

ORDINARY MEETING OF COUNCIL

Minutes of the
Ordinary Meeting of Council held at
Council Chamber, 15 Stead Street, Ballan on
Wednesday 6 May 2015,
at 5:00 p.m.

Members:

Cr. Paul Tatchell (Mayor)	Central Ward
Cr. Allan Comrie	East Moorabool Ward
Cr. David Edwards	East Moorabool Ward
Cr. John Spain	East Moorabool Ward
Cr. Tonia Dudzik	East Moorabool Ward
Cr. Tom Sullivan	West Moorabool Ward
Cr. Pat Toohey	Woodlands Ward

Officers:

Mr. Rob Croxford	Chief Executive Officer
Mr. Phil Jeffrey	General Manager Infrastructure
Mr. Satwinder Sandhu	General Manager Growth and Development
Mr. Danny Colgan	General Manager Community Services

Rob Croxford
Chief Executive Officer

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ACTING CHAIR

Crs. Sullivan/Edwards

That Cr. Spain be appointed Acting Chair in the absence of Mayor, Cr. Tatchell.

CARRIED.

1. OPENING OF MEETING AND PRAYER

The Acting Chair, Cr. Spain, opened the meeting with the Council Prayer at 5.00pm.

2. ACKNOWLEDGEMENT TO COUNTRY

We respectfully acknowledge the traditional owners of this land, their spirits and ancestors.

3. PRESENT

<i>Cr. Allan Comrie</i>	<i>East Moorabool Ward</i>
<i>Cr. David Edwards</i>	<i>East Moorabool Ward</i>
<i>Cr. John Spain</i>	<i>East Moorabool Ward</i>
<i>Cr. Tonia Dudzik</i>	<i>East Moorabool Ward</i>
<i>Cr. Tom Sullivan</i>	<i>West Moorabool Ward</i>

Officers:

<i>Mr. Rob Croxford</i>	<i>Chief Executive Officer</i>
<i>Mr. Phil Jeffrey</i>	<i>General Manager Infrastructure</i>
<i>Mr. Danny Colgan</i>	<i>General Manager Community Services</i>
<i>Ms. Natalie Abbott</i>	<i>Manager Customer and Business Services</i>
<i>Mr. Steve Ivelja</i>	<i>Manager Finance</i>
<i>Ms. Sam Romaszko</i>	<i>Manager Engineering Services</i>
<i>Ms. Kate Diamond-Keith</i>	<i>Manager Community Development</i>
<i>Ms. Melissa Hollitt</i>	<i>Minute Taker</i>

4. APOLOGIES

<i>Cr. Paul Tatchell</i>	<i>Central Ward</i>
<i>Cr. Pat Toohey</i>	<i>Woodlands Ward</i>

5. CONFIRMATION OF MINUTES

5.1 Ordinary Meeting of Council – Wednesday 1 April 2015

Resolution:

Crs. Comrie/Sullivan

That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 1 April 2015.

CARRIED.

5.2 Special Meeting of Council – Wednesday 1 April 2015

Resolution:

Crs. Dudzik/Comrie

That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 1 April 2015.

CARRIED.

5.3 Special Meeting of Council – Wednesday 22 April 2015

Resolution:

Crs. Edwards/Sullivan

That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 22 April 2015.

CARRIED.

6. DISCLOSURE OF CONFLICT OF INTEREST

Under the Local Government Act (1989), the classification of the type of interest giving rise to a conflict is; a direct interest; or an indirect interest (section 77A and 77B). The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 set out the requirements of a Councillor or member of a Special Committee to disclose any conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

Definitions of the class of the interest are:

- a direct interest
 - (section 77A, 77B)
- an indirect interest (see below)
 - indirect interest by close association (section 78)
 - indirect financial interest (section 78A)
 - indirect interest because of conflicting duty (section 78B)
 - indirect interest because of receipt of gift(s) (section 78C)
 - indirect interest through civil proceedings (section 78D)

Time for Disclosure of Conflicts of Interest

In addition to the Council protocol relating to disclosure at the beginning of the meeting, section 79 of the Local Government Act 1989 (the Act) requires a Councillor to disclose the details, classification and the nature of the conflict of interest immediately at the beginning of the meeting and/or before consideration or discussion of the Item.

Section 79(6) of the Act states:

While the matter is being considered or any vote is taken in relation to the matter, the Councillor or member of a special committee must:

- (a) leave the room and notify the Mayor or the Chairperson of the special committee that he or she is doing so; and
- (b) remain outside the room and any gallery or other area in view of hearing of the room.

The Councillor is to be notified by the Mayor or Chairperson of the special committee that he or she may return to the room after consideration of the matter and all votes on the matter.

There are important reasons for requiring this disclosure immediately before the relevant matter is considered.

- Firstly, members of the public might only be in attendance for part of a meeting and should be able to see that all matters are considered in an appropriately transparent manner.
- Secondly, if conflicts of interest are not disclosed immediately before an item there is a risk that a Councillor who arrives late to a meeting may fail to disclose their conflict of interest and be in breach of the Act.

6.1 Disclosure of a Direct Conflict of Interest

Cr. Sullivan declared a Direct Conflict of Interest in relation to Item 16.2 – Confidential Report.

7. PUBLIC QUESTION TIME

The Council has made provision in the business of the Ordinary Meetings of the Council for the holding of a Public Question Time.

Public Question Time is required to be conducted in accordance with the requirements contained within the Public Question Time Protocols and Procedural Guidelines as provided for in the *Local Law No. 8 Meeting Procedure Local Law* Division 8 . Clause 57.

The person asking the question is to stand and identify themselves by name and residential address before asking the question.

All questions are to be directed to the Mayor as Chairperson, who shall determine the appropriate person to respond to the question.

The person asking the question must be present in the gallery when the question is considered and may be asked for clarification by the Mayor.

At the discretion of the Mayor, a lengthy question may be required to be placed into writing by the person asking the question. The Mayor may accept a question on notice, in the event that research is required to provide a response. In the case of questions taken on notice, both the question and response shall be recorded in the Minutes of the Meeting.

The following questions were responded to at the meeting:

Mr. Doug Wilson – Bacchus Marsh – Zoning at potential Bunnings Site.

Mr. Russ Hendry – Bacchus Marsh – Access to answers asked of Bunnings regarding potential development.

Mr. Barry Dean – Darley – Current and future developments impacting Bacchus Marsh traffic conditions and developments on flood prone land.

QUESTION ON NOTICE

Mr. Russ Hendry raised the following question at the Ordinary Meeting of Council on Wednesday 1 April 2015, which was taken on notice by the Chair for further investigations to be undertaken:

Russ Hendry, Bacchus Marsh - A N A Memorial Gates, Maddingley Park

RESPONSE TO QUESTION

In response to the question raised by Mr. Russ Hendry at the Ordinary Meeting of Council on Wednesday 1 April 2015, Council's Manager, Community Development has advised the following:

The ANA Memorial Gates project has been costed at \$108,000. This project requires external funding to be completed.

Upon further investigation for potential funding for this project, the following has been determined:

The project is not eligible for Heritage Victoria funding, as the gates are not on the Victorian Heritage Register.

The other potential grants are:

- *Anzac Centenary Community Grants - Department of Veterans Affairs - up to \$20,000 available for projects.*
- *Restoring Community War Memorials - up to \$20,000 available for projects.*

A further report will be presented to the Council as a part of the next quarterly Capital Improvement Program update on this project.

8. PETITIONS

Nil.

9. PRESENTATIONS / DEPUTATIONS

The Council has made provision in the business of the Ordinary Meetings of the Council for the making of presentations or deputations to Council in relation to matters presented on the agenda for Council consideration.

Presentations or deputations are required to be conducted in accordance with the requirements contained within the **Presentation/Deputations Protocols and Procedural Guidelines**.

Persons wishing to make a presentation or deputation to Council on a matter included in the agenda shall inform Council prior to the meeting by contacting the Chief Executive Officer's office and registering their name and agenda item being spoken to.

At the meeting the Mayor will invite the persons wishing to make a presentation or delegation to address the Council on the agenda item.

The person making the presentation or deputation is to stand and address Council on the item. No debate on the item is permitted between the person making the presentation or delegation and the Council.

A maximum of three minutes per presentation or delegation will be allocated. An extension of time may be granted at the discretion of the Mayor.

Councillors, through the Mayor, may ask the person making the presentation or delegation for clarification of matters presented.

The Mayor may direct that a member of the gallery ceases speaking if the above procedure is not followed.

List of Persons making Presentations/Deputations other than in relation to a planning item listed on the agenda:

Nil.

