

ORDINARY MEETING OF COUNCIL

Notice is hereby given of the
Ordinary Meeting of Council to be held at
Council Chamber, 15 Stead Street, Ballan on
Wednesday 2 July 2014,
commencing at 5:00 p.m.

Members:

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

Officers:

Mr. Rob Croxford	Chief Executive Officer
Mr. Shane Marr	General Manager Corporate Services
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. PRESENT

3. APOLOGIES

4. CONFIRMATION OF MINUTES

4.1 Ordinary Meeting of Council – Wednesday 4 June 2014

Recommendation:

That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 4 June 2014.

4.2 Special Meeting of Council – Wednesday 18 June 2014

Recommendation:

That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 18 June 2014.

5. DISCLOSURE OF CONFLICT OF INTEREST

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

Definitions of the class of the interest are:

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

Time for Disclosure of Conflicts of Interest

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

Section 79(6) of the Act states:

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

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

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

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

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

6. PUBLIC QUESTION TIME

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

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

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

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

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

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

7. PETITIONS

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

8. 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
-	-	-	-

9. OFFICER'S REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 Adoption of the 2013-2017 Council Plan (Revised 2014) inclusive of Strategic Resource Plan

Introduction

File No.: 02/02/002
Author: Shane Marr
General Manager: Shane Marr

The following report is presented to Council for consideration to adopt the 2013-2017 Council Plan (Revised 2014) Council Plan inclusive of the Strategic Resource Plan.

Background

Part 6, Section 125 (7) of the *Local Government Act* 1989 determines that at least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.

On Wednesday 7 May 2014, Council resolved to place the proposed 2013-2017 Council Plan (2014 revision), inclusive of the Strategic Resource Plan, on public exhibition, seeking submissions in accordance with Section 223 of the *Local Government Act* 1989. Notices to advertise the public exhibition period were placed with the regional newspaper, the (Ballarat) Courier, the local newspaper on Council's weekly page in the Moorabool News and via Council's *Have Your Say* online community engagement forum.

Three written submissions were received by the closure date for public submissions of Tuesday 10 June 2014 and were considered by Council at a Special Meeting of Council on Wednesday 18 June 2014.

No.	Submission From	Main Points	Response
1.	Marilyn Rister	<p>I have read the Draft 2013-2017 Council Plan and 2 things impress me greatly: The words "choose our attitude" have been used twice. I find this most encouraging, moving towards a more compassionate community, where aggression has no place. And, it is written that a walking/bike track is being considered. This is most important for the continuing health of residents. The rest of the publication is very well presented and easy to read. Well done. In the light of the recent federal budget, I would like to see residents being able to make monthly payments, all year round, in payment of our rates. That way, we would have a full 12 months to pay our debt, making it much easier for the ratepayer.</p>	<p><i>Council welcomes the positive feedback provided as part of this submission as Council encourages community involvement, feedback and interest in the activities of the Moorabool Shire Council.</i></p> <p><i>Ratepayers currently have the option of making rate payments via a direct debit arrangement. Under the direct debit arrangement, ratepayers can make weekly, fortnightly or monthly payments between the 1st September and the 15th February or alternatively can pay on the 4 legislated instalment dates or the pay in full option. Currently, the functionality to expand rate payment options, beyond the stated options above, to allow monthly instalment payments over 10 monthly payments in Council's Rate Management system, would require additional software which has not been purchased for the next financial year.</i></p>

2.	John Wallace	<p>This budget only tells me what I already know it's nothing spectacular - the only disappointing thing is you have a future plan for the aquatic centre and Halletts way extension these items have been on the cards for 10+ years and it ain't going to happen something should have been done by now this is very disappointing - I have lived in town for 10 years in Connor Street and nothing has been done - no kids playground nothing pretty (*) poor effort.</p>	<p><i>Halletts Way is a major civil engineering project that will come at significant capital expense. There are multiple components of the overall project that are progressing simultaneously. A design for the north end at Darley is currently in progress and developers are required to construct this section therefore Council cannot control the timing. Funding for freeway ramps has recently been announced by the State Government and is expected to be in place by 2017. The southern component is the most complex and the draft 2014/15 budget includes an allocation for the detailed design of this section.</i></p> <p><i>Funding of construction will be subject to future budget allocations and significant development contributions have been secured to assist funding this section.</i></p> <p><i>The proposed aquatic centre at Bacchus Marsh is also a major project with a significant capital cost. The project remains a priority project for Council but will require major Federal and State grant contributions before it can proceed. Council will continue to advocate for external funding to advance the project.</i></p> <p><i>In relation to playground facilities, Council has commenced a review of its Recreation and Leisure Strategy to inform future open space and playground provisions across the municipality. This document will help inform future budget considerations. The community will have an opportunity to comment on this document at various stages during its development.</i></p>
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3.	Steve <i>(no surname supplied)</i>	<p>The Council needs to stop talking about Halletts Way and actually do something about it. It's all good to talk about the projected increase in the population of Bacchus Marsh (mostly in the Maddingley estates), when the infrastructure cannot even get the existing population in and out of the town effectively. Whoever gave this place the 3rd most suitable rural town for family living obviously didn't visit the town at school drop off and pick up times. Bacchus Marsh would have won the most gridlocked rural town in the country.</p>	<p><i>Halletts Way is a major civil engineering project that will come at significant capital expense. There are multiple components of the overall project that are progressing simultaneously. A design for the north end at Darley is currently in progress and developers are required to construct this section therefore Council cannot control the timing. Funding for freeway ramps has recently been announced by the State Government and is expected to be in place by 2017. The southern component is the most complex and the draft 2014/15 budget includes an allocation for the detailed design of this section.</i></p> <p><i>Funding of construction will be subject to future budget allocations and significant development contributions have been secured to assist funding this section.</i></p>
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After consideration of each written submission at the Special Meeting of Council, no amendments were made to the 2013-2017 Council Plan (Revised 2014).

Proposal

That Council, having completed all statutory requirements, adopts the 2013-2017 Council Plan (Revised 2014) and Strategic Resource Plan and gives public notice as required under the *Local Government Act* 1989 that the 2013-2017 Council Plan (Revised 2014) is available for public review.

Financial Implications

In accordance with Section 126 of the Local Government Act 1989, Council has prepared the 2013-2018 Strategic Resource plan that details the resources required to achieve the objectives and strategies outlined in the 2013-2017 Council Plan (Revised 2014).

The Strategic Resource Plan includes the following information in respect of the next four year period that concludes 30 June 2018.

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

Communications and Consultation Strategy

In accordance with the *Local Government Act* 1989 the 2013-2017 Council Plan (Revised 2014) will progress through the final adoption process.

Timetable for the Proposal and Adoption of 2013-2017 Council Plan (Revised 2014) inclusive of the Strategic Resource Plan	
Formally adopt 2013-2017 Council Plan (Revised 2014) inclusive of the Strategic Resource Plan	2 July 2014
Public Notice - Adoption of 2013-2017 Council Plan (Revised 2014) inclusive of the Strategic Resource Plan	8 July 2014
Submit 2013-2017 2013-2017 Council Plan (Revised 2014) inclusive of the Strategic Resource Plan to the Minister for Local Government by:	31 July 2014

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.

Chief Executive Officer – Rob Croxford

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

Author – Shane Marr

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

Conclusion

In accordance with Part 6 Section 125 and Section 223 of the Local Government Act 1989, 2013-2017 Council Plan (Revised 2014) inclusive of the Strategic Resource Plan is now presented to Council for adoption.

Recommendation:

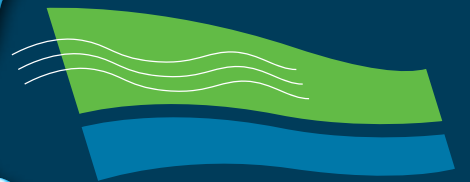
- 1. That Council, having advertised the proposed 2013-2017 Council Plan (Revised 2014) inclusive of the Strategic Resource Plan, received and considered the three written submissions, resolves to:**
 - (a) adopt the 2013-2017 Council Plan (Revised 2014) inclusive of the Strategic Resource.**
 - (b) in accordance with Section 125 of the Act, notify and place on public notice its adoption of the 2013-2017 Council Plan (Revised 2014) inclusive of the Strategic Resource Plan.**
 - (c) in accordance with Section 125 of the Act, submit a copy of the 2013-2017 Council Plan (Revised 2014) inclusive of the Strategic Resource Plan to the Minister for Local Government.**
- 2. That, following the adoption of the 2013-2017 Council Plan (Revised 2014) inclusive of the Strategic Resource Plan, the Chief Executive Officer provides a response to each submitter.**

Report Authorisation

Authorised by: 

Name: Shane Marr
Title: General Manager Corporate Services
Date: Monday 23 June 2014

Attachment - Item 9.1.1



MOORABOOL
SHIRE COUNCIL

COUNCIL PLAN 2013-2017

Revised 2014 Council Plan
adopted 02/07/2014

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MESSAGE FROM THE MAYOR AND CEO

We are one year into our four year plan and looking forward to what is still to be achieved in this 2013-2017 Council Plan.

This plan sets our direction for services and infrastructure and helps us achieve our vision of “vibrant and resilient communities with unique identities”.

We have had a change of Mayor since this plan was implemented, but under the guidance of Cr Paul Tatchell as Mayor, the key challenge for Moorabool into the future remains the same: how we respond appropriately to the population growth that is already happening.

The Council has developed urban and rural policies that look to 2041. This Council Plan sets out strategies that the Council will use in providing the facilities and services our communities need, whether they be in urban or rural areas. This needs to be achieved within a tight fiscal environment.

Moorabool Shire Council is acutely aware of the trend by other levels of government and authorities to move service delivery responsibilities to local government. We will continue to advocate to ensure other funded agencies also deliver their fair share of facilities and services to our Shire.

Our advocacy plans and documentation will assist us to deliver clear messages and requests to both the state and federal governments.

Our communities are diverse and also rich with volunteers and we thank them sincerely for their tireless efforts in making Moorabool a great place to live.

Council strives to achieve good governance through open and transparent processes and strong accountability to the community. Council uses a continuous improvement philosophy called Business Excellence that will assist us to be clear about what services we deliver and refine them to a point that is recognised as best practice.

Council, both as an elected body and as an organisation, is proud of this Council Plan and makes a commitment to endeavour to achieve everything within it.

Council seeks your support in delivering the 2013-2017 Council Plan with your continued involvement, feedback and interest in the activities of the Moorabool Shire Council.

We are confident that by continuing to work together we can ensure Moorabool remains a progressive and vibrant Shire into the future.

Cr. Paul Tatchell
Central Moorabool Ward

**Chief Executive
Officer**
Rob Croxford



VISION

Vibrant and resilient communities with unique identities.

MISSION

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

VALUES

VALUE

Respect
Integrity
Practicality
Excellence
Equity

WHAT DOES IT MEAN?

Treat others the way you want to be treated.
Do what is right.
Always be part of a solution.
Continually improve the way we do business.
Fair distribution of resources.



OUR COUNCILLORS

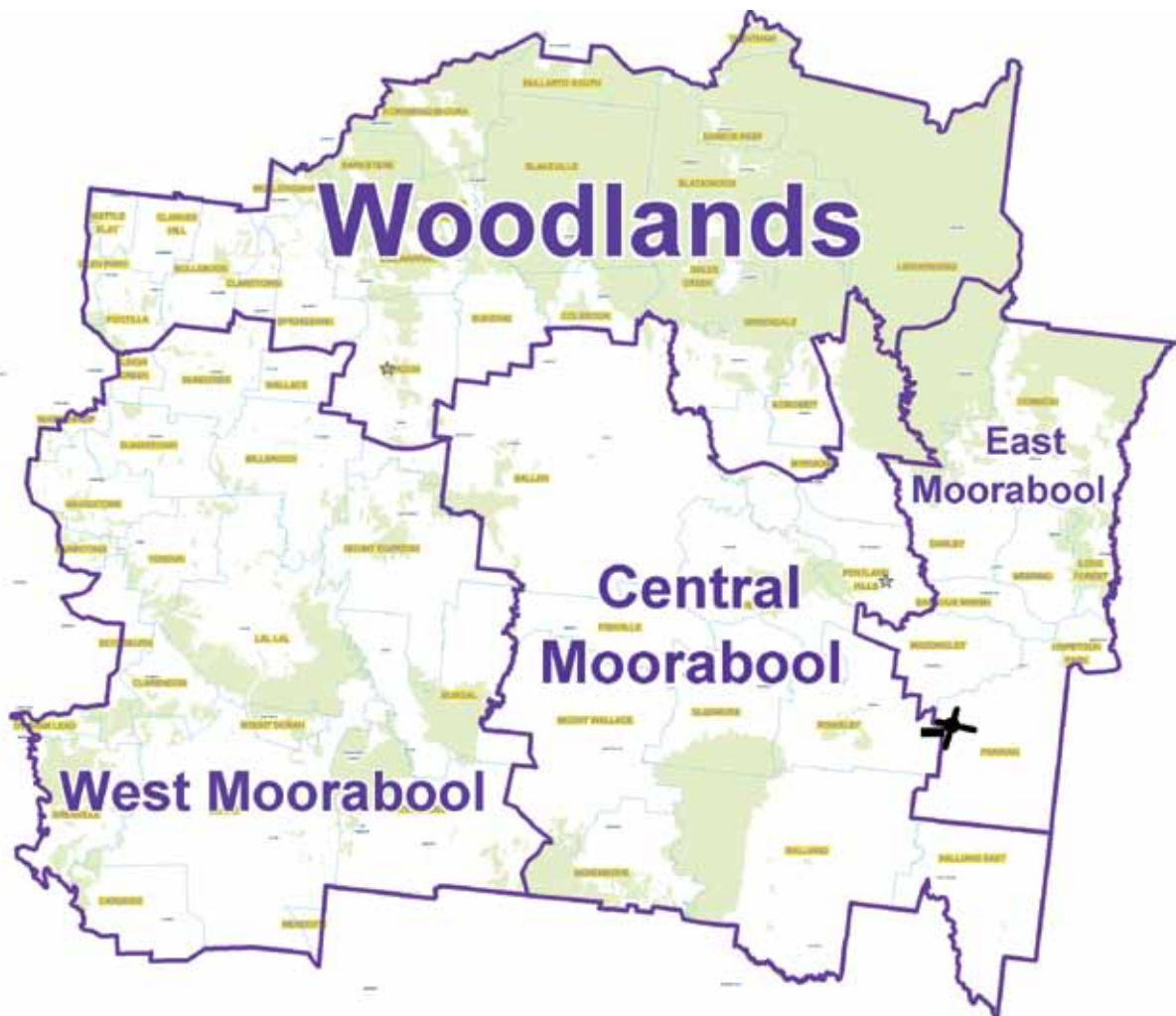
Moorabool Shire is represented by seven Councillors who are elected by residents to govern the municipality. Our Councillors for this four year term were elected in October 2012.

Councillors strive to determine the strategic direction for the Shire in terms of budget and Council Plan frameworks, economic growth; quality of life for the community; and broadening opportunities for all communities, urban and rural. A Councillor's time is often divided between family and work commitments whilst performing specific Council duties such as community involvement, advocacy, community leadership, debating and decision making at Council forums and meetings.

Moorabool Shire is divided into three single-Councillor wards and one ward which has four Councillors. Wards are the electorates a Councillor represents.

- East Moorabool Ward - 4 Councillors
- Central Moorabool Ward - 1 Councillor
- West Moorabool Ward - 1 Councillor
- Woodlands Ward - 1 Councillor

The election of the Mayor is conducted each year at a special meeting of Council and where it is the responsibility of the elected Councillors to elect one Councillor to become Mayor.



OUR COUNCILLORS



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ptatchell@moorabool.vic.gov.au



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Cr. John Spain
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Cr. David Edwards
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Cr. Allan Comrie
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Cr. Pat Toohey
Woodlands Ward
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Cr. Tom Sullivan
West Moorabool Ward
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OUR SHIRE

Moorabool Shire is a fast-growing semi-rural municipality nestled between Melbourne, Geelong and Ballarat. It offers residents picturesque and friendly surrounds with the vibrancy of an active, growing community.

The Shire's landscape provides an array of living options. Residents can enjoy an urban lifestyle in towns like Bacchus Marsh (45km west of the Melbourne CBD) and Ballan (70km west of the Melbourne CBD) or take advantage of Moorabool's small towns and hamlets, rural open spaces and natural surrounds.

A stunning Shire spanning more than 2,110 square kilometres, Moorabool is made up of 64 localities, hamlets and towns. More than 74% of the Shire comprises of water catchments, state forests and national parks. Moorabool boasts breathtaking landscapes, national parks, forests, gorges, mineral springs and tourism attractions. Some of its key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park and the Bacchus Marsh Avenue of Honour.

The district was settled by Europeans between 1830 and 1850 and the character of our towns and surrounding areas reflect this era.

Gold was discovered in the region and a timber industry quickly developed. The availability of water attracted many people and resulted in pastoral and agricultural development led by pioneers such as Sir William Henry Bacchus, who in 1834 settled on the fertile soil of what is now the township of Bacchus Marsh.

Moorabool Shire is positioned along the major road and rail transport corridors between Melbourne and Adelaide.

Moorabool's eastern boundary is located just 40km west of Melbourne's CBD and extends westwards to the City of Ballarat municipal boundary. The Shire straddles Victoria's Western Highway and has excellent transport access to Melbourne, Ballarat and Geelong.

Bacchus Marsh is equi-distant to Melbourne and Avalon airports and close to the sea ports of Geelong and Melbourne.

TRADITIONAL OWNERS

We acknowledge the Indigenous history of Moorabool Shire. The land was traditionally occupied by and connected to a number of Aboriginal communities, most notably the Wathaurung Tribe in the south and west, the Djadja Wurrung Tribe in the northern ranges and the Wurundjeri Tribe in the east.

OUR POPULATION

Moorabool Shire is a popular tree change destination, growing as fast as any other local government area in inland regional Victoria.

The official population of Moorabool Shire in 2014 is 31,000. This is estimated to grow to 32,700 by the end of 2016. More than half the population lives in Bacchus Marsh and surrounds (approximately 19,032). The Shire's second largest population can be found in and around Ballan (6534). The remaining population is distributed throughout the large number of small towns, hamlets and farming areas within the Shire. The majority of people who relocate to Moorabool Shire are young families seeking a semi-rural lifestyle. Moorabool's demographic reflects this trend.

POPULATION GROWTH

By 2016, Moorabool's population was projected to increase to 32,700 at an average annual growth rate of 2.1%. However the latest Shire population figures from the ABS indicate that Moorabool's population grew by 3.3% last financial year. Based on this trend, Moorabool's population may reach 32,700 much sooner.

When considering future growth of Moorabool Shire, Council has identified three key residential locations where the majority of that growth will occur. These locations – Bacchus Marsh, Ballan and Gordon – already have established infrastructure to accommodate new growth. The estimated population for the Shire by 2036 is 48,718. The majority of growth during this period will come from the new estates in Maddingley, which are forecast to increase.

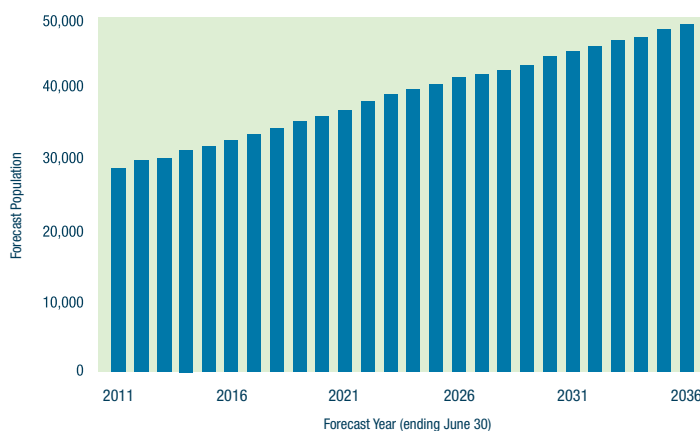
AFFORDABILITY AND LIVEABILITY

Moorabool offers diverse living options. Bacchus Marsh, Ballan, Gordon and the smaller Shire townships offer a vital array of community infrastructure, established social and sporting networks, combined with the charm and character only experienced in rural areas.

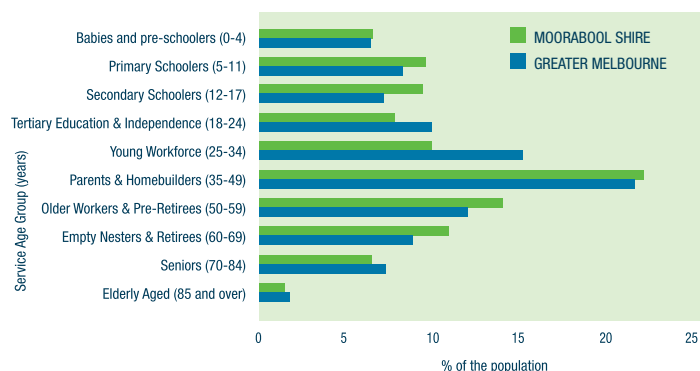
Bacchus Marsh ranks in the top three of regional Australia's housing markets that are likely to be the best suited for family living. This national ranking was based on a range of factors including house prices, typical block size, average number of bedrooms, expected capital gains and a range of proximity attributes involving schools, health care facilities, child care centres and retail facilities. The analysis also included socioeconomic wellbeing measures. Maintaining liveability for families is an important element for Council.

Bacchus Marsh was the first area in regional Victoria to receive the National Broadband Network's super high-speed Fibre to the Premises (FTTP) service, with further FTTP rollouts planned. Fixed wireless and satellite NBN services are already available in parts of Western Moorabool.

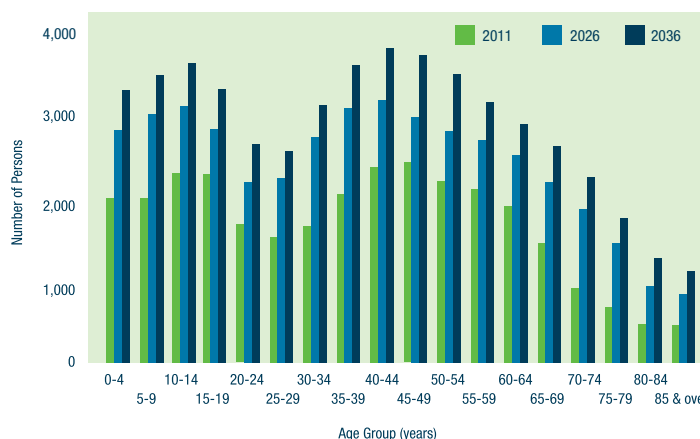
FORECAST POPULATION – Shire of Moorabool



AGE STRUCTURE – Service Age Groups 2011



FORECAST AGE STRUCTURE



OUR BUSINESS

BUSINESS PROFILE

Traditional economic drivers such as agriculture, timber, wool and beef production and mineral, stone and water extraction remain extremely important to Moorabool's economy.

Residential growth, construction, retail and service industries, light manufacturing and tourism are emerging factors of growth.

The Shire's growing population provides tremendous opportunities for business growth and investment. The excellent services we provide, and those planned for the future, will see Moorabool become an even more attractive prospect.

The key drivers of Moorabool's regional economy in terms of regional exports, employment, value added and local expenditure on goods and services are: Agriculture, Forestry and Fishing (Output \$131.541m) ; Construction (Output \$196.656m); Health Care and Social Assistance (\$78.179m); and Education and Training (\$67.714m). The total Output, based on gross revenue generated by businesses and organisations within Moorabool, is estimated at \$1,442.412 million (REMPAN 2014, based on 2011 Census data).

Between the last two Census periods the employment base of Moorabool Shire changed substantially. The most significant shifts in employment by industry sector included a lower share of employment in agriculture, forestry and fishing (-84persons) manufacturing (-142persons); and a higher proportion of jobs in construction (+396persons), health care and social assistance (+251 persons), public administration and safety (+177 persons) and accommodation and food services (+166 persons).

An analysis of the jobs held by the resident population in Moorabool Shire in 2011 showed the top ranking industry sectors were:

- Construction (1,639 people or 12.3%)
- Health care and social assistance (1,397 people or 10.5%)
- Retail (1,307 people or 9.8%)
- Manufacturing (1,248 people or 9.4%)
- Education and training (1,115 people or 8.4%)
- Transport, postal and warehousing (1,018 people or 7.6%)
- Public administration and safety (935 people or 7.0%)
- Accommodation and food services (682 people or 5.1%)
- Professional, scientific and technical services (674 people or 5.1%)
- Agriculture, forestry and fishing (580 people or 4.4%)

More industry and commercial development is required to meet the rising population. The existing industrial estates, such as Ballan Industrial Estate and the Kennedy Place Industrial Estate in Bacchus Marsh are near capacity. To meet this need, Council is developing a plan for economic development over the next 10 years and investigating the future demand and supply for industrial land and how potential development locations like Parwan and Ballan will attract investment and cater for job growth.

Moorabool Shire is well positioned to capture new business opportunities from the digital economy with the early rollout of the National Broadband Network which delivers faster, more reliable broadband speeds than that available in metropolitan areas.

TRANSPORT

Moorabool Shire is well connected to Melbourne, Geelong and Ballarat, with easy access to major highways.

Improvements to the Western Highway, the main arterial road between Melbourne and Adelaide, upgraded with the recently completed Deer Park Bypass and the realignment of Anthony's Cutting east of Bacchus Marsh makes Moorabool increasingly accessible to Melbourne. The establishment of a heavy vehicle bypass for Bacchus Marsh, in particular an alternative heavy vehicle north-south route, would dramatically increase the amenity of the town.

The rail link between Ballarat and Melbourne services Moorabool residents with scheduled stops at Ballan and Bacchus Marsh. Public Transport Victoria announced an expansion to bus services in Bacchus Marsh, adding increased frequency, new routes and improved coordination with the train network. Furthermore, Bacchus Marsh is included as part of an integrated metropolitan public transport ticketing system, providing seamless public transport access to metropolitan Melbourne. The trial V/Line bus service which serves the communities between Daylesford and Ballan, and Mt Egerton and Gordon to Ballan, has been extended till at least 2015.

Council recognises the need for further connections in the more remote communities to link up with the existing public service network and is advocating for new services. Council has implemented Transport Connections projects to provide practical solutions that relieve transport issues in many of Moorabool's smaller communities.

OUR COMMUNITY

LANDSCAPE AND NATURAL HERITAGE

Visitors are attracted to Moorabool for many reasons. The beauty of its landscape showcases mountain ranges, gorges, national and state parks, lakes and forests are integral to the sense of place experienced in Moorabool Shire.

Rich volcanic and river delta soils nurture the landscape drawing many visitors to the farm gate stalls set up by local growers, producing everything from apples to truffles.

Moorabool's history as a goldfield area and the main route to many others have left a treasure of historic buildings, bridges and infrastructure widely recognised for their heritage values.

MOORABOOL IN A REGIONAL CONTEXT

Moorabool Shire Council borders Hepburn Shire, Melton Shire, Macedon Ranges Shire, Golden Plains Shire, City of Wyndham, City of Greater Geelong and City of Ballarat. Council works strategically with local, state and federal governments in regional planning processes and projects via membership of bodies like the Central Highlands Mayors and CEOs Forum and the Peri-Urban Group of Rural Councils.

The Peri-Urban Group of Rural Councils aims to promote a comprehensive vision for the Peri-Urban region focussed on the Melbourne metropolitan fringe.

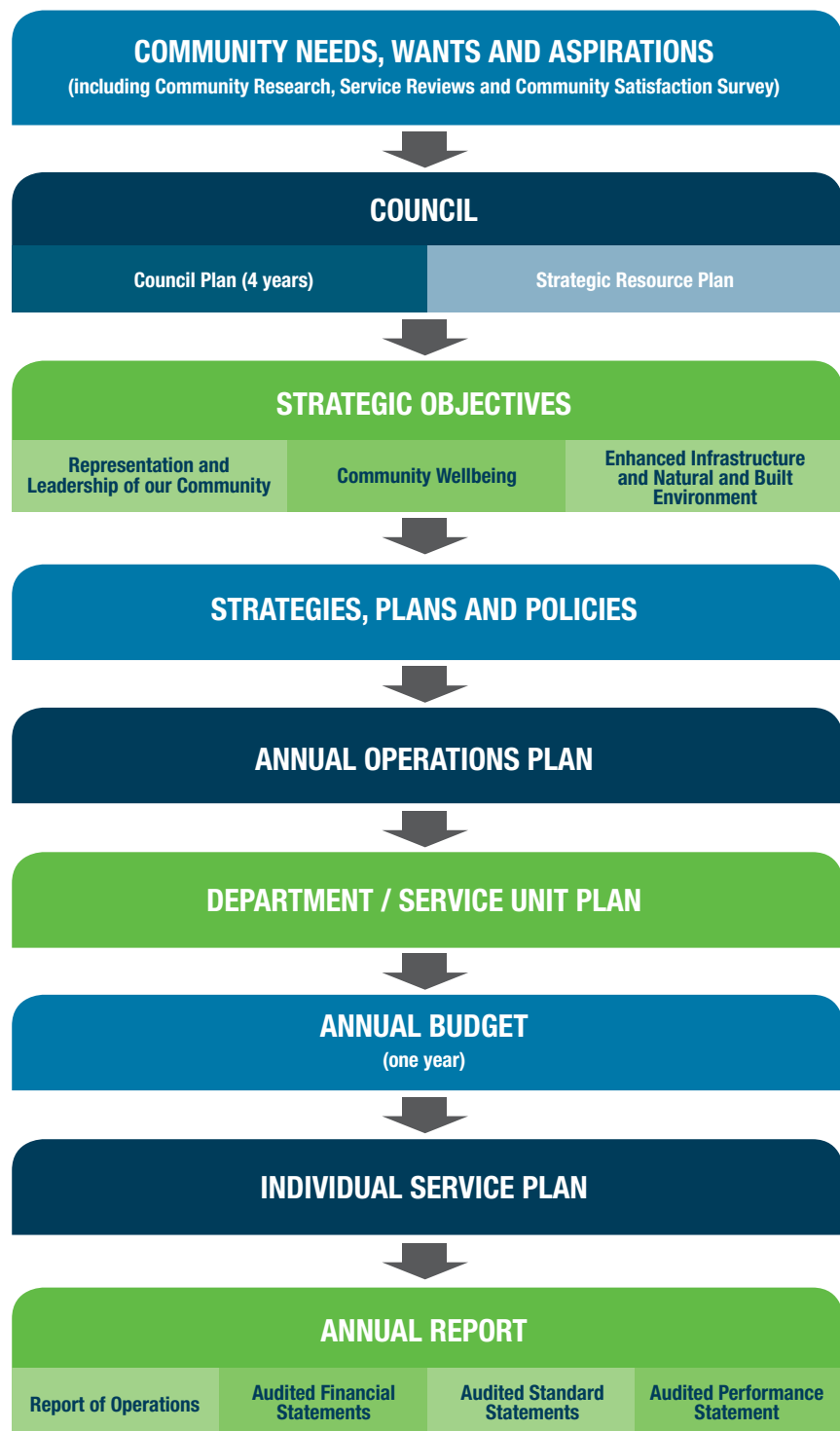
LINK TO THE CENTRAL HIGHLAND STRATEGIC PLAN AND REGIONAL GROWTH PLAN

Moorabool closely monitors the implementation of the Central Highlands Regional Strategic Plan. Many of the projects listed in our advocacy document have been referenced in the Strategic plans and sub-plans such as the draft Regional Growth Plan that will influence land use planning and the Regional Transport Strategy.



CORPORATE PLANNING FRAMEWORK

An integrated Corporate Planning Framework ensures that strategies and financial resources are aligned in order to deliver Moorabool Shire's Council Plan. Community consultation and engagement are essential in this process.





KEY RESULT AREAS

Representation and Leadership of our Community
Community Wellbeing
Enhanced Infrastructure and Natural and Built Environment

REPRESENTATION AND LEADERSHIP OF OUR COMMUNITY

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

Council will build mutually beneficial partnerships with federal and state governments, municipalities in our region and other key agencies to gain acknowledgement, respect, understanding and support for the needs of its communities.

We recognise that in representing our communities interests we need to operate in a regional and statewide context. We are well placed to do this. As a Council in 2013 we provided strong input into the Central Highlands Regional Strategic plan and feature in the State government blueprint for Victoria “Plan Melbourne” in which the townships of Ballan and Bacchus Marsh are identified as growth centres. The Regional Plan also identifies growth for the township of Gordon. Its recent connection to mains sewerage and its central location to larger centres will drive further residential demand to this popular town.

The towns of Bungaree and Wallace have been noted in the Regional Strategy as a settlement cluster closer to the regional City of Ballarat.

As a Shire we are well placed geographically being in close proximity to Melbourne’s western suburbs, Geelong, Ballarat and, to a lesser degree, Bendigo. Our future planning needs to take account of key transport linkages and our local land use planning in reference to these regional and capital centres.

We will advocate strongly for the resources, infrastructure and strategies required to sustain a quality future for Moorabool. We will identify the key advocacy issues in engagement with the community.

We recognise that there are extraordinary pressures on Moorabool Shire to deliver services and facilities appropriate for our diverse populations. We also recognise that increasing rates and debt is not a sustainable way forward.

Council has established a Rural Advisory Committee to provide advice on ways in which the Council can assist the farming communities of our Shire. An advocacy plan is being prepared to advance agriculture as a key economic

driver and employment sector in the Shire and state wide.

We operate in a tight fiscal environment and as such we continually review the “core business” of Council and ways to do more with less in areas that the community expects of us.

Moorabool Shire Council is committed to delivering public value and continuously improving and refining our service delivery. The wellbeing of our community is paramount.

Council has developed a planning framework named Moorabool 2041 which is a long term view of land use planning and associated physical and social infrastructure needed to meet our communities’ needs. The building blocks of this strategy include:

- A housing policy to assist in the zoning of our residential areas
- A small towns settlement strategy to plan the future look and feel of our smaller towns
- An agriculture enterprise investment strategy to guide agricultural pursuits on smaller lots, and
- A rural housing policy to guide housing associated with agriculture.

Following the completion of the Moorabool 2041 Strategy building blocks, the Council will have a greater focus on the future needs of the community for social, recreation, economic, environmental and physical services. This will deliver a holistic view of the needs of the community that is evidence based, costed and planned.

As an organisation we follow business excellence principles to improve performance based on customer focus, stakeholder value and process management.

As a team we operate using the nine business excellence principles and the broader Business Excellence Framework.

1. Clear direction and mutually agreed plans enable organisational alignment and a focus on the achievement of goals.
2. Understanding what customers and other stakeholders value, now and in the future, enables organisational direction, strategy and action.
3. All people work IN a system. Outcomes are improved when people work ON the system and its associated processes.
4. Engaging people’s enthusiasm, resourcefulness and participation improves organisational performance.
5. Innovation and learning influence the agility and responsiveness of the organisation.

6. Effective use of facts, data and knowledge leads to improved decisions.
7. Variation impacts predictability, profitability and performance.
8. Sustainable performance is determined by an organisation's ability to deliver value for all stakeholders in an ethically, socially and environmentally responsible manner.
9. Leaders determine the culture and value system of the organisation through their decisions and behaviour.

Additionally as individuals we aim to: *

- Choose our attitude
- Make the customer's day
- Be present in conversations, and
- Enjoy what we are doing.

* Make their Day, Be Present, Play have fun, and Choose your attitude are trademarks or service marks of ChartHouse Learning and used with permission. All rights reserved.

In delivering our services we will provide excellent customer service using our values, principles, policies and Customer Service Strategy.

We will value our people, providing them with learning opportunities, leadership development, a safe and functional workplace and a sense of wellbeing.

Advocacy Priorities as reflected in the adopted advocacy plan

Community Projects:

- Moorabool Indoor Aquatic Centre
- Racecourse Reserve Community and Sporting Facilities Upgrade (Bacchus Marsh)
- Darley Early Years Hub
- West Maddingley Early Years Hub

Transport Projects:

- Western Bypass of Bacchus Marsh – Halletts Way
- Eastern Truck Bypass of Bacchus Marsh

Environment Projects:

- Environmental flows for Moorabool's rivers and waterways
- Wind farms
- Coal mining

Shire Development Projects:

- Small towns and Clusters Settlement Strategy
- The Moorabool 2041 project
- Extension of natural gas supply to Gordon, Bungaree, Mt Egerton, Rowsley and Parwan
- Sewerage in Bungaree, Wallace, Dunnstown and other towns identified as part of Moorabool 2041
- Bacchus Marsh Irrigation District
- Reopening of Gordon Railway Station
- Town water for Dunnstown

Projects Completed:

- Darley Civic and Community Hub
- Blackwood Reserve Community Facility
- Bungaree Community Facility
- Bacchus Marsh Streetscape Works (stages 1 & 2)
- Feasibility study for sewerage in small towns

Strategic Objective:

Advocate for services and infrastructure that meets the Shire's existing and future needs.

Strategy:

Advocate on behalf of the community to improve services and infrastructure within the Shire.

Represent Council at a regional level to improve services and infrastructure within the Shire.

Strategic 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.

Support an Audit Committee to provide Council with pro-active management of corporate governance.

Strategic Objective:

Leadership through best practice community engagement.

Strategy:

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

Pursue strategic alliances, stakeholder forums and advisory committees that assist Council in policy development and service planning.

Strategic Objective:

Provide quality customer services that respond to the needs of our whole community.

Strategy:

Deliver responsive customer service in accordance with Customer Service Charter.

Explore option for on line service delivery, particularly using the National Broadband Network (NBN).

Strategic Objective:

Sound, long term financial management.

Strategy:

Develop and maintain a long term financial planning, management and reporting system, which ensures resources to deliver services and manage Council's assets.

Strategic Objective:

Professional and skilled staff in a safe and supportive environment.

Strategy:

Foster a motivated, responsive, innovative and performance oriented workforce.

Provide a safe and effective work environment.

Strategic Objective:

Effective strategic and business planning for a growing community.

Strategy:

Plan for and manage Council's strategic and operational risks.

Refine and implement a project management framework and processes to guide project prioritisation and delivery.

Develop service plans consistent with Business Excellence principles that reflect systems thinking and value for the community.

Critically review the services provided by council.

2014/15 Projects

- Review of Meeting Procedure Local Law and General Local Law.
- Review of the following policies in line with Council's Policy Framework:
 - Sealing of Unsealed Roads Policy
 - Street Light Policy
- Commence development of the "Beyond 2041 Community Plan" framework.

Strategic Indicators:

- Governance
Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community.

Financial Performance:

- Operating Position
 - Adjusted underlying surplus (or deficit) as a percentage of underlying revenue.
- Liquidity
 - Current assets as a percentage of current liabilities.
 - Unrestricted cash as a percentage of current liabilities.
- Obligations
 - Interest bearing loans and borrowings as a percentage of rate revenue.
 - Interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.
 - Non-current liabilities as a percentage of own source revenue.
 - Renewal expenditure as a percentage of depreciation.
- Stability
 - Rate Revenue as a percentage of adjusted underlying revenue.
 - Rate revenue as a percentage of the capital improved value of rateable properties in the municipality.
- Efficiency
 - Total expenditure per property assessment.
 - Percentage of specific purpose grants received that are expended.
 - Residential rate revenue per residential property assessment.
 - Number of staff resignations and terminations as a percentage of average staff number.
- Capacity
 - Own source revenue per head of municipal population.
 - Recurrent grants per head of municipal population.
 - Total expenditure per head of municipal population.
 - Value of infrastructure per head of municipal population.
 - Municipal population per kilometre of local road.
 - Relative socio-economic disadvantage of the municipality.

2013/14 Achievements

- Review of Governance Framework including:
 - Councillor Code of Conduct
 - Delegations
- Review of the following policies in line with Council's Policy Framework:
 - Wind farms
 - Councillors and Members of Council Committees Expenses Entitlement Policy
 - Special Charge Scheme Policy – Infrastructure Services
 - Waste Management and Waste Recovery Policy (to be completed June 2014)
- Undertake staff training in the use of Council's Community Engagement Policy and Framework
- Implement the findings of Council's Customer Services Strategy 2013
- Implement the findings of Council's Information Systems Strategy 2012
- Maximise the benefits of the NBN on Council operations
- Review of Council's Strategic Financial Plan
- Review of Council's Rate Strategy (to be completed June 2014)



COMMUNITY WELLBEING

We will support volunteers, recognising and celebrating their vital role in community participation and service delivery.

Council recognises the individuality, diversity and identity of each community. We will work together to strengthen each community's capacity to plan, develop and implement projects that build the community they envisage.

Council will monitor and plan for the needs and aspirations of our changing communities and opportunities to contribute to community life through enhancing our social planning.

A Health and Wellbeing Plan and Youth Strategy were adopted by the Council in 2013. Council will continue to develop strategic plans that will identify the needs of the community now and into the future and Council's role in addressing the needs. In 2014/2015, an Ageing Well (Live Well Age Well) Strategy will be developed as well as an Access and Inclusion Plan, Municipal Early Years Plan and the review of Council's Recreation and Leisure Strategy completed.

Through increasing our understanding of the needs of our communities, Council places itself in a better position to improve the quality of life for the people who live, work and play/recreate in the municipality.

Council will plan, lead and facilitate high quality services to families and children, young people, the aged, the people with disabilities and the disadvantaged. We will work with the community to plan and deliver services and facilities that are appropriate and affordable, reflecting the size, location and diversity of our communities.

Council will work with other levels of government and non-government organisations to increase their investment in services and facilities across the municipality.

We will protect the peace, wellbeing and safety of our communities by the fair and equitable management of local laws, fire prevention and animal control. Furthermore, Council will work closely with the Municipal Association of Victoria and State Government in order to address potential wind farm issues that communities may be affected by during and post construction phase of wind turbine facilities.

To build the economic capacity of Moorabool Shire, along with its residential growth, Council will refocus its resources toward:

- Ensuring the local investment climate supports and encourages local businesses,
- Encouraging the formation of new enterprises and supporting the growth of particular clusters of businesses, and
- Advocating and forming partnerships in delivering key infrastructure.

Strategic Objective:

Community self-reliance and resilience.

Strategy:

Provide community development support and partnership projects.

Support and recognise the vital role and contribution of volunteers in our communities.

Support community and cultural events.

Actively support committees of management in the management of community assets.

Pursue initiatives that promote lifelong learning, literacy and information needs of the community.

Strategic Objective:

Inclusive, responsive and accessible community services.

Strategy:

Undertake social and community planning that increases our understanding of the needs of our communities now and into the future and articulates the role of Council.

Work in partnership with government and non-government service providers to deliver early years facilities and services.

Advocate, support and deliver youth development programs and services in partnership with other agencies.

Advocate, support and provide aged and disability services.

Ensure Council's services and facilities are accessible.

Strategic 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.

Provide and promote walking and cycling trails for recreation and commuter use.

Pursue efficiencies in managing sporting and recreation facilities in partnership with Section 86 committees of management and other committees of management and sporting groups.

Strategic Objective:***A safe community.*****Strategy:**

Support the community in emergency management planning, response, recovery and in the prevention and mitigation of all hazards and works towards community resilience.

Respond to the Bushfire Royal Commission recommendations.

Deliver public and environmental health programs in accordance with relevant legislation.

Support police and other community safety programs and initiatives.

Promote and administer Council's Local Laws and other relevant legislation.

Review Council's Wind Farm Policy in line with Council policy and legislative developments

Strategic Objective:***A strong and diverse local economy.*****Strategy:**

Investigate and plan areas for potential employment zones.

Evaluate and implement support programs that assist the growth of existing business.

Collaborate with other agencies/business partners in pursuing agricultural value adding industries in the region.

Encourage tourism initiatives through local and regional groups.

Strategic Indicators**Libraries**

- Percentage of the municipal population that are active library members.

Home and Community Care

- Percentage of the municipal target population that receive (Home and Community Care) HACC service.
- Percentage of the municipal target population in relation to Culturally and Linguistically Diverse (CALD) people who receive a HACC service.

Maternal and Child Health

- Percentage of children attending the Maternal and Child Health key ages and stages visits.
- Percentage of Aboriginal children attending the Maternal Child and Health key ages and stages visits.

Health and Safety

- Percentage of critical and major non-compliance outcome notifications that are followed up by Council.

Pool Facilities

- Number of visits to pool facilities per head of municipal population.

Economic Development

- Percentage change in the number of businesses with an ABN in the municipality.

2013/14 Achievements

- Reviewed the Community Halls Policy
- Finalised the preparation of the Youth Strategy 2013-2016 – November 2013

2014/15 Projects

- Finalise the preparation of the Municipal Early Years Plan
- Complete the detailed design of the Darley Early Years Hub
- Prepare an Ageing Well Strategy (Live Well Age Well)
- Prepare an Access and Inclusion Plan
- Prepare a position paper on Community Development in Moorabool
- Complete the review of the Recreation and Leisure Strategy
- Review the Community Development Fund

ENHANCED INFRASTRUCTURE AND NATURAL AND BUILT ENVIRONMENT

Moorabool Shire is a peri urban area between Melbourne and Ballarat and is experiencing significant change in response to the pressures of growth. This provides many challenges for Moorabool given the scale of planning and development issues it faces and the limited rate base of the municipality. In addition, much of the municipality sits within potable water catchments and this presents difficulties associated with development within these areas, thus highlighting the requirement to develop a Domestic Wastewater Management Plan.

As previously mentioned, Council in planning for the long term direction of our communities has commenced Moorabool 2041 which is a process/framework aimed at documenting the opportunities, pressures and challenges facing Moorabool. This will lead to a long-term vision to guide the development of Moorabool to retain its character and the places we love and to ensure change provides new services and opportunities for our residents.

Moorabool 2041 will be a key document to:

- Guide our planning scheme content to deliver sustainable development and the protection of our agricultural, environmental and cultural resources.
- Plan for the augmentation of social and physical infrastructure and identify the role for state and federal governments in closing the infrastructure gap.

- Ensure that as the population grows, the employment and retail on offer also grow to reduce the need to commute to Melbourne and Ballarat for work or personal services.

At the same time, the municipality has vast rural expanses and significant existing infrastructure and Council needs to plan, create, renew and maintain its physical assets whilst balancing community expectations and the resource capacity of the growing Shire. As a principle, we will renew existing assets before constructing new assets and balance this with our communities' needs and growth pressures.

We will manage our physical assets such as roads, bridges, drains, footpaths, buildings, structures, community facilities, parks and sports grounds to meet a practical level of service in the most cost effective manner for present and future residents. We will advocate strongly for the resources, infrastructure and strategies required to sustain a quality future for Moorabool.

We will support state and federal environmental programs to continue to raise community awareness regarding waste minimisation, recycling and water management.



Strategic Objective:

Effective and integrated strategic planning in place to create sustainable communities.

Strategy:

Adoption of Moorabool 2041 Framework and vision.

Development of Urban and Rural Growth Strategies in conjunction with other related plans.

Advocate and lobby government for increased infrastructure funding and ensure state land use plans are in line with the Moorabool community needs.

Undertake integrated infrastructure and land use planning to guide future growth and development of our towns and settlements.

Strategic Objective:

Enhance and protect the long term integrity and biodiversity of the natural environment.

Strategy:

Pursue initiatives to reduce greenhouse gases, energy and water consumption.

Work with landcare networks, government and community to implement and support environmental and sustainability initiatives.

Provide integrated stormwater infrastructure in accordance with the principles of water sensitive design.

Develop a Domestic Wastewater Management Plan in accordance with new ministerial guidelines.

Strategic Objective:

Ensure current and future infrastructure meets the needs of the community.

Strategy:

Develop long term social and physical infrastructure plans and funding modelling as part of the Moorabool 2041 Framework including opportunities for development contributions.

Plan and maintain a long term and annual capital improvement program.

Construct physical infrastructure to appropriate standards.

Provision of effective and safe transport networks.

Strategic Objective:

Effective management of municipal waste and recycling.

Strategy:

Implement the waste management policy and strategy.

Promote recycling, reuse and minimisation of waste.

Strategic Objective:

Management of assets and infrastructure.

Strategy:

Develop Asset Management Plans for all asset classes.

Address the infrastructure renewal gap through prudent financial strategies and an accurate understanding of the renewal demand.

Management of gifted assets through development.

Delivery of the annual Capital Improvement Program.

Proactive maintenance of roads, bridges and footpaths to the documented standards in the Road Management Plan.

Proactive maintenance of buildings, structures, public amenities and community facilities at appropriate standards.

Proactive maintenance of Council owned and managed parks, gardens, trees, playgrounds, open space and town entrances at appropriate standards.

Strategic Objective:

Promote, and enhance places of heritage, landscape and environmental significance.

Strategy:

Develop future planning policy to ensure it :

- Preserves the unique character and sense of place
- Maintains the rural setting of the Shire.
- Provides a sense of connection with the town's origins and familiarity with the country town feel.
- Ensures environmentally sensitive areas such as Lerderderg State Park and remnant vegetation are protected and enhanced

Manage the Bacchus Marsh Avenue of Honour.

Strategic 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 the Planning Scheme is reviewed and updated in order to facilitate land use and development to support the social, economic, environment and well-being of the Shire.

Ensure that development is sustainable, resilient to change and respects the existing character.

2014/15 Projects

- Complete the traffic and transport study for Bacchus Marsh
- Level of Service Review for Street Sweeping and Cleaning
- Develop a Street Tree Strategy (subject to budget)
- Moorabool 2041 Projects
- Urban Growth Strategy
 - Completion of the Bacchus Marsh Precinct Study
 - Implementation of new residential zones (Ministerial Zones Review)
 - Completion of the vision paper in reference to the Urban Settlement Strategy
- Rural Growth Strategy Projects
 - Completion of the agricultural enterprise investment needs on smaller lots study
 - Development of the Small Towns and Settlement Clusters Strategy
- Finalisation of Structure Plans
 - Ballan Structure Plan
- Implementation of Structure Plans
 - C53 Gordon Structure Plan
 - C51 Bacchus Marsh Activity Centre Structure Plan
- Implementation of Milner's Review in reference to the statutory planning area
- Completion of a Domestic Wastewater Management Plan in accordance with new ministerial guidelines
- Progress planning for the extension of Halletts Way at north and south ends
- Adopt the revised Bacchus Marsh Racecourse and Recreation Reserve (BMRRC) master plan
- Implementation of the economic development strategy key outcomes
- Participate in initiatives that advance the Central Highlands Regional Growth Plan (CHRGP) and Plan Melbourne key directions

- Provide a leadership role in the Peri Urban Group of Councils
- Prepare an Agribusiness employment land strategy for the Parwan area
- Develop a plan for the long term use of the Darley Civic Hub
- Develop a plan to maximise economic and employment opportunities at the Bacchus Marsh airfield
- Resolve the future location of a new Ballan Depot.
- Undertake a review of Council owned properties in order to provide better utilisation and benefits

Strategic Indicators

Statutory Planning

- Percentage of planning application decisions subject to review by VCAT and that were upheld in favour of the Council.

Roads

- Community satisfaction rating out of 100 how Council has performed on the condition of sealed local roads.

Waste Collection

- Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill.

Animal Management

- Number of successful animal management prosecutions.



STRATEGIC RESOURCE PLAN

Assumptions

The Financial Plan is based on the following key assumptions.

- CPI is based on 3% per year
- Existing fees and charges will increase by 6% with the exception of fees set by legislation
- Operating grants will increase by 3.0% per annum with an allowance for population growth where applicable
- Material costs will increase by 3.0% per annum with an additional allowance for population growth
- Employee costs will increase by 4.5% per annum
- Other revenue will increase by 3.0% per annum with an additional allowance for population growth
- An allowance is made for service growth and new initiatives which is provided for in employee costs and materials and consumables
- General rate in the dollar will increase by 5.0% in 2014/15 and 6% each years after.

Financial Position

Standard Statements

1. Income Statement

The Income Statement shows what is expected to happen over the next five years in terms of revenues, expenses and other gains/losses.

Budgeted Comprehensive Income Statement

For the four years ending 30 June 2018

	Forecast Actual 2013/14 \$'000	Budget 2014/15 \$'000	Strategic Resource Plan Projections		
			2015/16 \$'000	2016/17 \$'000	2017/18 \$'000
Income					
Rates and charges	26,146	27,959	30,266	32,853	35,663
Statutory fees and fines	459	536	552	568	585
User fees	1,471	1,748	1,900	2,068	2,243
Contributions - cash	135	185	191	196	2,202
Contributions - non-monetary assets	4,500	4,500	4,635	4,774	4,917
Grants - Operating (recurrent)	8,200	8,320	8,776	9,286	9,793
Grants - Operating (non-recurrent)	1,193	280	295	312	329
Grants - Capital (recurrent)	900	900	900	900	900
Grants - Capital (non-recurrent)	4,595	1,993	1,700	200	200
Other income	929	981	918	945	974
Interest	427	530	626	656	688
Fair value adjustments for investment property	0	0	0	0	0
Share of net profits/(losses) of associated and joint ventures accounted for by the equity method	0	0	0	0	0
Total income	48,954	47,931	50,759	52,760	58,494
Expenses					
Employee costs	16,391	17,227	18,185	19,378	20,639
Materials and services	16,861	15,175	15,428	16,588	17,594
Depreciation and amortisation	9,488	8,120	8,267	9,189	9,421
Finance costs	845	639	614	804	930
Other expenses	443	442	455	469	483
Net gain on disposal of property, infrastructure, plant and equipment	102	2,634	2,500	2,500	2,500
Total expenses	44,130	44,236	45,449	48,928	51,566
Surplus (deficit) for the year	4,824	3,695	5,310	3,833	6,928
Other comprehensive income					
Items that will not be reclassified to surplus or deficit:					
Impairment of fire impacted infrastructure	0	0	0	0	0
Net asset revaluation increment /(decrement)	0	0	0	0	0
Share of other comprehensive income of associates and joint ventures accounted for by the equity method	0	0	0	0	0
Comprehensive result	4,824	3,695	5,310	3,833	6,928

2. Balance Sheet

The Balance Sheet provides a snapshot of the Council's expected financial position at the end of each of the next five years. It shows the total of what is owned (assets) less what is owed (liabilities). The bottom line of this statement is net assets which is the net worth of Council.

Budgeted Balance Sheet

For the four years ending 30 June 2018

	Forecast Actual 2014 \$'000	Budget 2015 \$'000	Strategic Resource Plan Projections		
			2016 \$'000	2017 \$'000	2018 \$'000
Assets					
Current assets					
Cash and cash equivalents	10,859	10,575	10,178	10,924	11,668
Trade and other receivables	3,783	3,995	4,247	4,529	4,826
Non current assets classified as held for resale	1,053	1,053	1,053	1,053	1,053
Other assets	194	194	194	194	194
Total current assets	15,889	15,818	15,672	16,701	17,742
Non-current assets					
Trade and other receivables	127	127	127	127	127
Property, infrastructure, plant & equipment	495,482	497,695	562,804	570,608	577,837
Other non-current assets	41,912	41,912	41,912	41,912	41,912
Total non-current assets	495,651	497,864	562,973	570,777	578,006
Total assets	511,539	513,681	578,645	587,478	595,748
Liabilities					
Current liabilities					
Trade and other payables	5,183	3,904	3,971	4,264	4,519
Trust funds and deposits	797	797	797	797	797
Provisions	3,486	3,888	4,369	4,882	5,428
Interest-bearing loans and borrowings	1,713	1,944	2,134	2,232	2,024
Total current liabilities	11,179	10,532	11,271	12,174	12,768
Non-current liabilities					
Provisions	503	565	639	717	801
Interest-bearing loans and borrowings	11,004	10,037	14,752	18,771	14,747
Total non-current liabilities	11,507	10,601	15,391	19,488	15,548
Total liabilities	22,686	21,134	26,662	31,662	28,316
Net assets	488,853	492,547	551,983	555,816	567,432
Equity					
Accumulated surplus	166,120	168,792	174,870	178,559	185,331
Asset revaluation reserve	319,938	319,938	374,063	374,063	378,751
Other reserves	2,795	3,818	3,050	3,194	3,350
Total equity	488,853	492,548	551,983	555,816	567,432

3. Cash Flow

The Cash Flow Statement shows what is expected to occur during the next five years with respect to cash. It explains what cash movements are expected to result in the difference in the cash balance at the beginning and the end of the year.

The net cash flows from operating activities show how much cash is expected to be available after providing services to the community.

Budgeted Statement of Cash Flows

For the four years ending 30 June 2018

	Forecast Actual 2013/14 \$'000 Inflows (Outflows)	Budget 2014/15 \$'000 Inflows (Outflows)	Strategic Resource Plan Projections		
			2015/16 \$'000 Inflows (Outflows)	2016/17 \$'000 Inflows (Outflows)	2017/18 \$'000 Inflows (Outflows)
Cash flows from operating activities					
Rates and charges	26,015	27,747	30,014	32,571	35,365
Statutory fees and fines	459	536	552	568	585
User fees	1,471	1,748	1,900	2,068	2,243
Contributions - cash					
Grants - operating	9,392	8,599	9,071	9,598	10,122
Grants - capital	5,495	2,893	2,600	1,100	1,100
Interest	427	530	626	656	688
Other receipts	1,064	1,166	1,108	1,142	3,176
Net GST refund / payment	0	0	0	0	0
Employee costs	(16,391)	(16,764)	(17,630)	(18,787)	(20,008)
Materials and consumables	(16,861)	(16,453)	(15,362)	(16,294)	(17,339)
Other payments	(443)	(442)	(455)	(469)	(483)
Net cash provided by operating activities	10,628	9,560	12,426	12,155	15,450
Cash flows from investing activities					
Payments for property, plant and equipment	(11,795)	(9,637)	(17,393)	(15,006)	(9,839)
Proceeds from sale of property, plant and	270	1,170	278	286	295
Net cash used in investing activities	(11,525)	(8,467)	(17,115)	(14,720)	(9,544)
Cash flows from financing activities					
Finance costs	(845)	(639)	(614)	(804)	(930)
Proceeds from borrowings	2,845	1,000	6,850	6,250	0
Repayment of borrowings	(1,516)	(1,737)	(1,944)	(2,134)	(4,232)
Net cash provided by (used in) financing activities	483	(1,376)	4,292	3,312	(5,162)
Net (decrease) increase in cash & cash equivalents	(413)	(283)	(397)	746	744
Cash and cash equivalents at beginning of the financial year	11,272	10,859	10,576	10,178	10,924
Cash and cash equivalents at end of the financial year	10,859	10,576	10,178	10,924	11,669

4. Capital Works

At Moorabool we face the challenge, as do all other municipalities, of sustaining our built infrastructure. This is referred to as the infrastructure gap. It is a major focus of Council to reduce this gap though this is not a problem that will be solved in the short term. This statement sets out all expected capital expenditure in relation to non-current assets for the next five years. It also shows the amount of capital works expenditure which is expected for renewing, upgrading and expanding or creating new assets.

This is important because each of these categories has a different impact on Council's future costs.

Capital expansion expenditure extends an existing asset to a new group of users. It is discretionary expenditure which increases future operating and maintenance costs because it increases Council's asset base but may be associated with additional revenue from the new user group.

Capital renewal expenditure reinstates existing assets. It has no impact on revenue but may reduce future operating and maintenance expenditure if completed at an optimal time.

Capital upgrade expenditure enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. It is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operating and maintenance expenditure in the future because of the increase in Capital asset base.

New capital expenditure does not have any element of renewal, expansion or upgrade of existing assets. New capital expenditure may or may not result in additional revenue for Council and will result in additional operating, maintenance and capital renewal costs.

Council has a number of major projects that it is considering in the next 5 years. These include:

- Bacchus Marsh Aquatic Centre
- Halletts Way/Western Route
- Darley Children's Hub

Budgeted Statement of Capital Works

For the four years ending 30 June 2018

	Forecast Actual 2013/14 \$'000	Budget 2014/15 \$'000	Strategic Resource Plan Projections		
			2015/16 \$'000	2016/17 \$'000	2017/18 \$'000
Property					
Buildings	7	1,023	1,846	1,593	1,044
Building improvements	0	0	0	0	0
Total property	7	1,023	1,846	1,593	1,044
Plant and equipment					
Plant, machinery and equipment	1,372	1,389	2,507	2,163	1,418
Computers and telecommunications	0	0	0	0	0
Library books	0	0	0	0	0
Total plant and equipment	1,372	1,389	2,507	2,163	1,418
Infrastructure					
Roads	4,617	6,193	11,178	9,644	6,323
Bridges	0	390	704	607	398
Footpaths	3,308	105	190	164	107
Drainage	1,337	50	90	78	51
Recreational, leisure and community facilities	1,155	419	756	652	428
Waste management	0	0	0	0	0
Parks, open space and streetscapes	0	60	108	93	61
Other infrastructure	0	8	14	12	8
Total infrastructure	10,417	7,225	13,040	11,250	7,376
Total capital works expenditure	11,795	9,637	17,393	15,006	9,839
Represented by:					
Asset renewal expenditure	11,013	5,477	9,885	8,529	5,592
New asset expenditure	782	923	1,666	1,437	942
Asset upgrade expenditure	0	3,167	5,716	4,931	3,233
Asset expansion expenditure	0	70	126	109	71
Total capital works expenditure	11,795	9,637	17,393	15,006	9,839

NON FINANCIAL RESOURCES

At Moorabool we believe in building and sustaining our relationships with our customers and stakeholders. Service to our community will be the key driver. This means becoming a flexible organisation where one mode of service delivery may not be applicable for all communities. The Moorabool Shire Council is committed to delivering public value and continuously improving and refining our service delivery. The wellbeing of our community is paramount.

As a team we operate using the nine business excellence principles and the broader Business Excellence framework.

1. Clear direction and mutually agreed plans enable organisational alignment and a focus on the achievement of goals.
2. Understanding what customers and other stakeholders value, now and in the future, enables organisational direction, strategy and action.
3. All people work IN a system. Outcomes are improved when people work ON the system and its associated processes.
4. Engaging people's enthusiasm, resourcefulness and participation improves organisational performance.
5. Innovation and learning influence the agility and responsiveness of the organisation.
6. Effective use of facts, data and knowledge leads to improved decisions.
7. Variation impacts predictability, profitability and performance.

8. Sustainable performance is determined by an organisation's ability to deliver value for all stakeholders in an ethically, socially and environmentally responsible manner.
9. Leaders determine the culture and value system of the organisation through their decisions and behaviour.

Additionally as individuals we aim to: *

- Choose our attitude
- Make the customers day
- Be present in conversations, and
- Enjoy what we are doing.

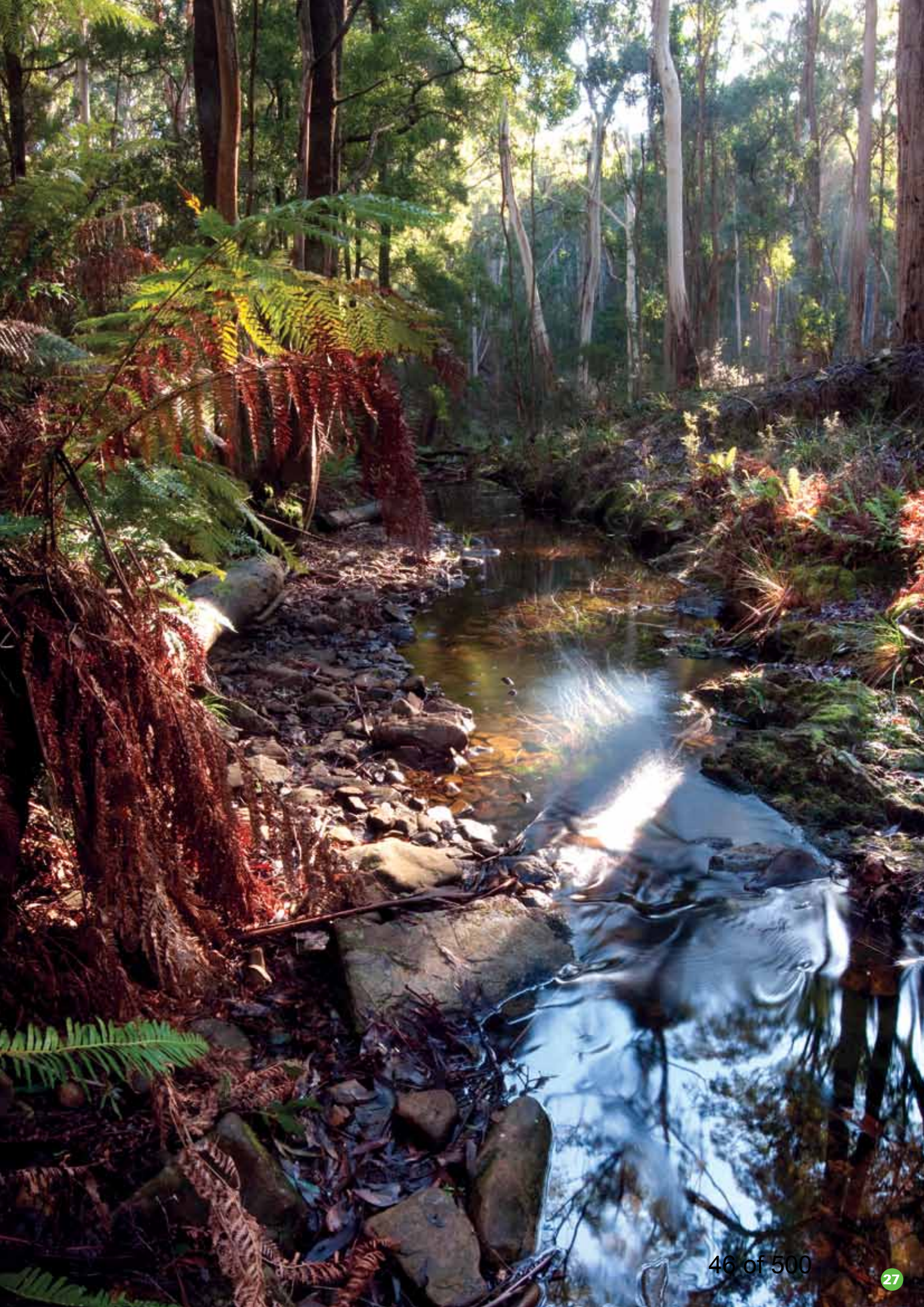
* Make their Day, Be Present, Play have fun, and Choose your attitude are trademarks or service marks of ChartHouse Learning and used with permission. All rights reserved

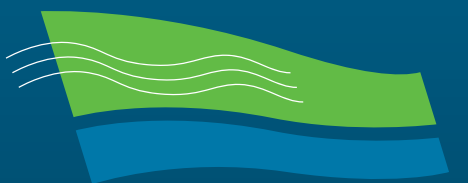
In delivering our services we will provide excellent customer service using our values, principles, policy and 2013 Customer Service Strategy.

We will value our people, providing them with learning opportunities, leadership development, a safe and functional workplace and a sense of wellbeing.

Our aim is to provide high level customer services, governance and leadership whilst managing our finance and human resources and ensuring the integrity of systems, data and processes to benefit the community.







MOORABOOL
SHIRE COUNCIL

CONTACTING COUNCIL

COUNCIL OFFICES

Ballan, 15 Stead Street

Bacchus Marsh, Lerderderg Library
– Customer Service, 215 Main Street

Darley, Civic & Community Hub, 182 Halletts Way

OPENING HOURS

Weekdays: 8.30am – 5.00pm (all offices)

Saturdays: 10.00am – 4.00pm (Lerderderg Library only)

GENERAL INFORMATION

Telephone: 03 5366 7100

Facsimilie: 03 5368 1757

Website: www.moorabool.vic.gov.au

Email: info@moorabool.vic.gov.au

Mail to: PO Box 18, Ballan, 3342

Interpreter and TTY service available





9.1.2 Establishment of Section 86 Advisory Committees

Introduction

File No.: 02/01/011
Author: Shane Marr
General Manager: Shane Marr

Background

Officers have been reviewing the governance arrangements and the planning framework for Council. A copy of the governance model based on whole of Council approach is attached as **Attachment 9.1.2(a)**.

This report deals with the establishment of the relevant committee structure under the model and reports back on Council's current meeting framework.

Proposal

The proposal before Council is to establish the following advisory committees under Section 86 of the Local Government Act 1989:

- Social Development Committee
- Finance & Governance Committee
- Place Making Committee

It is also proposed to establish a Development Assessment Committee under Section 86 of the Local Government Act 1989 with delegated power to determine planning matters in line with the terms of reference.

Detailed terms of reference for each committee are attached.

Each committee will comprise of 3 Councillors, including the chair and Council will need to appoint the members to each committee.

The existing Urban Growth Strategy and Rural Growth Strategy committees will remain in place until the consultation phases of the existing projects are complete. These committees will then be amalgamated into the proposed Place Making Committee.

At the Statutory and Annual Appointments Meeting on 30 October 2013 Council also resolved that a review of the Moorabool Shire Council Meeting Framework be conducted in 6 months time.

Officers have reviewed the framework, particularly the change to monthly meetings commencing at 5pm on the first Wednesday each month.

The following points are noted:

- The meetings have been well attended;
- There has not been a significant change in the size of the agenda or the length of the Council meeting;
- There has been a significant reduction in the time taken to prepare and review the meeting agendas;

- Holding meetings at alternative venues has been successful and allowed members of the community to attend;
- There has not been an increase in the number of Special Meetings of Council, except those relating to the adoption of the annual budget;
- There has only been one complaint received relating to the time of the meeting not being suitable to them.

Based on the above it is recommended that Council confirm the current Moorabool Shire Council Meeting Framework

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

There is not expected to be any additional financial implications with the proposal.

Risk & Occupational Health & Safety Issues

There are no known risk or occupational health and safety issues with this proposal.

Communications Strategy

Council will be required to advertise the Section 86 Committee meeting and they will be open to the public, unless the committee resolved to close the meeting to consider a confidential matter.

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 – Shane Marr

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

Author – Shane Marr

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

Conclusion

This report calls for the establishment of four new committees under Section 86 of the Local Government Act 1989 and Council will need to nominate the chairperson and Councillor representatives on each committee.

Recommendation:

That Council confirm the arrangement for the monthly ordinary meeting of Council to be held at 5pm on the first Wednesday of each month.

That a Social Development Committee be established under Section 86 of the Local Government Act 1989 in line with the Terms of Reference in Attachment 9.1.2(b).

That the members of the Social Development Committee will be as follows:

<i>Chairperson</i>	<i>Cr</i>
<i>Member</i>	
<i>Member</i>	

That a Finance and Governance Committee be established under section 86 of the Local Government Act 1989 in line with the Terms of Reference in Attachment 9.1.2(b).

That the members of the Finance and Governance Committee will be as follows:

<i>Chairperson</i>	<i>Cr</i>
<i>Member</i>	
<i>Member</i>	

That a Place Making Committee be established under section 86 of the Local Government Act 1989 in line with the Terms of Reference in Attachment 9.1.2(b).

That the members of the Place Making Committee will be as follows:

<i>Chairperson</i>	<i>Cr</i>
<i>Member</i>	
<i>Member</i>	

That a Development Assessment Committee be established under section 86 of the Local Government Act 1989 in line with the Terms of Reference in Attachment 9.1.2(b).

That the members of the Development Assessment Committee will be as follows:

<i>Chairperson</i>	<i>Cr</i>
<i>Member</i>	
<i>Member</i>	

Report Authorisation

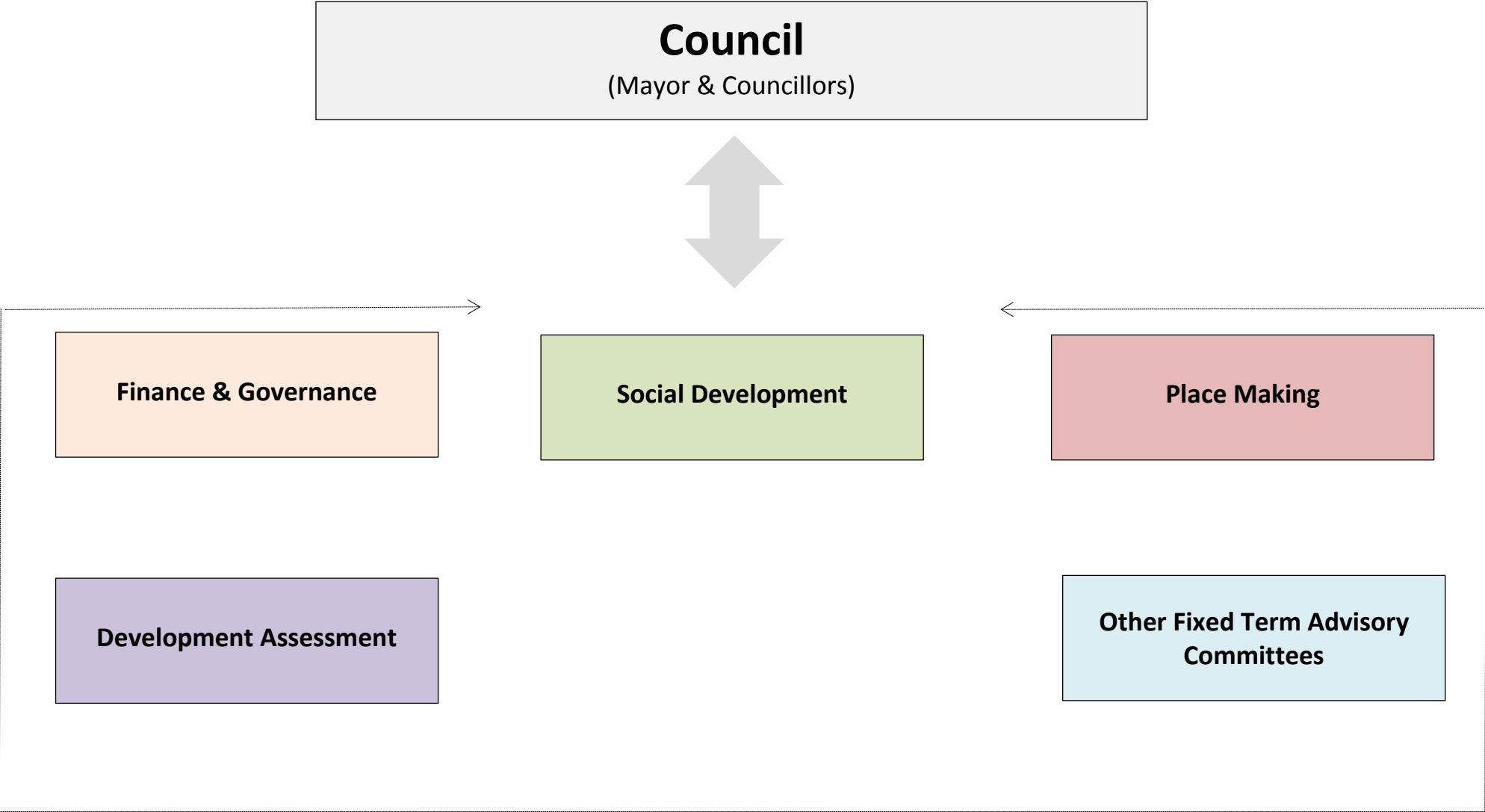
Authorised by:



Name: Shane Marr
Title: General Manager Corporate Services
Date: Friday, 27 June 2014

Attachment - Item 9.1.2(a)

Governance Model Based on Whole of Council Approach



Attachment - Item 9.1.2(b)

TERMS OF REFERENCE

SOCIAL DEVELOPMENT COMMITTEE

The Social Development Committee has been established under Section 86 of the Local Government Act 1989.

Membership

Membership of the Committee will comprise three (3) Councillors as appointed by Council. The membership of the Social Development Committee shall be reviewed annually at the Statutory and Annual Appointments Meeting of Council.

The General Manager Community Services or their delegate will attend each Committee Meeting in a non-voting capacity.

If a position on a Committee becomes vacant the Council shall appoint another Councillor to the Committee.

Appointment of Chairperson

The Chairperson will be appointed by Council and reviewed each year at the Statutory and Annual Appointments Meeting of Council.

Where an appointed Chairperson is vacant for a meeting the Committee will appoint a replacement Chairperson for that meeting.

Quorum

A quorum for the meeting will be two (2) Councillors.

Should a Councillor be unable to attend the meeting they can nominate a proxy to attend on their behalf.

Conduct of Meetings

Meetings are conducted in accordance with the provisions of the Local Government Act 1989 and Council's Meeting Procedure Local Law.

Frequency and Location of Meetings

Meetings of the Social Development Committee will be held on the second Wednesday of every second month at a time to be determined.

Meetings will alternate between the Council Chamber in Ballan and the James Young Room, Lerderderg Library, Bacchus Marsh.

Additional meetings can be called by the Chairperson or two members of the Committee.

Meetings will be advertised and open to the public, except where the meeting is closed pursuant to the provisions of Section 89(2) of the Local Government Act 1989.

Committee Functions

To consider and make recommendations to the Council on the following matters:

- Social and Recreation Planning.
- Social and Recreation Policy Development.
- Community Grants.
- Reserve and Hall Committees of Management.
- Leisure Services Contractual Arrangements.
- To provide feedback to Officers during the development of Strategic Plans and Policies.

Functions primarily in the responsibility of the Community Services division relating to:

- Aged and Disability Services
- Community Development
- Library Services
- Youth Services
- Recreation Services
- Early Years Services
- Social Planning and Development
- Community Engagement

Committee Delegations

The Committee does not have delegated authority and will make recommendations to Council in line with its functions outlined above.

Minutes of Committee Meetings

The Committee will record minutes of each meeting in accordance with Section 93 of the Local Government Act and present the minutes to the next Ordinary Meeting of Council.

The minutes will be made available to the public in accordance with the Local Government (General) Regulations 2004, Part 5, Regulation 11 except if the minutes relate to parts of meetings which have been closed to members of the public under section 89 of the Act.

Review of Terms of Reference

The Terms of Reference of the Social Development Committee will be reviewed by the Committee and Council annually.

TERMS OF REFERENCE

DEVELOPMENT ASSESSMENT COMMITTEE

The Development Assessment Committee has been established under Section 86 of the *Local Government Act 1989*.

Membership

Membership of the Council will comprise three (3) Councillors as appointed by Council. The membership of the Development Assessment Committee shall be reviewed annually at the Statutory and Annual Appointments Meeting of Council.

The General Manager Growth & Development or their delegate will attend each Committee Meeting in a non-voting capacity.

If a position on a Committee becomes vacant the Council shall appoint another Councillor to the Committee.

Appointment of Chairperson

The Chairperson will be appointed by Council and reviewed each year at the Statutory and Annual Appointments Meeting of Council.

Where an appointed Chairperson is vacant for a meeting the Committee will appoint a replacement Chairperson for that meeting.

Quorum

A quorum for the meeting will be two (2) Councillors.

Should a Councillor be unable to attend the meeting they can nominate a proxy to attend on their behalf.

Conduct of Meetings

Meetings are conducted in accordance with the provisions of the Local Government Act 1989 and Council's Meeting Procedure Local Law.

Frequency and Location of Meetings

Meetings of the Development Assessment Committee will be held on the second Wednesday each month between the hours of 2.00pm and 4.00pm.

Meetings will alternate between the Council Chambers in Ballan and the James Young Room, Lerderderg Library, Bacchus Marsh.

Additional meetings can be called by the Chairperson or two members of the Committee.

Meetings will be advertised and open to the public, except where the meeting is closed pursuant to the provisions of Section 89(2) of the *Local Government Act 1989*.

Committee Functions

1. To act as delegate of Council in determining certain below mentioned planning applications made under the *Planning and Environment Act 1987*:

The types of planning applications that may be referred to the Committee are:

- a. Applications for single dwellings, multiple dwellings and/or buildings and works ancillary to a dwelling where:
 - i. There are unresolved* objections from five (5) or less separate properties; and
 - ii. There is a variation to a development or merit based control that may have unacceptable impacts and the objections related to this variation. This will be determined by the General Manager Growth & Development or their delegate.

- b. Any other applications for use and/or development of a property and/or the subdivision of land where there are unresolved* objections from ten (10) or less properties.

*Unresolved objections is an objection that is considered by the General Manager Growth & Development or delegate to have planning merit, relevance, substance, reasonableness and validity, and which has not been addressed by the imposition of conditions of consent.

- c. Where the applicant or owner is Moorabool Shire Council, a Councillor or senior member of staff; and
 - d. Any other application as determined by the General Manager Growth & Development to be of significant associated impact may also be referred to the Committee at the discretion of the General Manager Growth & Development.
2. To (at the Committee's discretion) provide advice to the Council on trends, issues and other matters relating to planning or development that have become apparent or arisen through the Committee's assessment of applications under the Act; and
 3. To perform other functions apart from policy formulation functions assigned to the Committee by the Council.

Committee Delegations

The Committee will have delegated authority to hear submissions and decide upon planning permits within its delegation. Applications outside this delegation and outside of the Instrument of Delegation to Members of Council staff will be referred directly to Council for resolution.

Notwithstanding above, a Councillor may also call for any planning application to be either heard at the Development Assessment Committee level or to the Ordinary Meeting of Council with an adequate written notice to the CEO office, along with the reasoning for calling the matter and also co-signed by another Councillor.

Meeting Procedure

The Chairperson opens the meeting and introduces the Committee members. The order of business is set out in the agenda.

As each item is referred to, the objectors are invited to speak for three minutes. The applicant will then be invited to respond. The Committee members may ask questions of the addressees.

Speakers may table photographs and supplementary material at the meeting if they wish. Once all the registered speakers have addressed the Committee on the item, the Committee will move to the next item on the agenda and continue to receive speakers until all items on the agenda have been addressed.

Minutes of the meeting will generally be available for viewing from Council's website the following day.

Review of Terms of Reference

The Terms of Reference of the Development Assessment Committee will be reviewed by the Committee annually.

TERMS OF REFERENCE

FINANCE AND GOVERNANCE COMMITTEE

The Finance and Governance Committee has been established under Section 86 of the Local Government Act 1989.

Membership

Membership of the Council will comprise three (3) Councillors as appointed by Council. The membership of the Finance and Governance Committee shall be reviewed annually at the Statutory and Annual Appointments Meeting of Council.

The General Manager Corporate Services or their delegate will attend each Committee Meeting in a non-voting capacity.

If a position on a Committee becomes vacant the Council shall appoint another Councillor to the Committee.

Appointment of Chairperson

The Chairperson will be appointed by Council and reviewed each year at the Statutory and Annual Appointments Meeting of Council.

Where an appointed Chairperson is vacant for a meeting the Committee will appoint a replacement Chairperson for that meeting.

Quorum

A quorum for the meeting will be two (2) Councillors.

Should a Councillor be unable to attend the meeting they can nominate a proxy to attend on their behalf.

Conduct of Meetings

Meetings are conducted in accordance with the provisions of the Local Government Act 1989 and Council's Meeting Procedure Local Law.

Frequency and Location of Meetings

Meetings of the Finance and Governance Committee will be held on the fourth Wednesday each month except December when it will be held on the third Wednesday at a time to be determined.

Meetings will alternate between the Council Chamber in Ballan and the James Young Room, Lerderderg Library, Bacchus Marsh.

Additional meetings can be called by the Chairperson or two members of the Committee.

Meetings will be advertised and open to the public, except where the meeting is closed pursuant to the provisions of Section 89(2) of the Local Government Act 1989.

Committee Functions

To consider and make recommendations to the Council on the following matters:

- Leasing and property matters
- Internal and external audit matters

To provide feedback to Officers during the development of the Council Plan, Strategic Financial Plan and Budget.

Functions primarily in the responsibility of the Corporate Services division relating to:

- Finance
- Rating and revenue
- Contracts and procurement
- Customer services
- Governance
- Information systems
- Risk management
- Occupational health and safety

Committee Delegations

The Committee does not have delegated authority and will make recommendations to Council in line with its functions outlined above.

Review of Terms of Reference

The Terms of Reference of the Finance and Governance Committee will be reviewed by the Committee annually.

TERMS OF REFERENCE

PLACE MAKING COMMITTEE

The Place Making Committee has been established under Section 86 of the *Local Government Act* 1989.

Membership

Membership of the Council will comprise three (3) Councillors as appointed by Council. The membership of the Place Making Committee shall be reviewed annually at the Statutory and Annual Appointments Meeting of Council.

The General Manager Infrastructure and General Manager Growth & Development or their delegate/s will attend each Committee Meeting in a non-voting capacity.

If a position on a Committee becomes vacant the Council shall appoint another Councillor to the Committee.

Appointment of Chairperson

The Chairperson will be appointed by Council and reviewed each year at the Statutory and Annual Appointments Meeting of Council.

Where an appointed Chairperson is vacant for a meeting the Committee will appoint a replacement Chairperson for that meeting.

Quorum

A quorum for the meeting will be two (2) Councillors.

Should a Councillor be unable to attend the meeting they can nominate a proxy to attend on their behalf.

Conduct of Meetings

Meetings are conducted in accordance with the provisions of the *Local Government Act* 1989 and Council's Meeting Procedure Local Law.

Frequency and Location of Meetings

Meetings of the Place Making Committee will be held on the fourth Wednesday each month except in December when it will be held on the third Wednesday of the month at a time to be determined.

Meetings will alternate between the Council Chambers in Ballan and the James Young Room, Lerderderg Library, Bacchus Marsh.

Additional meetings can be called by the Chairperson or two members of the Committee.

Meetings will be advertised and open to the public, except where the meeting is closed pursuant to the provisions of Section 89(2) of the *Local Government Act 1989*.

Committee Functions

1. To support development of a vision, framework, policies and strategic documents that guides future sustainable development in appropriate locations in the Shire, addressing land use, amenity and lifestyle opportunities whilst matching growth with the provision of physical and social infrastructure.
2. To ensure that Council plans and strategies are co-ordinated and help deliver sustainable communities in a coherent and cost effective manner.
3. To specifically consider and make recommendations to the Council on the following matters:
 - a. Implementing the Moorabool 2041 framework.
 - b. Integrated built and natural environment strategies.
 - c. Integrated infrastructure planning and delivery.
4. To provide feedback to Officers during the development of infrastructure and land use planning strategies.
5. Functions primarily in the responsibility of the Infrastructure and Growth and Development directorates relating to:
 - a. Urban design and place making.
 - b. Activity centre planning.
 - c. Heritage.
 - d. Land use planning strategies including structure plans.
 - e. Development Plans, Master Planning.
 - f. Social Infrastructure Planning.
 - g. Moorabool Planning Scheme Amendments.
 - h. Environmental management, strategies and plans.
 - i. Waste, resource recovery and sustainability.
 - j. Domestic waste water, stormwater, drainage and flood control.
 - k. Long term infrastructure planning.
 - l. Capital works planning and programming.
 - m. Asset management policy, strategy and plans.
 - n. Traffic and transport planning.
 - o. Development contributions planning.
 - p. Funding models and advocacy.

Note: The current S86 Rural Growth Strategy Committee and S86 Urban Growth Strategy Committee will remain in place until the consultation phase is completed.

Committee Delegations

The Committee does not have delegated authority and will make recommendations to Council in line with its functions outlined above.

Review of Terms of Reference

The Terms of Reference of the Social Development Committee will be reviewed by the Committee annually.

9.2 GROWTH AND DEVELOPMENT

9.2.1 Planning Application PA2013-303; Two Lot Subdivision and Variation of Restrictive Covenant PS426517L to vary the building envelope on Lot 7 PS 426517L, 15 Hogan Road, Ballan

Application Summary:	
Permit No:	PA2013-303
Lodgement Date:	10 December 2013
Planning Officer:	Tom Tonkin
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	8 February 2014
Address of the land:	15 Hogan Road, Ballan
Proposal:	Two Lot Subdivision and Variation of Restrictive Covenant PS426517L to vary the building envelope
Lot size:	4301sq m
Restrictive Covenant/173 Agreement:	Yes
Why is a permit required	<p>Clause 32.03-3 . Subdivision of land in the Low Density Residential Zone</p> <p>Clause 42.01-2 . Subdivision of land affected by an Environmental Significance Overlay</p> <p>Clause 52.02 . Variation of a Restriction</p>
Public Consultation:	
Number of notices to properties:	13
Notices on site:	Two
Notice in Moorabool Newspaper:	Yes
Number of Objections:	One (1)
Consultation meeting:	None held. It was deemed that the grounds of the objection would not be resolved through consultation.

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>Statutory Planning Coordinator – Robert Fillisch</i> In providing this advice to Council as the Coordinator, 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:	
This application seeks approval for a two lot subdivision and variation of a restrictive covenant. The application was reviewed against the provisions of the Moorabool Planning Scheme, with particular attention paid to the requirements of Clause 32.03 for the subdivision of land in the Low Density Residential Zone, and Part 60(2) of the Planning and Environment Act 1987. The site is on a lot of 0.43ha occupied by a single dwelling. Surrounding land is either vacant or developed with single dwellings of varying densities. The proposed subdivision would create an additional lot intended for future residential development.	

The proposed subdivision would be generally consistent with the emerging pattern of subdivision in the immediate neighbourhood and would not have any detrimental environmental impacts.

The objection to the proposal relates to the effects of the subdivision on the natural environment and character of the area.

This report recommends that Council issue a Notice of Decision to Grant a Planning Permit for two lot subdivision and Variation of Restrictive Covenant PS426517L to vary the building envelope subject to conditions.

Summary Recommendation:

The proposal has been assessed against the relevant provisions of the Moorabool Planning Scheme, particularly those set out in the State and Local Planning Policy Framework and Clause 32.03 . Low Density Residential Zone, and Part 60(2) of the Planning and Environment Act 1987.

It is considered that the proposed subdivision is, overall, consistent with the State and Local Planning Policies of the Moorabool Planning Scheme and the Low Density Residential Zone.

It is recommended that Council resolve to issue a Notice of Decision to Grant a Planning Permit subject to conditions for this application pursuant to Section 61(1) of the Planning and Environment Act 1987.

Background

Planning permit PA2004-250 for the Development and Use of a Dwelling on a Lot of less than 6 hectares was issued by Council.

Proposal

The application seeks approval for a two lot subdivision and the variation of restrictive covenant PS426517L to vary the existing building envelope. The proposal would create the following lots:

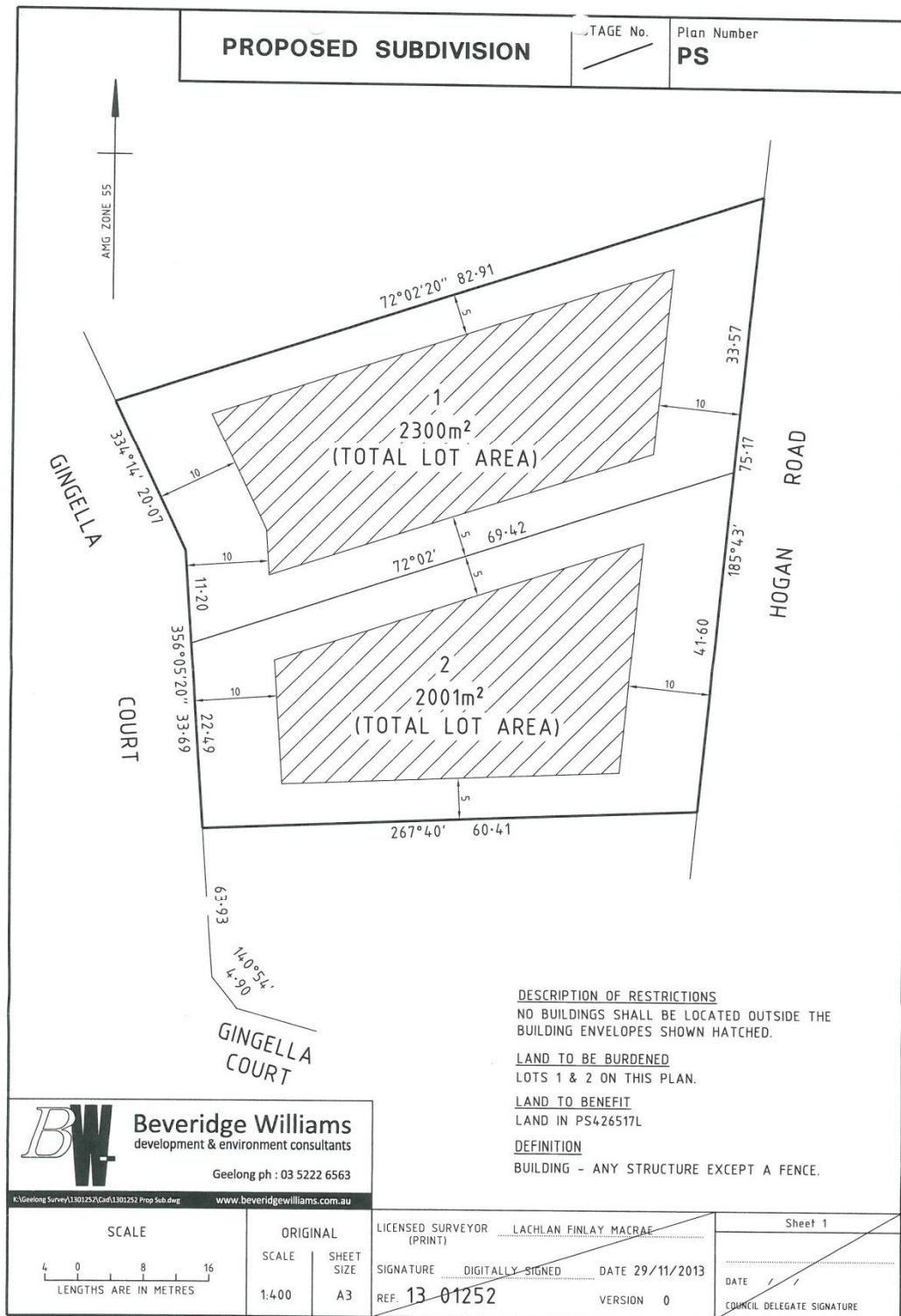
- Lot 1 with an area of 2300sq m containing an existing single storey dwelling and served by an existing vehicle crossover to Hogan Road. This lot would have a frontage to Hogan Road of 33.57m and a frontage to Gingella Court of 31.27m.
- Lot 2 with an area of 2001sq m which is currently vacant. This lot would have a frontage to Hogan Road of 41.6m and a frontage to Gingella Court of 22.49m.

The proposed variation of Restrictive Covenant PS PS426517L to vary the existing building envelope would create separate building envelopes for both lots. The proposed building envelopes would have the following setbacks:

- 10 metres from the Hogan Road and Gingella Court title boundaries.
- Five (5) metres from all other title boundaries.

All reticulated services are available to the site.

The proposal would not require the removal of any native vegetation.



Site Description

The site is irregular in shape with the following dimensions:

- An east boundary to Hogan Road of 75.17m
- A west boundary to Gingella Court of 53.76m
- A south boundary of 60.41m
- An north boundary of 82.91m
- A total site area of 4301sq m

The site and surrounding neighbourhood is relatively flat, apart from steeper land along the Werribee River valley approximately 130 metres west of the subject site.

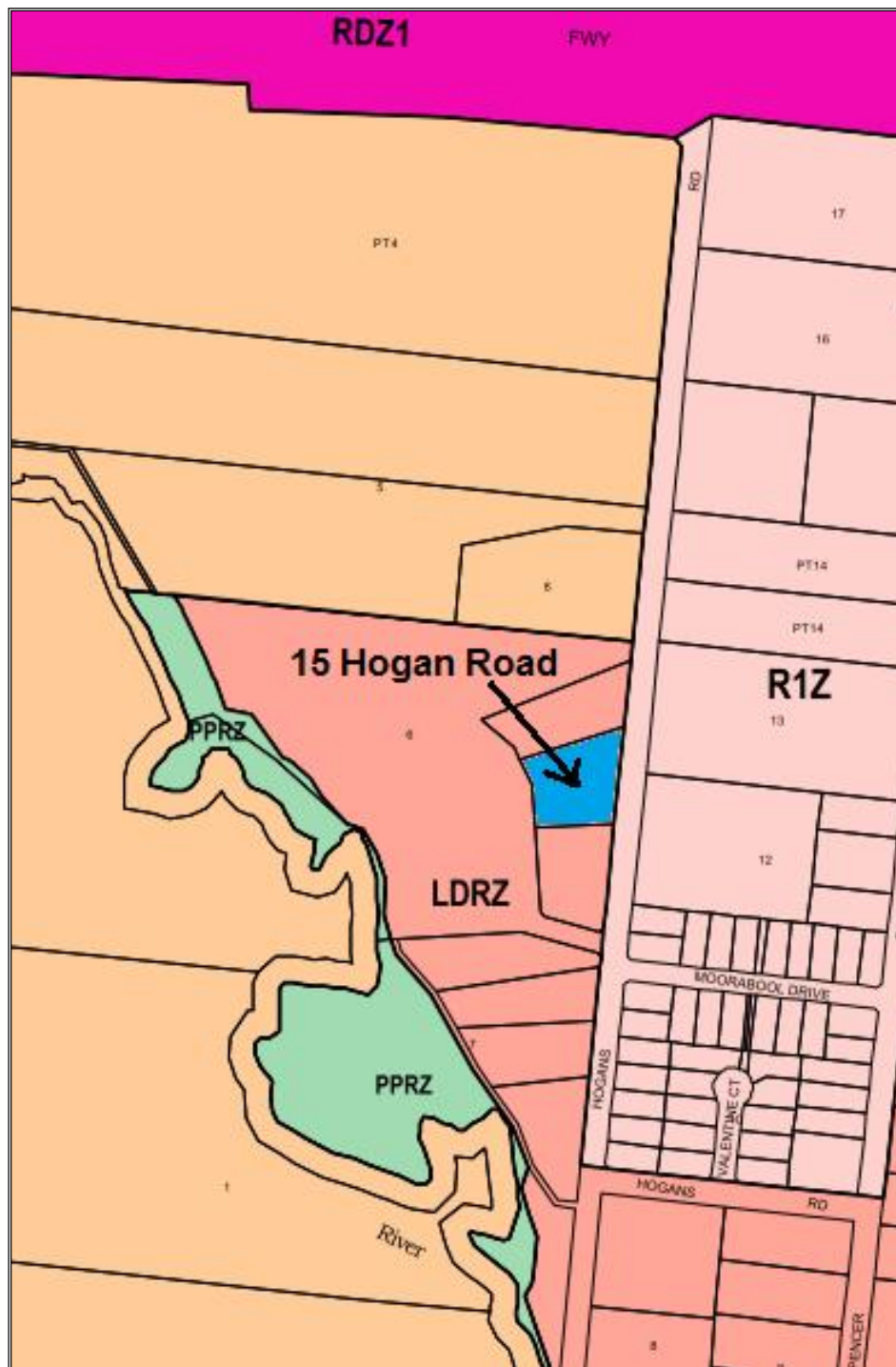
The site is developed with a single storey brick dwelling with a hipped Colorbond roof sited towards the northeast corner of the site. The dwelling is contained by an existing building envelope set back 10 metres from the street frontages and five (5) metres from the side boundaries. The existing dwelling has an address to Hogan Road. The balance of the land is mostly grassed, with a fenced area on the south side of the dwelling and plantings of small trees and shrubs dotted across the site. The site is not encumbered by any easements.

The surrounding neighbourhood is towards the northwestern periphery of the Ballan township in an area that is transitioning from rural residential-style development to more intensive urban residential development. The subject site and surrounding land to the north, west and south, and further beyond to the southeast following the Werribee River corridor, is in the Low Density Residential Zone apart from pockets of public land along the river in the Public Park and Recreation Zone. Two nearby lots in the Low Density Residential Zone have recently obtained planning permission for two lot subdivisions. Land to the east, across Hogan Road, is in the Residential 1 Zone, where incremental subdivision of larger residential allotments is evident and the density of residential development markedly increasing. Further to the west, beyond the Werribee River, and to the northwest but south of the Western Freeway, is land in the Rural Living Zone, being predominantly grazing land but in some instances improved with single dwellings.

To the north of the subject site is a recent two lot subdivision. This subdivision created Lot 1 fronting Hogan Road, with an area of 2100sq m containing a single dwelling, and Lot 2 fronting Gingella Court, with an area of 2118sq m and currently vacant. To the west, across Gingella Court, are a number of vacant lots of >4000sq m size. To the south is a single dwelling on a lot of 4030sq m on the corner of Hogan Road and Gingella Court. To the east, across Hogan Road, are a number of lots developed with single dwellings and ranging in size from 717sq m to 1.97ha.

Locality Map

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



Planning Scheme Provisions

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

SPPF		
Clause 11	Settlement	The proposed two lot subdivision is consistent with this policy, which advocates sustainable development that takes full advantage of existing settlement patterns. The proposal is broadly consistent with the emerging pattern of subdivision in the neighbourhood.
Clause 11.02-1	Supply of urban land	The proposal is generally consistent with this policy
Clause 11.05-2	Melbourne's hinterland areas	The proposal facilitates low density residential development within Ballan's urban growth boundary.
Clause 15.01-3	Neighbourhood and subdivision design	The proposal would contribute to diverse lot sizes in Ballan consistent with the neighbourhood and with no unreasonable environmental impacts.
Clause 15.01-5	Cultural identity and neighbourhood character	The proposal is an acceptable response to the neighbourhood and landscape character of this part of Ballan.
LPPF		
Clause 21.03-2	Urban Growth Management	The proposal supports the growth of Ballan, taking advantage of existing infrastructure without any detrimental impacts on the environment or character of the area.
Clause 21.03-3	Residential Development	The proposal would facilitate diverse lot sizes in the area while respecting the low density character west of Hogan Road.
Clause 21.03-4	Landscape and Neighbourhood Character Objective	The proposal supports the emerging character of the area without any unreasonable amenity impacts.
Clause 21.08	Ballan	The proposal supports consolidation and urban growth in the township in accordance with the low density character of the neighbourhood and emerging pattern of subdivision in the area.

Zone

Low Density Residential Zone

The subject site is in the Low Density Residential Zone and the provisions of Clause 32.03 apply.

A permit is required to subdivide land under Clause 32.03-3 of the Moorabool Planning Scheme. Each lot created must be at least 0.2ha where connected to reticulated sewerage.

Low Density Residential Zone . decision guidelines

Before deciding on an application to subdivide land, 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 protection and enhancement of the natural environment and character of the area including the retention of vegetation and faunal habitat and the need to plant vegetation along waterways, gullies, ridgelines and property boundaries.*
- *The availability and provision of utility services, including sewerage, water, drainage, electricity, gas and telecommunications.*
- *The relevant standards of Clauses 56.07-1 to 56.07-4.*

Overlays

Environmental Significance Overlay . Schedule 1

Pursuant to Clause 42.01-2 of the Moorabool Planning Scheme a permit is required to:

- Subdivide land. This does not apply if a schedule to this overlay specifically states that a permit is not required.

Schedule 1 does not exempt subdivision from planning permission, therefore a permit is required.

Particular Provisions

Clause 52.01 - Public Open Space Contribution and Subdivision

A subdivision is exempt from a public open space requirement, in accordance with Section 18(8) of the Subdivision Act 1988, if:

- It subdivides land into two lots and the council considers it unlikely that each lot will be further subdivided.

Having regard to the zoning of the subject site, it is not considered that either lot is capable of being further subdivided in future and thus the public open space requirement should not be applied in this instance.

Clause 52.02 . Easements, Restrictions and Reserves

A permit is required pursuant to Section 23 of the *Subdivision Act 1988* to vary a restrictive covenant.

Clause 56.07 . Residential Subdivision: Integrated Water Management

56.07 Standards C22, C23, C24 and C25	Integrated Water Management	The proposal has access to associated infrastructure.
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Clause 65 – Decision Guidelines

This report has considered the decision guidelines at Clause 65.02.

Referrals

The following referrals to external authorities for comment on the application were made pursuant to s.55 of the Planning and Environment Act 1987.

Authority	Response
Southern Rural Water	No objection, subject to conditions
Western Water	No objection

The following referrals to Council Departments for comment on the application were made pursuant to s.52 of the Planning and Environment Act 1987.

Authority	Response
Infrastructure	No objection, subject to conditions
Strategic and Sustainable Development	No objection

Public Notice

The application was advertised to adjoining owners and occupiers by sending individual notices on 11 February 2014 and signs placed on the site from 14 February 2014 to 7 March 2014. A notice was placed in the Moorabool News on 18 February 2014. One objection was received.

Summary of Objection

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

Objection	Officer's response
The subdivision would deleteriously affect the natural environment and character of the area.	The subject site is affected by an Environmental Significance Overlay, Schedule 2, due its location in a Proclaimed Water Catchment, as is all of Ballan township and surrounds. The relevant water authorities for the catchment have consented to the proposal, subject to conditions. The discussion below gives further detail.

The proposed subdivision contravenes the intent of the zone being a buffer between the Werribee River and Residential 1 Zone.	The subject site is not affected by any environmental planning overlays and is not deemed to have particular environmental significance.
The proposal would jeopardise the ecological values of the Werribee River.	The Moorabool Planning Scheme recognises the ecological values of the Werribee River corridor by way of an Environmental Significance Overlay, Schedule 2, affecting land within 100 metres of the river. Any development or land subdivision affected by this Overlay is subject to planning permission and an assessment of its potential effect on the waterway's environmental values. The subject site is approximately 130 metres from the river and <i>not</i> affected by Schedule 2. Additionally, the relevant water authorities for the water catchment have consented to the proposal, subject to conditions.
Allowing further subdivision of land only recently subdivided does not provide residents with certainty.	Stage 1 of the subdivision was certified in 2000. In July 2013 the State Government amended Victorian planning schemes to allow subdivision of sewered land to create lots as small as 2000sq m, reduced from the previous minimum lot size of 4000sq m.

Discussion

The proposed two lot subdivision takes advantage of recent changes to the Victoria Planning Provisions to introduce reformed land use zones. Since July 2013, Council can consider applications to subdivide sewered land in the Low Density Residential Zone (LDRZ) which would create lots of a minimum 2000sq m. The previous allowable minimum threshold was 4000sq m.

The subject site is 4301sq m and the proposal would create lots of 2300sq m and 2001sq m, the former containing an existing dwelling. Lot sizes in the LDRZ in Hogan Road and Gingella Court are 4000sq m . 5683sq m, apart from the recent two lot subdivisions of former Lots 8 and 17 to create smaller lots <2400sq m.

Lots between Gingella Court and the Werribee River are currently undeveloped, whereas the lots with dual frontages to Hogan Road and Gingella Court are now mostly developed with single storey dwellings. The subdivision pattern encourages a lower density of development than east of Hogan Road, reflected by the different zones. The character west of Hogan Road is becoming established as dwellings are constructed and re-subdivision occurs.

Those lots backing onto the Werribee River are partially affected by an Environmental Significance Overlay, Schedule 2 (ESO2) which covers land within 100 metres of the waterway. The ESO2 recognises land proximate to waterways and seeks to protect their environmental values, particularly given their significance as proclaimed water catchments. Accordingly, the ESO2 triggers the need for a planning permit to develop or subdivide land,

and seeks to prevent development of affected land where practicable. It is considered that the future development and potential subdivision of lots affected by the ESO2 is considerably constrained and that any future application to subdivide these particular lots in the LDRZ would, in general, be unlikely to be supported.

In the Residential 1 Zone east of Hogan Road and in the vicinity of the subject site recent residential development is characterised by single dwelling development on lots of approximately 800sq m and with a distinctly compact built form.

It is considered that given the neighbourhood context, the proposed subdivision is generally acceptable for the following reasons.

There are a range of lot sizes in the area due to the rezoning and subdivision of land in recent years, which has in large part guided the built form character that has emerged and continues to evolve. However, a distinct pattern is emerging, where lot sizes reduce as one transitions east away from the Werribee River, as shown in the table below:

Location	Average lot size
Lots with a single frontage to Gingella Court	4300sq m
Lots with dual frontages to Gingella Court and Hogan Road (including recent approvals)	2878sq m
East of Hogan Road, lots in PS 528970V and PS621840	840sq m

In this context, the four lots with dual frontages to Gingella Court and Hogan Road, including the subject site, are evolving a particular character as subdivision occurs. Plan of subdivision PS 426517L in 2000 created these four lots of between 4030sq m-4719sq m. Two lots have recently been subject to two lot subdivisions as shown in the table below:

Lot No.	Approved lot sizes	Approved configuration
8	2100sq m & 2118sq m	Separate street frontages
17	2360sq m each	Separate street frontages

Subject to conditions, the built form of both proposed lots would reflect the low density character and emerging built form of lots between Hogan Road and Gingella Court. It is recommended that this be achieved by requiring the following:

- Any dwelling constructed on Lot 2 must front Gingella Court.
- Any fences on either Lot 1 or Lot 2 within 10 metres of Hogan Road or Gingella Court must be of a permeable design (e.g. post and wire) and with a maximum height of 1.5 metres.

The subject site does not contain any significant vegetation, including grasslands and is not of any particular environmental significance notwithstanding its location in a proclaimed water catchment. The Werribee River is approximately 130m to the west. The character of the area is evolving, as described above, and overall the proposal is responsive to the emerging character of the area without presenting any unreasonable amenity impacts.

Section 60(2) of the Planning and Environment Act 1987 states that:

The responsible authority must not grant a permit which allows the removal or variation of a restriction (within the meaning of the Subdivision Act 1988) unless it is satisfied that the owner of any land benefited by the restriction will be unlikely to suffer:

- (a) financial loss; or*
- (b) loss of amenity; or*
- (c) loss arising from change to the character of the neighbourhood; or*
- (d) any other material detriment-*
as a consequence of the removal or variation of the restriction.

The proposed variation of Restrictive Covenant PS PS426517L to vary the existing building envelope would create separate building envelopes for both lots, and is assessed against the relevant test below:

(a) financial loss

VCAT have consistently stated that the impact of financial loss cannot be easily determined and would require expert evidence. The objector has not provided any information which convinces Council that this is the case.

(b) loss of amenity

It is difficult for the objector to determine loss of amenity in this case given the emerging pattern of subdivision in this part of Hogan Road and Gingella Court. The proposal to vary the building envelope nevertheless maintains the same boundary setbacks as the existing building envelope. Therefore it is considered that the potential amenity impacts of the proposal would be negligible. Additionally, the objector's property is approximately 300m from the subject site, and it is not anticipated that any variation of the covenant would affect the objector's amenity.

(c) loss arising from change to the character of the neighbourhood

The neighbourhood character, as described above, comprises varying lot densities. Those lots with dual street frontages to Hogan Road and Gingella Court, including the subject site, are undergoing change due to recent subdivision approvals and it is considered that the current proposal is generally in keeping with those recent approvals and does not set a precedent for change. The recommendations for fencing on both lots and the siting of a future dwelling on Lot 2 would maintain the existing character of the area.

The planning approval which imposed building envelopes on the subject site and other lots in the original subdivision indicates that envelopes were imposed to achieve building setbacks from the Werribee River for ecological and amenity reasons. The subject site does not border the river and it is not considered that the proposed variation of the existing building envelope would contravene the original intent or result in a development outcome necessarily different to that afforded by the existing restriction. The proposed building envelopes maintain the same boundary setbacks as the existing envelope.

(d) any other material detriment

The objector has not indicated any other material detriment other than change to the ecological and landscape values of the area near the Werribee River. The variation of the restriction applicable to this particular site is not expected to detrimentally impact on the landscape or ecology of the area. The application was referred to the relevant water authorities Southern Rural Water and Western Water who did not object to the proposal, subject to conditions.

Financial Implications

The recommendation to approve a permit for a two lot subdivision and variation of a restrictive covenant will not represent any financial implications for Council.

Risk and Occupational Health and Safety Issues

The recommendation of approval of this application does not implicate any risk or OH & S issues for 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 objector and the applicant were invited to attend this meeting and invited to address Council if desired.

Conclusion

Overall, the proposal is consistent with the relevant policies in the Moorabool Planning Scheme. The proposed lots and building envelopes would be in keeping with the emerging neighbourhood character and would facilitate future development consistent with the existing neighbourhood character and amenity of the area.

The proposed subdivision would support an acceptable level of residential growth on land in the Low Density Residential Zone. The proposal adequately addresses the environmental constraints of the site's location in an open water catchment and, subject to conditions, would not present any unreasonable risks.

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

Recommendation:

That, having considered all matters as prescribed by s.60 of the Planning and Environment Act 1987, Council issues a Notice of Decision to Grant a Permit for Application PA2013-303 for Two Lot Subdivision and Variation of Restrictive Covenant PS426517L to vary the building envelope on Lot 7 PS 426517L, 15 Hogan Road, Ballan subject to the following conditions:

1. The plan to be endorsed and which will then form part of the permit is the plan identified as Plan of Proposed Subdivision, Surveyor's Ref. 1300495, prepared by Beveridge Williams and dated 28/06/13.
2. The formal plan of subdivision lodged for certification must be in accordance with the endorsed plan and must not be modified except to comply with statutory requirements or with the written consent of the Responsible Authority.
3. Prior to the commencement of works, Restrictive Covenant PS426517L must be varied to create building envelopes in accordance with the endorsed plan.
4. Prior to certification of the Plan of Subdivision, an agreement under Section 173 of the Planning and Environment Act 1987 must be entered into for each lot which places an obligation on the landowner as follows:
 - (a) Any dwelling constructed on Lot 2 must front Gingella Court.
 - (b) Any fences on Lot 1 or Lot 2 within 10 metres of Hogan Road or Gingella Court must be of a permeable design and with a maximum height of 1.5 metres.

Prior to certification of the Plan of Subdivision, an application must be made to the Registrar of Titles to register the section 173 agreement on the title to the land under Section 181 of the Act. The owner/operator under this permit must pay the reasonable costs of the preparation, (and) execution and registration of the section 173 agreement.

5. The Dealing number which demonstrates that the Variation of Restriction has been registered on title must be provided in writing to Council.
6. The owner of the land must enter into an agreement with:
 - (a) A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - (b) A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
7. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:

- (a) A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
 - (b) A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
- 8. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
- 9. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created including details of a Limited Owners Corporation proposed for common drainage and sewerage services.
- 10. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.
- 11. Before the Statement of Compliance is issued under the Subdivision Act 1988, a payment of \$900 per lot must be made to Council as part of the social development infrastructure.

