

## ORDINARY MEETING OF COUNCIL

**Notice** is hereby given of the  
Ordinary Meeting of Council to be held at  
the Blackwood Hall, Martin Street, Blackwood on  
Wednesday 3 September 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**

## AGENDA

<b>1.</b>	<b>OPENING OF MEETING AND PRAYER .....</b>	<b>4</b>
<b>2.</b>	<b>PRESENT.....</b>	<b>4</b>
<b>3.</b>	<b>APOLOGIES .....</b>	<b>4</b>
<b>4.</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>4</b>
<b>4.1</b>	<i>Ordinary Meeting of Council – Wednesday 6 August 2014 .....</i>	<i>4</i>
<b>5.</b>	<b>DISCLOSURE OF CONFLICT OF INTEREST.....</b>	<b>5</b>
<b>6.</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>7</b>
<b>7.</b>	<b>PETITIONS.....</b>	<b>8</b>
<b>8.</b>	<b>PRESENTATIONS / DEPUTATIONS .....</b>	<b>9</b>
<b>9.</b>	<b>OFFICER'S REPORTS.....</b>	<b>10</b>
<b>9.1</b>	<b>CHIEF EXECUTIVE OFFICER.....</b>	<b>10</b>
<b>9.2</b>	<b>GROWTH AND DEVELOPMENT .....</b>	<b>11</b>
<b>9.2.1</b>	<i>Council's Support of Tourism 2014/15 to 2016/17.....</i>	<i>11</i>
<b>9.2.2</b>	<i>Planning Application PA2014-024; Use of Land for Display of a Promotional Sign on Council Road Reserve, Corner Grant and Griffith Street, Maddingley .....</i>	<i>40</i>
<b>9.2.3</b>	<i>Planning Application PA2014-026; Use of Land for Display of a Promotional Sign at 110 Main Street, Bacchus Marsh (Lot 1 on PS 416644K) .....</i>	<i>49</i>
<b>9.2.4</b>	<i>Planning Application PA2014-028; Use of Land for Display of a Major Promotion sign at 5 Grant Street, Bacchus Marsh (Lot 2 on PS 002498)....</i>	<i>59</i>
<b>9.2.5</b>	<i>Planning Application PA2013-236; Two (2) Lot Subdivision and Development of Two (2) Dwellings, Lot 3 on PS536561T, 43 Inglis Street, Ballan. ....</i>	<i>69</i>
<b>9.2.6</b>	<i>Planning Permit 2014-004; Development of Six (6) Dwellings and a waiver of the visitor car space on Lot 1 PS 434102W, 100 Masons Lane, Bacchus Marsh.....</i>	<i>92</i>
<b>9.2.7</b>	<i>Planning Application PA2014-139; The Use of the land for a Place of Assembly (Music Festival) including camping and Business Identification sign; CA87B, Parish of Kerit Bareet, Yendon Egerton Road, VIC, Mount Egerton, 3352.....</i>	<i>122</i>
<b>9.2.8</b>	<i>Planning Permit 2014-092; Use of the Land for Earth and Energy Resources Industry, "Sir Jack Brabham Park", Lot 2 on PS 328177F, 429 Parwan South Road, Parwan. ....</i>	<i>145</i>

<b>9.3</b>	<b>COMMUNITY SERVICES.....</b>	<b>157</b>
9.3.1	<i>Provision of Additional Cricket Grounds in East Moorabool .....</i>	<i>157</i>
9.3.2	<i>Local Facilities for Local Clubs Program 2014/15 .....</i>	<i>164</i>
<b>9.4</b>	<b>INFRASTRUCTURE SERVICES .....</b>	<b>180</b>
9.4.1	<i>Adoption of the Waste Management and Resource Recovery Strategy ....</i>	<i>180</i>
<b>9.5</b>	<b>CORPORATE SERVICES .....</b>	<b>272</b>
9.5.1	<i>Request for Sale of Portion of Council Reserve RES1 on LP216886 corner of Bacchus Marsh Road and Halletts Way, Bacchus Marsh.....</i>	<i>272</i>
9.5.2	<i>Adoption “in principle” of the 2013/14 Financial Statements, Standard Statements and Performance Statement for submission to the Victorian Auditor-General for certification .....</i>	<i>281</i>
<b>10.</b>	<b>OTHER REPORTS .....</b>	<b>291</b>
10.1	<i>Assembly of Councillors.....</i>	<i>291</i>
10.2	<i>Section 86 - Delegated Committees of Council - Reports .....</i>	<i>292</i>
10.3	<i>Section 86 - Advisory Committees of Council - Reports.....</i>	<i>301</i>
<b>11.</b>	<b>NOTICES OF MOTION .....</b>	<b>332</b>
<b>12.</b>	<b>MAYOR’S REPORT .....</b>	<b>333</b>
<b>13.</b>	<b>COUNCILLORS' REPORTS.....</b>	<b>334</b>
<b>14.</b>	<b>URGENT BUSINESS .....</b>	<b>335</b>
<b>15.</b>	<b>CLOSED SESSION OF THE MEETING TO THE PUBLIC .....</b>	<b>336</b>
15.1	<i>Confidential Report.....</i>	<i>337</i>
<b>16.</b>	<b>MEETING CLOSURE .....</b>	<b>354</b>

**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 6 August 2014**

**Recommendation:**

**That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 6 August 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**

*No reports for this meeting.*

## **9.2 GROWTH AND DEVELOPMENT**

### **9.2.1 Council's Support of Tourism 2014/15 to 2016/17**

#### **Introduction**

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

#### **Background**

This report outlines Council's support of Tourism in the Shire for the next three financial years.

It is the culmination of discussions to date with Council, Council staff and key industry stakeholders and aligns with the strategy presented at the Assembly of Councillors on 18 June 2014.

This report addresses the following four aspects:

- Economic Development and Marketing Department Activity;
- Regional Tourism Board Involvement;
- Abolition of the Tourism Moorabool Section 86 Committee; and
- Tourism Event Funding Process.

#### **Proposal**

##### **Economic Development and Marketing Department Activity**

##### Ongoing Support for Tourism

The Economic and Development and Marketing Unit's direct services to tourism will focus on visitor servicing and event facilitation via the tourism and events officer, with strategic support and direction from the Manager Economic Development and Marketing to assist in the promotion of the Shire as a tourism destination.

The core tasks of the Tourism and Event Officer include:

- Operation of the Bacchus Marsh Visitor Information Centre; (362 days per year)
- Coordinating and Training (approximately) 50 Visitor Information Centre Volunteers;
- Coordinating Council's Event Approvals Process;
- Production and Distribution of Moorabool365 Events Calendar and Villages Brochures; and
- Maintaining Council's Online Tourism Presence. (Website and Social Media)

In addition to the core tasks, the Economic Development and Marketing Department will assist the local tourism industry via the following:

- Manage permanent tourism event signage frames in townships (if required);
- Inform industry of business and industry development and promotional opportunities;
- Lobby and advocate on behalf of the local tourism industry;
- Participate in the 2016 review of Council's Community Grants Program to include specific tourism event grants and sponsorship categories;
- Liaise with potential investors in local tourism and event development; and
- Co-ordinate a familiarisation tour of tourism product for the 2014 Victorian Tourism Industry Council Summit.

The following activities will no longer be directly supported by the Economic Development and Marketing Department:

- Tourism Moorabool (Section 86 Committee) Secretariat support;
- Financial support to Daylesford and Macedon Ranges Regional Tourism Board (DMRRTB);
- Production and distribution of a full suite of tourism marketing collateral;
- Feast of March Umbrella Marketing Campaign; and
- Full implementation of Tourism Destination Management Plan.

### **Council's Involvement in Regional Tourism**

Council will not directly fund the administration of a Regional Tourism Board or seek board membership.

Council will maintain a relationship with Regional Tourism boards best suited to providing RTB services to Moorabool if considered advantageous to tourism in the Shire. These include:

- Daylesford and Macedon Ranges Regional Tourism Board (DDMRRTB);
- Ballarat Regional Tourism (BRT); and
- Destination Melbourne (DM).

The following Council relationship is planned with the Regional Tourism Board's during 2014/15:

#### All Regional Tourism Boards

- Disseminate the Tourism Moorabool suite of collateral to them via the visitor information network.
- Display RTBs collateral in the Bacchus Marsh Visitor Information Centre.
- Assess marketing prospectus and select marketing opportunities if warranted.

Daylesford and Macedon Ranges Regional Tourism Board

- Send regular tourism information and images for printed and electronic marketing and promotional opportunities.
- Forward on business development opportunities from them to our local tourism networks.
- Participate and help coordinate in the VITC Conference familiarisation tour of Moorabool. (one off opportunity subject to a budget bid)
- Participate in DMRRTBs low or no cost Melbourne based expos.
- Liaise with the board to assist our local tourism products with State and federal government funding bids requiring the imprimatur of the RTB.
- Contribute to the development of regional strategic documents as required.

Destination Melbourne

- Buy in to the Melbourne and surrounds map.
- Participate in DM's low or no cost Melbourne based expos.

Ballarat Regional Tourism

- Liaise with event organisers on existing co-hosted events logistics.
- Liaise with event organisers on new event development
- Participate in BRT low or no cost Melbourne based expos where possible.

As Moorabool Shire is identified as a tourism region within DMRRTB by Tourism Victoria, DMRRTB must include Moorabool Shire destinations and products in its development and marketing activities and represent the Shire's tourism interests at state level when required.

Services that DMRRTB are expected to provide Council and local operators as the state designated RTB are listed below:

- Support in funding applications by local operators and event organisers;
- Cost effective business and industry development workshops and seminars;
- Access to tourism specific information, research and strategy; and
- Lobbying on tourism issues

**Cessation of the Tourism Moorabool Section 86 Committee**

The Section 86 Tourism Moorabool Committee, haven't met since the Council funded secretariat resource ceased in June 2013, effectively concluding its function as an operating Section 86 Committee of Council.

It is recommended that the Section 86 Tourism Moorabool Committee is added to the public document register in order to recognise its current status. Prior to listing, a Council motion is required to be passed in order to formally abolish Tourism Moorabool as a Section 86 Committee of Council. Part 5, Section 11(h) of the Local Government Regulations 2004 states that

*“Council is required under this regulation to list any “abolished” special committees in the Public Document Register”.*

To acknowledge the past contribution of Section 86 Tourism Moorabool Committee and its Members, It is proposed to record Council's appreciation for the Committee's service to Council and their conscientiousness and commitment to advancing tourism in Moorabool Shire as a separate motion in this report.

The S86 Tourism Moorabool Committee achieved a great deal while in operation and the advice and assistance provided to Council over that period was greatly appreciated.

The Members were personally thanked for their contribution by Council Staff and the retiring Committee Chair at their last meeting in June 2013.

### **Tourism Event Funding Process**

#### Council's Involvement in Tourism Event Support

Council will provide the following support to local tourism events between 2014/15 and 2016/17:

- Events Reference Group (Moorabool Shire Council Staff);
- Moorabool 365 (Website, Social Media and Moorabool365 Event Calendar);
- Promote events at the Visitor Information Centre ; and
- Expanded direct support funding of tourism events.

#### Events Reference Group

An improved risk management and event facilitation application and review system convened by the Economic Development and Marketing Department consists of Council staff involved in regulating aspects of events. The reference group meets frequently to assess event applications and act early in the event planning cycle on issues as required.

#### Moorabool365

Activity continues with the 2015 Moorabool365 event calendar scheduled for distribution in January and February 2015. The Moorabool365 Facebook page will regularly promote events via social media channels and drive visitation back to the tourism website. The tourism website has been updated with improved promotion of events.

#### Promote events at the Visitor Information Centre

The Visitor Information Centre in Bacchus Marsh will continue to promote tourism events held in the Shire prior to the event and assist visitors on the day of events. The VIC visitation statistics will be made available to event organisers on request to assist with market research and future event planning.

### Expanded Direct Support Funding for Events

With the discontinuance of the Feast of March Campaign and DMRRTB support, there is an opportunity for new and existing events to be financially supported without a net increase in cost to Council, via reallocation of these funding sources.

### Allocation of Events Funding

- Allocation 1 – Reallocate the Feast of March Umbrella Marketing Campaign funding to New Events

The Feast of March \$19,900 funding allocation in the 2014/15 budget would be reallocated to support the development of new events in the Shire, with a longer-term commitment of a minimum of three years. The Feast of March would cease. (Refer to Attachment 9.2.1a Event Funding Application Process and Criteria)

- Allocation 2 – Continue to allocate the previous DMRRTB funding to Existing Major Events.

The \$17,500 funding allocation in the 2014/15 budget would again be reallocated to support existing major events in the shire, with a longer-term commitment of a minimum of three years. This means no RTB will receive direct financial support from Council for administration. (Refer to Attachment 9.2.1a Event Funding Application Process and Criteria)

This transition is illustrated in table 1 below.

<b>2012/2013 Budget</b>		<b>2014/2015 Budget</b>	
DMRRTB Membership	\$17,500	Existing Major Event Grants	\$17,500
Feast of March Campaign	\$14,700	New Event Grants	\$19,900

**Table 1. Council Funding Priority Changes**

### Council Event Funding Model

Local event organisers regard their limited financial and human resources as a major barrier to their sustainability and improvement. The lack of resources to adequately plan, manage risk, undertake market research, track and measure outcomes and undertake succession planning manifests itself in a cycle of events that risks events under delivering, development of volunteer and participant fatigue and eventually disbandment.

Council can demonstrate support to existing local tourism events by providing a pool of funding to support event sustainability.

Council commenced this approach on 16 October, 2013 at the Ordinary Meeting of Council when it passed a Notice of Motion (#234) allocating a total of \$17,500 directly to three local tourism event organisations in 2013/14.

Resolution five of NOM #234 acknowledged the need for a more detailed process to guide decision-making on allocating funds to tourism events for future years.

Below is the recommended process to guide Council decision making when allocating council funding directly to existing major local tourism events.

### Grant Process

The proposed process is largely based on the existing Council grants process as it is considered more inclusive, rigorous and transparent than alternative processes.

The Tourism Events Grant Program Guidelines (Attachment 9.2.1b) encourages and rewards events that can demonstrate good planning, management and promotion of local events, event organiser's skill development and a tourism focus. The tourism grant application form has been reviewed and updated accordingly (Attachment 9.2.1c)

Anticipated outcomes for event funding recipients include:

- More time to planning and organising event logistics.
- Less time required to reach fundraising goal.
- More funds to increase marketing.
- More funds to improve event experience.
- Improved financial planning and security
- More likely to afford specialist and professional support.

