Rail fence, bluestone wall with name plaque	Committee	Ongoing
9. Misc. Items	Light Switch instructions, foyer & security light		Temp instructions in place
	Side entry, Light switch instructions		Temp instructions in place
	Label switch plate stage (i.e. Main Hall lights. Stage Lights)		Temp instructions in place

Furniture	Number
White plastic folding tables	20
Wooden folding tables	7
Old type trestle tops (wooden)	2
Trestle legs	6

MILLBROOK COMMUNITY CENTRE

MINUTES OF MEETING

HELD AT MILLBROOK COMMUNITY CENTRE

8TH FEBRUARY 2022 AT 7.30 PM

MEETING OPENED – 7.35 PM

PRESENT: Andrea Weigall, Luke Reynolds, Georgie Reynolds, Patrick Ryan, Tom Reynolds, Mark Labbett, Gerard White, Ashley Malloy and Nick Sluggett – Moorabool shire - Community strengthening liaison officers

APOLOGIES: Mark Weigall, Adrian van den Heuvel, Amanda Labbett, Lindsay Grey, Tom Sullivan

TRESURER'S REPORT

Balance in bank account as of 8 February 2022 - \$19,385.87

Moorabool Council - Operational funding yet to be received for 2021/2022 fin year. Payment expected within the next week

CORRESPONDENCE

- Bank Statements – Bendigo bank

MINUTES FROM PREVIOUS MINUTES

Moved by Luke Reynolds

Second: Georgie Reynolds

MATTERS ARISING FROM PREVIOUS MINUTES

Landscaping maintenance

Luke is managing the summer watering.

Weeds around new garden beds have been sprayed.

Hoses have not been purchased as Luke has set up watering system

Native plants in garden bed on north side of building have all been eaten by rabbits. Area will need to be fenced to replant natives.

Committee agreed that planting Agapanthus would be low maintenance and rabbits do not eat them.

Andrea Weigall will source Agapanthus plants to plant out north side at no cost.

Paddy Ryan will spray weed in north side garden bed to prepare for planting.

Kitchen upgrade

Georgie Reynolds will obtain advice and quotes for possible upgrade of kitchen to include a dishwasher and large fridge.

Ashley Malloy noted that any structural changes will require approval from the Assets department. In line with the Council procurement policy - works over \$5,000 require three quotes to be submitted.

Andrea Weigall to investigate possible grants from the Lal Lal Wind Farm.

Water tank

Luke Reynolds will arrange for a new water tank to be located behind toilet block. Water will be used to water new garden. Approval for purchase by the committee was granted last year.

Working bee/Landscape implementation

Working bee is scheduled for Friday, 18th March 2022 from 5pm.

This will include planting Agapanthus, garden clean up, etc.

Mark Labbett has requested another quote to resurface tennis courts, netball court. May be worth seeking grant from Bendigo bank for tennis court repair - Andrea Weigall to investigate grant

MCC will provide a sausage sizzle at the working bee.

Toilets

Andrea Weigall explained the toilet cleaning roster is not working – the toilets are cleaned at random and not always kept cleaned.

Nick Sluggett suggested the committee submit a request to council to be included in the Councils regular toilet cleaning schedule.

If not approved the committee agreed, we pay a regular cleaner to clean the toilets/kitchen each month. To be discussed at next meeting.

Christmas Party Feedback

The community Christmas party was well received. We had a large turnout – great to see so many little children in the community.

Utilising the services of a caterer was a success, and we would consider using the services of Graze Ballan again this year.

GENERAL BUSINESS

Community Asset Committee Guidelines

Ashely Malloy – Community strengthening liaison officer, provided copies of the Community Asset Committees Governance Guidelines. Ashley discussed the changes to the Local Govt Act and the areas of note such as Assets team, OH&S requirements, Environmental health, and safety. We are required to have four general meetings and one AGM each year.

Casual hirers are automatically covered by council insurance.

Incorporated groups must provide copies of their insurance which includes the Mount Egerton playgroup.

Andrea Weigall to request a copy of Mt Egerton playgroup certificate of insurance.

Application for seeking cancellation of Incorporation – special resolution required

Andrea Weigall discussed the requirements to cancel the MCC incorporation. A special resolution to cancel is required at committee meeting.

Consumer Affairs Victoria have advised that organisations with assets worth more than \$10,000 will need to appoint a liquidator to distribute the assets. The MCC currently has over \$19,000 in assets.

Ashely Malloy advised the MCC not to proceed with cancellation as she would investigate further and advise how to proceed.

OTHER BUSINESS

Council Assets Liaison Committee Report

Luke Reynolds provided the following updates:

- the locks have been changed and the keys for the new locks have been distributed as per council list.
- the back door had been blown off its rail in the strong winds – council were advised, and door has been repaired.
- the recycle and general rubbish bins were damaged by vandals at most recent bin collection. Luke will follow up the delivery of new bins for the MCC from the council.
- the first aid kit is outdated and expired – Ashley Malloy will follow up with council to ascertain if they provide the first aid kit or we need to purchase. Tom Reynolds can purchase a first aid kit if required.
- the all-access ramp is difficult and dangerous to access due to the rough surface. It presents a significant falls risk. The installation of a concrete path would be safer and more suitable for all ability access. Andrea Weigall to send details and photos to Ashley and Nick for council consideration.

Upcoming community event ideas

Card night? Wine and cheese?

Committee to discuss ideas for a July function at the May meeting.

Next meeting is scheduled for Tuesday, May 10th, 2022, 7.30pm

MEETING CLOSED: 8.50 PM



The Hon Shaun Leane MP

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Minister for Suburban Development
Minister for Veterans

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Minister's Good Practice Guideline MGPG-3: Virtual Meetings

This is a guideline issued by the Minister for Local Government pursuant to section 87 of the Local Government Act 2020.

Purpose

The COVID-19 pandemic has highlighted the need for, and usefulness of, a more flexible and modern approach to conducting certain required local government meetings.

The Victorian Government's *Regulatory Legislation Amendment (Reform) Act 2022* (Reform Act) introduces into the *Local Government Act 2020* (the Act) provisions relating to electronic attendance and participation in council meetings and delegated committees on a permanent basis. The new provisions take effect on 2 September 2022.

Electronic meetings, commonly referred to as 'virtual meetings', could include meetings where all participants attend electronically, some participants attend in person and some attend electronically i.e., 'hybrid', or where attendees across several meeting locations join electronically i.e., 'parallel'.

This Good Practice Guideline is designed to assist councils to amend their Governance Rules in consultation with their communities to comply with the new provisions in the Act relating to virtual meetings.

The Guideline takes effect from **2 September 2022** to align with the commencement of the new amendments.

Legislative requirements

Part 3 Division 2 of the Act provides for the procedure and proceedings for Council decision making, including the holding of meetings (being council meetings, joint meetings of councils, delegated committee, and joint delegated committee meetings).

The Reform Act introduces provisions into Part 3 Division 2 of the Act (section 60) that require a council to develop, adopt and keep in force Governance Rules relating to:

- the conduct of council (and delegated committee) meetings held by electronic means; and
- requesting and approving attendance by electronic means.

In developing or amending its Governance Rules, councils must ensure that a process of community engagement is followed in accordance with section 60(4) of the Act.

The new provisions further provide that Councillors, and members of delegated committees, may attend and be present by electronic means of communication provided they comply with the Governance Rules (section 61(6A)).

Ref: BMIN-2-22-21061



Under section 66 of the Act, a council or delegated committee must keep a meeting “open to the public” except in specified circumstances. New provisions insert a definition of “Open to the public” to mean, in the case of a council or joint meeting of councils, or a delegated or joint delegated committee:

- either, attendance in person by a member of the public, or a meeting that is broadcasted live on the council internet site; or
- a recorded meeting that is published on the council internet site as soon as practicable after the meeting (in the case of a delegated or joint delegated committee only); or
- any other prescribed means of meeting.

Responsibilities of Councillors and council staff

Irrespective of how council meetings are held, Councillors and council staff are required to continue to act in accordance with the prescribed Standards of Conduct, Councillor (or staff) Code of Conduct, the *Local Government Act 2020*, Governance Rules and other Acts, local laws and policies as applicable.

Disclosure of conflicts of interest as required under the Act and rules relating to conflicts of interest continue to apply.

Matters for a council to consider when developing Governance Rules for virtual meetings

Conduct of meetings

Governance Rules must provide for the conduct of Council and delegated meetings, whether held in-person or electronically.

Where these meetings are to be held virtually in accordance with the new provisions, Governance Rules could provide for how the format of a meeting is to be determined, including options for hybrid or parallel meetings where some members may attend in person and others by electronic means.

For example, the Governance Rules could set out how the Chair should manage a situation if a member attending electronically cannot hear proceedings, or cannot be seen or heard, but a quorum is present.

Requesting and approval of ‘electronic’ attendance (discrimination and reasonable adjustments)

The new provisions, in section 60(1) of the Act, provide that Governance Rules must provide for requesting and approving attendance at a council or delegated committee meeting by electronic means.

To comply with this requirement, councils should consider including in the Governance Rules:

- a. the format and criteria for requesting and approving attendance by electronic means
- b. whether the requests must be on a meeting-by-meeting basis or may be valid for a set period
- c. if there should be a 'deadline' for requests to ensure that facilities are available to accommodate the requested style of meeting and that appropriate notice can be provided to the public.

In developing and applying its rules in respect to requesting and approving requests to attend via electronic means, councils should have regard to other relevant Acts, such as the *Equal Opportunity Act 2010* (EO Act).

Under the EO Act:

- Direct discrimination occurs where a person treats, or proposes to treat, a person or group with a protected attribute, such as a disability, unfavourably because of the attribute.
- Indirect discrimination occurs if a person imposes or proposes to impose a requirement, condition or practice that is the same for everyone but disadvantages a person, or is likely to disadvantage a person, because they have one or more of the protected attributes, such as a disability, and the requirement, condition or practice is not reasonable.

Further, the *Gender Equality Act 2020* requires Councils to promote gender equality in their policies, programs and services.

Councils should consider providing flexibility with respect to participation at council meetings to enhance access for people with health issues and/or caring responsibilities, or who are unable to travel long distances.

Opening meetings to the public

Section 66 of the Act requires that council meetings and joint meetings of councils must be "open to the public" except in specified circumstances.

Councils should consider including rules regarding meetings if there is no option by which the public can attend the meeting in person, or if the council experiences technical difficulties in broadcasting the meeting to the public. The rules should set out how the council will address such matters to maintain an "open to the public" meeting.

Confidential council meetings or confidential/closed sections of council meetings are not required to be streamed live or electronically recorded.

Representation at council meetings by members of the public

Councils are encouraged to make arrangements to allow members of the public who wish to appear before council to do so through virtual or other means. The rules could consider how to ensure community engagement is maintained through virtual meetings including:

- a. the provision and uploading of written and/or oral statements
- b. reading out questions on notice at the virtual meetings
- c. electronically posting questions prior to the meeting.

Confidentiality

The provisions (in the Act) regarding confidential information continue to apply to electronic meetings. Confidential information must not be intentionally or recklessly disclosed. Councillors should be able to demonstrate to the satisfaction of the Chair that their location is secure to ensure the deliberations are confidential.

I have issued this guideline pursuant to section 87 of the Local Government Act 2020 (Vic).



The Hon Shaun Leane MP
Minister for Local Government

OFFICIAL



Governance Rules

September 2022

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Part 1 – Introduction

The Moorabool Shire Council is committed to good governance and ensuring its decision-making processes are fair and merit based.

To realise this commitment Council aims to serve the needs of the entire community whilst balancing competing interests in a timely, appropriate and responsive manner. The wellbeing of the community results from its residents, businesses and community groups feeling that their interests have been considered by Council in its decision-making processes. Therefore, anyone affected by or interested in a decision must have the opportunity to participate in the process for making that decision.

These Governance Rules have been developed to reflect this commitment, whilst also giving effect to the overarching governance principles, contained in the Local Government Act 2020.

By adopting and adhering to these Governance Rules, Council can ensure that its commitment to good governance and the overarching governance principles, consistently guides its decision-making processes, and those of its delegated committees and officers.

These Governance Rules will be reviewed annually from the date of adoption at Council.

Part 2 – Definitions

In these Governance Rules:

Act means the Local Government Act 2020;

Advisory committee means a committee established by the Council, which provides advice to:

- a) the Council; or
- b) a member of Council staff who has been delegated a power, duty or function of the Council;

that is not a Delegated Committee;

Agenda means a document containing the date, time and place of a Meeting and a list of business to be transacted at the Meeting;

Audit and Risk Committee means the Audit and Risk Committee established by Council under section 53.

Chairperson means the Chairperson of a Meeting and includes an acting, temporary and substitute Chairperson;

Chief Executive Officer means the person occupying the office of Chief Executive Officer of Council, and includes a person acting in that office;

Committee Meeting means a meeting of a Delegated Committee convened in accordance with these Governance Rules and includes a scheduled or unscheduled meeting (whether held as face-to-face attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance);

Common Seal means the common seal of Council;

Community Asset Committee means a Committee established by the Council for the management of community assets.

Council means Moorabool Shire Council;

Councillor means a Councillor of Moorabool Shire Council;

Council Meeting means a meeting of the Council convened in accordance with these Governance Rules and includes a scheduled meeting or unscheduled meeting; whether held face-to-face (in-person) attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance.

Delegate means a member of Council staff to whom powers, functions and duties have been delegated by an instrument of delegation;

Delegated Committee has the same meaning as in the Act;

Deputy Mayor means any person appointed by Council to act as Deputy Mayor;

Disorder means any disorderly conduct of a member of the Gallery or a Councillor and includes:

- a) interjecting when another person is speaking, except, in the case of where a Councillor is raising a Point of Order;
- b) making comments that are defamatory, malicious, abusive or offensive;
- c) refusing to leave the Meeting when requested, ordered or directed to do so by the Chairperson in accordance with the Act and the Governance Rules; and
- d) engaging in any other conduct which prevents the orderly conduct of the Meeting;

Mayor means the Mayor of Council and any person appointed by Council to be acting as Mayor;

Minister means the Minister responsible for Local Government;

Minutes means the official record of the proceedings and decisions of a Meeting;

Motion means a proposal framed in a way that will result in the opinion of Council being expressed, and a Council decision being made, if the proposal is adopted;

Notice of Motion means a notice setting out the text of a Motion which a Councillor proposes to move at a Council Meeting;

Point of Order means a procedural point (about how the Meeting is being conducted), not involving the substance of a matter before a Meeting;

Procedural Motion means a Motion that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure;

Urgent Business means a matter that relates to or arises out of a matter which has arisen since distribution of the agenda and cannot safely or conveniently be deferred until the next meeting;

Unscheduled Meeting means a meeting of the Council convened for a particular purpose that cannot be effectively dealt with in the schedule of Council meetings set by Council.

Part 3 - Meetings Procedure

3.1 Purpose of Council Meetings

- 3.1.1 Council holds scheduled Meetings and, when required, unscheduled Meetings to conduct the business of Council.
- 3.1.2 Council is committed to transparency in decision making and, in accordance with the Local Government Act 2020, Council and Delegated Committee Meetings are open to the public and the community are able to attend.
- Community members may only participate in Council meetings in accordance with these Governance rules found in S.3.7.3 that include addressing how the community can participate if the meeting is electronic, or a 'hybrid' or 'parallel' style meeting.
- Council will adopt policies, protocols or guidelines to ensure opportunities exist for community input, beyond formal consultation processes.
- 3.1.3 Meetings will only be closed to members of the public if:
- a) there are clear reasons for particular matters to remain confidential (specified in the definition of confidential information in section 3(1) of the Act); or
 - b) a meeting is required to be closed for security reasons; or
 - c) it is necessary to enable the meeting to proceed in an orderly manner.
- 3.1.4 If a meeting is closed to the public for the reasons outlined in sub-rule 3.1.3(b) or 3.1.3(c), the meeting can be livestreamed. In the event a livestream is not available the meeting may be adjourned, or a recording of the proceedings may be available on Council website.

3.2 Meeting Roles & Responsibilities

3.2.1 Chairperson and Members

The Chairperson, Councillors and members of Delegated Committees will ensure good Council decision-making by endeavouring to ensure:

- a) Decision making is transparent to members and observers;
- b) Meeting members have sufficient information to make good decisions;
- c) Every member is supported to contribute to decisions;
- d) Any person whose rights are affected has their interests considered;
- e) Debate and discussion is focussed on the issues at hand;
- f) Meetings are conducted in an orderly manner; and
- g) Decisions should be made on the merits of the matter.

3.2.2 Mayor to take the Chair

- a) The Mayor must take the Chair at all Council Meetings at which the Mayor is present.
- b) If the Mayor is not in attendance at a Council Meeting, the Deputy Mayor (if one has been elected) must take the Chair.
- c) If the Mayor and Deputy Mayor are not in attendance at a Council Meeting, Council must appoint one of the Councillors as Chair.
 - i) The Chief Executive Officer will invite nominations for a temporary Chairperson for the period the Mayor is to be absent.

- ii) If there is more than 1 nomination, the Councillors present at the meeting must vote for 1 of the candidates by a show of hands and the candidate receiving a majority of the votes will be declared to have been duly elected.
- d) Delegated Committee Chairperson
 - i) At the Meeting at which Council establishes a delegated committee it must also appoint a Chairperson.
 - ii) The Chair of a delegated committee must be a Councillor.
 - iii) For the avoidance of doubt, sub-rule (3.2.3 a)) does not intend to limit the powers of the Mayor provided in the Act.

3.2.3 The Chairperson's Duties and Discretions

In addition to the specific duties and discretions provided in these Governance Rules, the Chairperson:

- a) must not accept any Motion, question or statement which is:
 - i) vague or ambiguous;
 - ii) defamatory, malicious, abusive or objectionable in language or substance; or
 - iii) outside the powers of Council;
- b) must allow the Chief Executive Officer the opportunity to correct factual errors or incorrect assertions that arise during the meeting;
- c) must call a person to order if their behaviour is disruptive and interferes with the conduct of the business of Council;
- d) may direct that a vote be recounted to be satisfied of the result; and
- e) must decide on all points of order
- f) Where these Governance Rules does not provide a procedure for the Meeting, the Chairperson shall decide the procedure to be followed.

3.2.4 Chief Executive Officer

- a) The Chief Executive Officer is responsible for the preparation of the Council meeting agenda in accordance with Schedule 1.
- b) The Chief Executive Officer, or delegate, may participate in the meeting to provide support to the Chairperson.
- c) The Chief Executive Officer should:
 - i) Immediately advise, to the best of their knowledge, if a proposed motion or action is contrary to the law;
 - ii) Advise if there are operational, financial or risk implications arising from a proposed motion;
 - iii) Help clarify the intent of any unclear motion or resolution to facilitate implementation;
 - iv) On request, assist with procedural issues that may arise.

3.2.5 Councillors and Members of Delegated Committees

Councillors and members of Delegated Committees contribute to good governance and decision making by:

- a) Seeking views of community members and reading agenda prior to the meeting;

- b) Demonstrating due respect and consideration to community views and the professional / expert advice provided in the agenda papers;
- c) Attending meetings and participating in debate and discussion;

As required under the Local Government Act 2020 (LG Act):

- i) Councillors and members of Delegated Committees who wish to attend a meeting via electronic means may submit a request to [position as determined by Council – note if Mayor/Chair who/how will they request approval].
 - ii) The submission must be made [process – in writing/form/verbal] stating [Council to determine if a reason is required].
 - iii) The request must be made [time frame prior to the meeting] stating the meeting(s) that will be attended via electronic means.
 - iv) The request must consider any criteria that the Council has set for consideration of approval for a method of attendance.
 - v) [Position as determined by Council] will provide a response to the request [by time limit] and notify the rest of the members of the meeting of this decision.
 - vi) It will remain the responsibility of the member attending electronically to ensure that they have the required access and environment suitable for electronic communications.
- d) Demonstrating respect for the role of the Chairperson and the rights of other Councillors or members of Delegated Committees to contribute to the decision-making;
 - e) Being courteous and orderly.

3.2.6 Community

- a) Council meetings are decision making forums and it is important that they are open to the community to attend and/or view proceedings.
- b) Community members may only participate in meetings in accordance with requirements contained in these Governance Rules (refer section 3.7, Public Participation) that include addressing how the community can participate if the meeting is electronic, or a 'hybrid' or 'parallel' style meeting.
Note: Council will adopt policies, protocols or guidelines to ensure opportunities exist for community input, beyond formal consultation processes.
- c) Community members may seek to inform individual Councillors of their views by contacting them directly in advance of Meetings.

3.3 Notice of meetings and availability of agenda

3.3.1 Date, time and place of Council Meetings

- a) Council will fix the dates, times and places of all Meetings for a twelve-month period at the Meeting of Council which is to be held no earlier than the last Saturday in October and no later than 30 November in each year.
Council by resolution can determine the proposed or preferred format style of meetings (in-person, electronic- including hybrid or parallel) noting the criteria and process available for a member who wishes to request approval to attend by electronic means.

A Council may determine certain meetings that must be held solely as face-to-face (in-person) meetings. The meetings determined by Council as being solely in person meetings are:

*For example: The Statutory and Annual Appointments meeting and any other meeting determined by Resolution of Council.

- b) Council by resolution, or the Chief Executive Officer, may change the date, time and place of, or cancel, any Meeting which has been fixed and must provide notice of the change to the public.
- c) A schedule of Meetings must be prepared and published that ensures it is available to a broad section of the community, including on Council's website at least once each year and with greater frequency, if the Chief Executive Officer determines necessary.

3.3.2 Notice of Council Meetings

- a) A notice of a Meeting, that is not an unscheduled Meeting, incorporating or accompanied by an Agenda of the business to be dealt with, must be sent electronically to every Councillor for all Council Meetings, at least 48 hours before the Meeting.
- b) An Agenda for each Council Meeting, that is not an unscheduled Meeting, will be made available on Council's website no less than 48 hours before the Council Meeting.

3.3.3 Postponement

In the case of an emergency or other justifiable circumstance, the Chief Executive Officer or Delegate, may postpone a Council Meeting, provided reasonable attempts are made to notify every Councillor of the postponement.

3.3.4 Unscheduled Meetings

- a) Council may by resolution call an unscheduled Meeting of the Council. Any resolution of Council to call an unscheduled Meeting must specify the date and time of the unscheduled Meeting and the business to be transacted. The date and time of the unscheduled Meeting must not be prior to 6pm on the day following the Council Meeting at which the resolution was made.
- b) The CEO, following consultation with the Mayor, may call an unscheduled meeting.
- c) The Mayor, or three Councillors may by written notice call an unscheduled Meeting of the Council. A written notice to call an unscheduled Meeting must:
 - i) Specify the business to be transacted;
 - ii) be delivered to the Chief Executive Officer or Delegate in sufficient time to enable the required period of notice to be given.
- d) The Chief Executive Officer must determine the time and date for the meeting, considering:
 - i) the urgency of the business to be transacted
 - ii) the availability of Councillors
 - iii) a reasonable notice period for persons whose rights or interests may be impacted by the business to be transacted
- e) The Chief Executive Officer must call an unscheduled Meeting to elect a Mayor, following a Council election declaration, in accordance with the Act.

- f) The unscheduled Meeting for the election of a Mayor following an election, may also consider the role of Deputy Mayor and any other matters as determined by the Chief Executive Officer.
- g) Only the business specified in the Council resolution, or written notice, may be considered at an unscheduled Meeting, unless all Council, by unanimous resolution determine to admit another matter.

3.3.5 Notice of Unscheduled Meetings

- a) Notice of an unscheduled meeting must be published on Council's website and social media platforms as soon as practicable after the time and date of the meeting has been determined.
- b) An Agenda for an unscheduled Meeting must be made available electronically to every Councillor at least 48 hours before the meeting. A period of less than 48 hours may be justified if exceptional circumstances exist.
- c) An Agenda for an unscheduled Council Meeting will be made available on Council's website no less than 24 hours before the Council meeting.