Infrastructure Conditions:

- 12. Prior to the issue of a Statement of Compliance for the subdivision, each lot must be provided with standard rural residential vehicle crossing with a culvert 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.
- 13. Prior to the issue of a Statement of Compliance for the subdivision, 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) All drainage courses within the development must pass through easements or reserves shown on the plan of subdivision.

- (c) 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.
 - (d) Each lot must be provided with a stormwater legal point of discharge at the low point of the lot, to the satisfaction of the Responsible Authority.
 - (e) Stormwater runoff must meet the "Urban Stormwater Best Practice Environmental Management Guidelines (CSIRO 1999)".
14. 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.
15. 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.
16. Sediment discharges must be restricted from any construction activities within the property in accordance with relevant Guidelines including Construction Techniques for Sediment Control (EPA 1991).
17. 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.
18. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Services department identifying any existing damage 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.
19. 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 crossings and legal points of discharge
 - (e) civil notes as required to ensure the proper construction of the works to Council standard.

Southern Rural Water Conditions:

20. Both lots must be connected to the town's reticulated sewerage and approved drainage system.

- 21. The plan of subdivision submitted for certification must be referred to Southern Rural Water in accordance with Section 8 Subdivision Act 1988.**

Expiry condition:


- 22. This permit will expire if:**
- (a) The plan of subdivision is not certified within 2 years of the date of this permit; or**
 - (b) The registration of the subdivision is not completed within 5 years of the date of certification of the plans of subdivision.**
 - (c) the variation of the restriction permitted is not registered with the Land Titles Office within one year of the date of issue.**

The Responsible Authority may extend the time 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: Wednesday, 11 June 2014



9.2.2 Planning Application PA2014-033; Two (2) Lot Subdivision on Lot 16 PS 426517L, 10 Gingella Court, Ballan

Application Summary:	
Permit No:	PA2014-033
Lodgement Date:	11 February 2014
Planning Officer:	Roger Cooper
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	2 May 2014
Address of the land:	10 Gingella Court, Ballan
Proposal:	Two (2) Lot Subdivision
Lot size:	4,045sq m
Restrictive Covenant/173 Agreement:	Yes
Why is a permit required	<p>Clause 32.03-3 . Subdivision of land in the Low Density Residential Zone</p> <p>Clause 42.01-2 . Subdivision of land affected by an Environmental Significance Overlay</p>
Public Consultation:	
Number of notices to properties:	Four
Notices on site:	One
Notice in Moorabool Newspaper:	No
Number of Objections:	One
Consultation meeting:	None held. It was deemed that the grounds of the objection would not be resolved through consultation.

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>Statutory Planning Coordinator – Robert Fillisch</i> In providing this advice to Council as the Coordinator, I have no interests to disclose in this report. <i>Author – Roger Cooper</i> In providing this advice to Council as the Author, I have no interests to disclose in this report.	
Executive Summary:	
This application seeks approval for a two lot subdivision. The application was reviewed against the provisions of the Moorabool Planning Scheme with particular attention paid to the requirements of Clause 32.03 for the subdivision of land in the Low Density Residential Zone. The site is on a lot of 0.445ha occupied by a single dwelling. Surrounding land is predominantly developed for low density residential use with recent subdivisions still benchmarked at low density. The proposed subdivision would create an additional lot intended for future residential development.	

The objection to the proposal relates to neighbourhood character, the amenity impacts of future development and the suitability of increased density of development in the area.

The proposed subdivision would create two smaller lots than those generally located in the surrounding neighbourhood, however resemble emerging lot sizes being approved in the area and have no detrimental environmental impacts.

This report recommends that Council issue a Notice of Decision to Grant a Planning Permit for two lot subdivision on these grounds.

Summary Recommendation:

The proposal has been assessed against the relevant provisions of the Moorabool Planning Scheme, particularly those set out in the State and Local Planning Policy Framework and Clause 32.03 . Low Density Residential Zone of the Moorabool Planning Scheme.

It is considered that the proposed subdivision is, overall, consistent with the State and Local Planning Policies of the Moorabool Planning Scheme and the Low Density Residential Zone.

It is recommended that Council resolve to issue a Notice of Decision to Grant a Planning Permit on grounds for this application pursuant to Section 61(1) of the Planning and Environment Act 1987.

Proposal

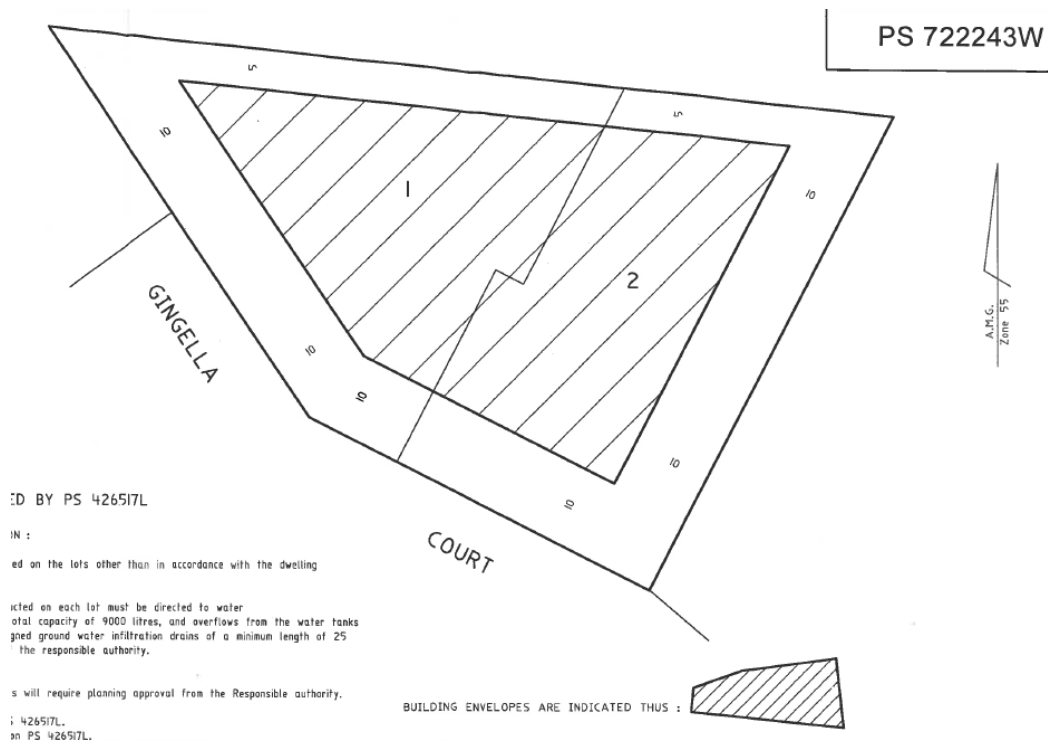
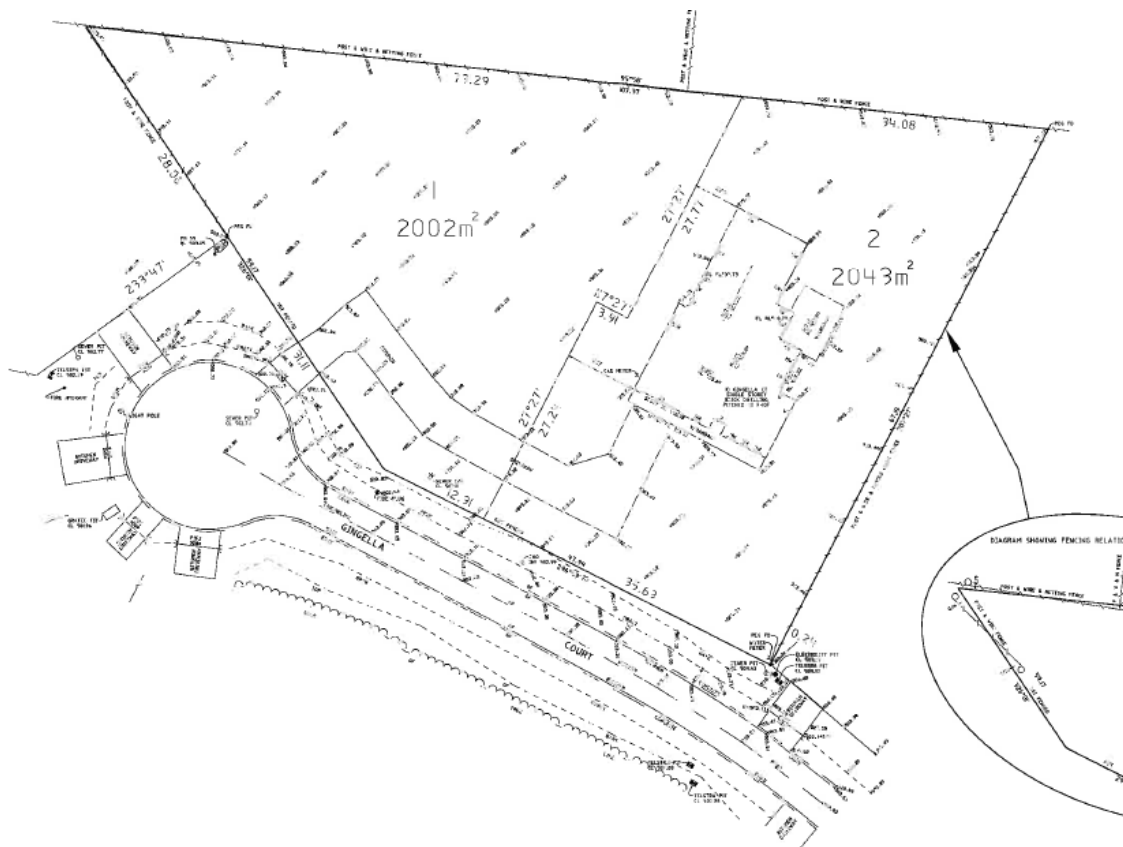
The application seeks approval for a two (2) lot subdivision resulting in the creation of:

- Lot 1 with an area of 2002 sqm being vacant. The lot has a broken line frontage of 31.11m followed by 12.31m to Gingella Court. Access is via an existing crossover towards the centre of the site frontage.
- Lot 2 with an area of 2043 sqm with an existing dwelling. This lot would have a frontage to Gingella Court of 35.63m. A second formal crossover would have to be created from Gingella Court for access.

All reticulated services are available to the site.

The proposal would not require the removal of any native vegetation.

Refer to the plans of proposed subdivision below.



Site Description

The site is irregular in shape with the following dimensions:

- A north boundary of 107.37m
- A west boundary of 59.17m
- A south boundary of 47.94m fronting Gingella Court
- An east boundary of 67.15m
- A total site area of 4045sq m

The site and surrounding neighbourhood is relatively flat, apart from steeper land along the Werribee River valley approximately 130 metres west of the subject site.

The site is developed with a single storey brick dwelling with a pitched galvanised iron roof setback approx. 15m from Gingella Court and 10m from the east boundary. The dwelling is contained by an existing building envelope set back 10 metres from the street frontage & side boundaries and five (5) metres from the rear boundary. The existing dwelling has an address to Gingella Court. The balance of the land is mostly grassed, defined by a post and wire fence. The site is not encumbered by any easements.

The surrounding neighbourhood is located in the northwestern periphery of the Ballan township in an area that is transitioning from rural residential-style development to more intensive urban residential development. The subject site and surrounding land to the north, west and south, and further beyond to the southeast following the Werribee River corridor, is in the Low Density Residential Zone apart from pockets of public land along the river in the Public Park and Recreation Zone. Two nearby lots in the Low Density Residential Zone have recently obtained planning permission for two lot subdivisions based on general accordance with the Moorabool Planning Scheme.

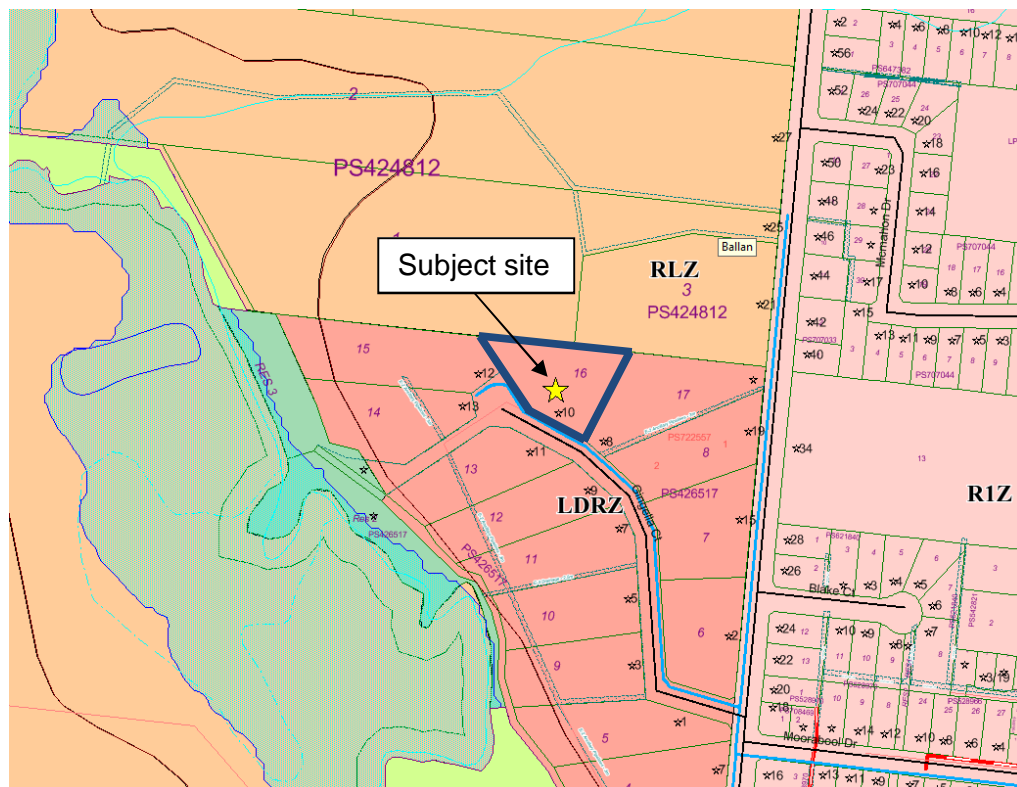
Land to the east, across Hogan Road, is in the Residential 1 Zone, where incremental subdivision of larger residential allotments is evident and the density of residential development markedly increasing. Further to the west, beyond the Werribee River, and to the northwest but south of the Western Freeway, is land in the Rural Living Zone, being predominantly grazing land but in some instances improved with single dwellings. Two much larger abutting lots to the north are zoned Rural Living and each contain a single dwelling.

To the east of the subject site is a recent two lot subdivision. This subdivision created Lot 1 fronting Gingella Court, with an area of 2360 sqm and Lot 2 fronting Hogan Road, with an area of 2360 sqm, both being vacant. The owner has an application (PA2013122) which is yet to be determined for two dwellings on the lot. To the south-east of the subject site is another recent two lot subdivision. This subdivision created Lot 1 fronting Hogan Road, with an area of 2100sq m containing a single dwelling, and Lot 2 fronting Gingella Court, with an area of 2118sq m and currently vacant.

To the south-west, across Gingella Court, are a number of vacant lots of >4000sq m size. To the west is a vacant lot in the LDRZ of approx. 0.55ha and to the north are two lots in the Rural Living Zone of 3ha and 1ha approx., both having been developed with a single dwelling.

Locality Map

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



Planning Scheme Provisions

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

SPPF		
Clause 11	Settlement	The proposed two lot subdivision is consistent with this policy, which advocates sustainable development that takes full advantage of existing settlement patterns. The proposal is broadly consistent with the emerging pattern of subdivision in the neighbourhood.

Clause 11.02-1	Supply of urban land	The proposal is generally consistent with this policy.
Clause 11.05-2	Melbourne's hinterland areas	The proposal supports facilitation of residential development within the urban growth boundary of Ballan township.
Clause 15.01-3	Neighbourhood and subdivision design	The proposal would contribute to diverse lot sizes in Ballan consistent with the neighbourhood and with no unreasonable environmental impacts.
Clause 15.01-5	Cultural identity and neighbourhood character	The proposal is an acceptable response to the neighbourhood and landscape character of this part of Ballan.
LPPF		
Clause 21.03-2	Urban Growth Management	The proposal supports the growth of Ballan, taking advantage of existing infrastructure without any detrimental impacts on the environment or character of the area.
Clause 21.03-3	Residential Development	The proposal would facilitate some diversity of lot size in the immediate area.
Clause 21.03-4	Landscape and Neighbourhood Character Objective	The proposal supports the emerging character of the area without any unreasonable amenity impacts.
Clause 21.08	Ballan	The proposal supports consolidation and urban growth in the township in accordance with the low density character of the neighbourhood and emerging pattern of subdivision in the area.

Zone

Low Density Residential Zone

The subject site is in the Low Density Residential Zone and the provisions of Clause 32.03 apply.

A permit is required to subdivide land under Clause 32.03-3 of the Moorabool Planning Scheme. Each lot created must be at least 0.2ha where connected to reticulated sewerage.

Low Density Residential Zone . decision guidelines

Before deciding on an application to subdivide land, 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 protection and enhancement of the natural environment and character of the area including the retention of vegetation and faunal habitat and the need to plant vegetation along waterways, gullies, ridgelines and property boundaries.*
- *The availability and provision of utility services, including sewerage, water, drainage, electricity, gas and telecommunications.*
- *The relevant standards of Clauses 56.07-1 to 56.07-4.*

Overlays

Environmental Significance Overlay . Schedule 1

Pursuant to Clause 42.01-2 of the Moorabool Planning Scheme a permit is required to:

- Subdivide land. This does not apply if a schedule to this overlay specifically states that a permit is not required.

Schedule 1 does not specify any permit requirements for subdivision, therefore a permit is required.

Particular Provisions

Clause 52.01 - Public Open Space Contribution and Subdivision

A subdivision is exempt from a public open space requirement, in accordance with Section 18(8) of the Subdivision Act 1988, if:

- It subdivides land into two lots and the council considers it unlikely that each lot will be further subdivided.

Having regard to the zoning of the subject site, it is not considered that either lot is capable of being further subdivided in future and thus the public open space requirement should not be applied in this instance.

Clause 52.02 . Easements, Restrictions and Reserves

A permit is required pursuant to Section 23 of the *Subdivision Act 1988* to vary a restrictive covenant, however in this case the applicant has left the restriction intact.

Clause 56.07 . Residential Subdivision: Integrated Water Management

Clause 65 – Decision Guidelines

This report has considered the decision guidelines at Clause 65.02.

Referrals

The following referrals to external authorities for comment on the application were made pursuant to s.55 of the Planning and Environment Act 1987.

Authority	Response
Southern Rural Water	No objection, subject to conditions
Western Water	No objection

The following referrals to Council Departments for comment on the application were made pursuant to s.52 of the Planning and Environment Act 1987.

Authority	Response
Infrastructure	No objection, subject to conditions
Strategic and Sustainable Development	No objection

Public Notice

The application was advertised to adjoining owners and occupiers by sending individual notices on 3 March 2014 and a sign was placed on the site from 3 March 2014 to 3 April 2014. One objection was received.

Summary of Objection

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

Objection	Officer's response
The application does not vary the building envelope and it is not certain some change to this would be required.	The applicant was asked whether they will apply to vary the restriction, and indicated they would not. There is no requirement for the restriction to be varied.
The subdivision would deleteriously affect the natural environment and character of the area.	This claim is generally not justifiable as the proposal generally accords with the provisions of the Moorabool Planning Scheme and orderly planning of the area.
The proposed subdivision contravenes the intent of the zone being a buffer between the Werribee River and Residential 1 Zone.	The subject site is not affected by any environmental planning overlays and is not deemed to be of particular environmental significance.

The proposal would jeopardise the ecological values of the Werribee River.	The Moorabool Planning Scheme recognises the ecological values of the Werribee River corridor by way of an Environmental Significance Overlay, Schedule 2 which applies to land within 100 metres of the river. Any development of subdivision of land affected by this Overlay is subject to planning permission and an assessment of its potential effect on the waterway's environmental values. The subject site is approximately 130 metres from the river and not affected by this Overlay. Additionally, the relevant water authorities for the water catchment have no objection to the proposal, subject to conditions.
Allowing further subdivision of land only recently subdivided does not provide residents with certainty.	Stage 1 of the subdivision was certified in 2000. In July 2013 the State Government amended Victorian planning schemes to allow subdivision of <i>sewered land</i> to create lots as small as 2000 sqm, reduced from the previous minimum lot size of 4000 sqm.

Discussion

The proposed two lot subdivision is in response to recent changes to the Victoria Planning Provisions to introduce reformed land use zones. Since July 2013, Council can consider applications to subdivide land in the Low Density Residential Zone (LDRZ) which would create lots of a minimum 2000 sqm where *sewered*. The previous allowable minimum threshold was 4000 sqm.

The subject site is 4045 sqm and the proposal would create lots of 2002 sqm and 2043 sqm, the latter containing an existing dwelling. Lot sizes in the LDRZ in Hogan Road and Gingella Court are 4000sq m . 5683sq m, apart from the recent two lot subdivisions of former Lots 8 and 17 to create smaller lots <2400 sqm.

Lots between Gingella Court and the Werribee River are currently undeveloped, whereas the lots with dual frontages to Hogan Road and Gingella Court are now mostly developed with single storey dwellings. The subdivision pattern encourages a lower density of development than east of Hogan Road, reflected by the different zones. The character west of Hogan Road is becoming established as dwellings are constructed and re-subdivision occurs.

Those lots backing onto the Werribee River are partially affected by an Environmental Significance Overlay, Schedule 2 (ESO2) which covers land within 100 metres of the waterway. The ESO2 recognises land proximate to waterways and seeks to protect their environmental values, particularly given their significance as proclaimed water catchments. Accordingly, the ESO2 triggers the need for a planning permit to develop or subdivide land, and seeks to prevent development of affected land where practicable. It is considered that the future development and potential subdivision of lots affected by the ESO2 is considerably constrained and that any future application to subdivide these particular lots in the LDRZ would, in general, be unlikely to be supported.

In the Residential 1 Zone east of Hogan Road and in the vicinity of the subject site recent residential development is characterised by single dwelling development on lots of approximately 800sq m and with a distinctly compact built form.

It is considered that given the neighbourhood context, the proposed subdivision is generally acceptable for the following reasons.

There are a range of lot sizes in the area due to the rezoning and subdivision of land in recent years, which has in large part guided the built form character that has emerged and continues to evolve. A distinct pattern is emerging, where lot sizes reduce as one transitions east away from the Residential 1 Zone towards the Werribee River, as shown in the table below:

Location	Average lot size
Lots with a single frontage to Gingella Court	4300sq m
Lots with dual frontages to Gingella Court and Hogan Road (including recent approvals)	2878sq m
East of Hogan Road, lots in PS 528970V and PS621840	840sq m

Plan of subdivision PS 426517L in 2000 created four lots, with dual frontages to Gingella Court and Hogan Road, of between 4030sq m-4719sq m. Two lots have recently been subject to two lot subdivisions, and another similar configuration is pending, as shown in the table below:

Lot No.	Approved lot sizes	Approved configuration
8	2100sq m & 2118sq m	Separate street frontages
17	2360sq m each	Separate street frontages
7	2300sq m & 2001sq m (pending)	Separate street frontages

While the subject lot does not have dual frontages to both roads it does have a substantial frontage to Gingella Court (47.94m), which can facilitate two vehicular crossovers for private access and would contribute to the emerging neighbourhood character.

The subject site does not contain any significant vegetation, including grasslands and is not of any particular environmental significance notwithstanding its location in a proclaimed water catchment. The Werribee River is approximately 130m to the west. The character of the area is evolving, as described above, and overall the proposal is responsive to the emerging character of the area without presenting any unreasonable amenity impacts.

Financial Implications

The recommendation to approve a permit for a two lot subdivision and variation of a restrictive covenant will not represent any financial implications for Council.

Risk and Occupational Health and Safety Issues

The recommendation of approval of this subdivision does not implicate any risk or OH & S issues for 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 objector and the applicant were invited to attend this meeting and invited to address Council if desired.

Conclusion

Overall, the proposal is consistent with the relevant policies in the Moorabool Planning Scheme. The proposed lots would be in keeping with the emerging neighbourhood character and would facilitate future development consistent with the existing neighbourhood character and amenity of the area.

The proposed subdivision would support an acceptable level of residential growth on land in the Low Density Residential Zone. The proposal adequately addresses the environmental constraints of the site's location in an open water catchment and, subject to conditions, would not present any unreasonable risks.

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

Recommendation:

That, having considered all matters as prescribed by s.60 of the Planning and Environment Act, Council issues a Notice of Decision to Grant Planning Permit PA2014-033 for a Two (2) Lot Subdivision on Lot 16 PS 426517L, 10 Gingella Court, Ballan subject to the following conditions:

- 1. The formal plan of subdivision lodged for certification must be in accordance with the endorsed plan and must not be modified except to comply with statutory requirements or with the written consent of the Responsible Authority.**
- 2. The owner of the land must enter into an agreement with:**
 - (a) A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and**

- (b) **A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.**
- 3. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:**
 - (a) **A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and**
 - (b) **A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.**
- 4. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.**
- 5. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created including details of a Limited Owners Corporation proposed for common drainage and sewerage services.**
- 6. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.**
- 7. Before the Statement of Compliance is issued under the Subdivision Act 1988, a payment of \$900 per lot must be made to Council as part of the social development infrastructure.**

Infrastructure Conditions:

8. Prior to the issue of a Statement of Compliance for the subdivision, each lot must be provided with standard rural residential vehicle crossing on Gingella Court with a culvert 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.
9. Prior to the issue of a Statement of Compliance for the subdivision, 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) All drainage courses within the development must pass through easements or reserves shown on the plan of subdivision.
 - (c) 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.
 - (d) Each lot must be provided with a stormwater legal point of discharge at the low point of the lot, to the satisfaction of the Responsible Authority.
 - (e) Stormwater runoff must meet the "Urban Stormwater Best Practice Environmental Management Guidelines (CSIRO 1999)".
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. 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.
12. Sediment discharges must be restricted from any construction activities within the property in accordance with relevant Guidelines including Construction Techniques for Sediment Control (EPA 1991).
13. 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.

14. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Services department identifying any existing damage 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. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.
16. 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 crossings and legal points of discharge
 - (e) civil notes as required to ensure the proper construction of the works to Council standard.

Southern Rural Water Conditions:

17. Both lots must be connected to the town's reticulated sewerage and approved drainage system.
18. The plan of subdivision submitted for certification must be referred to Southern Rural Water in accordance with Section 8 Subdivision Act 1988.

Expiry condition:

19. This permit will expire if:
 - (a) The plan of subdivision is not certified within 2 years of the date of this permit; or
 - (b) The registration of the subdivision is not completed within 5 years of the date of certification of the plans of subdivision.
 - (c) the variation of the restriction permitted is not registered with the Land Titles Office within one year of the date of issue.

The Responsible Authority may extend the time 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: Wednesday, 11 June 2014



9.2.3 Draft Domestic Wastewater Management Plan

Introduction

File No.: 12/07/003
Author: Sarah Annells
General Manager: Satwinder Sandhu

Background

The purpose of this report is to recommend that Council endorse the draft Moorabool Domestic Wastewater Management Plan (the Plan) for the purposes of a public exhibition period of four weeks.

It is a requirement of both the State Environmental Protection Policy . Water of Victoria and the Minister's Guidelines for planning permit applications in open, potable water supply catchment areas that Council prepare, adopt and implement a Domestic Wastewater Management Plan.

The Plan enables Council to take a greater strategic approach to managing domestic wastewater by:

- Assessing and considering the potential risks posed by existing septic systems and methods to reduce and manage these risks;
- Allowing for future development in unsewered areas using a broad scale risk assessment to ensure wastewater is contained onsite;
- Developing a flexible monitoring and improvement protocol to ensure the protection of public health and the environment.

Council's consultant, Whitehead and Associates, has reviewed and revised the previous Plan and prepared a new plan in response to the Minister's Guidelines. The plan before Council is seeking approval to commence a public exhibition process.

The Plan will primarily be used for:

- To determine the level of technical investigation to be undertaken as part of a development application in an unsewered area;
- As a guide to develop a monitoring strategy for existing domestic wastewater management systems in the Shire;
- As a guide to Council for strategic planning of future rural residential and other unsewered development;
- To identify priority existing townships that require more detailed investigations to determine needs.

Proposal

Management of domestic wastewater is a key issue for unsewered areas of the Shire, and the draft Plan considers all the potential risks and proposes measures to mitigate and manage these risks to protect public health and the environment.

Substantial work by Whitehead and Associates, and Council officers has gone into the preparation of the draft Plan.

The final revision, as presented to Council, includes:

- Incorporation of the soil data from the Land Capability Assessment (LCA) of the Shire of Buninyong;
- Confirmation that some data from the Shire of Bannockburn is relevant, as the boundaries of the study area extend over current municipal boundaries;
- Review and update of soils data across the Shire; and
- Update of soil suitability and consolidated maps in light of the new and revised data.

As a result of this final review only 16 properties have no identified soil suitability category, down from over 650 in previous drafts.

It should be noted that despite the clarity provided by the additional data the overall proportion of high, medium and low risk properties remains unchanged.

The Plan must be reviewed every five years, in accordance with the Ministers Guidelines. However, we are proposing that this Plan be reviewed in three years at the time of Audit to monitor compliance and check for accuracy. In the interim, further funding may be sought through Council's budget process in order to improve specific data sets when major issues are identified.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

Key Result Area	Enhanced Infrastructure and Natural and Built Environment
Objective	Enhance and protect the long term integrity and biodiversity of the natural environment
Strategy	Develop a Domestic Wastewater Management Plan in accordance with the Minister's Guidelines

The proposal to proceed with consultation of the draft Moorabool Domestic Wastewater Management Plan is consistent with the 2013-2017 Council Plan.

Financial Implications

There are costs associated with exhibiting this document, however these costs have been allowed for within the operational budget.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Domestic Wastewater Management Plan	Requirement SEPP . WOV and Minister's Guidelines	Low	Council to develop and implement Domestic Wastewater Management Plan

Communications and Consultation Strategy

Once endorsed by Council the both the operational and technical components of the draft Plan will be sent to all relevant Water Authorities, neighbouring Councils and the Environmental Protection Authority. One on one meetings will be held with these groups as required. The operational component will be advertised for comments on the Moorabool Shire website, Have Your Say Moorabool website, in the local paper and copies made available at all customer service centres.

At the completion of the consultation period all comments will be reviewed and a final version and report prepared for adoption by Council. Once adopted, the Plan will be implemented by Council's Environmental Health Unit, within the ongoing operational budget.

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 – Sarah Annells

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

Conclusion

The Draft Moorabool Domestic Wastewater Management Plan has been prepared in accordance with legislation and the Minister's guidelines.

The Domestic Wastewater Management Plan, once approved, will be implemented and reviewed by Council's Environmental Health Unit, in accordance with the Ministers Guidelines.

Recommendation:

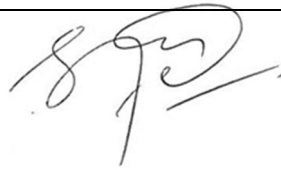
That Council:

1. Endorse in principle the draft Moorabool Domestic Wastewater Management Plan for the purposes of public exhibition for a period of four weeks.
2. Receive a further report at the conclusion of the exhibition period seeking adoption of the Moorabool Domestic Wastewater Management Plan.
3. Review the Domestic Wastewater Management Plan in three years' time to monitor compliance and check for accuracy.

Report Authorisation

Authorised by:

Name: Satwinder Sandhu
Title: General Manager Growth and Development
Date: Thursday, 26 June 2014



Attachment - Item 9.2.3(a)

Section A: Project Scope

[REFER to STEP 2]

Project Name: Domestic Waste Water Management Plan

Issue Statement:
The Domestic Wastewater Management Plan will inform and direct development within the special water supply catchments and guide the ongoing management of septic systems within Moorabool

Negotiables:

- Areas for future growth and development to align with other Council docs

Non-Negotiable:

- Data informing the risk assessments (ie soil types, rainfall, lot size etc)

Engagement Risks:

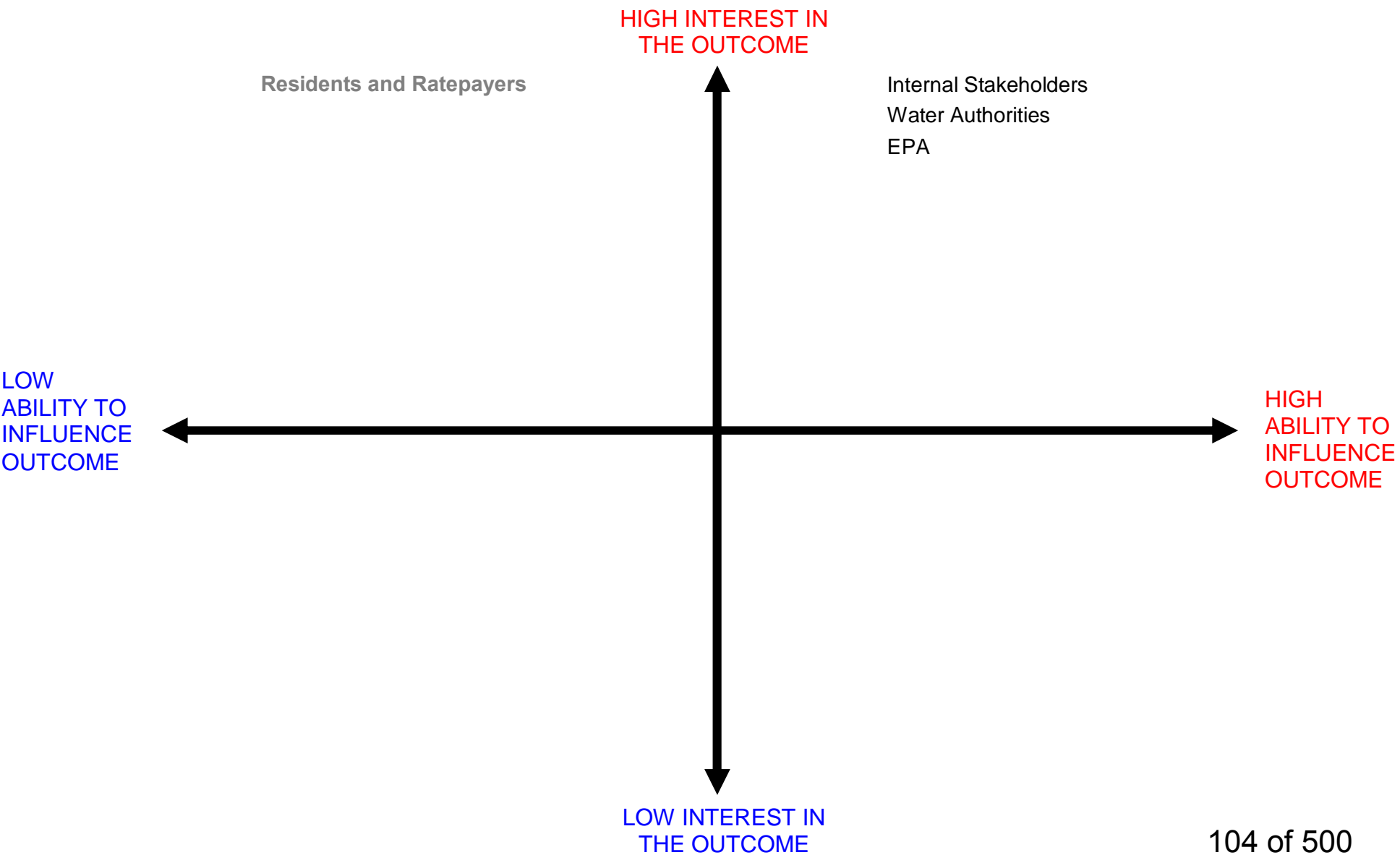
- Building unachievable expectations within the community
- Creating outrage / fear of poorly understood risks / maps

Section B: Stakeholder Identification & Analysis

Stakeholder Identification [REFER to STEP 3]

Internal:	External:
Councillors	Water Authorities
Strategic Planning	EPA
Statutory Planning	Residents and Ratepayers
Environmental Health	

Stakeholder Analysis [REFER to STEP 4]



Section C: Operational Plan

[REFER to STEP 7]

	Stage 1: Gather Information		Stage 2: Develop Alternatives, Evaluate Alternatives and Make Decisions		Stage 3: Report Back	
	<i>Ask questions and gather information, ideas, issues, concerns, stories, anecdotes, pictures, local history etc.</i>		<i>Analyse the information gathered during stage 1, look for themes, develop and refine options and make a final decision.</i>		<i>Inform stakeholders about the final decision and, if appropriate, the next steps.</i>	
Level	Who (Stakeholders)	How (Methods)	Who	How	Who	How
Inform We will keep you informed and provide you with balanced and objective information about an issue			Ratepayers & Residents	Media release, Moorabool Matters, discussion paper available for viewing	Ratepayers & Residents	Moorabool matters, Media release, ad in Moorabool News, DWMP available on website and hard copies at all offices.
Consult We will seek your feedback on the alternatives. We will provide feedback around how public input influenced the decision.	Planning (Strategic and Statutory)	Stakeholder group meetings, email consultations, comments on draft	Planning Depts. (internal)	Assess and comment on draft	Planning Depts. (internal)	DWMP available on website
	Councilors	Assembly of Council with Consultant to describe process and goals	Councilors	AOC to present final draft	Councilors	Adoption of DWMP
	External stakeholders, including Water Authorities	Stakeholder group meeting, email consultation and seeking of input / data to inform the plan,	External Stakeholders (Water Authorities and EPA)	Draft sent for comment and assessment Consultation meetings to be held in conjunction with community engagement staff.	External Stakeholder	Copies of adopted DWMP sent on disc
Involve We will work with you throughout the process to ensure that your concerns and aspirations are understood and reflected in alternatives developed. We will provide feedback on how the public influenced the decision.						
Collaborate We will partner with you in each aspect of the decision making process, including the development of alternatives and						

identification of preferred solutions.						
Empower We will place the final decision in your hands and implement what you decide.						



Attachment - Item 9.2.3(b)



Whitehead & Associates

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MOORABOOL SHIRE COUNCIL DOMESTIC WASTEWATER MANAGEMENT PLAN

Technical Document

May 2014

Prepared for: Moorabool Shire Council

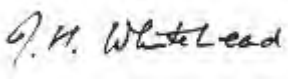

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Document Control Sheet

Document and Project Details					
Document Title:	Moorabool Shire Council Domestic Wastewater Management Plan				
Author(s):	Jasmin Kable and Shann Mitchell				
Project Manager:	Joe Whitehead				
Date of Issue:	May 2014				
Job Reference:	1112				
Synopsis:	This document has been developed to accompany the Domestic Wastewater Management Plan (DWMP) to assist with detailed assessment of both developed and undeveloped lots in the townships. It provides additional detail and guidance on the relevant background documents (codes, policies, plans, legislation, regulations and standards) and the various constraints which impact upon or are impacted upon by on-site domestic wastewater.				
Client Details					
Client:	Moorabool Shire Council				
Contacts:	Sarah Annells Telephone (03) 5366 7100				
Document Distribution					
Version Number	Date	Status	DISTRIBUTION – NUMBER OF COPIES (p – print copy; e – electronic copy)		
			Client	Council	Other
1112-1	26/7/13	Draft	1e	0	1e, 1p
1112-4	30/10/13	Final	1e		
1112-5b	04/04/14	Final Revision	1e		
1112-6b	22/05/14	Final Revision 2	1e		
Document Verification					
Checked by:			Issued by:		
Joe Whitehead 			Jasmin Kable 		

Document Certification

This Domestic Wastewater Management Plan has been prepared following the standards and guidelines set out in the following documents, where applicable:

- EPA Victoria (2013) Code of Practice- Onsite Wastewater Management;
- Department of Sustainability and Environment (2012) *Planning Permit Applications in open, potable water supply catchment areas*.
- EPA Victoria (2003) *State Environmental Protection Policy: Waters of Victoria*.
- Municipal Association of Victoria, (2003), *Domestic Wastewater Management: A Planning Guide for Local Government*; and
- AS/NZS 1547:2012 *On-site Domestic Wastewater Management* (Standards Australia / Standards New Zealand, 2012).

To our knowledge, it does not contain any false, misleading or incomplete information. Recommendations are based on an honest appraisal of the sites opportunities and constraints, subject to the limited scope and resources available for this project.

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Acronyms

AEP	Annual Exceedance Probability
ARI	Annual Recurrence Interval
AHD	Australian Height Datum
CMA	Catchment Management Authority
DEM	Digital Elevation Model
DEPI	Department of Environment & Primary Industries (Victoria)
DSE	Department of Sustainability and the Environment
DSM	Decentralised Sewage Model
DWM	Domestic Wastewater Management
DWMP	Domestic Wastewater Management Plan
EHTO	Environmental Health Technical Officer
EHPO	Environmental Health & Protection Officer
EPA	Environment Protection Authority
GIS	Geographic Information System
LCA	Land Capability Assessment
MAV	Municipal Association of Victoria
MSC	Moorabool Shire Council
PIC	Plumbing Industry Commission
SEPP	State Environment Protection Policy
VCAT	Victorian Civil and Administrative Tribunal
VVG	Visualising Victoria's Groundwater (Project)

1. Introduction

This document accompanies the Domestic Wastewater Management Plan (DWMP) to assist with detailed assessment of both developed and undeveloped lots in the townships of Moorabool Shire Council (MSC or the “Shire”). It provides additional detail and guidance on the relevant background documents (codes, policies, plans, legislation, regulations and standards) and the various constraints which impact upon or are impacted upon by on-site domestic wastewater.

2. Council Policies and Plans

The DWMP has been developed to fit with other Council Policies and Plans through the actions identified in the Operational Plan. The following is a brief outline of the various Council Plans which have been included in the DWMP review.

2.1. Council Plan 2013–2017 (2013)

Councils Vision Statement applies to all Council policies including the DWMP. The Vision of MSC is:

“Vibrant and resilient communities with unique identities.” (MSC, 2013)

The Vision will be achieved by implementing the five values of Council:

1. Respect – Treat others the way you want to be treated;
2. Integrity – Do what is right;
3. Practicality – Always be part of a solution;
4. Excellence – Continually improve the way we do business; and
5. Equity – Fair distribution of resources.

The Council Plan outlines outcomes which must be achieved in line with the key values; these outcomes will be aligned with the Operational Plan in this DWMP.

2.2. Moorabool Health and Wellbeing Plan 2013–2017

The Moorabool Health and Wellbeing Plan aims to enhance the health and wellbeing of the residents of Moorabool Shire. There are five key health issues in the Shire which include mental health, obesity, drug and alcohol abuse, family violence and access to family support services. DWM falls under the key priority area of ‘Healthy and Safe Built Environments’, where the Council’s plan is to ‘support and advocate for the planning and construction of safe and sustainable built environments that address community needs and provide a liveable community for our future (MSC, 2013).

2.3. Moorabool Shire Council Municipal Strategic Statement

The Strategic Statement outlines how land use planning can be undertaken and managed within the Shire. It addresses DWM within Special Water Supply Catchments and outlines a policy to manage land use within the catchments to minimise environmental and public health impacts within water supply catchments.

Council has also commenced a journey of 'Moorabool 2014', which is a process/framework aimed at documenting the opportunities, pressures and challenges facing Moorabool. This will lead to a long term vision to guide the development of Moorabool to retain its character and ensure change provides new services and opportunities for our residents.

2.4. Council Budget

The Council Budget outlines finances for all Council projects and their management. The Budget should provide scope for the management of the audit and inspection program as part of the DWMP. The Budget allocates fees and charges for Septic Tank Permits. The Budget should allocate a proportion of these fees towards implementing the Actions of the DWMP.

3. Legislation and Regulation

3.1. Legislation

3.1.1 *Local Government Act 1989*

The *Local Government Act 1989* outlines the provisions under which Council operates and empowers Councils to have local laws and regulations for DWM.

3.1.2 *Environment Protection Act 1970*

The *Environment Protection Act 1970* is used to regulate DWM systems.

Section 53 of the *Act* deals with the requirements for permits and conditions of approval for the installation of DWM systems. Specifically the *Act* outlines the following requirements:

- A permit must be issued for the construction, installation or alteration of a septic tank system;
- An application for the permit is made by an owner to the Council and must be in accordance with the manner approved by Council;
- The application must be accompanied by plans and specifications of the proposed septic tank system. Specifications of the proposed treatment method are also to be provided;
- That a person must comply with a permit and any conditions to which it is subject;
- That the system not be used until Council has issued a certificate approving the systems use; and
- The owner of a septic tank system is to maintain the system in accordance with the conditions of the permit for the system.

Section 53 also outlines that the Council must lodge with the Environment Protection Authority (EPA) at the end of each financial year a report containing details of the following:

- Details of the number of permits issued for septic tank systems;
- The number of septic tank systems disconnected; and
- The number of septic tank systems which have been in use within the municipality during the financial year.

Part I Section 1 of the *Act* also requires that any application must have regard for the principles of environment protection, which include:

- Principle of integration of economic, social and environmental considerations;
- The precautionary principle;
- Principle of intergenerational equity;
- Principle of conservation of biological diversity and ecological integrity;

- Principle of improved valuation, pricing and incentive mechanisms;
- Principle of shared responsibility;
- Principle of product stewardship;
- Principle of wastes hierarchy;
- Principle of integrated environmental management;
- Principle of enforcement; and
- Principle of accountability.

Part III Section 16 of the *Act* allows for the preparation of State Environment Protection Policy (SEPP); the two relevant SEPPs for DWM include: SEPP Waters of Victoria and SEPP Groundwaters of Victoria.

3.1.3 *Water Act 1989*

Section 183 of the *Water Act 1989*, provides a Water Authority with the power to inspect and monitor existing septic tank systems, and if the system does not comply with the *Environment Protection Act 1970* and the *Public Health and Wellbeing Act 2008*, then the Water Authority can require the owner to connect to the sewer where it is available under Section 147 of the *Act*.

3.1.4 *Planning and Environment Act 1987*

The *Planning and Environment Act 1987* sets out the planning provisions, planning schemes, procedures for obtaining permits and enforcing compliance with planning schemes. Planning schemes set out how land may be used and developed; it sets out the requirements for obtaining planning permits and where domestic wastewater is required, a planning permit may need supporting information such as a Land Capability Assessment (LCA) to show that the development can accommodate a DWM system. All applications within drinking water catchments must be referred to the applicable Water Authority. If the referral authority objects to the application it must be refused by Council.

3.1.5 *Public Health & Wellbeing Act 2008*

The *Public Health & Wellbeing Act 2008* lists types of nuisances which may be dangerous to health or offensive; these nuisances include those arising from water or any matter which is dangerous to health or offensive; including wastewater. Council has a duty under this *Act* to remedy as far as is reasonably possible all nuisances arising in the Shire, and it is an offence to cause or allow a nuisance to occur. Under this *Act*, Council must investigate all complaints relating to a nuisance or the illegal management of domestic wastewater and take action to rectify the nuisance where necessary.

3.1.6 *State Environmental Protection Policy Waters of Victoria*

The SEPP Waters of Victoria provides a regulatory framework for the protection and management of surface water environments in Victoria. This SEPP has three main sections of the policy; beneficial uses, environmental quality objectives and attainment program. The SEPP aims to protect surface water for a number of reasons; including but not limited to, human consumption, recreation, agriculture and

aquaculture. The discharge of domestic wastewater in a manner which could enter surface waters has the potential to impact on the use of the water for any of the benefits described above. As such the discharge of domestic wastewater must be in accordance with buffer distances outlined in the Code of Practice (2013) so as to minimise any potential negative impacts on surface waters.

Environmental quality objectives are used to indicate and measure if the beneficial uses are being protected. The use of water quality and biological indicators, flow measurement, sediment quality and habitat indicators can be used in accordance with the policy to determine if the surface waters have been affected. The SEPP indicates the roles and responsibilities and details actions and tools for the protection of surface waters in Victoria.

This policy is used for assessing effluent disposal areas and in preparing LCA(s). Clause 32 (b) allows EPA guidance and the Code of Practice (2013) to be mandatory. The policy requires regulatory authorities to assess the suitability of land with reference to EPA Publication 746.1 and to ensure that permits comply with EPA Publication 891.3 Code of Practice - Onsite Wastewater Management (2013) and all EPA publications and bulletins.

3.1.7 State Environmental Protection Policy Groundwaters of Victoria

The SEPP Groundwaters of Victoria provides a regulatory framework for the protection and management of groundwater environments in Victoria. The reuse of domestic wastewater on-site can impact on groundwater via deep drainage. Careful design of systems can ensure impacts are minimised so that groundwater resources are not impacted. The SEPP indicates the roles and responsibilities and details actions and tools for the protection of ground waters in Victoria. This policy requires effluent disposal be carried out so as to protect groundwater. The preparation of a LCA must consider the potential impact, if any, on local and regional groundwater resources.

3.2. Regulatory Authorities

3.2.1 Council (Moorabool Shire Council)

Council (MSC) is responsible for issuing permits for new DWM systems under the *Environment Protection Act 1970*. Council is also responsible for the management of all DWM systems within the Shire; this includes the inspection of existing systems and ensuring compliance with Council and EPA requirements. The legal requirements of Council include:

- Council must issue a permit to install/alter before a DWM system can be installed;
- Application for a permit to install/alter must be completed by the owner/builder/installer and submitted to Council for assessment;
- A Council Officer assesses application and plans and conducts site inspections. Further information may be requested from applicant;
- Permit to install issued with approved plan and conditions;
- System must comply with permit conditions and relevant EPA Certificates of Approval;

- System is inspected by a Council Officer during installation; and
- Council must issue a permit of use before the system can be used.

3.2.2 Environment Protection Authority Victoria (EPA)

The EPA Victoria regulates what types of DWM systems are approved for use. Manufacturers must seek approval of their system prior to releasing it on the market in Victoria. EPA has a full list of all systems approved for use. The EPA has developed policies and codes of practice to regulate the use of DWM systems. These policies and codes include:

- SEPP Waters of Victoria;
- SEPP Groundwaters of Victoria;
- EPA 891.3 Code of Practice – Onsite Wastewater Management, 2013;
- EPA 746.1 Land Capability Assessment – Onsite Wastewater Management, 2003; and
- EPA 760 Guidelines for Aerated Onsite Wastewater Treatment Systems.

The EPA is responsible for the following activities related to wastewater management:

- Issue of Certificates of Approval for each proprietary DWM system;
- Approval of DWM systems with wastewater loading over 5,000L/day (EPA Works Approval);
- Developing policies and codes of practice;
- Provision of technical advice to Councils, owners and installers; and
- Possible referral authority for subdivisions.

3.2.3 Plumbing Industry Commission (PIC)

- Licenses all plumbers, drainers and septic tank installers across Victoria; and
- Regulates the installation of all plumbing works including internal plumbing works on septic tank systems.

3.2.4 Municipal Association of Victoria (MAV)

Has developed a model LCA report and procedures for undertaking a LCA, to assist land capability assessors and regulators; and has developed this in accordance with EPA Codes and AS/NZS 1547:2012.

3.2.5 Water Corporations

Water and sewerage services within MSC are provided by Western Water and Central Highlands Water. This DWMP covers areas where sewer is not provided by either of these two Water Corporations. However, the Water Corporations have interest in protecting the drinking water catchments which may be affected by DWM systems. Where proposed DWM systems are located within a drinking water catchment the proposal must be referred to the relevant Water Corporation for assessment prior to Council issuing planning approval for the development. Recent

changes to the *Planning & Environment Amendment (General) Act 2013* outlines that there are two types of referral authorities; a determining referral authority – which has the power to require a permit application to be refused or for certain conditions to be included in a permit, and a recommending referral authority – the authority can only comment on application. Responsible authorities must consider the comments but are not obliged to refuse the application or to include any conditions required by the authority.

At this stage it is unknown which type of referral authority the Water Corporations will act as and until the correct procedures have been implemented under the new legislation the referral process will continue as a determining referral authority described above.

Where existing DWM systems are located in an area that has sewer available the Water Corporation can require the property be connected to sewer if the system is found to be causing a health or environmental risk.

3.2.6 Department of Environment and Primary Industries

The Department of Environment and Primary Industries (DEPI) is responsible for the management of water resources, climate change, bushfires, public land, forests and ecosystems in Victoria. The DEPI may be referred to by Council for specialist advice where a DWM system may impact on land or water resources.

3.2.7 Catchment Management Authority

MSC falls within the Corangamite, Port Phillip and Westernport, and North Central Catchment Management Authorities (CMAs) and has a large catchment area for a number of different water resources. Where DWM systems exist within sensitive catchments, close examination of a system, its operation and performance must be undertaken to ensure the protection of the asset. The CMA has policies and management tools to assist with the management of the waterways. The role of the CMA is:

- To ensure the sustainable development of natural resource based industries;
- To maintain, and where possible, improve the quality of land and water resources;
- To conserve natural and cultural heritage;
- To involve the community in decisions relating to natural resource management within their region;
- To advise on matters relating to catchment management and land protection and the condition of land and water resources in the region; and
- To promote community awareness and understanding of the importance of land and water resources, their suitable use, conservation and rehabilitation.

3.3. Administrative Authorities

3.3.1 Victorian Civil and Administrative Tribunal (VCAT)

Victorian Civil and Administrative Tribunal (VCAT) is a tribunal by which civil disputes, administrative decisions and appeals can be heard before a Judge or

member. It provides a dispute resolution service for both government and individuals within Victoria.

In recent cases VCAT has questioned the quality of LCAs for DWM, particularly where a site is located within a DWSC. VCAT has also questioned the rigour of Council evaluation of these LCAs, and how the minimum development guideline of 1 dwelling per 40 hectares should be applied in the DWSC.

3.4. Standards and Guidelines

3.4.1 EPA Code of Practice – On-site Wastewater Management, Publication 891.3 (2013)

The Code of Practice (EPA, 2013) outlines the measures which are required to sustainably manage household wastewater to minimise public health and environmental impacts. This Code is not limited to DWM systems; it also applies to systems at other premises including small scale commercial systems. The Code outlines planning requirements, system selection and system maintenance following installation.

The Code will need to be followed for all aspects of the system design, approval, and installation and also in the long term for system maintenance.

3.4.2 Land Capability Assessment – Onsite Wastewater Management, Publication 746.1 (2003)

This document outlines the process to be undertaken when assessing a site for its suitability for DWM.

In Moorabool, a LCA must be prepared for all sites and submitted to Council with a “Permit to Install” the proposed DWM system.

3.4.3 AS/NZS 1547:2012 On-site Domestic Wastewater Management

AS/NZS 1547:2012 provides standardised guidance for the sizing, design and construction of LAAs. If there is an inconsistency between the Australian Standard (2012) and the EPA Code of Practice (2013), the Code takes precedence. Where the EPA Code of Practice (2013) is silent on a topic, the relevant Australian Standard (2012) should be followed.

The Standard will be used for LAA sizing and in the selection of a suitable LAA type, i.e. trenches, beds, irrigation or mound systems.

3.4.4 AS/NZS 3500:2003 Plumbing and Drainage

The Plumbing and Drainage Standard AS/NZS 3500:2003 must be complied with for the installation of all plumbing work conducted on site.

Any design solution should be fitted and installed by a licensed plumbing contractor in compliance with the requirements of the Australian Standard (2003).

3.4.5 Guidelines - Planning Permit Applications in Open, Potable Water Supply Catchment Areas (DSE, 2012)

These Guidelines outline the requirements for development in open, potable water supply catchment areas, where a planning permit is required to use land for a

dwelling or to subdivide land, or to develop land pursuant to a schedule to the Environmental Significance Overlay that has a catchment or water quality protection as an object. MSC are seeking exemption from the requirements under Guideline 1 from the Water Corporations with the understanding that the associated implementation of this DWMP and its Operational Plan will satisfy the requirements of Guideline 1. Guideline 1 requires that the density of dwellings should be no greater than one dwelling per 40 hectares and each lot created in a subdivision should be at least 40 hectares in area. These Guidelines outline reasons by which this requirement can be relaxed.

The Water Corporation will consider allowing a higher density of development than would otherwise be permitted by the Guideline 1, where all conditions outlined below are met:

- The minimum lot size area specified in the zone for subdivision is met in respect to each lot;
- The Water Corporation is satisfied that the Council has prepared, adopted and is implementing a DWMP in accordance with the DWMP requirements; and
- The proposal does not present an unacceptable risk to the catchment having regard to:
 - the proximity and connectivity of the proposal site to a waterway or a potable water supply source (including reservoir);
 - the existing condition of the catchment and evidence of unacceptable water quality impacts;
 - the quality of the soil;
 - the slope of the land;
 - the link between the proposal and the use of the land for a productive agricultural purpose;
 - the existing lot and dwelling pattern in the vicinity of the site;
 - any site remediation and/or improvement works that form part of the application; and
 - the intensity or size of the development or use proposed and the amount of run-off that is likely to be generated.

Note: this requires analysis in addition to a LCA required pursuant to Guideline 2.

The provision of a DWMP is required for the relaxation of Guideline 1. Many of the items for compliance with Guideline 1 will form part of the Operational Plan of this DWMP. These actions are identified in the DWMP and will result in the adoption of the DWMP by the relevant stakeholders subsequent to their implementation. Table 1 outlines how this will be achieved.

For the DWMP to be considered in relation to the planning decisions, MSC is required to demonstrate that suitable resourcing for implementation, including monitoring, enforcement, review and auditing, is in place. Once this DWMP has been adopted, all actions, with the exception of the three year audit, will be in place. In the interim, Council will act in good faith and work co-operatively with the Water

Corporations to appropriately review and implement alternative evidence and risk based guidelines for development in these catchments.

Table 1: Guideline 1 Exemption Requirements

Action	Details	Completed with this DWMP	Comments and Estimated Completion Date
The DWMP must be prepared or reviewed in consultation with all relevant stakeholders.	Other local governments with which catchments are shared	Yes	2014
	EPA	Yes	2014
	Local Water Authorities	Yes	2014
The DWMP must comprise a strategy including timelines and priorities to:	Prevent discharge of wastewater beyond property boundaries	Yes	2014
	Prevent individual and cumulative impacts on groundwater and surface water beneficial uses	Yes	2014
The DWMP must provide for:	Effective monitoring of the condition of DWM systems, including compliance with permit conditions	Yes	Ongoing
	The results of monitoring provided to stakeholders	Yes	Ongoing
	Enforce action where non-compliance is identified	Yes	Ongoing – It has been shown in the inspection program that compliance can be achieved without taking enforcement action in the majority of cases.
	A process review and update of the DWMP every five (5) years	Yes	Review of the DWMP proposed for 2015
	Independent audit by an accredited auditor of the implementation of the DWMP, monitoring and enforcement every three (3) years	Pending	2016
	The results of the audit is to be provided to all stakeholders as soon as possible after the audit	Pending	2016
	MSC is required to demonstrate that suitable resourcing for implementation, including monitoring, enforcement, review and audit is in place	Yes	Additional role of EHTO funded in 2014-15 Council Budget and to be ongoing.

4. Assessment of Current Situation

4.1. Domestic Wastewater Management in Victoria

Historically the management of domestic wastewater systems, throughout Victoria, has been difficult. Local Councils are the regulatory authority for DWM and have generally been limited by time and financial support in order to implement effective DWMPs. Many Councils throughout Victoria (and Australia) have previously provided very limited programs for DWM, providing an approval scheme for new systems and a basic system monitoring program if time permits. There are limited cost recovery options for Councils to monitor increasingly complex and larger numbers of systems as the peri-urban areas experience rapid growth throughout Victoria. There is increasing pressure on all Councils within Victoria to provide an improved DWMP so that existing and future development does not impact on the health and environment of Victoria.

Victoria is characterised by a unique environment including potable drinking water catchments, large expanses of bushland and natural waterways as well as complex soils which all effect the way wastewater is managed within a Council's Local Government Area (LGA).

Problems with DWM system operation are common across Victoria and include; lack of maintenance, poor installation practices and poor system design, which can all contribute to potential public and environmental health impacts. MSC is not alone in dealing with problems with DWM and Councils throughout Victoria can all relate to similar problems with DWM.

4.2. Domestic Wastewater Management in Moorabool Shire Council

There are approximately 16,285 lots in the Shire, of which only 9,252 are currently sewered. There are 7,033 lots which are not located within reasonable distance to a sewer, or no sewer connection exists; however, 1,822 of these lots are currently undeveloped and approximately 726 lots are Parks, or State Land. Of those 7,033 lots there are 4,485 lots for which a septic permit has been issued by Council since permits were required to be issued. It is expected that there may be lots within the Shire which have DWM systems which are unknown to MSC. It is also expected that there are some lots with DWM systems with permits which are not recorded in the Council's current record system. Therefore all of these numbers are approximate.

Historically, greywater was managed separately to blackwater and permitted to discharge off-site, Council no longer permits off-site discharge of greywater; however, there will be a number of systems still operating in this manner. The majority of older systems include a conventional septic tank with absorption trenches. These can operate effectively in many cases; however, they do require regular maintenance. Common practice with these systems in Victoria is to bury the septic tank underground. Thus the septic tanks are often difficult to locate and many property owners do not know where they are. This results in a lack of maintenance of the septic tank and in particular a lack of desludging being undertaken as required every 3-5 years. Without periodic desludging, tanks become overloaded and do not

provide adequate residence time for solids to settle out. These solids then carry over to the absorption trench in the LAA and cause it to block up and fail.

New systems installed in MSC tend to provide higher levels of treatment through the use of AWTSS, sand filters or composting systems, and no longer discharge greywater separately. These systems provide secondary treatment of the wastewater before discharge to irrigation systems. These systems do require more maintenance than a septic tank and servicing every three months is a requirement of the EPA approval.

Considering the date of issue of many of the permits, there may be a large number of systems operating which do not meet current Council or EPA requirements. It would be expected that issues and required works to upgrade these systems would be identified through a regular Council inspection program.

Central Highlands Water (CHW) have constructed a sewerage system for the town of Gordon; 223 lots are to be sewered with an additional 52 lots located within the proposed sewerage district which have the opportunity to connect to sewer once the lot is developed. To date 17 lots have connected to the sewer and a further 31 lots have approval for connection. The towns of Barrys Reef, Blackwood and Simons Reef are also on the Country Towns Sewerage Project list; however, these projects have been delayed.

The management of domestic wastewater at MSC is undertaken by the Council's Health Unit. Within the Unit, Environmental Health Officers (EHO) are responsible for issuing permits to install or alter systems, permits to use systems as well as monitoring systems and investigating complaints relating to DWM systems. The Council's Officers will complete three inspections of each new system as well as ongoing inspections of operating systems.

The purpose of the inspections is to provide education to system owners in order to improve system maintenance and performance. MSC will only enforce upgrades of systems which are failing and potentially causing a human or environmental health impact. Where upgrades to systems are required due to new development, complaints or routine inspections, Council will provide information to assist homeowners to select a financially viable solution which meets the requirements of Council and this DWMP.

4.2.1 Wastewater Issues in Moorabool Shire Council

Many DWM issues are common across all of Victoria; however, there are some specific issues which arise due to site location. Table 2 outlines the specific threats from DWM in the targeted townships within MSC.

Table 2: Issues from Wastewater Treatment by Targeted Townships

Town	Threats
Gordon	<p>Large town, with a new sewerage system just installed, a small proportion of lots have applied for connection to sewer. Sewer is now available to 223 lots; however, fringe lots will still require DWM systems.</p> <p>Located within Bostock Water Supply Catchment and Lal Lal Catchment.</p> <p>Development in close proximity to waterways.</p> <p>High proportion of small lots with cumulative impact of DWM systems.</p>
Blackwood & Simmons Reef	<p>Located within Merrimu and Blackwood Catchments.</p> <p>Simmons Reef is supplied with potable water.</p> <p>Towns located along the Lerderderg River.</p> <p>Lot sizes vary in both towns; however, 75% are relatively small lots for DWM.</p> <p>Soils in the area are of a high constraint in relation to DWM.</p> <p>51% of lots meet the EPA requirements for setbacks to waterways.</p> <p>99% of lots have a moderate constraint rating for DWM.</p>
Barrys Reef	<p>Located within the Merrimu Catchment.</p> <p>Potable water supply.</p> <p>No major town infrastructure.</p> <p>75% of lots are relatively small in size.</p> <p>56% of lots are entirely within EPA setbacks to waterways.</p> <p>Soils in the area are of a high constraint in relation to DWM.</p> <p>100% of lots have a moderate constraint rating for DWM.</p>
Mount Egerton	<p>Located within the Bostock and Lal Lal Catchments.</p> <p>26% lots are relatively small.</p> <p>63% of lots are entirely within EPA setbacks to waterways.</p> <p>Soils in the area are of a high constraint in relation to DWM.</p> <p>99% lots have a moderate constraint rating for DWM.</p>
Wallace	<p>Located within the Lal Lal Catchment.</p> <p>The Lal Lal Creek flows between the township and Bungaree.</p> <p>The Moorabool River is to the east for the town.</p> <p>Most lots in the township are medium to large in size.</p> <p>49% of lots are entirely within EPA setbacks to waterways.</p>

Town	Threats
	<p>The area is partially flood affected.</p> <p>High constraint soils are present.</p> <p>93% of lots have a moderate constraint for DWM.</p>
Bungaree	<p>Located within the Lal Lal Catchment and the Lal Lal Creek flows between the township and Wallace.</p> <p>Two Mile Creek flows through the town as do two of its tributaries.</p> <p>Most lots within the town are small and constrained for DWM.</p> <p>58% of lots within the town are partially within EPA setbacks to waterways.</p> <p>Soils in the area are of a high constraint in relation to DWM.</p> <p>94% of lots have a moderate constraint for DWM.</p>
Greendale	<p>Located within the Pykes Creek Catchment.</p> <p>5.2% of lots are effected by steep terrain (>12% slope).</p> <p>Heavily vegetated area.</p> <p>Mixture of small to medium sized lots.</p> <p>81% of lots are entirely within EPA setbacks to waterways.</p> <p>The town is partially flood affected.</p> <p>High constraint soils are present.</p> <p>96% of lots have a moderate constraint for DWM.</p>
Dales Creek	<p>Located within State Forest.</p> <p>Heavily vegetated area.</p> <p>Located within the Pykes Creek Catchment, with Dales Creek running through the town.</p> <p>48% of lots are entirely within EPA setbacks to waterways.</p> <p>Relatively small lot sizes.</p> <p>Steep terrain.</p> <p>Poorly drained, high constraint soils.</p> <p>99% of lots have a moderate constraint for DWM.</p>

4.2.2 Issues with Domestic Wastewater within the Shire

Domestic wastewater can be highly variable in quantity and quality which can impact on the performance of DWM treatment systems. Primary treatment in septic tank systems relies on the anaerobic breakdown of organic matter by microbes and the settling of solids. Shock loads or biocide use within the home can impact on the ability of these microbes to treat the wastewater and solids passing through the first treatment stage, resulting in poor quality of effluent being discharged to the environment.

Secondary treatment systems such as AWTs rely on primary treatment as well as the addition of oxygen for the aerobic breakdown of organic matter by aerobic microbes in a secondary stage generally followed by disinfection, usually by chlorine. If there has been poor primary treatment of effluent, it can be detrimental to the secondary treatment process and most commonly disinfection will not be effective. These systems require regular maintenance and monitoring.

DWM system failures are most often a result of one of three things; user neglect, lack of maintenance or poor installation resulting in failures. For a system to operate and perform as it was designed; the system must be installed in accordance with the manufacturers' requirements and regular maintenance must be undertaken. The following maintenance actions should be undertaken by the property owner or a qualified service agent in order to minimise the risk of system failure:

- Regular desludging of primary tank;
- Check of all system chambers and other checks as required by system manufacturers for secondary systems;
- Addition of chlorine for disinfection where an AWTs with chlorination is used;
- Ensuring householders do not discharge chemicals used within the house to the system i.e. bleaches, antibacterial cleaning products, paints, dyes etc.;
- Ensuring that the system is not turned off at any time;
- Responding to system alarms as this usually indicates a system failure or problem; and
- Ensuring sprinklers or irrigation area is maintained, i.e. lawn mowing, checking that sprinklers/distribution lines are not damaged and that flushing of lines is undertaken.

By undertaking these regular maintenance tasks a system can operate effectively without major problems, however, a lack of care for any one of or all of these items can result in system failures. Often system failures will occur as a result of poor installation practices. The installation of DWM systems should be undertaken by a licensed plumber or system installer who is familiar with the requirements of Council, the Guidelines and Standards, and has experience in installing DWM systems. Issues such as poor drainage around tanks and uneven distribution of effluent throughout trenches or irrigation systems can all result in effluent ponding, runoff or impacts on human and environmental health which can easily be avoided.

Where a new system or major upgrade works are proposed in MSC, the system must comply with the current Standards and Code of Practice. Where an existing system is operating effectively but does not comply with the current Code of Practice or Standards then the system will be monitored; however, unless a failure occurs, the owner will not be required to upgrade or replace the system.

The issues outlined above are common for all DWM systems. Table 3 outlines the risks common to all DWM systems within the Shire and Table 4 outlines the impacts of failing systems.

Table 3: Potential Risks of Domestic Wastewater Management Systems

Risk	Cause	Impacts
Failure of treatment system	Lack of maintenance/ poor installation/age of system	Environmental, Health and Social
Disinfection failure	No chlorine/poor upstream treatment	Health
Ineffective regulation	Lack of staff/time	Environmental, Health and Social
Offsite discharge	Failing/unapproved/illegal system	Environmental, Health and Social
Land application area/trench	Peak loads/overload of system/inadequate settlement in primary chamber	Environmental, Health and Social
Human contact	Maintenance/inappropriate disposal methods	Health and Social
Pollution	Inappropriate effluent disposal/ damaged system	Environmental and Health
Owner ignorance	Lack of knowledge of system	Environmental, Health and Social
Damage to system by animals (domestic, farm and wild)	Inappropriate effluent disposal area	Health, Social
Odour	Poor treatment occurring in the primary tank	Social
Effluent disposal area failure on-site	Area inappropriately sized, located or overloaded	Health and Environmental
Groundwater contamination	Effluent disposal area overloaded	Environmental and Social
Surface water contamination	Surface runoff of effluent in area with reduced buffer distances	Environmental and Social
Human or animal disease outbreak	Poor treatment and management of system	Health

Table 4: Potential Impacts of Failing Domestic Wastewater Management Systems

Human Health	Environmental	Social
Spread of disease (human and animal)	Pollution of surface water	Decreased amenity
Contaminated drinking water supply	Pollution of groundwater	Odour
Spread of minor illnesses	Degradation of soils	Impacts on infrastructure (water supply)
	Degradation of native vegetation	Financial impacts for system owners
	Increased weed growth	

The operation of a large number of DWM systems within a catchment may have long term negative and cumulative impacts on that particular area and on downstream water bodies. However, where systems are installed correctly and effectively managed, they will not necessarily impact on the downstream environment. To monitor impact levels, regular testing of ground and surface water for faecal and nutrient contamination is carried out by the Catchment Management Authorities. This information would then assist in assessing the effectiveness of Council management practices for DWM systems and also provide indication of problem areas and management priorities. There should also be a review of the existing water quality data collected by other authorities in the Shire, where this data is relevant and available. These authorities may include the Water Corporations. A detailed water quality monitoring program is beyond the scope of this DWMP and needs to form part of a broader water quality monitoring program that considers a range of regional stakeholders and objectives.

4.3. Local Environment

4.3.1 Catchments

The assessment of the local environment in the Shire is important for many reasons. The Shire is drained by a number of large and small waterways of which some enter the main drinking water supply for the region. The protection of these waterways falls under the SEPP Waters of Victoria. The active management of DWM systems in these special areas can minimise any impacts on the surrounding environment.

The Shire incorporates a number of Special Water Supply Catchments:

- Creswick and Ballarat which includes the Lal Lal Reservoir and Upper Sections of Lake Merrimu and Lerderderg River;
- Werribee River which includes Lake Merrimu, Goodmans Creek and Lerderderg River and Pykes Creek Reservoir;
- Rosslynne Reservoir Catchment which includes Jacksons Creek;
- Parwan;

- Moorabool River; and
- Stony Creek.

These catchments are managed by different Water Corporations; Central Highlands Water, Western Water, Southern Rural Water and Barwon Water.

4.3.2 Land Use

MSC is characterised by large areas of agricultural land use, rural residential development and a number of small to medium sized township areas. There are a number of State and National Parks in the Shire including; Wombat State Forest in the North, Lerderderg State Park in the North East, Pyrite State Forest in the East, Werribee Gorge Park in the Central Region of the Shire, Bungal State Forest in the Central Region, Lal Lal State Forest in the South West, The Little Forest in the South West and Brisbane Ranges National Park in the South of the Shire.

4.3.3 Soil Landscape

Soils within the Shire are highly variable and all DWM systems need to be designed for the soil type in which the system is located. The Shire predominately consists of texture contrast soils with clay subsoils and shallow, if any, topsoils, due to the underlying geology consisting primarily of basaltic lithology. Alluvial soils that have been deposited dominate the major drainage lines within the Shire. The alluvial soil types range from sands and gravels to silts and clays. The presence of the clay subsoils and shallow soil profile depths throughout the Shire constrains most lots for effluent disposal; however, detailed design of DWM systems can commonly overcome constraints associated with the soils.

4.3.4 Climate

Climate, specifically rainfall and evaporation, plays a significant role in determining the appropriate loading rates of effluent and associated sizing of land application areas for DWM.

Rainfall data for 131 SILO data points at approximately 5.5km spacings was collected for the entire Shire. Figure 1 shows the rainfall distribution pattern throughout the Shire based on annual 70th and 90th percentile rainfall for each SILO data point. The 90th percentile data was used for the regions located within DWSCs only and the 70th percentile data was utilised for the remainder of the Shire. The percentile rainfall data was interpolated using GIS across the Shire to produce a grid with approximately 110m cell sizes.

For each SILO data point for each year, the monthly water ‘excess’ totals were calculated by subtracting the total monthly rainfall from total monthly evapotranspiration. When a water excess occurs within any given month, the rainfall exceeds the evapotranspiration, resulting in meteorological water being retained within the soil profile. From this, the total number of “wet” months for each year were calculated and the median taken for each SILO data point. The number of “wet” months has been gridded and the interpolated values have been converted to the nearest integer. The distribution of the number of “wet” months throughout the Shire is shown in Figure 2.

Similarly, the longest run of consecutive “wet” months in each year was determined and the median longest run was calculated for each SILO data point. The number of consecutive “wet” months has been gridded and the interpolated values have been

converted to the nearest integer. The distribution of the number of consecutive “wet” months throughout the Shire is shown in Figure 3.

Overall, there is a strong trend in greater rainfall towards the north of the Shire, particularly the north and east. This is consistent with higher topography in those regions. The “wet” months are always found to coincide with the winter calendar months. Summers are dry and there were not “wet” months within either January or December.

The acquired climate data obtained for this assessment will be made available to Council and will provide a very useful resource for Council in the preparation of and review of LCAs in the future.

Legend

 MSC LGA Boundary

— 70th Percentile Rainfall Contours (100m Intervals)

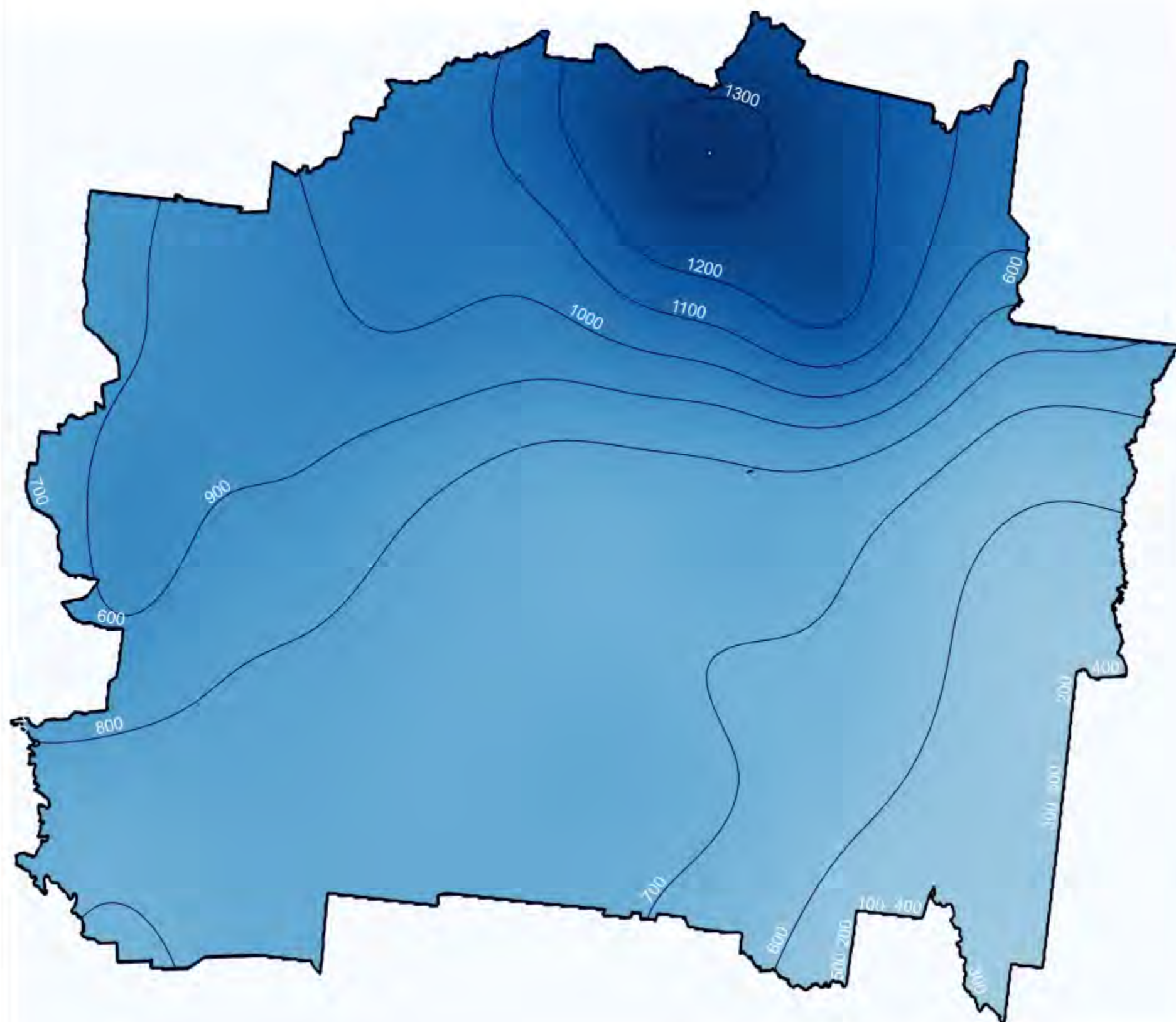


Figure 1:70th Percentile Rainfall Distribution - Shire

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0 6 12 18 24 30 km
(Approx Scale)



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Legend

- MSC LGA Boundary
- 90th Percentile Rainfall Contours (100m Intervals)

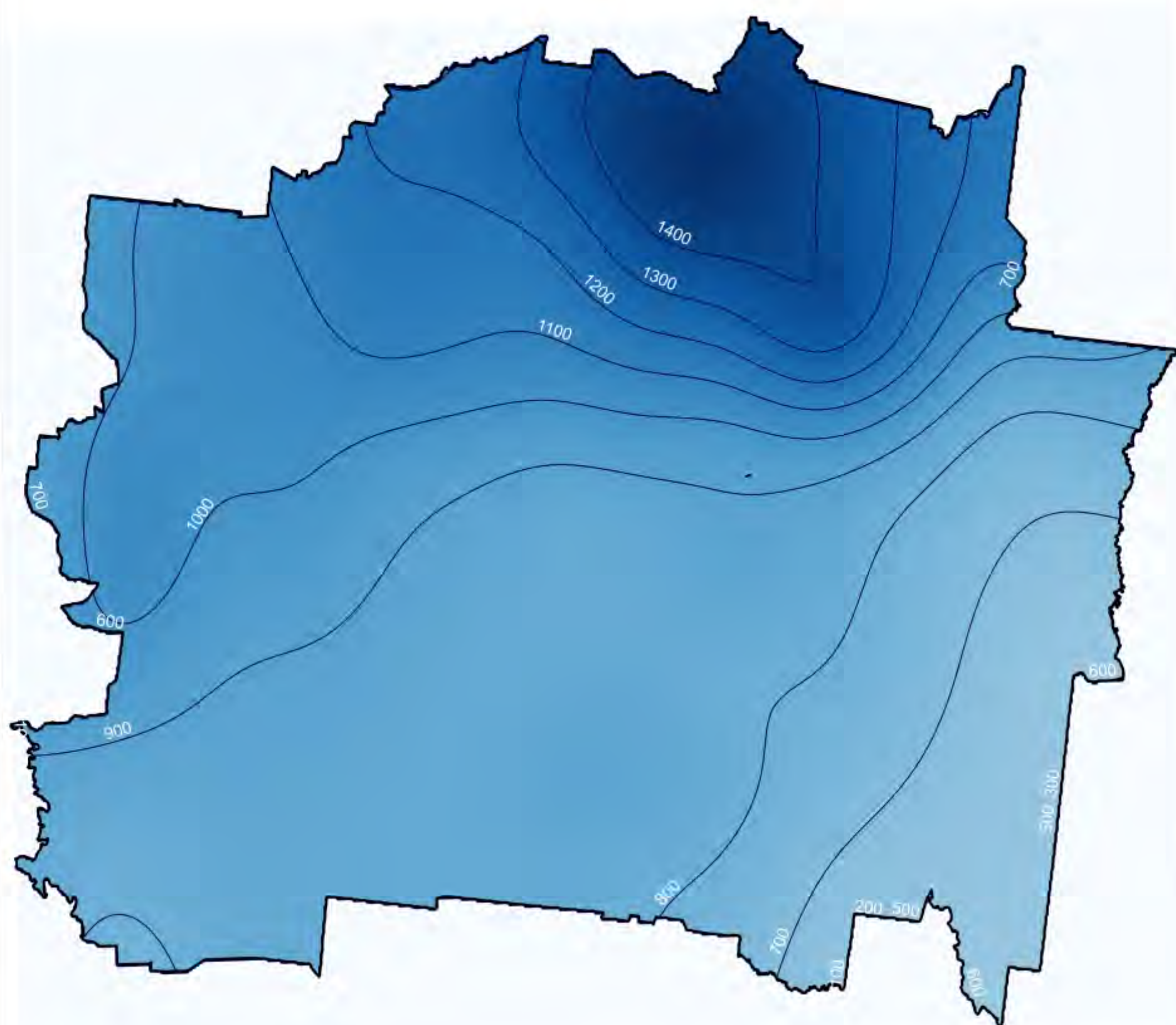
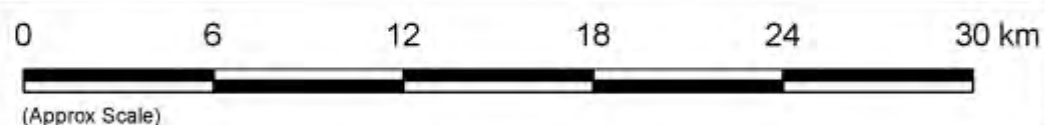


Figure 2:90th Percentile Rainfall Distribution - Shire

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 MSC LGA Boundary

Total Number of Wet Months (Integer)

-  0
-  1
-  2
-  3
-  4
-  5
-  6
-  7

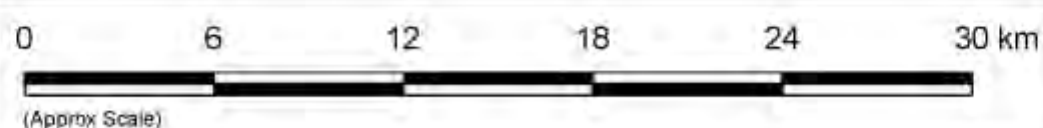


Figure 3: Total Number of "Wet" Months Distribution - Shire

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MSC LGA Boundary

Consecutive Number of Wet Months (Integer)

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7

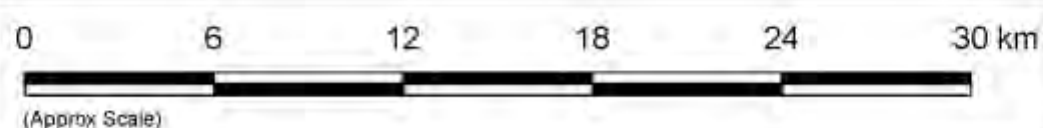


Figure 4: Consecutive Number of "Wet" Months Distribution - Shire

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5. Management Strategies

5.1. Evaluation of 2006 DWMP

The 2006 DWMP outlined a number of actions to be undertaken for improved DWM within the Shire. A number of the actions were completed and many are in progress. All actions which were not implemented from the 2006 Operational Plan have been reassessed for their relevance and included in the current Operational Plan where appropriate. Some actions are ongoing and have also been included in the revised Operational Plan as items which require continuing undertakings. Those actions which were not undertaken or implemented in the 2006 Operational Plan are detailed in Table 5 below.

Most of the actions were not undertaken due to funding limitations or they required a decision from Council on how to proceed with the action.

As part of the 2006 DWMP, Council commenced inspections of DWM systems in June of 2010. 2,878 systems had been inspected as part of Council's program as of July 2013. Inspections of DWM systems within the Shire are valuable, as it not only provides Council with more accurate details on system types and performance in the Shire, but inspections are also used to educate property owners on their system and its maintenance requirements, providing for better ongoing performance of DWM systems in the future.

MSC (2013) provided the results of the Septic Audit Project undertaken by MSC over the preceding three years (2010-2013). There were a small number of DWM systems identified which required action to mitigate public health risk. The Environmental Health Unit worked with the owners of these systems to improve system performance.

The results of the inspections indicate that 90% of all properties inspected had no issues, 4% had minor issues, 5% had medium level issues, and <1% had major issues. Full details and a summary of the results can be reviewed in Section 10.

Inspections were carried out throughout a number of towns in the Shire including Blackwood, which is currently being reviewed for the provision of sewer. Whilst DWM systems in Blackwood were inspected, the results of those inspections were excluded from the above overall results. Blackwood had a high number of failing systems; however, due to the uncertainty surrounding the proposed sewer scheme and difficulties in finding cost effective solutions, residents have been advised of the issues with their systems, but no further follow up or action has been taken on failing DWM systems. There were 76.3% DWM systems in Blackwood which had no issues with the way the system was operating and only 16% of systems were considered to have major issues.

Table 6 outlines the variety of systems identified during inspections to May 2013. For a number of reasons, there are a large number of unknown system types; however, this is generally not an indication of poor performance of these systems.

Table 5: 2006 DWMP Actions not Completed

DWMP Record Number	Recommendation	Status	Officer Comment
2.2	Reporting from records		
2.2.1	Reporting to EPA	Not Actioned	Currently not enforced by EPA
2.5	Planning		
2.5.1	Planning GIS overlay	Not Actioned	Discuss with GIS Officer and Strategic Planning
2.5.2	Revise restructure overlays	Not Actioned	Issue to be considered as part of Moorabool 2041 Phase 2 – Rural Structural Strategy
3	Compliance program and enforcement		
3.1	Compliance Officer	Actioned	Funding ongoing
3.2.1	Initial mandatory inspections	In Progress	Septic Audit Project
3.2.3	Enforce compulsory upgrade with setback zones	Not Actioned	Decision needed by Council, see discussion sections
3.2.4	Develop performance criteria for wastewater systems	Not Actioned	Decision needed by Council, see discussion sections
3.3	Implementation of compliance system	In Progress	Decision needed on which option to take 3.3.1 or 3.3.2
3.4	Ongoing		
3.4.1	Introduction of mandatory maintenance	In Progress	Part of project but must be funded ongoing, Council decision required. Commenced trial in 2013 of random sample from funding aiming at Section 173 conditions on septs.
3.4.3	Identify locations to implement greywater concerns	Not Actioned	Partially superseded by new Code of Practice for domestic wastewater, partially to be actioned during project
3.5	Regulation and enforcement		
3.5.1	Use local laws or local policy for enforcement	Not Actioned	Cannot have a local law relating to something already covered in a higher law i.e. State Act. Legal advice may be required. Needs Council approval.

DWMP Record Number	Recommendation	Status	Officer Comment
3.5.2	Issuing of monetary fines	Not Actioned	See above
3.5.3	Issuing of PIN's / PAN's or similar	Not Actioned	To be investigated, Council decision required.
6.3	Further education		
6.3.1	Community workshops	Not Actioned	As compliance program has not commenced
8	Community assistance		
8.1.1	Introduce wastewater subsidy/low interest loans for applicable residents	Not Actioned	Required decision from Council, current Officer plan is to identify funding opportunities as they arise during the septic audit project.
9	Future Council growth plans		

Table 6: System Types

System Type	System Brand	Number of Systems Inspected
AWTS	Unknown	92
	AquaNova	18
	Biocycle	148
	Biolytix	21
	Envirocycle	60
	Envirosepp	46
	Taylex	83
Septic Tank / Split System	Unknown	56
Septic Tank	Unknown	1,800
Composting	A&A Worm Farm	18
Sand Filter	Unknown	11
Other	Unknown	151
Total	-	2,504

The LAA type was also recorded for all systems inspected. The most common LAA type is the transpiration bed with 1,480 identified amongst the systems inspected. 160 properties had a land application type which was not specified in the results of the inspection. Table 7 identifies the number of systems by land application method.

Table 7: Land Application Methods

Effluent Disposal Type	Number of Systems
Effluent Line	684
Irrigation	25
Surface Irrigation	120
Transpiration Bed	1,480
Trench	35
Other	160
Total	2,504

Of the systems inspected it is evident that 48% of systems are greater than 26 years old and only 18% of systems inspected are less than 10 years old. Table 8 details the number of systems by approximate age.

Table 8: Age in years of Systems Inspected

System Age	Number of Systems
0 – 10	470
11 – 25	831
26+	1,203
Total	2,504

To date, the system audit program appears to be working effectively with over 64% of all systems with a permit in the Shire having been inspected. An important component of the inspection program is, however, the follow up and compliance where rectification works have been required to improve system performance. It is important that Council ensures rectification works have been undertaken. To date the inspection program has worked without penalty enforcement for non-compliance. The EHTO has worked with property owners to achieve compliance without enforcement action needing to be undertaken in the majority of cases. The system audit program is a valuable tool for achieving sustainable DWM within the Shire as it both ensures systems are operating in accordance with Council requirements as well as providing an opportunity for education of the system owners at a one on one level.

The continuation of the audit program requires continued funding for a full-time Technical Officer to undertake audits of systems. It is also recommended that the audit program be enhanced and developed to include a risk assessment of systems so that performance of systems can be monitored over time. The DWM systems which have proven to perform effectively can be moved to a lower risk rating which reduces the frequency of monitoring by Council and correspondingly, those systems which have performed poorly can be moved to a higher risk rating requiring more urgent attention or more frequent inspections by Council. This audit program is detailed further in Section 5.8 of the Operational Plan.

5.2. Development of the revised DWMP

In the development of this DWMP a review of the 2006 DWMP was undertaken and a focus group met on the 5 June 2013 to identify issues and ensure the revised DWMP focused on the requirements of Council in determining the actions for future DWM within the Shire.

The focus group consisted of officers from

- MSC;
- Western Water;
- Southern Rural Water;
- Barwon Water;
- Central Highlands Water;
- EPA;
- DEPI;
- Melton Shire Council;
- Macedon Ranges Shire Council;
- Hepburn Shire Council;
- Golden Plains Shire Council; and
- Ballarat City Council.

The meeting explored the revision of the 2006 DWMP as well as current legislation and policy changes.

In accordance with Council's Community Engagement Policy (2012) and the requirements of the Ministers Guidelines, consultation will be undertaken with the local community and key stakeholders. The DWMP will be available at Council's Customer Service Centre, on the Council website and on Haveyoursaymoorabool.com.au. Advertisements will also be placed in the local newspaper. Consultation sessions will be held with the Water Authorities to capture their feedback.

MSC understands the importance of Community consultation and endeavours to ensure that the aims and outcomes of the DWMP are shared with the Community, allowing a chance for feedback and discussion. Submissions made by members of the Community and key stakeholders will be reviewed and incorporated into the DWMP where possible.

6. Risk Assessment Framework

A detailed risk assessment of the potential risks to DWM systems within MSC has been conducted. This risk assessment aims to provide Council with a reasoned and justified tool to prioritise investment in future developments, monitoring and upgrading of DWM systems within the Shire. It incorporates tools that assess the bio-geophysical capability for DWM in:

- Existing unsewered towns and villages;
- Recently developed unsewered subdivisions; and
- Undeveloped unsewered land.

The DWMP detailed the data acquisition, methodology and results of the final consolidated constraint map. The individual discrete constraint maps that were used to generate the final consolidated constraint map are detailed in the following sections of this document.

6.1. Domestic Wastewater Management Constraint Maps

6.2.1 Discrete Domestic Wastewater Management Constraints

The constraint maps were created using a GIS based risk assessment, through MapInfo™ 10.0 and 11.5, which applied constraint classes for a number of built constraints and land capability constraints, including site and soil parameters. Eight discrete constraints were selected, and when consolidated, contribute to assessing the overall land capability for DWM systems. These were selected based on the availability of digital data, which was limited, and using experience gained in designing and auditing DWM systems. The discrete constraints chosen were:

- Lot size;
- Planning scheme zones¹;
- Proximity to surface watercourses;
- Proximity to groundwater bores;
- Groundwater depth;
- Proximity to flood prone land;
- Slope (surface elevation); and
- Soil suitability and associated geology (soil landscapes).

There were other parameters that could have been considered in a more detailed constraint assessment, however, such data was not available for this risk assessment and the scope of the project did not permit its collection. Nevertheless,

¹ Planning scheme zones thematically mapped and not included in the consolidated constraint analysis.

the constraints chosen were considered acceptable for the purpose of this broad-scale risk assessment.

The maps have been produced for use at a broad scale (~1:230,000) and the limitations of the data used in the creation of these maps must be recognised. The scale of some of the data inputs is too coarse for the map itself to be used as a tool to diagnose likely individual DWM system performance; however, it does have substantial value as a development assessment tool and as a defensible justification for prioritisation of existing management issues. It will be primarily used:

- To determine the level of technical investigation to be undertaken as part of a development application in an unsewered area;
- As a guide to develop a monitoring strategy for existing DWM systems in the Shire;
- As a guide to Council for strategic planning of future rural residential and other unsewered development; and
- To identify priority existing unsewered townships that require more detailed investigations to determine needs.

6.2.2 Domestic Wastewater Management Discrete Constraint Classification Framework

For each of the discrete constraints mentioned above, the degree of constraint (or constraint) in relation to DWM for all lots within the Shire was assessed and individually assigned either a “high”, “moderate” or “low” constraint class. The criteria used to determine constraint categories were based on previous constraint assessments for unsewered towns in Australia undertaken by W&A, and relevant Australian and Victorian guidelines for DWM.

Table 9 provides a rationale for the interpretations that were used to derive the constraint classes used in this risk assessment. The constraint classes give guidance towards the DWM requirements as stipulated by Council. For existing DWM systems, the level of constraint will commonly reflect the level of challenge that has been experienced in managing the system. This information will help guide property owners and Council in the ongoing management of existing systems.

Table 9: Rationale for Discrete Domestic Wastewater Management Constraint Ratings

Constraint Class	Description
High	The constraint is present at a high level and this significantly restricts opportunities for sustainable DWM. Conventional systems (septic tanks and trenches) are ‘typically’ not appropriate and a detailed site and soil evaluation would be required to determine if DWM is achievable at all; in which case specialised, advanced treatment and land application systems will be required to overcome the constraint.
Moderate	The constraint is present at a moderate level and this limits the range of DWM options that are appropriate for the site. A detailed site and soil evaluation is required to identify the most appropriate DWM system and mitigation measures to be employed.
Low	The constraint is present at a low level and is unlikely to substantially limit opportunities for DWM. In most cases appropriately designed and managed conventional systems will be appropriate.

6.2.3 Lot Size

The smaller the lot, the more difficult it is to treat and retain wastewater onsite in accordance with legislative requirements.

A properly sized land application area provides for long-term, sustainable effluent loading rates that match the assimilative capacity of the soil and vegetation systems. Conversely, improperly designed or undersized land application areas are more likely to fail and lead to potential adverse impacts on both public health and the environment. In recent years, understanding of sustainable effluent loading rates has improved and it is now commonly identified that many older existing systems, such as septic absorption trenches and evapotranspiration beds, are undersized by today's standards.

The built constraint for the Shire was considered in the form of lot size. Lot size plays a key role in determining a lot's capacity for sustainable long-term DWM and influences the selection of appropriate DWM systems. As a general rule, the smaller the lot, the less land that will be available for effluent management after allowing for other development on the land. Older development controls and design standards (Codes etc.) did not always consider site-specific land capability constraints and, as a consequence, many existing and vacant residential lots may be too small to accommodate sustainable DWM systems, particularly by today's more informed standards.

There is no defined rule about what constitutes an appropriate minimum effluent management area, or in fact minimum lot size that is capable of providing such areas. This will vary depending on the physical constraints present on the lot, the nature of the development as well as the type of treatment and land application system used. The constraint class boundaries reflect the likelihood of a lot having sufficient effluent management area available after allowing for typical improvements such as a dwelling, driveway, pool, shed and/or vegetable garden.

The cartesian area for the cadastre data set supplied by Council was queried to assign a lot size constraint class to each lot; whether developed or not. The following criterion was used to determine the DWM constraint classification on the basis of lot size (total lot area):

- **High:** lots $<4,000\text{m}^2$;
- **Moderate:** lots ranging between $4,000\text{m}^2$ and $10,000\text{m}^2$; and
- **Low:** lots $>10,000\text{m}^2$.

Lots smaller than $4,000\text{m}^2$ invariably have very limited available effluent management area and so DWM contained entirely on-site is in the vast majority of cases unsustainable, hence constituting a "high" constraint and necessitating site specific hydraulic design for wastewater management. This is largely irrespective of the other bio-geophysical constraints that may be present on the site. If DWM must be provided, it will be necessary to provide a high level of treatment and specialised land application design using systems such as sand mounds or pressurised subsurface irrigation, to ensure long term sustainability. Other mitigation measures like the adoption of water conserving practices will be important in ensuring the system's effectiveness. Such systems are likely to have limited opportunity for expansion, as may be required if the household wastewater load changes in

response to increased occupancy, or if a new reticulated water supply becomes available. It should be taken into consideration that a lot with a “high” constraint class will not necessarily be totally unsuitable for DWM or currently be serviced by a failing system; however, it is likely to contain a number of significant limitations to the safe operation of DWM systems assessed at a broad scale.

In the case of lots with areas between 4,000m² and 10,000m², and in the absence of any other significant physical constraints, the availability of land for effluent management usually increases proportionately with a corresponding improvement in the potential for sustainable DWM. The choice of options is likely to be slightly greater than that available for lots less than 4,000m²; however, detailed site and soil investigation is still important to identify the most appropriate solution as other biogeophysical constraints may limit opportunities for sustainable DWM. Again, conventional systems may not be appropriate for these sites. These lots have been assigned a “moderate” overall constraint class.

In most cases, lots larger than 10,000m² will have far fewer problems providing sufficient space for sustainable on-site DWM. For this reason these lots have been assigned a “low” constraint class. Overall constraint for DWM for these lots will be determined by the land capability constraints.

For lots constrained by lot size, it might be possible to mitigate this constraint by:

- Secondary treatment with an AWTs or sand filter;
- Secondary treatment with land application to trenches at higher loading rates as outlined in AS/NZS 1547:2012; or
- Increase loading rate by use of sand mound.

Table 10 details the results of the lot size constraint analysis for the Shire. The associated DWM constraint map for the Shire is provided as Figure 5. As an example, the individual lot size constraint maps for seven targeted townships within the Shire are shown in Figures 5a-g.

