

ORDINARY MEETING OF COUNCIL

Notice is hereby given of the
Ordinary Meeting of Council to be held at
the Bungaree Community Facility,
279 Bungaree-Wallace Road, Bungaree on
Wednesday 1 June 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 4 May 2016

Recommendation:

That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 4 May 2016.

5.2 Special Meeting of Council – Wednesday 25 May 2016

Recommendation:

That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 25 May 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

10.1.1 Request for Leave of Absence – Cr. Paul Tatchell

Introduction

File No:

Author:

Rob Croxford

Chief Executive Officer

Background

On Thursday 12 May 2016, Cr. Paul Tatchell announced his intention to stand with the National Party of Australia as a candidate for the Federal Election to be held on Saturday 2 July 2016.

Cr. Tatchell has declared his intended candidacy to Council in writing as presented to Council as an attachment to this report. Cr. Tatchell has requested Council's approval to grant (him) a leave of absence from his role as Councillor of Central Moorabool Ward effective from and including Wednesday 1 June 2016 to Monday 4 July 2016.

In order to comply with the principles of councillor conduct as set out in section 76B of the *Local Government Act* 1989 (the Act), Cr. Tatchell has submitted his apologies for all meetings of Council inclusive of Special Committee meetings, Assemblies of Councillors and community meetings scheduled after the announcement made on 12 May 2016 to 1 June 2016.

Proposal

In relation to Council granting a leave of absence to a Councillor, section 66B of the Act provides that the Councillor;

- (a) may continue to be a Councillor but must not perform the duties or functions of a Councillor during the period of leave;
- (b) remains entitled to receive a Councillor allowance unless this Act otherwise provides;
- (c) is not entitled to be reimbursed for out-of-pocket expenses during the period of leave;
- (d) must return all Council equipment and materials to the Council for the period of leave if the Council requires.

As stated in Cr. Tatchell's correspondence, Cr. Tatchell has requested that his councillor allowance be ceased for the period commencing 12 May to 4 July 2016. This is provided for under section 74A(3) of the Act.

Cr. Tatchell will retain the mobile phone issued by Council and will reimburse Council for rental and usage costs for the period commencing 12 May to 4 July 2016.

In line with advice received from the Municipal Association of Victoria (MAV), Cr. Tatchell will not use any council resources (apart from the mobile phone use at his own expense as mentioned above), including staff, council equipment and facilities in relation to his candidacy.

In view of all statutory requirements as indicated above having been addressed, it is recommended that Cr. Paul Tatchell be granted a leave of absence from his role as Councillor of Central Moorabool Ward effective from and including Wednesday 1 June 2016 to Monday 4 July 2016.

Policy Implications

The 2013–2017 Council Plan provides as follows:

Key Result Area	Representation and Leadership of our Community
Objective	Good governance through open and transparent processes and strong accountability to the community.
Strategy	Ensure policies and good governance are in accordance with legislative requirements and best practice.

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

Financial Implications

Nil.

Risk & Occupational Health & Safety Issues

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

Communications and Consultation Strategy

Council will issue a media release to notify the community of Council's decision and all staff will be duly notified and briefed.

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.

Author - Chief Executive Officer

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


Conclusion

After announcing his intention to stand with the National Party of Australia as a candidate for the Federal Election to be held on Saturday 2 July 2016. Cr. Tatchell has declared his intended candidacy to Council in writing as presented to Council as an attachment to this report. Cr. Tatchell has requested Council's approval to grant (him) a leave of absence from his role as Councillor of Central Moorabool Ward effective from and including Wednesday 1 June 2016 to Monday 4 July 2016.

Recommendation:

That Council grants a leave of absence to Cr. Paul Tatchell from his role as Councillor of Central Moorabool Ward effective from and including Wednesday 1 June 2016 to Monday 4 July 2016.

Report Authorisation**Authorised by:**

Name: Rob Croxford 
Title: Chief Executive Officer
Date: Wednesday, 25 May 2016.

10.1.2 CEO – Annual Leave

Introduction

File No.: Personnel File
Author: Rob Croxford

Background

This report requests approval of the Council for the CEO to take leave in August, 2016, over the Christmas period 2016/2017, and to take leave in March/April 2017.

Proposal

It is requested that the Council approve annual leave for the periods:

- 19 August to 24 August, 2016 – 4 work days.
- 26 December, 2016 to 10 January, 2017 – 10 work days, inclusive of 3 public holidays.
- 27 March, 2017 to 21 April, 2017 – 20 work days, inclusive of 4 public holidays.

The Acting CEO for the period 19 August to 24 August, 2016 and the period 26 December, 2016 to 10 January, 2017 will be Phil Jeffrey, General Manager Infrastructure.

The Acting CEO for the period 27 March, 2017 to 21 April, 2017 will be Danny Colgan, General Manager Community Services.

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.

Author – Rob Croxford

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

Conclusion

That the CEO be granted annual leave and that Phil Jeffrey be appointed Acting CEO for the period 19 August to 24 August, 2016 and for the period 26 December, 2016 to 10 January, 2017.

That the CEO be granted annual leave and that Danny Colgan be appointed Acting CEO for the period 27 March, 2017 to 21 April, 2017.


Recommendation:

That:

1. **The CEO, Robert Croxford be granted annual leave for the periods:**
 - a) **19 August, 2016 to 24 August, 2016**
 - b) **26 December, 2016 to 10 January, 2017**
 - c) **27 March, 2017 to 21 April, 2017**
 2. **The Acting CEO for the period 19 August to 24 August, 2016 and the period 26 December, 2016 to 10 January, 2017 will be Phil Jeffrey, General Manager Infrastructure.**
 3. **The Acting CEO for the period 27 March, 2017 to 21 April, 2017 will be Danny Colgan, General Manager Community Services.**
-

Report Authorisation

Authorised by:

Name: Rob Croxford 
Title: Chief Executive Officer
Date: Wednesday, 25 May 2016.

10.1.3 Service Reviews – 2016/2017 Program

Introduction

File No.: 02/03/013
Author: Rob Croxford
Chief Executive Officer: Rob Croxford

The purpose of this report is to recommend that the Council endorse the review of Aged and Disability; Parks and Gardens and School Crossing services.

Background

The Council at its meeting on the 6 April 2016, resolved to adopt a Service Review and Planning Policy and Framework.

The Service Review and Planning Policy and 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 the 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 service review and planning policy and framework have been developed.

Proposal

It is proposed that a review of Aged and Disability; Parks and Gardens and School Crossing services now be undertaken in accordance with the adopted Service Review and Planning Policy and Framework.

The reviews will 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 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
- In reviewing a service, the linkages between services, including internal support services, will also be considered.

The following provides a brief description of each service with further details contained in Attachment 10.1.3.

Aged and Disability Services

The Council's provides a comprehensive and flexible range of services to frail aged people, people with a disability and their carers. The overall objective is to deliver services which are responsive to the needs of the individual and which maximize independence and wellbeing.

The aged and disability services provided by Council are: assessment; access and support; allied health; domestic assistance; delivered and centre based meals; personal care; property and home maintenance; planned activity group/social support; re-ablement and wellness services: support to senior citizens centre and vulnerable clients; memory lane café; volunteer coordination; and disability respite services.

Parks and Gardens

Council is responsible for the management and maintenance of a variety of assets and seeks to provide clean, safe and attractive open space for residents and visitors of the Shire, whilst maintaining a level of service that retains the quality and condition of Council's assets.

The services provided by Council include the management and maintenance of active and passive open space (including public parks, gardens, playing surfaces, streetscapes and road reserves), cleaning of public facilities (including toilets and BBQs), as well as tree maintenance.

School Crossings

The Council provides a service to pedestrians, in particular children, before and after school. The overall objective is to protect children who are particularly vulnerable road user and assist them in crossing the road safely with their travel to and from school. Council provide a staff member in an appropriate uniform at each identified school crossing between the designated hours of 8:00am – 9:15am and 2:35pm - 4:00pm weekdays. School Crossing Supervisors are able to stop traffic, under the Road Rules Victoria legislation.

The School Crossing Supervision Program began in Victoria in 1974. School Crossing Supervisors are employed by each municipality, with the cost of the program, during this period a 50/50 split between the State Government and each Council. The review undertaken by MAV indicates that Council's state-wide are contributing 80 percent of the staffing costs, with the State Government providing a subsidy of only 20 percent.

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 Reviews are consistent with the Council's Service Review and Planning Policy and 2013-2017 Council Plan.

Financial Implications

The proposed service reviews will be undertaken using existing resources.

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

The Service Review will involve extensive community engagement consistent with Council's Community Engagement Policy and Framework. A Community Engagement Plan will be prepared for each service review.

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.

Author – Rob Croxford

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

Conclusion


The proposed Service Reviews demonstrate the Council's commitment to ensuring 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 the Council endorse the review of Aged and Disability; Parks and Gardens and School Crossing Services.

Report Authorisation

Authorised by:

Name: Rob Croxford 
Title: Chief Executive Officer
Date: Wednesday, 25 May 2016.

Attachment - Item 10.1.3

Service Reviews – 2016/2017 Program - Description of Services

Aged and Disability Services

In May 2013, the Australian and Victorian Governments signed a Heads of Agreement on the National Disability Insurance Scheme which will see the implementation of the National Disability Insurance Scheme (NDIS).

As part of this agreement, the Commonwealth will take full funding and administration responsibility for Victorian Home and Community Care (HACC) services for people aged 65 years and over (and 50 years and over for Aboriginal and Torres Strait Islander people) under the new Commonwealth Home Support Program from 1 July 2016.

The Victorian Government will continue to fund and manage services for people aged under 65. The agreement recognises there are a number of benefits in the Victorian HACC system and both governments have been reached an agreement on how many of the benefits will be retained under the new arrangements.

Council's HACC Services

The Council's provides a comprehensive and flexible range of services to frail aged people, people with a disability and their carers. The overall objective is to deliver services which are responsive to the needs of the individual and which maximize independence and wellbeing.

The HACC program focuses on improved planning for diversity, strengthened assessment and care planning processes and service delivery underpinned by an Active Service Model approach. This direction aligns with strategy planning in other sectors such as Disability Services, Chronic Disease Management and Mental Health.

The Council provides the following range of Aged and Disability Services:

Assessment - The purpose of a Living at Home Assessment is to gain a broad understanding of the type and range of a person and their family or carer's needs for community-based services, in order to build people's capacity to remain living as independently as possible. This involves careful care planning, matching the person's needs to the most appropriate service response either from informal sources, community resources or groups and/or subsidised services funded through the HACC program or broader health and community services.

Access and Support - Access and support roles assist people with complex needs due to diversity to access services that will improve their capacity to live in the community as independently as possible.

Allied Health - Allied health services provide clinical expertise, care and treatment, education, advice and supervision to improve people's capacity to: independently manage everyday activities; manage chronic disease; attain or maintain good health, nutrition, mobility and safety at home and in the community; and Allied health services are important in the implementation of the active service model and integrated chronic disease management.

Domestic Assistance – Domestic assistance provides advice and assistance to improve or maintain people's capacity to manage everyday activities in a safe, secure and healthy home environment.

Delivered and Centre based Meals – The HACC delivered meals and centre-based meals service provides a nutritious, appetising and culturally appropriate main meal delivered to the person's home or to a community centre where meals are eaten in a social setting.

Personal Care - Personal care describes assistance with self-care tasks such as showering, dressing and mobility and assistance with medication, as well as assistance with other activities of daily living such as shopping, meal preparation and escorting to medical appointments and community activities.

Property & Home Maintenance - Property maintenance services provide advice and assistance with home and garden maintenance to help people maintain a safe, habitable and healthy home environment. The services provide repairs and modifications to assist people managing disabling conditions to move safely about the house.

Planned Activity Group/Social Support - Planned activity groups support people's ability to remain living in the community by providing a range of enjoyable and meaningful activities. These activities support social inclusion, community participation, and build capacity in skills of daily living.

Re-ablement & Wellness services – Programs designed to assist with accessing public transport, cooking and food safety, hygiene and independence with medication.

Senior Citizens – Funding to assist the senior citizens to operate.

Vulnerable Clients – under the Flexible Service Response: establish the vulnerable client register develop in conjunction with client emergency plan; develop Heatwave Plan; and operate cooling centres

Memory Lane Café – a support group for people living with dementia, where their carers provide information, support and practical assistance.

Volunteer Coordination - Volunteer coordination recruits, trains and supervises volunteers to provide a broad range of services and support including: friendly visiting; telelink; carer support; stand-alone transport services; and host carer programs.

Disability Respite Programs – Develop and deliver weekend respite for people living with a disability from 6 – 64 years of age; Council currently deliver 5 programs.

Parks and Gardens

Council is responsible for the management and maintenance of a variety of open space assets. It seeks to provide clean, safe and attractive open space for residents and visitors of the Shire, whilst maintaining a level of service that retains the quality and condition of Council's assets.

A review of this service includes the establishment of an open space asset hierarchy, with agreed service levels for each asset class and subsequent development of an operational plan. As a service delivered to a growing community, the review also acknowledges and considers the need for future expansion and growth, whilst defining the criteria for works undertaken and managing community expectation.

The activities provided by Council as part of the Parks and Gardens service, and subject to review, include; management and maintenance of active and passive open spaces (public parks, gardens, playing surfaces, streetscapes and road reserves), cleaning of public amenities (including toilets and BBQs) and management of playgrounds.

School Crossing Services

Council currently provides School Crossing Supervisors for fifteen school crossings in the municipality. Council employs a total of twenty School Crossing Supervisors (part time and casual)

VicRoads and Northern Grampians Shire Council is currently undertaking a review of the School Crossing Supervisor program, which is said to be forming part of a state-wide review of the subsidy scheme.

The objective of the Council review is to investigate and develop a more sustainable School Crossing Supervisor Program, which include; (but not limited to):

- Clarify the current ratio of funding split between the State Government and Council;
- Develop clear protocols on obtaining the correct funding split; and
- Undertake a risk review of the current School Crossing Program and develop risk priority,
- Investigate if there is a the need for new school crossing areas; and
- Explore other opportunities of service based upon a demand analysis.

10.2 GROWTH AND DEVELOPMENT**10.2.1 Planning Application PA2015-107 - Two (2) Lot Subdivision (Boundary Realignment) - 814 Diggers Rest Road Coimadai, Lots 1 and 2 on PS 221537M**

Application Summary:	
Permit No:	PA2015-107
Lodgement Date:	25 May 2015
Planning Officer:	Victoria Mack
Address of the land:	814 Diggers Rest Road, Coimadai
Proposal:	Two (2) Lot Subdivision (Boundary Realignment)
Lot size:	34.43 hectares
Why is a permit required?	Subdivision – Farming Zone Subdivision – Environmental Significance Overlay Schedule 1 Subdivision – Road Zone Category 1 Subdivision - Clause 52.29 – Access to RDZ1
Public Consultation:	
Was the application advertised?	Yes
Notices on site:	Yes
Notice in Moorabool Newspaper:	No
Number of Objections:	Nil
Consultation meeting:	None held

Policy Implications:	
Key Result Area	Enhanced Natural and Built Environment.
Objective	Effective and efficient land use planning and building control.
Strategy	Implement high quality, responsive, and efficient processing systems for planning and building applications Ensure that development is sustainable, resilient to change and respects the existing character.
Victorian Charter of Human Rights and Responsibilities Act 2006	
<p>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.</p>	
Officer's Declaration of Conflict of Interests	
<p>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.</p> <p><i>Manager – Rob Fillisch</i></p> <p>In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p><i>Author – Victoria Mack</i></p> <p>In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	
Executive Summary:	
Application Referred?	Yes
Any issues raised in referral responses?	Western Water objected to the application under section 55 of the Planning and Environment Act
Preliminary Concerns?	Proclaimed water supply catchment
Any discussions with applicant regarding concerns	The applicant was asked to liaise with Western Water, about their objection, to see if their concerns could be resolved.

Any changes made to the application since being lodged?	No
VCAT history?	None
Previous applications for the site?	<p>PA2001-244 being for the Development and Use of a Dwelling issued on 18 September 2001.</p> <p>PA2005-200 being for Buildings and Works Associated with Additions to an Existing Dwelling within the Environmental Significance Overlay issued on 24 August 2005.</p>
General summary	<p>The application is to re-subdivide two lots to create one lot of 30.35ha containing an existing dwelling and equine infrastructure and a second lot of 4.45ha which would be vacant land.</p> <p>Western Water has objected to the application under Section 55 of the Planning and Environment Act 1987. Their objection relates to the impact of the subdivision on the Proclaimed Water Supply Catchment and related concerns.</p> <p>A Section 55 objection means that Council must refuse the application under Section 61(2) of the <i>Planning and Environment Act</i> 1987.</p> <p>However, should Western's Water's objection change, or a Review be lodged at VCAT by the applicant, it is considered that Council should also be given the opportunity to comment on the application.</p> <p>It is considered that the re-subdivision would not achieve a good planning outcome in relation to the objectives of the Farming Zone and State and Local Planning Policies which aim to protect agricultural land from residential encroachment.</p> <p>If this application was to be supported a 4.54ha lot would be created that may create a further opportunity in the future for the lot to be excised from the established horse enterprise and sold off for rural residential development. It is not considered that this potential outcome should be supported.</p>

Summary Recommendation:

That, having considered all relevant matters as required by the Planning and Environment Act 1987, Council issue a **Refusal** to grant a planning permit for a Two (2) Lot Subdivision (Boundary Realignment) on land described as Lots 1 & 3 on PS 221537M, or otherwise known as 814 Diggers Rest Road, Coimadai based on grounds documented at the end of this report.

Public Notice

The application was notified to adjoining and surrounding landowners and occupiers and a sign was placed on the site for a minimum period of 14 days. No objections were received.

Proposal

The total land area is currently 35.738ha. The applicant seeks approval to re-subdivide two existing titles into two new lots as follows:

Current lot details	Proposed lot details
Lot 1: 34.84ha with existing dwelling and equine infrastructure and dam	Lot 1: 30.35ha with existing dwelling and equine infrastructure
Lot 3: 898sqm	Lot 2 – vacant land with existing dam – 4.45ha

The site currently has access from Diggers Rest Road. The proposed Lot 2 would require access from Gisborne Road, which is a category 1 road. No vegetation would be removed to create the re-subdivision.

Site Description

An aerial map of the site is shown below:



The subject site is described as Lots 1 & 3 on PS 221537M or otherwise known as 814 Diggers Rest Road, Coimadai 3340.

The total area of the subject land s 35.738ha and it is located on the eastern side of Gisborne Road at the corner of Diggers Rest Road. The site has a road frontage to the Gisborne Road of 290.9m and a road frontage to Diggers Rest Road of 837m.

The allotment is approximately rectangular in shape and generally flat. The land is used for horses and has horse related infrastructure including stables, horse yards, 2 arenas, a round yard and outbuildings as well as a dwelling approved by PA2001-244 issued on 18 September 2001.

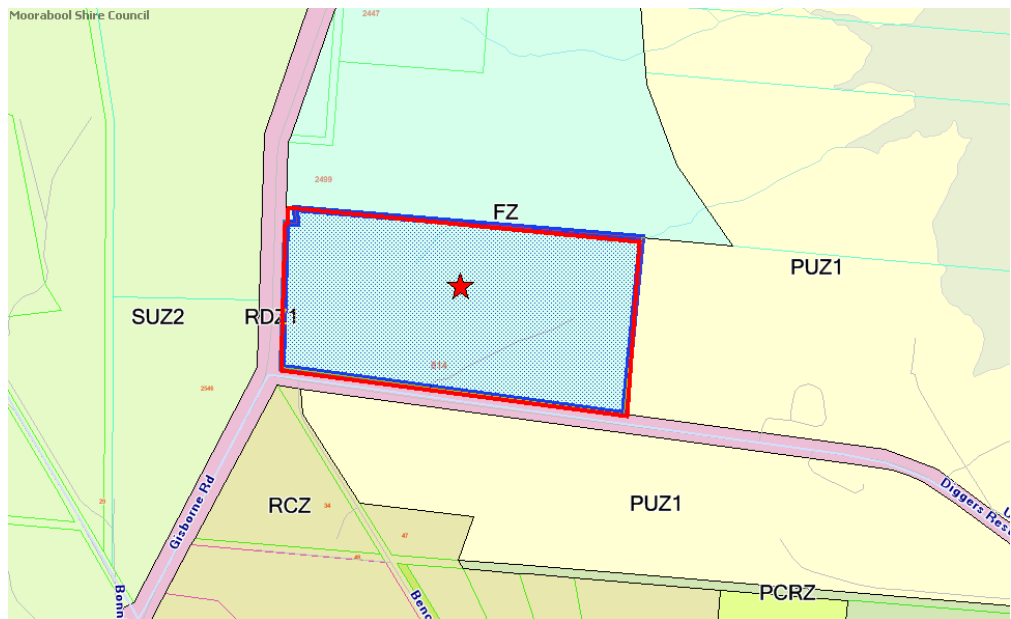
The land is approximately 6.5kms north of the centre of the township of Bacchus Marsh and 4.7kms north of the Western Freeway which provides access to Ballarat to the west and Melbourne to the east.

The Boral sand and gravel quarry is located directly across the Gisborne Road to the west. The Merrimu Reservoir is located approximately 850m to the east of the site. To the north are similar sized allotments in the Farming Zone most with dwellings and outbuildings. Land to the south and east is located within the Public Use Zone Schedule 1 – Service and Utility which is generally the zoning around the Merrimu Reservoir.

Locality Map

The subject site is in the Farming Zone. Land to the east and south is in the Public Use Zone with some land to the south also in the Rural Conservation Zone. Land to the west is in the Special Use Zone 2 – Earth and Energy Resources Industry.

A zone map of the subject land is shown below:



Planning Scheme Provisions

Council is required to consider the Victoria Planning Provisions and give particular attention to the State Planning Policy Framework (SPPF), the Local Planning Policy Framework (LPPF) and the Municipal Strategic Statement (MSS).

