

ORDINARY MEETING OF COUNCIL

Notice is hereby given of the
Ordinary Meeting of Council to be held at
Lal Lal Soldiers Memorial Hall, 420 Clarendon Lal Lal Road, Lal Lal
on Wednesday 2 March 2016,
commencing at 5:00 p.m.

Members:

Cr. Allan Comrie (Mayor)	East Moorabool Ward
Cr. Paul Tatchell	Central 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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1. OPENING OF MEETING AND PRAYER

Almighty God be with us as we work for the people of the Shire of Moorabool.

Grant us wisdom that we may care for the Shire as true stewards of your creation.

May we be aware of the great responsibilities placed upon us.

Help us to be just in all our dealings and may our work prosper for the good of all.

Amen

2. ACKNOWLEDGEMENT TO COUNTRY

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

3. PRESENT

4. APOLOGIES

5. CONFIRMATION OF MINUTES

5.1 Ordinary Meeting of Council – Wednesday 3 February 2016

Recommendation:

That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 3 February 2016.

5.2 Special Meeting of Council – Wednesday 10 February 2016

Recommendation:

That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 10 February 2016.

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.

7. PUBLIC QUESTION TIME

The Council makes provision in the business of the Ordinary Meetings of the Council for the holding of a Public Question Time. It is provided to enable members of the public to submit questions to Council.

Public Question Time is conducted in accordance with Clause 57 in the Council's *Local Law No. 8 Meeting Procedure Local Law Division 8*.

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.

All questions and answers must be as brief as possible and no discussion may be allowed other than for the purposes of clarification. Three minutes is considered to be an appropriate time limit. The question is not to be debated.

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, the question shall be recorded in the Minutes of the Meeting. The response to the question will also be recorded in the Minutes of the Ordinary Meeting when that response is provided to the Council.

Clause 57.6 of Local Law No. 8 outlines the circumstances when a question may be disallowed. It includes questions that the Chairperson determines to be defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance, or is aimed at embarrassing a Councillor or a member of Council staff.

8. PETITIONS

No petitions have been made to Council for consideration as part of this Agenda.

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:

Item No	Description	Name	Position
-	-	-	-

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.

Item No	Description	Name	Applicant/ Objector
-	-	-	-

10. OFFICER'S REPORTS

10.1 CHIEF EXECUTIVE OFFICER

No reports for this meeting.

10.2 GROWTH AND DEVELOPMENT

10.2.1 Annual Australian Open Road Cycling Championships

File No.: 02/14/005
Author: Peter Forbes
General Manager: Satwinder Sandhu

Introduction

At the OMC on Wednesday 4 March, 2015 Council requested a report on the impacts of the 2015 Annual Australian Open Road Cycling Championships on Moorabool Shire and consideration of implementation of a specific policy for cycling races.

Background

The annual Australian Open Road Cycling Championships is a five day cycling festival hosted by the City of Ballarat in early January. The road race national championship event is held on the weekend and the route often incorporates a section of road within Moorabool Shire.

Event Benefits

The event brings significant and positive media attention and visitation the region at a time when visitation and media coverage is traditionally low. Spending by non-residents attending the event in the shire adds to local economic prosperity.

Ballarat Regional Tourism calculate the event delivers close to seven million dollars in economic impact for the region annually, with approximately 36,000 people attending the championships. Moorabool's coverage and visitation is likely only a small percentage of this, but any spending of visitors represents new money circulating in the local economy.

The event aligns with Moorabool's Destination Management Plan (DMP). The DMP identifies a strategic focus on events that showcase the shire's natural landscape and healthy lifestyle. The DMP also recommends that events not clash with other events. There are no alternate events in our shire during this period to stimulate visitation and high profile events provide a reason to visit during a time when metropolitan and water based destinations are popular.

In response to issues identified in the running of the 2015 event, Council Staff provided feedback to event organisers and suggested ways to improve future race coordination and approvals between the two organisations.

2015 Event Impacts

Some temporary impacts on residents were identified in relation to increased traffic. A Councillor received a complaint from a resident regarding the inadequacy of the notification process and sought clarification of access to their property immediately prior and during the event.

Lack of consultation by event organisers resulted in confusion for some residents about the nature and timeframe of the traffic and access impacts.

Issues arose regarding the placement and wording on a sign designed to inform patrons about traffic conditions. The unauthorised sign was promptly removed by event organisers.

The impact on Council staff who have a role in regulating events is significant and was exacerbated in the 2015 cycling event with staff dealing with the resident request, unauthorised signage and event co-ordination and communication issues.

Event impacts are by nature temporary and cease once the event concludes if the site is managed as per the event management plan.

The event has community benefits such as, promoting active lifestyle, providing free entertainment during the school holidays, local employment and volunteering opportunities.

The recommendations to event organisers were:

1. Event organisers submit event notification forms for each event via info@moorabool.vic.gov.au and the events coordinator.
2. Drafts of all for resident communications be approved via Council's Marketing and Communications unit prior to distribution, (eg. COB logo attached to 2015 correspondence distributed to Shire residents by event organisers)
3. Event organisers ensure the event has Council approval, prior to publicising the event details to residents.
4. Ensure that signage within the Shire has been approved. (In 2015, a VMS sign used as a traffic warning measure caused confusion for some local road users).

In addition, Cycling Australia's internal 2015 event close-out report recommended improvements in stakeholder management for future events.

1. Inviting all relevant Council staff to attend the Operational Group Meetings and receive all event documentation
2. Organising a specific meeting with Council if requested or warranted.
3. That they (or City of Ballarat) notify local residents in advance via advertising, direct mail and invitation to attend information sessions.

4. City of Ballarat extend the event's Traffic Hotline from a week to a month prior.
5. Contingencies in future event budgets to cover the cost of repairs on adjoining Council roads.

The above recommendations were implemented for the 2016 event and no calls to Council or Councillors were received regarding issues with residents. No Council Staff were alerted to, or required, to deal with any issues.

Council Policy for Cycle Races

Council does not have a policy for cycling events.

Since 2007, Victorian LGAs and cycling race organisers have based cycling event and traffic management plans and approvals according the VicRoads guide *On-Road Cycling Events* . a guide to obtaining approval.+

The Victorian Bicycle Advisory Council formed a special committee consisting of Victoria Police, MAV, six LGAs and four cycling associations to formulate the guidelines.

Many LGAs have Hike and Bike policies and strategies focusing on recreational cycling, however no evidence was found of an LGA in Victoria with a specific policy for competitive cycling races.

Cycle racing was commonly covered under policies for events, use of public space and road.

Council has an event approval system to regulate cycling events in the Shire.

The Economic Development Unit, with the assistance of a cross-organisational events reference group, developed and refined comprehensive processes and procedures to improve the regulation events in the Shire.

To date, the combination of guidelines, laws and regulations at state level, combined with the event notification process and events reference group at council level has provided an adequate framework for Council to assess and manage cycling events within the Shire.

Therefore while conceptually possible to develop a policy specifically for cycling races, with guidelines and a system of assessment in place, the need and additional benefits to Council of implementing a policy are unclear.

Proposal

The benefits of Council's involvement in the Australian Open Road Cycling Championships outweigh the disadvantages. The development and implementation of a council policy specifically for cycling racing is not recommended as existing cycling event guidelines and event processes are in place and functioning adequately.

Policy Implications

The 2013 . 2017 Council Plan provides as follows:

Key Result Area	Community Wellbeing
Objective	A strong and diverse local economy
Strategy	Encourage tourism initiatives through local and regional groups

The proposal to continue permitting the annual Australian Open Road Cycling Championships to be run in Moorabool Shire is consistent with the 2013 . 2017 Council Plan.

Financial Implications

There are no significant financial considerations.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
OHS . Manual Handling	Injury from set up, removal of event infrastructure.	Medium	Event Risk Management Plans Dedicated production manage State Guidelines Council Event reference group
Emergency	Fire or traffic accidents	Medium	Event Emergency Management Plans St Johns Ambulance CFA State Guidelines Council Event reference group
Public Liability .	Death or injury at event. Claims for financial compensation.	Medium	Physical barriers Signage TMP PLI State Guidelines Council Event reference group

Communications and Consultation Strategy

Cycling Australia invite Council staff to attend Operational Group Meetings, and organise meetings between Cycling Australia and Council when warranted.

Cycling Australia or City of Ballarat will notify local residents via advertising, direct mail and invitation to information sessions. Council will assist via social media.

City of Ballarat will staff a traffic hotline one month prior until the event finishes to explain changes in traffic conditions to residents.

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 – Peter Forbes

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

Conclusion

The benefits of Council's involvement in the Australian Open Road Cycling Championships outweigh the disadvantages. Existing guidelines and systems are considered sufficient for dealing with cycling races negating the need to develop a Council policy specifically for cycling races.

Recommendation:

That Council note this report.

Report Authorisation

Authorised by:

Name: Satwinder Sandhu
Title: General Manager Growth and Development
Date: Friday 12 February, 2016.

10.3 COMMUNITY SERVICES

10.3.1 Moorabool Health and Wellbeing Plan 2013-2017 – Annual Review (Year Two)

Introduction

File No.: 12/01/001
Author: Renae Knight
General Manager: Danny Colgan

Background

The purpose of this report is to present to the Council a report on the annual review (year two) of the Moorabool Health and Wellbeing Plan 2013-2017. The Victorian *Public Health and Wellbeing Act 2008* requires that the Council conduct an annual review of the Municipal Public Health Plan, which is the Moorabool Health and Wellbeing Plan 2013-2017. The Department of Health and Human Services have developed a guide for Councils in undertaking the annual review process. The guide specifies that conducting an annual review entails making sure that the actions identified in the plan are being implemented satisfactorily and that they remain the best way for council to invest in health and wellbeing over the life of the plan.

The Moorabool Health and Wellbeing Plan 2013-2017 is a four year plan for enhancing the health and wellbeing of our residents. The plan aims to capture the health and wellbeing status of our community and present a plan in partnership with local health providers and community organisations, to improve the health of the Moorabool community. The Health and Wellbeing Plan must be consistent with the Council Plan and the Municipal Strategic Statement and be reviewed annually and evaluated at the end of the four year period. The Plan was adopted by the Council at the Ordinary Meeting held on the 6 November 2013.

Proposal

The review and development of this report was undertaken through the following:

- Review of the Council's Health and Wellbeing Committee meetings for the past twelve months
- Review of the second year action plan
- Workshop with the Health and Wellbeing Committee members
- Analysis of the Department of Health and Human Services Annual review guidelines

Year 2 of the Plan contained thirty actions, which was a substantial number of actions to be completed in 12 months. This included some actions carried forward from the first year, and also year 1-4 actions. The Second Year Action Plan is contained in Attachment 10.3.1.

The outcomes of the second year as follows:

Twenty actions were either completed or progress made against the action many of which are long term and ongoing:

- Advocate for improved careers advice services and apprenticeship opportunities for young people
- That a partnership approach be undertaken to investigating the impact of ICE on the community and that a strategy be developed to address this issue, including determining the Council's role
- Advocate for increased resources to support the arts and culture community
- Provide support to existing and emerging arts and cultural groups to develop new opportunities within the Shire.
- Identify and promote grant opportunities for cultural festivals and events
- Promote the positive health benefits of volunteerism and continue to provide opportunities for community members to participate in volunteer activities
- Continue to promote the positive health benefits of the community use of community facilities and participation in sport and recreation activities currently provided
- Support organisational changes by providing leadership and training on prevention of violence against women and gender equality
- Actively plan to reduce the gap in provision of active open space across the Shire and encourage settlement in areas with group access to open space
- Identify and apply for funding opportunities for improving and enhancing walking tracks, including cultural walks
- Support the continued use of Darley Civic and Community Hub
- Establish a cross-agency working group to undertake an audit of services across all ages cohorts and map the potential for integration of services
- Develop an online database of all services in the Moorabool Shire, that links to availability, wait times, transport information etc. %a one-stop-shop (online) of information+
- Support local health services to promote bowel screening services in the Shire
- Promote the £Closing the Gapqhealth information web resource for indigenous people to the Health providers in the Moorabool Shire
- Reduce barriers associated with accessing services, facilities, goods and services
- Reduce barriers associated with obtaining and maintaining employment for people with disabilities
- Advocate for significant changes to attitudes and practices which discriminate against people with a disability
- Provide programs that support frail older people and people with disabilities in the Home and Community Care target group to live in the community as independently and autonomously as possible
- Promote existing community garden programs as avenues for learning about healthy eating

Three third year actions are in progress.

- Adopt a leadership statement on the issue of violence against women to increase community awareness and demonstrate Council's commitment to the issue
- In partnership with external agencies and Council staff prepare a report for Council consideration, to identify the key components of a new and dedicated youth space including the size and type of space required, governance and management arrangements, capital costs, operating costs, location and potential funding sources
- Promote market gardener/locally grown food as a healthy choice for residents

Six year 1-4 actions are in progress

- Continue to promote the positive health benefits of increased education and employment opportunities in the community
- Continue to promote the Council as employer of young people through apprenticeships
- Promote the prevention of violence against women message through local print, radio and television media
- Develop and build an Early Years Hub in Darley
- Promote opportunities for families to access existing physical activity programs in the community i.e. community sporting clubs
- Improve the breastfeeding rates for the Shire by promoting breastfeeding friendly spaces and providing information/education on the importance of breastfeeding

One action has been deferred pending the development of the new Moorabool Shire Council website

- Promote existing transport options and links to current services and activities through the Moorabool website

Considering the higher number of actions in the second year, the number of actions completed or in progress was considered very positive and the committee remarked that this was a positive achievement for the second year.

The health profile that accompanies the Health and Wellbeing Plan will be updated to reflect current information and statistics.

Representatives of the following groups and organisations will be invited to join the Health and Wellbeing Committee: Moorabool Agencies and Schools Together (MAST); Federation University; School focused Youth Service; Ballarat Community Health; and Djerrivarrh Health Service Local Indigenous Parents Group.

There are no new actions proposed to be added to the Plan. However, the following action for Year 3 will be adjusted in light of new State Government legislation: ~~Develop a policy about smoking in public places i.e. outdoor dining and playgrounds.~~ The action will be adjusted to read ~~Implement State Government Legislation relating to smoking in public places~~

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

Key Result Area	Community Wellbeing
Objective	Inclusive, responsive and accessible community service
Strategy	Ensure Council's services and facilities are accessible

The annual review of the Moorabool Health and Wellbeing Plan 2013-2017 is consistent with the 2013-2017 Council Plan.

Financial Implications

The review of the Health and Wellbeing Plan was undertaken within existing budgetary allocations in consultation with members of the Council's Health and Wellbeing Committee.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Health and Wellbeing Plan	Council is required to review the Health and Wellbeing Plan annually under the Public Health and Wellbeing Act 2008	Low	Council to review the Health and Wellbeing Plan annually.

Communications and Consultation Strategy

The following community engagement activities have been undertaken, in accordance with the Council's Community Engagement Policy and Framework:

Level of Engagement	Stakeholder	Activities	Outcome
Involve	Health and Wellbeing Committee	Review Workshop Submissions on draft report	Committee provided feedback and endorsed recommendations

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 – Renae Knight

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

Conclusion

The review determined that the second year of the Moorabool Health and Wellbeing Plan 2013-2017 was implemented with success. The review highlighted that some areas need to be updated to ensure the Plan is consistent with community needs and relevant to emerging issues.