In acknowledging the effort required to apply for direct grant funding and the need for funding certainty and longer term planning, it's proposed that the term of the grant be extended over three financial years. That way all applicants have certainty one way or the other and can tailor their budgets and events accordingly.

The application period for the new event grants category is scheduled for longer and to commence later than the existing major events grant program. This is to acknowledge the greater time required formulating a new concept and developing the business case.

New events are more likely to need funding to start-up, provide more reasons to visit the shire more often, and have greater potential for improved industry and product development outcomes.

### **Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

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

The proposal to support local tourism events is consistent with the 2013-2017 Council Plan.



### Financial Implications

There are no material impacts on the 2014/15 Council Budget Allocation.

### Risk & Occupational Health & Safety Issues

Event organisers may not be succeed in implementing their planned event for three or more years.

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial – Inadequate funds to finish project	Inadequate financial management, Over estimation of market demand.	Low	Implementation of contract. Application criteria. Allocate funding annually.

### Communications and Consultation Strategy

Level of Engagement	Stakeholder	Activities	Outcome
Inform	Community, Local Tourism Event Organisers	Advertising Media Release Direct Mail	New and existing tourism event organisers apply for grants.

### Communication Strategy

The grant opportunity will be promoted and advertised once the funding round application period starts and will continue until the application period closes. All applicants will be directly notified of the decision and successful applicants promoted via the media.

### Victorian Charter of Human Rights and Responsibilities Act 2006

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

### Officer's Declaration of Conflict of Interests

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

*General Manager – Satwinder Sandhu*

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

*Author – Peter Forbes*

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

## Conclusion

The Economic Development and Marketing Department will continue to support local tourism primarily via visitor servicing and event facilitation services. Some destination promotion will continue, as well as industry and product development assistance and referrals.

In order to meet industry stakeholder requests for Council to directly fund tourism events with existing financial resources, adjustment to current service levels are required.

It is proposed to continue to fund key tourism events and expand the funding available to encourage new tourism event development by reallocating the Feast of March Umbrella Marketing Campaign funding for the 2014/15, 2015/16 and 2016/17 financial years.

The recommended delivery method is a Grant Application Process similar to the existing Community Grants Program.

The change in activity and funding reallocation means a discontinuance of formal participation with Regional Tourism Boards, the Feast of March Umbrella Marketing Campaign and the Tourism Moorabool Section 86 Committee.

## Recommendation:

### That Council:

1. **Establishes a New Annual Grant Category to support the development of new events funded from the \$19,900 Feast of March Umbrella Marketing Campaign budget with a minimum three (3) year commitment.**
2. **Continues to support the Annual Existing Major Events Grant category with the budget allocated funding of \$17,500 with a minimum commitment of three financial years.**
3. **Adopts the Event Funding Application Process and Criteria as the process for allocating grant funding. (Attachment 9.2.1a)**
4. **Formally bring to an end the Section 86 Tourism Moorabool Committee and list on the Public Document Register.**
5. **Formally acknowledges and thanks the Section 86 Tourism Moorabool Committee for their service, conscientiousness and commitment to advancing tourism in Moorabool Shire.**

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## Report Authorisation

### Authorised by:

**Name:** Satwinder Sandhu

**Title:** General Manager Growth & Development

**Date:** Tuesday, 26 August, 2014



# Attachment - Item 9.2.1 (a)

## **Attachment 9.2.1a**

### **Event Funding Application Process and Criteria**

#### Grant Funding - Process

The existing Community Grant Application Process, as the robust decision-making process endorsed by Council, will be the template for piloting the assessment and dispersal process of the existing and new tourism event grant funds.

During the initial pilot, modifications from the existing Community Grants Process are necessary to accommodate the timing of this year's event season.

The Manager of Economic Development and Marketing and two other staff members would participate on the application review panel to provide an informed view of the relative merit of tourism event applications and alignment with the Tourism Destination Management Plan recommendations.

Once the existing Community Grants program is scheduled for review in 2016, it is proposed to align application timings and incorporate the tourism event grant application process into the Community Events Grant Program framework, as an additional category, administered via Council's Community Development Unit. Applicants would be required to nominate if they were a tourism or community event and would not be allowed to apply for both.

#### Grant Funding - Criteria

The criteria aligns with many mandated for the Community Events Grant Program with some modifications to directly address issues identified in the Moorabool Shire Tourism Destination Management Plan (DMP) 2013-17 (Table 2.7), specifically:

- Distinction between community and tourism focus (more clearly identify target market); and
- Greater brand match (alignment with the Shire's key tourism themes e.g. food and wine, natural produce, heritage, nature).

Consideration may be given to tourism events that demonstrate they will:

- Work co-operatively to form larger festivals; (leverage and co-branding).
- Schedule or relocate their event to periods the Tourism Destination Management Plan identifies as a high priority.  
(May to September, late February)
- Address Risk Management.
- Measure event participation and estimate economic benefit.
- Provide a business and marketing plan.
- Enable a broad economic benefit within the shire.

For a tourism event to be considered for Council funding, the event organisers must provide a completed copy of the Council event application form and have the necessary approvals required for their event from Council's Events Reference Group.

Provision of funding for an event is separate to Council's approvals processes and would not be considered prior approval for holding an event.

A post event report will be collated and used by Council to assess progress, report back to Council and review the pilot program's effectiveness as a longer term project.

Acknowledgement of Council's support and permission to undertake photography for promotional purposes will also be included in the terms and conditions of successful event applications.

#### Grant Funding – Funding Period and Cap

The amount of events receiving funding in any one year will be capped at no more than four unless the total funding pool increases substantially. The maximum amount an individual event can apply for will be capped at the total fund amount. This is to ensure sufficient resources to enact lasting strategic change.

The criteria aims to maximise tourism outcomes, determine the most appropriate recipients and enable potential applicants to assess their eligibility and likelihood of success before applying.

Extending the funding commitment for a minimum of three years provides greater financial security and encourages longer-term event planning and development.

In the event of the grant pool being under-subscribed, the unallocated funding will be used as a reserve for the Economic Development and Marketing Department to utilise for the purpose of attracting events to the shire.

In the event of the grant pool being oversubscribed, the assessment committee will divide the funding up between up to a maximum of four applicants as deemed appropriate.

# Attachment - Item 9.2.1 (b)

PROGRAM GUIDELINES  
2014

# Tourism Event Grant Program 2014



## Background

The Moorabool Shire Tourism Events Grant Program is designed to support event organisers to plan and execute tourism events that significantly increase visitation to Moorabool shire, or are likely to.

Tourism event grants are offered as one application round with successful applicants receiving funding for a period of up to three consecutive years.

The total of \$37,400pa is available for this grant round, spread across two grant program categories and three financial years:

1. Existing Major Tourism Event Grants (\$17,500pa ex GST)
2. New Tourism Event Grants (\$19,900pa ex GST)

Event organisers can apply for anything between the minimum \$100pa, up to and including the maximum of the funding pool. (\$17,500pa for existing major tourism events and \$19,900pa for new tourism events).

Applicants need to demonstrate an equal cash contribution toward their event costs. No in-kind support applies. (a dollar for dollar ratio of a minimum \$1 from event organisers for every \$1 provided via council).

The Tourism Events Grant Program assessment process is competitive and merit based. To be considered, applications must meet the eligibility criteria outlined in the guidelines (page 5). Applicants must read the assessment criteria (page 6) before submitting an application. Applicants are encouraged to discuss their eligibility with the Manager of Economic Development and Marketing prior to application.

Should the amount of funding requested exceed the total pool, the assessment committee has the authority to divide the funding between up to four applicants as they deem appropriate.

The new Tourism Event Grants Process will be open for longer and start later than the Existing Major Tourism Event Grants.

## Critical Dates for the Existing Major Tourism Event Grants Program

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<b>4 September</b>	<b>Applications Open</b> Application forms made available on the website
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<b>30 September</b>	<b>Applications Close</b> Applications close 5pm. No late applications will be accepted
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<b>September</b>	<b>Acknowledgement of application</b> Letter of acknowledgement sent to applicants
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<b>September/October</b>	<b>Council Assessment</b>
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<b>October</b>	<b>Notification to Groups</b>
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<b>November</b>	<b>Grants Presentation Evening</b>
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<b>May 2015</b>	<b>Project Report Completion Deadline</b>
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## Critical Dates for the New Tourism Event Grants Program

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<b>30 September</b>	<b>Applications Open</b> Application forms made available on the website
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<b>25 November</b>	<b>Applications Close</b> Applications close 5pm. No late applications will be accepted
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<b>1 December</b>	<b>Acknowledgement of application</b> Letter of acknowledgement sent to applicants
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<b>1-18 December</b>	<b>Council Assessment</b>
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<b>19 December</b>	<b>Notification to Groups</b>
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<b>Late January/ Early Feb</b>	<b>Grants Presentation Evening</b>
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<b>June 2015</b>	<b>Project Report Completion Deadline</b>
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## Program Categories

1. Existing Major Tourism Event Grants (applications up to \$17,500pa ex GST)
2. New Tourism Event Grants (applications up to \$19,900pa ex GST)

## Existing Major Tourism Events

Existing major tourism events grants support tourism focused events considered “marquee” events within the district and shire, with a proven track record of attracting significant visitation from outside the shire. These events demonstrate the ability to stimulate the local economy and benefit the community.

*(Funding offered between \$100pa and \$17,500pa per applicant ex GST)*

## New Tourism Event Grants

New tourism event grants support the development of new event concepts with the potential to attract significant visitation from outside the shire and stimulate economic and community benefit within it.

*(Funding between \$100pa and up to \$19,900pa per applicant ex GST)*

In both categories, the preference is for applications from community-based event organising committees or organisations. Private individuals are eligible to apply, provided they have an ABN and can demonstrate significant returns to the local economy well in excess of the funding requested.

### IMPORTANT INFORMATION – MUST READ

**Tourism event organisers are strongly encouraged to discuss their event with Council’s Manager of Economic Development and Marketing prior to submitting their application.**

**Eligible event organisers are only able to submit one application per grant category.**

**Applications and supporting information received after the application submission deadline will not be considered.**

## Program Objectives

The Program's key objectives are to:

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

Consideration may be given to tourism events that demonstrate they will:

- Work co-operatively to form larger festivals; (leverage and co-branding)
- Schedule or relocate their event to periods the Tourism Destination Management Plan identifies as a high priority. (eg May, June, July, August, September and late Feb)
- Address and manage risk
- Measure event participation and estimate economic benefit.
- Have a business and marketing plan.

## Eligibility Criteria and Check List:

Event organisers are eligible for funding if they can meet the listed criteria. Groups/organisations that can demonstrate active participation and involvement of Moorabool residents in the event are preferred.

Does your event take place within Moorabool Shire?	<input type="checkbox"/>
Will your event increase tourism visitation to the Shire?	<input type="checkbox"/>
Is your event organisation one of the following?	
a) An incorporated 'not-for-profit' organisation with an Australian Business Number (ABN)?	
b) Auspiced* by an incorporated 'not-for-profit' organisation with an ABN?	
c) An individual with an ABN?	
*See note below for definition of auspice group	
Can local residents be members of your event as participants or co-organisers?	<input type="checkbox"/>
As the event organiser, can you demonstrate the support and permission needed by the management of the proposed venue (letter of support, approval, minutes, and funding / in-kind contribution)?	<input type="checkbox"/>
*See note below for definition of in kind contribution	
Have you submitted an event application form to council and will be able to comply with Council's requirements for running the event?	<input type="checkbox"/>
Is the project is scheduled to commence after notification of funding success?	<input type="checkbox"/>
As the event organiser, can you provide a financial contribution towards the project on a \$1 for \$1 ratio (Council \$1: event \$1), by way of cash?	<input type="checkbox"/>

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Has this application and supporting documentation has been submitted by the closing date? ☐

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The funding of this event is NOT deemed the responsibility of State and/ or Federal Government ☐

**\*See note below for definition**

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## Definitions:

### **\*Auspice:**

*Where an applicant group is not incorporated, this group may approach another group to 'auspice' the application. This means that the auspice group will apply on another group's behalf. The auspice group will assume all legal and financial responsibility for the project delivery and will submit the acquittal report at the end of the project. Applicant groups and their auspice organisation must be able to demonstrate a clear relationship between the two groups and an agreement detailing how the project will be managed and implemented*

### **\*In Kind:**

*In-kind is a contribution to the project other than cash. In-kind contributions may include donations of voluntary labour or donated goods/services. Where in-kind contributions have been included in the budget, applicant groups must submit a voluntary labour and in kind support details form as an attachment to your application.*

*Applications must describe each in-kind contribution and how you arrived at the value of this contribution. If provision of services such as trades or donated good is included then the applicant must provide a signed letter or donated quote from the donator indicating that value at a reasonable commercial rate. Volunteer labour contributions should be calculated at \$25 per hour.*

### **\*Funding responsibility of State and/or Federal Government:**

*Funding is for initiatives that directly support and promote local volunteers and as such applications for funding that are deemed responsibility of State and/or Federal government will not be given priority.*

## Assessment Criteria

There are six (6) assessment criteria's. Applicants are encouraged to contact the Manager of Economic Development and Marketing to discuss their response to the assessment criteria. Each criteria will contribute to the overall percentage score (100%).

### **Please describe your event and your motivation for conducting it? (10%)**

- Provide a brief description of the event
- Explain why you want to do this event and why it is important to Moorabool shire?

### **What will this event achieve? (20%)**

- What will be the immediate and future benefits of the event to the Shire and community?
- Describe your target market and how many people do you expect to attract
- Project sustainability: how will the project/group continue after the funding ceases?

### **Why is this event important to the local community and your target audience? (20%)**

- Is the event aligned to the strategic objectives of Council as outlined in the Council Plan 2013-2017?
- Is the event aligned to the strategic objectives of the Tourism Moorabool Destination Management Plan 2013-2017?
- What product gap or opportunity will the event address?
- How many active local members/potential members/groups/clubs are involved?
- What facilities/services/programs/equipment will be utilised during the project?
- Evidence of the demand for this type of event at this location (plans, letters, minutes, research).
- Applications for funding deemed the responsibility of State and/or Federal government will not be given priority, therefore demonstrate the project isn't a State or Federal Government responsibility.