List of Persons making Presentations/Deputations to a planning item listed on the agenda:

Individuals seeking to make a presentation to the Council on a planning item listed on the agenda for consideration at the meeting will be heard by the Council immediately preceding consideration of the Council Officer's report on the planning item.

Nil.

10. OFFICER'S REPORTS

10.1 CHIEF EXECUTIVE OFFICER

Nil.

10.2 GROWTH AND DEVELOPMENT

10.2.1 Third Quarter (January - March) 2014/15 Council Plan Actions Progress Report

Introduction

File No.: 02/02/002
Author: Michelle Morrow
Manager: Natalie Abbott

Background

The 2013-2017 Council Plan was revised and adopted by Council in July 2014. As part of the development of the framework of the Council Plan, Council determines appropriate actions which will support the framework, delivering agreed outcomes for the Community.

The Council Plan outlines three key result areas (KRA) or main themes that guide new initiatives and continuing services these being:

- Representation and leadership of our community;
- Community Wellbeing; and
- Enhanced infrastructure and Natural and Built Environment.

Each KRA has a set of strategic objectives or desired outcomes with sets of strategies to be undertaken over the planned 4 years to achieve the objectives.

All Council actions aligned with the strategies are linked back to the Council Plan. The Council Plan is reviewed annually

Discussion

The attached 2014/15 Council Plan Actions Third Quarter Progress Report indicates each of the actions and the progress comments for the 2014/15 Financial Year. Overall there are 30 actions with 21 actions having reached 90% of the action target achieved for the January - March period with 5 actions having reached completion. Eight actions have achieved between 60 and 90% of the action target achieved. Only one action is less than 60% of action target achieved with this action being deferred due to anticipated grant funding for the project being unsuccessful.

Proposal

This report is to inform Council and the community on the progress of key Council Plan actions for the 2014/15 Financial Year.

Policy Implications

The 2014. 2015 Council Plan provides as follows:

Key Result Area	Representation and Leadership of our community
------------------------	--

Objective Effective strategic and business planning for a growing community

Strategy Development of service plans that link service delivery, asset management and business excellence.

Financial Implications

There are no financial implications from this report. All projects being delivered have been allocated a budget.

Risk & Occupational Health & Safety Issues

There are no Risk or Occupational Health and Safety issues in relation to this report.

Communications and Consultation Strategy

Specific projects may have their own communications strategy nevertheless this report will be displayed on Council's website and the annual progress will be reported in Council's Annual Report.

Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

Officer's Declaration of Conflict of Interests

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

Manager – Natalie Abbott

In providing this advice to Council as the Manager, I have no interests to disclose in this report.

Author – Michelle Morrow

In providing this advice to Council as the Author, I have no interests to disclose in this report.

Conclusion

Council is making progress in all areas of the Council Plan for this second quarter. Overall there are 30 actions with 21 actions having reached 90% of the action target achieved for the January - March period with 5 actions having reached completion. Eight actions have achieved between 60 and 90% of the action target achieved. Only one action is less than 60% of action target achieved with this action being deferred due to anticipated grant funding for the project being unsuccessful.

Resolution:

Crs. Sullivan/Comrie


That Council receives the Third Quarter (January - March) 2014/15 Council Plan Actions Progress Report.

CARRIED.

Report Authorisation

Authorised by:

Name: Satwinder Sandhu
Title: General Manager Growth and Development
Date: Wednesday, 29 April 2015



10.2.2 Revised 2013-2017 Council Plan

Introduction

File No.: 02/02/002
Author: Natalie Abbott
General Manager: Satwinder Sandhu

Background

Council adopted the Council Plan 2013-2017 at the Ordinary Meeting of Council held on 19 June 2013.

As part of a community engagement process to understand the community needs for the future, Council has embarked on the project known as, "*The Talking 2041*" community engagement process for Moorabool 2041. This process commenced in October 2014 and is the most comprehensive community engagement process ever undertaken by Moorabool Shire Council.

Within the engagement process two key elements of Moorabool 2041, being an Urban Growth Strategy and a Rural Small Towns Strategy, have focused on the urban areas of Bacchus Marsh and surrounds and separately, the rural areas of the Shire. The engagement for both the urban and rural areas has been very successful.

The outcomes of the engagement process will be presented to Council later in the year which will be reflected in future Council Plans.

Proposal

A review of the Council Plan has been conducted which has resulted in changes to the document. In accordance with Section 125 of the Local Government Act 1989 (the Act) Council must consider whether the Council Plan requires any adjustment and if there are adjustments Council must seek public submissions under Section 223 of the LGA.

The Council Plan has been reviewed by Councillors and officers and changes have been made to the strategies under each Key Result Area to reflect the Council activities in each area. The actions supporting the Council Plan have been updated and the performance measures have been updated in accordance with the Local Government Performance Reporting Framework.

The reviewed 2013-2017 Council Plan (2015 revision) is shown in Attachment 10.2.2.

Policy Implications

The 2013. 2017 Council Plan provides as follows:

Key Result Area	Representation and Leadership of our Community
------------------------	--

Objective	Good governance through open and transparent processes and strong accountability to the community.
Strategy	Ensure policies and good governance are in accordance with legislative requirements and best practice.

The proposal is consistent with the 2013-2017 Council Plan.

Financial Implications

In accordance with Section 126 of the Local Government Act 1989, Council has prepared the attached Strategic Resource Plan that details the resources required to achieve the objectives and strategies outlined in the 2013-2017 Council Plan.

The Strategic Resource Plan includes the following information in respect of next 5 financial years:

- the standard statements describing the required financial resources in the form and containing the information required by the regulations; and
- statements describing the required non-financial resources, including human resources.

This five-year forecast is Council's accountability to the community in the way it will deliver on the 3 key result areas as set out in the 2013-2017 Council Plan (2015 revision) being:

1. Representation and Leadership of our Community
2. Community Wellbeing
3. Enhanced Infrastructure and Natural and Built Environment

The Strategic Resource Plan for each financial year is subject to final determination as part of Council's Annual Budget process.

Risk & Occupational Health & Safety Issues

No risk and occupational health and safety issues have been identified.

Communications and Consultation Strategy

Under section 125 (9) of the Local Government Act 1989, a person has a right to make a submission under section 223 on a proposed adjustment to a Council Plan which relates to the following matters:

- the strategic objectives of the Council;
- strategies for achieving the objectives for at least the next 4 years;
- strategic indicators for monitoring the achievement of the objectives;

A communications plan has been developed to advise the community via Council's website, media release, social media, Council's community consultation website: haveyoursay.com.au and with hard copies available at all Council offices.

Public notice of the revised Council Plan will be placed in The Moorabool News and members of the community will have no less than 28 days to make a submission.

Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

Officer's Declaration of Conflict of Interests

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Satwinder Sandhu

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

Author – Natalie Abbott

In providing this advice to Council as the Author, I have no interests to disclose in this report.

Conclusion

The 2013-2017 Council Plan (2015 revision) and Strategic Resource Plan are presented for Council to place on public exhibition to commence public consultation.

Resolution:

Crs. Sullivan/Comrie

- 1. That, having considered the details of the Council Plan 2013-2017 (2015 revision) appended to this report, Council, in accordance with the requirements of Part 6 Section 125 and 126 of Local Government Act 1989**

- 1.1 authorises the Chief Executive officer to give public notice that the Council Plan 2013-2017 (2015 revision) has been prepared and is available for public inspection; and**

- 1.2 gives public notice and have ready for public inspection all prescribed information to be available from 7 May 2015 until 5 June 2015.**

2. ***That Council resolves to allow no less than 28 days for submissions to be made by members of the public and that all submissions are to be made in the prescribed manner. Council will hear submissions on Wednesday, 17 June 2015 at a Special Meeting of Council to be held in the James Young Room, Lerderderg Library, 215 Main Street, Bacchus Marsh commencing at 5pm.***
3. ***That in accordance with Section 125 of the Local Government Act 1989, Council resolves to notify and place on public notice its intention to adopt the Council Plan 2013-2017 (2015 revision) on Wednesday 1 July 2015 at the Ordinary Meeting of Council to be held in the Ballan Council Chambers, 15 Stead Street, Ballan commencing at 5pm.***

CARRIED.

Report Authorisation**Authorised by:**

Name: Satwinder Sandhu
Title: General Manager Growth and Development
Date: Wednesday, 29 April 2015



10.3 COMMUNITY SERVICES

10.3.1 Community Grants Program Summer 2015 Supplementary Report

Introduction

File No.: 06/03/004
Author: Kate Diamond-Keith
General Manager: Danny Colgan

Background

The purpose of this report is to present the Council with an assessment of the application submitted by Acrofun into the Summer 2015+ round of Community Grants.