Recommendation:

That the Council receive the report on the annual review of the Health and Wellbeing Plan.

Report Authorisation

Authorised by:

Name:

Danny Colgan



Title:

General Manager Community Services

Date:

Monday 8 February 2016

Attachment - Item 10.3.1

**Moorabool Health and
Wellbeing Plan**

Annual Review (Year 2)

February 2016



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Introduction

The purpose of this report is to present the Council with the outcomes of the review of the second year of the Moorabool Health and Wellbeing Plan 2013-2017.

The Moorabool Health and Wellbeing Plan 2013-2017 is a four year plan for enhancing the health and wellbeing of our residents. The plan aims to capture the health and wellbeing status of our community and present a plan in partnership with local health providers and community organisations, to improve the health of the Moorabool community.

Under section 26 of the Public Health and Wellbeing Act 2008, the Council is required to develop a Health and Wellbeing Plan within 12 months of a Council Election. The Health and Wellbeing Plan must be consistent with the Council Plan and the Municipal Strategic Statement and be reviewed annually and evaluated at the end of the four year period. The Plan was adopted by the Council at the Ordinary Meeting held on the 6 November 2013.

The Health and Wellbeing of our community is determined by not only physical and psychological factors, but also by the way we live and work, our social networks, friends and family, how we access leisure facilities, availability of services in our area, laws and regulations governing our community.

The focus of the plan is on addressing the following key health issues:

- Mental health
- Obesity
- Drug and alcohol abuse
- Family violence
- Access to family support services.

The Plan focuses on the following key priority areas and goals:

Priority Area 1: Community Connectedness

Goal Statement: We will create inclusive and engaged communities that provide opportunities for people across their life stages to participate in activities that enhance the wellbeing of our communities.

Priority Area 2: Healthy and Safe Built Environments

Goal Statement: We will support and advocate for the planning and construction of safe and sustainable built environments that address community needs and provide a liveable community for our future.

Priority Area 3: Accessible Services

Goal Statement: We will work together to provide cross-agency collaboration and advocate for equity of access to services for all residents in our community.

Priority Area 4: Supporting Healthy Lifestyles and Being Active

Goal Statement: We will promote existing and provide new opportunities for people to be active, access good nutrition and embrace healthy lifestyle choices

The review has evaluated the effectiveness of the Plan over the last 12 months including the delivery of actions, partnerships, as well as review of any updates required to the health profile and any future funding opportunities.

Department of Health and Human Services Review Requirements

The Victorian *Public health and Wellbeing Act 2008* requires that the Council conduct an annual review of the Municipal Public Health Plan, which is the Moorabool Health and Wellbeing Plan 2013-2017. The Department of Health and Human Services have developed a guide for Councils in undertaking the annual review process. The guide specifies that conducting an annual review entails making sure that the actions identified in the plan are being implemented satisfactorily and that they remain the best way for council to invest in health and wellbeing over the life of the plan.

The guide outlines the following areas for the review to address:

1. Check implementation is on track
 - Check the progress of health and wellbeing actions
 - Check the progress of capacity building actions
 - Check the progress of partner projects
 - Identify what might need to change
2. Check results to date are what is expected
 - Check the effectiveness of plan action
 - Check whether council practices match the principles underlying the MPHWP
 - Identify what might need to change
3. Check the context has not changed
 - Identify any significant demographic changes
 - Identify emerging health risks
 - Identify new major council or partner projects
 - Identify relevant funding opportunities
 - Identify major internal or external structural systems of personnel changes
4. Decide what needs to be done differently
 - Share your findings with the key people responsible for MPHWP actions
 - Propose changes to the next phase of the MPHWP

Methodology

The review and development of this report was undertaken through the following:

- Review of the Council's Health and Wellbeing Committee meetings for the past 12 months
- Review of the second year action plan
- Workshop with the Health and Wellbeing Committee members
- Analysis of the Department of Health and Human Services Annual review guidelines

Overview Implementation of Moorabool Health and Wellbeing Plan

The Moorabool Health and Wellbeing Plan 2013-2017 has been implemented for the second year through the following process:

- Quarterly meetings of the Health and Wellbeing Committee
 - The Committee comprises Cr Dudzik as Chairperson, Council staff from across the organisation as well as external organisations and agencies. There are currently 44 members of the committee of which about 60 per cent attend meetings regularly. Attendance by members has dropped slightly in the past 12 months and this will be monitored in the future.
- Working groups were established, with members of the committee on each group, to implement the actions in The Plan. The actions were grouped into several key areas, including:
 - Youth
 - Arts and Culture
 - Ice
 - Service Improvements
 - Healthy Lifestyle
 - Violence against women

Each working group had representation from the Council as well as external agencies. The Working Groups were responsible for ensuring the actions were implemented and to report back to the Committee.

- A Second Year Action Plan was developed to communicate the progress on each action and this was regularly updated and provided to the committee for each meeting.

Review Outcomes

Actions

Year 2 of the Plan contained thirty actions, which was a substantial number of actions to be completed in 12 months. This included some actions carried forward from the first year, and also year 1-4 actions. The Second Year Action Plan is contained in **Attachment 1**.

The outcomes of the second year as follows:

- Twenty actions were either completed or progress made against the action, which are long term and ongoing:
 - Advocate for improved careers advice services and apprenticeship opportunities for young people
 - That a partnership approach be undertaken to investigating the impact of ICE on the community and that a strategy be developed to address this issue, including determining the Council's role
 - Advocate for increased resources to support the arts and culture community
 - Provide support to existing and emerging arts and cultural groups to develop new opportunities within the Shire.
 - Identify and promote grant opportunities for cultural festivals and events
 - Promote the positive health benefits of volunteerism and continue to provide opportunities for community members to participate in volunteer activities
 - Continue to promote the positive health benefits of the community use of community facilities and participation in sport and recreation activities currently provided
 - Support organisational changes by providing leadership and training on prevention of violence against women and gender equality
 - Actively plan to reduce the gap in provision of active open space across the Shire and encourage settlement in areas with group access to open space
 - Identify and apply for funding opportunities for improving and enhancing walking tracks, including cultural walks
 - Support the continued use of Darley Civic and Community Hub
 - Establish a cross-agency working group to undertake an audit of services across all ages cohorts and map the potential for integration of services
 - Develop an online database of all services in the Moorabool Shire, that links to availability, wait times, transport information etc. to a one-stop-shop (online) of information+
 - Support local health services to promote bowel screening services in the Shire
 - Promote the Closing the Gap health information web resource for indigenous people to the Health providers in the Moorabool Shire
 - Reduce barriers associated with accessing services, facilities, goods and services
 - Reduce barriers associated with obtaining and maintaining employment for people with disabilities
 - Advocate for significant changes to attitudes and practices which discriminate against people with a disability
 - Provide programs that support frail older people and people with disabilities in the Home and Community Care target group to live in the community as independently and autonomously as possible
 - Promote existing community garden programs as avenues for learning about healthy eating
- Three third year actions are in progress.
 - Adopt a leadership statement on the issue of violence against women to increase community awareness and demonstrate Council's commitment to the issue
 - In partnership with external agencies and Council staff prepare a report for Council consideration, to identify the key components of a new and dedicated youth space including the size and type of space required, governance and management arrangements, capital costs, operating costs, location and potential funding sources
 - Promote market gardener/locally grown food as a healthy choice for residents

- Six year 1-4 actions are in progress
 - Continue to promote the positive health benefits of increased education and employment opportunities in the community
 - Continue to promote the Council as employer of young people through apprenticeships
 - Promote the prevention of violence against women message through local print, radio and television media
 - Develop and build an Early Years Hub in Darley
 - Promote opportunities for families to access existing physical activity programs in the community I.e. community sporting clubs
 - Improve the breastfeeding rates for the Shire by promoting breastfeeding friendly spaces and providing information/education on the importance of breastfeeding
- One action was deferred pending the development of the new Moorabool Shire Council website
 - Promote existing transport options and links to current services and activities through the Moorabool website

Considering the higher number of actions in the second year, the number of actions completed or in progress was considered very positive and the committee remarked that this was a positive achievement for the second year.

Process to undertake actions

The review process also again considered the effectiveness and efficiency of the process to undertake the actions, including the Working Group structure.

Overall the Working Groups worked well as a mechanism for supporting the implementation of actions and ensuring the accountability of partners and committee members.

Areas for improvement for year 3 are:

- Some working groups need to have committee members co-opted onto the group as their expertise is needed to complete some actions.
- Some working group members may need to be on two working groups to complete actions, and this resourcing requirement will need to be managed.

Health Profile

Overall the data included in the Health profile was still considered relevant and current. However, there were some new and emerging information to update in the Health Profile, including:

- Updated data regarding leisure and sports
- Education and training . number of persons disengaged and comparison data
- Updated data from the Municipal Early Years Plan
- Increased local data on family violence through the Department of Health and Human Services.
- Updated data from the Age Well Live Well Strategy
- Youth unemployment data
- Updated information on drug and alcohol impacts

The Plan

The review of The Plan overall addressed the following questions:

- Are there any emerging actions that need to be added to The Plan?
- Are there any new partners that need to be added?
- Have there been any other Council strategies developed that influence The Plan?
- Are there any new funding opportunities that could be applied for to complete actions?

There were no new actions to be added to The Plan. However, the following action will be adjusted in light of new State Government legislation:

“Develop a policy about smoking in public places i.e. outdoor dining and playgrounds.”

The action will be adjusted to read:

“Implement State Government Legislation relating to smoking in public places”

New partners

The following were suggested as new partners to be added to the Health and Wellbeing Committee:

- Moorabool Agencies and Schools Together (MAST)
- Federation University,
- School focused Youth Service
- Ballarat Community Health.
- Djerrivarrh Health Service Local Indigenous Parents Group.

Other Council Strategies that influence the Plan

The following completed strategies were considered to influence the implementation of the Health and Wellbeing Plan:

- Municipal Early Years Plan
- Volunteer Strategy
- Community Development Strategy
- Recreation and Leisure Strategy
- Volunteer Strategy
- Statement of Commitment to Indigenous People
- Age Well, Live Well Strategy and Access and Inclusion Plan

New Funding Opportunities

The review process recommended the following as potential funding sources for future actions:

Sport and Recreation Victoria . Female Participation in Sport Funding

Conclusion

Overall the review determined that the second year of the Moorabool Health and Wellbeing Plan 2013-2017 was implemented with success. This was due to the structure and collaborative nature of the Health and Wellbeing Committee meetings, as well as the structure for the implementation of the actions. A strong partnership approach across the Council and the member agencies was also considered influential to this success.

The review highlighted that some areas need to be updated to ensure the Plan is consistent with community needs and relevant to emerging issues. This includes revising the Health Profile, including new partners on the Health and Wellbeing Committee and adjustment to one action given changes in State Government Policy.

Moorabool Health and Wellbeing Plan Action Plan – Year 2

A: Progress status

	Not started
	Completed
	In progress
	Deferred

B: Working Group Allocation:

	Council officer responsibility
	Violence Against Women
	Service Improvements
	Arts and Culture
	Healthy lifestyle and infrastructure
	Youth
	ICE

Priority Area 1: Community Connectedness

Improve the Health and Wellbeing outcomes for the Moorabool Community

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress Comments
1.	Adopt a leadership statement on the issue of violence against women to increase community awareness and demonstrate Council's commitment to the issue	Year 2	Women's Health Grampians (WHG)	Violence Against Women	Arrange 30 minute leadership briefing potentially in partnership with Municipal Association of Victoria (MAV), Women's Health Grampians (WHG) and Council	Council actively promoting Prevention of Violence Against Women through information displays for White Ribbon Day.

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress Comments
					<p>Following briefing, proposed Council adopt the MAV leadership statement (WHG, Council)</p> <p>Communicate Council adoption of leadership statement i.e. press release, website. Internally at Council (Council)</p>	<p>White Ribbon Day briefing for Council Staff to promote awareness within the organisation and to raise funds.</p> <p>Development of leadership statement in progress.</p>
2.	Advocate for improved careers advice services and apprenticeship opportunities for young people	Year 1	Highlands Local Learning and Employment Network (HLEN)	Moorabool Youth Services	Develop a new Moorabool Shire Council Youth website that will provide links to careers advice services and apprenticeship opportunities.	<p>Website completed and launched: https://youth.moorabool.vic.gov.au/ Youth Services Facebook page developed.</p> <p>Involvement with the Local Learning and Employment Network Careers Expos.</p>
3.	In partnership with external agencies and Council staff prepare a report for Council consideration, to identify the key components of a new and dedicated youth space including the size and type of space required, governance and management arrangements, capital costs, operating costs, location and potential funding sources	Year 2	Highlands Local Learning and Employment Network (HLEN) Victoria Police	HLEN, Ballarat Group Training (BGT) Youth Connections, Victoria Police, Matchworks, Council, Child and	<p>Engage consultants to undertake feasibility study</p> <p>Present Report to Council</p>	<p>Community and stakeholder engagement undertaken.</p> <p>Youth feasibility report to be presented to Council in March 2016.</p>

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress Comments
				Family Services (CAFS), Principal Bacchus Marsh Grammar, Principal Bacchus Marsh College, The Laurels		
4.	That a partnership approach be undertaken to investigating the impact of ICE on the community and that a strategy be developed to address this issue, including determining the Council's role	Year 2		ICE	That a partnership approach be undertaken with identified key stakeholders to alleviate the impact of ICE on the community through a variety of strategies Develop a strategy to acknowledge the issue and address this issue, including determining the Council's role Educate the community of methamphetamine supply, use and the existence of health care providers	Community Forum convened which involved participants from the Moorabool Community Leadership program. The forum was held on 28 th May 2015 with around 200 people in attendance. Surveys were handed out on the night and 100 surveys were completed. Grant application prepared and submitted to the Victorian Government Community Ice Action Groups Grants. Local Drug Action Group established Drug and Alcohol Fact Sheet and Issue Paper prepared Facebook page set up

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress comments
						Draft framework for community action plan prepared
5.	Continue to promote the positive health benefits of increased education and employment opportunities in the community	Year 1-4		Community Development/ Economic Development	Develop Economic Development Strategy	Economic Development Strategy promotes the positive health benefits of education and employment in the local area. Continued support and promotion of local Chamber of Commerce Groups. Involvement with the Local Learning and Employment Network Careers Expos.
6.	Continue to promote the Council as employer of young people through apprenticeships	Year 1-4	HHLEN	Youth Services	Apprenticeship opportunities advertised when available.	Council job vacancies advertised via the Council website.