### **Who will be involved in the event? (15%)**

- Who are the project partners?
- What will their participation be?
- Who will be involved locally?
- How have you involved the local community and target audience in planning this event?

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**How will you carry out your event? (including risk management) (15%)**

- Identify the key tasks to run your event: (confirm quotes, appoint contractors, working bees, commissioning, promotion, acquit project, official opening).
- Who will be running the event and how will they report to the event organisers?
- How will you finish your event within the timeframes?
- How will you identify and address risks in your event?

**Please provide a project budget and explain how you arrived at the costs? (20%)**

- Detail proposed project expenditure (the costs: promotion, advertising, catering, materials and labour).
- Detail proposed project income (group contribution, fundraising, grants, donations, membership fees).
- Detail in-kind contributions (volunteer time @ \$25 per hour, phones, venue, printing, materials donated).
- Provide quotes to support proposed expenditure.
- Demonstrate that funding for this project is not available from State or Federal Government

## Assessment Process

**Successful applications will be determined using the following process:**

1. Notification that application has been received;
2. Assessment of applications by Council officers;
3. Ranking of project proposals by Council officers;
4. Report presented to relevant Council Committee/PCG for assessment outcomes and allocations; and
5. Notification to community groups.

## Procedure for Payment of Grants

Grant applicants notified via letter regarding the outcome of the grant round.

Successful applicants receive the Terms and Conditions and a project kit (by mail) which includes:

- An acquittal report, to be submitted to MSC on completion of the project
- Project implementation 'flow chart'

Successful applicants will be invited to the tourism event grants presentation evening.

A representative from each successful event application is expected to attend to be presented with a certificate of recognition from the Mayor (or delegate).

The Grant is paid to applicant on receipt by Council of the following:

- Signed Terms and Conditions (available for viewing on request);
- Invoice or Tax Invoice for grant amount; and
- Current Public Liability Certificate (Certificate of Currency).

Applicant groups are encouraged to use local suppliers, services and materials where appropriate. The Moorabool Shire encourages the support of local businesses and services for grant expenditure.

## GST Legislative Requirements

To enable payment of the grant, all successful applicants must have an ABN (Australian Business Number), or be auspiced by a group that has an ABN.

Successful applicants do not have to be registered for GST. However, where an applicant is registered for GST, the grant will be grossed up 10% to cover the GST that the applicant must pay to the ATO on receipt

of the grant. Where an applicant is not registered for GST, the grant will not be grossed up. (Registrations are substantiated through the ATO's ABN Register)

## **Grant Monies Acquittal**

Groups and organisations successful in obtaining a Grant are required to acquit for the grant monies at the end of the project. This involves specifying the actual costs incurred against the projected costs (at application) and outlining the event activity and plans for next year. Acquittal is a vital component of the Grant Program.

If a grant recipient fails to submit an approved acquittal, or breaches the terms and conditions, that recipient may be deemed ineligible to receive the funding for the preceding years of the Grant and may be suspended from applying for the subsequent round of the grant program.

# Attachment - Item 9.2.1 (c)



# Tourism Events Grant Program

## APPLICATION FORM 2014

### Section 1: Organisation Information

Organisation/Club/Group

Contact Person's Name

Position or Role

Address

Phone

Email

Fax

BH	AH	Mobile

Do you have an ABN? If so, please provide it

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Is the applicant organisation registered for GST?

☐ YES ☐ NO

### Program Categories

Please indicate which grant type you are applying for in this grant round.

☐ Existing Major Tourism Event Grant

Please tick one of the following streams:

☐ New Tourism Event Grant (new concepts or events that have been trailed for less than two years).

Moorabool Shire Council  
Grant Amount Requested

\$

Total Project  
Cost

\$



# APPLICATION FORM

## Section 2: Eligibility

Event organisers are eligible for funding if they can meet the listed criteria:

Groups, organisations and committees that can demonstrate active participation and involvement of Moorabool residents in the event are preferred.

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Does your event take place within Moorabool Shire?	<input type="checkbox"/>
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Will your event increase tourism visitation to the shire?	<input type="checkbox"/>
---	--------------------------

---

Is your event organisation one of the following?

- a) an incorporated 'not-for-profit' organisation with an Australian Business Number (ABN)? ☐
- b) auspiced\* by an incorporated 'not-for-profit' organisation with an ABN? ☐
- c) An individual with an ABN?

\*See note below for definition of auspice group

---

Can local residents be members of your event as participants or co-organisers?	<input type="checkbox"/>
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---

As the event organiser, can you demonstrate the support and permission needed by the management of the proposed venue (letter of support, approval, minutes, and funding / in-kind contribution)?	<input type="checkbox"/>
---	--------------------------

\*See note below for definition of in kind contribution

---

Have you submitted an event application form to council and will be able to comply with Council's requirements for running the event?	<input type="checkbox"/>
---	--------------------------

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Is the project is scheduled to commence after notification of funding success?	<input type="checkbox"/>
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---

As the event organiser, can you provide a financial contribution towards the project on a \$1 for \$1 ratio (Council \$1: event \$1), by way of cash?	<input type="checkbox"/>
---	--------------------------

---

Has this application and supporting documentation has been submitted by the closing date?	<input type="checkbox"/>
---	--------------------------

---

The funding of this event is NOT deemed the responsibility of State and/ or Federal Government

*See note below for definition responsibility of State and/ or Federal Government	<input type="checkbox"/>
---	--------------------------

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# APPLICATION FORM

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## Definitions:

### *Auspice:*

*Where an applicant group is not incorporated, this group may approach another group to 'auspice' the application. This means that the auspice group will apply on another group's behalf. The auspice group will assume all legal and financial responsibility for the project delivery and will submit the acquittal report at the end of the project. Applicant groups and their auspice organisation must be able to demonstrate a clear relationship between the two groups and an agreement detailing how the project will be managed and implemented*

### *In Kind:*

*In-kind is a contribution to the project other than cash. In-kind contributions may include donations of voluntary labour or donated goods/services. Where in-kind contributions have been included in the budget, applicant groups must submit a voluntary labour and in kind support details form as an attachment to your application.*

*Applications must describe each in-kind contribution and how you arrived at the value of this contribution. If provision of services such as trades or donated good is included then the applicant must provide a signed letter or donated quote from the donator indicating that value at a reasonable commercial rate. Volunteer labour contributions should be calculated at \$25 per hour.*

### *Funding responsibility of State and/or Federal Government:*

*Funding is for initiatives that directly support and promote local volunteers and as such applications for funding that are deemed responsibility of State and/or Federal Government will not be given priority.*

# APPLICATION FORM

## Section 3: Assessment Criteria

**Project Name**

### **1 Please describe your event and your motivation for conducting it? (10%)**

- Provide a brief description of the event
- Explain why you want to do this event and why it is important to Moorabool shire?

### **2 What will this event achieve? (20%)**

- What will be the immediate and future benefits of the event to the community and the Shire?
- Describe your target market and how many people do you expect to attract?
- Project sustainability: how will the project/group continue after the funding ceases?

### 3 Why is this event important to the local community and your target audience? (20%)

- Is the event aligned to the strategic objectives of Council as outlined in the Council Plan 2013-2017?
- Is the event aligned to the strategic objectives of the Tourism Moorabool Destination Management Plan 2013-2017?
- What product gap or opportunity will the project address?
- How many active members/potential members/groups/clubs are involved?
- What facilities/services/programs/equipment will be utilised during the project?
- Evidence of the demand for this type of event at this location (plans, letters, minutes, research).
- Applications for funding that are deemed responsibility of State and/or Federal government will not be given priority, therefore please demonstrate that the project is not the responsibility of the State or Federal Government

### 4 Who will be involved in the project? (15%)

- Who are the project partners?
- What will their participation be?
- Who will be involved locally?
- How have you involved the local community and target audience in planning this event?

**5 How will you carry out your project? (including risk management) (15%)**

- Identify the key tasks to run your event: (confirm quotes, appoint contractors, working bees, commissioning, promotion, acquit project, official opening).
- Who will be running the event and how will they report to the event organisers?
- How will you finish your project within the timeframes?
- How will you identify and address risks in your project?

Key Tasks	Who	Start Date	Finish Date

## 6 Please provide a project budget and explain how you arrived at the costs? (20%)

- Detail the proposed project expenditure (promotion, advertising, catering, materials and labour costs).
- Detail the proposed project income (event contribution, fundraising, grants, donations, membership fees, ticket sales).
- Detail the in-kind contribution (volunteer time @ \$25ph, phones, venue, printing, materials donated).
- Provide quotes to support proposed expenditure.
- Demonstrate that funding for this event is not a State and/or Federal Government responsibility.

### Income

### Confirmed?

### Expenditure

<b>Cash contributions</b>	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Project Expenses</b>	
<b>Other grants</b> (please list)	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>In-kind contributions</b>	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>In-kind Expenditure</b>	\$
		Yes <input type="checkbox"/>	No <input type="checkbox"/>		\$
		Yes <input type="checkbox"/>	No <input type="checkbox"/>		\$
		Yes <input type="checkbox"/>	No <input type="checkbox"/>		\$
		Yes <input type="checkbox"/>	No <input type="checkbox"/>		\$
		Yes <input type="checkbox"/>	No <input type="checkbox"/>		\$
		Yes <input type="checkbox"/>	No <input type="checkbox"/>		\$
		Yes <input type="checkbox"/>	No <input type="checkbox"/>		\$
		Yes <input type="checkbox"/>	No <input type="checkbox"/>		\$
		Yes <input type="checkbox"/>	No <input type="checkbox"/>		\$
		Yes <input type="checkbox"/>	No <input type="checkbox"/>		\$
		Yes <input type="checkbox"/>	No <input type="checkbox"/>		\$
		Yes <input type="checkbox"/>	No <input type="checkbox"/>		\$
					\$
<b>Amount Requested</b> Moorabool Shire Council		\$			
<b>Total Income</b>		\$		<b>Total Expenditure</b> \$	

*Project Income and Expenditure columns must be the same (balance).*

Please explain how you arrived at the above costs:

# APPLICATION FORM

## Section 4: Declaration and Checklist

I declare that the above details are correct and I am authorised to sign on behalf of the organisation or individual applying to the Tourism Event Grant Program:

<b>Authorised Signatory</b>	
<b>Print Name</b>	
<b>Title</b>	
<b>Date</b>	

➔ **Applicants are encouraged to contact the Manager of Economic Development and Marketing in advance to discuss their application prior to submission.**

☐ Did you contact anyone at council to discuss your project? If so who?

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➔ **The following documents must be attached to the application:**

- ☐ Quotations where relevant or available
- ☐ Supporting Information (letters of support, meeting minutes, newspaper articles, drawings, images, quotes or plans)
- ☐ Bank Statement
- ☐ Annual Financial Statement
- ☐ Proof of Public Liability Insurance (Certificate of Currency)

➔ **Please Note: Personal information will be held securely and will not be used or disclosed for any other purpose.**

**9.2.2 Planning Application PA2014-024; Use of Land for Display of a Promotional Sign on Council Road Reserve, Corner Grant and Griffith Street, Maddingley**

*This proposal is before Council due to the recommendation of a refusal, which is not a delegated decision.*

*This application is one of three being considered for signage, by the same applicant, for the purpose of promoting the same estate.*

<b>Application Summary:</b>	
Permit No:	PA2014-024
Lodgement Date:	3 February 2014
Planning Officer:	Natalie Robertson
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	1 July 2014
Address of the land:	Council Road Reserve, Corner Griffith and Grant Street, Maddingley
Proposal:	Use of Land for the Display of Promotional Signage
Lot size:	Not applicable
Why is a permit required	Clause 36.04 – Road Zone Clause 42.01 – Environmental Significance Overlay – Schedule 8, River Red Gums
<b>Public Consultation:</b>	
Number of notices to properties:	None
Notices on site:	None
Notice in Moorabool Newspaper:	No
Number of Objections:	None
Consultation meeting:	None held.



<b>Policy Implications:</b>	
<b>Key Result Area</b>	Enhanced Infrastructure and Natural Built Environment.
<b>Objective</b>	Effective and efficient land use planning and building controls.
<b>Strategy</b>	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.
<b>Victorian Charter of Human Rights and Responsibilities Act 2006</b>	
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.	
<b>Officer's Declaration of Conflict of Interests</b>	
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 – Natalie Robertson</i>  In providing this advice to Council as the Author, I have no interests to disclose in this report.	
<b>Executive Summary:</b>	
This application seeks approval for display of a promotional sign for the Devine, Stonehill Development within the Council Road Reserve on the south western corner of Grant and Griffith Streets, Maddingley. The application is one of several made by the applicant for various sites within Bacchus Marsh seeking the display of a promotional sign for the West Maddingley Stonehill (and in this case Essence) Development.  The applicant has provided details of the signage and sought the permission of Council to use its land for the purpose of the signage. On 20 May 2014 Council advised the applicant that it would not consent as the land manager to the display of signage at the site.	

Council informed the applicant, that as Council currently has no Street Signage Policy all applications for signage where Council is the land manager will not supported.

It was recommended to the applicant that the application be withdrawn, however the applicant has not withdrawn its application and the matter is now before Council for consideration.

This report recommends that Council issue a Refusal to Grant a Planning Permit for Use of the Land to Display a Promotional Sign on the basis that Council has no policy in order to address applications for signage within land it manages, particularly on road reserves. Previous requests by other parties, of this nature have not been supported on this basis, and therefore, it is warranted that a consistent approach be taken. Further, assessment against the relevant zone has determined the proposal to be prohibited.

**Summary Recommendation:**

The applicant has been advised that Council, as the land manager, is unable to support the application.

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

**Background**

The subject site has no planning history.

**Proposal**

The application was received by Council on 3 February 2014. The proposal seeks to display a promotional sign for the Stonehill and Essence land development in West Maddingley within the road reserve on the south western corner of Grant and Griffith Street, Maddingley.

The sign would have the dimensions 1.2m by 3.0m and is proposed to be on display for a period of five (5) years. Materials would be of non-illuminated printed banner skin as follows:



### Site Description

The subject site is located on the south western corner of the roundabout at the junction of Griffith Street, Station Street, Grant Street and Parwan Road. The land is zoned Road Zone Category 2 (RDZ2).