3.4 Conduct of Meetings

3.4.1 Quorum

- a) The quorum for a meeting is greater than half the total number of the Councillors, or in the case of a Committee, more than half of the total members.

Section 61(6A) of the Act specifies a member's attendance can only be recorded where the member can confirm that they meet all three of the following:

 - They can hear proceedings;
 - They can see other members in attendance and can be seen by other members;
 - They can be heard (to speak)

A quorum of members of council is breached where a member forming a quorum cannot meet the above requirements.
- b) A meeting cannot commence, resume or continue without a quorum.
- c) Should a quorum be unachievable or maintainable due to the disclosure of conflicts of interest by one or more Councillors, the Chairperson may:
 - i) Defer the item of business to a future meeting; or
 - ii) Determine the matter will be considered in separate parts, if a quorum can be maintained for each separate part; or
 - iii) Determine to make decisions on separate parts of the matter at a meeting where quorum can be maintained, before making a decision on the whole matter at a meeting for which quorum can be maintained.
- d) If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, and the matter cannot be separated into component parts or prior decisions made, Council will delegate the decision to be made:
 - i) By the Chief Executive Officer; or

- ii) By a Delegated Committee, established for the purpose of determining the matter, comprised of all the Councillors who have not disclosed a conflict of interest and any other person(s) the Council considers suitable.
- e) A decision made under delegation due to Council not being able to achieve or maintain a quorum will be reported to the next Council Meeting.

3.4.2 Business at Meetings

- a) No business can be dealt with at a Meeting unless:
 - i) it is included in the agenda, or
 - ii) Councillors who by a unanimous vote, vote in favour of a matter being dealt with as urgent business.
- b) Unless the Chairperson otherwise determines -
 - i) the order of business at a Meeting must be as it is set out in the agenda; and
 - ii) the meeting shall conclude when all the business set out on the agenda has been dealt with.

3.4.3 Adjourning Meetings

Should a quorum be unachievable after 30 minutes from the commencement of the scheduled starting time or cannot be maintained during the meeting, those Councillors present may adjourn the meeting, by resolution to a date and/or time to be determined. In the event there are no Councillors present, the CEO (or delegate) may adjourn the meeting for a period not exceeding 7 days.

3.4.4 Technical Difficulties

Where the council experiences technical difficulties in being able to broadcast a meeting to the public the meeting will be adjourned until the issue is resolved or postponed to another time and date in accordance with council's meeting procedures, local laws or governance rules.

The Chair must indicate at the commencement of a meeting that if technical problems are encountered by the Council then the meeting will be adjourned until resolution or postponed.

The council is not responsible for any data usage charges or technical difficulties a member of the public may experience in accessing the livestream or recordings of meetings.

3.4.5 Form of Motions

a) Motions

A 'Motion' may be in the form of an Officer's recommendation (as contained in a Council report) or a motion as proposed by a Councillor.

b) Amendments

An 'Amendment' is a motion which has been moved and seconded but formally amended to include/exclude words.

- i) An amendment must not be the negative of or substantially contrary to the motion and must be relevant to the subject of the motion.
- ii) An amendment may be proposed or seconded by any Councillor, except the mover or seconder of the original motion.
- iii) Any Councillor moving an amendment to a motion will be allocated thirty (30) seconds to explain the reasons for the amendment.

- iv) Only one amendment can be before the Meeting at a time and until it is put to the vote, no further amendment can be proposed, but with the leave of the Chairperson, another amendment or a new motion can be foreshadowed by any Councillor stating in brief terms the nature of it.
- v) A Councillor cannot move more than two (2) amendments in succession.
- vi) When any amendment is put to the vote and is declared carried by the Chairperson it thereupon becomes the substantive motion before the meeting and can be debated and further amended.
- c) Foreshadowed Motions**
- A 'Foreshadowed Motion' is a new motion, prefaced by a Councillor with a statement that in the event of a motion before the Chair being lost, a Councillor intends to move an alternative motion.
- i) At any time during debate a Councillor may foreshadow a motion but this does not extend any special right to the foreshadowed motion. A foreshadowed motion has no procedural standing and is merely a means of assisting the flow of a Council meeting.
- ii) Foreshadowed motions are not recorded in the Minutes until the foreshadowed motion is formally moved.
- d) Notices of Motion**
- i) A 'Notice of Motion' is a notice setting out the text of a motion that a Councillor proposes to move at a Meeting.
- ii) A Notice of Motion must:
- be received by the Chief Executive Officer at least 7 days prior to a Meeting; and
 - be included in order of receipt on the agenda for that Meeting.
- iii) Should a Councillor who has given a Notice of Motion be absent from the meeting, any other Councillor may move the motion.
- iv) A Notice of Motion must call for a Council report if the Notice of Motion proposes any action that:
- impacts the levels of Council service;
 - commits Council to expenditure greater than the CEOs financial delegation that is not included in the adopted Council Budget;
 - proposes to establish, amend or extend Council policy;
 - proposes to impact the rights of any person who has not had the opportunity to contribute their views;
 - commits Council to any contractual arrangement; or
 - concerns any litigation in respect of which Council is a party.
- v) The Chief Executive Officer must reject any Notice of Motion which:
- is too vague;
 - is defamatory;
 - may be prejudicial to any person or Council;
 - is objectionable in language or nature;

- is outside the powers of Council;
 - relates to a matter that is the subject of a rescission motion within three (3) calendar months of the rescission motion having been dealt with
 - is submitted during Election Period.
- vi) The Chief Executive Officer may reject a proposed Notice of Motion that
- relates to a matter that can be addressed through the operational service request process; or
 - Relates to a matter that has been previously resolved by Council or is acted upon.
- vii) If a Notice of Motion is lost or lapses for want of a mover/seconded, it cannot be relisted for 3 months.

3.4.6 Procedures for Motions

- a) A motion which is proposed by a Councillor at a Meeting must be:
- i) clearly expressed and unambiguous;
 - ii) not defamatory or objectionable in nature;
 - iii) related to the powers or functions of Council; and
 - iv) relevant to an item on the agenda (unless it relates to an item which has been agreed by the Meeting as urgent business).
- b) If a motion is to be moved or debated by the Chairperson, the Chairperson must vacate the Chair and appoint the Deputy Mayor or another Councillor as Temporary Chair for the duration of the motion.
- c) Any motion that differs in wording from an Officer's recommendation or Notice of Motion that is on the agenda must, if requested by the Chairperson, be written out by the proposer.
- d) The Chairperson may request that a motion be read to the meeting before the vote is taken.
- e) The Chairperson may reject any motion that does not conform to sub-clause 3.4.5 a).
- f) A Councillor who is proposing a motion must first state briefly the nature of the motion and then move it, without speaking to it.
- g) The Chairperson must then call for the motion to be seconded and after it is seconded (by any Councillor other than the mover); the mover may then speak to it or may with the consent of the Chairperson defer speaking on it until later in the debate.
- h) Any motion that is not seconded lapses.
- i) The Chairperson may ask after a motion is moved and seconded whether it is opposed and if no opposition is indicated, he or she may then put it to the vote, without debate. Similarly, the Chairperson may ask at any time during the debate whether the motion before the Meeting is opposed or is further opposed and if no opposition or no further opposition is indicated, he or she may put it to the vote, without further debate.
- j) The mover of a motion has the right of reply with respect to the debate on his or her motion immediately before the vote is taken, but that right of reply is lost if an Amendment to the motion is carried.

- k) If an amendment to a motion is carried, the Mover of the Amendment has no right of reply.
- l) Apart from the mover's right of reply referred to in the previous sub-clause, a Councillor may only speak once on the motion and once on any amendment of a motion. A Councillor may request at any time before a vote is taken on a motion that it is in two or more parts, that each part be put to the vote separately. The Chairperson may agree with or refuse such a request.
- m) When the mover of a motion has a right of reply under sub-clause 3.4.5 j) and has exercised that right, the Chairperson must then put the motion to the vote without making or allowing any further comment on it.
- n) A motion must otherwise be put to the vote when the Chairperson believes that the issues have been reasonably canvassed in the debate.
- o) A Councillor calling a point of order or foreshadowing a new motion or further amendment is not deemed to be speaking on the motion before the Meeting.
- p) A motion or amendment cannot be withdrawn without Council consenting to the withdrawal by resolution.
- q) If the mover or seconder of a motion indicates that he or she wishes to withdraw from moving or seconding the motion, the Chairperson may seek another mover or seconder (as the case requires), but if no Councillor indicates his or her willingness to be the substitute mover or seconder, the motion lapses.
- r) If a Councillor proposes to alter a motion and the original mover and seconder of the Motion both indicate their agreement with the alteration, the altered Motion becomes the substantive Motion without the need to move an amendment.
- s) Council may defer an item until another Meeting if further consideration or clarification is required prior to a decision being made. The motion to defer an item is a substantive motion and may be debated.
- t) The Chairperson may allow like Motions to be moved, or request Councillors to move like items, in a block (en bloc).

3.4.7 Procedural Motions

- a) Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson.
- b) The mover/seconder of a procedural motion must not have moved, seconded or spoken to the motion or any amendment of it before the Chair.
- c) A procedural motion cannot be moved by the Chairperson.
- d) Notwithstanding any other provision in this Meeting Procedure, procedural motions must be dealt with in accordance with the procedures set out in Schedule 2 of the Meeting Procedure.

3.4.8 Rules for Debate

- a) Debate must always be relevant to the question before the Chair, and if not, the Chairperson will request the speaker to confine debate to the subject matter.
- b) If after being told to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chairperson may disallow the speaker any further comment in respect to the matter before the Chair.
- c) A speaker to whom a direction has been given under clause 3.4.8 a) and b) must comply with that direction.

- d) A Councillor must not speak on any one motion or other matter before a Meeting for a time longer than that stated below unless granted an extension by the Chair immediately prior to the speaker speaking.

3.4.9 Order & Time Limit of Debate

- a) Once seconded, the Chairperson will call for any Councillor wishing to speak to the motion;
- b) If any Councillor indicates they wish to speak to the motion, the Chairperson must:
 - i) Invite the mover to address Council (5 minutes)
 - ii) Invite any Councillor opposing the motion to address Council (3 minutes)
 - iii) Invite the Secunder to address Council (3 minutes)
 - iv) Invite any Councillor abstaining from the vote to address Council (2minutes)
 - v) Invite speakers for, against and abstaining in alternate sequence until all Councillors wishing to speak to the motion have had opportunity (2 minutes)
 - vi) Invite the mover to close debate with right of reply (2 minutes)
- c) In cases where there is competition for the right to speak at a Meeting then the Chairperson must decide the order in which Councillors may speak.
- d) A Councillor must not be interrupted except by the Chairperson or upon a point of order being taken.
- e) When in physical attendance, unless excused by the Chairperson, a Councillor at any Council Meeting may stand when speaking.
- f) The Chairperson may remain seated when speaking at any Meeting and he or she may speak on any matter under discussion.
- g) When exercising a right of reply, a Councillor must not introduce fresh matter.
- h) No resolution may be discussed after it is dealt with, unless the Chairperson allows it.
- i) Except that the mover of an unamended motion has the right of reply and that any Councillor may take a Point of Order or offer a personal explanation, a Councillor must not speak more than once to the same motion or amendment

3.4.10 Points of Order

- a) A Councillor who is addressing the meeting must not be interrupted unless a Point of Order is called, at which time he or she must remain silent until the Councillor raising the Point of Order has been heard and the question disposed of.
- b) A Councillor raising a Point of Order must:
 - i) state the Point of Order; and
 - ii) state any section, clause, paragraph or provision relevant to the point of order before resuming his or her seat.
- c) A Point of Order may be raised in relation to:
 - i) a motion or a Public question which, under this Procedure should not be accepted by the Chairperson;
 - ii) a question of procedure; or
 - iii) any act of disorder.

- d) The Chairperson shall decide all points of order by stating the provision, rule, practice or precedent which he or she considers applicable to the Point of Order raised, without entering into any discussion or comment.
- e) The Chairperson may adjourn the Meeting to consider a Point of Order; otherwise he or she must rule on it as soon as it is raised.
- f) All other matters before Council are suspended until the Point of Order is decided.
- g) A Point of Order cannot be taken for the sole purpose of:
 - i) expressing a mere difference of opinion; or
 - ii) contradicting a speaker; or
 - iii) disrupting the meeting.

3.4.11 Right to Ask Questions

A Councillor may, at any time when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.

3.4.12 Voting

- a) To determine a motion that is put to a meeting, the Chairperson will first ask for those in favour of the motion, then those opposed to the motion, then those abstaining from the vote and will then declare the results to the meeting.
- b) Unless the Council resolves otherwise, voting on any matter will be by show of hands.
- c) Motion to be read again:
 - i) Before any matter is put to the vote, a Councillor may require that the question, motion or amendment be read again.
 - ii) The Chairperson, without being so requested, may direct the Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) to read the question, motion or amendment to the meeting before the vote is taken.
- d) The motion is determined in the affirmative by a majority of the Councillors present at a meeting at the time the vote is taken voting in favour of the question.
- e) If a Councillor present at the meeting does not vote (abstains), it must be taken that they have voted against the question.
- f) If the number of votes in favour of the question, motion or amendment is half the number of Councillors present at the meeting at the time the vote is taken, the Chairperson has a second/casting vote.
- g) Any Councillor, before the next item of business is considered, may ask that his or her opposition or abstention regarding a motion adopted by the meeting be recorded in the minutes of the meeting.
- h) A Councillor may call for a division immediately after any motion is put to a meeting and before the next item of business has commenced.
- i) The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken, but cannot be requested after the next item of business has commenced.

3.4.13 Procedure for a Division:

- a) When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or amendment.

- b) When a division is called for, the Chairperson will:
 - i) first ask each Councillor wishing to vote in the affirmative to raise their hand. The Chairperson must then state the names of those Councillors voting in the affirmative; and
 - ii) then ask each Councillor wishing to vote in the negative to raise their hand. The Chairperson must then state the names of those Councillors voting in the negative; and
 - iii) then ask any Councillor wishing to abstain from the vote to raise their hand. The Chairperson must then state the names of those Councillors abstaining from the vote.
 - iv) The Chief Executive Officer (or any person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) must record in the minutes the vote of each Councillor.
- c) No Councillor is prevented from changing his or her original vote when voting on the division.
- d) Councillors must remain seated in silence while a vote is being taken.
- e) The Chairperson may direct that the vote be re-counted as often as may be necessary to be satisfied of the result.
- f) The Chairperson must declare the result of the vote or division as soon as it is taken.

3.4.14 Urgent Business:

- a) If the Agenda for a Meeting makes provision for urgent business, business cannot be admitted as Urgent Business other than by resolution of Council and only then if:
 - i) It relates to or arises out of a matter which has arisen since distribution of the Agenda; and
 - ii) deferring the item until the next Meeting will mean a decision on the item will not have any effect on the matter; or
 - iii) the item involves a matter of urgency as determined by the Chief Executive Officer; or
 - iv) it cannot be addressed through an operational service request process; and
 - v) provided the matter does not:
 - substantially affect the levels of Council service;
 - commit Council to significant expenditure not included in the adopted budget;
 - establish or amend Council Policy; or
 - commit Council to any contractual arrangement.

3.4.15 Dissent from Chairperson Ruling:

- a) The decision of the Chairperson in respect to a Point of Order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present at the meeting move a motion of dissent.
- b) A motion of dissent requires no seconder, and the Chairperson must immediately stand down.
- c) A Temporary Chairperson takes the chair for discussion on the motion of dissent following the process outlined in Clause 15.10.

- d) The Chairperson is given the opportunity to explain their decision and the mover also puts forward their reason for dissent.
- e) The meeting then votes on the motion: if the motion is upheld, the Chairperson must reverse their decision. If the motion is lost, the meeting continues as before.

3.4.16 Time limits for Meetings

- a) Unless Council resolves to the contrary a Council Meeting or Committee Meeting shall not continue beyond four (4) consecutive hours.
- b) Any business not reached or dealt with at the time the meeting closes shall be held over until the next Council or Committee Meeting.
- c) Council may resolve to extend the meeting by one (1) forty-five (45) minute interval only if deemed necessary.
- d) Any business not dealt with that is adjourned until the next Council or Committee Meeting shall be recorded in the minutes of the meeting.

3.5 Minutes of a Meeting

3.5.1 The Chief Executive Officer or delegate is responsible for the keeping of Minutes on behalf of Council. Those Minutes must record:

- a) the date, place, time and nature of the Council Meeting;
- b) the names of Councillors and whether they are present, an apology, on leave of absence, etc.;
- c) the titles of the members of Council staff present who are not part of the gallery;
- d) the disclosure of a conflict of interest made by a Councillor in accordance with the Act;
- e) the arrivals and departures of Councillors, during the course of the Meeting (including any temporary departures or arrivals);
- f) every Motion and Amendment moved (including procedural Motions);
- g) the outcome of every Motion moved;
- h) where a division is called, the names of every Councillor and the way their vote was cast (and if they abstained);
- i) when requested by a Councillor, a record of their support of, opposition to, or abstention from voting on any Motion;
- j) details of any failure to achieve or maintain a quorum;
- k) a summary of any questions asked (including the name and suburb of the person), and the response provided as part of public question time;
- l) details of any petitions made to Council;
- m) details of any speakers to an agenda item or deputation;
- n) the time and reason for any adjournment of the Meeting or suspension of standing orders;
- o) any other matter, which the Chief Executive Officer or Delegate thinks should be recorded to clarify the intention of the Meeting or assist in the reading of the Minutes; and

- p) the time the Council Meeting was opened and closed, including any part of the Council Meeting that was closed to members of the public.

3.5.2 Confirmation of the Minutes of a Meeting

- a) When confirming the minutes of a Meeting, the Chairperson must ask if any item in the minutes is opposed.
- b) Opposition can only be expressed regarding items in the minutes on the basis that the record is incomplete or inaccurate.
- c) The Chairperson must not allow discussion or motions on any other issue than the alleged omission from or inaccuracy of the minutes.
- d) If no Councillor indicates opposition, a resolution of Council must confirm the minutes.
- e) If any Councillor indicates opposition, he or she must specify the particular item or items in the minutes concerned and can, after asking any questions to clarify the matter, only move a motion to rectify the alleged error(s) in the record.

3.6 Rescission Notification

3.6.1 A notice of motion to rescind or alter a previous resolution of Council:

- a) Must be given to the Chief Executive in sufficient time to enable the Chief Executive Officer to give ninety-six (96) hours' notice to all Councillors;
- b) Is deemed to have been withdrawn if not moved at the next meeting at which such business may be transacted;
- c) Cannot be considered at a meeting unless the number of Councillors in attendance at the meeting is at least equal to the number of Councillors in attendance when the resolution of Council was adopted.

3.6.2 A Councillor may propose a motion to amend or rescind a decision of the Council provided:

- a) the decision has not been acted upon; and
- b) a notice is delivered to the Chief Executive Officer by the close of business on the day following the meeting at which the decision of Council was made stating:
 - i. the decision proposed to be amended or rescinded; and
 - ii. the meeting and date when the decision was made.

3.6.3 The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:

- a) has not been acted on; and
- b) is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with clause 3.6.1.

3.7 Public Participation

3.7.1 Public Question Time

At each meeting there is an opportunity for members of the public to ask questions of the Council. If the meeting is to be held in a single electronic or hybrid/parallel format then the general public will follow the set procedures to submit a question or petition.

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- a) Question time will take place during the Council Meeting as provided for in the agenda.
- b) Questions in writing in the form prescribed by the Chief Executive Officer will be accepted up to 5pm on the day before the Meeting.
- c) A person must not submit more than two (2) individual questions at a meeting, inclusive of all parts and variants as interpreted by the Chairperson or other person authorised for this purpose by the Chairperson.
- d) A question will only be read to the meeting if the Chairperson or other person authorised for this purpose by the Chairperson has determined that the:
 - i) person directing the question is present in the gallery or provided a link to join the meeting virtually;
 - ii) question does not relate to a confidential matter;
 - iii) question does not relate to a matter in respect of which Council has no power to act;
 - iv) question is not defamatory, indecent, abusive or objectionable in language or substance;
 - v) question is not a repetition of a question already asked or answered (whether at the same or an earlier meeting); and
 - vi) question is not asked to embarrass a Councillor, member of Council staff or member of the public.
- e) Persons submitting questions must either be available through the virtual meeting platform or be present in the public gallery. If they are not present in the Gallery or through virtual attendance, the question will be held over to the next meeting only.
- f) The Chief Executive Officer will read out each question and the Chairperson shall decide who will answer each question.

3.7.2 Petitions & Joint Letters

- a) Petitions and joint letters presented to Council must be in writing and contain the 'prayer' or request of the petitioners or signatories.
- b) Petitions and joint letters must be signed by the persons whose names are appended to it and include their address.
- c) Any signature appearing on a page, which does not bear the text of the whole of the petition or request, may not be considered by Council.
- d) Electronic petitions or joint letters must comply with sub-clauses as stated above and include the name and e-mail address of each petitioner (this functions as the 'signature' of a petitioner);

3.7.3 Speakers to an Item on the Agenda

- a) Council has made provision in the conduct of its Meetings for speakers to address Council in relation to matters included on the agenda for consideration.
- b) Persons wishing to address Council on a matter included in the agenda shall inform Council prior to 3.00pm on the day of the meeting by contacting the Chief Executive Officer's office and registering their name and agenda item being spoken to.
- c) At the meeting the Mayor will invite the persons wishing to speak to an item to address the Council on the agenda item.

- d) The person may elect to sit or stand to address Council, and state their name and address before commencing. No debate on the item is permitted between the person addressing Council and the Council.
- e) A maximum of three minutes per person will be allocated. An extension of time may be granted at the discretion of the Mayor.
- f) Councillors, through the Mayor, may ask the person addressing Council for clarification of matters presented.
- g) The Mayor may direct that a member of the gallery ceases speaking if the above procedure is not followed.

3.7.4 Deputations

- a) A deputation wishing to be heard by Council may make a request to the Chief Executive Officer who must refer the request to the Mayor.
- b) The Mayor may direct the Chief Executive Officer as to the meeting at which the deputation will be heard or, alternatively, ask the Chief Executive Officer to place a request before Council.
- c) If the Mayor asks for a deputation to be heard, the Chief Executive Officer must notify all Councillors of that direction, and also notify a member of the deputation of the date, time, and place at which the deputation will be heard.
- d) A deputation may lodge with the Chief Executive Officer, a written submission detailing the subject matter of the deputation prior to the deputation addressing Council.
- e) Council will not hear more than 2 speakers on behalf of any deputation, and may set time limits on the length and address of each speaker.
- f) Councillors and members of Council staff may question the deputation on matters raised by it for purposes of clarification but no discussion will be allowed.
- g) No motion must be allowed on any deputation until the next Ordinary meeting after the deputation has been heard unless Council, by resolution, decides otherwise.

3.7.5 Livestreaming and Recording Proceedings

- a) The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may conduct a livestream of the proceedings of the Council Meeting.
- b) The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may also otherwise record all the proceedings of a Council or Delegated Committee Meeting using a suitable electronic recording device.
- c) Media representatives may, with the consent of Council or the Delegated Committee (as the case may be), be permitted to record any part of the proceedings of the Council or Delegated Committee Meeting. The consent of Council or the Delegated Committee must not be unreasonably withheld, but may be revoked at any time during the course of the relevant meeting.
- d) Members of the public must not operate recording equipment at any Council or Delegated Committee Meeting without the prior written consent of Council. Such consent may be given only after receipt of a written application and may at any time during the course of the meeting be revoked by Council or the Delegated Committee as the case may be.