Create spaces and activities that support creativity, cultural diversity and arts development in the Community

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress comments
7.	Advocate for increased resources to support the arts and culture community	Year 2	Local Arts Group	Arts and Culture	Advocate for an arts and cultural officer for Moorabool shire council Advocate for public art spaces in new and emerging multi use facilities	Community Development Strategy includes advocacy section regarding Arts and Culture and specific actions to support Arts and Culture Development.
8.	Provide support to existing and emerging arts and cultural groups to develop new opportunities within the Shire.	Year 1-2	Community/ Neighbourhood Houses	Arts and Culture	Promotion of new and existing grant programs. Networking opportunities	Promotion of the Council community grants which includes arts and events grants. Community Leadership Program . community group networking event held and arts and culture groups invited. Support provided to the newly formed Arts Council in Bacchus Marsh. Continued availability of the Moor Art Space in the Lerderderg Library.
9.	Identify and promote grant opportunities for cultural festivals and events	Year 2	Local Arts Group	Arts and Culture	Continue to promote the MSC community grants which includes arts and events grants.	Increased promotion of Council's Arts and Events Grants, resulted in increased number of applications received in the Winter 2015 round. Grant for NAIDOC Week event completed.

Address social inclusion issues through improved communication and information

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress comments
10.	Promote the positive health benefits of volunteerism and continue to provide opportunities for community members to participate in volunteer activities	Year 1-4	All	Council officer	Volunteer Strategy and Policy	<p>Volunteer Strategy and Policy adopted by Council October 2015 which promotes the benefits of volunteering.</p> <p>Volunteer induction sessions organised for all Council Volunteers. First session held in November with 35 volunteers in attendance. Further sessions organised for 2016 at Ballan, Bacchus Marsh.</p> <p>Progress made in the development of an online Volunteer Induction (consistent in content to the training session) to increase accessibility.</p>
11.	Continue to promote the positive health benefits of the community use of community facilities and participation in sport and recreation activities currently provided	Year 1-4	All	Council officer	Recreation and Leisure strategy	<p>Recreation and Leisure Strategy adopted by the Council which promotes active and healthy lifestyles.</p> <p>Established the Moorabool Shire Strategic Advisory Committee</p> <p>Completed the BM Racecourse and Recreation Reserve Masterplan</p> <p>Applied for funding to develop new sportsgrounds at BMRRR</p> <p>Applied for funding for Sportsground Lighting at Masons Lane to extend winter usage hours</p>

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress comments
						<p>Applied for funding to build the Darley Civic Hub Sports Pavilion</p> <p>Established a new booking system to manage the allocation and usage of Council managed rec facilities</p> <p>Undertaken sportsground and reserve general maintenance to ensure a high standard of facility open to the community.</p>
12.	Promote the prevention of violence against women message through local print, radio and television media	Year 1-4	Women's Health Grampians CAFS	Violence against Women	Identify three (3) opportunities per year for media articles that promote gender equity and relate to existing events/ campaigns in Moorabool	<p>White Ribbon day information and displays at Libraries and Council offices.</p> <p>White Ribbon Day information on Council's Facebook page</p> <p>Leadership Statement being prepared</p> <p>Active contribution to the work of the Central Highlands Children and Youth Area Partnership facilitated by the Department of Health and Human Service which has the prevention of family violence as one of its three key priorities.</p>

Priority Area 2: Healthy and safe built environments

Plan for state of the art infrastructure ensuring a place and space for future service provision that promotes Community Health and Wellbeing

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Actions	Progress comments
14.	Actively plan to reduce the gap in provision of active open space across the Shire and encourage settlement in areas with group access to open space	Year 2		Council officer	Recreation and Leisure strategy	<p>Recreation and Leisure Strategy adopted by the Council.</p> <p>Completed the BM Racecourse and Recreation Reserve Masterplan</p> <p>Completed the Gordon Recreation Reserve Masterplan</p> <p>Completed the Dunnstown Recreation Reserve Masterplan</p> <p>Applied for funding to develop new sportsgrounds at BMRRR</p> <p>Applied for funding for Sportsground Lighting at Masons Lane to extend winter usage hours</p> <p>Applied for funding to build the Darley Civic Hub Sports Pavilion to increase completion sport venues</p> <p>Constructed new Tennis Courts in Gordon</p> <p>Renovated Ballan Recreation Reserve Sports ground</p> <p>Invested in Leisure Centre and Outdoor Pool Maintenance</p>

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Actions	Progress comments
15.	Develop and build an Early Years Hub in Darley	Year 1-4	CAFS	Council officer		Construction of Darley Early Years Hub due to commence in early 2016.
16.	Identify and apply for funding opportunities for improving and enhancing walking tracks, including cultural walks	Year 1-2		Healthy Lifestyle and infrastructure	Funding applications in progress.	Funding application in progress for the Darley Links walking Trail project in the Council Capital Improvement program. Funding was secured for walking trails in Ballan
17.	Support the continued use of Darley Civic and Community Hub	Year 2-4		Council officer	Develop Guidelines and Application form and implement rental process.	Completed - Report provided to the Council regarding options for rental by community groups at the Darley Civic and Community Hub. The Country Fire Authority is now occupying a significant section of the hub buildings. The Department of Justice will take up occupancy of a room in the former Technology wing in February 2016. The construction of the Darley Early Years Hub will commence on the site in January 2016. Funding is being sought to assist in the construction of a multi-purpose pavilion in the former Creative Arts Wing.

Advocate for increased transport options that connect people with social activities and services

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress comments
18.	Promote existing transport options and links to current services and activities through the Moorabool website	Year 2	Djerriwarrh Health Services, Ballan District Health and Care and Ballarat Health Services	Healthy lifestyle and Infrastructure		Deferred . pending website upgrade

Priority Area 3: Accessible Services

Improve access to information about services and waiting times through the development of an integrated ~~one stop shop~~ approach

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress comments
19.	Establish a cross-agency working group to undertake an audit of services across all ages cohorts and map the potential for integration of services	Year 2		Service Improvements	<p>Gather information about services available in Moorabool.</p> <p>Hold a workshop with service providers.</p> <p>Prepare a list of service gaps.</p>	<p>Completed - Audit of services completed. The group focussed on 5 priority areas . Drugs and Alcohol, Family Support, Family Violence, Mental Health and Obesity as a disease.</p> <p>A spreadsheet of the services available in the 5 key areas was created listing information on the different service providers including: contact information, services available, availability, eligibility and cost.</p> <p>Workshop undertaken with key stakeholders to identify gaps and advocacy opportunities.</p> <p>Final report completed.</p>
20	Develop an online database of all services in the Moorabool Shire, that links to availability, wait times, transport information etc. as one-stop-shop (online) of information+	Year 2		Service improvements	Develop database of services.	<p>Actions to be revised as this website information already available through other websites, and this link to be made available when new Council website developed. An advocacy report to be developed from service audit to address current service gaps in the Shire.</p>

Enhance community access to Primary Medical, Health Care, Community Support and Medical Specialist Services

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress comments
21.	Support local health services to promote bowel screening services in the Shire	Year 2	Djerriwarrh Health Services	Service improvements	Seek information re: advertising bowel screening information on back of Council Owned public toilets doors.	Bowl screening poster displayed in public toilets throughout the Shire.
22.	Promote the Closing the Gap health information web resource for indigenous people to the Health providers in the Moorabool Shire	Year 2	Local Aboriginal Cooperative and Services	Service improvements	Provide information to local indigenous residents	Information provided through Djerriwarrh Health Services Indigenous Parents Group.

Address access and inclusion across all ages, gender, cultural diversity and ability

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress comments
23.	Reduce barriers associated with accessing services, facilities, goods and services	Year 2	Pinarc Disability Support	Council officer	Access and inclusion Plan	Access and Inclusion Plan adopted by the Council in November 2015.
24.	Reduce barriers associated with obtaining and maintaining employment for people with disabilities	Year 2	Pinarc Disability Support	Council officer	Access and inclusion Plan	Access and Inclusion Plan adopted by the Council in November 2015.
25.	Advocate for significant changes to attitudes and practices which discriminate against people with a disability	Year 2	Pinarc Disability Support	Council officer	Access and inclusion Plan	Access and Inclusion Plan adopted by the Council in November 2015.

Priority Area 4: Supporting healthy lifestyles and being active

Increase participation in active lifestyle programs that enhance Community Wellbeing

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress comments
26.	Provide programs that support frail older people and people with disabilities in the Home and Community Care target group to live in the community as independently and autonomously as possible	Year 1-4	Djerriwarrh Health Services and Ballan District Health and Care	Council officer	Age well Live Well Strategy	Age Well, Live Well Strategy and Access Inclusion Plan adopted by the Council in November 2015. Aged and Disability Services continue to be provided to the Moorabool community annually. Diversity Action Plan in place for Home and Community Care Program Active Services Model Action Plan
27.	Promote opportunities for families to access existing physical activity programs in the community i.e. community sporting clubs	Year 1-4		Healthy Lifestyle and Infrastructure	Promotion and support to local sporting programs.	A number of local community sporting clubs were successful with Community Grants to develop local sporting programs for residents, for example: Bacchus Marsh Golf Club Bacchus Marsh Badminton Elaine Tennis Club Avenue Bowling Club Ballan Golf Club Elaine Cricket Club

Increase opportunities for people to make healthy eating choices to improve their health

Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress comments	Actions
28.	Improve the breastfeeding rates for the Shire by promoting breastfeeding friendly spaces and providing information/education on the importance of breastfeeding	Year 1-4	Djerriwarrh Health Services CAFS Grampians Medicare Local	Council officer		<p>Four Maternal and Child Health Nurses are now trained as lactation consultants</p> <p>Breastfeeding friendly sites around the Shire established</p> <p>Appointments are available each week for families needing to access breastfeeding supports, these can be at the maternal and child health centre or in the family home</p> <p>Importance of breastfeeding continues to be promoted through the newspapers and social media (e.g.: breastfeeding beanie competition/ newly qualified lactation consultants)</p>

	Actions	Year	Health & Wellbeing Committee Partners	Working Group	Tasks	Progress comments
29.	Promote market gardener/locally grown food as a healthy choice for residents	Year 2	Djerriwarrh Health Services, Ballan District Health and Care	Healthy lifestyle and Infrastructure		Support provided to local festivals that support local growers, i.e. Strawberries and Cherries Festival.
30.	Promote existing community garden programs as avenues for learning about healthy eating	Year 2	Neighbourhood / Community Houses	Healthy lifestyle and Infrastructure	Promotion of funding opportunities to community gardens.	Continue to promote Council's Community Grants program as a source of funding for new projects.

10.3.2 Community Engagement Policy and Framework

Introduction

File No.: 12/01/001
Author: Renae Knight
General Manager: Danny Colgan

Background

The purpose of this report is to recommend that the Council adopt the Revised Community Engagement Policy and Framework following the community exhibition period.

At the Ordinary Meeting of the Council on the 2 December 2015, the Council resolved to: (i) endorse the Revised Draft Community Engagement Policy and Draft Community Engagement Framework for the purpose of community exhibition for a period of eight weeks; and (ii) receive a further report at the conclusion of the community exhibition period seeking adoption of the Revised Community Engagement Policy and Framework.

Proposal

The Community Engagement Policy contained in Attachment 10.3.2(a) outlines Council's ongoing commitment to high quality engagement processes. The Policy provides a definition of community engagement, examples of engagement opportunities and a Vision for Engagement.

The Community Engagement Framework contained in Attachment 10.3.2(b) including planning tools, supports the implementation of the Community Engagement Policy by providing Council Officers with a consistent approach to planning for genuine and meaningful engagement processes. The Policy and Framework include a Vision for Engagement in 2021. The Vision is as follows:

In 2021, Moorabool will be a leading regional Council in effective engagement both internally and externally by:

- " Embedding engagement as integral to core business.
- " Building and maintaining meaningful relationships with all stakeholders where feedback is both considered and valued.
- " Informing our community and ensuring their opinions are acknowledged and considered in decision making.
- " Providing feedback around the final decision making process.

To achieve this vision Moorabool Shire Council commits to:

- " Advocate for and support the consistent and effective use of engagement plans.
- " Effective engagement that requires acknowledgment of the engagement undertaken and commitment to the decisions made.
- " Effective engagement that requires the Council to be clear about the purpose and scope of the engagement.

- “ Effective engagement that identifies and engages all appropriate stakeholders both internal and external.
- “ Effective engagement that considers a range of engagement techniques, traditional and innovative (including online engagement), that are tailored to meet the needs of different stakeholders.

The International Association of Public Participation (IAP2) continues to be recognised as the leading authority in community and stakeholder engagement practice. Accordingly, the Community Engagement Framework is underpinned by the IAP2 Public Participation Spectrum. The spectrum is a useful tool in determining how to most effectively engage a community and stakeholders around a particular issue or project. The spectrum defines five levels of participation . Inform, Consult, Involve, Collaborate and Empower.

The Community Engagement Framework will be implemented over the next three years. This will include staff training in the use of the revised engagement planning templates and the development of an engagement knowledgebase to support the ongoing planning and delivery of genuine and meaningful engagement processes.

It is proposed the Council adopts the Community Engagement Policy and Community Engagement Framework, following the community exhibition process undertaken.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

Key Result Area	Representation and Leadership of Our Community
Objective	Leadership through best practice community engagement
Strategy	To make well-informed decisions based on input from the community and other key stakeholders through effective community engagement

The proposed Community Engagement Policy and Framework is consistent with the 2013-2017 Council Plan.

Financial Implications

The revision of the Community Engagement Policy and Framework was undertaken within existing resources.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Community Engagement Policy and Framework	The review of the Community Engagement Policy and Framework is due for review.	Low	Council to adopt the Community Engagement Policy and Framework.

Community Engagement Strategy

The following engagement activities have been undertaken, in accordance with the Council's Community Engagement Framework and Policy:

Level of Engagement	Stakeholder	Activities	Date	Outcome
Collaborate	Community Engagement Champions Group (which includes representatives from service units across the organisation)	A series of three collaborative workshops	April, May, July 2015	Community Engagement Champions collaborated to formulate clear recommendations for the Revised Policy and Framework. The group provided feedback on the Draft Framework and planning templates.
Consult	Internal Staff	Team meetings with feedback sought from the Community Engagement Champions	April / May 2015	Internal staff provided feedback including the useability of the current Framework and templates.
Involve	Executive Group and Management Team	Initial scoping workshop, ongoing briefings and presentation from representatives from the Champions Group	March to Nov 2015	Feedback, including any concerns raised were reflected in the process and alternatives developed.

The Draft Community Engagement Policy and Framework were made available for community exhibition for a period of eight weeks, concluding on the 5 February 2016. The Draft Community Engagement Policy and Framework were released for community exhibition on Have Your Say with hard copies made available at the Council Offices and Library. At the conclusion of the exhibition period, 4 submissions had been received with 110 visits on Have Your Say including 90 document downloads.

The following comments were submitted to Council for consideration.

Submission	Comment
Elaine needs a multipurpose facility. Sale of the hall would provide substantial base of funds for a new multipurpose facility that meets the needs of the future.	Noted and referred to the Recreation Unit
The engagement plan and framework provide insufficient information about the diverse groups in our community and the need for different strategies to engage with them and be given an opportunity to have a say. There is also insufficient information on the methods, approaches and time frames for engagement. It is pleasing to see Moorabool Shire's commitment and hopefully this will be reflected in genuine and creative approaches to engage the diversity of our community in a genuine and timely way. Thank you.	The Community Engagement Framework commits Council to: an effective engagement that identifies and engages all appropriate stakeholders both internal and external. A database of the diverse groups in the communities of Moorabool is maintained and is regularly updated as the communities change
It doesn't state what one is supposed to be commenting on? What anything? Everything? I do think there should be more grants through the council especially for the arts. And please put an extra set of walking lights in grant street. Outside the pool would be best. And why not at least divert all heavy trucks away from going down Grant street by telling them to go down Fisken or Woolpack.	Residents were being asked to comment on the revised draft community engagement policy and framework.
On the right track will be interesting to see how it unfolds	Noted

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 – Renae Knight

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

Conclusion


The Community Engagement Policy and Framework outlines Council's commitment to genuine and meaningful community engagement. The Policy and Framework provides a Vision for Engagement in 2021 and a comprehensive process to assist Council Officers in planning for internal and external engagement processes.