The relevant clauses are:

- 11.05-2 Melbourne’s hinterland areas
- 11.06 Central Highlands Water’s regional growth strategy
- 11.06-7 Environmental assets
- 11.06-8 Agricultural productivity
- 14.01-1 Protection of agricultural land
- 14.02 Water
- 14.02-1 Catchment planning and management
- 14.02-2 Water quality

- 21.02 Natural Environment
- 21.02-3 Objective – Water and Catchment Management
- 21.03 Settlement and Housing
- 21.03-4 Objective – Landscape and neighbourhood character
- 21.04-2 Objective—Agriculture
- 22.02 Special Water Supply Catchments

The proposal complies with the relevant sections of the SPPF and LPPF, with the exception of the clauses outlined in the table below:

SPPF	Title	Response
Clause 14.02	Water	Western Water has objected to the application.
Clause 14.01-1	Protection of agricultural land	The application would create a small lot in the Farming Zone suitable for a rural lifestyle lot and not for any practical productive agricultural use.
Clause 14.02-1	Catchment planning and management	Western Water has objected to the application
LPPF		
Clause 21.02-3	Objective – Water and Catchment Management	Western Water has objected to the application
Clause 22.02	Special Water Supply Catchments	Western Water has objected to the application.

Clause 21.04-2	Objective—Agriculture	The application would create a small lot in the Farming Zone suitable for a rural lifestyle lot and not for any practical productive agricultural use.
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Farming Zone

The land is within the Farming Zone. The purpose of the Farming Zone is to:

- Implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- Provide for the use of land for agriculture.
- Encourage the retention of productive agricultural land.
- Ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- Encourage the retention of employment and population to support rural communities.
- Encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

In accordance with Clause 35.07-3 a permit is required to subdivide land. Each lot must be at least the area specified for the land in a schedule to this zone. A permit may be granted to create smaller lots if any of the following apply:

- The subdivision is the re-subdivision of existing lots and the number of lots is not increased.

It is considered that the re-subdivision of the land to create a 4.45ha lot would not enhance the use of the land for agriculture.

Road Zone Category 1

The land is adjacent to a Road Zone Category 1. The application would seek to construct an access to the Road Zone. Pursuant to Clause 36.04-2 of the Road Zone Category 1 a permit is required to subdivide land.

Overlays

Environmental Significance Overlay – Schedule 1 (ESO1)
Proclaimed water supply catchment

Pursuant to Clause 42.01-2 of the ESO1 a permit is required to subdivide land.

Design and Development Overlay – Schedule 2 (DDO2)
Visual amenity and building design

Pursuant to Clause 43.02 of the DDO2 and schedule 2 of the DDO2 a permit is not required to subdivide land.

Relevant Policies

No specific policies relate to an application to re-subdivide rural land.

Particular Provisions

Clause 52.29 – Land adjacent to a road in a Road Zone Category 1

Pursuant to Clause 52.29 a permit is required to create or alter access to a road in a Road Zone, Category 1; and to subdivide land adjacent to a road in a Road Zone, Category 1.

The application seeks to construct a new access from the Gisborne Road which is a Road Zone Category 1.

General Provisions

Clause 65 – Decision Guidelines have been considered by officers in evaluating this application.

Relevant Decision Guidelines include:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the amenity of the area.

Clause 66 - stipulates all the relevant referral authorities to which the application must be referred.

Referrals

The following referrals were made pursuant to s.55 of the Planning and Environment Act 1987 and Melbourne Water and Council departments were provided with an opportunity to make comment on the proposed development plan under Section 52 of the Planning and Environment Act 1987.

Authority	Response
Western Water Southern Rural Water VicRoads DEDJTR	Objection under Section 55 No comment No comment Consent no conditions
Melbourne Water Infrastructure Environmental Health	Consent with conditions Consent with conditions Consent with conditions

Discussion

In order to achieve a planning permit under the Environmental Significance Overlay Schedule 1 the proposal must demonstrate that the application meets the *Guidelines for Planning Permit applications in Open Potable Water Supply Catchment Areas November 2013*, specifically Guideline 1. An application must also provide acceptable outcomes in terms of State and Local Planning Policy and the decision guidelines of the Farming Zone and the environmental objectives contained within Schedule 1 of the Environmental Significance Overlay.

In this regard Western Water has determined that the proposal represents an unacceptable risk within an Open Potable Water Supply Catchment.

The grounds of objection submitted by Western Water are listed in the recommendation for refusal of the application at the end of this report.

The applicant was advised of the objection and given time to negotiate with the water authorities to determine if their concerns could be addressed. No such resolution of the issues was achieved and therefore it is considered that the application must be refused in accordance with Section 61(2) of the Planning and Environment Act 1987.

In addition to Western Water's grounds of objection to the application, the proposed re-subdivision would create a lot of 4.45ha. The reason that this application can be considered for a re-subdivision is that there is an existing lot is 898 square metres which is not usable. If this was a straight subdivision it could not even be considered as the land does not meet the minimum lot subdivision size in the farming zone.

The land is currently used for a horse business including horse agistment, training, handling and breaking services. It has considerable equine infrastructure constructed on the land for this use as well as an existing dwelling. While the applicant has stated that this proposal would enhance the use of the land for equine and related purposes and would facilitate the establishment and expansion of equine related land use in harmony with the surrounding area, it is not considered that the re-subdivision would change anything that is currently being undertaken on the land.

Rather, if this subdivision is approved it is more likely that the lot would be sold for rural residential purposes rather than equine and agricultural purposes.

The purpose of the Farming Zone is to protect agricultural land including to provide for the use of land for agriculture; encourage the retention of productive agricultural land; and ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture. It is not considered that the application accords with the purpose of the Zone.

The Farming Zone also requires applications to be assessed against the Farming Zone Decision Guidelines. The relevant clauses relate to *Agricultural issues and the impacts from non-agricultural uses* including:

- Whether the use or development will support and enhance agricultural production.
- Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.
- The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.

It is not considered that the creation of a 4.45ha lot in the Farming Zone would support or enhance agricultural production, and is more likely to remove land from agricultural uses.

The protection of agricultural land is also supported by State Planning policies including Clause 14.01 of the Moorabool Planning Scheme where it is stated that with applications to subdivide agricultural land that the following factors must be considered:

- The desirability and impacts of removing the land from primary production, given its agricultural productivity.
- The impacts of the proposed subdivision or development on the continuation of primary production on adjacent land, with particular regard to land values and to the viability of infrastructure for such production.
- The compatibility between the proposed or likely development and the existing uses of the surrounding land.
- Assessment of the land capability.

It is considered that the proposed re-subdivision would likely remove land from agricultural production, and in the context of this site remove land from use by the horse enterprise that currently operates on the land.

The protection of agricultural land is also supported by Local Planning policies such as Clause 21.04-2 of the Moorabool Planning Scheme relating to Agriculture which aims to:

- protect good quality agricultural land and support the productivity and sustainability of existing and future agricultural and horticultural activities;
- maintain productive farm sizes by discouraging fragmentation of land for non-rural use and development;
- direct rural residential and rural living developments to strategic growth areas where they will not impact on agricultural and horticultural production.
- maintain productive farm sizes by discouraging fragmentation of land for non-rural use and development.

It is considered that the proposed re-subdivision would likely result in rural residential development on the 4.45ha proposed, which is not a productive farm size nor would enhance agricultural production.

Overall the application does not accord with the purposes or decision guidelines of the Farming Zone, nor the objectives of the relevant State and Local planning policies.

Financial Implications

Western Water as a Determining Referral Authority has objected to the application in accordance with Section 55 of the Planning and Environment Act 1987. Accordingly the application must be refused by the responsible authority in accordance with Section 61(2) of the Planning and Environment Act 1987.

The applicant may apply to VCAT for Review of Western Water's decision. In the event that an application for Review was made it is considered that Council should have also considered the application.

Risk and Occupational Health and Safety Issues

The recommendation of approval of this development does not implicate any risk or OH&S issues to Council.

Communications Strategy

Notice was undertaken for the application, in accordance with s.52 of the Planning and Environment Act 1987, and further correspondence is required to all interested parties to the application as a result of a decision in this matter. All submitters and the applicant were invited to attend this meeting and invited to address Council if desired.

Options

Council must refuse the application in accordance with Section 61(2) of the Planning and Environment Act 1987

Conclusion

Because Western Water has objected to the application Council must refuse it under Section 61(2) of the Planning and Environment Act 1987

However, should Western's Water's objection change, or a Review is lodged at VCAT, it is considered that Council should also be given the opportunity to consider the application.

It is considered that the re-subdivision would not achieve a good planning outcome. Supporting this application would facilitate a 4.45ha lot to be excised from the existing horse enterprise and in all probability sold.

The application does not accord with the purpose or decision guidelines of the Farming Zone which aim to provide for the use of land for agriculture; encourage the retention of productive agricultural land; and ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.

The application does not accord with clauses within the SPPF or LPPF both of which aim to protect productive agricultural land from fragmentation, maintain productive farm sizes, and direct rural residential and rural living developments to strategic growth areas where they will not impact on agricultural and horticultural production.

The application is not supported by Clause 65.02 of the Moorabool Planning Scheme in relation to subdivision where existing use and possible future development of the land and nearby land.

It is not considered that this application should be supported.


Recommendation:

That, having considered all relevant matters as required by the Planning and Environment Act 1987, Council issue a Refusal to grant a planning permit for PA2015-107 - a Two (2) Lot Subdivision (Boundary Realignment) described as Lots 1 & 3 on PS 221537M, or otherwise known as 814 Diggers Rest Road, Coimadai based on the following grounds submitted by Western Water:

1. The land is within the proclaimed catchment of the Merrimu Reservoir, which supplies drinking water to Melton and Bacchus Marsh townships.
2. The proposal does not satisfy the 40 hectare minimum lot size recommended by Guideline 1 of *Guidelines for Planning Permit Applications in Open, Potable Water Supply Catchment areas 2012*.
3. The proposal does not provide acceptable outcomes in terms of the State Planning Policy Framework in particular:
 - Clause 14.02-1 – Catchment planning and management;
 - Clause 14.02-2 – Water Quality.
 - Clause 14.01-1 Protection of agricultural land
4. The proposal does not provide acceptable outcomes in terms of the Local Planning Policy Framework in particular:
 - Clause 22.02 – Special water supply catchments.
 - Clause 21.04-2 – Objective agriculture
5. The application does not meet the purpose of the Farming Zone and is contrary to the decision guidelines contained at Clause 35.07-6 of the Farming Zone.
6. The application fails to achieve the environmental objectives contained within Schedule 1 to the Environmental Significance Overlay.

Report Authorisation

Authorised by:

Name: Satwinder Sandhu 
Title: General Manager Growth and Development
Date: Thursday, 12 May 2016

10.2.2 Instrument of Appointment and Authorisation of Council Officers under Section 174(4) of the Planning and Environment Act 1987

Introduction

Author: John Whitfield
General Manager: Satwinder Sandhu

Under section 147(4) of the *Planning and Environment Act 1987* (the Act), Council must appoint authorised officers for the purposes and regulations made under the Act.

Background

Section 232 of the *Local Government Act 1989* authorises the relevant officers generally to institute proceedings for offences against the Acts and Regulations described within the proposed instrument of appointment and authorisation.

Proposal

In order to comply with the *Planning and Environment Act 1987* and the *Local Government Act 1989*, an Instrument of Appointment and Authorisation is now presented to Council requesting that the officers named in that Instrument be hereby appointed for the purposes of section 147(4) of the *Planning and Environment Act 1987* and the regulations made under that Act and section 232 of the *Local Government Act 1989* for the purpose generally to institute proceedings for offences against the Acts and regulations described in the instrument.

The change to this Instrument reflects the changes to staff assignments within the Planning and the Environmental Health service units.

Policy Implications

The 2013 – 2017 Council Plan provides as follows:

Key Result Area	Representation and Leadership of our Community
Objective	Good governance through open and transparent processes and strong accountability to the community
Strategy	Ensure policies and good governance are in accordance with legislative requirements and best practice.

The preparation of this Instrument of Appointment and Authorisation of Council Officers under section 174(4) of the *Planning and Environment Act 1987* is consistent with the 2013-2017 Council Plan.

Financial Implications

No financial implications to Council.

Risk & Occupational Health & Safety Issues

No Risk and Occupational Health and Safety issues apply to Council unless the relevant Council officers do not receive the appropriate instrument of appointment and authorisation from Council.

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 – John Whitfield

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

Conclusion


Council is obliged to comply with section 147(4) of the *Planning and Environment Act* 1987 therefore the attached Instrument of Appointment and Authorisation is required to be approved under the Seal of Council.

Recommendation:

That Council approves under the common seal of Council, the attached Instrument of Appointment and Authorisation of Council officers under section 174(4) of the *Planning and Environment Act* 1987.

Report Authorisation

Authorised by:

Name: Satwinder Sandhu 
Title: General Manager Growth and Development
Date: Thursday, 12 May 2016

Attachment - Item 10.2.2



Moorabool Shire Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

JUNE 2016

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

In this instrument the member of Council staff holding, acting in or performing the duties of the office or position hereunder are appropriate officers appointed or authorised in respect of the relevant legislation:

- [CCHS) means Coordinator Community Health and Safety
- [CEP] means Coordinator Environmental Planning
- [CSO] means Community Safety Officer
- [CSP] means Coordinator Statutory Planning
- [CSTP] means Coordinator Strategic Planning
- [EHO] means Environmental Health Officer
- [EHTO] means Environmental Health Technical Officer
- [EPO] means Environment Planning Officer
- [GMGD] means General Manager Growth and Development
- [MSPCS] means Manager Statutory Planning & Community Safety
- [A/MSSD] means Acting Manager Strategic and Sustainable Development
- [SCSO] means Senior Community Safety Officer
- [SEHO] means Senior Environmental Health Officer
- [SPEO] means Statutory Planning Enforcement Officer
- [SP] means Statutory Planner
- [SPO] means Statutory Planning Officer
- [SSP] means Senior Statutory Planner

In this instrument “**officer**” means –

- Satwinder Sandhu
- Robert Fillisch
- Victoria Mack
- Rod Davison
- Mark Lovell
- Debbie Anne Frappa
- Thomas Tonkin
- Faye Laskaris
- Allan Leslie May
- Katie McDonald
- John Carroll
- Glenn Burns
- Shannon Walsh
- Lisa Handley
- Jacqueline Reid
- Lisa Gervasoni
- Justin Horne

By this instrument of appointment and authorisation Moorabool Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987* – appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
[CCHS, CEP, CSP, CSTP,
EHO, EHTO, EPO, GMGD, MSPCS, A/MSSD,
CSO, SPEO, SCSO, SEHO, SP, SPO, SSP]

2. under section 232 of the *Local Government Act 1989* authorises the officers generally to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument –

- (a) comes into force immediately upon its execution; and
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Moorabool Shire Council on Wednesday 1 June 2016.

The **COMMON SEAL** of the
MOORABOOL SHIRE COUNCIL
was affixed this Wednesday 1 June 2016.
in the presence of –

.....Mayor

..... Chief Executive Officer

10.2.3 New Tourism Grant Program

Introduction

File No.: 02/02/002
Author: Peter Forbes
General Manager: Satwinder Sandhu

Background

This report presents Council with an assessment of the application received during the third round of the New Tourism Event Grants Program and makes a recommendation for consideration.

The New Tourism Event Grants program supports new event organisers that are either in the process of developing and trialling an event concept or have recently trialled an event concept. It is specifically for tourism events with potential to develop into significant generators of visitation from outside the region.

The Program's key objectives are to:

- Attract visitation and increased economic activity into Moorabool Shire;
- Increase yield per visitor;
- Encourage events to have a greater brand match (alignment with the Shire's key tourism themes e.g. food and wine, natural produce, heritage, nature and townships);
- Build capacity and sustainability of a new local tourism event via better planning, new skill development and/or increased marketing; and
- Support event organisers to leverage grants funds by applying to external funding programs such as state and federal government;

The third round of the New Tourism Event Grants was open for applications and promoted from 1 to 28 April 2016 for the remaining pool of funds not fully expended in the first two application rounds.

Level of inquiry, applications, funding pool and funding requested

Five enquires were made during the application period with one lodging a funding application. All others were encouraged to apply with four of them receiving guidelines and application forms from council staff while the other reviewed the information via Council's website.

A total of \$10,000 (2 X \$5,000pa) was requested from the remaining 2015/16 and 2016/17 financial year's collective pool of \$24,800 (2 X \$12,400pa).

Assessment

Assessment was conducted via the same method as previous rounds. A panel of council officers supplemented by the former group manager of events at Tourism Victoria. The application was initially assessed as to its potential tourism capacity, focus and relevance to the grant program's intent and compliance with the mandatory requirements.

After being deemed eligible, the panel was convened and assessed the application. As the amounts requested did not exceed the total pool, a ranking system was not required.

Proposal

Based on the above process and panel deliberations, it is proposed that Council allocate \$3,114 of the remaining funds in the 2015/16 and 2016/17 New Tourism Event Grants fund to Bacchus Marsh Aquatic Community Consortium Inc. for the purpose of staging and promoting the 2016 and 2017 Bacchus Marsh Horticulture Shows, if Council so determine.

The amount recommended is less than the \$5,000 requested as it is a requirement of the guidelines that council funds be matched by event organisers on an actual dollar-for-dollar expenditure basis.

Event	Organisation	Description of Event	Amount Requested	Event Total Value
Bacchus Marsh Horticulture Show	Bacchus Marsh Aquatic Community Consortium Inc.	Two day Horticultural Show and Award competition	\$5,000	\$6,228
TOTAL			\$5,000	\$6,228

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 proposed allocation of grants under the New Tourism Event Grants Program is consistent with the 2013-2017 Council Plan.

Financial Implications

A total of \$24,800 is available for allocation in round three for across the 2015/16 and 2016/17 financial year budgets (2 X \$12,400pa). The grant amount recommended for allocation in round three across the 2015/16 and 2016/17 financial years totals \$6,228 (2 X \$3,114pa).

If granted, the allocation applies to both the 2015/16 and 2016/17 financial years. This is contingent on the successful applicant providing council with an adequate post-event report and sufficient guidance prior to the 2017 event consistent with the grant application guideline requirements.

If granted, a total of \$18,572 across the 2015/16 and 2016/17 financial years remains unallocated (2 X \$9,286pa). It is recommended that the remaining unallocated funds in the current financial year be rolled-over to the 2016/17 financial year and a fourth round conduct of applications for a one-year allocation for the total remaining unallocated pool of \$18,572.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of 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

Engagement	Stakeholder	Activities	Date	Outcome
Consultation	Community Groups	Meetings and discussions with applicants	Nov – Dec 2014 May 2015 April 2016	Applicants supported to submit applications

Communications and Consultation Strategy

The round three applicant for the New Tourism Event Grants Program will be advised in writing of the outcomes of their grant application in the week after Council determine the recipients and the minutes of that Ordinary Meeting of Council are confirmed.

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

One application was received and recommended for an allocation of \$3,114 in each of the 2015/16 and 2016/17 financial years in the third round of the New Tourism Event Grants program.

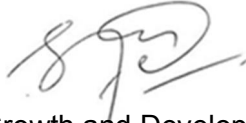
The recommended funding is because the event is considered of high potential to develop into a significant event on the shire's tourism calendar. Once developed, the event has potential to stimulate significant economic activity within the community it operates in.

By rolling-over unallocated funds to next year, a substantial pool of \$18,572 could be offered to new event organisers during the 2016/17 financial year.

Recommendation:

1. That Council allocate a \$3,114 grant from the New Tourism Event Grants fund to the Bacchus Marsh Aquatic Centre Community Consortium Inc. in each of the 2015/16 and 2016/17 financial years.
2. That the applicant be notified in writing of the application outcome.
3. That the remaining unallocated grant funds for the 2015/16 financial year be rolled-over and added to the total pool for the 2016/17 financial year.
4. That a fourth round, one year allocation of the New Tourism Event Grants Program be held to distribute the remaining funds before the end of the 2016/17 financial year.

Report Authorisation**Authorised by:**

Name: Satwinder Sandhu 
Title: General Manager Growth and Development
Date: Thursday, 12 May 2016

10.3 COMMUNITY SERVICES

10.3.1 Sport and Recreation Victoria Community Sports Infrastructure Fund

Introduction

File No.: 02/14/001(1)
Author: Troy Scoble
General Manager: Danny Colgan

The purpose of the report is to recommend that the Council endorse the submission of projects for funding under the Victorian Government's Community Sports Infrastructure Fund Round 2.

Background

The Community Sports Infrastructure Fund is a Victorian Government funding program delivered by Sport and Recreation Victoria that helps provide high-quality, accessible community sport and recreation facilities across Victoria by encouraging:

- Increased sport and recreation participation for all Victorians
- Increased female and junior participation
- Increased access to sport and recreation opportunities
- Better planning of sport and recreation facilities
- Innovative sport and recreation facilities
- Environmentally sustainable facilities
- Universally designed facilities

The Community Sports Infrastructure Fund provides grants for planning, building new, and improving existing facilities where communities conduct, organise and participate in sport and recreation. Funding is available under the following categories:

- **Better Pools*** - Grants of up to \$3 million to build new or upgrade existing aquatic centres;
- **Major Facilities*** - Grants of up to \$650,000 to develop or upgrade major sport and recreation facilities;
- **Small Aquatic Project*** - Grants of up to \$200,000 to upgrade pools and aquatic leisure facilities;
- **Minor Facilities**** - Grants of up to \$100,000 to develop or upgrade local sport and recreation facilities;
- **Female Friendly Facilities**** - Grants of up to \$100,000 to build new or upgrade existing change rooms to prioritise female participation;
- **Cricket Facilities**** - Grants of up to \$100,000 to develop or upgrade cricket facilities;
- **Planning** - Grants of up to \$30,000 to fund initiatives that assess the future sport and recreation needs of local communities, and up to \$50,000 for regional planning initiatives.