Table 10: Lot Size Constraint Map Summary

DWM Discrete Constraint Analysis	Assigned Constraint Class (Number of Lots)		
	High	Moderate	Low
	<4,000m ²	4,000 - 10,000m ²	>10,000m ²
Lot Size (Overall)	8,906 (55.7%)	1,414 (8.8%)	5,680 (35.5%)
Bungaree Township	40 (23%)	28 (16%)	106 (61%)
Wallace Township	27 (23%)	37 (32%)	53 (45%)
Greendale Township	22 (8%)	51 (19%)	198 (73%)
Dales Creek Township	25 (15.4%)	110 (67.9%)	27 (16.7%)
Mount Egerton Township	117 (26.4%)	67 (15.1%)	260 (58.5%)
Barrys Reef Township	41 (68.4%)	8 (13.3%)	11 (18.3%)
Blackwood Township	352 (75.1%)	45 (9.6%)	72 (15.3%)

Legend

Lot Size Assigned Constraint Class - Shire Cadastre [16000]

High: <4,000m² [8906]

Moderate: 4,000m² - 10,000m² [1414]

Low: >10,000m² [5680]

MSC LGA Boundary

Declared Water Supply Catchment (DWSC)

Surface Waterways

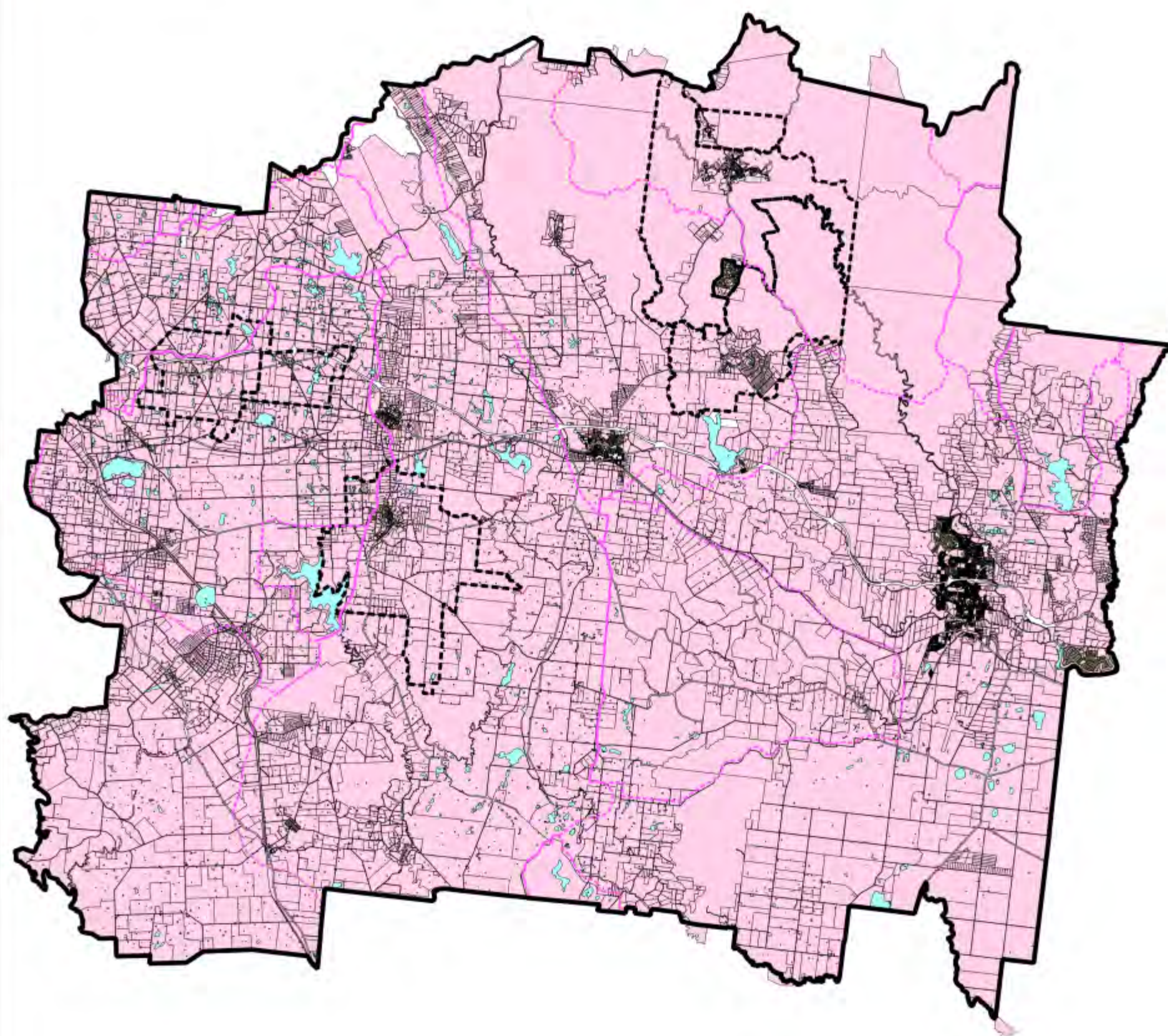


Figure 5 : DWM Constraint Analysis - Lot Size Classification - Shire

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0 6 12 18 24 30 km



(Approx Scale)

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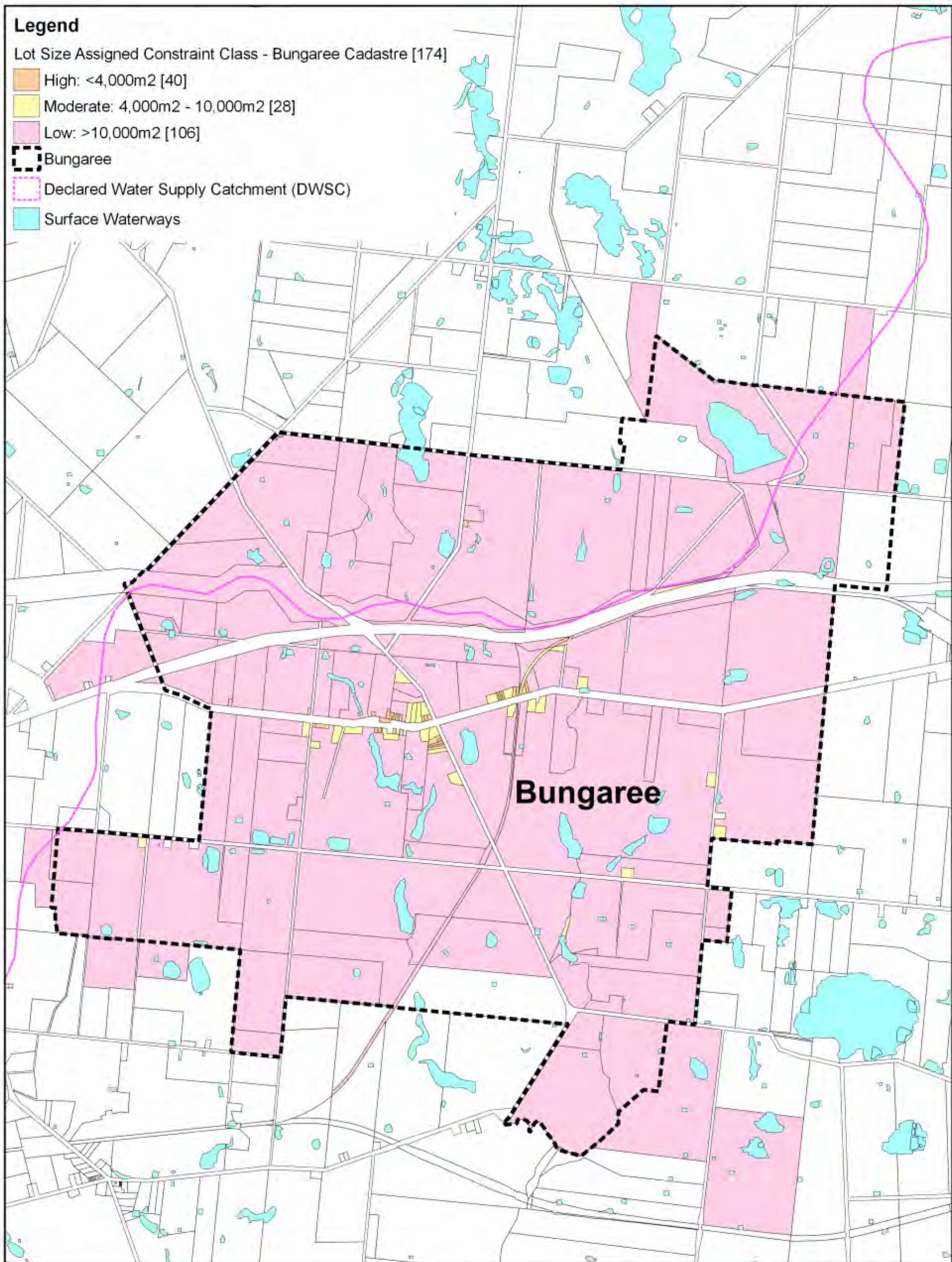


Figure 5a: DWM Constraint Analysis - Lot Size Classification - Bungaree

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0 500 1000 1500 2000 2500 m
(Approx Scale)

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Drawn	JK
Approved	JW

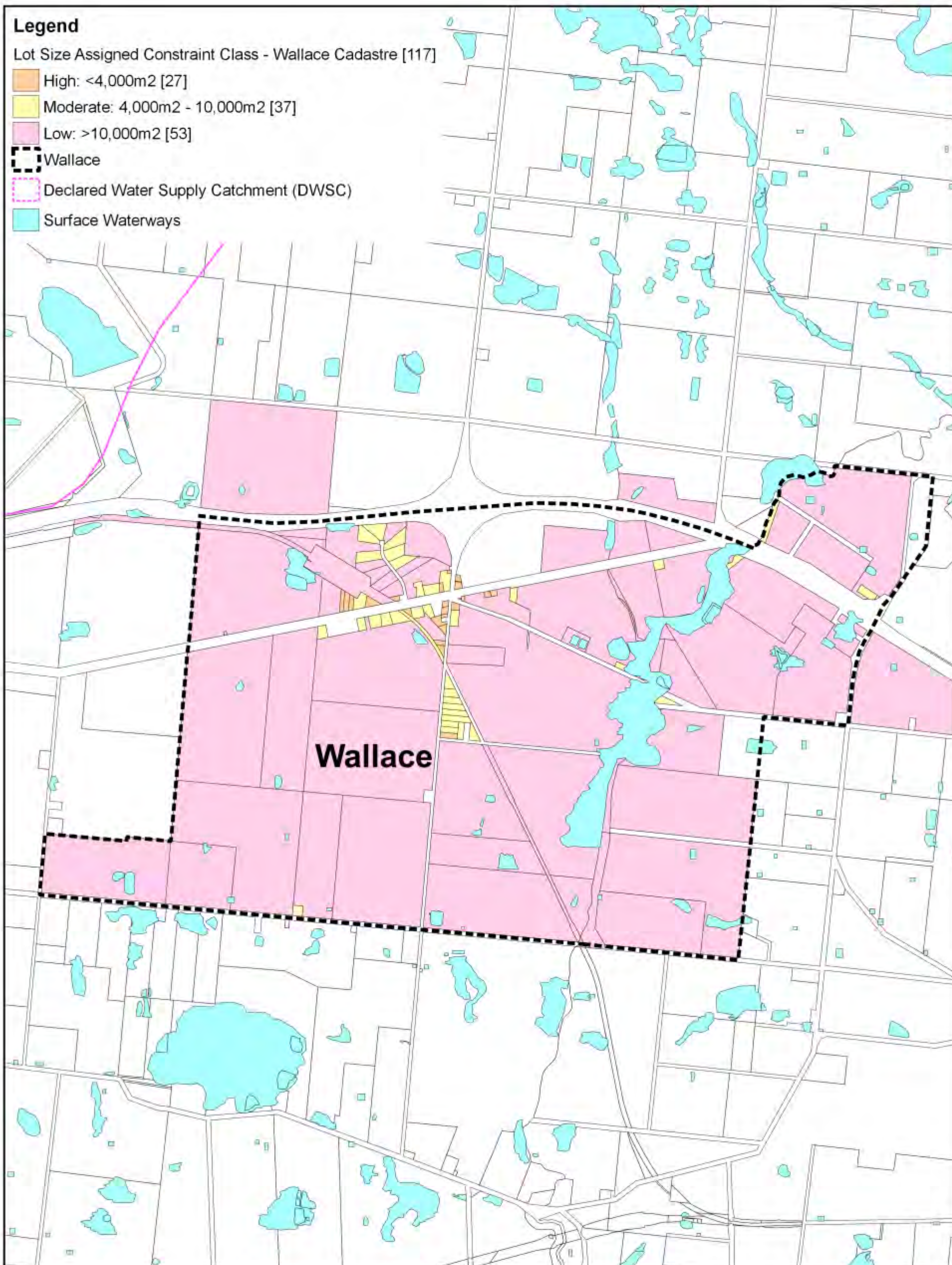


Figure 5b: DWM Constraint Analysis - Lot Size Classification - Wallace

Moorabool Shire Council DWMP Review



Legend

Lot Size Assigned Constraint Class - Greendale Cadastre [271]

High: <4,000m² [22]

Moderate: 4,000m² - 10,000m² [51]

Low: >10,000m² [198]

Greendale

Declared Water Supply Catchment (DWSC)

Surface Waterways

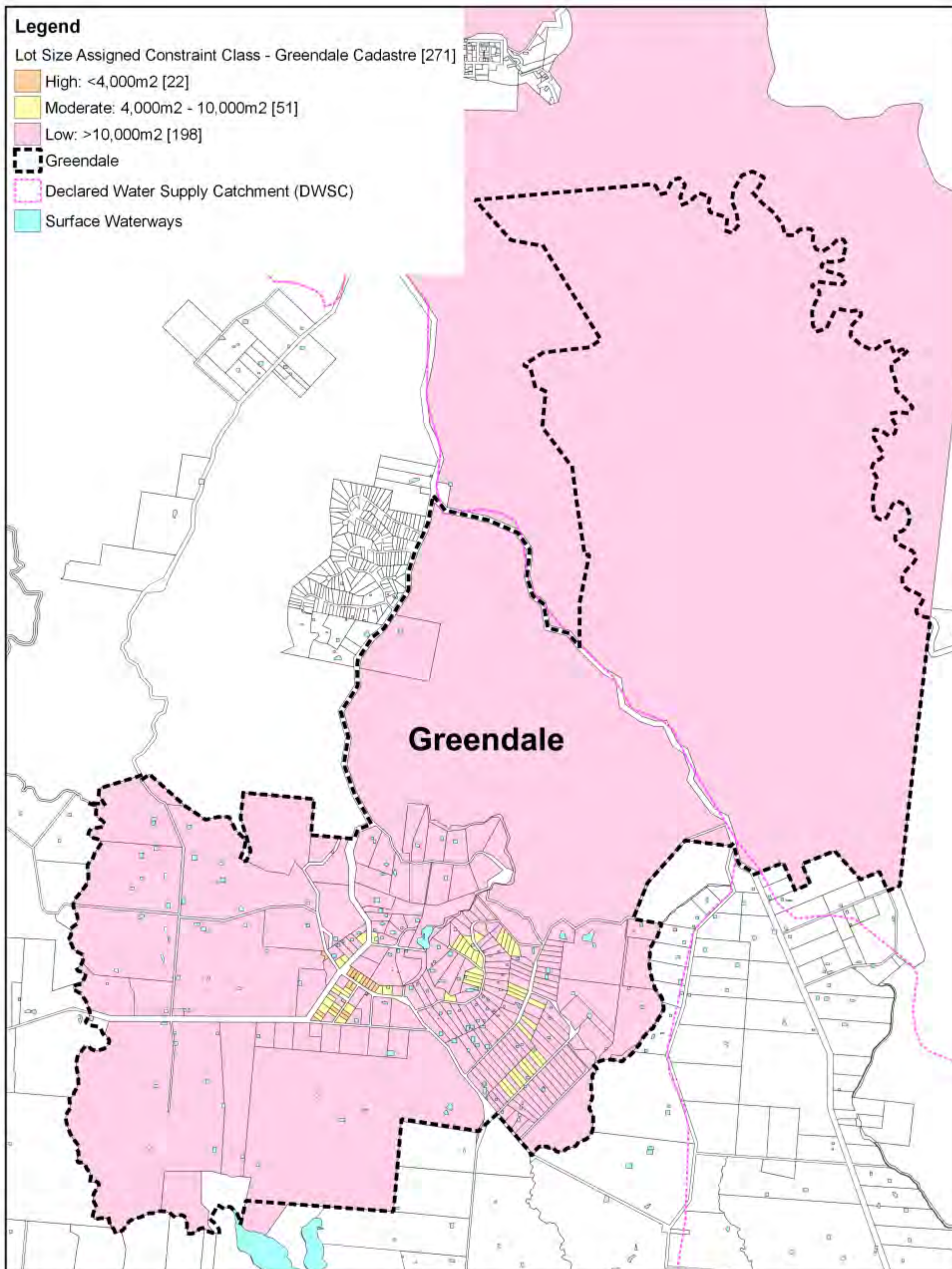


Figure 5c: DWM Constraint Analysis - Lot Size Classification - Greendale

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Revision	2
Drawn	JK
Approved	JW

Legend

Lot Size Assigned Constraint Class - Dales Creek Cadastre

High: <4,000m²

Moderate: 4,000m² - 10,000m²

Low: >10,000m²

Dales Creek

Declared Water Supply Catchment (DWSC)

Surface Waterways

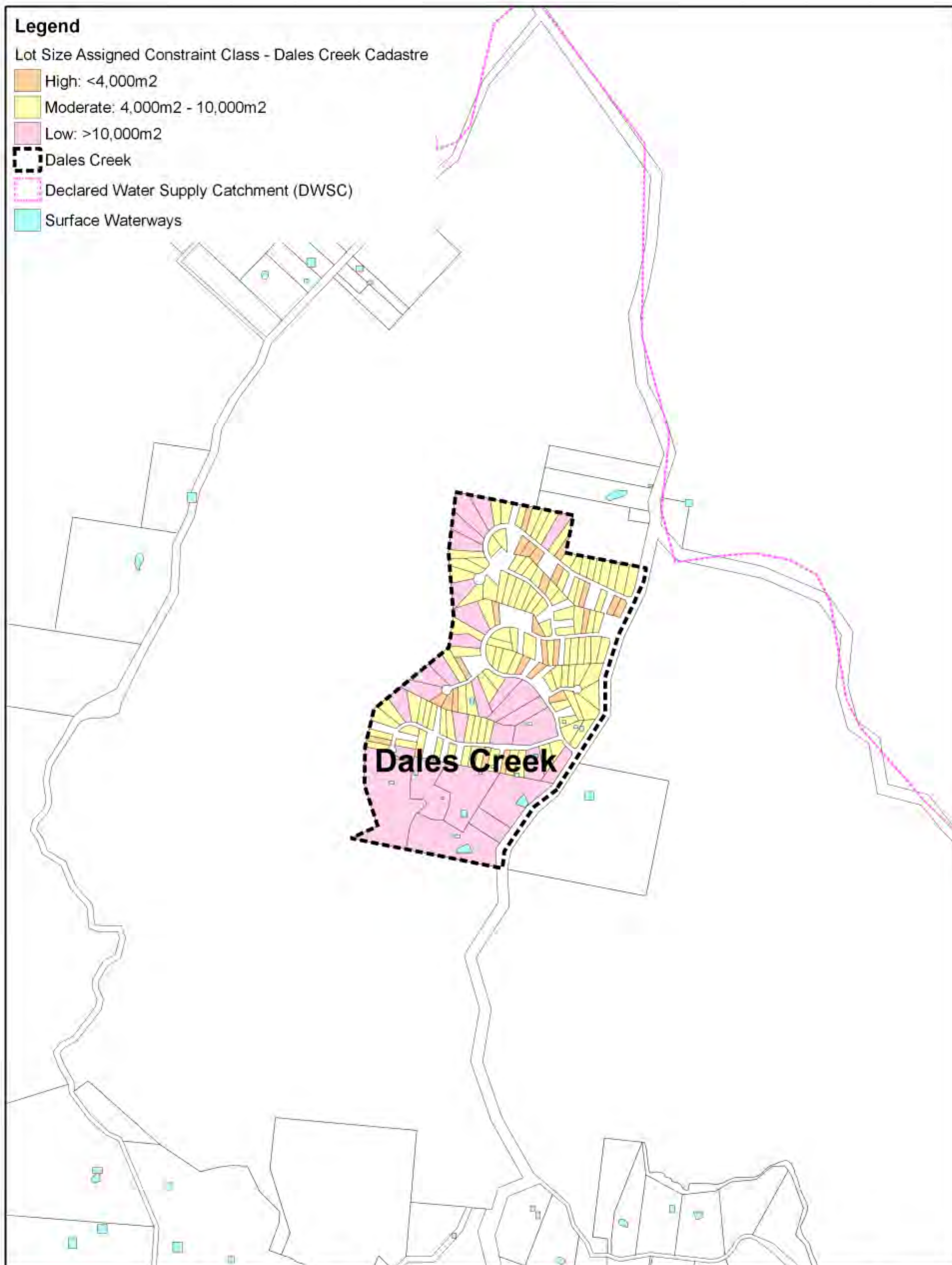


Figure 5d: DWM Constraint Analysis - Lot Size Classification - Dales Creek

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0 400 800 1200 1600 2000 m



(Approx Scale)

Revision	3
Drawn	JK
Approved	JW

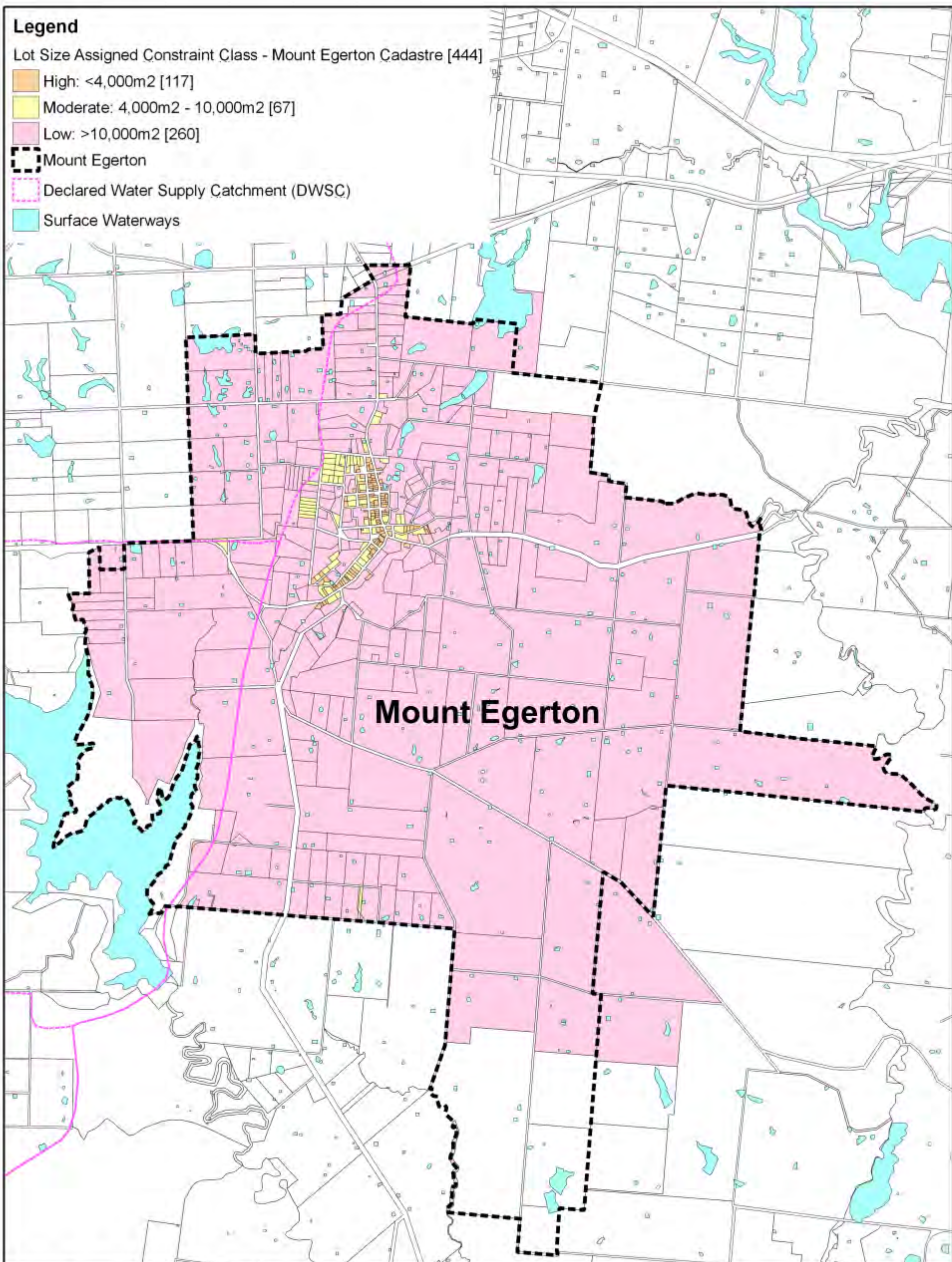


Figure 5e: DWM Constraint Analysis - Lot Size Classification - Mount Egerton

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Revision	2
Drawn	JK
Approved	JW

Legend

Lot Size Assigned Constraint Class - Barrys Reef Cadastre [60]

High: <4,000m² [41]

Moderate: 4,000m² - 10,000m² [8]

Low: >10,000m² [11]

Barrys Reef

Declared Water Supply Catchment (DWSC)

Surface Waterways

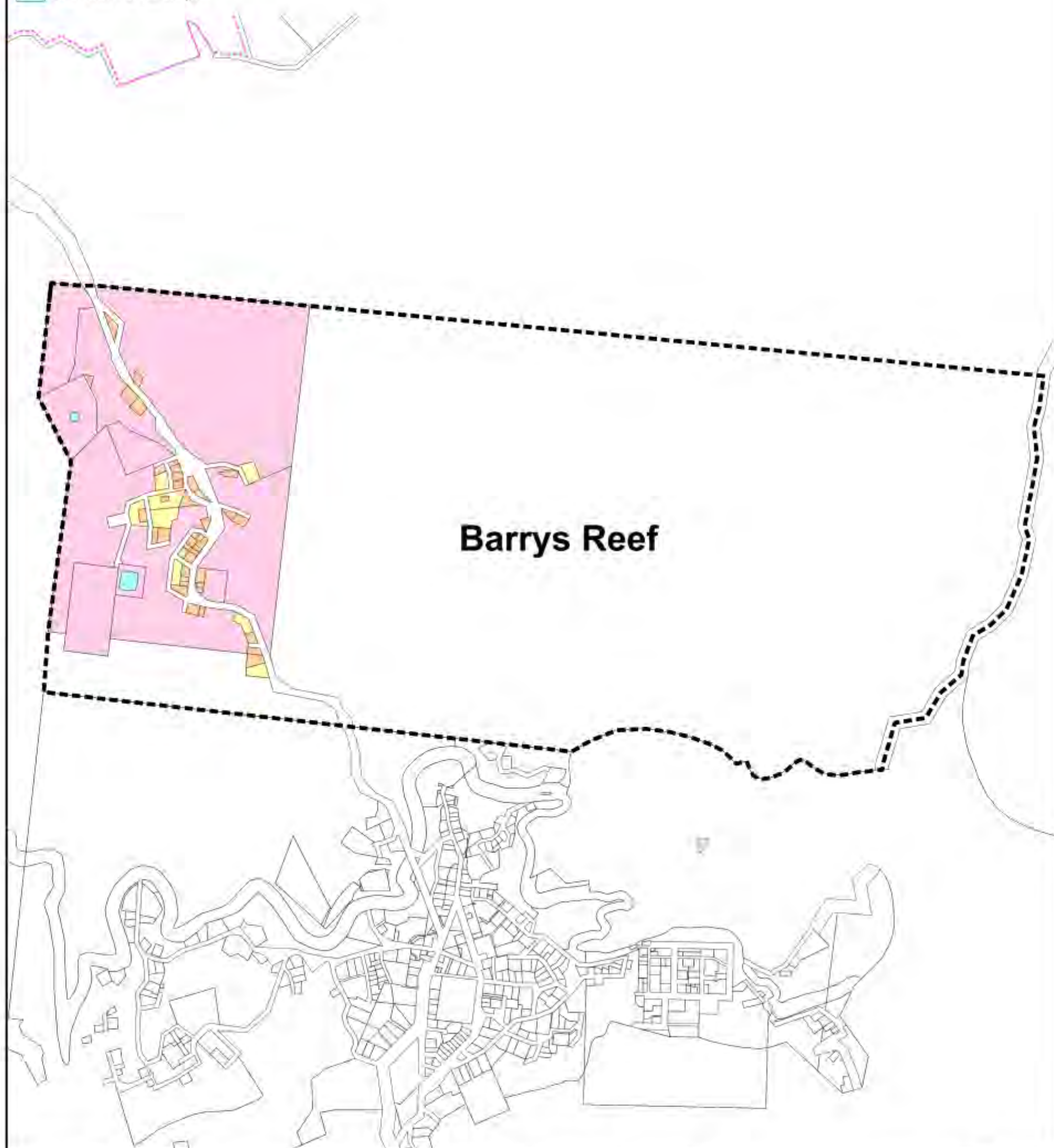


Figure 5f: DWM Constraint Analysis - Lot Size Classification - Barrys Reef

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0 400 800 1200 1600 2000 m



(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Lot Size Assigned Constraint Class - Blackwood Cadastre

- High: <4,000m²
- Moderate: 4,000m² - 10,000m²
- Low: >10,000m²
- Blackwood
- Declared Water Supply Catchment (DWSC)
- Surface Waterways

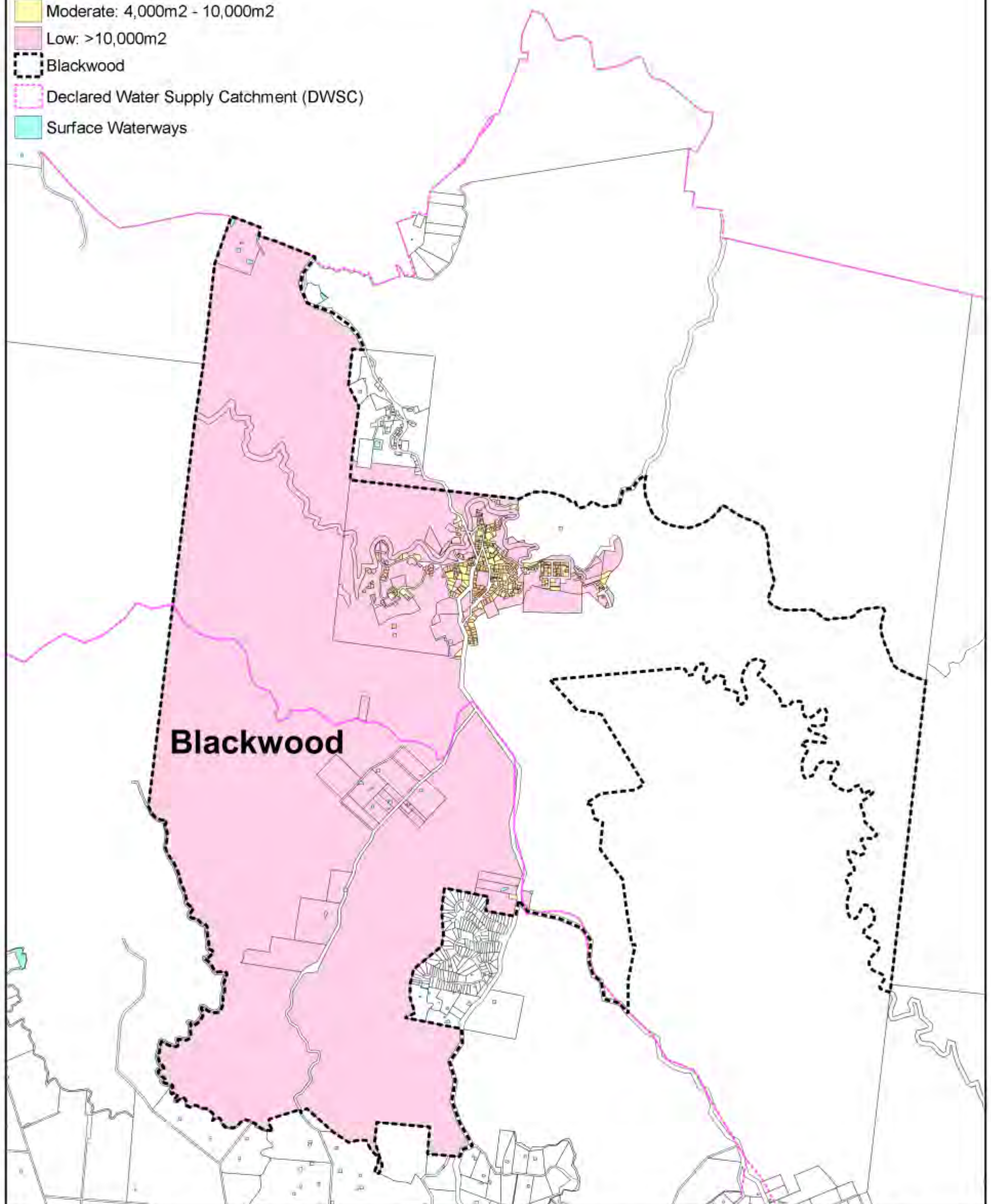


Figure 5g: DWM Constraint Analysis - Lot Size Classification - Blackwood

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0 1 2 3 4 5 km
(Approx Scale)

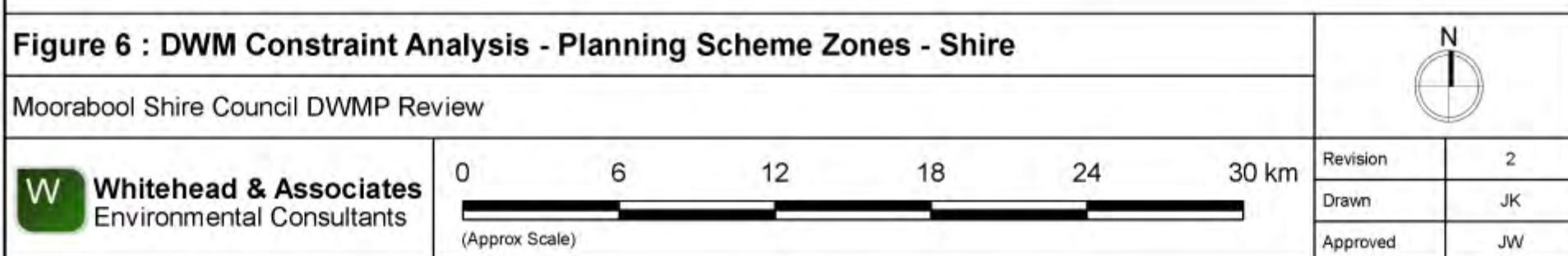
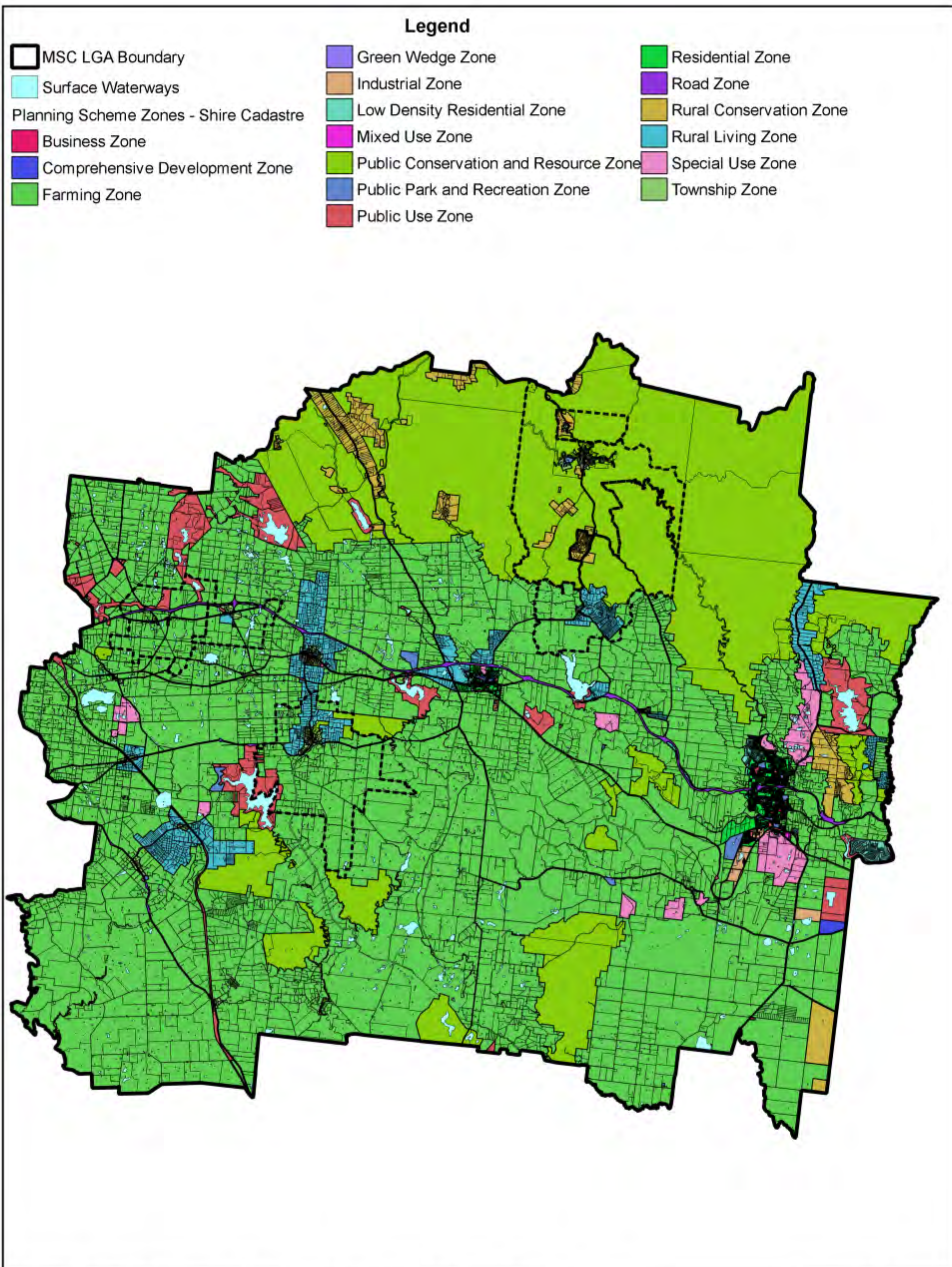
Revision	2
Drawn	JK
Approved	JW

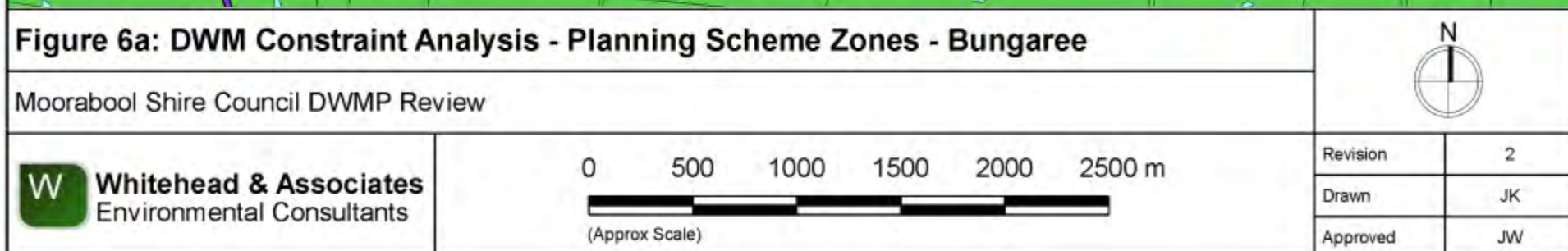
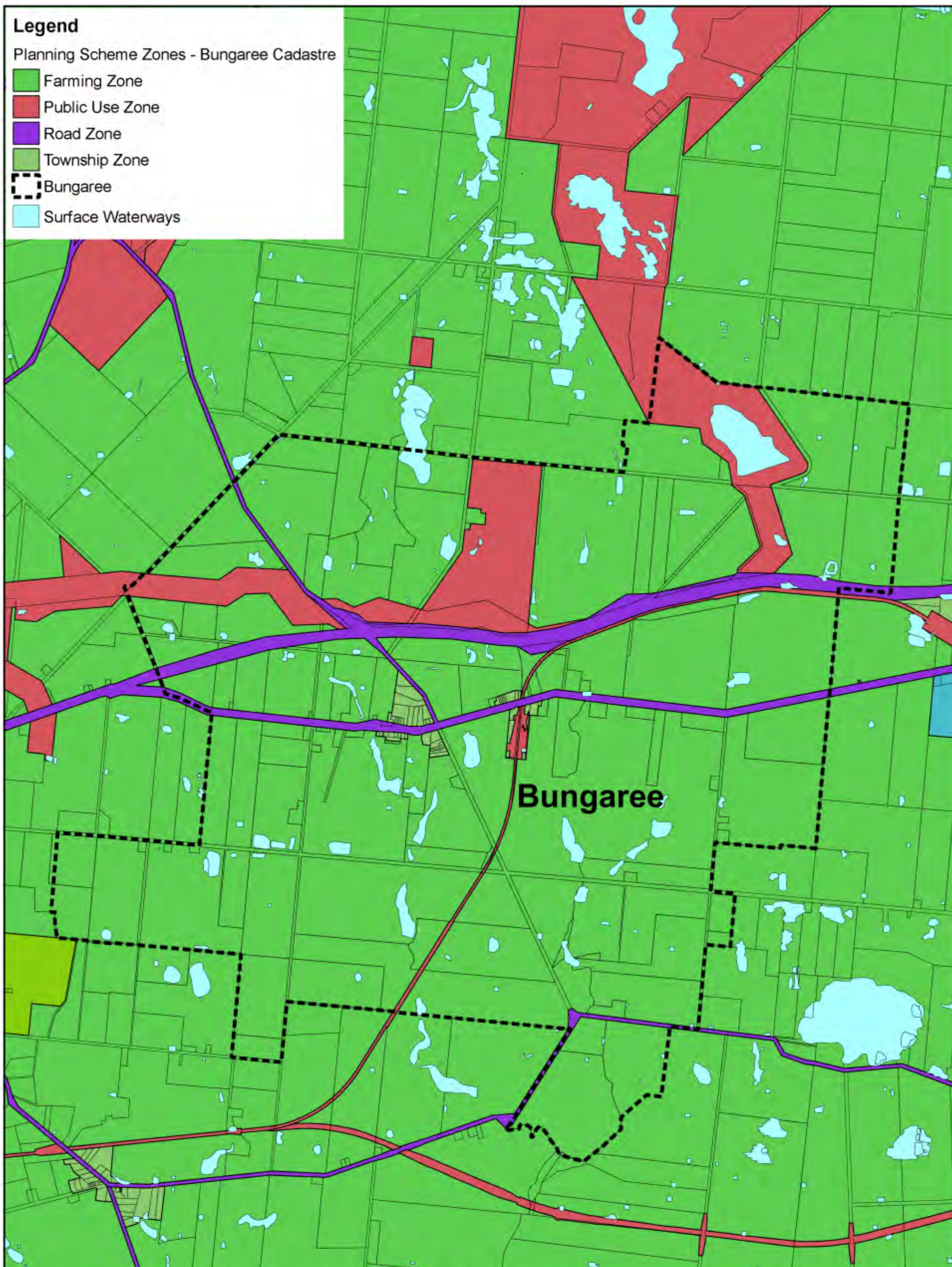
6.2.4 Land Use

Current Planning Scheme Zones for the Shire were thematically mapped to assist Council with future development opportunities and constraints in relation to DWM. The Planning Scheme Zones for the Shire and townships are shown in Figure 6 and Figures 6a-g, respectively, and were derived from the MSC Planning Scheme document (March 2013) and indicates for the zoning of each lot. The Planning Scheme Zones were summarised into the sixteen (16) following categories:

- Business Zone (295)
- Comprehensive Development Zone (1)
- Farming Zone (3,869)
- Green Wedge Zone (0)
- Industrial Zone (196)
- Low Density Residential Zone (509)
- Mixed Use Zone (82)
- Public Conservation & Resource Zone (229)
- Public Park & Recreation Zone (152)
- Public Use Zone (406)
- Residential Zone (7,203)
- Rural Conservation Zone (590)
- Road Zone (18)
- Rural Living Zone (1,334)
- Special Use Zone (68)
- Township Zone (1,048)

Appendix A outlines the rationales for the categorisation of the current land use and planning scheme zoning which was needed due to the numerous different descriptions.





Legend

Planning Scheme Zones - Wallace Cadastre

- Farming Zone
- Public Use Zone
- Road Zone
- Rural Living Zone
- Township Zone
- Wallace
- Surface Waterways

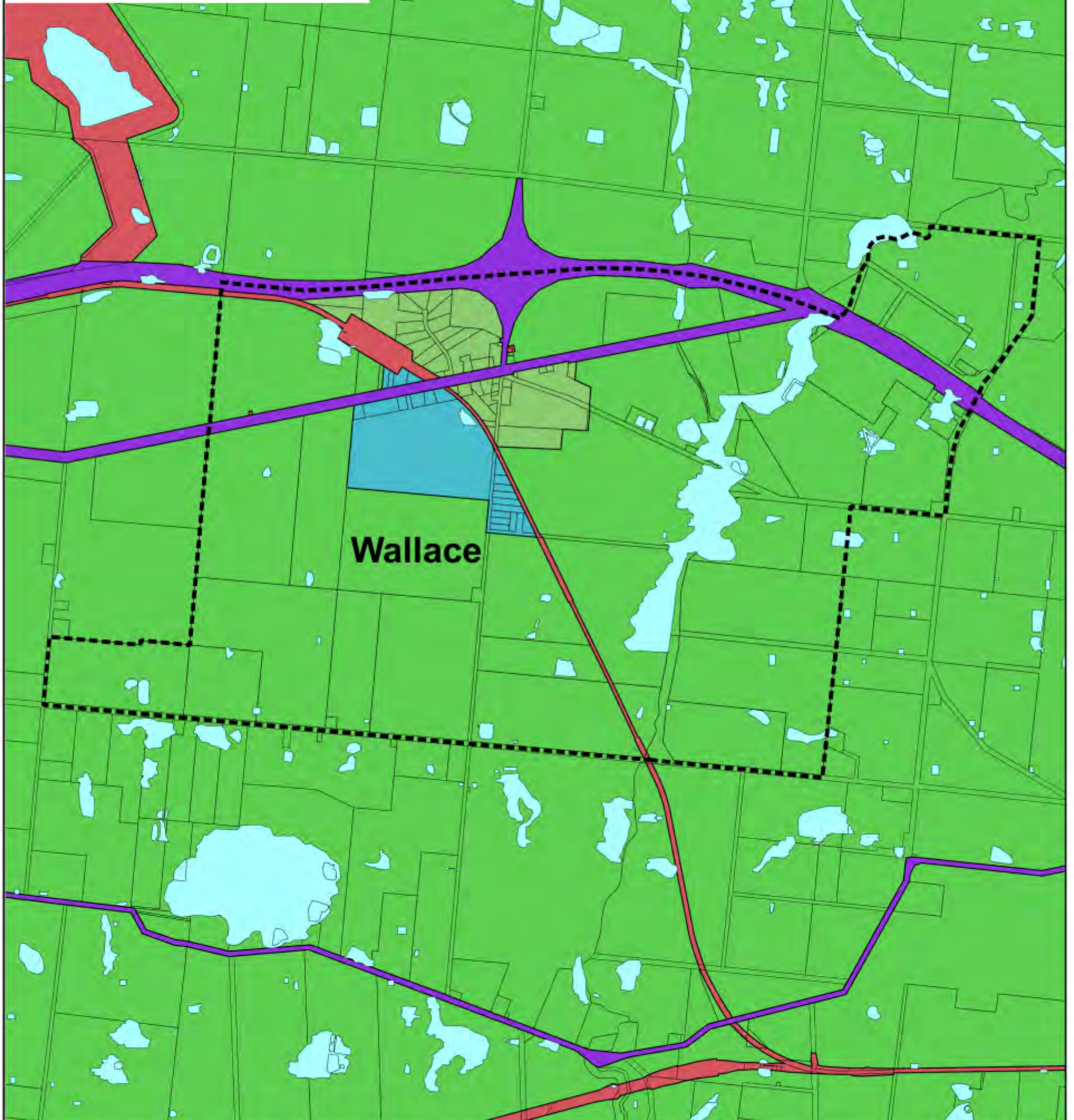


Figure 6b: DWM Constraint Analysis - Planning Scheme Zones - Wallace

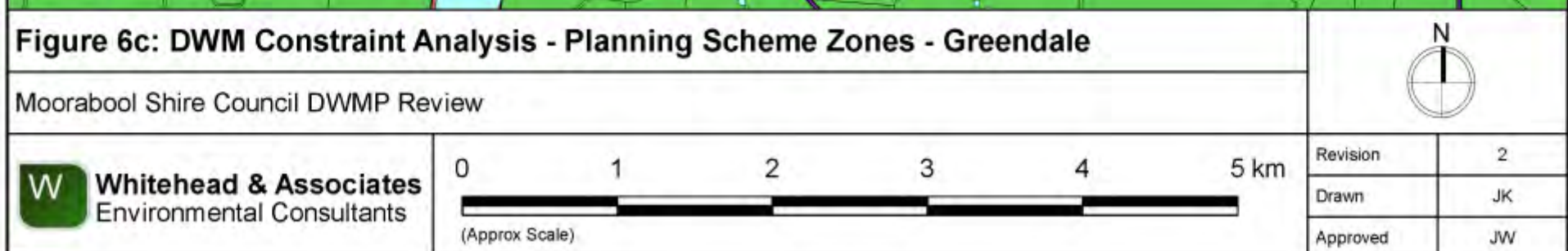
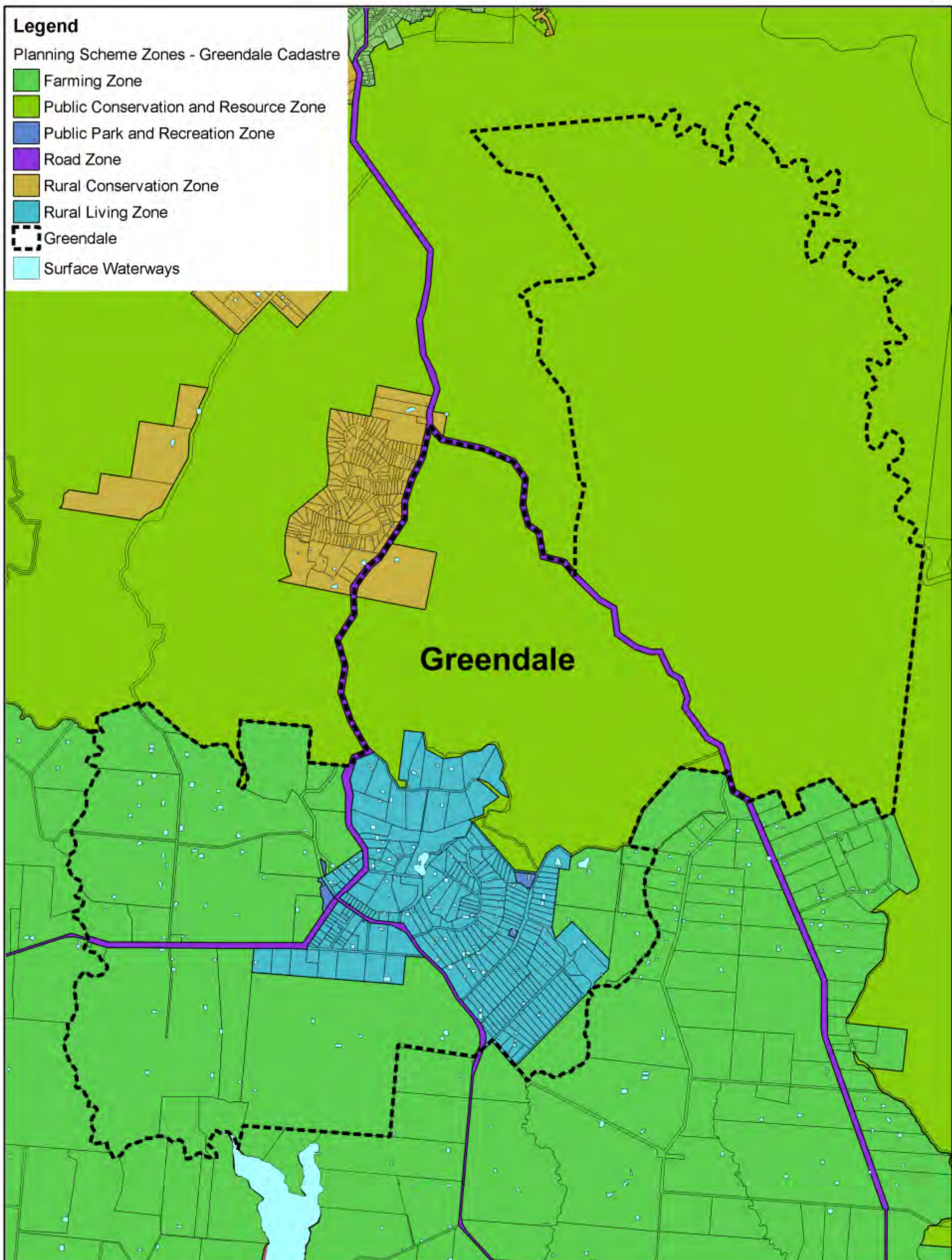
Moorabool Shire Council DWMP Review

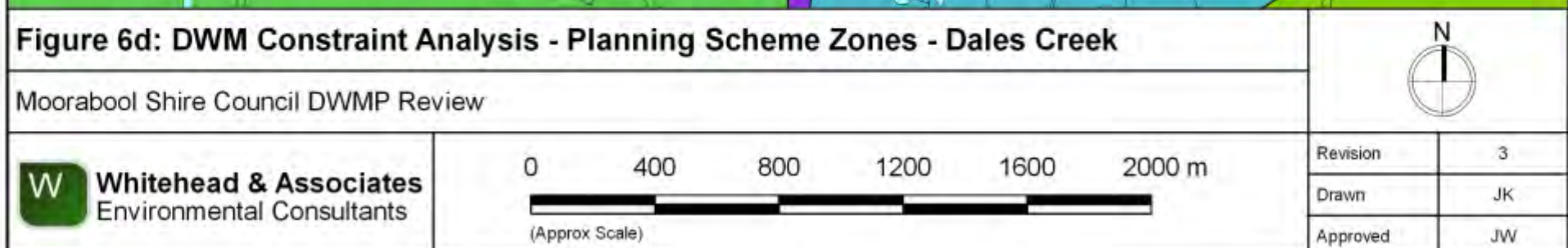
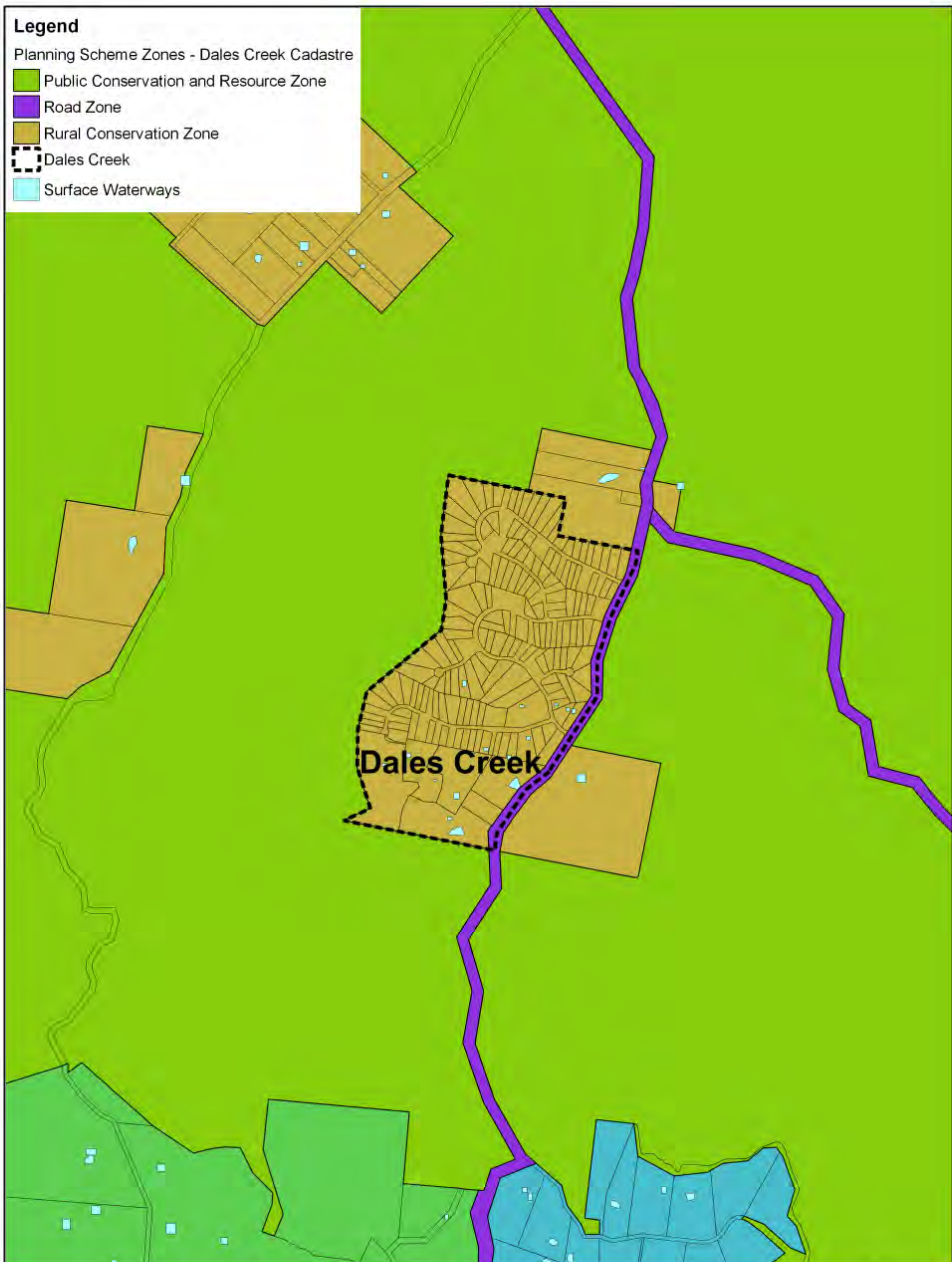


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0 500 1000 1500 2000 2500 m
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW





Legend

Planning Scheme Zones - Mount Egerton Cadastre

- Farming Zone
- Public Conservation and Resource Zone
- Public Park and Recreation Zone
- Public Use Zone
- Road Zone
- Rural Living Zone
- Township Zone
- Mount Egerton
- Surface Waterways

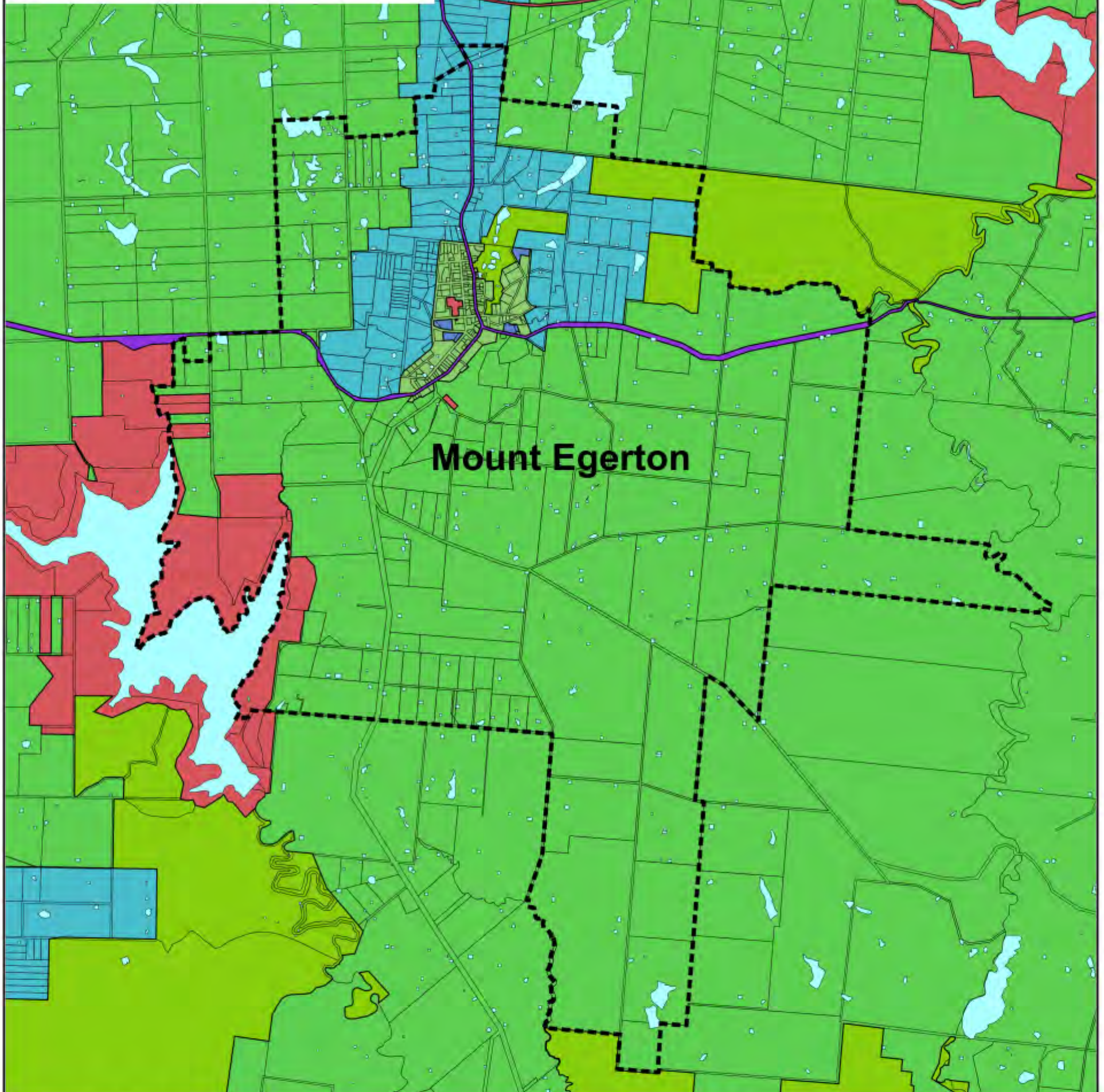


Figure 6e: DWM Constraint Analysis - Planning Scheme Zones - Mount Egerton

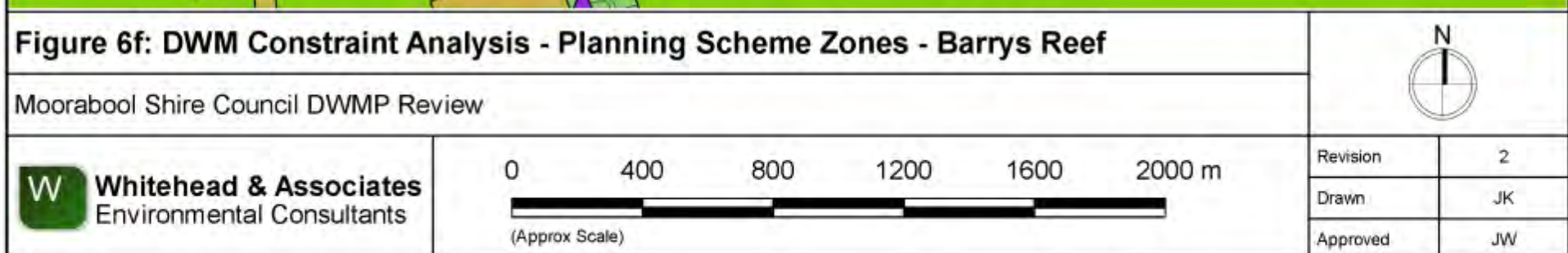
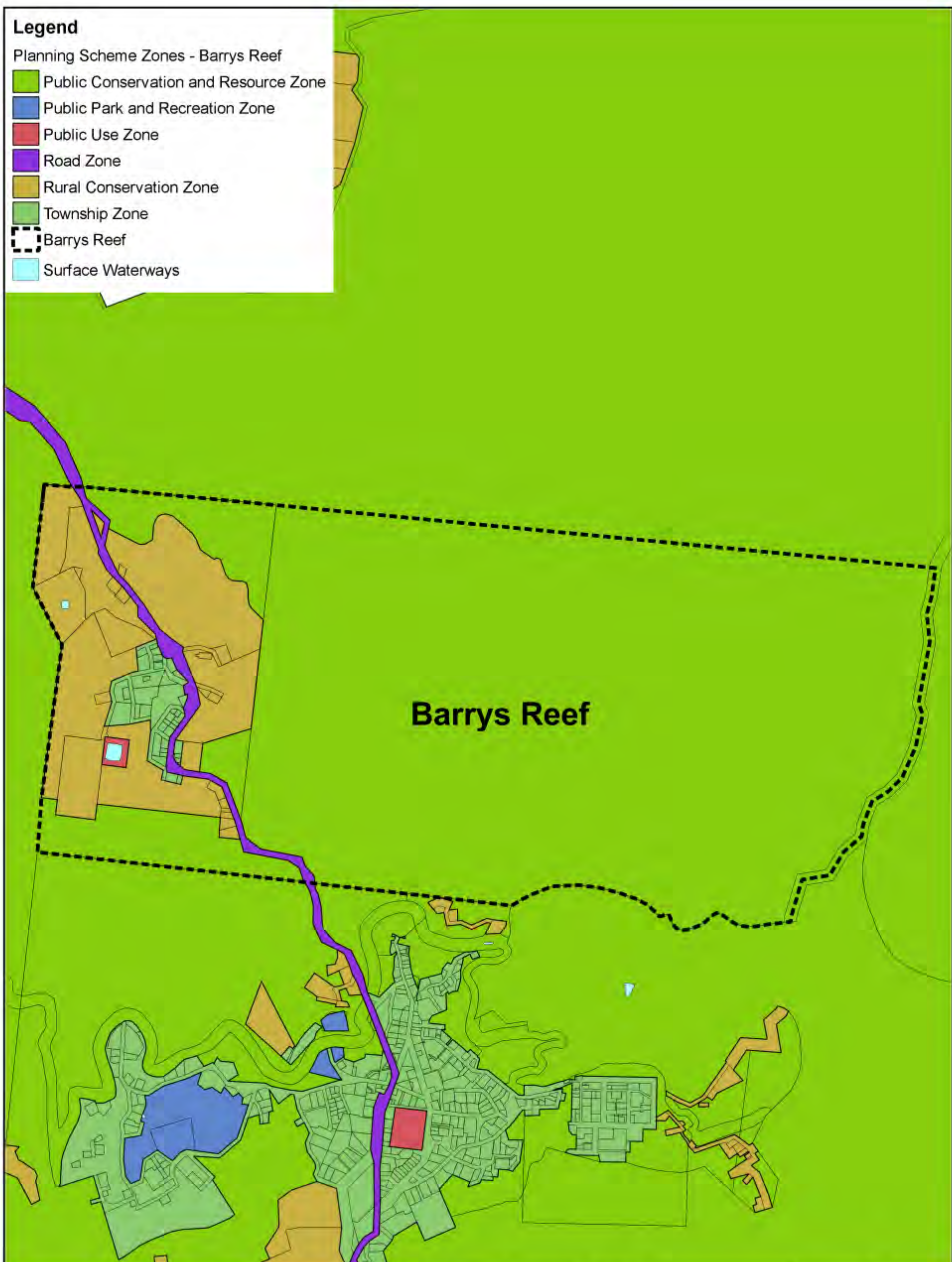
Moorabool Shire Council DWMP Review



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0 1 2 3 4 5 km
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW



Legend

Planning Scheme Zones - Blackwood Cadastre

- Farming Zone
- Public Conservation and Resource Zone
- Public Park and Recreation Zone
- Public Use Zone
- Road Zone
- Rural Conservation Zone
- Rural Living Zone
- Township Zone
- Blackwood
- Surface Waterways

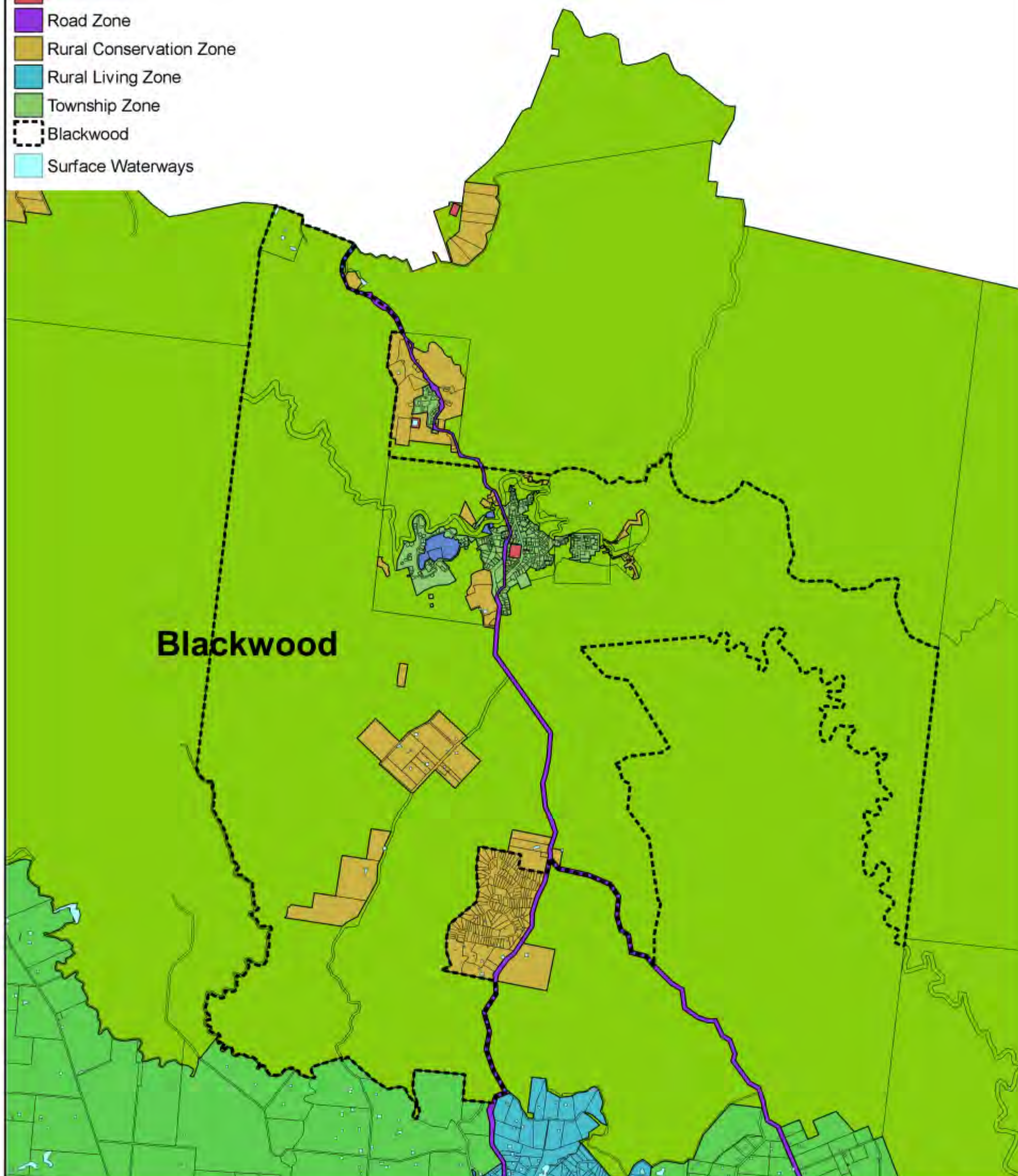


Figure 6g: DWM Constraint Analysis - Planning Scheme Zones - Blackwood

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0 1 2 3 4 5 km
(Approx Scale)



Revision	2
Drawn	JK
Approved	JW

6.2.5 Proximity to Surface Waters

This section seeks to explain how the distance to waterways, lakes, dams and drinking water catchments influences the constraint classification mapping. This is of particular importance for lots within the potable drinking water catchments

MSC is located within the Port Phillip and Westernport (to the east), Corangamite (to the west) and North Central (small region in the north) Catchment Management Areas (CMAs) and consists of the following five defined river basins; Barwon River, Loddon River, Moorabool River, Werribee River, and Maribyrnong River.

The majority of the Shire is located within DWSCs, with over 74% of the Shire consisting of water catchments, state forests and national parks (Council Plan 2009-2013). There are eight potable water supply reservoirs located within the Shire; Lal Lal, Moorabool,, Merrimu, Lal,Lal, Bostock, Wilsons, Koreinguboorra, Stoney Creek and Pykes Creek reservoirs. Figures 7–9 show the DWSCs within the Shire in each of the above CMAs, respectively.

Buffer distances (setbacks) are usually provided between land application areas and sensitive receptors, such as surface watercourses, to help prevent adverse impacts on water quality, particularly should the DWM system should fail. There is no simple and defined method for objectively determining safe buffer distances, so regulators often recommend conservative, minimum buffer distances that would be expected to satisfy the objective in the majority of situations.

The EPA Victoria Code of Practice (2013) requires three setback distances from surface waterways that are applicable to the Shire. The following buffers have been conservatively adopted for the constraint classification of surface water proximity:

- 60 m for non-potable watercourses² and non-potable surface water features;
- 100 m for potable watercourses²; and
- 300 m for potable dams, lakes or reservoirs.

Intuitively, the risk of DWM systems impacting on nearby receiving area increases with decreasing separation distance. For a broad-scale risk assessment it is appropriate to analyse the separation distances that are available on a lot by lot basis and assign constraint classes accordingly.

AS/NZS 1547:2012 details instances where recommended setbacks from sensitive receptors can be relaxed to accommodate certain types of systems where standard buffer distances cannot be achieved. These systems would require individual assessment and design in order to meet the requirements of the Standard.

Using GIS, the EPA Victoria Code (2013) buffers were applied to the appropriate surface watercourses/ features and then the data set was queried to determine the spatial relationship between each lot and the buffer zones (cohesively). The following

² It should be noted that the surface water proximity constraint map does not distinguish between permanent and intermittent watercourses.

criterion was used to determine the DWM constraint classification on the basis of proximity to surface waters:

- **High:** more than 50% of lot area contained within the recommended setback of a sensitive waterway, permanent or temporary surface water, or dam;
- **Moderate:** less than 50% of lot area contained within the recommended setback of a sensitive waterway, permanent or temporary surface water, or dam; and
- **Low:** lots entirely outside the recommended setback of a sensitive waterway, permanent or temporary surface water, or dam.

For lots constrained by proximity to surface waters, it might be possible to mitigate this constraint by:

- Secondary treatment with an AWTs or sand filter;
- Move LAA to increase buffer distance; or
- Replace surface irrigation with subsurface irrigation.

Table 11 details the results of the proximity to surface waters constraint analysis for the Shire. The associated DWM constraint map for the Shire is provided as Figure 10. As an example, the individual proximity to surface waters constraint maps for seven targeted townships within the Shire are shown in Figures 10a-g.

Table 11: Proximity to Surface Waters Constraint Map Summary

DWM Discrete Constraint Analysis	Assigned Constraint Class (Number of Lots)		
	High	Moderate	Low
	Entirely Within Setbacks	Partly Within Setback	Outside Setbacks
Proximity to Surface Waters (Overall)	5,971 (37.3%)	3,254 (20.3%)	6,775 (42.4%)
Bungaree Township	122 (70.1%)	41 (23.6%)	11 (6.3%)
Wallace Township	80 (68.4%)	14 (12%)	23 (19.6%)
Greendale Township	250 (92.3%)	21 (7.7%)	0 (0%)
Dales Creek Township	108 (66.7%)	26 (16%)	28 (17.3%)
Mount Egerton Township	377 (84.9%)	35 (7.9%)	32 (7.2%)
Barrys Reef Township	43 (71.7%)	14 (23.3%)	3 (5%)
Blackwood Township	157 (33.5%)	71 (15.1%)	241 (51.4%)

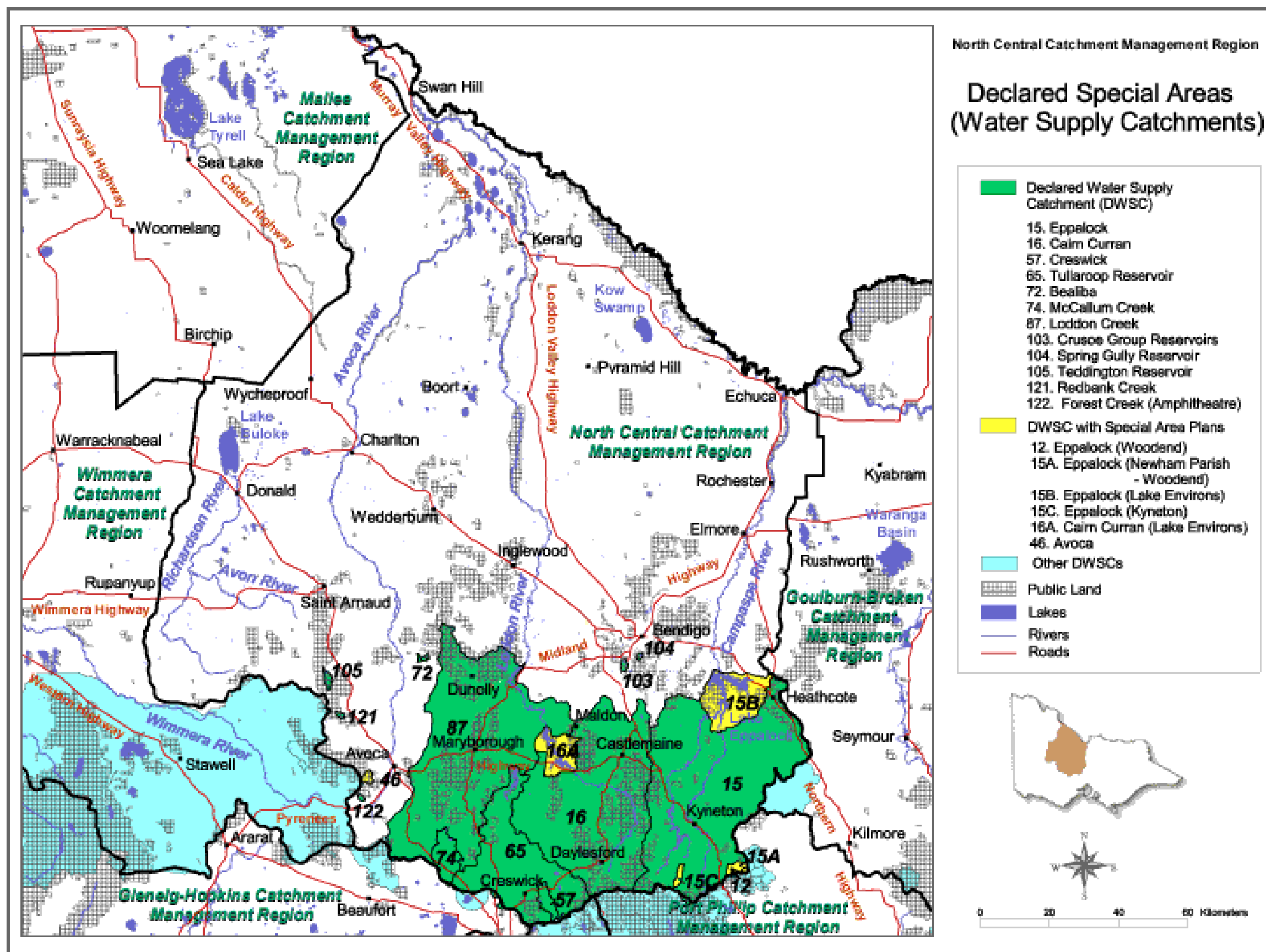


Figure 7: North Central Catchment Management Area Declared Water Supply Catchments (DPI 2012)

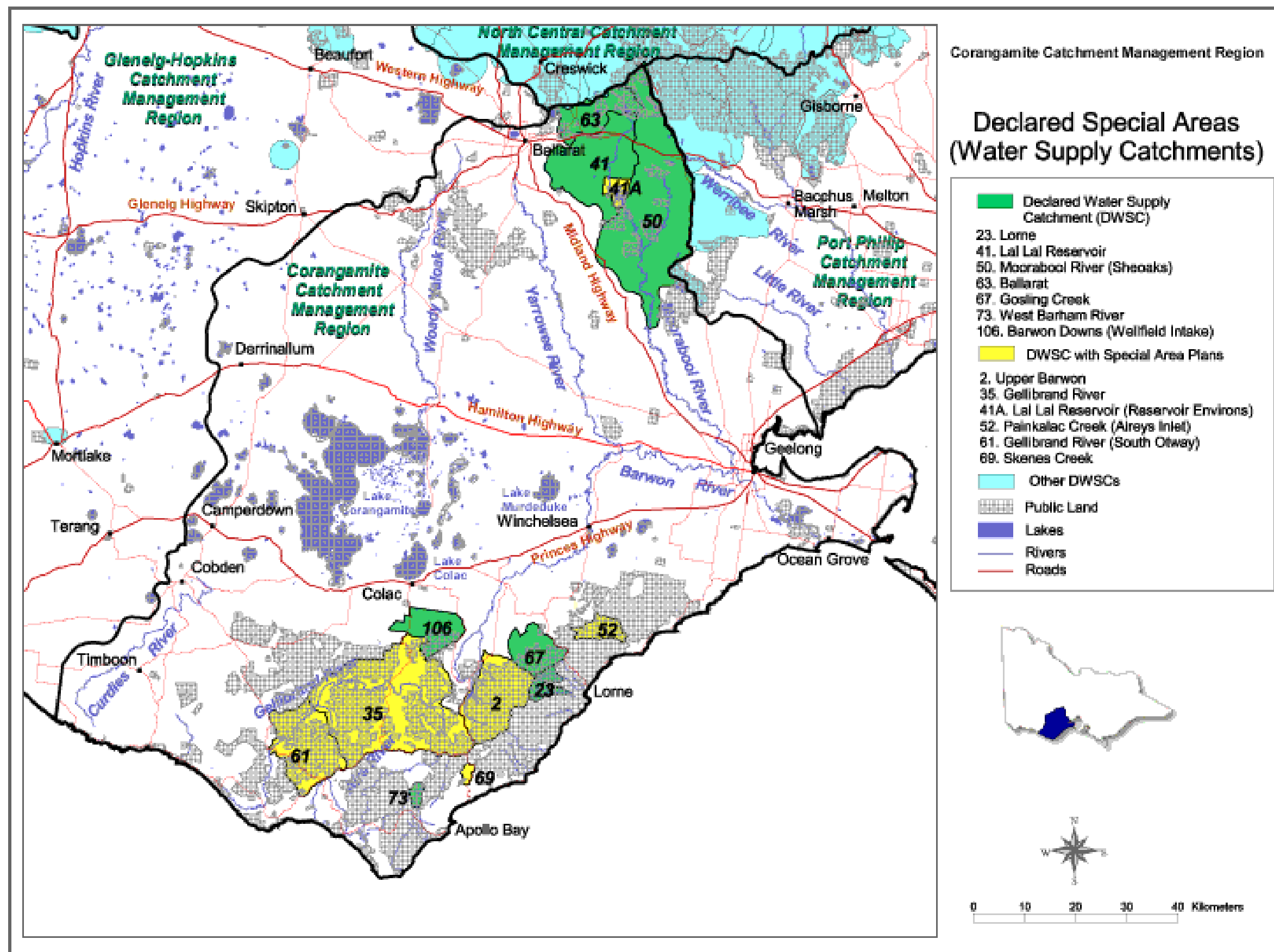


Figure 8: Corangamite Catchment Management Area Declared Water Supply Catchments (DPI 2012)

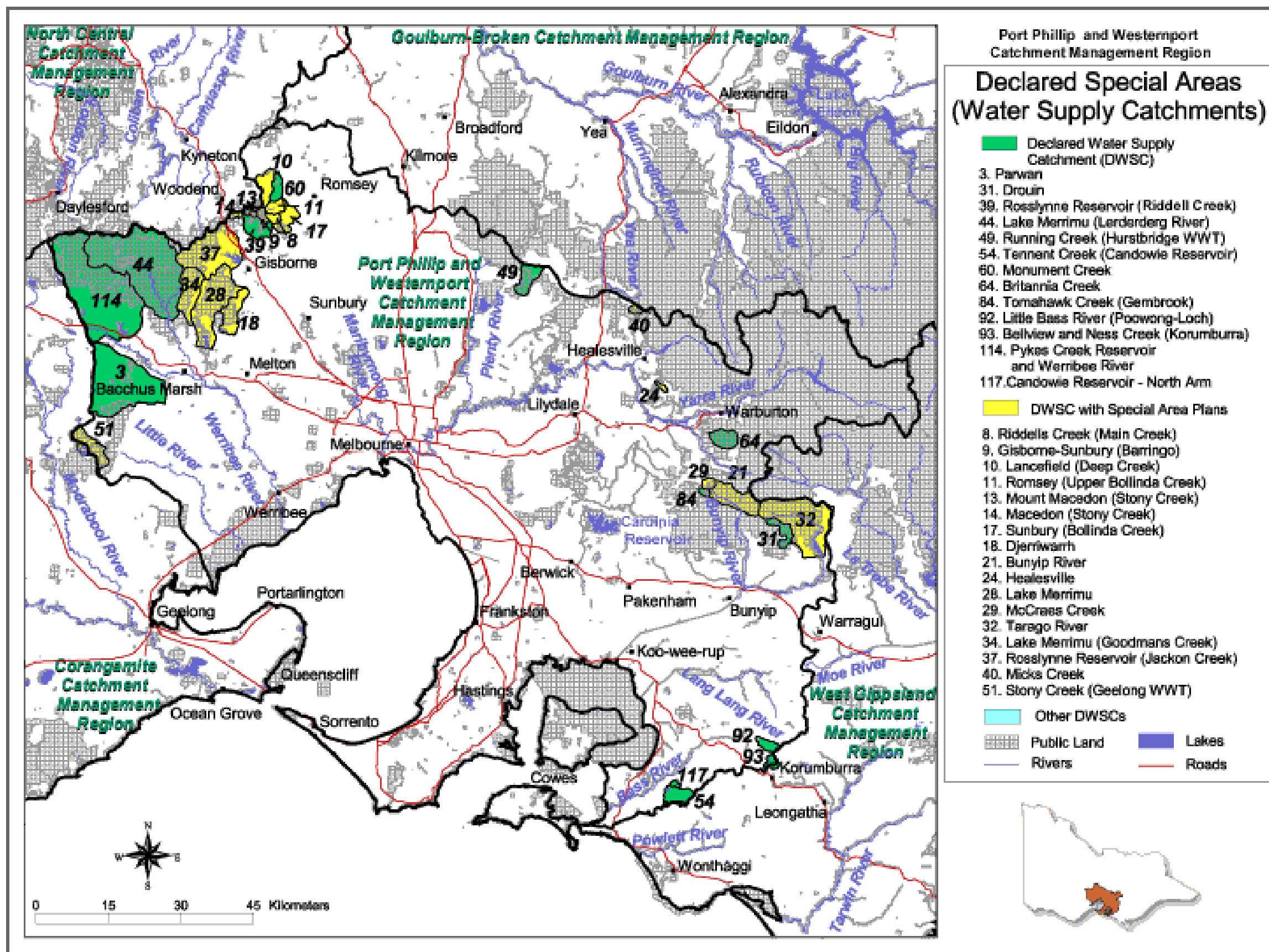


Figure 9: Port Phillip and Westernport Catchment Management Area Declared Water Supply Catchments (DPI 2012)

Legend

Proximity to Surface Waters Assigned Constraint Class - Shire Cadastre [16000]

- High: >50% Lot Area Within Setbacks [5971]
- Medium: <50% Lot Area Within Setbacks [3254]
- Low: Not Within Setbacks [6775]
- MSC LGA Boundary
- Declared Water Supply Catchment (DWSC)
- Surface Waterways
- Watercourses

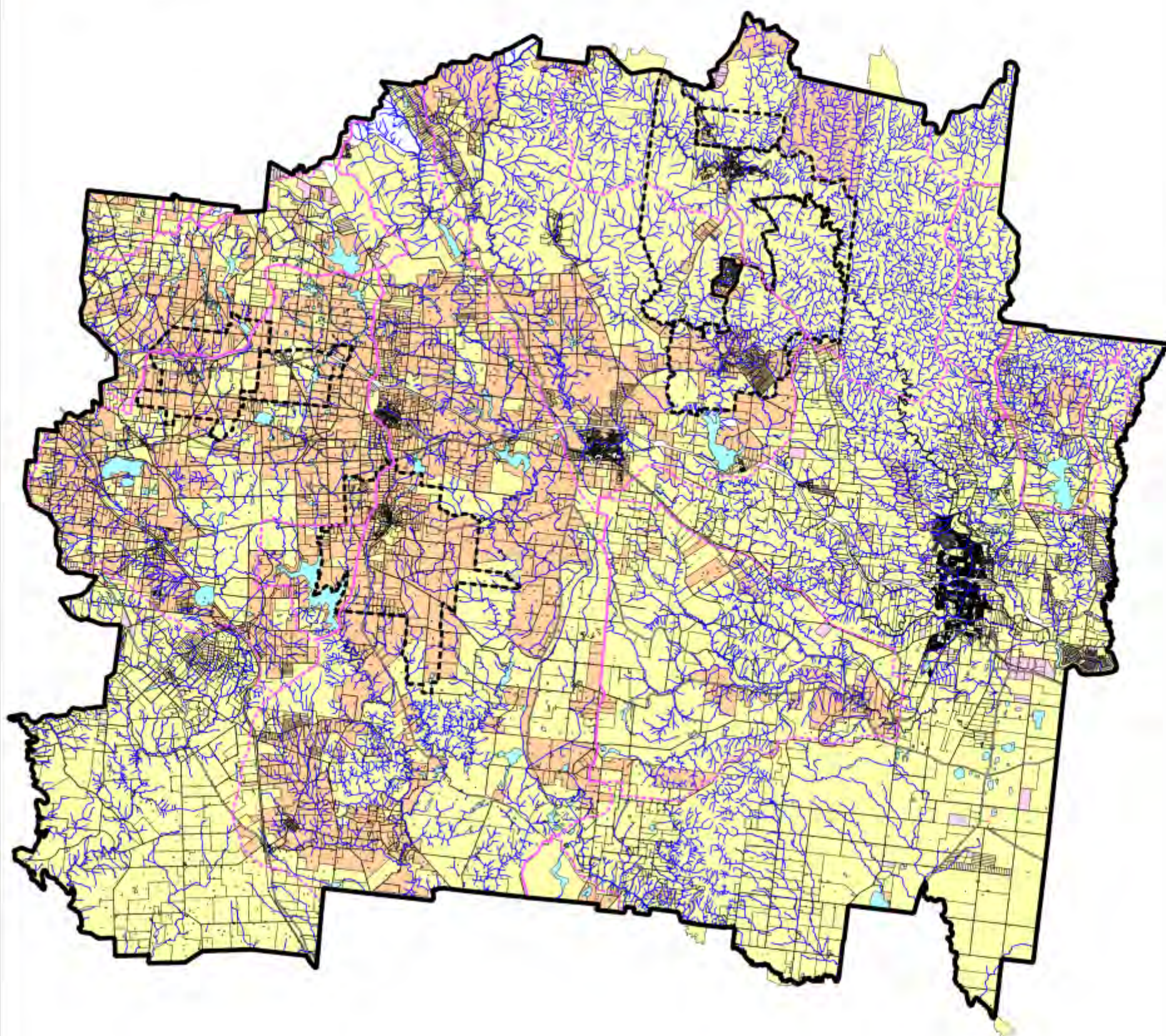


Figure 10 : DWM Constraint Analysis - Proximity to Surface Waters - Shire

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0 6 12 18 24 30 km
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Proximity to Surface Waters Assigned Constraint Class - Bungaree Cadastre [174]

High: >50% Lot Area Within Setbacks [122]

Medium: <50% Lot Area Within Setbacks [41]

Low: Not Within Setbacks [11]

Bungaree

Declared Water Supply Catchments (DWSC)

Surface Water Buffers

Surface Waterways

Watercourses

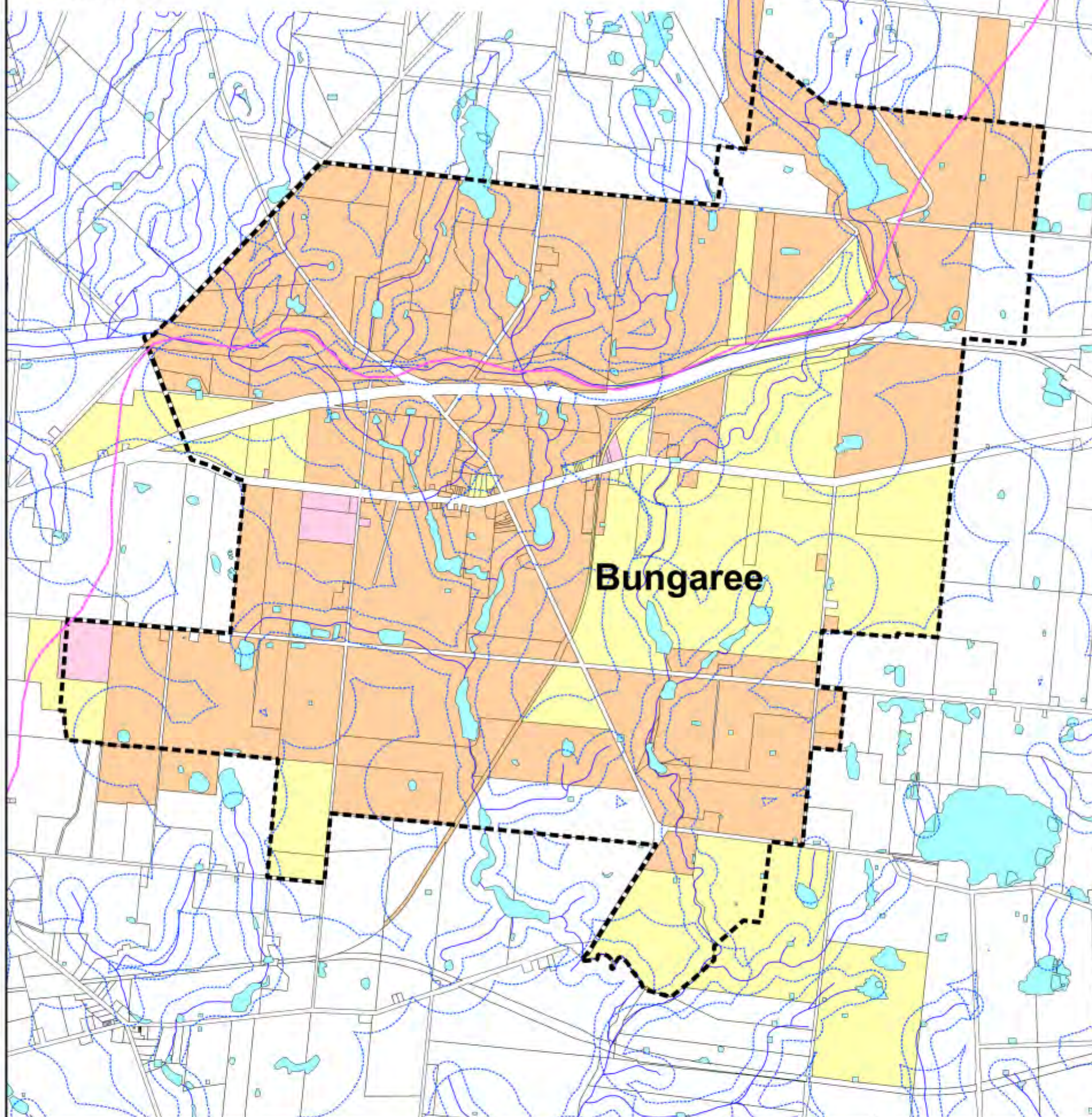


Figure 10a: DWM Constraint Analysis - Proximity to Surface Waters - Bungaree

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0 500 1000 1500 2000 2500 m



(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Proximity to Surface Waters Assigned Constraint Class - Wallace Cadastre [117]

- High: >50% Lot Area Within Setbacks [80]
- Medium: <50% Lot Area Within Setbacks [14]
- Low: Not Within Setbacks [23]
- Wallace
- Declared Water Supply Catchments (DWSC)
- Surface Water Buffers
- Surface Waterways
- Watercourses

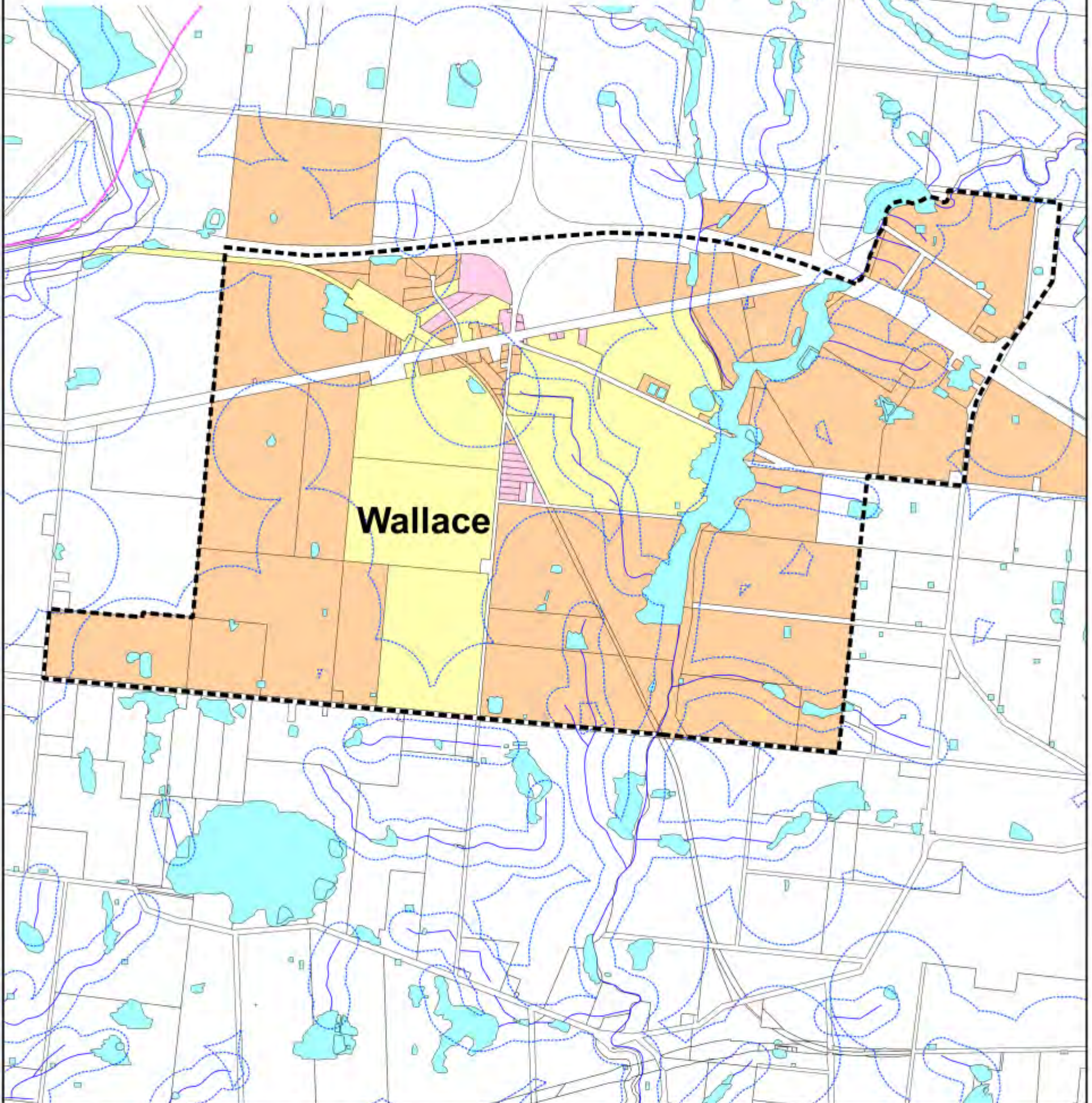


Figure 10b: DWM Constraint Analysis - Proximity to Surface Waters - Wallace

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0 500 1000 1500 2000 2500 m
(Approx Scale)



Revision	2
Drawn	JK
Approved	JW

Legend

Proximity to Surface Waters Assigned Constraint Class - Greendale Cadastre [271]

High: >50% Lot Area Within Setbacks [250]

Medium: <50% Lot Area Within Setbacks [21]

Low: Not Within Setbacks [0]

Greendale

Declared Water Supply Catchments (DWSC)

Surface Water Buffers

Surface Waterways

Watercourses

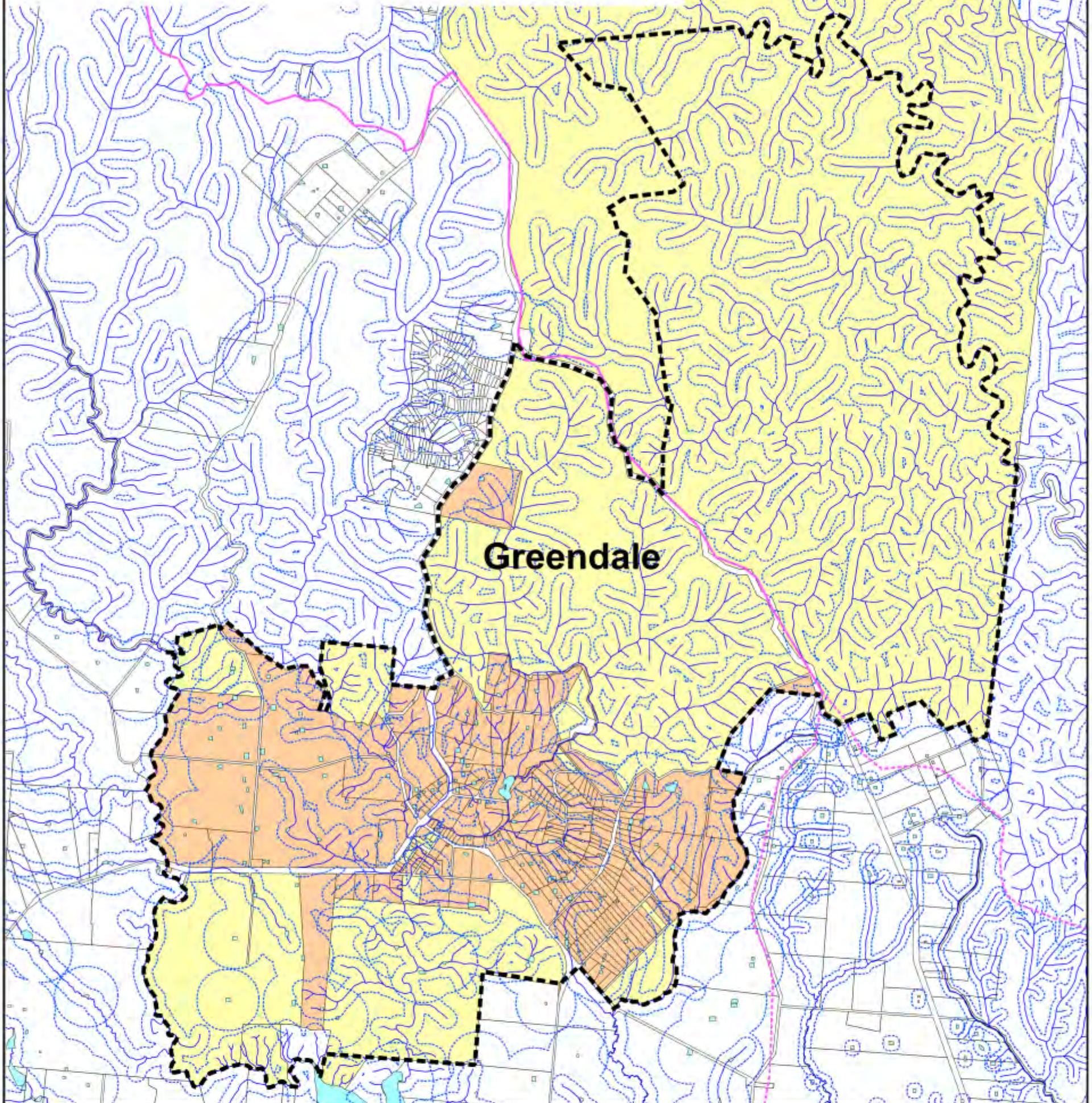


Figure 10c: DWM Constraint Analysis - Proximity to Surface Waters - Greendale

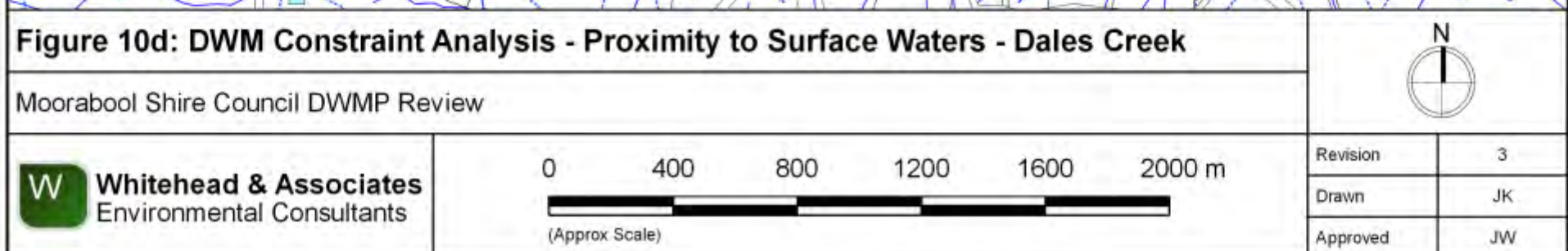
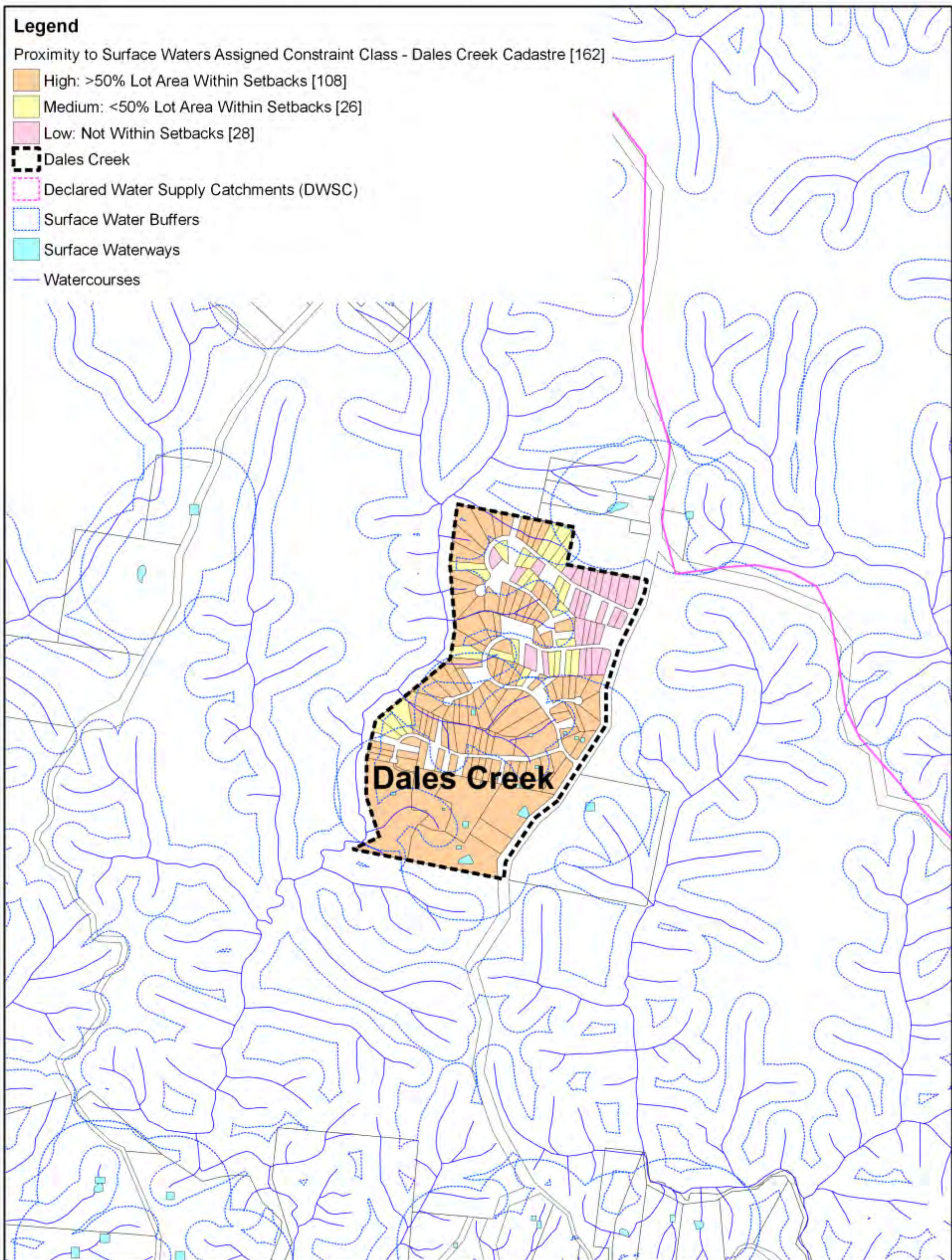
Moorabool Shire Council DWMP Review

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0 1 2 3 4 5 km
(Approx Scale)



Revision	2
Drawn	JK
Approved	JW



Legend

Proximity to Surface Waters Assigned Constraint Class - Mount Egerton Cadastre [444]

- High: >50% Lot Area Within Setbacks [377]
- Medium: <50% Lot Area Within Setbacks [35]
- Low: Not Within Setbacks [32]
- Mount Egerton
- Declared Water Supply Catchments (DWSC)
- Surface Water Buffers
- Base_SurfaceWaterways
- Watercourses

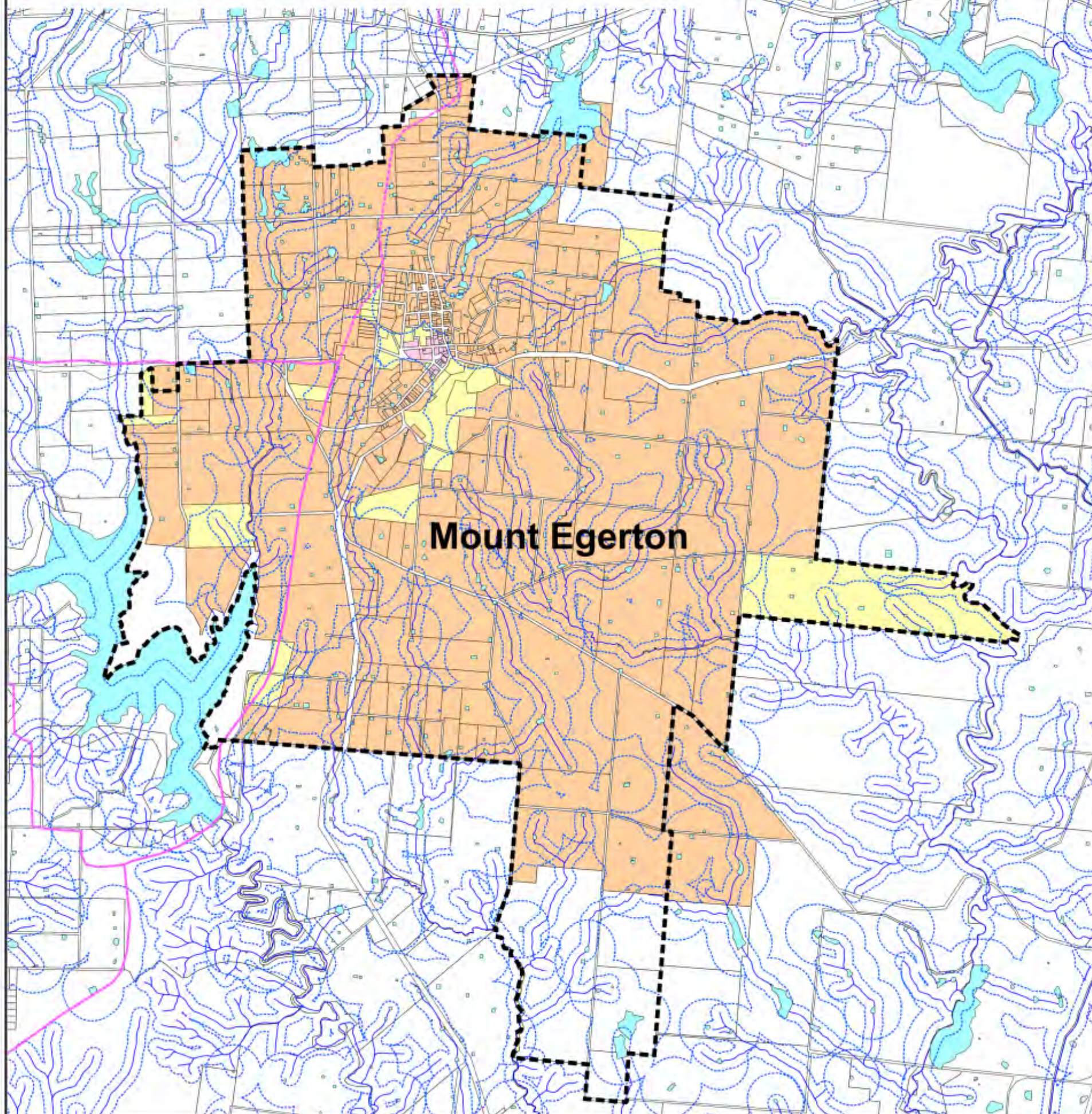


Figure 10e: DWM Constraint Analysis - Proximity to Surface Waters - Mount Egerton

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0 1 2 3 4 5 km
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Proximity to Surface Waters Assigned Constraint Class - Barrys Reef Cadastre [60]

- High: >50% Lot Area Within Setbacks [43]
- Medium: <50% Lot Area Within Setbacks [14]
- Low: Not Within Setbacks [3]
- Barrys Reef
- Declared Water Supply Catchments (DWSC)
- Surface Water Buffers
- Surface Waterways
- Watercourses

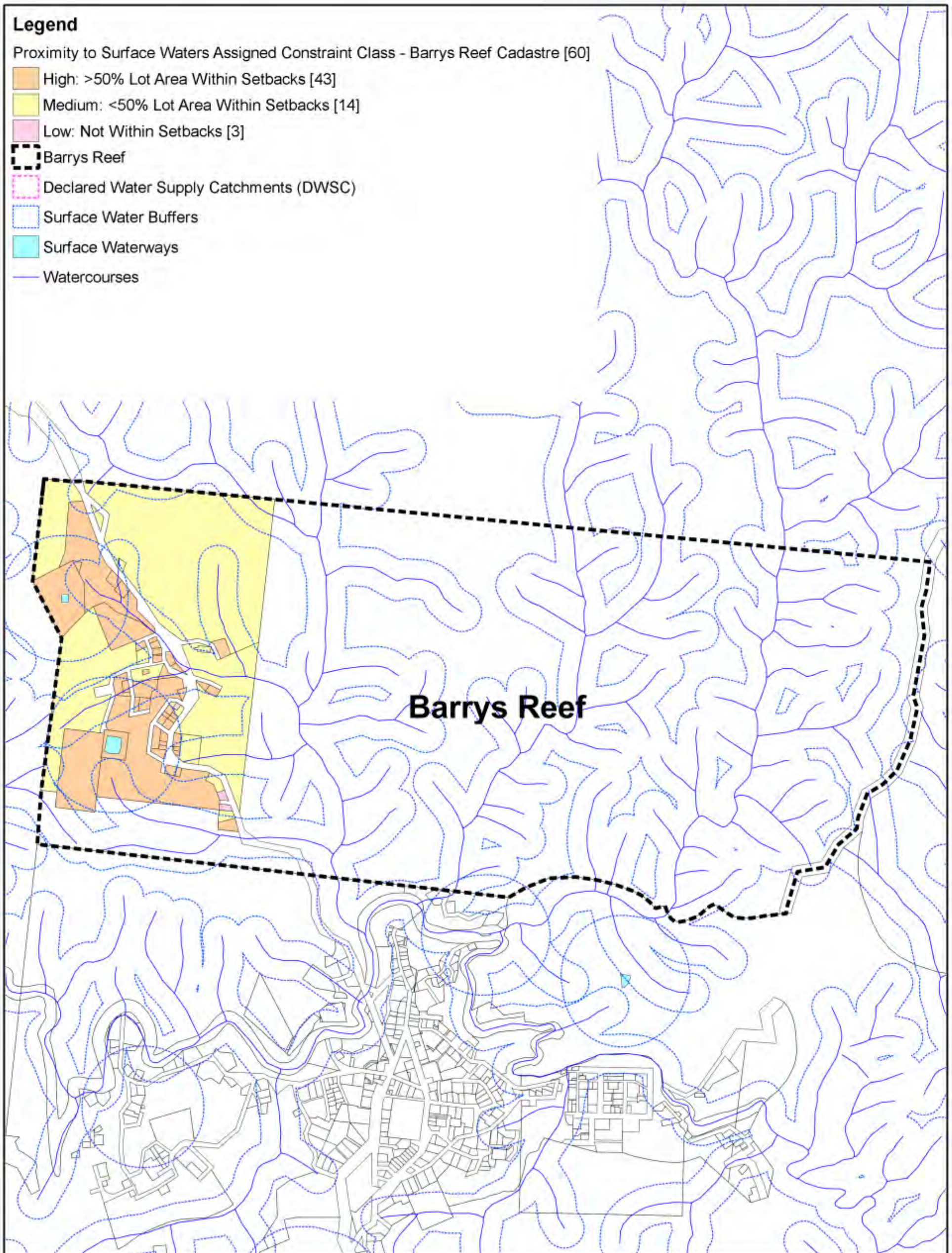


Figure 10f: DWM Constraint Analysis - Proximity to Surface Waters - Barrys Reef

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0 400 800 1200 1600 2000 m
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Proximity to Surface Waters Assigned Constraint Class - Blackwood Cadastre [469]

- High: >50% Lot Area Within Setbacks [157]
- Medium: <50% Lot Area Within Setbacks [71]
- Low: Not Within Setbacks [241]
- Blackwood
- Declared Water Supply Catchments (DWSC)
- Surface Water Buffers
- Surface Waterways
- Watercourses

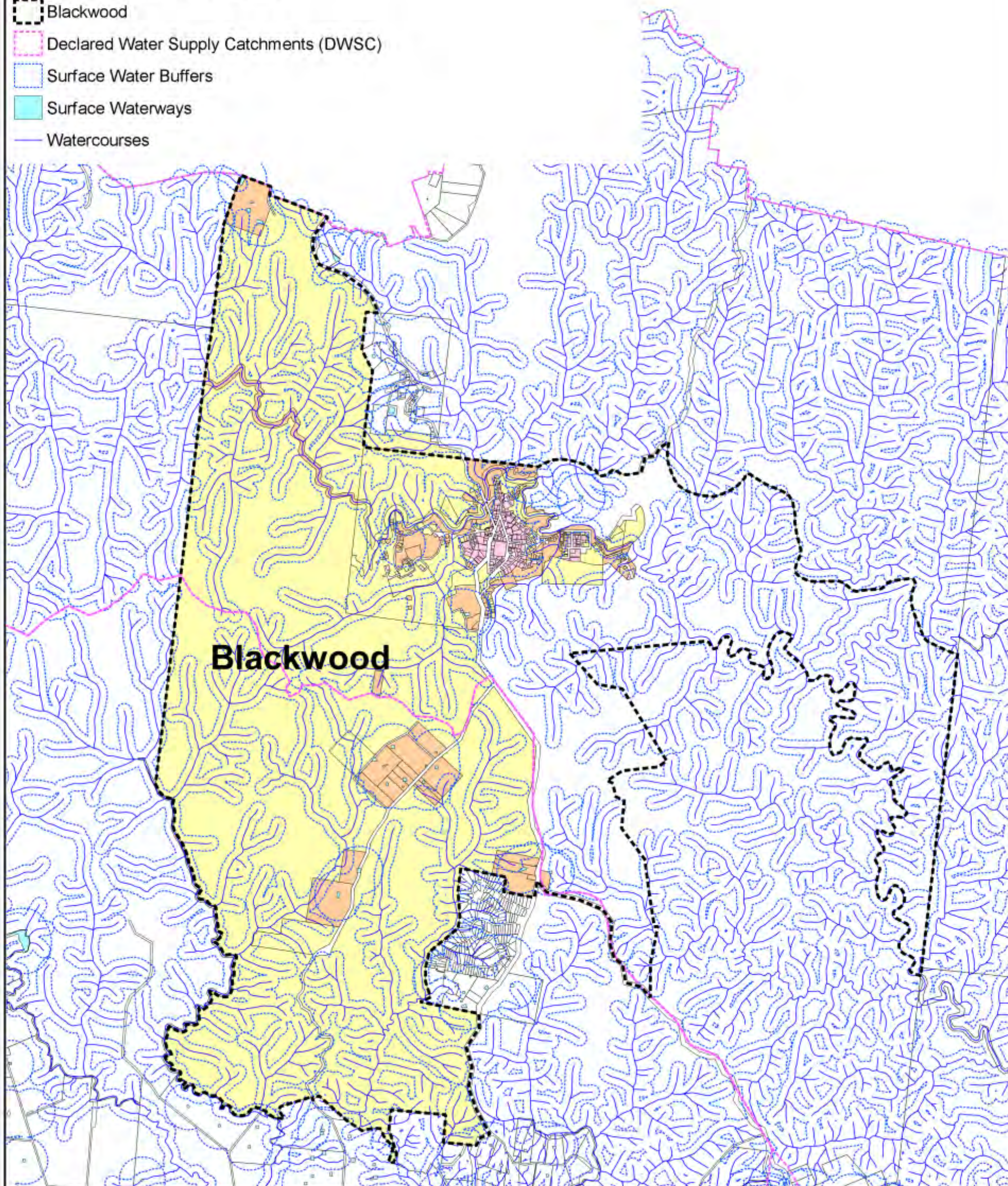


Figure 10g: DWM Constraint Analysis - Proximity to Surface Waters - Blackwood

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0 1 2 3 4 5 km
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

6.2.6 Proximity to Groundwater Bores

This section seeks to explain how the distance from waste water treatment systems to groundwater bores can affect the quality of ground water.

The principal groundwater resources in Victoria fall south of the Great Dividing Range and are generally contained in Tertiary or younger unconsolidated sediments. The Shire is located within the Goulburn Murray, Otway-Torquay, and Port Phillip groundwater basins; within the Hopkins-Corangamite, West Port Phillip Bay, Loddon and Campaspe groundwater catchment areas (refer to Figure 11).

Water Supply Protection Area(s) (WSPAs) are declared under the Water Act 1989 to protect groundwater or surface water resources through the development of a management plan. There are nineteen WSPA declared in Victoria. A Groundwater Management Area(s) (GMAs) is defined as an area which has been intensively developed or has the potential to be. There are 34 GMAs declared in Victoria. There are two declared WSPAs within the Shire consisting of both confined and unconfined aquifers; Bungaree and Loddon Highlands (small region). They are managed by Southern Rural Water and Goulburn-Murray Water, respectively. Merrimu is the only declared GMA within the Shire, which consists of an unconfined aquifer and is managed by Southern Rural Water. As stated in the Moorabool Growth Management Strategy (DNRE, 2006), 'groundwater is used very little within the Shire with the exception of Bungaree WSPA and Merrimu GMA. Bungaree is considered to be over developed and the Merrimu GMA, although significantly smaller, is considered highly developed. Most of this extraction from Merrimu may relate to the coal mining and mineral sands industries within the area'. The proposed Central Victoria Mineral Springs GMA will occupy a small region along the Shire's northern local government area boundary.

The location of land application areas in too close proximity to groundwater bores increases the potential of contamination of the groundwater. When water is extracted from the groundwater bores a zone of influence is created, whereby the head level of the groundwater is altered. Buffer distances (setbacks) are recommended between land application areas and both potable and non-potable groundwater bores. The Victorian EPA Code (2013) recommends a 50m setback¹ (for Category 1 and 2a soils) and 20m setback¹ (for Category 2b to 6 soils) to be maintained from such resources to protect human health. A conservative approach was taken and a setback distance of 50m was used for all the groundwater bores located within the Shire.

As previously mentioned, *AS/NZS 1547:2012* details instances where recommended setbacks can be relaxed to accommodate certain types of systems where standard buffer distances cannot be achieved. In this case, the preferred result would be to have the identified bores condemned and capped to prevent further use, negating the need for setbacks from these resources.

The spatial data of the groundwater bore locations within the Shire was acquired from the MapShare interface managed by the Victorian DEPI. Using GIS, the recommended groundwater buffer setback was applied to the all the groundwater bores located within the Shire and then the dataset was queried to determine the

¹ For secondary sewage and greywater effluent

spatial relationship between each lot and the buffer zone. There was a total of 209 groundwater bores that were identified within the Shire, based on the MapShare data. The following criterion was used to determine the DWM constraint classification on the basis of proximity to groundwater bores:

- **High:** lots contained entirely within the recommended setback for domestic groundwater bores;
- **Moderate:** lots partially contained within the recommended setback for domestic groundwater bores; and
- **Low:** lots entirely outside the recommended setback for domestic groundwater bores.

For lots constrained by proximity to groundwater bores, it might be possible to mitigate this constraint by:

- Secondary treatment with an AWTS or sand filter;
- Move LAA to increase buffer distance; or
- Replace surface irrigation with subsurface irrigation.

Table 12 details the results of the proximity to groundwater bores constraint analysis for the Shire. The associated DWM constraint map for the Shire is provided as Figure 12. As an example, the individual groundwater bore constraint maps for seven targeted townships within the Shire are shown in Figures 12a-g.