The Summer round of the Community Grants Program opened on 1 February and closed on 28 February 2015. Acrofun submitted an application to info@moorabool.vic.gov.au on 27 February 2015 that was not received by Council officers. After an investigation by Council's IT department it was found that the email was blocked by the MailMarshal spam filter and was not released or forwarded to officers, therefore was not included in the initial assessment.

At the Ordinary Council Meeting on Wednesday 1 April 2015, the Council allocated Community Grants to the value of \$70,800.

Policy Assessment Criteria:

- a. Project Description and why the applicant wants to do the project . 10%
- b. What will this project achieve? . 20%
- c. Why is this project needed in your community? . 20%
- d. Who will be involved in the project? 15%
- e. How will you carry out your project? (including risk management) . 15%
- f. Project budget and explanation of how the group arrived at the costs? 20%

Each criterion is given a score between 0 and 10 and this score is weighted according to the criteria percentage. The maximum possible score for any application is 100.

Amended number of applications and amounts requested due to Acrofun submission

In total, including the additional application from Acrofun, 34 applications were received across the three program categories: Community Strengthening (30), Events (0) and Arts (4). A total of \$126,770 was requested with \$70,000 available. (\$50,000 for Community Strengthening, \$10,000 for Events, \$10,000 for Arts)

Assessment

An assessment of the Acrofun application was conducted by a panel of officers and ranked according to the extent to which the application addressed Council's policy assessment criteria.

Proposal

Officers have conducted an assessment of the Acrofun application in accordance with the Community Grants Guidelines. As a result of the assessment it is proposed that Acrofun be awarded \$5,000 for the Purchase of New Sprung Floor Project.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

Key Result Area	Community Wellbeing
Objective	Community Self Reliance
Strategy	Provide community development support and partnership projects

The proposed allocation of the grant to Acrofun under the Community Grants Summer 2015 Program is consistent with the 2013-2017 Council Plan.

Financial Implications

The budget for the 2014/2015 community grants program will be exceeded if the grant is awarded.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk rating	Control/s
Project timelines	Grant recipients exceeding prescribed timelines	Medium	<ul style="list-style-type: none"> - Terms and conditions agreements required to be signed by grant recipients - Scheduled monitoring of projects
Financial	Grant recipients appropriate expenditure of Council funds	Medium	<ul style="list-style-type: none"> - Terms and conditions agreements required to be signed by grant recipients - Grant acquittal required upon completion of projects

Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Community Groups	Meetings with applicant groups	Various	February 2015	Applicants groups supported to submit applications

Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

Officer's Declaration of Conflict of Interests

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Danny Colgan

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

Author – Kate Diamond-Keith

In providing this advice to Council as the Author, I have no interests to disclose in this report.

Resolution:

Crs. Dudzik/Comrie

- 1. That Council allocate a Community Grant under the Community Grants Summer 2015 round to Acrofun for \$5,000 for the purchase of a new sprung floor.***
- 2. That the applicant be notified in writing of the outcome of their application.***

CARRIED.

Report Authorisation

Authorised by:

Name: Danny Colgan

Title: General Manager Community Services

Date: Wednesday, 29 April 2015

10.3.2 Community Development Fund 2015/16

Introduction

File No.: 06/03/004
Author: Kate Diamond-Keith
General Manager: Danny Colgan

Background

The Community Development Fund opened on the 2 February 2015 and closed on the 13 March 2015. A total of 15 applications were received.

The Community Development Fund is offered on a yearly basis as part of Councils Annual Budget process. A total of \$100,000 is available to community groups/committees, community networks, progress groups and development associations as seed funding (and leverage for external funding opportunities) to support community infrastructure projects that have a significant impact on community development, liveability and wellbeing in the Shire.

The Community Development Fund is offered in Feb/March each year. Eligible groups and organisations can submit an Expression of Interest (EOI) for up to \$25,000 funding with preference given to those who can demonstrate:

- " a contribution toward the cost of the project by cash or in-kind support,
- " the leveraging of funds to support external funding opportunities,
- " a strategic basis . the project is detailed in a community plan, master plan or strategic plan.

The key objectives of the Community Development Fund are to:

- " support the development of projects that enhance community capacity, liveability and wellbeing in local communities;
- " support and encourage community networks to build capacity and sustainability by undertaking planning activities and developing new skills;
- " support community networks, committees and other groups to leverage Community Development funds by applying to external funding programs;
- " support projects that increase participation and provide opportunities for older adults, young people, people with a disability and young families; and
- " foster collaborative relationships between community groups, Council, state and federal government and other organisations.

The Community Development Fund assessment process is competitive and based on merit. To be considered, Expressions of Interest must meet the eligibility criteria outlined in the guidelines. Applicants are also encouraged to read the assessment criteria carefully before submitting their expression of interest.

Policy Assessment Criteria:

Expressions of Interest are assessed against seven (7) weighted assessment criteria. The assessment criteria are as follows.

- a. Project description? 10%
- b. Project Location and demographics 10%
- c. How will the project enhance community and economic development, liveability or wellbeing 20%
- d. What will the project achieve 20%
- e. Who are the community partners / stakeholders and how will maintenance and sustainability be addressed 20%
- f. Costs, contributions and grant requested 20%

Application Support

The Community Development Fund Policy specifies that applicant groups are encouraged to meet with a Community Development/Engagement Officer prior to lodging an application. The majority of applicant groups for the Community Development Fund 2015 received support and advice from Community Development/ Engagement Officers.

Number of applications and amount requested

In total, 15 applications were received. A total of \$295,678 was requested with \$100,000 available.

Assessment

Assessment of applications was conducted by a panel of officers and ranked according to the extent to which the application addressed Council's policy assessment criteria.

Implementation Process

The Community Development Fund grants will be made available to the successful groups from the 1 July 2015, following the adoption of the Council budget. In accordance with the guidelines, officers will then support successful groups to leverage this grant for external funding from State and Federal Government Grant programs. Further reports on project progress will be provided to the Council.

Proposal

It is proposed that the amount of \$100,000, be allocated to fund Community Development Fund projects. As a result, council will have the opportunity to fund 5 out of 15 Community Development Fund projects.

Based on the above process and funding criteria, it is proposed that the Council allocate the grants for the Community Development Fund as follows:

Community Development Fund Grants:

Groups demonstrating Council Policy criteria of, or better than, a score of 71.20 may be provided with funding if Council so determine

Name of Organisation	Project Name	Project Description	Requested Amount	Potential External Funding Source	Estimated External Funding Amount	Community Cash	Community In- Kind	Project Total Value	Progressive Total	Policy Score
Gordon Recreation Reserve	Kitchen Upgrade at the Gordon Recreation Reserve	Deliver an improved working environment for Gordon Football/Netball Club volunteers and the broader community. Includes the purchase and installation of industrial deep fryers; fridge/freezer; new cabinetry, benches and replacement of flooring.	\$25,000	Regional Development Victoria	\$15,000	\$8,615	\$4,000	\$52,615	\$25,000	77.80
Lal Lal Anzac Commemorations Committee	Lal Lal Anzac Memorial Park	Establish an Anzac Memorial Park in Lal Lal incorporating a car park, memorial pine in lieu of an Avenue of Honour, Rock Cairn, commemorative plaque and bench seating.	\$15,000	ANZAC Centenary Local Community Infrastructure Grants	\$16,700	\$500	\$2,800	\$35,000	\$40,000	73.60
Bacchus Marsh BMX Club Incorporated	Bacchus Marsh BMX Race Track Development	Design and build a UCI (Union Cycliste Internationale) specification BMX racing and training facility at the Bacchus Marsh Racecourse Recreation Reserve.	\$25,000	Sport and Recreation Victoria	\$50,000	\$0	\$52,840	\$127,840	\$65,000	72.80

Name of Organisation	Project Name	Project Description	Requested Amount	Potential External Funding Source	Estimated External Funding Amount	Community Cash	Community In- Kind	Project Total Value	Progressive Total	Policy Score
Ballan and District Vintage Machinery and Vehicle Club Incorporated	Ronaldson and Tippet Heritage Museum at the Ballan Racecourse	Build a shed to house a Ronaldson and Tippet collection and to operate as a Vintage Machinery Museum to be open to the public to enjoy.	\$25,000	Regional Development Victoria	\$86,530	\$25,000	\$11,050	\$147,580	\$90,000	71.40
Korweinguboorra Recreation Reserve	Korweinguboorra Recreation Reserve Improvement Project	Install picnic tables and bench seating around the BBQ area and cover with shade sail. Erect a fence to prevent vandalism and theft at the site.	\$6,366	Regional Development Victoria	\$12,734	\$1,000	\$1,000	\$21,100	\$96,366	71.20