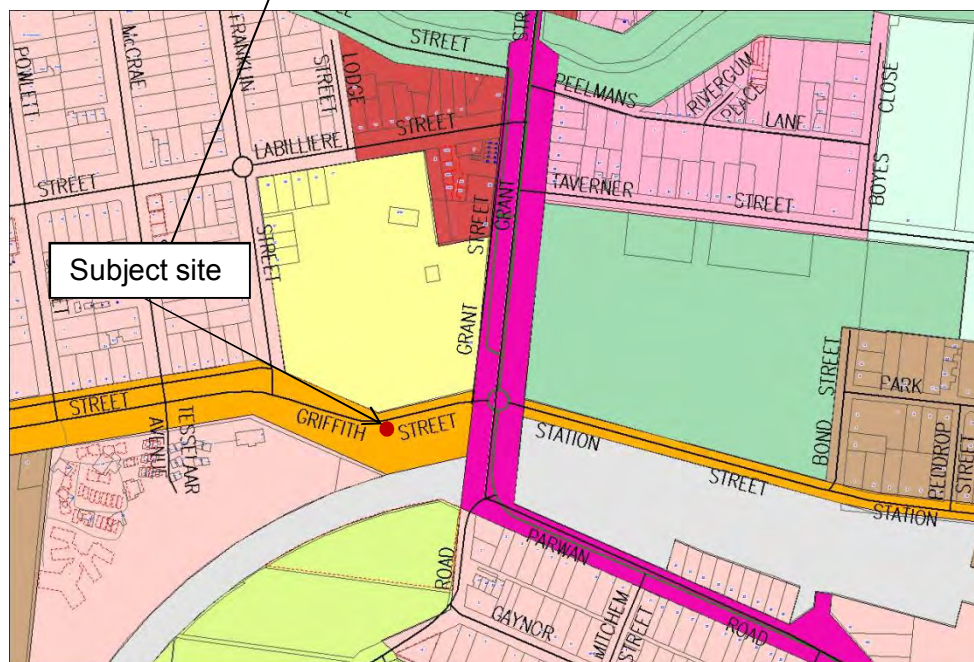
The sign is proposed to be set back less than 1m from the road and approximately 50m from the centre of the roundabout. The location is directly adjacent Bacchus Marsh College and is in close proximity to the train station and Maddingley Park.

The sign would be visible to southern bound traffic from Grant Street, traffic approaching the roundabout from Station Street and Parwan Road.

## Locality Map



Figure 1- Approximate location of the sign and surrounding area



## Planning Scheme Provisions

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

<b>SPPF</b>		
Clause 11	Settlement	The proposal is consistent with this policy, which advocates ongoing provision of land and supporting infrastructure to support urban sustainable development. Signage to promote significant development sites would be considered key infrastructure.
Clause 15.01	Built Environment and Heritage	Any development should respond to its context. It is generally acceptable that signage promoting a development/use/subdivision in close proximity is reasonable.
<b>LPPF</b>		
Clause 21.07	Bacchus Marsh	The Local Policy is silent on road signage, however in support of the proposal the policy does encourage coordinated master-planned development in identified areas in and around Bacchus Marsh. The general locality where the sign is proposed is suitable to promote the West Maddingley Development as approved under the West Maddingley Development Plan – Design and Development Overlay Schedule 3 (DPO3).

## Zone

### Road Zone Category 2

The subject site is within the road reserve of Griffith Street and is therefore, Road Zone Category 2.

In accordance with Clause 36.04-4 a permit is required to display a sign over land within 600 millimetres of the road formation and for other land in this zone, the category of advertising control which applies is the category which applies to the adjoining zone nearest to the land.

The zone provisions generally specify which category of advertising control applies. In the case of a Road Zone – Category 2, the category which applies to the adjoining zone nearest to the subject site applies. In this case, Public Use Zone -4, Transport.

In accordance with Clause 36.04-4, *when the Public Use Zone 4 is the nearest adjoining Zone, a permit is required to display a sign.*

However, for land within the PUZ4, the category of advertisement control which applies is the category which applies to the adjoining zone nearest to the land. In this respect we must assess the land under the General Residential Zone.

#### General Residential Zone

Pursuant to Clause 32.08-11 of the General Residential Zone, the land must be assessed pursuant to Category 3 of Clause 52.06 – Advertising Signage. Category 3- High Amenity areas would classify this proposal as a Promotion sign and with a planning permit must not exceed 2 sq m in area.

In the circumstances, it would be considered that the signage would therefore, be prohibited.

### **Overlays**

#### Environmental Significance Overlay

The site is affected by the Environmental Significance Overlay, Schedule 8 – River Red Gums.

The proposed signage would fall within the Tree Protection Zone of an existing River Red Gum tree. The Tree Protection Zone is defined as being an area with a radius equal to the furthest point of the tree canopy from the centre of the trunk plus 5 metres.

### **Particular Provisions**

#### Clause 52.05 Advertising Signs

The Advertising Signs Clause 52.05 seeks to implement the following:

- To regulate the display of signs and associated structures;
- To provide for signs that are compatible with the amenity and visual appearance of an area, including the existing or desired future character;
- To ensure signs do not contribute to excessive visual clutter or visual disorder;
- To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.

The zone provisions generally specify which category of advertising control applies. In the case of a Road Zone – Category 2, the category which applies to the adjoining zone nearest to the subject site applies. In this case, Public Use Zone -4, Transport. However, the PUZ directs consideration of an application for advertisement within this zone to assess the proposal against the nearest adjoining zone, the General Residential Zone (GRZ).

Pursuant to Clause 32.08-11 of the GRZ, the signage must be assessed pursuant to Category 3 of Clause 52.06 – Advertising Signage. Category 3-High Amenity areas would see the proposed classified as a Promotion sign and with a planning permit must not exceed 2 sq m in area.

In the circumstances, it would be considered that the signage would therefore, be prohibited.

### Referrals

The application was referred pursuant to s.52 of the Planning and Environment Act 1987 for comment as follows:

Authority	Response
Infrastructure	No objection, subject to conditions

### Public Notice

No public notice was undertaken as it was considered not warranted given Council, as the land manager, has refused to provide permission for the display of the sign.

### Discussion

Under usual circumstances an application for approval of signage would be assessed under the provisions of the Zone, the relevant Overlays, and the requirements of 52.05 – Signage.

In this instance, however, the applicant has sought to display a promotional sign in land which is managed by Council. Upon application to the Council for permission to display the sign correspondence dated 20 May 2014 was provided by Council to the applicant advising:

*'As Council has no adopted Street Signage Policy it has been determined that all applications for signage on land where Council is the land manager will not be supported at this time.'*

The applicant was given the opportunity to withdraw the application or have Council consider the recommendation for refusal at an Ordinary Meeting of Council.

The issue before Council is that with no clear policy, to determine criteria for approval or refusal, the General Manager, Growth and Development has directed that at this time Council will not provide consent to applications of this type.

### **Financial Implications**

The recommendation to refuse a permit for the use of the land to display a promotional sign is not likely to represent any financial implications to Council, except where the applicant may choose to have this matter determined by appeal to the Victorian Civil and Administrative Tribunal.

### **Risk and Occupational Health and Safety Issues**

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

### **Communications Strategy**

Notice was not undertaken for the application on the basis that the landowner, Council, has not provided consent to the application and the matter was to go before an Ordinary Meeting of Council for refusal.

### **Conclusion**

As there is no Signage policy whereby a criteria for acceptable signage within Council managed land is defined it is recommended that a Refusal to Grant a Permit is issued.

### **Recommendation:**

**That having considered all matters as prescribed by s.60 of the Planning and Environment Act 1987, Council issues a Refusal to Grant a Permit for application PA2014-024 for Use of the Land for Display of a Promotional Sign on Council Road Reserve on the south west side of the Grant Street and Griffith Street roundabout, Maddingley, on the following grounds:**

- 1. The proposed promotional sign is prohibited.**
- 2. The proposal be refused on the basis that Council has no formal Street Signage Policy within the Local Planning Policy Framework of the Moorabool Planning Scheme or as adopted Council policy and therefore, no clear or consistent criteria for assessment of applications which fall within land managed by Council.**
- 3. Council does not provide permission to erect the sign as the land owner and manager.**

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### **Report Authorisation**

#### **Authorised by:**



**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Monday, 25 August 2014



**9.2.3 Planning Application PA2014-026; Use of Land for Display of a Promotional Sign at 110 Main Street, Bacchus Marsh (Lot 1 on PS 416644K)**

*This report meets the criteria established for the Development Assessment Committee (DAC) based on the number of objections received; however this application is one of three being considered for signage, by the same applicant, for the purpose of promoting the same estate.*

*To ensure there is a consistent approach to these applications they are all being put before an Ordinary Meeting of Council for a decision.*

<b>Application Summary:</b>	
Permit No:	PA2014-026
Lodgement Date:	3 February 2014
Planning Officer:	Natalie Robertson
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	1 July 2014
Address of the land:	110 Main Street, Bacchus Marsh (Lot 1 on PS 416644K)
Proposal:	Use of Land for the Display of a Promotion Sign Directional Sign
Lot size:	437sq m
Why is a permit required	Clause 52.05 – Advertising Signs
<b>Public Consultation:</b>	
Number of notices to properties:	Thirteen (13)
Notices on site:	Two (2)
Notice in Moorabool Newspaper:	No
Number of Objections:	One
Consultation meeting:	None held.

<b>Policy Implications:</b>	
<b>Key Result Area</b>	Enhanced Infrastructure and Natural Built Environment.
<b>Objective</b>	Effective and efficient land use planning and building controls.
<b>Strategy</b>	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.
<b>Victorian Charter of Human Rights and Responsibilities Act 2006</b>	
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.	
<b>Officer's Declaration of Conflict of Interests</b>	
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 – Natalie Robertson</i>  In providing this advice to Council as the Author, I have no interests to disclose in this report.	
<b>Executive Summary:</b>	
This application seeks approval for display of a promotional sign for the Devine, Stonehill Development to rear of the building at 110 Main Street, Bacchus Marsh. The rear of the building adjoins the Church Street commercial car park and is visible to south bound traffic on Gisborne Road. The application is one of several made by the applicant for various sites within Bacchus Marsh seeking the display of signage for the West Maddingley Stonehill Development.  The zoning is Commercial 1 Zone. The applicant has provided details of the signage. Through public notice of the application, an objection was received from the landowner who advised that they were opposed to the proposal and would not consent to the signage should a permit issue.	

The applicant was informed, that as consent was not provided by the landowner, whilst the application may have merit, the officer, having considered previous approvals for Stonehill signage within the area, together with the landowner objection, intended to refuse the application.

The applicant was aware that the application could be withdrawn at any time, however has sought to proceed to a recommendation for refusal to grant a permit.

This report recommends that Council issue a Refusal to Grant a Planning Permit for Use of the Land to Display a Promotion Sign on the basis that the landowner has objected to the proposal and consideration of other signage already approved within the immediate vicinity that promotes the Stonehill development.

**Summary Recommendation:**

The applicant has been advised, that as the landowner objected to the proposal, having considered other signage for the Stonehill Development already approved in close proximity, Council is unable to support the application.

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

**Background**

The subject site has the following planning permits:

- PA2007-162 granted on 8 January 2008 for the now existing signage.
- PA2013-291 which grants an on premises liquor licence.

## Proposal

The application was received by Council on 3 February 2014. The proposal seeks to display a promotional sign for the Stonehill land development in West Maddingley on top of the roof with a northern orientation from the existing commercial building located 110 Main Street, Bacchus Marsh.

The sign would have a total area of 15sq m with approximate dimensions of 6m by 2.5m, would not be illuminated and is proposed to be on display for a temporary period of up to five (5) years.



Promotion sign content



Current View

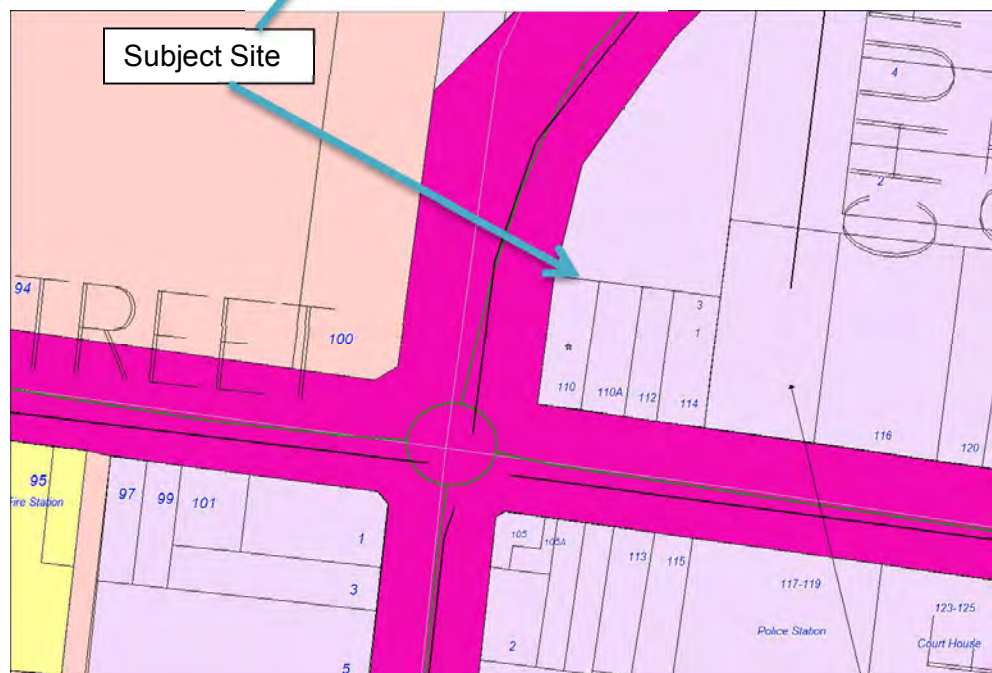
Proposed position

## Site Description

The subject site is located in the main commercial precinct of Bacchus Marsh at 110 Main Street. The commercial building is occupied as a café / restaurant and tile shop and is immediately on the north east corner of the Gisborne Road and Main Street roundabout.

The sign would be located on the rooftop at the rear of the building with a northern orientation, thereby visible to southern bound traffic from Gisborne Road.