Table 12: Proximity to Groundwater Bores Constraint Map Summary

DWM Discrete Constraint Analysis	Assigned Constraint Class (Number of Lots)		
	High	Moderate	Low
	Entirely Within Setbacks	Partly Within Setback	Outside Setbacks
Proximity to Groundwater Bores (Overall)	13 (0.1%)	300 (1.9%)	15,687 (98%)
Bungaree Township	0 (0%)	2 (1.1%)	172 (98.9%)
Wallace Township	0 (0%)	9 (7.7%)	108 (92.3%)
Greendale Township	0 (0%)	0 (0%)	271 (100%)
Dales Creek Township	0 (0%)	0 (0%)	162 (100%)
Mount Egerton Township	0 (0%)	7 (1.6%)	437 (98.4%)
Barrys Reef Township	0 (0%)	1 (1.7%)	59 (98.3%)
Blackwood Township	0 (0%)	3 (0.6%)	466 (99.4%)

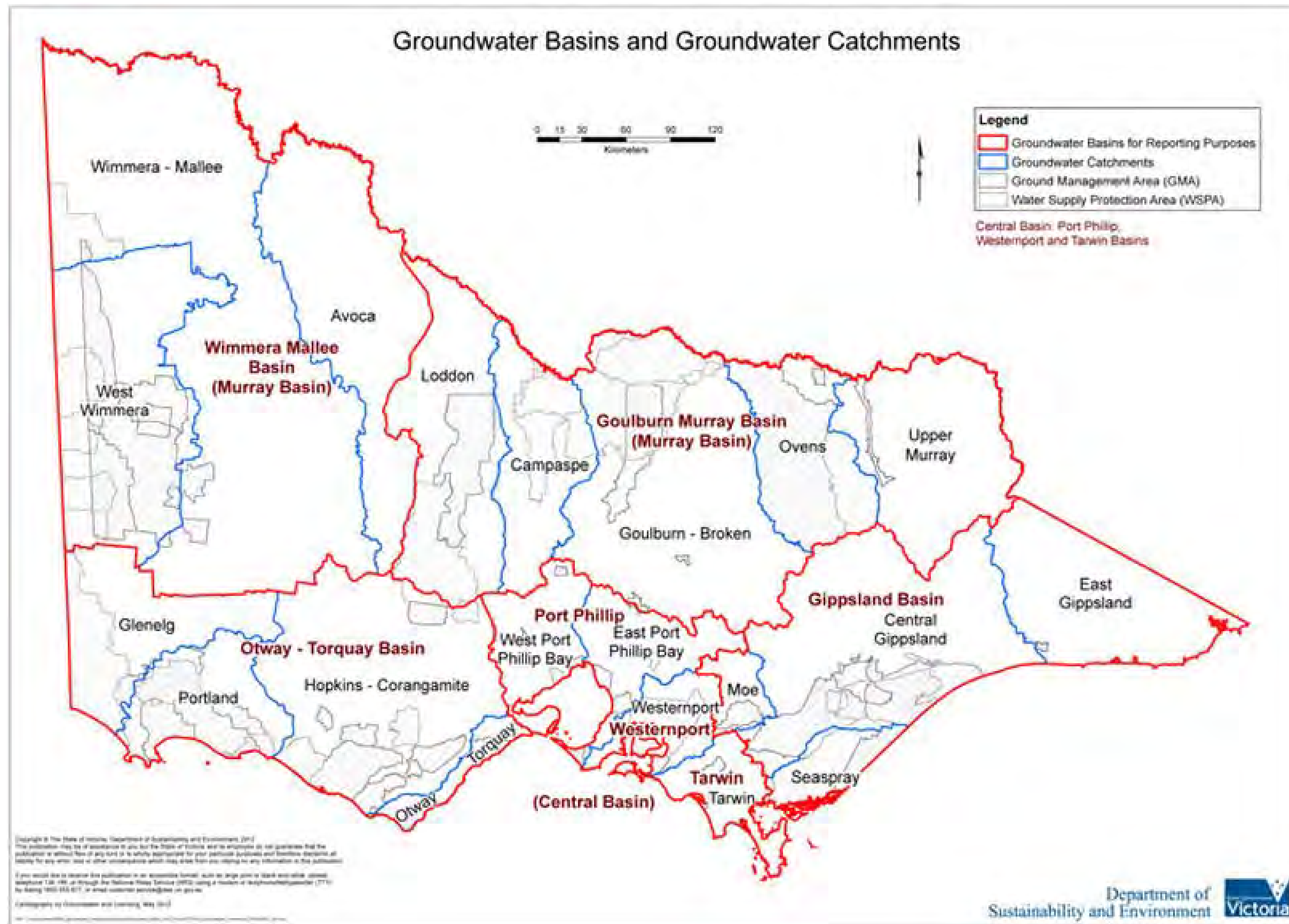


Figure 11: Groundwater Catchment Areas of Victoria

Legend

Proximity to Groundwater Bores Assigned Constraint Class - Shire Cadastre [16000]

High: Entirely Within Setbacks [13]

Moderate: Partly Within Setbacks [300]

Low: Not Within Setbacks [15687]

MSC LGA Boundary

Groundwater Bores

Buffer - 50m

Surface Waterways

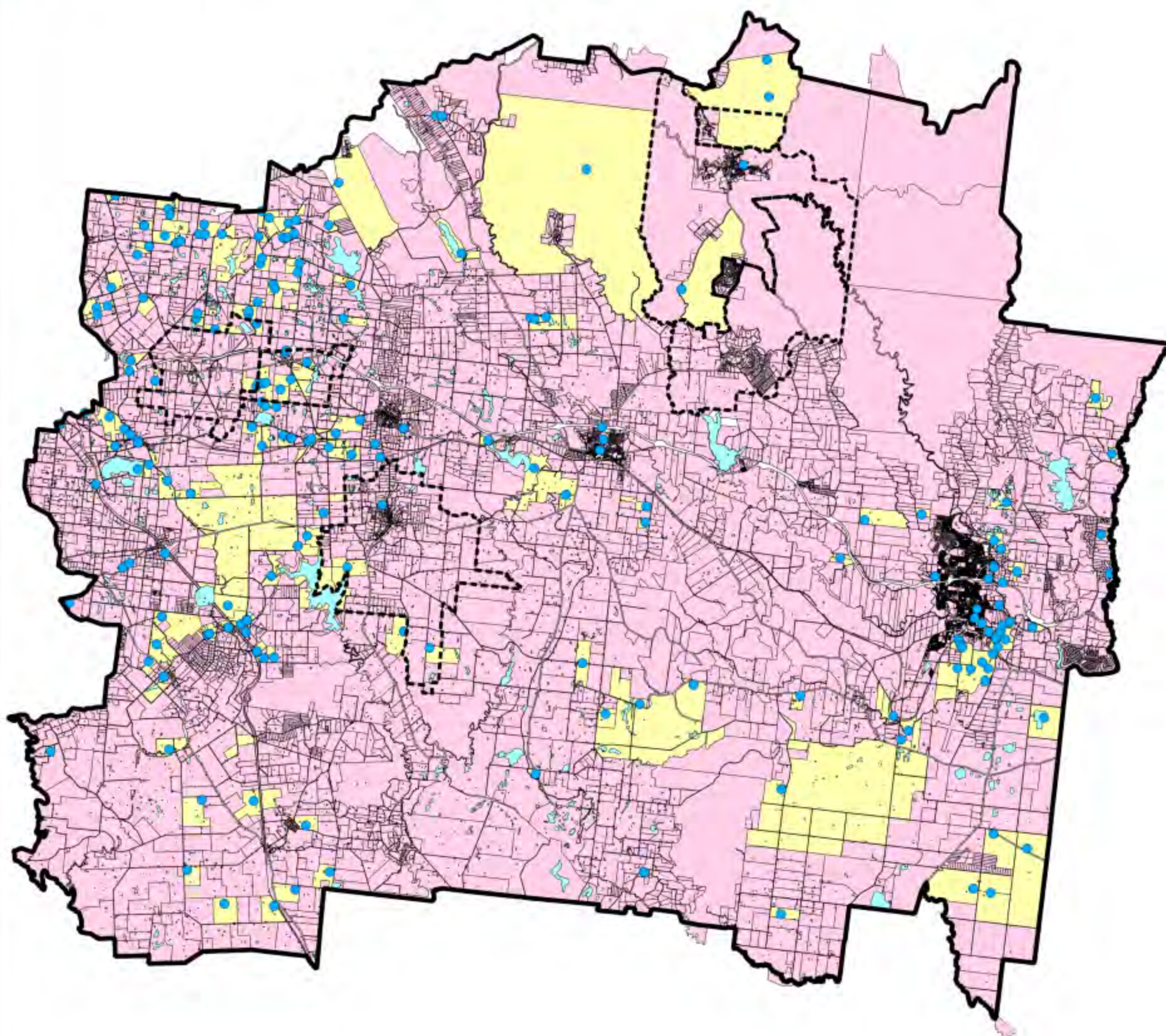


Figure 12 : DWM Constraint Analysis - Proximity to Groundwater Bores - Shire

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0 6 12 18 24 30 km
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

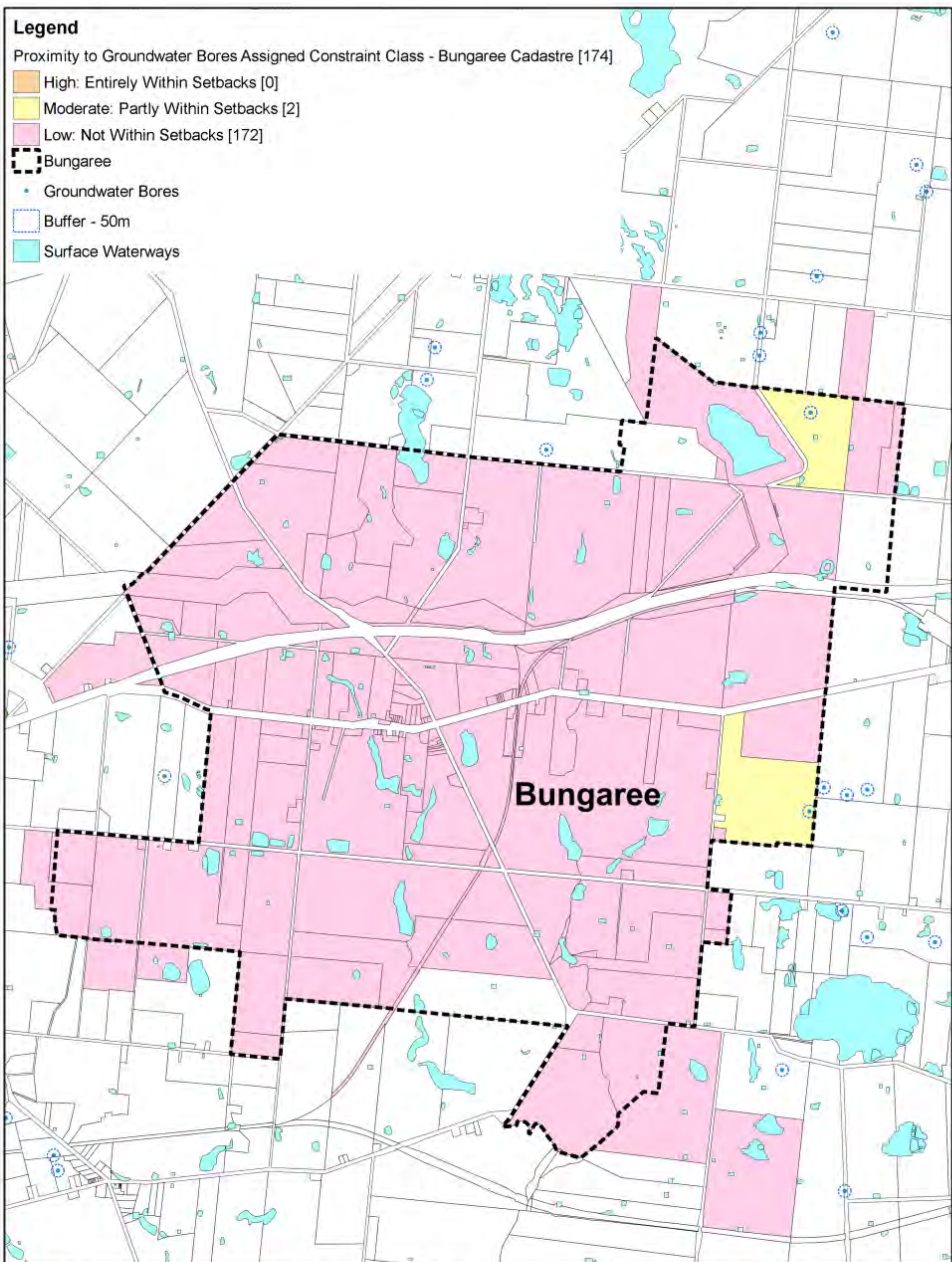


Figure 12a: DWM Constraint Analysis - Proximity to Groundwater Bores - Bungaree

Moorabool Shire Council DWMP Review



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0 500 1000 1500 2000 2500 m



(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

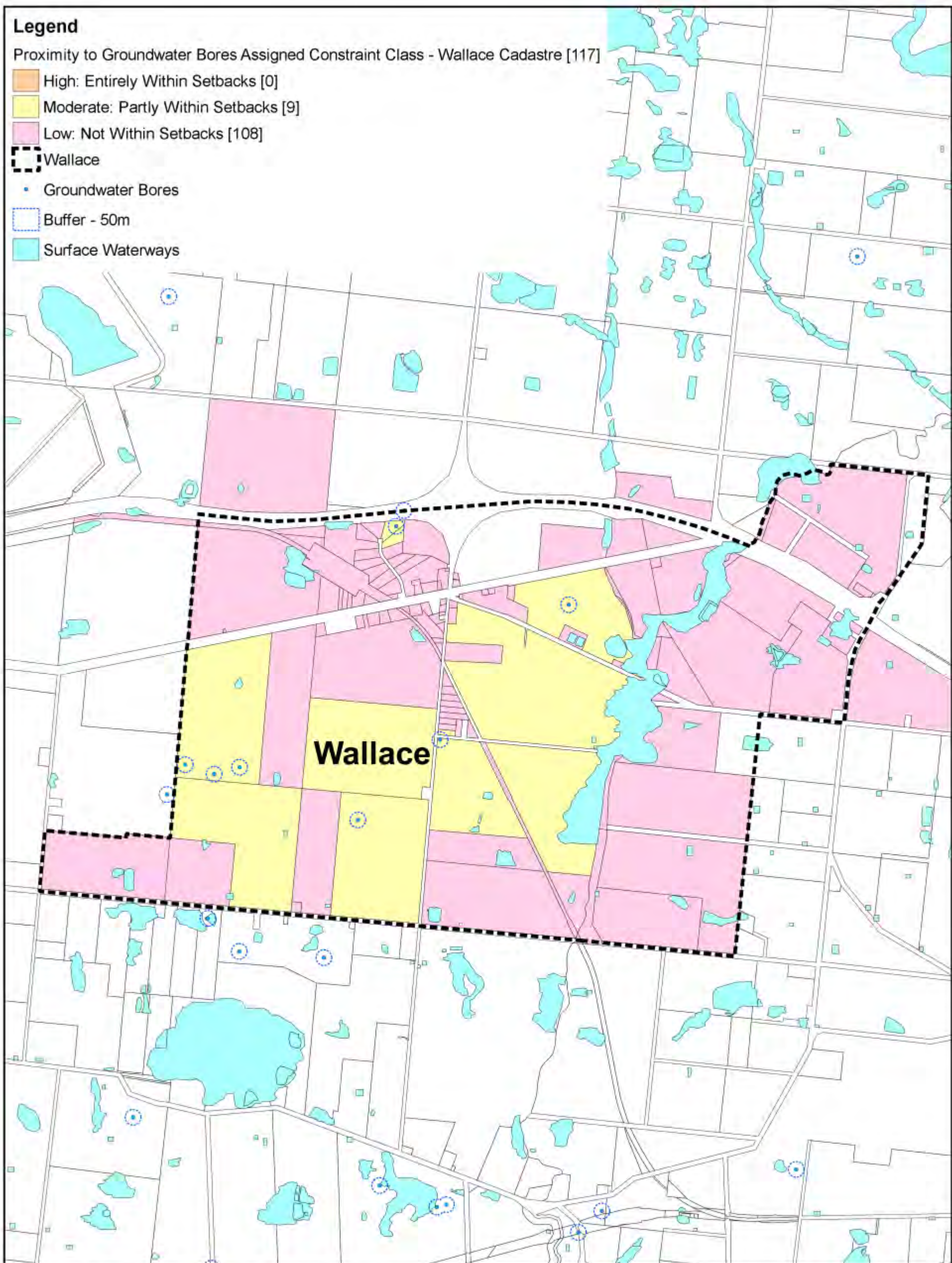


Figure 12b: DWM Constraint Analysis - Proximity to Groundwater Bores - Wallace

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Legend

Proximity to Groundwater Bores Assigned Constraint Class - Greendale Cadastre [271]

- High: Entirely Within Setbacks [0]
- Moderate: Partly Within Setbacks [0]
- Low: Not Within Setbacks [271]
- Greendale
- Groundwater Bores
- Buffer - 50m
- Surface Waterways

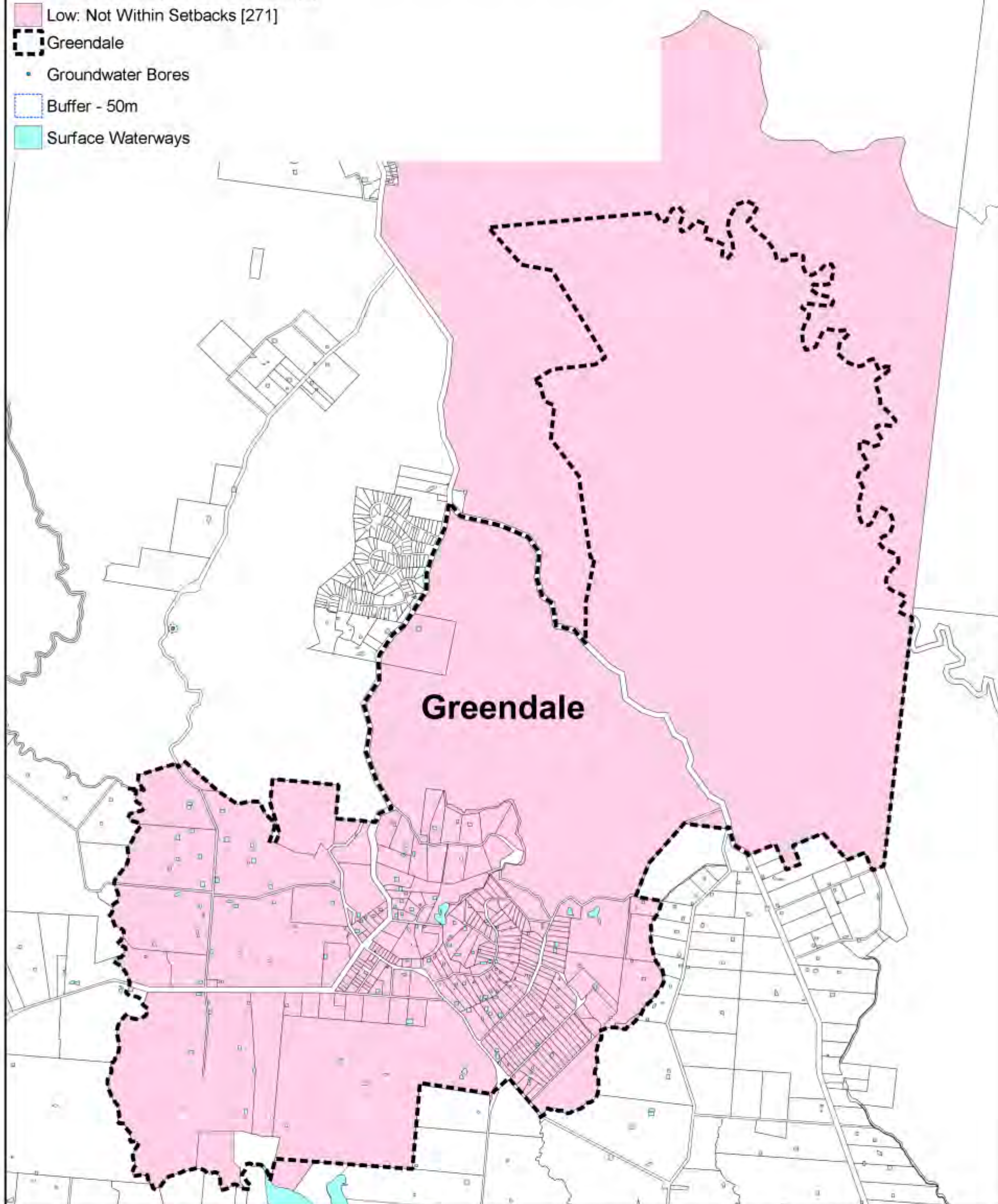
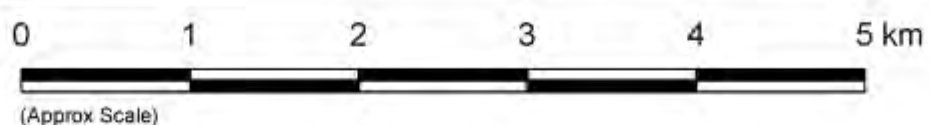


Figure 12c: DWM Constraint Analysis - Proximity to Groundwater Bores - Greendale

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Revision	2
Drawn	JK
Approved	JW

Legend

Proximity to Groundwater Bores Assigned Constraint Class - Dales Creek Cadastre [162]

- High: Entirely Within Setbacks [0]
- Moderate: Partly Within Setbacks [0]
- Low: Not Within Setbacks [162]
- Dales Creek
- Groundwater Bores
- Buffer - 50m
- Surface Waterways

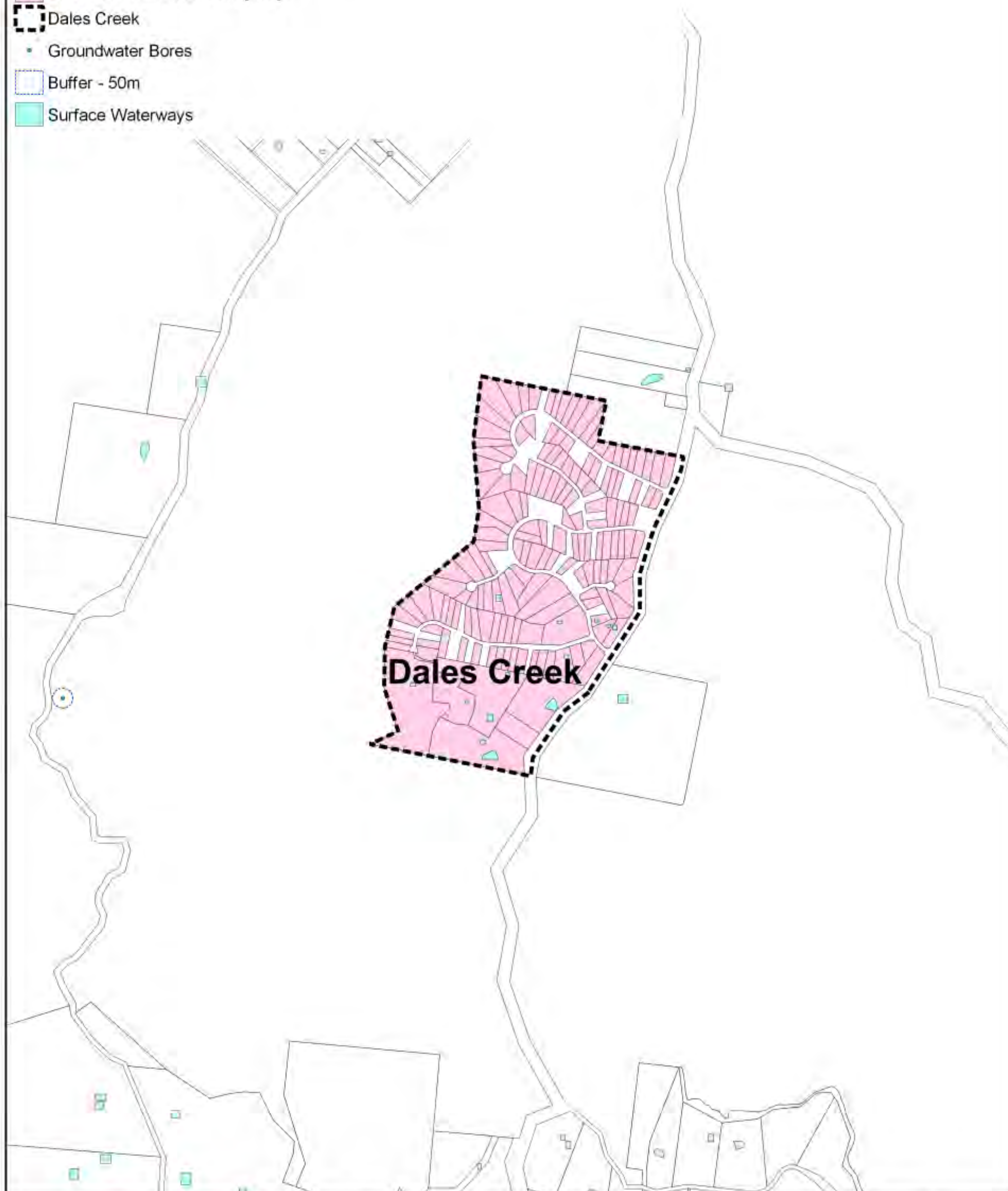



Figure 12d: DWM Constraint Analysis - Proximity to Groundwater Bores - Dales Creek

Moorabool Shire Council DWMP Review



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0 400 800 1200 1600 2000 m

 (Approx Scale)

Revision	3
Drawn	JK
Approved	JW

Legend

Proximity to Groundwater Bores Assigned Constraint Class - Mount Egerton Cadastre [444]

- High: Entirely Within Setbacks [0]
- Moderate: Partly Within Setbacks [7]
- Low: Not Within Setbacks [437]
- Mount Egerton
- Groundwater Bores
- Buffer - 50m
- Surface Waterways

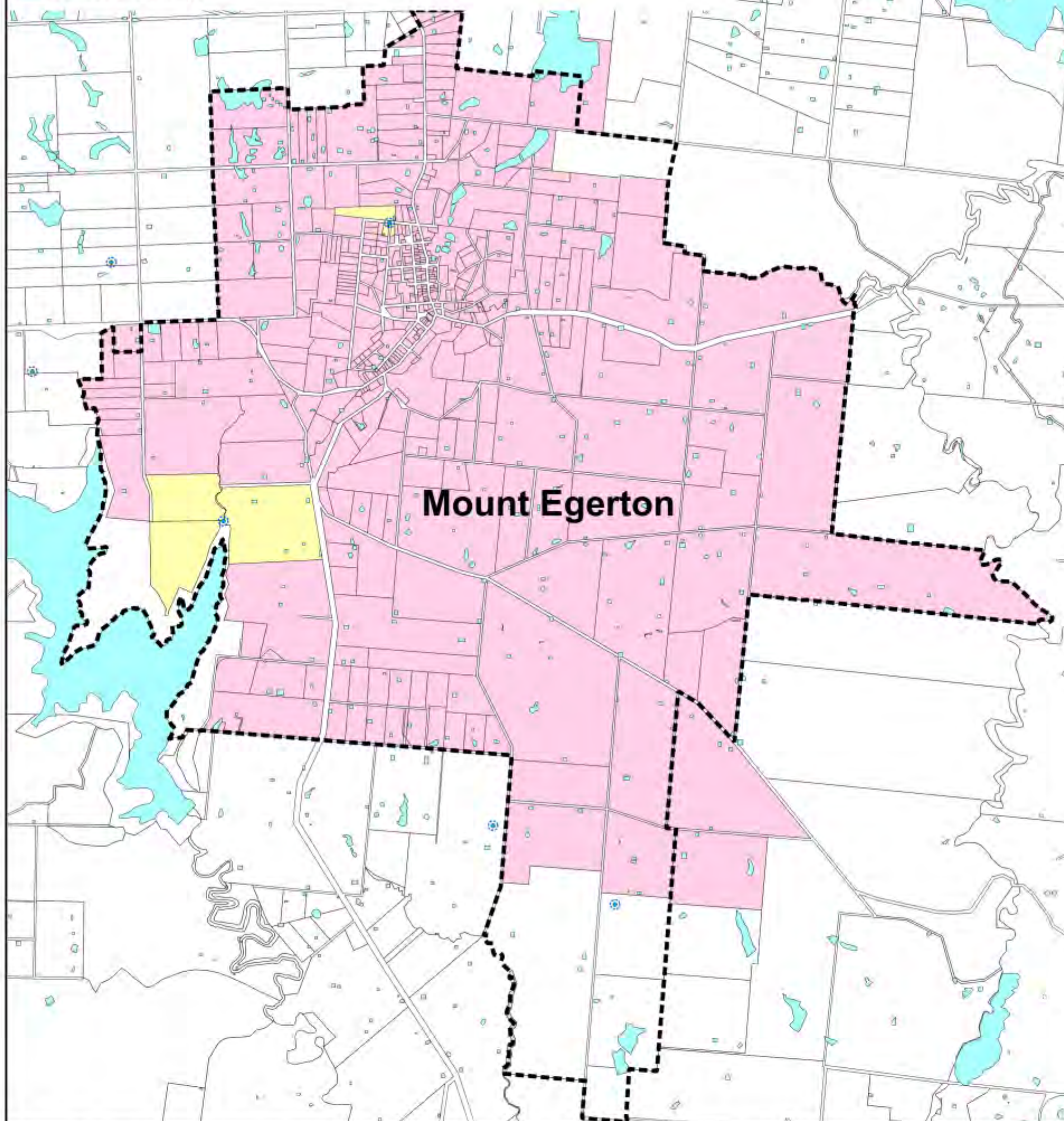


Figure 12e: DWM Constraint Analysis - Proximity to Groundwater Bores - Mount Egerton

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0 1 2 3 4 5 km
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Proximity to Groundwater Bores Assigned Constraint Class - Barrys Reef Cadastre [60]

- High: Entirely Within Setbacks [0]
- Moderate: Partly Within Setbacks [0]
- Low: Not Within Setbacks [60]

Barrys Reef

• Groundwater Bores

Buffer - 50m

Surface Waterways

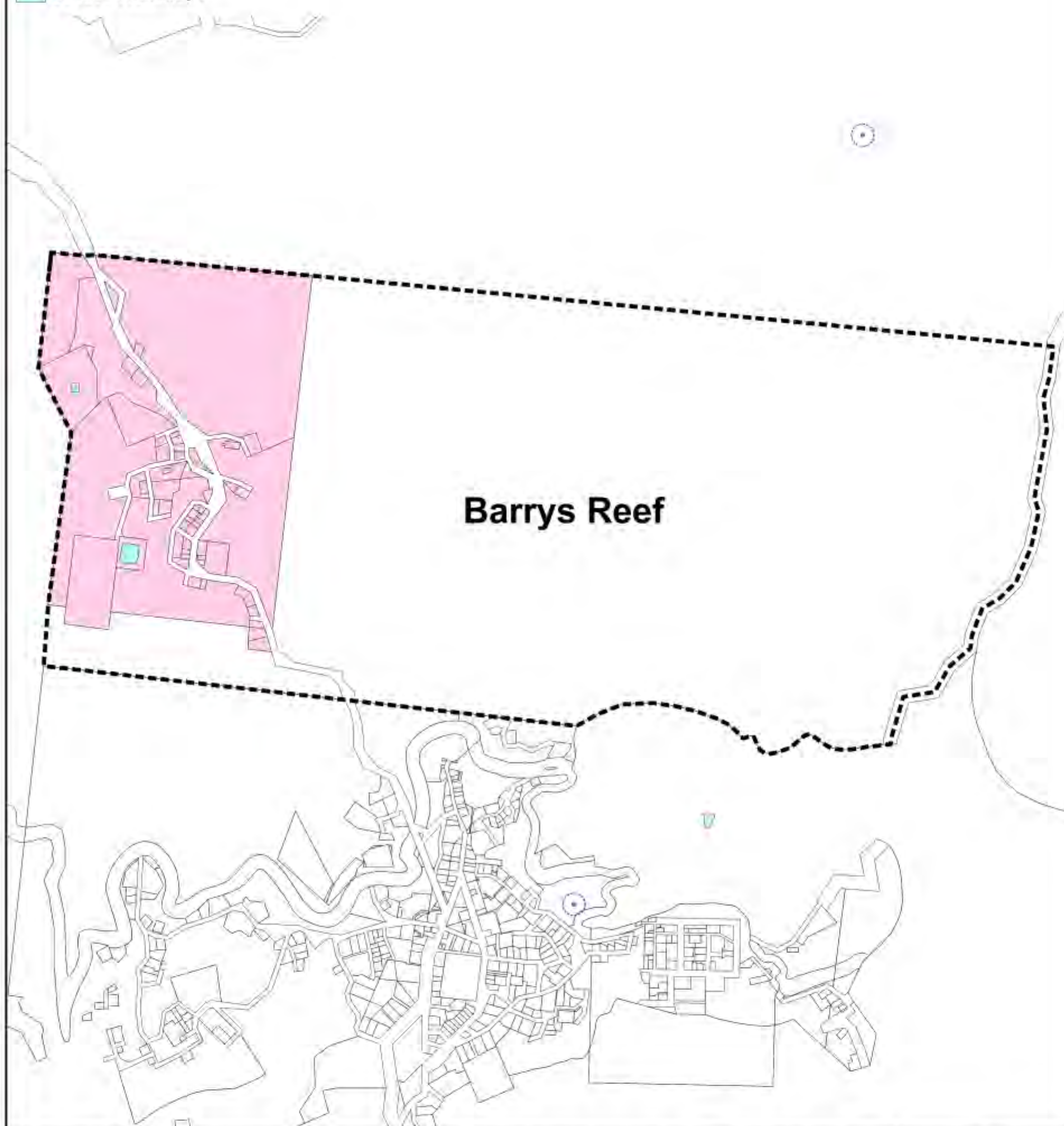


Figure 12f: DWM Constraint Analysis - Proximity to Groundwater Bores - Barrys Reef

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0 400 800 1200 1600 2000 m
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Proximity to Groundwater Bores Assigned Constraint Class - Blackwood Cadastre [469]

- High: Entirely Within Setbacks [0]
- Moderate: Partly Within Setbacks [3]
- Low: Not Within Setbacks [466]
- Blackwood
- Groundwater Bores
- Buffer - 50m
- Surface Waterways

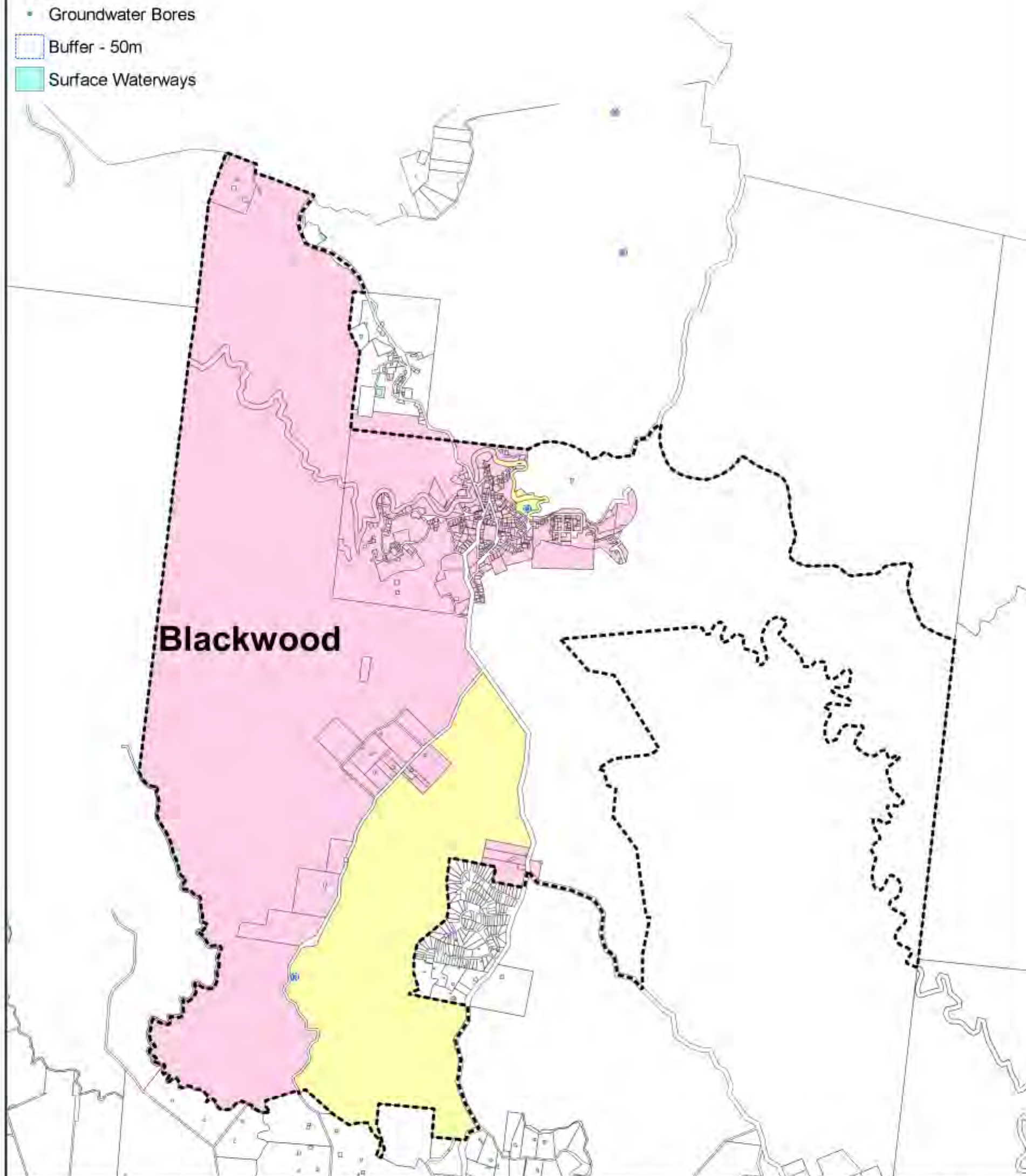
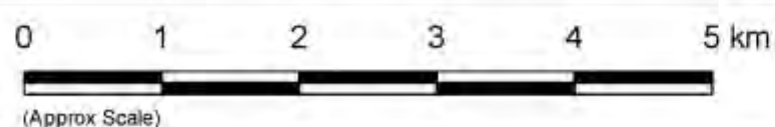


Figure 12g: DWM Constraint Analysis - Proximity to Groundwater Bores - Blackwood

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Revision	2
Drawn	JK
Approved	JW

6.2.7 Groundwater Depth

If the soil is saturated and the groundwater depth is shallow then there is a greater possibility of contaminating groundwater and increasing surface water runoff. This is particularly important in selecting the type of waste water treatment system.

The depth to groundwater has direct implications on future development opportunities and constraints in relation to DWM. The depth to groundwater constrains the location and type of land application system that can be developed on an individual lot. If applied effluent moves into saturated soils, i.e. shallow groundwater located beneath a land application area, then potential contamination of the groundwater, aquifer and/or surface waters could occur. Saturated subsurface conditions are considered to be the most conducive to pathogen transport.

The Victorian EPA Code (2013) states that a minimum depth of 1.5m must remain between the base of the land application system and the seasonal water table. The greatest depth to groundwater from the natural ground surface would be required for trenches and beds, which are generally built to 600mm depth. Therefore, the minimum required depth to groundwater from the natural ground surface would be 2.1m. If this buffer cannot be maintained, a detailed DWM system design would be required. This calculated minimum depth to groundwater vertical setback distance is conservative; however, soil type would be the defining characteristic. For example, if the soil beneath the base of the LAA is sand, then the associated hydraulic conductivity would be high, with treated effluent reaching the groundwater table at a much quicker rate. Therefore, site specific DWM design is required in regions where the depth to groundwater may be an issue, and the appropriateness of the required vertical setback distance to groundwater assessed.

Groundwater depth within the Shire was inferred from the groundwater bore data extracted from the Visualising Victoria's Groundwater (VVG) map interface (University of Ballarat, 2013). A total of 1,930 groundwater bores that were located within and around the vicinity of the Shire, based on the VVG data, were used in the depth to groundwater discrete constraint analysis. These groundwater bores were different from those used for the proximity to groundwater bores discrete constraint analysis. The depth of groundwater from the natural surface was time-series monitored for each of these bores. An average of the time-series data for the groundwater depth was assigned to each bore. The groundwater bores and associated depths to groundwater were then spatially mapped as point data using GIS. The point data was gridded with no vertical exaggeration to create a Digital Elevation Model (DEM). Gridded groundwater depth data was derived from the DEM and combined with the cadastre data set for the centroid of each lot. This interpolates an average depth to groundwater for each lot within the Shire. A DEM based on the average groundwater depths for each lot was then created; which is shown in Figure 13. The groundwater depths are summarised along a thematic colour gradient from 1.7m (deep blue) to 317m (red), with an average depth of 9.9m.

The following criterion was used to determine the DWM constraint classification for the depth to groundwater (based on the centroid of each lot):

- **Non-Compliant:** lots that have an average groundwater depth less than the minimum vertical separation distance of 2.1m as stipulated by the EPA Code (2013); and
- **Compliant:** lots that have an average groundwater depth more than the minimum vertical separation distance of 2.1m as stipulated by the EPA Code (2013).

For lots constrained by groundwater depth (shallow groundwater), it might be possible to mitigate this constraint by:

- Secondary treatment with an AWTs or sand filter; or
- Increase separation distance between point of land application and watertable by constructing a raised bed or sand mound.

Table 13 details the results of the depth to groundwater constraint analysis for the Shire. The associated DWM constraint map for the Shire is provided as Figure 14. As an example, the individual depth to groundwater constraint maps for seven targeted townships within the Shire are shown in Figures 14a-g. The depth to groundwater within the Shire is predominantly not a constraint to DWM. The average depth to groundwater for the non-compliant and compliant lots was 1.96m and 9.9m respectively.

Table 13: Depth to Groundwater Constraint Map Summary

DWM Discrete Constraint Analysis	Assigned Constraint Class (Number of Lots)	
	Non-Compliant	Compliant
	<2.1m	>2.1m
Depth to Groundwater (Overall)	41 (0.3%)	15,959 (99.7%)
Bungaree Township	7 (4%)	167 (96%)
Wallace Township	0 (0%)	117 (100%)
Greendale Township	0 (0%)	271 (100%)
Dales Creek Township	0 (0%)	162 (100%)
Mount Egerton Township	0 (0%)	444 (100%)
Barrys Reef Township	0 (0%)	60 (100%)
Blackwood Township	0 (0%)	469 (100%)

Legend

DEM - Depth to Groundwater (m)



• Groundwater Bores

□ MSC LGA Boundary

□ Surface Waterways

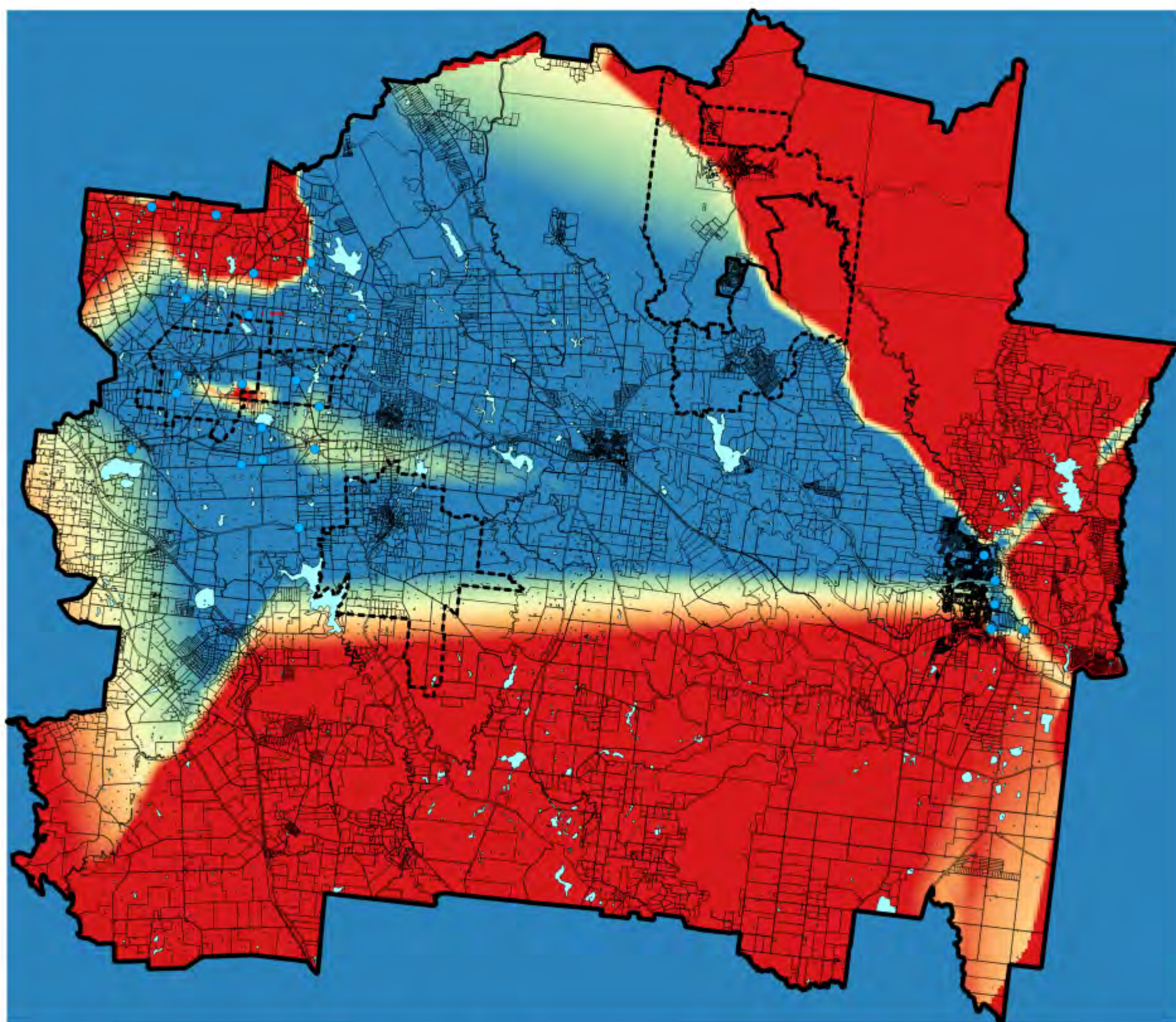


Figure 13 : DWM Constraint Analysis - Depth to Groundwater DEM - Shire

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Revision	2
Drawn	JK
Approved	JW

Legend

Depth to Groundwater Assigned Constraint Class - Shire Cadastre [16000]

- Compliant [15959]
- Non-Compliant [41]
- MSC LGA Boundary
- Surface Waterways

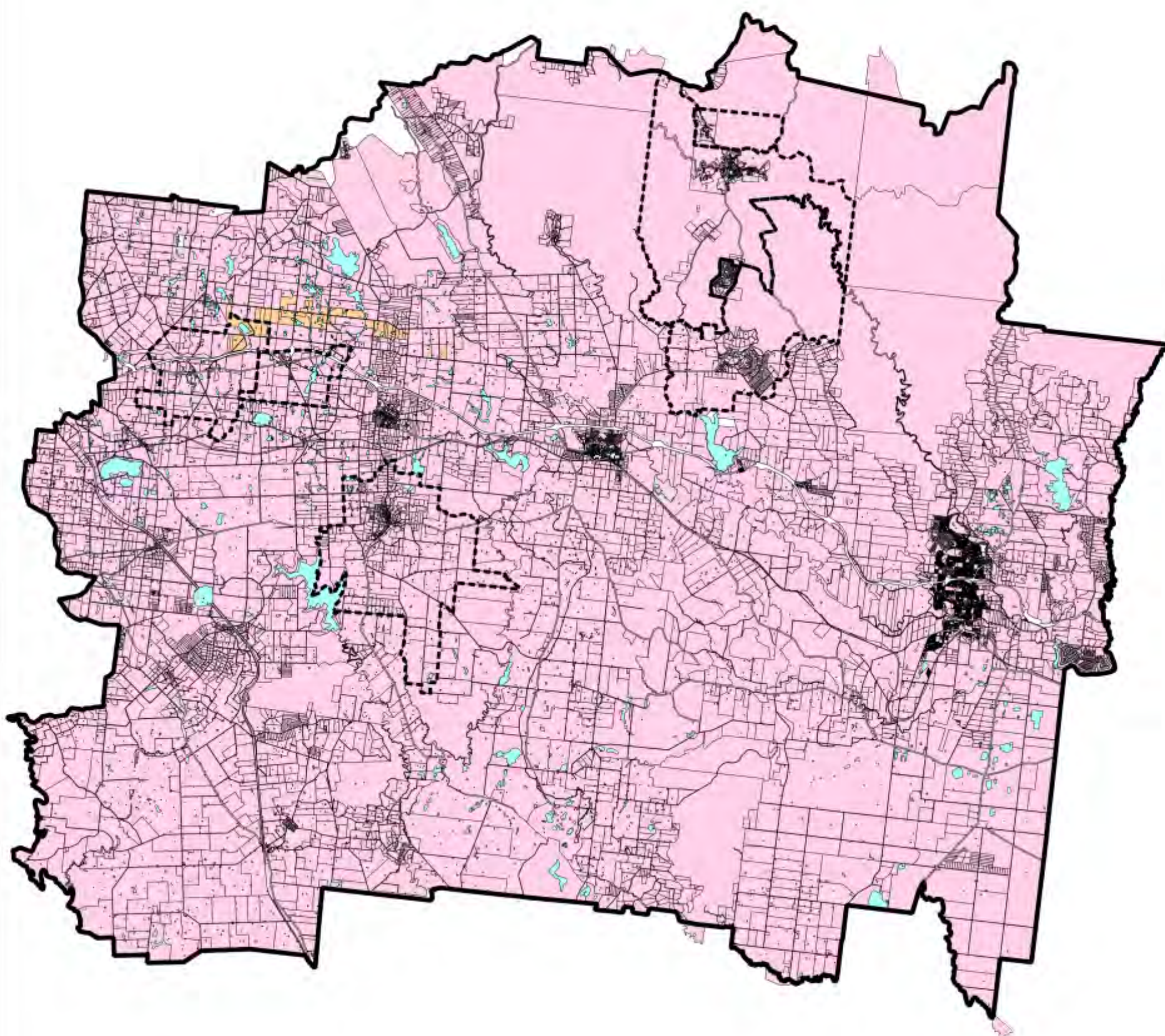


Figure 14 : DWM Constraint Analysis - Depth to Groundwater - Shire

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0 6 12 18 24 30 km
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Depth to Groundwater Assigned Constraint Class - Bungaree Cadastre [174]

- Compliant [167]
- Non-Compliant [7]
- Bungaree
- Surface Waterways

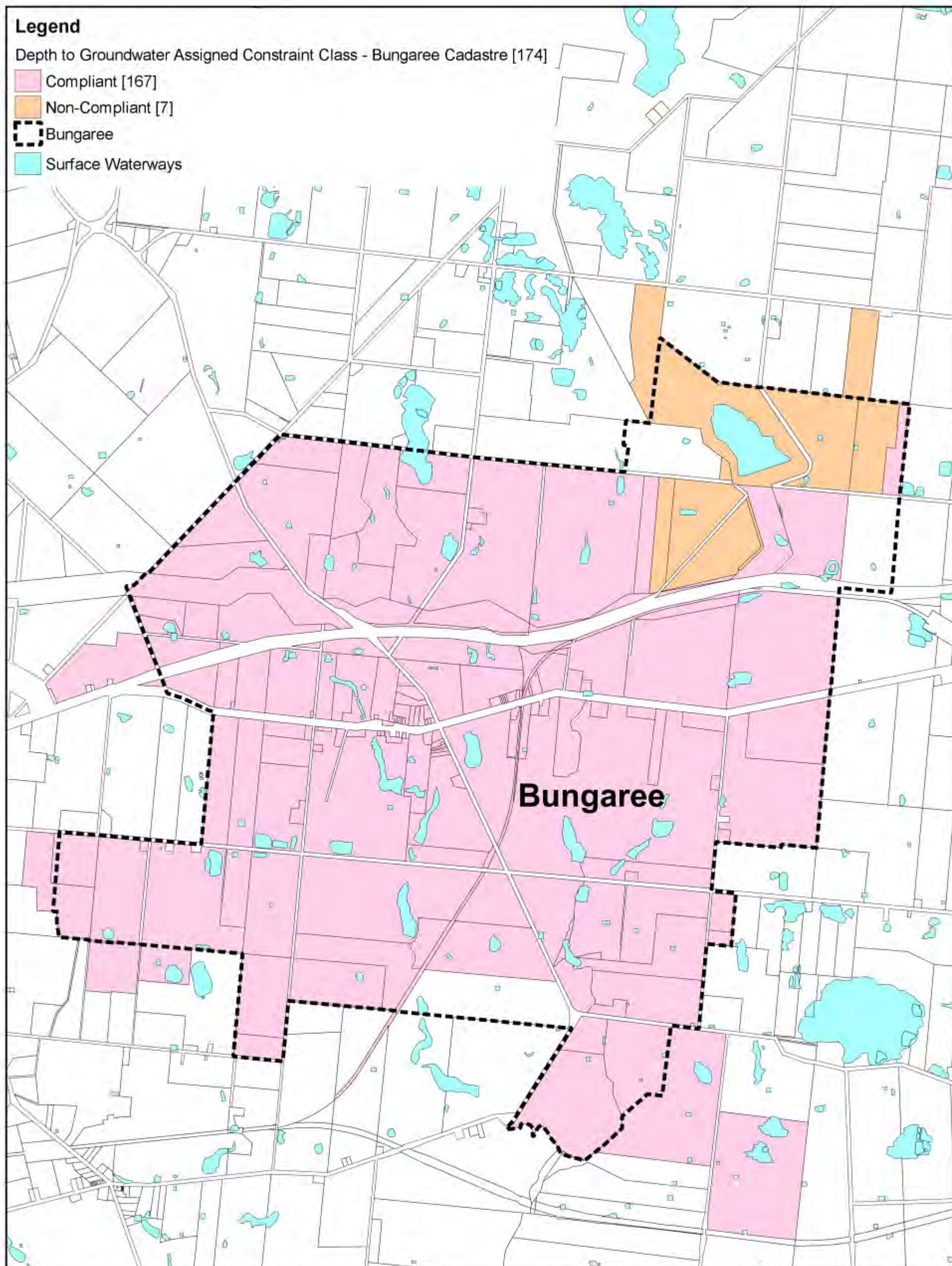


Figure 14a: DWM Constraint Analysis - Depth to Groundwater - Bungaree

Moorabool Shire Council DWMP Review



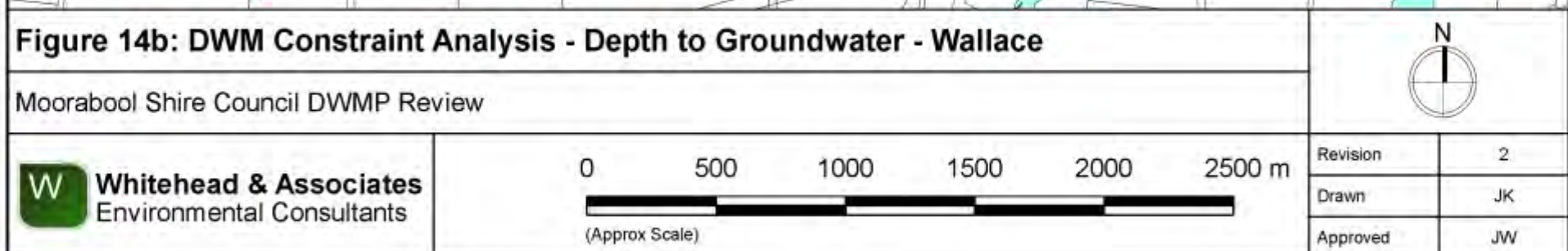
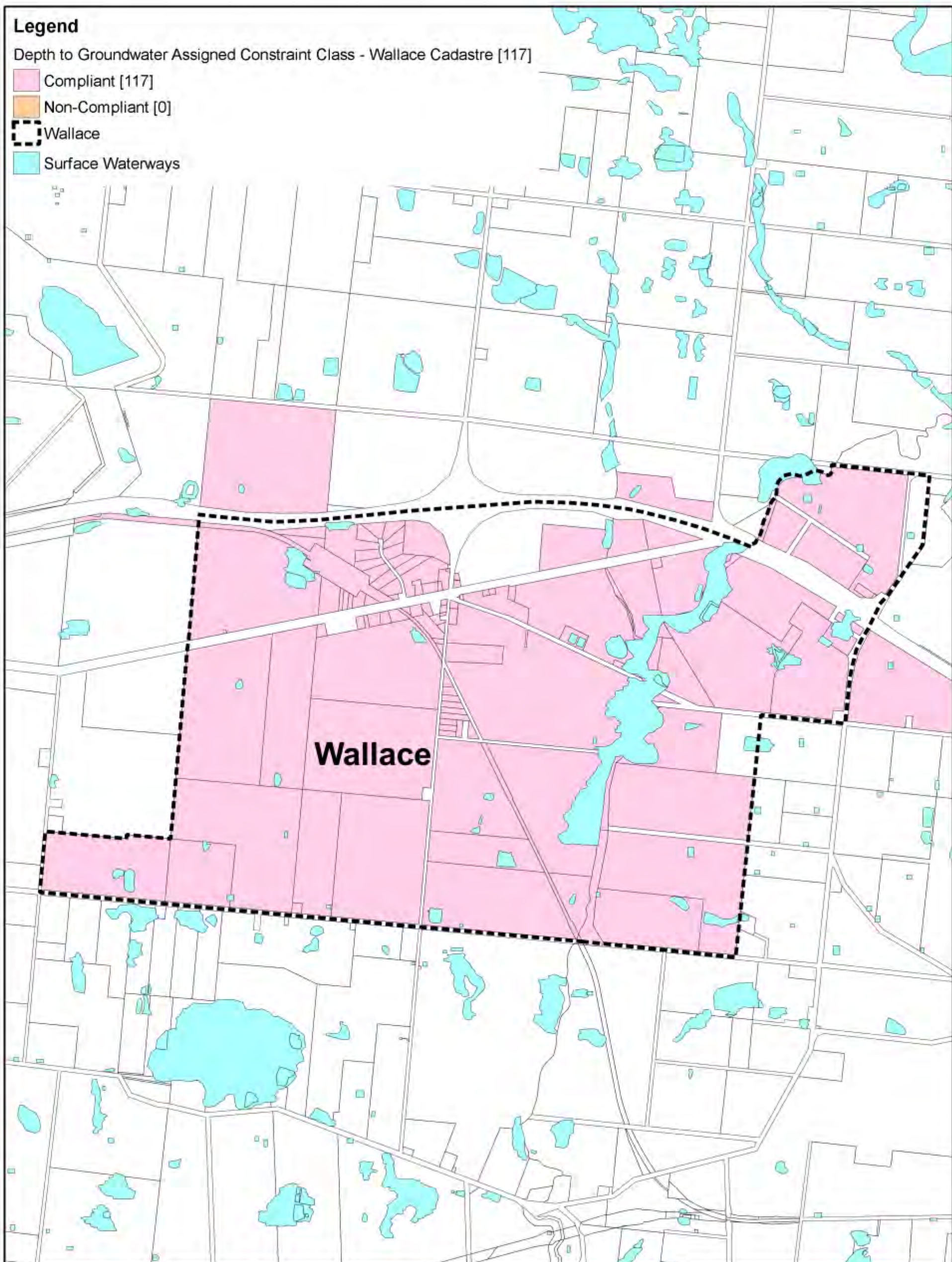
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0 500 1000 1500 2000 2500 m



(Approx Scale)

Revision	2
Drawn	JK
Approved	JW



Legend

Depth to Groundwater Assigned Constraint Class - Greendale Cadastre [271]

- Compliant [271]
- Non-Compliant [0]
- Greendale
- Surface Waterways

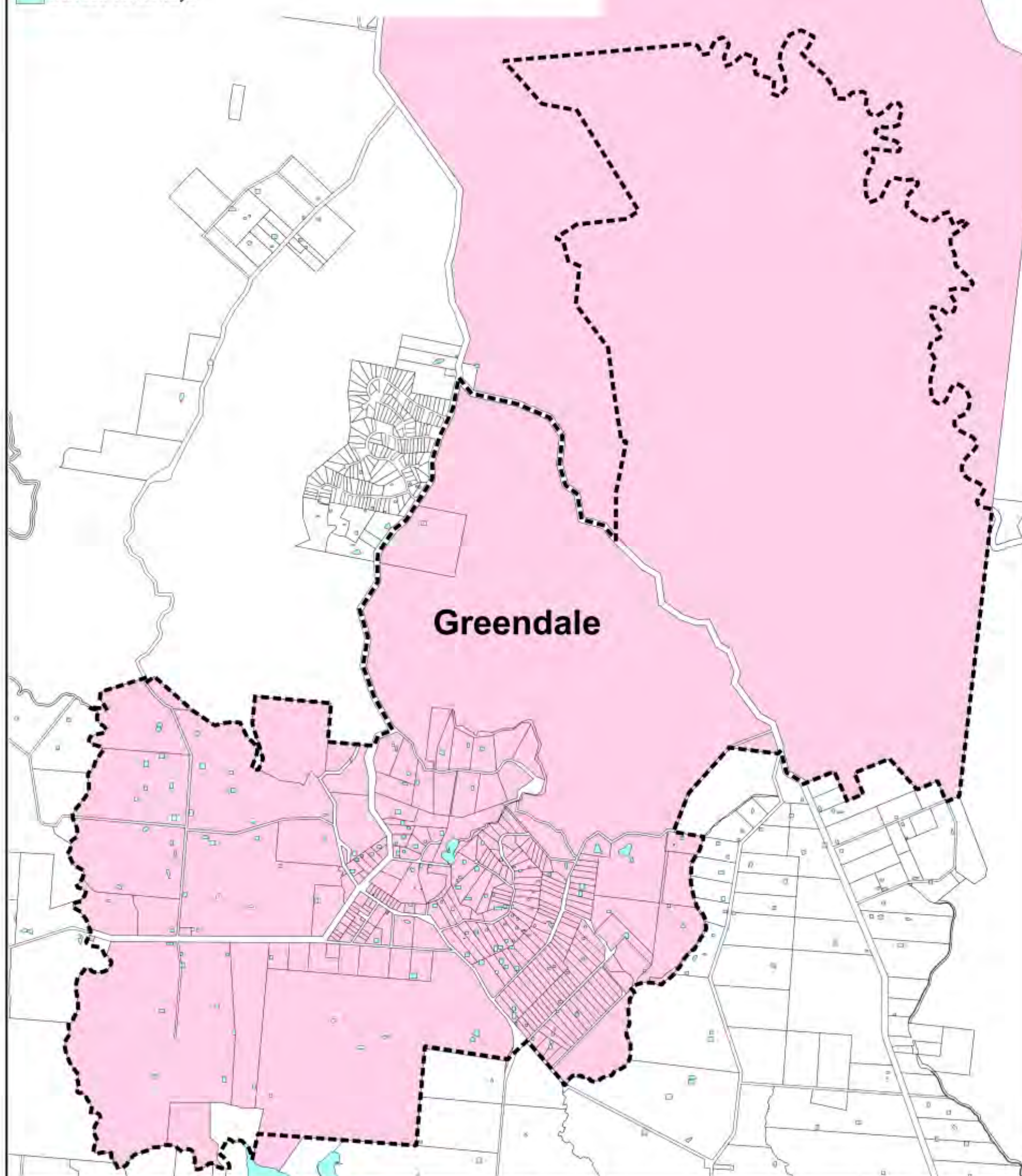


Figure 14c: DWM Constraint Analysis - Depth to Groundwater - Greendale

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Revision	2
Drawn	JK
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Legend

Depth to Groundwater Assigned Constraint Class - Dales Creek Cadastre [162]

- Compliant [162]
- Non-Compliant [0]
- Dales Creek
- Surface Waterways

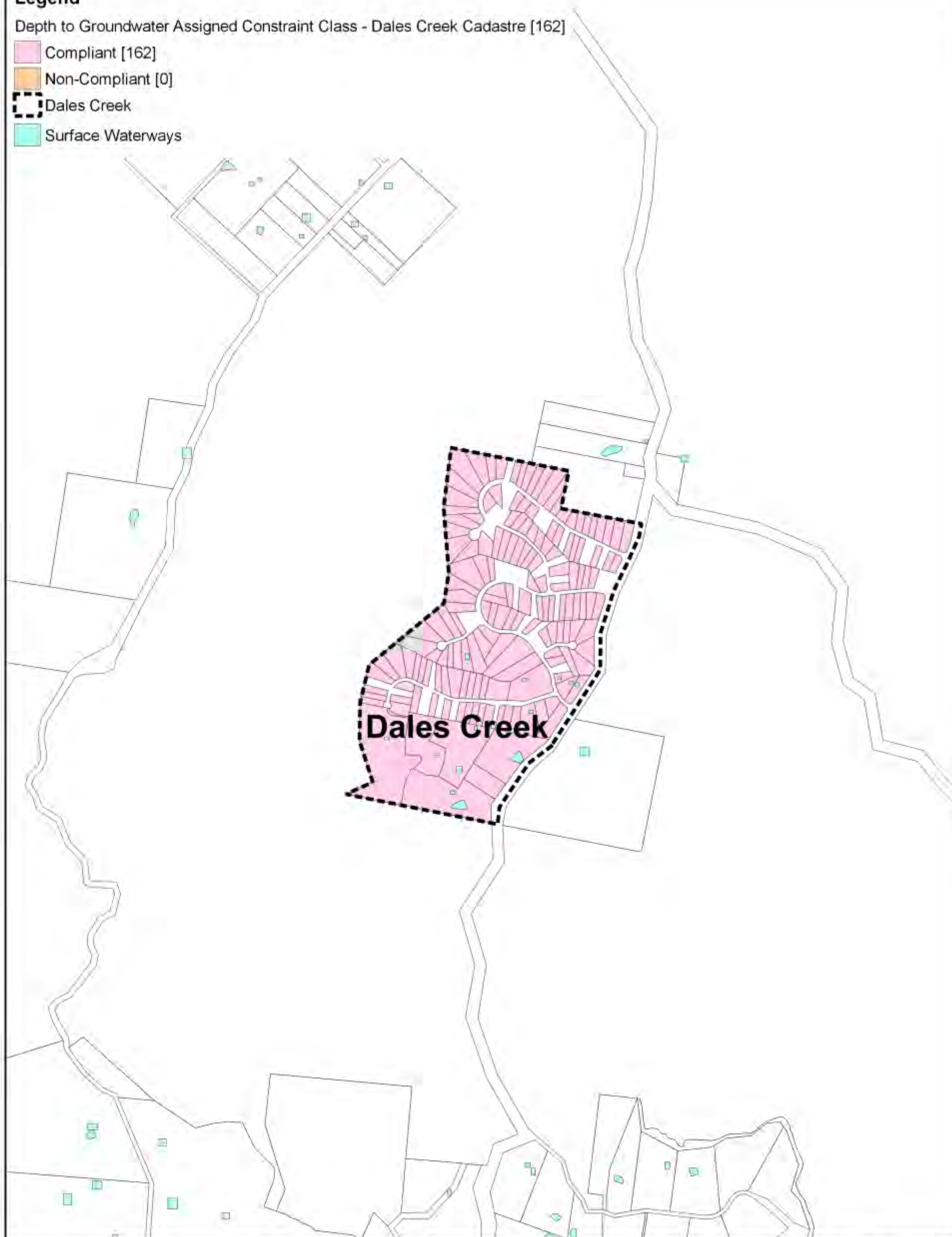


Figure 14d: DWM Constraint Analysis - Depth to Groundwater - Dales Creek

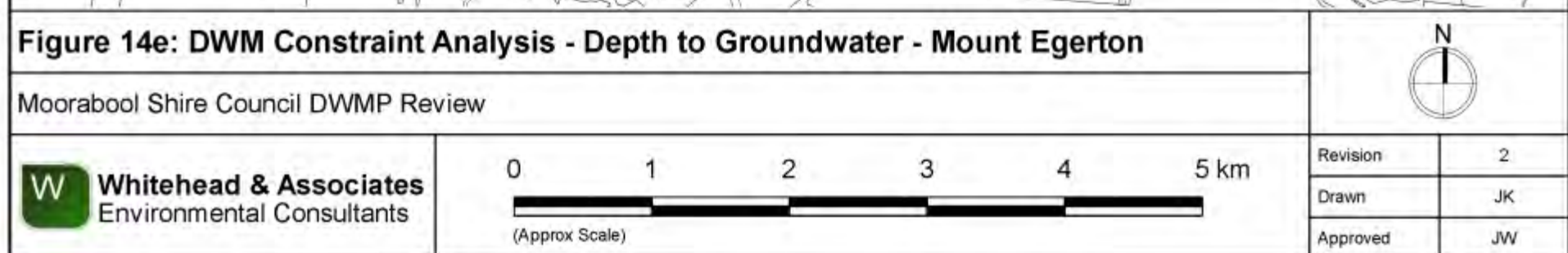
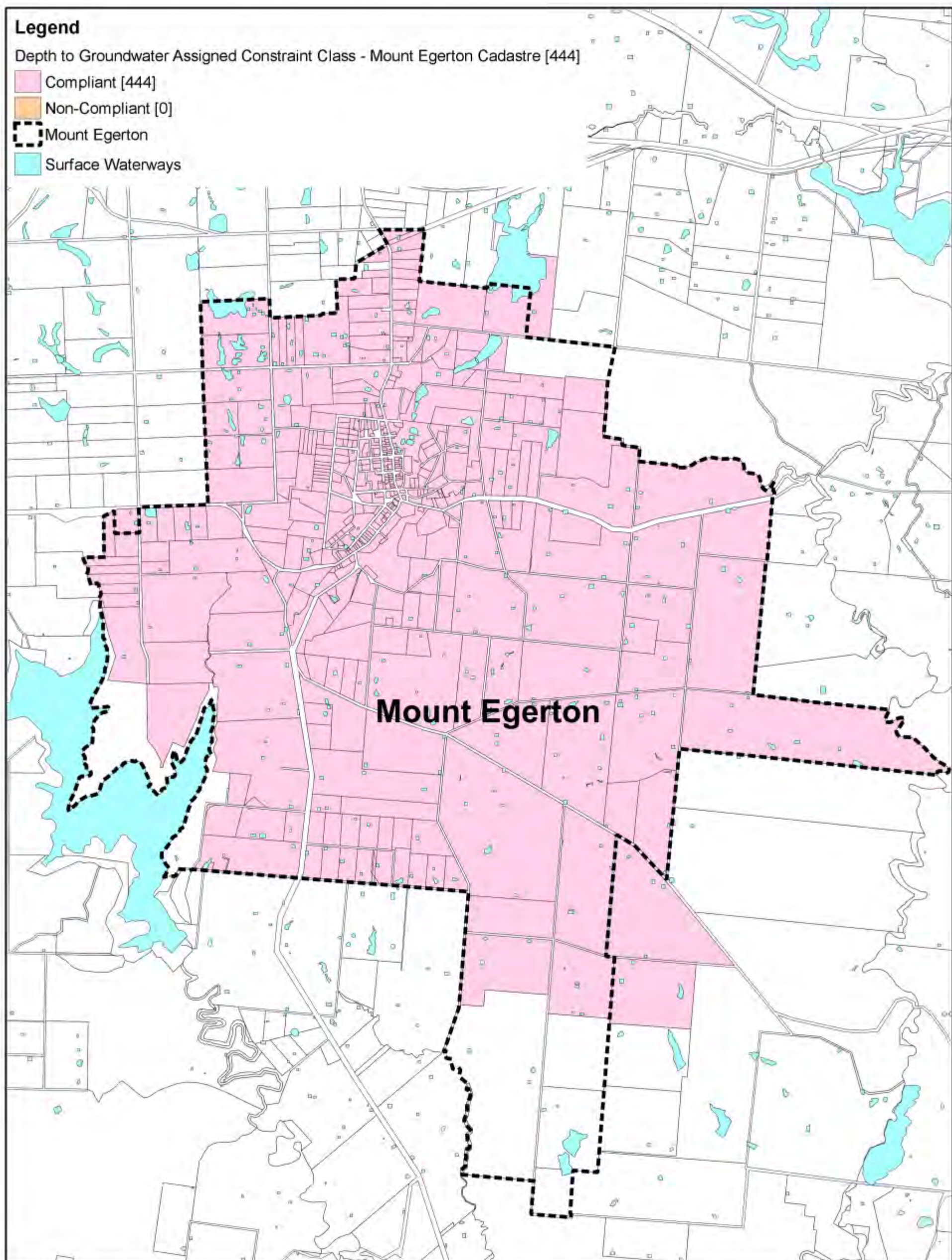
Moorabool Shire Council DWMP Review

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0 400 800 1200 1600 2000 m
(Approx Scale)



Revision	3
Drawn	JK
Approved	JW



Legend

Depth to Groundwater Assigned Constraint Class - Barrys Reef Cadastre [60]

- Compliant [60]
- Non-Compliant [0]
- Barrys Reef
- Surface Waterways

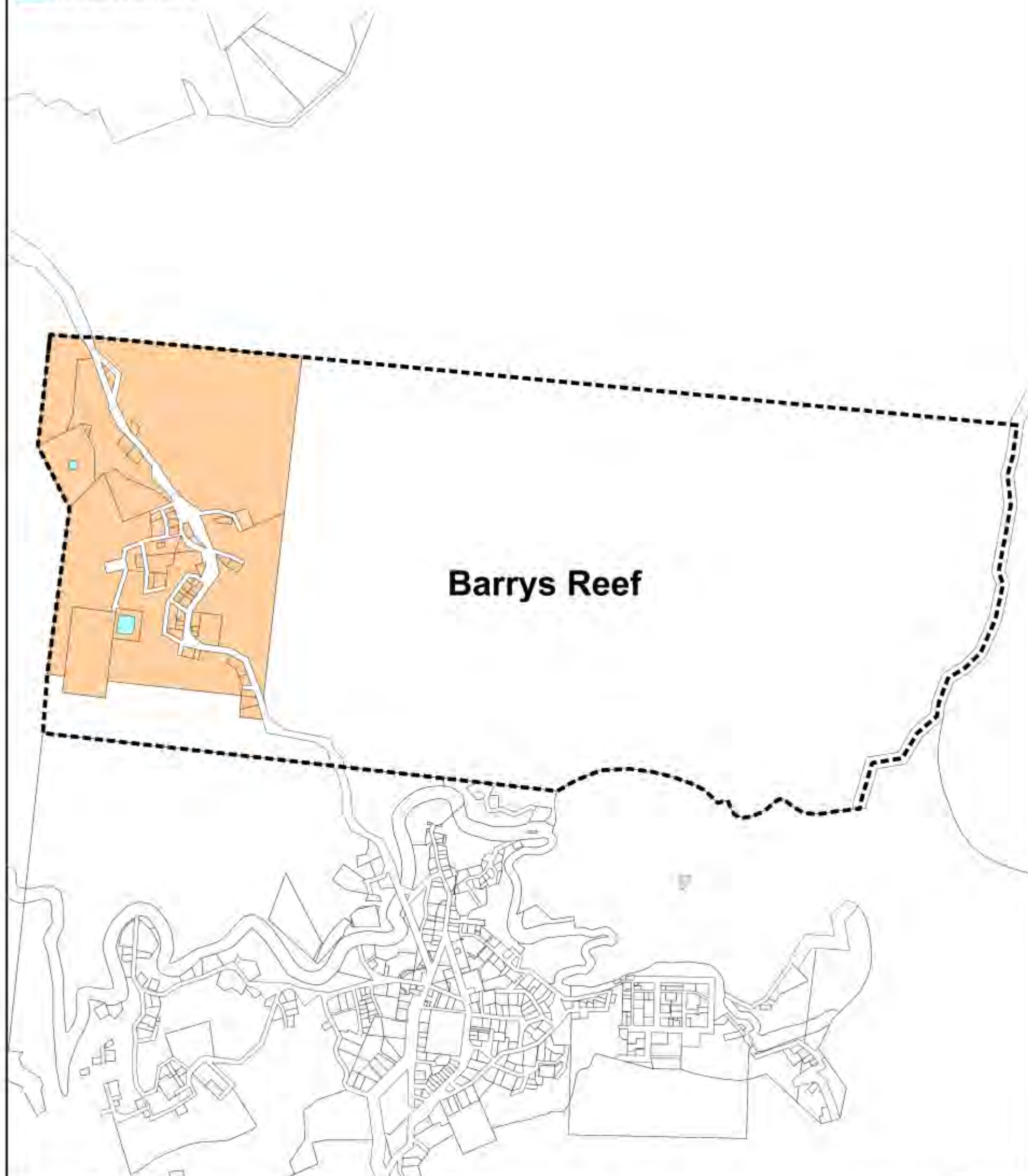


Figure 14f: DWM Constraint Analysis - Depth to Groundwater - Barrys Reef

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0 400 800 1200 1600 2000 m

 (Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Depth to Groundwater Assigned Constraint Class - Blackwood Cadastre [469]

- Compliant [469]
- Non-Compliant [0]
- Blackwood
- Surface Waterways

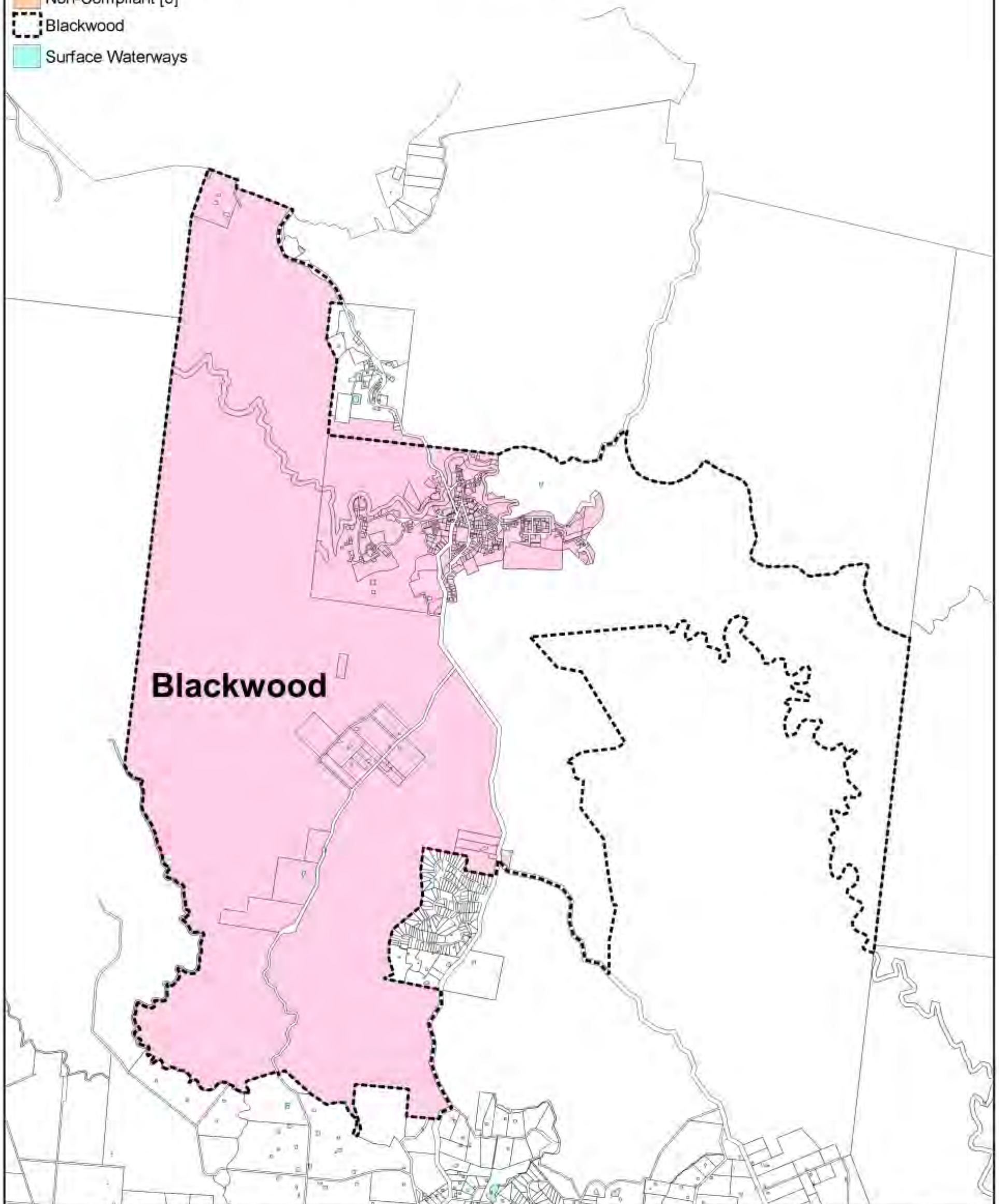


Figure 14g: DWM Constraint Analysis - Depth to Groundwater - Blackwood

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0 1 2 3 4 5 km



(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

6.2.8 Flood Prone Land

The waste treatment system, including any tanks, fields or trenches should be sited above any land subject to inundation.

Land that is subjected to frequent or intermittent inundation by floodwater is associated with a significantly higher constraint for effective on-site DWM. Effluent management areas should not be located within flood prone regions as floodwaters have a higher probability of inundation leading to insufficient treatment of the effluent and an increase in potential environmental and public health risks.

Flood prone land, in the case of this report, is defined as land that is subject to inundation based on the 1 in 100 year flood level (1% Annual Exceedance Probability (AEP)) that delineates the areas likely to be inundated through statistical modelling or as determined by the floodplain management authority.

The following criterion was used to determine the DWM constraint classification on the basis of flood prone land:

- **High:** lots are entirely flood affected;
- **Moderate:** lots are partly flood affected; and
- **Low:** lots that are not flood affected.

For lots constrained by proximity to flood prone land, it might be possible to mitigate this constraint by:

- Secondary treatment with an AWTs or sand filter;
- Use pressure compensating subsurface irrigation; or
- Raise level of application by constructing a raised bed or sand mound.

Table 14 details the results of the flood prone land constraint analysis for the Shire. The associated DWM constraint map for the Shire is provided as Figure 15. As an example, the individual flood prone land constraint maps for seven (7) targeted townships within the Shire are shown in Figures 15a-g.

Table 14: Flood Prone Land Constraint Map Summary

DWM Discrete Constraint Analysis	Assigned Constraint Class (Number of Lots)		
	High	Moderate	Low
	Entirely flood affected	Partly flood affected	Not flood affected
Flood Prone Land (Overall)	333 (2%)	1,945 (12%)	13,775 (86%)
Bungaree Township	0 (0%)	60 (34.5%)	114 (65.5%)
Wallace Township	7 (6%)	41 (35%)	69 (59%)
Greendale Township	1 (0.4%)	35 (12.9%)	235 (86.7%)
Dales Creek Township	0 (100%)	0 (100%)	162 (100%)
Mount Egerton Township	0 (0%)	78 (17.6%)	366 (82.4%)
Barrys Reef Township	0 (0%)	0 (0%)	60 (100%)
Blackwood Township	0 (0%)	0 (0%)	469 (0%)

Legend

Flood Prone Land Assigned Constraint Class - Shire Cadastre [16053]

High: Entirely Flood Affected [333]

Moderate: Partly Flood Affected [1945]

Low: Not Flood Affected [13775]

MSC LGA Boundary

Surface Waterways

Land Subject to Inundation

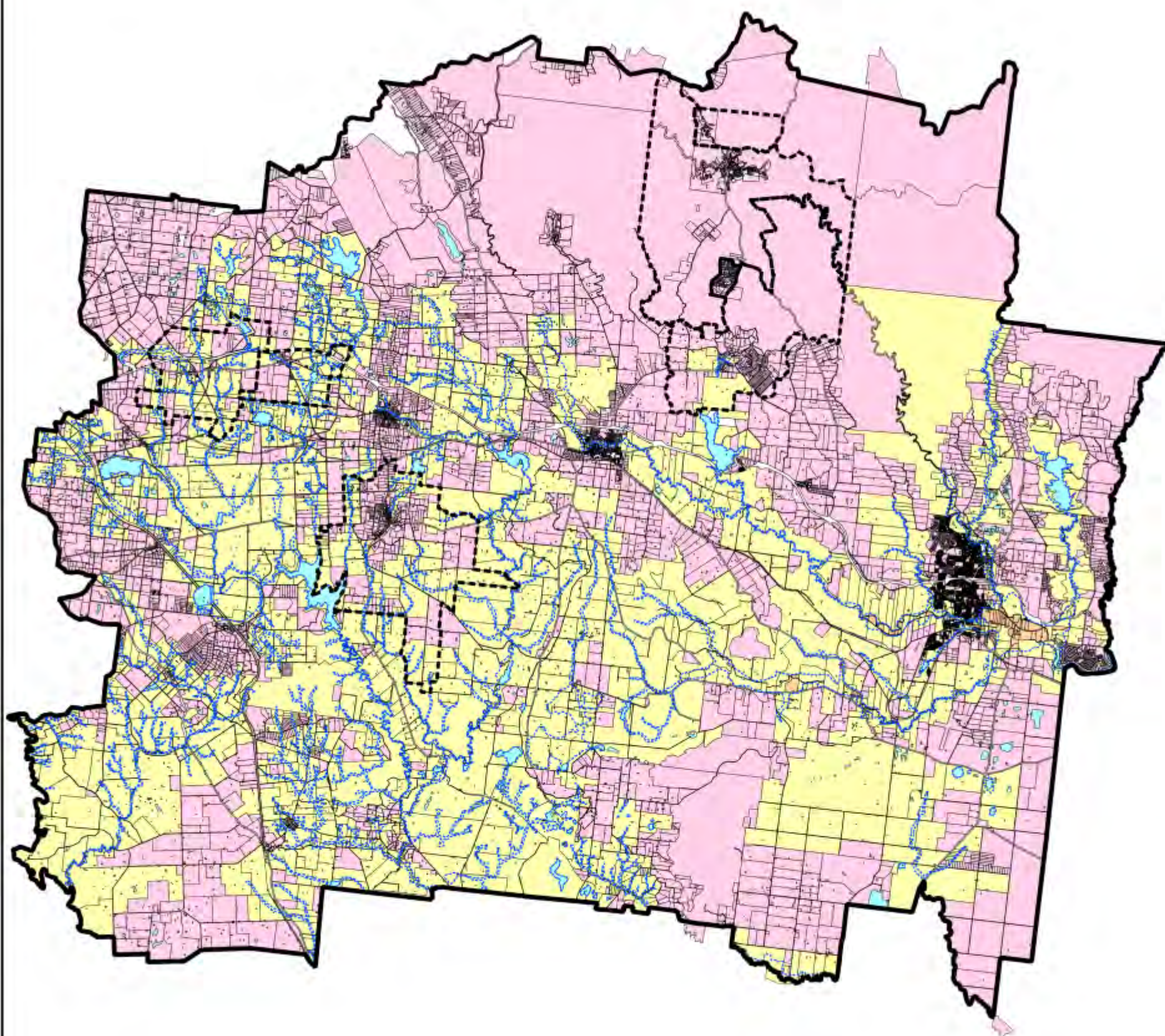


Figure 15 : DWM Constraint Analysis - Flood Prone Land - Shire

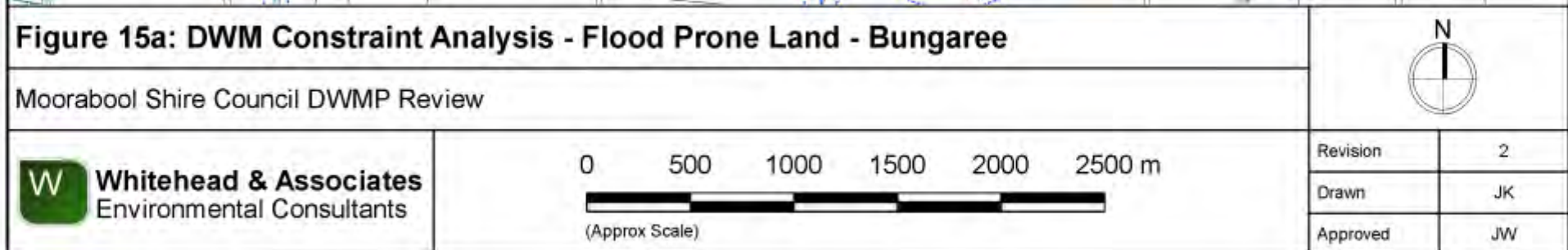
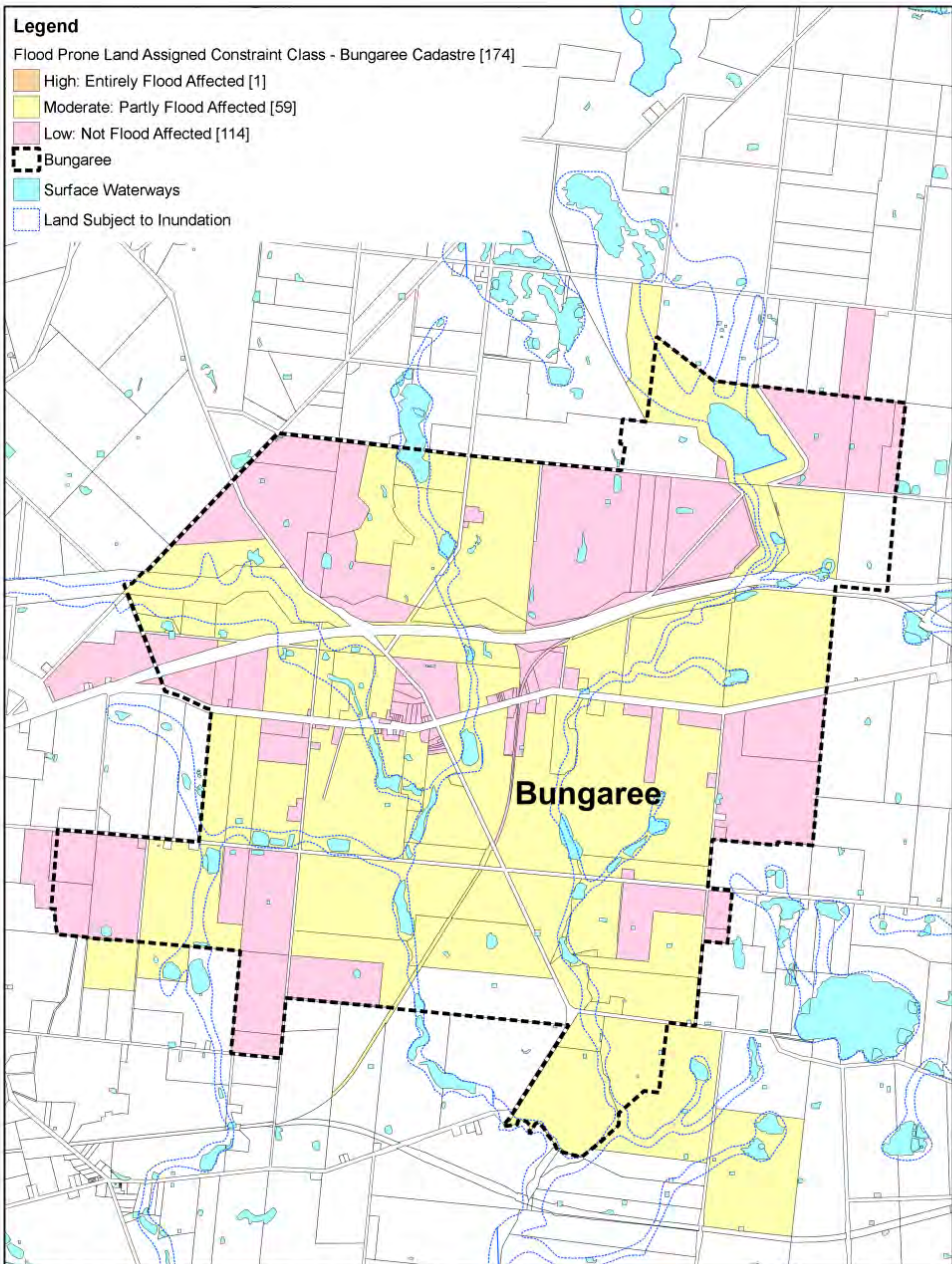
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0 6 12 18 24 30 km
(Approx Scale)



Revision	2
Drawn	JK
Approved	JW



Legend

Flood Prone Land Assigned Constraint Class - Wallace Cadastre [117]

High: Entirely Flood Affected [7]

Moderate: Partly Flood Affected [41]

Low: Not Flood Affected [69]

Wallace

Surface Waterways

Land Subject to Inundation

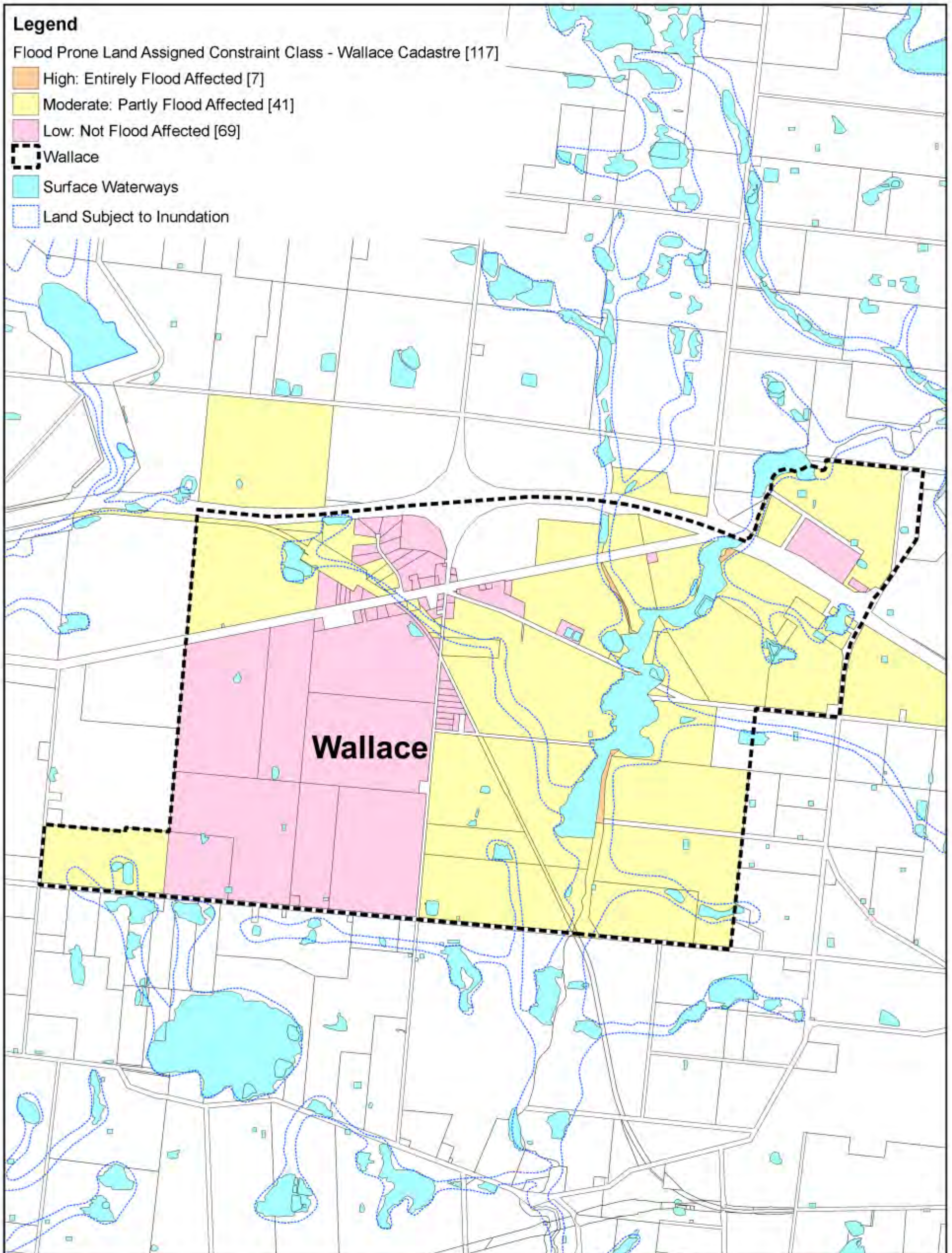


Figure 15b: DWM Constraint Analysis - Flood Prone Land - Wallace

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0 500 1000 1500 2000 2500 m

(Approx Scale)



Revision	2
Drawn	JK
Approved	JW

Legend

Flood Prone Land Assigned Constraint Class - Greendale Cadastre [271]

- High: Entirely Flood Affected [1]
- Moderate: Partly Flood Affected [35]
- Low: Not Flood Affected [235]

- Greendale
- Surface Waterways
- Land Subject to Inundation

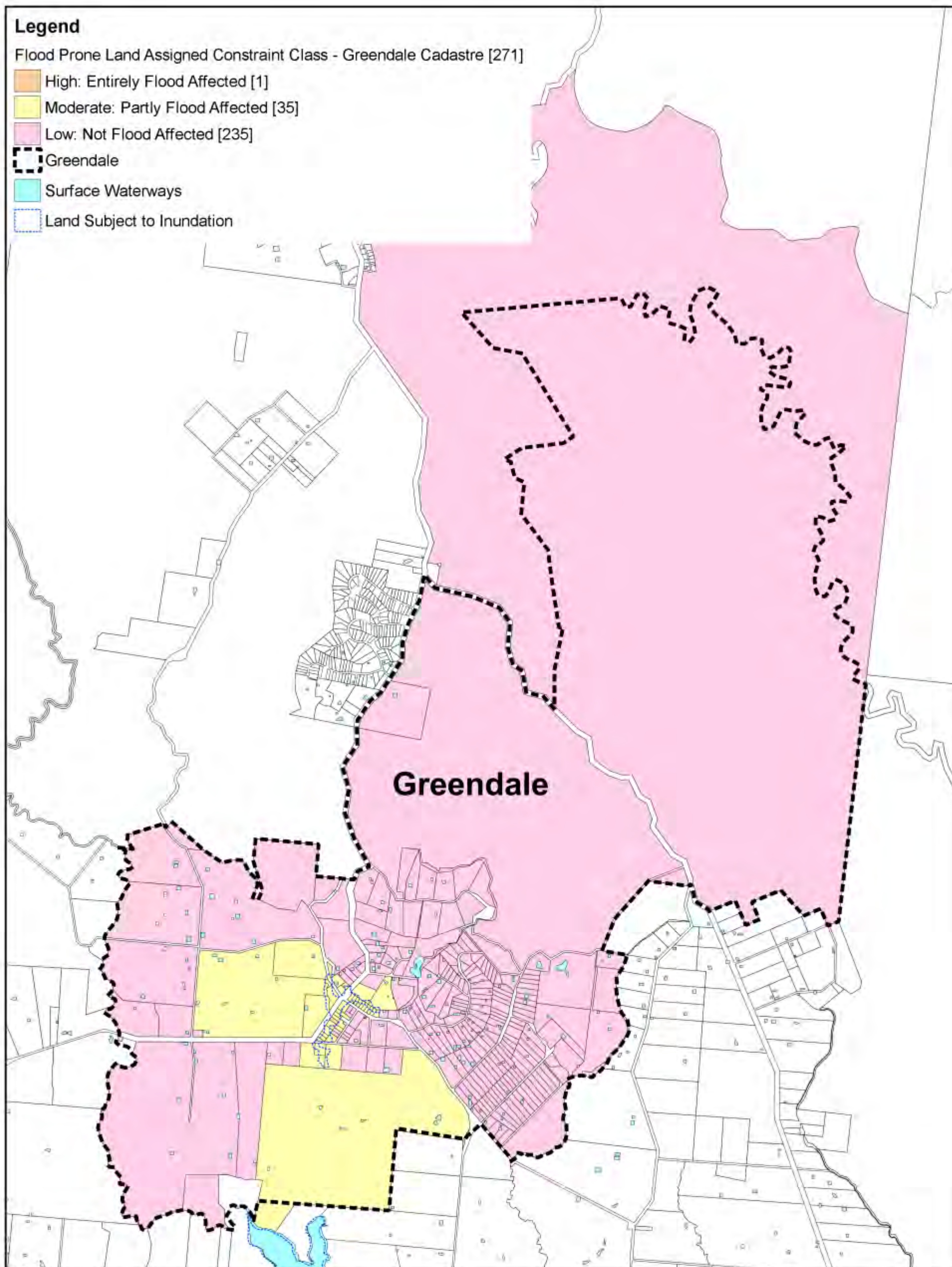


Figure 15c: DWM Constraint Analysis - Flood Prone Land - Greendale

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0 1 2 3 4 5 km
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Flood Prone Land Assigned Constraint Class - Dales Creek Cadastre [162]

High: Entirely Flood Affected [0]

Moderate: Partly Flood Affected [0]

Low: Not Flood Affected [162]

Dales Creek

Surface Waterways

Land Subject to Inundation

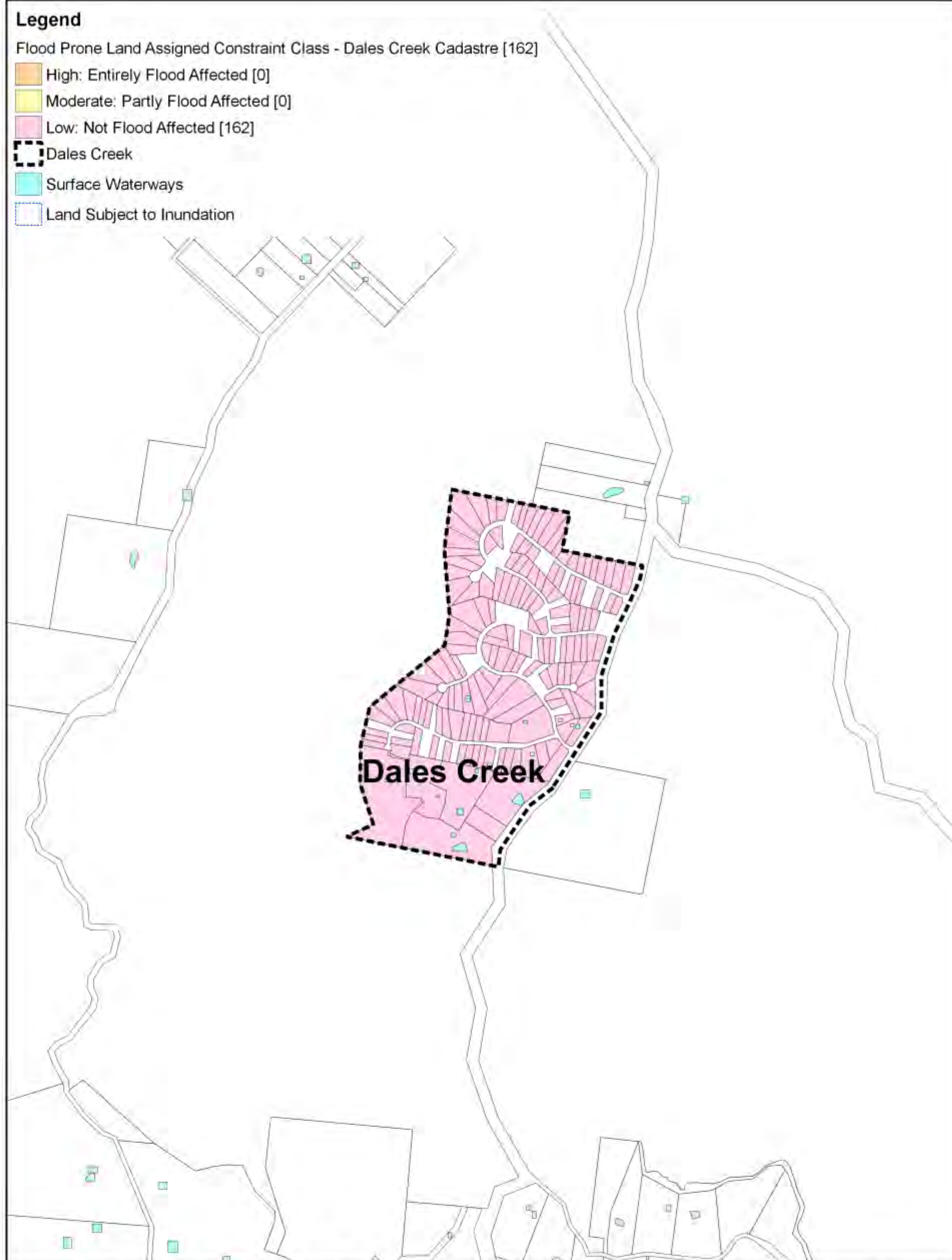


Figure 15d: DWM Constraint Analysis - Flood Prone Land - Dales Creek

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0 400 800 1200 1600 2000 m



(Approx Scale)

Revision	3
Drawn	JK
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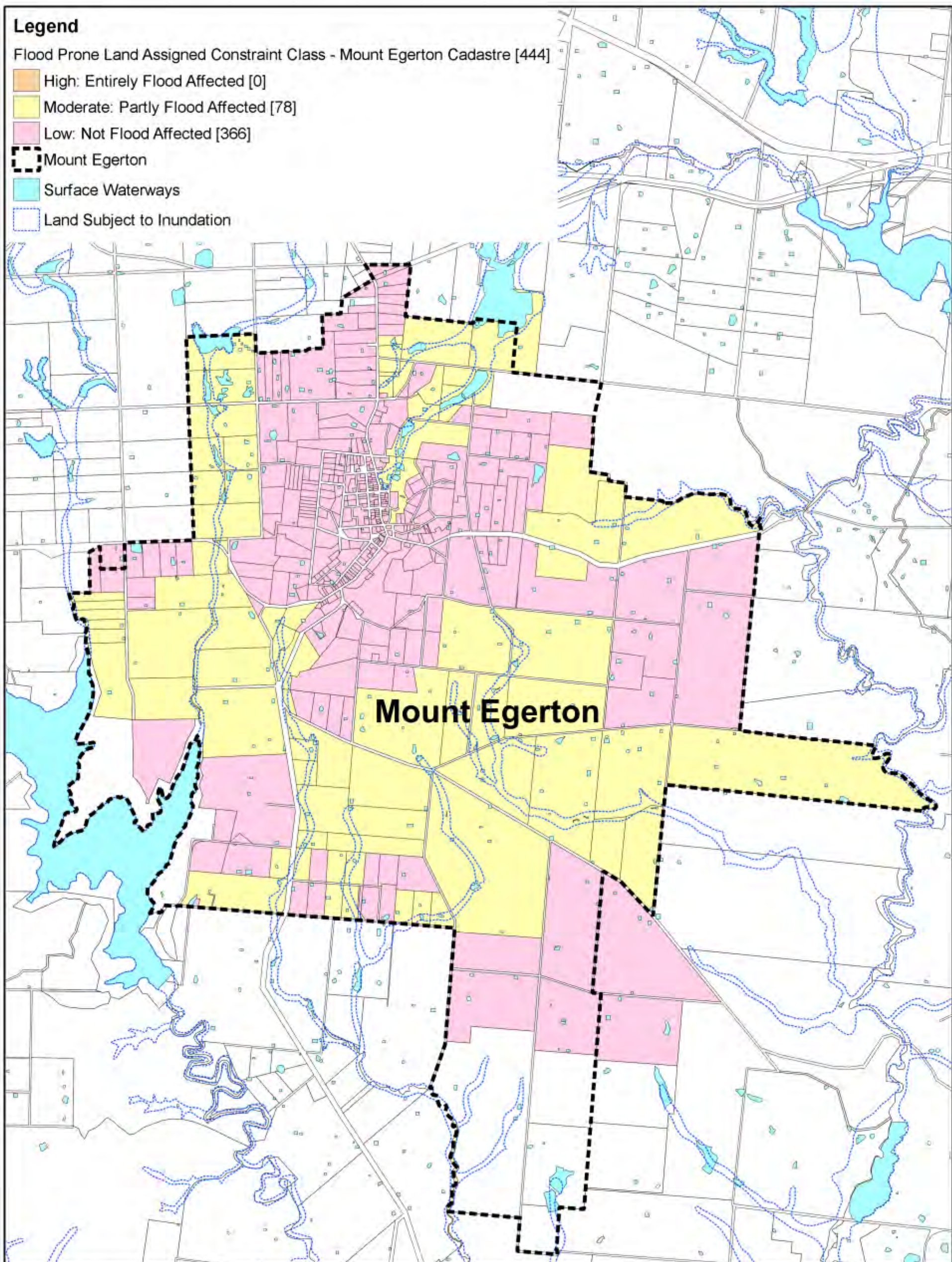


Figure 15e: DWM Constraint Analysis - Flood Prone Land - Mount Egerton

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0 1 2 3 4 5 km
(Approx Scale)



Revision	2
Drawn	JK
Approved	JW

Legend

Flood Prone Land Assigned Constraint Class - Barrys Reef Cadastre [60]

- High: Entirely Flood Affected [0]
- Moderate: Partly Flood Affected [0]
- Low: Not Flood Affected [60]

- Barrys Reef
- Surface Waterways
- Land Subject to Inundation

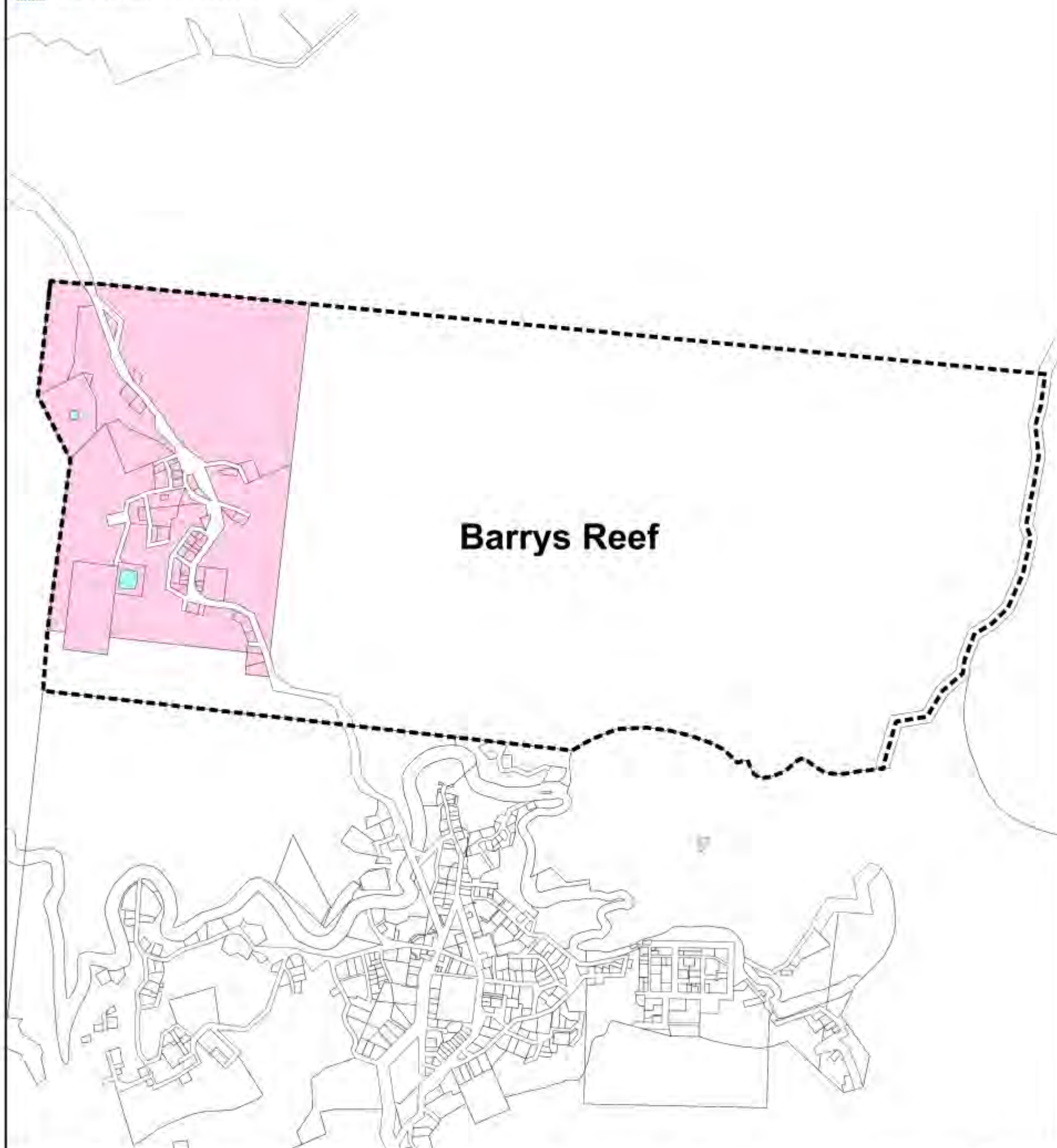


Figure 15f: DWM Constraint Analysis - Flood Prone Land - Barrys Reef

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0 400 800 1200 1600 2000 m
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Flood Prone Land Assigned Constraint Class - Blackwood Cadastre [469]

- High: Entirely Flood Affected [0]
- Moderate: Partly Flood Affected [0]
- Low: Not Flood Affected [469]

- Blackwood
- Surface Waterways
- Land Subject to Inundation

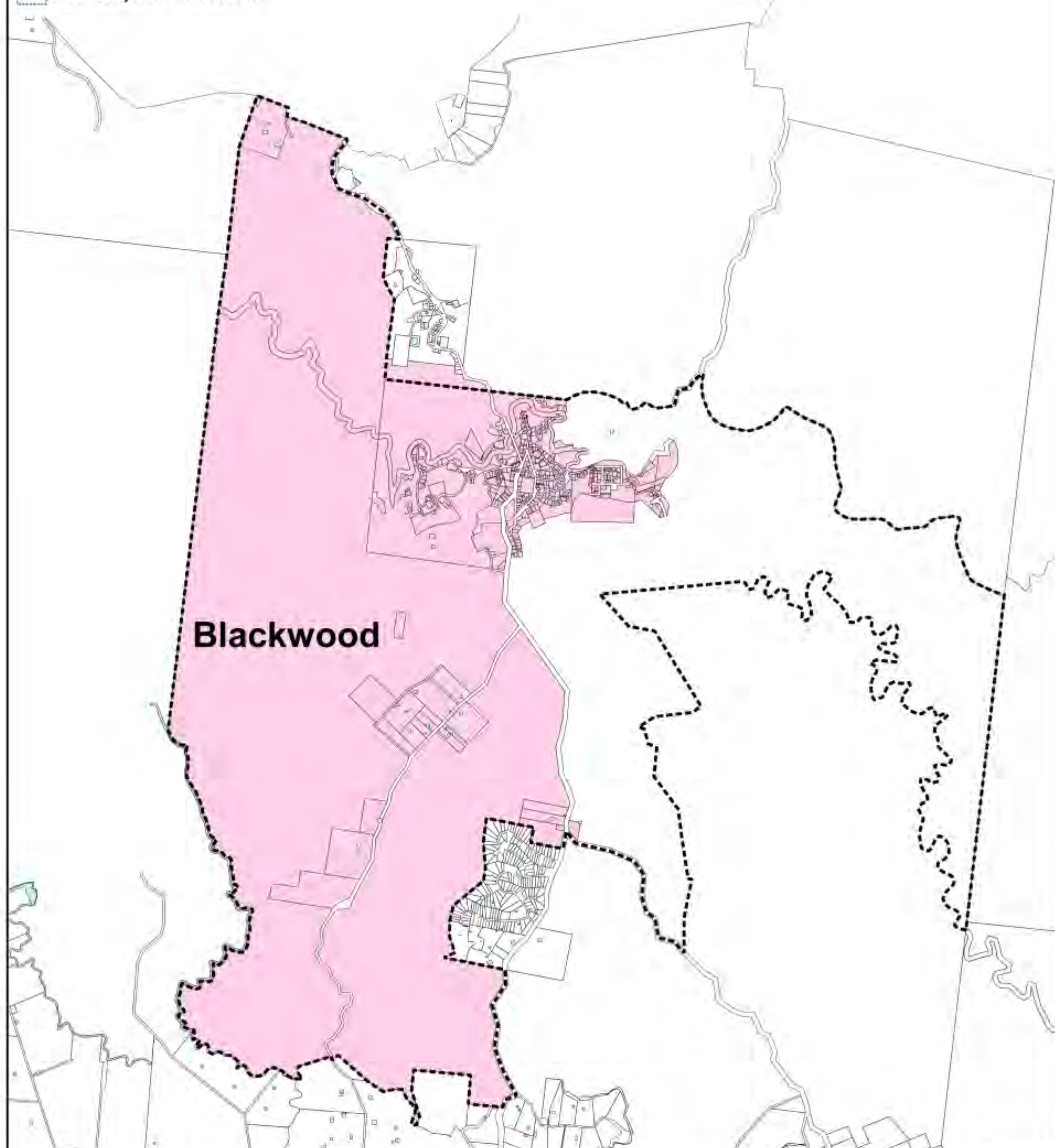


Figure 15g: DWM Constraint Analysis - Flood Prone Land - Blackwood

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0 1 2 3 4 5 km
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

6.2.9 Average Lot Slope

The slope of the land affects what type or even whether you can have any waste water disposal on the land. This is closely linked to the soil type and the soils absorption capabilities.