3.8 Other General Conduct & Modes of Address

- 3.8.1 A Councillor or any other person who addresses a Meeting must do so in a courteous manner.
- 3.8.2 Any Councillor or person who addresses the meeting must direct all remarks through the Chairperson.
- 3.8.3 A Councillor or any other person must not at a Meeting make any defamatory, indecent, abusive, offensive or disorderly statement or comment.
- 3.8.4 If such a statement or comment is made, the Chairperson may require the Councillor to withdraw it and the Councillor concerned must immediately and unreservedly do so.
- 3.8.5 If a Councillor continues to engage in improper or disorderly conduct, or acts in a way that otherwise disrupts the Meeting, and prevents the conduct of Council business, Council may, by resolution, suspend that Councillor from a portion of the Meeting or from the balance of the Meeting where the Chairperson has warned the Councillor to cease that behaviour; or
- 3.8.6 Where Council suspends a Councillor or the Mayor directs a Councillor to leave the meeting, the Councillor will take no active part in the portion of the Meeting from which he or she has been suspended.
- 3.8.7 Visitors at a Meeting must not interject or take part in the debate.
- 3.8.8 The gallery must preserve silence at all times during a Meeting.
- 3.8.9 If any visitor is called to order by the Chairperson for any improper or disorderly conduct on more than one occasion during the Meeting, the Chairperson may order him or her to leave the Meeting room or building.
- 3.8.10 The Chairperson may adjourn a disorderly Meeting.

3.9 Suspension of Standing Orders

- 3.9.1 Any provision of this Procedure except that relating to a quorum may by resolution be suspended for any part of a Meeting.
- 3.9.2 The suspension of Standing Orders will be used to enable full discussion of any issues without the constraints of formal meeting procedure.
 - i) An appropriate motion would be "That Standing Orders be suspended to enable discussion on_____".
- 3.9.3 No motion, except one that proposes the resumption of standing orders, may be accepted by the Chairperson during such suspension.

Schedule 1

1. The content, format and order of items on:
 - a) **Council Meeting agendas will include:**
 - Opening of Meeting and Prayer
 - Acknowledgement to Country
 - The Chair must indicate at the commencement of a meeting that if technical problems are encountered by the Council then the meeting will be adjourned until resolution or postponed.
 - Present
 - Apologies
 - Confirmation of Minutes
 - Disclosure of Conflict of Interest
 - Public Question Time
 - Petitions
 - Deputations
 - Officers Reports
 - Notices of Motion
 - Mayors Report
 - Councillors' Reports
 - Urgent Business
 - Confidential Reports
 - Meeting closure
 - b) **Unscheduled Meeting agendas will include:**
 - Opening
 - Prayer
 - Acknowledgement to Country
 - Present
 - Apologies
 - Declarations of Conflict of Interest
 - Council Reports (as advertised).
 - Closure
 - c) **Delegated Committee Meeting agendas will include matters that are in accordance with and directly relevant to the Committees Instrument of Delegation.**

Schedule 2: Procedural Motions

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of a <i>Chairperson</i> ; (b) When another Councillor is speaking	Motion and amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of a <i>Chairperson</i> ; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the <i>Council</i> has been made for that meeting in accordance with section 85 of the Act; or (d) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes

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Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
3. The closure	That the motion be now put	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	During nominations for <i>Chairperson</i>	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	Debate continues unaffected	No
4. Laying question on the table	That the question lie on the table	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of a <i>Chairperson</i> ; (b) During a meeting which is a call of the <i>Council</i> has been made for that meeting in accordance with section 85 of the <i>Act</i> ; or (d) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and amendment is not further discussed or voted on until: (a) <i>Council</i> resolves to take the question from the table at the same meeting; or (b) The matter is placed on a subsequent agenda and <i>Council</i> resolves to take the question from the table	Debate continues unaffected	No

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Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
5. Previous question	That the question be not now put	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of a <i>Chairperson</i> ; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the <i>Council</i> has been made for that meeting in accordance with section 85 of the <i>Act</i> ; (d) When an amendment is before <i>Council</i> ; or (e) When a motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	(a) No vote or further discussion on the motion until it is placed on a subsequent agenda for a later meeting; and (b) Proceed to next business	Motion (as amended up to that time) put immediately without further amendment or debate	Yes

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Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
6. Proceeding to next business	<p>That the meeting proceed to the next business</p> <p>Note: This motion:</p> <p>(a) may not be amended;</p> <p>(b) may not be debated; and</p> <p>(c) must be put to the vote as soon as seconded</p>	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	<p>(a) During the election of a <i>Chairperson</i>;</p> <p>(b) When another Councillor is speaking;</p> <p>(c) When the matter is one in respect of which a call of the <i>Council</i> has been made in accordance with section 88 of the <i>Act</i>; or</p> <p>(d) When a motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement</p>	<p>If carried in respect of:</p> <p>(a) An amendment, <i>Council</i> considers the motion without reference to the amendment;</p> <p>(b) A motion - no vote or further discussion on the motion until it is placed on an agenda for a later meeting</p>	Debate continues unaffected	No

Part 4 – Election of Mayor and Deputy Mayor

4.1 Overview

The role and functions of the Mayor and Deputy Mayor are provided in the Local Government Act. For the purpose of process, the following will occur:

- 4.1.1 A Mayor is to be elected no later than one month after the date of a general election at a Council meeting open to the public;
- 4.1.2 Before the election of the Mayor and Deputy Mayor, a Council must determine by resolution whether each of these roles is to be elected for a 1 year or a 2 year term respectively.
- 4.1.3 If the Mayor / Deputy 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.
- 4.1.4 If the Mayor / Deputy 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.
- 4.1.5 A Mayor is to be elected within one month after any vacancy in the office of Mayor occurs.
- 4.1.6 The election of a Mayor after the period specified in this section does not invalidate the election.
- 4.1.7 A Councillor elected to fill a vacancy in the office of Mayor caused other than by the expiration of a one year or a 2 year term serves the remaining period of the previous Mayor's term.

4.2 Nominations

- 4.2.1 Any Councillor is eligible for election or re-election to the office of Mayor.
- 4.2.2 A Councillor may only nominate one Councillor as a candidate for the role of the Mayor.
- 4.2.3 A Councillor may nominate themselves as a candidate for the role of Mayor.
- 4.2.4 Except where a Councillor has nominated themselves, a nominated Councillor must advise the Chair whether they accept or decline the nomination as a candidate for the role of Mayor.
- 4.2.5 Nominations need not be seconded.
- 4.2.6 If Council resolves to have the office of Deputy Mayor, provisions 5.2.1 to 5.2.5 will also apply to the nomination of candidates for the role of Deputy Mayor.

4.3 Determining the Election of Mayor

- 4.3.1 The Chief Executive Officer will chair the election of the Mayor.
- 4.3.2 The Chief Executive Officer must invite nominations for the office of Mayor and confirm acceptance of the nomination with the nominee.

- 4.3.3 The Mayor must be elected by an absolute majority of the Councillors¹.
- 4.3.4 Where in an election for the Mayor:
- 4.3.5 One candidate has been nominated, that candidate must be declared elected.
- a) **Two candidates** have been nominated:
 - i) A vote must be taken and the candidate who receives the number of votes greater than half the Councillors of the Council must be declared elected;
 - b) **Where 3 or more candidates** have been nominated and no candidate receives a number of votes greater than half the Councillors of the Council:
 - i) the candidate with the fewest number of votes cast must be eliminated;
 - ii) the names of the remaining candidates must be put to the vote as outlined in subsection 4.1.4 (b) will apply.
 - c) If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.
 - d) If Council resolves to have the office of Deputy Mayor, the provisions as outlined above will apply.

4.4 Deputy Mayor

- 4.4.1 At the Council Meeting at which the Mayor is to be elected, the Council may resolve to establish the position of Deputy Mayor and elect a Councillor to the position of Deputy Mayor.
- 4.4.2 If the Council has not resolved to establish the position of Deputy Mayor, any provisions in this these Governance Rules relating to the Deputy Mayor have no effect.

4.5 Method of Voting

The election of the Mayor must be carried out by a show of hands or an electronic method that enables those observing (in attendance and those watching a livestream broadcast) to see who a Councillor has voted for at the time the vote is taken.

¹ In this section, *absolute majority* means the number of Councillors which is greater than half the total number of the Councillors of a Council.

Part 5 – Council Committees

5.1 Delegated Committees

Council may establish Delegated Committees as part of its governance framework. Delegated Committees can comprise Councillors, members of Council staff and others and must be chaired by a Councillor. As Council may delegate specific powers, duties and functions to Committees, their meeting procedures need to be formal.

- 5.1.1 If Council establishes a Delegated Committee, these Governance Rules will apply to the Delegated Committee Meetings with any necessary modifications, therefore in such circumstances:
- a) a Council meeting is to be read as a reference to a Delegated Committee Meeting;
 - b) a Councillor is to be read as a reference to a Member of the Delegated Committee; and
 - c) a reference to the Mayor is to be read as a reference to the Chairperson of the Delegated Committee
- 5.1.2 If Council establishes a Delegated Committee, Council may resolve that a provision of this governance rules do not apply to that Committee.

5.2 Community Asset Committees

- 5.2.1 The Act provides for Council to establish a Community Asset Committee for the management of a community asset such as a hall. Council may appoint members of the community to the Committee and delegate to it powers, duties or functions. The powers delegated to a community asset committee must be limited in the amount and purpose of any financial delegation.
- 5.2.2 The Governance Rules may apply to any Community Asset Committee established by Council.
- a) Council may determine, in establishing a Community Asset Committee which parts of the Governance Rules apply but as a minimum must include Section 3.5 of Part 3, Minutes of a Meeting.
 - b) A Community Asset Committee must report the minutes of all Committee Meetings to the next practicable Council meeting.
 - c) A Community Asset Committee must act in accordance with its adopted Charter, Instrument of Delegation and any Terms of Reference adopted by Council.
 - d) A Community Asset Committee must adhere to any policy, guideline or protocol introduced by Council, which relates to the operational or governance requirements of the Committee.
 - e) A Community Asset Committee must provide Council with an Annual Report each year, in a format determined by the Chief Executive Officer.

5.3 Audit and Risk Committee

- 5.3.1 The Act provides for Council to establish an Audit and Risk committee to provide oversight.
- 5.3.2 The Governance Rules will apply to the Audit and Risk Committee established by Council unless otherwise provided in the Audit and Risk Committee Charter.
- 5.3.3 Council may resolve, in establishing an Audit and Risk Committee that the meeting procedure chapter of these Governance Rules does not apply.
- 5.3.4 An Audit and Risk Committee must report the minutes of all Committee Meetings to the next practicable Council meeting.
- 5.3.5 An Audit and Risk Committee must act in accordance with its Charter adopted by Council.

5.4 Advisory Committees

The establishment of non-legislated Advisory Committees is often essential to ensure that the input from subject matter experts, community groups and other stakeholders is considered when Council is developing major strategies, plans and/or policy that impact the greater Moorabool community.

- 5.4.1 Advisory Committees cannot make decisions on behalf of Council.
- 5.4.2 Advisory Committees will be established with their own individual Terms of Reference to guide the operation and functionality of those committees are in place to meet Council's expectations.
- 5.4.3 The Terms of Reference will outline how the Advisory Committee is to be structured, what its functions are, how it will operate and report/make recommendations to Council.

Part 6 – Conflicts of Interest

The Act defines general and material conflicts of interest and provides exemptions for remoteness and interests in common with a substantial proportion of ratepayers along with other specific circumstances.

The disclosures of Conflicts of interest, apply to Council meetings and meetings conducted under the auspices of Council that are not Council meetings. Meetings conducted under the auspices of Council include those meetings arranged or hosted by Council.

These Governance Rules provide the following procedures for disclosures of conflicts of interest:

6.1 Obligations with regard to conflict of interest

6.1.1 Councillors, members of Delegated Committees and Council staff are required to:

- a) Avoid – all situations which may give rise to conflicts of interest;
- b) Identify – any conflicts of interest; and
- c) Disclose – or declare all conflicts of interest;

6.2 Councillors and Members of Delegated Committees

6.2.1 May not participate in discussion or decision-making on a matter in which they have a conflict of interest.

6.2.2 When disclosing a conflict of interest, Councillors must clearly state their connection to the matter.

6.2.3 All disclosures of conflicts of interest will be recorded in the minutes of a Council or Delegated Committee Meeting.

6.2.4 Council will maintain a Conflict of Interest Register which will be made available on Council's website.

6.3 Procedure at a Council or Delegated Committee Meeting

6.3.1 At the time indicated in the Agenda, a Councillor with a conflict of interest in an item on that agenda must indicate they have a conflict of interest by clearly stating:

- a) The item for which they have a conflict of interest; and
- b) Whether their conflict of interest is general or material; and
- c) The circumstances that give rise to the conflict of interest.

6.3.2 Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor or Member of a Delegated Committee must indicate to the meeting the existence of the conflict of interest and leave the meeting.

6.3.3 A Councillor who is not present at the designated time in the agenda for disclosures of conflicts of interest, must disclose their conflict of interest in the manner that required for the declarations of conflicts of interest at section 6.3.1, prior to leaving the meeting.

6.3.4 A Councillor or Member of a Delegated Committee who discloses a conflict of interest and leaves a Council meeting must not communicate with any participants in the meeting while the decision is being made.

6.4 Procedure at other meetings organised, hosted or supported by Council

- 6.4.1 A Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.
- 6.4.2 At the time indicated on the Agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest and the matter in which the conflict of interest arises.
- 6.4.3 If there is no Agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest as soon the matter arises.
- 6.4.4 At the time for discussion of that item, the Councillor will leave the discussion and not communicate with any members of the meeting for the duration of the discussion.
- 6.4.5 The existence of a conflict of interest will be recorded in the minutes of the meeting.
- 6.4.6 If there are no minutes kept of the meeting, the conflict of interest will be recorded in a meeting record and provided to the Governance team for recording in the register of Conflicts of Interest.
- 6.4.7 The meeting minutes or record will also record the duration of the discussion and whether the Councillor left the meeting.
- 6.4.8 Meeting records and reports will be presented to Council for noting and inclusion on the public record.

6.5 Council staff

- 6.5.1 Must act in accordance with the Employee Code of Conduct.
- 6.5.2 Must not exercise a delegation or make a decision on any matter where they have a conflict of interest.
- 6.5.3 May be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions at section 6.6 and the Employee Code of Conduct.

6.6 Procedure for disclosures of conflicts of interest by Council Staff

- 6.6.1 Council staff must disclose the existence of all conflicts of interest in writing and in the form determined by the Chief Executive Officer.
- 6.6.2 All conflicts of interest disclosed by Council staff will be provided to the Governance team for recording in the register of Conflicts of Interest.
- 6.6.3 A Council staff member who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if:
 - a) The number and qualifications of other people providing advice regarding the same matter is equal or greater; or
 - b) The staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and
 - c) The staff member's General Manager determines that the conflict of interest has not influenced the advice provided; and
 - d) The existence of the conflict of interest is documented in all advice provided by that staff member, and in the case of verbal advice, is documented by the decision maker.

Part 7 – Use of Council Seal

Under section 14(1)(b) of the Local Government Act 2020, Council is required to have a common seal which acts like the signature of a Council. Affixing the seal demonstrates approval of the content of a document and shows what Council has done or agreed to do. However, not all documents created to implement decisions of Council require the affixing of a seal.

These rules outline the situations in which a seal is required, and how the seal is to be used.

7.1 Custodian of Common Seal

The Chief Executive Officer is responsible for keeping the Common Seal in safe custody.

7.2 Requesting the Signing and Sealing of a Document

- 7.2.1 Prior to submitting a document to the Chief Executive's Office for signing and sealing, a Document for Sealing Request form must be completed and approved by the relevant departmental manager and then the General/Executive Manager.
- 7.2.2 A copy of the Council resolution approving the use of the Council seal must be attached to the form. The form and the Council resolution must accompany the document being submitted to the Office of the CEO for signing and sealing.
- 7.2.3 If the form has not been signed by the relevant General/Executive Manager or the Council resolution is not attached, the documents must not be accepted for signing and sealing.
- 7.2.4 A contract or agreement must only be submitted for signing and sealing, once the document has been fully executed by the other party/parties (unless the other party to the contract or agreement is either the State Government of Victoria, the Federal Government or another Local Government entity).

7.3 Affixing the Common Seal

- 7.3.1 The seal of a Council must not be affixed to any document without the Council's approval granted either generally or specifically by resolution that the seal be so affixed.

Example

That Council affix the Common Seal to the [description of document].

Or

The [document], shall come into force immediately upon the common seal of the Council is affixed to the [document].

- 7.3.2 The affixing of the Seal to a document must be witnessed by signatures of a Councillor and the Chief Executive, except in the instance where the Seal is to be appended to the contract of employment for the Chief Executive. In this instance, a second Councillor will sign alongside the Mayor.

7.3.3 Council’s preferred sealing clause is as follows:

The **COMMON SEAL** of the)
MOORABOOL SHIRE COUNCIL)
 was affixed by authority of the)
 Council in the presence of:)

.....

Councillor

.....

Chief Executive Officer

.....

Date

7.4 The Seal may be affixed to any of the following documents:

- 7.4.1 a contract of employment for the Chief Executive;
- 7.4.2 Council to staff delegations;
- 7.4.3 agreements or contracts from state or federal government departments;
- 7.4.4 planning agreements (s. 173 & 174 of Planning & Environment Act 1987);
- 7.4.5 contract for sale or purchase of land;
- 7.4.6 contracts and tenders that have been endorsed by Council;
- 7.4.7 funding body/agreement;
- 7.4.8 any document that changes Council’s legal position (e.g. significant contract variations);
- 7.4.9 significant financial agreements (e.g. borrowings, changes to overdraft facilities);
- 7.4.10 Any other legal document Council is required to affix the Seal to from time to time or where required by legislation or other legislative authorities.

7.5 Sealing Register

The Chief Executive Officer will ensure that a register of all uses of the Common Seal is kept by Council. The register will contain a description of the document, the date the Seal was affixed and the date Council resolved to affix the Seal.

Part 8 – Election Period Policy

8.1 Purpose

The Election Period Policy (formerly known as the Caretaker Policy) has been developed in order to ensure that the general elections for the Moorabool Shire Council are conducted in a manner that is ethical, fair and equitable, and are publicly perceived as such.

The Policy will also facilitate the continuation of the ordinary business of local government in the Moorabool Shire throughout the election period in a responsible and transparent manner, in accordance with statutory requirements and established 'caretaker' conventions.

This Policy also commits Council during the election period to:

- avoid making significant new policies or decisions that could unreasonably bind a future Council; and
- ensure that public resources, including staff resources, are not used in election campaigning or in a way that may improperly influence the result of an election, or improperly advantage existing Councillors as candidates in the election.

8.2 Definitions

Where terms used in this Policy are defined in the Act, their use in this Policy is consistent with the definitions in the Act.

Definitions used in this Policy which are not defined by the Act are:

Publication	Includes any means of publication including letters and information on the Internet including social media.
Public consultation	Means a process that involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy, and includes discussion of that matter with the public.

8.3 Scope and Application of Policy

Council will function in accordance with this Policy during the election period which commences at the time that nominations close on nomination day and ends at 6pm on Election Day.

8.3.1 Role of Chief Executive Officer (CEO)

- a) The CEO is responsible for determining any issues that arise in the implementation of this policy.
- b) In addition to the CEO's statutory responsibilities, the CEO or his or her delegate will ensure as far as possible, that:
 - i) All Councillors and Officers are informed of the application of this policy at least 60 days prior to the commencement of the election period;
 - ii) Matters of Council business requiring major policy or significant decisions are scheduled for Council to enable resolution prior to the commencement of the election period, or deferred where appropriate for determination by the incoming Council; and

- iii) Guidelines to staff on the role and responsibilities of staff in the implementation of this policy are issued if appropriate.

8.4 Prohibited Decisions by Council

Under Section 69 of the Act, an election period policy must prohibit any Council decision during the election period for a general election that:

- a) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
- b) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
- c) the Council considers could be reasonably deferred until the next Council is in place; or
- d) the Council considers should not be made during an election period.

8.5 Public Consultation

8.5.1 Right to Postpone

- a) Some public consultation activities may be necessary during the election period to facilitate the day to day business of Council and ensure matters continue to be proactively managed.
- b) Any such public consultations will avoid express or implicit links to the election.
- c) In view of the potential for a matter or issue to become contentious or politically sensitive in the course of the election period, Council reserves the right to postpone a matter if the issue is likely to affect voting.
- d) Council will not continue or commence public consultation on any contentious or politically sensitive matter after the commencement of the election period.

8.6 Council Communications and Publications

8.6.1 Publishing Material during the Election Period

- a) Council will not print, publish or distribute any advertisement, handbill, pamphlet or notice during an election period unless it has been approved by the Chief Executive Officer or their delegate.
- b) The Chief Executive Officer or their delegate must not intentionally or recklessly approve a publication that contains electoral matter, unless that material is only about the election process.

8.6.2 Approval of Publications

- a) Publications to be printed, published or distributed during the election period must first be approved by the Chief Executive Officer.
- b) Copies of all approved documents will be retained on Council records.
- c) Publications which require approval include:
 - i) Brochures, pamphlets, handbills, flyers, magazines and books;
 - ii) Reports (other than agenda papers and minutes);

- iii) Advertisements and notices, (includes Moorabool Matters) except newspaper notices of meetings;
- iv) New website material;
- v) Social media publications (which includes but not limited to Facebook and Twitter posts);
- vi) Emails with multiple addresses, used for broad communication with the community;
- vii) Mass mail outs or identical letters sent to a large number of people by or on behalf of Council;
- viii) Media releases;
- ix) Material to publicise a function or event; and
- x) Any publication or distribution of Councillors' speeches.

8.6.3 Prohibited Material

- a) Electoral matter means any matter which is intended or likely to affect voting in an election, but does not include:
 - i) Any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election, or
 - ii) An advertisement in a newspaper announcing the holding of a meeting.
- b) A publication is taken to contain electoral matter if it contains an express or implicit reference to, or comment on:
 - i) The election; or
 - ii) A candidate in the election; or
 - iii) An issue submitted to, or otherwise before, the voters in connection with the election.
- c) Electoral matter includes material which:
 - i) Publicises the strengths or weaknesses of a candidate;
 - ii) Advocates the policies of the Council or of a candidate;
 - iii) Responds to claims made by a candidate; and
 - iv) Publicises the achievements of the elected Council.

8.6.4 Council Publications Including Councillor Information

Any reference to Councillors standing for re-election in Council publications printed, published or distributed during an election period must not include promotional text.

8.6.5 Website

- a) Material published on Council's website in advance of the election period is not subject to approval, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, were it to be published during the election period.
- b) Councillor profiles on the Council website will be limited to a photograph and contact details. Other communication from a Councillor via the Council website will be removed.

- c) Any material published on Council's website during the election period must be approved by the Chief Executive Officer.

8.6.6 Annual Report

- a) Council is required by the Act to produce and put on public display a copy of its Annual Report. The Annual Report will be published during the election period. The Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.
- b) Any publication of an extract or summary of the Annual Report will require approval of the Chief Executive Officer.

8.6.7 Council and Committee Agendas and Minutes

- a) Agenda papers and minutes of Council and Committee meetings do not require certification by the Chief Executive Officer unless they are printed or published for a wider distribution than normal.
- b) Items submitted for Public Question Time will be reviewed to ensure that they comply with the principles of the Act and this Policy, and may be amended accordingly before publication.

8.6.8 Social Media

- a) Any publication on social media sites including but not limited to Facebook, Twitter, blogs and wiki pages during the election period must be certified by the Chief Executive Officer.
- b) Staff responsible for administering a Council social media site will monitor the respective site during the election period and use moderation features where available to ensure no electoral matter is posted.

8.6.9 Review of Publications

Council will review all publications prior to the commencement of the election period, and during the election period, prior to publication and distribution, to ensure that any such publications comply with the requirements this policy.