## Locality Map



## Planning Scheme Provisions

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

<b>SPPF</b>		
Clause 11	Settlement	The proposal is consistent with this policy, which advocates ongoing provision of land and supporting infrastructure to support urban sustainable development. Signage to promote significant development sites would be considered key infrastructure.
Clause 15.01	Built Environment and Heritage	Any development should respond to its context. It is generally acceptable that signage promoting a development in close proximity is reasonable.
<b>LPPF</b>		
Clause 21.07	Bacchus Marsh	The Local Policy is silent on street signage, however in support of the proposal the policy does encourage coordinated master-planned development in identified areas in and around Bacchus Marsh. The proposal would be suitable located to promote the West Maddingley Development as approved under the West Maddingley Development Plan – Design and Development Overlay Schedule 3 (DPO3).

## Zone

### Commercial 1 Zone

The subject site is within the Commercial 1 Zone. In accordance with Clause 34.01-9 of the zone the signage Category is 1 and the requirements for advertising signage must be met under Clause 52.05 – Advertising Signs,

## Particular Provisions

### Clause 52.05 Advertising Signs

The Advertising Signs Clause 52.05 seeks to implement the following:

- To regulate the display of signs and associated structures;
- To provide for signs that are compatible with the amenity and visual appearance of an area, including the existing or desired future character;
- To ensure signs do not contribute to excessive visual clutter or visual disorder;
- To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.

The proposed signage is defined as Promotional Signage – *a sign of less than 18sqm that promotes goods, services, an event or any other matter, whether or not provided, undertaken or sold or for hire on the land or in the building on which the sign is sited.*

In accordance with Clause 52.05, Category 1, a permit is required for a promotional sign where the total advertisement area of all signs to each premises exceeds 8sq m. This excludes a sign with an advertisement area not exceeding 1.5sq m that is below a veranda or, if no veranda, that is less than 3.7m above pavement level.

The proposed signage is above pavement level of 3.7m and exceeds the minimum 8sq m requirement and therefore, a planning permit is required.

## Referrals

The application was referred pursuant to s.52 of the Planning and Environment Act 1987 for comment as follows:

Authority	Response
Infrastructure	No objection, subject to conditions

## Public Notice

Advertisement of the proposal was undertaken by way of notice in the mail to surrounding and adjoining landowners, together with the owner and occupier of the subject site (who was not the applicant) and by displaying a sign on site for the period 16 June 2014 until 30 June 2014.

One objection was received. The objection was received from the landowner of the subject site who stated:

*“We object on the grounds that the proposed signage will reduce the value of our property and reduce the effectiveness of the existing signage for our tenants.”*



## Discussion

Assessment of the proposal under usual circumstances would consider the following:

- That signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character;
- The signs do not contribute to excessive visual clutter or visual disorder;
- To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.

In this regard, consideration has been given to signage approval on the adjacent land at 105 Main Street, Bacchus Marsh. With the display of the already approved signage together with this signage it is considered that the sign would provide visual clutter to the corner.

Photographs show the street potential street view that would support the suggestion of visual clutter.



Furthermore, the landowner themselves have objected to the proposal and whilst property value is not a planning consideration, limitation of the tenants right to signage is worthy of consideration.



It also thought that if the owner of the land objects to the proposal and the basis of this objection is not overruled by strong planning legislation or planning merit, it would be reasonable for the landowner to expect that Council would make a recommendation to refuse the application.

It is also reasonable that a business is able to promote their business to stimulate economic development on their own site, within the parameters of planning controls.

### **Financial Implications**

The recommendation to issue a refusal to grant a planning permit for the use of the land to display a promotional sign is not likely to represent any financial implications to Council, except where the applicant may choose to have this matter determined by appeal to the Victorian Civil and Administrative Tribunal.

### **Risk and Occupational Health and Safety Issues**

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

### **Communications Strategy**

Notice was undertaken for the application, in accordance with the Planning and Environment Act 1987, and one objection was received. The applicant and objectors were informed that this matter would be heard by Council and was advised of their right to address Council. The applicant and objectors will be advised of Council's determination.

### **Conclusion**

In this instance, the applicant has sought to display a promotional sign on land which is not in its ownership and it does not have the approval of the landowner, with this and including the assessment for visual bulk, a refusal to grant a planning permit is warranted.

### **Recommendation:**

**That having considered all matters as prescribed by s.60 of the Planning and Environment Act 1987, Council issues a Refusal to Grant a Planning Permit for application PA2014-026 for Use of the Land for Display of a Promotional Sign at 110 Main Street, Bacchus Marsh also known as Lot 1 on PS 416644K on the following grounds:**

- 1. The proposal would contribute to a saturation of similar signage with a small area and provide visual clutter and disorder as a result.**
- 2. The proposal does not have the support of the subject site landowner and, in this instance, it is therefore appropriate to issue a refusal to grant a planning permit for permission that is not supported by that landowner.**

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**Report Authorisation**

**Authorised by:**



**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Monday 28 July 2014

#### 9.2.4 Planning Application PA2014-028; Use of Land for Display of a Major Promotion sign at 5 Grant Street, Bacchus Marsh (Lot 2 on PS 002498)

*This report meets the criteria established for the Development Assessment Committee (DAC) based on the number of objections received; however this application is one of three being considered for signage, by the same applicant, for the purpose of promoting the same estate.*

*To ensure there is a consistent approach to these applications they are all being put before an Ordinary Meeting of Council for a decision.*

Application Summary:	
Permit No:	PA2014-028
Lodgement Date:	3 February 2014
Planning Officer:	Natalie Robertson
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	1 July 2014
Address of the land:	5 Grant Street (Lot 2 on PS 002498)
Proposal:	Use of Land for the Display of a Major promotion sign
Lot size:	949.5sq m
Why is a permit required	Clause 52.05 – Advertising Signs Clause 43.01 – Heritage HO75 (former Theatre)
Public Consultation:	
Number of notices to properties:	No public notice undertaken
Notices on site:	
Notice in Moorabool Newspaper:	
Number of Objections:	
Consultation meeting:	

<b>Policy Implications:</b>	
<b>Key Result Area</b>	Enhanced Infrastructure and Natural Built Environment.
<b>Objective</b>	Effective and efficient land use planning and building controls.
<b>Strategy</b>	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.
<b>Victorian Charter of Human Rights and Responsibilities Act 2006</b>	
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.	
<b>Officer's Declaration of Conflict of Interests</b>	
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 – Natalie Robertson</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 display of a major promotion sign for the Devine, Stonehill Development on the northern roof side of the building. The building is the former Theatre building located at 5 Grant Street, Bacchus Marsh which is currently used as a theatre, music and performing arts school.

The building is recognised within Moorabool's Heritage Overlay as the former *Theatre*. The application is one of several made by the applicant for various sites within Bacchus Marsh seeking the display of signage for the West Maddingley Stonehill Development.

The zoning is Commercial 1 Zone. The applicant has provided details of the signage. No public notice was conducted as an assessment of the proposal at the subject site together with other signage already approved for the Stonehill development in immediate proximity to the subject site meant that the officer had determined that the proposal would receive a recommendation for refusal.

The applicant was informed that the officer was likely to make a recommendation for refusal having considered previous approvals for Stonehill signage within the area. The applicant has chosen to have the matter considered by Council rather than choose the option to withdraw the application.

This report recommends that Council issue a Refusal to Grant a Planning Permit for Use of the Land to Display a Major Promotion sign on the basis that the proposal is contrary to signage objectives and would contribute to a saturation of Stonehill signage in the immediate area.

**Summary Recommendation:**

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

**Background**

The subject site has the following planning permits:

- PA2005-299 permit granted for a place of assembly (music school) and waiver of 129 car parking spaces.

**Proposal**

The application was received by Council on 3 February 2014. The proposal seeks to display a major promotion sign for the Stonehill land development in West Maddingley on top of the roof with a northern orientation from the existing theatre building located 5 Grant Street, Bacchus Marsh.

The sign would have a total area of 29.4sq m with approximate dimensions of 8.4m by 3.55m, would not be illuminated and is proposed to be on display for a temporary period of up to five (5) years.



Major promotion sign



Current View



Proposed position

## Site Description

The subject site is located in the main commercial precinct of Bacchus Marsh at 5 Grant Street. The commercial building is occupied as a music school incorporating a theatre and various performing arts lessons. Surrounding built form comprises a mix of single and double storey construction commercial buildings.

The sign would be located on the roof with a northern orientation, thereby visible to southern bound traffic from Gisborne Road and also from the Gisborne Road and Main Street roundabout.



Subject Site



## Planning Scheme Provisions

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

<b>SPPF</b>		
Clause 11	Settlement	The proposal is consistent with this policy, which advocates ongoing provision of land and supporting infrastructure to support urban sustainable development. Signage to promote significant development sites would be considered key infrastructure.
Clause 15.01	Built Environment and Heritage	Any development should respond to its context. It is generally acceptable that signage promoting a development in close proximity is reasonable.
<b>LPPF</b>		
Clause 21.07	Bacchus Marsh	The Local Policy is silent on street signage, however in support of the proposal the policy does encourage coordinated master-planned development in identified areas in and around Bacchus Marsh. The proposal would be suitable located to promote the West Maddingley Development as approved under the West Maddingley Development Plan – Design and Development Overlay Schedule 3 (DPO3).

## Zone

### Commercial 1 Zone

The subject site is within the Commercial 1 Zone. In accordance with Clause 34.01-9 of the zone the signage Category is 1 and the requirements for advertising signage must be met under Clause 52.05 – Advertising Signs,



## **Overlays**

### Heritage Overlay

The subject site is affected by Heritage Overlay HO75 – former Theatre. Pursuant to Clause 43.01-1 a planning permit is required to construct or display a sign within the Heritage overlay.

The building was constructed in 1927 and opened on 11 June 1927 as the Trivoli Theatre and was considered the centre for social activity within the Bacchus Marsh township combining facilities for moving pictures and a dance floor. The building has since been known as the Landsberg Hall, Landsberg Theatre and as part of a refurbishment in 1938 was reopened as the 450 seat Astor Theatre.

It is considered the building has historical significance as a representative embodiment of social values and the way of life of the late 1920s and continues to be traditional community meeting place in Bacchus Marsh.

The purpose of the Heritage Overlay is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To conserve and enhance heritage places of natural or cultural significance.
- To conserve and enhance those elements which contribute to the significance of heritage places.
- To ensure that development does not adversely affect the significance of heritage places.
- To conserve specifically identified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.

It is considered that the proposed sign does not conserve or enhance the building, nor does it positively contribute to the heritage significance of the site.

## **Particular Provisions**

### Clause 52.05 Advertising Signs

The Advertising Signs Clause 52.05 seeks to implement the following:

- To regulate the display of signs and associated structures;
- To provide for signs that are compatible with the amenity and visual appearance of an area, including the existing or desired future character;
- To ensure signs do not contribute to excessive visual clutter or visual disorder;
- To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.

The proposed signage is defined as Major promotion signage – *A sign which is 18 square metres or greater that promotes goods, services, an event or any other matter, whether or not provided, undertaken or sold or for hire on the land or in the building on which the sign is sited.*

In accordance with Clause 52.05, Category 1, any sign not listed as a Section 1 Use – no permit required, unless it is prohibited, becomes a Section 2 Use, permit required. In this instance, a major promotion sign is a Section 2 Use and requires a planning permit.

### Referrals

The application was referred pursuant to s.52 of the Planning and Environment Act 1987 for comment as follows:

Authority	Response
Infrastructure	No objection, subject to conditions

### Public Notice

Advertisement of the proposal was not undertaken as the proponent was advised that the officer was likely to recommend refusal on the basis of existing signage approval within the immediate area as discussed within this report.

### Discussion

Assessment of the proposal under usual circumstances would consider the following:

- That signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character;
- The signs do not contribute to excessive visual clutter or visual disorder;
- To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.
- That the major promotion sign is encouraged in a commercial or industrial location in a manner which complements or enhances the character of the area.
- A major promotion sign should be discouraged where they will form a dominant visual element from residential areas, within a heritage place or where they will obstruct significant view lines.

In this regard, consideration has been given to signage approval on the adjacent land at 105 Main Street, Bacchus Marsh. With the display of the already approved signage which is reasonably large together with this signage it is considered that the sign fails to compliment or enhance the character of the area, would contribute significant visual clutter to the area and would undermine the heritage significance of the building on which it is proposed.

Photographs show the street potential street view that would support the suggestion of visual clutter.



Signage approved under PA2014-023



Proposed signage under this application PA2014-028 directly adjacent the above site.

### Financial Implications

The recommendation to issue a refusal to grant a planning permit for the use of the land to display a major promotion sign is not likely to represent any financial implications to Council, except where the applicant may choose to have this matter determined by appeal to the Victorian Civil and Administrative Tribunal.

### Risk and Occupational Health and Safety Issues

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

## **Communications Strategy**

Notice was not undertaken for the application, in accordance with the Planning and Environment Act 1987, and one objection was received. The applicant was informed that this matter would be heard by Council and was advised of their right to address Council. The applicant will be advised of Council's determination.