Only one project can be submitted under the Better Pools, Major Facilities and Small Aquatic Projects categories. Councils may apply for the maximum grant amount for up to three (3) projects across the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories with a maximum of two (2) applications from any single category.

Stage 1 Expressions of Interest for funding are due by 8 June 2016. For any successful EOI projects, a full project application is required by the end of August 2016.

Local government can apply directly to the Department of Health & Human Services for funding from this program. However, Community organisations can only access funds from the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories by submitting an Expression of Interest form directly to Council for consideration. Council must then determine which applications it will submit for the grant funding.

2016/17 Capital Improvement Project projects

The current Draft Council 2016/2017 Capital Improvement Program contains 1 project that is linked to external funding and suitable for application to Round 2 of the Community Sports Infrastructure Fund. This project is:

The Bacchus Marsh Racecourse Reserve Sporting Facilities – Moorabool Regional Community Sports hub

Description: Implement stage one of the Moorabool Regional Community Sports hub consistent with The National Stronger Region Funds Round 3 application that is currently pending.

Funding Model:	<u>Project Budget</u>	\$7,450,000
	Council Contribution	\$3,025,000
	NSRF	\$3,725,000
	Community User Groups	\$50,000
	Required Grant Funding	\$650,000

This project is planned to be submitted to the Majors category of the grant program.

The Maddingley Park Changeroom Refurbishment Project is also listed and considered a project appropriate for this grant funding, however the Reserve Committee of Management and user groups have indicated they would prefer to partner Council to maximise the funds in the Draft budget to deliver the project immediately as opposed to apply and wait for potential grant monies for a further 12 to 18 months.

Sport and Recreation Victoria have advised that the Ballan Recreation Reserve Netball/Tennis Court Reconstruction Project currently listed in the Draft Capital plan should be referred to upcoming rounds of the Country Football Netball Grant Program for further consideration.

There are also two projects in the current 2015/16 Capital Improvement Program that were unsuccessful for Round 1 funding, that remain high priorities and with feedback provided by Sport and Recreation Victoria regarding the round 1 applications, still meet the funding conditions; are consistent with the strategic priorities of the Council's Recreation and Leisure Strategy in supporting Council meeting existing community demand for sport and recreation facilities. These project are:

Masons Lane Oval 1 Sportsground Lighting

Description: Install sportsground lighting at Masons Lane Oval 1 to provide increased usage opportunities to meet demands

Funding Model:	<u>Project Budget</u>	\$200,000
	Council Contribution (2015/16 CIP)	\$140,000
	Required Grant Funding	\$ 60,000

Whilst \$60,000 is required, Council can apply for \$100,000 to support this project. Since the adoption of the budget, further site investigations have identified an additional \$40,000 will be required to upgrade power on site to support the project.

Bacchus Marsh BMX Track Development Project (2015/16 Community Development Fund Project)

Description: Construction of BMX track at the BM Racecourse Recreation Reserve

Funding Model:	<u>Project Budget</u>	\$130,000
	Council Contribution (2015/16 CDF)	\$25,000
	BM BMX Club In-kind	\$55,000
	Required Grant Funding	\$50,000

Whilst no funding allocation for external grants is detailed in the Capital Improvement Plan budget for Community Development Fund projects, it is outlined in the program guidelines that external funds must be leveraged to support the development of Projects. Recent meeting with the BMX Club and track designers to modify the scope of the project has ensure that the BMX Track development project meets the criteria for Community Sport Infrastructure Fund Round 2.

Community Expression of Interest Projects

The funding guidelines outline that Community organisations can only access funds from the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories by submitting an Expression of Interest form directly to Council for consideration. The following project proposals have been submitted to Council from community groups for consideration. The projects are:

Bacchus Marsh Lawn Tennis Club Three Court Conversion Project

Description: Upgrade 3 existing Grass Courts to synthetic surface to promote all year round usage and install lighting to extend playing hours

Funding Model:

Project Budget	\$405,000
Club contribution	\$180,000
Tennis Australia contribution (unconfirmed)	\$50,000
Community Development Fund (not applied for yet)	\$25,000
Council Contribution	\$50,000
(Budget allocation, not in Draft 16/17 CIP)	
Required Grant Funding	\$100,000

The project is advanced in its development with design and costs provided. Tennis Australia and Victoria are key partners in the development of the project. The Recreation and Leisure Strategy recommends that the Tennis Club evaluate the sustainability of the grass court provision and consider conversion of some of these if required to enable greater usage and access to the community all year round.

Darley Cricket Club – Extend practice nets and install lighting

Description: Extend the existing cricket net facility (3 nets) by adding 2 nets and at least 2 (ideally 4) light towers to handle the projected growth of the club to provide functional & safer facilities for members & community.

Funding Model:

Project Budget	\$100,000
Club contribution (inkind)	\$10,000
Council Contribution(none detailed)	\$0
Required Grant Funding	\$90,000

At this stage no design, scope of works is confirmed or provided. The project is broadly supported by the Recreation and Leisure Strategy 2015-2016 as it will support the growth of the Darley Cricket Club and provide increased amenity and access for cricket participation by the community. A masterplan process for Darley Park is about to commence and this will surely be a high priority recommendation.

Elaine Cricket Club – Install a bore at the Elaine Recreation Reserve

Description: Install a bore at the Elaine Recreation Reserve to support irrigation of playing surfaces.

Funding Model:

Project Budget (unconfirmed)	\$13,650
Council Contribution	\$3,325
Community Contribution	\$7,000
Required Grant Funding	\$3,325

The club submitted the Expression of Interest directly to Sport and Recreation Victoria. This project could be referred to the development of the Water Management Strategy with recommendations regarding future irrigation solutions being developed through that strategic work.

The Bacchus Marsh BMX also submitted an expression of interest for the development of the BMX track at the Bacchus Marsh Racecourse and Recreation reserve consistent with previous application. The track is currently being professionally designed.

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 proceed immediately with Council and Community endorsed plans, permits and confirmed funding contributions. Project specific feedback is detailed below:

- The Bacchus Marsh Racecourse Reserve Sporting Facilities – Moorabool Regional Community Sports hub: This project was not seen as a majors project given the majority of facilities within stage 1 do not meet regional guidelines. It was recommended to split the components up and apply for the development of 2 sportsgrounds plus lighting in the minors category of the grant program. Officers are having further discussions with Sport and Recreation Victoria.
- Masons Lane Sportsground Lighting Project: Supported in principle by SRV with minor changes to round 1 application and suitable for the minor's category of the grant program.
- Bacchus Marsh BMX Track Development: Supported in principle by SRV and recommended to be submitted under the Minors category.
- Bacchus Marsh Lawn Tennis Club Court Conversion. Need confirmation of the funding model including Council's commitment to the project. A good project for the next round.
- Darley Cricket Net Project: With no design or quotations provided, and the current funding model not meeting the grant program funding ratios, further preplanning is required prior to applying for this project.
- Elaine Cricket Club Bore installation: This project funding model does not meet the guidelines for this program. Was recommended to be referred to other more suitable funding options.

Proposal

Based on the alignment with the Recreation and Leisure Strategy 2015 -2016, Reserve Master Plans and the advice from Sport and Recreation Victoria (SRV) regarding the eligibility of the projects, it is recommended that the Council endorse the submission of the following projects for funding under the Victorian Government Community Sports Infrastructure Fund:

1. Masons Lane Sportsground Lighting Project
2. Bacchus Marsh BMX Development Project
3. Bacchus Marsh Racecourse Reserve Sporting Facilities – Moorabool Regional Community Sports Hub

Given the pressures and strategic need for future Indoor Sports Courts as outlined in Council's recreation and Leisure Strategy, the Bacchus Marsh Basketball Association whilst not submitting a formal Expression of Interest did enquire about doing a feasibility study to support future courts. When discussed with SRV it was mentioned there is going to be an Indoor Sports Funding Program with guidelines being developed, therefore it was recommended to apply through the planning category to undertake an Indoor Court Feasibility Study which would plan for future court growth and begin the process for applications to State Government in future years for increased indoor court provision.

Grants of up to \$30,000 are available at a ratio of \$2 SRV : \$1 Council so an allocation of up to \$15,000 would have to be made available. There is currently no monies allocated in the Draft 2016/17 budget for this project.

It is proposed that the projects not recommended for application in Round 2 of the Community Sport Infrastructure Fund be further developed for consideration in future funding rounds and the request for a Council contribution be referred to the 2017/2018 Capital budget process for consideration. All those that submitted an EOI will be provided with the feedback from SRV and Council Officers will continue to support the Committees and club in the development of the projects.

It is also proposed that subject to budget approval, Council endorse the submission of an application for the Ballan Netball Tennis reconstruction project to the next round of the Country Football grant Program.

Policy Implications

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 submit applications for funding under the Victorian Government Community Sports Infrastructure Fund Round 2 is consistent with the 2013-2017 Council Plan.

Financial Implications

The Council has allocated funding in the 2015/2016 Capital Improvement Program for both the Masons Lane Sportsground Lighting Project, Bacchus Marsh BMX Track Development and the Moorabool Regional Community Sports Hub at the Bacchus Marsh Racecourse and Recreation Reserve projects. All funding models for these projects are linked to external funding being required. If funding is not received for the endorsed projects, further advice will be provided to the Council as part of the quarterly capital improvement program status reports.

Should Council wish to further apply for a planning grant to undertake an Indoor Court Feasibility Study, a further allocation of funds up to \$15,000 will be required.

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's budgets.

Communications and Consultation Strategy

Projects recommended and approved in the 2016/17 Capital Improvement Program are strategically based with community engagement undertaken to inform the approval of those projects.

The State Government in partnership with Sport Associations when launching the grant program encouraged community groups to complete an Expression of Interest form for community projects to be considered.

Outcomes of this report will be communicated to all community groups and key stakeholders and action plans for further development outlined.

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 Community Sports Infrastructure Fund Round 2 is a Victorian Government funding program delivered by Sport and Recreation Victoria that helps provide high-quality, accessible community sport and recreation facilities across Victoria.

Applications (Expressions of Interest) for funding under the Minor Facilities, Cricket Facilities, Female Friendly Facilities and Planning categories are due by June 8 2016.

It is recommended consistent with the adopted Capital Improvement Program for 2015/16 to apply for funding to support the Masons Lane Sportsground Lighting Project and the Bacchus Marsh BMX track Development and the Moorabool Regional Community Sports Hub at the Bacchus Marsh Racecourse and Recreation Reserve Projects.

Should Council wish to undertake an Indoor Court Feasibility Study to begin planning for future Indoor Courts in the Shire, a financial allocation up to \$15,000 would be required to secure up to \$30,000 of grant funding.

Officers will continue to work with the other projects submitted for consideration in this process to better position their projects for future funding opportunities.

Recommendation:

That Council:

1. **endorse the submission of the following projects for funding under the Victorian Government Community Sports Infrastructure Fund Round 2**
 - **Masons Lane Sportsground Lighting Project**
 - **Bacchus Marsh BMX Track Development Project**
 - **Bacchus Marsh Racecourse Reserve Sporting Facilities**

2. **endorse the submission of the Ballan Recreation Reserve Netball/ Tennis Court Reconstruction Project to the next round of the Country Football Netball Grant Program.**

Report Authorisation

Authorised by:

Name: Danny Colgan 
Title: General Manager Community Services
Date: 23 May 2016

10.4 INFRASTRUCTURE SERVICES

10.4.1 Draft Urban Tree Management Policy

Introduction

File No.: 16/04/007
Author: Glenn Townsend
General Manager: Phil Jeffrey

This draft policy was presented to the Place Making Advisory Committee on 20 April 2016 and subsequently to Council on Wednesday 4 May 2016, where the following was resolved:

That, in accordance with Moorabool Shire Council Policy Protocol, 'Consideration of items which Affect beyond the Current Year', the draft Urban Tree Management Policy now lay on the table for further consideration at the next Ordinary Meeting of Council on 1 June 2016.

CARRIED.

Background

Urban street trees provide significant social, environmental and aesthetic benefits to our communities and assist in the creation of neighbourhood character in urban streets. The Council recognises trees as a living asset, and understands ongoing maintenance, renewal and management is required for long-term sustainability and community benefit.

Council is responsible for the maintenance and management of trees located on Council managed land. As such, a key action from the 2015/16 Council Plan, was to develop a Tree Management Policy to provide a basis to make decisions on the management of trees with a particular vision to balance amenity and risk.

Whilst there are many benefits to having street trees, they come with some public risk that needs to be managed. Previous audits on street tree management have highlighted that there is a lack of policies and systems to support staff in managing urban trees.

In the last 18 months, an inventory of trees has been developed that includes species, age, physical properties and condition. The inventory contains approximately 17,000 trees and has been used to inform maintenance programs over the last 12 months.

The aim of this policy is to formalise the Moorabool Shire Council's commitment to the preservation and enhancement of its urban environments through providing and maintaining high quality trees in urban areas whilst implementing prudent management practices to manage risk.

Proposal

The draft policy addresses the risk to public safety whilst taking into account the amenity, environmental and heritage value of the trees. A copy of the policy forms the attachment to this report.

The purpose of the policy is to:

- Provide a basis to make decisions on trees
- Establish clear guidelines and principles for trees
- Provide guidance to Council and officers regarding trees
- Establish criteria for prioritising work on trees within the scope of the Council budget
- Identify the resourcing needs to implement the Policy
- Engage the community with the issue of trees

The objective is to handle tree management in a proactive, rather than reactive manner. The Council finite resources so is unable to remove all risks associated with trees but these resources need to be directed towards those public areas that expose the community to the greatest risk.

The policy and appendices have been developed for consideration, and include preferred tree species lists and a Zone Map for the purpose of tree selection. These zones reflect the climatic, geological and related ecological forces that effect tree development around the shire.

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	Enhanced Infrastructure and Natural and Built Environment
Objective	Management of Assets and Infrastructure
Strategy	Proactive maintenance of Council owned and managed parks, gardens, trees, playgrounds, open space and town entrances at appropriate standards.

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

Financial Implications

Council currently budgets approximately \$483k on urban tree management which is made up of Avenue of Honour (\$223k), Tree Inspection/Maintenance (\$201k) and Powerline Clearance (\$59K). The existing budgets are generally used for establishment, pruning, removals and reactive works and there is limited budget for new plantings.

The adoption of a tree management policy is not expected to have any financial implications associated with the recommendation within this report.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Occupational Health & Safety	High risk equipment in use (eg. wood chipper, chainsaw, polesaws, pruning saws)	High	Safe Work Procedures and Job Safety Analysis', certificates of competency, licences and risk assessments current and in place.
Financial	Overspend of recurrent budget	Low	Review and analysis of regular (monthly) budget reporting.
Public Liability	Failing trees and/or limbs	Medium	Proactive inspections are undertaken and maintenance works scheduled appropriately.

Communications Strategy

There is no formal communications strategy associated with the recommendation within this report. Following adoption of the policy, a copy will be placed on Council's website for information.

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 – Glenn Townsend

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

Conclusion

It is recognised that trees are a living asset, and ongoing maintenance, renewal and management is required for long-term sustainability and community benefit. A draft Tree Management Policy has been developed to provide a basis to make decisions on the management of trees with a particular vision to balance amenity and risk. It is recommended that the draft policy be presented to Council for formal adoption.

Recommendation:

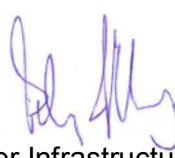
That Council:

1. **adopts the Urban Tree Management Policy as attached.**
2. **places a copy of the Policy on Moorabool Shire Council's web page.**

Report Authorisation

Authorised by:

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Wednesday, 19 May 2016



Attachment - Item 10.4.1(a)



Policy No.:	IS003	IS003 – Urban Tree Management Policy
Review Date:	2021	
Revision No.:	-	
Policy Manual Version No.:	001	
Adopted by:	Council	

1. Purpose

This policy provides the direction for planting and continued management of trees located on Council managed land. It will provide a basis to make decisions on the management of trees with a particular vision to balance amenity and risk.

Trees provide significant economic, social, environmental, ecological and aesthetic benefits to our communities and assist in the creation of neighbourhood character and identity of our urban streets. The Council recognises trees as a living asset, and understands ongoing maintenance, renewal and management is required for long-term sustainability and community benefit.

The aim of this policy is to formalise MSC’s commitment to the preservation and enhancement of its urban environments through providing and maintaining quality trees in Urban Zones.

2. Introduction

Trees are highly valued asset to the Moorabool Shire environment. Mature trees are a dominant feature in tree lined avenues, streets, parks and reserves. Trees improve air quality by absorbing air pollutants, releasing oxygen and sequestering carbon dioxide. Collectively trees add beauty by softening the harsh lines of urban development, help screen unsightly views, provide privacy and create a sense of identity and security within the community. Trees also provide great economic benefits to the community including increasing property value, reducing building heating and cooling costs and reducing heat stress for people and infrastructure by providing shade and shelter.

Issues relating to tree management have a high profile and can generate considerable public debate and passion and as a consequence, planning is required in order to facilitate effective tree management.

This policy outlines Council’s tree management processes in line with relevant legislative requirements, strategic policies and accepted tree care practices. Best practice tree management benefits the landscape and environment and meets the expectations of the local community. Trees located on private property are not included in this policy.

The following definitions apply within the context of this policy:

“Urban Zones” – The parameters of Urban Zones are defined within town boundaries of established areas and the commencement of speed limits zones at township or urban boundaries.

“Council Tree Asset” – Any tree planted or self-sown within the road reserve, open space area or floodway zones of the Urban Zone boundaries, and contained within Council’s Tree Register are maintained by MSC. Referred to as tree or trees in this policy.

This Policy should be read in conjunction with MSC’s Approved Street Tree Species Guide.

3. Policy

Council will maintain urban street and park trees within the Municipality with a particular emphasis on mitigating risk to person and property whilst also ensuring that amenity, environmental and heritage values are equally considered, including:

- Appropriate siting and species selections for all new trees
- Appropriate protection, maintenance and management of trees
- Co-ordination of council policy and strategy documents/to assist
- Sufficient resources be allocated to allow for best practice tree management
- Effective risk management
- To provide parameters for development sites as per AS 4970 - 2009

Tree Management

Council will ensure that the management of its trees is consistent with best practice at all times and are maintained at an appropriate standard. It will:

- Develop formal management guidelines and improve existing documentation for the management of Council’s tree assets in line with accepted tree care practises and relevant legislative requirements to maintain and enhance the tree population.
- Provide adequate resources to ensure tree management is undertaken to mitigate risk potential
- Maintain an inventory of urban street trees under its control.

Significant Tree Management

The tree register will identify significant, exotic, native and indigenous trees on Council managed land that have special significance. They would be identified because of their horticultural value, location or context. This would include the Avenue of Honour, River Red Gums and some other trees that are listed in Planning Scheme overlays or on the National Trust of Australia (Victoria) Register of Significant Trees.

- Significant trees within MSC shall be appropriately managed and protected.
- All significant trees shall be managed in accordance with all relevant legislation
- Flagging of significant trees in the Moorabool Shire Tree Inventory

Tree Protection

As far as practicable, Council will endeavour to ensure trees are protected from development, construction, temporary works and other activities that may have a negative impact upon tree health

- Whilst maintaining a balance between risk/safety and project outcomes, where possible, protection of Council managed trees is to be considered during civil works or maintenance activities that could place trees under stress or at risk. The retaining of trees will be an important factor when considering applications for new development or where implementing infrastructure works.
- Cost associated with private works that impact on trees will be borne by the person/s undertaking the works.

Tree Inspection Program

- Council shall undertake street, park and council facility's tree inspections and data collection in Urban Zones every five (5) years.
- Council shall undertake street, park and council facility's tree inspections and data collection in high risk areas such as the CBD, near playgrounds and high activity areas every three (3) years.
- Council shall undertake reactive tree inspections on request.

It is acknowledged that resources restrict the capacity of the Council to inspect and maintain all trees to the same level at all times. It is the Council's intention however to ensure that an appropriate and duly diligent proportion of each annual tree management budget be allocated to high risk tree inspection and maintenance issues.

Tree Pruning

- Council shall be responsible for undertaking tree pruning of all trees as required that are owned and maintained by the Council.
- All pruning undertaken on trees within the MSC municipality Urban Zones shall be accordance with AS 4373-2007 Pruning of Amenity Trees and the Street Tree Pruning Guidelines.
- All tree pruning shall be carried out by appropriately trained Council staff or an independent contractor who shall be appointed by Council.
- All tree pruning shall be carried out in accordance with all relevant legislation which may include; Heritage Act 1995, Flora and Fauna Guarantee Act 1988, Catchment and Land Protection Act 1994, Planning and Environment Act 1987.
- Residents are not permitted to prune or remove council trees.

Tree Removal

Poor performing, dead and hazardous trees will be removed and/or replaced subject to funding. While all other options will be explored, tree removal may be required to ensure public health and safety, to protect infrastructure, to facilitate approved development and infrastructure improvements.

- Trees will only be removed after investigation and assessed for removal by Council's arborist, appropriately trained Council staff or a council engaged independent Arborist on a 'case by case' basis.
- All tree removal shall be carried out in accordance with all relevant Legislation
- Consult and inform the community about all major projects involving tree removal and plantings
- Pursue unauthorised tree removal and investigate enforcement action under the jurisdiction of general Local law 2010
- Council may be obliged to remove unauthorised plantings, without compensation of the person/s who planted without permission.

Tree Roots

- Subject to budget, Council will investigate tree root damage claims involving infrastructure where practical, council will minimise the impact to infrastructure caused by roots from trees situated on council managed land
- Tree roots can cause conflict with infrastructure resulting in damage to assets. Council deals with this conflict on a case by case basis and explores all options to mitigate the conflict, with tree removal being the last option.