8.7 Functions/Events

- 8.7.1 Any event or function held during the election period shall relate only to legitimate Council business and shall not be used, or be capable of being construed as being used, in connection with any election activity.
- 8.7.2 All speeches prepared for use at events or functions shall be reviewed by the Chief Executive Officer to ensure the content does not breach this Policy.
- 8.7.3 Councillors may make a short speech during any event or function however the speech must be limited to referring to the specific event at which the it is being delivered and thanking the participants or attendees. The speech must not have any political reference which may be construed as providing a current Councillor any advantage during the election period. Speeches will not be circulated or available for publication.
- 8.7.4 Functions or events for the purpose of electioneering must not be resourced or publicised by the Council.

8.8 Council Resources

8.8.1 Application of Resources

Council resources, including offices, vehicles, staff, hospitality, services, property, equipment and stationery must be used exclusively for normal Council business during the election period and must not be used in connection with any election campaign or issue.

8.8.2 Role of Staff

- a) Council staff will not undertake any tasks connected directly or indirectly with the election campaign of a Councillor standing for re-election or any candidate standing for election.
- b) Council staff will not authorise, use or allocate a Council resource for any purpose that may influence voting in the election, except where it only relates to the election process and is authorised by the Chief Executive Officer.
- c) Prior to the election period for any election the Chief Executive Officer will ensure that all members of Council staff are advised in regard to the application of the caretaker procedures.
- d) Any staff member who considers that a particular use of Council resources may influence voting in an election or provide an undue advantage for a candidate should advise their manager before authorising, using or allocating the resource. The manager will seek appropriate advice in order to ascertain whether the use of Council resources is in accordance with this statement.

8.8.3 Use of Council Equipment by Councillors

Councillors may continue to use any Council equipment provided to them to facilitate their performance of normal Council duties, subject to existing protocols and terms of use. Councillors standing for re-election must not use Council equipment as a resource to assist with election campaigns. This includes laptops, iPad, notepads, telephone land lines, mobile phones, email addresses, and internet connections.

8.8.4 Councillors' Entitlement to Reimbursement

Reimbursements of Councillors' out-of-pocket expenses during the election period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that support or are connected with a candidate's election campaign. Claims shall conform with requirements set out in the 'Council Expenses Policy'.

8.8.5 Council Branding

No Council logos, letterheads, or other corporate branding will be used for, or linked in any way to, a candidate's election campaign.

8.8.6 Cessation of Ward Specific Publications

Ward-specific publications, or Councillor profiles and articles in the Moorabool Matters, will not be arranged by Council during the election period.

8.8.7 Officers' Discretion

The Council will ensure that due propriety is observed in the use of all Council resources, and Council staff are required to exercise appropriate discretion in that regard. Where the use of Council resources appears to relate to the election campaign of a Councillor standing for re-election, the matter must be referred to the Chief Executive Officer or their delegate.

8.9 Media Services

8.9.1 Restriction on Services

- a) Council's Communications team undertake the promotion of Council activities and initiatives. During the election period this team's services must not be used in any way that might promote a Councillor as an election candidate.
- b) Council publicity during the election period will be restricted to communicating normal Council activities and initiatives and subject to certification by the Chief Executive Officer.

8.9.2 Media Releases/Spokespersons

- a) Media releases will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate.
- b) In the event that a spokesperson is required in relation to any publication or communication, the Chief Executive Officer will fulfil that role.

8.9.3 Councillors

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

8.9.4 Council Employees

During the election period no Council employee may make any public statement that relates to an election issue unless prior approval has been obtained by the Chief Executive Officer or his or her delegate.

8.10 Information

8.10.1 Candidates' Access to Information

- a) All election candidates have equal rights to information relevant to their election campaigns from the Council administration. While it is important that sitting Councillors continue to receive information that is necessary to fulfil their existing elected roles, neither Councillors nor candidates will receive information or advice from Council officers that may improperly advantage candidates in the elections (which includes internal publications such as the Councillor Information Bulletin (CIB)).
- b) There will be complete transparency in the provision of all information and advice during the election period.
- c) Requests for clarification relating to the provision of information should be directed to the Chief Executive Officer or his or her delegate.

8.10.2 Information Request Register

The Governance unit will maintain an Information Request Register during the election period. This Register will be a public document that records all requests relating to electoral matters and non-routine requests for information by Councillors and candidates, and the responses given to those requests.

8.10.3 Improper Use of Position

Section 123 the Act prohibit Councillors from misusing or inappropriately making use of their position. A breach of section 76D attracts serious penalties, including possible imprisonment.

8.11 Assistance to Candidates

8.11.1 Candidate Information

- a) Council will provide candidates with a Councillor Candidate Information Kit to assist them in running and nominating for Council.
- b) Candidates will be informed of their obligation to complete a Nomination Form which will be available from the Returning Officer, accompanied by the nomination fee.
- c) Candidates will also be informed of the requirements to complete and submit an 'Election Campaign Return' to the Chief Executive Officer.

8.11.2 Advice to Candidates about the election process

- a) All election related enquiries from candidates, whether current Councillors or not, will be directed to the Returning Officer, or where the matter is outside of the responsibilities of the Returning Officer, to the Chief Executive Officer or his or her delegate.
- b) Councillors may use the title "Councillor" in their election material, as they continue to hold their positions for the period.
- c) Councillors are advised that any election publication using the title "Councillor" clearly indicates that it is their own material and does not represent Council.
- d) All candidates for the Council election will be treated equally. Any advice to be provided to candidates as part of the conduct of the Council election should be provided equally to all candidates.

8.12 Related Legislation

Local Government Act (Victoria) 2020

8.13 Review

This policy will be reviewed by 31 August in the year preceding each general election.



Bacchus Marsh Aerodrome Master Plan

June 2022

Imagery: Jaroslaw Mosiejewski © 2022

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Executive Summary

This Master Plan provides Moorabool Shire Council (MSC) and Bacchus Marsh Aerodrome Management Inc. (BMAM) with a strategic direction for the future development of Bacchus Marsh Aerodrome. It is a broad strategic document that aims to assist both council and BMAM in their decision-making over the next 20 years.

Background

Bacchus Marsh Aerodrome (BMA) is located within the Shire of Moorabool, approximately 45 km west of the Melbourne CBD and approximately 6 km south of central Bacchus Marsh. The aerodrome is owned by MSC and under a long-term lease to BMAM. In December 2018, the lease was extended for a further term through to the year 2043.

The aerodrome is a General Aviation (GA) facility hosting gliding, commercial flying training and engineering operations, private flying and aerial firefighting aircraft from adjoining gliding club land during the Victorian fire season.

In addition to three gliding clubs and the Australian Gliding Museum, two flight training schools and two aircraft maintenance businesses use BMA as the base for their operations. There are also a number of private aircraft owners who base their aircraft in hangars at the aerodrome and use the facilities on a regular basis.

A Strategic Location

The Parwan Employment Precinct (PEP) covers an area of approximately 2,500 ha. The current vision for the Precinct is to attract a mix of businesses and investors from across the industrial, commercial, agribusiness and aviation sectors.

BMA's location within the PEP is advantageous in its potential to facilitate complementary activities, such as air charters servicing business activity, corporate jet operations, helicopter movements and air freight movement of locally-produced products. Additionally, the aerodrome's proximity to Melbourne and Ballarat as major commerce centres and its geographic surrounds mean it is ideally positioned to capture growth opportunities in the flight training, aircraft maintenance and specialised airfreight sectors.

When viewed in conjunction with Moorabool Shire's forecast population growth, BMA is ideally positioned to support increased social and economic benefits for the municipality.

Growth and Development

As a General Aviation aerodrome, future growth and development at BMA will be particularly influenced by growth in gliding, flight training, recreational and sport aviation activities. From a base of approximately 30,000 aircraft movements in 2022, traffic at BMA is forecast to grow over the life of this Master Plan to 44,600 by 2042.

In order to assist in planning the future use and development of the aerodrome site to accommodate this growth, five new land use precincts across BMA are established under this plan, along with the existing Gliding Precinct:

1. Aerodrome Precinct
2. Aerodrome Expansion Precinct
3. Hangar Precinct
4. Terminal Precinct
5. Aviation Services Precinct
6. Gliding Precinct

Each precinct has different characteristics and long-term planning objectives. Central to these objectives is the adoption of a Code 2B design aircraft, which is considered to cover the full range of activities and growth that is likely to occur at BMA in the foreseeable future including pilot training, emergency services, charter, corporate and light freight.

A Unified Vision

A detailed consultation process was undertaken in preparing this Master Plan involving the Moorabool Shire community and key stakeholders. The process revealed strong support for the development of BMA and ultimately identified the following vision for the aerodrome:

As a critical aspect of the Parwan Employment Precinct, Bacchus Marsh Aerodrome is a core economic and social driver for Moorabool Shire through increased aviation activity, job creation and tourism, and the provision of direct access to emergency and other essential services for its local communities.

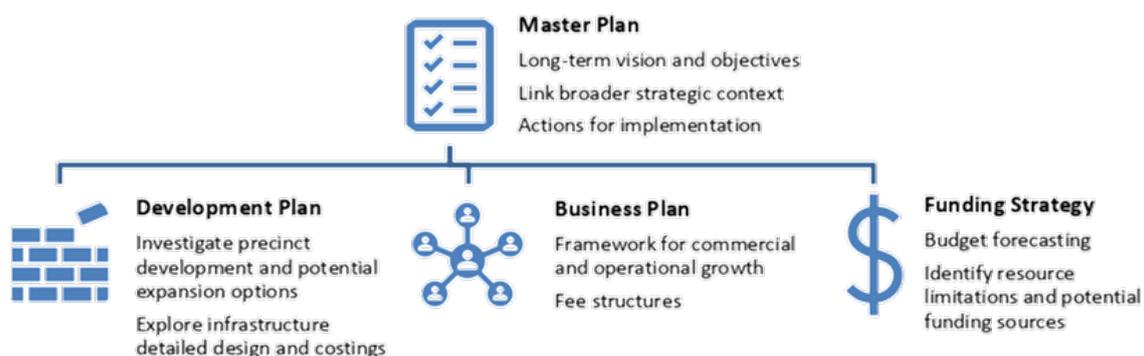
This vision underpins the planning and development initiatives detailed throughout this Master Plan that are detailed in the implementation section.

Implementation Plan

The Master Plan provides MSC and BMAM with strategic direction for the future development of BMA and puts forward a series of actions in the areas of strategic planning, operations and infrastructure.

Several of the actions will require three key pieces of further work to be progressed by BMAM and supported by MSC before they can be delivered. Specifically, preparing Development Plans for the six land use precincts identified by the Master Plan (see section 3.1), as well as a Business Plan and Funding Strategy.

These pieces of work are contextualised in the diagram below and will be used to investigate and confirm detailed development, design and funding options for delivery. Individual actions are described in the Implementation Plan (see section 3.4), along with indicative trigger points and an estimation of the likely timing for each action.





1 Introduction

1.1 Overview of the Aerodrome

Governance

Bacchus Marsh Aerodrome (BMA) is located within the Shire of Moorabool, approximately 45 km west of the Melbourne CBD and approximately 6 km south of central Bacchus Marsh. Access to the aerodrome is via Aerodrome Road, which runs off Geelong – Bacchus Marsh Road.

BMA is owned by Moorabool Shire Council (MSC) and leased under a long-term lease to Bacchus Marsh Aerodrome Management Inc. (BMAM). In December 2018, the lease was extended for a further term through to the year 2043.

BMA is not currently certified aerodrome under the Civil Aviation Safety Regulations 1998 and is therefore considered to be an Aeroplane Landing Area (ALA).

Site Description

The aerodrome site has an area of approximately 92 ha, excluding the adjoining land owned by the three gliding clubs.

BMA has two runways; a north-south runway (01/19) and an east-west runway (09/27). A private hangar estate, buildings and grassed parking areas are located on the north side of Runway 09/27, east of Runway 01/19. There are two bitumen-sealed taxiways connecting Runway 09/27 to a parallel bitumen-sealed taxiway, and access to the hangar estate containing 28 hangars and separate aircraft parking areas is via gravel taxilanes. A bitumen sealed taxiway connects to Runway 01/19. An aircraft refuelling facility is located adjacent to the aircraft parking area.

User Groups

Three gliding clubs, together with the Australian Gliding Museum, are located on an adjoining privately owned parcel of land abutting the south-east end of Runway 09/27. Access to the gliding facilities is from Jenz Road, which runs off Aerodrome Road.

Two flight training schools and two aircraft maintenance businesses, together with the gliding clubs, use BMA as the base for their operations. There are also a number of private aircraft owners who base their aircraft in hangars at the aerodrome and use the facilities on a regular basis.

The aerodrome is a General Aviation (GA) facility hosting gliding, commercial flying training and engineering operations, private flying and aerial firefighting aircraft from adjoining gliding club land during the Victorian fire season.

1.2 Purpose and Objectives of the Master Plan

This BMA Master Plan provides MSC with a long-term (20-year) planning framework for the safe, secure, efficient, and sustainable use and development of the aerodrome site and its surrounds. Importantly, this relates to the use and development of land both on and off the aerodrome site. The consideration of off-aerodrome land use and development opportunities within the Parwan Employment Precinct (PEP or the Precinct) are particularly important, as activities around an aerodrome can have a significant impact on its operations and viability. The strategic context and vision for the PEP are articulated in the Parwan Employment Precinct Scoping Study (unpublished draft prepared by Urban Enterprise) and have informed this Master Plan.

The BMA Master Plan provides clear direction as to how growth is to be accommodated, particularly the continued growth and expansion of GA activities. The plan provides an optimal spatial outcome for the aerodrome based on Council's objectives for future development of the PEP, current and projected resources, and in keeping with its environmental, planning and operational obligations. While the emphasis of this Master Plan is aviation growth, development, and protecting the site for the future expansion of aviation facilities, MSC also recognises the considerable local social benefits the aerodrome could provide to its communities into the future.

The key objectives of the BMA Master Plan are therefore to:

- Identify land use and facility development requirements for the aerodrome over the planning period;
- Identify strategies and facilities required to ensure the long-term sustainability of the aerodrome;
- Enhance the viability of the aerodrome and create positive gains for the community;
- Ensure that the aerodrome is not inhibited by a lack of facilities and service infrastructure or other constraints;
- Support aviation-related and compatible development and provide a clear direction as to how the aerodrome should be developed;
- Protect the aerodrome and options for growth and prevent inappropriate activities on surrounding land; and
- Ensure compliance with environmental, planning and operational obligations.

1.3 Methodology and Consultation

This Master Plan was prepared with reference to the Australian Airports Association’s (AAA) *Regional Airport Master Planning Guideline*. This guideline is widely used across Australia in the preparation of Master Plans for regional and remote aerodromes.

The BMA Master Plan was prepared over four stages as depicted in Figure 1. The stages were interdependent, with the outcomes from one directly informing the inputs for the next.

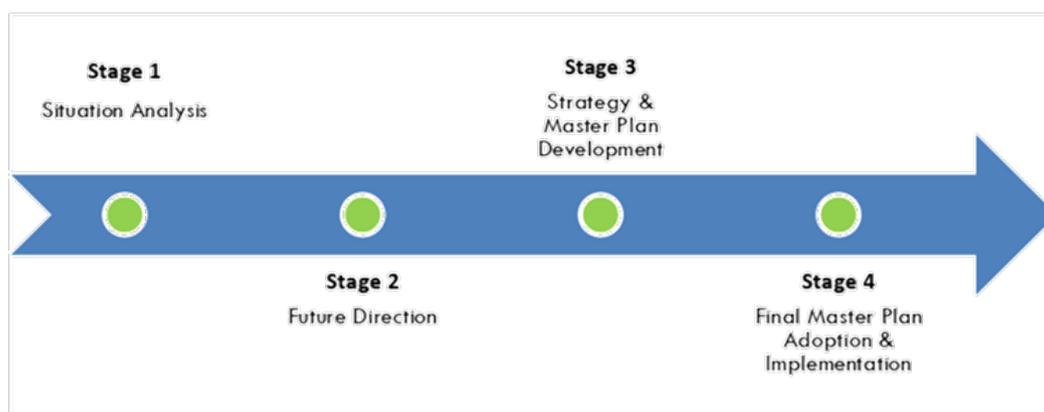


Figure 1 – Bacchus Marsh Aerodrome Master Plan Process

1.3.1 Stage 1 – Situation Analysis

Stage 1 involved the detailed review of current and historical plans, reports and data for BMA in order to gain a thorough understanding of BMA’s existing situation and strategic planning context. A number of previous attempts at preparing a Master Plan for BMA have been made, and this plan draws on these and related documents wherever appropriate and applicable as described in Sections 2.1.7 and 2.1.8.

1.3.2 Stage 2 – Future Direction

Stage 2 of the BMA Master Plan process sought to gain an understanding of how the aerodrome is likely to change over the planning period and, importantly, how MSC and BMAM, as owner and operator respectively, would like to see it change.

A detailed consultation process was undertaken incorporating a series of workshops with key stakeholders, as well as an online survey. The outcomes and key findings of Stage 2 were distilled into the *Bacchus Marsh Aerodrome Consultation Process Report (2022)* and directly informed the preparation of the Draft Master Plan.

1.3.3 Stage 3 – Strategy & Master Plan Development

Stage 3 involved the preparation of the Draft Master Plan, drawing on the work undertaken in the previous two stages.

A vision statement and key objectives for BMA were developed to provide broad guidance and direction for preparation of a Draft Master Plan. Additionally, the existing materials identified in Stage 1 were drawn upon wherever appropriate.

1.3.4 Stage 4 – Final Master Plan Adoption & Implementation

The Draft Master Plan report was submitted to council officers and BMAM for review and feedback, as well as being presented to Councillors for discussion. This feedback was then assessed and incorporated into the Draft Master Plan where appropriate, to form the Final BMA Master Plan for public consultation.

Community feedback was then compiled into an updated Consultation Process Report, showing the reasoning for suggestions being applied or not applied. The report was then presented along with the Final BMA Master Plan for consideration and adoption by BMAM and MSC.

1.4 Report Structure

This report has been structured in three parts.

- **Part 1:** provides an overview of Bacchus Marsh Aerodrome, the purpose and objectives of this Master Plan and the methodology and consultation process undertaken in its preparation.
- **Part 2:** provides a clear description of the issues that have been considered in the preparation of the Master Plan.
- **Part 3:** describes the strategic direction and identified needs that comprise the Master Plan and its implementation.



2 Background Information

2.1 Master Plan Context

2.1.1 Historical Background

Bacchus Marsh Aerodrome was established by the Australian Government in the late 1940s through compulsory land acquisition. The runway strips were initially grass, with the central 45 m becoming established as gravel in the 1950s. Data from 1971 shows that bitumen sealing had been applied at all four runway ends and to 45 m in width. During the 1970s and 1980s, further sealing was carried out on remaining sections of both runways but to lesser widths, namely 30 m towards the four ends, and 18 m for the central section of Runway 01/19. Sealing to 18 m width of the residual unsealed sections of Runway 09/27 between the displaced thresholds was accomplished by BMAM and MSC following the leasing of the aerodrome to BMAM.

In the late 1980s, the Australian Government proposed to dispose of its remaining small aerodromes and in October 1992, BMA was transferred from Australian Government ownership to MSC under a Deed of Transfer.

A lease agreement with BMAM was signed in December 1993. Since then, BMAM has managed the aerodrome and undertaken a number of improvements to aerodrome infrastructure.

2.1.2 Regional Context

Moorabool Shire is located in western Victoria, approximately 70 km west of the Melbourne CBD. The Shire is bounded by Hepburn Shire to the north, Macedon Ranges Shire to the north-east, the City of Melton to the east, the City of Wyndham to the south-east, the City of Greater Geelong and Golden Plains Shire in the south, and the City of Ballarat to the west.

Bacchus Marsh is located in the east of Moorabool Shire, situated approximately 45 km to the north-west of Melbourne, along the main road and rail corridor connecting Melbourne and the regional centre of Ballarat. The strategic location of Bacchus Marsh within the Melbourne – Ballarat corridor has been a key influence on its growth and development.

The aerodrome is located approximately 6 km south of Bacchus Marsh within PEP and has functional capacity, is free of any high-density residential encroachment and is not adversely inhibited by natural features. Given its location within PEP, regional growth projections, the proposed future development of the PEP and its proximity to Melbourne and Geelong, BMA has a potentially significant economic role in the Shire into the future.

2.1.3 Strategic Context

Bacchus Marsh Urban Growth Framework

Bacchus Marsh is the second largest settlement in the Central Highlands region (behind Ballarat) and the closest to Melbourne. Growth in Bacchus Marsh has well exceeded the rates of Ballarat or Melbourne for many years. As such, an Urban Growth Framework (UGF) was developed for Bacchus Marsh by the Victorian Planning Authority (VPA) and Council in 2018, to address how the planning framework will accommodate this.

The UGF contains specific actions for BMA, including:

- Prepare a Master Plan and governance process for Bacchus Marsh Aerodrome
- Identify the obstacle limitation surface protection area (OLSPA) applicable to the environs of BMA, and:
 - Implement via appropriate overlays
 - Review the AEO1 and revise the extent and provisions as appropriate

Importantly, the PEP is also identified as a strategic growth area within the Bacchus Marsh UGF. It highlights the potential for the PEP to be a regionally significant employment hub for agribusiness and industry. It outlines the

employment objective to 'Plan for a regionally significant employment hub of value-adding agribusiness and export businesses within the PEP'.

Parwan Employment Precinct

The PEP is located in Parwan, Moorabool Shire, and covers an area of approximately 2,500 ha. The current vision for the Precinct is to attract a mix of businesses and investors from across the industrial, commercial, agribusiness and aviation sectors, to capitalise on its locational advantages, strategic infrastructure investment and the place brand as a circular economy location of choice.

There are a variety of current land uses and businesses within the Precinct, primarily across the uses of intensive agriculture, aviation (BMA), rural living and light industrial. From a spatial perspective, the western section contains the Aerodrome and associated services, the central section accommodates agriculture and related uses and the eastern section has larger lot sizes used for agriculture and recreation purposes.

Land within PEP is primarily zoned and used for farming purposes, although the recent rezoning of the Industrial 1 Zone (to the south-east) is likely to serve as a catalyst for urban development in part of the Precinct. Landownership is relatively concentrated in parts of the Precinct and several major landowners have progressed plans to develop land primarily for urban industrial and business purposes.

BMA's location is advantageous in its potential to facilitate activities complementary to the Precinct, such as air charters servicing business activity, corporate jet operations, helicopter movements and air freight movement of product produced within PEP. There is also potential to evolve aviation education and training as an extension to current Aerodrome operations, explore regional aerospace manufacturing and maintenance, as well as introducing solar farms to reduce power costs.

When viewed in conjunction with Moorabool Shire's forecast population growth, BMA is ideally positioned to support increased social and economic benefits for the municipality.

2.1.4 Socio-Economic Context

The municipality of Moorabool continues to expand, with an estimated population of 37,002 in 2022. Annual growth has averaged approximately 2.3% since 2005 and the population is forecast to increase to 63,831 by 2041 – nearly double its 2016 base.