## **Conclusion**

In this instance, the applicant has sought to display a major promotion sign on land where this signage would contribute to visual bulk and clutter within the area, a refusal to grant a planning permit is warranted

## **Recommendation:**

**That having considered all matters as prescribed by s.60 of the Planning and Environment Act 1987, Council issues a Refusal to Grant a Planning Permit for application PA2014-028 for Use of the Land for Display of a Major promotion sign at 5 Grant Street, Bacchus Marsh also known as Lot 2 on PS 002498 on the following grounds:**

- 1. The proposal would contribute to a saturation of similar signage within a small area and provide visual clutter and disorder as a result.**
- 2. The proposal is at odds with the purpose of the Heritage Overlay contained within the Moorabool Planning Scheme.**

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## **Report Authorisation**

**Authorised by:**



**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Monday, 28 July 2014

**9.2.5 Planning Application PA2013-236; Two (2) Lot Subdivision and Development of Two (2) Dwellings, Lot 3 on PS536561T, 43 Inglis Street, Ballan.**

*This report meets the criteria established for the Development Assessment Committee (DAC), however this application has been previously presented to an Ordinary Meeting of Council (OMC) prior to the establishment of the DAC and as such it should be finalized using the same process.*

*This is considered an appropriate response for applications that have been previously deferred at an OMC.*

*This matter was deferred at the request of the applicant from the 7 May 2014 Ordinary Meeting of Council in order for the applicant to attempt to address the issues relating to the proposal that were raised in the officer's report.*

*The proponent and officer meet to discuss potential changes to the proposal and revised plans were provided to the Council on 26 May 2014. Whilst changes were made the applicant was informed that the decision to recommend refusal would stand as the changes failed to provide an adequate outcome.*

*The applicant applied for an Application to Amend the Planning Application in progress on 2 July 2014 submitting the revised plans.*

*The proposal is before Council to consider a recommendation to Refuse to Grant a Planning Permit for the reasons as outlined in the report.*

<b>Application Summary:</b>	
Application No:	PA2013-236
Lodgement Date:	8 October 2013
Amendment Date:	2 July 2014
Planning Officer:	Natalie Robertson
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	4 October 2014
Address of the land:	Lot 3 on PS 536561T 43 Inglis Street, Ballan
Proposal:	Two Lot Subdivision and Development of Two (2) Dwellings
Lot size:	430 sq m
Restrictive covenant	Covenant PS536561T

Why is a permit required?	Pursuant to the Moorabool Planning Scheme, Clause 32.08-2 a permit is required to subdivide land and under Clause 32.08-4 a planning permit is required to construct two or more dwellings on a lot.
<b>Public Consultation:</b>	
Number of notices to properties:	Nine (9)
Notices on site:	One
Notice in Newspaper:	Nil
Number of objections:	Two (2) same objections as original
Submission of support:	Nil
Consultation meeting:	The inadequacies of the proposal determined that a recommendation for refusal would be put to Council and therefore no consultation meeting was held.
<b>Policy Implications:</b>	
<b>Key Result Area -</b>	Enhanced Infrastructure and Natural Built Environment.
<b>Objective -</b>	Effective and efficient land use planning and building controls.
<b>Strategy -</b>	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.
<b>Victorian Charter of Human Rights and Responsibilities Act 2006</b>	
In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.	

**Officer's Declaration of Conflict of Interests**

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

*Manager Statutory Planning and Community Safety– Sian Smith*

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

*Author – Senior Statutory Planner, Natalie Robertson*

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

**Executive Summary:**

The application is for the construction of two (2) double storey dwellings and a two (2) lot subdivision on Lot 3, 43 Inglis Street, Ballan. The matter was deferred, at the request of the applicant, from the 7 May 2014 Ordinary Meeting of Council in order to revise the application. Despite changes to the proposal the application is before Council due to the recommendation to refuse the proposal and receipt of two objections.

The site has an area of 430 sq m and a restrictive covenant which limits dwelling development to within a building envelope of 150sqm. While the proposed development provides housing choice for a range of households, which accords with State and Local Planning Policies, and the objectives of the zone, it is considered that the layout and design of the development is not in accordance with the character of the surrounding area and does not provide for an amenable living environment.

Objections relate to lack of aesthetics, design character, overshadowing, overlooking and suitability of the development on the site. Details of the objectors concerns and response to the key issues have been provided in the report.

The report has also been altered based on assessment of the revised plans which were submitted under an Application to Amend a Planning Permit Application in Progress on 2 July 2014.

The proposal is before Council for consideration of a recommendation to Refuse to Grant a Planning Permit as it is considered that the proposal, whilst amended, remains inconsistent with the pattern of development and character in the area, in particular with respect to visual bulk and further the proposed development fails to comply with some requirements of Clause 55.

**Summary Recommendation:**

The proposal has been assessed against the relevant components of the Planning and Environment Act 1987, particularly with regard to Section 61 (4), the Moorabool Planning Scheme, particularly those set out in the State and Local Planning Policy Framework, Clause 32.08-4 – General Residential Zone – and Clause 55 of the Moorabool Planning Scheme (Rescode). It is considered that the proposal is generally inconsistent with requirements of the scheme which is outlined in detail in this report.

It is recommended that Council resolve to Refuse to Grant a Permit for this application pursuant to Section 61(1) and (4) of the Planning and Environment Act 1987 on grounds contained later in this report.

**Site and Surrounds**

The subject site is on the southern side of Inglis Street, Ballan close to the eastern gateway to the township. The site is almost triangular in shape with a frontage of 14.7m, rear of 14.51m, western side boundary of 31.59m and eastern side boundary of 29.27m. The site is 442sqm in area, however dwelling development is limited to a building envelope of 150sqm. A crossover is provided to the site.

The site is encumbered by a 3m wide easement along the length of the rear and eastern side boundary and the building envelope is shown as a hatched portion of land on the title plan.

There are dwellings on each side of the subject site. These dwellings, as with most in the neighbourhood are single storey. Dwellings styles vary greatly and there are multi dwelling developments within the area.

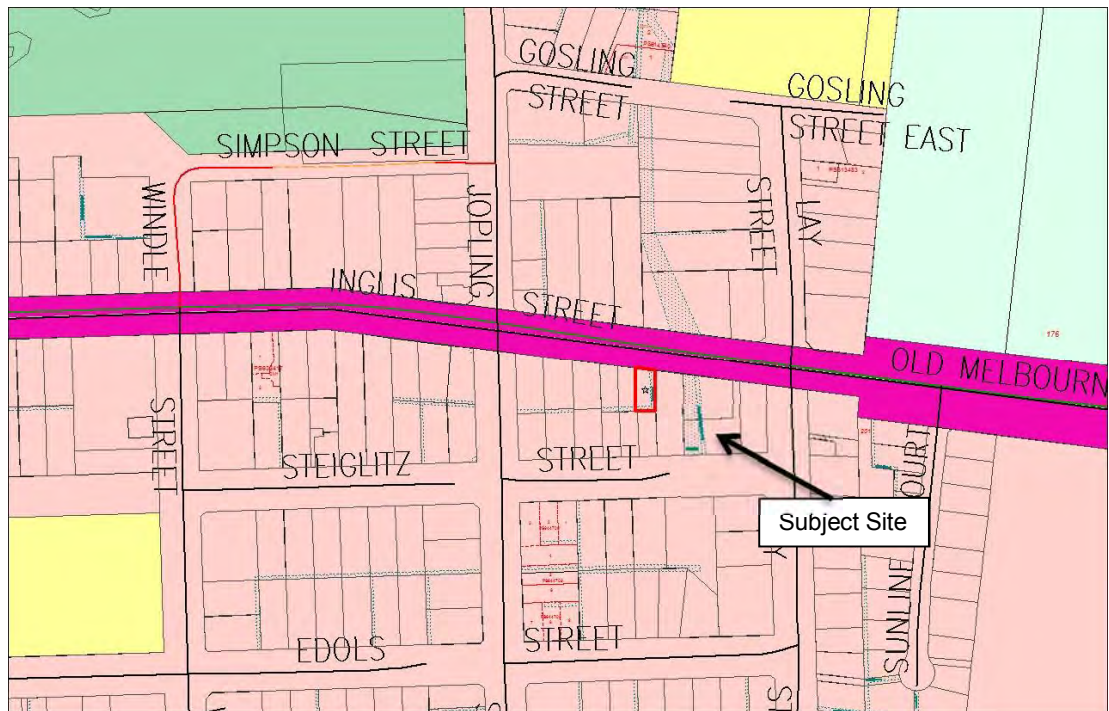
The area is was zoned Residential 1, however on 1 July 2014 Amendment VC116 introduced a State wide change to all zones previously known as Residential 1 Zone, Residential 2 Zone or Residential 3 Zone to become collectively known as General Residential Zone. The changes to the zone do not result in changes to the assessment of the application as the requirement for a permit for subdivision and multi dwelling development remain the same as those previously stated in the Residential Zone 1.

The area is a mixture of new and older dwellings with varied styles and lot sizes. The subject site is 620 m east of the commercial area of Ballan. There is access to public open space and is within a reasonable distance to community facilities and services such as schools, shopping, medical facilities and approximately 1km north of the Ballan train station. There is no bus service within Ballan.

Inglis Street is a Road Zone Category 1 with a 12m wide sealed road, a wide grassed nature strip and concrete footpath passing the site.

There is no significant vegetation on the subject site, however a mature tree of at least 6m in height sits within the road reserve which the applicant has attempted to preserve by retaining the single access that transitions into a double drive on the subject site.





### Proposal

The proponent seeks approval for the construction of two (2) dwellings and a two lot subdivision of the land.

The dwellings would be double storey which share a central common wall on the ground floor, and have a recessed first floor. The dwellings would be located within the building envelope and each dwelling would comprise:

#### Ground Floor:

- Kitchen
- Meals / living area
- Laundry
- Stairway
- Storage area under stairwell
- Single car garage

#### First Floor:

- Bedroom 1 with ensuite;
- Bedroom 2
- Bathroom
- Linen closet
- First floor land

The dwellings would be rectangular and have a north-south orientation with some site levelling proposed. Dwelling 1 has a setback of 7.184m and dwelling 2 a setback of 7.860m. Each dwelling has a ground floor area of 82.8sqm and first floor area of 55.97sqm for Dwelling 1 and 54.69sqm for dwelling 2 with a total floor area for each dwelling being 138.77sqm and 137.13sqm respectively.

Dwelling 1 has private open space of 57.38sqm with secluded private open space totalling 43.82sqm.

Dwelling 2 has private open space totalling 97.90sqm with secluded private open space totalling 57.75sqm.

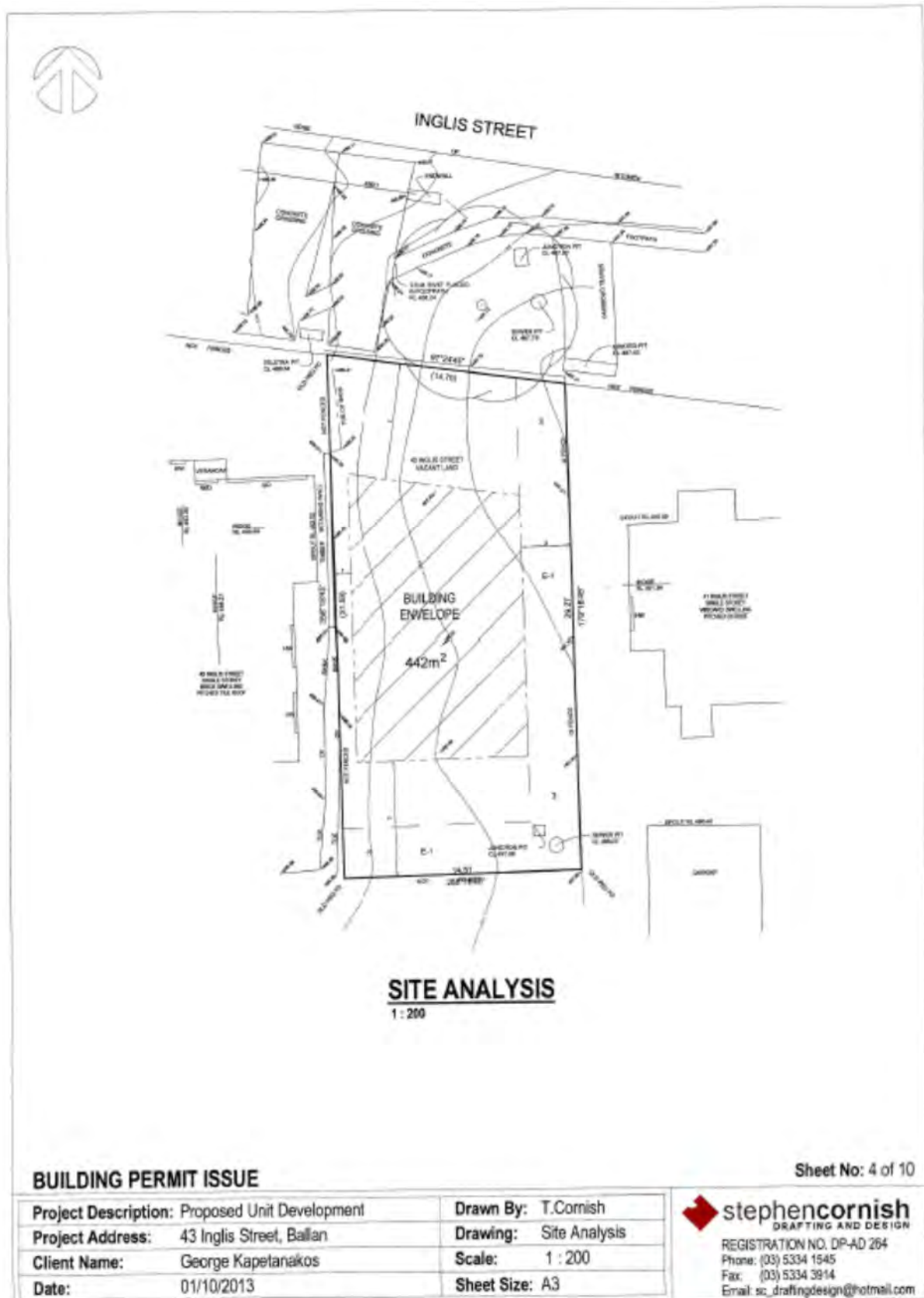
Access is via an existing single concrete crossing onto a curved concrete driveway.