Recommendation:

That the Council adopts the revised Community Engagement Policy and Framework (March 2016).

Report Authorisation

Authorised by:


Name: Danny Colgan
Title: General Manager Community Services
Date: Friday, 12 February 2016

Attachment - Item 10.3.2(a)

Policy No.:	HS007	<i>HS007 – Community Engagement Policy</i>
Review Date:	February 2018	
Revision No.:	1	
Policy Manual Version No.:	HS007	
Adopted by:		

1. Introduction

Moorabool Shire Council is committed to best practice community engagement as an essential foundation of good governance. Effective community engagement enables Council to make well-informed decisions based on input from the community and other key stakeholders. It provides people the opportunity to help shape decisions that affect them and the broader community.

2. What is Community Engagement?

For the purposes of this policy Moorabool Shire Council adopts the definition of Community Engagement from the *International Association of Public Participation* (IAP2), the leading authority in community engagement practice. Community Engagement is defined as

“a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome”

This two way communication can occur by mail, phone, in person, at a meeting, workshop or online and aims to identify stakeholder views prior to making a decision.

Effective community engagement enables genuine opportunities for all sectors of the Moorabool Community to share their ideas, knowledge and experiences. It ensures the provision of balanced and objective information and involves actively asking, listening and giving feedback around how community/stakeholder input influenced the decision making process.

Examples of community engagement opportunities include:

- involving the community in the development of a Master Plan or the design of a new community facility
- consulting the community around the development of the budget
- seeking feedback on a program so that service delivery can be improved
- partnering with the community and other stakeholders (internal and external) in the planning, development and delivery of a program or project.

3. Community Engagement Principles and Framework

To ensure community engagement activities are genuine and meaningful, Council has developed a Community Engagement Framework and set of tools for staff. The Framework aims to ensure that the broader community and other key stakeholders are engaged appropriately in decision making processes. This includes the identification of stakeholders, the use of multiple engagement tools and techniques (workshops, committees, fact sheets,

social media) and the provision of feedback regarding how community input influenced decisions made.

The Community Engagement Framework is underpinned by the IAP2 Spectrum of Public Participation as well as a Vision for Community Engagement, developed following a series of planned conversations with Moorabool staff, leadership and community representatives.

The Vision for Community Engagement represents the fundamental values and beliefs upon which the Moorabool Shire Community Engagement Framework is based and are intended to guide Council's broader community engagement activities into the future.

Moorabool Shire Council Vision for Community Engagement

In 2021, Moorabool will be a leading regional Council in effective engagement both internally and externally by:

- Embedding engagement as integral to core business.
- Building and maintaining meaningful relationships with all stakeholders where feedback is both considered and valued.
- Informing our community and ensuring their opinions are acknowledged and considered in decision making.
- Providing feedback around the final decision making process.

To achieve this vision Moorabool Shire Council commits to:

- Advocate for and support the consistent and effective use of engagement plans.
- Effective engagement that requires acknowledgement of the engagement undertaken and commitment to the decisions made.
- Effective engagement that requires the Council to be clear about the purpose and scope of the engagement.
- Effective engagement that identifies and engages all appropriate stakeholders both internal and external.
- Effective community engagement that considers a range of engagement techniques, traditional and innovative (including online engagement), that are tailored to meet the needs of different stakeholders.

4. Implementation

The Community Engagement Policy will be supported by the Community Engagement Framework and tools.

5. Council Plan Reference

Key Result Area Representation and Leadership of our Community

Objective Leadership through best practice community engagement

Community Development Unit

Strategy To make well informed decisions based on input from the community and other key stakeholders through effective community engagement

6. Review

This Community Engagement Policy will be reviewed as required and at least every two years.

7. References

Dept	Community Services Directorate
MSC	Moorabool Shire Council

DRAFT

Attachment - Item 10.3.2(b)

COMMUNITY ENGAGEMENT FRAMEWORK

2015

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1. BACKGROUND

1.1 Purpose

The Moorabool Shire Community Engagement Framework aims to provide clear guidance around the need for engagement planning while continuing to develop a consistent approach to facilitating genuine and meaningful internal and external engagement.

Three key strategies have been identified to achieve that aim:

- Continuing the use of Engagement Plans as the basis of Moorabool Shire's internal and external engagement processes.
- The redevelopment of engagement planning templates which are accessible, user-friendly and integrated with Business Excellence processes.
- Continued support provided to Council staff in the preparation of Engagement Plans.

1.2 What is Community Engagement?

The International Association for Public Participation (IAP2) is the leading authority in engagement theory and practice. Moorabool Shire Council is committed to undertaking best practice, effective engagement processes both internally and externally. The Moorabool Community Engagement Framework adopts the IAP2 definition of community engagement which is:

“a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome”.

Examples of engagement opportunities include:

- involving the community in the development of a Master Plan or the design of a new community facility
- consulting the community around the development of the budget
- seeking feedback on a program so that service delivery can be improved
- partnering with the community and other stakeholders (internal and external) in the planning, development and delivery of a program or project.

1.3 Strategic Context for Community Engagement

Moorabool Shire's Council Plan 2013-2017 (revised 2015) sets the strategic context for Council's community engagement activities. The Community Engagement Framework is directly linked to Moorabool Shire Council's Vision and Mission and the behaviours valued. The Mission is stated as:

“Working with our people to deliver valued outcomes that improve community wellbeing and are economically responsible”.

Achieving this will translate into attaining the Vision of:

“Vibrant and resilient communities with unique identities”

Within the Council Plan 2013-2017, in particular, under the Key Result Area of 'Representation and Leadership of Our Community', the Council Plan states:

“In representing and leading our community, Council will continue to improve its understanding of community needs. We will listen and recognise the diversity of expectations and priorities across Moorabool, whether in urban centres, small towns and hamlets or rural areas. In building these relationships, we will communicate effectively and provide fair representation.”

A strategic objective listed in this section of the Council Plan is:

“Leadership through best practice community engagement.”

The specific strategy to achieving this is stated as:

“To make well-informed decisions based on input from the community and other key stakeholders through effective community engagement.”

1.4 Community Engagement Policy

The Community Engagement Policy was first adopted by Council on 5th September 2012 and underpins the Community Engagement Framework and engagement planning process.

1.5 Community Expectation for Engagement

As an organisation, Moorabool Shire Council has made significant advancements in the realm of engagement. Since the adoption of the Community Engagement Policy in 2012, there has been a progressive shift in how the Council engages the community and other stakeholders in decision making processes. Engagement planning is becoming more common practice with greater use of innovative engagement techniques providing multiple and varied engagement opportunities.

This shift is a result of a combination of factors including changing community expectations and an increasing importance placed on the role of the Council in engagement. Advancements in engagement practice within Moorabool are also linked to a range of high profile projects and strategies where stakeholder and community engagement has been core to their development.

The Revised Community Engagement Framework aims to build on this momentum by providing engagement planning templates that have an increased focus on accessibility, ease of use and integration with the Council's ongoing commitment to Business Excellence. The templates will be supported by a Community Engagement Knowledgebase that provides more detailed templates for stakeholder analysis, completed example engagement plan templates and ideas for innovative engagement techniques.



VISION FOR COMMUNITY ENGAGEMENT

2.1 Vision for Engagement in 2021

The Community Engagement Champions were pivotal in the review of the Community Engagement Framework. The group considered the future of engagement at Moorabool Shire and developed the following vision statement:

In 2021, Moorabool will be a leading regional Council in effective engagement both internally and externally by:

- Embedding engagement as integral to core business.
- Building and maintaining meaningful relationships with all stakeholders where feedback is both considered and valued.
- Informing our community and ensuring their opinions are acknowledged and considered in decision making.
- Providing feedback around the final decision making process.

To achieve this vision Moorabool Shire Council commits to:

- Advocate for and support the consistent and effective use of engagement plans.
- Effective engagement that requires acknowledgement of the engagement undertaken and commitment to the decisions made.
- Effective engagement that requires the Council to be clear about the purpose and scope of the engagement.
- Effective engagement that identifies and engages all appropriate stakeholders both internal and external.
- Effective engagement that considers a range of engagement techniques, traditional and innovative (including online engagement), that are tailored to meet the needs of different stakeholders.

VISION FOR COMMUNITY ENGAGEMENT


2.2 Best Practice Community Engagement

Council recognises the International Association of Public Participation (IAP2) as the leading authority in community engagement practice. Accordingly, the Community Engagement Framework is underpinned by the IAP2 Public Participation Spectrum. The spectrum is a useful tool in determining how to most effectively engage a community and stakeholders around a

particular issue or project. Council will consider and make a conscious decision about what level of influence the community should have on the final decision.

The IAP2 Spectrum of Public Participation defines five levels of participation – Inform, Consult, Involve, Collaborate and Empower. The Moorabool Shire Community Engagement Framework is underpinned by these five participation / engagement levels.

IAP2'S PUBLIC PARTICIPATION SPECTRUM

		Increasing impact on the decision 				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Source: International Association of Public Participation, Engagement Essentials

2.3 Council's Community Engagement Champions

Council has established a cross-organisational group of Community Engagement Champions. The Community Engagement Champions have been pivotal in the review of the Community Engagement Framework and will support the implementation of the Revised Framework.

While the Community Engagement Team will continue to support service units across the organisation, the Community Engagement Champions also provide a first point of contact for staff.

2.4 Community Input into the development of this Framework

The Moorabool community were consulted around the development of the original Framework. The community will be given the opportunity to provide feedback on the Draft Community Engagement Framework and Policy.

2.5 Review of Community Engagement Framework

The Community Engagement Framework will be reviewed every three years.



3. COMMUNITY ENGAGEMENT PLAN

3.1 What is an Engagement Plan?

An Engagement Plan clearly defines the purpose and boundaries of the engagement and identifies all stakeholders who might be affected or who are critical to the success of the project. An engagement plan also identifies the techniques and methods that will be used to engage stakeholders in the decision making process.

Based on the IAP2 Spectrum of Public Participation, the Moorabool Shire Council Community Engagement Plan Template is intended as a tool for council officers and aims to facilitate best practice community engagement, ensuring continuity and consistency across the organisation.

3.2 Moorabool's Approach to Community Engagement Planning

There is no standard, industry-wide model for Engagement Plans and Engagement Plans exist in many formats at varying levels of complexity.

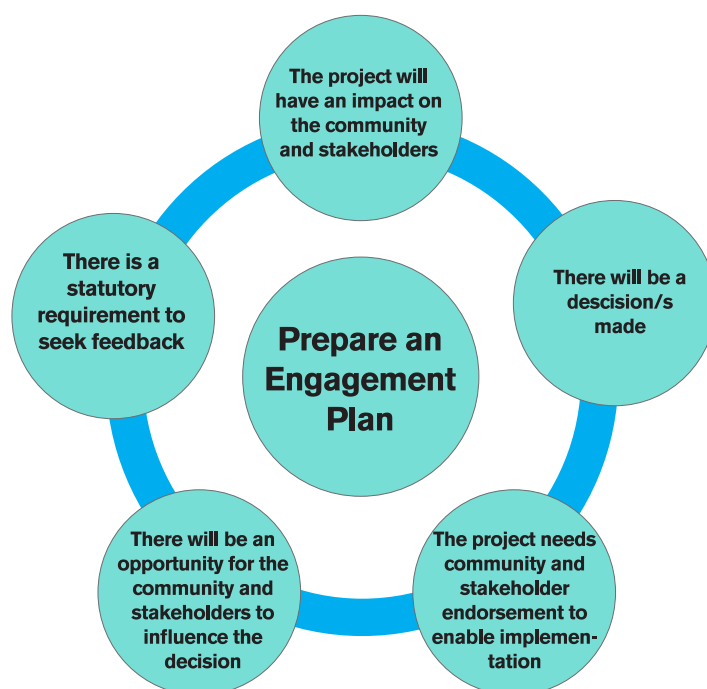
This Community Engagement Framework establishes a consistent approach for Moorabool Shire's Engagement Plans. Central to the Moorabool approach to Engagement Planning is a focus on simplicity, time-efficiency and user-friendliness for staff. Accordingly, the adopted model for Engagement Plans consists of a planning template with three sections – Project Purpose and Scope, Stakeholder Identification and Analysis, Determining Engagement Techniques. Importantly, the process has been informed by the Moorabool Shire Vision for Engagement at Moorabool 2021.

3.3 Preparing a Community Engagement Plan – Trigger Points

The Community Engagement Framework has implications for all council staff and consultants involved in the planning and delivery of projects that may affect or interest the community. Council staff will consider the Community Engagement Framework and, in particular, determine whether a Community Engagement Plan needs to be prepared.

There is a degree of discretion to be used in determining the need for an Engagement Plan. When determining the need for an Engagement Plan the following should be considered:

- Does the project have an impact on the community or stakeholders (internal and external)?
- Will there be a decision/s made as a result of this project?
- Is there an opportunity for the community and stakeholders (internal and external) to influence the decision?
- Is there a statutory requirement to seek feedback?
- Does the project need community and stakeholder (internal and external) endorsement to enable implementation?

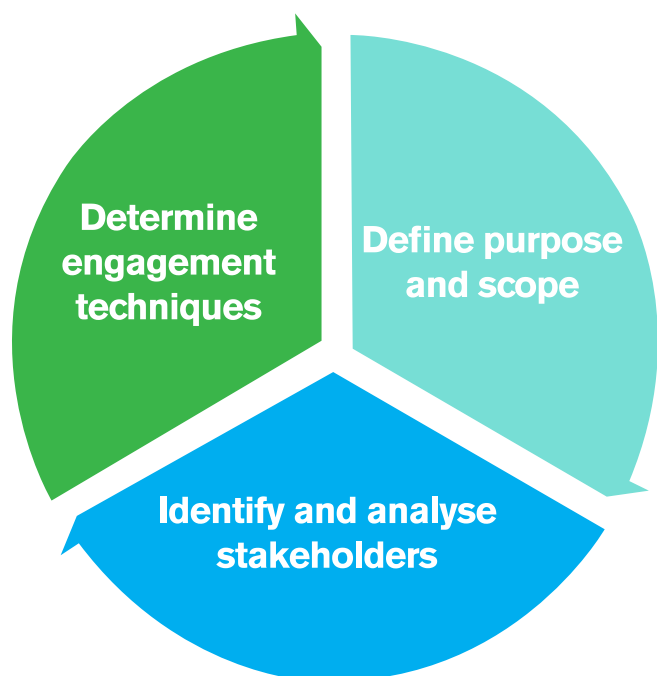


Upon determining the need for an engagement plan, there are three core steps involved in preparing an engagement plan.

Step 1: Define the project scope and engagement purpose.

Step 2: Identify stakeholders and determine the level at which they will be engaged.