Name of Organisation	Project Name	Project Description	Requested Amount	Potential External Funding Source	Estimated External Funding Amount	Community Cash	Community In- Kind	Project Total Value	Progressive Total	Policy Score
St Andrews Bacchus Marsh Uniting Church	Community Peace Garden	Establish an area on the St Andrews Uniting Church property in Bacchus Marsh as a community space including a terraced area, pathways, seating and landscaping.	\$10,000	Regional Development Victoria	\$23,300	\$6,300	\$10,050	\$49,650	\$106,366	71.00
The Neighbours Place Incorporated	Neighbour's Place Extension	Add an extension to the existing Neighbour's Place building to provide extra storage and office space as well as interview rooms to accommodate financial counselling services at the site.	\$25,000	Regional Development Victoria	\$25,000	\$0	\$0	\$50,000	\$131,366	68.20
Elaine Fire Brigade	Elaine Community Space	Fit out the Brigade meeting room attached to the Elaine Fire Station for use by the wider community. This includes the installation of a kitchen facility, office storage, IT appliances and general meeting room.	\$25,000	Volunteer Emergency Services Equipment Program	Not specified by applicant	\$25,809	\$0	\$50,809	\$156,366	67.20

Name of Organisation	Project Name	Project Description	Requested Amount	Potential External Funding Source	Estimated External Funding Amount	Community Cash	Community In- Kind	Project Total Value	Progressive Total	Policy Score
Bacchus Marsh Community Unlimited Incorporated	Feasibility Study for the ANZAC Living Memorials - Land of Honour Project	The preparation a Feasibility Study / Master Plan to include the scope, route of trail, agreements with land owners, sustainability/maintenance requirements and risk assessment/mitigation for the ANZAC Living Memorials - Land of Honour Project.	\$25,000	ANZAC Centenary Local Community Infrastructure Grants	\$60,000	\$0	\$5,000	\$90,000	\$181,366	65.20
Blackwood Crown Reserves Committee of Management	Blackwood Hall Upgrade Project	Upgrade facilities at the Blackwood Hall to modernise the facility and support increased use by the community. Upgrade includes improvements to the kitchen and toilet facilities.	\$15,812	Regional Development Victoria	Not specified by applicant	\$0	\$0	\$15,812	\$197,178	65.00
Bacchus Marsh Pony Club	BM Pony Club Relocation Feasibility/Strategic Plan	Develop a strategic plan for relocating the Bacchus Marsh Pony Club including an initial assessment/feasibility of the proposed new site, financial feasibility, land surveying and initial drawings.	\$17,500	Sport and Recreation Victoria	\$21,500	\$0	\$11,000	\$50,000	\$214,678	64.00

Name of Organisation	Project Name	Project Description	Requested Amount	Potential External Funding Source	Estimated External Funding Amount	Community Cash	Community In- Kind	Project Total Value	Progressive Total	Policy Score
Maddingley Park Committee of Management	Maddingley Park Heritage Restoration Project	Restoration of Heritage Gates and Dickie Gas Light at Maddingley Park.	\$25,000	Regional Development Victoria ANZAC Centenary Local Community Infrastructure Grants	\$35,000	\$7,000	\$3,000	\$70,000	\$239,678	63.60
Bacchus Marsh Football Netball Club and Bacchus Marsh Bulls Cricket Club	Clubroom Improvement Project	Extension of existing clubrooms and the addition of an outdoor alfresco area that includes an enclosed bar and outdoor cool room with new entry/exit to existing kitchen area.	\$25,000	Sport and Recreation Victoria	\$90,000	\$15,000	\$10,000	\$140,000	\$264,678	61.20
1st Ballan Scout Group	Feasibility study for a new Scout Hall/ Community Facility for Ballan	Undertake a feasibility study to better understand the wider community need for a shared community facility and to determine the best method for acquiring the land required for the project.	\$15,000	Regional Development Victoria	\$20,000	\$15,000	\$20,000	\$70,000	\$279,678	57.80
Moorabool Environment Group	Connecting Community in Bacchus Marsh	Develop an Active/Sustainable Transport Strategy for Bacchus Marsh and suburbs that examines ways to promote walking, cycling and bus travel.	\$16,000	Community Road Safety Grants	Not specified by applicant	\$0	\$5,000	\$21,000	\$295,678	47.80
TOTAL			\$295,678					\$991,406		

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

Key Result Area	Community Wellbeing
Objective	Community Self Reliance
Strategy	Provide community development support and partnership projects

The proposed allocation of grants under the Community Development Fund Program is consistent with the 2013-2017 Council Plan.

Financial Implications

Consistent with the Community Development Fund Policy and 2014/15 budget allocation, a total of \$100,000 is available for allocation in the Community Development Fund. The total of grants being recommended for allocation in this round is \$100,000.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk rating	Control/s
Project timelines	Grant recipients exceeding prescribed timelines	Medium	-Terms and conditions agreements required to be signed by grant recipients -Scheduled monitoring of projects
Financial	Grant recipients appropriate expenditure of Council funds	Medium	- Terms and conditions agreements required to be signed by grant recipients -Grant acquittal required upon completion of projects

Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Community Groups	Meetings with applicant groups	Various	February / March 2015	Applicants / groups supported to submit applications

Communications and Consultation Strategy

Applicants for the Community Development Fund will be advised in writing of the outcomes of their grant applications in July 2015.

Community Development Officers will provide feedback to unsuccessful applicant groups via meetings or phone contact. Feedback will include:

- “ Advice to applicant groups of the relative strengths and areas for improvement in their Community Development Fund applications
- “ Options for alternative funding
- “ Supporting a group to re-lodge their application in the next appropriate round of Community Development Fund Program

Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

Officer's Declaration of Conflict of Interests

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Danny Colgan

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

Author – Kate Diamond-Keith

In providing this advice to Council as the Author, I have no interests to disclose in this report.

Conclusion

Applications received under the Community Development Fund are reflective of the diverse range of activities that community groups are engaged in and the areas in need of financial support from Council. In total, 15 applications were received.

This is the first round of the Community Development Fund following the review in 2014. Council officers observed a significant increase in applications to the Community Development Fund compared to previous rounds and reported a higher quality of applications.

Resolution:**Crs. Comrie/Sullivan**

1. ***That the Council allocates the following grants from the Community Development Fund.***

<i>Name of Organisation</i>	<i>Project Name</i>	<i>Recommended Amount</i>
<i>Gordon Recreation Reserve</i>	<i>Kitchen Upgrade at the Gordon Recreation Reserve</i>	<i>\$25,000</i>
<i>Lal Lal Anzac Commemorations Committee</i>	<i>Lal Lal Anzac Memorial Park</i>	<i>\$15,000</i>
<i>Bacchus Marsh BMX Club Incorporated</i>	<i>Bacchus Marsh BMX Race Track Development</i>	<i>\$25,000</i>
<i>Ballan and District Vintage Machinery and Vehicle Club Incorporated</i>	<i>Ronaldson and Tippet Heritage Museum at the Ballan Racecourse</i>	<i>\$25,000</i>
<i>Korweinguboorra Recreation Reserve</i>	<i>Korweinguboorra Recreation Reserve Improvement Project</i>	<i>\$6,366</i>
<i>Total</i>		<i>\$96,366</i>

2. ***That all applicants be notified in writing of the outcome of their application.***
3. ***That Council Staff provide feedback to unsuccessful groups and provide suggestions for alternative funding, or how the group may choose to improve and re-develop their application for submission to the next appropriate round of the Community Development Fund Program.***

CARRIED.

Report Authorisation

Authorised by: 
Name: Danny Colgan
Title: General Manager Community Services
Date: Friday, 17 April 2015

10.3.3 Appointment of User Group and Community Representatives to the Maddingley Park Recreation Reserve Committee of Management

Introduction

File No.: 20/01/013
Author: Anthony McGrath
General Manager: Danny Colgan

The purpose of this report is to recommend that the Council appoints user group and community representatives to the Maddingley Park Recreation Reserve Committee of Management, consistent with the Appointments and Delegations policy adopted by Council in April 2012.

Background

The Maddingley Park Recreation Reserve Committee of Management is a section 86 Committee of Council in accordance with the Local Government Act 1989. At the Ordinary Meeting of Council on the 18 April 2012 Council adopted the Appointments and Delegations Policy.