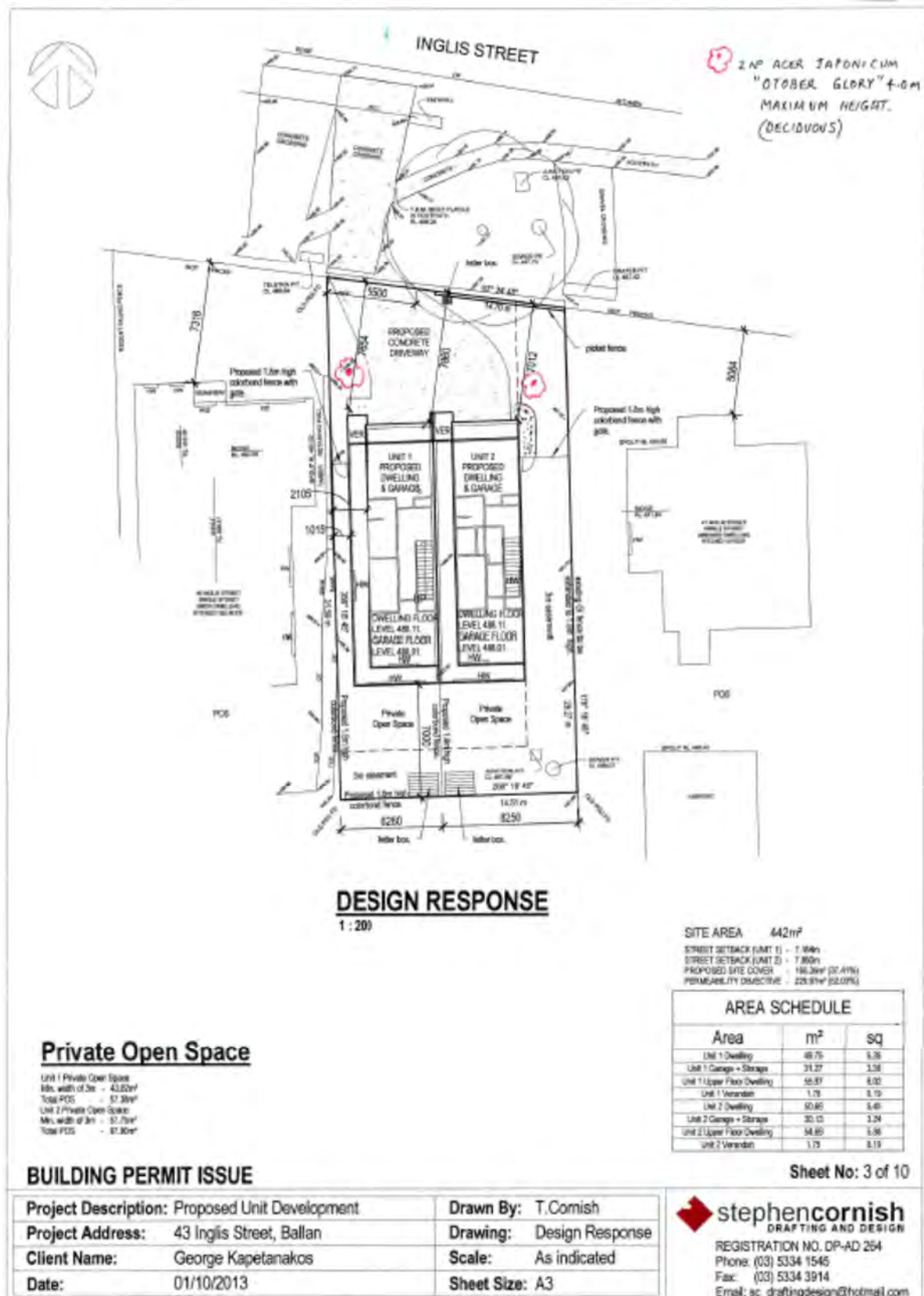
No front fence to Inglis Street is proposed, however October Glory (*Acer Japonicum*) trees which grow to a height of 4m are proposed at the front of each dwelling to act as screening.

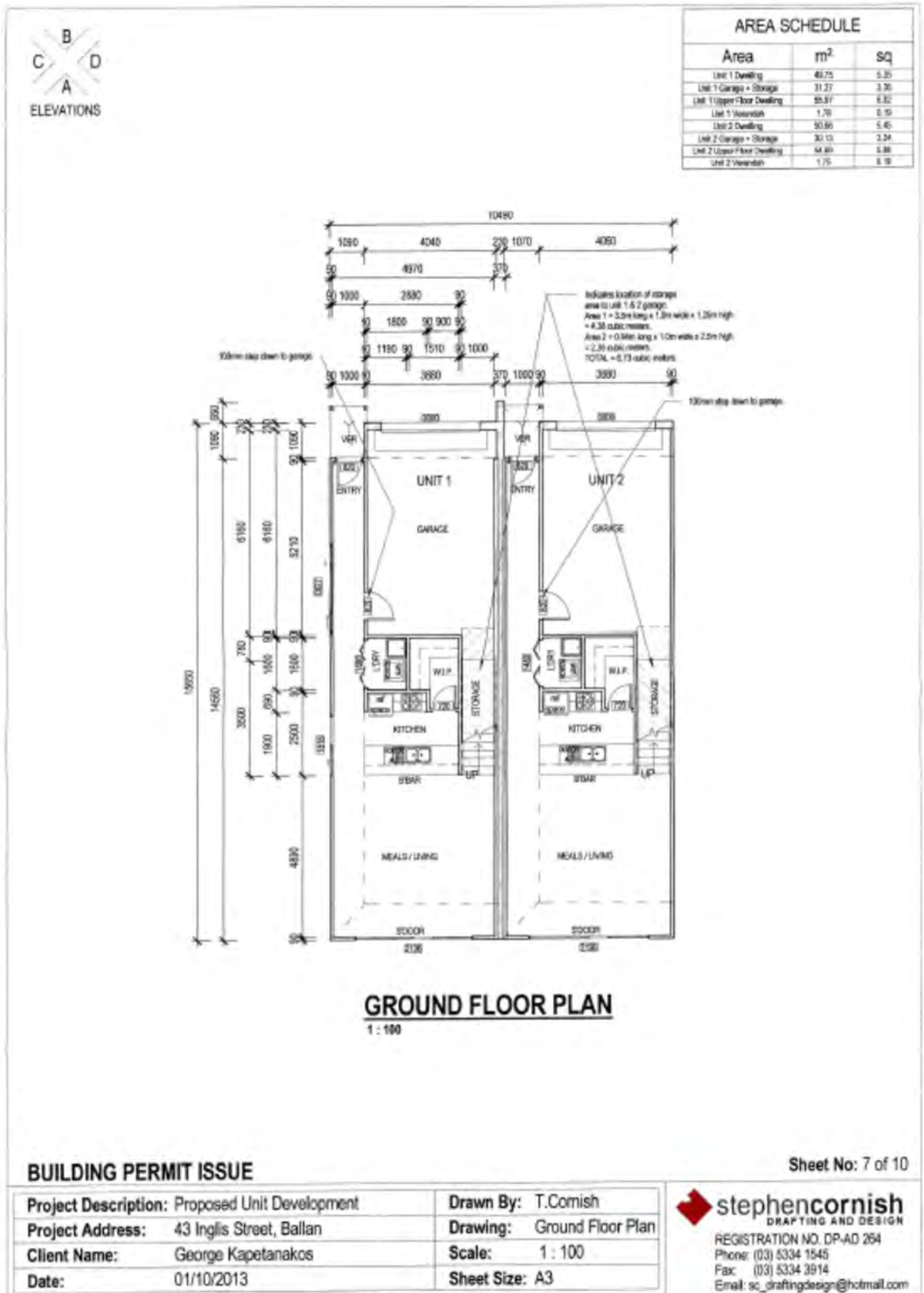
The revised plans have attempted to improve building bulk by providing space between the first floors. The plans also provide for an attached front porch, have made minor modifications to the garage door and have also included trees that have the potential to screen the development through landscaping.

The trees proposed within the front setback, October Glory, have an approximate height of 12m and a spread of 9m and therefore are not an appropriate species. The scientific name *Acer Japonicum* referenced is a different tree and has several varieties, so clarity on the specific variety is required.

It should also be noted that they are not evergreen species and in colder months they will drop their leaves and provide minimal screening attributes.





**BUILDING PERMIT ISSUE**

Sheet No: 7 of 10

**Project Description:** Proposed Unit Development**Drawn By:** T.Cornish**Project Address:** 43 Inglis Street, Ballan**Drawing:** Ground Floor Plan**Client Name:** George Kapetanakos**Scale:** 1 : 100**Date:** 01/10/2013**Sheet Size:** A3**stephencornish**  
DRAFTING AND DESIGN

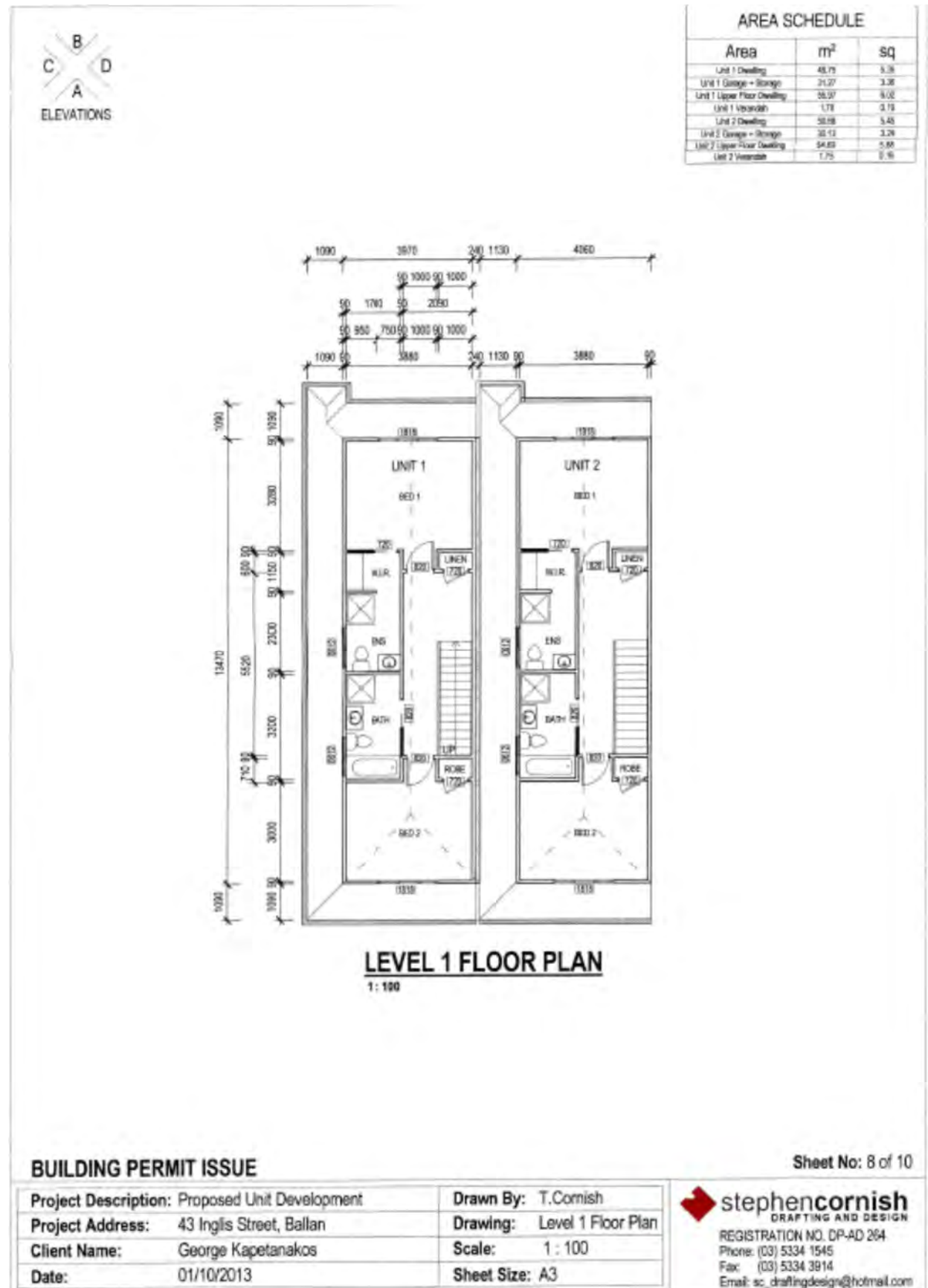
REGISTRATION NO. DP-AD 264

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### BUILDING PERMIT ISSUE

Sheet No: 8 of 10

<b>Project Description:</b> Proposed Unit Development	<b>Drawn By:</b> T.Cornish
<b>Project Address:</b> 43 Inglis Street, Ballan	<b>Drawing:</b> Level 1 Floor Plan
<b>Client Name:</b> George Kapetanakis	<b>Scale:</b> 1 : 100
<b>Date:</b> 01/10/2013	<b>Sheet Size:</b> A3

**stephencornish**  
DRAFTING AND DESIGN

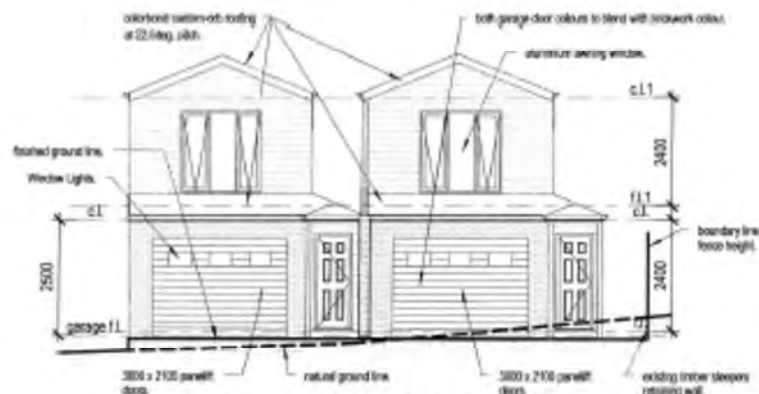
REGISTRATION NO. DP-AD 264  
Phone: (03) 5334 1545  
Fax: (03) 5334 3914  
Email: sc\_draftingdesign@hotmail.com

04/10/2014



**ELEVATION A (SOUTH)**

1 : 100



**ELEVATION B (NORTH)**

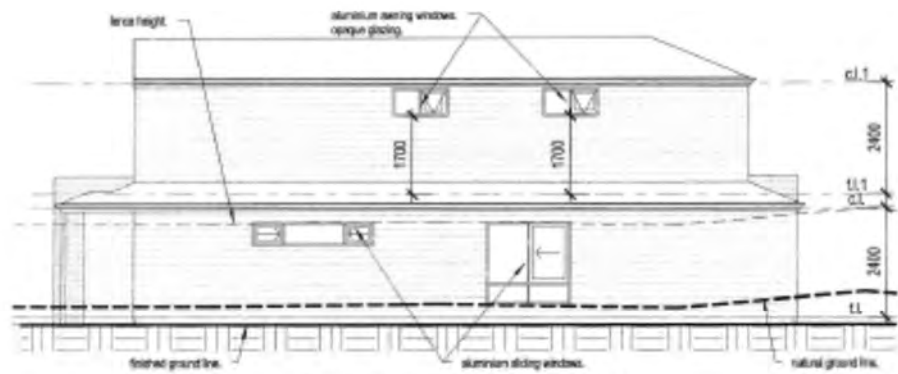
1 : 100

**BUILDING PERMIT ISSUE**

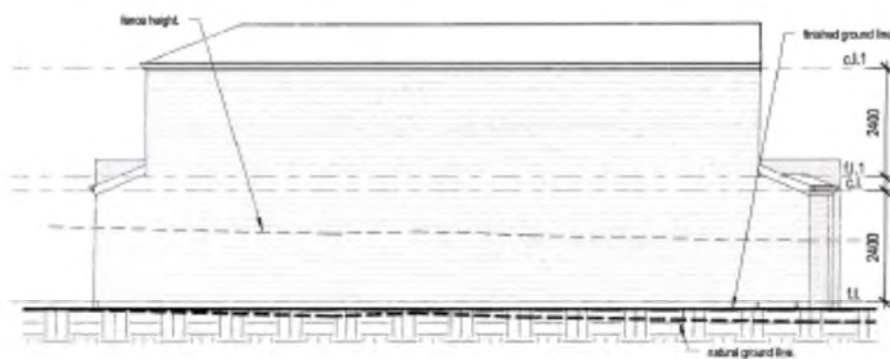
Sheet No: 9 of 10

<b>Project Description:</b> Proposed Unit Development	<b>Drawn By:</b> T.Cornish
<b>Project Address:</b> 43 Inglis Street, Ballan	<b>Drawing:</b> Elevations
<b>Client Name:</b> George Kapetanakos	<b>Scale:</b> 1 : 100
<b>Date:</b> 01/10/2013	<b>Sheet Size:</b> A3