Step 3: Determine the techniques that will be used to engage stakeholders.



Engagement Plan templates are available within this Framework and will also be available electronically. The templates reflect this three step process. The templates include questions to prompt staff to think specifically about the purpose of the engagement and the elements of the project that are negotiable and not negotiable. The templates require staff to consider all stakeholders and the level at which they will be engaged in the process (more in depth stakeholder analysis templates are also available in the Knowledgebase). Finally, staff will consider the techniques and methods that will be used to seek feedback from stakeholders. A comprehensive list of techniques are also available in the Knowledgebase.

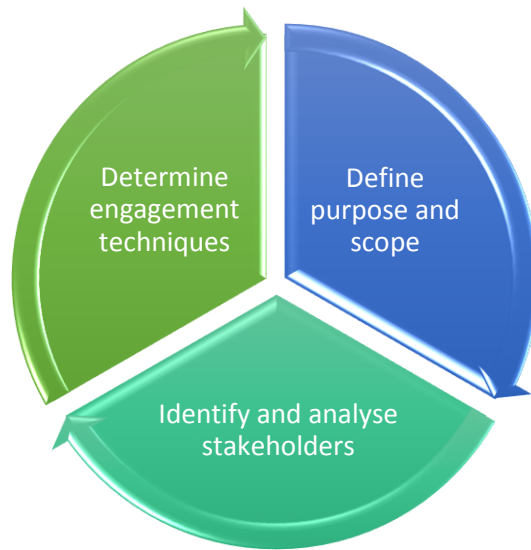
The Community Engagement Coordinator will continue to oversee and support the implementation of the Community Engagement Framework. Council Officers requiring assistance with the preparation of a Community Engagement Plan should contact the Community Engagement Coordinator for advice and support. The templates will be supported by a Community Engagement Knowledgebase that provides more detailed templates for stakeholder analysis, completed example engagement plan templates and ideas for innovative engagement techniques. The Knowledgebase will be available to all staff.

3.5 Community Engagement Table in the Council Report template

The current Moorabool Shire Council Report template includes a section titled “Community Engagement Strategy”. This requires staff to consider engagement activities undertaken when preparing reports to the Council. The table asks staff to advise of any planned engagement in line with the Community Engagement Framework. Where engagement has occurred staff are able to complete the table with details of stakeholders, how they were engaged, at what level and the outcomes of the engagement.

4. CONCLUSION

Community and stakeholder engagement continues to be a high priority for Moorabool Shire Council. Over the past 4 years, there has been a considerable shift in the way the Council engages with the community and stakeholders. Engagement planning has been an integral part of this shift to ensure that engagement is both meaningful and genuine. Building on this momentum, the Framework provides a clear and user friendly approach to engagement planning. Moorabool Shire Council continues to be committed to high quality, genuine engagement processes providing the community, as well as internal and external stakeholders, with multiple and innovative opportunities to be engaged in decision making processes.



Define the Purpose and Scope of the Proposed Engagement

Project Name: [Click here to enter text.](#)

Trigger Points

Please check the box which applies to this project.

Trigger Points to consider	Yes	No
Does the project have an impact on the community or stakeholders (internal and external)?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be a decision/s made as a result of this project?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an opportunity for the community and stakeholders (internal and external) to influence the decision?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a statutory requirement to seek feedback?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project need community and stakeholder (internal and external) endorsement to enable implementation?	<input type="checkbox"/>	<input type="checkbox"/>

Engagement Goals and Objectives:

What is the purpose of the engagement? What exactly are you seeking feedback around and what are the decisions to be made?

Negotiables:

What is negotiable? I.e. what can the community and stakeholders actually influence in the decision making process? Be specific.

Non-Negotiables:

What is non-negotiable? I.e. what elements of the project are pre-determined, for example: building and legislative requirements?

Identify and Analyse Stakeholders

Work through each of the three steps, considering each of the questions and complete the table on the following page. This will form the plan that you will implement.

Step One:



- Consider the stakeholders to be engaged as part of this process.
- Remember to consider both internal and external stakeholders that might need to be engaged.
- Consider who the “community” is and be specific, think about specific communities of place (geographic), communities of interest.
- Consider who you need to engage internally – this is just as important to ensure a genuine and meaningful engagement process.
- Think about the level at which you will engage with each of the stakeholders, the further along the scale, the increasing level of impact each of the stakeholders have on the decision.
- The level at which you engage will then help you to consider the methods that you will use to engage.

Determine Engagement Techniques

Step Two:

- Consider how to maximise stakeholder participation in the engagement process. What are the best methods for each of the stakeholders?
- Consider how other service units have engaged stakeholders and communities previously? Did it work? What would they do differently?
- What methods could be used to best obtain the feedback and input that you need?

Step Three:

- Give plenty of consideration to when you will undertake each of the engagement activities.
- Can they be held during business hours or do you need to engage outside of business hours?
- Are there already existing community events that you could attend?
- Are other service units running engagement processes that you might be able to work with and combine the processes to save duplication and engagement fatigue?
- Will this be a staged process? Will you need to engage with stakeholders at multiple times throughout the project?

<p>Level of Engagement At what level will you engage each stakeholder?</p>	<p>Step One: Identify each of the stakeholders to be engaged and at what level they will be engaged.</p>	<p>Step Two: Determine the most appropriate methods to engage each of the stakeholders (internal and external).</p>	<p>Step Three: When will each of the engagement activities take place? Consider if this needs to be staged. If so, provide details.</p>
<p>Inform We will keep you informed</p>			
<p>Consult We will keep you informed, listen to and acknowledge concerns and aspirations and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.</p>			

<p>Involve</p> <p>We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.</p>			
<p>Collaborate</p> <p>We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.</p>			
<p>Empower</p> <p>We will implement what you decide.</p>			

Reporting Back:

Consider the ways in which you will report back the outcomes of the engagement process to each of the stakeholders you engaged. For example, media release, post a copy of Final Report online.

Stakeholder	How will you report back the outcomes?

10.3.3 Draft Service Review and Planning Policy and Draft Framework

Introduction

File No.: 02/03/013
Author: Vanessa O'Toole
General Manager: Danny Colgan

Background

The preparation and presentation of a service review policy, framework and prioritisation plan is a Council Plan Action in 2016/2017.

The draft Service Review and Planning Policy and Draft Framework sets out the Council's commitment to ongoing service reviews and planning to ensure that each service is aligned to the Council's strategic direction, valued by its communities, and delivered in the most responsible and sustainable manner.

A number of service reviews have been undertaken since 2011 including Rural Library Service, Community Grants Program, Community Development Fund, Family Day Care, Leisure Services, Fleet Policy, Street Sweeping and Statutory Planning (Milner Review). To ensure a consistent approach to service reviews and planning, the draft service review and planning policy and framework have been developed.

Proposal

The face of local government and the services it provides is changing.

Reduction in grant revenues from other levels of government and the introduction of the Fairer Rating System by the State Government will result in the financial sustainability of the Council being placed under pressure.

Further, the increased reliance on rate revenue to continue with status quo service delivery is unsustainable for our ratepayers.

The Council has a responsibility to provide and/or support value for money services to our communities in accordance with the Council Plan.

A draft Service Review and Planning Policy and Framework have been developed to assist staff and the Council to review services.

When making service delivery related decisions, the Council and its Officers will use the Service Review and Planning Framework and address the following principles:

- Services will reflect current, future community needs and expectations balanced against the resource capacity of Council.
- Services will have regard to the strategic work of the Council to 2041.
- Services and their levels will be delivered within the Integrated Planning and Delivery Framework Model.
- Services reviews will involve determining if Council is the most appropriate agency to deliver the service

- Service reviews will identify the most appropriate service model and levels of service
- Services will reflect the Vision, Mission and Values set out in the Council Plan.
- Service delivery will adhere to the Australian Business Excellence Framework as a philosophy and set of tools to drive continuous improvement.
- Services will be reviewed on a rolling cycle as determined under Section 6 of the policy.
- Service reviews will be undertaken having regard to the relevant State Government legislation and Ministerial Guidelines.
- Service reviews will be undertaken using a Council adopted Service Review and Planning Guideline document.
- Service levels set by the Council will be delivered with adequate resources in the cycle to the next scheduled review.
- Service reviews and planning will influence decisions on the renewal, upgrade and construction of new assets via the annual Capital Improvement Program (CIP) process.
- In reviewing a service, the linkages between services, including internal support services, will also be considered.
- New services will not be commenced unless they have been subject to this policy and associated framework.

It is proposed that in accordance with Moorabool Shire Council Policy Protocol, consideration of items which affect beyond the current year, the draft Service Review and Planning Policy and Framework as contained in Attachment 10.3.3(a) and 10.3.3(b) lay on the table for further consideration at the next Ordinary Meeting of Council on the 6 April 2016.

Consideration

The policy protocol relating to the consideration of items which affect beyond the current year is applied for consideration of matters whose impact or influence will extend to directly affect the activities and/or financial planning of Council for a period beyond the term of the Current Council Budget, and whether relating to Council policy pronouncements or specific projects.

Policy Implications

The 2013 - 2017 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

The proposed Service Review and Planning Policy is consistent with the 2013-2017 Council Plan.

Financial Implications

The draft policy and framework have been prepared using existing resources. The review of services and preparation of service plans may require additional resources depending on the scale of the review and will be subject to budget.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Environment and Community	Provision of services not in accordance with community need	Low	Application of policy and framework including identification of community needs
Financial	Rising cost of service provision making it possibly unsustainable	Moderate	Review of Services in accordance with the policy to determine future provision

Community Engagement Strategy

It is proposed that the draft policy and framework be made available on Have your Say, Council's online community engagement portal for comment.

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 – Vanessa O'Toole

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

Conclusion

The draft Service Review and Planning Policy and Draft Framework sets out the Council's commitment to ongoing service reviews and planning to ensure that each service is aligned to Council's strategic direction, valued by its communities, and delivered in the most responsible and sustainable manner.

Recommendation:

That, in accordance with Moorabool Shire Council Policy Protocol, 'Consideration of items which Affect beyond the Current Year', the draft Service Review and Planning Policy and Draft Framework now lay on the table for further consideration at the next Ordinary Meeting of Council on the 6 April 2016.

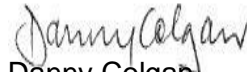
Report Authorisation

Authorised by:

Name:

Title:

Date:



Danny Colgan

General Manager Community Services

Wednesday, 24 February, 2016

Attachment - Item 10.3.3(a)



Policy No.:		<i>Draft Service Review & Planning Policy</i>
Review Date:		
Revision No.:		
Policy Manual Version No.:		
Adopted by:		March 2016

1. Purpose

This policy sets out the Council's commitment to ongoing service reviews and planning to ensure that each service is aligned to Council's strategic direction, valued by its communities, and delivered in the most responsible and sustainable manner.

2. Context

The face of local government and the services it provides is changing.

Reduction in grant revenues from other levels of government and the introduction of %A Fairer Rating System+by the State Government will result in the financial sustainability of the Council being placed under pressure.

Further, the increased reliance on rate revenue to continue with status quo service delivery is unsustainable for our ratepayers.

Overarching this, the Council has a responsibility to provide and/or support value for money services to our communities in accordance with the Council Plan.

A Service Review and Planning Framework has been developed to assist staff and Council to review services.

3. Scope

The policy will apply to Council and all Council staff.

4. Policy

When making service delivery related decisions, the Council and its Officers will use the Service Review and Planning Framework and address the following principles:

4.1 Service Review and Planning Principles

- Services will reflect current, future community needs and expectations balanced against the resource capacity of Council.

- Services will have regard to the strategic work of the Council to 2041.
- Services and their levels will be delivered within the Integrated Planning and Delivery Framework Model.
- Services reviews will involve determining if Council is the most appropriate agency to deliver the service
- Service reviews will identify the most appropriate service model and levels of service
- Services will reflect the Vision, Mission and Values set out in the Council Plan.
- Service delivery will adhere to the Australian Business Excellence Framework as a philosophy and set of tools to drive continuous improvement.
- Services will be reviewed on a rolling cycle as determined under Section 6 of this policy.
- Service reviews will be undertaken having regard to the relevant State Government legislation and Ministerial Guidelines
- Service reviews will be undertaken having regard to the Best Value Principles in Section 208B of the Local Government Act 1989
- Service Reviews will inform the preparation of applications for a higher rate cap as determined by the Council.
- Service reviews will be undertaken using a Council adopted Service Review and Planning Guideline document.
- Service levels set by the Council will be delivered with adequate resources in the cycle to the next scheduled review.
- Service reviews and planning will influence decisions on the renewal, upgrade and construction of new assets via the annual Capital Improvement Program (CIP) process.
- In reviewing a service, the linkages between services, including internal support services, will also be considered.
- New services will not be commenced unless they have been subject to this policy and associated framework.

4.2 Outcomes of Service Reviews and Planning

The key benefits are expected to be:

- A more engaged and resilient community.
- Increased levels of community satisfaction.
- An alignment of community needs, expectations and the financial capacity of Council.
- More efficient and effective services.
- Cost savings or increased income generation.
- Partnerships and networks with other local governments and service providers.
- A whole of Council approach to service delivery.

5. Risk Management

In reviewing the services Council will have regard to its Risk Management Policy and Frameworks.

6. Service Review Prioritisation

The Council will undertake a review of all activities on a rolling program updated annually following a report to Council by the CEO that has regard to:

- Any withdrawal of Government grants or funding for a service.
- The financial sustainability of the Council.
- Customer and community feedback.

- Legislative change/s.
- Opportunities for improved service provision.
- Entrepreneurial opportunities.
- Increasing or decreasing trends for a service.
- Changes in the Council Plan.
- Changes in the Integrated Planning and Delivery Framework.

7. Related Legislation / Policies / Guidelines

Community Engagement Policy and Framework
Local Government Act 1989.
A Fairer Rating System 2015.
Relevant legislation applying to each service.
Ministerial Guidelines.

8. Council Plan Reference – Key Performance Area

Service Reviews and Planning are consistent with the Council Plan 2013-2017.

9. Review

This policy will be reviewed every three years or as legislation requires it.

Attachment - Item 10.3.3(b)

Service Reviews and Planning

Draft Framework

March 2016

The draft framework should be read in conjunction with the
Draft Service Review and Planning Policy
(March, 2016)

DRAFT

Service Review and Planning Process

1 Scope the Review

- 1.1 Identify Project Team and resources.
- 1.2 Prepare project scope for endorsement by Executive Group (refer Project Scope Template).
- 1.3 Develop Project Plan (refer Project Plan Template).
- 1.4 Seek Project Endorsement from Council (Refer Council Report Template).