At the Ordinary Meeting of Council on the 3 December 2014, Council resolved to appoint Mr Russell Hendry to the position of Chairperson, Maddingley Park Recreation Reserve Committee of Management.

Appointment User Group and Community Representatives to the Committee of Management

An advertisement was placed in local papers inviting nominations for Community Representatives positions. Existing user groups were also invited to nominate a representative to the Committee of Management consistent with the criteria outlined in Council's Appointment and Delegations Policy.

The first community representative nomination period was open for four weeks with officers receiving no nominations. A second nomination period was agreed to, running for an additional two weeks, with four nominations received.

Community Representatives Positions

Four community representative nominations were received that met the criteria from Pamela Pinney, Heather Chambers, Chris Kearney and Margaret Scarff.

User Group Nominations

User group nominations have been received from the following groups consistent with the criteria outlined in the Appointment and Delegations Policy; Bacchus Marsh Football Club, Bacchus Marsh Junior Football Club, Bacchus Marsh Cricket Club, Bacchus Marsh Junior Cricket Club, Bacchus Marsh Lawn Tennis Club.

Proposal

It is proposed that in accordance with Council's Appointment and Delegations Policy, the following appointments be made to the Maddingley Park Recreation Reserve Committee of Management in the schedule under the Instrument of Delegation;

1. That Council appoint existing user groups to the Maddingley Park Recreation Reserve Committee of Management by ratifying Committee members listed as ~~U~~User Representatives
2. That Council appoint Pamela Pinney, Heather Chambers, Chris Kearney and Margaret Scarff to the Maddingley Park Recreation Reserve Committee of Management by ratifying them as a ~~C~~ommunity Representatives for a period of two years;
3. That Council appoint the Bacchus Marsh Football Club, Bacchus Marsh Junior Football Club, Bacchus Marsh Cricket Club, Bacchus Marsh Junior Cricket Club, Bacchus Marsh Lawn Tennis Club to the Maddingley Park Recreation Reserve Committee of Management by ratifying Committee members listed as ~~U~~User Group Representatives for a period of two years.

Policy Implications

The 2013. 2017 Council Plan provides as follows:

Key Result Area	Community Well Being
Objective	Community Self Reliance
Strategy	Actively support Committees of Management of community assets.

The proposal to appoint the Committee of Management of the Maddingley Park Recreation Reserve Committee of Management is consistent with the 2013-2017 Council Plan.

Financial Implications

There are no financial implications. Council provides operational funding to Maddingley Park Recreation Reserve Committee of Management as part of the Recreation Reserve Funding Policy. An Annual Management Agreement is in place outlining the service level for maintenance, roles and responsibilities in management of both Council and delegated to the Committee of Management.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Vacant chairperson position	Position remains vacant	Low	Appoint User Groups and Community Members to the committee or Council manage the reserve.

Communications and Consultation Strategy

The outcomes of this report will be communicated to the applicants for the Chairperson Position, Community Representative Positions and User Group Representatives of the Maddingley Park Recreation Reserve Committee of Management.

Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

Officer's Declaration of Conflict of Interests

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Danny Colgan

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

Author – Anthony McGrath

In providing this advice to Council as the Author, I have no interests to disclose in this report.

Conclusion

The Maddingley Park Recreation Reserve Committee of Management is a Section 86 Committee of Management and is delegated management and maintenance responsibilities at the reserve on behalf of Council.

Resolution:

Crs. Dudzik/Comrie

That the Council appoint the following 'User Group Representatives' and 'Community Representatives' to the Maddingley Park Recreation Reserve Committee of Management for a period of two years

<i>User Groups Nominees</i>	<i>Representative</i>
<i>Bacchus Marsh Football Club</i>	<i>Steven Denham</i>
<i>Bacchus Marsh Junior Football Club</i>	<i>Adrian Bettio</i>
<i>Bacchus Marsh Cricket Club</i>	<i>Peter Wakefield</i>
<i>Bacchus Marsh Junior Cricket Club</i>	<i>Steven Lalor</i>

Bacchus Marsh Lawn Tennis Club	Michael Love
Community Representative Nominees	
Pamela Pinney	
Chris Kearney	
Heather Chambers	
Margaret Scarff	
TOTAL	9

CARRIED.

Report Authorisation

Authorised by:

Name: Danny Colgan

Title: General Manager Community Services

Date: Thursday, 16 April 2015

10.4 INFRASTRUCTURE SERVICES

10.4.1 Quarterly Financial Report – March 2015

Introduction

File No.: 07/01/004
Author: Steve Ivelja
General Manager: Phil Jeffrey

This Quarterly Financial Report covers the period of 1 July 2014 to 31 March 2015. The report outlines the year to date financial position of Council and forecast projections for the full year results.

The forecast result at the end of the financial year is an increase in the surplus by \$0.261m. Please refer to the attached report for a detailed review of the financials.

Background

Under section 138 . Quarterly Statements, of the Local Government Act (1989), Council is to receive a quarterly report on progress against the adopted budget.

Proposal

That Council receives the Quarterly Financial Report . March 2015.

Policy Implications

The adoption of the Quarterly Financial Report . March 2015 meets Council's statutory obligations under section 138 . Quarterly Statements of the Local Government Act (1989).

The 2014-2018 Council Plan provides as follows:

Key Result Area	Representation and Leadership of our Community
Objective	Sound, long term financial management
Strategy	Develop and maintain a long term financial planning, management and reporting system, which ensures resources to deliver services and manage Council's assets.

Amended Budget

Generally, at the end of the financial year it is not uncommon for projects (both Capital projects and Operating projects) to be incomplete at the end of the financial year. This can happen for a number of reasons such as delays in construction due to weather or other events, deferral of projects due to operational matters, late receipt of government funding for one off projects,

lack of internal resources to complete one off new initiatives due to staff turnover etc.

Throughout this report Council will be reporting on the Amended Budget rather than the Adopted Budget. The Amended Budget contains items approved as carry forwards from the 2013/14 financial year. These include grant funded one off projects, Council approved New initiatives from prior years that are not yet complete, Flood recovery funds, and incomplete/deferred capital projects. The following schedule provides an overview at a high level of the items that have been added to the Adopted Budget to arrive at the Amended Budget.

Impact on Cash on hand as at 30 June 2014

Based on the aggregate of both the Operating Budget and Capital Budget carry forward, a sum of \$2.143m in cash will be required to fully fund the carry forward. These are made up of the following;

Net Operating Budget Carry forwards	\$0.835m
Net Flood Recovery Project Commitments	(\$1.853m)
Net 2013/14 CIP Program Commitments	<u>\$3.160m</u>
Total cash required to complete the carry forward	\$2.143m

As at the 30 June 2014, Council held \$9.576m in cash and cash equivalents. Cash holdings were high in part due to the impact of these uncompleted projects.

Operating Budget

The net effect on the Operating Budget is a favourable variance of \$2.380m.

Net Operating Surplus in the Adopted 2014/15 Budget	\$4.695m
Net New Initiatives / Grant Funded Projects	(\$0.835m)
Flood Recovery Capital Grants	\$1.853m
2013/14 Carry Forward Capital Grants	<u>\$1.362m</u>
Amended Operating Budget Surplus	\$7.074m

Capital Budget

The effect on the capital budget is an increase in expenditure of \$4.522m.

2014/15 Adopted Budget for Capital Expenditure	\$ 9.637m
Add 2013/14 Carry Forward Capital Projects	<u>\$ 4.522m</u>
Amended Capital Budget	\$14.159m

The attached Quarterly Financial Report, **Attachment 10.4.1**, provides an explanation of the Income Statement, Balance Sheet, Cash Flow Statement and Capital Works Statement with the year-to-date actuals compared to the year-to-date amended budget, and the amended annual budgets compared to the annual forecasts.

Income Statement

The main changes within the Income Statement are as follows:

- Decrease in %Rates and Charges+ (\$0.282) mainly due to overestimating Rates and Supplementary Rates in the budget;
- Increase in %Other Revenue+ (\$0.209m) mainly due to income from unbudgeted Insurance Claims;
- Decreased %Employee Costs+ (\$0.395m) expenditure mainly due to predicted savings in employee oncosts including leave provisions, WorkCover and Parental leave;
- Increase in %Capital Grants and Contributions+ (\$0.296m) mainly due to new funding identified since the adoption of the budget.

The net effect of these changes and other minor variances causes the total surplus for the year to increase by \$0.261m to \$7.335m.