AS/NZS 1547:2012 (Table K1) details a range of factors likely to limit the selection and applicability of land application systems, with slope gradient identified as one critical factor.

Steep slopes, particularly when combined with shallow or poorly drained soils, can lead to surface breakout of effluent downslope of the land application area. Conventional DWM systems will likely be unsuitable and these lots will require a detailed site assessment and specific system design to produce a sustainable outcome. These steeply sloping sites are generally unsuitable for trenches and beds and can also be problematic for surface irrigation techniques. Conversely, flat and gently sloping sites are less likely to experience such problems and are considered lower risk.

Surface elevation was gridded (maximum cell size of 40m) with no vertical exaggeration to create a DEM which is shown in Figure 16. The surface elevation contours for the Shire were summarised along a thematic colour gradient at 10m contour intervals; approximately from 60m (0.4% slope) (deep blue) to 880m (28% slope) (red) Australian Height Datum (AHD). Gridded slope data was derived from the DEM and combined with the cadastre data set to calculate the average slope as percent grade for each lot within the Shire. The average lot slope was based on the centroid of each lot.

The following criterion was used to determine the DWM constraint classification on the average lot slope:

- **High:** lots that have an average slope greater than 12%;
- **Moderate:** lots that have an average slope between 8% and 12%; and
- **Low:** lots that have an average slope less than 8%.

For lots constrained by steep slope, it might be possible to mitigate this constraint by:

- Apply a lower rate over a larger area;
- Design an irrigation system ensure even distribution of effluent over slope; or
- Terrace to create a level LAA.

Table 15 details the results of the average lot slope constraint analysis for the Shire. The associated DWM constraint map for the Shire is provided as Figure 17. As an example, the individual average lot slope constraint maps for seven (7) targeted townships within the Shire are shown in Figures 17a-g.

Table 15: Average Lot Slope Constraint Map Summary

DWM Discrete Constraint Analysis	Assigned Constraint Class (Number of Lots)		
	High	Moderate	Low
	>12%	8 - 12%	<8%
Average Lot Slope (Overall)	230 (1.4%)	483 (3%)	15,287 (95.6%)
Bungaree Township	0 (0%)	0 (0%)	174 (100%)
Wallace Township	0 (0%)	0 (0%)	117 (100%)
Greendale Township	14 (5.2%)	48 (17.7%)	209 (77.1%)
Dales Creek Township	1 (0.6%)	12 (7.4%)	149 (92%)
Mount Egerton Township	7 (1.6%)	35 (7.9%)	402 (90.5%)
Barrys Reef Township	0 (0%)	6 (10%)	54 (90%)
Blackwood Township	17 (3.6%)	30 (6.4%)	422 (90%)

Legend

DEM Surface Elevation (50m) - Shire Cadastre

- ~60m AHD
- ~880m AHD
- MSC LGA Boundary
- Surface Waterways

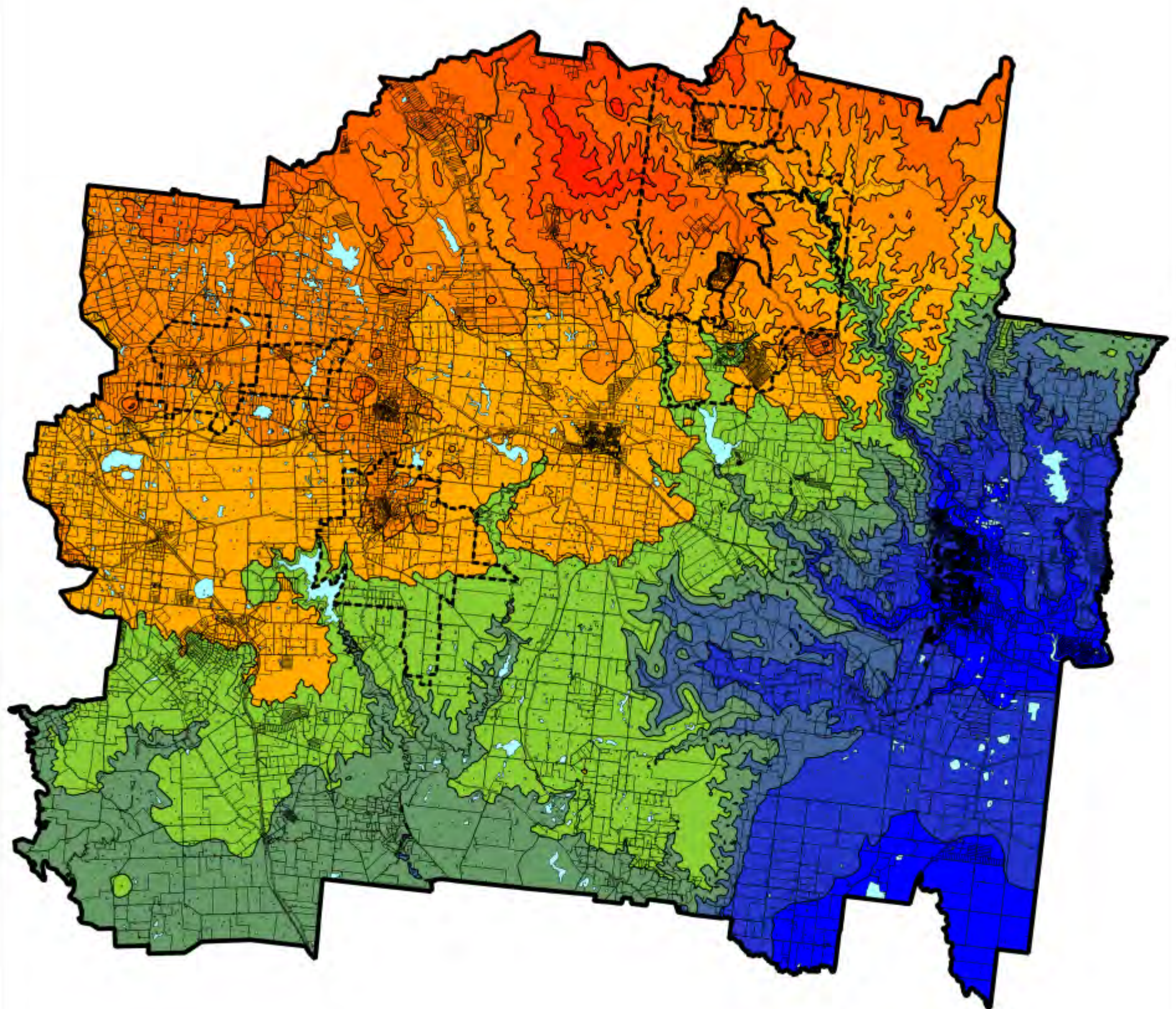


Figure 16 : DWM Constraint Analysis - Surface Elevation (DEM) - Shire

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0 6 12 18 24 30 km
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Average Lot Slope Assigned Constraint Class - Shire Cadastre [16000]

- High: >12% [230]
- Moderate: 8% - 12% [483]
- Low: <8% [15287]
- MSC LGA Boundary
- Surface Waterways

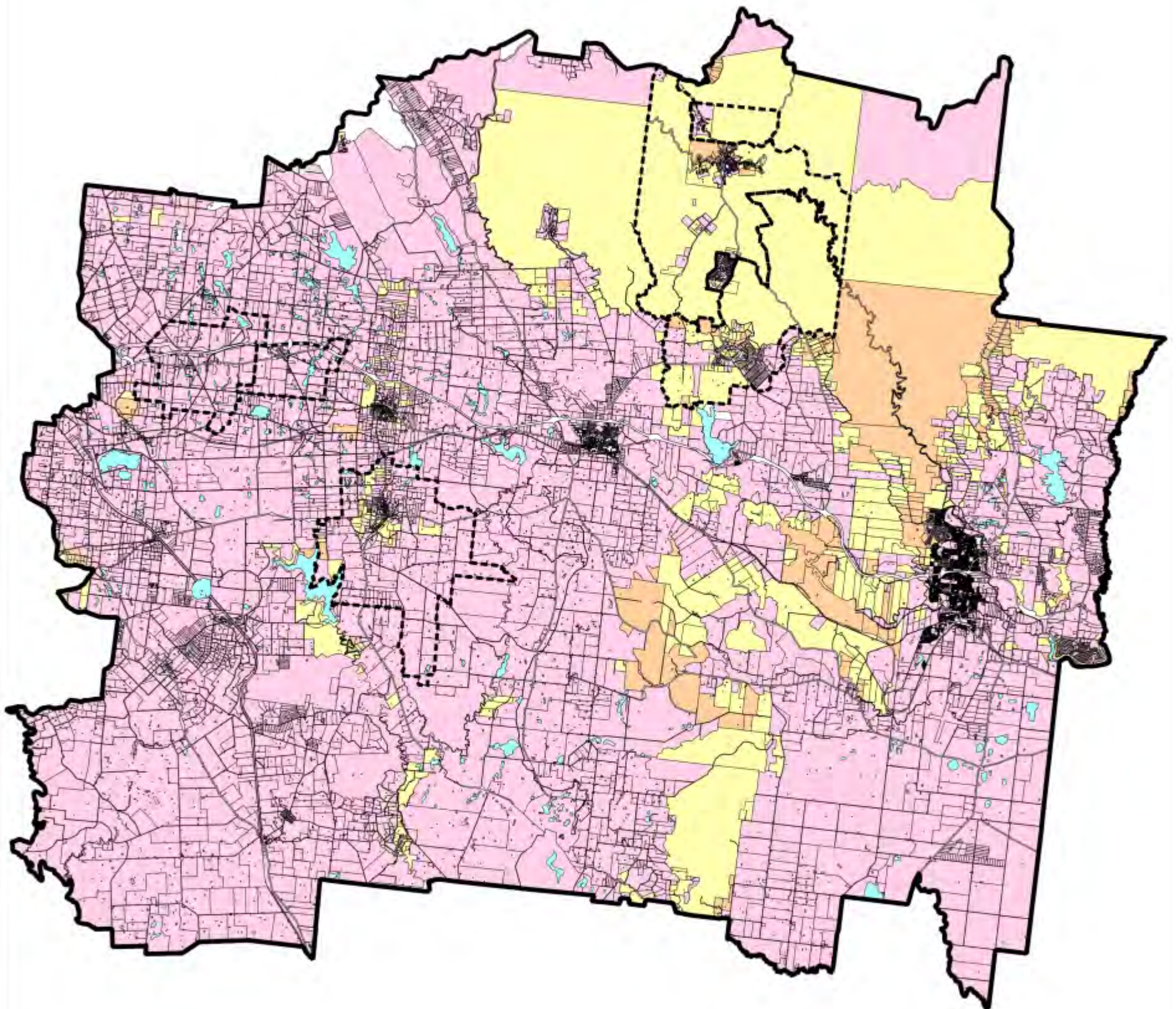


Figure 17 : DWM Constraint Analysis - Average Lot Slope - Shire

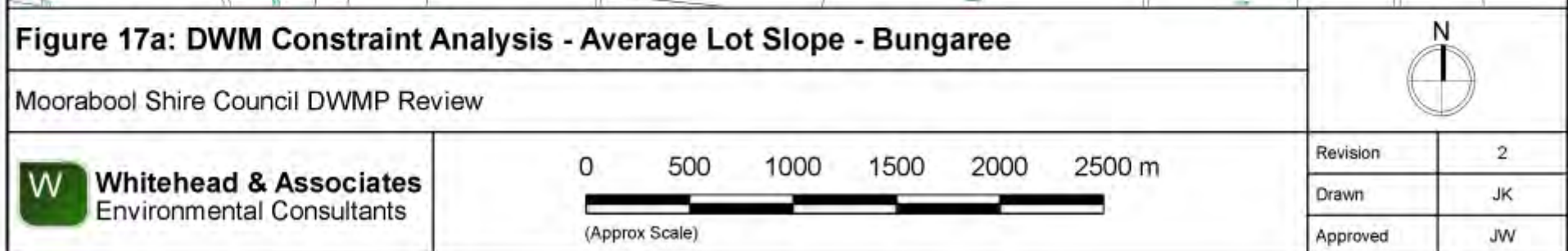
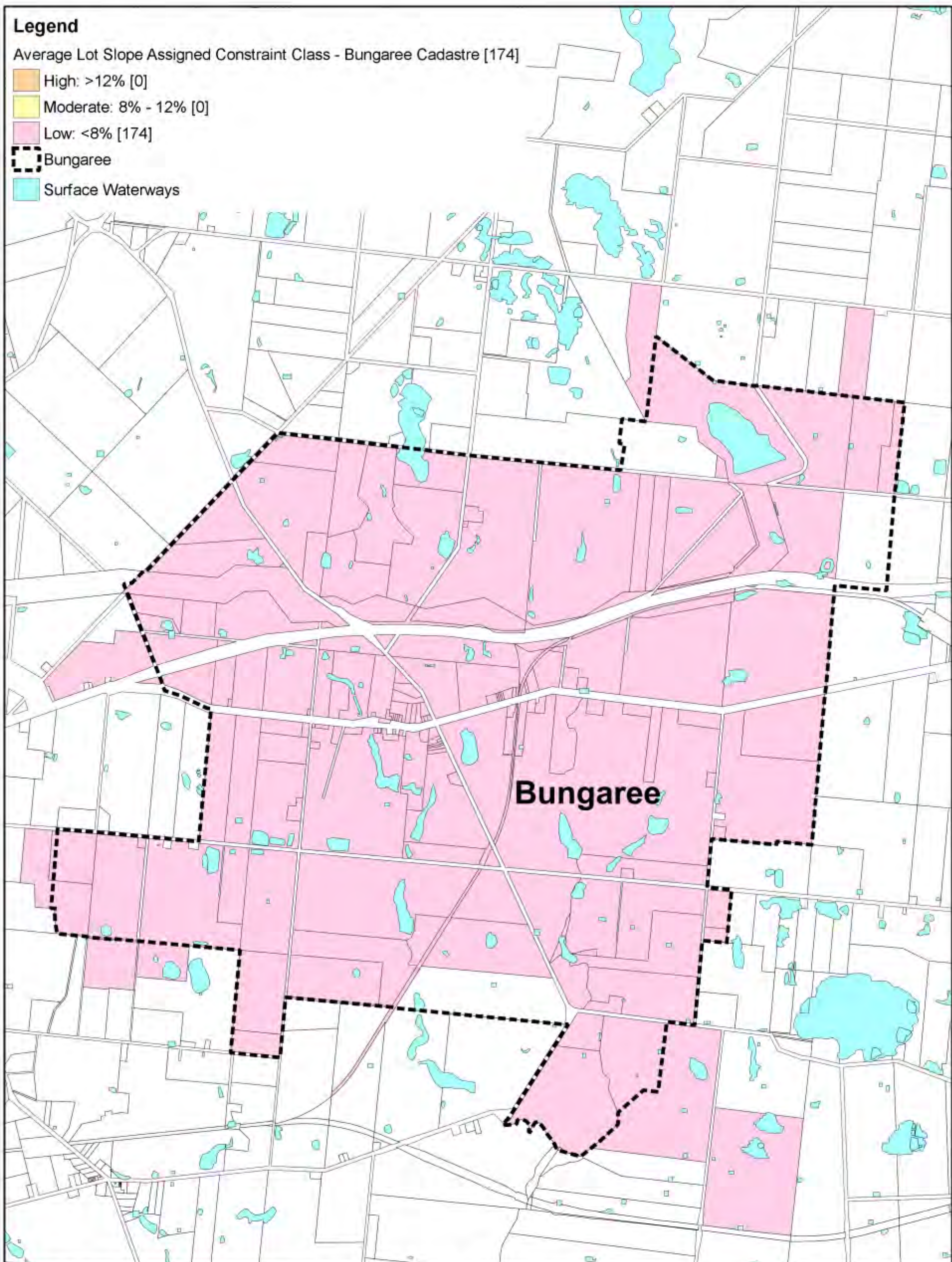
Moorabool Shire Council DWMP Review



W Whitehead & Associates
Environmental Consultants

0 6 12 18 24 30 km
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW



Legend

Average Lot Slope Assigned Constraint Class - Wallace Cadastre [117]

- High: >12% [0]
- Moderate: 8% - 12% [0]
- Low: <8% [117]
- Wallace
- Surface Waterways

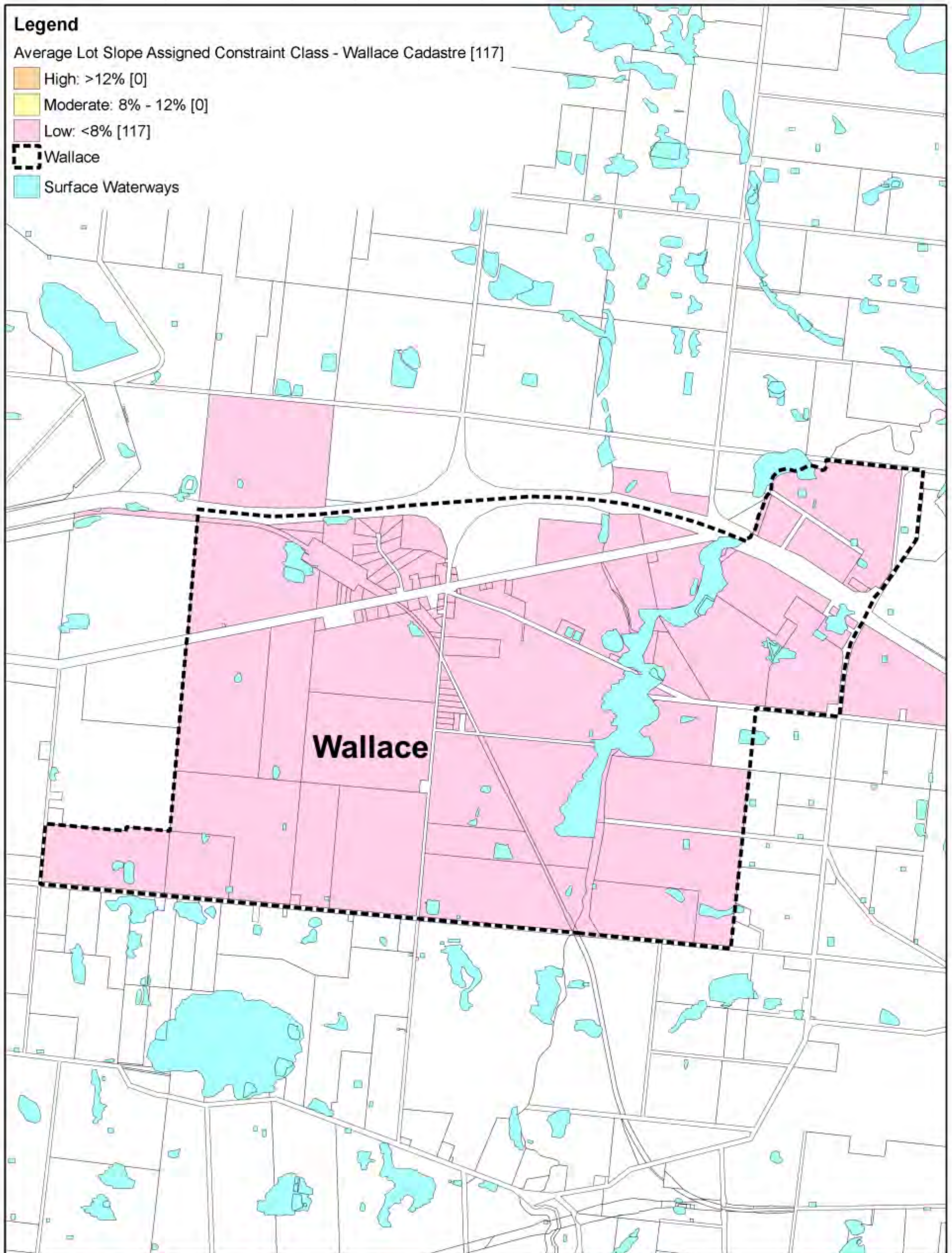


Figure 17b: DWM Constraint Analysis - Average Lot Slope - Wallace

Moorabool Shire Council DWMP Review



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Environmental Consultants

0 500 1000 1500 2000 2500 m
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Average Lot Slope Assigned Constraint Class - Greendale Cadastre [271]

- High: >12% [14]
- Moderate: 8% - 12% [48]
- Low: <8% [209]
- Greendale
- Surface Waterways

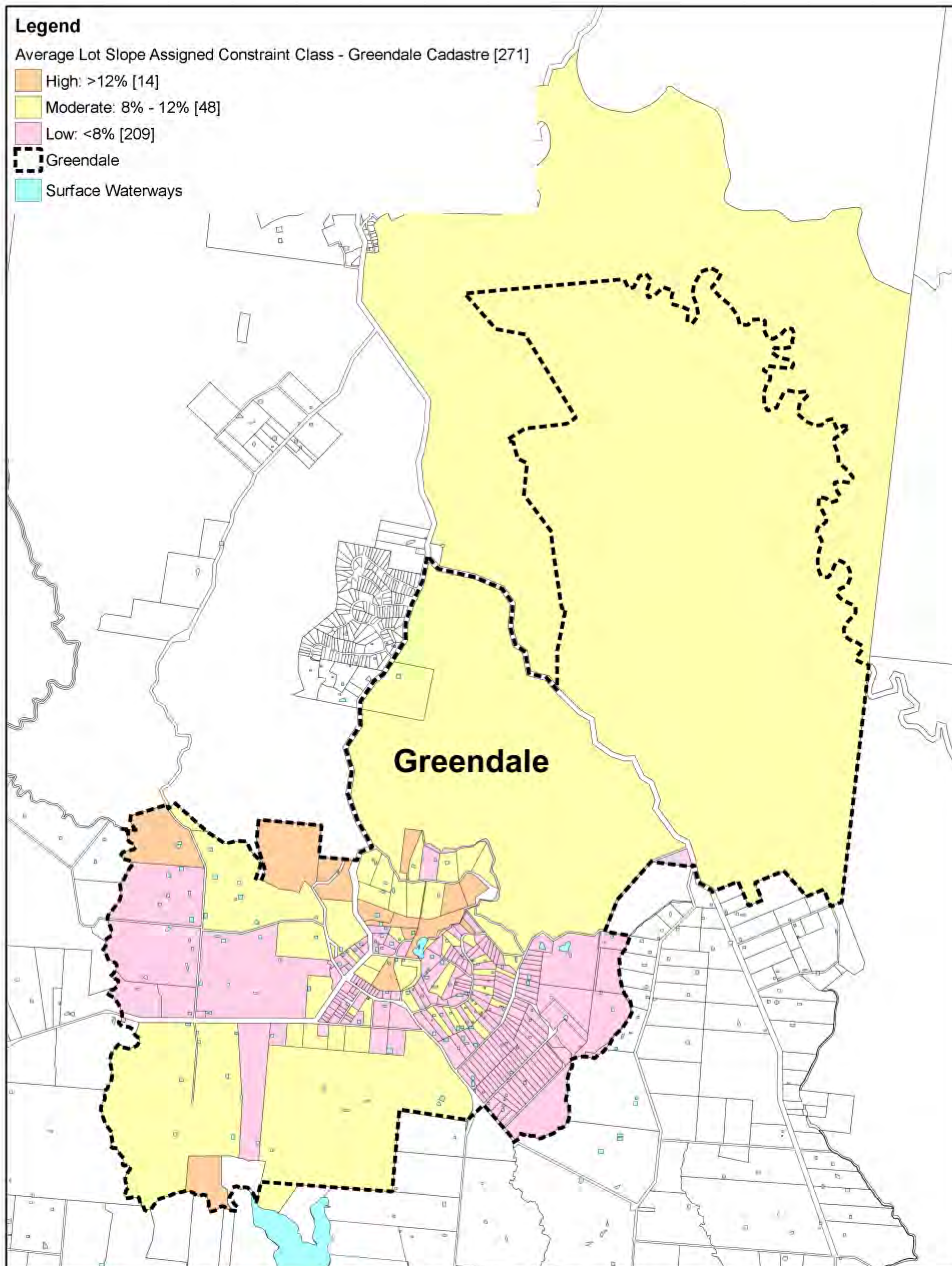


Figure 17c: DWM Constraint Analysis - Average Lot Slope - Greendale

Moorabool Shire Council DWMP Review



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Environmental Consultants

0 1 2 3 4 5 km
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Average Lot Slope Assigned Constraint Class - Dales Creek Cadastre [162]

High: >12% [1]

Moderate: 8% - 12% [12]

Low: <8% [149]

Dales Creek

Surface Waterways

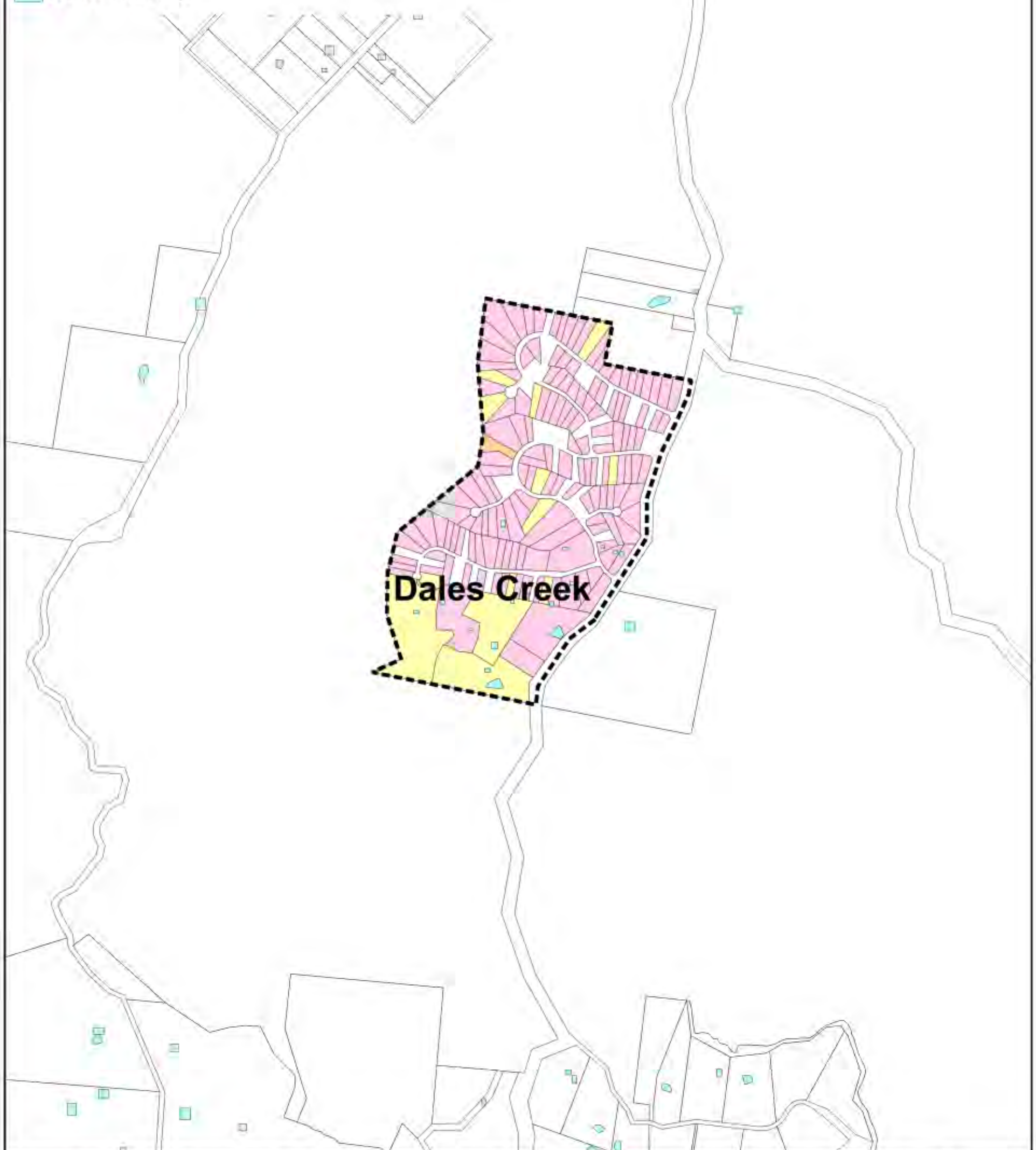


Figure 17d: DWM Constraint Analysis - Average Lot Slope - Dales Creek

Moorabool Shire Council DWMP Review

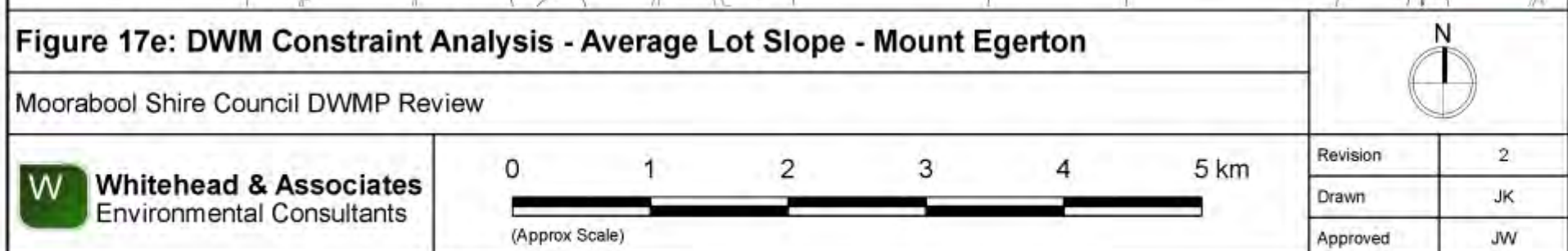
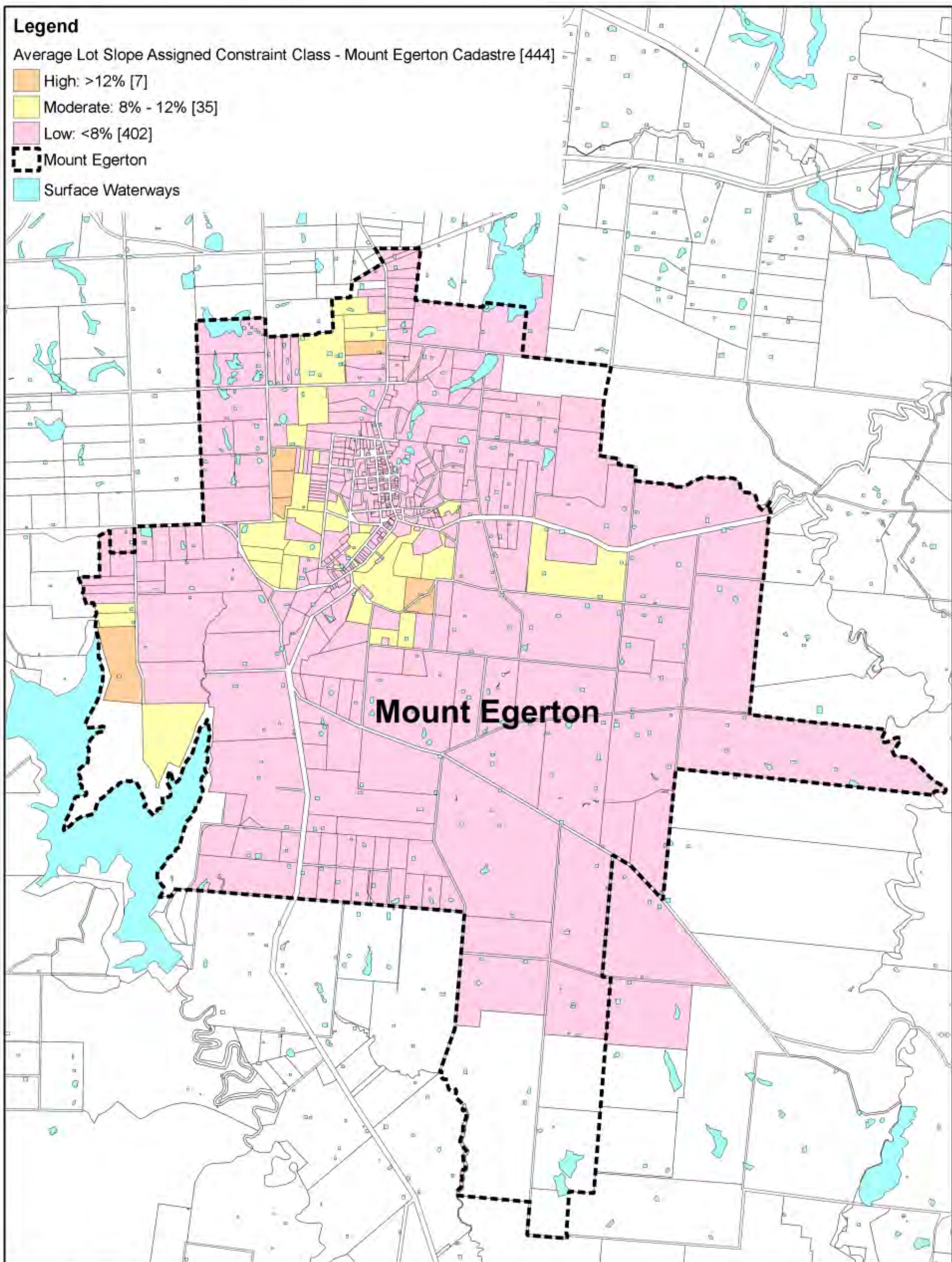
W Whitehead & Associates
Environmental Consultants

0 400 800 1200 1600 2000 m

(Approx Scale)



Revision	3
Drawn	JK
Approved	JW



Legend

Average Lot Slope Assigned Constraint Class - Barrys Reef Cadastre [60]

- High: >12% [0]
- Moderate: 8% - 12% [6]
- Low: <8% [54]
- Barrys Reef
- Surface Waterways

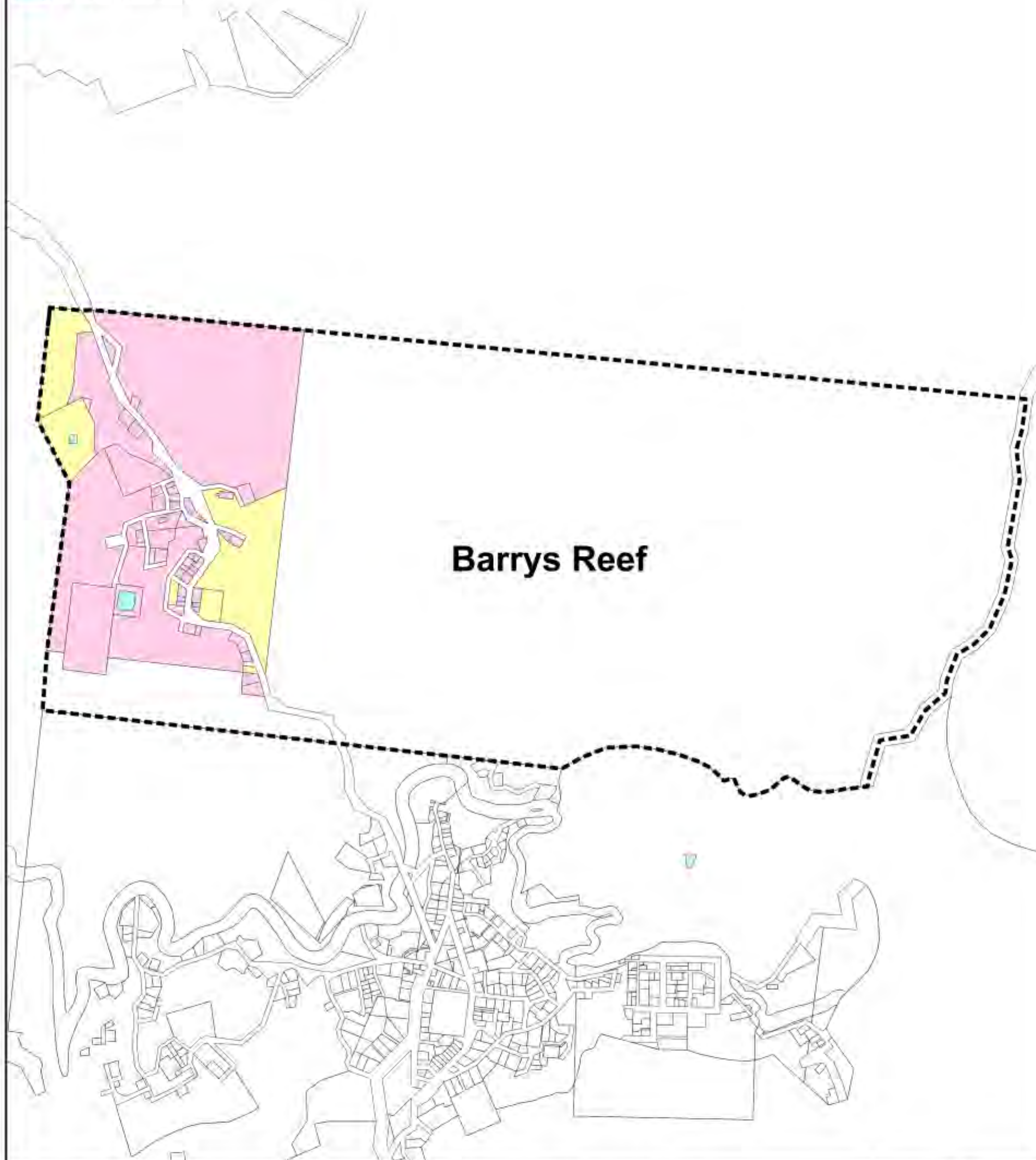


Figure 17f: DWM Constraint Analysis - Average Lot Slope - Barrys Reef

Moorabool Shire Council DWMP Review



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0 400 800 1200 1600 2000 m
(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Average Lot Slope Assigned Constraint Class - Blackwood Cadastre [469]

- High: >12% [17]
- Moderate: 8% - 12% [30]
- Low: <8% [422]
- Blackwood
- Surface Waterways

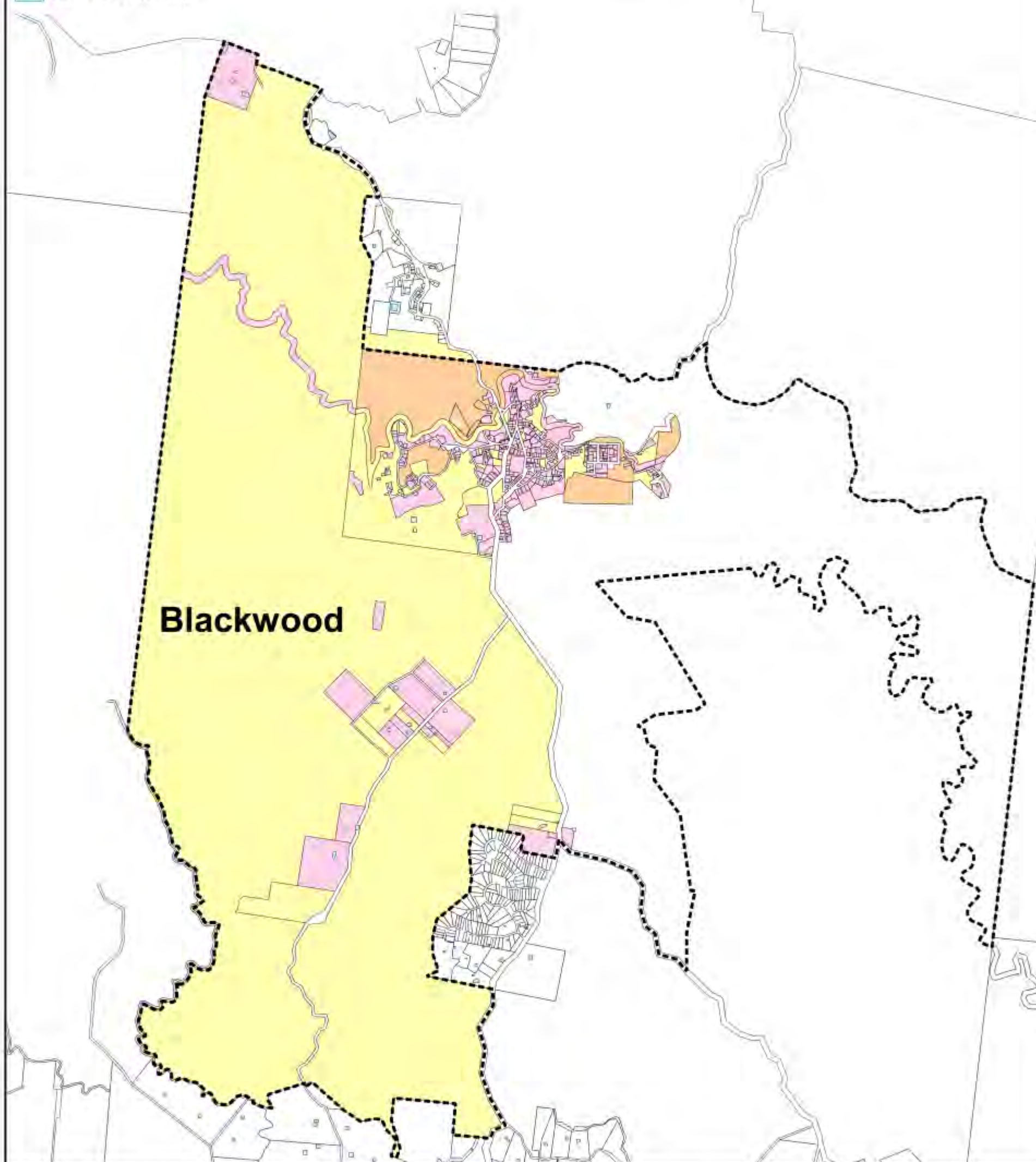
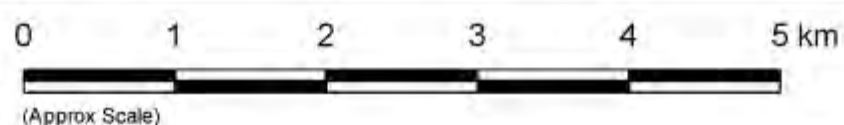


Figure 17g: DWM Constraint Analysis - Average Lot Slope - Blackwood

Moorabool Shire Council DWMP Review



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Revision	2
Drawn	JK
Approved	JW

6.2.11 Soil Suitability and Associated Geology

The soil type and its absorption capabilities in this report refer to effluent treatment and what type of waste water system is suitable. Soil that is not suitable for effluent treatment may be ideal for other uses such as farming and vice versa.

Soils and landform elements, along with associated lithology, play a vital role in the design, operation and performance of DWM systems. Key soil properties can be evaluated to assess a soil's capacity for absorption of wastewater, including soil texture, structure, permeability, drainage characteristics, total depth, and depth to limiting layers such as bedrock, hardpans or watertables.

The geology of the Shire is shown in Figure 18. The geological unit dataset (1:250,000) scale was obtained from GeoSciences Victoria (DPI). The Shire is primarily underlain by the Castlemaine and Newer Volcanic Groups; with the basalt being the predominant lithology, particularly in the central and western regions of the Shire.

The most current soil-landform unit datasets were obtained from the DEPI. The data was derived from six separate studies, that when combined, cover the entire Shire. These studies included; Land Capability Surveys of the former Ballan (Jeffery & Costello R, 1979), Bannockburn (Jeffery & Costello, 1981), Buninyong (Jeffery, 1980) and Bungaree (Jeffery et al., 1979) Shires, 'A Land Resource Assessment of the Corangamite Region' (Robinson et al., 2003), and the geomorphological units of the Corangamite Catchment Management Area (DPI, 2008). The datasets provided different information on various soil and landform characteristics of the region; including, landform elements, slope, vegetation, soil description (Australia Soil Classification), topsoil and subsoil texture, depth of soil profile, depth to subsoil, topsoil and subsoil structure, and many other productivity and land degradation constraints. There were 77 different soil-landform units identified within the Shire. Figure 19 thematically identifies the different soil-landform units and their associated locations. Refer to the accompanying reports for additional detailed descriptions on each of the soil-landform units.

Due to the degree of variance within each soil-landform unit (i.e. due to the soil catena), the soil characteristics with the most dominant landform element proportion (i.e. greatest percentage) were used as a representation for that soil-landform unit. Refer to the accompanying land capability reports for site specific data. Site specific investigations are required to confirm the broad scale assessment of the soil-landform units, as the presence of a minor soil-landform component could result in varying attributes to the predominant component used for the risk assessment.

The dataset was analysed to determine the key soil attributes that relate to soil suitability for DWM. There is a significant inter-relationship that exists between various soil attributes, resulting in a hydraulic and depth parameter used to assess the final soil suitability within the Shire. The hydraulic constraint parameter refers to indicative permeability, which was based on subsoil texture and structure, and the depth constraint parameter refers to the depth of the soil profile to a limiting horizon. A pollution constraint (i.e. sodicity, nutrient retention, organic content) was not used as there was not enough available information. The degree of constraint, or constraint class, was assigned to each soil-landform unit within the Shire based on these key soil constraint parameters.

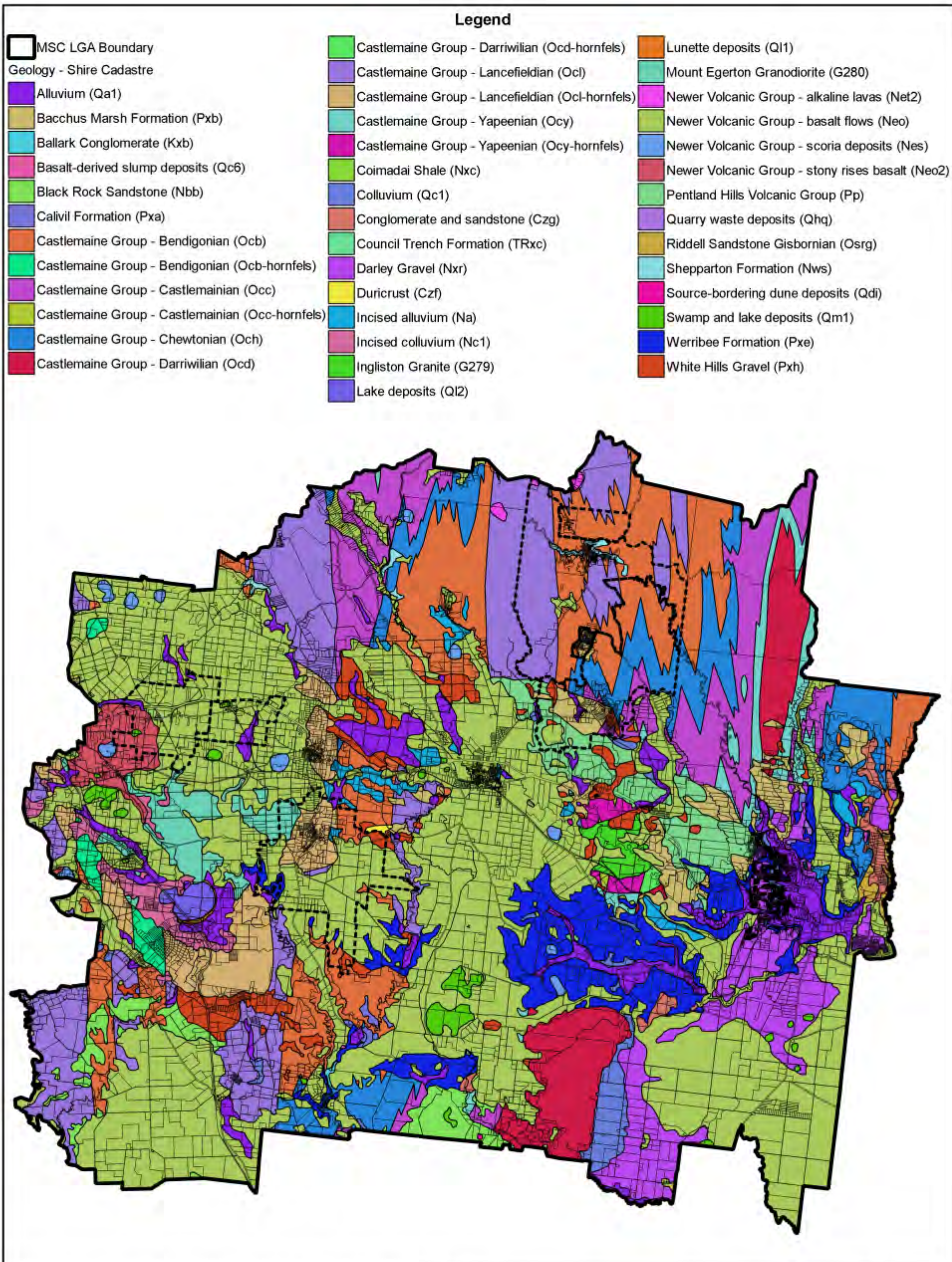


Figure 18 : DWM Constraint Analysis - Geology - Shire

Moorabool Shire Council DWMP Review



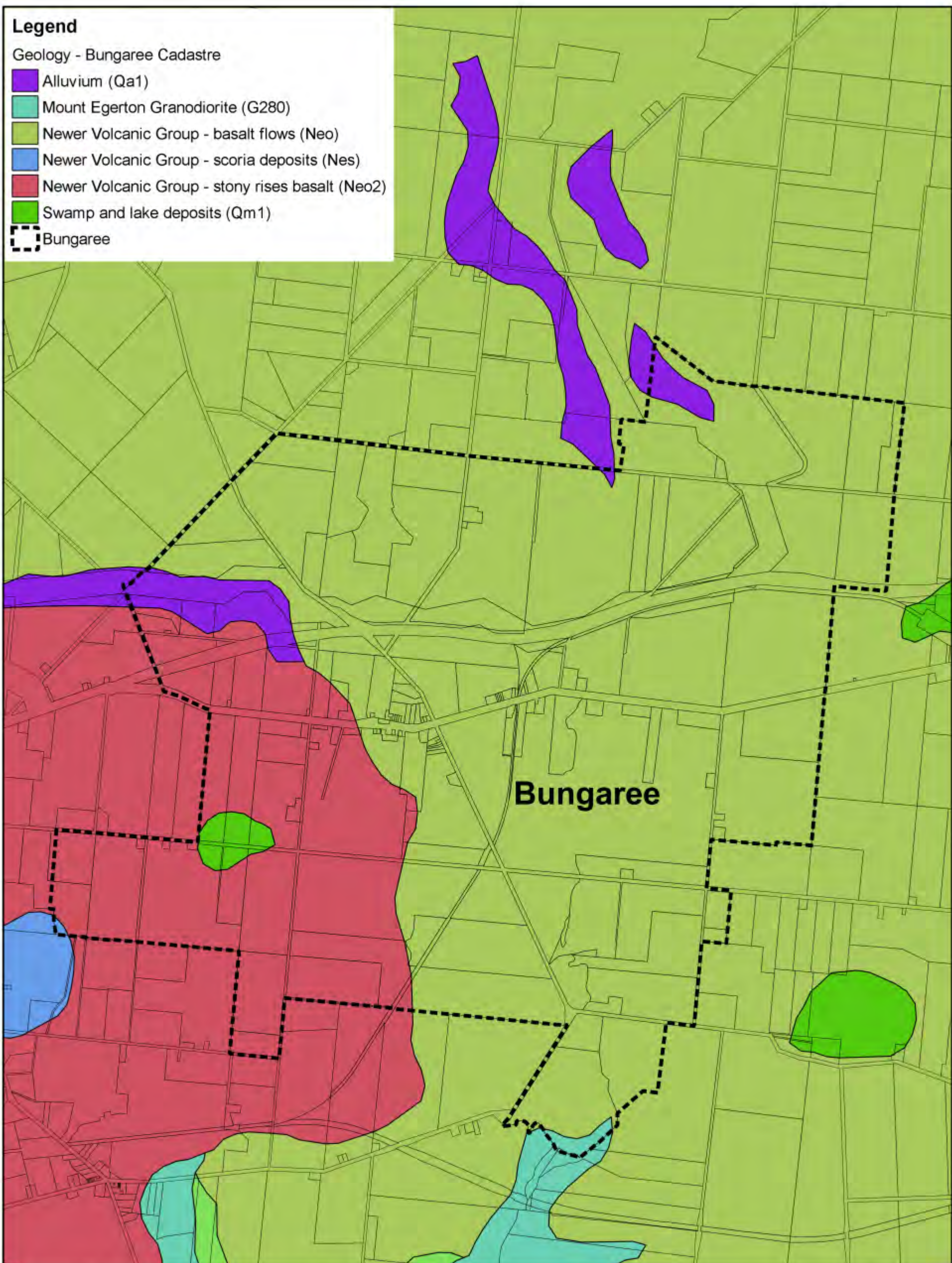


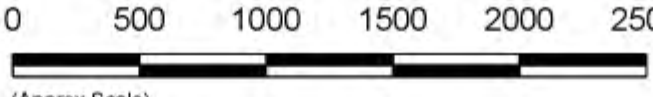


Figure 18a: DWM Constraint Analysis - Geology - Bungaree			
Moorabool Shire Council DWMP Review			
 Whitehead & Associates Environmental Consultants	<div>05001000150020002500 m</div>  <div>(Approx Scale)</div>	Revision	2
		Drawn	JK
		Approved	JW

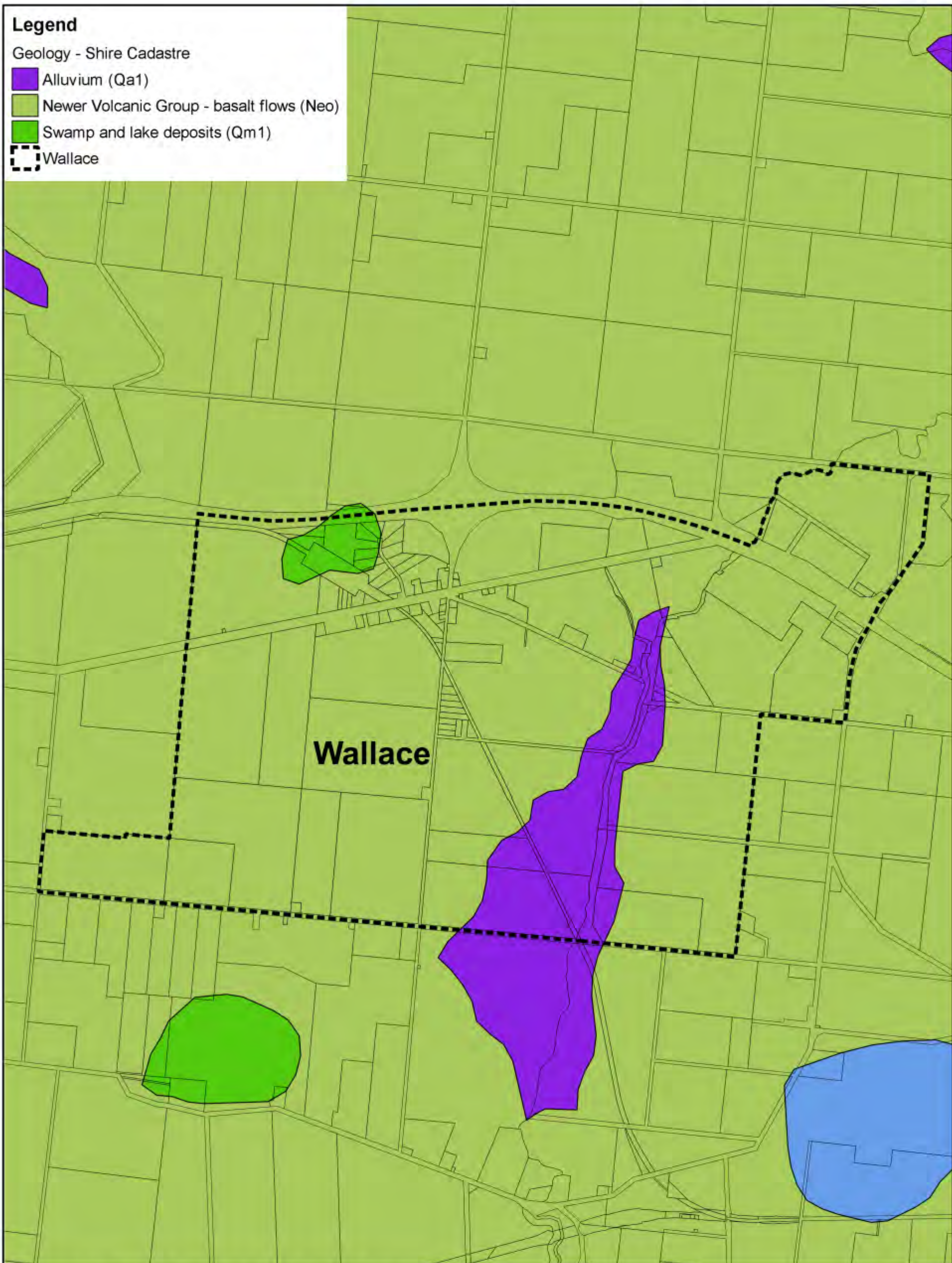





Figure 18b: DWM Constraint Analysis - Geology - Wallace			
Moorabool Shire Council DWMP Review			
 Whitehead & Associates Environmental Consultants	<div>05001000150020002500 m</div>  <div>(Approx Scale)</div>	Revision	2
		Drawn	JK
		Approved	JW

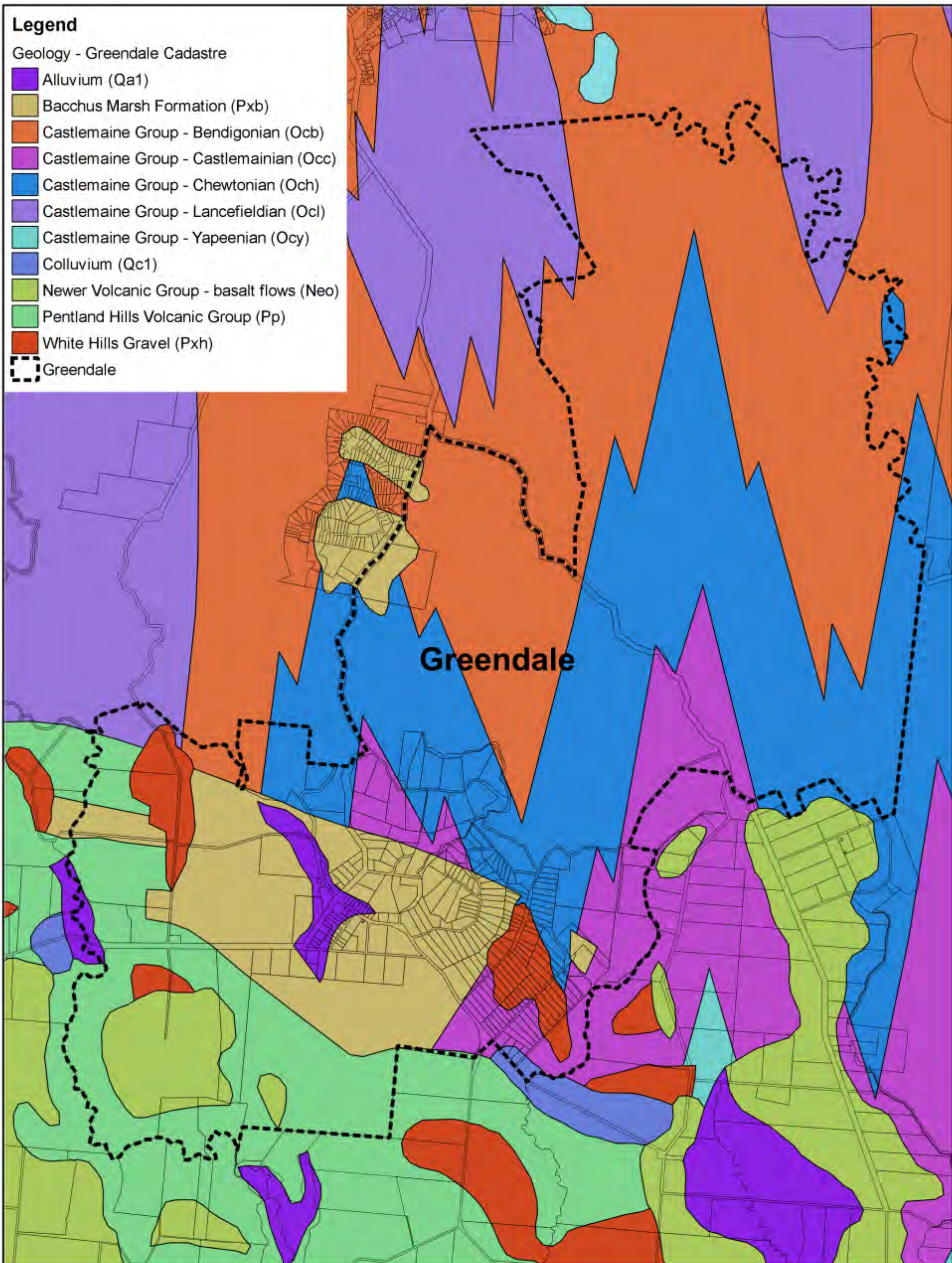


Figure 18c: DWM Constraint Analysis - Geology - Greendale									
Moorabool Shire Council DWMP Review									
Whitehead & Associates Environmental Consultants	 (Approx Scale)		<table border="1"> <tr> <td>Revision</td> <td>2</td> </tr> <tr> <td>Drawn</td> <td>JK</td> </tr> <tr> <td>Approved</td> <td>JW</td> </tr> </table>	Revision	2	Drawn	JK	Approved	JW
	Revision	2							
	Drawn	JK							
Approved	JW								

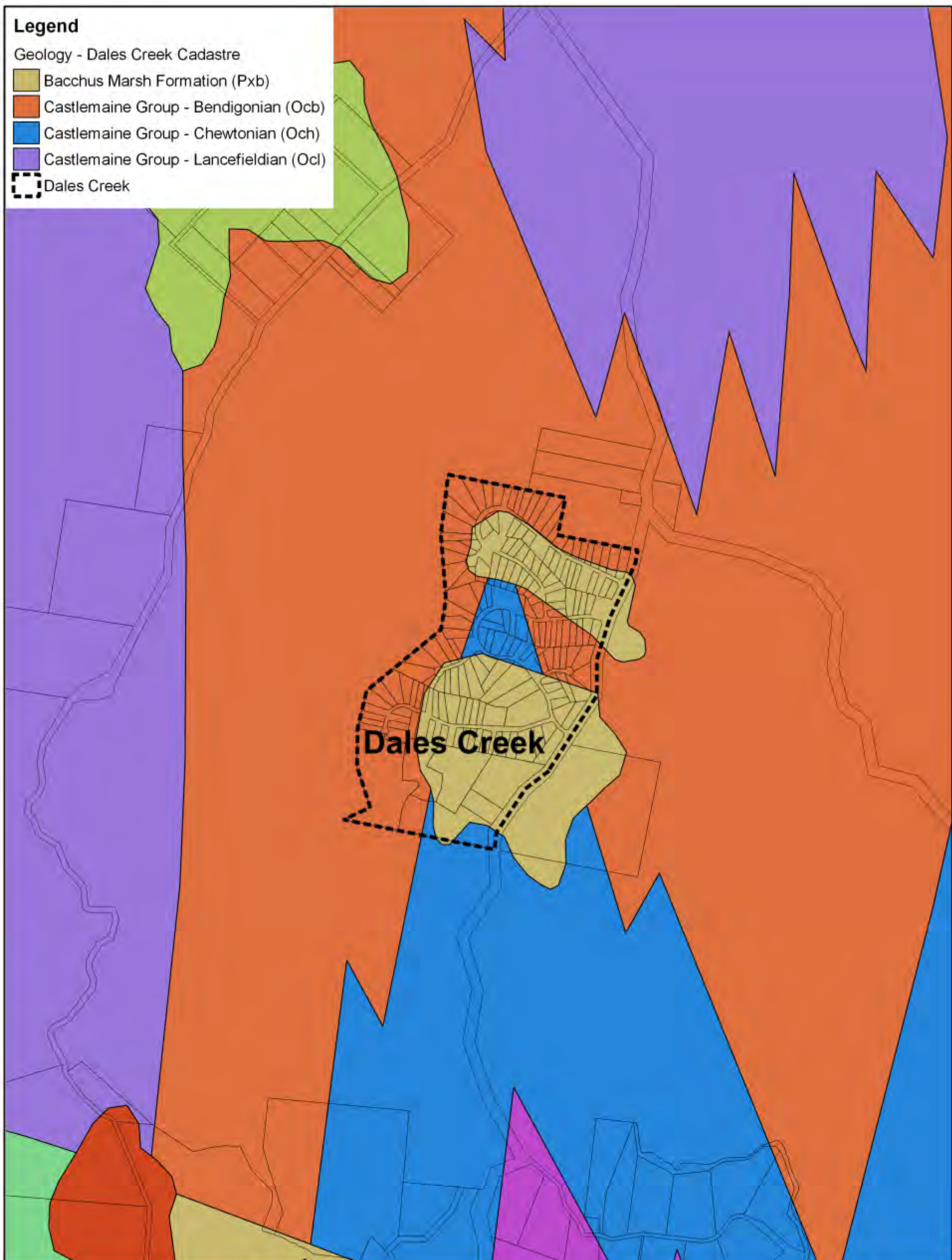





Figure 18d: DWM Constraint Analysis - Geology - Dales Creek				
Moorabool Shire Council DWMP Review				
 Whitehead & Associates Environmental Consultants	<div>0400800120016002000 m</div>  <div>(Approx Scale)</div>		Revision	3
			Drawn	JK
			Approved	JW

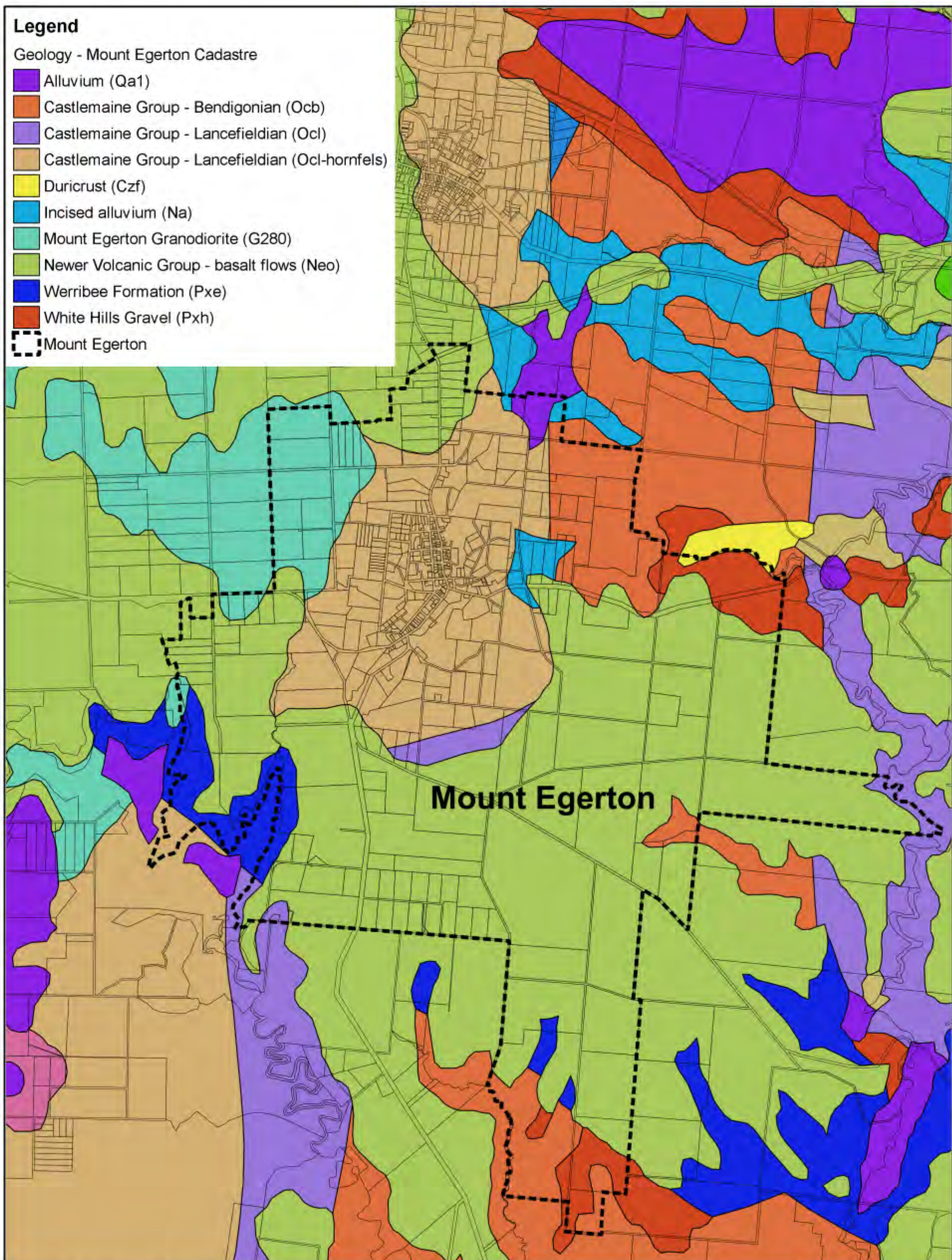


Figure 18e: DWM Constraint Analysis - Geology - Mount Egerton

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0 1 2 3 4 5 km
(Approx Scale)

N

Revision	2
Drawn	JK
Approved	JW

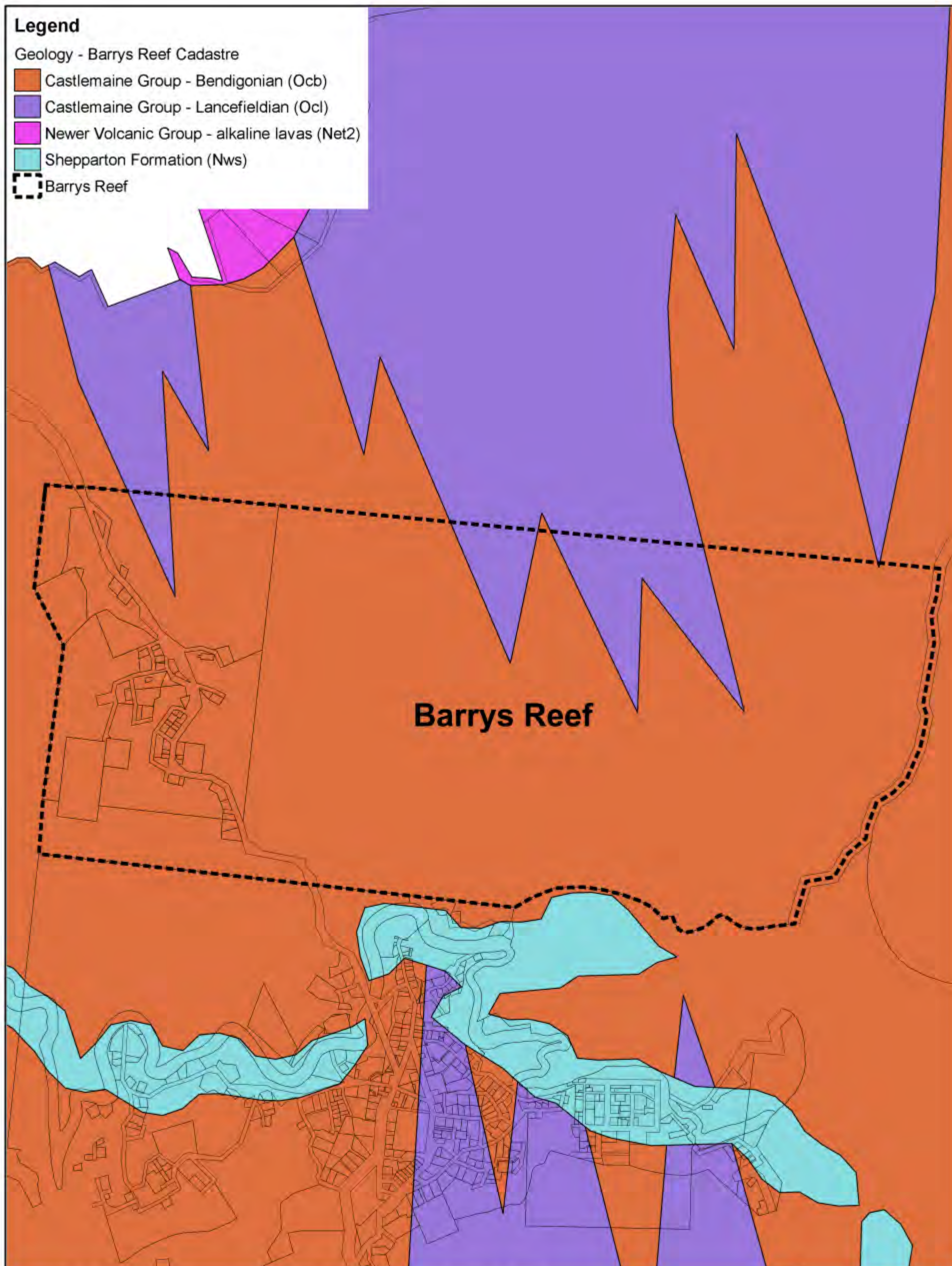


Figure 18f: DWM Constraint Analysis - Geology - Barrys Reef

Moorabool Shire Council DWMP Review



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Environmental Consultants

0 400 800 1200 1600 2000 m



(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

Geology - Blackwood Cadastre

- Bacchus Marsh Formation (Pxb)
- Castlemaine Group - Bendigonian (Ocb)
- Castlemaine Group - Castlemainian (Occ)
- Castlemaine Group - Chewtonian (Och)
- Castlemaine Group - Lancefieldian (Ocl)
- Newer Volcanic Group - alkaline lavas (Net2)
- Newer Volcanic Group - basalt flows (Neo)
- Pentland Hills Volcanic Group (Pp)
- Shepparton Formation (Nws)
- White Hills Gravel (Pxh)
- Blackwood

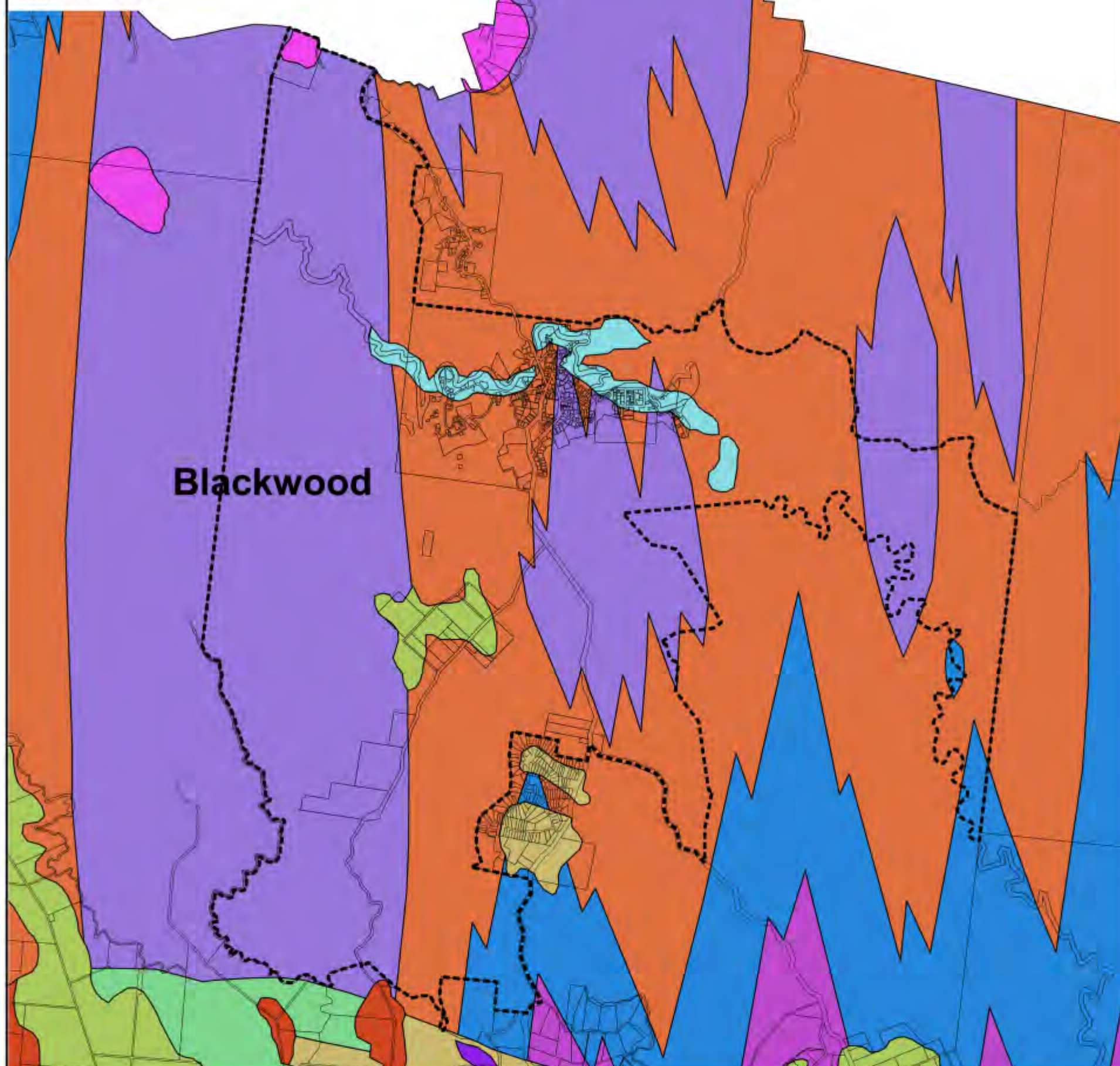


Figure 18g: DWM Constraint Analysis - Geology - Blackwood

Moorabool Shire Council DWMP Review



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0 1 2 3 4 5 km



(Approx Scale)

Revision	2
Drawn	JK
Approved	JW

Legend

- Base_MSC_LGABoundary
- Ballan Land Capability Survey (Jeffery & Costello, 1979)
- Bannockburn Land Capability Survey (Jeffery & Costello, 1981)
- Bungaree Land Capability Survey (Jeffery et al., 1979)
- Buninyong Land Capability Survey (Jeffery, 1980)
- Land Resource Assessment of the Corangamite Region (Robinson et al., 2003)
- Geomorphological Units of the Corangamite CMA (DPI, 2008)

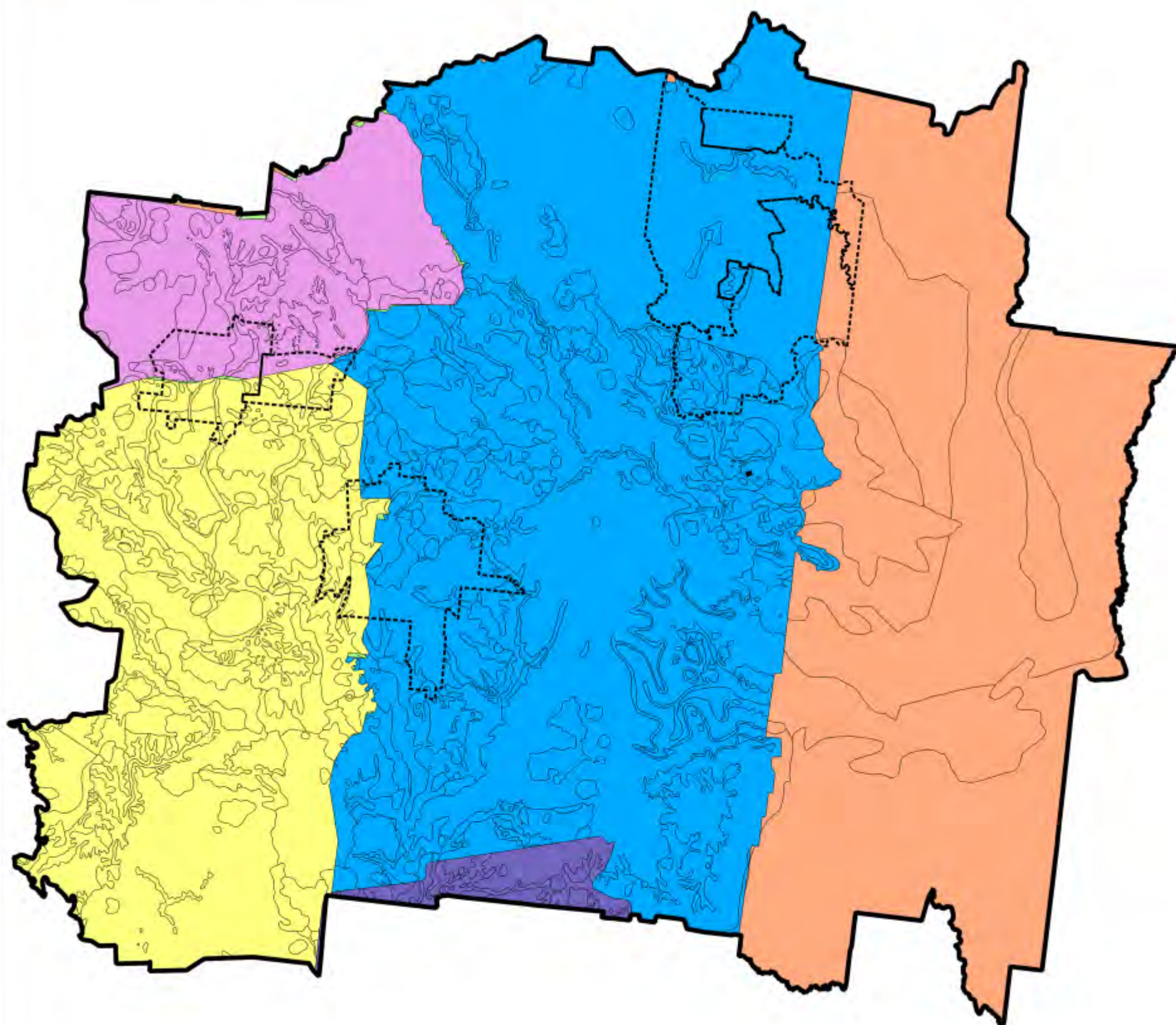


Figure 19 : DWM Constraint Analysis - Soil Landform Units - Shire

Moorabool Shire Council DWMP Review



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Revision	3
Drawn	JK
Approved	JW

A set of constraint classes for each soil constraint parameter was determined using the professional judgement, skills and experience of the project team. Reference was also made to the *AS/NZS 1547:2012*, Victorian EPA Code (2013) and the experience of the project team in designing and monitoring DWM systems.

Firstly, the hydraulic constraint of the soil was determined based on the indicative permeability of the soil for each soil-landform unit. Permeability refers to the vertical hydraulic conductivity of the soil profile, which is limited by the least permeable soil horizon. Soil permeability was not directly measured, but was inferred, with the guidance of the *AS/NZ 1547:2012*, from the observed subsoil texture. The indicative permeability of the subsoil was used, as the majority of the soils within the Shire are duplex soils with shallow topsoil horizons. Therefore, design loading rates for effluent application will primarily be based on the subsoil characteristics for each soil-landform unit. The following criterion was used to determine the hydraulic constraint classification for each soil-landform unit. The soil categories, and hence, indicative permeability, were based on those used in the *AS/NZS 1547:2012*.

- **High:** Soil categories 1 (sands and gravels) and 6 (medium and heavy clays);
- **Moderate:** Soil categories 2 (sandy loams) and 5 (sandy and light clays); and
- **Low:** Soil categories 3 (loams) and 4 (clay loams).

The depth constraint of the soil was based on the depth of the soil profile to the limiting horizon, i.e. hardpan, groundwater or bedrock, for each soil-landform unit. The depth constraint was categorised as being either compliant or non-compliant, based on 1,200mm depth to the limiting layer. This depth benchmark was determined to be the minimum depth requirement for sustainable DWM, also taking into consideration the required minimum separation requirements of 600mm (*AS/NZS: 1547:2012*) from the base of the land application system to the limiting layer. This benchmark depth was based on the most constraining DWM application system, in terms of depth; absorption systems (trenches and beds). Absorption systems require 600mm depth from the surface for utilisation and also need to adhere to the minimum 600mm separation to the limiting layer requirements. Therefore, the minimum depth required for the sustainable installation and operation of an absorption system is 1,200mm.

To determine the final soil suitability constraint class for each soil landscape system within the Shire, an assessment of both the hydraulic and depth constraint parameters was made. Once the hydraulic constraint rating was assigned to each soil-landform unit, the depth constraint was applied. If the soil was compliant in relation to soil depth, then the constraint rating remained the same. If the soil was deemed to be non-compliant in relation to soil depth, then the constraint rating was increased by one rating, i.e. medium would be increased to high. Where soil-landform unit information was not available or was incomplete, the lots within the Shire were classified as unidentified and were not given a soil suitability constraint rating.

This method for assigning the constraint classes for soil suitability was very conservative. For example, even if the hydraulic constraint was high and the soil depth was compliant, the final constraint rating would remain as high. The soil permeability doesn't directly exclude the use of different systems, but may limit the loading rate of effluent that can be applied. Therefore, the soil used in this example could still utilise a traditional absorption system. It is important to note that site specific investigation is still necessary to confirm the broad constraint assessment and to determine the appropriate method for sustainable DWM.

For lots constrained by unsuitable soil, it might be possible to mitigate this constraint by:

- Secondary treatment with an AWTs or sand filter;
- Apply at a lower loading rate; or
- Improve soil by amelioration or import good quality soil.

Table 16 details the results of the soil suitability constraint analysis for the Shire. The associated DWM constraint map for the Shire is provided as Figure 20. As an example, the individual soil suitability constraint maps for seven targeted townships within the Shire are shown in Figures 20a-g. The soil suitability for lots within the Shire primarily resulted in moderate to high constraint ratings due to the presence of duplex soils with clay subsoils derived from the basaltic lithology.

Table 16: Soil Suitability Map Summary

DWM Discrete Constraint Analysis	Assigned Constraint Class (Number of Parcels)			
	High	Moderate	Low	Unidentified
	Rating 3	Rating 2	Rating 1	-
Soil Suitability (Overall)	6,934 (43.3%)	8,905 (55.7%)	139 (0.9%)	16 (0.1%)
Bungaree Township	155 (89.1%)	19 (10.9%)	0 (0%)	0 (0%)
Wallace Township	86 (73.5%)	31 (26.5%)	0 (0%)	0 (0%)
Greendale Township	271 (100%)	0 (0%)	0 (0%)	0 (0%)
Dales Creek Township	162 (100%)	0 (0%)	0 (0%)	0 (0%)
Mount Egerton Township	444 (100%)	0 (0%)	0 (0%)	0 (0%)
Barrys Reef Township	60 (100%)	0 (0%)	0 (0%)	0 (0%)
Blackwood Township	356 (75.9%)	113 (24.1%)	0 (0%)	0 (0%)

Legend

Soil Suitability Assigned Constraint Class - Shire Cadastre [16000]

- High [6934]
- Moderate [8905]
- Low [139]
- Unidentified [16]
- MSC LGA Boundary
- Surface Waterways

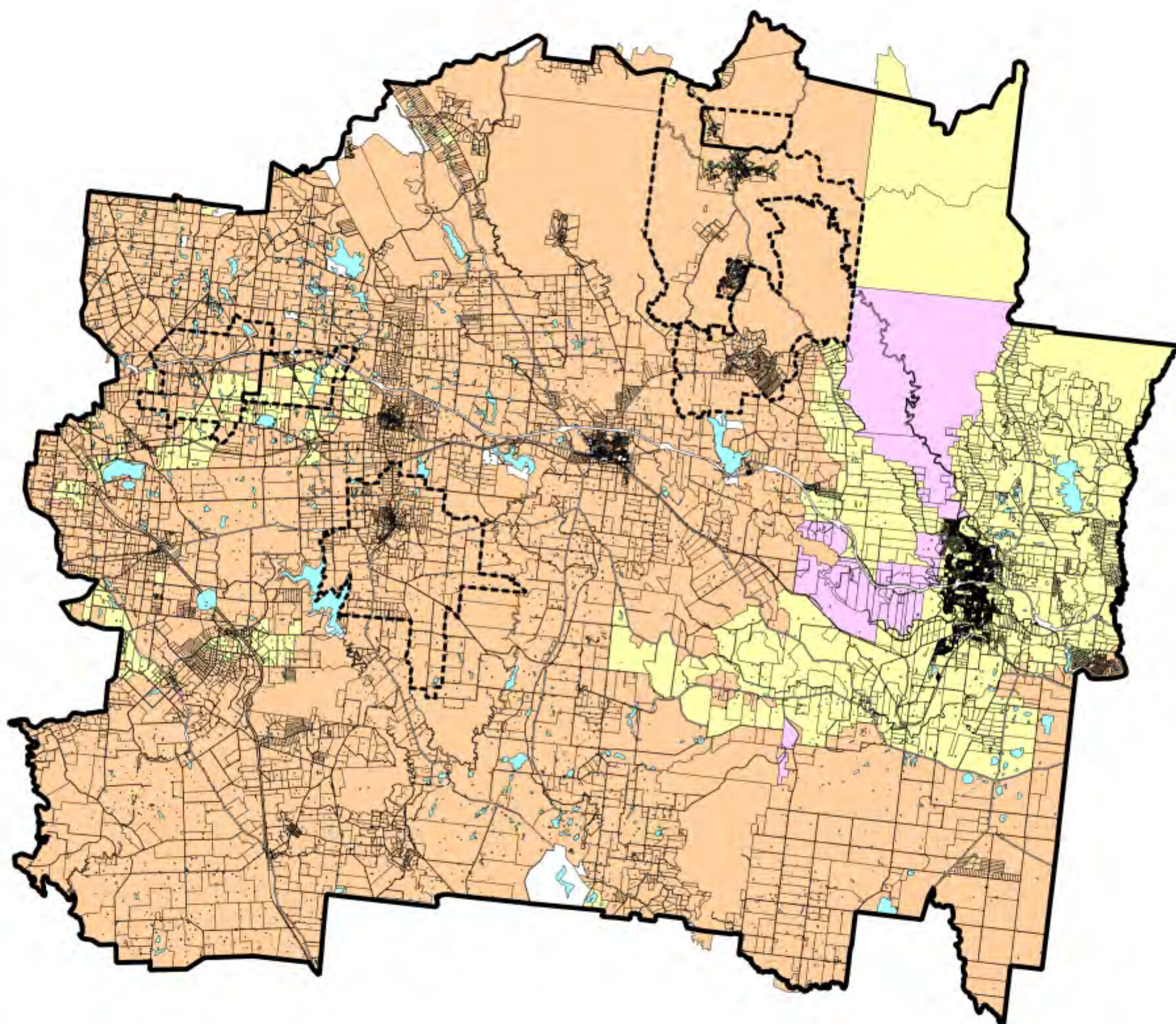


Figure 20 : DWM Constraint Analysis - Soil Suitability - Shire

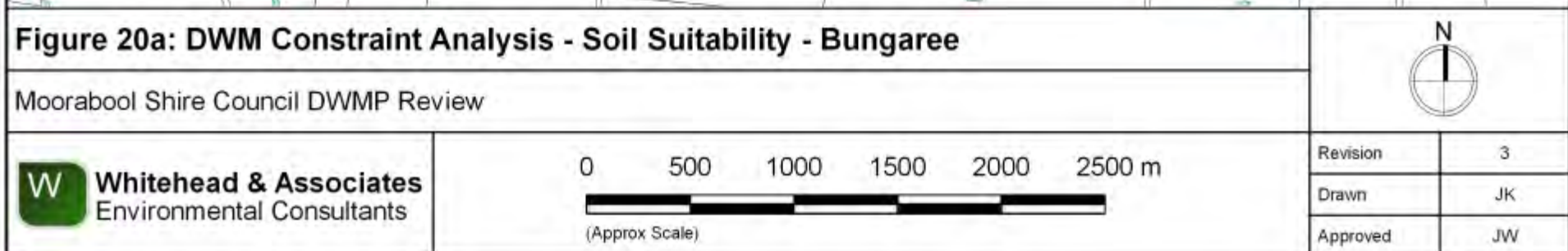
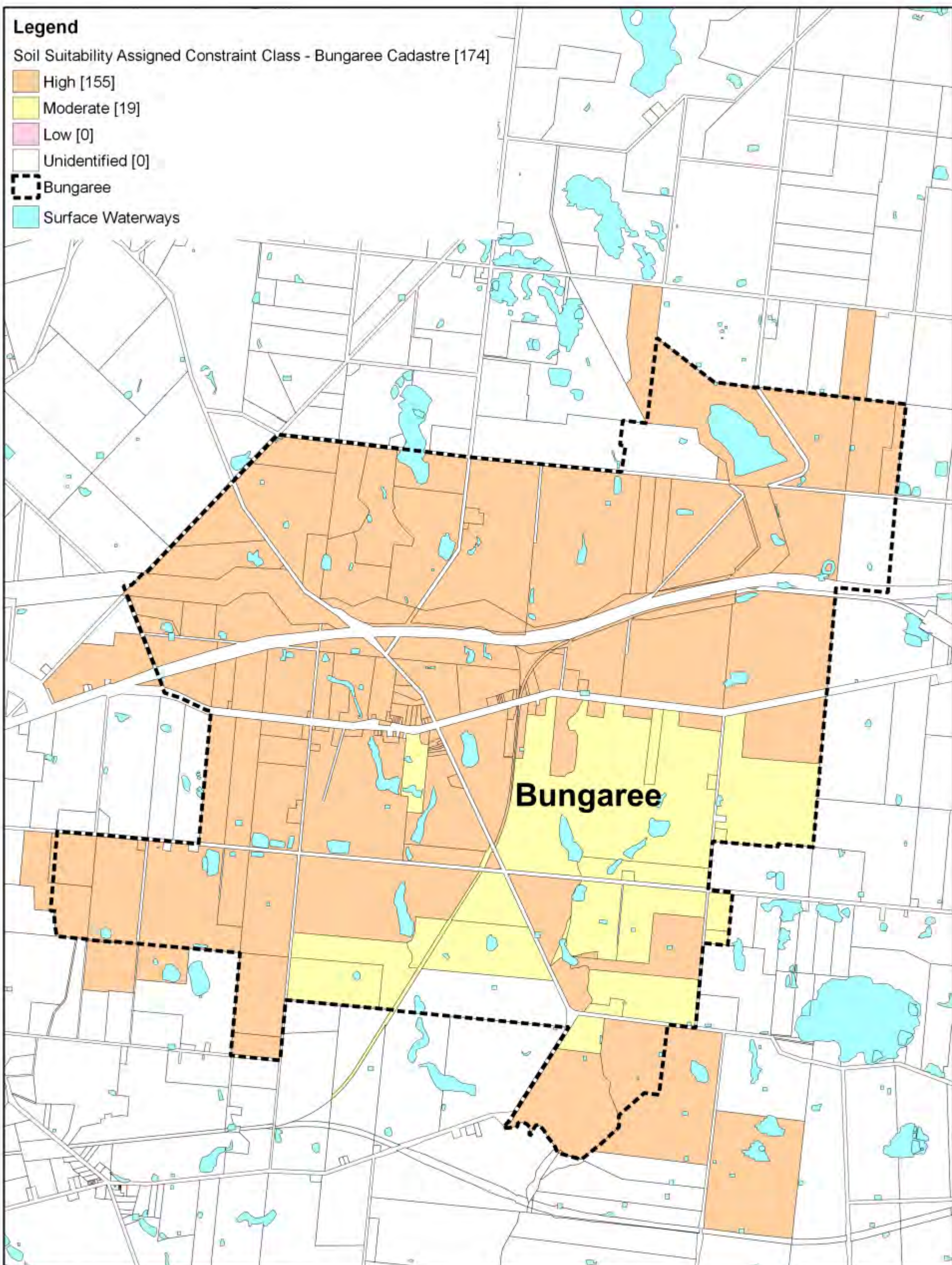
Moorabool Shire Council DWMP Review

W Whitehead & Associates
Environmental Consultants

0 6 12 18 24 30 km
(Approx Scale)



Revision	3
Drawn	JK
Approved	JW



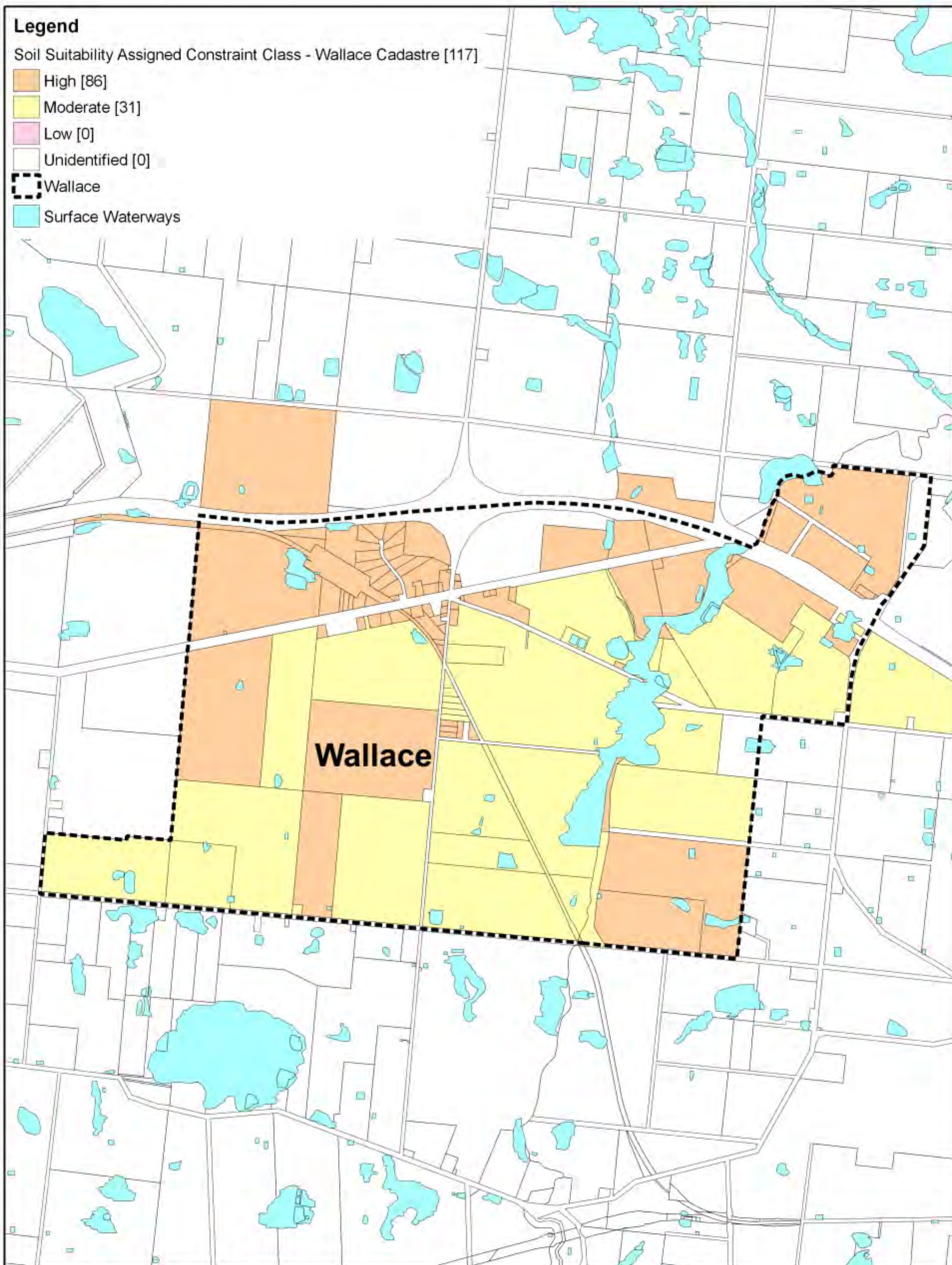


Figure 20b: DWM Constraint Analysis - Soil Suitability - Wallace

Moorabool Shire Council DWMP Review



Legend

Soil Suitability Assigned Constraint Class - Greendale Cadastre [271]

- High [271]
- Moderate [0]
- Low [0]
- Unidentified [0]
- Greendale
- Surface Waterways

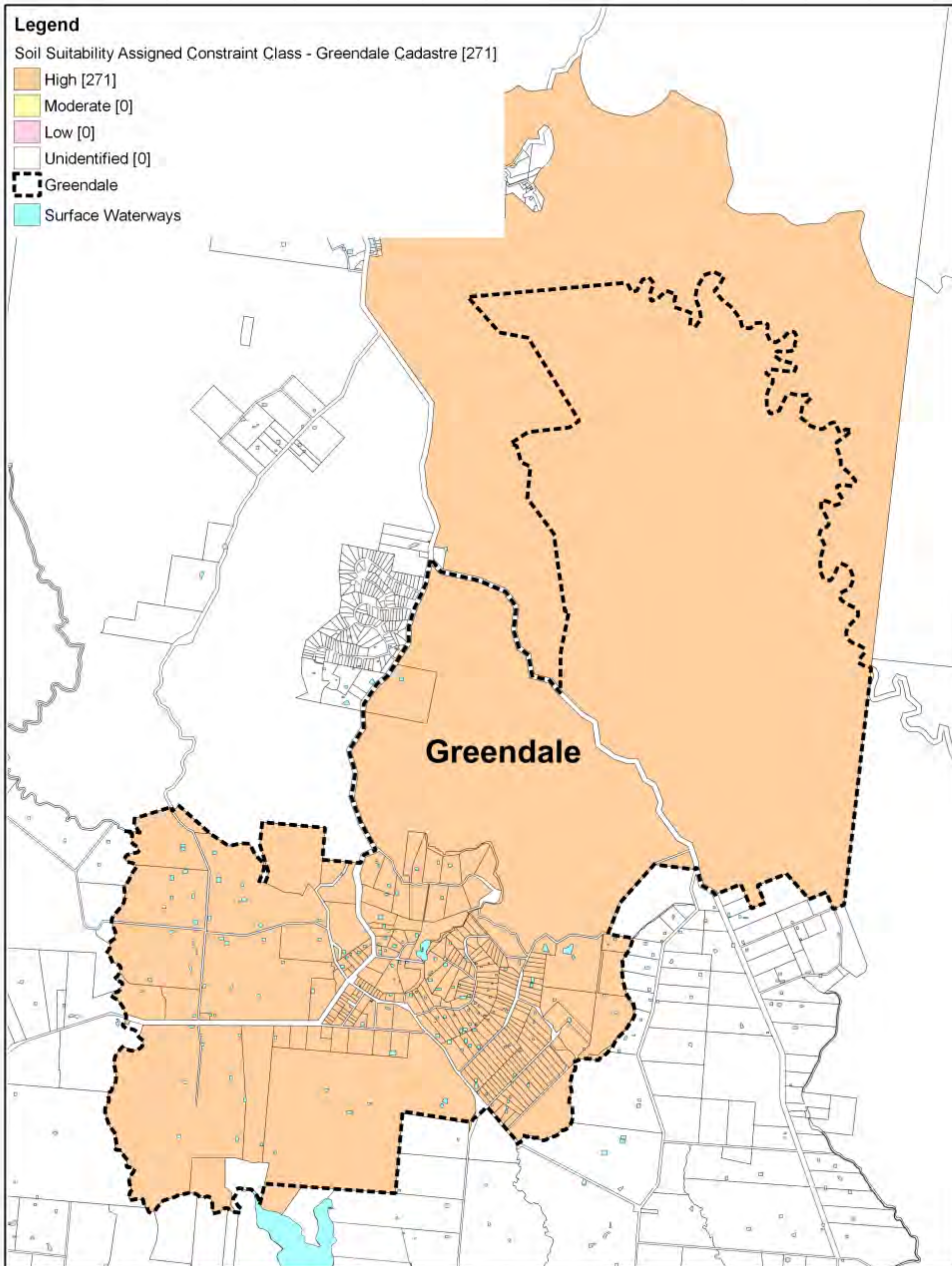


Figure 20c: DWM Constraint Analysis - Soil Suitability - Greendale

Moorabool Shire Council DWMP Review



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Environmental Consultants

0 1 2 3 4 5 km



(Approx Scale)

Revision	3
Drawn	JK
Approved	JW

Legend

Soil Suitability Assigned Constraint Class - Dales Creek Cadastre [162]

- High [162]
- Moderate [0]
- Low [0]
- Unidentified [0]
- Dales Creek
- Surface Waterways

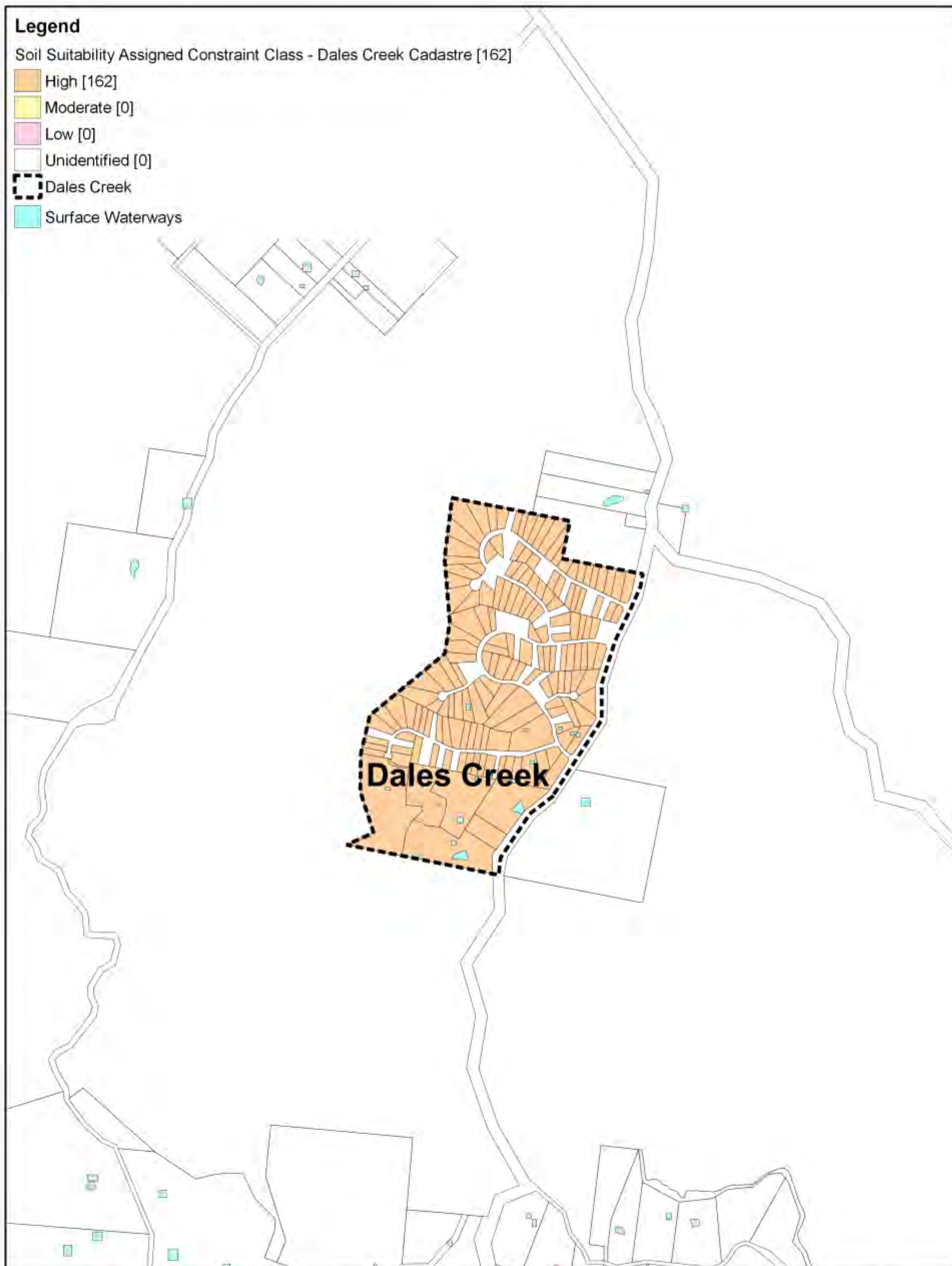


Figure 20d: DWM Constraint Analysis - Soil Suitability - Dales Creek

Moorabool Shire Council DWMP Review



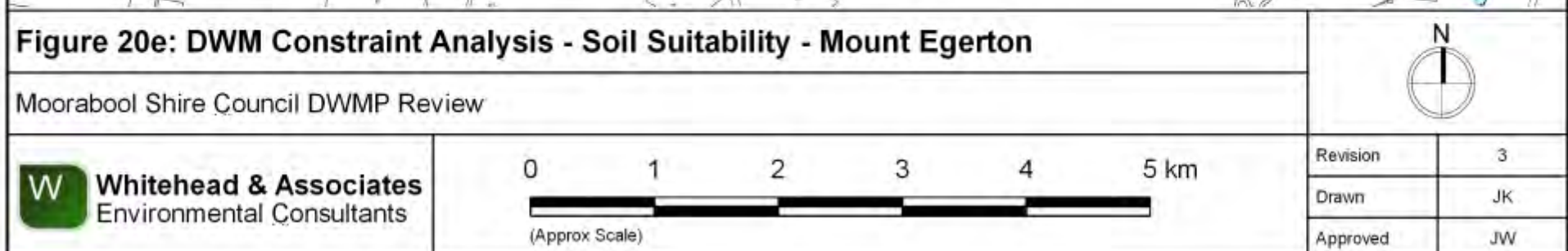
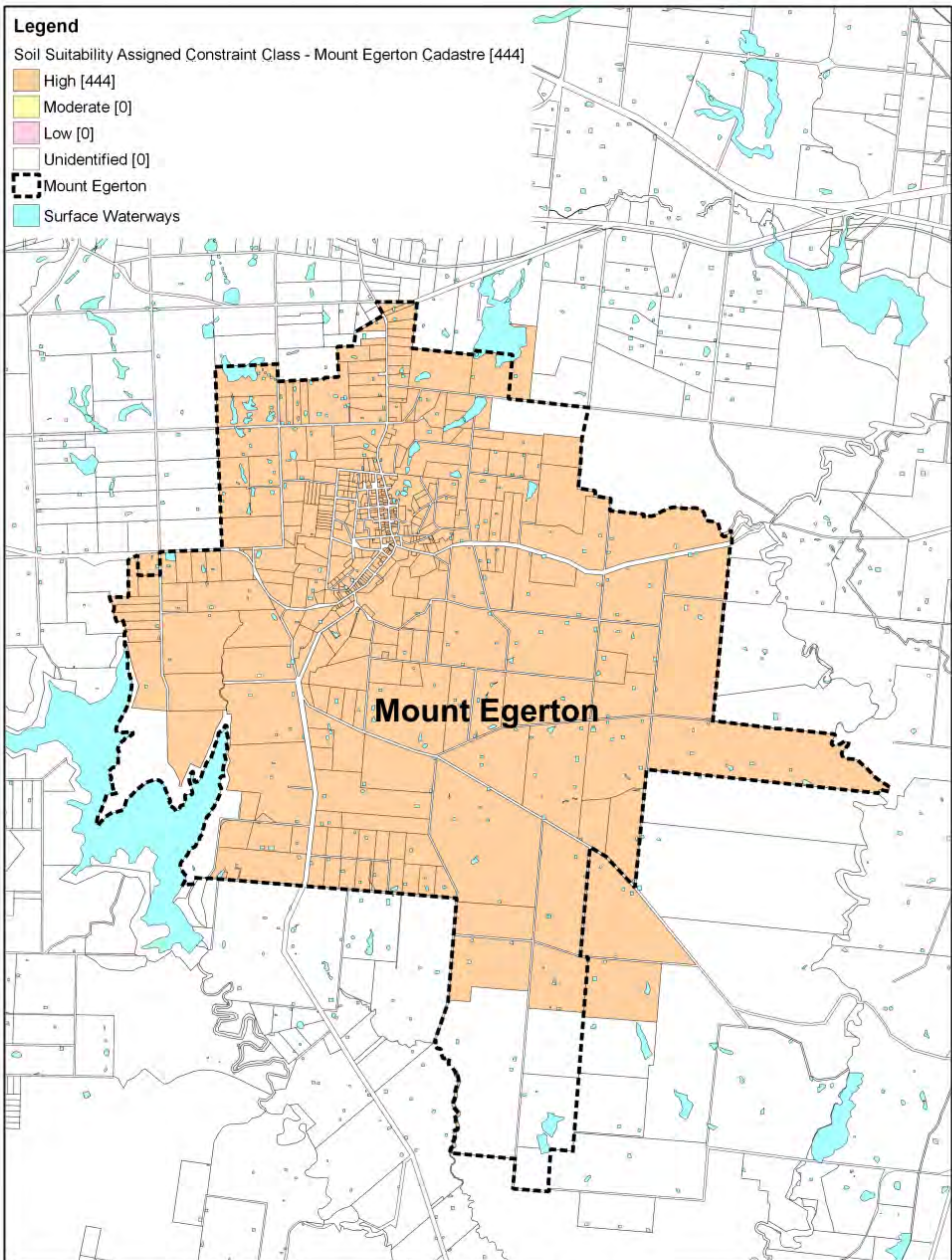
Whitehead & Associates
Environmental Consultants

0 400 800 1200 1600 2000 m



(Approx Scale)

Revision	4
Drawn	JK
Approved	JW



Legend

Soil Suitability Assigned Constraint Class - Barrys Reef Cadastre [60]

- High [60]
- Moderate [0]
- Low [0]
- Unidentified [0]
- Barrys Reef
- Surface Waterways

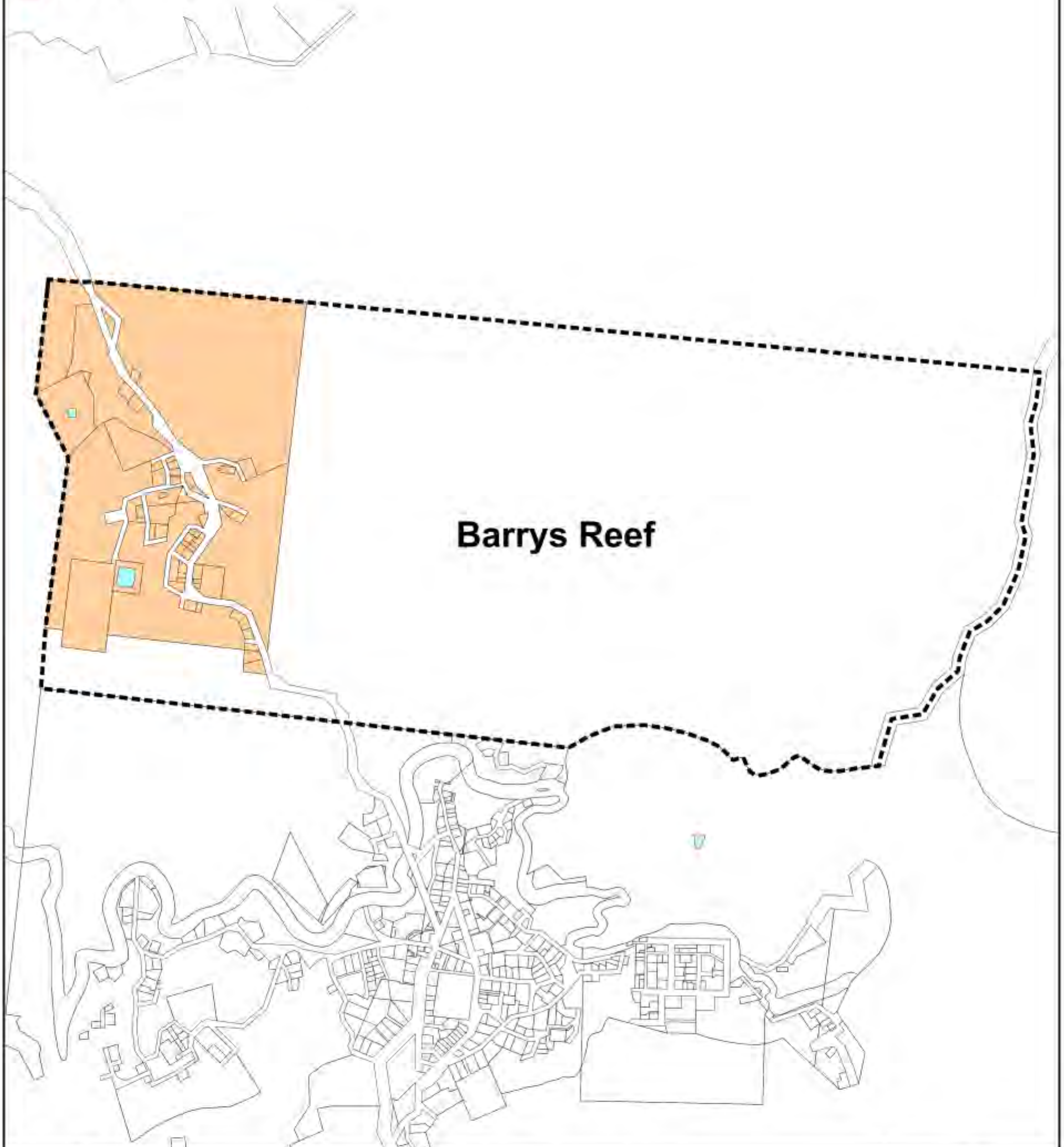


Figure 20f: DWM Constraint Analysis - Soil Suitability - Barrys Reef

Moorabool Shire Council DWMP Review

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Environmental Consultants

0 400 800 1200 1600 2000 m
(Approx Scale)



Revision	3
Drawn	JK
Approved	JW

Legend

Soil Suitability Assigned Constraint Class - Blackwood Cadastre [469]

- High [356]
- Moderate [113]
- Low [0]
- Unidentified [0]
- Blackwood
- Surface Waterways

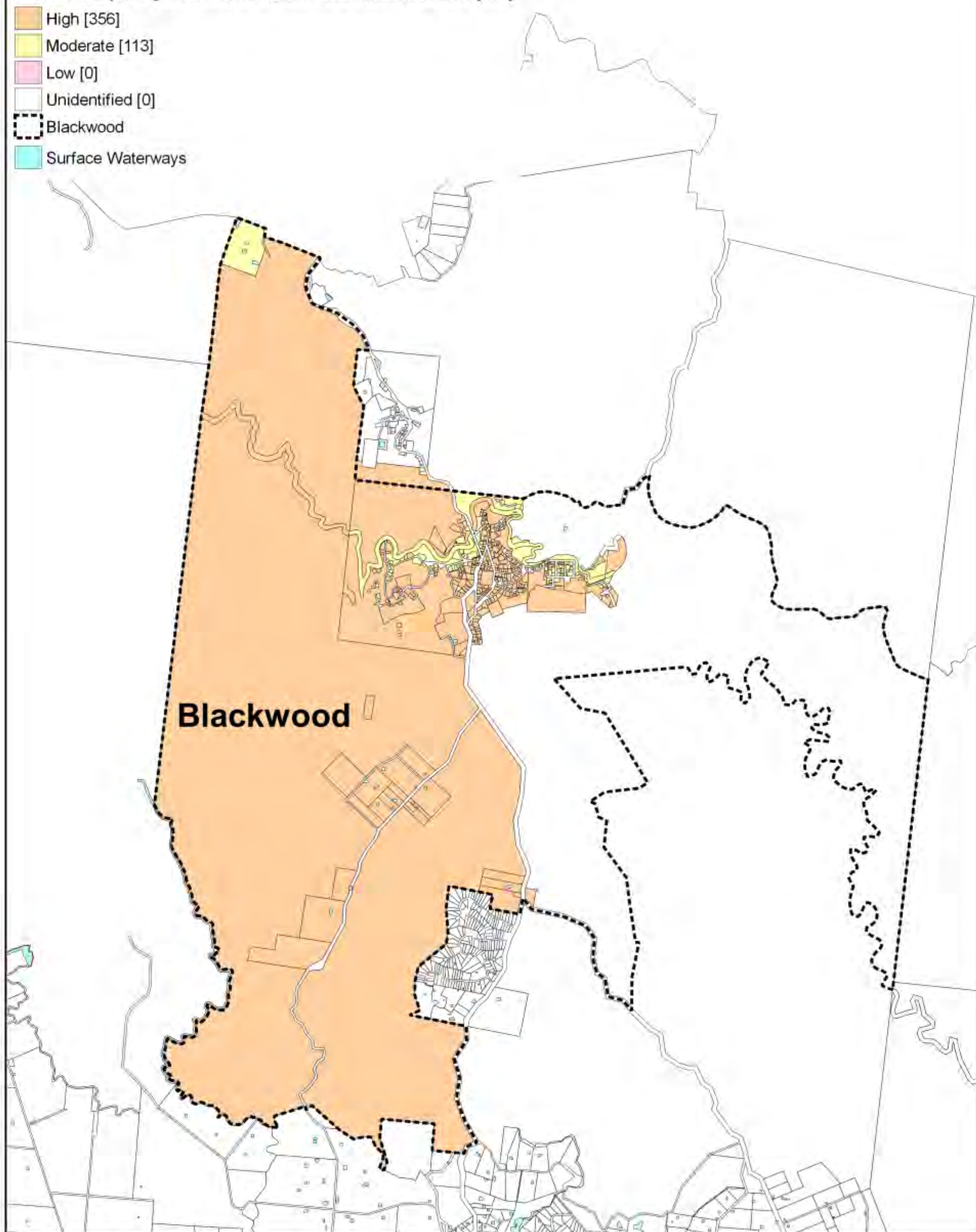


Figure 20g: DWM Constraint Analysis - Soil Suitability - Blackwood

Moorabool Shire Council DWMP Review



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Environmental Consultants

0 1 2 3 4 5 km



(Approx Scale)

Revision	3
Drawn	JK
Approved	JW

6.2.12 Conclusion

It is evident that variability in constraint exists between the different townships within the Shire. Further detailed studies into the performance of existing on-site DWM systems within each of the high priority townships is recommended to verify the findings of this broad-scale risk assessment, to provide a more detailed study on maximum lot development density and hence minimum lot size in proposed development areas. This will aid Council in ensuring future development will not adversely impact environmental and public health.