2 What do we already know about the current service delivery? (refer to Systems Views)

- 2.1 Purpose of each service.
- 2.2 Utilisation – past, current and projected i.e. is the service meeting needs of users?
- 2.3 Financials – past, current and projected.
- 2.4 Relationship to other services.
- 2.5 The effectiveness, efficiency and quality of the service model. Benchmarking against industry performance.
- 2.6 Competitors and local conditions – service mapping and environmental scan
- 2.7 Alternative service providers and models
- 2.8 Results of the Annual Community Satisfaction Survey

3 Consistent Organisational Approach

- 3.1 Reference to Integrated Planning and Delivery Framework
 - a. What do our previous reviews, strategies and policies tell us?
 - b. What are the top five key trends relating to the services?
 - c. What do the 2041 Urban and Rural M2041 consultations and strategies tell us?
- 3.2 Demographic Analysis
 - a. What does the data from the Community Infrastructure Plan tell us for 2021, 2031 and 2041?
 - b. What does the data from your service strategies tell us for 2021, 2031 and 2041?
- 3.3 Council Plan and Strategic Financial Plan
 - a. What does the Council Plan tell us with respect to key Council directions and issues for the next four years?
 - b. What does the current Strategic Financial Plan (SFP) tell us in relation to the financial situation of Council, overall service growth and funding constraints?
 - c. What are the implications of the services on the future reviews of the SFP and annual budget?
- 3.4 Capital Improvement Program (CIP)
 - a. What does the CIP tell us in relation to scheduled investment in the activity over the next three to five years?
- 3.5 Asset Management Policy and Strategy
 - a. What is the long term asset management regime?
 - b. What are the implications of the services on future reviews of Asset Management?

- 3.6 Risk Management Framework and Register
 - a. What risks have been flagged that need to be addressed?
 - b. What audits have been undertaken that will influence future priorities and direction?
 - c. Do the services meet the requirements of external regulation and guidelines?

- 3.7 Survey of our Customers – Community Engagement
 - a. Follow the Community Engagement Policy and Framework to determine the importance and value customers and non-customers place on the services (**refer Community Engagement Policy and Framework**).
 - b. Determine the community need for the services, additional or different services.
 - c. Seek and consider feedback from the community and service users about the adequacy of, and satisfaction with, the services in respect of their needs and expectations.
 - d. Identify the community's ability to access other services or programs that could potentially better meet their needs.
 - e. Determine whether Council is the most appropriate organisation to deliver the service.

- 3.8 Undertake a Self-Assessment. (Business Excellence format)
 - a. The above review and analysis will form a basis for a self-assessment.

- 3.9 Identify options for the future of the services
 - a. Identify the most appropriate service model for ongoing delivery of the service including the use of digital technology.
 - b. Identify changes to increase or decrease the level of service and opportunities for improvement.
 - c. What changes, if any, need to be made to:
 - Human Resources
 - Operating Costs
 - Maintenance Costs
 - Infrastructure assets deployed to meet the level of service
 - Opportunities for additional revenues e.g. pursuit of commercial opportunities
 - d. Address the opportunities for improvement.

- 3.10 Outputs
 - a. Project Scope Template and Project Plan.
 - b. Revised Systems View (Levels 2 and 3).
 - c. Community engagement plan developed and implemented.
 - d. Draft and final report.

4 Report

The report will include:

- 4.1 Revised Systems View for 2021 including:
 - a. The Vision and Mission for your Service Unit
 - b. The top three objectives of your Service Unit

- 4.2 Summary of the demographic analysis.

- 4.3 The top five trends for the activities based on the strategic work to date.

- 4.4 An evaluation of whether your current system can meet the needs of the community to 2021, 2031 and 2041, with a focus on 2021 including:
- a. The prioritised changes that can be made now to increase or decrease Levels of Service (Loss) and Opportunities for Improvement (OFIs) for further investigation including what changes you believe need to be made to:
 - Human resources?
 - Operating costs?
 - Maintenance costs?
 - Infrastructure assets employed to meet Levels of Service?
 - Opportunities for additional revenues?
- 4.5 Implications for future reviews of SFP and annual budget.
- 4.6 Implications for future reviews of asset management and CIP.

5 Evaluation of Report and Recommended Key Changes

The Executive Group and Service Manager will then meet to evaluate the report and recommend key changes and OFI's to be pursued for the next four years to vary the level of service to respond to the 2021 state.

6 Council Report

A report will then be provided to Council for determination of final Levels of Service and Opportunities for Improvements (OFIs) to be pursued.

7 PDSA Review Process

OFI's selected will be pursued using the PDSA template process.

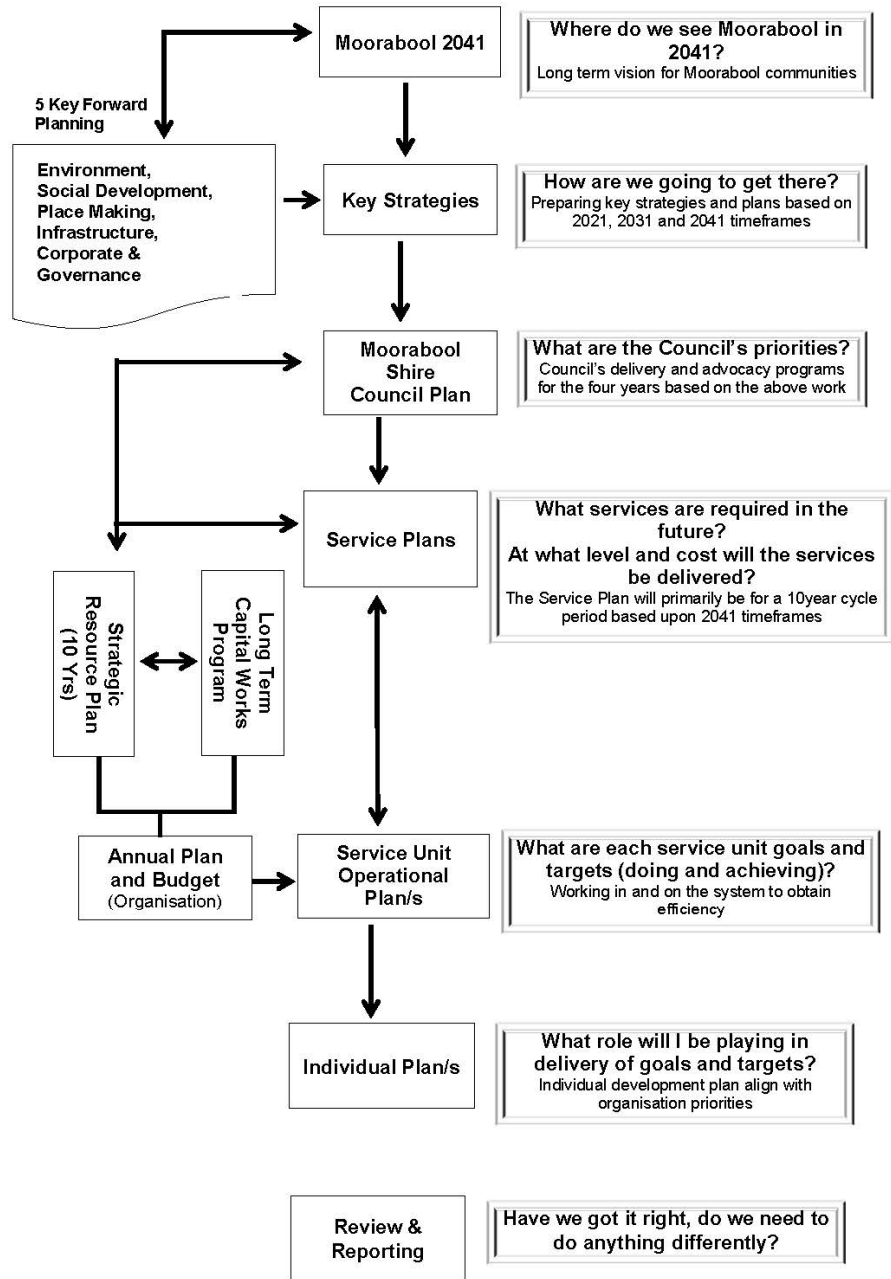
8 Annual Report

The progress against the timetable of reviews and key improvement or changes to activities will be reported in the Annual Report.

1. Council's Integrated Planning and Delivery Framework (IPDF)

The Service Review and Planning Framework is a key component of Council's Integrated Planning and Service Delivery Framework as depicted below.

Moorabool Shire Integrated Planning & Delivery Framework (IPDF)



10.3.4 Country Football Netball Program

Introduction

File No.: 06/03/021
Author: Troy Scoble
General Manager: Danny Colgan

The purpose of the report is recommend that the Council endorse the application for the Maddingley Park Facility Development Project . Stage 1 project which was submitted by Officers for funding under the Victorian Government's Country Football Netball Grant Program on the 11 February 2016.

Background

The Victoria Government recently invited applications for the Country Football and Netball Program administered through Sport and Recreation Victoria.

The Country Football and Netball Program (CFNP) provides grants of up to \$100,000 to assist country football and netball clubs, associations and umpiring organisations to develop facilities in rural, regional and outer metropolitan locations including: change room facilities for players and umpires of both genders; development or upgrading of football playing fields; development or upgrading of netball facilities; and development or upgrading of lighting facilities.

The CFNP aims to assist country clubs and those on the metropolitan fringe struggling with outdated, overused or weather-damaged facilities. Funding ratio for the program is SRV \$2: Local \$1.

Applications for the grants program closed on the 11 February 2016. As no funds had not allocated in the 2015/2016 budget for this grants program, Officers sent out correspondence to each of the Football Netball Clubs across the Shire to advise them of the program and seek interest in Council applying for funding on their behalf. The conditions for expression of interest were that the community were required to have well planned projects, (preplanning completed, projects included in master plans that were shovel ready) with the group demonstrating their ability to provide all matching funding for a given project.

It was also outlined that priority would be given to projects that align with projects identified and prioritised in Council's longer term Capital Improvement Program and Council's recreation and Leisure Strategy 2015-2021.

Community Expression of Interest Projects

A summary of projects proposed through the Expressions of Interest process are:

Maddingley Park Facility Development Project . Stage 1

Description: Refurbishment of the existing multi-purpose community facility to improve existing amenities, refurbish kitchen, expand social community space and provide increased spectator shelter.

Funding Model:	<u>Project Budget</u>	\$150,000
	BM Football Club	\$ 25,000
	BM Cricket Club	\$ 25,000
	Required Grant Funding	\$100,000

This project has a completed design process and quantity surveyor report provided. This project is shovel ready and aligns with the Recreation and Leisure Strategy as the first stage to improve the overall amenities at Maddingley Park. The Maddingley Park Committee of Management have also effectively underwritten the club's financial contribution.

Gordon Recreation Reserve Football Netball Infrastructure Development Project

Description: Install electronic scoreboard, additional netball court to provide for a warm up and training space and light poles and conduits to support lighting of the court.

Funding Model:	<u>Project Budget</u>	\$220,000 (Quotes received)
	Gordon FN Club	\$ 99,000 (in kind labour and materials)
	Required Grant Funding	\$100,000
	Current Funding Gap	\$ 21,000

This project has a cost estimate on the court construction and significant amount of in-kind support including labour and materials. In terms of strategic priority and alignment with the Recreation and Leisure Strategy, the Recreation and Leisure Strategy supports this project in the future. However the strategy proposes a short term solution if the key driver for increased provision of court space is training. The solution proposed is a training venue could be accommodated by overlaying a court at the newly constructed tennis courts. The strategy recommends that when participation supports an additional court it should go at the reserve.

Bungaree Recreation Reserve Lighting Project

Descriptions: Install new sportsground lighting system at the Bungaree Recreation Reserve replacing existing 4 light towers providing light at 50 lux to 4 new towers, double in size providing lux level of 100 lux.

Funding Model:	Project Budget	\$163,100 (quotes obtained)
	Bungaree FN Club	\$ 58,000 cash, \$5100 in-kind
	Required Grant Funding	\$100,000

This project has a completed design process and quote provided. This project is shovel ready and aligns with future recommendations to improve sportsground lighting at all reserves in the Recreation and Leisure Strategy.

Project Evaluation

In accordance with the program guidelines, all project proposals were provided to Sport and Recreation Victoria (SRV) to seek feedback as to how each meet the criteria of this funding program. Feedback provided by SRV was that projects need to be strategically supported and ready to go with Council and Community endorsed plans, permits and confirmed funding contributions. Project specific feedback is detailed below:

- Maddingley Park Facility Development Project: SRV believe this project is ready for consideration for funding as it has a completed design process and confirmed funding contributions consistent with guidelines. Evidence of how this project supports future development of the facilities will need to be evidenced in the application.
- Gordon Recreation Reserve Football Netball Infrastructure Project: SRV raised concerns on each of the key elements of this project.

In regards to the Electronic Scoreboard component: SRV do not contribute to funding of electronic scoreboards, so this would have to be removed from the application and funding model adjusted.

In regards to the Lighting Component, SRV would require a lux level lighting plan clearly showing that they were installing infrastructure that would meet the 100lux requirement consistent with their Sports lighting guide or it would not be considered. The application stated that lighting and conduits would be installed to support future lighting of the venue.

In regards to the netball court component: Officers were advised that many small town football clubs had expressed interest in additional courts for training and warm up areas. However, to fund additional netball courts clear participation demands in competition would have to be evidenced or they would not be competitive projects and in the case of Gordon they understand the existing participation requirements and believe this would not present a competitive basis for funding of an additional court. SRV explained they have been advising clubs that if they require courts for training or warm up (which Gordon do), then they should think about installing a half court concrete pad that could be used as passive open space and a warm up area.

The in-kind support provided in the Expression of Interest was in the form of labour and materials. SRV require a 25% cash component and Council would also have to agree to underwrite all in-kind contributions. Whilst this was not confirmed the club did advise they believed they could secure the cash contribution if required.

- Bungaree Recreation Reserve Lighting Project: SRV advised that this project is consistent with projects that are considered as part of this grant program. SRV did raise questions as to what Council's strategic priorities are as this project has not been discussed as a priority for any grant program over the last 12 months.

Proposal

In September 2015, Council received an Expression of Interest for the Maddingley Park Facility Development Project as part of considering applications for funding for the Victoria Government Sports Infrastructure Fund. At that time, the Council resolved to apply for three other projects with committed funding in the 2015. 2016 Capital Improvement Program. It was recommended at the time for Officers to continue to develop the Maddingley Park project with the community for the Country Football Netball program should a further round of the program be confirmed by the Victorian Government. Officers have been having discussions with Sport and Recreation Victoria for over 12 months regarding improving facilities at Maddingley Park.

Based on the alignment with the Recreation and Leisure Strategy, Reserve Master Plans and the advice from SRV regarding the likely competitiveness of the projects, it is recommended that the Council endorse the submission of the Maddingley Park Facility Development Project for funding under the Victorian Government Country Football Netball Grant Program. The project should be seen as part of a broader facility development project for the reserve that is contained within Council's draft Capital Improvement Program.

It is proposed that officers continue to work with the Gordon Football Netball Club to further explore opportunities of facilitating major infrastructure development at the site harnessing the in-kind contribution support and other relevant grant programs and funding sources that will be available in the future.

The Gordon Football Netball Club have been provided with feedback from SRV and Council Officers will continue to support the Committee and club in the development of the project.

It is proposed to refer the Bungaree Recreation Reserve Lighting Project for consideration as part of future Country Football Netball Program funding rounds and to Council's Capital Improvement Process for further consideration with other strategic priorities for future funding programs.

Policy Implications

Given the timing of the Country Football Netball Program funding round which is generally late in the year, it is proposed that as part of inviting expressions of interest from clubs and groups for the Sport and Recreation Community Facilities Funding Program from around May, that applications also be invited and considered for submission to possible future rounds of the Country Football Netball Club.