Tree Planting

Council will proactively carry out tree planting in road reserves, open space and other Council managed land as resourced permit.

- All new tree stock selection and planting shall be in accordance with the MSC Approved Tree Species Guide.
- Amendments to the MSC Approved Species Guide is delegated to the General Manager Infrastructure.
- Use of trees species outside of the MSC Approved Species Guide must be approved by Council's Parks & Gardens unit.
- Council will plant advanced trees within urban streetscapes and parks that it is responsible for maintaining and provide guidance for suitable planting within any asset Council will maintain, where practical, Council shall replace trees after they have died or been removed.
- Purchasing and planting shall be scheduled to allow for optimum seasonal conditions that are conducive to the long term survival of trees.
- All new developments shall be designed to accommodate trees where possible and in such a way as to allow for improved asset management and long-term community benefit
- Tree protection zones shall be incorporated with regard to all developmental sites.
- Residents must first seek and obtain permission from Council before planting trees and shrubs within nature-strips or other council managed open space environments.
- Residents can request that Council undertake planting within their street or reserve.
- Residents will be notified in advance, of tree removals and/or plantings in the immediate area.

Power Line Pruning

Council has the responsibility to maintain its trees in accordance with the Electricity Safety (Electric Line Clearance) Regulation 2015 within the declared area of the Moorabool Shire.

Powercor has the responsibility to maintain Council trees in accordance with the Electricity Safety (Electric Line Clearance) Regulation 2015 within the undeclared area of the Moorabool Shire.

- In the declared areas, Council shall prepare an approved Electrical Line Clearance Management Plan in accordance with the requirements of Energy Safe Victoria which shall be subject to all provisions (including audit) of the relevant Legislation which is the Electricity Safety Act 1998.
- In all such declared areas Council shall be responsible for appointing a Powerline Pruning Contractor to undertake tree pruning in accordance with the Guidelines to the Electricity Safety (Electric Line Clearance) Regulations 2015
- Contractors must at all times where possible trim trees in accordance with the amenity tree pruning standards

Pest and Disease

Tree pests and diseases are a component of tree management and Council recognises that control measures will be required at times to maintain healthy trees. A range of methods will be utilised in the management of pest and disease outbreaks

- Monitor tree population to enable timely and appropriate responses
- Identify damage and initiate the implementation of a pest and disease control program
- Determine if further action is required if there are signs of excessive damage and /or insect infestation

Community Consultation

The Moorabool Shire manages trees on Council managed land on behalf of the community. Consultation with affected and interested members of the local community is paramount.

- The community will be provide advance information and consulted about all major projects involving tree removal, tree planting and other major tree management programs.
- Day to Day management and emergency works which involved public safety would not require consultation

4. Related Legislation / Policies / Guidelines

- Aboriginal Heritage Act 2006
- AS 4970:2009 Protection of Trees on Development Sites
- AS 4373-2007 Pruning of Amenity Trees and the Street Tree Pruning Guidelines
- Crown land (Reserves) Act 1978
- Electricity Safety (Electric Line Clearance) Regulations 2015
- Electricity Safety Amendment (Bushfire Mitigation) 2014
- Victorian Heritage Register H2238, Heritage Victoria
- Bacchus Marsh Avenue of Honour Management Plan 2004
- Bacchus Marsh Avenue of Honour Conservation Management Plan
- Moorabool Electric Line Clearance Management Plan

5. Council Plan Reference – Key Performance Area

Key Result Area	Enhanced Infrastructure and Natural and Built Environment
Objective	Management of Assets and Infrastructure
Strategy	Proactive maintenance of Council owned and managed parks, gardens, trees, playgrounds, open space and town entrances at appropriate standards.

6. Review

This policy will be reviewed in 2021.

7. Attachments

- MSC Approved Street Tree Species Guide

8. References

Dept	Parks and Gardens Department
MSC	Moorabool Shire Council

Attachment - Item 10.4.1(b)



Moorabool Shire Council

APPROVED STREET TREE SPECIES GUIDE

Version 1.0 2016




Climatic zones.

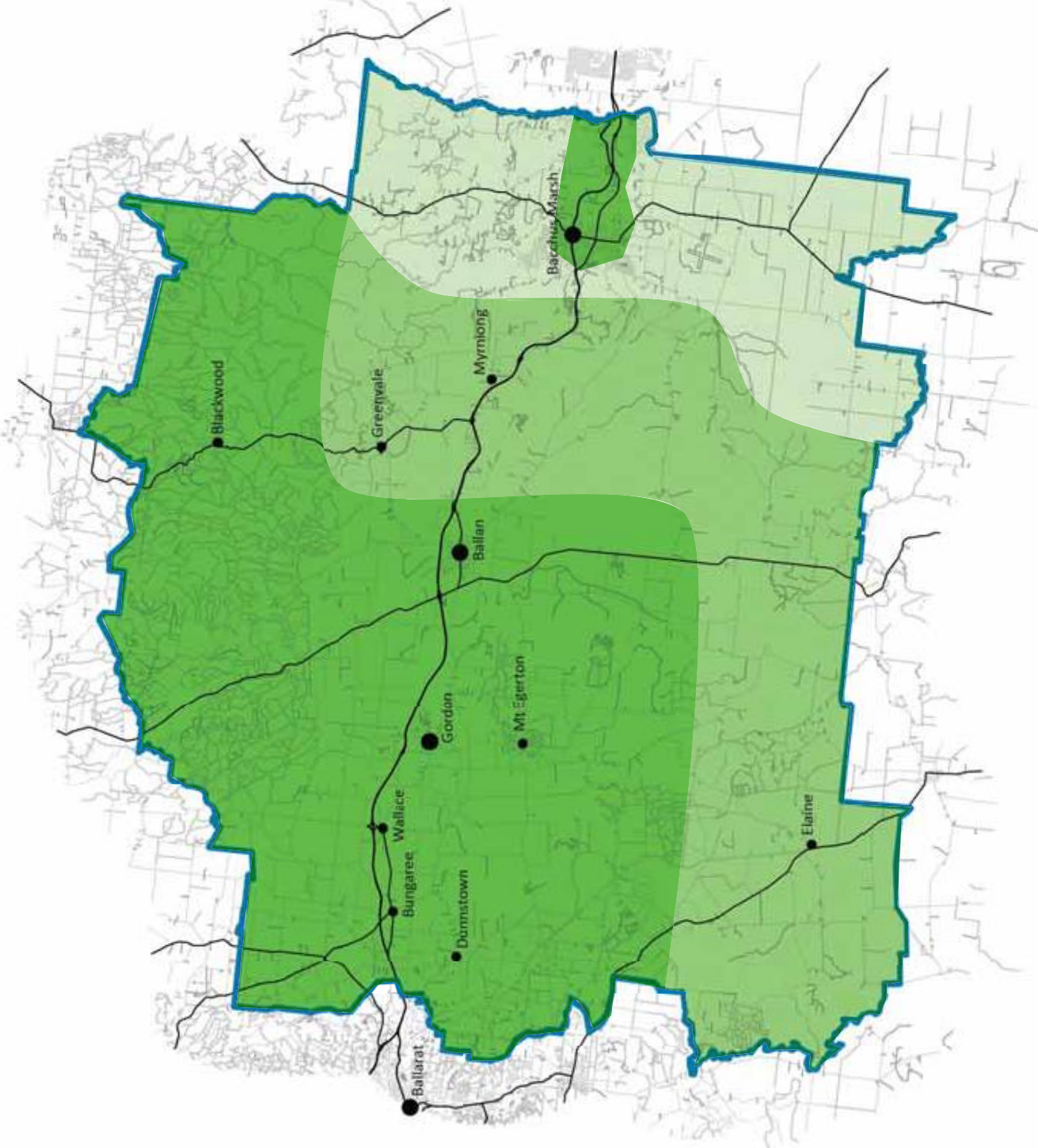
For the purpose of tree selection, Moorabool shire has been divided into 3 distinct zones. These zones reflect the climatic, geological and related ecological forces that effect tree development around the shire.

The approved street trees have been selected to suit particular zones within these selections.

The zones are defined as per the adjoining map.

Zone Key.

-  Zone 01: Good conditions
-  Zone 02: Moderate conditions
-  Zone 03: Challenging conditions



Large Trees

APPROVED STREET TREE SPECIES GUIDE



Angophora costata



Cedar Cedar

Cedrus deodara



Cedar of Lebanon

Cedrus libani



Lemon-scented Gum

Corymbia citriodora



Spotted Gum

Corymbia maculata



Blue Box

Eucalyptus baueriana



Yellow Box

Eucalyptus melliodora



Grey Box

Eucalyptus microcarpa
Maclura pomifera



Red Ironbark

Eucalyptus sideroxylon



Osage Orange

'Wichita'



Oriental Plane

Platanus orientalis



London Plane

Platanus x acerifolia



Algerian Oak

Quercus canariensis



Turkey Oak

Quercus cerris
Quercus ilex
Quercus palustris
Quercus robur
Ulmus procera



Holm Oak



Pin Oak



English Oak



English Elm

Species Name	Common Name	Height	Zone	Deciduous	Native	Under Powerlines	Minimum nature strip width (m)
<i>Angophora costata</i>	Smooth-barked Apple Myrtle	12-30m	1, 2, 3	x	✓	x	5
<i>Cedrus deodara</i>	Deodar Cedar	20m	1, 2	x	x	x	5
<i>Cedrus libani</i>	Cedar of Lebanon	20m	1, 2	x	x	x	5
<i>Corymbia citriodora</i>	Lemon-scented Gum	30m	1, 2, 3	x	✓	x	3
<i>Corymbia maculata</i>	Spotted Gum	30m+	1, 2, 3	x	✓	x	3.5
<i>Eucalyptus baueriana</i>	Blue Box	20m	2, 3	x	✓	x	5
<i>Eucalyptus melliodora</i>	Yellow Box	30m	2, 3	x	✓	x	5
<i>Eucalyptus microcarpa</i>	Grey Box	25m	2, 3	x	✓	x	5
<i>Eucalyptus sideroxylon</i>	Red Ironbark	20m	1, 2, 3	x	✓	x	3
<i>Maclura pomifera 'Wichita'</i>	Osage Orange	15-20m	2, 3	x	x	x	3.5
<i>Platanus orientalis</i>	Oriental Plane	30m	1, 2	✓	x	x	3
<i>Platanus x acerifolia</i>	London Plane	30m	1, 2	✓	x	x	3
<i>Quercus canariensis</i>	Algerian Oak	1, 2, 33.5		✓	x	x	
<i>Quercus cerris</i>	Turkey Oak	20m	1, 2, 3	✓	x	x	3.5
<i>Quercus ilex</i>	Holm Oak	30m	1, 2, 3	✓	x	x	3.5
<i>Quercus palustris</i>	Pin Oak	25m	1, 2, 3	✓	x	x	3.5
<i>Quercus robur</i>	English Oak	20-30m	1, 2, 3	✓	x	x	3.5
<i>Ulmus procera</i>	English Elm	25m	1, 2	✓	x	x	3.5

Medium Trees
APPROVED STREET TREE SPECIES GUIDE



Acer campestre



Aesculus x carnea



Agonis flexuosa



Brachychiton acerifolius



Brachychiton populneus x acerifoliuseus



Callistemon viminalis 'Dawson River Weeper'



Corymbia eximia



Eucalyptus leucoxyton



Eucalyptus polyanthemus



Jacaranda mimosifolia



Lophostemon confertus



Melia azedarach 'Elite'



Olea europaea



Pyrus calleryana



Quercus agrifolia *Ulmus glabra*



'Lutescens'



Ulmus parvifolia *Zelkova serrata*



Zelkova

Species Name	Common Name	Height	Zone	Deciduous	Native	Under Powerlines	Minimum nature strip width (m)
<i>Acer campestre</i>	Hedge Maple	15m	1, 2	x	x	x	2.5
<i>Aesculus x carnea</i>	Red Horse Chestnut	12-15m	1	✓	x	x	2.5
<i>Agonis flexuosa</i>	Willow Myrtle	10m	1, 2, 3	x	✓	x	2.5
<i>Brachychiton acerifolius</i>	Illawarra Flame Tree	12-15m	2, 3	x	✓	x	2.5
<i>Brachychiton populneus x acerifolius</i>	Hybrid Kurrajong	9-11m	2, 3	x	✓	x	3
<i>Callistemon viminalis</i> 'Dawson River Weeper'	Dawson River Bottlebrush	6-12m	1, 2, 3	x	✓	x	3
<i>Corymbia eximia</i>	Yellow Bloodwood	15m	2, 3	x	✓	x	3
<i>Eucalyptus leucoxylon</i>	Yellow Gum	10-15m	2, 3	x	✓	x	3.5
<i>Eucalyptus polyanthemos</i>	Red Box	15m	2, 3	x	✓	x	3.5
<i>Jacaranda mimosifolia</i>	Jacaranda	10m	2, 3	✓	x	x	2.5
<i>Lophostemon confertus</i>	Queensland Brush Box	10-15m	1, 2	x	✓	x	2.5
<i>Melia azedarach</i> 'Elite'	Elite White Melia	12m		✓	x	x	2.5
<i>Olea europaea</i>	European Olive	6-8m	2, 3	x	x	x	2.5
<i>Pyrus calleryana</i>	Callery Pear	15m	1, 2	✓	x	x	2
<i>Quercus agrifolia</i>	Californian Live Oak	10-25m	1, 2, 3	✓	x	x	3.5
<i>Ulmus glabra</i> 'Lutescens'	Golden Elm	12m	1, 2	✓	x	x	3.5
<i>Ulmus parvifolia</i>	Chinese Elm	12m	1, 2, 3	✓	x	x	3.5
<i>Zelkova serrata</i>	Zelkova	15m	1, 2	✓	x	x	2

Small Trees

APPROVED STREET TREE SPECIES GUIDE



Acer bergerianum



Aesculus californica



Angophora hispida



Arbutus x andrachnoides



Brachychiton rupestris



Ceratonia siliqua



Corymbia ficifolia



Eucalyptus forrestiana



Gippsland Mallee



Eucalyptus macrandra



Moort



Eucalyptus torquata



Willga



Pincushion Hakea



Golden Rain Tree



Crepe Myrtle



New Zealand Christmas Tree



Chinese Pistachio

Geijera parviflora
Hakea laurina
Koelreuteria paniculata
Lagerstroemia indica x *L. fauriei*
Metrosideros excelsa

Species Name	Common Name	Height	Zone	Deciduous	Native	Under Powerlines	Minimum nature strip width (m)
<i>Acer bergerianum</i>	Trident Maple	9m	1, 2	✓	✗	✓	1
<i>Aesculus californica</i>	California Buckeye	8m	1, 2	✓	✗	✓	2.5
<i>Angophora hispida</i>	Dwarf Apple	5m	1, 2	✗	✓	✓	1.5
<i>Arbutus x andrachnoides</i>	Hybrid Strawberry Tree	9m	1, 2	✗	✗	✓	2
<i>Brachychiton rupestris</i>	Queensland Bottle Tree	6m	2, 3	✗	✓	✓	2
<i>Ceratonia siliqua</i>	Carob	8-10m	2, 3	✓	✗	✓	2
<i>Corymbia ficifolia</i>	Red Flowering Gum	10m	1, 2, 3	✗	✓	✓	3
<i>Eucalyptus forrestiana</i>	Fuchsia Mallee	8m	2, 3	✗	✓	✓	2
<i>Eucalyptus Kilsoniana</i>	Gippsland Mallee	5-9m	1, 2	✗	✓	✓	2
<i>Eucalyptus macrandra</i>	River Yate	7m	2, 3	✗	✓	✓	2
<i>Eucalyptus platypus</i>	Moort	10m	1, 2	✗	✓	✓	2
<i>Eucalyptus torquata</i>	Coral Gum	10m1, 2		✗	✓	✓	2
<i>Geijera parviflora</i>	Wilga	8m	2, 3	✗	✗	✓	1
<i>Hekea laurina</i>	Pincushion Hakea	6m	2, 3	✗	✓	✓	1
<i>Koelreuteria paniculata</i>	Golden Rain Tree	12m	2	✓	✗	✓	2
<i>Lagerstroemia indica x L. fauriei</i>	Crepe Myrtle	8m	1, 2	✓	✗	✓	1
<i>Metrosideros excelsa</i>	New Zealand Christmas Tree	10m	1, 2	✗	✗	✓	2
<i>Pistacia chinensis</i>	Chinese Pistachio	10m1, 2		✓	✗	✓	1.5

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 25 May 2016 – Confidential Matter

Recommendation:

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

- **Assembly of Councillors – Wednesday 25 May 2016 – Confidential Matter**

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
Navigators Community Centre	10 February 2016	Community Members
Bacchus Marsh Racecourse and Recreation Reserve Committee of Management	8 March 2016 10 May 2016	Cr. Comrie
Maddingley Park Committee of Management	26 April 2016	Cr. Edwards
Development Assessment Committee	11 May 2016	Cr. Comrie, Cr. Dudzik, Cr. Edwards, Cr. Tatchell

Recommendation:

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

- **Navigators Committee Centre Committee meeting of Wednesday, 10 February 2016.**
- **Bacchus Marsh Racecourse and Recreation Reserve Committee of Management meeting of Tuesday, 8 March 2016 and Tuesday, 10 May 2016**
- **Maddingley Park Committee of Management meeting of Tuesday, 26 April 2016.**
- **Development Assessment Committee meeting of Wednesday, 11 May 2016**

Attachment - Item 11.2(a)



1 Navigators Community Meeting 10th Feb 2016

Terms

- NCC – Navigators Community Centre
- MSC - Moorabool Shire Council

1.1 Office Holders

1. Marita Austin – President
2. Debbie Barnett – Vice President
3. Ken Turner – Treasurer
4. Ole Kelderman – Secretary

1.2 Committee Members

5. Michael Clarke
6. Tarsha Gore
7. David Tatman
8. David Reyne
9. Wayne Austin
10. Paul Mullane

1.3 Present

1. Marita Austin
2. Wayne Austin
3. Ken Turner
4. Ole Kelderman
5. Michael Clarke
6. David Reyne
7. Paul Mullane
8. Debbie Barnett

1.4 Apologies

1. Tarsha Gore

Ole moved apologies accepted, Ken seconded. Carried

1.5 Next Meeting: NCC hall , 7:30pm Wed 6th July 2016

2 Navigators Community Centre Minutes

Meeting Started 7:35 pm

Meeting Concluded 9:12 pm

2.1 Minutes for NCC Meeting 10th Feb 2016

Minutes circulated.

Minutes agreed as accurate : Michael Clarke Moved , Ken Turner Seconded. Carried

2.2 Business Arising From Minutes

2.2.1 Volunteer Discussion

1. MSC discussion on volunteers restricted to those Volunteers who are directly performing duties to the council. NCC committee members are MSC Volunteers. Those doing work for the NCC are not in scope as MSC Volunteers.
2. Council Volunteers are required to induction.
3. Any expenses in induction process at Volunteers cost.
4. Volunteer – Give Happy Live Happy day Tuesday 10th May
5. Ole to follow up on online induction for MSC Volunteers

2.2.2 Ground improvements

1. Stump Remover
 - a. Motion passed for Michael to organise hire and remove tree roots up to \$300 value

Secretary's note post meeting

Byslma hire offer 2 stump grinders

Note the larger one should be able to remove the large tree stumps on grounds

Smaller hand operated \$158 half day, \$216 full day

Larger Hydraulic tracked \$242 half day, \$363 full day

See Demonstration video

-: Smaller http://www.bylsmahire.com.au/about/bylsma-tv/demonstration_videos/red_roo_sg350_stump_grinder/

-: Larger hydraulic http://www.bylsmahire.com.au/about/bylsma-tv/demonstration_videos/red-roo-sg30trx-all-hydraulic-drive-stump-grinder/

2. Gas Bottle still needed to be checked
3. Disable toilet damaged – needs replacement seat – Will be addressed by Marita

2.3 Correspondence

2.3.1 In>

1. MSC – Definition of Volunteers
2. MSC – Moorabool Draft mangament framework.

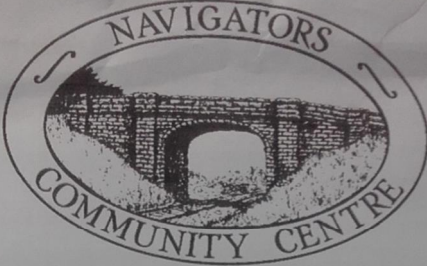
2.3.2 Out>

1. Marita Emailed usage of hall report to Shire .
2. Moorabool Shire - Operation Support Grants Expense detail

2.4 Treasurer's Report

2.4.1 Report

- Current Balance 31st March \$19,234.10



Navigators Community Centre Inc.
Financial statement for period 01/07/15 to 31/03/16

Balance brought forward from 01/07/16: \$14,815.00

Receipts:		
Hall hire		\$ 970.00
Misc. furniture hire		\$ 165.00
MSC operating allowance		\$ 5080.02
	Receipts Total	\$ 6215.02

Expenditure:		
Gas		\$177.20
Power		\$ 461.11
Water		\$ 30.36
Gen. supplies		\$ 244.50
Security lights	No. 580	\$ 635.25
Fire Prot.	587	\$ 55.00
Defib cab.	590	\$ 250.00
	Expenditure Total	\$1 853.42

<u>Balance as at 31/03/16 Subtotal</u>	\$ 19,176.60.
Unpresented Cheque592	\$ 57.50
<u>Balance as per statement:</u>	\$ 19,234.10 Cr

Ken Turner, Hon Treasurer

Ken Turner Proposed acceptance , Debbie Barnett seconded . Carried

General Reports

2.4.2 Tennis club

1. Tennis 2 teams reached Semi Final.
2. Tennis 1 team won Grand Final .
3. Application accepted by Moorabool Shire for grant . \$17,000 worth of grant including new fencing, chairs , new honour boards, soft fall Mulch for playground .
4. Application needs matching funds for funds to be released.