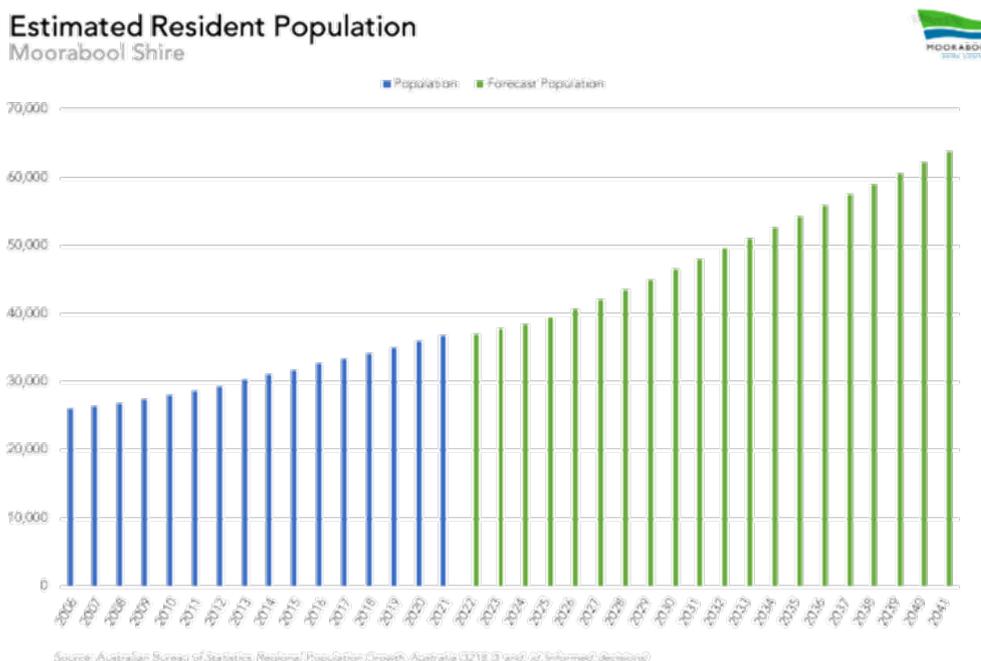


Figure 2 – Estimated Resident Population Moorabool Shire

Bacchus Marsh’s growth can be attributed to its proximity to Melbourne and the jobs and opportunities this brings. Lifestyle and amenity are key growth drivers, along with affordable land and housing, and quality regional health and education facilities. High-quality surrounding rural landscapes and open space enhance liveability. Agriculture, natural resources (sand and coal) and local industry provide employment opportunities.

In 2021, the value of the municipality’s Gross Regional Product was estimated at \$1.5 billion, supported by approximately 2,996 local businesses and an employed workforce of 17,443 residents. The municipality’s unemployment rate in September 2021 was estimated at 5.4%, slightly lower than the national rate of 5.6%, and a notable decrease from its high of 6.7% in December 2020 during the Covid-19 pandemic.

Agriculture is the Shire’s largest export industry and is a large driver of employment and economic output. In 2019, the agriculture and extractive industries made up almost half of the Shire’s annual export value. Similarly, population driven industries such as construction, education and training and rental/real estate services also generate significant combined output and employment opportunities across the Shire.

2.1.5 Regulatory Context

Civil Aviation Safety Regulations

Aviation is governed by a significant body of legislative and regulatory instruments around the world. In Australia, the *Civil Aviation Safety Regulations 1998* (CASRs) and the associated *Part 139 Manual of Standards* (MOS) are the key instruments that govern aerodrome physical standards, operations and safety.

In 2017, the Civil Aviation Safety Authority (CASA) commenced a post-implementation review of Part 139. In addition to aligning the regulatory framework with international standards, the review also sought to simplify existing aerodrome categories and introduce a graduated, scalable certification structure. Consequently, CASR Part 139 and its associated MOS were amended, with the new regulations coming into force in August 2020.

Manual of Standards – Part 139

The Part 139 – MOS is made pursuant to CASR Part 139 and sets out the detailed standards and operating procedures required for aerodromes used in air transport operations in Australia.

BMA is deemed an Aeroplane Landing Area (ALA) under the CASRs, meaning the standards articulated in Part 139 – MOS do not strictly apply to the aerodrome. Nevertheless, it is open for the owner or operator of an ALA to adopt MOS Part 139 standards, albeit without statutory force, to the extent desired for the benefit being sought. For ALAs, the CASA's *Civil Aviation Advisory Publication CAAP 92-1(1): Guidelines for Aeroplane Landing Areas* is typically used to guide the layout, development and operation of aerodrome facilities.

Environment Protection and Biodiversity Conservation Act 1999

The *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) is the Australian Government's principal piece of environmental legislation. It provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities and heritage places.

The BMA site is recognised as residing within the Natural Temperate Grassland of the Victorian Volcanic Plain. The grassland is a critically endangered ecological community under the Australian EPBC Act.

While the Moorabool Planning Scheme does not identify any significant areas of environmental interest or apply any Environmental Significance Overlays to the BMA site, a flora survey conducted in 2009 identified some examples of native vegetation adjacent to the runways and onsite facilities. As such, MSC likely has obligations under the EPBC Act in relation to the future development of BMA. These and other environmental considerations are discussed later in this plan.

Flora and Fauna Guarantee Act 1988

The *Flora and Fauna Guarantee Act 1988* (FFG Act) is designed to protect species, genetic material and habitats, prevent extinction and allow for maximum genetic biodiversity across the state of Victoria. It enables the listing of threatened species and communities and the declaration of critical habitat necessary for the survival of native plants and animals.

As discussed above, while the Moorabool Planning Scheme does not identify any significant areas of environmental interest or apply any Environmental Significance Overlays to the BMA site, a previous flora survey identified some examples of native vegetation adjacent to the runways and onsite facilities. As such, MSC may also have obligation under the FFG Act in relation to the future development of BMA.

Local Government Act 2020 (Victoria)

The *Local Government Act 2020* gives the Victorian Parliament the power to make laws it considers necessary for local government, including laws relating to the constitution of councils, council elections and the powers and duties of councillors and council staff.

As a council-owned asset, BMA is subject to the provisions of the *Local Government Act 2020* as they relate to the acquisition, sale, lease, transfer, exchange and use of land.

Planning and Environment Act 1987 (Victoria)

BMA is subject to planning policies and controls under the *Planning and Environment Act 1987*, which sets out broad objectives for planning in Victoria, and key planning procedures and systems.

The Act establishes the following:

- The planning scheme system, which sets out how land may be used and developed;
- The Victoria Planning Provisions that provide a template for the construction and layout of planning schemes;
- Procedures for preparing and amending the Victoria Planning Provisions and planning schemes;
- The procedures for settling disputes, enforcing compliance with planning schemes and, and other administrative procedures.

Section 6 of the Act describes matters that a planning scheme may provide for. A planning scheme is a statutory document which sets out objectives, policies and provisions for the use, development and protection of land. A planning scheme regulates the use and development of land through planning provisions to achieve those objectives and policies.

2.1.6 Moorabool Planning Scheme**Planning Policy Framework**

The Planning Policy Framework (PPF) forms the policy content of planning schemes in Victoria. It is based on a three-tier structure that integrates part of the Victoria Planning Provisions (VPP) in the form of state and regional planning policies and local content in the form of local planning policies

The PPF has replaced the State Planning Policy Framework (SPPF) and, in conjunction with a new Municipal Planning Strategy (MPS), will also replace the Local Planning Policy Framework (LPPF) in the Moorabool planning scheme.

Airports and Airfields

On 18 May 2022, the Victorian Minister for Planning approved Amendment VC218 to the Victoria Planning Provisions (VPP) and all planning schemes in Victoria. Amendment VC218 introduced significant changes to all Victorian Planning Schemes regarding Objectives and Strategies for airports and airfields.

The key policy within the Moorabool PPF applicable to the development of BMA is *VPP 18.02-7S Airports and Airfields*. This policy has the clear objectives of strengthening the role of Victoria's airports and airfields within the state's economic and transport infrastructure, guiding their siting and expansion and protecting their ongoing operation.

In order to achieve its objectives, the policy defines several key strategies that directly relate to the development of BMA, including:

- protect airports from incompatible land use and development;
- prevent land use or development that poses risks to the safety or efficiency of an airport or airfield, including any of the following risks:
 - Building-generated windshear and turbulence
 - Increased risk of wildlife strike

- Pilot distraction from lighting
- Intrusion into protected airspace
- Interference with communication, navigation and surveillance facilities
- Increased risk to public safety at the end of runways.
- Limit the intensification of noise-sensitive land uses, and avoid zoning or overlay changes that allow noise-sensitive land use and development;
- Ensure land use and development at airports and airfields contributes to the aviation needs of the state and the efficient and functional operation of the airport or airfield;
- Plan for areas around airports and airfields so that land use or development does not prejudice future airport or airfield operations or expansions in accordance with an approved strategy or master plan for that airport or airfield;
- Ensure that in the planning of airports and airfields, land use decisions are integrated, appropriate land use buffers are in place and provision is made for associated businesses that service airports.
- Plan the location of airports and airfields, nearby existing and potential development, and the land-based transport system required to serve them, as an integrated operation.
- Plan the visual amenity and impact of any land use or development on the approaches to an airport or airfield to be consistent with the status of the airport or airfield.

Municipal Strategic Statement

The Municipal Strategic Statement (MSS) contained within the Moorabool Planning Scheme provides a localised planning statement, objectives and strategies to guide and implement key strategic planning, land use and development objectives for the municipality. A number of key clauses within the MSS directly relate to the development of BMA.

Clause 21.04 Economic Development and Employment

Clause 21.04 outlines key objectives for agriculture, commercial, industry and local employment within the municipality, along with implementation strategies and further work that will be required to achieve these objectives.

With regard to BMA, the identification of the Obstacle Limitation Surfaces (OLS) protection area applicable to the environs of aerodrome and the application of a Design and Development Overlay to that area are highlighted as further work that is required.

Clause 21.05 Development and Community Infrastructure

Clause 21.05 identifies better utilisation of BMA as a key objective for integrated transport planning across the Shire. Additionally, it also defines a number of strategies that will be employed by MSC in order to achieve this objective, namely:

- Plan for future transport infrastructure needs of business including roads, rail, and air;
- Prepare a Master Plan to guide future development of the Bacchus Marsh Aerodrome, with due consideration of:
 - Options to better utilise the aerodrome including attracting new investment and job creation;
 - Potential to acquire additional land to expand the aerodrome, if full commercialisation occurs; and
 - Develop and implement a marketing plan to attract business, including the tourism industry, to the Bacchus Marsh Aerodrome.

Clause 21.07 Bacchus Marsh

Clause 21.07 highlights BMA as one of a number of strategically important land uses to the south of Bacchus Marsh. These uses are inherently incompatible with residential development due to their off-site impacts.

As such, Clause 21.07 identifies a key objective of protecting existing and future industrial and agribusiness land uses, including BMA and the PEP, from the encroachment of sensitive developments.

Planning Controls

Land use planning within and around the BMA site is primarily the responsibility of MSC under guidance from state and local planning policy and controls. Effective land use planning has a major role to play in minimising activities incompatible with aviation in the vicinity of BMA.

Zoning

Under the Moorabool Planning Scheme, the BMA site and surrounds are currently located within a Farming Zone (FZ). The main purpose of the FZ is to provide for the use and protection of land for agriculture and the retention of productive agricultural activities. The use of the land for the purposes of an aerodrome is not prohibited under the FZ, however, a permit is required.

Nevertheless, existing use rights likely exist by virtue of the continuous uninterrupted operation of the land as an aerodrome since the early 1950's.

Overlays

The following overlays apply to the BMA site:

- **Airport Environs Overlay - Schedule 1 (AEO1).** The purpose of the AEO and its associated schedule is to identify areas, which are or will be subject to high levels of aircraft noise, including areas where the use of land for uses sensitive to aircraft noise will need to be restricted. Additionally, the AEO seeks to ensure that land use and development are compatible with the operation of airports in accordance with the appropriate airport strategy or master plan and with safe air navigation for aircraft approaching and departing the airfield.
- **Design and Development Overlay – Schedule 2 (DDO2).** The DDO2 seeks to implement a number of design objectives to enhance the visual amenity in rural, township and vegetated areas of the Moorabool Shire.

Planning Permit

The ongoing development and use of aircraft hangars and aeronautical facilities at BMA was largely controlled by Planning Permit 2004-172 until its extinguishment in 2016. The permit contained a series of endorsed plans and conditions that governed development at the aerodrome site and had regard to matters such as maintenance, noise, amenity, waste management, lighting, human occupancy, car parking, access and driveways.

Further use and development of land within BMA can occur subject to the endorsed plans and conditions of a new planning permit. Any additional buildings or works that are not specifically envisaged by earlier planning permits will be subject to a planning permit requirement. Additionally, as the area surrounding BMA is also contained within the Farming Zone, any extension of the aerodrome outside of its existing boundary would require a planning permit.

National Airports Safeguarding Framework

The National Airports Safeguarding Framework (NASF) was incorporated into the Moorabool Planning Scheme as a policy guideline via an amendment in October 2015. In May 2022, the Victorian Minister for Planning approved Amendment VC218 to the Victoria Planning Provisions, introducing significant changes to all Victorian planning scheme strategies and objectives for airports and airfields across the state. The amendment brings *VPP 18.02-7S Airports and Airfields* into closer alignment with the provisions of the NASF.

The NASF is a national land use planning framework that aims to:

- Improve community amenity by minimising aircraft noise-sensitive developments near airports including through the use of additional noise metrics and improved noise-disclosure mechanisms; and

- Improve safety outcomes by ensuring aviation safety requirements are recognised in land use planning decisions through guidelines being adopted by jurisdictions on various safety-related issues.

The NASF is designed ensure the current and future use of aerodromes across Australia is protected through appropriate land use planning. It comprises a set of seven guiding principles with nine guidelines relating to aircraft noise, windshear and turbulence, wildlife strikes, wind turbines, lighting distractions, protected airspace, communication equipment, helicopter landing sites and public safety areas.

Since its release, NASF has been reflected in key Victorian strategic land use and transport documents referenced in planning schemes including the State Planning Policy Framework, Plan Melbourne and Regional Growth Plans.

2.1.7 Previous and Current BMA Plans and Reports

Aerodrome Safety Inspection Report (2020)

MSC commissioned an Aerodrome Safety Inspection (ASI) of BMA in October 2020 to check that the physical characteristics of the aerodrome meet the minimum guidelines provided in *Civil Aviation Advisory Publication (CAAP) 92-1(1) Guidelines for Aeroplane Landing Areas*. The inspection also included a check of the records held by the Aerodrome Reporting Officers for serviceability inspections, wildlife monitoring, etc. and published aeronautical information.

A further two ASIs had been conducted previously. The first in 2007 was an initial requirement to have the aerodrome registered by CASA which subsequently did not proceed. The second ASI was undertaken in 2017 at the request of MSC but did not proceed past the draft stage.

The 2020 ASI found that the aerodrome generally complied with the standards applicable for Code 1A aircraft operations as defined under the Part 139 – MOS, based primarily on existing runway and taxiway widths. The ASI report identified 13 recommendations and 8 observations that required addressing.

Agribusiness Analysis: Proposed Parwan Employment Precinct (2015)

The *Agribusiness Analysis: Proposed Parwan Employment Precinct* report provides an analysis and evaluation of prospective employment activities within the proposed PEP, with a specific focus on increasing long-term sustainable employment through agribusiness focused activities.

The PEP Vision Statement notes '*favourable access to sea, rail and air freight...will drive development demand*' and '*the site's location is positioned in close proximity to sea, rail, air freight and markets relative to other agribusiness precincts*' noting Parwan's accessibility to the Avalon and Melbourne Airports.

Key observations from this analysis in relation to the BMA include:

- Moorabool Shire Council believes the aerodrome precinct has future development potential. It is a primary area for future investment, such as air industry related and other compatible development such as warehousing and related freight forwarding. As expansion occurs, opportunities may arise to sell ground leases for hangars and adjacent airport services.
- Development of BMA should provide for accommodating medium sized twin-engine light aircraft, more officially known as Class 2B aircraft operations. The inability to accommodate heavier aircraft is a potential limitation on investment in aerodrome related businesses that would rely on heavier aircraft with substantial freight capacity.
- Planned improvement works to the runways to better accommodate existing traffic are constrained by the financial position of the BMAM.
- Clarification is needed in terms of buildings and uses near the aerodrome and within the existing Airport Environs Overlay.

Bacchus Marsh Aerodrome Review 2015 (Draft)

The *Bacchus Marsh Aerodrome Review* was prepared by MSC as a background review to help inform Council's decision making regarding the future management and development of the aerodrome. The review comprised two elements, namely a *Technical Review* and *Community Consultation*.

The *Technical Review* considered the status of BMA from four positions: Physical Condition, Airspace, Regulation and Security. Key findings included:

- **Physical Condition.** The aerodrome comprises two runways (Runway 01/19 and 09/27), a sealed taxiway, gravel taxiways, aircraft parking, refuelling point and glider launch strips. Maximum tyre pressures are low by modern standards and will limit the aircraft types able to use the aerodrome. The report recommends MSC investigates and verifies the physical properties of the runways to assist in determining appropriate Pavement Classification Numbers (PCNs) and maximum tyre pressures.
- **Airspace.** No major obstacles were identified in runway approaches, however, the terrain to the North West and West of the Aerodrome was observed to intrude into the surrounding airspace.
- **Regulation.** BMA operates as an unregulated aerodrome (it does not fall within Civil Aviation Safety Regulations for physical standards and operating procedures) and is not 'Registered' or 'Certified'. The report recommended MSC maintain BMA as an 'Unregistered Aerodrome' pending the outcome CASA's review of regulatory processes that was taking place at the time of writing.
- **Security.** The report recommended that security fencing be installed to ensure no possibility of conflict between aircraft and unsupervised visitors.

Over 190 people participated in a BMA Community Consultation process. Detailed surveys, one-on-one interviews, direct consultation with BMAM and a strategic planning workshop were held between June and August 2015.

The consultation process identified BMA's key strengths as being its location, low cost and functional nature. Additionally, potential opportunities were also identified, including the development of the aerodrome and adjoining land to increase commercial and recreational aviation activities.

A number of challenges and issues associated with BMA were also identified, including:

- **Infrastructure.** A lack of parallel runways and supporting taxiways and hard standing areas; power; telecommunications; lighting; instrument approaches; waste removal; grass landing areas; and toilet amenities.
- **Fees and Charges.** A need for regular collection and a more equitable fee structure. Lack of fee collection, coupled with the low rate of commercial return from sub-leases and low user access fees, was seen to significantly inhibit BMAM's ability to effectively manage the aerodrome, deliver services, and reinvest in plant, equipment and infrastructure.
- **Development.** Developing non-aeronautical activity on-site may be vital to maintain existing airport infrastructure and aviation capacity.

Bacchus Marsh Industry and Investment Opportunity Study – Aerodrome Precinct (2009)

The *Bacchus Marsh Industry and Investment Opportunity Study – Aerodrome Precinct* focussed on the Bacchus Marsh Central Activity Precinct and the BMA Precinct. The report outlined a range of findings, recommendations and key issues in relation to BMA, including:

- There is limited space for additional commercial operations as only the runways, runway shoulders, and a small landside facilities area are owned by MSC;
- The landside area has existing permits for hangar development. It has reached development capacity based upon the original permit. A new permit will be required for additional hangar development; and
- Surrounding land is privately owned and may have potential zoning issues (and buffer issues around sensitive uses) for any future proposed aerodrome related development.

The report identifies the broader area surrounding BMA as providing an opportunity for large industrial allotments with a focus on supporting expansion of existing operators, and the option of attracting new vertically integrated

agribusinesses. Future economic activity may be through expansion of current business activities, new aviation industry opportunities, transport (charter flights - passenger and produce), warehousing and tourism.

The report also provided a detailed assessment against the state and local planning policy frameworks. BMA resides in a Farming Zone, however, the use of the land for the purposes of an aerodrome is not listed as a Section 1 Use under the Farming Zone. The report recommended that BMA be rezoned to the Special Use Zone (SUZ) or Comprehensive Development Zone.

Bacchus Marsh Aerodrome Master Plan (1999)

The first Master Plan for BMA was prepared in 1999 by MSC and the Western Region Sporting Aviation Group Inc, subsequently renamed BMAM in 2003. The plan incorporated a broad range of matters including a management plan, emergency plan, a marketing plan and financial plan.

Core elements of this Master Plan can be broadly summarised as follows:

- The aerodrome shall remain uncertified;
- A Code 2B aircraft is the most demanding aircraft type that is likely to use the aerodrome over the planning period;
- The airside layout shall have regard to possible Code 3C operations in the very long term, where this is practical;
- The likelihood of introducing parallel runways is remote;
- The option of a 150m wide parallel runway strip on the eastern side of the north-south runway for gliding operations was identified;
- Airside infrastructure costings should be identified closer to the time of their possible realisation given operational complexities and the quantum of expenditure;
- Provision for a terminal building as part of the long-term planning for the aerodrome should be made;
- A new public toilet block and access control measures were required.

A number of the recommendations in the plan have not been progressed due to financial, operational and planning constraints.

2.1.8 Related Documents Currently Under Preparation

Parwan Employment Precinct Scoping Study

Council, in partnership with the Victorian Planning Authority (VPA), commissioned Urban Enterprise in 2020 to undertake a Scoping Study for the PEP, which is expected to be finalised in 2022. The Scoping Study provides economic and property market research to inform the preparation of a refreshed land use vision and planning framework for implementation. The findings are based on research and stakeholder consultation, which lead to a clearer articulation of the Precinct's competitive advantages, market trends and vision for future development.

The report identifies BMA as a strategic asset and highlights potential for aviation operations to expand and complement the future development of the Precinct, specifically:

- Aviation-related opportunities: air charters (servicing business activity), corporate jet operations, helicopter movements, air freight (movement of product produced within the PEP)
- Potential synergistic opportunities with the PEP: aviation education and training (as an extension to current operations), regional aerospace manufacturing and maintenance, solar farms (to reduce power costs)

Gas, Power, Water, Sewerage and Network Planning

A \$4.3M gas connection for PEP is on track for delivery by mid-2022, jointly funded by Regional Development Victoria (RDV), Council and industry partners. To fully unlock its employment potential, the Precinct requires further infrastructure upgrades to power, water, sewerage and drainage.

Council, together with RDV and Greater Western Water, have jointly contributed \$250,000 towards network planning investigations to determine the level of infrastructure required to adequately service the Precinct. Service infrastructure investment to provide for power, water, sewerage and drainage is currently estimated in the region of \$80 million. Further network planning is expected to be completed in 2022 and will provide more precise investment figures that can be used to seek further funding for infrastructure delivery.

Parwan Employment Precinct Planning

The VPA is working with Council to undertake the precinct planning for PEP. The Precinct holds significant economic and employment potential for Bacchus Marsh, with the ability to attract significant levels of new industrial and agribusiness investment and businesses that value-add and complement the Bacchus Marsh irrigation district.

Economic Development Strategy

The Economic Development Strategy will provide Council with strategic guidance to facilitate employment growth, investment attraction and business development in the Shire. It supersedes the previous version prepared in 2015.

The Strategy describes PEP as a major employment precinct that will attract suitable industries and provide local employment opportunities. It contains the following priorities specific to BMA:

- Finalise the PEP Scoping Study and Precinct Structure Planning, to identify appropriate land uses and infrastructure requirements to generate economic outcomes and local employment, including complementary uses to support the Bacchus Marsh Aerodrome.
- Complete the network planning required to understand infrastructure development requirements to connect power, water and sewerage to the area, which will facilitate future business investment and support productive use of the land.

Visitor Economy Strategy

Moorabool Shire's Visitor Economy Strategy provides a unified strategic direction for the evolution of the visitor economy between 2022 and 2027, with a focus on driving awareness, product development, and enabling infrastructure. This will be achieved by empowering and supporting local industries.

Parwan Employment Precinct is identified in the strategy for its status as a major infrastructure development and potential to contribute to the local visitor economy. For example, product produced within the precinct, aviation-based experiences, or working with the Traditional Owners, the Wadawurrung people, to interpret Parwan's rich Aboriginal cultural heritage values, could form the basis of authentic cultural tourism activities for the Precinct.

2.1.9 Key Stakeholders

As described in Section 1.3 of this plan, a detailed consultation process was undertaken that employed a combination of workshops and an online survey to gain direct feedback from key stakeholders on their vision, goals and objectives for the aerodrome.