The 2013. 2017 Council Plan provides as follows:

Key Result Area	Community Well Being
Objective	Increase and encourage participation in a range of sport, recreation and leisure activities.
Strategy	Promote community health and wellbeing through the provision of recreation facilities, open space, programs and activities.

The proposal to endorse the application for funding under the Victorian Government Country Football netball grant Program is consistent with the 2013-2017 Council Plan.

Financial Implications

All matching funding for the grant application is to be provided by the clubs and community.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Community Needs	Current Community needs will not be met if improvements are not implemented at these facilities	High	Future strategic planning for high priority recommendations identified in context of other community priorities
Financial	Funding required to progress future development of the facilities	Medium	Business cases will be prepared for consideration in future Council budgets.

Communications and Consultation Strategy

The outcomes of this report will be communicated to all community groups and key stakeholders that expressed interest.

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 – Troy Scoble

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

Conclusion

The Country Football and Netball Program (CFNP) provides grants of up to \$100,000 to assist country football and netball clubs, associations and umpiring organisations to develop facilities in rural, regional and outer metropolitan locations. Applications for the grants program closed on the 11 February 2016.

It is recommended consistent with strategic priorities of Council's Recreation and Leisure Strategy; draft long term Capital Improvement Program and feedback from Sport and Recreation Victoria that the Council endorse the funding application for the Maddingley Park Facility Development Project . Stage 1 as part of a broader facility development project as the reserve.

Officers will continue to work with the Gordon and Bungaree Football Netball Clubs to better position their projects for future funding opportunities.

Recommendation:

It is recommended that the Council endorse the application for the Maddingley Park Facility Development Project – Stage 1 project which was submitted by Officers for funding under the Victorian Government's Country Football Netball Grant Program on the 11 February 2016.

Report Authorisation

Authorised by:

Name: Danny Colgan

Title: General Manager Community Services

Date: Wednesday, 24 February 2016



10.3.5 Community Development Fund

Introduction

File No.: 06/03/004
Author: Renae Knight
General Manager: Danny Colgan

Background

The current round of the Community Development Fund opened on the 16 November 2015 and closed on 11 December 2015. A total of 10 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.

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 2016/17 received support and advice from Community Development/ Engagement Officers.

Number of applications and amount requested

In total, 10 applications were received by the closing date. A total of \$195,665 was requested from a total grant pool of \$100,000. After being allocated a grant from Council of \$100,000, the Bungaree Bowling Club subsequently withdrew its application from the program.

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 1 July 2016, 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 9 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:

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
Coimadai Fire Brigade	Community Facility Upgrade	Redevelopment of the former fire station into a community facility available for use by a wide range of local community groups.	\$25,000	SES Confirmed	\$48,000	\$25,000	\$4,500	\$102,500	\$25,000	94.00
Darley Football Netball Club	Safety Fencing for Darley Park	Erection of a safety fence to reduce incidents of the community being injured whilst using facilities at Darley Park.	\$23,000	Country Football & Netball Grants SRV	\$5,000	\$2,000		\$30,000	\$48,000	87.40
Navigators Tennis Club	Navigators Tennis Club Improvements	Navigators Tennis Club and the Navigators Committee of Management plan to undertake an upgrade of the fencing around the Tennis courts (3 in total) which is in need of improvement	\$17,665	Tennis Australia SRV	\$2,500	\$500	\$2,500	\$23,165	\$65,665	82.00

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
The Avenue Bowling Club	Resurfacing of the Lorna Lucas Green	Removal of the existing sand filled base synthetic bowling green surface and replace it with a woven carpet surface.	\$25,000	SRV	\$50,000	\$76,800		\$151,800	\$90,665	77.20
Bacchus Marsh Arts Council	Public Arts Piece	Design, engineer, fabricate and commission the erection of a Public Art Piece (a tree-themed Sculpture and Resting Place with community seating) that represents the varying sectors of the villages+ making up Bacchus Marsh and recognises the history, agriculture, industry and demographics of the locale. The proposed location is a central location (adjacent to the supper room or at the main street entrance to the Bacchus Marsh Shopping Complex). The exact location is to be confirmed and will be subject to approval of the Council	\$25,000	VicArts Grants Australian Council of Arts	\$15,000	\$5,000	\$20,000	\$65,000	\$100,000	73.00

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
Ballan Golf Club	Water Consolidation Program	To procure two 100,000 liter tanks and fill with water from various sources within the community such as recycled water from Ballan sewerage outlet and rain water from clubhouse roof run-off and hopefully a connection to the Moorabool street drainage system which runs down Blow Court.	\$25,000	SRV	\$3,000			\$28,000	\$125,000	58.8
Ballan Caravan Park	Communal Meeting Recreational Facility	Construct a communal meeting/recreation facility at Ballan Caravan Park which can be used by residents and the general public which can be booked and used for meetings, events, celebrations, parties.	\$25,000	RDV	\$2,500		\$2,500	\$30,000	\$150,000	58.00
Ballan Scouts	Feasibility Study New Scout Hall	The 1st Ballan Scout Group needs a new hall. The project entails the undertaking of a feasibility study to understand the wider community need for a facility.	\$15,000	Bendigo Bank	\$5,000			\$20,000	\$165,000	57.4

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
Eco Goodwill	Thrifty Minx	Development of a Business and Marketing Plan for Thrifty Minx which will be used to leverage further funds from State and Commonwealth governments and philanthropic foundations to subsidise the current enterprise and expand the model to Bacchus Marsh.	\$15,000	Bendigo Bank			\$5,000	\$20,000	\$195,665	24.60
TOTAL			\$195,665					\$439,800		

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 2016/17 budget allocation, a total of \$100,000 is available for allocation in the Community Development Fund. The total amount 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	November/December 2015	Applicants/ groups supported to submit applications

Communications Strategy

Applicants for the Community Development Fund will be advised in writing of the outcomes of their grant applications in March 2016.

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 – Renae Knight

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, 10 applications (one subsequently withdrawn) were received with Council Officers reporting a high quality of applications.

Recommendation:

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

Name of Organisation	Project Name	Recommended Amount
Coimadai Fire Brigade	Community Facility Upgrade	\$25,000
Darley Football Netball Club	Safety Fencing for Darley Park	\$23,000
Navigators Tennis Club	Navigators Tennis Club Improvements	\$17,665
The Avenue Bowling Club	Resurfacing of the Lorna Lucas Green	\$25,000
Bacchus Marsh Arts Council	Public Arts Piece . location to be confirmed and subject to the approval of Council	\$9,335
Total		\$100,000

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.

Report Authorisation**Authorised by:**


Name: Danny Colgan
Title: General Manager Community Services
Date: Wednesday, 24 February 2016

10.4 INFRASTRUCTURE SERVICES

10.4.1 Grant Opportunity - National Stronger Regions Fund (Round 3)

Introduction

File No: 06/03/001
Author: Phil Jeffrey

Background

The Federal Government's National Stronger Regions Fund (NSRF) is a programme to promote economic development in Australia's regions. \$1 billion is provided over five years, commencing in 2015-16, to fund priority infrastructure in local communities.

The NSRF is a competitive programme based on information provided in the application and supporting documents. The objective of the NSRF is to fund investment ready projects which support economic growth and sustainability of regions across Australia, particularly disadvantaged regions, by supporting investment in priority infrastructure.

Round 1 provided for grants of up to \$10 million on a dollar for dollar basis and Round 2 provided the opportunity to submit up to two applications for matching funding.

In July 2015, Council considered a report regarding potential applications and resolved to submit applications to the NSRF programme for Round 2 comprising Bacchus Marsh Racecourse Recreation Reserve and Ballan Industrial Estate.

Extensive submissions for both projects were made by end July 2015. Unfortunately, Council was advised in December 2015 that both applications had been assessed and were unsuccessful. The projects that were successful in both rounds of the programme can be viewed at www.investment.infrastructure.gov.au/funding/NSRF.

Feedback from the department was that because funds from the state government were in the overall funding mix, and that these were unconfirmed, that the submissions were not considered further. It seems that the rest of the applications satisfied the requirements but it is hard to say how they would have ranked against successful applications.

Round 3 Applications

Round 3 of the programme is now open and provides an opportunity to once again submit up to two applications up to a maximum of \$10M, with matching funding to be confirmed before an application is submitted. The closing date for submissions is 15 March 2016.

Scoring of applications is on the following basis:

- The extent to which the project contributes to economic growth in the region (3/7),
- The extent to which the project addresses disadvantages in the region (2/7),
- The extent to which the project increases investment and builds partnerships in the region (1/7),
- The extent to which the project and proponent are viable and sustainable (1/7).

The application process and supporting information that is required is very onerous and at a minimum, applications would require the following supporting documents:

- Project Management Plan
- Business Case
- Risk Management Plan
- Procurement Management Plan
- Written confirmation of all partner funding (cash)
- Asset Maintenance or Asset Management Plan
- Audited Financial Statements for two of the three most recent consecutive years
- Evidence to demonstrate the Applicant's experience in delivering projects of similar size

Given these documents were prepared as part of the Round 2 applications, much of the background work has been completed and a review and update of the documents to further strengthen based on feedback from Round 2 would be required in a short timeframe.

It is anticipated that announcement of Round 3 projects to be funded will be July 2016 and projects are required to be completed by 31 December 2019.

Proposal

It is proposed to resubmit applications for Bacchus Marsh Racecourse Recreation Reserve and Ballan Industrial Estate and remove reference to state government funding that is unconfirmed. The general scope of each project is outlined below.

Bacchus Marsh Racecourse Recreation Reserve

This project has been titled the Moorabool Regional Community Sports Hub and will meet the identified immediate active recreation needs of the community of Bacchus Marsh and its surrounds, while also enhancing the activities of existing reserve tenants. Stage 1 of the development consists of;

- 2 soccer pitches and a cricket field as a multi-purpose field
- Sports lighting to 100 lux to multi use field
- Cricket practice nets
- BMX track to National competition standard
- Multipurpose sports pavilion
- Construction of a gravel car park and entry road upgrade
- Additional overflow parking area south of the BMX track
- Paths and perimeter planting
- Relocation of pony club
- Construction of sand show jumping area
- Provision of 8 dressage arenas
- Construction of camp drafting facilities
- Pavilion for equestrian use
- Construction of a cross country course
- Construction of a shared path to the site
- Extension and construction of services and utilities to the site



The total estimated cost of these works is \$7,450,000. The Round 2 application requested \$3,075,000 from NSRF and included state funding. A Round 3 application will need to remove the state component and therefore half of the total cost would be applied for being \$3,725,000. State grants would still be actively pursued to supplement the project therefore Council's overall contribution should not increase.

Ballan Industrial Estate

The Ballan Industrial Estate Development project will meet the identified immediate employment needs of the community of Ballan and its surrounds, while also enhancing the facilities for existing landowners and tenants and supporting the potential for future growth of existing businesses. The initial project consists of:

- Extension of Haddon Drive within the estate
- 1.5km extension to the gas supply network from Denholms Road
- High voltage power upgrades
- Reticulation of:
 - Drainage
 - Sewerage
 - Water
 - Natural gas
 - Electricity
 - Telecommunications
- Construction of a new municipal works depot
- Landscaping

The total estimated cost of these works is \$5,290,000. The Round 2 application requested \$2,240,000 from NSRF and included state funding. A Round 3 application will need to remove the state component and therefore half of the total cost would be applied for being \$2,645,000. State grants would still be actively pursued to supplement the project therefore Council's overall contribution should not increase.

Policy Implications

The 2013-17 Council Plan provides as follows:

Key Result Area	Representation and leadership of our community
Objective	Advocate for services and infrastructure that meets the shire's existing and future needs.
Strategy	Advocate on behalf of the community to improve services and infrastructure within the Shire.

The proposal is consistent with the 2013-17 Council Plan.

Financial Implications

The financial implications of applying for grant funding are potentially significant. Refer discussion under 'Proposal' section of this report.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial . Inadequate matching funds to finish project	Agencies not able to match required funding.	Low	Commitment in writing from relevant agencies.

Communications and Consultation Strategy

Extensive consultation previously occurred as part of the preparation of the Bacchus Marsh Racecourse Recreation Reserve masterplan. In relation to the BMRRR, it will be necessary to advise the Chair and committee of the desire to progress a further application.

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

The Federal Government's National Stronger Regions Fund (NSRF) is a programme to promote economic development in Australia's regions. It is recommended that Council receives the report on Round 3 of the NSRF programme and authorises officers to progress making a further application based on the revised project scope and costings.

Recommendation:

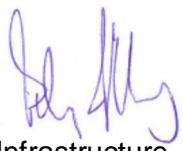
That Council:

1. **Requests Officers to submit applications to the NSRF Programme for Round 3 comprising:**
 - a. **Bacchus Marsh Racecourse Recreation Reserve requesting up to \$3,725,000.**
 - b. **Ballan Industrial Estate Improvements requesting up to \$2,645,000**
2. **Requests Officers to prepare supporting documentation required for the NSRF applications.**

Report Authorisation

Authorised by:

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Friday, 12 February 2016



10.4.2 VicRoads Joint Procurement; Pavement and Linemarking Services

Introduction

File No.: 06/04/004
General Manager: Phil Jeffrey

Background

Recent discussions have been held with VicRoads to determine if there are opportunities for joint procurement of works. Council and VicRoads deliver similar services for road management and maintenance, albeit for different road types and areas. Given the difference in road functions, VicRoads often has higher standards of maintenance.

Part of the discussions with VicRoads involved investigating potential savings for both organisations in three areas being asphalt overlays, reseals and linemarking. Investigations revealed that asphalt and reseals would not result in demonstrable savings largely because of differing standards however linemarking may be of benefit.

Proposal

It is proposed that Moorabool participate in a one-year trial of a joint procurement of pavement linemarking service with VicRoads for the 2016/17 financial year. Given Moorabool's current rates for linemarking, it is estimated that potential cost savings of up to 20% or \$10,000 could be achieved for the period of the trial. It is envisaged that this would result in more works on the ground rather than a budget saving as there is rarely enough maintenance funds available.

Moorabool's current contract is structured as a schedule of rates called up as works are identified. To enable a joint contract to be entered into, the development of an up-front works program for the year would be necessary. Although an inventory of pavement markings exists, it would not include all markings in the shire and this will need to be built on over time. However, it is considered that there is sufficient information to develop a program and will require allocation of resources in the coming months to do so.

The contract would be publically tendered thus satisfying procurement requirements and dovetailing into a much larger contract coupled with scheduling a year of works would realise the potential efficiencies.

The following table outlines the proposed demarcation of responsibilities between Council and VicRoads for the purposes of the pilot.