2.4.3 History Club

1. Les Burton painting in hall.
2. Quiet in new activities

2.5 General Business

2.5.1 Appreciation

Thanks to Wayne and Marita for providing wreath , created from local flowers, for ANZAC day Memorial in Navigators from Navigators Community on ANZAC day

2.5.2 Bendigo Bank Account at Ballan

Open account at Bendigo Bank branch at Ballan.

Ken Turner and Michael Clarke to action with opening deposit of \$5000.

Action approved as per motion in previous council minutes.

Hall Maintenance

1. Discussion on outside water taps and possibility of abuse of availability of water i.e theft

2.5.3 Working Bee / Mid Winter Bonfire 18th June

2.5.3.1 Schedule

- 1:00 pm start of working bee
- 5:30 pm Sausage sizzle
- 5:30 pm Bonfire and community get-together.

2.5.3.2 Indicative activities

1. Relocate Bricks
2. Cleaning up trees – trimming and low branches (source for Bonfire)
3. Root grinding
4. Front post repair
5. Garden edging
6. General tidyup

Attachment - Item 11.2(b)

Meeting Agenda

March 8th 2016, 7:30 pm – 8:30 pm James Young Room Lerderderg Library

Attendance

Position	Member	Present	Apology	Absent
Chairman	Pat Griffin			
BM West Golf Club	Dean Cowan			
BM Harness Club	Robert Young			
BM Pony Club	Deidre Davey			
BM Camp Drafters	Mike Fitzpatrick			
BM & Melton Poultry Club	George Rogers			
Footscray Poultry Club	Graham Pearce			
BM BMX Club	Les Stewart			
BM Soccer Club	Noel Stanley			
BM Cricket Club	Darran Fowlie			
Darley Cricket Club	Marcus Ingvorsen			
Community	Anne Wilson			
Moorabool Shire Council	Cr Alan Comrie			
Visitors				

1. **Opening of Meeting**
2. **Correspondence**
3. **Finances**
 - Financial Statement for period 26th January to 25th February 2016
4. **User Group Leases update**
5. **Tractor and related issues**
6. **Other**
 - Water usage
7. **Any other business**

Next meeting	April 12th 2016, 7:30 pm at James Young Room, Lerderderg Library Main Street Bacchus Marsh
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Meeting Minutes

February 16th 2016, 7:30 pm – 8:30 pm James Young Room Lerderderg Library

Attendance

Position	Member	Present	Apology	Absent
Chairman	Pat Griffin	X		
BM West Golf Club	Dean Cowan	X		
BM Harness Club	Robert Young	X		
BM Pony Club	Deidre Davey	X		
BM Camp Drafters	Mike Fitzpatrick			X
BM & Melton Poultry Club	George Rogers	X		
Footscray Poultry Club	Graham Pearce	X		
BM BMX Club	Les Stewart	X		
BM Soccer Club	Noel Stanley			X
BM Cricket Club	Darran Fowlie	X		
Darley Cricket Club	Marcus Ingvorsen			X
Community	Anne Wilson		X	
Visitors				
Kerry Pavey	Footscray Poultry Club	X		
Shayne Pavey	Footscray Poultry Club	X		
Peter Fitzgerald	BM & Melton Poultry Club	X		
Anthony McGrath	Moorabool Shire Council	X		

- Meeting opened at 7:35 pm**
Anthony McGrath address meeting on Council policy for Committees of Management

- Correspondence**

- NAB Bank Statements
- Letter from Shire CEO confirming Council continuance of BMRRR CoM with Cr Comrie as the Councillor appointed to attend.

- Finance Statement for period 26th November 2015 to 25th January 2016**

Payments

Date	Cheque No.	Amount	Creditor	Details
21 Dec	1090	\$451.00	BM Locksmith	New locks on toilets
21 Dec	1091	\$110.00	BM Locksmith	Padlock for back gate
24 Dec	1092	\$136.90	Origin Energy	Power Supply
21 Jan	1093	\$37,990	Agrison Australia	New tractor
Total		\$38,687.90		

Income

Date	No.	Amount	Debtor	Details
16 Dec	66185	\$24,533.17	Moorabool Shire	Yearly payment
16 Dec	66185	\$627.43	Moorabool Shire	GST refund 2014-15
Total		\$25,161.60		
		26-Nov-15	Opening balance	\$57,316.82
		25-Jan-16	Closing balance	\$43,790.52

- User Group Leases update**

- Golf Club lease approved by Council
- Poultry Clubs lease signed by Clubs and submitted to Council for approval
- Pony Club & Harness Racing Club draft leases to be discussed with Clubs by end February
- CoM Chairman now responsible for completion of leases and has requested meetings with Pony Club & Harness Racing Club committees.

- Tractor**

Agrison Tractor picked up by Robert Young and held at his place until security in place at Reserve. Shire covering insurance and registration and unit ready for use by Bob Closter. New padlock to be provided to Robert Young for Harness Club machinery shed. CoM Equipment shed needs work done to make it available for storage of this larger unit.

- Power Bills**

Agreed that in future bills would be calculated on power used by each club. Readings to be supplied by 1st of each month to Chairman.

- Calendar**

Updated calendar provided by Deidre

- Rabbits & Weeds**

Council to be asked again on exterminating rabbits and serrated tussock in north paddock

Next meeting	March 8th 2016, 7:30 pm at James Young Room, Lerderderg Library Main Street Bacchus Marsh
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Meeting Minutes

May 10th 2016, 7:30 pm – 8:30 pm James Young Room Lerderderg Library

Attendance

Position	Member	Present	Apology	Absent
Chairman	Pat Griffin	X		
BM West Golf Club	Dean Cowan	X		
BM Harness Club	Robert Young	X		
BM Pony Club	Deidre Davey		X	
BM Camp Drafters	Mike Fitzpatrick	X		
BM & Melton Poultry Club	George Rogers	X		
Footscray Poultry Club	Graham Pearce	X		
BM BMX Club	Les Stewart	X		
BM Soccer Club	Noel Stanley			X
BM Cricket Club	Darran Fowle			X
Darley Cricket Club	Marcus Ingvorsen			X
Community	Anne Wilson	X		
Moorabool Shire Council	Cr Alan Comrie			X
Visitors				
Jan Motherwell	Footscray Poultry Club	X		
Peter Bailey	BM Pony Club	X		

1. Correspondence

a. Email from Troy Scoble regarding deep water aquifer testing

Troy Scoble requested CoM to part fund this testing. Committee Members advise that previous tests bores were unsuccessful and a Water Diviner could not find any water on the Reserve. As such CoM decided not to support any funding for this exercise.

b. Letter from Shire regarding Tax Invoice for Operational Grant

This letter was received but when questioned by Chairman advice given that it was sent in error and not necessary.

2. Finances

Bank balance at May 10th 2016 **\$37,508.83**

Expenditure				
Date	Chq #	Payee	Detail	Amount
10-Jul-15	1086	Origin Energy	Electricity supply	\$410.83
28-Jul-15	1087	Bacchus Marsh Plumbing	Repair of leaking pipe	\$95.59
29-Sep-15	1088	Origin Energy	Electricity supply	\$684.95
27-Oct-15	1089	Griffiths Goodall	Tractor insurance	\$366.18
21-Dec-15	1090	Bacchus Marsh Locksmith	Toilet block locks	\$451.00
21-Dec-15	1091	Bacchus Marsh Locksmith	Padlock	\$110.00
24-Dec-15	1092	Origin Energy	Electricity supply	\$136.90
21-Jan-16	1093	Agrison Australia	Tractor	\$37,990.00
08-Mar-16	1095	AustPost	PO Box renewal	\$121.00
11-Mar-16	1094	Redcontract	Repair to Pony shed	\$440.00
29-Mar-16	1096	Mike Fitzpatrick	Toilet block repairs	\$923.00
30-Mar-16	1097	Origin Energy	Electricity supply	\$124.49
01-Apr-16	1098	Roz Baker	Toilet cleaning	\$60.00
20-Apr-16	1099	Bacchus Marsh Locksmith	Padlock	\$110.00
	1100	Roz Baker	Toilet cleaning	\$60.00
	1101	Gillespie	Excavation of shed	\$660.00
	1102	Marshall Engineering	Tractor repair	\$645.00
	1103	Mike Fitzpatrick	Shed extensions	\$2,985.00
	1104	Roz Baker	Toilet cleaning	\$154.00
			TOTAL EXPENDITURE	\$46,527.94
Income				
Date	Inv	Payer	Detail	Amount
16-Dec-15	EFT048589	Moorabool Shire	GST refund 2014-15	\$779.60
16-Dec-15	EFT048589	Moorabool Shire	Operational funding 2015-16	\$24,382.00
			TOTAL INCOME	\$25,161.60

3. User Group Leases update

a. Poultry Club

Poultry Club lease was passed for the next stage at the Council meeting on May 5th. Should be all completed by end of June.

b. Pony Club and Harness Club

Leases for both the Pony Club and Harness Club were signed and submitted. Shire wants to change some wording and add another clause. Chairman has asked Shire to finalise and confirm all wording as acceptable before it goes back to the Clubs for consideration again.

c. Campdrafters

This Lease will be prepared in concert with a revised lease for Pony Club and Harness Club and hoped to be submitted together.

4. Tractor and related issues

a. Shed extensions and excavation

Shed extension and excavation has been completed in order for new tractor to be housed securely. Cost was \$3,645. Floor of shed needs a gravel cover.

b. Registration

Tractor has registered by Shire for Road use. Number plates to be installed and documentation to be installed in cabin.

c. Operation procedures

Operation procedures have been developed by Mike Fitzpatrick and only those with accreditation will be permitted to use this equipment.

d. Service issues to be addressed to Agrison by Chairman

- Reversing camera will not operate
- Air conditioner leaks water
- 4 in 1 tipper does not allow complete front tipping to work

e. Toolbox

Mike Fitzpatrick to investigate location for toolbox to be installed on tractor and to advise Chairman. Chairman will supply toolbox and tools that are required.

5. Budgets

a. Operational budget

Committee were asked to review current budget with regards to service areas and costing in preparation for 2016/17 budget and beyond

Operational Budget 2015/16			
Service	MSC funds	Level of Service	BMRRR Budget 2016/17
Reserve mowing	\$8,200.00	as required	\$12,000.00
Water usage costs	\$2,200.00	as required	\$3,000.00
Collection of loose litter	\$500.00	twice yearly	\$1,000.00
Weed / Rabbit eradication	\$900.00	as required	\$6,000.00
Building maintenance	\$3,000.00	as required	\$4,000.00
Road / path maintenance (gravel)	\$4,082.00	as required	\$7,000.00
Fencing, furniture & signage	\$2,000.00	as required	\$5,000.00
Tree maintenance	\$2,000.00	as required	\$3,000.00
Public toilets (maintenance & cleaning)	\$1,500.00	as required	\$2,400.00
Total	\$24,382.00		\$43,400.00

b. Capital budget

In lieu of confirmed start of MasterPlan, CoM members asked to consider Capital Items to be on budget.

Capital budget		
Item	Cost	Comment
Perimeter fencing	\$250,000.00	
Main sewer connection	\$50,000.00	

Council has made provision for \$1,000,000 for capital works for the Reserve for 2106/17. No details on what this is for, but assumed to be for MasterPlan stage 1. No details on where grant funding is sourced.

Capital Works Area	Summary of Funding Sources				
	Project Cost	Grants	Contributions	Council Cash	Loans
	\$'000	\$'000	\$'000	\$'000	\$'000
RECREATIONAL, LEISURE & COMMUNITY FACILITIES					
New Asset Expenditure					
Bacchus Marsh Racecourse Reserve Sporting Facilities	1,000	500	0	500	0

Details will be requested from Shire.

6. Water

Further to discussion on water needed for Reserve, Dean Cowan asked about the Water Balance Model that the Shire Engineer has promised to supply. Chairman will follow up with Mr Jeffrey.

CoM has agreed to pay for irrigation pipe needed to run overflow from water tank to golf course. Golf Club will supply labour. Dean Cowan to provide details on what materials are required.

Shire also to be requested to follow up plans to obtain storm water from Stonehill Development, and to seek a new irrigation pipe to be provided to channel water from the Southern Rural Water supply.

It is noted that currently all the Reserve is using potable water for domestic and irrigation purposes at great expense. And further that no sports grounds can be developed unless viable and reliable water sourced.

7. New Works

a. Front entrance

Peter Bailey requested work be undertaken to increase security by locking of gates. It was agreed that we cannot wait for MasterPlan work and we would immediately undertake to design and seek quotation of a new front entrance with more secure gates. This includes provision of car-park outside main entrance and refurbishing of entrance signage, and also new Golf Club gate and entrance.. Mike Fitzpatrick for provide plans and quotation, and Chairman to seek other quotations.

b. Signage

All Clubs requested to provide details of signage required to promote their club including any designs and logos. Chairman to seek quotation to bring back to Clubs and CoM for approvals.

c. Rubbish bin bay

Chairman to investigate sites for rubbish bin bay and seek quotations. Site to not impact on any Club amenity, but to be easily accessible and safe for all users and Shire Contractors.

d. Main sewer connection

Request to be made to Shire Engineer for details on position of main sewer connection to reserve. In lieu of MasterPlan activity, toilets need to be connected to main sewer line in Bacchus marsh – Balliang Road. As soon as possible. Brick toilets and picnic area near cricket ground could be revived and made available for public use.

8. BMX

Les Stewart reported on a site meeting at the Reserve with BMX track designer and his staff with Shire Engineers.

Various sites were inspected with a suggestion that a site next to the Golf Course at the southern end of the reserve may be more suitable. Committee Members voiced concerns that this area has unstable and reactive soils and is "swampy" in nature and needs further investigation. A site meeting with BMX, Shire Engineers and Pony Club was suggested to explore this further and to consider effects on the Pony Club Jumps course.

Les stated that the BMX Club may be ready to start building the track in July 2016. Chairman re-stated the firm view of the CoM that as agreed by the CoM and a motion of Council that the first stage of any redevelopment will be moving the Pony Club and no other work will commence until this has happened.

9. Fencing on McCormack Road

Dean Cowan advised that all Golf Club fencing along McCormack Road has been flattened by roads works. Chairman to contact Shire will regards to urgent replacement by Contractor of suitable fencing.

10. Other business

a. Blocked drain at horse wash bay

Robert Young reported blocked drain at horse washing bay near Campdrafters. Doug Wilson to be contacted to get quote for repair

b. Shed doors

Both doors on the tractor shed and "Allan's" shed need new more secure hinges and posts put in place to prevent damage and enhance safety. Mike Fitzpatrick to quote on both items

c. PIC number

George Rogers highlighted the potential need for the Reserve to have a PIC number. Anne Wilson to investigate and Chairman to get response from Shire.

d. Rubbish bins

Dean Cowan reports that Golf Club is stilling waiting for 6 x new rubbish bins promised by Shire. Chairman to investigate and also follow up purchase of Rubbish bin holder. Committee Members to advise number and placement of Bin holders.

e. Shed cleaning

Pony Club to remove rubbish and other unwanted items from "Allan's" shed as agreed. CoM agreed that Pony Club can still use Tractor shed to store large pipeworks.

f. Gravel supply

As gravel supply is exhausted Chairman to contact Gillespie to re-supply gravel for various needs. 4 x truck/dog requested.

Meeting closed at 9:00 pm

Next meeting	June 14th 2016, 7:30 pm at James Young Room, Lerderberg Library Main Street Bacchus Marsh
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Attachment - Item 11.2(c)

Maddingley Park Committee of Management MINUTES

Meeting date: Tuesday 26th April 2016
Meeting venue: Lerderberg Library
Chairperson: Russell Hendry

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

Apologies: Chris Kearney,

1. Minutes from previous meeting

The minutes of the previous meeting – 29th March 2016 were approved on a motion by Peter Sutherland seconded by Michael Love.

2. Business arising

- a. Pamela to follow up signs at Pearce St Gates.
- b. CCTV in park. Michael to follow up
- c. Railing in tennis club – Michael to see Rohan Lyle for price
- d. Web site – Michael to detail and work with Marg on content.

3. Finance

Finance report to 21st April 2016 was circulated.
Moved Michael Love seconded Peter Sutherland that the accounts as presented be approved and that we authorise Peter Wakefield to work with Council to change our electricity supplier to AGL.

4. Correspondence/Hire Requests

4.1. Inwards

018– James Hogan MSC – prices for power from AGL

019 – Troy Scoble – Draft Recreation Reserve Management Framework

020 – Quote from Shane Cook for installing shower cubicles

021 – Rob Croxford agreeing to authorise grant for Stronger Communities

4.2. Outwards:

017– Purchase order – Action Alliance for ANA Gates

018 – Stronger Communities Grant Application

Actions on Correspondence

Moved Michael Love seconded Heather Chambers that the inwards be received and outwards approved.

It was agreed that the COM will submit comments regarding the Draft Recreation Reserve Management Framework and **Marg will consolidate these and circulate to members at the next meeting**. All members are encouraged to read the documents and send comments to Marg.

5. Projects Update

- 5.1. WFD proceeding with new program.
- 5.2. Grants for new bar and alfresco area have still not been decided.
- 5.3. Trees planted (20) with another 40 planned next 6 months
- 5.4. Passive area irrigation- This has not been included in the CIP for next year and the final consultants documents have not been received as yet (Sam Romaszko stated this on 26th April)
- 5.5. Main ANA gates painted and plaques to be fitted as well as locks and finials.

6. Art in the Park

Action: Pamela and Gary to work with Anu Patel to develop a community grant application to fund a proposal for art in the park. Documentation from Anu to be sent to them.

7. Policy

It was resolved that the Main Events Policy **MPCoM 001** (attached) be approved. Moved Marg seconded Michael

8. Funding for next 6 months

- Car parking along Taverner St near Tennis Club and playground
Action: Bollards installed and fence being removed. Gates to be installed at Bond St and a berm installed to prevent cars hitting the bollards.
- Purchase and install electric barbecues
Action: Quote from D&W Contracting for electrics received. Power box repaired and trenching quotes to be obtained. Funding to be sought.
- 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.
- Main Gates repair and repainting.
Action: done
- Rotunda near playground - concrete required.
Action: Russ to get quotes.
- Water to electric barbecues and drainage.
Action: BBQ sites to be decided by Marg, Russ to get done.

- Kiosk upgraded for storage.
Action: Pump has been removed. Netball Club have cleaned out equipment. Heather to clean out ready for shelving.
- CCTV in park for security.
Action: Michael to get details of supplier.

9. Other Business

- 9.1. 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.**
- 9.2. BMFNC requested assistance in purchasing a Roladoor for the coaches box so it can be used for secure storage for goal post protectors. **Action: Moved Michael seconded Pamela that we put \$300 towards the cost of the Roladoor.**
- 9.3. **It was resolved that** the secretary send a letter to the BMFNC commending them on the conduct and cleaning up following the Anzac day football matches and family day.
- 9.4. Car parking for football matches following heavy rain making tracks soft was discussed and Russ advised the meeting that he had an agreement with Adam Sutherland and they would inspect the tracks prior to allowing entry. The use of temporary fencing to isolate areas would also be implemented.
- 9.5. The issue of the suitability of the current main toilet block was raised and **it was resolved** that Marg research alternatives with a view of putting this in the new masterplan.

Next meeting: Tuesday 31st May 2016 – James Young Room at the library.

Meeting closed: 8.55 pm.

Attach: **Policy MPCoM 001**

Title Maddingley Park Hire for Major Events

Purpose The purpose of this Council Policy is to establish a framework for Moorabool Shire Council to manage the hire of Maddingley Park for the conducting of major events that charge entry or impact on community use of the park facilities.

Last Review Date 29th March 2016

Scope

This policy will apply to Council, Delegated S86 Committee of Management, its employees, volunteers and its contracted service providers.

Principles and Objectives

- To ensure that major events conducted in the park are conducted to best benefit of Moorabool Shire community.
- To ensure a fair, equitable and accountable approach to hiring of community facilities.
- To protect assets within Maddingley Park

SUMMARY OF PROCEDURE

1. Main events will only be allowed in Maddingley Park providing they conform to the following:

- a. Have proof of a current certificate of public liability insurance to a minimum of \$20 million.
- b. Paid a fee for the hire of the facility as defined in schedule 1
- c. Paid a bond as defined in schedule 1
- d. Paid a fee for the cleaning of toilets during the event as defined in schedule 1
- e. Completed all necessary paperwork and pay all costs as per schedule 1 one month prior to the event.
- f. Receive approval from the Maddingley Park Committee of Management.

2. Events that will not be allowed are:

- a. Circus
- b. Amusement rides
- c. Sideshow, marquees requiring securing spikes.
- d. Markets for commercial gain

[Type text]

- e. Rodeo

3. Sites that cannot be utilized for Main Events unless prior permission is given in writing.

- a. All underground pop-up irrigated areas within the park.
- b. All easements, as detailed in site plan that contain underground water and power trenching.

4. Entry and Gates

- a. Council, through the Committee of Management, will **not** issue keys but will provide a representative to meet and be available for the duration of the event.
- b. The CoM representative will ensure all rules are adhered to and facilities maintained throughout the event. Failure to comply will result in the forfeiture of the bond
- c. The event organizer is to meet with the representative prior to the event to arrange times, entry details, cleaning of toilets and site cleanup. Unsatisfactory cleanup will result in the forfeiture of the bond.

5. Vehicles within the Park

- a. Vehicles will only be allowed in the park to bring equipment in or for display purposes. Vehicles bringing in equipment must unload and park outside the park.
- b. Vehicles must follow designated paths at all times.
- c. Vehicles must give way to pedestrians at all times and follow directions from the CoM representative.
- d. Large vehicles, such as semi-trailers, can only enter the park with permission from the CoM.