Online workshops were held with the following stakeholders:

- MSC Councillors
- MSC Council Officers (representatives from Executive Leadership Team, Strategic Planning and Major Developments)
- Victorian Planning Authority (VPA)
- BMAM

Workshop attendees were asked a series of questions regarding the importance of BMA, their long-term strategic vision for the aerodrome and its perceived strengths, weaknesses, opportunities and threats (SWOT). An online survey was also distributed to key tenants, user groups, immediately adjoining landholders and operators at BMA for wider distribution to the general Shire and aviation communities. Survey participants were asked a series of

questions on their long-term strategic vision for BMA, desired facilities and infrastructure upgrades and the aerodrome's perceived strengths, weaknesses, opportunities and threats.

A full SWOT analysis was prepared based on the combined outcomes of the consultation process and *Stage 1 – Situation Analysis*, and key airside and landside issues for the Master Plan were identified. The SWOT analysis is discussed in further detail in Section 2.3 of this plan.

2.2 Current Situation

The following section provides information regarding the existing site conditions at BMA and the surrounding land.

2.2.1 Ownership and Management

In October 1992, BMA was transferred from Australian Government ownership to MSC under a Deed of Transfer. A Head Lease for BMA between MSC and Bacchus Marsh Aerodrome Management Incorporated (BMAM), under its earlier name, was signed in December 1993 and was subsequently renewed in December 2018 through to 2043. Under the long-term lease, BMAM has the following obligations to MSC with regard to aerodrome access and operations:

- Plan the development of the aerodrome
- Operate and maintain the aerodrome; and
- Together with MSC, develop the aerodrome.

2.2.2 Site Description

The BMA site has an area of approximately 92 ha. This is the area of the land owned by MSC, which accommodates the existing runways, taxiways, hangars and aircraft parking areas. Four commercial operators are also located in this area. Access to the aerodrome is via Aerodrome Road, which runs off Geelong – Bacchus Marsh Road, and Cummings Road.

Three gliding clubs, the Melbourne Gliding Club, Geelong Gliding Club and Beaufort Gliding Club, together with the Australian Gliding Museum, are located on the adjoining parcel of land owned by the clubs and abutting the south-east end of Runway 09/27. Access to the gliding precinct is from Jensz Road, which runs off Aerodrome Road.

2.2.3 Surrounding Land

Land surrounding the aerodrome is generally either vacant or utilised for agricultural purposes with some rural lifestyle activities. The Parwan Creek is located approximately 600 to 800 m to the north-west of BMA, and runs in a north-easterly/south-westerly direction.

Land to the north-east and east of the aerodrome comprises privately owned smaller farming/rural lifestyle allotments of approximately 8 to 32 ha in size. Land to the south-west, west and north-west of the aerodrome comprises larger farming land parcels of approximately 30 to 105 ha.

Land holdings situated in the eastern half of the proposed PEP, on the east side of Geelong-Bacchus Marsh Road, are predominately utilised for equine, rural lifestyle and primary production in the form of dryland cropping and grazing. Land areas range from approximately 5 to 180 ha. The Greater Western Water Treatment Plant is also located in this area.

The Maddingley Brown Coal mine and waste facility exists a short distance to the north. Owned by the Calleja Group, the estimated 400 million tonne deposit at the Maddingley Coal Mine is the largest of three known deposits of high value Leonardite in the world.

2.2.4 Existing Activities

BMA is a General Aviation (GA) facility and it is not currently used by any Regular Public Transport (RPT) services. The primary use of the aerodrome is for gliding, pilot training, recreational/sporting aviation and private flying activities. Aerial firefighting aircraft also base out of the aerodrome on a seasonal basis providing the only fixed-base aerial firefighting capability in the immediate western districts.

Four commercial operators and three gliding clubs all use BMA as the base for their operations. There are over 500 members across the three gliding clubs and museum located at the aerodrome.

There are also a number of private aircraft owners who base their aircraft in hangars at the aerodrome and use the facilities and infrastructure on a regular basis. Aircraft owners either own their own hangar, rent space in a hangar, or park their aircraft outside. This increases key users to potentially in excess of 600.

2.2.5 Existing Facilities

Runways

BMA comprises two runways: a north-south Runway 01/19 and east-west Runway 09/27. The characteristics of these runways are summarised in Table 1 below.

Runway	Total Length	Take-off Run Available	Take-off Distance Available	Landing Distance Available	Runway Width (Minimum)	Runway Strip
Runway 01	1554m	1554m	1733m	1259m	18m	150m x 1850m
Runway 19	1554m	1554m	1682m	1259m	18m	150m x 1850m
Runway 09	1525m	1525m	1688m	1199m	18m	150m x 1790m
Runway 27	1525m	1525m	1657m	1226m	18m	150m x 1790m

*Table 1 – Bacchus Marsh Aerodrome Runway Data
Source: Aerodrome Safety Inspection Report, Airports Plus, September 2007.*

Due to gliding operations, both of the runways at the aerodrome are modified to enable powered aircraft to operate in conjunction with gliders operating within the runway strip. All four runway thresholds are displaced to allow for glider operations to be staged prior to launch without interfering with powered aircraft operating on the runway. For Runways 19 and 27 there are sealed glider launch strips located beside the runway for this purpose. Documented procedures are in place to ensure that the safety of both types of aircraft operations are not jeopardised.

Both runways are bitumen sealed to a minimum width of 18m over the central sections, with end sections sealed and maintained to 30m. The central 18 m sections were resealed in March 2022 with the exception of immediately west of the runway intersection.

A number of hangars and grassed parking areas are located on the north side of Runway 09/27, east of Runway 01/19.

Taxiways

There are two taxiways that enter Runway 09/27 from the northern side and connect to a taxiway running parallel to the runway. This taxiway continues in a westerly direction and enters Runway 01/19 just north of the runway intersection.

The taxiways at BMA have not been given letter designations. For the purpose of this plan and to assist in identifying each taxiway, the main parallel taxiway has been designated as Taxiway A and the most easterly taxiway designated as Taxiway B and the third taxiway designated as Taxiway C. A loop taxiway providing access to the GA aircraft parking area and hangar development has been designated as Taxiway D.

Taxiway A

Taxiway A runs parallel to and is situated 87 m from the centreline of Runway 09/27 and has been bitumen spray sealed to a total length of 735 m and a width of 8.0 m. The taxiway was resealed in March 2022.

Taxiway B

Taxiway B, the most easterly taxiway, connects Runway 09/27 with Taxiway A. The taxiway has a bituminous sprayed seal surface 9 m wide and was also resealed in March 2022.

Taxiway C

Taxiway C connects Taxiway A to Runway 09/27, approximately 235 m west of the runway threshold. This taxiway has a bituminous sprayed seal which is 7.5 m wide and was also resealed in March 2022.

Taxiway D

Taxiway D provides access to the GA parking area, the refuelling facility and all of the taxilanes servicing the hangar development area. The taxiway has a gravel surface which is 7.5m wide. Two concrete aircraft run-up bays are accessed either via this taxiway or Taxiway A.

Taxilanes

Access to the majority of the hangars is via Taxiway D that then turns into two taxilanes. The two taxilanes have gravel surfaces.

Aprons

The visiting aircraft parking area located north of Taxiway A and east of Taxiway C is the only area currently available for General Aviation aircraft parking that is not allocated to tenants. This apron has a grass surface and is in reasonable condition. A gravel apron at the east end of Taxiway A is used for staging gliders and provides towing aircraft with access to Runway 27.

The establishment of further businesses in this area will require the existing parking area to be relocated to the west.

Aerodrome Lighting

BMA does not have permanently installed aerodrome lighting. However, battery powered portable lighting can be provided in an emergency. The primary wind indicator does have solar powered battery-operated lighting that comes on during the night time.

Navigational Aids

There are currently no navigational aids available at BMA.

Airspace

Aircraft separation at BMA is maintained by the pilots of powered aircraft and gliders communicating through a Common Traffic Advisory Frequency (CTAF). This procedure is standard at aerodromes and airports throughout Australia where and/or when there is no Air Traffic Service present. In support of this procedure the carriage and use of radio have been made mandatory at BMA by BMAM.

Additionally, the aerodrome is only available on a Prior Permission Required basis, which is controlled by BMAM.

The airspace above BMA is Class G non-controlled airspace up to a height of 4,500 feet above mean sea level. Above 4,500 feet the airspace becomes Class C controlled airspace. The Class G airspace steps down to 3,500 feet a short distance to the east of BMA.

2.2.6 Ground Transport Access and Parking

Public access to the aerodrome is via Aerodrome Road and Cummings Road, which connect into the interior aerodrome access road. Both of these public roads are sealed with a single lane in each direction.

Aerodrome Road intersects with the Geelong-Bacchus Marsh Road (GBMR) which is a 100 kph main road. The absence of traffic turning and joining lanes at the intersection presents a potential safety risk, as traffic builds up seeking to turn into Aerodrome Road or join from Aerodrome Road into traffic on the GBMR. Increased vehicle traffic is anticipated with increased aerodrome activity and also the potential doubling of Parwan Valley Mushroom's business adjacent to the road intersection.

The two primary car parking locations at BMA are the sealed car parking provided adjacent to the flight school buildings and unsealed car parking areas situated on the northern side of the gliding clubrooms. Informal car parking in and around the hangars also occurs.

2.2.7 Utility Services

Existing Utility Services

At the time of writing, electricity was the only reticulated utility service provided to the BMA site. Water and sewage services were not available.

The absence of reticulated water has important consequences under the National Construction Code (NCC) for larger building developments. The presence of a local fire service, in this case the Parwan Fire Brigade, triggers the requirement under the NCC for any building with more than 500 sqm floor area to install suitable fire hydrant systems to facilitate the fire brigade's firefighting operations. Without access to a reliable, high-volume water source, significant development at BMA will likely remain constrained.

Facility Upgrades

The *Parwan Station PSP and Parwan Employment Precinct High Level Servicing Report 2020* provides an assessment of the existing infrastructure within the Parwan Precinct, which includes the BMA site. The servicing issues identified by the plan are summarised as follows:

- **Water.** Greater Western Water is the responsible authority for the provision of water supply to the region. It is considered likely that the water infrastructure will require upgrading to service the potential future developments that have been identified within the area.
- **Sewerage.** Greater Western Water is the responsible authority for the provision of sewer reticulation in the region. It was found that there is no reticulation sewer present in the study area, thus new sewer infrastructure will be required to service any new areas of proposed development. Due to the flat nature of the site, the majority of any proposed development will likely not be able to be serviced by a gravity sewer. Therefore, pump stations and rising main sewers will most likely be required to service a significant proportion of proposed development.
- **Electricity.** Powercor is the main provider responsible for electricity in the Parwan area. Powercor has extensive electricity networks in the area and all new industrial precincts are well positioned to make connection to electricity.
- **Telecommunications.** Telstra is the main telecommunications provider in the Parwan area. The region has relatively good access to telecommunications connections which should be sufficient to support future development.
- **Gas.** APA Group owns an underground gas transmission pipeline in the Parwan area, with an existing 150,000 kPa underground high-pressure pipeline within the vicinity of BMA.

Moorabool Shire Council, in collaboration with Regional Development Victoria and local industry partners, invested in the construction of a gas city gate in Parwan. Construction is due for completion mid-2022 and provides opportunity for connection to gas in the precinct.

In addition, Moorabool Shire Council has been successful in securing grant funding from Regional Development Victoria to carry out the network planning for power, water and sewer. This project will provide an options analysis and concept design for this critical infrastructure. This project is due for completion late-2022.

2.2.8 Environmental Values

A flora survey of the BMA site was completed on behalf of Council in 2009. The study area was limited to the areas immediately surrounding the BMA runways and BMA on-site facilities.

The flora survey identified that:

- Vegetation was found to comprise native and introduced grasses, forbs and small shrubs. The predominant grasses were Bristly Wallaby Grass, Spear Grass and Windmill Grass;
- Most of the area was found to contain some examples of native vegetation in the form of Plains Grassland. This vegetation has a bioregional status of 'endangered'. The grasses at BMA are routinely mown as

aircraft landing areas and to maintain runway/taxiway sight lines. It is unlikely that undisturbed areas of native vegetation are present on the aerodrome precinct, however the survey recommended that the volume of previously identified native vegetation be re-assessed prior to any development projects commencing.

- All Plains Grassland recorded is also recognised as Western (Basalt) Plains Grassland Community.
- Most of the grassland met the Commonwealth community criteria and as such is also considered Natural Temperate Grassland of the Victorian Volcanic Plain.

2.2.9 Heritage Values

The aerodrome site does not contain any significant historic heritage places or objects protected under the *Heritage Act 2017*. There are no Heritage Overlays under the Moorabool Planning Scheme affecting this site.

However, a peripheral portion of the area surrounding BMA is identified as being in an area of aboriginal cultural heritage sensitivity. Areas of cultural heritage sensitivity are registered Aboriginal cultural heritage places, as well as landforms and land categories that are generally regarded as more likely to contain Aboriginal cultural heritage. These areas are protected under the *Aboriginal Heritage Act 2006*. The preparation of a Cultural Heritage Management Plan is required when a listed high impact activity is proposed in an area of high cultural heritage sensitivity, as defined by the *Aboriginal Heritage Regulations 2007*.

Depending on the scale and scope of future expansion of the aerodrome site beyond its current boundaries, a Cultural Heritage Management Plan may be required to ensure that areas identified as being of cultural significance are preserved.

2.3 SWOT Analysis

MSC conducted a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis of BMA to help define its future direction and inform the development of this Master Plan. The analysis combined a desktop review of relevant policies, planning criteria and background material and facilitated input from key stakeholders on the aerodrome's existing facilities.

The key themes emerging from the SWOT analysis are summarised in the sections that follow.

2.3.1 Strengths and Advantages

Strategic Location

Common across both workshops and the online survey was recognition of the strategic location of BMA, with the vast majority of survey respondents nominating its location as the principal reason they use its facilities.

Additionally, both workshop participants and survey respondents suggested the aerodrome's proximity to Melbourne and Ballarat as major commerce centres and its geographic surrounds mean it is ideally positioned to capture growth opportunities in the flight training, aircraft maintenance and specialised airfreight sectors.

Parwan Employment Precinct

Stakeholders also recognised that BMA's position within the PEP could also facilitate significant economic growth in the Moorabool Shire and surrounding regions.

The PEP is strategically located in between key urban and regional centres, including Melbourne, Geelong, Ballarat and growth areas in Bacchus Marsh, providing access to a significant population base, labour force and industry base.

The precinct is also proximate to major arterial roads and freeways, including the Western Freeway (providing access to Melbourne and Ballarat), as well as the Geelong-Bacchus Marsh Road which provides access to Geelong and Bacchus Marsh and is also the main road travelling through the Precinct. These arterials facilitate the movement of freight and general traffic to the area.

Runway Infrastructure

The length and maximum width of the existing runway infrastructure was identified as a key advantage of BMA. Few other regional aerodromes proximal to Melbourne have comparable facilities, and while they may require resealing, both runways were identified as having the potential to facilitate the attraction of new aviation-related businesses to the region.

Underdeveloped Land

The availability of land, minimal encroachment of residential or sensitive developments and generally underdeveloped nature of BMA were highlighted as key advantages of the aerodrome. Survey respondents and workshop participants recognised the need to further develop the aerodrome in order to secure its viability. It was acknowledged that any such development should be compatible with BMA's functioning as an aerodrome and occur in a controlled and staged manner to mitigate the risk of limiting the future potential of the aerodrome.

2.3.2 Weaknesses and Constraints

Physical Extent

Stakeholders considered the physical extent of the council-owned aerodrome site as a key constraint that may be limiting potential opportunities for logistics and industrial developments, as well as the expansion of existing businesses.

Pavement Surface Condition and Strength

As described in Section 2.2.5, both runways exhibit variable widths along their lengths and require resealing to address areas of pavement distress and failure.

A number of survey respondents suggested that the ability to attract larger aircraft operators to the site will be limited until pavement strengths have been identified and investment in appropriate strengthening works carried out to suit target operators.

Governance

Stakeholders identified that the current management structure and governance of BMA may not necessarily be conducive to realising the aerodrome's full potential. A governance review remains outside the scope of the BMA Master Planning process. However, future work may be required in this area to ensure appropriate structures and resources are in place to support BMA's safe operation and growth into the future.

Lack of Master Plan

The absence of a Master Plan for BMA was considered by stakeholders to have increased the complexity associated with planning and implementing initiatives to further develop the site. Without clear direction and certainty, future investment in aerodrome facilities by current and potential users is unlikely.

All available hangars are currently occupied, with minimal space allocated for future facilities to be constructed. As such, and as described above, revenue generation is limited as it is difficult for BMA to attract new businesses to the aerodrome.

Limited Revenue

A lack of current revenue and a limited ability to generate alternative revenue sources were considered significant constraints for the aerodrome. Due to BMA's proximity to Regular Public Transport (RPT) airports such as Melbourne and Avalon, the potential for RPT operations and associated revenue opportunities at BMA is considered unlikely.

Without the injection of significant additional revenue from aviation and non-aviation development, and/or government funding, it will be difficult to make the necessary enabling investments in aerodrome infrastructure and aviation-related business growth.

2.3.3 Opportunities and Prospects

Capture Overflow Demand

An opportunity exists to position BMA to capture displaced user demand from the higher-cost lease environment of Moorabbin and Essendon Airports. With increased costs and decreasing land availability for aviation businesses at both locations, BMA could offer an attractive value proposition for aircraft owners and operators wishing to relocate to a proximal aerodrome.

The existing hangar precinct has development potential to the south and west which should be made available. Properly planned, the hangar precinct could potentially double in size within the current aerodrome boundaries. Future growth in hangar developments will need to be planned and integrated with the broader aerodrome requirements.

Promote Strong Heritage

With a long history and association with gliding, stakeholders highlighted that BMA could be positioned as a glider port or hub for Melbourne and the western region of Victoria.

Promoting and showcasing the long gliding heritage on display at the BMA Gliding Museum is another opportunity that could raise the overall profile and reputation of the aerodrome. There is limited knowledge of the Gliding Museum and the aerodrome's long association with the Victorian gliding sector outside of the current BMA user base.

A number of regional airports showcase Australia's aviation heritage such as Temora, Illawarra and Mildura Airports. Warbirds and historical aircraft enthusiasts are recognised as passionate and generally travel to aviation displays and exhibits. Attracting warbirds and historical aircraft to BMA on a permanent basis could facilitate it becoming a destination point for aviation tourists.

Aviation Related Events

BMA has hosted an annual Wings and Wheels event for a number of years, bringing together collections of classic aircraft and cars for public viewing. Stakeholders considered this and other related events, such as airshows, trade shows and public flying displays, as further opportunities to increase visitation to the site and enhance its attractiveness as a tourism destination.

Adjacent Land Development

Stakeholders also identified the use of adjacent land for aviation-related and other compatible development as a key opportunity for BMA. Any such developments would require detailed planning to ensure they did not limit the future potential of the aerodrome or drive operational movements to unsustainable levels given capacity issues resulting from current runway and taxiway limitations.

Leverage the Parwan Employment Precinct

A number of regional airports in eastern Australia are examining the future possibilities for air cargo and freight. Workshop participants and survey respondents identified that BMA is ideally situated within PEP to capture the potentially significant air cargo and freight opportunities that may emerge from the future development and expansion of the precinct.

Establish Adjacent Industries

There is potentially significant scope to grow BMA's aircraft maintenance and servicing offer. A regional example where this has been successfully implemented is Horsham Aerodrome in Victoria where multiple maintenance businesses specialise in general aviation and recreational aircraft maintenance and employ a large number of locally engaged staff. Opportunities may also exist to attract other adjacent industries to establish at BMA.

2.3.4 Threats and Risks

Planning and Development

Stakeholders identified that a lack of coordinated planning and development may limit BMA's ability to pursue future high-value opportunities.

Additionally, the current state of some existing facilities at BMA significantly reduces the attractiveness of the aerodrome to potential tenants and users, further compounding its underutilisation. This Master Plan sets out to address these weaknesses.

Maintenance and Investment

Increasing maintenance costs and limited investment in BMA were identified as potentially contributing to a loss of capacity, capability and potential tenancies at the aerodrome. In the absence of additional revenue from aviation and non-aviation development and/or government funding, the continued maintenance of facilities to safe and satisfactory levels presents a significant challenge to BMA's future viability.

Competitive Challenges

The risk of other municipalities capturing the potential demand overflow, adjacent industries and key tenant opportunities identified in the previous sections was considered relatively high by key stakeholders. With comparatively enhanced infrastructure, aerodromes such as Benalla, Bendigo, Tyabb and La Trobe Valley offer a more attractive value proposition for potential visitors and tenants than BMA in its current position.

2.4 Strategic Direction

The following vision statement and objectives provide broad guidance and direction for the future development of BMA. Each was defined through detailed strategic analysis and key stakeholder engagement as described in Section 2.1.9 of this plan.

2.4.1 Strategic Vision

The vast majority of stakeholders engaged in the consultation process shared a unified vision for BMA.

A broad consensus was observed that the aerodrome is a community asset with significant potential that should be proactively developed to capture aviation (training, gliding, freight etc.), economic and employment opportunities for the local community. This consensus is reflected in the following vision statement for BMA:

As a critical aspect of the Parwan Employment Precinct, Bacchus Marsh Aerodrome is a core economic and social driver for Moorabool Shire through increased aviation activity, job creation and tourism, and the provision of direct access to emergency and other essential services for its local communities.

2.4.2 Objectives

The following objectives are proposed in order to guide the realisation of the above strategic vision for BMA:

- Enhance the viability and safety of the aerodrome;
- Safeguard the aerodrome and its options for future growth;
- Facilitate the growth of aviation and compatible activities at the aerodrome;
- Position the aerodrome as a core asset of PEP;
- Promote the aerodrome as an essential part of Moorabool Shire transport infrastructure that provides access to the local communities for emergency services, tourism, recreation, and education;
- Deliver timely, appropriate and cost-effective infrastructure.

2.5 Critical Airport Planning Parameters

This section provides an analysis of the airport against relevant airport planning parameters to help guide the Master Plan and achieve the strategic vision and objectives for BMA.

2.5.1 Forecast of Future Operations

Current Aircraft Movements

Current aircraft movement data is used to assess whether current airport facilities are adequate for the indicated movements and also to assess the timing for future airport infrastructure development.

BMAM engaged Avdata Australia in 2015 to start recording aircraft movements at BMA. A 'movement' is defined as the landing or take-off of an aircraft. Practice Approach, Stop & Go and Touch & Go operations have both a landing and a take-off. It is also assumed that every Landing also has a corresponding take-off. Therefore, in terms of landings and take-offs, each operation type is counted twice to determine total "movements". A summary of historical aircraft movement numbers at BMA is provided in Figure 3.

Historical Aircraft Movements Bacchus Marsh Aerodrome

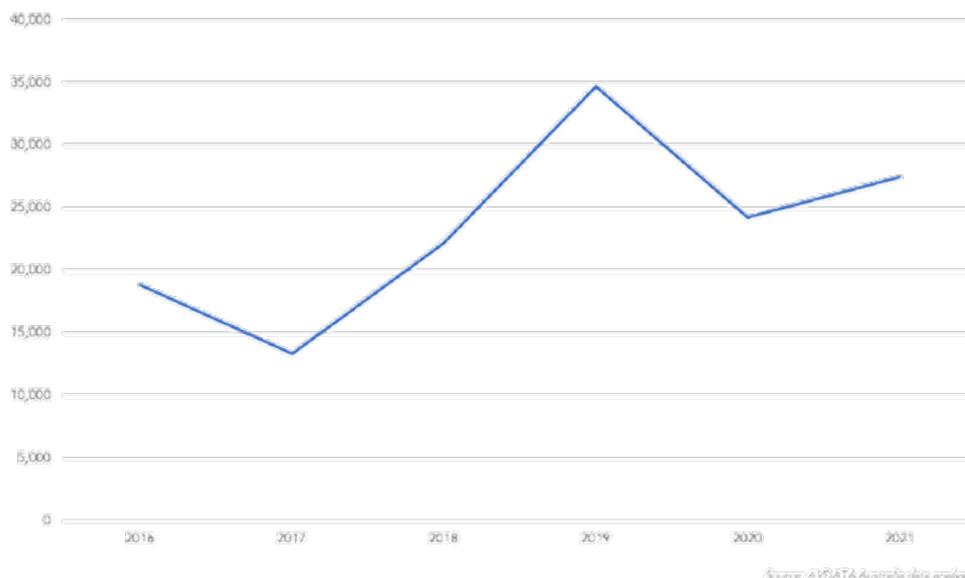


Figure 3 – Historical Aircraft Movements (2016-2021)

The data above has some inherent limitations. Avdata systems record radio broadcasts on the primary frequency associated with the given aerodrome. With aerotow take-offs for gliders, such as those that occur at BMA, the tug aircraft alone gives a radio call using its aircraft registration, and then on landing, both tug and glider conduct separate landings making their individual radio calls. Consequently, one take-off movement logged against the tug powered aircraft generates two landing movements: one against the tug and one against a glider. This means that take-offs of glider aircraft being towed by tug aircraft are not recorded.