Council will be responsible to:
<ul style="list-style-type: none"> ▪ Provide an inventory of proposed road marking works for inclusion into the joint contract by May 31, 2016; ▪ Reimburse all costs of their program of works that are undertaken in the joint contract; ▪ Assist VicRoads in preparation of the documents as required and with any construction issues related to their works; ▪ Agree that VicRoads is to maintain control over the contractual arrangements, awards and payments for the delivery of the project with input from Moorabool Shire Council (VicRoads will be the Superintendent of the contract); ▪ Assist VicRoads to ensure any issues in the specification development and delivery are worked through constructively to achieve learnings from the project; ▪ Moorabool Shire Council agrees to VicRoads procuring works on its road network.
VicRoads will be responsible to:
<ul style="list-style-type: none"> ▪ Tender, award and administer the contract for the works; ▪ Make all payments for the works and seek regular reimbursement from Moorabool Shire Council for their proponent of works; ▪ Pay all costs of their program of works that are undertaken in the joint contract; ▪ Assist Moorabool Shire Council to ensure any issues in the specification development and delivery are worked through constructively to achieve learnings for the project; ▪ Use its best endeavours to let a tender in July 2016; ▪ Use its best endeavours to award the contract before November 2016.

At this time, VicRoads is willing to be superintendent of the contract without a fee. Following the conclusion of the trial period, a report on the outcomes of the joint tender will be presented to the Grampians Regional Management Group.

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

Council's existing linemarking budget is in the order of \$50,000. Based on Council's existing rates for linemarking services, it is estimated that a joint procurement model could result in 20% cost reduction over 12 months although it is proposed that this saving equate to more work on the ground.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Contractual	Council does not meet its obligations under the agreement	Low	Allocation of officer to liaise with VicRoads.
Financial	Potential savings not realised.	Low	Part of a much larger contract.

Communications Strategy

There is no formal communications strategy required as a result of the recommendation within this report. Following the conclusion of the trial period, a report on the outcomes of the joint tender will be prepared.

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

This report outlines the opportunity for the procurement of shared services between Council and VicRoads for the provision of linemarking.

It is considered that a joint approach could result in some savings and efficiencies in scheduling of works. As such, it is recommended Council trial a joint procurement process with VicRoads for linemarking, for a period of twelve months.

Recommendation:

That Council:

- 1. Endorses a joint procurement process between Moorabool Shire and VicRoads for the provision of linemarking services.**
- 2. Authorises the General Manager Infrastructure to progress the matter on Council's behalf.**


Report Authorisation

Authorised by:

Name: Phil Jeffrey

Title: General Manager Infrastructure

Date: Friday, 12 February 2016



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 3 February 2016 . Shared Services and Draft Service Review and Planning Policy and Framework
- Assembly of Councillors . Wednesday 10 February 2016 . Football / Netball Program and Rating Strategy

Recommendation:

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

- **Assembly of Councillors – Wednesday 3 February 2016 – Shared Services and Draft Service Review and Planning Policy and Framework**
- **Assembly of Councillors – Wednesday 10 February 2016 – Football / Netball Program and Rating Strategy**

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
Maddingley Park Committee of Management	12 January 2016	Cr. Edwards.

Recommendation:

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

- **Maddingley Park Committee of Management meeting of Tuesday 12 January 2016.**

Attachment - Item 11.2

Maddingley Park Committee of Management MINUTES

Meeting date: Tuesday 12th January 2016
Meeting venue: Lerderderg Library
Chairperson: Russell Hendry

Present: Russ Hendry, Michael Love, Peter Wakefield, Gary Coles, Heather Chambers, Margaret Scarff, Peter Sutherland,

Apologies: Pamela Pinney, Chris Kearney

1. Minutes from previous meeting

The minutes of the previous meeting - 27th October 2015 were approved on a motion by Peter Wakefield seconded by Michael Love.

2. Finance

- 2.1. Finance report for November 2015 was circulated with the agenda. Outstanding accounts related to power accounts payable by the BMFNC and will be pursued.
- 2.2. Funding for the WFD projects which were completed on 6th January 2016 and expenses acquitted.
- 2.3. Funding of \$14,400 has been invoiced for the latest WFD which commenced on 11th January 2016.
- 2.4. Balance in general account stands at \$32,000.

Moved Peter Wakefield seconded Michael Love that the accounts as presented be approved.

3. Correspondence/Hire Requests

3.1. Inwards

- 3.1.1. 007 . Deb Kerr re coffee vending in park in Feb for trial.
- 3.1.2. 008 . Katherine King . unsuccessful in grant application
- 3.1.3. 009 . MSC . Appointment of Cr David Edwards to Committee
- 3.1.4. 010 . MSC Sam Romazsko re architect
- 3.1.5. 011 - BMAC . Kylie Burton re Art in park
- 3.1.6. 012 . MAX Employment . WFD Contract
- 3.1.7. 013 . Steve Lalor resignation as Junior Cricket representative

3.2. Outwards:

- 3.2.1. 005 . Damian DeGoldi - water use in park
- 3.2.2. 006 . Anthony McGrath . HSOO5 policy upgrade
- 3.2.3. 007 . MSC Project acquittal for Evans Kiosk
- 3.2.4. 008 . Memo to CoM members with December update.
- 3.2.5. 009 . Report to MSC on irrigation design for passive areas.
- 3.2.6. 010 . Letter of thanks to Anne Tarrant for WFD supervision
- 3.2.7. 011 - WFD Contract to MAX Employment

Actions on Correspondence

1. Letter to Steve Lalor thanking him for his service
2. Moved Marg Scarff seconded Peter Sutherland that the inwards be received and outwards approved.

4. Projects Update

- 4.1 -WFD proceeding with new program.
- 4.2-Grants for Pavilion and changerooms submitted for February approval.
- 4.3-Finger signs installed
- 4.4-Evans pavilion kiosk upgrades completed.
- 4.5-Trees planted (20) with another 40 planned next 6 months
- 4.6-Seats installed on running track
- 4.7. Passive area irrigation- report sent to CoM and MSC. Awaiting response from MSC.

5. Other Business

- 5.1. Junior sport facility/complex for Siberia discussed and sub-committee to be established to develop concepts. All User groups must be involved and possibly external interested parties. David suggested we should meet with Tim Peggy (Metro Planning Authority) to discuss this. Action: Russ to meet with these parties to see what / if interest exists.
- 5.2. Issues regarding Art in the park to be followed up with Kylie Burton.
- 5.3. Use of funds for next 6 months were discussed and the following items to be targeted:
 - 5.3.1. Car parking along Taverner St near Tennis Club and playground .
Action: Russ to get quotes and concepts for next meeting.
 - 5.3.2. Purchase and install electric barbecues
Action: Russ to get quotes on BBQs and electrics. Marg to determine where to install.
 - 5.3.3 Fencing repair and upgrade including new entry to rear of pavilion, bin location and gates at end of oval for entry for football in lieu on ANA gate entry. Action: Peter Sutherland from BMFNC. Russ to get quotes once BMFNC response received.
 - 5.3.4 Main Gates repair and repainting. Action Russ to get quotes to sandblast and paint and repair.
 - 5.3.5 Rotunda near playground - concrete required. Action: Russ to get quotes.
 - 5.3.6 Old concrete/wood slat seats to be re-located to better suit needs.
Action: Heather, Michael and Marg to determine siting. Russ to get them moved.
 - 5.3.7 Water to electric barbecues and drainage. Action: BBQ sites to be decided by Marg, Russ to get done.
 - 5.3.8 Kiosk upgraded for storage. Action: Russ to arrange for old pump to be removed and shelving installed.
 - 5.3.9 CCTV in park for security . Action: Russ to get quotes.

Next meeting: Tuesday 23rd February 2016 . James Young Room at the library.

Meeting closed: 8.30 pm.

[Type text]

**MADDINGLEY PARK COMMITTEE OF MANAGEMENT
FINANCIAL REPORT NOVEMBER 2015**

Bank Balance 22nd September 2015 **62,847.94**

Income

Max Solutions (WFD)	15,600.00	
Morrabool Shire Council (Grant)	1,000.00	
Relay for Life	750.00	
Moorabool Shire Council (electricity)		
Bacchus Marsh Football Netball Club (electricity)	1,324.04	
Bacchus Marsh Lawn Tennis Club (electricity)	2,351.04	
Bacchus Marsh Cricket Club	554.58	
Bacchus Marsh Tourism Association	1,250.00	22,829.66

Expenditure

Momentum Energy	3,411.23	
Sceneys (WFD)	396.00	
Wilson's Hardware (WFD)	4,148.42	
At Call Safety (WFD)	1,391.39	
H Chambers (WFD)	6,829.15	
A Tarrant (WFD)	6,775.00	
EP Draffin (WFD)	7,382.10	
BRK Excavations (WFD)	3,179.00	
Commonwealth Bank (fees)	20.35	
P Wakefield (WFD)	60.43	
R Hendry	45.10	
BM Farm Supplies (WFD)	88.00	
BM Mowers (WFD)	619.00	
P Lalor	1,000.00	
Mt William Plant Nursery (WFD)	2,439.90	
BM Lions Club (WFD)	1,020.00	
Executive Gardening	330.00	
BM Workwear	3,355.05	
		42,490.12

Bank Balance 27th November 2015 **43,187.48**

Security Bonds Held

Djerriwarrah Health - Calleja Car Show	500.00	
Marsh Rod & Custom Club	500.00	
BM Tourism Association	500.00	
		<u>1,500.00</u>

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	15 December 2015	Cr. Dudzik Cr. Edwards Cr. Spain

Recommendation:

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

- **Moorabool Recreation and Leisure Strategic Advisory Committee meeting of Tuesday, 15 December 2015.**

Attachment - Item 11.3



Moorabool Shire Recreation and Leisure Strategic Advisory Committee

Minutes

Date: Tuesday 15 th December 2015	Time: 4pm – 6pm	Venue: James Young Room Lerderderg Library
Committee Members: Cr John Spain, Cr Tonia Dudzik, Ms Marg Scarff, Mr Pat Griffin, Ms Patricia Binks, Mr Darran Fowlie		Apologies: Cr David Edwards, Mr Noel Stanley, Mr Rod Ward, Mr Simon Hooper. Mr Phil Jeffrey General Manager Infrastructure, Mr Satwinder Sandhu General Manager Growth & Development,
Council Staff: Mr Danny Colgan General Manager Community Services, Mr Troy Scoble Manager Recreation & Youth, Mr Anthony McGrath Recreation Officer.		
Guests: Mr Russ Hendry, Mr Eric Dawes (Guests departed following the IMS presentation)		
Chairperson: Cr Tonia Dudzik		

No	Item	Who	Time
1.	Welcome and introductions	Chairperson	
2.	Apologies	Chairperson	
3.	IMS Presentation (Reserves and Halls booking system) <ul style="list-style-type: none"> Ed presented on the IMS facility booking system and highlighted the cost, time and efficiency benefits this system provides all stakeholders in the management of facilities. \$9000 Annual fee. Motion: Pat Griffin raised motion that the IMS Facility Management System be recommended for immediate implementation as a tool to provide continued support to Council and the community in the management of facilities in the future. Seconded by Marg Scarff. Carried. Action: Officers to further investigate how the immediate implementation of this system can be funded 	Ed Ferguson (IMS)	
4.	Revisit Terms of Reference for the Committee <ul style="list-style-type: none"> The existing terms of reference were reviewed for discussion. It was confirmed that if a proxy Councillor attends a meeting, given the proxy Councillor hasn't been appointed to the Committee by the Council, the proxy Councillor doesn't have voting rights. All Councillors can attend the meetings of the committee but only those appointed by the Council (Crs Edwards, Dudzik and Spain) to the committee have voting rights. (Note; Officers do not have voting rights.) 	Tonia	

	<ul style="list-style-type: none"> • It was noted that some appointed members had never attended a meeting, or not met the required attendance as per the Terms of Reference. • Action: Council to write to those members that have not attend the required amount of meetings as per the terms of reference and request for them to advise if they will be attending the next meeting or wish to resign from the Committee. • Action: For Council to insert into the Terms of Reference a change from the Committee having 6 community members to 8 community members and seek to fill 8 community members positions in 2016. • Action: As per section 7.3 of the Terms of Reference, confirm all members continue as nominated members of the committee for a further 1 year period. 		
5.	<p>Reserve Management Framework: Update and Process from here.</p> <ul style="list-style-type: none"> • Troy presented the Draft Recreation Reserve Management Framework • Feedback was provided by Committee members in attendance which provided general support for the framework • Further feedback can be provided up until January 20th 2016 for the framework to be finalized for presentation at the next meeting. • Action: Members to provide further feedback to Troy by January 20th 2016. Seed to tscoble@moorabool.vic.gov.au (NB; Following feedback the draft be presented to the Committee for committee support at the February meeting.) 	Troy	
6.	<p>Update; Maddingley Park Master Plan Review</p> <ul style="list-style-type: none"> • Troy presented the scope, status and draft Maddingley Park Master Plan • Feedback sought from members for the plan to be drafted and presented back to the Committee of Management and this Committee prior to a public engagement process being undertaken • Action : Members to provide feedback as to the master plans alignment with recommendations of the Recreation and Leisure Strategy by end of January 2016 	Troy	
7.	<p>Update; 2016 / 2017 Capital Improvement Program Process</p> <ul style="list-style-type: none"> • Cr. Spain noted his frustration that this had been deferred until the next meeting. • Action: Phil Jeffrey to present on the status and recommended priorities for Capital Development for the 2016/17 financial year at the next meeting 	Phil	
8.	<p>Update on Bacchus Marsh Racecourse Recreation Reserve Master Plan Outcome</p> <ul style="list-style-type: none"> • Some discussion regarding the process that was undertaken to seek the approval of the Committee at the last meeting, which included queries around the transparency of the public consultation that was undertaken. Cr. 	Phil	

	<p>Dudzik referred members to the Minutes of the September 2nd Ordinary Meeting of Council, which was held at the Dunnstown Recreation Reserve.</p> <ul style="list-style-type: none"> • Pat Griffin stated that he and The BMRRR CoM was disappointed that close to \$200k had been spent on the masterplan and design drawings, as he felt this was not how the resolution of Council outlined the money to be spent. • Motion: Pat Griffin raised a motion; That the committee receive a full report on the costings of the master plan including design of stage 1, which is to be provided to the Committee at the next meeting. Seconded by Cr John Spain, Carried • Action: Officers to provide a copy to all members of the Council report including community engagement and feedback provided that was presented to Council for adoption 		
9.	<p>Advisory Committee Workplan and scheduled time lines for 2016</p> <p>Jan 16 – June 16 work will include;</p> <ul style="list-style-type: none"> ~ Darley Park Master Plan ~ User Fees and Charges Policy ~ Capital Contributions Policy ~ Facility Lease / License Occupancy Policy ~ Community Facilities Funding Policy ~ Moorabool Shire Water Management Plan ~ S.86 Special Committees Appointment and Delegation Policy 	Troy	
10.	<p>Other Business</p> <p>Nil</p>	All	
11.	<p>Next Meeting Date</p> <ul style="list-style-type: none"> • Mid to Late February 2016 (To be coordinated by email) 	All	
12.	<p>Close of Meeting</p> <ul style="list-style-type: none"> • 6pm 		

12. NOTICES OF MOTION

No notices of motion have been received for consideration as part of this Agenda.

13. MAYOR'S REPORT

To be presented at the meeting by the Mayor.

Recommendation:

That the Mayor's report be received.

14. COUNCILLORS' REPORTS

To be presented at the meeting by Councillors.

Recommendation:

That the Councillors' reports be received.

15. URGENT BUSINESS

16. CLOSED SESSION OF THE MEETING TO THE PUBLIC**16.1 Confidential Report****Recommendation:**

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

17. MEETING CLOSURE