6. Authority

- a. The Maddingley Park Committee of Management has delegated authority under section 86 of the Local Government Act.
- b. All decisions of the MP CoM are final.

SCHEDULE 1

FEES:

Daily hire fee	\$750
Bond (refundable on satisfactory sign off)	\$500
Toilet cleaning per day	\$350

Attachment - Item 11.2(d)

MINUTES

SECTION 86 DEVELOPMENT ASSESSMENT COMMITTEE MEETING

Wednesday 11 May, 2016
James Young Room, Lerderderg Library
215 Main Street, Bacchus Marsh
4.00pm

MEETING OPENING

Councillor David Edwards as the Chair welcomed all and opened the meeting at 4.15pm.

ATTENDANCE

Cr. David Edwards (Chair)	Councillor – East Moorabool Ward
Cr. Paul Tatchell	Councillor – Central Moorabool Ward
Cr. Tonia Dudzik	Councillor – East Moorabool Ward
Mr. Robert Fillisch	Acting Manager Statutory Planning
Mr. Mark Lovell	Senior Statutory Planner
Ms. Tom Tonkin	Statutory Planner
Ms. Sharon Duff	Minute Taker

APOLOGIES

Cr. Allan Comrie (Mayor)	Councillor – East Moorabool Ward
Mr. Satwinder Sandhu	General Manager Growth and Development

CONFIRMATION OF PREVIOUS MEETING MINUTES

Resolution:

Moved: Cr. Tatchell
Seconded: Cr. Dudzik

That the Minutes of the Section 86 Development Assessment Committee for Wednesday 13 April, 2016 be confirmed as a true and correct record.

CARRIED.

CONFLICT OF INTEREST

No conflicts of interest were declared at the meeting.

GROWTH & DEVELOPMENT REPORTS

Item 4.1 Planning Permit Application PA2015 208

PA2015 208; Development of Two (2) Dwellings at Lot 1 on TP 136518M, 3 McFarland Street, Bacchus Marsh

Application Summary:	
Permit No:	PA2015 208
Lodgement Date:	9 September, 2015
Planning Officer:	Tom Tonkin
Address of the land:	Lot 1 on TP 136518M, 3 McFarland Street, Bacchus Marsh VIC 3340
Proposal:	Development of Two (2) Dwellings
Lot size:	754sq m
Why is a permit required?	Clause 32.08-4 – General Residential Zone – to construct two or more dwellings on a lot.
Restrictions registered on title	None.
Public Consultation:	
Was the application advertised?	The application was advertised due to the proposal's potential to cause material detriment.
Number of notices to properties?	Six (6)
Notices on site?	One (1)
Notice in Moorabool Newspaper?	None
Number of Objections?	Two (2), but one (1) withdrawn.
Consultation meeting?	An informal consultation meeting was held on 19 February 2016 with the remaining objector to discuss the application and objections raised.

Policy Implications:	
Key Result Area	Enhanced Infrastructure and Natural Built Environment.
Objective	Effective and efficient land use planning and building controls.
Strategy	Implement high quality, responsive, and efficient processing systems for planning and building applications Ensure that development is sustainable, resilient to change and respects the existing character.
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. <i>Manager – Robert Fillisch</i> In providing this advice to Council as the Manager, I have no interests to disclose in this report. <i>Author – Tom Tonkin</i> In providing this advice to Council as the Author, I have no interests to disclose in this report.	
Executive Summary:	
Application referred?	The application was referred to Western Water and internally to Council's Infrastructure unit.
Any issues raised in referral responses?	None raised, subject to conditions being placed on a permit.
Preliminary Concerns?	Council wrote to the applicant before the application was advertised suggesting changes to the plans, but those changes were not made.
Any discussions with applicant regarding concerns?	The applicant spoke to Council before the application was advertised to explain their reasons for not making changes to the plans. Council advised that changes to the plans may be recommended as conditions on a permit, if granted.
Any changes made to the application since being lodged?	Yes. On 23 November 2015 the applicant submitted amended plans in response to Council's request for further information dated 10 November 2015.
VCAT history?	None
Previous applications for the site?	None

General summary	<p>The application is for the development of two (2) semi-detached double storey dwellings. Both dwellings would front McFarland Street, comprise four (4) bedrooms and the usual utilities.</p> <p>Vehicle access to the site would be via a two (2) crossovers and both dwellings provided with two (2) car spaces utilising a single garage and tandem car space.</p> <p>The objection to the development relates to overlooking and loss of privacy, traffic safety, loss of daylight to living areas, impacts of a replacement fence on existing trees and the visual impact of the fence, and impacts on neighbourhood character.</p> <p>The proposal meets the relevant objectives of State and local planning policy, and all ResCode requirements.</p> <p>Overall, the proposal is an acceptable response to the character and amenity of the area.</p>
Summary Recommendation:	
It is recommended that Council issue a Notice of Decision to Grant a Permit for this application in accordance with Section 61 of the <i>Planning and Environment Act 1987</i> , subject to conditions detailed at the end of this report.	

Public Notice

The application was advertised to adjoining landowners by mail on 24 November 2015 and a sign placed on site from 19 December 2015 to 21 January 2016. Two (2) objections were received, one (1) of which was later withdrawn.

Summary of Objection

The objection received is detailed below with officer's accompanying comments:

Objection	Any relevant requirements
Overlooking and loss of privacy.	Clause 55.04-6
<p>Officer's response -</p> <p>Overlooking from ground floor windows would be limited by the provision of a 1.8m high boundary fence, and from the upper storey by screening of the windows to a height of 1.7m above the proposed finished floor level. This is in accordance with the Standard B22 at Clause 55.04-6 of the Moorabool Planning Scheme.</p>	
Morning sunlight to living areas would be lost and views obstructed by the proposed development.	Clauses 55.03-5 and 55.04-3
<p>Officer's response -</p> <p>The proposed development is sufficiently set back from adjoining dwellings to allow adequate daylight into existing windows in accordance with Standard B19 at Clause 55.04-3 of the Moorabool Planning Scheme. This is discussed in more detail below. Loss of views is not usually considered when assessing planning permit applications. The proposal would not obstruct any significant views.</p>	

The proposed west boundary wall would obstruct drivers' visibility when exiting 1 McFarland Street creating a hazard.	Clause 52.06-8
Officer's response - The position of the west boundary wall in respect of vehicles exiting 1 McFarland Street would not create any traffic hazard or unreasonably restrict drivers' visibility or that of pedestrians using the public footpath.	
The proposal is not in keeping with the streetscape which is an older area with a distinctive character reflecting Bacchus Marsh's built heritage.	Clauses 15.01-5, 21.03-4, 55.02-1 and 55.06-1.
Officer's response - The proposal is considered to be an acceptable response to the character of the area and is discussed in more detail below.	
The proposed Colorbond fence on the west boundary would require removal of numerous fruit trees on the adjoining property and would not be aesthetically appealing.	N/A
Officer's response - Existing small to medium sized fruit trees are planted near the adjoining boundary and include some trees which overhang the existing boundary fence. It is not considered that the proximity of the proposed fence to these trees would be detrimental to the health of these trees given their size. Further to discussion with the objector it is recommended that a condition of approval require a timber paling fence be erected in place of the proposed Colorbond fence.	

Proposal

It is proposed to develop the land for two (2) double storey semi-detached dwellings.

Both dwellings would front McFarland Street, with vehicle access via two (2) crossovers including the existing crossover. Both dwellings would have identical 'mirror image' floor plans comprising the following:

- Ground floor: Single garage, front verandah, three (3) bedrooms including one (1) with ensuite, laundry, central bathroom, separate toilet, powder room, and open plan kitchen, meals and family room leading to private open space at the rear including a covered verandah and alfresco area.
- Upper storey: master bedroom with ensuite and parent's retreat.

Both dwellings would be provided with a tandem car space in the front setback.

The dwellings would adopt design elements such as low pitched hipped and gabled roofs, weatherboard cladding and muted exterior colours generally in keeping with surrounding development.

The dwellings would be partly constructed to the side title boundaries at ground level for a length of approximately 6.35m. Ground floor side and rear setbacks from the boundaries would vary from 1.1m-10.4m and upper storey setbacks from 2.8m-20.4m. The maximum height of the development would be approximately 7.36m above natural ground level; site coverage is stated to be 53% and permeability 27%. Side and rear boundary fences constructed of Colorbond or timber palings and 1.6m-1.8m high are proposed. There would be no front fence.

All reticulated services are available to the site.

The proposed plans are included at Attachment 1.

Site Description

The subject site is at 3 McFarland Street, Bacchus Marsh, approximately 60 metres east of Gisborne Road and 147 metres west of George Street. The site is rectangular in shape, with a 16.5 metre width and 45.72 metre depth, yielding an area of 754 sqm.

A sewer line diagonally crosses the width of the site between approximately 6.6 metres and 7.3 metres from the rear boundary.

The site is currently vacant, contains no significant vegetation and experiences a slight fall from north to south. Existing access is via a crossover to McFarland Street adjacent to the east boundary.

A sewer line runs for the width of the site and on a diagonal of between 6.7m and 7.4m from the rear title boundary however there is no associated easement.

The subject site and surrounding land is in the General Residential Zone and characterised by predominantly single dwellings with only occasional examples of medium density housing development. Dwellings are typically single storey but reflect the history of the township with examples of mid-Victorian, Federation, mid-20th century and more recent styles evident nearby.

Nearby dwellings are constructed of either brick or weatherboard, with low pitched hipped roofs finished with tiles, Colorbond or galvanized iron. Older dwellings feature front verandahs. Garages and carports are generally inconspicuous in the streetscape, being mostly located in the side or rear setback of any given dwelling.

Front setbacks are mostly landscaped with lawn, shrubs and small canopy trees. Boundary wall construction is uncommon, and side setbacks are usually between 1.0-5.0m.

Most dwellings are served by a single crossover. Street trees are common but not prominent landscape element. The surrounding area is characterised by gently sloping land.



To the east of the site is a 1960's single storey brick dwelling with a hipped tile roof and attached garage constructed to the common boundary. The dwelling has a 10.8m front setback.

To the south are the backyards of dwellings fronting Lerderderg Street.

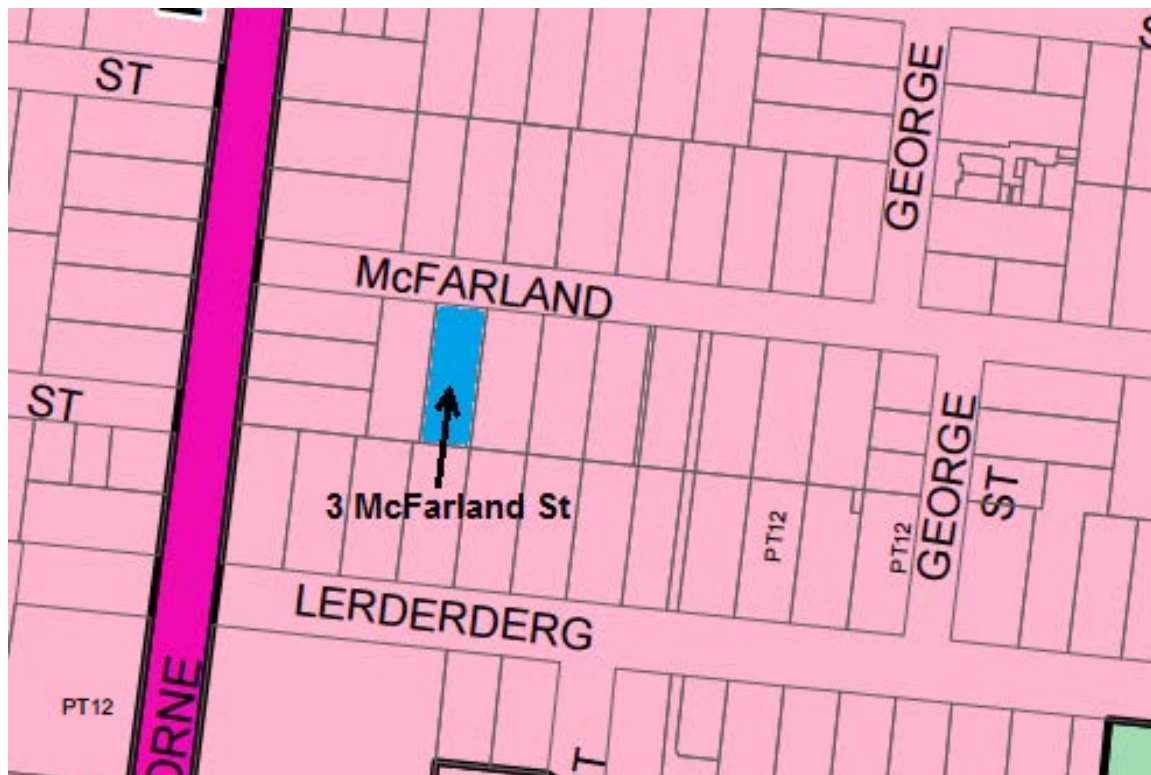
To the west is a single storey Victorian-era brick dwelling with a hipped galvanized iron roof and front verandah. The dwelling has a 7.2m front setback.

To the north, across McFarland Street, are post WW2-era single storey brick or weatherboard dwellings with hipped tile roofs and front setbacks of 5.6m and 8.5m.

The site is proximate to a range of services and facilities and has convenient access to the Western Freeway via the Gisborne Road interchange.

Locality Map

The map below shows the location of the subject site and the zoning of the surrounding area.



Planning Scheme Provisions

Council is required to consider the Victoria Planning Provisions and give particular attention to the State Planning Policy Framework (SPPF), the Local Planning Policy Framework (LPPF) and the Municipal Strategic Statement (MSS).

The relevant clauses are:

- 11 – Settlement
- 11.05-2 – Melbourne’s hinterland areas
- 11.06-1 – Planning for growth
- 15.01-5 – Cultural identity and neighbourhood character
- 16.01-1 – Integrated housing
- 16.01-2 – Location of residential development
- 16.01-4 – Housing diversity
- 21.03-2 – Urban Growth Management
- 21.03-3 – Residential Development
- 21.03-4 – Landscape and Neighbourhood Character
- 21.07 – Bacchus Marsh

The proposal generally complies with the relevant sections of the SPPF and LPPF.

Zone

General Residential Zone

The subject site is in the General Residential Zone, Schedule 1 (GRZ1), and the provisions of Clause 32.08 apply.

The purpose of the zone is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To encourage development that respects the neighbourhood character of the area.
- To implement neighbourhood character policy and adopted neighbourhood character guidelines.
- To provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport.
- To allow educational, recreational, religious, community and a limited range of other nonresidential uses to serve local community needs in appropriate locations.

A permit is required to construct two or more dwellings on a lot under Clause 32.08-4 of the Moorabool Planning Scheme. Pursuant to this clause the development must meet the requirements of Clause 55 (Two or More Dwellings on a Lot and Residential Buildings).

Before deciding on an application to develop two or more dwellings on a lot, in addition to the decision guidelines in Clause 65, the Responsible Authority must consider the following relevant decision guidelines:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- The purpose of this zone.
- The objectives, standards and decision guidelines of Clause 55.

Overall, the proposed development is considered to be consistent with the purpose and decision guidelines of the GRZ1, as discussed below.

Overlays

The subject site is not affected by any Overlays.

Relevant Policies

Council adopted the Urban Growth Policy Statement at the Ordinary Meeting of Council on 19 September, 2012. Council can give weight to this document under the provisions of section 60(1A) (g) of the Planning and Environment Act 1987.

The policy states that:

The Moorabool Growth Strategy 2041 aims to provide a vision for the type of community Moorabool Shire will be in 2041 and to outline how Council can facilitate an outcome that both allows for growth and keeps the community connectedness, character and sense of place so valued by our current residents.

The urban strategy is about planning and managing the pressures of growth in a proactive manner so that a sustainable environment where people can live, work, access retail, social and recreational services and be involved and connected. The strategy looks at what our future population will be and what employment, services and infrastructure will be required to meet their needs so that Council can identify what growth options will meet these needs in a sustainable and cost effective manner.

Particular Provisions

Clause 52.06 Car Parking

The proposal includes the required number of resident car spaces, being two (2) spaces for each dwelling with three (3) or more bedrooms. On-site visitor car spaces are not required given fewer than five (5) dwellings are proposed.

The approximate 2.4m width of the proposed crossover does not satisfy the required minimum width of 3.0m and the 4.0m width of the existing crossover exceeds the requirement for a minimum 3.0m. It is recommended that a condition of approval require both crossover to be 3.0m to meet the standard. Reducing the width of the existing crossover would ensure that on street parking in front of the property can be maintained. The garage dimensions of 6.0m length x 3.5m width and allowance for tandem spaces of 4.9m length x 2.6m width meet the standard.

It is recommended that a condition of approval require the provision of splays around the crossovers clear of obstructions in accordance with the requirements of Clause 52.06-8.

Clause 55 Two or More Dwellings on a Lot

Clause 55 provides objectives and standards for residential development of two or more dwellings on a lot. This clause requires the submission of detailed information. Residential development must meet all of the objectives and should meet all of the standards of this clause.

The proposal complies with the objectives and standards of ResCode (Clause 55).

Discussion

Overall, the proposed development of two (2) dwellings is generally consistent with State and local planning policy. The Central Highlands Regional Growth Plan (Victorian Government 2014) identifies Bacchus Marsh as regionally significant in terms of its role as a key service centre and location for increased population growth. The proposal would facilitate consolidated growth within the existing township, take advantage of existing infrastructure and services and reduce pressure on outward growth. In an area dominated by single detached dwellings on larger allotments the proposal would also contribute to housing affordability. Growth must be balanced with the need for new development to respond positively to neighbourhood character.

The subject site and surrounding land is in the General Residential Zone, Schedule 1 (GRZ1). Surrounding land is mostly developed with single dwellings although occasional examples of medium density development are evident nearby.

The purpose of the GRZ includes the following:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To encourage development that respects the neighbourhood character of the area.
- To provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport.

The purpose of the GRZ indicates that a balance must be achieved in responding to the range of applicable policies.

The key aspects of the proposal for discussion are considered to be:

- The proposed development's response to neighbourhood character;
- The impact of the proposed development on the amenity of neighbouring properties.

Neighbourhood Character

The subject site is in a long established area of Bacchus Marsh characterised by mostly single dwelling development from several eras reflecting the incremental growth of the township. The underlying landscape character is gently undulating but generally sloping from north to south. Residential lot sizes in the area are generally uniform, being approximately 750sq m. Existing dwellings are usually either brick or weatherboard with low pitched hipped roofs. Most dwellings incorporate eaves. Dwellings are generally of a conventional appearance but differentiated by variations in façade articulation, including porch and verandah design, window forms, and roof design and materials. Double storey development is uncommon with few examples evident in the neighbourhood. Dwellings are typically served by a single width crossover, with garages and car ports located in the side or rear setback.

The proposal is for two (2) semi-detached double storey dwellings (Units 1 and 2) fronting McFarland Street with identical 'mirror image' floor plans. The dwellings would have a minimum front setback of 7.0m at ground level, with the upper storey set back between 3.95m and 6.25m from the ground floor front façade. The garages would be sited marginally forward of the front verandahs, with two (2) crossovers providing vehicle access to the site. Landscaping would comprise canopy trees and shrubs planted in the front and rear setbacks. The dwellings would be clad with weatherboard and incorporate rendered elements. Roofing would be low pitched and clad with Colorbond, incorporating gabled elements on the front façade and 300mm wide eaves on the upper storey. Window and door proportions, and the attached garages, would be in scale with the host dwellings. Ground floor and upper storey side setbacks would be, respectively, 1.1m and 2.8m., and ground floor and upper storey rear setbacks respectively 10.4m and 20.4m. The overall form, scale and appearance of double storey development would be respectful of the surrounding built form, although relatively prominent given the prevalence of surrounding single storey dwellings. It is acknowledged that whilst double storey development in the area is uncommon, the site and surrounding land is zoned for residential purposes, and there are no overlays or neighbourhood character guidelines giving direction to a preferred built form.

The upper storey is an acceptable response to the character of the area being recessed from the ground floor on all sides, with no sheer two storey walls. Building bulk would be modulated by the light coloured paint scheme, articulation of the façade through varied setbacks and use of weatherboards. Given the site context, it is considered that the proposal is an acceptable response to neighbourhood character.

With regard to the boundary to boundary construction, it is acknowledged that this is not in keeping with the character of the area and results in more prominent building bulk when viewed from the street. As previously noted, there is an existing sewer line running the width of the site and positioned on a diagonal of between 6.7m and 7.4m from the rear title boundary. Given that no dwelling can be built over the sewer line this imposes a substantial impediment to the development of the rear of the site, which would have generally been considered a more favourable option in the context of neighbourhood character. However, given the zoning of the land, strategic context of the site in Bacchus Marsh, proximity to existing infrastructure and services and compliance with Clause 55, the proposal is considered an acceptable design response in this instance.

Amenity

The key amenity considerations of the proposal are considered to be daylight to existing habitable room windows and overlooking.

As previously noted, the proposal complies with standard B22 at Clause 55.04-6 of the Moorabool Planning Scheme for limiting overlooking of habitable room windows. The proposal is generally acceptable with regard to overlooking and loss of privacy, however it is recommended that a condition of approval require the screening of the upper storey windows to be changed from obscure glazing to external screens which comply with the requirements of Standard B22. This change would improve the internal amenity for future residents of the development whilst adequately limiting overlooking of adjoining properties.

Also as previously noted, the proposal complies with standard B19 at Clause 55.04-3 of the Moorabool Planning Scheme for allowing daylight into existing habitable room windows. The ground floor setback of 6.42m meets the minimum requirement of 1.0m and the upper storey setback of 8.1m meets the minimum requirement of 2.95m. The proposal is considered acceptable having regard for daylight to existing windows.

In addition, the objector has indicated a preference for the proposed common boundary fence to be timber paling instead of Colorbond, and it is recommended that this be imposed as a condition on the permit.