While the aircraft movement data has these limitations, it is the only data available at this time. Nevertheless, based on observations, discussions with aerodrome users and anecdotal evidence it is considered that an estimate of 30,000 annual movements is reasonable for planning purposes.

Forecast Aircraft Movements

Airspace Considerations

The *Capacity of Aviation Facilities in the Port Phillip Region (2000)* report nominated the theoretical capacity of BMA as approximately 60,000 movements, a figure that was subsequently validated in the *Ballarat Airport Master Plan 2013-2033*.

Airspace is considered a determining factor in the overall movement capacity of an airport. BMA’s airspace is non-controlled Class G airspace up 4,500 feet, above which controlled Class C airspace is in place. Only a short distance to the east of the aerodrome there is an airspace step where Class C airspace drops down to 3,500 feet. Additionally, there is another step to the south-east of the aerodrome where Class C airspace drops down to 2,500 feet.

The current Class G airspace at BMA is considered likely to be able to accommodate up to approximately 60,000 movements per year without additional controls being required.

Capacity Analysis

The current number of aircraft movements at BMA can be easily accommodated with the current runway configuration and airspace arrangements. In 20 years-time, however, movement numbers could be significantly higher depending upon realised annual rates of growth. Additionally, the mix of powered aircraft and glider operations using the same runways is a potentially limiting factor that must be taken into account. Improved infrastructure and operational management at BMA will likely be required to accommodate forecast growth over the planning period of this Master Plan.

As detailed above, powered aircraft and glider movements at BMA are currently in the order of 30,000 per annum. However, there is no evidence of any significant issues with concurrent powered and glider operations at BMA at present, and there are documented procedures in place to manage the safety of both types of aircraft movements when gliders are in operation. Nevertheless, it is possible that as aircraft movements increase over time there is likely to be a need to consider the introduction of separate glider runway strips parallel to the existing runway strips. This is discussed further in Section 3.2.1 of this plan.

Growth Forecast

There have been significant changes in recent years in the composition of the GA sector, particularly in relation to the rise of sport aviation. Consequently, future growth and development at BMA over the life of this Master Plan will be particularly influenced by growth of the following activities:

- Pilot training
- Sport aviation
- Gliding
- Demand for private aircraft storage
- Regional aerial firefighting capabilities
- Commercial aviation support for industries in the PEP
- Community charitable events and air shows

A compound growth rate of between 1% and 3% has typically been adopted for planning purposes at other GA airports across Australia, based on annualised GA activity growth rates provided by the Bureau of Infrastructure, Transport and Regional Economics (BITRE). For the purposes of the BMA Master Plan a 2% growth rate has been assumed. Applying this growth rate to BMA (based on 30,000 movements in 2022) indicates that the forecast movements in the year 2042 could be in the order of 44,600 movements per year (Figure 4).

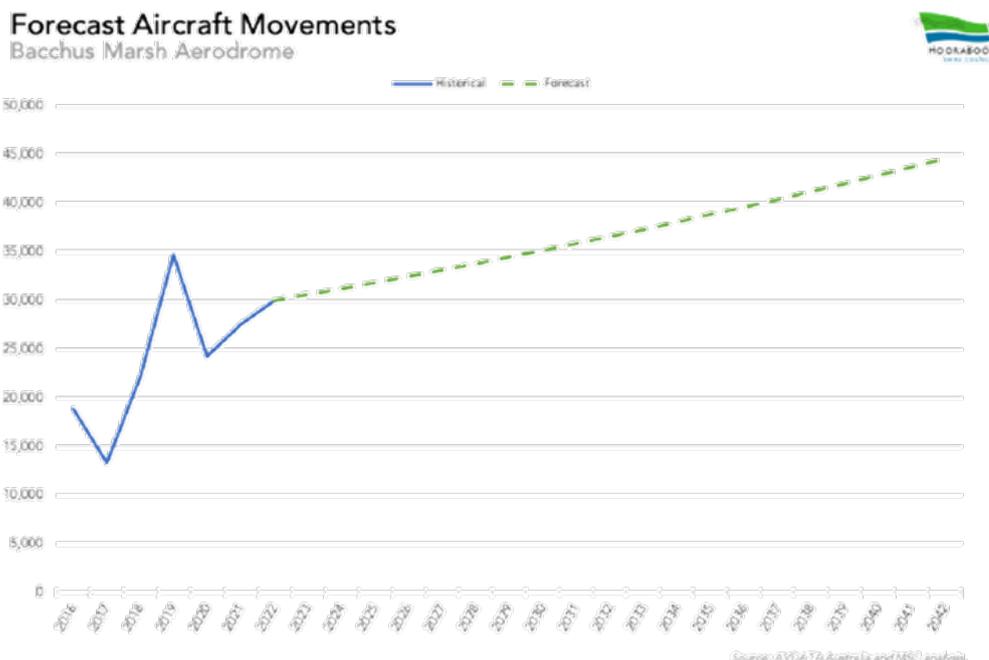


Figure 4 – Forecast Aircraft Movements (2022-2042)

A 2% growth rate is considered to be a reasonable figure for the purposes of this Master Plan based on available information. However, the reality is that it would only take the expansion of the existing flying schools and/or the addition of another flying school (with a subsequent increase in circuit training) beyond that currently projected, and/or the gliding clubs to increase operations for a significantly higher growth rate to be experienced at the BMA and for movements to increase dramatically in a relatively short period of time.

Although the forecast movements could be accommodated within the theoretical capacity of the current aerodrome and its airspace, as previously stated there must be some consideration of the type of activity at the aerodrome and the mix of aircraft types.

The mix of powered and glider aircraft activity at BMA is considered to be a capacity limiting factor due to their different modes and speeds of operation. The fact that there is pilot training, including circuit training, at BMA is also considered a relevant factor in this regard. As a result, it is considered that improved infrastructure and operational management will be required to accommodate and manage forecast growth at BMA over the period of this Master Plan.

2.5.2 Aerodrome Reference Code System

The Part 139 – MOS contains the mandatory standards that apply to all facilities of a Certified aerodrome. It may also be used to provide guidance to an Aeroplane Landing Area such as BMA to ensure a higher level of safety for aircraft operations.

Australia has adopted the International Civil Aviation Organisation (ICAO) methodology of using a code system, known as the Aerodrome Reference Code (ARC), which defines the standards which an aerodrome facility must meet to be suitable for use by aircraft with particular performance and size characteristics. The ARC is described in the Part 139 – MOS by a two-character alphanumeric code that comprises three elements:

- **Code Element 1** corresponds to the highest value of the Aeroplane Reference Field Length (ARFL) for which the runway is intended. The ARFL for an aircraft is the minimum field length required for take-off under prescribed conditions as shown in the appropriate aeroplane flight manual.

- **Code Element 2** corresponds to the greatest wingspan of the aeroplane for which the aerodrome facility is intended.
- **Code Element 3** corresponds to the greatest Outer Main Gear Wheel Span (OMGWS) of the aeroplanes for which the aerodrome facility is intended.

The tables below have been extracted from the Part 139 – MOS and describe each of the component parts of the ARC.

Code Element 1	
Code Number	Aeroplane Reference Field Length
1	Less than 800 m
2	Not less than 800 m
3	Not less than 1200 m
4	Not less than 1800 m

Code Element 2	
Code Letter	Wingspan
A	Up to but not including 15 m
B	15 m up to but not including 24 m
C	24 m up to but not including 36 m
D	36 m up to but not including 52 m
E	52 m up to but not including 65 m
F	65 m up to but not including 80 m

Code Element 3	
OMGWS up to but not including 4.5 m	
OMGWS 4.5 m up to but not including 6 m	
OMGWS 6 m up to but not including 9 m	
OMGWS 9 m up to but not including 15 m	

Aerodrome operators are responsible for determining their ARC and rely on a large variety of inputs to make a determination. In doing so, consideration is given to the most demanding aircraft types and operations to be accommodated at an aerodrome into the future, as these dictate the appropriate design, operating and reporting standards for the facility. Selecting an inappropriate ARC can have material consequences, as it can result in operational limitations for particular aircraft types that may require access to the aerodrome.

At the time of its construction, BMA’s facilities were likely built to a general standard and not to suit a specific aircraft type or category. However, over time, the aerodrome has progressively developed so that within the context of the current regulatory environment, it can accommodate Code 1A aircraft with an OMGWS up to but not including 4.5 m.

2.5.3 Selected Design Aircraft

A key consideration for both MSC and BMAM in infrastructure investment decisions is the aerodrome’s design aircraft.

The term ‘design aircraft’ is used to reference the most demanding aircraft type, or grouping of aircraft with similar characteristics, that make regular use of an aerodrome. The design aircraft determination is an important aspect of airport planning, as it helps to ensure the proper development of airport facilities and inform investment decisions. It sets dimensional requirements across an airport, such as the distance between taxiways and runways, and the size of certain areas protecting the safety of aircraft operations and passengers.

The design aircraft for BMA planning purposes is nominated as a Code 2B aircraft.

The adoption of a Code 2B design aircraft is considered to cover the full range of activities that are likely to occur at BMA in the foreseeable future including pilot training, emergency services, charter, corporate and light freight.

2.5.4 Navigation Systems

There are no navigational, lighting or meteorological aids at BMA other than a centrally-located wind direction indicator near the intersection of the two runways.

With the increased adoption of satellite-based navigation systems, there is considered to be no need for the installation of ground-based navigational aids at BMA for the foreseeable future. However, the design and implementation of non-precision instrument flight procedures at BMA could increase its attractiveness and utility into the future. This would require the aerodrome to become certified under the CASRs.

2.5.5 Aircraft Movement Area

While the requirements of the Part 139 – MOS do not apply to BMA as an Aeroplane Landing Area, it is desirable to comply with those standards where possible. This ensures that the facilities provided to aerodrome users are safe, and minimises any potential issues should MSC ever seek to have BMA certified under the CASRs.

Within the context of a Code 2B design aircraft, the key planning parameters from the Part 139 – MOS that may apply to BMA are set out in the table below.

Criteria	Code 2B	
	Non-Instrument	Non-Precision Instrument
Aeroplane Reference Field Length	Not less than 800 m	Not less than 800 m
Wing Span	15 m up to but not including 24 m	15 m up to but not including 24 m
Outer Main Gear Wheel Span	4.5 m up to but not including 6 m	4.5 m up to but not including 6 m
Runway Strip Width	80 m	140 m
Runway Width	23 m	23 m
Runway Centreline to Taxiway Centreline	52 m	82 m
Taxiway Strip Width (Each Side of Centreline)	20 m	20 m
Taxiway Width	10.5 m	10.5 m

Source: Manual of Standards – Part 139. Compilation date 13 August 2020 (F2020L00931)

The existing runways at BMA are classified as Code 1B runways due to their minimum width being 18 m. Given each runway’s available length exceeds 1,200 m, widening each to 23 m could see them classified as Code 2B. However, the existing taxiways would also need to meet the applicable standards for that classification.

Taxiway A, which runs parallel to Runway 09/27, is currently 8 m wide and its centreline is located 87 m from the centreline of Runway 09/27. While it exceeds the minimum separation distance required from the runway, it will need widening in order to become a Code B taxiway.

Taxiway B, the eastern taxiway connecting Taxiway A to Runway 09/27, is 9 m wide and therefore requires widening to become a Code B taxiway.

Taxiway C, the western taxiway connecting Taxiway A to Runway 09/27, is 7.5 m wide and therefore a Code A taxiway. This taxiway would need to be widened to 10.5 m to become a Code B taxiway.

The need to reduce runway occupancy time by aircraft backtracking or taxiing on the runway will become essential as movements at BMA increase into the future. The future provision of parallel taxiways will greatly improve the capacity of the runways and will provide for safer operations of all aircraft using the aerodrome.

Any proposed new parallel taxiways for Runway 01/19 should be initially constructed to Code B standards (10.5 m wide). If it is envisaged that one or both of the runways may become non-precision approach runways in the future, the centreline of the parallel taxiway(s) will need to be located 82 m away from the centreline of the runway(s) and within a taxiway strip of 20 m (each side of centreline) to meet the requirements of the Part 139 - MOS. This is likely to require the acquisition of additional land beyond the current title boundary of the aerodrome (subject to survey) and is not envisaged during the planning period this Master Plan.

A Runway End Safety Area (RESA) is also provided at the end of each runway strip to protect aircraft in the event of undershooting or overrunning the runway. The RESA must, as a minimum, be twice the width of its associated runway and 120m in length.

2.5.6 Pavement Strength

The movement area pavement strength can also be a major limiting factor for aircraft operations. The construction materials used and the constructed depth of the pavements determine pavement strength. For a pavement to be determined suitable for an aircraft operation the designated Pavement Classification Number (PCN) should match or exceed the Aircraft Classification Number (ACN), which is determined by the aircraft manufacturer. When the ACN of the aircraft is greater than the PCN of the pavement, the pavement is being overloaded.

BMA's runways were originally constructed to a high-level gravel surface standard by the Department of Civil Aviation. The runways, or portions thereof, have since been bitumen spray sealed at various stages to protect the underlying pavement from damage due to moisture penetration. The spray seal is vulnerable to damage if recommended tyre pressures of aircraft are exceeded.

A pavement's PCN can be determined and reported via two means:

- **Technical Evaluation.** The specific study of the pavement characteristics through the application of pavement behaviour technology; and
- **Using Aircraft Experience.** Determined through knowledge of the specific type and mass of aircraft satisfactorily being supported by the pavement under regular use.

If a PCN is not available either through technical evaluation or historical use observation, aircraft gross weight and tyre pressure limits can also be employed. In these circumstances, an aircraft may use any part of the movement area where its weight and tyre pressure are below published figures shown at the time of the operation.

Runway 01/19 at BMA currently has a maximum allowable aircraft tyre pressure of 450 kpa and a maximum operating mass of 5,700 kg. Similarly, Runway 09/27 has a maximum allowable aircraft tyre pressure of 400 kpa and a 5,700 kg mass operating limit.

2.5.7 Aviation Support and Landside Facilities

A number of hangars and grassed parking areas are located on the north side of Runway 09/27, east of Runway 01/19. Four commercial operators are located in this area. A combination of bitumen-sealed taxiways and gravel taxilanes connect Runway 09/27 to the hangar precinct and aircraft parking areas and a gravel taxiway connects Runway 01/19 to the sealed taxiways. An aircraft refuelling facility is located adjacent to the aircraft parking area.

Three gliding clubs, together with the Australian Gliding Museum, are located on the adjoining parcel of land abutting the south-east end of Runway 09/27. Access to the gliding facilities is from Jensz Road, which runs off Aerodrome Road.

2.5.8 Passenger Terminal

There are no passenger terminals or visitor facilities at BMA, with the latter being identified during the stakeholder consultation process as essential to improving the amenity of the aerodrome.

A passenger terminal incorporating public amenities should be considered in planning BMA's medium-term infrastructure.

2.5.9 Security Requirements

All airports require a minimum level of security having regard to basic risk management principles.

New fencing, together with appropriate locked gates, has recently been installed across the aerodrome site. Future work will be required to ensure the integrity of the entire airside boundary and appropriate access controls will need to be installed and monitored to prevent unauthorised access to the aerodrome.

2.5.10 Airspace Protection Surfaces

Airspace protection is critically important for all airports. International standards define two sets of invisible surfaces above the ground around an airport. The airspace above these surfaces forms the airport's protected airspace. These two surfaces are the:

- Obstacle Limitation Surface (OLS); and
- Procedures for Air Navigational Services—Aircraft Operations (PANS-OPS) surface.

The OLS is generally the lowest surface and is designed to provide protection for aircraft flying into or out of the airport when the pilot is flying by sight. The PANS-OPS surface is generally above the OLS and is designed to safeguard an aircraft from collision with obstacles when the aircraft's flight may be guided solely by instruments, in conditions of poor visibility.

The physical dimensions of the OLS are based on the Aerodrome Reference Code number for each runway. PANS-OPS surfaces are generally determined by the instrument flight procedure designer and are dependent on the nature of the given procedure.

The airspace protection surfaces are critical for airport safeguarding purposes, in relation to both on-airport and off-airport development.

Within the airport site, the airspace protection surfaces are particularly relevant for the development of landside facilities and will influence the location and height of future development on the site. Limiting the height of development close to the runway(s) is critical. Future development areas on the aerodrome, particularly close to the runways, should have a maximum building height restriction applied to ensure that buildings and other structures do not penetrate through the applicable obstacle limitation surface into the upper protected airspace. The height of development further away from the runway(s) may increase in accordance with the height of the applicable OLS surface at the particular location.

Outside the aerodrome site, appropriate airspace protection planning controls should be in place based on the applicable airspace surfaces, as recommended in the National Airports Safeguarding Framework – Guideline F: Managing the Risk of Intrusions into the Protected Airspace of Airports.

At BMA the main runways are currently both Code 1B. An OLS chart for BMA was produced by Airport Survey Consultants in May 2008 and the chart was based on Runways 01/19 and 09/27 both being Code 2 non-instrument runways.

As BMA does not have any instrument flight procedures there are no PANS-OPS surfaces in place at this time.

The OLS produced in 2008 revealed no major obstacles in the approaches. However, it is understood that the terrain approximately 2.5 km to the west and north-west of the aerodrome does intrude into protected airspace. The implications of this intrusion would need to be discussed with CASA in the future, especially in the circumstance where BMA may seek transition to certified status under the CASRs.

A new OLS chart was produced in August 2020 following a survey and the OLS chart was based on Code 2 non-precision approach runways in order to consider the most demanding possibility for BMA in the long term. The terrain issues are significant for operations on Runway 09/27 but much less so for Runway 01/19.

The OLS will need to be resurveyed and a new chart prepared if take-off locations are varied from those used in generating the existing drawing.

The protection of the OLS in the planning scheme is discussed in Section 3.3.2 of this plan.

2.5.11 Aircraft Noise Contours

The assessment of aircraft noise effects is an important consideration in the development of an airport Master Plan. It aims to ensure that:

- Sensitive land uses are not located in areas of unacceptable aircraft noise;
- The amenity of surrounding developments is not adversely affected by aircraft noise; and
- Airport operations are protected long term from conflicts due to the encroachment of inappropriate development into noise affected areas.

The Australian Noise Exposure Forecast (ANEF) system is a planning tool used to forecast the level of noise generated by aircraft operations in the vicinity of an aerodrome. It is underpinned by AS 2021:2015¹ which provides guidance on the siting and construction of buildings in the vicinity of aerodromes to minimise aircraft noise intrusion.

Aircraft noise levels are influenced by range of factors including aircraft size, type, the number of movements, time of day, ambient weather conditions and runway orientation. These inputs are used to generate an ANEF model that may be depicted on contour chart to indicate forecast noise exposure at a given location surrounding an aerodrome. Recommendations relating to land use within the ANEF contours are contained in AS 2021:2015 and are used to guide land use planning decisions by local authorities.

There is no current need for ANEF modelling for BMA given low aircraft volumes and no immediate expectations that a significant increase in commercial or business activity will occur. The contours produced by an ANEF model would all likely fall within the aerodrome boundary and provide limited value in land use planning decisions at this time. MSC will review the need for ANEF modelling within the next five years.

¹ Australian Standard AS 2021:2015 Acoustics – Aircraft noise intrusion – Building siting and construction



3 Aerodrome Master Plan

3.1 Land Use Plan

This section sets out the land use plan for the aerodrome, including a description of specific land use precincts and their general land use guidelines.

A key objective of this Master Plan is to provide clear direction as to how growth at BMA is to be accommodated, particularly the continued growth and expansion of GA activities. The plan provides a spatial outcome for the aerodrome based on MSC's economic development objectives, current and projected resources and in keeping with its environmental, planning and operational obligations.

While the emphasis of this Master Plan is aviation growth, development and protecting the BMA site for the future expansion of aviation facilities, it is within the context of ensuring that this development is realistic, achievable and within the resources likely to be available to MSC throughout the planning period. As such, this plan identifies land use planning measures that will be employed to ensure development on adjoining land is complementary and does not limit the future growth of BMA.

3.1.1 Land Use Precincts

To assist MSC in planning future use and development of the aerodrome site, five land use precincts have been identified across the BMA site, along with an existing Gliding Precinct located to the south-east of Runway 09/27:

1. Aerodrome Precinct
2. Aerodrome Expansion Precinct
3. Hangar Precinct
4. Terminal Precinct
5. Aviation Services Precinct
6. Gliding Precinct

Each precinct has different characteristics and long-term planning objectives which are discussed in turn in the sections that follow.

3.1.2 Land Use Precinct Guidelines

The use and development of the precincts shown on the Land Use Precincts Plan should be consistent with the guidelines and requirements outlined below. Detailed development plans will be prepared for each precinct prior to the commencement of any works.



Aerodrome Precinct

The Aerodrome Precinct contains the two existing runways and associated runway strips and is therefore the most important aerodrome precinct. This precinct must be retained and protected for runway operations in accordance with CASA standards.

The existing runway strips are both 150 m wide. While this exceeds what is currently required according to CASA standards for Code 2 non-instrument runways, the 150m width should be protected for:

- Possible future introduction of a non-precision approach procedure; and
- Glider operations.



Aerodrome Expansion Precinct

The land designated Aerodrome Expansion is set aside for provision of possible future:

- Parallel taxiways;
- Aircraft parking aprons;
- Potential establishment of more permanent firefighting aircraft facilities.

The reservation of a dedicated helicopter parking/hangar area within the Aerodrome Expansion precinct is considered prudent having regard to the nature of helicopter operations. This would provide an opportunity to market the aerodrome to helicopter operators, not just fixed-wing aircraft operators.



Hangar Precinct

The Hangar Precinct contains the existing hangar buildings and should continue to be used for these purposes.

There is some capacity for further development in this precinct, including the provision of new hangar sites and taxiways or taxilanes. However, a detailed precinct plan should be prepared and approved prior to any further development, taking into account issues such as the existing native grass, obstacle limitation surfaces, runway sightlines and separation of aircraft from vehicles.



Terminal Precinct

The Terminal Precinct contains aircraft parking areas, a flying school and fuel facility and should continue to be used for these purposes. The future construction of a terminal building, public amenities such as toilets and additional all-hours and public-use fuel facilities are contemplated for this precinct.



Aviation Services Precinct

The Aviation Services Precinct contains an existing aircraft Maintenance, Repair and Overhaul service provider and should continue to be used for these and other related purposes. By establishing this precinct, MSC could potentially market it to other metropolitan and regional aviation service providers interested in establishing or relocating their operations at BMA.

The siting of additional hangars and facilities here must take into the Obstacle Limitation Surfaces of the adjacent Runway 09/27 and necessary offsets from the parallel Taxiway A on the northern side.



Gliding Precinct

The Gliding Precinct contains all the existing facilities of the three gliding clubs and the gliding museum. This precinct should continue to be used and developed for gliding facilities and related activities.