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MSC Septic Audit Project Final Report (2013)



Moorabool Shire Council

Septic Audit Project Final Report

An audit of onsite wastewater systems within Moorabool Shire

Sarah Annells – Coordinator Community Health & Safety

Introduction

Moorabool Shire Council's Environmental Health Unit has completed an audit of onsite waste water systems (OWS) within the Shire to update records, identify public health and / or environmental issues and to educate owners. The project was jointly funded by Department of Sustainability and Environment, Barwon Water, Southern Rural Water, Western Water and Moorabool Shire Council.

The program commenced in 2010 with a successful trial in Balliang East. It was then rolled out to other areas in Moorabool including Ballan, Balliang, Maddingley, Coimadai, Mt Egerton, Rowsley, Parwan, Long Forest, Dales Creek, Greendale, Myrniong, Gordon, Korweinguboorra, Mt Wallace, Lal Lal, Elaine and Blackwood.

Background

The purpose of this project was to identify how many OWS are located in the project area within Moorabool Shire Council, to classify these OWS according to public health and environmental risk and determine how OWS in the Shire are being maintained by their owners. The project also aimed to provide educational material to owners so they can better manage their OWS and to assist residents with OWS which are failing or not functioning correctly. This will assist Council in meeting its legislative responsibility in accordance with the *Environment Protection Act 1970*.

Project Details

The Septic Audit project was completed in July 2013 with a total of 2,878 inspections carried out. The project results show that the majority of these OWS are working in accordance with the inspection parameters used.

There have been a small number of OWS identified which required action to mitigate public health risk. The Environmental Health unit has worked with these owners to take immediate action to lessen the risk and bring the OWS up to current standard, or as close as possible.

This has allowed the owners time to gain the resources necessary to rectify the problem. Most landowners have freely cooperated, with only three owners unwilling to participate in the assessment. Consequently, there has been no formal enforcement action required.

Methodology

The processes used during this project developed over time as issues were identified and addressed. In order to capture the required data a GBM Mobile device was purchased. An inspection form was created for use on this device, based on examples used in other states and adapted for the requirements of this project.

The project trial occurred in Balliang East, a low risk area which allowed staff to trial the forms and technology, and any issues in the internal processing and capture of the data were addressed.

The process for used for the septic audit project was:

1. Letters were sent to owners of all properties in the targeted areas advising that the septic audit inspection would occur within a two month time frame, and inviting them to make an appointment if required.

2. Approximately 10% of owners would book an inspection date and time; the remaining properties were visited as the officer was in that area.
3. The project officer would attend the property, collect the data and answer questions or give advice as required. Results would be categorised as follows:

Inspection Result	Action
Everything functioning well	A letter is sent to the owner congratulating the owner with the satisfactory result and the continuous improvement of their DWM
Minor problems i.e. damaged tank lid	Letter and follow-up communication
Medium problems i.e. failing tanks or effluent fields having localised impact	Communication by letter to rectify the problem and re-inspection of DWM in three months
Major problems i.e. failing tanks or effluent fields affecting neighbouring properties or waterways	Communication by letter to rectify the problem within one month, depending on severity of the problem. Re-inspection of the DWM as required

1. The data from the mobile device was downloaded by the admin officer, uploaded to the GIS system and letters prepared and sent in line with the inspection results.
2. The project officer scheduled follow up visits as required and worked closely with owners to ensure works were completed in a timely manner

The exception to this process was Blackwood. Due to the uncertainty surrounding the proposed sewer scheme and the difficulties in finding cost effective solutions residents have been advised of the issues but no follow up has occurred.

Results

2,878 properties were inspected in total during the period of the project.

In the majority of areas the results were consistent across the Shire. The exception to this is the results for Blackwood, which had a higher number of failing septic tanks than the rest of the Shire.

In light of this, the results have been broken down into two parts, results excluding Blackwood and results for Blackwood.

Moorabool (Excluding Blackwood): 2,519 inspections were conducted.

- **No issues:** 90.70% properties
- **Minor issues:** 4% properties, i.e. damaged tank lid, cracked pipes
- **Medium issues:** 5% properties, i.e. overfull tanks, failing effluent lines, no effluent lines observed
- **Major issues:** 0.30% properties, i.e. no onsite treatment system present, pan system or long drop in use

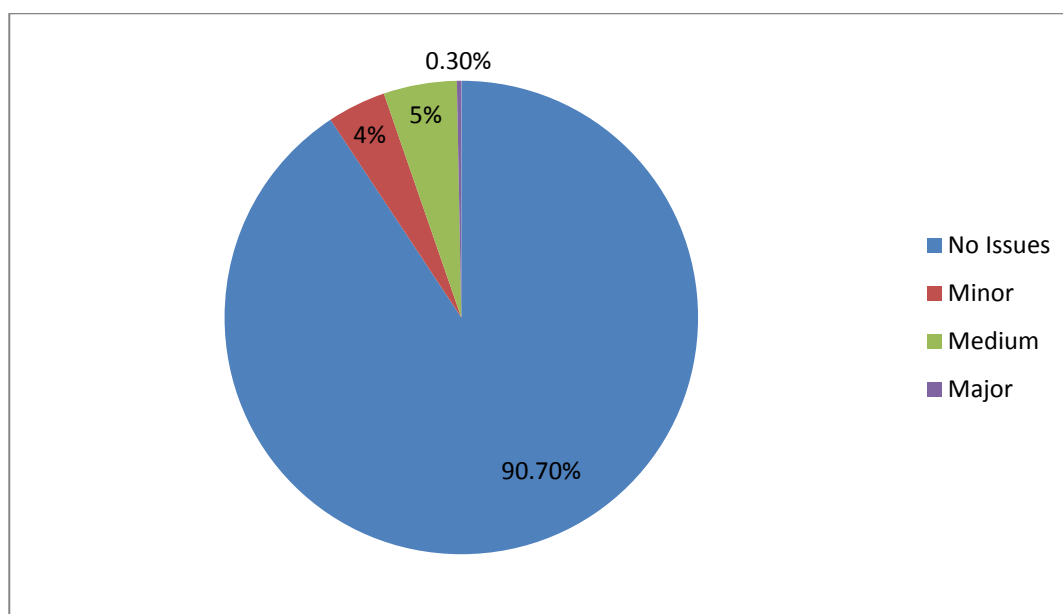


Figure 1: Septic Audit results (excluding Blackwood)

The Environmental Health Unit has worked with owners of OWS with identified issues to minimise the immediate risk, and to identify and install long term solutions to bring OWS closer to today's standards. There has been no enforcement action required to date with landowners readily addressing the issues. They have also overwhelmingly grateful for Council's assistance.

Overall, the majority of landowners have freely cooperated. When major issues were identified the project officer would work closely with the owners to educate them on what the issue was, why it needed to be fixed and what was the most cost effective way to remedy the issue. The officer would return to the property and ensure the works were carried out and compliance was achieved.

Blackwood Only: 359 inspections were conducted.

- **No issues:** 76.30% properties (See example below)
- **Minor issues:** 2.50% of properties, i.e. damaged tank lid, cracked pipes
- **Medium issues:** 5.20% of properties, i.e. overfull tanks, failing effluent lines, no effluent lines observed
- **Major issues:** 16% of properties, i.e. no onsite treatment system present, pan system or long drop in use

It should be noted that of the 76.30% which had no issues identified under the criteria used for these inspections, the majority of these are extremely old and would not meet the requirements of today's EPA Code of Practice. In addition, these OWS

would be extremely prone to failure if the pattern of usage changed. The project officer noted that there appeared to be a demographic shift occurring in Blackwood, with many properties now owned by people commuting to Melbourne. This is changing patterns of use and expectations by residents.

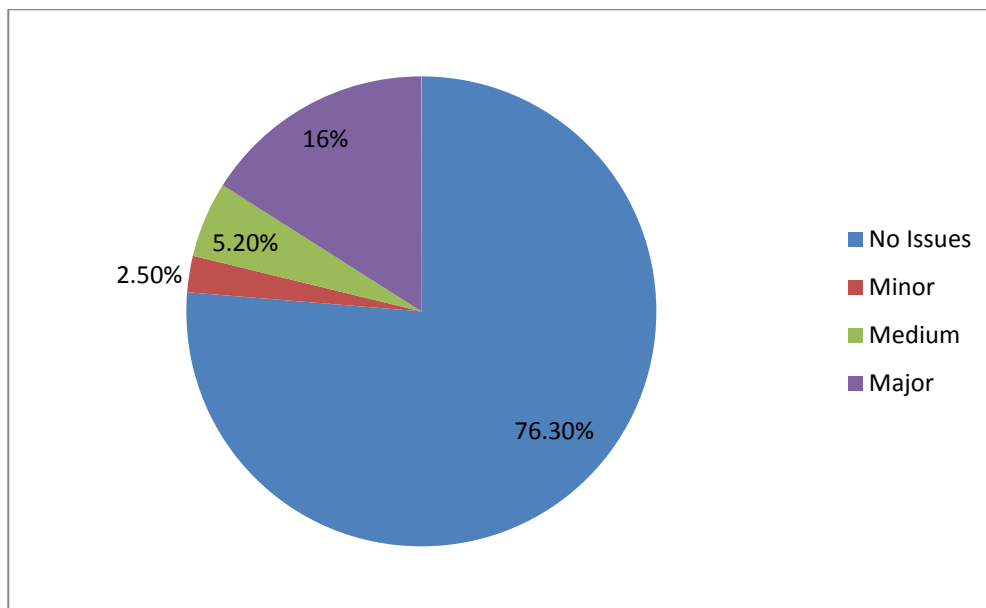


Figure 2: Blackwood septic audit results

Outcomes

The purpose of this project was to identify OWS located in the Shire, assess them for public health and environmental risks and update Council's septic register. However, during the course of the project other benefits were identified and implemented as described below:

- An ongoing database of information on OWS within the Shire. This will benefit new owners by providing access to accurate site plans showing the location of the OWS. There is also an available record of the OWS status at the time of inspection for all systems within the project area.
- The data obtained during the project is informing the risk management plan in the Domestic Wastewater Management Plan (DWMP), which is currently being revised.
- Identify where closer monitoring and or upgrades to OWS is required. Council can use the data gathered in this project to guide potential strategic projects to protect public health. This data may be used as strong evidence to plan future sewerage need for small settlements and subdivisions and will also inform the draft DWMP.
- The best education program was found to be an officer informally chatting to the owners/users of the OWS in plain English during the inspection. The officer could identify the parts of the OWS and provide advice on how to use and maintain the system and why this was more cost effective than ignoring it and fixing problems later.
- During the project period it became obvious that that advanced wastewater treatment systems were not functioning well if maintenance programs were not being followed, despite S 173 agreements (under the *Planning and*

Environment Act 1997) in place for many properties within the catchments. Further funding was sought and obtained from DSE and the contributing water authorities to conduct 100 random inspections and sampling to monitor compliance with septic conditions on S 173 agreements on title. Work on this project commenced in September 2013.

- Internally it was identified that our permits needed to be clearer and more concise, so all OWS permits were reviewed and updated to ensure they provided useful and accurate information for applicants.
- The project officer has ensured that all maintenance reports received by Council were entered and any issues followed up to ensure compliance. This has resulted in an increase in reports received as companies became aware that these reports were being monitored and followed up.
- The experience gained in gathering the project data has informed Council's IT requirements and planning and will shortly result in better automation and integration of all OWS data.
- Council officers have shared the methodology and outcomes from this project in a number of external presentations and forums, including:
 - 2011 Environmental Health Professionals Australia National Symposium
 - Mansfield DWMP Working Group Meeting
 - MAV Environment Committee
 - Melton Shire Council's Enforcement Working Group
 - Western Water and Central Highlands Water
 - Macedon Ranges Shire Council and Loddon Shire Council's Environmental Health Staff
 - EPA Re-approval Forum

Conclusion

The three year Septic Audit Project concluded in July 2013. In the course of this project 2,878 onsite wastewater systems were inspected, photographed and recorded using GIS. Officers found that residents were overwhelmingly supportive of the project, and very interested in their onsite systems, how they worked and how to make sure they continue to function properly.

The project showed that it is possible to design a monitoring program which identifies public and environmental health risks, and take action to address these risks with minimal use of enforcement action.

The project has also demonstrated to the various water authorities Council's commitment to public health, protection of the environment and water quality in Proclaimed Water Catchments. Residents have shown their appreciation of efforts being made by Moorabool Shire Council to assist them to achieve compliance and ensure their families are safe.

Appendices

Appendix A:
Rationale for the Categorisation of the Planning Scheme Zoning Codes

Table 1: Planning Scheme Zoning Codes hazard map categorisation rationale

Planning Scheme Zoning Codes Classification	Previous Planning Scheme Zoning Codes	Previous Planning Scheme Zoning Codes Description
Business Zone	B1Z, B3Z & B4Z	Business zone 1, Business zone 3, Business zone 4
Farming Zone	FZ	Farming zone
Industrial Zone	IN1Z, IN2Z & IN3Z	Industrial zone 1, Industrial zone 2, Industrial zone 3
Low Density Residential Zone	LDRZ	Low density residential zone
Public Conservation and Resource Zone	PCRZ	Public conservation and resource zone
Public Park and Recreation Zone	PPRZ	Public park and recreation zone
Public Use Zone	PUZ1- 7	Public use zone 1 service and utility, Public use zone 2 education, Public use zone 3 health and community, Public use zone 4 transport, Public use zone 5 cemetery/crematorium, Public use zone 6 local government, Public use zone 7 other public use
Residential Zone	R1Z	Residential zone 1
Rural Conservation Zone	RCZ1-4	Rural conservation zone 1- 4
Road Zone	RDZ1 & RDZ2	Road 1 and 2
Rural Living Zone	RLZ1- 5	Rural living zone 40 ha, Rural living zone 2 ha, Rural living zone 8 ha, Rural living zone 1 ha, Rural living zone minimum subdivided area 8 ha
Special Use Zone	SUZ1- 4	Special use zone 1- 4
Township Zone	TZ	Township zone

Attachment - Item 9.2.3(c)



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MOORABOOL SHIRE COUNCIL DOMESTIC WASTEWATER MANAGEMENT PLAN

May 2014

Prepared for: Moorabool Shire Council

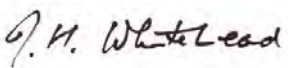

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Project Manager:	Joe Whitehead				
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Synopsis:	<p>This Domestic Wastewater Management Plan (DWMP) has been developed by Council to identify domestic wastewater management issues within the Shire and recommend management actions to ensure potential risks are appropriately managed. A key component of the DWMP is a domestic wastewater management risk assessment that has been completed for the Shire. This assessment identifies prioritised districts that are in need of improved domestic wastewater management practices. The DWMP also provides technical guidance and a strategy for community education. A framework for the regulation of domestic wastewater management system performance is also provided.</p>				
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Document Certification

This Domestic Wastewater Management Plan has been prepared following the standards and guidelines set out in the following documents, where applicable:

- EPA Victoria (2013) Code of Practice- Onsite Wastewater Management;
- Department of Sustainability and Environment (2012) *Planning Permit Applications in open, potable water supply catchment areas*.
- EPA Victoria (2003) *State Environmental Protection Policy: Waters of Victoria*.
- Municipal Association of Victoria, (2003), *Domestic Wastewater Management: A Planning Guide for Local Government*; and
- AS/NZS 1547:2012 *On-site Domestic Wastewater Management* (Standards Australia / Standards New Zealand, 2012).

To our knowledge, it does not contain any false, misleading or incomplete information. Recommendations are based on an honest appraisal of the sites opportunities and constraints, subject to the limited scope and resources available for this project.

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Executive Summary

Moorabool Shire Council (MSC) (the “Council” or the “Shire”) is committed to the monitoring and management of onsite wastewater systems within its boundary. Significant progress has been made since the 2006 DWMP, with over 2,800 inspections conducted on these systems, and process improvements made to ensure septic systems are installed and operated correctly.

Under the provisions of the State Environment Protection Policy (Waters of Victoria) (SEPP), local Councils need to develop a Domestic Wastewater Management Plan (DWMP) in conjunction with relevant water authorities and the community. This DWMP has been prepared to ensure MSC meets the requirements of Guideline 1 - *Planning permit applications in open, potable water supply catchment areas* (November 2012) for domestic wastewater management; to ensure existing and future development assist in maintaining a sustainable environment.

Key issues for Domestic Wastewater Management (DWM) that have been identified within MSC, include:

- There are a number of sensitive catchments within the Shire and the protection of these areas is important for the supply of potable drinking water to residents within Moorabool, Ballarat and Geelong.
- Failing DWM systems have the potential to pollute these sensitive environments; and
- Physical environments may limit the effectiveness of DWM systems within the Shire and therefore many systems may require a high level of design and management to ensure each DWM system is sustainable.

Council has also commenced a journey of 'Moorabool 2014', which is a process/framework aimed at documenting the opportunities, pressures and challenges facing Moorabool. This will lead to a long term vision to guide the development of Moorabool to retain its character and ensure change provides new services and opportunities for our residents.

This plan will continue the high level of design, treatment and management of DWM systems within the Shire. The Operational Plan in this DWMP provides measures for which management actions will be implemented to improve the effectiveness of DWM within MSC to protect public and environmental health and to ensure that future development within the Shire is sustainable and protects the sensitive waterways and potable drinking water catchments.

Acronyms

AEP	Annual Exceedance Probability
ARI	Annual Recurrence Interval
AHD	Australian Height Datum
CMA	Catchment Management Authority
DEM	Digital Elevation Model
DEPI	Department of Environment & Primary Industries (Victoria)
DSE	Department of Sustainability and the Environment
DSM	Decentralised Sewage Model
DWM	Domestic Wastewater Management
DWMP	Domestic Wastewater Management Plan
EHTO	Environmental Health Technical Officer
EHPO	Environmental Health & Protection Officer
EPA	Environment Protection Authority
GIS	Geographic Information System
LCA	Land Capability Assessment
MAV	Municipal Association of Victoria
MSC	Moorabool Shire Council
PIC	Plumbing Industry Commission
SEPP	State Environment Protection Policy
VCAT	Victorian Civil and Administrative Tribunal
VVG	Visualising Victoria's Groundwater (Project)

1. Introduction

Moorabool Shire Council (MSC) has a geographic area of 2,112km² and a population of 28,124 (ABS, Census 2011). There are approximately 4,485 septic permits within the Shire and it is expected that there are possibly more systems in the Shire without permits. All of these properties will utilise Domestic Wastewater Management (DWM) systems. This Domestic Wastewater Management Plan (DWMP) covers the management of DWM systems within the Shire. Figure 1 identifies the unsewered areas of MSC.

The management of wastewater within MSC is undertaken to protect human health and the environment. The Shire is characterised by towns, rural residential development, farming, national parks and forests; and includes large areas delineated as a potable water catchments (over 70% of the Shire). The protection of surface waters, groundwater and human health are all requirements of the *Environment Protection Act 1970*. Under the provisions of this Act and other legislative guidelines, Councils are required to prepare a DWMP. This is the second DWMP devised for MSC since the requirements were prescribed in 2006.

The DWMP addresses the various aspects of wastewater, its treatment and impacts if allowed to discharge to the environment in an uncontrolled manner. The DWMP also addresses how DWM systems are managed in MSC, from approvals to install, use and the upgrading of systems, to ongoing monitoring of system performance to ensure public health and the environment are protected. The key actions which will be undertaken as part of this DWMP are as follows:

- Inspection of all high and medium constraint systems in the Shire;
- Implementation of an inspection system for ensuring compliance with permit conditions; and
- Implementation of an education program for residents on the maintenance and management of DWM systems.

The Operational Plan forms the major component of this DWMP, and outlines the steps, timeframes and personnel who will complete the tasks required in order to effectively manage DWM systems within MSC.

1.1. Background and Scope of DWMP

The plan has been prepared in accordance with State government requirements, to satisfy the requirements of the SEPP (WoV).

The plan looks at the likely risks posed by existing onsite wastewater systems and the potential risks to be managed when developing of existing unsewered lots within the Shire.

The plan considers key physical parameters which are significant in the ability of existing properties to be able to treat and contain wastewater from standard septic systems onsite. In order to make the data meaningful GIS Mapping has been used, and the risks have then been combined to give an estimated risk rating for disposal of effluent from standard septic systems.

These risks can be managed and potentially reduced by using higher standards of treatment (i.e. secondary treatment plants) and by Council's ongoing monitoring program. There is also flexibility in the plan for the combined risk rating of existing dwellings to be changed based on consecutive positive site inspections.

The risk rating is a guide and does not preclude the requirement for detailed Land Capability Assessments, which consider the site in more detail and consider issues outside the scope of this plan, such as the size of the proposed dwelling and the proposed method of treatment.

Legend

- MSC LGA Boundary
- Surface Waterways
- Sewered Townships: Ballan, Bacchus Marsh and Gordon [8,450]
- Undeveloped and Unsewered [1,822]
- Developed and Unsewered [4,485]

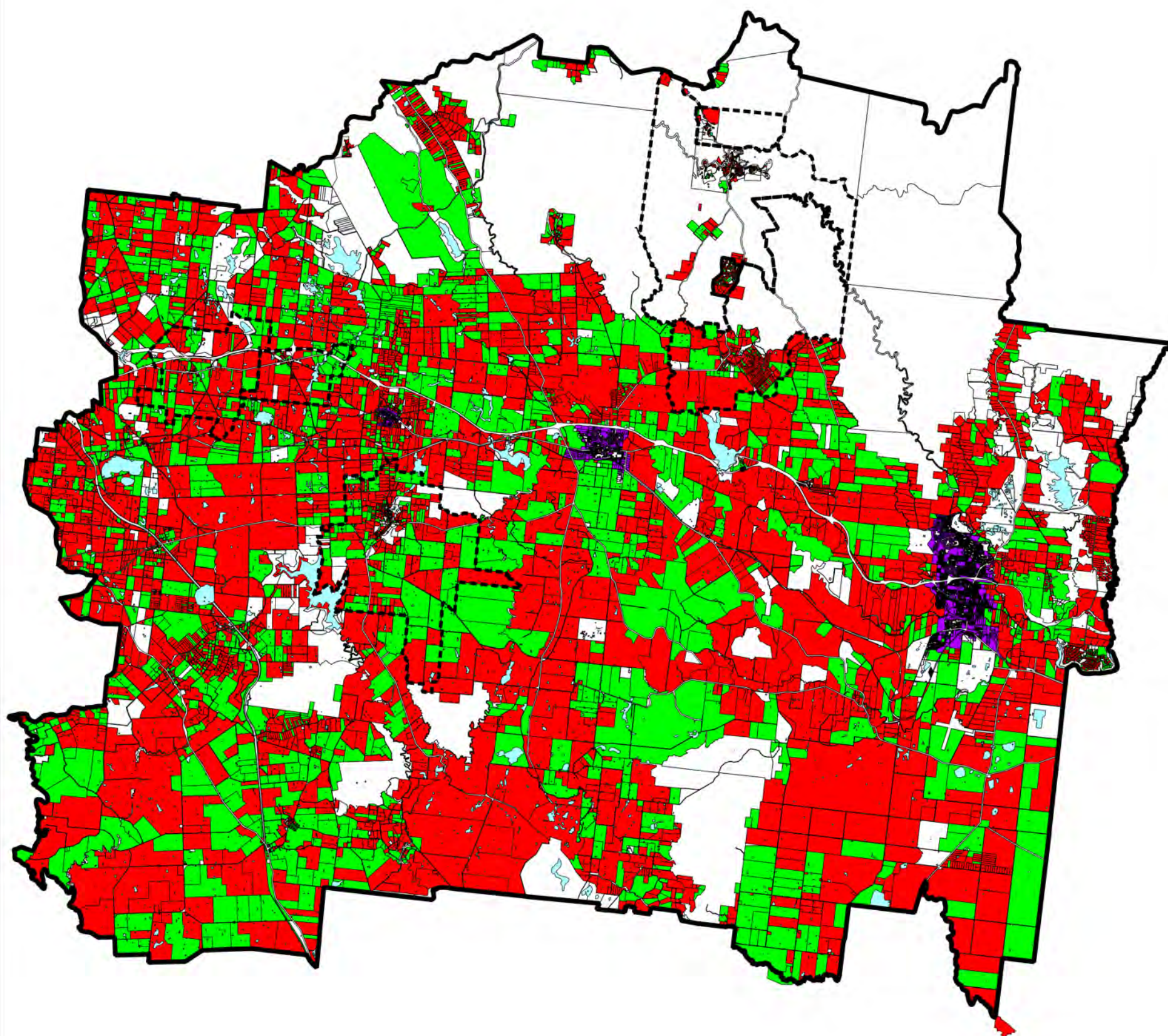
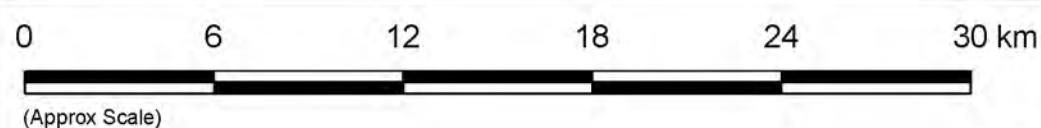


Figure 1 : DWM Constraint Analysis - Unsewered Lots: Developed vs. Undeveloped - Shire

Moorabool Shire Council DWMP Review



W Whitehead & Associates
Environmental Consultants



Revision	2
Drawn	JK
Approved	JW

1.2. Domestic Wastewater

1.2.1 What is Wastewater?

Wastewater is water-borne waste material and includes all normal wastes from residences as well as many forms of waste matter from other establishments. Domestic wastewater is derived from household waste streams: kitchen; bathroom (basin, bath and shower); laundry and toilet. Industrial and commercial wastewater varies widely in character and often requires specialised treatment processes as it may contain substances that are harmful to the biological processes utilised for treatment processes. Domestic wastewater is commonly described in these three forms:

- Blackwater – “water grossly contaminated with human excreta” e.g. toilet water, composting toilet liquid;
- Greywater – “water that is contaminated by but does not contain human excreta” e.g. kitchen, bath and laundry water. Also referred to as ‘sullage’; and
- Combined – “a combination of both black and grey water.”

Domestic wastewater quality can vary greatly due to numerous factors; however Table 1 outlines typical values for domestic wastewater quality parameters.

Table 1: Typical Domestic Wastewater Quality (CET 2012)

Parameter	Raw Effluent	Septic Effluent
Biological Oxygen Demand (BOD ₅)	340	160
Total Suspended Solids (TSS)	260	50
Ammonium (NH ₄ ⁺)	9	39
Organic Nitrogen	30	16
Ammonia (NO ₃ ⁻)	2	1
Ortho Phosphate	9	12
Organic Phosphorus	11	3

*All concentrations are highly variable

1.2.2 Wastewater Treatment

Wastewater is typically managed in urban environments in a community sewerage system, with treatment at a centralised wastewater treatment plant with disposal via discharge to waterways or land application. In areas where a centralised sewerage system cannot be provided, wastewater is managed on-site at each individual lot. On-site domestic wastewater is generally managed by a variety of treatment systems, including but not limited to:

- Septic Tanks;
- Aerated Wastewater Treatment Systems;
- Composting Systems;
- Sand Filters; and
- Fabric Filters.

Following treatment, depending on the type of system used, the effluent is then disposed of on-site by absorption trenches, beds, irrigation or through sand mounds.

1.3. Impacts of Poor Management of Wastewater

The management of domestic wastewater onsite poses a number of risks due to the variable nature of wastewater quality and treatment. The aim of effective DWM is to minimize these risks and their associated impacts. The risks associated with wastewater include:

1.3.1 Human Health

The principal groups of organisms found in natural waters and wastewater include: bacteria; fungi; protozoa; rotifers; algae and viruses. Not all of these pose potential human and public health risks. Organisms with the potential to pose health risks to humans are known as “pathogenic” organisms and may be classified into three broad categories:

1. Bacteria – domestic wastewater contains a wide variety and concentration of pathogenic and non-pathogenic bacteria. There are many waterborne infectious diseases e.g. typhoid, cholera. Infectious doses of disease causing bacteria in wastewater can lead to illness. Testing for pathogens is difficult and expensive, therefore indicator bacteria from the intestinal tract of uninfected humans and warm blooded animals is used; for example coliform bacteria such as *Escherichia coli* are used as an indicator of potential pathogenic/faecal contamination in water.
2. Parasites – (Protozoa and Helminths). The two dominant protozoan parasites of concern in the treatment of wastewater are:
 - *Cryptosporidium*, and
 - *Giardia*.

These are both resistant to standard disinfection methods and pose considerable risk to susceptible members of the community (children, elderly and immune-compromised). Helminths or intestinal worms, e.g. tapeworms and roundworms, are also commonly found in wastewater. These release millions of environmentally resilient eggs throughout their lifespan.

3. Viruses – contamination of domestic wastewater by viruses may lead to major outbreaks, such as Hepatitis A (referred to as infectious hepatitis), which is the most dominant waterborne virus. Polio Virus is also transmitted in wastewater. Viruses can cause widespread illness in epidemic patterns. Viruses are more common and diverse than bacteria in the aquatic environment.

Nitrogen in the form of nitrate is highly mobile in the soil/water environment and can also be a potential public health risk.

Exposure to any of the above, via direct or indirect contact with wastewater, poses a human health risk.

1.3.2 Environmental

Nutrients, along with trace quantities of other elements, are essential for biological growth. Phosphorus (P) and Nitrogen (N) are the principal nutrients of concern with regard to DWM systems. In excess, they may encourage nuisance growth of algae and aquatic plants in sensitive surface water systems, and in some cases (nitrate) may pose a threat to human health. Both N and P are found in a variety of forms in domestic wastewater.

1.3.3 Social

The poor management of DWM systems has potential financial implications where it may adversely impact on drinking water supplies by contamination. Where DWM systems do cause pollution from effluent discharges to waterways, there is a requirement for a higher level of treatment of drinking water prior to distribution. Where failing DWM systems cause

odours or discharge into adjoining properties, there is an adverse impact on public amenity and these may cause a nuisance. There are financial implications for property owners who have a failing DWM system and are required to complete upgrade works. New systems can be expensive and some property owners may not have the finances to undertake works immediately, resulting in continuing system failures.

2. Plans and Policies, Legislation, Regulation, Standards and Guidelines Relevant to DWMP

2.1. Council's Plans and Policies

The DWMP has been developed to fit with other Council Policies and Plans through the actions identified in the Operational Plan. The following lists the various Council Plans which have been included in the DWMP review and is discussed further within the DWMP Technical Document:

- Council Plan 2013-2017;
- Moorabool Health and Wellbeing Plan 2013-2017;
- Moorabool Shire Council Municipal Strategic Statement; and
- Council Budget.

2.2. Legislation

A summary of the legislation and their stipulated requirements relevant to the regulation of DWM systems are detailed in the DWMP Technical Document. The relevant legislation includes:

- *Local Government Act 1989*;
- *Environment Protection Act 1970*;
- *Water Act 1989*;
- *Planning and Environment Act 1987*;
- *Public Health and Wellbeing Act 2008*;
- State Environmental Protection Policy Waters of Victoria; and
- State Environmental Protection Policy Groundwater of Victoria.

2.3. Regulatory Authorities

DWM involves, to varying degrees, the areas of activity of a number of regulatory agencies:

- Council (Moorabool Shire Council);
- Environment Protection Authority Victoria (EPA);
- Plumbing Industry Commission (PIC);
- Municipal Association of Victoria (MAV);
- Water Corporations;
- Department of Environment and Primary Industries (DEPI); and
- Catchment Management Authorities (CMA): Corangamite, Port Phillip and Westernport, and North Central CMAs.

2.4. Administrative Authorities

VCAT is a tribunal by which civil disputes, administrative decisions and appeals can be heard before Judge or member. It provides a dispute resolution service for both government and individuals within Victoria.

In recent cases VCAT has questioned the quality of LCAs for DWM, particularly where a site is located within a potable water supply catchment. VCAT has also questioned the rigour of Council evaluation of these LCAs and how the minimum development guideline of 1 dwelling per 40 hectares should be applied in the potable water supply catchments.

2.5. Standards and Guidelines

The design, operation and management of DWM systems is supported by a number of standards and guidelines:

- EPA Code of Practice – Onsite Wastewater Management, Publication 891.3 (2013);
- Land Capability Assessment – Onsite Wastewater Management, Publication 746.1 (2003);
- AS/NZS 1547:2012 On-site Domestic Wastewater Management;
- AS/NZS 3500:2003 Plumbing and Drainage; and
- Guidelines – Planning Permit Applications in Open, Potable Water Supply Catchment Areas (DSE, 2012).

3. Management Strategies

3.1. Implementation and Review

The effectiveness of the DWMP will depend on the ability of Council to implement it. The following implementation steps provide a strategy which Council can adopt to carry out the actions recommended in the DWMP. The final DWMP will be adopted by Council prior to implementation.

3.1.1 Responsibility for Implementation

This DWMP provides a list of recommended actions to improve the management of DWM systems across the Shire. In order to ensure that these actions are carried out, Council have assigned staff to be responsible for the implementation of the DWMP. Staff are issued from existing resources and funding has been obtained to employ an additional full time EHTO to undertake the inspection program.

The responsibilities of the staff would be to:

- Manage any resources allocated to the project;
- Allocate tasks to staff as per the Operational Plan, including administrative tasks;
- Carry out inspections of DWM systems;
- Approve and supervise the implementation of DWM improvement works;
- Assess and approve permit applications for new unsewered development;
- Liaise with other sections of Council such as engineering and planning;
- Liaise with primary stakeholders in the wastewater field such as the community, CMA, Water Corporations, EPA, and DEPI;
- Monitor the effectiveness of the DWMP; and
- Report to Council on a range of parameters as set out below.

3.1.2 Implementation Process

Timeframes have been suggested for each component of the Operational Plan. The actions should be implemented in the order set out in the Operational Plan, and according to funding and staffing availability.

3.1.3 Monitoring and Reporting

The effectiveness of the DWMP should be measured by a comprehensive monitoring and reporting process. The Implementation Officer should monitor and report annually on a range of performance indicators listed in this DWMP, including:

- The number of complaints about poorly functioning DWM systems;
- The number of system inspections for each risk category;
- The number of systems needing rectification (following inspection);
- The number of systems rectified;
- The number of systems still needing rectification;
- The assessment of the CMA results of surface and/or groundwater quality monitoring in respect to DWM and its potential impacts on water quality;

- Progress on implementation of improved treatment systems, such as community sewerage systems or greywater treatment systems; and
- Reporting on funding and expenditure.

This reporting will not only indicate the progress of the Plan implementation, but it will also provide an indication of the effectiveness of the actions to improve environmental and public health across the LGA.

3.1.4 Review

A review panel should be established to whom the Implementation Officer would report annually. The panel would consist of senior Council officers, and it would review the effectiveness of the implementation of the Operational Plan every five years. At this milestone, the DWMP should also be reviewed according to this progress and any changes to legislation, standards, or funding arrangements. The annual reporting and review process should also be used to inform the community and other stakeholders as to the effectiveness of the DWMP.

3.1.5 Priorities for DWMP

Previously, the effectiveness of DWM within the Shire has been limited due to resources, staffing and financial restrictions; however, there are a number of priorities which have been identified during the review of the 2006 DWMP which need to be addressed in the future Operational Plan. These priorities remain uncompleted yet they are important actions which will assist with the future management of domestic wastewater within the Shire and ensure enhanced protection of human and environmental health.

Priorities include:

- Reinforcing system owner responsibilities and education of owners through one on one system audits;
- Identify existing systems within the Shire without a permit and record system performance in Council records so that future inspections can be undertaken;
- Improvement to system audit procedure and assigning a performance based risk assessment on systems in operation;
- Improvement in DWM system data collection;
- Development of procedures for Council staff to undertake system inspections on a regular basis in accordance with the constraint map risk assessment;
- Development and distribution of educational material to residents via Council's website about the ongoing management and maintenance of their DWM system;
- Follow up on compliance for existing failing systems;
- Investigation of technology for streamlining records of field work;
- Development of a complete and up-to-date data base of all DWM systems in the Shire with records managing current approvals and inspections. The data base should include the following details as a minimum:
 - Location;
 - Type of system;
 - System risk rating;
 - Owner contact details;
 - Last Council inspection;

- Service inspections; and
- Date of last desludging of the septic tank; and
- Development of a compliance audit system for ensuring new DWM systems comply with permit conditions.

The complete Operational Plan is included in Appendix 1 of the DWMP. The following sections explain the need for and method for implementing the actions listed in the Operational Plan.

3.2. Procedures

Council procedures for DWM are important to ensure consistency for the management of domestic wastewater systems in the Shire. A review of Council procedures at present indicates that they are currently preparing written procedures relating to DWM. It is important that these procedures be finalised as documented procedures not only provide consistency among staff members in managing issues, but they also provide a minimum standard for DWM and can assist with minimising problems with changes in staff and system owners. A high priority of this DWMP is for Council to finalise the documentation of all DWM procedures. Procedures should be developed on the following aspects of DWM, but not be limited to:

- Issuing Permit/Approvals to Install/alter a DWM system;
- Issuing Permit to Use a system;
- Inspections of High Risk systems;
- Inspections of Medium Risk systems;
- Inspections of Low Risk systems;
- Maintaining the Council DWM records;
- Investigating complaints about systems;
- Compliance with guidelines;
- Following up with compliance issues;
- Issuing fines and notices; and
- Inspections for compliance with Permit to Install.

3.3. Applications and Permits

With many new systems on the market now it is important that the application process and approval conditions reflect the variety of technology that is available and the different requirements for management and maintenance. A high priority in the Operational Plan is to revise the conditions of approval and develop conditions for new technology such as wet composting systems and fabric filters. Additionally compliance audits will be undertaken to ensure that newly installed systems have been installed in accordance with the permit conditions.

3.4. Education

Educating system owners on the management of their DWM system will assist in minimising impacts on the surrounding environment from poorly performing or failing systems. DWM systems perform poorly if they are left to their own device and they require regular maintenance which many property owners are unaware of. There are a number of

avenues which can easily be undertaken by Council staff in providing education to system owners; these include but are not limited to:

- Development of fact sheets for different system types and the maintenance needs of those systems;
- Distribution of fact sheets to all new property owners, when ownership transfer notification is made to Council;
- Provision of educational material to system owners at all system inspections, including installation and compliance inspections; and
- Provision of copies of fact sheets on the Council website for download.

Education of Council staff is also important and provisions for further training in DWM for existing and future staff is recommended. By increasing the knowledge of staff there is greater opportunity for improved DWM practices as knowledge can be passed on to property owners, as well as used to assess the issues and implications of systems.

3.5. Data Base Management

Council's existing database for DWM is currently undergoing improvements with assistance from Council's IT Department. In order to manage systems within the Shire it is important to know where systems are located, what type of system is installed and if the system is being maintained. Legislation requires that all systems should hold a permit to operate the system. The proposed improvements to Council's data base will assist in ensuring all systems hold a permit to operate a system.

It is assumed that there may be DWM systems in the Shire that do not hold a permit to operate, either because they were installed prior to the requirement to hold one or because they have been installed illegally. It is recommended that Council inspect these systems as they are identified and include the system and owner details in the data base. Whilst it is not possible to issue them with a permit to operate it is still best practise to include these systems in the data base and inspection program.

In order to manage the increase in data obtained from the permit system, the Council's Health Unit should liaise internally with the IT Unit to continue to develop and implement the computer data base and permit system that can accommodate all of the information relating to the systems as well as any inspections. This is a high priority action.

The use of a paper based records system for field work can be time consuming and requires extra staff to enter the details into the database upon return to the office. Advances in technology in the form of hand held computer devices, such as small laptops, tablets and smart phones can assist with better time and records management in relation to field work. Many of these devices can also be integrated with the Council computer operating system so that an automatic update of the Council data base occurs once the field data is entered into the device. It is recommended that these devices be investigated for use by Council Officers for the recording of field work data in order to save time and duplication of workloads.

Council is also investigating an online system where service agents and plumbers can log onto Council's system to record an AWTs service or system maintenance report. This will enable Council to cut down on some of the administration duties and increase productivity elsewhere within the Health Team.

3.6. System Compliance

Experience from other regulatory bodies clearly shows that the effective management of DWM systems is very difficult without some form of inspection and compliance program for

existing systems. Regulators of DWM systems need the power to enter properties to determine the risk a system poses to public health and the environment. They also need the capacity to enforce the repair, improvement or replacement of failing systems in cases where there is a clear risk to the community or the environment.

However, it must be recognised that many DWM systems are more than ten, twenty or even thirty years old and are located on lots that may be unsuitable for DWM. These systems were usually approved by Council and systems more than twenty years old were often approved with direct discharge of greywater to stormwater drains. While it is now clear that such practices are not appropriate and may be creating unacceptable risks within these towns, there does need to be an acknowledgement by Council that many of these problems will take time to rectify. It is not intended that this inspection and compliance program take a 'hard-line' approach and require all non-compliant systems to be upgraded immediately. However, a commitment is required from property owners, Council, and state and regional management entities to improve DWM practices in a progressive and incremental manner.

The potential management strategies include the repair, improvement or replacement of some systems in addition to the implementation of community wastewater improvement schemes that will all require some financial input from property owners. The high priority towns will form the focus of improvement works over the first three (3) years of implementation of this DWMP. Every effort will be made to ensure property owners are aware of their responsibilities and are willing to commit resources to such projects. However, there may be some occasions where some form of enforcement may be required and this facility needs to be available to Council.

Environment Protection Act 1970

Part 9B of this *Act* requires any person installing or altering a septic tank system to obtain a permit from Council. Conditions can be applied to septic tank permits requiring the system to be operated in certain ways that ensure risks to public health and the environment are managed. This Part of the *Act* specifies that it is an offence to fail to maintain a system in accordance with the conditions of approval detailed in a septic tank permit. This condition has been in place since 1996 and does provide some capacity for checking the on-going operation of DWM systems.

Local Government Act 1989

Part 5 of this *Act* gives Council the power to make local laws in relation to activities under its control. Under a local law Council may:

- Grant a permit, licence, authority or registration;
- Require a matter (for example the operation of a DWM system) to be in accordance with a specified standard or requirement;
- Determine a fee or charge in relation to the matter;
- Enter land to check for compliance with the local law; and
- Issue infringement notices for an offence as specified in a local law.

MSC do not currently have a local law relating to DWM, however, this may be one means by which the following may be established:

- A regulatory framework for the operation of DWM systems; and
- A fee structure for the management and improvement of DWM system operation.

The feasibility of establishing a local law for DWM should be investigated. It may be possible to use a local law to contribute to the implementation of community wastewater improvement schemes or whole town wastewater management solutions.

Essentially, existing regulatory capacity exists to inspect and require rectification of DWM systems, if:

- A complaint is made by a member of the public in relation to a system;
- Council reasonably suspects there is a nuisance caused by a system; or
- Where it is a condition of approval that the system be maintained to a certain standard (systems approved since 1996).

The constraint risk assessment undertaken as part of this DWMP may provide the justification for Council to 'reasonably suspect' that a nuisance or health risk exists in a number of towns and other areas in the Shire. Council should seek to assess whether the outcomes of the risk assessment can be used to justify the inspection of systems in the high priority targeted townships whilst long-term options such as a local law are investigated.

3.6.1 Inspection Program

Council has completed inspections of 64% of systems within the Shire to date. The inspection program will continue into the future and the constraint mapping completed in this DWMP will guide Council on where to focus inspections to ensure those systems within high constraint areas are inspected as a priority. As previously mentioned, the inspections required as part of the management strategies for the high priority townships will form the initial part of an inspection program for MSC. Once resources are available to target other areas, inspections should be prioritised based on the overall DWM constraint class for each lot. The following program is recommended:

- All systems located on high constraint lots should be inspected within two years of implementation of this DWMP;
- All systems located on medium constraint lots should be inspected within three years of implementation of this DWMP; and
- Systems on low constraint lots should be located and registered but not necessarily inspected within four years of implementation of this DWMP.

If resources are available, low constraint systems should be inspected. It is important to acknowledge that the constraint class provided in the Overall DWM Constraint Map has been derived at a broad scale and does not necessarily reflect the performance of individual systems. Performance of individual systems should be confirmed by inspection. It is also important to acknowledge that a DWM system can fail and pose a risk to public health and the environment on any lot regardless of land capability or lot size simply because the system is poorly installed, maintained or is inappropriate for that site.

Having said this, it is also acknowledged that limited resources are likely to be available for a comprehensive inspection program. In this case inspections should move down the order of priority as resources permit. Figure 2 outlines the inspection process of MSC.

Where a new system or major upgrade works are proposed in MSC, the system must comply with the current Standards and Code of Practice. Where an existing system is operating effectively but does not comply with the current Code of Practice or Standards then the system will be monitored; however, unless a failure occurs the owner will not be required to upgrade or replace the system.

If a system is non-compliant after an initial and follow up inspection, Council will impose an inspection charge. If a system is upgraded to compliant the system will remain in the inspection program without a charge. Upgrades to systems can change the inspection risk rating and will reduce the frequency of inspections in some cases.

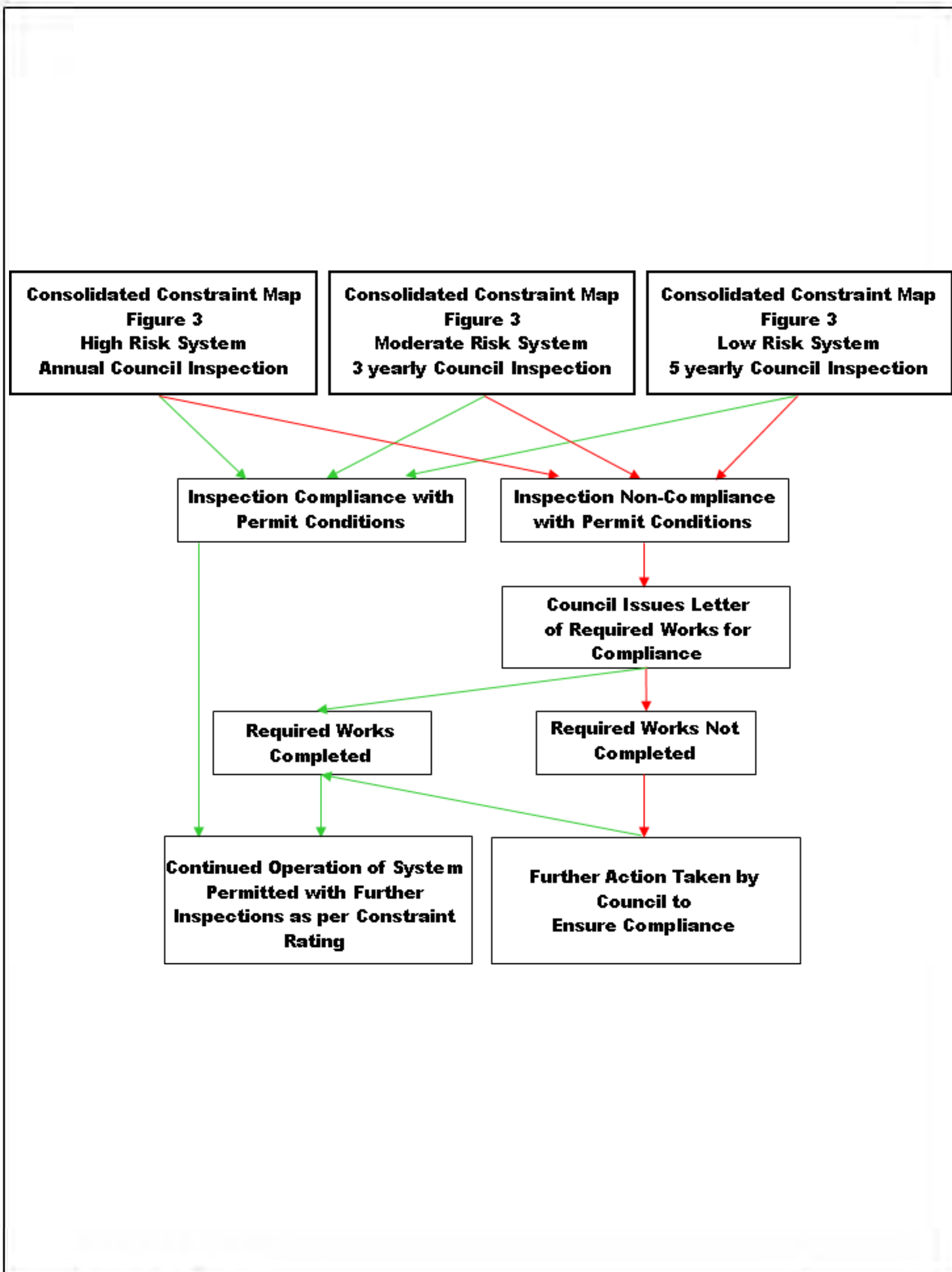



Figure 2: Inspection Process			
Moorabool Shire Council DWMP Review			
 Whitehead & Associates Environmental Consultants	Revision	2	
	Drawn	JK	
	Approved	JW	

3.6.2 Inspection Protocol

Where an individual DWM system inspection is to take place, a standardised audit protocol will be followed for each site, an example is provided in Section 7. The protocol assigns an operational risk classification to the system of either low, medium or high. This risk category is different to the constraint classes derived from the risk assessment. It relates to site specific conditions and the operational condition of DWM systems. The results of inspections are highly valuable for improving and refining the risk assessment tools and for providing a standardised base for requiring the rectification or replacement of poorly functioning DWM systems.

As a general guide, the following indicative criteria will be used to determine the risk classification of a DWM system. These are general criteria only and Council may use other criteria to determine risk classification for specific sites.

3.6.3 Indicative Operational Risk Category Criteria for Inspections

A lot is considered to be **Low Risk** if it complies with all of the following indicative criteria; that the DWM system is:

- Operating in accordance with:
 - any requirements of the manufacturer of any system component; and
 - any conditions imposed by Council on the installation and operation of the system.
- Located on a property with a total land area of at least 0.8 hectares;
- Located so that any part of the DWM system complies with the recommended buffer distances and conditions of Code of Practice (EPA, 2013);
- Located on a slope less than 10%; and
- A type of DWM system which serves no more than ten people.

NB. It should be noted that failure to comply with the performance criteria or any conditions of Council means that the classification of a system may be changed to medium or high risk.

A lot is considered to be **Medium Risk** if it complies with all of the following indicative criteria; that the DWM system is:

- Operating in accordance with:
 - any requirements of the manufacturer of any system components; and
 - any conditions imposed by Council on the installation and operation of the system.
- Located on a property with a total land area of at least 0.4 hectares;
- Located so that any part of the DWM system complies with the recommended buffer distances and conditions of Code of Practice (EPA, 2013);
- Located in an area with a known high water table (less than 2.0 metres);
- Located on a slope of between 10% - 20%;
- Located within an area prone to flooding in a 1 in 100 year flood;
- In need of minor repairs or rectification to ensure satisfactory performance; and
- A type of DWM system that serves more than ten people.

NB: It should be noted that failure to comply with the performance criteria or any conditions of Council means that the classification of a system may be changed to high risk.

A lot is considered to be **High Risk** if it demonstrates any of the following indicative criteria; that the DWM system is:

- Is or has failed in the last year to operate in accordance with:
 - any requirements of the manufacturer of any system components; and
 - any conditions imposed by Council on the installation and operation of the system.
- Is located on a property with a total land area of at least 0.2 hectares;
- Is located on a property, which is located within a village zone or is located within ten metres of a dwelling located on adjoining land;
- Is located so that any part of the DWM system does not comply with the recommended buffer distances and conditions of Code of Practice (EPA, 2013);
- Is located in an area with a known high water table (less than 1.0 metres);
- Is located on a slope greater than 20%;
- Is located within an area prone to flooding in a 1 in 100 year flood;
- Is in need of major repairs or rectification to ensure satisfactory performance;
- Is discharging non-disinfected effluent onto the ground surface or off the property; and
- A type of DWM system that serves more than twenty people.

Re-categorisation of Systems

In order to encourage appropriate management and maintenance of DWM systems, it is recommended that Council provide for the re-categorisation of systems from the high and medium risk categories. This will involve re-categorisation of installations from high risk to medium risk where the continuing operation of a particular installation has been shown, to Council's satisfaction, over two consecutive programmed inspections, to be in accordance with the performance standards set out in this DWMP.

Similarly medium risk installations whose continuing operation has been shown, over two consecutive programmed inspections, to be in accordance with the performance standards set out in this DWMP can be re-categorised to low risk.

Council officers may increase the risk rating of any installation after inspection if that inspection reveals that more frequent monitoring of that system is required.

3.7. Reporting

Guideline 1 (DSE, 2012), outlines a number of actions which are to be undertaken by Council in preparation for an exemption from the requirement for a minimum density of one dwelling per 40 hectares in potable water supply catchments. The reporting and monitoring requirements include:

- Effective monitoring of the condition of DWM systems, including compliance with permit conditions;
- The results of monitoring to be provided to Stakeholders;
- Independent audit by an accredited auditor of the implementation, monitoring and enforcement of the DWMP every three years; and

- The results of the audit are to be provided to all Stakeholders as soon as possible after the audit.

It is proposed that Council will begin implementing these reporting requirements within the time period of this DWMP with the aim of meeting all of the exemption requirements for the DWMP.

3.8. Resource Allocation and Budgeting

The implementation of this DWMP will require a financial commitment from a number of Stakeholders. The safe and effective management of wastewater costs money whether it is through a reticulated system, decentralised wastewater management or individual on-site systems. Innovative strategies for funding will be required if the risk to public health and the environment posed by poorly functioning DWM systems is to be adequately managed.

While property owners in unsewered areas will obviously benefit most from the implementation of this DWMP, there is also a clear benefit to the rest of MSC through the gradual improvement in water quality in drinking water and recreational catchments and a reduction in human health risks within the community. There is also a regional and state wide benefit through the reduction in pollution flowing downstream to catchments. Water Corporations responsible for the provision of safe drinking water also benefit from the improved management of unsewered areas. For these reasons Council should consider and investigate possible funding sources from property owners, the broader community (through Council revenue), the applicable Water Corporations, State government agencies and regional natural resource groups such as CMAs. This DWMP flags numerous opportunities for interagency cooperation on applications for funding and implementation. All players should be considered potential contributors and beneficiaries.

The inclusion of the DWMP actions into the Health Unit budget, and subsequently into the Council budget, is imperative for the actions to be achieved. Some actions in the 2006 DWMP were not achieved due to financial, resourcing and staffing constraints. In order ensure that the actions in this DWMP can be achieved, a budget allocation must be made for the elements in the Operational Plan.

Investigations should be made into Council fees and charges to determine whether a fee can be charged for the issue of a Permit to Use a system, or an inspection charge can be applied for the risk inspections. The application of these fees can allow resourcing for development of educational material and other items in the Operational Plan.

3.8.1 External Funding Sources

A variety of State and Federal funds/grants exist which provide funding to projects that aim to improve the management of water and wastewater in the community, particularly where recycling of water resources will occur. Whilst MSC may be able to provide some funding of the recommended actions, it is not likely to be able to fund all of them, and investigations into the available external funds/grants may provide additional resources.

3.9. Future Planning

As part of this DWMP a broad scale DWM constraint map has been created. This map has been created using a GIS based risk assessment that applies constraint classes for a number of site and soil parameters (including soil landscape characteristics, slope, proximity to sensitive receptors and flooding constraint) across the Shire to produce land capability classes. It also considers built and planning constraints in the form of lot size. It will be primarily used:

- To determine the level of technical investigation to be undertaken as part of a development application in an unsewered area;
- As a guide to Council for strategic planning of future rural residential and other unsewered development; and
- To identify priority existing unsewered towns and areas that require more detailed investigations to determine needs.
- As a planning tool for undertaking inspections of existing DWM systems.

The next stage in detailed planning and risk assessment for DWM is to use the Decentralised Sewage Model (DSM) for selected development areas within the Shire. The DSM provides a greater level of detail to the risk assessment process for high priority townships. A review of the DWM constraint map ('the constraint map'), the outcomes of field investigations and a brief desktop review were used (in consultation with Council) to select high priority townships. The selection of these areas was based on:

- Physical limitations to DWM within the township;
- Physical capacity within existing allotments for improved/sustainable DWM; and
- Both the predicted cost and affordability of potential on-lot system improvements.

The DSM uses a set of information to calculate for every lot the surplus effluent that cannot be assimilated on-lot and tracks this surplus effluent down the catchment. The total volume of surplus effluent can then be used to assess the relative risk to public health and the environment or to assist in the development of concept designs for community wastewater systems.

The DSM is a GIS based biogeophysical model that rapidly assesses constraints, quantifies wastewater generated within the catchment, locates and calculates potential on-lot and community reuse opportunities and tracks excess wastewater generation down the catchment. The model is widely applicable to existing villages, infill development and also new (Greenfield) developments of varying scales and configurations.

The model has two principal parts: a module for calculating total effluent generation and capacities of potential receiving areas to accept the effluent load; and an effluent tracking module. It uses digital data compiled from various sources, including information on the built environment (e.g. number, location and size of dwellings and improvements, types of DWM systems, water use and wastewater generation characteristics) and natural environment (e.g. soil landscape mapping, topographic mapping and climate data). User-defined exclusion zones may be entered, for example buffers from sensitive environmental receptors, property boundaries or areas of known unacceptable soil physical or chemical constraints. Potential reuse opportunities are identified from desktop analysis and entered into the model by the user. The model interrogates the information on built and natural constraints and determines the total volumes of effluent being generated, site suitability and effluent receiving capacity of both individual residential lots and surrounding off-lot reuse sites.

The effluent tracking module provides the facility to aggregate surplus flows progressively down a catchment as they are generated, discounting reuse sites along the way, enabling the effluent quantity to be determined at any point in the catchment. This enables informed decision-making about the optimum placement of sewage treatment and effluent reuse systems. The modelling can be run iteratively to investigate multiple possible servicing scenarios, for example partial or complete off-site management of effluent loads, and alternative reuse sites.

This model would provide the next level of risk assessment for MSC in the DWMP.

4. Risk Assessment Framework

A detailed risk assessment of the potential risks to DWM systems within MSC has been conducted. This risk assessment aims to provide Council with a reasoned and justified tool to prioritise investment in future developments, monitoring and upgrading of DWM systems within the Shire. It incorporates tools that assess the bio-geophysical capability for DWM in:

- Existing unsewered towns and villages;
- Recently developed unsewered subdivisions; and
- Undeveloped unsewered land.

4.1. Data Acquisition

Geographic Information System (GIS) data, covering a wide variety of physical and planning components, has been acquired from MSC, Department of Environment and Primary Industries (DEPI), Visualising Victoria's Groundwater (VVG) Project by University of Ballarat, and the Department of Sustainability and the Environment (DSE). The GIS data supplied was used to generate DWM constraint maps of the Shire. This information provided a comprehensive basis for the risk assessment. The data obtained included:

- Property and proposed parcel information (lot boundaries);
- Roads;
- Local Government Area (LGA) and township boundaries;
- Planning scheme zonings and overlays;
- 10m elevation contours;
- Hydrology and drainage;
- Flood prone land (land subject to inundation);
- 1 in 100 year Annual Recurrence Interval (ARI) flood level (1% Annual Exceedance Probability (AEP) statistical flood extent);
- Soil landscape, lithology and land system information;
- Groundwater bore locations and information;
- Watertable depths;
- Potable water catchment boundaries; and
- Location and inspection details of existing DWM systems.

4.2. Domestic Wastewater Management Constraint Maps Overview

4.2.1 Lot Characterisation

Using cadastral data supplied by the Council, in the form of a GIS planning overlay, the risk assessment identified approximately 16,000 existing discrete properties within the Shire. The proposed subdivision parcels were also included in the risk assessment and included 441 proposed parcels for subdivision/amalgamation. Some discrepancy may be found between other published total lot numbers and those that were used in this risk assessment due to issues associated with properties and parcels and how they have been amalgamated and/or subdivided over time and the version of cadastre provided by the Council.

There were found to be approximately 6,307 lots within the Shire that were unsewered. There have been 4,485 septic permits issued with the Shire and there is approximately the same number of unsewered developed lots within the Shire. Approximately 8,450 lots were estimated to be connected to the reticulated sewer. The reticulated sewer, provided by Central Highlands Water, services the townships of Gordon and Ballan. The reticulated sewer, provided by Western Water, services the township of Bacchus Marsh.

Some lots within the Shire were excluded from the analysis as no cadastre or land capability information was provided/located. Existing properties and proposed parcels that were less than 100m² were also excluded from analysis as they represent an area too small to ensure sustainable DWM and most likely represent Council or utility easements. In addition to the number of existing discrete properties and proposed parcels, there were 270 properties and 6 proposed parcels that were excluded from further risk assessment analysis. However, if needed, assumptions can be drawn from the constraints of the surrounding lots.

4.2.2 Discrete Domestic Wastewater Management Constraints

The constraint maps were created using a GIS based risk assessment, through MapInfo™ 10.0 and 11.5 and QGIS™ v2.0.1, which applied constraint classes for a number of built constraints and land capability constraints, including site and soil parameters. Eight discrete constraints were selected, and when consolidated, contribute to assessing the overall land capability for DWM systems. These were selected based on the availability of digital data, which was limited, and using W&A's extensive experience gained in designing and auditing DWM systems. The discrete constraints chosen were:

- Lot size;
- Planning scheme zones¹;
- Proximity to surface watercourses;
- Proximity to groundwater bores;
- Groundwater depth;
- Proximity to flood prone land;
- Slope (surface elevation); and
- Soil suitability and associated Geology (soil landscapes).

There were other parameters that could have been considered in a more detailed constraint assessment, however, such data was not available for this risk assessment and the scope of the project did not permit its collection. Nevertheless, the constraints chosen were considered acceptable for the purpose of this broad-scale risk assessment. The discrete constraint maps for both the Shire and townships are described in detail within the 'MSC DWMP Technical Document'. The methodology and results of the consolidated DWM constraint mapping are described in more detail below.

4.3. Domestic Wastewater Management Consolidated Constraint Map

4.3.1 Introduction

The primary objective of the risk assessment was to assess the allotments within MSC to determine whether they could sustainably manage domestic wastewater on-site. The inter-relationship of a wide range of individual constraints and variables affect the specific land

¹ Planning scheme zones thematically mapped and not included in the consolidated constraint analysis.

capability and associated constraints for sustainable on-site DWM. Understanding this inter-relationship can be difficult, particularly in terms of assessing the relative contributions of individual discrete constraints in a broad-scale evaluation. To address the limited resolution and spatial variability in the individual discrete constraint analysis, a consolidated constraint map has been prepared by combining the outputs of the preliminary discrete constraint analyses for each allotment.

The maps have been produced for use at a broad scale (~1:230,000) and the limitations of the data used in the creation of these maps must be recognised. The scale of some of the data inputs is too coarse for the map itself to be used as a tool to diagnose likely individual DWM system performance; however, it does have substantial value as a development assessment tool and as a defensible justification for prioritisation of existing management issues. It will be primarily used:

- To determine the level of technical investigation to be undertaken as part of a development application in an unsewered area;
- As a guide to develop a monitoring strategy for existing DWM systems in the Shire;
- As a guide to Council for strategic planning of future rural residential and other unsewered development; and
- To identify priority existing unsewered townships that require more detailed investigations to determine needs.

4.3.2 Classification Framework

For each of the discrete constraints mentioned above in Section 4.2.2, the degree of constraint (or constraint) in relation to DWM for all lots within the Shire was assessed and individually assigned either a “high”, “moderate” or “low” constraint class. The criteria used to determine constraint categories were based on previous constraint assessments for unsewered towns in Australia, and relevant Australian and Victorian guidelines for DWM.

The consolidated constraint map uses the same classification network. Table 2 provides a rationale of the interpretations that were used to derive the constraint classes used in this risk assessment. The constraint classes give guidance towards the DWM requirements as stipulated by Council.

For existing DWM systems, the level of constraint will commonly reflect the level of challenge that has been experienced in managing the system. This information will help guide property owners and Council in the ongoing management of existing systems.

Table 2: Rationale for Discrete Domestic Wastewater Management Constraint Ratings

Constraint Class	Description
High	The constraint is present at a high level and this significantly restricts opportunities for sustainable DWM. Conventional systems (septic tanks and trenches) are ‘typically’ not appropriate and a detailed site and soil evaluation would be required to determine if DWM is achievable at all; in which case specialised, advanced treatment and land application systems will be required to overcome the constraint.
Moderate	The constraint is present at a moderate level and this limits the range of DWM options that are appropriate for the site. A detailed site and soil evaluation is required to identify the most appropriate DWM system and mitigation measures to be employed.
Low	The constraint is present at a low level and is unlikely to substantially limit opportunities for DWM. In most cases appropriately designed and managed conventional systems will be appropriate.

4.3.3 Consolidated Constraint Map Rationale

For the consolidated constraint analysis, one method for assessing the cumulative effect of the individual discrete constraints was used; lot size, proximity to surface watercourses, proximity to groundwater bores, proximity to flood prone land, average lot slope, soil suitability and depth to groundwater. The first six discrete constraints were assigned a high, moderate and low constraint class, whereas depth to groundwater was classified as either compliant or non-compliant. A total of 16,000 lots within the Shire were included in the consolidated constraint analysis. The rationale for the method for the development of the consolidated constraint map is as follows:

Total Score Method:

A numeric value, or score, was assigned to each constraint class (“high” = 3, “moderate” = 2, and “low” = 1) and the sum of the scores for the first six individual discrete constraints was calculated to produce a total aggregate score for each allotment. This produced total scores ranging from six to eighteen, with higher total scores representing more highly constrained lots for on-site DWM. All constraints were given equal weighting.

For example:

High = 3
Moderate = 2
Low = 1

Discrete Constraint	High Constraint	Moderate Constraint	Low Constraint	Summation (Σ) = 11
Lot Size	3			
Average Slope			1	
Soil Suitability		2		
Proximity to Groundwater Bores	3			
Proximity to Flood Prone Land			1	
Proximity to Surface Watercourses			1	
Depth to Groundwater	Non-compliant			

The total score constraint classes² are as follows:

High = 13 - 18
Moderate = 7 - 12
Low = 6

For this example, the tentative consolidated assigned constraint class for this allotment is “moderate”, as the total summation of all the discrete constraints was eleven.

The allotments are then assessed by the depth to groundwater discrete constraint. If an allotment is ‘compliant’, then the constraint class remains the same as the one that resulted from the first step in this method. If an allotment is ‘non-compliant’, then the constraint class is increased by one rating. If an allotment was already assigned a high constraint class, this cannot be increased by an additional rating and the final constraint class will remain as high.

For the example above, the constraint rating in the first step was moderate. As the allotment is deemed to be ‘non-compliant’ in relation to depth to groundwater, then the final constraint rating would increase to high.

Data Justification

There were lots where the soil type/ properties were unknown, so they were not assigned a constraint class rating for the discrete constraint soil suitability map. However, as consistency of lots was needed between each discrete constraint parameter for reference

² For the consolidated constraint of a given lot to be assigned a high constraint class, there needs to be at least one high discrete constraint and the rest all moderate constraints or varying combination with more than one high constraint or the depth to groundwater is ‘non-compliant’ which will increase a moderate constraint to a high constraint.

purposes in the development of the consolidated constraint map, all of the lots that were not currently assigned a constraint class rating were assigned with “unidentified”. For the purposes of the total score method, these “unidentified” lots, in terms of soil suitability, needed to have an assigned numeric value. A conservative approach was taken and each of these “unidentified” lots was assigned the “moderate” constraint class value of “2”.

4.3.4 Domestic Wastewater Management Consolidated Constraint Map

Table 3 details the results of the consolidated constraint analysis for the Shire. The consolidated constraint map, Figure 3 (total score method), outlines the variability in constraint to the overall DWM throughout the Shire. As an example, the consolidated constraint maps for seven targeted townships within the Shire are shown in Figures 3a-g.

Table 3: Consolidated Constraint Map Summary

DWM Consolidated Constraint Analysis	Assigned Constraint Class (Number of Lots)		
	High	Moderate	Low
Total Score Method			
Final Constraint Map	198 (1.2%)	15,794 (98.7%)	8 (<0.1%)
Bungaree Township	11 (6.3%)	163 (93.7%)	0 (0%)
Wallace Township	8 (6.8%)	109 (93.2%)	0 (0%)
Greendale Township	12 (4.4%)	259 (95.6%)	0 (0%)
Dales Creek Township	1 (0.6%)	161 (99.4%)	0 (0%)
Mount Egerton Township	5 (1.1%)	439 (98.9%)	0 (0%)
Barrys Reef Township	0 (0%)	60 (100%)	0 (0%)
Blackwood Township	6 (1.3%)	463 (98.7%)	0 (0%)
Mean (μ)	6	236	0

Legend

Consolidated (Total Score Method) Assigned Constraint Class - Shire Cadastre [16000]

- High [198]
- Moderate [15794]
- Low [8]
- MSC LGA Boundary
- Surface Waterways

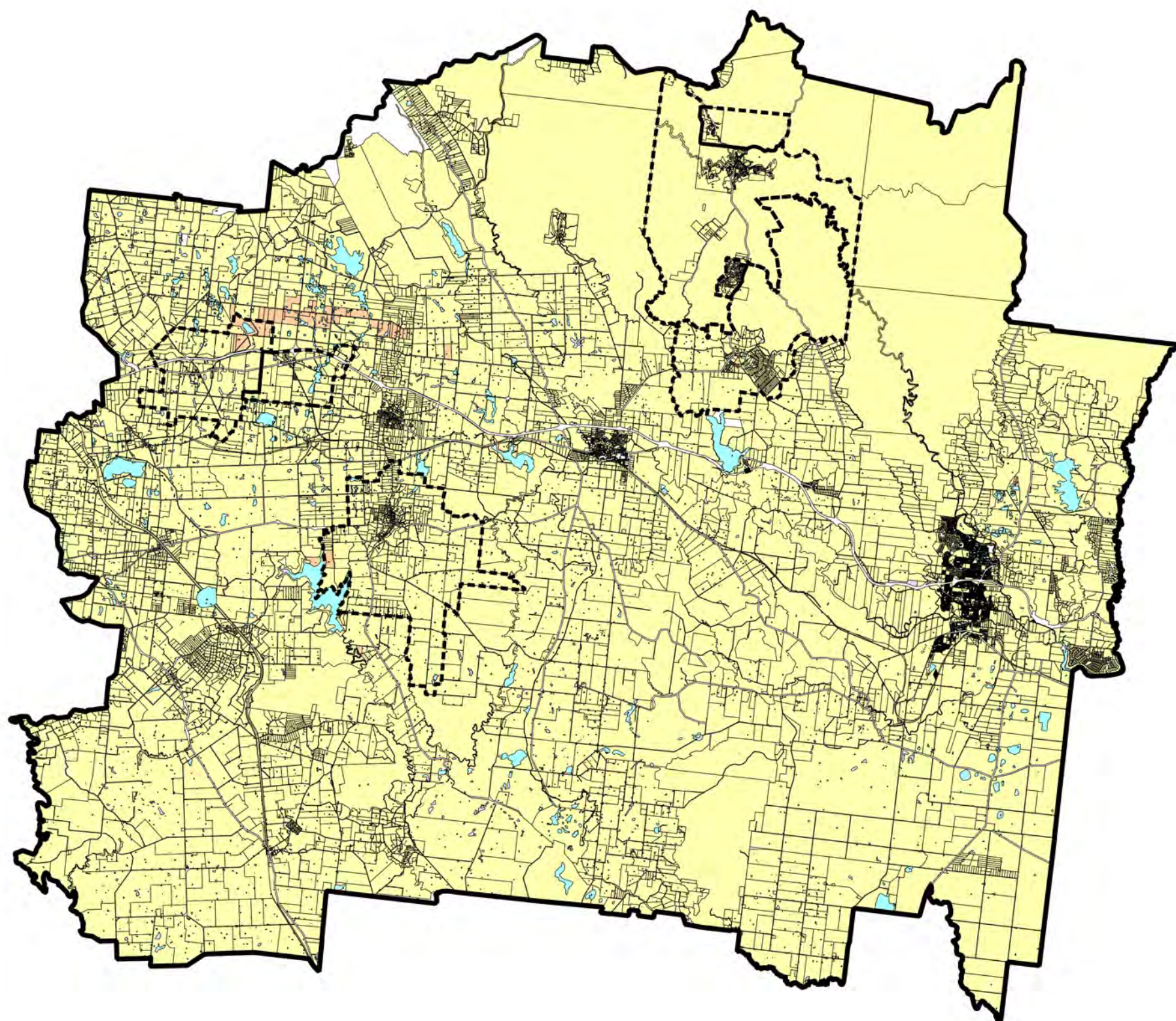


Figure 3 : DWM Final Consolidated Constraint Map - Shire

Moorabool Shire Council DWMP Review



W Whitehead & Associates
Environmental Consultants

0 6 12 18 24 30 km
(Approx Scale)

Revision	3
Drawn	JK
Approved	JW

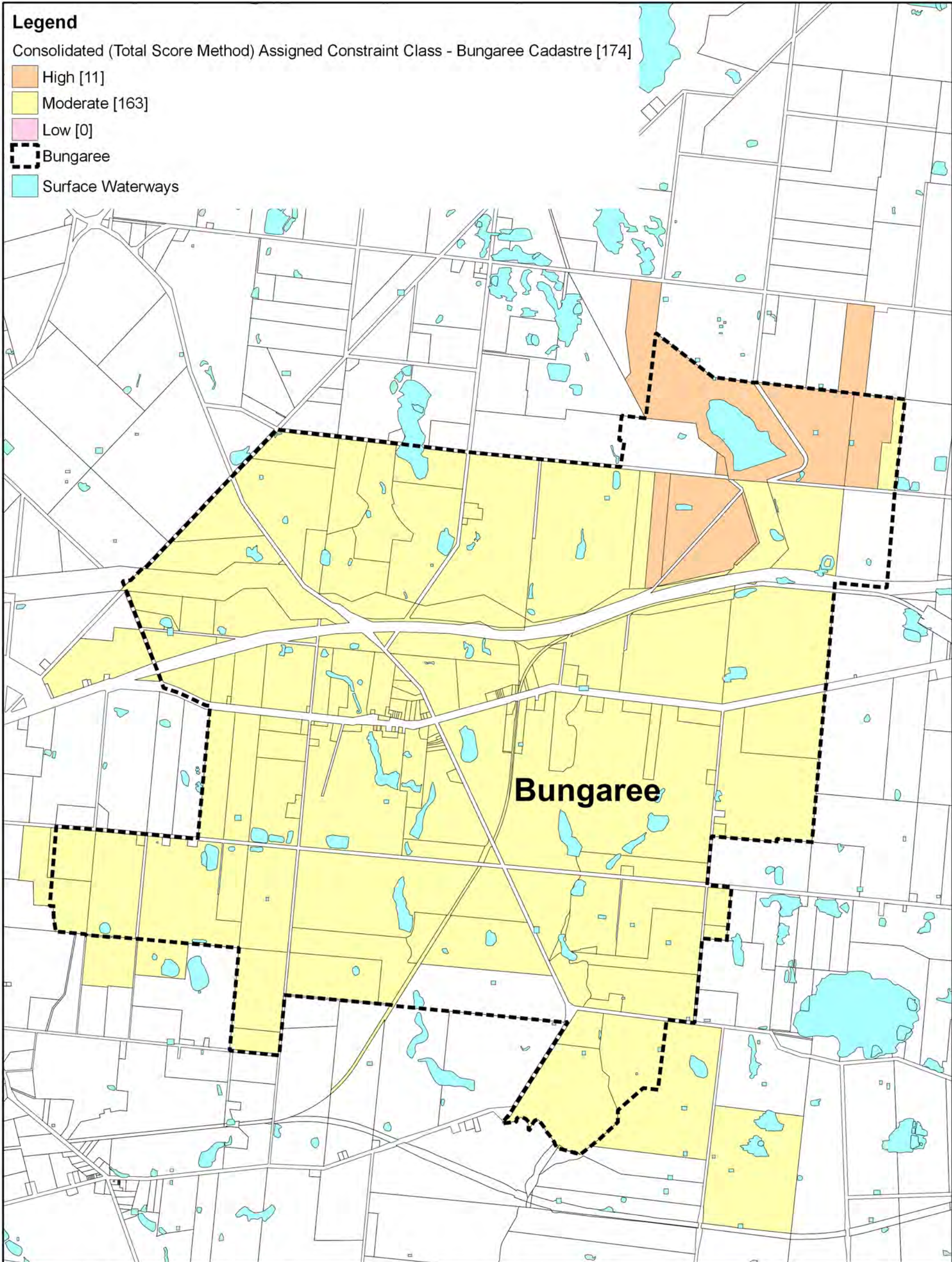
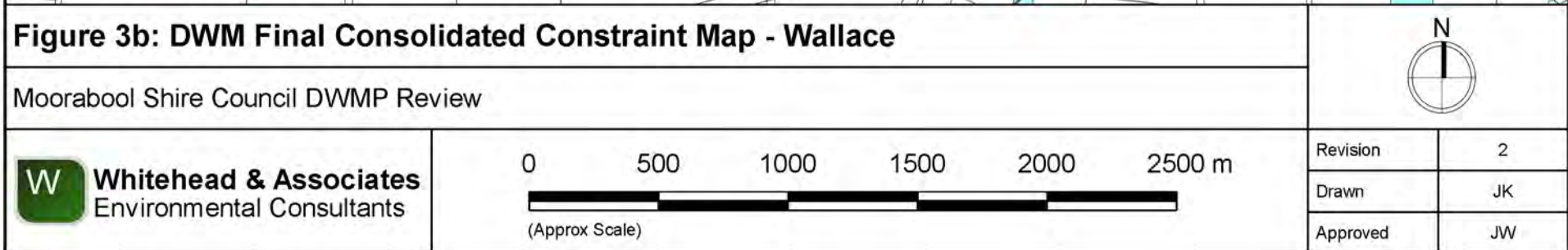
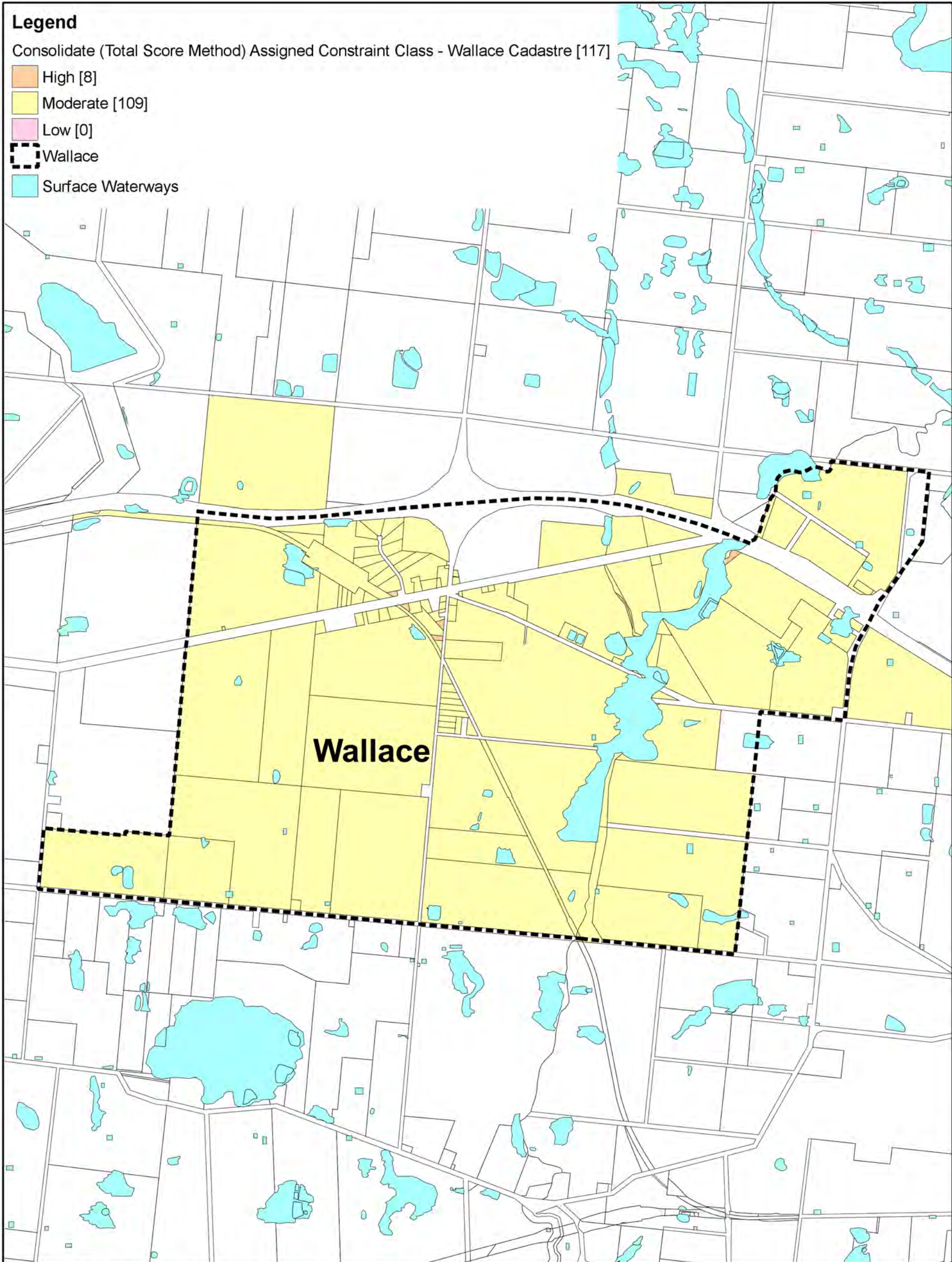


Figure 3a: DWM Consolidated Constraint Map - Bungaree				
Moorabool Shire Council DWMP Review				
Whitehead & Associates Environmental Consultants			Revision	3
			Drawn	JK
			Approved	JW



Legend

Consolidate (Total Score Method) Assigned Constraint Class - Greendale Cadastre [271]

- High [12]
- Moderate [259]
- Low [0]
- Greendale
- Surface Waterways

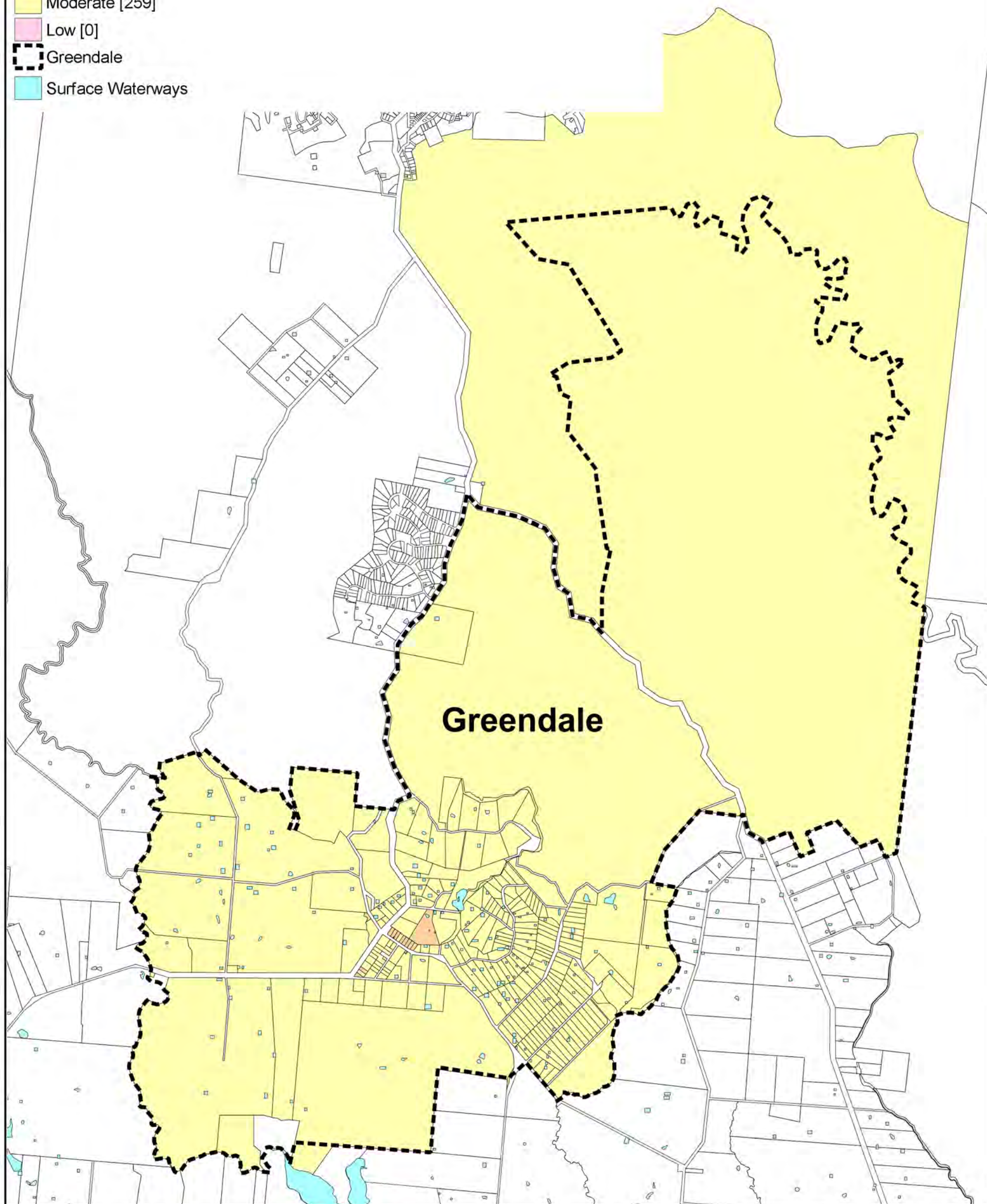


Figure 3c: DWM Final Consolidated Constraint Map - Greendale

Moorabool Shire Council DWMP Review



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Revision	2
Drawn	JK
Approved	JW

Legend

Consolidated (Total Score Method) Assigned Constraint Class - Dales Creek Cadastre [162] [162]

- High [1]
- Moderate [161]
- Low [0]
- Dales Creek
- Surface Waterways

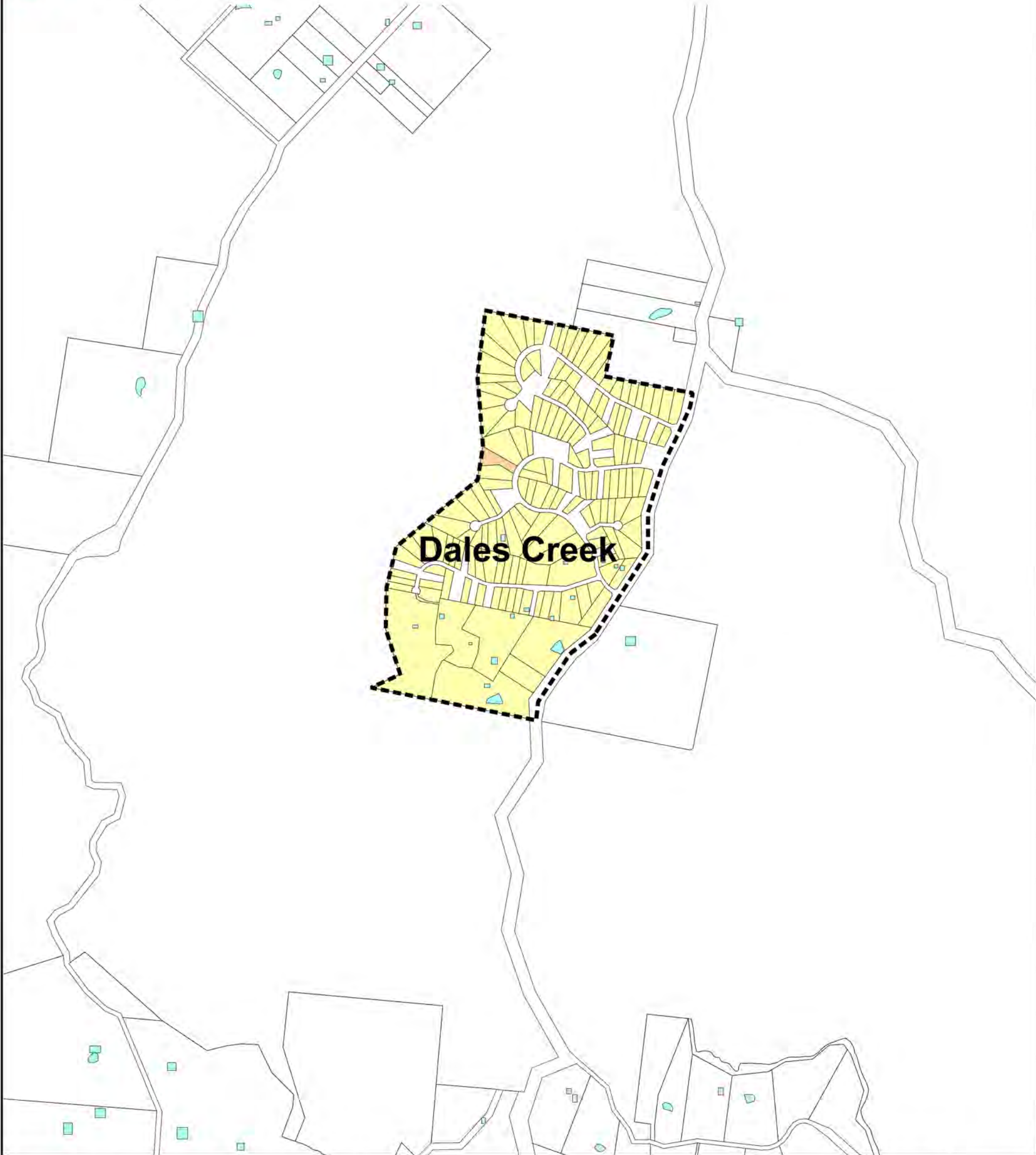
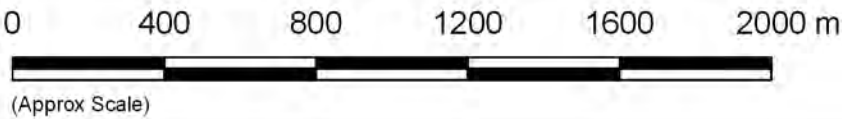


Figure 3d: DWM Final Consolidated Constraint Map - Dales Creek

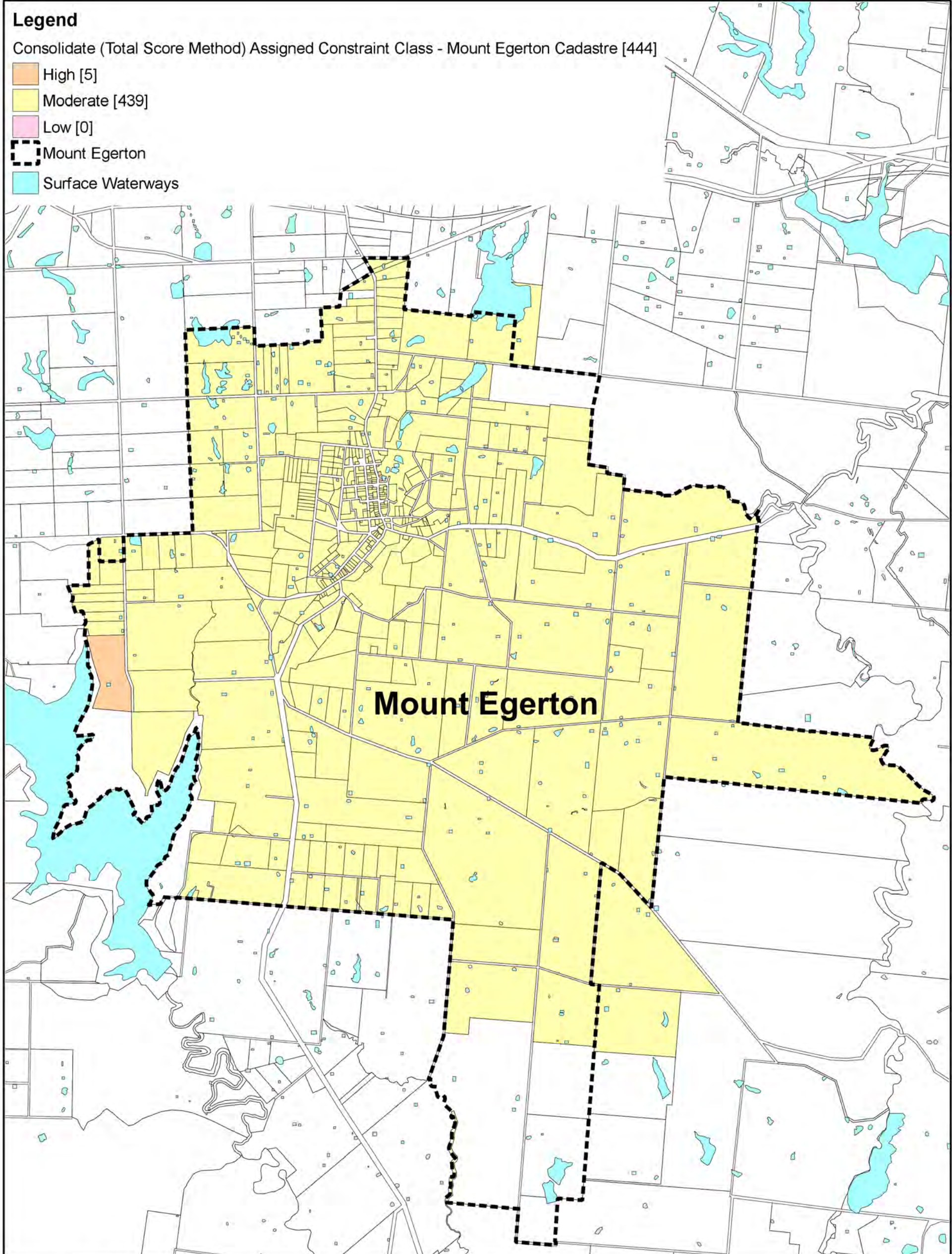
Moorabool Shire Council DWMP Review



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Revision	3
Drawn	JK
Approved	JW



Legend

Consolidate (Total Score Method) Assigned Constraint Class - Barrys Reef Cadastre [60]

- High [0]
- Moderate [60]
- Low [0]
- Barrys Reef
- Surface Waterways

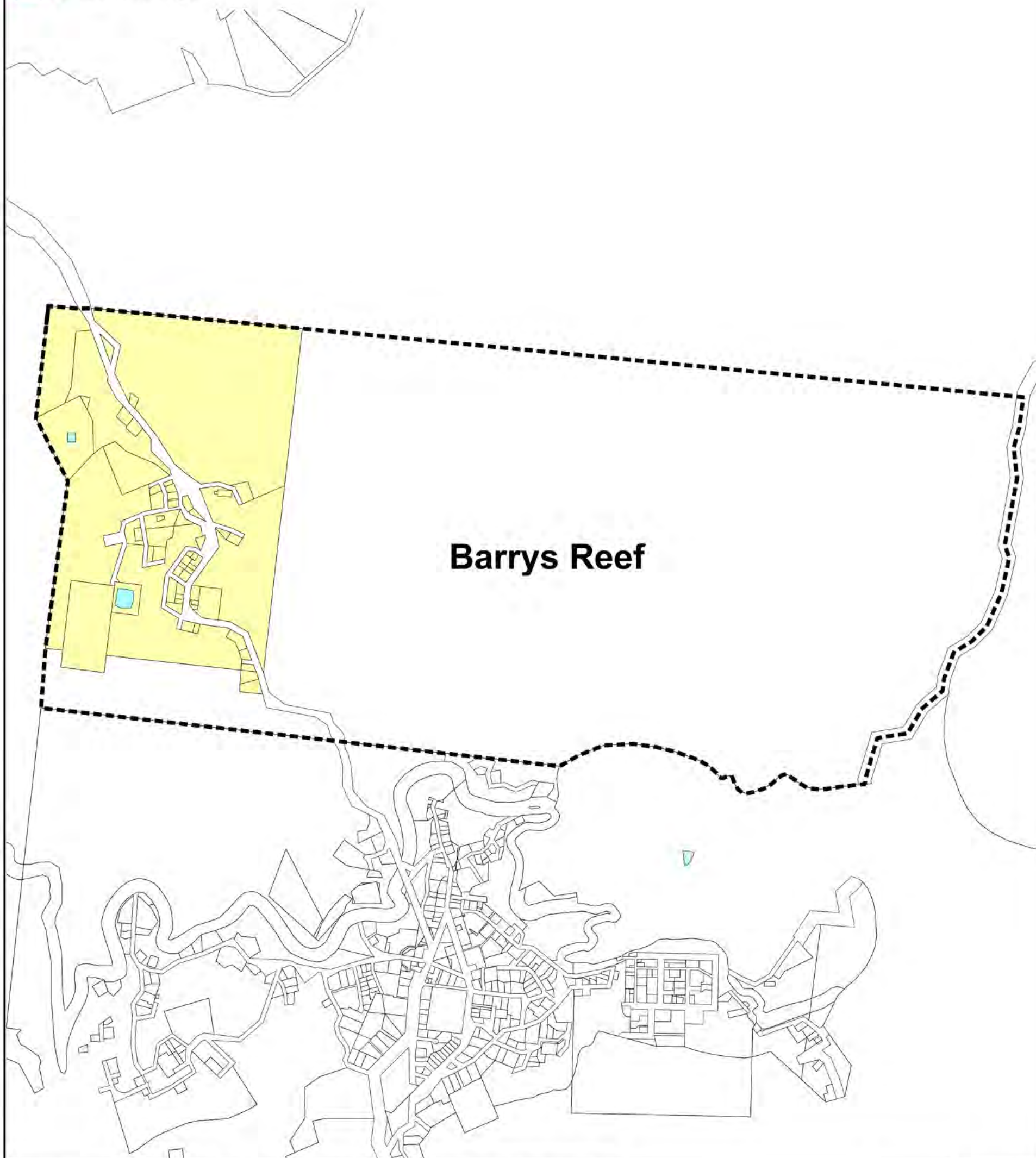





Figure 3f: DWM Final Consolidated Constraint Map - Barrys Reef			
Moorabool Shire Council DWMP Review			
 Whitehead & Associates Environmental Consultants	<div>0400800120016002000 m</div>  <div>(Approx Scale)</div>	Revision	2
		Drawn	JK
		Approved	JW

Legend

Consolidate (Total Score Method) Assigned Constraint Class - Blackwood Cadastre [469]

- High [6]
- Moderate [463]
- Low [0]
- Blackwood
- Surface Waterways

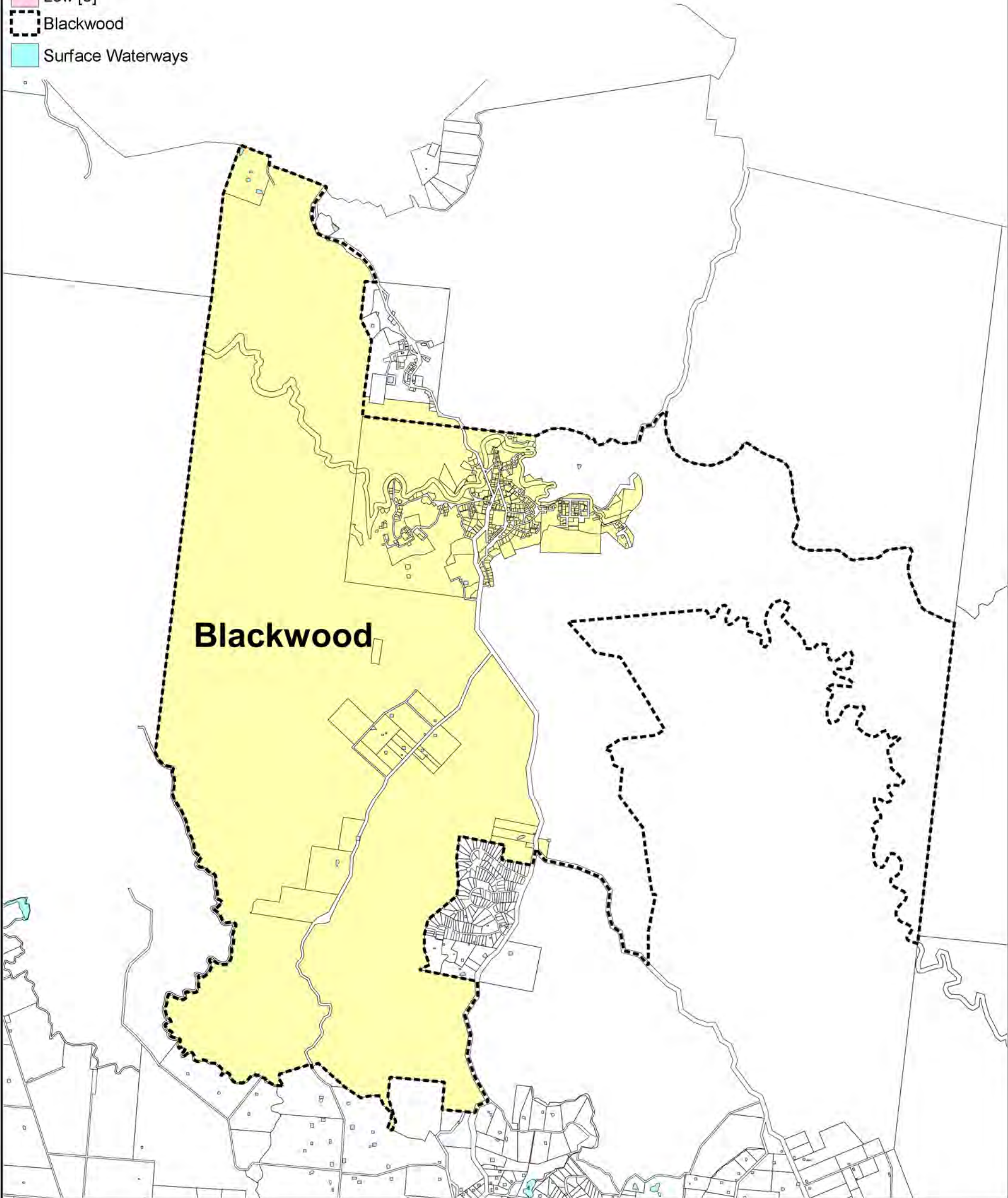


Figure 3g: DWM Final Consolidated Constraint Map - Blackwood

Moorabool Shire Council DWMP Review

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Environmental Consultants



Revision	2
Drawn	JK
Approved	JW

Limitations of the Risk Assessment and Constraint Mapping

There are several limitations inherent in the methodology adopted to assess the variation in on-site domestic wastewater related risk throughout the Shire. Briefly, these are due to:

- The use of broad-scale mapping and desktop analysis with only limited field truthing of physical attributes;
- A lack of digital data in some areas;
- The present level of scientific understanding and uncertainties relating to the physical and chemical processes and their implications for sustainable on-site DWM. Current best practice derived from wide experience in Australia, New Zealand and the United States was used in this assessment;
- The limited availability, quality and accuracy of attribute data; and
- Limitations in the method of assessing the inter-relationship and cumulative effect of individual attributes and constraints.