General Provisions

Clause 65 – Decision Guidelines have been considered by officers in assessing this application.

Referrals

The following referrals were made pursuant to s.52 of the Planning and Environment Act 1987 and Council departments were provided with an opportunity to make comment on the proposed development plan.

Authority	Response
Western Water	No objection subject to conditions
Infrastructure	No objection subject to conditions

Financial Implications

The recommendation of an approval of this development would not represent any financial implications to Council.

Risk and Occupational Health and Safety Issues

The recommendation of an approval of this development does not implicate any risk or OH & S issues to Council.

Communications Strategy

Notice was undertaken for the application, in accordance with s.52 of the *Planning and Environment Act 1987*, and further correspondence is required to all interested parties to the application as a result of a decision in this matter. The submitter and the applicant were invited to attend this meeting and address Council if desired.

Options

An alternative recommendation would be to refuse the application on the grounds that the proposal is an unacceptable design response to the neighbourhood character and amenity of the area.

Refusing the application may result in the proponent lodging an application for review of Council's decision with VCAT.

Conclusion

It is considered that the application is generally consistent with relevant State and local planning policy, the General Residential Zone, and the relevant Particular and General Provisions of the Moorabool Planning Scheme.

It is therefore recommended that the application be supported by Council.

Resolution:

Moved: Cr. Tatchell

Seconded: Cr. Dudzik

That, having considered all relevant matters as required by the Planning and Environment Act 1987, under Section 60 Council issue a Notice of Decision to Grant Permit PA2015 208; Development of Two (2) Dwellings at Lot 1 on TP 136518M, 3 McFarland Street, Bacchus Marsh VIC 3340 subject to the following conditions:

Endorsed Plans:

- 1. Before the development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three A3 size copies must be provided. The plans must be generally in accordance with the plans prepared by Catania Designs P/L being ground and first floor plans, colours and finishes and landscape plan submitted with the application, and the design response and elevations identified as Rev. A dated 21/11/2015, but modified to show:**
 - a) Compliance with the requirements of Clause 52.06-8, being that landscaping and letterboxes must be no higher than 900mm within the designated areas.**
 - b) Both crossovers with a width of 3.0m.**
 - c) The setback of the upper storey from the front and side title boundaries.**
 - d) The obscure glazing of Unit 1 and 2's master bedroom windows replaced by external screens. The plans must be notated as follows:**
 - I. Screening shall be permanently fixed to 1.7 metres above floor level and be no more than 25 percent transparent, designed and coloured to blend with the development and comprise perforated or solid translucent panels.**

- e) Unit 2's Colorbond west side boundary fence replaced with a timber paling fence.
- f) Unit 2's rendered west boundary wall replaced with face brick to generally match the dwelling at 1 McFarland Street.
- g) The landscape plan amended as follows:
 - I. Both Eucalyptus leucoxylon replaced with two (2) Eucalyptus platypus.
 - II. All Acacia melanoxylon replaced with eight (8) Callistemon Endeavour.
 - III. Any consequential changes in accordance with the requirements of Condition 1a).

Unless otherwise approved in writing by the Responsible Authority all buildings and works are to be constructed and undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of the use.

Amenity:

- 2. All pipes, fixtures, fittings and vents servicing any building on the site, other than storm water down pipes, must be concealed in service ducts or otherwise hidden from view to the satisfaction of the responsible authority.
- 3. External lights must be directed away from residential areas to prevent light spill and glare to the satisfaction of the responsible authority.
- 4. The walls on the boundary of the adjoining properties must be cleaned and finished to the satisfaction of the responsible authority.

Landscaping:

- 5. Before the development is occupied or by such later date as is approved by the responsible authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.

Infrastructure conditions:

- 6. A standard urban residential vehicle crossing must be provided to each dwelling on McFarland Street to the satisfaction of the Responsible Authority. Any redundant vehicle crossings must be removed, and the kerb and channel and nature strip reinstated to the satisfaction of the Responsible Authority. A vehicle crossing permit must be taken out for the construction of the vehicle crossing.
- 7. The development must be provided with a drainage system constructed to a design approved by the Responsible Authority, and must ensure that:
 - a) The development as a whole must be self-draining.
 - b) Volume of water discharging from the development in a 10% AEP storm shall not exceed the 20% AEP storm prior to development. Peak flow must be controlled by the use of a detention system located and constructed to the satisfaction of the Responsible Authority.
 - c) All units must be provided with a stormwater legal point of discharge at the low point of each potential lot, to the satisfaction of the Responsible Authority.
- 8. Stormwater runoff must meet the "Urban Stormwater Best Practice Environmental Management Guidelines (CSIRO 1999)".

9. Storm water drainage from the development must be directed to a legal point of discharge to the satisfaction of the Responsible Authority. A legal point of discharge permit must be taken out prior to the construction of the stormwater drainage system.
10. Prior to the commencement of the development, design computations for drainage of the whole site must be prepared and submitted to the Responsible Authority for approval.
11. Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.
12. Sediment discharges must be restricted from any construction activities within the property in accordance with the relevant Guidelines including "Construction Techniques for Sediment Control" (EPA 1991) and "Environmental Guidelines for Major Construction Sites" (EPA 1995).
13. A landscape plan must be prepared and submitted to the responsible authority for approval detailing all proposed landscaping, ensuring that no trees are planted over existing or proposed drainage infrastructure and easements.
14. Prior to the commencement of the development, notification including photographic evidence must be sent to Council's Asset Services department identifying any existing change to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.
15. Prior to the commencement of the development, plans and specifications of all road and drainage works must be prepared and submitted to the responsible authority for approval, detailing but not limited to the following:
 - a) Location of vehicle crossings;
 - b) Details of the underground drainage;
 - c) Location of drainage legal points of discharge;
 - d) Standard details for vehicle crossing and legal point of discharge; and
 - e) Civil notes as required to ensure the proper construction of the works to the satisfaction of the responsible authority.

Western Water conditions:

16. Each allotment must be independently and directly connected to a sewer and water main of Western Water.
17. At the time of subdivision a 2.5 metre wide sewerage easement in favour of Western Water must be created over the existing sewer main.
18. The operator under this permit shall be obliged to enter into an Agreement with Western Water relating to the design and construction of any sewerage or water works required. The form of such Agreement shall be to the satisfaction of Western Water. The owner/applicant shall make a written request to Western Water for the terms and conditions of the agreement.

Expiry condition:

19. This permit will expire if one the following circumstances apply:

- a) The development is not started within two years of the date of this permit; or
- b) The development is not completed within four years of the date of this permit.

Council may extend the periods referred to if a request is made in writing before the permit expires or in accordance with the timeframes as specified in Section 69 of the *Planning and Environment Act 1987*.

Report Authorisation:

Authorised by:



Name: Satwinder Sandhu

Title: General Manager Growth and Development

Date: Friday 15 April, 2016

CARRIED.

UPDATE ON TRENDS, ISSUES AND OTHER MATTERS

Robert Fillisch, Acting Manager Statutory Planning and Community Safety provided the Committee with a verbal update on various other Planning Permit Applications that are currently in the system.

DATE OF NEXT MEETING

Wednesday 8 June, 2016
4.00pm
Council Chambers,
15 Stead Street, Ballan

MEETING CLOSURE

The Chair thanked all Committee members and attendees and closed the meeting at 4:29pm.

11.3 Advisory Committees of Council - Reports

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.

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

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

Committee	Meeting Date	Council Representative
Audit and Risk Committee	18 November 2015 10 February 2016	Cr. Dudzik, Cr. Edwards Cr. Tatchell (proxy) Cr. Spain (alternate representative)
Social Development Committee	18 November 2015 16 March 2016	Cr Comrie Cr Dudzik Cr Edwards
Bacchus Marsh District Trails Advisory Committee	2 February	Cr Spain

Recommendation:

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

- **Audit and Risk Committee meetings of Wednesday, 18 November 2015 and Wednesday, 10 February 2016.**
- **Social Development Committee meeting of Wednesday 18 November 2015 and Wednesday, 16 March 2016.**
- **Bacchus Marsh District Trails Advisory Committee meeting of 2 February 2016.**

Attachment - Item 11.3(a)

AUDIT & RISK COMMITTEE MEETING

Summary of Minutes

of the Audit and Risk Committee Meeting (1st Quarterly)
held at the James Young Room, Lerderderg Library,
215 Main Street, Bacchus Marsh on
Wednesday 18 November 2015 commencing at 9.15am

Members:	Mr. Mike Said Cr. Tonia Dudzik Cr. David Edwards Ms. Linda MacRae	Chairperson (External Representative) East Moorabool Ward Councillor East Moorabool Ward Councillor External Representative
Internal Auditor:	Mr. Mark Holloway	HLB Mann Judd (VIC) Pty Ltd
Officers:	Mr. Rob Croxford Mr. Satwinder Sandhu	Chief Executive Officer General Manager Growth and Development

Rob Croxford
Chief Executive Officer

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1. OPENING OF MEETING

The Chairperson, Mr. Mike Said opened the meeting at 9.15am.

The Chair acknowledged the recent change to Councillor Representation on the Audit and Risk Committee and welcomed Cr. David Edwards to the Committee.

The Chair and members of the Audit and Risk Committee extended a vote of thanks to Cr. John Spain for his contribution to the Audit and Risk Committee during his tenure.

2. PRESENT

*Mr. Mike Said
Cr. John Spain
Cr. Tonia Dudzik
Ms. Linda MacRae*

*Chairperson (External Representative)
East Moorabool Ward Councillor
East Moorabool Ward Councillor
External Representative*

In Attendance

*Mr. Rob Croxford
Mr. Satwinder Sandhu
Mr. Mark Holloway
Mr. Steve Ivelja
Mr. John Miller
Ms. Vanessa O'Toole
Mr. Andrew Carrick
Mr. John Whitfield
Ms. Michelle Morrow*

*Chief Executive Officer
General Manager
HLB Mann Judd
Manager Finance
Manager Assets
Manager People and Performance
Risk/Occupational Health and Safety Officer
Coordinator Governance
Minute Taker*

Cr. John Spain attended as proxy for Cr. David Edwards at this meeting.

3. APOLOGIES

Cr. David Edwards

East Moorabool Ward Councillor

4. CONFIRMATION OF MINUTES***Resolution:******Moved: Cr. Tonia Dudzik******Seconded: Cr. John Spain******That the Audit & Risk Committee confirms the Minutes of the Audit Committee Meeting held on Wednesday 19 August 2015.******CARRIED.******Resolution:******Moved: Ms. Linda MacRae******Seconded: Cr. Tonia Dudzik******That the Audit & Risk Committee confirms the Minutes of the Special Audit Committee Meeting held on Wednesday 9 September 2015.******CARRIED.*****5. MATTERS ARISING FROM PREVIOUS MINUTES****Nil.****6. DISCLOSURE OF INTERESTS OR CONFLICTS OF INTEREST****Nil.**

7. CLOSED SESSION OF MEETING TO THE PUBLIC***Resolution:******Moved: Cr. John Spain******Seconded: Ms. Linda MacRae***

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

CARRIED.

8. AUDIT AND RISK COMMITTEE WORKPLAN

8.1 Audit and Risk Committee Charter

The Audit and Risk Committee Charter Matrix was presented at the Audit and Risk Committee meeting to provide an overview of reports to inform the review of the Charter as required.

8.2 Outstanding Audit Committee Resolutions and Audit Report Recommendations - Final Quarter Ending June 2015

Resolution:

Moved: Cr. Tonia Dudzik
Seconded: Cr. John Spain

- 1. That the Audit & Risk Committee receives the updated status report on the Outstanding Audit Committee Resolutions and Audit Report Recommendations for the quarter ending September 2015.**
- 2. That the Audit and Risk Committee notes that the Business Continuity Management actions will be completed by the May 2016 Audit and Risk Committee Meeting.**

CARRIED.

With the consent of the Committee, the Order of Business was changed to consider Officer Reports listed as Items 9.2, 9.3 and 9.5 consecutively.

9. OFFICER REPORTS**9.1 LGPRF – First Quarter 2014/15 Progress Report – July to September 2015*****Resolution:******Moved: Ms. Linda MacRae******Seconded: Cr. Tonia Dudzik******That the Audit & Risk Committee receives and notes the First LGPRF Quarterly Progress Report July - September 2015.******CARRIED.*****9.2 Asset Management Update – October 2015*****Resolution:******Moved: Cr. John Spain******Seconded: Ms. Linda MacRae******That the Audit Committee receives and notes the Asset Management Update report to the Audit Committee for October 2015.******CARRIED.*****9.3 Quarterly Financial Report*****Resolution:******Moved: Ms. Linda MacRae******Seconded: Cr. Tonia Dudzik******That the Audit Committee receives and notes the Quarterly Financial Report to the Audit Committee for November 2015.******CARRIED.*****9.4 Risk Management Report**

This report is due for presentation at the February 2016 Audit and Risk Committee Meeting.

9.5 JMAPP Action Plan***Resolution:******Moved: Cr. Tonia Dudzik******Seconded: Cr. John Spain***

- 1. That the 2015-2016 JMAPP Property Risk Mitigation Audit Action Plan update be received and noted by the Audit and Risk Committee.***
- 2. That the next JMAPP Property Risk Mitigation Audit Action Plan update be included into the Risk Management report to be provided to the August 2016 Audit and Risk Committee meeting.***

CARRIED.

10. OTHER REPORTS**10.1 Compliance with Legislation and Policies*****Resolution:******Moved: Cr. John Spain******Seconded: Ms. Linda MacRae******That the Audit & Risk Committee receives and notes the Compliance with Legislation and Policies register to November 2015.******CARRIED.*****10.2 Significant Legal Matters Update*****Resolution:******Moved: Cr. Tonia Dudzik******Seconded: Cr. John Spain******That the Audit & Risk Committee receives and notes the update on Significant Legal Matters pertaining to Moorabool Shire Council.******CARRIED.***

11. INTERNAL AUDIT**11.1 Draft Three (3) Year Internal Audit Plan*****Resolution:******Moved: Ms. Linda MacRae******Seconded: Cr. Tonia Dudzik***

- 1. That the Audit and Risk Committee receive the draft Three (3) Year Internal Audit Plan.***
- 2. That the Risk Management Framework Audit be deferred until such time as the 2014/15 recommendations are finalised.***
- 3. That the Internal Auditor and Chief Executive Officer revise the draft Three (3) year Internal Audit Plan for presentation to the February 2016 Audit and Risk Committee Meeting.***
- 4. That as part of the revision of the Three Year Internal Audit Plan an audit of at least one aspect of Financial Systems and Controls be undertaken each year.***
- 5. That the revised terms of reference for the Building Services Audit Review once finalised be circulated via email to all Committee members for approval.***
- 6. That the Building Services Audit Review be presented to the February 2016 Audit and Risk Committee Meeting.***

CARRIED.

12. EXTERNAL AUDIT

Nil.

13. VAGO PERFORMANCE REPORTS

Nil.

14. CORRESPONDENCE

The Chair, with the consent of the Members, decided that Items 14.1 to 14.4 of the Agenda would be put to the vote as an aggregate.

Resolution:

Moved: Cr. John Spain

Seconded: Ms. Linda MacRae

That the Audit & Risk Committee receives and notes the correspondence received from the following:

- *Municipal Association of Victoria (MAV)*
- *Department of Environment, Land, Water and Planning (DELWP)*
- *Victorian Auditor General's Office (VAGO)*
- *Other organisations*

CARRIED.

14.1 MAV

14.2 DELWP

14.3 VAGO

14.4 OTHER

15. GENERAL BUSINESS

Nil.

RETURN TO OPEN SESSION – 11.31 AM

Resolution:

Moved: Cr. Tonia Dudzik

Seconded: Cr. John Spain

That the Meeting now return to Open Session.

CARRIED.

MOTIONS IN OPEN SESSION

Resolution:

Moved: Ms. Linda MacRae

Seconded: Cr. Tonia Dudzik

That the resolutions of the Audit and Risk Committee carried in Closed Session be adopted.

CARRIED.

16. MEETING CLOSURE

The meeting closed at 11.32 am.

AUDIT & RISK COMMITTEE MEETING

Summary of Minutes

of the Audit and Risk Committee Meeting (2nd Quarterly)
held at the James Young Room, Lerderderg Library,
215 Main Street, Bacchus Marsh
on Wednesday 10 February 2016 at 9.00am

Members:	Mr. Mike Said Cr. Tonia Dudzik Cr. David Edwards Ms. Linda MacRae	Chairperson (External Representative) East Moorabool Ward Councillor East Moorabool Ward Councillor External Representative
Auditor:	Mr. Mark Holloway	HLB Mann Judd (VIC) Pty Ltd
Officers:	Mr. Rob Croxford Mr. Satwinder Sandhu	Chief Executive Officer General Manager Growth and Development

Rob Croxford
Chief Executive Officer

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1. OPENING OF MEETING

The Chairperson, Mr. Mike Said opened the meeting at 9.00 am.

2. PRESENT

<i>Mr. Mike Said</i>	<i>Chairperson (External Representative)</i>
<i>Ms. Linda MacRae</i>	<i>External Representative</i>
<i>Cr. Tonia Dudzik</i>	<i>East Moorabool Ward Councillor</i>
<i>Cr. John Spain</i>	<i>East Moorabool Ward Councillor (Proxy)</i>

In Attendance

<i>Mr. Rob Croxford</i>	<i>Chief Executive Officer</i>
<i>Mr. Danny Colgan</i>	<i>General Manager Community Services</i>
<i>Ms. Natalie Abbott</i>	<i>Manager Customer and Business Services</i>
<i>Mr. Steve Ivelja</i>	<i>Manager Finance</i>
<i>Ms. Vanessa O'Toole</i>	<i>Manager People and Performance</i>
<i>Mr. John Whitfield</i>	<i>Governance Coordinator</i>
<i>Mr. Vineet Danwar</i>	<i>HLB Mann Judd</i>
<i>Ms. Melissa Hollitt</i>	<i>Minute Taker</i>

3. APOLOGIES

<i>Cr. David Edwards</i>	<i>East Moorabool Ward Councillor</i>
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4. CONFIRMATION OF MINUTES**Recommendation:**

That the Audit & Risk Committee confirms the Minutes of the Audit Committee Meeting held on Wednesday 18 November 2015.

The confirmation of the minutes of the Audit & Risk Committee Meeting held on Wednesday 18 November 2015 was deferred to the next meeting.

5. MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

6. DISCLOSURE OF INTERESTS OR CONFLICTS OF INTEREST

Nil.

7. CLOSED SESSION OF MEETING TO THE PUBLIC

Resolution:

Moved: Cr. John Spain

Seconded: Ms. Linda MacRae

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

CARRIED.

8. AUDIT AND RISK COMMITTEE WORKPLAN

8.1 Audit and Risk Committee Charter

Resolution:

Moved: Ms. Linda MacRae

Seconded: Cr. John Spain

That the Audit and Risk Committee receives the updated Audit and Risk Committee Charter Matrix.

CARRIED.

8.2 Outstanding Audit Committee Resolutions and Audit Report Recommendations - Second Quarter Ending December 2015

Recommendation:

That the Audit & Risk Committee receives the updated status report on the Outstanding Audit Committee Resolutions and Audit Report Recommendations for the quarter ending December 2015.

Resolution:

Moved: Ms. Linda MacRae

Seconded: Cr. Tonia Dudzik

- 1. That the Audit and Risk Committee receives the updated status report on the Outstanding Audit Committee Resolutions and Audit Report Recommendations for the quarter ending December 2015.***
- 2. That future summary reports of Outstanding Audit Committee Resolutions and Audit Report Recommendations will include the previous meetings sub totals at the bottom of the table and for any item where there has been significant movement since the last meeting, to highlight the matter for the attention of the Audit and Risk Committee.***

CARRIED.

With the consent of the Committee, the Order of Business was changed to consider Officer Reports listed as Items 9.3 and 9.4 consecutively.

9. OFFICER REPORTS

9.1 Local Government Performance Reporting Framework Reports

Resolution:

Moved: Cr. Tonia Dudzik

Seconded: Ms. Linda MacRae

That the Audit & Risk Committee:

1. *receives and notes Moorabool Shire Council's Local Government Performance Reporting Framework figures for 2014/15*
2. *receives and notes the LGPRF Quarterly Progress Report July - December 2015; and*
3. *resolves that the LGPRF reporting frequency be each six months; with the LGPRF Interim Report to the February Committee meeting and the LGPRF Final Report together with the audited annual Performance Statements and the Governance and Management Checklist to Committee's Special Meeting in September each year.*

CARRIED.

9.2 Asset Management Update

Resolution:

Moved: Cr. John Spain

Seconded: Cr. Tonia Dudzik

That the Audit & Risk Committee receive a progress report at its next meeting on the implementation of the Asset Management System as outlined in the Assets Roadmap report that was presented to the November 2015 committee meeting

CARRIED.

9.3 Quarterly Financial Report

Resolution:

Moved: Cr. John Spain

Seconded: Cr. Tonia Dudzik

That Audit and Risk Committee receives and notes the Quarterly Financial Report – December 2015.

CARRIED.

9.4 Risk Management Report

Recommendation:

That the Audit & Risk Committee receives and notes the Risk Management Report for the six months ending 31 December 2015.

Resolution:

Moved: Ms. Linda MacRae

Seconded: Cr. John Spain

1. *That the Audit & Risk Committee receives and notes the Risk Management Report for the six months ending 31 December 2015.*
2. *That the 11 strategic risk profiles be presented to the next meeting of the Audit and Risk Committee along with the Terms of Reference for the Risk Steering Committee.*
3. *That the minutes of the Risk Steering Committee be provided to the Audit and Risk Committee on an ongoing basis.*
4. *That Council consider, in development of the Internal Audit Plan, an Essential Safety Measures audit.*
5. *That the Audit and Risk Committee members review and provide feedback to Officers on the Draft Business Continuity Plan to assist with its finalisation for adoption by the Council's Executive Group.*
6. *That Officers be congratulated for providing a comprehensive quality Business Continuity Plan document.*
7. *That the Business Continuity Planning Steering Committee minutes come to the Audit and Risk Committee, including any BCP test reports.*

CARRIED.