Cash

The forecast cash balance at 30 June 2015 has decreased by \$1.404m to \$5.746m in comparison to the amended budget. This is mainly due to deferred cash receipts for the sale of land held for investment, as well as Council funding part of the Halletts Way project with borrowings from a prior year.

Capital Improvement Program (CIP)

The total cash expenditure forecast for the CIP has increased by \$0.953m, from the amended budget of \$14.159m to \$15.112m. This is due to:

- | | |
|---|------------------|
| • Prior year borrowings for Halletts Way Project | \$ 0.500m |
| • New funding received: | |
| ○ Bacchus Marsh Public Hall Kitchen Upgrade | \$ 0.165m |
| ○ Aged and Disability Services Minor Capital | \$ 0.055m |
| ○ Yankee Flat Road / Navigators Road Intersection | \$ 0.052m |
| ○ Elaine-Morrison's Road | \$ 0.040m |
| ○ Hike and Bike | \$ 0.040m |
| ○ Yendon Recreation Reserve Project | \$ 0.034m |
| ○ Masons Lane Athletics Development | \$ 0.032m |
| ○ Mt Egerton Community Facilities | \$ 0.028m |
| • Other | \$ 0.007m |
| | \$ 0.953m |

Risk & Occupational Health & Safety Issues

There are no identified risks associated with this process.

Communications Strategy

To Council, through the Ordinary Meeting of Council on 6 May 2015, and to the Audit Committee meeting on 20 May 2015.

Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

Officer's Declaration of Conflict of Interests

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Phil Jeffrey

In providing this advice to Council as the Manager, I have no interests to disclose in this report.

Author – Steve Ivelja

In providing this advice to Council as the Author, I have no interests to disclose in this report.

Conclusion

The Quarterly Financial Report . March 2015 has been prepared in accordance with Section 138 . Quarterly Statements of the Local Government Act (1989) for review and receiving by Council.

Resolution:

Crs. Sullivan/Dudzik

That Council receives the Quarterly Financial Report – March 2015.

CARRIED.

Report Authorisation

Authorised by:

Name: Phil Jeffrey

Title: General Manager Infrastructure

Date: Wednesday, 29 April 2015

10.4.2 Capital Improvement Program Quarterly Report (March 2015)

Introduction

File No.: 16/01/001
Author: Sam Romaszko
General Manager: Phil Jeffrey

Background

The delivery of the Capital Improvement Program (CIP) is an important function of Council's operations and represents a significant portion of Council's overall expenditure. Accordingly, the status of the overall program is reported to Council every quarter.

Proposal

This quarterly report provides Council with an overview of the progress of Council's 2014/2015 Capital Improvement Program to 31 March 2015.

Implementation of the 2014/2015 Capital Improvement Program

The 2014/2015 Capital Improvement Program currently consists of 74 projects, of which 12 are inactive and cannot commence. Therefore the table below reports on the 62 active projects in terms of percentage. This number will be adjusted throughout the year as other projects become active.

This list incorporates projects from various sources including but not limited to the following:

- Projects carried forward from 2013/2014 program
- 2014/2015 Council budgeted projects
- Grant funded projects

Also for simplicity sake the reseal, final seal, gravel road resheet and shoulder resheet programs have been listed as 4 projects in total rather than listing each individual road under each respective program.

The Engineering Services Unit nominates 6 key stages of the project delivery process and will report with reference to these stages in regard to the overall program status. The table below summarises the overall program status as at 31 March 2015:

CIP Program Delivery Stage	Actual as of 31 March 2015	
	No. of Projects	%
Not Commenced (inactive)	12	-
Not Commenced	0	0.0
Documentation/Design Preparation	2	3.2
Tender/Quote Stage	10	16.1
Project Awarded . Waiting Commencement	6	9.7
In Progress/Under Construction	21	33.9
Complete	23	37.1
TOTAL	62	100.0

The attached report details the proposed timeframe and progress of each individual project. In addition the report also provides specific comments in relation to each project and its status.

Program Status

At this stage of the financial year the program is generally tracking as scheduled however a small number of projects are slightly behind. 37% of the program is complete with a majority of other projects in the in progress/under construction phase.

Project Additions

The Maddingley Park Lifestyle Fitness Circuit is now active following confirmation of the site for the works.

Halletts Way shared path is now anticipated to be delivered this financial year.

Inactive Projects

Of the 74 projects identified in this year's program there are 12 inactive projects. An overview is provided below and each is listed individually under one heading in the attached report;

- 7 projects are subject to external funding and cannot commence until successful matching grants are obtained.
- 3 projects are currently on hold pending completion of detailed design phases and a further funding allocation.
- 2 projects have been delayed following requests from the committee of management for delivery in 2015/2016.

The Masons Lane Recreation Reserve Development Project (Local Facilities for Local Clubs program) has been changed to inactive following a request from the Athletics user group. The project will be delivered in September 2015 prior to the commencement of the athletics season and as a result will be carried forward for delivery in the 2015/2016 financial year.

Gordon Public Park - tennis court reconstruction project update

Procurement of this project has occurred and tender evaluation is complete. Awarding of the project has been delayed because the project is slightly over budget. The project will now be awarded and the timing for construction will be discussed with the preferred contractor.

Predicted Carry Forwards

The inactive projects referred to above will be carried forward into the 2015/16 financial year. In addition to this though, the projects below will not be completed by end of June and are proposed to be carried forward to the 2015/2016 financial year.

Project Description	Comments
Ballan Depot relocation - preplanning	A brief is currently being developed for the detailed design of the depot.
Moon Reserve Toilet - construction of toilet facility	Construction of the toilet facility has been tendered and an evaluation is currently in progress. Issues surrounding services connections are still being resolved.
Darley Lift - construction of new lift	After considering a number of options, a design and construct brief is currently being developed for tender.
Lees Road Bridge - bridge replacement	This project is currently in the design phase and will be delivered by the City of Greater Geelong.
Main Street Streetscape - including Gell Street	Project is ready to recommence following Telstra works on the replacement of Telstra pit lids which is likely to take place in June.
Ballan Recreation Reserve - Oval resurfacing	Drainage and resurfacing works have been completed. Reinstatement of the cricket pitch is scheduled for September 2015.
Gordon Public Park - Tennis court reconstruction	Discussion with contractor to occur to finalise timing for construction. Final surfacing works that include a plexipave finish applied over the asphalt surface is scheduled for November 2015.

Bacchus Marsh Racecourse Recreation Reserve - Active sports precinct (preplanning)	The draft masterplans are scheduled to be presented to the June Ordinary Meeting of Council for endorsement for the purpose of community consultation. Following the proposed adoption of masterplans at the August Ordinary Meeting of Council, preplanning of the active sports precinct can progress.
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With the exception of the inactive projects and the projects detailed above, the successful delivery of all other projects is progressing as programmed.

Policy Implications

The 2013-2017 Council Plan provides as follows:

Key Result Area	Enhanced Natural and Built Environment
Objective	Ensure current and future infrastructure meets the needs of the community.
Strategy	Construct physical infrastructure to appropriate standards.

The Capital Improvement Program reporting is consistent with the 2013-2017 Council Plan.

Financial Implications

Reporting of the Capital Improvement Program has been resourced as part of Council's budget; accordingly there are no additional financial implications. At this point in time, the program is within budget parameters.

Risk & Occupational Health & Safety Issues

There are no irregular Risk and Occupational Health and Safety issues identified in this report. Specific risk elements are analysed and dealt with as part of the delivery of each individual project.

Communications Strategy

Progress on the Capital Improvement Program will be reported in the following formats:

▪ Infrastructure update on active projects	Weekly
▪ Update on major projects	Monthly
▪ Moorabool Matters	Bi Monthly
▪ Moorabool News	As required
▪ Report to Council	Quarterly

Specific projects are communicated to the community and affected residents as required through a range of methods including but not limited to advertisements, mail outs and letter drops.

Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

Officer's Declaration of Conflict of Interests

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Phil Jeffrey

In providing this advice to Council as General Manager, I have no interests to disclose in this report.

Author – Sam Romaszko

In providing this advice to Council as the Author, I have no interests to disclose in this report.

Conclusion

This report provides a summary of the progress of the Capital Improvement Program for the third quarter of the 2014/2015 period for the information of Councillors.

Resolution:

Crs. Sullivan/Comrie

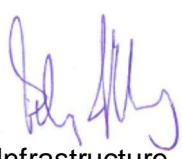
That Council receives the Capital Improvement Program quarterly report to 31 March 2015.

CARRIED.