4.3.5 Evaluation of the Consolidated Constraint Map

The consolidated constraint map total score method resulted in the lots throughout the majority of the Shire to be assigned a “moderate” constraint class rating. The consolidated constraint map highlights the inherent relationship that only one or two individual discrete constraints generally affect any given lot. This relationship is described further in the consolidated constraint evaluation of the seven targeted townships within the Shire. Each township has particular DWM constraints that need to be addressed.

It is essential that the limitations of the data used to compile these maps are recognised when using the consolidated constraint map. Whilst individual lots have been assigned a constraint class rating, the consolidated constraint class is not sufficiently detailed to allow determination of individual system performance or land capability for individual properties. This is why the term constraint is used to describe the constraint map outputs. An allotment categorised as a “high” constraint will not necessarily be totally unsuitable for on-site DWM or currently be serviced by a failing system; however, it is likely to contain a number of significant limitations to the safe operation of on-site DWM systems assessed at a very broad scale. Overall constraint classes should be used to justify the requirement for more detailed individual lot land capability assessments, more rigorous assessment of development proposals and to target investment in the inspection and management of existing on-site DWM systems, rather than to define system performance or land capability.

The ‘thresholds’ for the discrete constraints are influenced by current national and state guidelines but are largely qualitative. Furthermore, the degree of constraint depends on the type of effluent disposal system and generated effluent quality (for example, subsurface irrigation can be installed on slopes up to 15-20% in some cases, but these slopes would be impractical for trenches). Physical constraints can often be overcome or substantially mitigated by a range of measures (such as terracing, importing topsoil fill, installing stormwater diversions, removing vegetation or planting nutrient tolerant vegetation), thereby increasing the ‘suitability’ of the available area.

The main reason for the higher level of constraint exhibited in the consolidated constraint map was due to soil suitability and lot size. There were also a concentrated proportion of lots that had a high constraint in relation to their proximity to surface waters for the Bungaree, Greendale, Dales Creek and Mount Egerton townships. The discrete constraints assessed appeared to be predominantly constraining for the Greendale and Bungaree townships. It should be noted that these high constraints could be managed through detailed design and selection of suitable systems for individual sites.

4.4 Conclusions

The recognised limitations emphasise that the consolidated constraint map should only be used as a preliminary attempt to distinguish regions within the Shire with relatively higher levels of risk to public and/or environmental health and with the objective of determining preliminary priority for future wastewater servicing. These consolidated constraint map can be used to target more detailed investigations into suitability for on-site DWM. The consolidated constraint map helps to target the main physical DWM constraints associated with a lot; which with appropriate individual lot assessment and design can be overcome.

Lot size appeared to significantly contribute to the greater number of “high” constraint allotments within the townships, which are all located within a potable water supply catchment. Lot size plays a key role in determining a lot’s capacity for sustainable long-term on-site DWM and influences the selection of appropriate systems, particularly on smaller lots. As a general rule, the smaller the size of the lot, the less land that there will be available for effluent management after allowing for other development of the land. It is difficult to define the minimum lot size that would be required throughout the Shire to ensure long-term on-site DWM without further detailed study. This will vary depending on the physical constraints of the lots, the nature of the development as well as the type of treatment and land application system used.

Further detailed studies into the performance of existing on-site DWM systems within each of the high priority townships is recommended to verify the findings of this broad-scale risk assessment. Decentralised Sewage Modelling (DSM) has been proposed to be conducted on proposed development areas to provide a more detailed study on maximum lot development density and hence minimum lot size. This will aid Council in ensuring future development will not adversely impact environmental and public health. This work will form part of the Moorabool 2014 rural growth strategy.

5. Risk Mitigation

The constraints identified in the DWMP are for the use of standard septic (primary septic tanks) treatment and effluent disposal. The table below outlines some possible ways these risks can be mitigated.

Risk Category	Issue	Possible solutions	Methods	Benefits
Soils	Poor soils make it difficult for the site to contain wastewater	Advanced treatment of effluent	Septic System and Sand Filter	Passive system, only uses electricity for pumps. Sand life should exceed 10 years before replacement.
			AWTS 20/30	Higher standard of treatment suitable for sub surface disposal in poorer soils
			AWTS 20/30/10	Disinfection stage decreases public health risk. Higher standard of treatment suitable for sub surface disposal in poorer soils
		Remediate soils	Addition of gypsum / lime as per LCA recommendations	Can assist in breaking down soils and improving adsorption capabilities of soil
		Import quality soils		If soils type is unsuitable the import soils of suitable type for wastewater disposal
Slope	Steep slopes can be destabilised by wastewater, and it is difficult to contain wastewater onsite	Terracing	Reduce slopes by creating flatter areas	
Lot size	The smaller the lot the less area is available for wastewater disposal	Reduce house size (# of bedrooms)		The amount of wastewater generated is calculated by the number of bedrooms. If a house is smaller with less occupants it will generate less wastewater.
		Reduce footprint of house		To ensure there is enough area to use for wastewater disposal reduce the space used by the house, shed, driveway etc.
		Consider mound system as land application option		Permits highest wastewater loading rate per square metre.

Risk Category	Issue	Possible solutions	Methods	Benefits
Watercourses / groundwater bores	The Code has setback distances from watercourses and groundwater bores	Ensure entire system (including house) is located outside of setbacks	Increase standard of treatment of effluent	Setbacks can be reduced when higher level treatments are used.
Flood Prone Land	Wastewater should not be disposed of in flood prone land	Ensure entire system (including house) is located away from flood prone land		

6. Operational Plan

This Operational Plan outlines the management strategies and actions to address priorities.

Action	Description	Term	Due Date	Responsibility
Preparation of policies and procedures	<p>Prepare and document the following procedures for DWM to ensure they are in line with DWMP:</p> <ul style="list-style-type: none"> • DWM system Inspection Procedure • Non Compliance with Inspection Procedure. • Complaint Investigation Procedure • Rectification/Upgrade Works Procedure • Issuing of Fines/Notice Procedure • Approval to Install Procedure • Approval to Use Procedure 	Short	2014	Coordinator Community Health and Safety
Data base management	Update/expand Councils DWM system data base to record all property and system details.	Short	2014	Coordinator Community Health and Safety IT/GIS (assistance)
Continuation of improvement of data collection	Develop a GIS layer for DWMS in the Shire.	Medium	2015	GIS Officer
Develop a system audit strategy for the Shire based on constraint maps	Undertake system audits of all High Risk systems.	Short-Ongoing	2014	Coordinator Community Health and Safety EHTO
	Undertake system audits of all Moderate Risk systems.	Medium-Ongoing	2015	EHTO
	Undertake system audits of all Low Risk systems.	Long-Ongoing	2016	EHTO
Septic Tank Permit Conditions and	Undertake compliance audits of new installations.	Ongoing	Ongoing	Coordinator Community Health and Safety,

Action	Description	Term	Due Date	Responsibility
Compliance				EHTO
	Enforce compulsory upgrades of systems within the setback zones as issues are identified.	Ongoing	2014	Coordinator Community Health and Safety, EHTO.
	Enforce mandatory maintenance of systems.	Medium	2015	EHTO
Community Education Program	<ul style="list-style-type: none"> • Promote policies to the community and service providers. • Develop educational material for distribution to residents at inspections. • Develop material that can be given to new property owners advising of their system. 	Short	2014	Env. Health Unit
	<ul style="list-style-type: none"> • Provide educational material on Council's website. • Provide details about permit process on Council's website. 	Short	2014	Env. Health Unit and PR Officer
Resource Allocation	Investigate staffing requirements for the implementation of the DWMP including system monitoring, compliance and enforcement of DWMP.	Short	2014	Coordinator Community Health & Safety
	Investigate funding requirements and allocations for implementation of inspection, compliance and enforcement programs.	Short	2014	Coordinator Community Health & Safety
External Auditing	Investigate options for external auditing to be commenced in order to meet the requirements of DEPI (2012).	Medium	2015	Coordinator Community Health & Safety and Water Authorities
	Undertake external auditing of DWMP; including monitoring and enforcement.	Long (to be completed every 3 years)	2015	Coordinator Community Health & Safety and Water Authorities

Action	Description	Term	Due Date	Responsibility
Future Planning	Investigate the preparation of a DSM for the Shire in a detailed risk assessment for DWM.	Long term	2014	Manager of Statutory Planning and Community Safety
Review DWMP 2014	<ul style="list-style-type: none"> • Evaluate existing DWMP. • Undertake a review of the DWMP update. Legislation and Operational Plan. • Implement DWMP. 	Long	2016	Coordinator Community Health & Safety

7. Inspection Protocol

Date & Time of Inspection				GPS Coordinates of LAA		
Property Address:				South		East
Property Owners/Contact:				Owner Present:		
Inspected By				Yes	No	
Inspection Protocol						
Risk Rating				Low (1)	Medium (2)	High (3)
Treatment System						
Grease Trap						
Is Grease trap adequately sized, maintained and functioning?				Yes	No	
Greywater						
Is greywater directed to street/drain?				No		Yes
If fitted, is greywater diversion device operating correctly?				Yes	No	No
Septic Tank						
Is the tank(s) accessible for inspection and maintenance?				Yes	No	
Do the tank(s) and lid(s) appear structurally sound?				Yes		No
Is the tank(s) adequately sealed?				Yes		No
Is the tank area subject to stormwater or groundwater inundation?				No		Yes
Do any tank(s) require urgent repair or replacement?				No		Yes
Tank dimensions:						
Type	Plastic	Concrete	Other:			
Volume (L)						
Baffle?	Yes	No	Damaged	Yes	Damaged	Damaged
Outlet height (mm)						
Liquid height (mm)						
Scum Depth (mm)						
Sludge Depth (mm)						
Operation:	Are Both T pieces (junctions) attached and working?			Yes	No	
	Does the tank require desludging?			No	Yes	
	Is septic tank providing adequate anaerobic treatment?			Yes	No	No
Pump/ pump wells/controls						
Is the pumpwell(s) of adequate capacity (e.g. emergency storage)?				Yes	No	
Is the system fitted with a high level alarm?				Yes		No
Are there any electrical hazards / issues with the system?				No		Yes
Is there a suitable control system for the pump?				Yes	No	
Is the pump operational and in a satisfactory condition?				Yes	No	No
Is pump well in satisfactory condition? (Yes - Low, No - Medium or High)				Yes	No	No
AWTS						
Is the AWTS operating satisfactorily? (Yes - Low, No - Medium or High)				Yes	No	No
Are the blowers working?				Yes	No	
Is there sludge or scum accumulation in aeration chamber, clarification chamber or irrigation chamber?				No	Yes	Yes
Is the chlorine dispenser filled and functioning?				Yes	No	No
Residual Chlorine (mg/L)						
Is system regularly serviced by a contractor?				Yes	No	No

Land Application Area						
Absorption Trenches/Beds						
Dimensions (m)						
Is the land application area of adequate size?		Yes	No	No		
Is there a suitable vegetation cover over the land application area?		Yes	No	No		
Is there adequate exposure of the land application area?		Yes	No			
Is the land application area wet or boggy?		No	Yes	Yes		
Is there evidence of surface ponding or runoff from the land application area?		No	Yes	Yes		
Is the area prone to poor drainage, flooding or high groundwater?		No	Yes	Yes		
Are there any damaged or collapsed sections of the land application area?		No	Yes	Yes		
Is there evidence of or access for vehicle and animal traffic?		No	Yes			
Does the land application area appear to be level and in line with contours?		Yes	No	No		
Are buffer distances to trenches/beds adequate?		Yes	No	No		
Surface/Subsurface Irrigation						
Dimensions (m ²)						
Is the land application area wet or boggy?		No	Yes	Yes		
Is there evidence of surface ponding or runoff from the land application area?		No	Yes	Yes		
Are buffer distances to irrigation area adequate?		Yes	No	No		
Are all sprinklers working?		Yes	No	No		
Overall Assessment						
Were you able to locate and access the whole system?		Yes	No	No		
Was the system discharging effluent to the ground surface in an unsatisfactory manner?		Yes	No	No		
General Condition of system	Good (low) Satisfactory (Medium) Unsatisfactory (High)	Good	Satisfactory	Unsatisfactory		
Overall Highest Risk Rating						
Are works required on the system?		Minor	Moderate	Major	Nil	

Details of Required Works:	
-----------------------------------	--

Required Works Risk Assessment		Risk Rating			Required Works Urgency Scale		
		High	Medium	Low			
Required Works	Major	1	2	3	1	Immediate	14 days
	Moderate	2	2	3	2	Short Term	30 days
	Minor	3	3	3	3	Long term	90 days
	None	0	0	0	0	No works required	

9.3 COMMUNITY SERVICES

9.3.1 Moorabool Recreation and Leisure Strategic Advisory Committee

Introduction

File No.: 12/09/021
Author: Troy Scoble
General Manager: Danny Colgan

The purpose of the report is to recommend that Council establish a Moorabool Recreation and Leisure Strategic Advisory Committee to provide strategic advice into the planning and provision of recreation and leisure services and facilities across the municipality.

Background

At the Ordinary Meeting of Council held on the 2 April 2014, the Council resolved:

that a report be prepared on the setting up of a skills based shire wide advisory committee, to advise Council on recreation and open space areas across the whole municipality.

Proposal

The purpose of the proposed Moorabool Recreation and Leisure Strategic Advisory Committee is to provide strategic advice into the planning and provision of recreation and leisure services and facilities across the municipality. The proposed terms of reference of the Committee is contained in **Attachment 9.3.1**.

Specifically, the Committee will provide advice to Council relating to:

- issues associated with participation and changing demographics in active and passive recreation and leisure;
- policies and strategies being developed by Council;
- planning and management of recreation reserves.

The role of the committee shall include (but not be limited to) providing strategic advice on policy and strategies to develop recreation, leisure facilities and participation initiatives. It is expected that in the first year of its operation strategic advice will be sought from the Committee on at least the following key projects: the preparation of Council's Recreation and Leisure Strategy; preparation of a Social Infrastructure Plan; review of the Recreation Reserve Funding Policy; review of the Appointments and Delegations Policy; development of a Fees and Charges Policy; development of a Community Facility Leasing and Licensing Policy; and Reserve Master Plans.

Members of the Committee shall provide technical advice based on an individual level of expertise in a particular area.

Membership of the Committee will consist of two Councillors with one Councillor appointed as Chairperson and six members drawn from across the Shire with knowledge and expertise in recreation and leisure matters. Council's General Manager Community Services, General Manager Infrastructure, General Manager Growth and Development and Manager Recreation and Youth Development or delegates will attend committee meetings on an ex-officio basis. Committee members will be appointed on the basis of skills they are able to bring to the Committee, with appointments to be made for a term of one year with membership confirmed by the Council annually.

Nominations for membership of the Moorabool Recreation and Leisure Strategic Advisory Committee shall be sought through public advertisement with appointments to the Committee made by a resolution of Council.

Minutes will be taken for each meeting of the Committee and presented to the following Ordinary Meeting of Council. Any recommendations from the Committee will be presented in an accompanying report from Officers.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

Key Result Area	Representation and Leadership of our Community
Objective	Leadership through best practice community engagement
Strategy	Pursue strategic alliances, stakeholder forums and advisory committees that assist Council in policy development and service planning.

The proposed Moorabool Recreation and Leisure Strategic Advisory Committee is consistent with the 2013-2017 Council Plan.

Financial Implications

The resourcing of the Moorabool Recreation and Leisure Strategic Advisory Committee will be undertaken within existing resources.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Advisory Committee Governance Requirements	Inefficient operation of the Advisory Committee	Low	Implement Advisory Committee terms of reference

Communications Strategy

Nominations for membership of the Moorabool Recreation and Leisure Strategic Advisory Committee will be sought through public advertisement.

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 establishment of the proposed Moorabool Recreation and Leisure Strategic Advisory Committee will provide opportunities for community input into the planning and provision of recreation and leisure services and facilities across the municipality.

Recommendation:

That Council:

- 1. Establishes a Moorabool Recreation and Leisure Strategic Advisory Committee.**
- 2. Endorses the terms of reference for the Moorabool Recreation and Leisure Strategic Advisory Committee.**
- 3. Appoints two Councillors to the Moorabool Recreation and Leisure Strategic Advisory Committee with one appointed as Chairperson**
- 4. Seeks nominations for membership of the Moorabool Recreation and Leisure Strategic Advisory Committee through public advertisement.**

5. **Receives a further report with recommendations for membership of the Moorabool Recreation and Leisure Strategic Advisory Committee.**

Report Authorisation

Authorised by:

Name:

Title:

Date:



Danny Colgan

General Manager Community Services

Wednesday, 11 June 2014

Attachment - Item 9.3.1

TERMS OF REFERENCE

MOORABOOL RECREATION AND LEISURE STRATEGIC ADVISORY COMMITTEE

1. COMMITTEE NAME

- 1.1 The name of the Committee is the Moorabool Recreation and Leisure Strategic Advisory Committee hereinafter called ~~the~~ **the Committee**.
- 1.2 The purpose of the committee is to provide strategic advice into the planning and provision of active and passive recreation and leisure services and facilities across the municipality.

2. BACKGROUND

- 2.1 The 2013-17 Council Plan states that Council will promote community health and wellbeing through the provision of recreation facilities, open space, programs and activities and pursue efficiencies in managing sporting and recreation facilities in partnership with Section 86 Committees of Management and sporting groups.
- 2.2 Council is also committed through the 2013-17 Council Plan to representing and leading the community, seeking to understand community need by listening and recognising the differing expectations and priorities across Moorabool.

3. ESTABLISHMENT OF THE COMMITTEE

- 3.1 The Committee is an advisory committee formed by Council resolution on XX XXXX 201X.

Resolution to be inserted.

4. PURPOSE OF THE COMMITTEE

4.1 No Delegated Powers

As the committee is advisory in nature it has no delegated powers or authority. The committee will not have an operating budget.

The Committee is to operate in accordance with the terms of reference stated in this document.

4.2 Purpose

To provide advice to Council relating to:

- issues associated with participation and changing demographics in active and passive recreation and leisure;
- policies and strategies being developed by Council
- the planning and management of recreation reserves.

The advisory role is undertaken within the context of the Council Plan and related policies and strategies. The committee plays a specific advisory and guidance role, from an independent perspective to Council in the development of key strategic documents.

The committees role shall include (but not be limited to) providing strategic advice on policy and strategies and the development of recreation/leisure facilities and participation initiatives.

Members of the Committee shall provide technical advice based on an individual level of expertise in a particular area and be able to evidence opinions based on community knowledge and local experience.

The Committee shall consider any other matter that may be referred to the Committee by Council.

4.3 Council's Relationship with the Committee

Council will use the input and advice of Committee to inform practices, policies and procedures.

At least annually Council officers will provide a report to the Committee detailing all proposed capital improvement projects for reserves and open spaces in the Shire included in the capital improvement program. The purpose of this report is to enable the Committee to make a recommendation to Council on the content and priority of reserve and open space capital improvement program projects in the Shire.

The Committee will host an annual forum of active and passive recreation and leisure groups; Committees of Management; and members of the public for the purposes of consultation and engagement.

Council Officers will formally consult with the Committee on any policy changes that affect recreation and open space in the Shire.

5. EXPECTATIONS / REQUIREMENTS

5.1 In order to fulfil the Committee's objectives, members are expected to:

- keep informed of current developments, issues and trends in the recreation and leisure sector.
- to become conversant with relevant Council plans and policies, particularly those related to recreation and leisure development.
- be aware of the activities, interests and concerns of the recreation and leisure organisations and groups in the Shire.
- prepare for and actively participate in committee meetings and commit to regular attendance.

- have an understanding of key issues impacting the development of recreation and leisure across the Shire.
- act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- be sensitive to the needs of others and listen to other people's ideas.
- respect and acknowledge differences of view or opinion.
- treat information with sensitivity.
- read documentation prior to attending meetings to ensure time allocated in meetings is maximised.

The conduct of the committee will be in accordance with the Councillor code of conduct and the meeting procedure local law as amended from time to time.

6. MEMBERSHIP

6.1 Membership of the Committee consists of:

- 6.1.1 Two Councillors appointed by the Council to the Committee with one acting as Chairperson
- 6.1.2 Six community members drawn from across the Shire with knowledge and expertise in recreation and leisure matters.
- 6.1.3 Members will be appointed to the committee for a term of one year with membership confirmed to Council annually.
- 6.1.4 The General Manager Community Services, General Manager Growth & Development, General Manager Infrastructure, Manager Recreation and Youth or delegates on an ex officio basis
- 6.2 Specialist Council staff will attend meetings to present relevant agenda items where required. These officers will be present on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the Committee.

7. SELECTION PROCESS

- 7.1 Nominations for appointment as members of the Committee shall be called for in local newspaper public notices.
- 7.2 Nominations will be reviewed by Council officers with members appointed to the committee by resolution of the Council.
- 7.3 Members shall be appointed for a period of one (1) year and are eligible for re-nomination.
- 7.4 The Councillor shall be appointed annually at the Statutory Meeting of Council, or as required if a vacancy occurs.
- 7.5 Should a mid-term vacancy occur, new members will be selected based on sections 7.1 and 7.2.

- 7.6 Applicants will need to express interest to Council in writing and address the selection criteria in section 8 below.

8. SELECTION CRITERIA

- 8.1 Council, on behalf of the committee will seek to appoint members who:

- Are committed to advancing recreation and leisure provision in the Shire;
- Have experience in active and passive recreation and leisure including involvement with community groups, community sport and recreation clubs; and

Council will aim to ensure that members of the Committee reflect the diversity of the Moorabool community including age; gender; and different geographical areas across Moorabool.

9. MEETINGS

- 9.1 Meetings will be held quarterly or as agreed by the Committee. There are to be at least four meetings per year.
- 9.2 Members must attend at least 70% of meetings per year. If members are unable to commit to 70% attendance, membership may be forfeit at Council's discretion, with members advised accordingly.
- 9.3 A quorum will require attendance of 50% of the membership.
- 9.4 Council must receive apologies for all meetings no later than 24 hours before the meeting. If a quorum cannot be reached, committee members will be notified that the meeting is cancelled.
- 9.5 Council will provide assistance and support to the committee within the resources available to it in order to enable the committee to effectively undertake its role. This includes administrative support, meeting space and catering as required.
- 9.6 Committee meetings will be open to the public.

10. REPORTING TO COUNCIL

- 10.1 Minutes will be taken for each meeting of the Committee and presented to the following Ordinary Meeting of Council. Any recommendations from the Committee will be presented in an accompanying report from Officers.
- 10.2 The committee will provide advice to Council through submissions on Council strategy, budget and recreation and leisure provision related issues and policies.
- 10.3 The Committee will provide an annual report to Council from the Chairperson as at 30 June each year outlining key outcomes and issues requiring further committee engagement for the financial year.

11. AMENDMENTS TO THE TERMS OF REFERENCE/REVIEW PROVISIONS

- 11.1 Council, following consideration of any recommendation from the Committee or by the Council, may alter these Terms of Reference at any time.
- 11.2 Council will review the Committee's role in consultation with the Committee annually. The review shall consider the membership, role, effectiveness and structure of the Committee.

9.3.2 Draft Memorials Policy

Introduction

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

Background

The purpose of this report is to seek the ~~the~~ principle endorsement of the Draft Memorials Policy for the purposes of community engagement.

Officers have received a number of requests over the last 12 months from community members wanting to install memorials in public places across the Shire. Therefore, a policy and process is required to assess and manage these requests in the future.

The aims of the Draft Memorials Policy are to:

- Outline the types of memorials that will be considered
- Provide an application and approval process
- Determine the responsibility of costs and maintenance
- Outline timeframes for the process and management of the lifespan of memorials
- Clearly demonstrate the responsibility of the Council and the responsibilities of the applicant

Proposal

The Draft Memorials Policy as contained in **Attachment 9.3.2** comprises a statement of purpose and scope as well as the process for the implementation of the Policy. The process includes the responsibility for the cost of the memorials; the lifespan of memorials; maintenance; maintaining a register; and public safety.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

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

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

Financial Implications

The draft policy has been developed within existing budgetary allocations as will the implementation of the policy if adopted.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Requests for memorials from community	Without a policy, memorials could be installed with no process or management plan in place.	Medium	Implement the Policy

Communications and Consultation Strategy

The following community engagement is proposed, whilst the Policy lays on the table in accordance with the Council's Community Engagement Policy and Framework

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Community Members	Have Your Say	Various	June 2014	To be determined
Inform	Community Members	Letters/emails to Committees of Management	Various	June 2014	To be determined
Collaborate	Community Members	Display policy in libraries for comments	Various	June 2014	To be determined

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Kate Diamond-Keith

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

Conclusion

The development of a Draft Memorials Policy is in response to a number of requests by members of the community to install memorials in public spaces. The draft Policy outlines the process to manage these requests in a timely and sensitive manner.

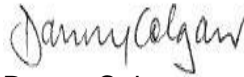
Recommendation:

That Council:

- 1. Endorses “in principle” the Draft Memorials Policy for the purposes of public exhibition for a period of four (4) weeks; and**
- 2. Receives a further report at the conclusion of the exhibition period seeking adoption of the Memorials Policy.**

Report Authorisation

Authorised by:



Name:

Danny Colgan

Title:

General Manager Community Services

Date:

Thursday, 12 June 2014

Attachment - Item 9.3.2

Policy No.:		<i>Insert Policy Number e.g. CS013 – Memorials Policy</i>
Review Date:		
Revision No.:		
Policy Manual Version No.:		
Adopted by:		Date: May 2014

1. Purpose and Scope of the Policy

The Moorabool Shire Council (Council) recognises that members of the community may wish to use public open space to commemorate a person or group of people through a memorial or plaque which enhance the wellbeing of the community.

This policy has been established to provide guidance for the Council for memorials recognising people or groups of people within the Council's public open space/Local Government land.

The policy has been developed acknowledging that, whilst memorials can enrich public spaces and are important for particular individuals and groups of people, they also need to be carefully considered to ensure they do not negatively impact on these spaces.

2. Definitions

Applicant/Donor . A person or group who propose the installation of a memorial.

Local Government Land - Land owned by a council or under council's care, control and management.

Memorial – Park furniture (i.e. park bench, seat or picnic setting), garden, art works, artefacts, tree, stone/rock or etched paving designed to preserve the memory of a person or group. This may also include memorials in the interior of buildings i.e. Halls

Plaque . A flat tablet of metal or other durable material which includes text and/or images that commemorate a person or group of people.

Public Open Space . includes community land, road reserve and operational land owned by Council and any other land in Council's care, control and management.

Road . For the purposes of this policy, the definition of a road is as per Section 4 of the Local Government Act 1999, being:

a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes .

- (a) a bridge, viaduct or subway; or
- (b) an alley, laneway or walkway.

3. Process

- 3.1 All requests for memorials must be made in writing to the Chief Executive Officer
- 3.2 All applications must demonstrate a significant contribution the deceased made to the wider community.
- 3.3 All applications must be of benefit to the community and where relevant be in accordance with a master plan
- 3.4 All applications and approvals must be considered in accordance with this policy.
- 3.5 Applications for new memorials should include:
 - The type of memorial requested;
 - Where possible, three feasible sites/locations for consideration;
 - Explanation of the significance of these sites;
 - Where relevant, provide evidence that the memorial has been approved by the appropriate Committee of Management
 - Proposed text for the plaque (if appropriate);
 - Any other pertinent information; and
- 3.6 An internal assessment panel will assess the applications and will include officers from Community Development and Infrastructure. Other relevant officers will be included on the panel when relevant, i.e. Recreation Officer for memorials on reserves. The internal assessment panel will provide a briefing to the Leadership Group on the outcomes of the assessment for review and the Chief Executive Officer will provide the final approval.
- 3.7 Upon assessment of the application the project scope will be defined and costed by Council officers. Once scope of works and budget is confirmed, a written commitment to fully fund the project must be supplied by donor.
- 3.8 Approvals must be sought and granted prior to the installation of memorials/plaques.
- 3.9 Approval or refusal of these applications will be made by the Chief Executive Officer
- 3.10 The applicant must make full payment upon approval of the application.
- 3.10 If the application falls outside these policy guidelines and the applicant wishes to pursue the matter then it may be referred to the Council for consideration.
- 3.11 If the application is not approved, reasons for this will be communicated to the applicant.

4. Costs

- 4.1 All costs incorporating supply and installation of the memorial are to be borne by the applicant.
- 4.2 All ordinary maintenance costs are at Councils expense however no additional maintenance will be undertaken outside of existing budget and service levels.

5. Plaques

- 5.1 The size of plaques to be affixed to park infrastructure should fit appropriately on the furniture with the text and size of the plaque to be approved as part of the application process.

5.2 Plaques will be made of a durable material and be consistent across the municipality. Options available will be dependent on location of the memorial according to reserve hierarchy and other considerations such as exposure to the elements.

5.3 Any costs associated with any replacement plaque needed for the memorial item shall be the responsibility of the applicant/donor.

6. Lifespan

6.1 The Council cannot guarantee that a memorial will be preserved or remain at the site indefinitely. For park furniture or paving the life span of the memorial will be approximately 10 years. At this time, the Council will make every attempt to make contact with the original applicant as recorded in the register to discuss the possibility of a right of renewal. Consideration may be given to individual memorials that have a historical legacy beyond the ten years. These will be assessed on a case by case basis by the assessment panel.

6.2 If a reserve is to be redeveloped, then every attempt will be made to contact the applicant or family members to advise that the reserve is to be redeveloped. The life of the memorial will cease at the time of the reserve redevelopment no matter what the asset life/memorial age is and the family/applicant will have the option to install a new memorial in line with the policy and proposed design standards for the reserve.

6.3 If a memorial is removed due to reserve redevelopment and contact can be made with next of kin the family will be offered the removed memorial seat and/or plaque for their use.

6.4 Should a piece of park furniture housing the memorial be vandalised beyond repair it will be deemed to be at the end of its useful life and the Council will make every attempt to make contact with the applicant to inform them of this. If the applicant wishes to renew the memorial, they will need to lodge a new application.

6.5 Should the applicant wish to renew the memorial and this is acceptable to Council, then the asset and plaque (if required) will be replaced at the applicants cost.

6.6 In the case of a memorial tree, there will be no right to renewal should the tree die after one year. The applicant will need to lodge a new application for a new memorial tree after this time.

6.7 Plaques depending on their material will have varying life spans however the applicant/donor will be responsible for their renewal.

6.8 All reserve Master Plans/Concept Designs will need to consider the memorials that exist within the reserve in redeveloping the reserve as per 6.2 above.

6.9 This Policy will be not be implemented retrospectively for permanent memorials already in the community, i.e. memorials in Federation Park.

7. Maintenance

7.1 The costs for the replacement of a plaque will be borne by the applicant if it needs replacement at any time.

7.2 Upon the completion of 10 years, should the applicant wish to pay for the renewal of a ~~like~~ piece of park furniture and all associated costs, they can discuss this with Council staff at the time if appropriate for the setting.

- 7.3 Maintenance service levels in respect to memorials will be the same as the other assets of a similar nature across the Council area.
- 7.4 Council reserves the right to remove a memorial if it falls into a state of disrepair or remove a memorial after the expiry of 10 years.

8. Register

- 8.1 Upon adoption of this policy, the Council will keep a register of memorials including the type and detail of the memorial and contact details for next of kin. Once installed Council Officers are to ensure all databases/asset registers are up to date to ensure appropriate maintenance and management.
- 8.2 It will be the responsibility of the applicant/donor to update their contact details with the Council in order for the Council to make contact regarding the memorial if required.

9. Public Safety

- 9.1 The design and placement of a memorial should not present a safety risk to pedestrians, cyclists or vehicles.
- 9.2 Council may conduct a risk assessment where public safety issues are identified.
- 9.3 Council reserves the right to relocate memorials to suitable nearby locations where there is deemed to be a safety issue with the location and placement of the memorial. In doing so, every attempt will be made to do this in liaison with the applicant/donor of the memorial.

10. Other

- 10.1 In the instances of existing memorials installed prior to the date of this policy, which subsequently require removal, every effort will be made to contact next of kin prior to such removal. Replacement will not occur if no contact can be made with the initial donor.
- 10.2 All memorials existing within the Shire prior to the adoption of this policy will be subject to the provisions of this policy.
- 10.3 Memorials should be consistent with the Master or Strategic Plan for that location.
- 10.4 All memorials and plaques placed in Council owned and managed land will be under the care, control and management of Council.
- 10.5 Any paraphernalia or belongings such as flowers, photos, balloons, streamers or similar that may be placed in proximity of a memorial shall be removed after 7 days and disposed of by Council.

11. Review

This policy will be reviewed every three years.

12. References

(example)

Dept	Community Services
MSC	Moorabool Shire Council

9.3.3 Leisure Services Facility Review

Introduction

File No.: 02/14/003
Author: Troy Scoble
General Manager: Danny Colgan

Background

The purpose of the report is to recommend that the Council endorse the scope of and methodology of the review into Council's Leisure Services and Facilities.

At its meeting held on the 4 June 2014, the Council resolved to contract the services of Belgravia Leisure to manage Council's Leisure Services for a period of 12 months; and to undertake a review of the service and facilities involving community engagement with centre members, users and the broader community.

Proposal

The review will examine the future provision of Council's Leisure Services and Facilities which comprise the Bacchus Marsh Leisure Centre; Darley Civic and Community Hub Stadium; Bacchus Marsh Outdoor; and Ballan Outdoor Pool.

The review will provide a strategic framework to guide Council's decision making on the future provision of its Leisure Services and Facilities and to meet contemporary industry standards and community expectations. The review will recommend how Council will best provide and facilitate Leisure opportunities.

The scope of the review will involve the investigation of five key considerations:

- What should be Council's role in the provision of Leisure Services?
- What should the strategic intent of Leisure Service be?
- What should the service model look like?
- At what level should the service levels be set?
- How can the service be more effective and efficient?

The key drivers of the review are to:

- Better understand who we are serving now and who will we be servicing in the future based on a review of existing service data, community profile and population forecasts.
- Better understand current community need and demand for Leisure Services including the health benefits of the provision of leisure services and facilities.
- Review the existing service model to understand if it needs to change
- Identify opportunities for continuous improvement in services and facilities provision.

- Examine the growing costs to Council to provide the Leisure Services and Facilities.
- Identify the physical constraints and condition of the Bacchus Marsh Leisure Centre and outdoor pools that prevent maximum utilisation of the facilities and impacts on the cost to Council.

The analysis of the Leisure Services and Facilities will involve identification and consideration of service alternatives, benchmarking studies, future demand, service gaps, resource and budgetary implications, delivery method and performance measurement

The methodology for the review will involve a four stage process with key hold points to provide an opportunity to analyse feedback, present findings and report progress to the Council. These include:

Phase One: Project Mapping

- Preparation of a project plan
- Establishment of an Internal working group
- Stakeholder analysis and engagement methodology

Phase Two: Community Engagement

- Engagement of an project consultant
- Development of an engagement plan
- Undertaking community engagement activities

Phase Three: Service Analysis

- Service gaps
- Benchmarking studies
- Future demand
- Resource and budgetary implications
- Identification and consideration of service alternatives/options
- Delivery method
- Performance measurement
- Analysis of feedback through the community engagement

Phase Four: Draft and Final Report

- Preparation of a draft and final report based on engagement outcomes and service analysis

It is planned that the review will be undertaken over a three month period with a further report presented to the Council at the conclusion of the review period.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

Key Result Area	Community Wellbeing
Objective	Participation in diverse sport, recreation and leisure activities.
Strategy	Promote community health and wellbeing through the provision of recreation facilities, open space, programs and services.

The proposal Leisure Services and Facilities Review is consistent with the 2013-2017 Council Plan.

Financial Implications

The review of Council's Leisure Services and Facilities will require the assistance of external consultancy services. Council's Staff time will be provided within existing budgets.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
People	Low level of community interest	Medium	Undertake consultation in line with Council Community Engagement Policy and Framework
Safety	Injury occurring at engagement opportunity	Medium	All engagement activities will be carried out in line with Risk Management Policy and Procedures

Communications and Consultation Strategy

A Community Engagement Plan will be prepared in accordance with the Council's Community Engagement Policy and Framework. The Engagement Plan will ensure a stakeholder analysis is undertaken and engagement activities are tailored to the needs of each stakeholder group.

Community Engagement will be staged with hold points to compile and analyse data.

It is expected the community engagement will involve:

- a survey of members of the Bacchus Marsh Leisure Centre; sporting and recreation clubs; and community groups
- focus groups with users and representatives of user groups; health industry groups and organisations; community groups; and
- workshops with general community members.

The review will involve considerable consultation with the Bacchus Marsh College as Council's Joint Use partner.

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

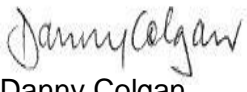
The review of Council's Leisure Services & Facilities will provide a strategic framework to guide Council's decision making on the future provision of its Leisure Services and Facilities and to meet contemporary industry standards and community expectations. The review will recommend how Council will best provide and facilitate Leisure opportunities.

Recommendation:

That Council:

1. **Endorses the scope of the review of Council's Leisure Services and Facilities.**
2. **Receives a further report at the conclusion of the review.**

Report Authorisation

Authorised by: 
Name: Danny Colgan
Title: General Manager Community Services
Date: Friday, 13 June 2014

9.3.4 Wallace Recreation Reserve, Elaine Recreation Reserve and Ballan Recreation Reserve Master Plans

Introduction

File No: 17/02/007 (1)
Author: Troy Scoble
General Manager: Danny Colgan

Background

The purpose of this report is to present to the Council the final draft Reserve Master Plans approved by the Reserve Committees of Management for the Wallace Recreation Reserve Elaine Recreation Reserve and Ballan Recreation Reserve. The draft Master Plans have been prepared to provide a strategic basis to source grant funding for the development of the reserves over the next 3-5 years.

Council's Recreation Development Unit in partnership with each Reserve Committee of Management prepared the draft Master Plans. The master plans outline a clear, comprehensive and logical plan for the future development of all community facilities (active and passive) provided at each of the reserves. Importantly, the Reserve Committees of Management confirmed their written endorsement of the plans at the conclusion of the process.

1. Ballan Recreation Reserve Master Plan (Attachment 9.3.4a)

The previous Master Plan for the Ballan Recreation Reserve was developed in 2002, however there has been limited implementation of this Master Plan since its development. Given land limitations at the Ballan Recreation Reserve, the new master plan has a focus on improving the existing facilities and infrastructure provision to cater for increased usage in the future. The key directions for the plan are to improve sports facilities and ground surfaces; vehicle and pedestrian management; improve core infrastructure; and upgrade supporting sportsground infrastructure.

2. Elaine Recreation Reserve Master Plan (Attachment 9.3.4b)

The Elaine Recreation Reserve Committee of Management has resurrected active sports at the reserve over the past few years and is now a hub for the community for recreation and leisure activities. The focus of the Elaine Recreation Reserve Master Plan is to create an enhanced community hub to encourage full utilisation of facilities at the reserve to limit recreation and leisure participants leaving going to other areas because of a lack of facilities.

3. Wallace Recreation Reserve Master Plan (Attachment 9.3.4c)

The Wallace Recreation Reserve is a community hub and home to a number of regional sporting events. The objectives of the master plan are to ensure appropriate provision of sport and recreation community facilities to meet the increasing usage currently being experienced at the reserve and plan for future growth in each of the sporting activities in the future.

The recommendations, including priorities and indicative costs, of the Draft Master Plans are provided under Section 5.2 in each of the Draft Master Plans. The proposed projects have been identified to drive the development of the reserves with a focus on a 3-5 year time frame.

Policy Implications

The 2013. 2017 Council Plan provides as follows:

Key Result Area	Community Wellbeing
Objective	Participation in diverse sport, recreation and leisure activities
Strategy	Promote community health and well-being through the provision of recreation facilities, open space, programs and activities

Financial Implications

A strategic approach toward project funding will be required for the successful implementation of actions outlined in the Draft Master Plans including:

- Prioritising projects in Council's Capital Improvement Program and Strategic Financial Plan
- Sourcing external funding through relevant State and Federal Government Grants including Sport and Recreation Victoria.
- Collaboration with user groups, including each of the Recreation Reserves Committee of Management, community groups and other stakeholders to source appropriate funding contributions.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Community Needs	Exposes Council to a number of service gaps if high priorities in master plan not implemented	High	Future strategic planning for high priority recommendations identified in context of other capital priorities
Financial	Funding required to progress actions set out in plan	Medium	Future budgets will need to accommodate matching funding for grants.

Communications and Consultation Strategy

The engagement process undertaken to inform the development of the plan included:

- Workshops with the Committee of Managements
- Community and user group survey submissions
- Detailed site visits by Council Officers
- Internal stakeholder meetings
- Councillor workshops with individual Ward Councillors

The outcomes of this report will be communicated to each of the Committees of Management and user groups advising of Council's support toward the development of the master plan.

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 Draft Ballan, Elaine and Wallace Recreation Reserve Master Plans provide a shared vision and framework for the future use and integrated development of the reserves.

The Draft Master Plans have been prepared to provide a strategic basis to source grant funding for the development of the reserves over the next 3 - 5 years.


The Recreation Reserve Master Plans have been endorsed by the respective Committees of Management and all current user groups.

Recommendation:

That Council:

- 1. Adopts the Ballan Recreation Reserve draft Master Plan 2014, the Elaine Recreation Reserve draft Master Plan 2014 and the Wallace Recreation Reserve draft Master Plan 2014.**
 - 2. Considers the future development of the reserves in the context of its strategic financial plan and long term capital improvement program.**
 - 3. Endorses officers assisting the reserve committees of management in seeking funding to assist in implementing the recommendations of the Master Plans.**
-

Report Authorisation

Authorised by: 
Name: Danny Colgan
Title: General Manager Community Services
Date: Thursday, 12 June 2014

Attachment - Item 9.3.4(a)

BALLAN RECREATION RESERVE

DRAFT MASTER PLAN 2014-2018



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EXECUTIVE SUMMARY

The Ballan Recreation Reserve Master Plan has been developed by Council officers in partnership with the Ballan Recreation Reserve Committee of Management, user groups, Department of Sustainability and Environment and community representatives to provide a strategic basis to guide future planning and source funding for the future development of the reserve over the next 3-5 years. The Ballan Recreation Reserve is home to many user groups including Football and Netball, Cricket, Tennis, Bowls, Karate and many other smaller community groups

The master plan is a key resource tool to support the Ballan Recreation Reserve Committee of Management to manage and develop the reserve in the future

The key directions identified for the development of the reserve are:

1) Improve sports facilities and ground surfaces

With participation increasing across both the sports oval and courts and with numbers expected to increase further, the playing surface of the sports oval and courts needs to be upgraded. The recommended works will provide a sustainable and safer playing surface whilst also catering for the increase in participation.

2) Vehicle and Pedestrian Management

The current vehicle and pedestrian network causes congestion and hazards to those moving throughout the reserve. With the recommended formalized vehicle and pedestrian areas this will ease congestion and allow for safer access through the reserve.

3) Install/upgrade sports ground and court lighting

Court lighting installation will provide for year round tennis participation (training and competition) as well as a safer facility for netball training. Lighting all courts will allow for increased participation at the reserve and allow more people to train at any given time. An upgrade of sports oval lighting to standard training lux will create a safer year round training facility allowing for greater use by more user groups.

4) Improve Bore Infrastructure

The current Bore infrastructure does not cater for the required use. A secure water source is needed to secure the sports ground, bowling green and also services such as the CFA.

Other recommendations include a range of passive recreation opportunities including:

- Installation of an event space that includes a stage (formal/informal) for community events
- Extension of the BMX facility components
- Provision of an additional netball court
- Installation of a basketball half court to encourage greater utilization by youth and young families

DRAFT

INTRODUCTION AND BACKGROUND

1.1 INTRODUCTION

The Ballan Recreation Reserve Master Plan has been updated to strategically guide future development at the reserve.

1.2 PURPOSE OF THE PROJECT

To update the Master Plan for the Ballan Recreation Reserve to guide future planning and decision-making in relation to the future management, development and use of the reserve over the next 3-5 years. The Master Plan is an important resource for the Ballan Recreation Reserve to support the Ballan Recreation Reserve Committee of Management to manage and develop the reserve in the future

1.3 PROJECT OBJECTIVES & SCOPE

The project objective is to provide a clear, comprehensive and logical plan for the future development of all community facilities (active and passive) provided at the Ballan Recreation Reserve including capital improvement requirements and opportunities.

The scope of the project includes:

- Incorporate the views of the Reserve Committee of Management, user groups and the broader community gathered through consultation undertaken by Council Officers.
- Review the site to identify potential opportunities and constraints.
- To develop concept plan options, based upon objective data analysis and consultation, identifying the potential future use of the site.
- To identify and assess the capacity of the site to meet the identified recreation and sporting facility needs.
- To develop a Master Plan for the reserve that its implementation is achievable with recommended developments.

1.4 PROJECT METHODOLOGY

Preparation of the Master Plan has been undertaken through the following project methodology.

The methodology tasks are detailed below:

- Project Clarification
- Community consultation
 - Stakeholder and community consultations
- Detailed site assessment
- Summary paper
- Draft Master Plan
- Community feedback to draft master plan
- Final Master Plan and Report

1.5 STUDY AREA

Ballan comprises a township and surrounding rural area in the heart of the Moorabool Shire. Much of the area is rural in nature and is used mainly for farming.

The Ballan Recreation Reserve is Department of Sustainability and Environment owned land. The reserve is managed by a Department of Sustainability and Environment appointed Committee of Management.

1.5.2 Current Reserve Components and Facilities

Sportsground	1 x Netball Court
Coaches boxes	3 x Cricket Nets
Synthetic Cricket Pitch	Community Meeting Room
Scoreboard	Public Amenities
Multipurpose Community Pavilion	Tennis Rebound Wall
6 x Tennis Courts	Bowling Green
Bowling Club Community Pavilion	Playground
Storage Shed	Netball Court . Asphalt
Shelter	Water Tanks and Bore
Skate Park	

1.6 PROJECTED NEED

With a growing population and increasing demand from current user groups, existing infrastructure at the Ballan Recreation Reserve requires development in order to facilitate the provision of expected future need.

Participation has been increasing in both passive and active recreation across the reserve, demonstrating that it has become a community hub of activity for those in the town. To cater for future demand, the reserve is in need of more upgraded infrastructure which will allow for further growth.

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MARKET RESEARCH & CONSULTATION

2.1 INTRODUCTION

A summary of the consultation methods undertaken included the following:

- Demographic analysis
- User group survey
- Ballan Recreation Reserve Committee of Management review
- Sports Facility Demand Analysis for Ballan

2.2 DEMOGRAPHIC REVIEW

The following section summarises the key population and demographic characteristics and trends likely to impact future participation in sport and recreation in the area. The population and demographic profiles are based on the 2011 ABS Census data. In addition other demographic information has been sourced from the Moorabool Shire website. All graphs are located in Appendix A

i. Age Profile

In the 2011 Census, there were 2,774 people in Ballan, of these 49.0% were male and 51.0% were female.

In the 2011 Census the median age of people in Ballan was 41 years, compared to the state median of 37. Children aged 0 - 14 years made up 20.6% of the population and people aged 65 years and over made up 16.7% of the population.

ii. Income

Almost a third (29.8%) of the population households earns less than \$799 indicating a need for affordable leisure opportunities.

Analysis of household income levels in Ballan Region in 2011 compared to Moorabool Shire shows that there was a smaller proportion of high income households (those earning \$2,500 per week or more) and a higher proportion of low income households (those earning less than \$600 per week).

Overall, 11.8% of the households earned a high income, and 24.4% were low income households, compared with 13.6% and 21.6% respectively for Moorabool Shire

These figures demonstrate the need for affordable leisure opportunities in the township

iii. Car Ownership

Analysis of car ownership in Moorabool shows that overall, 26.4% of households owned one car; 38.5% owned two cars and 24.7% owned three cars or more.

This means that car ownership is high and is likely to be the major form of transport for most residents which is consistent with a rural lifestyle. For the master plan of Ballan Recreation Reserve this means that adequate car parking provision is required to service park users.

2.3 COMMUNITY CONSULTATION

The Ballan Recreation Reserve user groups and community representatives were consulted to determine their current membership levels, usage patterns and priority infrastructure needs.

Consultation undertaken included:

Completion of a survey identifying current issues and possible improvements

Committee of Management Master Plan workshop

A detailed summary of information submitted in the initial user group consultation process is available in Appendix D

Key outcomes of the consultation process include:

- The need to improve sports facilities, reserve drainage and ground surfaces
- Vehicle and Pedestrian Management
- Install/upgrade sports ground and court lighting
- Improve Bore Infrastructure and investigate other water sources for the reserve
- Investigate other opportunities in the town for further sports facilities
- Extra provision of passive recreation facilities
- Provision of another netball court
- Identified lack of space and storage

The Ballan Recreation Reserve Committee of Management met to discuss the Master Plan and provided the following endorsement. "Master Plan endorsed with the proviso that additional facilities for recreation in Ballan are urgently required. Funding allocations to be held in trust for another facility where possible. Opportunities based on grants for items that can be transported to be directed to projects as per the master plan."

OPPORTUNITIES AND CONSTRAINTS

3.1 INTRODUCTION

The following provides a summary of the opportunities and constraints identified for the ongoing redevelopment of the Ballan Recreation Reserve.

3.2 OPPORTUNITIES

- Formalise traffic and pedestrian network throughout the reserve
- Installation/upgrade of existing sportsground lighting
- Improve sportsground surface drainage and surface
- Improve bore infrastructure and provision for extra water storage
- Installation of new coaches boxes
- Installation of new scoreboard
- Conversion of tennis courts to another multi use netball court
- Installation of ramps to clubrooms and bowling greens to provide for disabled access
- Installation of shade provision
- Upgrade of current public amenities
- Landscape Plan for the reserve
- Increase passive recreation with an extension of the current skate park, installation of a basketball half court and installation of a stage to cater for community events
- Renovation of the kitchens in both sport and bowls club pavilion
- Develop a reserve drainage plan to address flooding issues
- Investigate opportunities for other water supply infrastructure for active sport irrigation purposes
- Investigate further storage space locations close to sporting facilities
- Upgrade current playground facility
- Investigate further opportunities for further sports fields in Ballan

3.3 CONSTRAINTS

- The reserve is almost at capacity in terms of space for development. The reserve is limited in accommodating larger infrastructure developments
- The capacity of DSE, Council and user groups to fund and maintain the proposed capital works.

- The current water storage will not support a significant increase in usage. To maintain the bowling greens and the oval long term, a secure water source is required
- The mixed use of the site for structured and unstructured recreation and the differing priorities for user groups.

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KEY RECOMMENDATIONS

5.1 INTRODUCTION

The vision for the Ballan Recreation Reserve is to become a community hub for passive and active recreation for the town, with the multiple provisions of sporting facilities and recreational infrastructure to accommodate the diverse needs of sport, recreation and leisure demand in the Shire.

5.2 DRAFT MASTER PLAN DESIGN

The following details the key elements of the recommended draft Master Plan as attached in Appendix C. The following key recommendations will ensure that the provision of both passive and active recreation infrastructure is safe and caters for the growing community of Ballan, allowing the reserve to become a hub of community activity.

I. Improve sports ground and court surfaces

It is recommended that upgrades be made to the sports ground and the current courts to improve the surfaces. This includes:

- Improve the current sports ground surface drainage
- Improve sports ground surface to meet increasing demand
- Installation of another netball court on to the current tennis courts, creating a multiuse court system.
- Resurface the current tennis/netball courts

II. Vehicle and pedestrian management

It is recommended to formalise vehicle and pedestrian paths of travel and parking throughout the reserve to address vehicle and pedestrian risk management issues.

Bollards would be introduced in the following areas to ensure travel throughout the reserve is safe and managed:

- from the sports ground fence close to the multipurpose community pavilion to the public amenity
- From the public amenity across to the tennis/netball courts which will block car access behind the pavilions to allow for safe pedestrian travel between them and the court entrance.

- It is recommended that bollards be installed around the sports ground fence to create a walking path between the fence and the car parking. This will allow for clear identification of where car parking is permitted around the ground and create a safer pedestrian route around the sports ground.

III. Passive Recreation Provision

It is recommended that the public amenities be upgraded to provide for greater passive recreational use at the reserve.

It is also recommended that more passive recreational infrastructure be installed at the reserve. This includes:

- Further develop and enlarge the skate park facility at the north of the reserve
- Install an event space (stage) at the north of the reserve behind the cricket nets to host community events
- Install a basketball half court
- Investigate and develop a Landscape plan for the reserve to manage and address maintenance and future needs
- Upgrade current playground facility

IV. Provision of extra water storage

It is recommended that water provision be upgraded at the reserve. This is to include:

- Investigation in to further water provision opportunities to cater for the long term irrigation of the sports oval and bowling greens.
- Upgrade of the current bore infrastructure
- Installation of another 250,000L tank to help with water provision at the reserve

V. Refurbish facilities

It is recommended to refurbish and enhance both the Bowling Club Community Pavilion currently utilized by the Ballan Bowls Club and the kitchen in the community meeting room utilized by the Ballan Football Netball Club, Ballan Cricket club, Ballan tennis club and other community groups. This will provide the reserve with standards that meet building requirements and cater for greater use.

It is also recommended that ramps be installed to both the Bowling pavilion and Community pavilion to cater for disabled access

VI. Additional Sporting Facilities

To cater for increasing demand at the reserve it is recommended that the following infrastructure be installed or upgraded:

- Upgrade current sports ground lighting to meet Australian Standards for training
- Installation of court lighting on tennis and netball courts that meets Australian Standards for training
- Installation of new electronic scoreboard
- Installation of new coaches boxes on the sports ground
- Install further shade provision at the bowling green
- Investigate storage opportunities

VII. Building/Infrastructure Development

To cater for increased infrastructure and visitation the following recommendations have been made:

- Increase shelter opportunities for spectators to increase visitation for major sporting and community events
- Develop a reserve drainage plan that addresses flooding issues during heavy and ongoing rain periods

Table of Works

Recommendation	Priority	Approximate Cost Estimates
Sports ground resurface, drainage and installation of 250,000L tank	High	\$130,000
Netball/tennis court resurface with extra netball court overlay	High	\$100,000
Plan and implement traffic and pedestrian management with appropriate site drainage	High	\$100,000
Relocation and scoreboard upgrade	High	\$50,000
Upgrade bore facility	High	\$50,000
Sports ground oval lighting to Australian training standards	Medium	\$150,000
Bowling Club Refurbishment	Medium	\$50,000
Australian training standards court lighting installation	Medium	\$75,000
All access ramps and rails to bowling club and community pavilion	Medium	\$10,000
Kitchen refurbishment	Medium	\$30,000
Installation of further shade provision at bowling green	Medium	\$15,000
Extension of the BMX facility	Medium	\$30,000
Upgrade playground	Medium	\$20,000
Event space installation	Low	\$35,000
Installation of shelter	Low	\$30,000
Basketball half court	Low	\$20,000
Landscape Plan	Low	\$3,000

- All projects listed require the development of a business case which includes investigating cost estimates.

APPENDIX A

People	Ballan	%	Victoria	%
Total	2,774	--	5,354,042	--
Male	1,360	49.0	2,632,619	49.2
Female	1,414	51.0	2,721,423	50.8

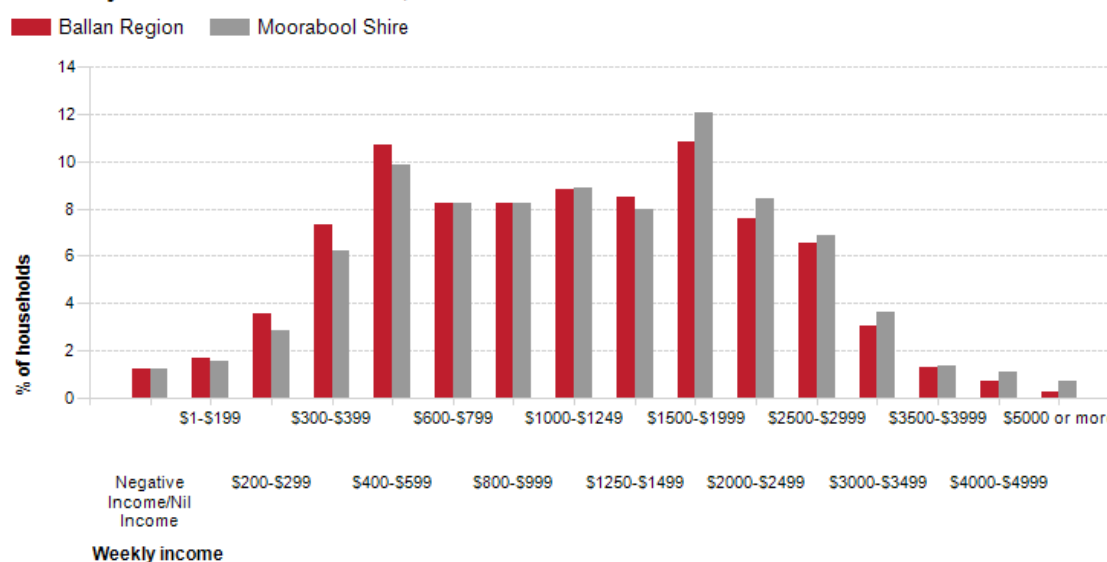
Age	Ballan	%	Victoria	%
0-4 years	180	6.5	344,733	6.4
5-9 years	182	6.6	326,121	6.1
10-14 years	209	7.5	327,939	6.1
15-19 years	205	7.4	345,339	6.5
20-24 years	114	4.1	375,108	7.0
25-29 years	127	4.6	388,669	7.3
30-34 years	146	5.3	372,214	7.0
35-39 years	152	5.5	383,415	7.2
40-44 years	201	7.2	391,197	7.3
45-49 years	249	9.0	372,367	7.0
50-54 years	177	6.4	354,110	6.6
55-59 years	189	6.8	317,438	5.9
60-64 years	176	6.3	293,812	5.5
65-69 years	144	5.2	224,911	4.2

70-74 years	111	4.0	177,316	3.3
75-79 years	93	3.4	140,338	2.6
80-84 years	53	1.9	114,020	2.1
85 years and over	67	2.4	104,995	2.0
Median age	41	--	37	--

Ballan Region	2011	
Weekly income	Number	Moorabool Shire
Negative Income/Nil Income	28	1.2
\$1-\$199	41	1.5
\$200-\$299	86	2.8
\$300-\$399	178	6.2
\$400-\$599	263	9.9
\$600-\$799	201	8.2
\$800-\$999	201	8.2
\$1000-\$1249	216	8.9
\$1250-\$1499	207	8.0
\$1500-\$1999	266	12.1
\$2000-\$2499	186	8.4
\$2500-\$2999	160	6.9
\$3000-\$3499	74	3.6
\$3500-\$3999	31	1.3
\$4000-\$4999	17	1.1
\$5000 or more	5	0.7
Not stated	284	11.0
Total households	2,453	

Ballan Region	2011	
Number of cars	Number	Moorabool Shire %
No motor vehicles	77	4.3
1 motor vehicle	658	26.4
2 motor vehicles	968	38.5
3 or more motor vehicles	658	24.7
Not stated	156	6.0
Total households	2,520	100.0

Weekly household income, 2011



Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Enumerated data)
Compiled and presented by .id, the population experts.

.id the population experts

Existing Ballan Recreation Reserve**Reserve Component**

1. Sportsground
2. Coaches Boxes
3. Cricket Pitch-
Synthetic
4. Scoreboard
5. Community Meeting
Room
6. Multipurpose
Community Pavilion
7. Public Toilets
8. Tennis Rebound
Wall
9. 6x Tennis Courts,
1x Netball Court
10. Entrance A
11. Bowling Green
12. Bowling Club
Community Pavilion
13. Playground
14. Storage Shed
15. Netball Court-
Ashphalt
16. 3x Cricket Nets
17. Shelter
18. Water Tanks and
Bore
19. Skate Park
20. Entrance B






Reserve Component

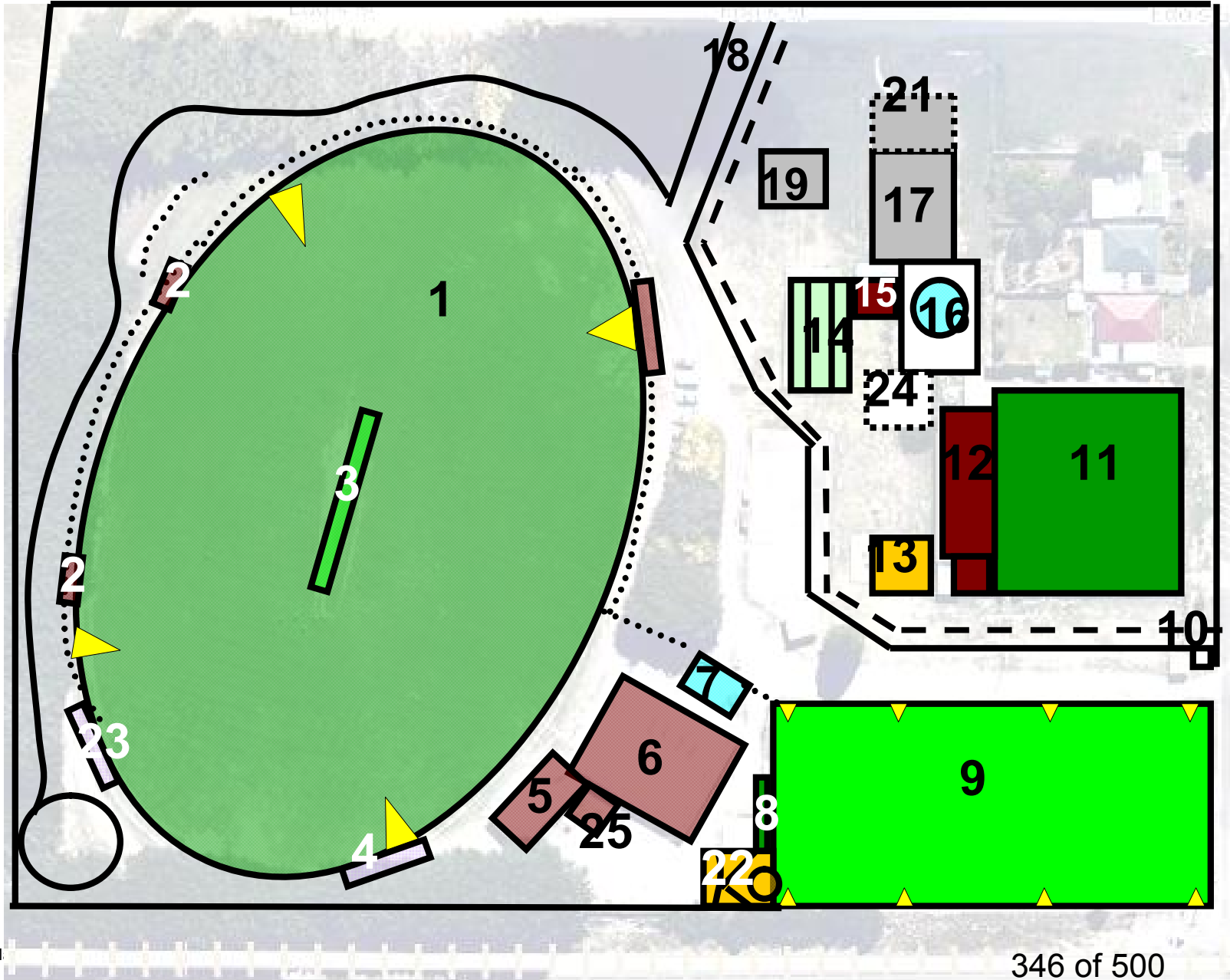
1. Sportsground
2. Coaches Boxes
3. Cricket Pitch- Synthetic
4. Existing Scoreboard
5. Community Meeting Room
6. Multipurpose Community Pavilion
7. Public Toilets
8. Tennis Rebound Wall
9. 6x Tennis Courts, 1x Netball Court
10. Eastern Entrance
11. Bowling Green
12. Bowling Club Community Pavilion
13. Playground
14. 3x Cricket Nets
15. Shelter
16. Water Tanks and Bore
17. Skate Park
18. Northern Entrance

Proposed Changes

19. Event Space (Stage)
20. Shade/Shelter Structure
21. Extension of the Skate/BMX Facility
22. Basketball- Half Court
23. Electronic Scoreboard
24. Provision for extra water storage
25. Reserve Storage

Key

-  Sports Ground Lighting-Training
-  Bollards
-  Formalised Path Network



Attachment - Item 9.3.4(b)

ELAINE RECREATION RESERVE

MASTER PLAN 2013-2018



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EXECUTIVE SUMMARY

The Elaine Recreation Reserve Master Plan has been developed by the Moorabool Shire Council in partnership with the Elaine Recreation Reserve Committee of Management and Community. The Master Plan aims to provide a strategic basis to guide future planning and development of the reserve over the next 3-5 years. Currently the Reserve is used by over 140 local Cricket, Tennis, Auskick and CFA club participants as well as community group bookings, with numbers increasing each year. The Master Plan is a key resource tool to support the Elaine Recreation Reserve Committee of Management to manage and develop the reserve in the future and act as a key resource

30.0 tool to assist in the identification of finding sources to support development.

The key directions identified for the development of the reserve are:

1) Upgrade Facility Infrastructure

The current tin cricket pavilion is in poor condition. All users currently use the small social room which can not cater for the increasing participation occurring at the reserve. It is recommended to upgrade the pavilion to provide users with access to change amenities, kitchen, toilet facilities and social rooms which will allow the reserve to become a community meeting place and cater for the increasing active sport participation at the reserve.

2) Vehicle and Pedestrian Management

Currently there is very little vehicle or pedestrian network within the reserve. Users drive across the sports ground to access the CFA area and cricket nets and cars become bogged on match days due to the increased number of cars at the reserve. It is recommended to formalize the vehicle and pedestrian network to create formalized parking and provide easier access to all areas of the reserve.

3) Improve water storage and drainage at the reserve

The current drainage system at the reserve is inadequate to manage the level of water that moves through the reserve during rainfall events. The water pools near the pavilion and tennis courts which is deteriorating the current infrastructure. It is recommended that the current reserve drainage system be improved to reduce the likelihood of flood damage at the reserve. As there is only a small amount of water storage infrastructure at the site, it is recommended to install a new 250,000Litre tank to support an improved sports ground surface.

4) Increased passive recreation opportunities

The reserve now caters for active and passive recreation users and has little infrastructure to support it and any future growth. It is recommended that more shade provision, seating and upgraded amenities be installed at the site to cater for its users. The installation of basketball facilities and netball posts will provide greater opportunity for the community to partake in passive recreational facilities at the site.

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INTRODUCTION AND BACKGROUND

1.1 INTRODUCTION

The Elaine Recreation Reserve Master Plan has been developed to strategically guide future development at the reserve.

1.2 PURPOSE OF THE PROJECT

To develop the master plan for the Elaine Recreation Reserve to guide future planning and decision-making in relation to the future management, development and use of the reserve over the next 3-5 years. The Master Plan is an important resource for the Elaine Recreation Reserve to support the Elaine Recreation Reserve Committee of Management to manage and develop the reserve in the future to source funding opportunities.

1.3 PROJECT OBJECTIVES & SCOPE

The project objective is to provide a clear, comprehensive and logical plan for the future development of all community facilities (active and passive) provided at the Elaine Recreation Reserve including capital improvement requirements and opportunities.

The scope of the project includes:

- Incorporate the views of the community gathered through consultation undertaken by Council Officers.
- Review the site to identify potential opportunities and constraints.
- To develop concept plan options, based upon objective data analysis and consultation, identifying the potential future use of the site.
- To identify and assess the capacity of the site to meet the identified recreation and sporting facility needs.
- To develop a Master Plan for the reserve that implementation is achievable with recommended developments.

1.4 PROJECT METHODOLOGY

Preparation of the Master Plan has been supported by the following project methodology tasks detailed below

- Project Clarification
- Community Engagement
- Detailed site assessment
- Summary paper
- Draft Master Plan
- Community feedback to draft master plan
- Final Master Plan and Report

1.5 STUDY AREA

Elaine Recreation Reserve is Victrack owned land leased by Moorabool Shire Council. Elaine Recreation Reserve is managed by a Council appointed Committee of Management under Section 86 of the Local Government Act.

1.5.1 Current Reserve Components and Facilities

The following provides a summary of existing infrastructure at the Elaine Recreation Reserve

Sportsground	Cricket Pavilion
Social Room	Amenity Facility
Playground	2 x Tennis Courts
Water Storage Infrastructure	CFA Infrastructure
Cricket Nets	Cricket Pitch
Shelter	BBQ and Picnic Table

1.6 PROJECTED NEED

With a growing population and demand from current and prospective user groups, the existing infrastructure at Elaine Recreation Reserve requires development in order to facilitate the provision of expected future demand. The Elaine community is also in need of a community space for a range of community groups to meet and use. Currently community members travel to Meredith for social activities, taking people out of the town and the primary school closing down and children being moved to Lal Lal for school, the community need resources and infrastructure to support future growth

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MARKET RESEARCH & CONSULTATION

2.1 INTRODUCTION

A summary of the consultation methods undertaken included the following:

- Demographic analysis
- User group survey
- Elaine Recreation Reserve Committee of Management workshops

2.2 DEMOGRAPHIC REVIEW

The following section summarises the key population and demographic characteristics and trends likely to impact future participation in sport and recreation in the area and public open space requirements. The population and demographic profiles are based on the 2011 ABS Census data. In addition other demographic information has been sourced from the Moorabool Shire website. Supporting data is detailed in Appendix A

i. Age Profile

In the 2011 Census, there were 325 people in Elaine, of these 48.9% were male and 51.1% were female. The median age of people in Elaine was 43 years. Children aged 0 - 14 years made up 20.9% of the population and people aged 65 years and over made up 17.8% of the population. Elaine, as indicated by the table in Appendix A, has a higher than average population aged over 55 years of age and under 19 years of age. This indicates that infrastructure at the reserve needs to cater for those age groups eg. Disabled car parking space, playground equipment and amenities.

ii. Income

The median weekly income, for residents of Elaine was \$469, below the median Victorian income of \$561 indicating a need for affordable leisure opportunities.

iii. Car Ownership

In Elaine, 24.0% of occupied private dwellings had one registered motor vehicle garaged or parked at their address, 57% had two registered motor vehicles and 34.0% had three or more registered motor vehicles.

This means that car ownership is high and is likely to be the major form of transport for most residents which is consistent with a rural lifestyle. For the master plan of Elaine Recreation Reserve this means that adequate car parking provision is required to service park users.

iv. Participation

The number of Elaine residents participating in active sport at the Elaine Recreation Reserve is 140. With a town of only 325 people this equates to 43.07% of residents. Considering organised sport has only recently restarted at the reserve, this is a significant amount. Current organized sport at the reserve includes Tennis, Cricket, Milo Cricket and Auskick. The Reserve also caters for CFA training. Participation at the Reserve has increased over the past three years with numbers expected to grow again in the coming seasons.

2.3 COMMUNITY CONSULTATION

The Elaine Recreation Reserve Committee of Management, consisting of user groups of the reserve and community members, was consulted to determine their current membership levels, usage patterns and priority infrastructure needs.

Consultation undertaken included:

- Completion of a survey identifying current issues and possible improvements
- Committee of Management Master Plan workshop

A detailed summary of information submitted in the initial user group consultation process is provided in Appendix D

Key outcomes of the consultation process include:

1. Improve Public Amenities and installation of an all access toilet
2. Upgrade Facility Infrastructure
3. Vehicle and Pedestrian Management
4. Improve water storage and drainage at the reserve
5. Increased passive recreation opportunities
6. Additional entrance for CFA access
7. No sports ground fencing

The Elaine Recreation Reserve Committee of Management fully endorse the Master plan for the reserve

OPPORTUNITIES AND CONSTRAINTS

3.1 INTRODUCTION

The following provides a summary of the opportunities and constraints identified for the ongoing redevelopment of Elaine Recreation Reserve.

3.2 OPPORTUNITIES

- Demolition of the existing cricket pavilion and construction of a new multipurpose facility that incorporates a change facility, social room, amenity facilities and kitchen.
- Upgrade of the existing amenities and construction of a new facility that provides for disabled access
- Complete a condition audit on all facilities at the reserve to identify maintenance requirements and possible risks.
- Upgrade of current cricket facilities with installation of new synthetic turf and netting.
- Improve current drainage scheme at the reserve
- Install tennis court lighting
- Install new signage and lighting at the entrance to the reserve
- Formalise parking within the reserve close to the facilities
- Install a shade structure covering the playground
- Installation of a 250,000Litre tank to help with water storage and oval irrigation system
- Installation of an oval irrigation system
- Installation of bollards to section off a safe area for pedestrians to travel between facilities
- Installation of hard surfaces between the facilities to help with pedestrians commuting between the facilities and the oval
- Formalised disabled car park next to current social room
- Install a second entrance directly to the CFA area to aid in emergency vehicle access

3.3 CONSTRAINTS

- Current lack of drainage system means water is trapped in the reserve leaving it muddy throughout winter
- Small population of Elaine may restrict what needs to be installed at the reserve
- Possible power issue at the reserve
- Location of the reserve on the Midland Highway means it is hard to access by foot, creating hazards for families and children travelling to the reserve
- Funding opportunities

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KEY RECOMMENDATIONS

5.1 INTRODUCTION

The vision for the Elaine Recreation Reserve is to become a community hub for the town of Elaine. With the provision of active and passive recreation opportunities and improved infrastructure, the reserve can become a community hub of activity and help bring and keep people in the town

5.2 DRAFT MASTER PLAN DESIGN

The following details the key elements of the recommended draft Master Plan as attached in Appendix B. The recommended layout will ensure the provision of active and passive recreation infrastructure and the amenities to go with it.

- **Develop Multi Purpose Facilities**

It is recommended to develop the current cricket pavilion at the reserve. The pavilions roof and walls are falling down and the structure provides little shelter to user groups at the reserve. By developing the pavilion it would provide the reserve users and the town with a kitchen, change space, amenities and social room to be used by the entire Elaine community.

- **Vehicle and Pedestrian Management**

It is recommended to formalise car parking and road precincts throughout the reserve, and to establish a path network to the reserve from the township to provide safer access to the reserve. It is also recommended that better signage for the reserve be installed which clearly outlines the location.

Car parking areas identified include:

- I. Area along the eastern side of the sports ground
- II. Formalised car park inside the fence at the entrance to the reserve

- **Additional Sporting Facilities**

- I. Improved cricket wickets and practice nets
- II. Extend the netball court to fulfill run off requirements

- **Passive Open Space Facilities**

It is recommended that basketball and netball rings be installed on to the tennis courts to provide for further passive recreational use. It is also recommended that further provision of shade structures and seating be provided near the playground and pavilion.

- **Infrastructure (Services & Utilities)**

- I. Installation of irrigation system to improve the surface of the formalised sports ground.
- II. Investigate and develop drainage system for the reserve
- III. Installation of new all accessible toilet amenity
- IV. Install an additional 250,000 litre water tank adjacent to existing tank.
- V. Use environmentally sustainable design for all new works.

Table of Works

Recommendation	Priority	Approximate Cost
Demolition of old and installation of new toilet block amenities with installation of an all access facility	High	\$150,000
Multipurpose Community Facility	High	\$500,000
Condition Audit	High	\$2,000
Improve drainage at Reserve	High	\$15,000
Improve entrance to the Reserve with new signage and lighting	High	\$15,000
Cricket Facility upgrade	Medium	\$10,000
Formalise traffic management and pedestrian network within Reserve	Medium	\$10,000
Installation of shade provision to the playground	Medium	\$10,000
Construct a second entrance close to CFA Infrastructure	Medium	\$10,000
Provision of 250,000L tank and oval irrigation system	Low	\$75,000
Netball court extension to appropriate run off standards	Low	\$15,000
Installation of tennis court lighting	Low	\$60,000
Installation of Basketball rings to tennis court facility	Low	\$5,000
Installation of seating to playground and pavilion	Low	\$5,000

- All projects listed require the development of a business case which includes investigating cost estimates.

Age Profile

People	Elaine	%
Total	325	--
Male	159	48.9
Female	166	51.1

Age	Elaine	%	Victoria	%
0-4 years	16	4.9	344,733	6.4
5-9 years	24	7.4	326,121	6.1
10-14 years	28	8.6	327,939	6.1
15-19 years	23	7.1	345,339	6.5
20-24 years	9	2.8	375,108	7.0
25-29 years	12	3.7	388,669	7.3
30-34 years	16	4.9	372,214	7.0
35-39 years	20	6.2	383,415	7.2
40-44 years	16	4.9	391,197	7.3
45-49 years	31	9.5	372,367	7.0
50-54 years	12	3.7	354,110	6.6

55-59 years	29	8.9	317,438	5.9
60-64 years	31	9.5	293,812	5.5
65-69 years	17	5.2	224,911	4.2
70-74 years	20	6.2	177,316	3.3
75-79 years	10	3.1	140,338	2.6
80-84 years	5	1.5	114,020	2.1
85 years and over	6	1.8	104,995	2.0
<i>Median age</i>	43	--	37	--

Income

Median weekly incomes	Elaine	Victoria
Personal	469	561
Family	1,187	1,460

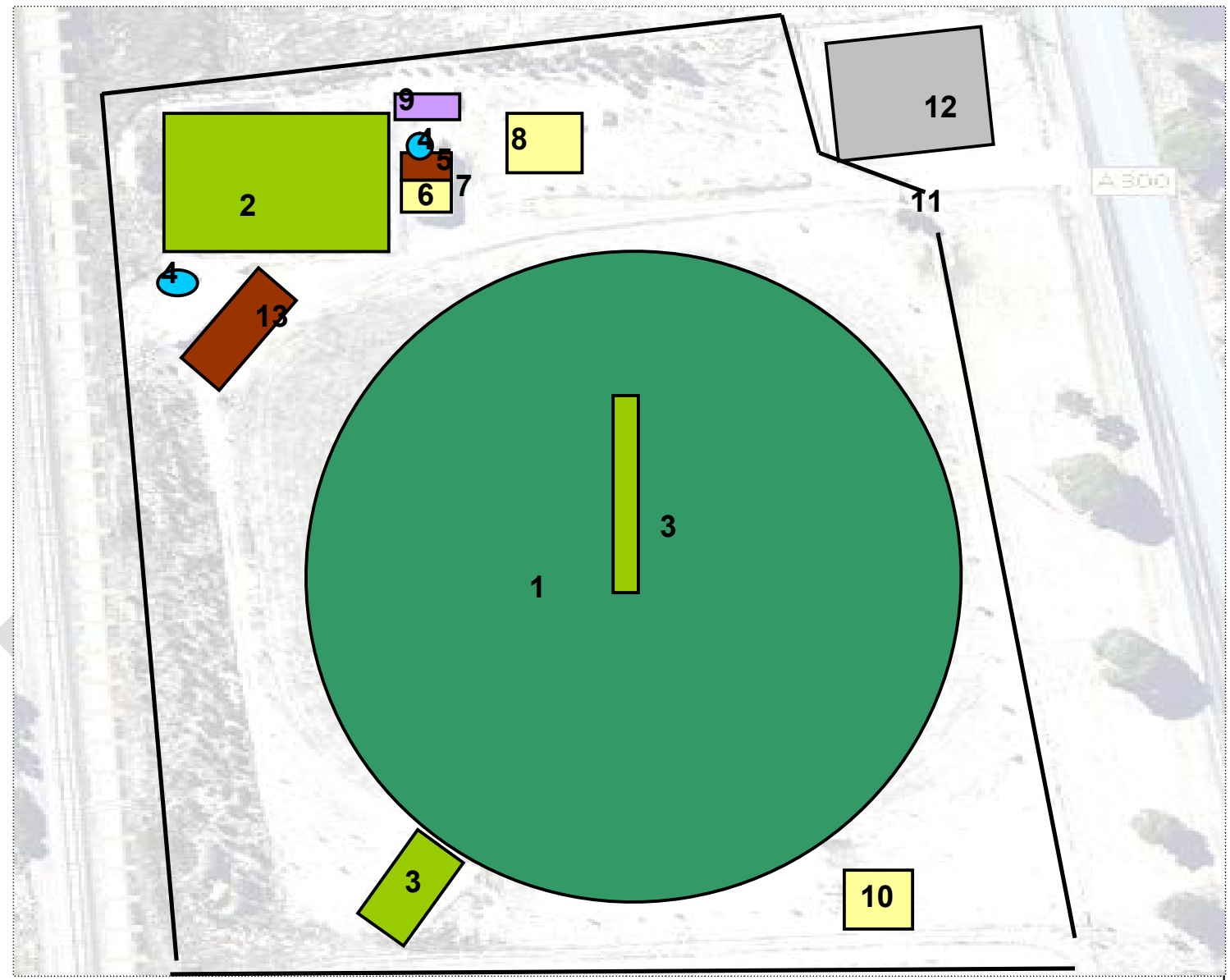
Registered Motor Vehicles

Number of registered motor vehicles	Elaine	%	Victoria	%
None	0	0.0	164,030	8.4
1 motor vehicle	24	19.0	673,937	34.7
2 motor vehicles	57	45.2	720,287	37.0
3 or more vehicles	34	27.0	327,268	16.8
Number of motor vehicles not stated	11	8.7	59,167	3.0

Appendix B Existing Elaine Recreation Reserve

Reserve Component

1. Sports ground
2. 2 x Tennis Courts
3. Cricket Pitch-
Synthetic
4. Water Tank
5. Community Meeting
Room
6. Undercover BBQ
Area
7. Disabled Car Park
8. Playground with
Shade
9. Public Toilets
10. CFA Equipment Area
11. Reserve Entrance
12. Car Park
13. Cricket Pavilion



Appendix C Elaine Recreation Reserve Master Plan Concept Plan

Reserve Component

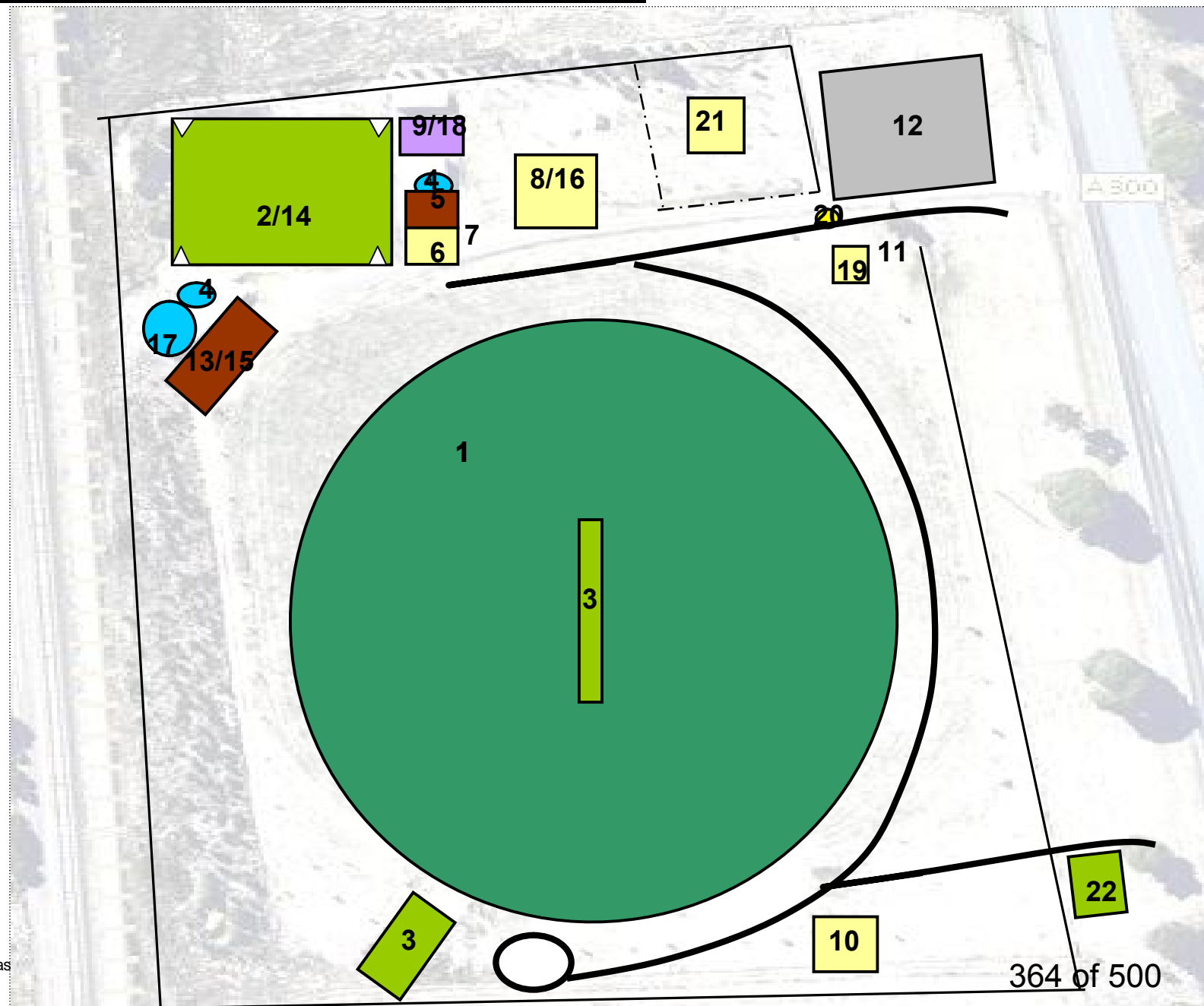
1. Sportsground
2. 2 x Tennis Courts
3. Cricket Pitch- Synthetic
4. Water Tank
5. Community Meeting Room
6. Undercover BBQ Area
7. Disabled Car Park
8. Playground with Shade
9. Public Toilets
10. CFA Equipment Area
11. Reserve Entrance
12. Car Park
13. Cricket Pavilion

Proposed Changes

14. 1 x Netball Court
15. Multipurpose Community Pavilion
16. Shade
17. Extra Water Storage Provision
18. Disabled Toilet
19. Reserve Signage
20. Entrance Lighting
21. Formalised Internal Car Park
22. New Entrance

Key

- Formalised Car Network
- Sportsground Fencing
- Bollard
- ▽ Court Lighting



COMMUNITY CONSULTATION

Elaine Recreation Reserve Master Plan Community Consultation

Representatives from the community, user groups and Committee of Management were consulted for the development of the Elaine Recreation Reserve Master Plan. Their collated feedback is provided below

1) Who are the identified users of the reserve and how do they use the reserve? (ie; Meetings, training, casual use, etc)

- Gladabouts Motor home club: from Geelong hire the reserve once a year
- Foxies Dog Club: Competition and meetings
- Elaine Tennis Club: Competition, training and meetings
- Meredith Cricket Club: Competition
- Elaine Fire Brigade: Training
- Local residents: playground, bbqs, children's parties

2) Does the general public frequent the reserve? If so what do they use the reserve for?

- Children use the Playground
- Tennis courts
- Cricket matches
- Fire brigade training
- Rarely
- Public may not be aware they can use it
- Adults use BBQ
- Meetings
- Get togethers
- Social events
- Caravans use it occasionally
- Dog shows

3) Is any organised sport played at the reserve? If so by who and where? Do you know the number of participants in each sport?

- Saturday afternoon cricket matches
- 36 Senior Cricketers
- 20 Milo cricketers
- Elaine Tennis Club approx. 15 Use courts for training and weekly matches
- 15 Meredith Cricket Club participants
- 12 Auskick participants
- 20 junior fire brigade participants

4) To increase participation and use at the reserve, what do you see as the key development areas/projects and why?

- Upgrade of cricket pavilion
- Upgrade cricket nets
- New kitchen
- Upgrade toilet amenity

5) What is the condition of the current facilities and where do improvements need to be made?

- Poor surface
- Need upgrade of male and female toilets
- Cricket pavilion needs rebuilding with updated kitchen facilities
- No court lighting
- Pavilion needs lining
- Upgrade kitchen facilities
- The cricket pitch is very shabby

6) What are the priority infrastructure needs of the reserve to ensure its sustainability in the future?

- Toilet upgrade
- All access amenity
- The toilets are very old and the toilet building needs replacing as they are a safety hazard
- Decent driveway for wheelchairs
- Good access needed from the highway with an access lane
- Lights on the entrance to the reserve
- All access buildings
- Drainage from courts
- Vehicle access to the reserve needs to be looked at as cars are entering and leaving straight on to the Midland Hwy which can be very dangerous
- Bigger signage to highlight the facility

7) What other future developments would you like to see at the reserve and why?

- New kitchen in pavilion
- Lights for tennis
- Toilet facilities that are clean, modern and safe
- All of the previously mentioned in proceeding questions
- New sealing of driveway
- New pavilion
- Toilets with disabled access
- More tanks for water
- More trees as wind breaks
- Seats to watch the tennis and cricket
- Fence around the oval would stop cars driving on the oval
- Fix or replace cricket rooms and nets

8) Is traffic management an issue at the reserve and why?

- Urgently need slip lane to the entrance of the reserve off the highway
- Speed limit on highway needs to be reduced to 80kmph
- Not really
- Stated in question 6
- Turn in lane to the reserve off highway
- Street lighting to show location of the reserve entrance

9) Who is currently responsible for undertaking facility maintenance?

- Committee of Management
- Council
- Tennis club
- The sports ground committee

10) Are there any constraints at the reserve that need to be addressed?

- Drainage and sewage
- More water needed
- Sliplane on highway
- More lighting
- Power is weak, too many appliances on at once turn the fuse off
- Drainage from tennis courts is poor
- Toilets
- Old tin pavilion (1933)
- Unaware of any

11) Does your Committee intend to undertake any developments at the reserve over the next 12 months? If so what are they?

- Depends on what grants are received
- Tree planting
- Painting and general maintenance
- Grass cutting
- They will continue to maintain the grounds and infrastructure. They have a desire to improve the kitchen area at the discretion of the Shire
- Trees and painting
- Start working on upgrade of pavilion

12) Do you have any general comments to make in relation to the future of the Elaine Recreation Reserve? This may include issues with current reserve operations or estimates of future use

- We would like to see the reserve fully utilised, more people using the BBQ and playground equipment
- If we could get the pavilion upgraded then we would be able to encourage more cricket. We could then hopefully establish junior cricket teams
- The pavilion was there in 1933 so has served its time
- The toilets are poor standard with no wheelchair access and need upgrading
- Could do with more tanks for toilets etc
- Ute shows have been held at the reserve and our kitchen in the large pavilion would get more use if that was redone
- The pavilion and oval is used by the fire brigade and caravan groups so a good kitchen would be an asset
- We are extremely happy with the development of the BBQ and improvements on the kitchenette in the tennis building
- We are proud of our grounds and the increased interest in it by the local community
- I would like to see a footy team established in the future, especially in the juniors
- With new tennis courts we hope senior players will start competing

- The reserve is beginning to show the improvements that have been made and use of the reserve by locals has increased
- Feedback is that the toilet block is sub-standard and the pavilion is in disrepair

DRAFT

Attachment - Item 9.3.4(c)

WALLACE RECREATION RESERVE

MASTER PLAN 2013-2018



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EXECUTIVE SUMMARY

The Wallace Recreation Reserve Master Plan has been developed by the Moorabool Shire Council in partnership with the Wallace Recreation Reserve Committee of Management and Community. The Master Plan aims to provide a strategic basis to guide future planning and development of the reserve over the next 3-5 years. Currently the Reserve is utilized by the local football and netball club, tennis club, fitness group, Kindergarten, Auskick, local Primary School and casual event bookings. Additionally the Reserve hosts annual regional sporting events which see thousands of people visit the town to attend. The Master Plan is a key resource tool to support the Wallace Recreation Reserve Committee of Management to manage and develop the reserve in the future and act as a key resource tool to assist in the identification of funding sources to support development.

The key directions identified for the development of the reserve are:

1) Improve sports facilities and ground surfaces

With participation increasing across both the sports oval and courts and with numbers expected to increase further, the playing surface of the sports oval and courts needs to be upgraded. The recommended works will provide a sustainable and safer playing surface whilst also catering for the increase in participation.

2) Vehicle and Pedestrian Management

With large numbers of users visiting the reserve for sporting events each week, the current pedestrian and traffic management system requires upgrading to manage the level of traffic through the Reserve. More formalised parking areas are required to manage the level of use, as well as a formalized path network to allow safe passageway between the facilities, parking and sports ground

3) Install/upgrade sports ground and court lighting

Court lighting installation and upgrade to Australian Standard lux levels will provide for year round tennis participation (training and competition) as well as a safe facility for netball training. Lighting all courts will allow for increased participation at the reserve and allow more people to train at any given time. An upgrade of the remaining sports oval lighting to Australian Standards for training will create a safer year round training facility allowing for greater use by more user groups and reduce maintenance impacts on the sports ground.

4) Increased passive recreation opportunities

The reserve caters for both active and passive recreation users. Infrastructure is required to support and facilitate any future growth at the reserve. It is recommended that increasing shade provision, seating and upgraded amenities be installed at the site to cater for its users.

INTRODUCTION AND BACKGROUND

1.1 INTRODUCTION

The Wallace Recreation Reserve Master Plan has been developed to strategically guide future development at the Reserve.

1.2 PURPOSE OF THE PROJECT

To develop the Master Plan for the Wallace Recreation Reserve to guide future planning and decision-making in relation to the future management, development and use of the Reserve over the next 3-5 years. The Master Plan is an important resource for the Wallace Recreation Reserve to support the Wallace Recreation Reserve Committee of Management to manage and develop the Reserve in the future to source funding opportunities.

1.3 PROJECT OBJECTIVES & SCOPE

The project objective is to provide a clear, comprehensive and logical plan for the future development of all community facilities (active and passive) provided at the Wallace Recreation Reserve including capital improvement requirements and opportunities.

The scope of the project includes:

- Incorporate the views of the community gathered through consultation undertaken by Council Officers.
- Review the site to identify potential opportunities and constraints.
- To develop concept plan options, based upon objective data analysis and consultation, identifying the potential future use of the site.
- To identify and assess the capacity of the site to meet the identified recreation and sporting facility needs.
- To develop a Master Plan for the reserve that implementation is achievable with recommended developments.

1.4 PROJECT METHODOLOGY

Preparation of the Master Plan has been supported by the following project methodology tasks detailed below

- Project Clarification
- Community Engagement
- Detailed site assessment

- Issues and options summary paper
- Draft Master Plan
- Community feedback to draft master plan
- Final Master Plan and Report

1.5 STUDY AREA

Wallace Recreation Reserve is Council owned land managed by a Council appointed Committee of Management under Section 86 of the Local Government Act. The Reserve is located off Ormond Road in Wallace, which is also close to the Western Highway which runs from Melbourne to Ballarat. The exit off the Western Highway is the most commonly used entrance into Wallace and the Reserve

1.5.1 Current Reserve Components and Facilities

The following provides a summary of existing infrastructure at the Wallace Recreation Reserve

Sportsground	2 x Asphalt Tennis Courts with Netball Overlay
Social Room	Netball Shelter
Playground	Scoreboard
Water Storage Infrastructure	Cricket Pitch
Cricket Nets	Cricket Pitch
Plexi Paved Netball Court	Sportsground and Court Lighting
Coaches Boxes	Storage Shed

1.6 PROJECTED NEED

With the reserve acting as a community hub for its residents, community groups and large sporting events, the existing infrastructure at Wallace Recreation Reserve requires development in order to facilitate the provision of expected future demand.

MARKET RESEARCH & CONSULTATION

2.1 INTRODUCTION

A summary of the consultation methods undertaken included the following:

- Demographic analysis
- User group survey
- Wallace Recreation Reserve Committee of Management workshops

2.2 DEMOGRAPHIC REVIEW

The following section summarises the key population and demographic characteristics and trends likely to impact future participation in sport and recreation in the area and public open space requirements. The population and demographic profiles are based on the 2011 ABS Census data. The data provided by the Census encompasses the area around Wallace and Millbrook including other surrounding towns such as Springbank, Mollongghip, Clarkes Hill, Bullarook and Claretown. These smaller townships have been included in the demographic review as residents travel to Wallace Recreation Reserve due to lack of similar facilities in their town. In addition other demographic information has been sourced from the Moorabool Shire website. Supporting data is detailed in Appendix A

i. Age Profile

In the 2011 Census, there were 359 people in Wallace of these 51.8% were male and 48.2% were female.

There were also 385 people in surrounding townships, of these 53.2% were male and 46.8% were female.

The median age of people Wallace was 42 years. Children aged 0-19 years made up 31.3% of the population compared to the state average of 25.1% and people aged 50-74 years made up 32.1% of the population, also higher than the state average of 27.5%

This is also true with surrounding areas. The median age of people in surrounding towns was 48 years. Children aged 0 - 19 years made up 26.6% of the population and people aged 50-74 years made up 37.1% of the population.

Wallace and surrounding towns, as indicated by the tables attached in Appendix A, have a higher than average population aged over 50 years of age and under 19 years of age. This

indicates that infrastructure at the reserve needs to cater for those age groups eg. Adequate playground equipment and amenities, appropriate pedestrian management and seating.

ii. Income

The median weekly income, for residents of Wallace was \$546. The median income for surrounding townships was \$424. Both median income levels are below the median Victorian income of \$561 indicating a need for affordable leisure opportunities.

iii. Car Ownership

In Wallace, 16.4% of occupied private dwellings had one registered motor vehicle garaged or parked at their address, 42.2% had two registered motor vehicles and 36.2% had three or more registered motor vehicles.

In surrounding townships, 14.9% of occupied private dwellings had one registered motor vehicle garaged or parked at their address, 41.8% had two registered motor vehicles and 35.5% had three or more registered motor vehicles.

This means that car ownership is high and is likely to be the major form of transport for most residents which is consistent with a rural lifestyle. For the master plan of Wallace Recreation Reserve this means that adequate car parking provision and traffic management is required to service park users.

2.3 COMMUNITY CONSULTATION

The Wallace Recreation Reserve Committee of Management, consisting of user groups of the reserve and community members, was consulted to determine their current membership levels, usage patterns and priority infrastructure needs.

Consultation undertaken included:

- Completion of a survey identifying current issues and possible improvements
- Committee of Management Master Plan workshop(s)

A detailed summary of information submitted in the initial user group consultation process is provided in Appendix D

Key outcomes of the consultation process include:

1. Improve Public Amenities by installing an external toilet facility at the reserve
2. Vehicle and Pedestrian Management
3. Install/upgrade sports ground and court lighting
4. Increased passive recreation opportunities

The Wallace Recreation Reserve Committee of Management endorses the Master Plan

OPPORTUNITIES AND CONSTRAINTS

3.1 INTRODUCTION

The following provides a summary of the opportunities and constraints identified for the ongoing redevelopment of Wallace Recreation Reserve.

3.2 OPPORTUNITIES

- Further analysis to consolidate all community assets to provide one multipurpose facility at the Wallace Recreation Reserve
- Upgrade existing sports ground and court lighting to meet Australian Standards for training (i.e. 50 Lux)
- Construction of a new external toilet amenity facility
- Improve sports ground surface and drainage
- Install tennis court lighting to provide for all year tennis and allow for increased netball participation on the additional court
- Formalise parking within the reserve close to the facilities and sports ground
- Formalised entrance to reserve with signage
- Formalise pedestrian pathways throughout the Reserve and linking to the town
- Formalise grass warm up and training area behind water tanks with the installation of lighting
- Upgrade of current cricket facilities and investigate relocation
- Install further shade structures at the playground and tennis courts
- Investigate pavilion extension to create a hub for community groups and services
- Installation of further seating in front of the pavilion and close to sporting facilities
- Upgrade of current playground
- Installation of a formal oval irrigation system
- Update and relocate scoreboard
- Upgrade tennis courts to plexi pave surface
- Investigate power usage at the Reserve and possible power upgrade
- Veranda extension on the pavilion to provide further undercover viewing area

3.3 CONSTRAINTS

- Small population of Wallace may restrict what needs to be installed at the reserve
- Funding opportunities

KEY RECOMMENDATIONS

5.1 INTRODUCTION

The vision for the Wallace Recreation Reserve is to become a community hub for the town of Wallace. With the provision of active and passive recreation opportunities and improved infrastructure, the reserve can cater for large sporting events and the growing community groups that utilize the facility

5.2 DRAFT MASTER PLAN DESIGN

The following details the key elements of the recommended draft Master Plan as attached in Appendix B. The recommended layout will ensure the provision of active and passive recreation infrastructure and the amenities to go with it.

- **Upgrade of Active Sport Facility Provision**

It is recommended that the sports ground and the current netball/tennis courts be refurbished to improve the facilities. This includes:

- I. Upgrade of court and sports ground lighting to Australian Standards (training)
- II. Installation of court lighting to tennis courts to provide for year round multipurpose use
- III. Resurface current tennis courts to plexi pave surface
- IV. Improved sports ground surface and drainage
- V. Improved cricket facilities and possible relocation
- VI. Formalise unofficial warm up open space area in to training facility with lighting facility
- VII. Update and relocate scoreboard to opposite side of the ground

- **Vehicle and Pedestrian Management**

It is recommended to formalise vehicle and pedestrian paths of travel and parking throughout the reserve to address vehicle and pedestrian risk management issues.

A path network throughout the reserve and to the township will provide safer access to the reserve. It is also recommended that better signage for the reserve be installed which clearly outlines the location.

Car parking areas identified include:

- I. Formal parking area close to the playground and pavilion

- II. Additional formal parking in current overflow parking area to cater for sporting events
- III. Provision of a vehicle turning circle either side of the pavilion

○ **Passive Open Space Facilities**

It is recommended that an external amenity building be constructed to provide for greater passive recreational use at the reserve.

It is also recommended that further passive recreational infrastructure be installed at the reserve. This includes:

- I. Provision of shade structure over the playground
- II. Upgrade and extension of current playground
- III. Provision of seating close to the playground, courts and pavilion
- IV. Investigate the opportunity to construct an active fitness circuit at the reserve

○ **Infrastructure (Services & Utilities)**

To cater for increased infrastructure and visitation the following recommendations have been made:

- I. Installation of irrigation system to improve the surface of the formalised sports ground.
- II. Investigate and develop drainage system for the sports ground
- III. Investigate power usage at the site and possible upgrade
- IV. Veranda extension on the current pavilion to provide more undercover viewing areas.
- V. Use environmentally sustainable design for all new works.
- VI. Investigate further expansion of the existing pavilion to provide a community facility within the township

Table of Works

Recommendation	Priority	Cost
Installation of an external toilet amenity	High	\$150,000
Plan and implement improved vehicle and pedestrian management throughout Reserve	High	\$50,000
Upgrade of remaining sports ground lighting to Australian training standards	High	\$100,000
Investigate opportunities to consolidate all community assets at the Recreation Reserve to provide one multipurpose facility for the Wallace Community	High	\$5,000
Improve sports ground drainage	High	\$25,000
Installation of sports ground irrigation system	High	\$75,000
Pavilion verandah extension	High	\$50,000
Upgrade and extension of playground	Medium	\$25,000
Installation of shade structure over playground	Medium	\$10,000
Improve tennis court surface to plexi pave material	Medium	\$20,000
Installation of tennis court lighting	Medium	\$70,000
Improve the entrance to the Reserve with appropriate signage	Medium	\$10,000
Upgrade of cricket facilities with possible relocation	Low	\$20,000
Installation of active fitness circuit	Low	\$25,000
Relocation and upgrade of scoreboard	Low	\$30,000
Installation of lighting to warm up area	Low	\$50,000
Installation of seating close to courts, sports ground, pavilion and playground	Low	\$10,000

- All projects listed require the development of a business case which includes investigating cost estimates.

Wallace Age Profile

People	Wallace	%	Victoria	%	Australia	%
Total	359	--	5,354,042	--	21,507,717	--
Male	186	51.8	2,632,619	49.2	10,634,013	49.4
Female	173	48.2	2,721,423	50.8	10,873,704	50.6

<u>Age</u>	Wallace	%	Victoria	%	Australia	%
0-4 years	17	4.7	344,733	6.4	1,421,050	6.6
5-9 years	29	8.0	326,121	6.1	1,351,921	6.3
10-14 years	36	10.0	327,939	6.1	1,371,054	6.4
15-19 years	31	8.6	345,339	6.5	1,405,798	6.5
20-24 years	8	2.2	375,108	7.0	1,460,673	6.8
25-29 years	15	4.2	388,669	7.3	1,513,236	7.0
30-34 years	17	4.7	372,214	7.0	1,453,775	6.8
35-39 years	15	4.2	383,415	7.2	1,520,138	7.1
40-44 years	23	6.4	391,197	7.3	1,542,879	7.2
45-49 years	32	8.9	372,367	7.0	1,504,142	7.0
50-54 years	32	8.9	354,110	6.6	1,447,404	6.7
55-59 years	25	6.9	317,438	5.9	1,297,244	6.0
60-64 years	27	7.5	293,812	5.5	1,206,116	5.6
65-69 years	21	5.8	224,911	4.2	919,319	4.3
70-74 years	11	3.0	177,316	3.3	708,090	3.3
75-79 years	6	1.7	140,338	2.6	545,263	2.5

80-84 years	7	1.9	114,020	2.1	436,936	2.0
85 years and over	9	2.5	104,995	2.0	402,681	1.9
Median age	42	--	37	--	37	

Wallace Residents Income

Median weekly incomes	Wallace	%	Victoria	%	Australia	
Personal	546	--	561	--	577	
Family	1,269	--	1,460	--	1,481	
Household	1,239	--	1,216	--	1,234	

Wallace Registered Motor Vehicles

Number of registered motor vehicles	Wallace	%	Victoria	%	Australia	%
None	3	2.6	164,030	8.4	665,852	8.6
1 motor vehicle	19	16.4	673,937	34.7	2,778,576	35.8
2 motor vehicles	49	42.2	720,287	37.0	2,802,468	36.1
3 or more vehicles	42	36.2	327,268	16.8	1,279,134	16.5
Number of motor vehicles not stated	3	2.6	59,167	3.0	234,292	3.0

Springbank and Surrounds Age Profile

<u>People</u>	Springbank	%	Victoria	%	Australia	%
Total	385	--	5,354,042	--	21,507,717	--
Male	205	53.2	2,632,619	49.2	10,634,013	49.4
Female	180	46.8	2,721,423	50.8	10,873,704	50.6

<u>Age</u>	Springbank	%	Victoria	%	Australia	%
0-4 years	18	4.7	344,733	6.4	1,421,050	6.6

5-9 years	22	5.7	326,121	6.1	1,351,921	6.3
10-14 years	29	7.6	327,939	6.1	1,371,054	6.4
15-19 years	33	8.6	345,339	6.5	1,405,798	6.5
20-24 years	14	3.6	375,108	7.0	1,460,673	6.8
25-29 years	11	2.9	388,669	7.3	1,513,236	7.0
30-34 years	10	2.6	372,214	7.0	1,453,775	6.8
35-39 years	14	3.6	383,415	7.2	1,520,138	7.1
40-44 years	16	4.2	391,197	7.3	1,542,879	7.2
45-49 years	41	10.7	372,367	7.0	1,504,142	7.0
50-54 years	16	4.2	354,110	6.6	1,447,404	6.7
55-59 years	39	10.2	317,438	5.9	1,297,244	6.0
60-64 years	26	6.8	293,812	5.5	1,206,116	5.6
65-69 years	35	9.1	224,911	4.2	919,319	4.3
70-74 years	26	6.8	177,316	3.3	708,090	3.3
75-79 years	18	4.7	140,338	2.6	545,263	2.5
80-84 years	8	2.1	114,020	2.1	436,936	2.0
85 years and over	8	2.1	104,995	2.0	402,681	1.9
Median age	48	--	37	--	37	--

Springbank and Surrounds Median Weekly Income

<u>Median weekly incomes</u>	Springbank	%	Victoria	%	Australia	%
<i>People aged 15 years and over</i>						
Personal	424	--	561	--	577	--
Family	884	--	1,460	--	1,481	--
Household	888	--	1,216	--	1,234	--

Springbank and Surrounds Registered Motor Vehicles

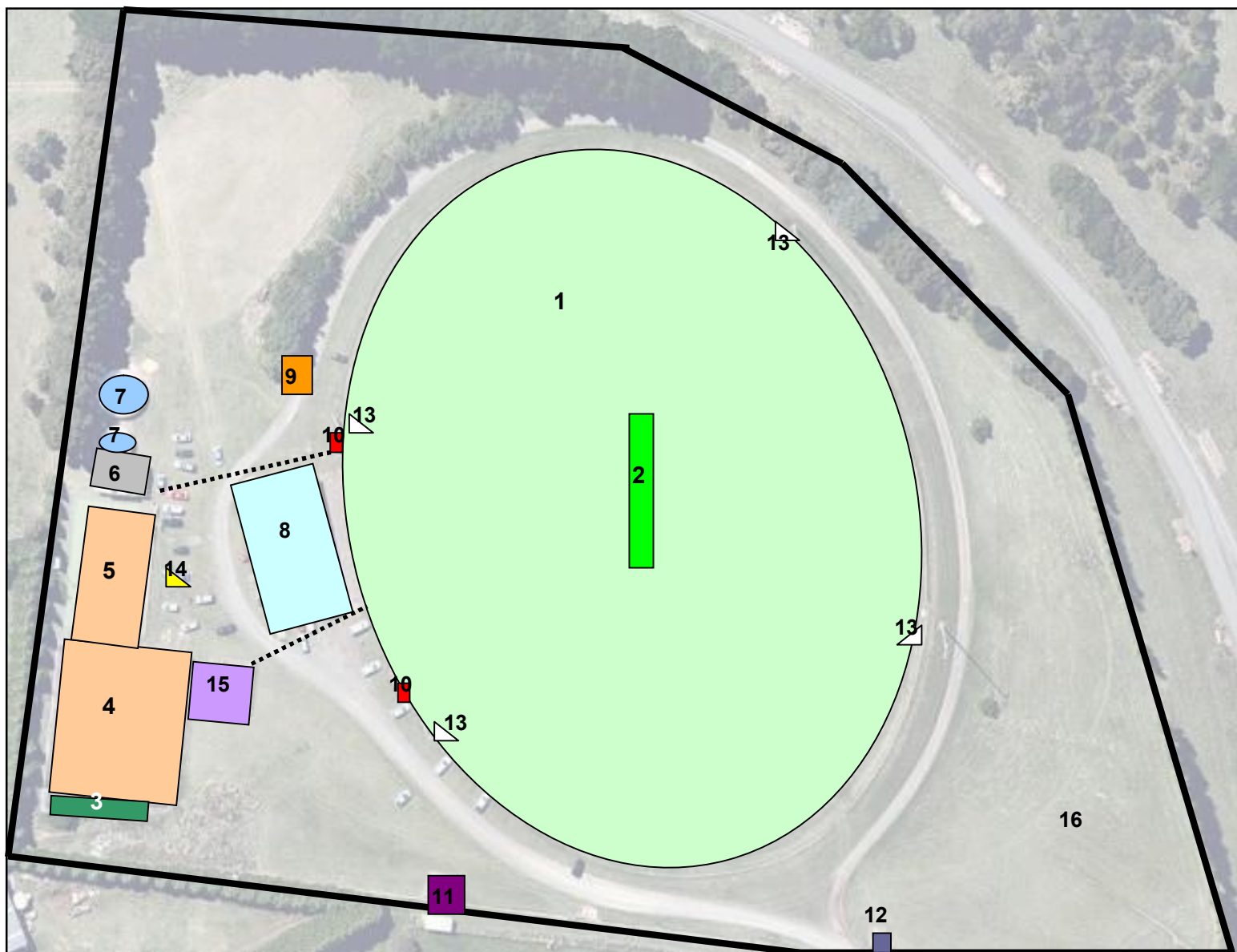
<u>Number of registered motor vehicles</u>	Springbank	%	Victoria	%	Australia	%
None	3	2.1	164,030	8.4	665,852	8.6
1 motor vehicle	21	14.9	673,937	34.7	2,778,576	35.8
2 motor vehicles	59	41.8	720,287	37.0	2,802,468	36.1
3 or more vehicles	50	35.5	327,268	16.8	1,279,134	16.5
Number of motor vehicles not stated	8	5.7	59,167	3.0	234,292	3.0

Appendix B: Wallace Recreation Reserve Existing Layout

Reserve Component

1. Sportsground
2. Cricket Pitch
3. 2 x Cricket Nets
4. 2 x Tennis Courts
5. Netball Court
6. Netball Shelter
7. Water Tanks
8. Pavilion
9. Scoreboard
10. Coaches Box
11. Storage Shed
12. Entrance
13. Sportsground Lighting
14. Court Lighting
15. Playground
16. Overflow Parking Area

..... Bollards



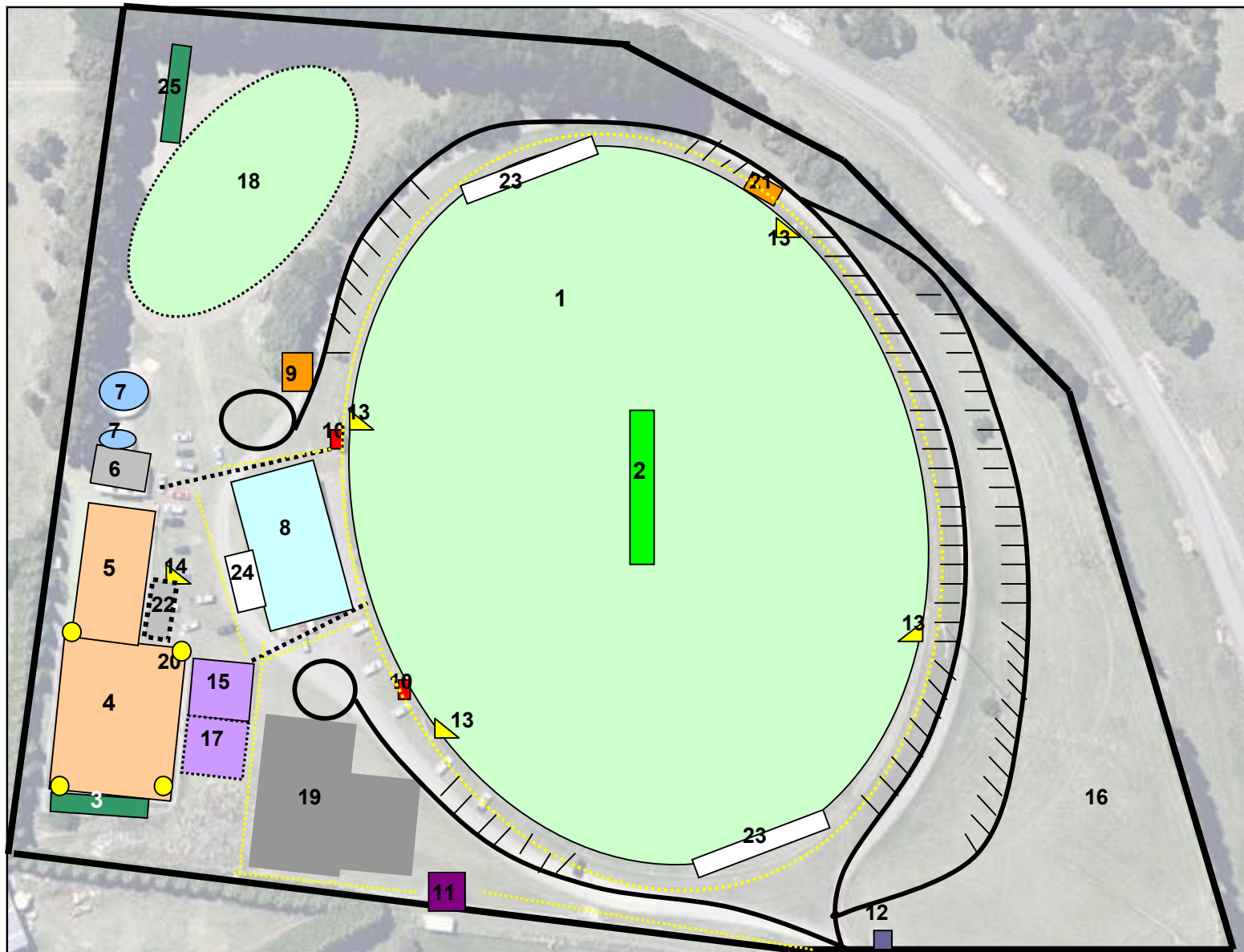
Appendix C: Draft Recreation Reserve Concept Master Plan

Reserve Component

1. Sportsground
2. Cricket Pitch
3. 2 x Cricket Nets
4. 2 x Tennis Courts
5. Netball Court
6. Netball Shelter
7. Water Tanks
8. Pavilion
9. Scoreboard
10. Coaches Box
11. Storage Shed
12. Entrance
13. Sportsground Lighting
14. Court Lighting
15. Playground
16. Overflow Parking
- Bollards

Proposed Changes

17. Playground extension
18. Training area
19. Informal and Formal car park
20. Additional court lighting
21. Electronic Scoreboard
22. Additional Netball Shelter
23. Ball Protection
24. External toilet amenity
25. Possible relocation of cricket nets
- Road network
- Formal car park
- Formal path



COMMUNITY CONSULTATION

Wallace Recreation Reserve Master Plan Community Consultation

Representatives from the community, user groups and Committee of Management were consulted for the development of the Wallace Recreation Reserve Master Plan. Their collated feedback is provided below

1) What was your clubs participant numbers for the previous season?