10. OTHER REPORTS**10.1 Compliance with Legislation and Policies*****Resolution:******Moved: Cr. Tonia Dudzik******Seconded: Cr. John Spain******That the Audit & Risk Committee receives and notes the Compliance with Legislation and Policies register to February 2016.*****CARRIED.****10.2 Significant Legal Matters Update*****Resolution:******Moved: Ms. Linda MacRae******Seconded: Cr. John Spain******That the Audit & Risk Committee receives and notes the update on Significant Legal Matters pertaining to Moorabool Shire Council.*****CARRIED.**

11. INTERNAL AUDIT**11.1 Draft Three (3) Year Internal Audit Plan*****Resolution:******Moved: Cr. Tonia Dudzik******Seconded: Ms. Linda MacRae******That the Audit and Risk Committee receive the Draft Three (3) Year Internal Audit Plan.*****CARRIED.****11.2 Internal Audit Scope - Review of Succession Planning and Workforce Development*****Resolution:******Moved: Cr. John Spain******Seconded: Cr. Tonia Dudzik******That the Audit and Risk Committee, having reviewed the Internal Audit Scope for the Review of Succession Planning and Workforce Development, approves commencement of the internal audit.*****CARRIED.**

12. EXTERNAL AUDIT***Resolution:******Moved: Ms. Linda MacRae******Seconded: Cr. John Spain***

- 1. That the Committee note the oral reports of the independent Members.***
- 2. That staff follow up with the external auditor as soon as possible to gain access to the draft Auditor General Audit Strategy.***

CARRIED.

13. VAGO PERFORMANCE REPORTS

Nil.

14. CORRESPONDENCE

The Chair, with the consent of the Members, decided that Items 14.1 to 14.4 of the Agenda would be put to the vote as an aggregate.

Resolution:

Moved: Cr. Tonia Dudzik

Seconded: Ms. Linda MacRae

That the Audit & Risk Committee receives and notes the correspondence received from the following:

- *Municipal Association of Victoria (MAV)*
- *Department of Environment, Land, Water and Planning (DELWP)*
- *Victorian Auditor General's Office (VAGO)*
- *Other organisations*

CARRIED.

14.1 MAV

14.2 DELWP

14.3 VAGO

14.4 OTHER

15. GENERAL BUSINESS**15.1 Rate Capping****15.2 2016 Audit and Risk Committee Meeting Dates to JLB Mann Judd**

16. MEETING CLOSURE

The meeting closed at 11.58 am.

Confirmed:Chairperson

Date:

Attachment - Item 11.3(b)

MINUTES

SOCIAL DEVELOPMENT ADVISORY COMMITTEE

Wednesday 18 November, 2015

James Young Room, Lerderderg Library, Bacchus Marsh
3.30pm – 5.00pm

MEETING OPENING

Cr Tonia Dudzik welcomed all and opened the meeting at 4.00pm.

1. PRESENT

Cr Tonia Dudzik (Chair)	East Moorabool Ward
Cr David Edwards	East Moorabool Ward
Cr John Spain (proxy)	East Moorabool Ward
Mr Rob Croxford	Chief Executive Officer
Ms Kate Diamond-Keith	Acting General Manager – Community Services

APOLOGIES

Cr Allan Comrie	East Moorabool Ward
Danny Colgan	General Manager Community Services

CONFIRMATION OF THE PREVIOUS MINUTES

Resolution:

That the Minutes of the Social Development Committee meeting held 13 May, 2015 be confirmed as a true and correct record.

Moved: Cr Edwards

Seconded: Cr Spain

CARRIED

ELECTION OF CHAIRPERSON

Moved: Cr Edwards

Seconded: Cr Spain

That Cr T Dudzik be nominated for the position of Chair of the Social Development Committee for the 2015/2016 year.

CARRIED

Cr Dudzik accepted the nomination.

There being no further nominations the CEO declared that Cr T Dudzik be appointed as Chair of the Social Development Committee for the 2015 / 16 year.

Cr Dudzik then assumed the Chair.

2. CONFLICT OF INTEREST

No conflicts of interest were declared at the meeting.

3. PUBLIC QUESTION TIME

No members of the public attended the meeting.

4. STRATEGIC PROJECTS UPDATE

4.1 Community Services Strategic Projects

Presentation by Kate Diamond Keith noted. Officers to check for any conflict in scope of the projects relating to Reserve Management Framework, Appointments and Delegations Policy and Fees and Charges policy (check correct titles).

5. COMMUNITY SERVICES REPORTS

5.1 Revised Draft Appointments and Delegation Policy Development

Officers to check if all Committees have the ability to set casual fees given the clause in the policy relating to not being able to set rates and charges.

Officers to check if Local Government Victoria Audit findings of around two years ago have been incorporated into the policy.

Officers to check if preferred contractor lists exist and apply in guiding all committee maintenance responsibilities.

Officers to check if regular occurring fees such as Rotary Art show fees are deemed to be annual fees.

Officers to check if the process of confirming AGM minutes is correct in the policy. If not confirmed at the next meeting it may be difficult to confirm one year later.

Officer to check schedule 1 relating to the setting of fees and consistency across all reserves and halls.

Suggested that reference to fees be more generic and refer to Fees and Charges policy. Concern expressed by the Committee that the Fees and Charges policy was still under development and needs to be cross referenced to the appointments policy.

Officers to provide clarity on the difference between licences, leases, user agreements and when they are to be used by council and to what extent reserve and hall committees are delegated to assign.

Motion:

Cr D Edwards / Cr J Spain

- 1. That further consideration of the Appointments and Delegations Policy be deferred until the interrelationships between Reserve Management Framework, Appointments and Delegations Policy and Fees and Charges policy are represented to the Committee.**
- 2. That Officers provide feedback to committee members on the questions raised in the discussions of this meeting.**
- 3. That an Assembly of Councillors be convened to consider the interrelationships between the Reserve Management Framework, Appointments and Delegations Policy and Fees and Charges Policy before presenting each policy to an Ordinary Meeting of Council.**

CARRIED

5.2 Revised Draft Community Engagement Policy and Framework

Motion:

Cr J Spain / Cr D Edwards

- 1. That the recommendation be adopted.**

CARRIED

6. DATE OF NEXT MEETING

16 March, 2016

7. CLOSE OF MEETING

There being no further items of business the meeting closed at 5.04 pm.

MINUTES

SECTION 86 SOCIAL DEVELOPMENT COMMITTEE

WEDNESDAY 16 March 2016
James Young Room, Lerderberg Library, Main Street
Bacchus Marsh
4pm – 5.30pm

MEETING OPENING

Cr Tonia Dudzik welcomed all and opened the meeting at 5pm.

1. PRESENT

Cr Tonia Dudzik	Councillor - East Moorabool Ward
Cr John Spain	Councillor – East Moorabool Ward (Proxy – Cr Edwards)

APOLOGIES

Cr Allan Comrie	Councillor - East Moorabool Ward
Cr David Edwards	Councillor - East Moorabool Ward

CONFIRMATION OF THE PREVIOUS MINUTES

Resolution:

That acceptance of the Minutes of the Section 86 Social Development meeting for 18 November 2015 be deferred to the next meeting of the Committee.

Moved: Cr Spain
Seconded: Cr Dudzik

CARRIED

2. CONFLICT OF INTEREST

No conflicts of interest were declared at the meeting.

3. STRATEGIC PROJECTS UPDATE

3.1 Community Services Strategic Projects

Danny Colgan tabled an updated report on Community Services Directorate strategic projects, noting that most projects have been completed. Discussion took place in relation to projects that will be required to be presented to a Section 86 Committee meeting prior to an Ordinary Meeting of Council.

4. COMMUNITY SERVICES REPORTS

It was proposed that items 4.1; 4.2; 4.3; 4.4; 4.5; and 4.6 be moved as a block.

Moved: Cr Spain
Seconded: Cr Dudzik
Carried

4.1 Draft Recreation Reserve Management Framework

Recommendation:

That the S86 Social Development Committee:

- 1. Receives the Draft Recreation Reserve Management Framework for the purpose of review and feedback to Officers.**
- 2. Requests that the Recreation Reserve Management Framework (with any identified amendments) be presented to the April 2016 Ordinary Meeting of Council for endorsement for the purposes of community exhibition for a period of four weeks.**

4.2 Draft Community Facilities Funding Policy

Recommendation:

That the S86 Social Development Committee:

- 1. Receives the Draft Community Facility Funding Policy for the purpose of review and feedback to Officers.**
- 2. Requests that the Draft Community Facility Funding Policy (with any identified amendments) be presented to the April 2016 Ordinary Meeting of Council for endorsement for the purposes of community exhibition for a period of four weeks.**

4.3 Draft Recreation Reserve User Fees & Charges Policy

Recommendation:

That the S86 Social Development Committee:

- 1. Receives the Draft Recreation Reserve User Fees and Charges Policy for the purpose of review and feedback to Officers.**
- 2. Requests that the Draft Recreation Reserve User Fees and Charges Policy (with any identified amendments) be presented to the April 2016 Ordinary Meeting of**

Council for endorsement for the purposes of community exhibition for a period of four weeks.

4.4 Draft Recreation Reserve Leases & Licenses Occupancy Policy

Recommendation:

That the S86 Social Development Committee:

- 1. Receives the Draft Recreation Reserve Lease Licence and Occupancy Policy for the purpose of review and feedback to Officers.**
- 2. Requests that the Draft Recreation Reserve Lease Licence and Occupancy Policy (with any identified amendments) be presented to the April 2016 Ordinary Meeting of Council for endorsement for the purposes of community exhibition for a period of four weeks.**

4.5 Draft Recreation Reserves Capital Works Contribution Policy

Recommendation:

That the S86 Social Development Committee:

- 1. Receives the Draft Recreation Reserve Capital Works Contribution Policy for the purpose of review and feedback to Officers.**
- 2. Requests that the Draft Recreation Reserve Capital Works Contribution Policy (with any identified amendments) be presented to the April 2016 Ordinary Meeting of Council for endorsement for the purposes of community exhibition for a period of four weeks.**

4.6 Revised Draft Appointments and Delegations Policy

Recommendation:

That the S86 Social Development Committee:

- 1. Receives the Draft Appointment and Delegations Policy for the purpose of review and feedback to Officers.**
- 2. Requests that the Draft Appointment and Delegations Policy (with any identified amendments) be presented to the April 2016 Ordinary Meeting of Council for endorsement for the purposes of community exhibition for a period of four weeks.**

DATE OF NEXT MEETING

18 May 2016 – Ballan

CLOSE OF MEETING

The meeting closed at 4.43pm

Attachment - Item 11.3(c)

Bacchus Marsh & District Trails Advisory Committee

Meeting Tuesday 2nd February 2016

Time 7.30pm

Venue Jean Oomes Room, Library, Bacchus Marsh

Present Cr John Spain, Greg Ley, Leon Newton, Kylie Burton, Heidi Mikulic, Belinda Delios and Colin Evans

Apologies Troy Scoble MSC,

MINUTES

2. Minutes of previous meeting 2nd February 2016

Proposed: Greg Ley Seconded: Leon Newton

Note: At last meeting, 2 February, the relevance of BMDTAC going forward was discussed and a meeting with Council sought to discuss this.

Subsequent to meeting Leon Newton and Kylie Burton met with Troy Scoble to discuss and TS provided the following:

- a) Has requested that any future planning development plans are forwarded to the Recreation Development team for feedback and that any involving Hike and Bike Network developments be referred to the Committee for their thoughts as part of that process.
- b) TS will compile a list of all Hike and Bike Projects from the Hike and Bike Strategy that are in Council's Draft future Capital Improvement Program to provide to the Committee. These projects have been prioritized and scored against the Capital Works evaluation criteria.
- c) TS will provide this prioritized list to the Committee for review.
- d) TS to make himself available to meet with Reps of the Committee prior to the actual Committee meeting as a way of providing up to date information to the Committee at each of the meetings. If a meeting is unable to be organized will provide a summary email to be referred to the Committee of current Hike and Bike issues.
- e) Community Arts Grants that could be developed into projects in partnership of the future development of the Hike and Bike Network were discussed, the link <http://moorabool.vic.gov.au/?id=101010003A03123376A8711CA257F3D00818E99> provides information regarding the community grants and community grant process. Contact Kirsty Doncon the Community Development Officer to discuss potential projects further.
- f) TS is currently looking at scoping up the future development of the Hike and Bike network promotional material to provide the community with a Hike and Bike network map. Once drafted he will provide to the Committee for their input and feedback.

SRW Channel Route

Russ Hendry briefed BMDTAC on conversations he had had with SRW staff about their plans for the local irrigation district. He advised that SRW currently had a presentation to State Government seeking to replace sections of open channel with piped water and implement a new pump station. Amongst sections to be put under ground would be a stretch along Werribee Vale and also the section from the Werribee to Masons Lane.

Currently the system has a capacity of 3,000mL of which approximately 1,400mL is lost (approximately 1,100mL of which is lost through the open channels, either through evaporation or seepage). The Plan is broken up into 3 Stages and \$12 Million is being sought for the first phase.

It was pointed out that MSC had been keen to remove the SRW Channel Route from the Hike and Bike Strategy document but that its inclusion had been requested by BMDTAC. This graded channel route is seen as a vital piece of potential infrastructure for a North-South cross town walking and cycling track and it was seen as essential that MSC help maintain the continuity of the route and seize any opportunity to help turn this from a channel route to a track route.

Russ Hendry advised the meeting that SRW were more than amenable to see the route turned into a public right of way for walking and cycling but any costs to achieve this did not form part of their budget or priorities and so it would be for others to take responsibility were the channel to be decommissioned.

BMDTAC wished to know:

- A) Who on Council communicates with SRW?
- B) Is Council aware of this Proposal?
- C) What active support is being given for this Project?
- D) Is Council independently lobbying local State and Federal members for support?

Action: Troy Scoble MSC

BMDTAC wanted it on public record that they supported MSC working with SRW to explore any opportunity to convert the existing SRW channel routes to shared walking/cycling paths and requested that they be kept informed of any communications between the organisations.

Proposed: Greg Ley Secoded: Colin Evans

3. Outstanding Actions from 2nd February 2016

3.1 SRW Channel Route. See above.

3.2 Maddingley Views Circuit. CE to chase BM Grammar for an update on their position. **Action: CE**

4.3. Snake Warning Signs. BMDTAC is still awaiting feedback from Council on this in terms of any provision for signage. As previously advised, it was felt prudent that MSC at least consider this issue, particularly for tracks adjacent to water courses. **Action: TS**

4.4. Update of Walking Maps. HM is looking at options/value of an update at present due to potential changes in the offing, particularly with the Hallets Way Extension. **Action: HM**

4.5. Access to Public Toilets at Peppertree Park (Public Pool). BMDTAC awaiting advice from MSC on their new policy/framework for provision of Public Toilets. **Action: TS**

4.6. Dogs off Lead - Links Track. Awaiting advice from MSC on any changes/update to Local Law Review. **Action: TS**

4.7. Plans for Pedestrian Access across Hallets Way Extension. whilst work has already started, BMDTAC are yet to sight any plans for how MSC propose to route walking tracks both along and across this road extension and, in particular, the detail for re-linking The Peppertree Park Circuit Walk. **Action: TS (to provide BMDTAC with copies of plans)**

4.8. Responsibility for Pedestrian Refuge Grant Street (adjacent to Public Pool). BMDTAC are still awaiting clarification from MSC as to whether this is an MSC or Vic Roads responsibility? **Action: TS**

5. Reports – Nil reports.

6. Land of Honour Update (The ANZAC Way)

CE advised the Committee that progress had been a little slow in terms of development work since had been awaiting response from Chief of Army as to his willingness to act as a Project Patron. just prior to meeting news that he had declined, due to work commitments, had been received. however he was very supportive of the Project and wanted his department to work with the Project to try and employ returned Servicemen on the project. To that end the Steering Committee was seeking a meeting with The Hon. Ted Baillieu (Chair of the Victorian ANZAC Centennial Committee) to try and seek assistance with finding a corporate sponsor interested in funding a returned Servicemen as Project Manager, to take over the day to day running of the Project.

Progress had been made with Green Army funding on remedial/rectification work on the Blackwood to Daylesford section of the Lerderderg Track.

7. Communications – Nil Communications.

Any other business

8.1. KB advised that BM Arts Committee were happy to work with and co-sponsor arts projects that had common aims and outcomes to those of BMDTAC.

9. The meeting was closed at 9.00pm.

Next meeting: Tuesday 2nd August (Jean Oomes Room) N.B. I will be overseas and unable to act as Secretary, if members would prefer and are willing to defer until Tuesday 16th August please advise CE as soon as possible.

BMDTAC Outstanding Actions from last meeting: 3 May 2016					
	Action	By When	Status	By Whom	Comments
1	Liaise with SRW on future use of channel route as possible walking/cycle track		On-going	CE	MSC to advise who liaising with SRW over future plans for channels in local area?
2	Investigate potential for public access to create "Maddingley Views" Circuit		On hold	CE	CE to obtain update from BM Grammar on remedial work to The Terraces
3	Provision of Snake Warning signs along river channels by Shire		On-going	GL/LN	Troy Scoble to chase Asset Department for update
4	Start updating walking maps		On-going	HM	Under review by HM
5	Possibility of changing access to public toilets at Peppertree Park Swimming Pool		On hold	LN	Awaiting Council's policy on framework and guidelines for the provision of public toilets
6	Lerderderg Links Track - Dogs off Lead		On-going	LN	To be considered as part of Local Law Review
7	Pedestrian access across/over/under Halletts Way Ext. crossing of Werribee		On-going	CE	Requested that Troy Scoble provide copy of plans for Committee to view
8	Ascertain responsibility for pedestrian refuge crossing Grant St. adjacent to Pool		On-going	TS	All protection has now been removed and unclear if Vic Roads or MSC responsibility?

12. NOTICES OF MOTION**12.1 Cr. Dudzik: N.O.M. No. 256 – Shade Sails and Structure at Masons Lane Reserve****Motion**

That Council:

1. Allocates \$15,345.00 in total from the East Moorabool Ward Fund towards replacement of the Shade sails and structure. Bacchus Marsh Little Athletics will pay remainder of the cost of replacement.
2. That replacement of shade sails and structure occur prior as soon as practicable and prior to the commencement of the Little Athletics season.
3. That Council writes to Bacchus Marsh Little Athletics and advises them in writing of the Council contribution allocated towards the replacement of Shade sails and the structure.

Preamble

The shade sails currently in place in front of the Pat Lane Pavilion at Masons Lane have been in existence for approximately 12 years. In September 2014 one of the four structures sustained structural damage and was repaired. All four shade sails are in states of deterioration and need replacing.

The shade sails and the structure need replacing to provide suitable shade options for Little Athletics participants (approximately 270 children plus parents) and also casual users which includes all the district primary schools.

Shade sails are needed to comply with Government and sporting body Sun Smart policies and community expectations.

The Bacchus Marsh Little Athletics will contribute \$10,230.00 towards the replacement of the Sun Shade structure and sails.

Bacchus Marsh Little Athletics cash contribution	\$10,230.00
Moorabool Shire Council – East Moorabool Ward Fund	\$15,345.00
Total Cost of Project	\$25,575.00

It is proposed that Moorabool Shire allocate \$15,345.00 towards the project from the East Moorabool Ward Fund.

Attachment - Item 12.1

Mr Rob Croxford
Chief Executive Officer
Moorabool Shire Council
PO Box 18
BALLAN VIC 3342

26 May April, 2016
Ref: TD:de

Dear Rob,

Notice Of Motion – Shade Sails and Structure at Masons Lane Reserve

In accordance with the Council's Meeting Procedure Local Law No. 8 Section 28 – Notice of Motion, please accept this Notice of Motion for placement on the agenda of the Ordinary Meeting of Council to be held on Wednesday 1 June, 2016.

Background

The shade sails currently in place in front of the Pat Lane Pavilion at Masons Lane have been in existence for approximately 12 years. In September 2014 one of the four structures sustained structural damage and was repaired. All four shade sails are in states of deterioration and need replacing.

The shade sails and the structure need replacing to provide suitable shade options for Little Athletics participants (approximately 270 children plus parents) and also casual users which includes all the district primary schools.

Shade sails are needed to comply with Government and sporting body Sun Smart policies and community expectations.

The Bacchus Marsh Little Athletics will contribute \$10,230.00 towards the replacement of the Sun Shade structure and sails.

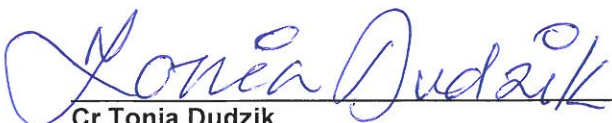
Bacchus Marsh Little Athletics cash contribution	\$10,230.00
Moorabool Shire Council – East Moorabool Ward Fund	\$15,345.00
Total Cost of Project	\$25,575.00

It is proposed that Moorabool Shire allocate \$15,345.00 towards the project from the East Moorabool Ward Fund.

Motion

That Council:

1. Allocates \$15,345.00 in total from the East Moorabool Ward Fund towards replacement of the Shade sails and structure. Bacchus Marsh Little Athletics will pay remainder of the cost of replacement.
2. That replacement of shade sails and structure occur prior as soon as practicable and prior to the commencement of the Little Athletics season.
3. That Council writes to Bacchus Marsh Little Athletics and advises them in writing of the Council contribution allocated towards the replacement of Shade sails and the structure.


Cr Tonia Dudzik
East Moorabool Ward

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****16.2 Confidential Report****16.3 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