Any further development in this precinct must take into the obstacle limitation surfaces of the adjacent Runway 09/27.

3.1.3 General Land Use Guidelines

Use and development of the aerodrome site should comply with the following general guidelines:

- Future use and development should comply with this Master Plan and be compatible with ongoing aerodrome operation;
- The aerodrome land should be reserved for its designated use in accordance with the Land Use Precincts Plan;
- Development in any individual precinct should be undertaken in accordance with the detailed precinct development plan;
- Ensure that appropriate utility services are provided for new development;
- Ensure that industrial activities do not produce air emissions that are likely to impact on aviation activities;
- Ensure that surrounding lighting does not affect aerodrome operations;
- Ensure that buildings do not exceed the heights specified in the established Obstacle Limitation Surfaces (OLS) plan as detailed elsewhere;
- Ensure that neighbouring land uses are not sensitive to aircraft noise (residential uses should generally be discouraged);
- Ensure that land uses and landscaping do not attract wildlife that could be a hazard to aircraft operations; and
- Ensure that convenient, safe and efficient vehicle access is provided within and to the site.

3.1.4 Planning Scheme Zoning

While the future development and expansion of the BMA is not prohibited by the site’s containment within the Farming Zone, the zone would not facilitate the proposed future development of the aerodrome as outlined in this Master Plan, as permits would be required for each development initiative.

One option is to rezone the land to the Special Use Zone (SUZ), which is applied when an appropriate combination of the other available zones, overlays and local policies cannot give effect to the desired objectives or requirements for that land. The SUZ provides for the use and development of land for specific purposes as identified in a schedule to the zone. The application of the SUZ would therefore provide clearer direction and control over the future use, development and expansion of the BMA.

The rezoning from FZ to SUZ would reflect a consistency approach, with Special Use Zones currently applied to other airports across Victoria including, but not limited to, Avalon Airport, Ballarat Airport, Bendigo Airport and Mildura Airport. However, the specifics of the planning will be addressed by the VPA during the PEP planning process and planning scheme amendment.

Regardless of the planning mechanism employed for the BMA land, the associated schedule must clearly define the purpose of the zone and the outcomes being sought – these will reflect the outcomes of the BMA Master Plan. The schedule to the SUZ for example would provide for the ‘coordinated use and development of land in the vicinity of the Bacchus Marsh Aerodrome’. The schedule should include decision guidelines that will reinforce the achievement of the Master Plan’s purpose in future planning permit applications.

3.2 Facilities Development Plan

This section outlines the future facilities and physical infrastructure requirements for BMA based on the strategic analysis, strategic direction and critical airport planning parameters.

3.2.1 Movement Area Facilities

Existing Runways

The existing runways are generally considered adequate for the aircraft types that currently use BMA. During the planning horizon of this Master Plan, as aircraft movements increase and potentially larger aircraft seek access to the aerodrome, the following runway facility upgrades are likely to be required:

- Widening of Runway 09/27 and Runway 01/19 to Code 2B standard (23 m) in the long term. It is noted that some sections of the runways are already sealed to 30 m.
- Removal of the existing displaced thresholds to increase the Landing Distance Available. This would require the glider operations to be relocated to separate parallel strips, which is discussed below.
- Pavement strength may need to be upgraded, subject to further investigation. This matter is discussed further below.
- Installation of a runway lighting system. This matter is discussed further below.

Parallel Glider Runway Strips

Given the forecast growth in aircraft movements at BMA, parallel glider runway strips could be needed during the life of this Master Plan. It is noted that parallel glider runway strips were first proposed in the 1999 BMA Master Plan. However, the provision of significantly offset, parallel glider runway strips presents significant challenges with respect to siting and construction costs, and as such, it is not considered feasible within the medium term.

The Part 139 – MOS now contains provisions relating to the siting of glider runway strips both within and immediately adjacent to existing runway strips. In the short to medium term, BMAM should investigate whether narrowing both the Runway 01/19 and Runway 09/27 strips to 80 m would be feasible, in terms of siting and cost, to permit the establishment of dedicated glider runway strips immediately adjacent to each. Alternatively, runway strip lengths could also be reduced so that the glider staging areas are located outside each runway.

Taxiways

At present, aircraft are forced to backtrack on runways to reach the turn-around point for start of take-off on all runways, excluding Runway 27. Due to a forecast increase in aircraft movements, the need to reduce runway

occupancy time by aircraft taxiing on the runway will become critical. The provision of parallel taxiways will greatly improve the capacity of the runways and increase the safety of operations of all aircraft using BMA.

Taxiway A extends from the eastern end of Runway 09/27 to meet Runway 01/19. There are no other taxiways serving Runway 01/19. Powered aircraft have to enter and backtrack on Runway 01/19 to effect a full-length take-off, resulting in the runway not being available for take-off or landing by any other aircraft during this time. This is particularly an issue with Runway 01 where backtracking of at least 700 m is required in order to take-off to the north. Given that there is aerodrome land on the east side of Runway 01/19 there is scope to consider the installation of a parallel taxiway to towards the northern end of the runway.

During the planning horizon of this Master Plan the following taxiway facility upgrades are required:

- Seal the full length of Taxiway A to Code B standard; and
- Construct a taxiway from the existing hangar precinct directly to the northern end of Runway 01/19. This will avoid the need for aircraft to taxi to Taxiway A and then back along the runway.

It must be noted that the flora survey conducted in 2009 identified significant areas of BMA, particularly within and adjacent to the runway strips, that are subject to federal and state environment protection laws. This will need to be considered and addressed during the detailed design phases of any new taxiway developments.

Pavement Strength

An ongoing issue for any airport is the structural integrity and condition of the runway infrastructure.

Having regard to the longer-term operational aspirations of BMA, current tyre pressure limitations are likely to constrain BMA's ability to accommodate increased organic growth and attract new users. The maximum tyre pressures in place are considered low by modern standards and will limit the aircraft types able to use the aerodrome. Verification of the physical properties of the movement area surfaces and substrate will need to be undertaken prior to considering any future pavement works.

Additionally, a comprehensive pavement analysis would:

- assess the physical condition of the existing runway pavements;
- advise on an appropriate PCN for the current traffic loadings;
- advise on the impacts of introducing larger aircraft on the runway; and
- provide a design recommendation with regard to rehabilitation or strengthening that may be required to accommodate larger aircraft in future.

Lighting

The issue of lighting the runways for night operations has been raised by users during consultation activities. Lighting was specifically identified as limiting growth, especially in relation to night flight training, charter, emergency services and freight forwarding. Addressing this issue would open significant opportunities for a number of tenants at the aerodrome.

The lack of lighting on either runway limits flight operations and training activities to daylight hours only. During the stakeholder consultation process, this was identified as potentially impeding existing businesses from expanding and limiting the attraction of other commercial opportunities for the aerodrome.

The installation of aerodrome lighting at BMA should be investigated in the short to medium term.

Helicopter Facilities

While the majority of existing traffic at BMA is fixed wing (powered and non-powered), consideration should be given to establishing a dedicated Helicopter Landing Site (HLS) to increase the attractiveness of the facility to rotary aircraft users.

While a variety of potential sites exist across the aerodrome, it is recommended any HLS be incorporated into the Airfield Expansion Precinct as described in Section 3.1.2 above.

3.2.2 Aviation Support Facilities

Passenger Terminal

There is no terminal building at BMA. During the consultation process a number of key stakeholders identified a preference for multi-user, terminal-like facility at the aerodrome. For example, the provision of a limited food and beverage offering and meeting rooms to support local business and community groups were considered highly likely to promote greater utilisation of the aerodrome. These facilities should be incorporated into the scope of any future terminal development at BMA.

Aircraft Hangars

A precinct plan should be prepared for the existing Hangar Precinct to ensure that any new hangars, taxiways and taxilanes are planned and constructed with due consideration to aviation safety and in compliance with the Part 139 - MOS. The preparation of the Hangar Precinct Plan must have regard to:

- OLS building height restrictions;
- Runway sightlines;
- Separating vehicles and aircraft where possible; and
- Native grass constraints where applicable.

Commercial aviation activities should preferably be located in the Aviation Services Precinct where aircraft maintenance service providers are currently located. As with the existing Hangar Precinct, a precinct plan should be prepared prior to the construction of new hangars in this area to ensure that the hangars are constructed in a planned and coordinated manner and do not constrain the future development of the movement area.

Fuel Facilities

The fixed AVGAS facilities currently in place were upgraded during 2018/2019 period to provide for credit card purchases. A mobile AVGAS refuelling service is also available at BMAM via prior arrangement.

Consideration should be given to the provision of public use fuel facilities incorporating Jet A-1 fuel in future. The availability of Jet A-1 may represent an attractive proposition for larger transient aircraft users such as Victoria Police, aerial firefighting helicopters and turboprop fixed wing charter aircraft.

The location of the existing and future fuel facilities needs to be considered.

Navigational and Meteorological Aids

There are no navigational or meteorological aids at BMA. While there does not appear to be any need for future ground-based navigational aids, the provision of an Aerodrome Weather Information Service should be considered in the medium term.

3.2.3 Other Facilities

Amenities

The lack of public toilets for local and itinerant visitors was also raised during the stakeholder consultation process as a current aerodrome deficiency. It is recommended that public toilets be provided in the short term within the proposed Terminal Precinct. Consideration should be given to the installation of self-cleaning facilities to minimise any administrative and service overhead for BMAM and MSC.

Ground Transport Facilities

A safe and efficient ground transport system is an important and essential component of any airport and its operations.

BMA is well serviced in terms of road access. The existing road network at BMA is generally informal and until recently, lacked appropriate security control. An ongoing risk to aviation and personnel safety remains the mixing of motor vehicles and aircraft in the existing hangar precinct. Future hangar development in this area should plan for the segregation of motor vehicles and aircraft.

Concerns were raised during the stakeholder consultation process regarding the lack of dedicated turning lanes from Geelong-Bacchus Marsh Road onto Aerodrome Road. MSC should consider their provision within the short term in collaboration with Regional Roads Victoria (see Section 2.2.6).

Aerodrome Road, as a sealed single lane in each direction road, appears to be fit for purpose over the life of the Master Plan. Cummings Road also provides a good road access point from the north.

Internal roads should be sealed to control dust and minimise ongoing management.

Utility Services

The existing situation with respect to utility services was outlined in Section 2.2.7 of this report. The key upgrades or enhancements that will likely be required to facilitate further growth and development of BMA are outlined below:

- **Water.** Greater Western Water is the responsible authority for the provision of water supply to the region. This infrastructure may require upgrading in the medium to long term to service the potential future development outlined in this Master Plan.
- **Sewerage.** Greater Western Water is the responsible authority for the provision of sewer reticulation in the region. New sewer infrastructure will be required to service any new areas of proposed development.
- **Electricity.** All existing and proposed precincts appear well positioned to make connection to the existing electricity supply network.
- **Telecommunications.** Relatively good access to telecommunications exists at BMA and will be unlikely to require significant upgrading in the medium term. However, the provision of high-speed internet access may be required to support the attraction of future tenants or commercial businesses to BMA.
- **Gas.** The construction of a gas city gate in Parwan is due for completion in mid-2022. Connection to this network will likely be required in the medium term to support future industry development at BMA.

Environmental Management

As detailed in Section 2.2.8, the aerodrome site contains vegetation comprising native and introduced grasses, forbs and small shrubs in the form of Plains Grassland.

It is recommended that the ecological values are considered throughout the implementation of this Master Plan. Impacts to native flora and fauna are to be minimised where possible. Planning permits and other approvals may need to be sought if impacts are unavoidable.

Heritage Management

As outlined under Section 2.2.9, the aerodrome site does not contain any significant heritage places or objects protected under the *Heritage Act 1995*. Additionally, there are no Heritage Overlays affecting the site.

3.3 Aerodrome Safeguarding Plan

The capacity of an airport to operate unencumbered is fundamentally dependent on what occurs on the land surrounding it. The erection of structures that physically intrude into the flight paths of arriving and departing aircraft can significantly limit or prevent the use of an airport, as can the encroachment of incompatible development such as:

- residential developments adjacent to airports and under flight paths may lead to complaints about aircraft noise and eventually lead to the introduction of curfews;
- industrial activities that generate vertical plumes, smoke or similar hazards; or
- other activities such as agriculture, animal husbandry or wetland developments that may attract birds and/or wildlife species and pose a hazard to operating aircraft.

3.3.1 National Airports Safeguarding Framework

The National Airports Safeguarding Framework (NASF) discussed in Section 2.1.6 of this plan provides a set of principles and guidelines to assist in addressing these and other airport safeguarding issues to better protect the ongoing operation of airports in Australia.

The key issue in relation to airport protection is to ensure that the use and development of land surrounding an airport does not prejudice the ongoing operation of that airport. The two most important issues involve ensuring that:

- development proposals near an airport and under flight paths do not penetrate its Obstacle Limitation Surfaces (OLS); and
- changes of land use near the airport and under flight paths are not for land uses that may be sensitive to aircraft noise (e.g., residential land uses).

These two critical safeguarding matters, as they relate to BMA, are discussed below.

3.3.2 Airspace Protection Surfaces

Obstacle Limitation Surfaces

The Obstacle Limitation Surfaces (OLS) are designed to provide protection for aircraft operating within the vicinity of an aerodrome when the pilot is flying by visual reference. The composition of each surface is defined in Part 139 – MOS and the OLS are often depicted on a chart to aid in obstacle control and land use planning decisions.

An OLS chart for BMA was produced in 2020 based on the existing runways and has been considered in the preparation of this Master Plan to ensure that future developments on, and in the vicinity of, the aerodrome do not adversely impact or constrain its future operations. For example, development of the Hangar Precinct will not affect the OLS, provided buildings closest to the runway fall below the height of the Transitional Surface (to be confirmed by survey). Building heights can be progressively increased the further the subject site is away from the runway. Amended OLS will be required once the ultimate design lengths for Runway 09/27 and Runway 01/19 have been determined.

In order to protect Runway 01/19 for possible future Code 2 aircraft operations the OLS chart produced in 2020 should be adopted as it is based on Code 2, non-precision instrument runway standards. It is recommended that protection for Runway 09/27 be limited to Code 2 non-instrument runway standards due to the presence of infringing terrain to the west and north-west of the aerodrome site.

From a planning perspective, the BMA OLS can be protected through the application of a Design and Development Overlay (DDO) and incorporation into the Moorabool Planning Scheme. This approach is discussed in detail in Section 3.3.4 below.

As BMA does not have any instrument flight procedures there are no PANS-OPS surfaces.

3.3.3 Aircraft Noise Contours

The Australian Noise Exposure Forecast (ANEF) system is a planning tool used to forecast the level of noise generated by aircraft operations in the vicinity of an aerodrome. It is underpinned by AS 2021:2015² which provides guidance on the siting and construction of buildings in the vicinity of aerodromes to minimise aircraft noise intrusion.

Aircraft noise levels are influenced by range of factors including aircraft size, type, the number of movements, time of day, ambient weather conditions and runway orientation. These inputs are used to generate an ANEF model that may be depicted on contour chart to indicate forecast noise exposure at a given location surrounding an aerodrome. Recommendations relating to land use within the ANEF contours are contained in AS 2021:2015 and are used to guide land use planning decisions by local authorities.

There is no current need for ANEF modelling for BMA given low aircraft volumes and no immediate expectations that a significant increase in commercial or business activity will occur. The contours produced by an ANEF model would all

² Australian Standard AS 2021:2015 Acoustics — Aircraft noise intrusion — Building siting and construction

Figure 5 – Existing Design Development Overlay (DDO)

Airport Environs Overlay

The Airport Environs Overlay (AEO) is a standard overlay available in the Victoria Planning Provisions specifically for implementing the land use recommendations within AS 2021:2015.

An AEO is typically based on aircraft noise contours, however, no ANEF currently exists for BMA nor is one anticipated to be required within the next five years. Regardless, Council has applied an AEO over the aerodrome and its surrounding land to ensure protection from inappropriate development in future (Figure 6). While the existing AEO should be retained, its amendment will ultimately be required to align with any future ANEF prepared for BMA.

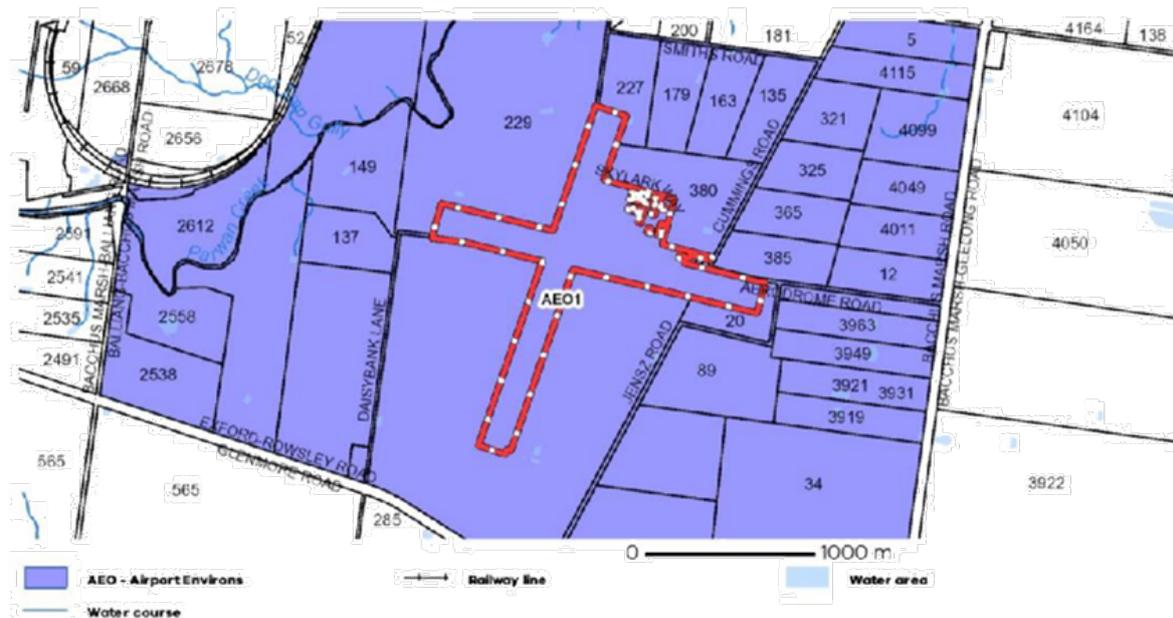


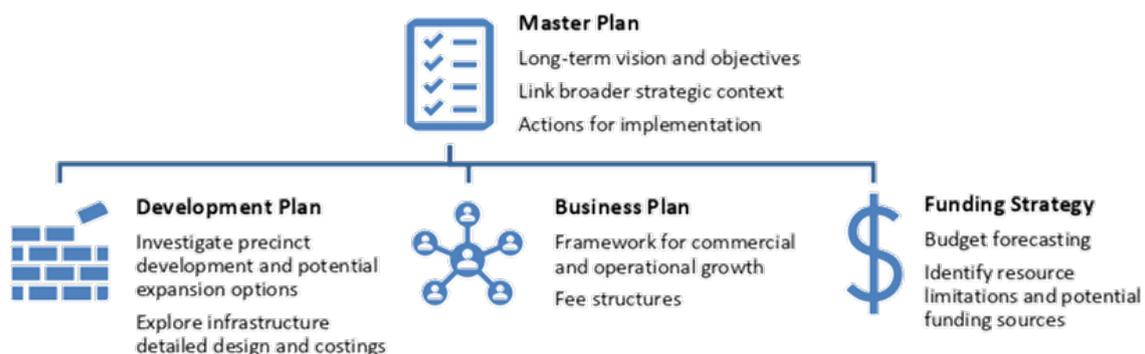
Figure 6 – Existing Airport Environs Overlay (AEO)

3.4 Implementation Plan

This Master Plan provides MSC and BMAM with strategic direction for the future development of BMA. It is a broad strategic document that aims to assist both Council and BMAM in their decision-making and to draw on as a funding advocacy tool over the next 20 years.

A series of actions have been developed to implement this Master Plan, several of which will require three key pieces of further work to be progressed by BMAM and supported by MSC before they can be delivered. Specifically, preparing Development Plans for the six land use precincts identified by the Master Plan (see section 3.1), as well as a Business Plan and Funding Strategy.

These pieces of work are contextualised in the diagram below and will be used to investigate and confirm detailed development, design and funding options for delivery. Individual actions are described in the Implementation Plan table, along with indicative trigger points and an estimation of the likely timing for each action.



Timeframes

Airport Master Plans are typically reviewed every five years to ensure they address any changes in relevant circumstances or conditions. One of the actions in the table below is to therefore review this Master Plan in five years. For this reason, the Implementation Plan focuses on the first five years of the planning period. Other actions may be required but they are likely to be related to non-aviation or industrial development and will likely be market driven.

BMA Master Plan Implementation Plan

Action	Trigger Point	Indicative Timing	Lead Responsibility
Strategic Planning			
Prepare a detailed development plan for each Precinct	Prior to commencement of any future works	2022-2023	MSC + BMAM
Prepare a Business Plan and Funding Strategy	Following council adoption of the Master Plan	2022-2023	MSC + BMAM
Develop a business case for installation of runway lighting	Following council adoption of the Master Plan	2023	BMAM
Ensure OLS from 2020 based on Code 2B runway layouts reflects ultimate runway lengths.	Following next OLS survey	2023	BMAM
Prepare a Planning Scheme Amendment to Rezone BMA to Special Use Zone and incorporate OLS as a DDO.	Following council adoption of the Master Plan	2022-2023	VPA + MSC
Develop a business case for the establishment of a terminal facility	Following completion of Terminal Precinct Development Plan	2024	MSC + BMAM
Investigate opportunity for establishing a Helicopter Landing Site within the Airfield Expansion Precinct	Following completion of Airfield Expansion Precinct Development Plan	2024	BMAM
Investigate establishment of JET-A1 fuel facilities	Completion of Terminal Precinct Development Plan and following a significant increase in jet aircraft movements at BMA	2025	BMAM
Investigate the requirement for an Australian Noise Exposure Forecast (ANEF)	Significant increase in powered aircraft movements at BMA	2027	MSC
Review Master Plan	Every 5 years or earlier in response to any significant economic development opportunity	2027	MSC + BMAM

Action	Trigger Point	Indicative Timing	Lead Responsibility
Operational			
Investigate reducing runway strip widths to 80 m to facilitate the establishment of parallel gliding strips	Following council adoption of the Master Plan	2022	BMAM
Investigate removal of displaced runway thresholds	Following council adoption of the Master Plan	2022	BMAM
Undertake pavement testing	Prior to commencing pavement works	2024	BMAM
Install improved public toilet facilities for itinerant visitors	Acceptance of Terminal Business Case and allocation of funding	2024	BMAM
Infrastructure			
Complete network planning investigations to facilitate future service infrastructure investment for Parwan Employment Precinct	At the time of writing, this work was nearing completion	2022	MSC
Complete sealing residual gravel section of Runway 09/27	Receipt of acceptable quotation for works and allocation of funding	2022-23	BMAM
Investigate turning lanes into Aerodrome Road servicing BMA site and seal internal roads	Approval and/or endorsement from Regional Roads Victoria (as required)	2025-2027	MSC
Widen runways to 23m (Code 2B)	Council acceptance of business case, completion of Airfield Precinct Development Plan and securing of required funding	2025-2027	BMAM
Widen Taxiway A to Code B standard	Council acceptance of business case, completion of Airfield Precinct Development Plan and securing of required funding	2025-2027	BMAM
Taxiway from the existing hangar estate direct to the north end of Runway 01/19	Council acceptance of business case, completion of Airfield Precinct Development Plan and securing of required funding	2025-2027	BMAM
Construct a common user terminal facility	Completion of the Terminal Precinct Development Plan, council acceptance of associated business case and the securing of funding	2027+	BMAM