Report Authorisation

Authorised by:

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Wednesday, 29 April 2015



10.4.3 Draft Sealing of Unsealed Roads Policy

Introduction

File No.: IS001
Author: Phil Jeffrey
General Manager: Phil Jeffrey

Background

Council is responsible for the management of over 560km of unsealed roads throughout the Shire and regularly receives requests to upgrade roads to a sealed surface.

A policy is required to ensure requests are dealt with in a consistent manner and to guide Council and officers in decision making in relation to sealing of unsealed road requests. Essentially, Council will consider the upgrading of unsealed roads where the road meets the warrants and the Sealing of Unsealed Roads Policy that outlines the criteria by which an assessment of the need for the upgrade will be made.

The draft Sealing of Unsealed Roads Policy was presented to the Section 86 Place Making Committee in March 2015 and subsequently the Ordinary Meeting of Council on Wednesday 1 April, where it was resolved that in accordance with Council policy, the document lay on the table for further consideration at the May meeting.

Proposal

Council receives regular requests for sealing of unsealed roads, and the existence of a formal Council policy contributes greatly to the speed with which such requests can be addressed.

The purpose of this policy is to:

- Establish clear guidelines and principles for the assessment of warrants and cost apportionment for upgrading unsealed roads to sealed road status.
- Facilitate the application of equitable and reasonable principles when determining whether an unsealed road should be sealed.
- Provide guidance to Council and officers to manage and evaluate requests to seal unsealed roads.
- Establish the criteria for determining and prioritising which unmade roads are to be considered for construction on an objective needs basis within the scope of Council budget affordability.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

Key Result Area	Enhanced Infrastructure and Natural and Built Environment
Objective	Ensure current and future infrastructure meets the needs of the community
Strategy	Construct physical infrastructure to appropriate standards

The proposal is consistent with the 2013-2017 Council Plan.

Financial Implications

There are no financial implications associated with the recommendation within this report.

Where a road is assessed as meeting the warrants for sealing, it would form a new project for inclusion in Council's long term capital program for consideration or trigger a possible special charge scheme.

Risk & Occupational Health and Safety

There are no direct Risk or Occupational Health and Safety issues associated with the recommendation within this report.

Communications Strategy

There is no requirement for a communications strategy associated with the recommendation within this report. Following the policy being formally adopted, a copy will be placed on Council's website.

Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

Officer's Declaration of Conflict of Interests

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Phil Jeffrey

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

Author – Phil Jeffrey

In providing this advice to Council as the Author, I have no interests to disclose in this report.

Conclusion

Council is responsible for the management of over 560km of unsealed roads throughout the Shire and regularly received requests to upgrade roads to a sealed surface.

A policy is required to ensure requests are dealt with in a consistent manner and to guide Council and officers in decision making in relation to sealing of unsealed road requests.

The draft Sealing of Unsealed Roads Policy was presented to the Section 86 Place Making Committee in March 2015 and subsequently the Ordinary Meeting of Council on Wednesday 1 April, where it was resolved that in accordance with Council policy, the document lay on the table for further consideration at the May meeting. It is now recommended that the policy be formally adopted.

Resolution:

Crs. Comrie/Edwards

That Council:

- 1. *Formally adopts the Sealing of Unsealed Roads Policy IS001 as attached.***
- 2. *Places a copy of the Policy on Council's website.***

CARRIED.

Report Authorisation

Authorised by:

Name: Phil Jeffrey

Title: General Manager Infrastructure

Date: Wednesday, 29 April 2015

10.4.4 Draft Street and Public Lighting Policy

Introduction

File No.: IS013
Author: Sam Romaszko
General Manager: Phil Jeffrey

Background

Council has an obligation to provide a safe environment for its community. Part of this obligation relates to the provision of an environment which is conducive to the safe and effective movements of vehicle and pedestrian traffic at night and the discouragement of illegal and anti-social acts.

A policy is required to ensure clear guidelines and principles are established for the provision of street and public place lighting within the Shire. The policy also provides guidance in relation to the standard and types of lighting to be provided within new developments.

The draft Street & Public Place Lighting Policy was presented to the Section 86 Place Making Committee on Wednesday 15 April 2015, where the following was resolved:

That the Section 86 Place Making Committee:

- 1. Receives the draft Street and Public Place Lighting Policy for the purpose of review and feedback to officers.***
- 2. Requests that the draft policy (as amended) be presented to the next Ordinary Meeting of Council to lay on the table prior to adoption.***

Proposal

The attached draft Street and Public Place Lighting Policy has been prepared for consideration.

Council receives regular requests in relation to the installation of street and public place lighting throughout the Shire. Further to this, new development is seeing an expansion of the existing street light network and the installation of various types of non standard light poles will see an increase in maintenance costs into the future.

The purpose of this policy is to:

- Establish clear guidelines and principles for the provision of street and public place lighting which is conducive to the safe movement of vehicular and pedestrian traffic at night.
- Create an environment of public safety and security through the provision of street and public place lighting.
- Provide guidance in relation to the standard and types of lighting to be provided within new developments.

- Ensure new lighting installed is generally in accordance with relevant Australian Standards and Road Design Guidelines.
- To consider energy efficiency and ongoing operation and maintenance costs of public lighting.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

Key Result Area	Enhanced Infrastructure and Natural and Built Environment
Objective	Ensure current and future infrastructure meets the needs of the community
Strategy	Construct physical infrastructure to appropriate standards

The proposal is consistent with the 2013-2017 Council Plan.

Financial Implications

There are no financial implications associated with the recommendation within this report.

Where a request for new light is assessed as meeting the warrants for installation, it would form a new project for inclusion in Council's long term capital program for consideration.

Risk & Occupational Health and Safety

There are no direct Risk or Occupational Health and Safety issues associated with the recommendation within this report.

Communications Strategy

There is no requirement for a communications strategy associated with the recommendation within this report. Following the policy being formally adopted, a copy will be placed on Council's website.

Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

Officer's Declaration of Conflict of Interests

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

General Manager – Phil Jeffrey

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

Author – Sam Romaszko

In providing this advice to Council as the Author, I have no interests to disclose in this report.

Conclusion

Council has an obligation to provide a safe environment for its community. Part of this obligation relates to the provision of an environment which is conducive to the safe and effective movements of vehicle and pedestrian traffic at night and the discouragement of illegal and anti-social acts.

As such, a draft Street & Public Place Lighting Policy has been developed for consideration and it is recommended that the policy now lay on the table prior to adoption at the June Ordinary Meeting of Council.

Resolution:**Crs. Sullivan/Comrie**

That Council, in accordance with the Moorabool Shire Council Policy Protocol - Consideration of Items which Affect beyond the Current Year, the Street and Public Place Lighting Policy now lay on the table for further consideration at the next Ordinary Meeting of Council.

CARRIED.

Report Authorisation**Authorised by:****Name:** Phil Jeffrey**Title:** General Manager Infrastructure**Date:** Wednesday, 29 April 2015

11. OTHER REPORTS

11.1 Assembly of Councillors

File No.: 02/01/002

Section 76(AA) of the Local Government Act 1989 defines the following to be Assemblies of Councillors; an advisory committee of the Council that includes at least one Councillor; a planned or scheduled meeting of at least half the Councillors and one member of council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a Council function, power or duty by a person or committee acting under Council delegation.

It should be noted, an assembly of Councillors does not include an Ordinary Council meeting, a special committee of the Council, meetings of the Council's audit committee, a club, association, peak body or political party.

Council must ensure that the written record of an assembly of Councillors is, as soon as practicable .

- a) reported to the next ordinary meeting of the Council; and
- b) incorporated in the minutes of that council meeting. (s. 80A(2))

Council also records each Assembly of Councillors on its website at www.moorabool.vic.gov.au

A record of Assemblies of Councillors since the last Ordinary Meeting of Council is provided below for consideration:

- Assembly of Councillors . Wednesday 22 April 2015 . Review of Council Plan

Resolution:

Crs. Comrie/Sullivan

That Council receives the record of Assemblies of Councillors as follows:

- ***Assembly of Councillors – Wednesday 22 April 2015 – Review of Council Plan.***

CARRIED.

11.2 Section 86 - Delegated Committees of Council - Reports

Section 86 Delegated Committees are established to assist Council with executing specific functions or duties. By instrument of delegation, Council may delegate to the committees such functions and powers of the Council that it deems appropriate, utilising provisions of the Local Government Act 1989. The Council cannot delegate certain powers as specifically indicated in Section 86(4) of the Act.

Section 86 Delegated Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Section 86 . Delegated Committees of Council present the reports of the Committee Meetings for Council consideration.