- Wallace Kinder – 13 boys and 12 girls
- St Michael School – 12 men, 12 women, 11 boys and 10 girls
- Springbank Netball Club – 33 women and 42 girls
- Springbank Football Netball Club – 70 men, 45 women, 50 boys and 45 girls
- Springbank Auskick – 25 boys
- Gordon Tennis Club – 12 boys and 15 girls

2) What are your club's anticipated numbers for current/next season

- Wallace Kinder – 13 boys and 10 girls
- St Michael School – 14 men, 14 women, 12 boys and 14 girls
- Springbank Netball Club – 36 women and 44 girls
- Springbank Football Netball Club - 70 men, 45 women, 50 boys and 45 girls
- Springbank Auskick – 31 boys
- Gordon Tennis Club – 30 boys and 20 girls

3) In which season does your club conduct its competition

- Wallace Kinder – year round competition
- St Michael School – year round competition
- Springbank Netball Club – winter season
- Springbank Football Netball Club – winter season
- Springbank Auskick – winter season
- Gordon Tennis Club – summer season

4) Which areas of the reserve does your club use in-season

- Wallace Kinder - oval
- St Michael School – oval, courts, cricket nets, social room
- Springbank Netball Club – oval and courts
- Springbank Football Netball Club – oval and courts
- Springbank Auskick - oval
- Gordon Tennis Club - courts

5) When in season what are the times that your club uses the facilities at the reserve?

- Wallace Kinder -Tuesday and Thursday 9am-3pm
- St Michael School – Tuesday, Wednesday and Thursday 9am-3pm
- Springbank Netball Club – Thursday 3pm-8pm and Saturday/Sunday 8am-8pm
- Springbank Football Netball Club – Tuesday and Thursday 3pm-8pm ans Saturday/Sunday 8am-8pm
- Springbank Auskick – Thursday 3pm-6pm

- Gordon Tennis Club – Tuesday/Wednesday/Thursday 3pm-6pm and Saturday 8am-12pm

6) Does your club use any of the following facilities during in-season training?

- Wallace Kinder – change rooms, pavilion, kitchen and oval
- St Michael School – Pavilion, kitchen and oval
- Springbank Netball Club – change rooms, pavilion, kitchen, bar, oval, courts, court lighting, netball shed, toilets
- Springbank Football Netball Club - change rooms, pavilion, kitchen, bar, oval, courts, court lighting, netball shed, toilets
- Springbank Auskick – change room, oval and oval lighting
- Gordon Tennis Club – courts, toilets, social room

7) Does your club use the reserve for any pre-season training

- Wallace kinder – no
- Springbank Netball Club - yes
- Springbank Football Netball Club - yes
- Springbank Auskick - no
- Gordon Tennis Club - yes

8) Is traffic management an issue for your club and it's participants?

- Yes we have to walk the children there with no footpath
- Mud caused by cars around the court is dragged on to the court making it slippery
- Traffic and pedestrians are mixed
- A system involving the safety of pedestrians on a circular road system is required
- Very young children utilise the reserve
- Need to keep cars at a safe distance from where children are playing and other siblings are watching

9) What are the priority infrastructure needs of your club to ensure it's sustainability in the future?

- Restricted access to cars near the courts and playground
- Court lighting on tennis courts
- Visitors/spectators shelter
- Kitchen extension
- New veranda
- External toilets
- Light tower replacement
- Parking
- Netball viewing weather protection
- Playground upgrade
- No disabled vehicle access
- Sealing of road access to the reserve
- Provision of covered seating area for tennis courts
- Increased storage
- Update fencing
-

10) To increase participation and use at the reserve, what do you see as the key development areas/projects and why?

- Update playground
- Shade sail for playground
- Kitchen equipment upgrade
- Tennis court lighting
- As mentioned in question 9
- Increased passive lighting
- Veranda with solid pane glass for football viewing
- Continued improvement in facilities

11) Who is currently responsible for undertaking facility maintenance?

- Recreation Reserve Committee in conjunction with the Springbank Football Netball Club who help via working bees

12) Are there any constraints at the reserve that need to be addressed?

- Upgrade of fuse box in kitchen

13) Does your Committee intend to undertake any developments at the reserve over the next 12 months? If so what are they?

- Installation of netball shelter
- Kitchen expansion
- Fine tune watering measure at the reserve
- Increased seating at the reserve

9.4 INFRASTRUCTURE SERVICES

9.4.1 Renaming and Renumbering – Southern Extension of Halletts Way

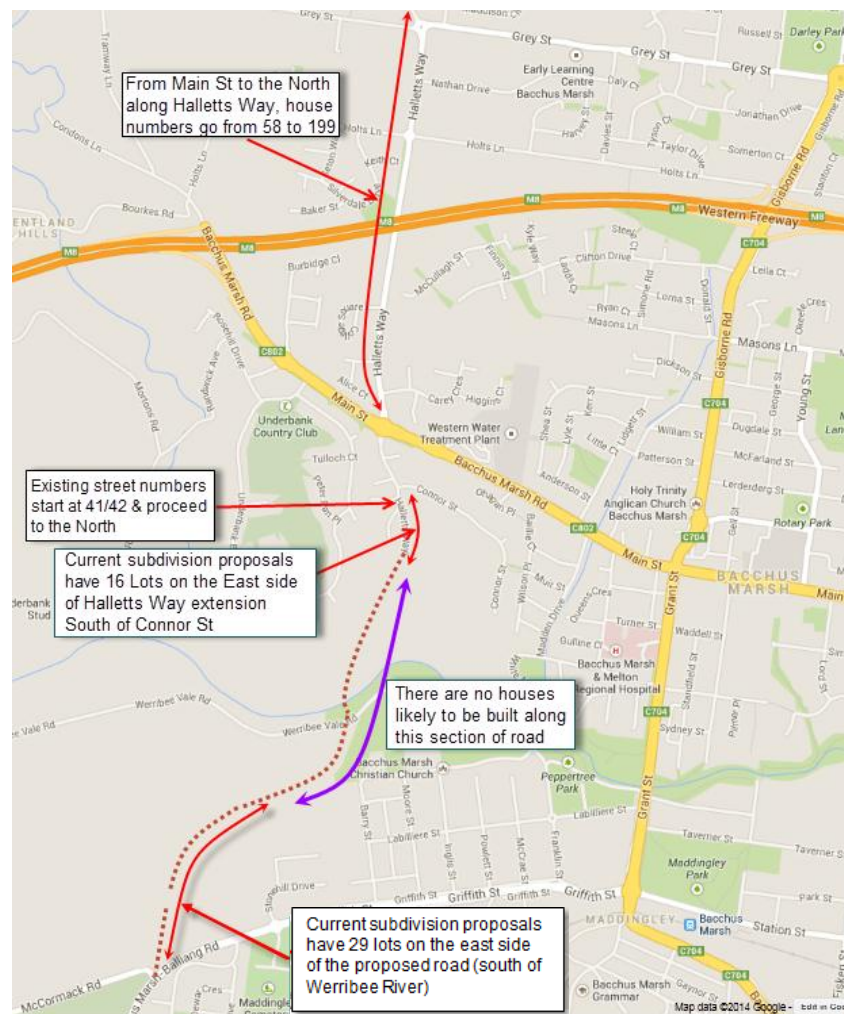
Introduction

File No.: 1111
 Author: Sam Romaszko
 General Manager: Phil Jeffrey

Background

There is currently a proposal to extend Halletts Way to the south to ultimately connect to Griffith Street. It is likely to be constructed in sections over time as the West Maddingley estate develops and in the near future it is likely that a section within the estate will require street numbers.

Referring to the map below, planned subdivisions along the proposed extension of Halletts Way through to Griffith Street will likely exceed the house numbers currently available.



Existing house numbers on the section of Halletts Way, south of Main Street currently start at 42 on the Eastern side. This means that there is provision for up to 20 additional house numbers on the eastern side.

Current subdivision proposals provide for 16 houses on the eastern side of Halletts Way extension at the northern (Main Street) end and for a further 29 houses at the Southern (Griffith Street) end. The available street numbers are not able to cater for this.

To deal with this, Council has 3 options which would meet State Government property numbering guidelines:

Option	Implications
Option 1: Continue the name Halletts Way southwards to the intersection with Werribee Vale Road and provide a new name for the extension from Werribee Vale Road to Griffith Street.	Approval of the name of the new road from Werribee Vale Road to Griffith Street in accordance with the State Government's Anzac commemorative naming project.
Option 2: Rename Halletts Way south of Main Street through to Griffith St and renumber all current properties south of Main St. Halletts Way would thus start at Main St with number 58, and go north.	Requires renumbering of 20 existing properties. Inevitably, this will cause some inconvenience to existing residents and is likely to be unpopular as there is an alternative.
Option 3: Renumber Halletts Way over full length, from Connor Street to Ramsay Circuit, and make provision for numbering all expected subdivision developments.	Requires renumbering some 130 properties (including the Council office). Inevitably, this will cause some inconvenience to existing residents and is likely to be unpopular as there is an alternative.

Proposal

Option 1 of naming the road Halletts Way from Main Street to Werribee Vale Road and providing a new name from Werribee Vale Road to Griffith Street is recommended by officers and avoids inconveniencing existing residents.

The continuation of the name Halletts Way south from Connor Street allows for logical extension of street numbering along Halletts Way with a reserve of 5 to 10 house numbers, depending on property placement at intersections. This will avoid confusion for emergency vehicles in finding a Halletts Way address.

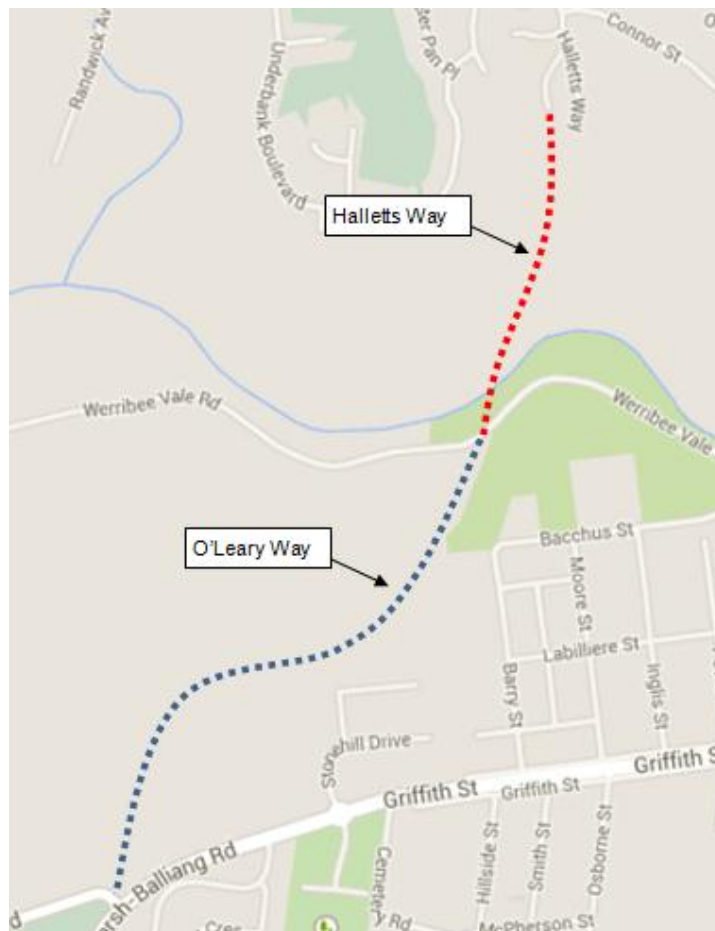
The proposed change of name of the road extension at the Werribee Vale Road intersection occurs at a logical change point which will avoid confusion for emergency services. The other options will create unnecessary inconvenience for local residents for no real benefit.

The following names, selected from the Honour Roll of the Bacchus Marsh RSL, list the names of service personnel killed in action during WWI. This list excludes names of such personnel which are already used as road names in Bacchus Marsh, or are spelling variants of such names.

Noting that Private Thomas O'Leary died on 25 April 1915, the day we commemorate as ANZAC Day, it would seem fitting to utilise his name. Accordingly 'O'Leary Way' is recommended as the name of the proposed road continuation from Werribee Vale Road through to Griffith Street.

O'Leary	Killed in action (Gallipoli)	25/04/1915
Dukelow	Killed in action (Gallipoli)	12/05/1915
Booth	Killed (France)	1917
Bottle	Killed (France)	1916
Buckley	Killed (France)	1917
Cobham	Killed (France)	1916
Drever	Killed (France)	1917
Gibson	Killed (France)	1918
Godfrey	Killed (France)	1917
Kennelly	Killed (France)	1916
Knight	Killed (France)	1917
Martin	Killed (France)	1916
McLachlan	Killed (France)	1916
Morley	Killed (France)	1916
Murphy	Killed (France)	1916
Oliver	Killed (France)	1916
Short	Killed (France)	1918

If option 1 is adopted, the map below indicates how the road names will ultimately be in place.



Private Thomas O Leary (7th Battalion AIF)

Thomas was born at Lauriston, VIC (near Kyneton) in 1892 to Timothy O'Leary and Mary Ann Woods. Thomas had a brother, James, who is also remembered in the Bacchus Marsh Avenue of Honour. Thomas was a labourer and gave his address as Bacchus Marsh, VIC when he enlisted in the AIF, 7th Battalion on the 24th of August 1914 aged 21 years and seven months - only a few weeks after war was declared.

He embarked aboard the HMAT A20 Hororata in October and disembarked in Egypt in early December. During the landing at Gallipoli on the 25th of April 1915 Thomas suffered a gunshot wound to the chest and died later that day. He was buried at sea. He is listed on the Roll of Honour for Bacchus Marsh, held by the RSL at Bacchus Marsh. He is also remembered at the Lone Pine Memorial, Gallipoli, Turkey.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

Key Result Area	Enhanced Infrastructure and Natural Built Environment
Objective	Ensure current and future infrastructure meets the needs of the community.
Strategy	Provision of effective and safe transport networks.

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

Financial Implications

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

Risk & Occupational Health & Safety Issues

There are no risk or occupational health and safety issues associated with the recommendation within this report.

Communications Strategy

If option 1 is accepted, there is no requirement for formal community engagement. The road name change would be advertised as required and a media release issued.

Should options 2 or 3 be selected, formal community consultation is required in relation to proposed house renumbering.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

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

Author – Sam Romaszko

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

Conclusion

The extension of proposed Halletts Way from the current start at Connor Street through to Werribee Vale Road is proposed to be called Halletts Way.

The continuation of the extension from Werribee Vale Road through to Griffith Street is proposed to be named in accordance with the State Government's Anzac commemorative naming project.

Recommendation:

1. **That the extension of proposed Halletts Way from the current start at Connor Street, through to Werribee Vale Road, be called Halletts Way.**
2. **That the continuation of the road extension from Werribee Vale Road through to Griffith Street be named O'Leary Way in accordance with the State Government's Anzac commemorative naming project.**

Report Authorisation

Authorised by:

Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Wednesday, 25 June 2014

9.5 CORPORATE SERVICES

9.5.1 Instrument of Delegation from Council to the Chief Executive Officer

Introduction

File No.: 02/06/002
Author: Michelle Morrow
General Manager: Shane Marr

Background

The Instruments of Delegation are part of the Governance framework at Moorabool Shire. Under the Governance framework, the Council sets the policy and the officers are then delegated the power to implement the policy. This allows for efficient Council operations and frees up time for further policy development by both Councillors and officers.

In accordance with section 98(1) of the *Local Government Act 1989* a Council may by instrument of delegation delegate to a member of its staff any power, duty or function of a Council under this Act or any other Act other than .

- (a) this power of delegation; and
- (b) the power to declare a rate or charge; and
- (c) the power to borrow money; and
- (d) the power to approve any expenditure not contained in a budget approved by Council; and
- (e) any power, duty or function of the Council under section 223; and
- (f) any prescribed power.

This Instrument of Delegation is the delegation that Council gives to its Chief Executive Officer by resolution of Council. The previous Instrument of Delegation given to the Chief Executive Officer was adopted by Council on 4 September 2013.

Proposal

Through the Delegations and Authorisations Service provided to Council by Maddocks Lawyers an update to the Instrument of Delegation from Council to the Chief Executive Officer has been received and incorporated into this Instrument.

Maddocks Lawyers have advised that this administrative update, as shown under point five of the delegation, applies to all Chief Executive Officers and has been included to confirm statutory interpretation of a provision under the Act where a provision requires Council resolution. This change is not the result of legislative amendment, but is added to clarify the position that where something is required to be done by council resolution, the CEO will not be able to exercise that power, duty or function under the delegation.

It is now proposed under section 98(1) of the *Local Government Act* 1989 for Council to grant by a new Instrument of Delegation to its Chief Executive Officer the following:-

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

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

4. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 4.1 awarding a contract exceeding the value of \$500,000;
 - 4.2 making a local law under Part 5 of the Act;
 - 4.3 approval of the Council Plan under s.125 of the Act;
 - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
 - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
 - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
 - 4.10 the return of the general valuation and any supplementary valuations;

5. if the issue, action, act or thing is an issue, action or thing which is required by law to be done by Council resolution;
6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 7.1.1 policy; or
 - 7.1.2 strategy adopted by Council; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.
10. full details of any contract awarded exceeding \$100,000 is to be reported to Council within 14 days of the contract being awarded through the current Councillor Information Bulletin.

It is now proposed to place before Council the Instrument of Delegation which forms an attachment to this report for the approval and adoption by Council.

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 to grant by Instrument of Delegation from Council to its Chief Executive Officer is consistent with the 2013-2017 Council Plan.

Financial Implications

There are no financial implications.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Public Liability	Professional indemnity	High	Insurance cover for staff

Communications Strategy

The Instrument of Delegation has been the subject of Council management staff involvement and 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.

General Manager – Shane Marr

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

Author – Michelle Morrow

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

Conclusion

This report brings to Council an Instrument of Delegation to the Council Chief Executive Officer granting delegated powers for and on behalf of Council under section 98(1) of the Local Government Act 1989 as set out in the Instrument of Delegation.

It is recommended that Council approve and adopt the Instrument of Delegation to the Chief Executive Officer.

Recommendation:

In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached instrument of delegation, Council resolves that:

1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. It is noted that the instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.

Report Authorisation**Authorised by:**

Name: Shane Marr
Title: General Manager Corporate Services
Date: Wednesday 11 June 2014



Attachment - Item 9.5.1



Moorabool Shire Council

Instrument of Delegation

to

**The Chief Executive Officer
Instrument of Delegation**

In exercise of the power conferred by section 98(1) of the *Local Government Act* 1989 (**the Act**) and all other powers enabling it, the Moorabool Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on Wednesday 2 July 2014;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

THE COMMON SEAL of the MOORABOOL
SHIRE COUNCIL was affixed by the authority of the
Council in the presence of-

..... Mayor

..... Councillor

..... Date

SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

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

4. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 4.1 awarding a contract exceeding the value of \$500,000;
 - 4.2 making a local law under Part 5 of the Act;
 - 4.3 approval of the Council Plan under s.125 of the Act;
 - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
 - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
 - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
 - 4.10 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action or thing which is required by law to be done by Council resolution;
6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 7.1 policy; or
 - 7.2 strategy

adopted by Council; or

8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.
10. Full details of any contract awarded exceeding \$100,000 is to be reported to Council within 14 days of the contract being awarded through the Councillor Information Bulletin.

9.5.2 Ingliston Drive, Ingliston – Proposed Declaration of Road to be a Public Highway

Consideration of this Item was deferred from the Ordinary Meeting of Council held on Wednesday 4 June 2014 in order for a map indicating the location to be provided to Council. The report is now presented to Council with an attached location map for its consideration.

Introduction

File No.: 1533
Authors: Michelle Morrow / Sam Romaszko
General Manager: Shane Marr

Background

Ingliston Drive was created on LP115490 in 1975 at which time the owner of the land was a company which has since been deregistered. Due to this company being deregistered the road was subsequently vested to ASIC (Australian Securities and Investments Commission). A copy of a Title search has revealed the registered proprietor of this road as being the deregistered company.

Prior to the *Subdivision Act* 1988, ownership of any roads which were created on a plan of subdivision remained in the name of the subdividing landholder as registered proprietor. Under the *Subdivision Act* 1988, the ownership of roads created on a plan of subdivision is automatically vested in Council at the time of registration of the plan by Land Victoria (the Titles Office).

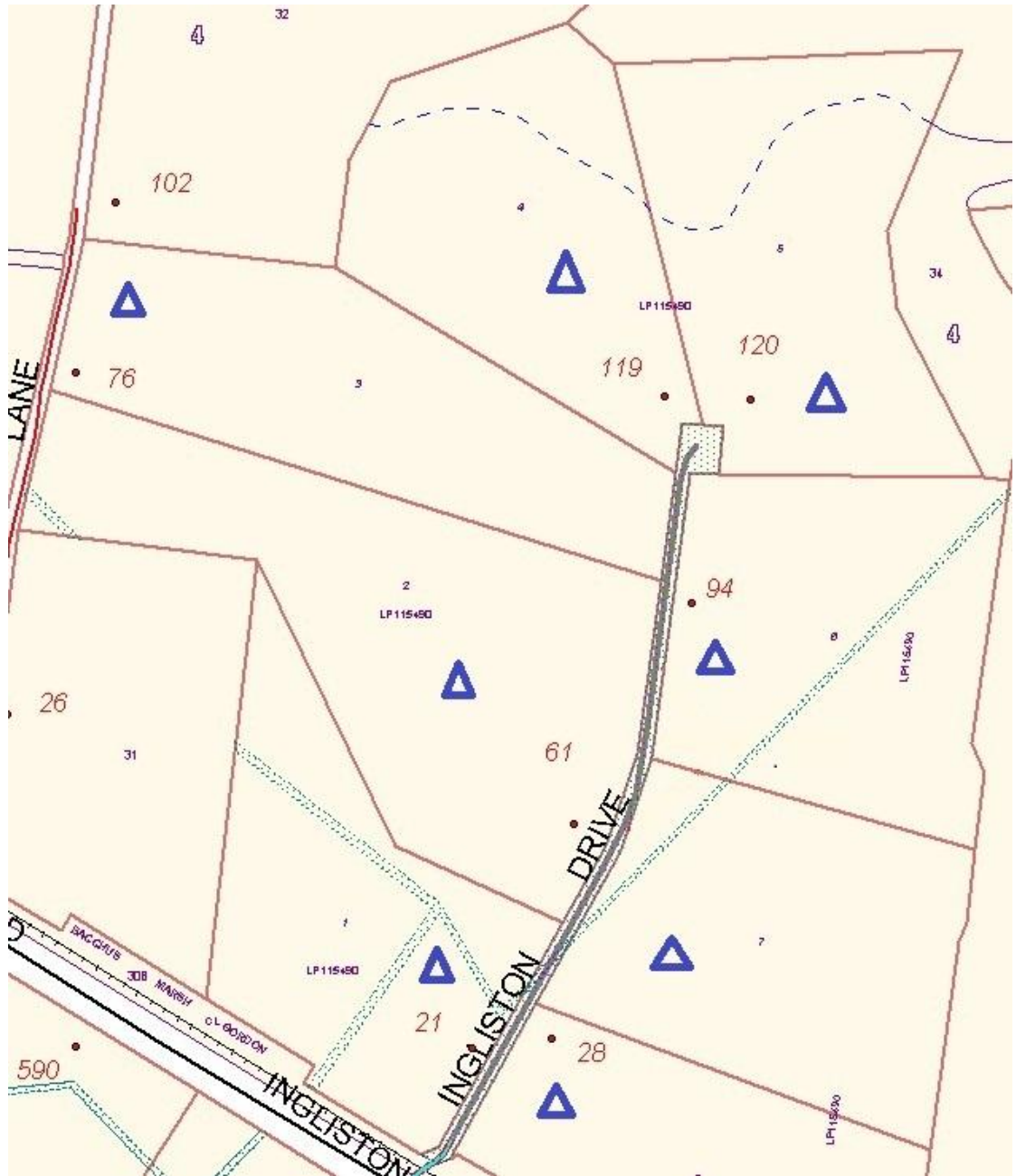
In 1993, Section 203 of the *Local Government Act* 1989 (the Act) was amended to cause all public highways on freehold land to vest in fee simple in the relevant municipal Council therefore making Council the owner. This provision now sits under Schedule 5 of the *Road Management Act* 2004 which states:

(4) Subject to sub-clause (6), a road vests in fee simple in the municipal council of the municipal district in which it is located upon becoming a road.

Section 3 of the *Local Government Act* 1989 defines a road as including rights of way and cul-de sacs. Ingliston Drive is identified as having both of these elements.

Whilst the subdivision included eight lots, there are seven properties that front Ingliston Drive with four of these property owners having written to Council to request that Council assume full responsibility for Ingliston Drive. One property owner from this subdivision, whose property fronts Gilletts Lane to the west of Ingliston Drive, uses Ingliston Drive to access the rear of his property. (Refer map below).

One of the owners from Ingliston Drive has written to Council expressing safety concerns with the road and private road signage.



One of the owners from Ingliston Drive has written to Council expressing safety concerns with the road and private road signage.

Proposal

In order to give certainty to the status of Ingliston Drive and Council's authority in respect to the road and to eliminate the concerns of four of the property owners of Ingliston Drive, it is now proposed for Council to declare Ingliston Drive to be a public highway as provided for under section 204(1) of the Local Government Act 1989 which states:

Council may declare a road to be a public highway or to be open to the public;

- (1) A Council may, by notice published in the Government Gazette, declare a road in its municipal district to be a public highway for the purposes of this Act.*
- (2) A Council may, by resolution, declare a road that is reasonably required for public use to be open to public traffic.*
- (3) A road does not become a public highway by virtue of a Council resolution made under sub-section (2).*

In declaring a road to be a public highway the road will become a ~~road~~ and a ~~municipal road~~ for the purposes of the *Road Management Act 2004* and Council will become its coordinating road authority.

It should be noted that whilst Council may resolve to declare Ingliston Drive a public highway this, as shown in point (3) above, does not make it a ~~public road~~. Section 107 of the Road Management Act 2004 provides that:

A road authority does not have a statutory duty or a common law duty to perform road management functions in respect of a public highway which is not a public road or to maintain, inspect or repair the roadside of any public highway (whether or not a public road).

Council is in possession of the construction plans for Ingliston Drive dating from the time of the subdivision. The plans show the intention to construct and seal the road to a rural profile format, i.e. constructed traffic lanes and shoulders with road side drainage.

The road was inspected on 28 February 2014. The road formation and drainage are still in good condition, a remnant portion of the bitumen seal is still in existence for a short length of the road, and a section has been resurfaced using pre-mixed asphalt by one property owner adjacent to his property. This is presumably for dust suppression. The balance of the road has a pavement in moderate condition with a gravel surface.

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 roads, bridges and footpaths at documented standards in the Road Management Plan.

The proposal to declare Ingliston Drive to be a public highway is consistent with the 2013-2017 Council Plan.

Financial Implications

Should Council determine, after the 28 day public submission period has concluded with no submissions received, to declare Ingliston Drive a %public highway+, this does not automatically make Ingliston Drive a %public road+for the purposes of the Road Management Act.

Whilst there is minimal financial impact with regard to Council declaring Ingliston Drive as a public highway at this time, the decision to include the 1 kilometre length of Ingliston Drive in the Register of Public Roads should be made in accordance with the principles of the Road Management Plan, i.e, based on traffic volume, usage and location. A cursory reading of the RMP suggests a Status of %Access 2+, with the consequent construction standard and intervention levels. Capital expenditure would amount to \$3,300 per annum based on resheeting every 20 years and maintenance expenditure \$2,000 per year.

There is no compulsion on Council, upon including the road in the register, to upgrade or carry out additional works beyond the requirements of the Road Management Plan.

Risk & Occupational Health & Safety Issues

Declaring Ingliston Drive to be a public highway, and then determining to include the road in the Register of Public Roads, will require Council to manage Ingliston Drive in accordance with the Road Management Plan.

This should in fact, reduce Council's exposure to risk, as the management regime will be undertaken in accordance with legally defensible policy and procedures.

Community Engagement Strategy

Under section 204(1) and (2) of the *Local Government Act* 1989, a person has the right to make a submission under section 223 of the Act in respect of Council declaring a road as a public highway and to be open to public traffic.

Section 223 of the Act allows Council to advertise its intentions in a newspaper circulating generally within the Municipality inviting public submissions for a period of no less than 28 days after the date of the publication of the public notice in the newspaper and on Council's website. Council must then consider any submissions received in accordance with the Act.

Council has notified all proximate properties to Ingliston Drive of their right to make a submission to Council's proposal should they wish to do so. This will ensure that all property owners who may be affected by this proposal to have a guaranteed right to participate in the Council's decision making process.

Victorian Charter of Human Rights and Responsibilities Act 2006

In developing this report to Council, the officer has 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 – Shane Marr

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

Authors – Michelle Morrow and Sam Romaszko

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

Conclusion

In order to give certainty to the status of Ingliston Drive and Council's authority in respect to the road and to eliminate the concerns of four of the property owners of Ingliston Drive, it is proposed for Council to advertise its intention to declare Ingliston Drive to be a public highway as provided for under section 204(1) of the *Local Government Act 1989*.

Recommendation:

That Council:

- 1. advertises its intention to declare Ingliston Drive to be a public highway in accordance with section 204(1) of the *Local Government Act 1989* in order to give certainty to the status of the road;**
- 2. under the requirements of section 204(1) and (2) of the *Local Government Act 1989*, advertises that any submissions made under Section 223 may be submitted no less than 28 days after the date of publication in a newspaper circulating generally within the Municipality and on Council's website; and**
- 3. following the completion of the public submission process receives an officer's report to be presented to Council considering all public submissions received.**

Report Authorisation

Authorised by:



Name: Shane Marr
Title: General Manager Corporate Services
Date: Thursday 12 June 2014

10. OTHER REPORTS

10.1 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 4 June 2014 . Bungaree Committee of Management Update
- Assembly of Councillors . Wednesday 18 June 2014 . Tourism Funding Options
- Assembly of Councillors . Wednesday 18 June 2014 . Diversity Awareness Training

Recommendation:

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

- **Assembly of Councillors – Wednesday 4 June 2014 – Bungaree Committee of Management Update**
- **Assembly of Councillors – Wednesday 18 June 2014 – Tourism Funding Options**
- **Assembly of Councillors – Wednesday 18 June 2014 – Diversity Awareness Training**

10.2 Section 86 - Advisory Committees of Council - Reports

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

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

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

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

Committee	Meeting Date	Council Representative
Audit and Risk Committee	26 February	Cr. Spain Cr. Dudzik
Rural Advisory Committee	13 March	Cr. Tatchell
Rural Advisory Committee	19 May	Cr. Tatchell
Lal Lal Falls Reserve Advisory Committee of Management	12 June	Cr. Sullivan

Recommendation:

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

- **Audit and Risk Committee meeting of Wednesday, 26 February 2014.**
- **Rural Advisory Committee of Thursday, 13 March 2014.**
- **Rural Advisory Committee of Monday, 19 May 2014.**
- **Lal Lal Falls Reserve Advisory Committee of Management meeting of Thursday, 12 June 2014.**

Attachment - Item 10.2(a)

AUDIT & RISK COMMITTEE MEETING

Summary of Minutes of the Audit & Risk Committee Meeting (2nd Quarterly)
to be held at the James Young Room, Lerderderg Library, Bacchus Marsh
Wednesday, 26 February 2014
commencing at 9.30am

Members:	Mr. Mike Said Cr. Tonia Dudzik Cr. John Spain Mr. Nick Myrianthis	Chairperson (External Representative) East Moorabool Ward Councillor East Moorabool Ward Councillor External Representative
Internal Auditors:	Mr. David Boyd Mr. Dean Taylor	Partner – Deloitte Risk Services Client Manager – Risk Services
Officers:	Mr. Rob Croxford Mr. Shane Marr Mr. Phil Jeffrey	Chief Executive Officer General Manager Corporate Services General Manager Infrastructure

Rob Croxford
Chief Executive Officer

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1. OPENING OF MEETING

1.1 OPENING OF MEETING

1.2 PRESENT

<i>Mr. Mike Said</i>	<i>Chairperson (External Representative)</i>
<i>Cr. Tonia Dudzik</i>	<i>East Moorabool Ward Councillor</i>
<i>Cr. John Spain</i>	<i>East Moorabool Ward Councillor</i>
<i>Mr. Nick Myrianthis</i>	<i>External Representative</i>

In Attendance

<i>Mr. Shane Marr</i>	<i>General Manager Corporate Services</i>
<i>Mr. Martin Thompson</i>	<i>Partner - Crowe Horwath</i>
<i>Mr. David Boyd</i>	<i>Partner – Deloitte Risk Services</i>
<i>Mr. Dean Taylor</i>	<i>Client Manager – Risk Services</i>
<i>Mrs. Bev Butler</i>	<i>Acting Manager People & Performance</i>
<i>Mr. Andrew Carrick</i>	<i>Acting Risk Officer</i>
<i>Mr. Danny Colgan</i>	<i>General Manager Community Services</i>

1.3 APOLOGIES

<i>Mr. Rob Croxford</i>	<i>Chief Executive Officer</i>
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1.4 CONFIRMATION OF MINUTES - Audit Committee Meeting of Tuesday 3 December 2013.

Resolution:

<i>Moved:</i>	<i>Cr. Tonia Dudzik</i>
<i>Seconded:</i>	<i>Cr. John Spain</i>

That the Audit & Risk Committee confirms the Minutes of the Audit Committee Meeting held on 3 December 2013.

CARRIED

1.5 MATTERS ARISING FROM PREVIOUS MEETING

NIL

1.6 CLOSED SESSION OF THE MEETING TO THE PUBLIC

Resolution:

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

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

1.7 DISCLOSURE OF INTERESTS OR CONFLICTS OF INTEREST

Under the Local Government Act (1989), Sections 77A Disclosure of Interest, 77B Conflicts of Interest, and 79 Disclosure of Conflict of Interest set out the requirement of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or 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 terms "interest" and "conflict of interest" are provided as such;

Time for Disclosure of Conflicts of Interest

In addition to the Council protocol relating to disclosure at the beginning of the meeting, Section 79(1)(a) of the Local Government Act 1989 (the Act) requires a Councillor who has a "*conflict of interest in any contract or proposed contract with the Council, or any other matter in which the Council is concerned*" to "*disclose the nature of the conflict of interest immediately before the consideration or discussion*".

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, as a Councillor with a conflict of interest is allowed to participate in the discussion, it is important that other Councillors, who will have to

vote, are immediately aware of the position from which the interested Councillor speaks.

Finally, 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.

Definitions of the terms “interest” and “conflict of interest” are provided as such;

Interests

Interests are very broadly defined in the Act. A Councillor, or a member of a Special Committee, is considered to have an interest in a decision if they would receive, or could be reasonably perceived as receiving, a benefit or detriment (other than as a voter, resident or ratepayer) from the decision. These benefits or detriments may be financial or non-financial.

The objective of this provision is to ensure public transparency and the action required is not onerous. The person should disclose their interest before that matter is discussed. They may still participate in the discussion and vote, unless they have a “Conflict of Interest”.

Conflict of Interest

A “conflict of interest” is more narrowly defined, but requires more significant actions. A person is considered to have a conflict of interest if their interest is pecuniary or if, in their opinion, the nature of the interest is such that it may conflict with their public duties.

If a Councillor or member of a Special Committee has a conflict of interest they must take the actions previously required in the case of a pecuniary interest. That is, they should disclose the conflict of interest before the matter is discussed, not move or second the motion and leave the meeting while the vote is being taken. The Councillor may still participate in the discussion.

NIL

**2. AUDIT & RISK COMMITTEE WORK PLAN - Audit & Risk Committee
Charter Matrix**

Resolution:

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

***That the Audit & Risk Committee receives the Audit & Risk Committee
Charter Matrix.***

CARRIED

3. AUDIT & RISK COMMITTEE WORK PLAN - Outstanding Audit & Risk Committee Resolutions and Audit Report Recommendations

Resolution:

Moved: Mr. Nick Myrianthis
Seconded: Cr. Tonia Dudzik

Recommendation:

That the Audit & Risk Committee receives the updated status report on the Outstanding Audit & Risk Committee Resolutions and Audit Report Recommendations for the quarter ending December 2013.

CARRIED

4. CEO'S REPORT - Compliance with Legislation and Policies

Resolution:

Moved: Cr. John Spain

Seconded: Mr. Nick Myrianthis

That the Audit & Risk Committee receives and notes the Compliance with Legislation and Policies register to December 2013.

CARRIED

5. OFFICER REPORTS - Financial Report - Presentation of Financial Statements

Resolution:

Moved: Cr. Tonia Dudzik

Seconded: Cr. John Spain

That the Audit & Risk Committee receives and notes the Quarterly Financial Report to 31st December 2013.

CARRIED

6. OFFICER REPORTS - Risk Management

Recommendation:

That the Audit & Risk Committee receives and notes the Bi-Quarterly Risk Management Report to 31st December 2013.

Resolution:

Moved: Cr. John Spain

Seconded: Mr Nick Myrianthis

- 1. That the Audit & Risk Committee receives and notes the Bi-Quarterly Risk Management Report to 31st December 2013.***
- 2. That the Audit & Risk Committee notes the good quality of the Risk Management Report.***

CARRIED

7. Internal Audit - Internal Audit Status Report

Resolution:

Moved: Cr. John Spain

Seconded: Mr. Nick Myrianthis

That the Audit & Risk Committee receives and notes the 2014 Internal Audit Status Report.

CARRIED

8. Internal Audit Report – Volunteers

Resolution:

Moved: Mr. Nick Myrianthis
Seconded: Cr. Tonia Dudzik

- 1. That the Audit & Risk Committee receives and notes the Volunteers internal audit report.***
- 2. That the Audit & Risk Committee request officers to implement the recommended actions as stated in the report.***

CARRIED

9. Internal Audit Report – Credit Cards – Terms of Reference

Resolution:

Moved: Cr. Tonia Dudzik

Seconded: Cr. John Spain

That the Audit & Risk Committee, having reviewed the Credit Cards Terms of Reference, recommend that the Audit & Risk Committee Chair, Chief Executive Officer and General Manager Corporate Services authorise and sign the review to proceed under the terms as presented to the Audit & Risk Committee.

CARRIED

10. External Audit – 2013/2014 Audit Strategy

Resolution:

Moved: Mr. Nick Myrianthis
Seconded: Cr. Tonia Dudzik

That the Audit & Risk Committee receives and notes the 2013/2014 Audit Strategy report.

CARRIED

11. Other Responsibilities - Update on Significant Legal Matters

Resolution:

Moved: Mr. Nick Myrianthis

Seconded: Cr. Tonia Dudzik

That the audit & Risk Committee receives and notes the update on Significant Legal Matters pertaining to Moorabool Shire Council.

CARRIED

12. OTHER RESPONSIBILITIES - LG Inspectorate Report

No reports at this meeting.

13. OTHER RESPONSIBILITIES - Asset Management Update

Resolution:

Moved: Cr. John Spain

Seconded: Mr. Nick Myrianthis

That the Audit Committee receives and notes the Asset Management Update report to the Audit Committee for March 2014.

CARRIED

14. CORRESPONDENCE - VAGO

Resolution:

Moved: Cr. Tonia Dudzik

Seconded: Cr. John Spain

- 1. That the Audit & Risk Committee receives and notes the correspondence received from VAGO.***
- 2. That officers prepare a self-evaluation report on the recommendations in the VAGO report, Local Government: Audit Results 2012/13, to be presented to the Audit & Risk Committee.***

CARRIED

15. CORRESPONDENCE – DTPLI

Resolution:

Moved: Mr. Nick Myrianthis

Seconded: Cr. Tonia Dudzik

That the Audit & Risk Committee receives and notes the correspondence received from DTPLI.

CARRIED

16. CORRESPONDENCE - MAV

Resolution:

Moved: Cr. John Spain

Seconded: Mr. Nick Myrianthis

That the Audit & Risk Committee receives and notes the correspondence received from MAV.

CARRIED

17. CORRESPONDENCE - Other

Resolution:

Moved: Mr. Nick Myrianthis

Seconded: Cr. Tonia Dudzik

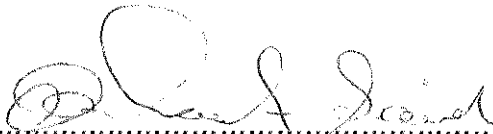
That the Audit & Risk Committee receives and notes the correspondence received from Ombudsman.

CARRIED

18. GENERAL BUSINESS

18.1 MEETING CLOSURE

There being no further business, the meeting closed at 11.33am

Confirmed  Chairperson

Attachment - Item 10.2(b)

Rural Advisory Committee Meeting 5 – Minutes

Date: 13 March, 2014

Time: 7.00pm

Venue: Council Chambers, Ballan

Chairperson: Cr Paul Tatchell

Attendees: Chris Sharkey, Kate Sharkey, Scott Young, James Molesworth, Stephen Conroy, Cr Paul Tatchell, Rob Croxford

Guests: Cr Tom Sullivan

Apologies:

Item	Details	Who
Minutes from Previous Meeting	The minutes from the meeting held 10 February, 2013 were confirmed.	
Item 1 – Fire Service Levy, Cr Sullivan	<p>Cr Sullivan attended the meeting to advise the Committee that Cr David Gibbs of Mornington Peninsula Shire was undertaking an evidence based approach to understanding the impacts of the FSL on rural properties and farming enterprises. Anecdotal feedback from the committee members was that the FSL had increased substantially and that farmers were largely the volunteers at the local CFAs. Cr Gibbs intends to pursue this matter with the State Government.</p> <p>Action: Chris to contact David Gibbs with examples from the Committee and other farmers on the impact of the FSL.</p> <p>The Committee then engaged in discussion with Cr Sullivan on rating models, rates and his experience over many years on the subject. It is noted that Mornington Peninsula Shire rate on a house and curtilage model. Chris to also discuss this with Cr Gibbs.</p>	Chris
Item 2 – Draft Rating Strategy	<p>Paul Tatchell as Mayor and Rob Croxford as CEO advised of a conflict on this matter as they represented the Shire and would be dealing with the receipt of the Committees' submission on the matter in due course.</p> <p>Chris to pursue discussions on the options with other Committee members outside the meeting with a view to settling on option 4. Inaccuracies in the number of farming properties and average rates as stated in the Rating Strategy to also be addressed as part of the submission to Council.</p> <p>Action: Rob to resolve the accurate number of farming enterprises in the Shire with rates staff and as part of the economic development strategy that MSC will be embarking upon shortly.</p>	Rob

Item 3 – Advocacy	<p>Update from Rob noted.</p> <p>Simple fact sheets to be developed on key issues the Committee wishes to pursue with Council and other levels of government.</p> <p>Action: Rob, Kate and Chris to meet to develop up fact sheets and key appointments. The option of bumper stickers and a slogan was also discussed.</p>	Rob, Kate, Chris
Item 4 – Public Meeting	<p>A second public meeting is to be held with the farming community to advise on progress since the inaugural meeting establishing the Advisory Committee, providing an update on the issues being pursued and progress to date. Other key issues to be listed on the night include promotion and branding of the Committee, Water Bill, health check and FSL.</p> <p>The meeting is to be held at the Bungaree Recreation Reserve, Monday 7th April, 2014 commencing at 7.00pm.</p> <p>Action: Kate to follow up</p>	Kate
Item 5 – Federal Govt. White Paper on Agriculture	<p>Summary of key issues to be presented to Council. Seek a meeting with the taskforce and RAC.</p> <p>Action: Chris to follow up</p>	Chris
Item 6 – Water Bill	<p>Presentation from Rob noted. The issue is being pursued by MSC in line with the Council Resolution of February 2014.</p>	
Item 7 – Health/HACC Services Expo to Rural Areas in Shire	<p>Defer to the 7th April meeting.</p>	
Any Other Business	<p>RAC Minutes to be presented to Council as part of S86 Delegation requirements.</p> <p>Action: Rob to follow up</p> <p>Stephen raised concerns over contact he had received from Justin Horne of Council over "natural assets" in the Shire.</p> <p>Action: Rob to seek further information on this environmental project</p>	<p>Rob</p> <p>Rob</p>

Meeting Closure	The meeting closed at 8.40pm.	
Next Meeting	To be advised	

Ground rules for our meeting	
1. We start on time and finish on time	5. We follow up on the actions for which we are assigned responsibility and complete them on time
2. We all participate and contribute – everyone is given an opportunity to voice their opinions	6. We give and receive open and honest feedback in a constructive manner
3. We use improvement tools that enhance meeting efficiency and effectiveness	7. We use data to make decisions (whenever possible)
4. We actively listen to what others have to say, seeking first to understand, then to be understood	8. We strive to continually improve our meeting process and build time into each agenda for reflection

Attachment - Item 10.2(c)

Rural Advisory Committee Meeting 7 – Minutes

Date: 19 May, 2014

Time: 7.00pm

Venue: James Young Room, Lerderderg Library

Chairperson: Cr Paul Tatchell

Attendees: Chris Sharkey, Kate Sharkey, Scott Young, Steve Conroy, Cr Paul Tatchell, Rob Croxford

Apologies: James Molesworth

Item	Details	Who
Minutes from Previous Meeting	Minutes from the meetings held 13 March and the Public Meeting held on 16 April in Bungaree were noted.	
Item 1 – Review of Ministerial Meetings	<p>Updates were provided from members on meetings with Minister Ryan, Minister Walsh, Minister Bull, Simon Ramsay, Sonia Smith and David O'Brien and were noted.</p> <p>The overarching outcome from each meeting is that Local Government has the tools to effect rating change via municipal charges and differential rates. Reviews of valuation of land act and direct assistance to farmers is highly unlikely. The Committee also discussed the possibility of two differential farm rates based on size.</p>	
Item 2 –Rating Strategy	<p>The Committee expressed its disappointment at the outcomes of the recent Moorabool Shire Council Rating Strategy review.</p> <p>It was noted that the matter was being revisited at the special budget meeting to be held on 21 May 2014.</p>	
Item 3 – Bungaree Public Meeting	<p>It was agreed that the meeting had been a success and members discussed the possibility of regular meetings in the future.</p> <p>It was noted that Peter Hunt from the VFF was keen to pursue RAC's for all Councils across the State.</p>	
Item 4 – Bendigo Bank	It was noted that the Manager of the Bank was still keen to meet the Committee to explore possible projects into the future.	

Item 5 – Council Plan	<p>It was agreed that Chris would make a submission to the Council Plan and make particular mention of the importance to agriculture in the Shire and the need to reflect this in actions and outcomes in the Plan.</p> <p>Action: Chris to make a submission on the Council Plan.</p>	Chris
Item 6 – Future Direction of the Committee	<p>Members questioned the effectiveness of the Committee and reflected on the disappointment of not being able to advise Council effectively on the Rating Strategy.</p> <p>All Committee members are to be contacted by Chris as Chair over the coming weeks to consider the future of the Committee and make an out of session recommendation to Council on the future structure and roles of the Committee.</p> <p>Action: Chris to contact all members.</p>	Chris
Any Other Business	Nil	
Meeting Closure	The meeting closed at 8.25pm.	
Next Meeting	To be determined following the out of session conversation as per Agenda Item 6.	

Ground rules for our meeting	
1. We start on time and finish on time	5. We follow up on the actions for which we are assigned responsibility and complete them on time
2. We all participate and contribute – everyone is given an opportunity to voice their opinions	6. We give and receive open and honest feedback in a constructive manner
3. We use improvement tools that enhance meeting efficiency and effectiveness	7. We use data to make decisions (whenever possible)
4. We actively listen to what others have to say, seeking first to understand, then to be understood	8. We strive to continually improve our meeting process and build time into each agenda for reflection

Attachment - Item 10.2(d)

Date: 12 June 2014

Attendance: Geoff Hewitt (chair), John McAuliffe (Minutes), Colleen Henriksen

Apologies: Ann Beggs-Sunter, Tom Sullivan

1. Reception of minutes:

That the minutes of the meeting dated 10 April 2014 be accepted.

Moved: C. Henriksen Seconded: J. McAuliffe Carried

2. Business arising from the minutes:

1. EVCs provided to Sue (7.1)

- Refer to General Business

2. Working party 17/5 (7.4)

- Sue McRae, John McAuliffe, Colleen Henriksen and Geoff Hewitt attended
- Access to Moorabool Falls viewing areas weeded and track to Salt Creek cleared
- Exotic bush blocking view of falls and pool
- Carrot fern infestation noted (Refer to General Business for matters arising)

3. Correspondence:

3.1 In

1. 7/5/14. R. Gray. *Lal Lal Landcare minutes 7/4*
2. 21/5/14. Ann Beggs-Sunter. *Re working party*
3. 21/5/14. Kate Diamond-Keith. *Re mapping and final check*
4. 4/6/14. Kate Diamond-Keith. *Re link for proofing map drafts*
5. 5/6/14. Kate Diamond-Keith. *Sending hard copies of map*
7. ?/6/14. R. Gray. *Lal Lal Landcare minutes 5/5*
8. 12/6/14. Tom Sullivan. *Apology.*

3.2 Out

1. 6/5/14. Committee and contacts. *April minutes.*
2. 5/6/14. Kate Diamond-Keith. *Accessing mapping PDFs*

4. Business arising from the correspondence:

- Allocation of \$5000 for development of reserve master plan noted.
- Kate Diamond-Keith to forward hard copies of mapping drafts for proofing before sign-off.

5. Reports:

1. Public use of Reserve (John)

Area	April	May
Cars	114	108
Big buses	1	1
Small buses	4	6
Motor bikes	7	14
Push bikes	5	13
Harris Rd	27	28
BBQs cleaned	13	16

2. Lal Lal Hall Committee

- Developments re extension and honour board replacement noted.
- Railway group renewed contact with VicTrack re recent maintenance work (painting exterior)

6. Business arising from reports

None

7. General business:

1. Recreation zone planting guidelines

- List of plants indigenous to Lal Lal Recreation and Conservation Reserves prepared by Sue McRae were tabled, together with a draft map to update existing Recreation area plan (Action Plan 2013, Part 2. Attachments: C. Maps, 2. Recreation Zone Landscape, p. 22).
- Onsite visit/discussion with *Courier* expert still to be arranged

Recommendations:

1. Remove tree near green work entrance gate due to obstruction
2. Remove copse of trees near rotunda due to health of trees, unsuitability of species and obscuring night light from rotunda to toilet
3. Endorse the draft planting plan for the western tree zone
4. Investigate options to remove tree stumps parallel with gorge for replacement with a few snow gums
5. Endorse planting of grasses and low plants for original site 2, Recreation Zone Landscape
6. Support in principle the draft proposal for screen planting and shrubs adjacent to toilets pending discussion with Wathaurung Corporation representatives
7. Endorse draft planting plan for original site 6, Recreation Zone Landscape.
8. Recommendations 1-7 are to be discussed with the Shire arborist, Ross Holton, Wathaurung Corporation for agreement before implementation.

Arising:

- Geoff to contact arborist, R. Holton and Brian Powell re draft proposals and recommendations
- Geoff to contact Ann Beggs-Sunter re onsite visit/discussion with *Courier* flora expert

2. Working party priorities and schedule.

- Renovate viewing area at Moorabool Falls and alternative scenic route.
- Start at 9 am, 8 November, Harris Rd gate

Arising:

- Geoff to contact Justin Horne re
 1. Spraying blackberry in Granite Falls gorge
 2. Spraying steps from viewing area to alternative route
 3. Spraying carrot ferns and removing exotic bush (Refer to item 2.2 above)

8. Next meeting:

Date: To be advised pending review of draft master plan

10.3 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
Bacchus Marsh Hall Committee of Management	11 December 2013 22 January 2014 26 February 2014 25 March 2014 24 April 2014	Cr. Spain Community Members
Lal Lal Soldiers Memorial Hall Committee of Management	26 May 2014	Community Members

Recommendation:

That Council receives the report of the following Section 86 - Delegated Committee of Council:

- **Bacchus Marsh Hall Committee of Management meeting of Wednesday, 11 December 2013**
- **Bacchus Marsh Hall Committee of Management meeting of Wednesday, 22 January 2014**
- **Bacchus Marsh Hall Committee of Management meeting of Wednesday, 26 February 2014**
- **Bacchus Marsh Hall Committee of Management meeting of Tuesday, 25 March 2014**
- **Bacchus Marsh Hall Committee of Management meeting of Thursday, 24 April 2014**
- **Lal Lal Soldiers' Memorial Hall Committee of Management meeting of Monday, 26 May 2014.**

Attachment - Item 10.3(a)

Bacchus Marsh Public Hall Committee of Management

Committee Meeting 11 December 2013

Meeting Place	Supper Room, Main Street Bacchus Marsh																																																									
Attendees	Gary Treloar (<i>Treasurer</i>), John Ginnane (<i>Committee Member</i>), Cr John Spain (<i>MSC representative</i>).																																																									
Meeting Opened	11:18 am, Gary Treloar acting as Chair, Cr John Spain taking minutes.																																																									
Apologies	None received.																																																									
Chair's Report	None tendered.																																																									
Correspondence In	A letter was received, forwarded from MSC, from the Rotary Club of Bacchus Marsh Inc. Art Show. The letter seeks a waiving of the normal Public Hall Hiring Fees. Discussion of this item was deferred to General Business.																																																									
Treasurer's report	<div>GT provided the following Treasurer's Report.</div> <div><div>11/12/2013</div><div><div>BM Hall Com - Treasurer's Report - Current Year:4</div><div>1/01/2013 through 31/12/2013 (in Aus. Dollars) (Cash Basis)</div><div>Page 1</div></div><table><tr><th>Category Description</th><th>24/08/2013- 11/12/2013</th><th>1/01/2013- 31/12/2013</th></tr><tr><td colspan="3">INCOME</td></tr><tr><td>Hall Hire</td><td>0.00</td><td>8,544.33</td></tr><tr><td>Interest Received</td><td>280.25</td><td>280.25</td></tr><tr><td>Operational Grant</td><td>30,152.33</td><td>58,436.33</td></tr><tr><td>TOTAL INCOME</td><td>30,432.58</td><td>67,260.91</td></tr><tr><td colspan="3">EXPENSES</td></tr><tr><td>Cleaning</td><td>0.00</td><td>900.00</td></tr><tr><td>Electricity</td><td>1,671.62</td><td>3,208.57</td></tr><tr><td>Furnishings (ROUND TABLES)</td><td>3,380.00</td><td>3,380.00</td></tr><tr><td>GST On Purchases</td><td>-243.70</td><td>0.00</td></tr><tr><td>Post Box Rental</td><td>0.00</td><td>139.33</td></tr><tr><td>TOTAL EXPENSES</td><td>4,807.92</td><td>7,627.90</td></tr><tr><td colspan="3">TRANSFERS</td></tr><tr><td>TO Term Deposit (2501)</td><td>0.00</td><td>-5,000.00</td></tr><tr><td>TO Term Deposit (2502)</td><td>0.00</td><td>-10,000.00</td></tr><tr><td>TO Term Deposit (2503)</td><td>-30,000.00</td><td>-30,000.00</td></tr><tr><td>TOTAL TRANSFERS</td><td>-30,000.00</td><td>-45,000.00</td></tr><tr><td colspan="2">OVERALL TOTAL - BALANCE - CHEQUE ACCOUNT</td><td>\$ 14,633.01</td></tr></table></div>	Category Description	24/08/2013- 11/12/2013	1/01/2013- 31/12/2013	INCOME			Hall Hire	0.00	8,544.33	Interest Received	280.25	280.25	Operational Grant	30,152.33	58,436.33	TOTAL INCOME	30,432.58	67,260.91	EXPENSES			Cleaning	0.00	900.00	Electricity	1,671.62	3,208.57	Furnishings (ROUND TABLES)	3,380.00	3,380.00	GST On Purchases	-243.70	0.00	Post Box Rental	0.00	139.33	TOTAL EXPENSES	4,807.92	7,627.90	TRANSFERS			TO Term Deposit (2501)	0.00	-5,000.00	TO Term Deposit (2502)	0.00	-10,000.00	TO Term Deposit (2503)	-30,000.00	-30,000.00	TOTAL TRANSFERS	-30,000.00	-45,000.00	OVERALL TOTAL - BALANCE - CHEQUE ACCOUNT		\$ 14,633.01
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	Resolution: That the Treasurer's report be received. Carried.																																																									
Review of Chairperson	It has not, formally, been made clear to the Committee whether or not the current Chair, Mr Dougal Mayor, wishes to remain in that position. It																																																									

appointment	<p>would be normal practice for a Chair who, for whatever reason, is unable to continue to perform the Chair's duties to resign from the position. However formal notice has not been received from Mr Mayor.</p> <p>Cr Spain foreshadowed a motion for the next Committee meeting that if formal clarification regarding the Chair's position cannot be obtained to the satisfaction of the Committee by that meeting then the Chair's position will be declared vacant and a new Chair be appointed by resolution of the Committee.</p> <p>Other Committee members have not expressed an interest in performing the Chair's role. Cr John Spain indicated a willingness to act as interim, non-voting, Chair for the next 12 months or until another suitable person can be appointed.</p> <p>There is a precedent for a Councillor representative to a S86 Committee acting as Chair in a non-voting capacity; Cr Allan Comrie is currently the non-voting Chair of the Blacksmith's Cottage & Forge S86 Delegated Committee of Management.</p> <p>Action Item: JS to get advice from Kate Diamond-Keith of MSC regarding the transfer of Chair responsibilities to Cr John Spain.</p>
Secretary/Bookings Officer appointment	<p>Carol Young, trading through her business Elms Bookkeeping (ABN 70 379 541 267), has expressed an an-principle+interest in providing Secretary/Booking Officer services to the Bacchus Marsh Public Hall Committee of Management.</p> <p>Carol has provided her CV with references to the Committee and the Committee is of the opinion that Carol is suitably qualified to perform the tasks of Committee Secretary / Bookings Officer. A trial period of 3 months will be included as part of the services agreement.</p> <p>The Committee has previously resolved to spend an amount of \$5,000 plus GST per annum to procure Committee Secretary / Booking Officer services.</p>
	<p>Resolution:</p> <ol style="list-style-type: none"> 1. That a Services Agreement be drafted and circulated amongst Committee Members for comment. 2. That the draft Services Agreement be forwarded to Carol Young for her consideration. 3. That Carol Young be invited to the next Committee Meeting to discuss the Services Agreement and whether she remains interested in providing Committee Secretary / Booking Officer services to the Committee. 4. That the Services Agreement include a clause to the effect that the Agreement will be for an initial trial period of 3

	<p><i>months with the option to extend the Agreement for a further 9 months if both Carol and the Committee are satisfied that the arrangement is workable.</i></p> <p><i>Resolution carried unanimously.</i></p> <p><i>Action Item: JS to prepare a draft Service Agreement and circulate it to Committee members and provide a copy to Carol Young.</i></p>
Committee Membership Drive	<p>The Committee discussed opportunities for recruiting new members. For various reasons not all the original appointees to the Committee have persisted with Committee work or even with attendance at Committee meetings.</p> <p>Sources for new Committee members include groups who make regular bookings of the Hall and Supper Room.</p> <p>All active Committee members have indicated a willingness to pursue the recruitment of new members through their contacts.</p>
Bank Account Signatories	<p>John Ginnane is now recorded as a bank account signatory, replacing Joce Williams.</p> <p>So the bank account signatories are now Gary Treloar and John Ginnane.</p>
Supper Room and Kitchen upgrades	<p>The Committee reviewed draft plans procured by MSC for Supper Room and Kitchen upgrades. These plans included additional storage spaces for both the Supper Room and the Public Hall. The Committee expects to continue to work with MSC officers during early 2014 to refine the plans and identify funding opportunities.</p>
Vending Machine	<p>The Committee discussed whether a vending machine might be installed in the Supper Room or Public Hall as a potential income source.</p> <p><i>Action Item: GT to investigate further.</i></p>
General Business - Rotary Art Show	<p>The Rotary Club of Bacchus Marsh Art Show committee has written requesting a maximum hiring fee of \$450 for the use of the Public Hall and Supper Room for the Rotary Art Show for the period 30 May 2014 through 10 June 2014. The Art Show Committee cites a precedent of no further charges being made.</p> <p>Committee members expressed concern at the extremely generous hiring fee, given the extended period of facility use.</p> <p><i>Action Item: JS to discover what alternate bookings might be foregone during the period of the Art Show and report back to the Committee.</i></p> <p><i>Action Item: JS to contact the Rotary Club Art Show Committee and advise them that the Public Hall Committee of Management is</i></p>

	<i>considering their request but that The Art Show Committee should not assume that previous arrangements will continue. An invitation should be extended to Rotary Club Art Show representatives to attend the next meeting of the Public Hall Committee of Management to discuss Art Show hiring arrangements.</i>
General Business - Cleaning	<p>GT advised that the current arrangement is that cleaning is done as an adjunct to the contract for Library cleaning organised by Moorabool Shire Council. The timing and frequency of cleaning of the Hall under this arrangement has not always been sufficient for the Committee's purpose.</p> <p>GT has spent time ensuring that toilets are in a suitable condition for use and that toilet supplies are in place</p> <p>The Committee believes that the CoM should have its own agreement with cleaners.</p> <p><i>Action Item: GT to liaise with cleaners.</i></p>
General Business . Notice of Bookings	<p>Previously, MSC has forwarded a list of upcoming bookings to the Chair. This enables the CoM to perform housekeeping functions in a timely fashion.</p> <p>The Committee believes that these lists should continue to be forwarded to all current Committee members.</p> <p><i>Action Item: JS to arrange the distribution of booking lists to Committee members.</i></p>
General Business . Replacement Refrigerator	<p>The current refrigerator in the Kitchen is unsatisfactory and needs replacing.</p> <p><i>Action Item: GT to get firm pricing of suitable replacement refrigerators for consideration by the Committee at the next Meeting.</i></p>
Next Meeting	11:30 am, Wednesday 22 January 2014 at the Supper Room.
Meeting Closed	12:04 pm.

Attachment - Item 10.3(b)

Bacchus Marsh Public Hall Committee of Management

Committee Meeting Wednesday 22 January 2014

Location: Supper Room, Main Street, Bacchus Marsh

MINUTES OF MEETING

1.	Meeting Opened: 11:30 am. Cr John Spain in Chair.
2.	Members present: Gary Treloar, Cr John Spain.
3.	Apologies: John Ginnane
4.	Guests present: Melanie Currie (Secretary, Rotary Art Show Committee), Alan Morton (President, Rotary Art Show Committee), Glenys Kay (President, Rotary Club of Bacchus Marsh Inc.) Carol Young (Principal, Elms Bookkeeping).
5.	Guests speakers and subsequent discussions.

5.1	Representatives of Rotary Club of Bacchus Marsh Art Show Committee	<p>Topic: Use of the Public Hall and Supper Room for the 44th Annual Rotary Art Show.</p> <p>Rotary Art Show Committee representatives outlined the history of the annual Rotary Show and the importance of the Bacchus Marsh Public Hall as a venue. Previously the Hall had been booked for the Art Show with Moorabool Shire Council waiving the hiring fee but imposing a refundable security bond on the Rotary Art Show Committee. The Art Show occupies the Hall for an extended period of time although the Art Show is open to the public for 3 days. The Rotary representatives explained the need for an extensive preparation period. In 2014 the Hall will be booked for the Art Show from 30 May 2014 through 10 June 2014.</p> <p>The Hall Committee expressed an understanding of the long preparation period but indicated concern that some regular paying users of the Hall (e.g. The Bacchus Marsh Line Dancers) are required to find alternative accommodation during the week leading up to the Art Show. And the Hall incurs utility costs during the Art Show with, previously, no recompense.</p> <p>Discussion ensued as to an appropriate hiring fee and bond for the Art Show that recognised costs incurred by the Hall as well as the importance to the community of the Art Show and the fact that the Show enables the Rotary Club of Bacchus Marsh to make significant donations to worthwhile community causes.</p> <p>Verbal agreement was reached about appropriate fees and also that a 5 year arrangement was needed to provide certainty to both the Public Hall Committee and the Rotary Art Show Committee.</p> <p>Expression of that arrangement through a subsequent resolution in the meeting was agreed.</p> <p>The Hall Committee thanked the Art Show Committee for attending the meeting and Rotary Art Show Committee representatives withdrew from the meeting.</p>
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5.2	Carol Young	<p>Topic: Expression of Interest in providing Committee Secretary / Bookings Officer service to the CoM.</p> <p>The Hall Committee is finalising an agreement with Carol Young, the principal of Elms Bookkeeping, whereby Elms Bookkeeping will provide Committee Secretary and Booking Officer services to the Committee.</p> <p>The draft agreement was discussed and several points clarified about the scope of the agreement. The most important point of clarification was that the agreement does not cover Hall Keeper services including the inspection of the condition of Hall premises, facilities and equipment after a hiring. It was agreed that the Committee would make other arrangements for the actual inspection but that the Bookings Officer services would include confirmation that an inspection had been performed and the result of that inspection.</p> <p>The Hall Committee indicated that the agreement would be progressed by way of a subsequent resolution in the meeting. Carol Young remained for the remainder of the meeting.</p>
6.	Disclosure of Conflicts of Interest	<p>This item provides an opportunity for CoM members to disclose any Conflicts of Interest they may have in any items of Meeting Business.</p> <p>No conflicts were disclosed.</p>
7.	Confirmation of Minutes	<p>Minutes of Previous Meeting previously circulated to CoM Members.</p> <p>Resolution:</p> <p><i>That the minutes of the Meeting of 11 December 2013 be confirmed.</i></p> <p>CARRIED.</p>
8.	Actions arising from the Minutes of Previous Meetings	

8.1.	Contact Rotary Club of Bacchus Marsh Art Show Committee re Public Hall booking	<p>JS contacted Melanie Currie, Secretary of the Arts Show Committee, and invited her or other Rotary representatives to attend the 22 January meeting of the Bacchus Marsh Public Hall Committee of Management to discuss the extended hire of the Public Hall and Supper Room for the 44th Rotary Arts Show.</p> <p>ACTION COMPLETE.</p>
8.2.	Rotary Art Show - Impact of extended hiring on other hirers	<p>JS identified from the Bookings Report that the Bacchus Marsh Line Dancers have a regular booking of the Public Hall on Wednesdays and Fridays; they will be affected by the extended use of the Public Hall for the Rotary Arts Show.</p> <p>JS reported that Moorabool Shire Council officers had contacted the Bacchus Marsh Line Dancers to alert them to the extended booking and the need to make other arrangements. The Hall, including the attached Supper Room and Kitchen has been booked for the Rotary Art Show from 30 May 2014 to 10 June 2014.</p> <p>ACTION COMPLETE.</p> <p>Resolution:</p> <ol style="list-style-type: none"> 1. That the Bacchus Marsh Public Hall be made available to the Rotary Club of Bacchus Marsh Art Show subject to hiring charges and conditions agreed previously in the meeting between the Bacchus Marsh Public Hall Committee of Management and the Rotary Club of Bacchus Marsh Inc Art Show Committee. 2. That a Memorandum of Understanding be prepared by the Public Hall Committee and delivered to the Rotary Club of Bacchus Marsh Art Show Committee to confirm the agreement reached at this meeting with the Public Hall Committee of Management. 3. That the Chairperson be authorised to sign the MoU on behalf of the Committee. <p>CARRIED.</p>
8.3.	Arrangements for Interim Chairperson of Committee	<p>JS contacted Kate Diamond-Keith and confirmed that the Councillor representative may fill the role of CoM Chairperson in a non-voting capacity.</p> <p>Moorabool Shire Council Policy HS005 . Section 86 Delegated Committee of Council for Public Halls and Recreation Reserves Policy 2012 contains the clause: <i>%Councillors may act as a temporary chairperson for a defined period in the event that an elected chairperson is absent for an extended period and a suitable replacement is not available from within the committee."</i></p> <p>ACTION COMPLETE.</p>

8.4.	Appointment of Chairperson	<p>Resolution:</p> <p><i>That the position of Chairperson of the Bacchus Marsh Public Hall Committee of Management be declared vacant under the terms of the Moorabool Shire Council Policy HS005 - Section 86 Delegated Committee of Council for Public Halls and Recreation Reserves Policy 2012.</i></p> <p>CARRIED.</p> <p>Resolution:</p> <p><i>That Cr John Spain be elected as Interim, non-voting Chairperson of the Bacchus Marsh Public Hall Committee of Management for a period not exceeding 12 months or for a lesser period if a committee member is elected to the role by resolution of the Committee during that time.</i></p> <p>CARRIED.</p> <p>Resolution:</p> <p><i>That the previous Chairperson, Mr Dougal Mayor, be notified of the Committee's decision and that Mr Mayor be thanked for his valuable work as the inaugural Chairperson of the Bacchus Marsh Public Hall Committee of Management.</i></p> <p>CARRIED.</p>
8.5.	Services Agreement for Committee Secretary / Bookings Officer.	<p>Service Agreement previously circulated to CoM members.</p> <p>Resolution:</p> <ol style="list-style-type: none"> <i>1. That the Committee of Management confirms its intention to obtain Committee Secretary / Bookings Officer services from Elms Bookkeeping (Principal Carol Young) for a service charge of \$420 per month plus GST and that this arrangement be formalised in a Service Agreement.</i> <i>2. That the Chairperson of the Bacchus Marsh Public Hall Committee of Management, Cr John Spain, be authorised to sign the Committee Secretary / Bookings Officer Services Agreement on behalf of the Committee of Management.</i> <i>3. That the Chairperson and Treasurer be authorised to obtain such equipment as specified in the Services Agreement for the use of the Contractor providing the Committee Secretary / Bookings Officer services.</i> <p>CARRIED.</p>

8.6.	Vending Machine	<p>GT reported that he had spoken to a representative of SPA Vending who supply vending machines in the Village Shopping Centre and that they had expressed an interest in supplying a machine to the Public Hall. GT will contact the company that supplies the vending machine in the Lerderderg Library to discover their interest in supplying a vending machine to the Public Hall.</p> <p>GT expressed a view that the appropriate location for the machine would be in the foyer of the Public Hall.</p> <p>The Committee will discuss this matter further at the next meeting.</p> <p>ACTION CONTINUING.</p>
8.7.	Cleaning Arrangements	<p>GT reported that he had made contact with the contractor supplying cleaning services to the Lerderderg Library and providing an interim service to the Public Hall but that the contractor had not returned a call seeking further clarification of the current arrangements.</p> <p>Action Item on JS to follow up with Council officers to clarify the current interim cleaning arrangements.</p> <p>Action Item on JS to prepare a cleaning services specification for the Bacchus Marsh Public Hall premises, including kitchen and toilets. The specification to include arrangements for:</p> <ul style="list-style-type: none"> a) Any regular cycle of cleaning that may be need irrespective of the frequency of Hall hiring. b) A cleaning and replenishment cycle related to Hall hiring; e.g. replenishment of dispensers and emptying of rubbish bins. c) Emergency cleaning on occasions when hirers have left the premises and facilities in an unsatisfactory condition. d) A suitable level of consumables supplies to be procured and stored at the Hall <p>Resolution:</p> <p><i>That the Chairperson be authorised to insert an advertisement in the Moorabool News seeking expressions of interest from contractors in cleaning the Bacchus Marsh Public Hall complex.</i></p> <p>CARRIED.</p>

8.8.	Distribution of Bookings List	<p>JS reported that he was receiving an electronic list of bookings from Moorabool Shire Council customer service staff and was circulating the lists to Committee members. It was noted that the bookings were sometimes not received until the middle of the week to which the lists referred.</p> <p>Action Item Completed.</p> <p>JS also reported that he was continuing to review available booking modules with a view to the procedures that will be followed when Elms Bookkeeping begins to provide booking services to the Committee and this function can be taken over from Council.</p> <p>Action Item Continuing.</p>
8.9.	Replacement Refrigerator	<p>GT reported that he had confirmed a quote for a replacement refrigerator from Kitchen Equipment Australia for the amount of \$4004 including GST plus a \$250 delivery charge.</p> <p>Action Item Complete.</p> <p>Resolution:</p> <p>That GT be authorised to order the replacement refrigerator from Kitchen Equipment Australia for the price of \$4004 including GST plus delivery charges of \$250.</p> <p>CARRIED.</p>
9.	Chairperson's Report	<p>Cr John Spain reported that he had contacted the Bacchus Marsh Line Dancers seeking a Committee representative from that group.</p> <p>The Chairperson noted that during the discussions with the Rotary Art Show Committee representatives earlier in the meeting the Public Hall Committee had asked that the Art Show Committee or the Rotary Club of Bacchus Marsh Inc generally, nominate a Committee representative from that group.</p> <p>Resolution:</p> <p><i>That the Chairperson's report be received.</i></p> <p>CARRIED.</p>

10.	Secretary's Report	<p>Cr John Spain presented a brief Secretary's report.</p> <p>Inwards Correspondence: A bank statement was received from Bendigo Bank.</p> <p>Outwards Correspondence: A letter was sent to the Rotary Club Art Show Committee inviting attendance of representatives at the January 2014 meeting.</p> <p>Resolution:</p> <p><i>That the Secretary's report be received.</i></p> <p>CARRIED.</p>

11. Treasurer's report

GT presented the Treasurer's Report as included below.

BM Hall Com - Treasurer's Report:2		
1/07/2013 through 21/01/2014 (in Aus. Dollars) (Cash Basis)		
Category Description	11/12/2013- 21/01/2014	1/07/2013- 21/01/2014
INCOME		
Hall Hire	0.00	8,544.33
Interest Received	254.30	534.55
Operational Grant	0.00	30,152.33
TOTAL INCOME	254.30	39,231.21
EXPENSES		
Electricity	Qtr. 1,119.55	2,791.17
Furnishings	0.00	3,380.00
GST On Purchases	0.00	-243.70
TOTAL EXPENSES	1,119.55	5,927.47
TRANSFERS		
TO Term Deposit (2503)	0.00	-30,000.00
TOTAL TRANSFERS	0.00	-30,000.00
OVERALL TOTAL	-865.25	3,303.74
 Account Balances as at 21st January ,14		
Current Account		13,767.76
Term Deposits	2501	5,000.00
"	2502	10,000.00
"	2503	30,000.00
Total Available Funds		\$ 58,767.76

Note: The amount for Electricity expenses represents the quarterly bill.

Resolution:**That the Treasurer's report be received.****CARRIED.**

12.	General Business <i>(CoM Members have an opportunity at the Meeting to raise additional items)</i>	<p>Discussion took place on the matter of booking deposits and whether they had a place in the hiring procedures. Also how cancellations should be handled and how refunds of deposits or of hiring fees should be dealt with. The current Conditions of Hire include clauses related to cancellations. Discussion will continue at the next meeting.</p> <p>Discussion took place on the responsibilities for Liquor Licences and will continue at the next meeting.</p> <p>It was noted that the current Conditions of Hire require updating.</p> <p>It was noted that Booking Forms should include the Conditions of Hire and should be downloadable by potential hirers from the Internet.</p> <p>Action Item on JS to review the current Booking Form and Conditions of Hire with the intention of ensuring that these documents are up to date and in a format suitable for downloading.</p>
13.	Next Meeting	The next meeting of the Committee will be held at 4 pm on Wednesday 26 February 2014.
14.	Meeting Closed	The meeting closed at 1:15 pm.

Attachment - Item 10.3(c)

Bacchus Marsh Public Hall Committee of Management

Committee Meeting 26th February 2014

Location: Supper Room, Main Street, Bacchus Marsh

MINUTES OF MEETING

1.	Meeting Opened: 4.39pm Cr John Spain in Chair.	
2.	Members present:Cr John Spain, Gary Treloar, Derek Williamson Secretary present: Carol Young	
3.	Apologies received: John Ginnane, Jim Wilson	
4.	Guests: Keith Currie	
5.	Disclosure of Conflicts of Interest: This item provides an opportunity for CoM members to disclose any Conflicts of Interest they may have in any items of Meeting Business. No conflicts were disclosed.	
6.	Confirmation of Minutes: Minutes of Previous Meeting previously circulated to CoM Members. Resolution: <i>That the minutes of the Meeting 22nd. January 2014 be confirmed</i> <i>Moved: Gary Treloar Seconded: John Spain</i> <i>CARRIED</i>	
7.	Actions arising from previous meetings	
	7.1	Bookings Officer . Agreement has been signed with Carol Young, Principal of Elms Bookkeeping to provide these services for the next 12 months.
	7.2	Vending Machine . To be carried over to next meeting

	7.3	Cleaning . Expression of Interest advertisement still to be placed in local paper. Carried over to next meeting
	7.4	Distribution of Bookings List . Copy not received from Council for this weeks meeting. A transition meeting to be held with Kate Diamond-Keith. Refer General Business
8.	Chairperson's Report	
8.1	<p>Kitchen and Refrigerator Status . New refrigerator has been placed in corridor outside kitchen. Derek Williamson to arrange with SES to move refrigerator into kitchen once electrical work is in place. John Spain to write to Mick Gorfine of Council to arrange electrical sockets.</p> <p>John Spain and Gary Treloar met with Architect and council staff re kitchen refurbishment. The Architect will provide a revised layout plan. The hotplates, oven, dishwasher are all in satisfactory condition. A range hood would be required and the possibility of selling the current Bain Marie and replacing with a smaller version.</p> <p>Derek Williamson presented a guide for Food premises for all to look out.</p>	
8.2	Electrical Power points check of . John Spain to ask Mick Gorfine to provide status report on all electrical points and if test and tag labels are up to date	
8.3	Window Coverings in Supper Room . Kate Diamond-Keith advised that a contractor is currently looking at replacing blinds in the Quamby Room and she has asked if blinds in the supper room need replacing. John Spain to contact Kate and ask if these funds could be used in the Main Hall to replace boards on windows on west side of building	
8.4	John Spain to communicate with the RSL re Anzac Day Bookings for Kitchen usage. Derek Williamson advised that the days would be Saturday and Sunday before Anzac Day and also Anzac Day	
8.5	Harvest Festival on 16 th March, foyer of Main Hall to be used to display artwork FOC.	
8.6	Volunteer Registration Forms . required to be completed by all CoM for insurance purposes	
Resolution:		
<i>That the Chairperson's report be received.</i>		
Moved: John Spain Seconded: Derek Williamson		
CARRIED		

9.	Secretary's report	
	9.1 Inwards correspondence	AGL re Energy Pricing Bank Statement . Bendigo Bank Emails from Bacchus Marsh Grammar (pricing and availability) and Darley Football Club re bookings User Organisation Form from Rotary re Keith Currie Application for Membership Jim Wilson
	9.2 Outwards correspondence	Emails to Bacchus Marsh Grammar and Darley Football Club re bookings Rotary Club of Bacchus Marsh . Memorandum of Understanding Art Show Bacchus Marsh RSL Anzac Centenary Project Funding Application Various correspondence with Indigenous Group Oxfam
	Resolution: <i>That the Secretary's report be received.</i> <i>Moved: Carol Young Seconded: Derek Williamson</i> <i>CARRIED</i>	
10.	Treasurer's report	
	10.1	Current Bank Balance \$9488.76
	10.2	Account opened for bookings.
	10.3	Accounts for payment: Cleaners Room \$418.12 Sady Cleaning Service \$398.70 Elms Bookkeeping \$462

	<p>Resolution:</p> <p><i>That an account be opened with Bendigo Bank known as "hall booking account". This account is to be used for the deposit of hall hire charges; security deposits and public liability fees. The account signatures are to be any 2 of the Treasurer (Gary Treloar) Booking Officer (Carol Young) and Committee Person (John Ginnane). This account will be enabled to permit electronic transfers for the purpose of the refund of security deposits to hirers and for the regular transfer of hall hire fees and public liability amounts to the main Bank Account</i></p> <p>Moved: Gary Treloar Seconded: Derek Williamson</p> <p>CARRIED</p>						
	<p>Resolution:</p> <p><i>That the Treasurer's report be received</i></p> <p>Moved: Gary Treloar Seconded: Derek Williamson</p> <p>CARRIED</p>						
11.	<p>Booking Officer's report</p> <table border="1" data-bbox="172 1055 1501 1915"> <tr> <td data-bbox="172 1055 279 1227">11.1</td><td data-bbox="279 1055 1501 1227"> <p>A firm booking has been received from the Darley Football Club</p> <p>Enquiries received from Indigenous Group Oxfam (tentatively booked for March 20) and Bacchus Marsh Grammar enquiry for November.</p> </td></tr> <tr> <td data-bbox="172 1227 279 1592">11.2</td><td data-bbox="279 1227 1501 1592"> <p>Draft Application and Confirmation of Booking Form presented to meeting. (Copy attached)</p> <p>Resolution:</p> <p><i>That the Chairperson and Treasurer be authorised by the Committee to investigate parity with other Organisations of similar nature regarding refund policies</i></p> <p>Moved: John Spain Seconded: Gary Treloar</p> <p>CARRIED</p> </td></tr> <tr> <td data-bbox="172 1592 279 1915">11.3</td><td data-bbox="279 1592 1501 1915"> <p>Draft Conditions of Hire presented to meeting. (Copy attached)</p> <p>Resolution:</p> <p><i>That the Draft Conditions of Hire be adopted</i></p> <p>Moved: Derek Williamson Seconded : Gary Treloar</p> <p>CARRIED</p> </td></tr> </table>	11.1	<p>A firm booking has been received from the Darley Football Club</p> <p>Enquiries received from Indigenous Group Oxfam (tentatively booked for March 20) and Bacchus Marsh Grammar enquiry for November.</p>	11.2	<p>Draft Application and Confirmation of Booking Form presented to meeting. (Copy attached)</p> <p>Resolution:</p> <p><i>That the Chairperson and Treasurer be authorised by the Committee to investigate parity with other Organisations of similar nature regarding refund policies</i></p> <p>Moved: John Spain Seconded: Gary Treloar</p> <p>CARRIED</p>	11.3	<p>Draft Conditions of Hire presented to meeting. (Copy attached)</p> <p>Resolution:</p> <p><i>That the Draft Conditions of Hire be adopted</i></p> <p>Moved: Derek Williamson Seconded : Gary Treloar</p> <p>CARRIED</p>
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11.3	<p>Draft Conditions of Hire presented to meeting. (Copy attached)</p> <p>Resolution:</p> <p><i>That the Draft Conditions of Hire be adopted</i></p> <p>Moved: Derek Williamson Seconded : Gary Treloar</p> <p>CARRIED</p>						

12.	Hall Keepers report - Nil	
13.	General Business	
	13.1	Carpet Cleaning completed in the Supper Room
	13.2	Cleaning products have been arranged
	13.3	Cleaning cupboard key to be a part of the keys available to hirers.
	13.4	Telstra application for phone line for bookings has been requested and should take about 2 weeks
	13.5	Toilets . Paper towelling in toilets is creating quite a mess as the current hand dryers are very inefficient. Gary Treloar to obtain quotes for new hand dryers

	13.6	Changeover meeting with Council to be requested with Kate Diamond-Keith to enable all Hall bookings to be submitted through Bookings Officer and how this is to proceed. Key holder details also to be requested at this meeting
	13.7	Signage on windows to be organised by Gary Treloar re advertising of Bookings Telephone Number when available
	13.8	Broken Window in foyer . John Spain to contact Mick Gorfine re replacement
	13.9	Letterhead . Gary Treloar designing letterhead, only waiting on Telephone number
	13.10	Stocktake of premises to be conducted by Gary Treloar, Keith Currie and Carol Young
14.	The next meeting of the Committee will be held at 4pm Tuesday 25 th March 2014	
15.	The meeting closed at 6.12pm	

Attachment - Item 10.3(d)

Bacchus Marsh Public Hall Committee of Management

Committee Meeting 25th March 2014

Location: Supper Room, Main Street, Bacchus Marsh

MINUTES OF MEETING

1.	Meeting Opened: 4.09pm with John Guinnane as Acting Chairperson
2.	Members present: John Guinnane, Gary Treloar, Derek Williamson and Carol Young
3.	Apologies received: John Spain and Keith Currie
4.	Guests: Nil
5.	<p>Disclosure of Conflicts of Interest: This item provides an opportunity for CoM members to disclose any Conflicts of Interest they may have in any items of meeting business.</p> <p>No conflicts were disclosed</p>
6.	<p>Confirmation of Minutes: Minutes of Meeting held 26th February 2014 were previously distributed to CoM Members.</p> <p>Resolution:</p> <p><i>That the minutes of the Meeting of 26th February 2014 be confirmed.</i></p> <p><i>Moved G. Treloar Seconded D Williamson</i></p> <p><i>Carried</i></p>

7.	Actions arising from previous meetings	
7.1	Vending Machine: Gary reported that the vending machine in the James Young Room at the library complex was not suitable for our use. SVA has a vending machine in the shopping centre that was suitable for our needs with the cost of drinks being \$2.50 each with a small profit going to the Bacchus Marsh Public Hall.	
	<p>Resolution:</p> <p><i>That SVA be contacted by Gary Treloar and an agreement with them to be signed by John Spain for a vending machine to be placed in the foyer of the Public Hall</i></p> <p><i>Moved G Treloar Seconded D Williamson</i></p> <p><i>Carried</i></p>	
7.2	<p>Cleaning Arrangements: J Spain in his absence reported that an Expression of Interest advertisement had been placed in the Moorabool News of 11th March 2014 and to date we have received two responses.</p> <p>G. Treloar advised that the closing date for the Expression of Interest was 28th March 2014.</p> <p>J.Spain to complete a Cleaning Services Specification for the venue and when this is complete, meetings should be organised with those showing an Expression of Interest.</p>	
7.3	Architect Layout of Kitchen . This has not been received to date. G Treloar stated that a grant of \$150,000 should be enough for improvements to Kitchen and Public Hall. It is hoped that the grant is received before the end of the financial year with works commencing shortly thereafter	
7.4	Electrical Power Points . Has been placed on the Moorabool Shire Council maintenance system and should be followed up monthly.	
7.5	<p>Window Coverings . Shire have advised that the funds available for window coverings in the Supper Room cannot be transferred to the Public Hall.</p> <p>C Young is to obtain quotes for removal of existing coverings, cleaning of windows and supply and fit of block out blinds in the Public Hall.</p>	
7.6	RSL Bookings . J Spain reported in his absence that the Application Form has been received and Public Hall and Kitchen booked.	
7.7	<p>Master Key . J Spain reported in his absence that the Master Key with Dougal Mayor is still unresolved. G Treloar will contact Dougal and try and obtain the key from him.</p> <p>C Young is still to obtain a Master Key and she will chase this up with Council</p>	
7.8	Application to Hire, Conditions of Hire and Fees to be put on website. Carried over to next meeting in the absence of J Spain	
7.9	Booking System Modules . In the absence of J Spain, this will be carried over to the next meeting	

	7.10	Cleaning Cupboard Key to be incorporated into Public Hall Key and Supper Room key. J Spain to contact Shire regarding this matter
	7.11	Hand Dryers . G Treloar obtained quotes for new hand dryers in toilets. It was felt that this item might be included in the upgrade of the buildings and in the meantime all paper towelling is to be removed from toilets.
	7.12	Key holders . J Spain to obtain a list from Shire as to who has keys to be buildings. G Treloar confirmed that no Shire personnel have a key for unrestricted access and it was confirmed that Dougal Mayor does have a key.
	7.13	Signage on windows advertising Hall Booking details . to be carried over until we have the telephone number for the venue
	7.14	Broken Window in Foyer . Repaired Completed
	7.15	Venue Stocktake . G Treloar, C Young and D Williamson will carry out a stocktake of the venue on Friday 28 th March at 10am. K Currie will be advised of time as he showed an interest in participating.
	7.16	At a meeting with Shire personnel it was suggested that instead of supplying blinds for the Supper Room that a new set of crockery be purchased. G Treloar to follow up

8. Chairperson's Report: In his absence J Spain reported on the following:

- | | |
|-----|---|
| 8.1 | <p>Telephone number for Hall . Telstra would be interested in providing, at Telstra's cost, a NBN connection including phone and internet services to the Hall. The quid pro quo would be for Telstra to have use of the Hall for information sessions regarding the switchover from the copper network to the fibre to the premises network (NBN). Note that telephone subscribers in areas in Bacchus Marsh, Darley and Maddingley that have access to the NBN will be required to connect to the NBN by October this year as the copper network in those areas will be deactivated. This cutover is enshrined in the NBN legislation apparently . we will hear more of this as the year progresses. The CoM needs to consider whether we want to take up Telstra's offer or whether we want to pay standard fees and not be beholden to Telstra; i.e. we charge them full rental for use of the Hall if and when they want to hold information sessions. Full details of the offer have been requested but not yet received.</p> <p>It was the consensus of the CoM that all dealings should be on a commercial basis and that all fees and charges by them and us be paid accordingly.</p> |
| 8.2 | Gas smell in the kitchen was identified as methane from waste disposal pipe. |

	8.3	As part of the Bacchus Marsh Harvest festival held on Sunday 16 th March 2014, a photography exhibition as held in the foyer of the Hall. The exhibition was put on and staffed by the Central Highland Photography Group. The Group reported many visitors and were happy with the venue
	8.4	Jim Wilson has been asked to organise a quote for the electrical outlet in kitchen ceiling to enable installation of new fridge. When outlet is installed, the fridge can be moved into kitchen as per D Williamson's offer of assistance from SES volunteers. The old fridge can then be handed over to Mr. Davison who has paid \$50 deposit.
	8.5	Rotary Club of Bacchus marsh has signed the memorandum of understanding re Art Show conditions of hire. J Spain has counter-signed on behalf of CoM and has posted signed agreement back to Rotary. Copy of signed document passed to C Young
<p>Resolution:</p> <p><i>That the Chairperson's report be received.</i></p> <p><i>Moved: D Williamson Seconded: J Guinnane</i></p> <p><i>Carried</i></p>		
9.	Secretary's report	
	9.1 Inwards correspondence	<p>Bendigo Bank . Various Bank Statements</p> <p>Australia Post . PO Box Renewal invoice</p> <p>Bacchus Marsh Window Cleaning invoice</p> <p>Bendigo Bank . Welcome to E Banking</p> <p>P & S Gordon Expression of Interest . Cleaning</p> <p>Moorabool Shire Council . 2014 Community Group Database update</p> <p>Eynesbury Dance Group . Booking</p> <p>Moorabool Light Orchestra . Booking</p> <p>Vicroads . Booking</p> <p>Ray Barnett Expression of Interest . Cleaning</p>

	9.2 Outwards correspondence	<p>Darley Football Club . Booking</p> <p>Vicroads EFT Supplied Payment Authority</p> <p>Eynesbury Dance Group . Booking</p> <p>Moorabool Light Orchestra . Booking</p> <p>Vicroads . Booking</p> <p>Indigenous Group . Cancellation of Booking</p> <p>Moorabool Shire Council . 2014 Community Group Database update.</p>
	<p>Resolution:</p> <p><i>That the Secretary's report be received.</i></p> <p><i>Moved: J Guinnane Seconded: D Williamson</i></p> <p><i>Carried</i></p>	
10	Treasurer's report	
	10.1	Financial report as at 24 th March 2014 presented to CoM. Refer appendix 1
	10.2	G Treloar recommended that all future Financial Reports be presented as of end of month. CoM meeting maybe held earlier in the month so as figures are still relative to the time of meeting
	10.3	Refund of deposits held by Council . G Treloar has a list from Council of deposits not yet refunded to Hirers. Some of these date back several years, but the list does not appear to be current. K Diamond-Keith to be contacted to get an updated list from Finance. It was agreed that Council refund all outstanding deposits except those held by Government Departments who find it difficult to obtain funding for security deposits.
	10.4	G Treloar will speak to Council with regard to obtaining all outstanding Hire Fees paid into our bank account.
	10.5	After a meeting with Bacchus Marsh Linedancers, it was agreed with them to pay weekly direct into our Booking Account. G Treloar to arrange a deposit book for them.
	10.6	G Treloar reported on a meeting with Council attended by G. Treloar and C. Young of all Hall CoM in the Shire. Meeting was basically a session to let CoM know how their grants were made up and suggestions from CoM as to what could be added to the grants i.e. advertising costs

	10.7	Accounts for Payment: Elms Bookkeeping \$462.00 Australia Post \$107.00 Electricity Account \$1130.64
Resolution: <i>That the Treasurer's report be received.</i> Moved: G Treloar Seconded: D Williamson Carried		
11.	Booking Officer's report	
	11.1	All bookings until the end of January 2015 have now been received from Council. However some bookings have queries still to be resolved with Council i.e. Kitchen required
	11.2	Meeting with Bacchus Marsh Linedancers resulted in a request that 2 clocks be installed in the Main Hall. They also highlighted the problem on days of a power blackout they are unable to use the Main Hall as it is too dark inside the building. Advised them of our intention to remove coverings from windows and to provide block out blinds Resolution <i>G Treloar has approval to purchase 2 clocks for the Main Hall to the value of \$100. Clocks to be battery operated.</i> Moved: D Williamson Seconded J Guinnane Carried
	11.3	Firm bookings received from Vicroads and Moorabool Light Orchestra. Deposits still to be received. Firm booking received from Eynesbury Dance Group and deposit received.
	11.4	Moorabool Light Orchestra has requested . how many chairs do we have. D Williamson advised that RSL has chairs that can be used if required. G Treloar and C Young to see RSL on day of stocktake to verify how many they have available for Hall use.
Resolution: <i>That the Booking Officer's report be received.</i> Moved: D Williamson Seconded J Guinnane Carried		
12.	Hall Keeper's report Nil	

13.	General Business	
	13.1	Community Notice Board . to be placed in garden bed near library at a cost of \$11990 plus installation.
	13.2	Yearly Operational Grants meeting . G Treloar reported to this meeting that CoM s should provide yearly financial reports. Council to develop pro formas.
14.	The next meeting of the Committee will be held at 4 pm on Wednesday 23 rd April 2014.in the Supper Room	
15.	The meeting closed at 5.21 pm.	

Attachment 1 . Accounts

BM Hall Com - Treasurer's Report:4

1/07/2013 through 24/03/2014 (in Aus. Dollars) (Cash Basis)

25/03/2014

Page 1

Category Description	22/01/2014- 24/03/2014	1/07/2013- 24/03/2014
INCOME		
Hall Hire	0.00	8,544.33
Interest Received	377.27	911.82
Operational Grant	0.00	30,152.33
TOTAL INCOME	377.27	39,608.48
EXPENSES		
Cleaning	1,038.98	1,038.98
Electricity	0.00	2,791.17
Furnishings	3,890.00	7,270.00
GST On Purchases	538.76	295.06
Secretarial Fees	420.00	420.00
Stationary	39.24	39.24
TOTAL EXPENSES	5,926.98	11,854.45
TRANSFERS		
TO Term Deposit (2503)	0.00	-30,000.00
TOTAL TRANSFERS	0.00	-30,000.00
OVERALL TOTAL	-5,549.71	-2,245.97

Account Balances as at 24th March 2014

Current Account		8,218.05
Booking Account		332.00
Term Deposit	2501	5,000.00
Term Deposit	2502	10,000.00
Term Deposit	2503	30,000.00
TOTAL FUNDS		\$ 53,550.05

Attachment 1 . Accounts

25/03/2014

BM Hall Com - Treasurer's Report:4
 1/07/2013 through 24/03/2014 (in Aus. Dollars) (Cash Basis)

Page 1

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TOTAL FUNDS		\$ 53,550.05

Attachment - Item 10.3(e)

Bacchus Marsh Public Hall Committee of Management

Committee Meeting 24th April 2014

Location: Supper Room, Main Street, Bacchus Marsh

MINUTES OF MEETING

1.	Meeting Opened: 4.02pm with John Spain in Chair.	
2.	Members present: John Spain, Gary Treloar, John Ginnane, Jim Wilson and Carol Young	
3.	Apologies received: Derek Williamson	
4.	Guests: Nil	
5.	Disclosure of Conflicts of Interest: Nil	
6.	Confirmation of Minutes	
	Resolution:	
	<i>That the minutes of the Meeting of 25th March 2014 be confirmed.</i>	
	<i>Moved: G Treloar</i>	<i>Seconded J Ginnane</i>
	<i>Motion Carried</i>	
7.	Actions arising from previous meetings	
	7.1 Vending Machine 0114	J Spain overseeing agreement prior to signing
	7.2 Cleaning Arrangements 0114	Two expression of interests received from advertisement but both have withdrawn. After consultation with one of these, it was considered that 3 hrs twice weekly would be sufficient. The current cleaners GJK Facilities Management are currently doing 1 hr per week but we have not been invoiced since September 2013. GJK have put in a quote of \$910 per month plus consumables but have not stated if they do adhoc cleaning. J Spain to contact GJK for more details. C Young to ask contacts that she has if they are interested.

7.3 Architect Kitchen Layout 0214	A plan has been submitted. J Spain, G Treloar and K Diamond-Keith to meet with architects at 11am on Friday May 2
7.4 Window Coverings 0214	<p>C Young obtained quotes from Customline Blinds and Doors (\$1475) and also Western Screen, Blinds and Awnings (\$1810).</p> <p>Resolution: The quote from Customline Blinds and Doors be accepted for the installation of blackout blinds in the Shire Hall</p> <p>Moved: G Treloar Seconded: Jim Wilson</p> <p>Motion Carried</p>
7.5 Master Key 0214	G Treloar will continue to obtain master key from D Mayor
7.6 Applicatin to Hire form on website 0114	J Spain to carry over to next meeting
7.7 Cleaning Services Specification 0114	J Wilson to prepare Cleaning Services Specification for the whole venue
7.8 Booking System Modules 0114	J Spain to investigate Booking System Modules a the current system is only temporary
7.9 Cleaning Cupboard Key 0214	J Spain has contacted K Diamond-Keith for this change to occur.
7.10 Telstra Power Line 0214	J Spain to confirm if Telstra phone line is available
7.11 Signage on Windows 0214	To be carried over until we know the Telstra number
7.12 Stocktake 0214	<p>Stocktake has been completed. It was recognised a need to purchase oven trays to assist with keeping the ovens cleaned.</p> <p>Resolution: G Treloar be given approval to purchase 8 oven trays to the value of \$200</p> <p>Moved: J Ginnane Seconded J Wilson</p> <p>Carried</p>
7.13 Crockers 0314	G Treloar has obtained a quote from Village Homewares for Maxwell & Williams Bistro range of 108 pieces each crockery and cutlery amounting to \$3719.50 inc GST. Cups and saucers would be made available for everyday use with balance of crockery and cutlery locked away for hire as requested. J Spain to contact K Diamond-Keith re possibility of grant from Robyn to assist with purchase
7.14 Electrical point for fridge 0315	Completed and invoice received

	7.15 Dates of CoM Meetings 0314	The CoM meetings will now be held on the 2 nd Thursday of the month at 4pm to allow for the financials to be current at time of presentation
	7.16 Deposits held by Council 0314	Council will refund all Security Deposits held by them and we will have to collect Security Deposits from all hirers. Council has sent out Application forms for the Deposits to be returned.
	7.17 Outstanding Hire Fees held by Council 0314	Outstanding hire fees, thought to be around \$5000, still not received. GST owing of approximately \$600. G Treloar to contact Council and chase up these monies.
	7.18 Clock for Shire Hall 0314	G Treloar has obtained a quote from Village Homewares of \$67.90. Resolution: G Treloar be authorised to purchase a clock from Village Homewares amounting to no more than \$70 for placement at rear of Hall above doorway. Moved: J Wilson Seconded G Treloar Carried
	7.19 Chairs from RSL 0314	C Young had a meeting with the RSL and they have agreed to lend approx. 80 chairs to Hirers if available.

8.	Chairperson's Report	
	A Draft Annual Maintenance Agreement has been received from Council. J Wilson will overlook draft and report at next meeting. J Wilson to also prepare a Maintenance Schedule for the whole venue	
	Resolution: That the Chairperson's report be received. Moved: J Spain Seconded Jim Wilson Carried	
9.	Secretary's report	
	9.1 Inwards correspondence	Rotary Club of Bacchus Marsh . Signed Memorandum of Understanding Bendigo Bank . Statements Various Emails re Bookings Customline Blind and Doors quotation Western Screens, Blinds and Awnings quotation

	9.2 Outwards correspondence	Kathie Taylor . Telstra Various emails re bookings
	Resolution: <i>That the Secretary’s report be received.</i> Moved: C Young Seconded: J Spain Carried	
10.	Treasurer’s report	Financial Report received from G Treloar attached
	Resolution: <i>That the Treasurer’s report be received.</i> Moved: G Treloar Seconded: J Ginnane Carried	

11.	Booking Officer's report	<p>The master key has now been received by C Young.</p> <p>Firm bookings received from BM Players, Melton Liberal Party Branch and Djerriwarrh Health Services</p> <p>Enquiries received for a Wedding in November, Childs Birthday Party in May (unable to accept due to Rotary Art Show) 2 christenings in May and Telstra throughout the year.</p> <p>Darley Football Club representative was shown through the venue prior to their booking</p> <p>Emma was shown the supper room for a possible booking of a Christening in May.</p> <p>Enquiries from Telstra for a daily rate for the Supper Room. After much discussion it was decided that they only be given the hourly rate for a profit making organisation.</p> <p>Bacchus Marsh Grammar booking during Cup Week. It was decided that community groups could have a daily rate of the following</p> <p>Shire Hall \$150 per day</p> <p>Supper Room \$100 per day</p> <p>Kitchen at normal rate</p> <p>Bookings to be minimum of 2 days.</p> <p>Security Deposit for all bookings for Kitchen to be amended to \$50 for tea/coffee use only.</p> <p>Booking receipts successfully transferred and refunds of Security Deposits given to completed bookings. Reconciliation of account given to G Treloar</p>
	<p>Resolution:</p> <p><i>That the Booking Officer's report be received.</i></p> <p>Moved: C Young Seconded: J Spain</p> <p>Carried</p>	
12.	Hall Keeper's report Nil	<p>Resolution:</p> <p><i>That the Hall Keeper's report be received.</i></p>

13.	General Business	
	13.1 Defibrillator	G Treloar has obtained quote from St Johns of approx. \$2000 for a Defibrillator for the venue. J Wilson will talk to Dr Alexander re sponsoring the unit. C Young to contact A McGrath of Heartmoves to gauge necessity and also community grant possibility.
	13.2 3 Phase Power	Question raised by Darley Football Club and confirmed by J Wilson that 3 phase power is available on the stage.
	13.4 Hall Lighting	Some lights in the Hall are no longer working. J Spain to contact Council to have all light bulbs replaced.
14.	The next meeting of the Committee will be held on Thursday 8 th May at 4pm	
15.	The meeting closed at 5.40	

Attachment 1 . Accounts for month of March 2014

BACCHUS MARSH PUBLIC HALL COMMITTEE

Treasurer's Report for the Month of March 2014

Cheque Account

	Month March 2014	Year to Date
INCOME		
GST on Income	41.45	41.45
Hall Hire - Public hiring	414.55	414.55
Hall Hire (LFY)	-	8,544.33
Hall Hire - Council #	1,129.00	1,129.00
Interest Received (Term Deposits)	377.27	911.82
Operational Grant	-	30,152.33
Total Income	1,962.27	41,193.48
EXPENDITURE		
Cleaning	222.73	1,038.98
Electricity	1,027.86	3,819.03
GST on Purchases	176.78	449.57
Post Box Rental	97.27	97.27
Secretarial Fees	420.00	840.00
Stationary	-	39.24
Equipment Purchases:-	-	7,270.00
Contra Account - Hall Hire Council #	1,129.00	1,129.00
Total Expenditure	3,073.64	14,683.09
Surplus/ Deficiency	- 1,111.37	26,510.39
ACCOUNT TRANSFERS		
To Term Deposit (2503)	-	30,000.00
Bank Account Balance B/Fwd	8,085.78	10,464.02
BANK ACCOUNT BALANCE - 31st MARCH 2014	\$ 6,974.41	\$ 6,974.41

Booking Account

BANK ACCOUNT BALANCE - 31ST MARCH 2014 \$ 195.00
(refer separate reconciliation attached)

Term Deposits

2501	3.25% matures 3rd June 2014	5,000.00
2502	3.25% matures 3rd June 2014	10,000.00
2503	3.25% matures 13th June 2014	30,000.00
Total Investments		<u>\$ 45,000.00</u>

Attachment - Item 10.3(f)

Agenda: LAL LAL SOLDIER's MEMORIAL HALL COMMITTEE

MEETING: 26 May 2014

Meeting opened 7.40 pm

Present: Engels Leoncini (chair), Bill Waud (Treasurer), John McAuliffe, Geoff Hewitt (Minutes), Colleen Henriksen, John Crick, Alan Kitchingham.

Apologies:

Amendments to the Minutes 22 April 2013

1. Separate notes on Jumping Castle from Makers and Growers Market profit entry and add slushies, popcorn to Jumping castle hire statement.
2. Under item 1, Hall hire in General Business change Welford to Wexford and change CFA Community Engagement pilot program to CFA Community Engagement program.
- 3.

The minutes of the meeting 26 May 2013, as amended, were approved.

Moved: John McAuliffe

Seconded: Colleen Henriksen

BUSINESS ARISING

1. 100 year ANZAC commemoration celebrations

- Engels and Geoff attended the Myrniong meeting but it was of limited relevance to our plans
- Defer discussion of Honour Boards to General Business

2. Undercover facility project

Defer to General Business

3. Friends of Lal Lal Railway Station

- Tom Sullivan advises that the group makes a submission to Council re plans, income streams, requested assistance, etc.
- Alan Kitchingham advises no further action at present
- Recent painting works noted
- Recommended that Alan be requested to follow up with VicTrack contacts

TREASURER'S REPORT

Statement of financial position and summary of accounts for year ended 30 June 2013.

		<u>2012</u>
Balance at Bank 1 July 2012	3759.96	2614
<u>Income</u>		
Hall hire	1897.00	2159
MSC, deposit refund	200.00	
Market proceeds	878.00	
Grants	4171.08	5253
Refund GST	399.52	177
Interest received	<u>84.27</u>	121
	7629.89	<u>+7629.89</u>
		11389.85
<u>Expenditure</u>		
Water	254.10	264
Electricity	756.50	942

Gas	240.00		330
Purchases	3272.16		5038
Deposit MSC	<u>200.00</u>		
	4822.76	- 4822.76	
Balance at Bank 30/6/2013		<u>6567.09</u>	<u>3759</u>

Moved: Bill Waud

Seconded: John McAuliffe

Statement of financial position as at 26 May 2014

Balance at Bank 30 April 2014 9849.66

Income

Hall hire: Toohey	88.00		
Interest received	<u>8.26</u>		
	<u>96.26</u>	+ 96.26	
		9945.00	

Expenditure

Hewitt & Whitty, purchase of fencing material	<u>862.42</u>	-862.42	
		<u>9083.50</u>	
		9083.50	

Outstanding cheques

MSC for GST net rec'd	78.08		
Central Highlands Water	87.75		
Origin Energy	<u>207.75</u>		
	<u>373.58</u>	-373.58	
		<u>8709.92</u>	

Outstanding receipts

Yendon Historical Society	<u>150.00</u>	+150.00	
		<u>8859.92</u>	

Moved: Bill Waud

Seconded: Colleen Henriksen

CORRESPONDENCE IN

MSC 2014 Community group data update

Kay Paton Yendon Historical Society request for chairs

CORRESPONDENCE OUT

Bill Waud GST return to Shire

BUSINESS ARISING FROM CORRESPONDENCE

Send minutes to Kate Diamond Keith (Community Development)

GENERAL BUSINESS

1. Hall hire

- Lal Lal Photographic Group monthly meetings
- Lal Lal Photographic Group annual display 20 -24 August

2. ANZAC commemorations

- **Avenue of Honour**
 - Advised to identify proposed park site using Land Channel Victoria and draft letter to Council with proposal
 - Incorporate community consultation into process
- **Roll of Honour**
 - Signarama recommended by Ballarat RSL
 - Proposed quotes for replica and modified commemoration board submitted and discussed
 - Broad agreement for approx \$2000.00 quantum

Actions arising:

- John Crick to contact Buninyong Men's Shed for board construction costs for replica commemoration board
- Geoff to contact Signarama for dimensions re replica board for true gold leaf vinyl finish and provide photocopies of templates to Engels for consultation with relevant families
- **Memorabilia**
 - John Crick and Engels to follow up with school.
 - Geoff to follow up with Ann Beggs-Sunter

3. Undercover facility

- Application for \$15000.00 Community Development Fund grant approved with expectation of State government contribution of \$6500 and Hall contribution of \$1500 plus \$2000 in kind, totalling \$25000.00.
- Several meeting onsite with shire reps to discuss proposal and finalise plans.
- Redrafted plan still to be agreed to following meeting with engineer 16/5.

4. Land acquisition

- Following negotiations with hotel owner and Council, the Council has agreed to purchase a strip of land adjacent to and behind the hall from the hotelier.
- It will be fenced when the purchase is completed.
- Fencing materials already purchased. Tim Donald will level the area and John Harbour will ram the posts.
- A working bee will be arranged when appropriate.

5. Makers & Growers Market

- Scheduled for 26 October
- Geoff to order bins trailer from shire.

6. Hall maintenance

- Bearer to be done
- Toilet okay
- Leaking tap fixed
- Light fittings to be priced
- John Crick to check and upgrade maintenance needs

7. Trestles

- Replace original trestles by purchasing 8 additional trestle tables and 20 chairs to match previous purchase upgrade.
- Apply for Summer grant to cover purchase cost.
- Geoff to find out grant dates.

NEXT MEETING:

7:30 Monday 14 July

11. NOTICES OF MOTION

12. MAYOR'S REPORT

To be presented at the meeting by the Mayor.

Recommendation:

That the Mayor's report be received.

13. COUNCILLORS' REPORTS

To be presented at the meeting by Councillors.

Recommendation:

That the Councillors' reports be received.

14. URGENT BUSINESS

15. CLOSED SESSION OF THE MEETING TO THE PUBLIC**15.1 Confidential Report****Recommendation:**

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

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

16. MEETING CLOSURE