Committee	Meeting Date	Council Representative
Greendale Recreation Reserves Committee of Management	19 February 2015	Cr. Toohey
Maddingley Park Committee of Management	31 March 2015	Cr. Edwards

Resolution:

Crs. Edwards/Sullivan

That Council receives the reports of the following Section 86 - Delegated Committees of Council:

- ***Greendale Recreation Reserves Committee of Management meeting of Thursday, 19 February 2015.***
- ***Maddingley Park Committee of Management meeting of Tuesday, 31 March 2015.***

CARRIED.

11.3 Section 86 - Advisory Committees of Council - Reports

Section 86 Advisory Committees are established to assist Council with executing specific functions or duties.

Advisory Committees of Council currently have no delegated powers to act on behalf of Council or commit Council to any expenditure unless resolved explicitly by Council following recommendation from the Committee. Their function is purely advisory.

Section 86 Advisory Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Section 86 . Advisory Committees of Council present the reports of the Committee Meetings for Council consideration.

Committee	Meeting Date	Council Representative
Moorabool Recreation and Leisure Strategic Advisory Committee	3 March 2015	Cr. Dudzik Cr. Edwards Cr. Spain
Lal Lal Falls Reserve Advisory Committee of Management	26 March 2015	Cr. Sullivan

Resolution:

Crs. Edwards/Comrie

That Council receives the reports of the following Section 86 Advisory Committees of Council:

- ***Moorabool Recreation and Leisure Strategic Advisory Committee meeting of Tuesday, 3 March 2015.***
- ***Lal Lal Falls Reserve Advisory Committee of Management meeting of Thursday, 26 March 2015.***

CARRIED.

12. NOTICES OF MOTION

Nil.

13. MAYOR'S REPORT

Since the last Ordinary Meeting of Council, the Mayor, Cr. Tatchell, attended the following meetings and activities:

Cr. Tatchell - Mayor	
April 2015	
1 April	Special Meeting of Council . Proposed 2015/16 Annual Report Ordinary Meeting of Council
7 April	M2041 Small Towns Consultation Session: Yendon
10 April	National Youth Week - All Abilities AFL Clinic & Community Match
15 April	S86 Development Assessment Committee Meeting
16 April	Small Towns Strategy Consultation . Ballan Moorabool Youth Awards
18 April	Official Opening of the W We Remember+ Exhibition commemorating the Great War 1914 . 1918
19 April	Navigators War Memorial Unveiling and Wreath Laying Lone Pine Tree Dedication, Bacchus Marsh Bacchus Marsh RSL Commemorative March and Wreath Laying
22 April	Moorabool Heritage Advisory Committee Meeting Assembly of Councillors . Review of Council Plan Special Meeting of Council . Consideration of Proposed Budget
23 April	Ballan Senior Citizens Commemorative Morning Tea
25 April	Bacchus Marsh RSL Dawn Service and Wreath Laying Bungaree War Memorial Unveiling and Wreath Laying Ballan Anzac Day March and Service, including Wreath Laying Yendon Anzac Day Ceremony and Wreath Laying Official Opening of the Yendon Recreation Centre
26 April	Blackwood Anzac Day Ceremony
28 April	Meeting with Geoff Howard re Fiskville issues
29 April	Media Opportunity and discussion with Mr Brad Battin MP, Shadow Minister for Emergency Services

30 April	Meeting with Ryan Smith, Shadow Minister for Roads & Infrastructure and Joshua Morris, Member for Western Victoria
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Resolution:**Crs. Sullivan/Edwards*****That the Mayor's report be received.*****CARRIED.**

14. COUNCILLORS' REPORTS

Since the last Ordinary Meeting of Council, Councillors have attended the following meetings and activities:

Cr. Sullivan	
April 2015	
25 April 2015	Anzac Day – attended various functions, Bungaree, Ballan, Yendon.
30 April 2015	National Timber Towns – Melbourne
31 April 2015	Grampians Central West Waste and Resource recovery meeting – Bacchus Marsh and Maddingley Brown Coal tour.

Cr. Comrie	
April 2015	
25 April 2015	Anzac Day ceremony – Bacchus Marsh

Cr. Dudzik	
April 2015	
10 April 2015	National Youth Week All Abilities AFL Clinic and Community Match
12 April 2015	National Youth Week – Youth Forum
15 April 2015	S86 Development Assessment Committee Meeting
16 April 2015	Moorabool Youth Awards
18 April 2015	National Youth Week Skate, BMX and scooter and street art event.
19 April 2015	Bacchus Marsh RSL March & Wreath Laying Service
25 April 2015	Bacchus Marsh ANZAC Dawn Service
27 April 2015	Health and Wellbeing Youth Sub Committee

Cr. Edwards	
April 2015	
2 April 2015	Lone Pine Service, Memorial at Bacchus Marsh Hospital
23 April 2015	AGM Balliang Hall
25 April 2015	Anzac Day Dawn Service Bacchus Marsh.
	Bungaree War Memorial Opening.
	Ballan ANZAC Day Service
27 April 2015	Bacchus Marsh Aerodrome meeting.

Cr. Spain	
April/May 2015	
10 April 2015	<i>Peri-Urban Group of Rural councils meeting</i>
14 April 2015	<i>National Youth Week – Youth Forum, Bacchus Marsh</i>
18 April 2015	<i>National Youth Week – Skate, BMX and Scooter competition and Street Art event, Bacchus Marsh</i>
19 April 2015	<i>Bacchus Marsh RSL Commemorative March and Wreath Laying Service</i>
20 April 2015	<i>Visit by Peri-Urban Group of Rural Council's Chairperson and Deputy Chair to Moorabool.</i>
22 April 2015	<i>Moorabool Heritage Advisory Committee meeting, Ballan</i>
23 April 2015	<i>VLGA Forum on Rate Capping, Melbourne</i>
25 April 2015	<i>Bacchus Marsh RSL Dawn Service and Wreath Laying.</i>
30 April 2015	<i>CVA ANZAC Living Memorials launch, Pentland Hills</i>
4 May 2015	<i>Bacchus Marsh Local Flood Guide – Victoria State Emergency Service (VICSES) Community Consultation, Bacchus Marsh.</i>

Resolution:

Crs. Sullivan/Comrie

That the Councillors' reports be received.

CARRIED.

15. URGENT BUSINESS

Nil.

16. CLOSED SESSION OF THE MEETING TO THE PUBLIC**16.1 Confidential Report****16.2 Confidential Report****16.3 Confidential Report****ADJOURNMENT OF MEETING 5.42PM****Crs. Comrie/Edwards***That the meeting now stand adjourned for a period of 10 minutes.***CARRIED.****RESUMPTION OF MEETING 5.52pm****Crs. Sullivan/Edwards***That the meeting now be resumed.***CARRIED.****CLOSURE OF THE MEETING TO THE PUBLIC – 5.52PM****Resolution:****Crs. Edwards/Comrie**

That pursuant to the provisions of the Local Government Act 1989, the meeting now be closed to members of the public to enable the meeting to discuss matters, which the Council may, pursuant to the provisions of Section 89(2) of the Local Government Act 1989 (the Act) resolve to be considered in Closed Session, being a matter contemplated by Section 89(2) of the Act, as follows:

- (a) personnel matters;*
- (b) the personal hardship of any resident or ratepayer;*
- (c) industrial matters;*
- (d) contractual matters;*
- (e) proposed developments;*
- (f) legal advice;*
- (g) matters affecting the security of Council property;*
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;*
- (i) a resolution to close the meeting to members of the public*

CARRIED.

Item 16.1 is a confidential item
and therefore not included
as part of these Minutes.

Item 16.2 is a confidential item
and therefore not included
as part of these Minutes.

Item 16.3 is a confidential item
and therefore not included
as part of these Minutes.

Item 16.4 is a confidential item
and therefore not included
as part of these Minutes.

MOTION IN OPEN BUSINESS

Council resolved that the following resolution be recorded in open business:

Resolution:

Crs. Edwards/Comrie

That Council resolves to:

- 1. Issue a media release which will advise the community that Council has entered into a contract of sale on terms to purchase the vacant land on the south-western corner of Taverner Street and Fiskin Street, Maddingley and future use and management of the land will be determined via the preparation of a master plan.***
- 2. Defer the preparation of a master plan for the vacant land on the south-western corner of Taverner Street and Fiskin Street, Maddingley until the completion of the M2041 Urban Growth Strategy, the Integrated Transport Strategy and associated studies, and other key actions.***

CARRIED.

17. MEETING CLOSURE

The meeting closed at 6.15pm.

Confirmed.....Mayor.