**stephencornish**  
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Fax: (03) 5334 3914  
Email: sc\_draftingdesign@hotmail.com

**ELEVATION C (WEST)**

1 : 100

**ELEVATION D (EAST)**

1 : 100

**BUILDING PERMIT ISSUE**

Sheet No: 10 of 10

Project Description: Proposed Unit Development

Drawn By: T.Cornish

Project Address: 43 Inglis Street, Ballan

Drawing: Elevations

Client Name: George Kapetanakos

Scale: 1 : 100

Date: 01/10/2013

Sheet Size: A3

**stephencornish**  
DRAFTING AND DESIGN

REGISTRATION NO. DP-AD 264

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## Restrictive Covenant

Pursuant to Section 61 of the Planning and Environment Act 1987:

- (4) *if the grant of a permit would authorise anything which would result in a breach of a registered restrictive covenant, the responsible authority must refuse to grant the permit unless a permit has been issued, or a decision made to grant a permit to allow the removal or variation of the covenant.*

The Restrictive Covenant on the land is shown on the land title as No. PS536561T. The Restriction states:

*"No dwelling shall be constructed on lots 1, 2 & 3 other than in accordance with the dwelling envelopes shown hatched herewith."*

*"...Any dwelling constructed on Lot 3 shall have a minimum Floor Level of 488.00."*

Heights for minimum floor levels are based on Australian Height Datum (AHD).

The building envelope for the subject site is approximately 150sqm and the proposed dwellings have been presented to sit within the envelope.

Elevations do not provide an indication of the floor level. Should a permit issue in this matter a condition would be necessary to require plans to be revised to reflect the necessary height.

## Planning Scheme Provisions

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

SPPF		
Clause 11	Settlement	The proposal for two dwellings is inconsistent with this policy, which advocates sustainable development that takes full advantage of existing settlement patterns. The dwellings are not consistent with the developments within the balance of the neighbourhood.
Clause 11.02-1	Supply of urban land	The size of the site, and more particularly the building envelope, makes it suited to single dwelling housing. However the character of the area, the constraints of the lot and the overall design make the proposal inconsistent with the objectives of this policy.

Clause 11.05-2	Melbourne's hinterland	Providing for residential development within the urban growth boundary of the Ballan township is supported by this policy.
Clause 16.01-2	Location of Residential Development	In accordance with policy, the site has reasonable access to public transport given that it is within 1 km of the Ballan train station. There is no public bus service that operates in Ballan.
Clause 16.01-4	Housing Diversity	Whilst smaller dwellings cater to greater housing choice the dwellings themselves, and as proposed, do not cater to all demographics, particularly the aged or those with limited mobility.
<b>LPPF</b>		
Clause 21.03-3	Residential Development	The proposal is consistent with strategies to extend the range of housing types and densities to improve resident choice and meet changing housing needs, however, the development itself offers only one form of housing choice and does not cater to the aged, aging in place or those with limited mobility.
Clause 21.03-4	Landscape and Neighbourhood Character Objective	The proposal is inconsistent with the general built form of the area. The development is fronted by two garages that visually dominate the lot. The most dominant feature which will be clearly visible to the street is the building bulk as shown on the eastern and western elevations.
Clause 21.087	Ballan	<p>The proposal encourages consolidation and urban growth within the inner area of Ballan.</p> <p>Any medium density development in the outer areas should be of high quality.</p>

**Zone:**General Residential Zone

On 1 July 2014 Amendment VC116 was introduced into Victorian Planning Schemes. The amendment changes all zones formerly Residential 1, Residential 2 and Residential 3 to General Residential Zone.

The site was located within the Residential 1 Zone which has become the General Residential Zone. Pursuant to Clause 32.08-2 and Clause 32.08-4 of the Moorabool Planning Scheme a planning permit is required to subdivide the land and a planning permit is required to construct two or more dwellings on a lot.

The purpose of the zone is:

- *To encourage residential development that respects the neighbourhood character of the area; and*
- *To provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport.*

Road Zone

A permit is required to construct a building or carry out works for a use in Section 2 of Clause 36.04-1 and to subdivide land.

As there is an existing access and it is not intended to alter the existing access to the Road Zone no planning permit is triggered in this regard.

**Overlay:**Environmental Significance Overlay

The subject site is affected by an Environmental Significance Overlay – Schedule 1, Proclaimed Water Catchment Areas.

The objective of the overlay is:

- *to protect the quality and quantity of water produced within proclaimed water catchments; and*
- *to provide for appropriate development of land within proclaimed water catchments.*

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

**Particular Provisions:**

An assessment against Clause 55 of the Moorabool Planning Scheme shows compliance except in the following standards:

Clause	Title	Standard	Compliance
Rescode			
55.02-1	Neighbourhood Character Objectives	B1	<p><b>Does not comply</b></p> <p>The proposal does not consider an appropriate design response to the neighbourhood as it fails to respect existing character, fails to respond to the site features and fails to attempt to integrate with the existing neighbourhood character.</p> <p>The style of development provides a front entry visually dominated by two garages. There is no passive surveillance of the street from the front door and the entry is obscured by the garage.</p>
55.02-2	Residential Policy	B2	<p><b>Complies in part</b></p> <p>In that the application addresses housing policies in the SPPF, LPPF and MSS and local policies.</p>
55.02-3	Dwelling diversity	B3	<b>N/A</b>
55.02-4	Infrastructure	B4	<p><b>Complies</b></p> <p>The development is likely to have connection to all services.</p>
55.02-5	Integration with Street	B5	<p><b>Does not comply</b></p> <p>Physically it may comply but visually it does not. The objective is to 'integrate the development with the street' and the visual dominance of the building does not meet the objectives of this Clause.</p>
55.03-1	Street setback	B6	<b>Complies</b>
55.03-2	Building height	B7	<b>Complies</b>
55.03-3	Site coverage	B8	<b>Complies</b>

55.03-4	Permeability	B9	<b>Complies.</b>
55.03-5	Energy efficiency	B10	<b>Complies</b>
55.03-6	Open space	B11	<b>N/A</b>
55.03-7	Safety	B12	<b>Does not comply</b> The style of development provides a front entry dominated by a garage. There is no passive surveillance of the street from the front door.
55.03-8	Landscaping	B13	<b>Does not comply</b> Plans are only indicative. Should a permit issue more detailed landscaping plans would be required via a condition on the permit so that any proposed landscaping, including trees, may be assessed for appropriateness.
55.03-9	Access	B14	<b>Complies</b>
55.03-10	Parking location	B15	<b>Complies</b>
55.04-1	Side and rear Setbacks	B17	<b>Complies</b>
55.04-2	Walls on Boundaries	B18	<b>N/A</b>
55.04-3	Daylight to existing windows	B19	<b>Complies</b>
55.04-4	North facing windows	B20	<b>Complies</b>
55.04-5	Overshadowing open space	B21	<b>Complies</b>
55.04-6	Overlooking	B22	<b>Does not comply</b> The elevations don't appear to indicate that there is any treatment on the openable windows that look over the POS.
55.04-7	Internal Views	B23	<b>Does not comply</b> The elevations don't appear to indicate that there is any treatment on the openable windows that look over the POS.

55.04-8	Noise impacts	B24	<b>Complies</b>
55.05-1	Accessibility	B25	<p><b>Does not comply</b></p> <p>Whilst access to the ground floor of dwellings is accessible to people with limited mobility, the design of all dwellings, as proposed, does not cater to those with limited mobility. No bedrooms or amenity facilities are provided on the ground floor.</p> <p>The proponent has advised the straight stair with wide landing areas at both ends of the stair case have been designed so that an electronic low cost stair riser seat can be fitted to the balustrade if a person living in the property has difficulty using the stairs.</p> <p>In this regard, it does not comply as proposed, however it is accepted that the dwelling could be retrofitted for a person with limited mobility.</p>
55.05-2	Dwelling entry	B26	<p><b>Complies</b></p> <p>A porch area has been extended to identify the dwelling entry to the street, however the proposed tree in the front setbacks may limit these views and would have to be revised.</p>
55.05-3	Daylight to new windows	B27	<b>Complies</b>
55.05-4	Private open space	B28	<b>Complies</b>
55.05-5	Solar access to open space	B29	<b>Complies</b>
55.05-6	Storage	B30	<b>Complies</b>

55.06-1	Design detail	B31	<p><b>Does not comply</b></p> <p>The Design of the buildings fails to respect existing neighbourhood character. Particularly where the decision guidelines require consideration of the effect of visual bulk of the building and whether this is acceptable in the neighbourhood setting.</p> <p>Further the design provides no surveillance of the street and provides a design that has no sense of identity or address or a liveable environment.</p>
55.06-2	Front fences	B32	<p><b>N/A</b></p> <p>No fence proposed</p>
55.06-3	Common property	B33	<b>Complies</b>
55.06-4	Site services	B34	<b>Complies</b>
56.03-5	Neighbourhood character	C6	<p><b>Does not comply</b></p> <p>Fails to respect existing character and does not respond or integrated with the surrounding environment.</p>
56.04-2	Lot area and building envelope objective	C8	<p><b>Does not comply</b></p> <p>Does not offer appropriate siting particularly for solar access and does not support active street frontages or street based community interaction.</p>
56.04-3	Built environment	C5	<p><b>Does not comply</b></p> <p>Does not provide a functional or attractive living environment. Does not contribute to a sense of place and identity.</p>
56.04-5	Common area	C11	<b>Complies</b>
56.06-8	Lot access	C21	<b>Complies</b>
56.07	Integrated water management	C22, C23, C24, C25, C26	<b>Complies</b>

56.09-2	Utilities	C27, C28	<b>Complies</b>
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### Clause 65.02- Decision Guidelines

This report has considered the decision guidelines of Clause 65.

### Referrals:

Pursuant to Section 52 and 55 of the Planning and Environment Act 1987 the application was referred to the following authorities.

Authority	Response
Infrastructure	No objection – subject to conditions
Western Water	No objection – subject
Southern Rural	No objection – subject to conditions
Water	
VicRoads	No objection

### Public Notice:

The original application was advertised to adjoining owners and occupiers by sending individual notices on 1 November 2013 and a sign placed on the site from 1 November 2013 to 15 November 2013. The revised application was advertised to adjoining owners and occupiers and by way of sign on site between 21 July 2014 and 4 August 2014.

Two objections were received.

A consultation meeting was not held on the basis of the number of objections and the officer's assessment of the proposal.

### Summary of Objections:

The grounds of objection are outlined below with officer's comments accompanying them.

Objection	Officer's response
The area of Inglis Street is the gateway to Ballan so aesthetics is an important factor.	It is important to consider developments that would be reasonable within the gateway to the township. Under normal circumstance a two dwelling development would be reasonable, however the design of this proposal presents a building form that would be unacceptable in most areas of Ballan township.



The development in the narrow building envelope is unsuitable.	Due to the constraints of the building envelope the presentation of two dwellings within it is limited and subsequently the proposal fails to present dwellings of a suitable standard.
Shadowing to the West from proposed 2 story building will have a large impact on existing building at No 45b Inglis Street with the living area receiving no sunshine whatsoever due to the narrowness of the subdivision of blocks at 45 a, b and 43.	Revised plans have removed any overshadowing.
There will be privacy issues with overlooking into the rear yards from the second story.	The proposal complies under Clause 55 assessment and would not.
Although the application states that there are few front fences in Inglis Street, this is untrue and many homes in Inglis Street, particularly in this area have front fences. This proposal obviously cannot have front fences as the whole frontage is made up of garages.	Concur. Inglis Street has many front fences, particular 1.2m picket style fences.

## Assessment of Application

The purpose of the General Residential Zone is to support a range of dwelling types to enhance consumer choice and to provide opportunities for affordable housing, however dwellings should provide a reasonable standard of amenity for existing and new residents.

The key issues arising from this proposal are:

1. The development fails to provide a layout which integrates well with the street and provide any surveillance of the street.
2. The development would present to adjoining and surrounding neighbours, together with the entry to Ballan a street frontage of garage and does not provide a potential resident with any sense of identity and individual address within the street.
3. The proposal does not provide any amenity facilities on the ground floor and therefore could not cater to any person with limited mobility or make provision the aged, or aging in place for a potential resident.
4. The development would not be respectful of the prevailing neighbourhood character.

In the matter of Chak Lai Li v Whitehorse CC (No. 1) [2005] VCAT 1274 (30 June 2005) Senior Member Byard states on the matter of ResCode:

*It does not follow from this that a proposal that meets the relevant ResCode standards must necessarily receive a permit. That may be a strong indication for the grant of a permit, but is does not mean that a permit is an automatic result. There may nevertheless vital planning considerations that indicate refusal, and that outweigh considerations in favour of the proposal.*

Whilst the proponent has attempted to overcome the original issues of the proposal the new plans do not satisfactorily resolves the issues of neighbourhood character and visual bulk.

## Conclusion

The proposal introduces a built form which does not respect the prevailing character, offers bulk and visual dominance to adjoining neighbours within the important gateway of the Ballan township.

The proposed development generally does not comply with a number of the required ResCode Standards nor does it meet a number of the objectives of Clause 55 of the Moorabool Planning Scheme.

## Recommendation:

**That Council having considered all relevant matters as prescribed by s.61(1) and s. 61(4) of the Planning and Environment Act 1987 for Planning Application PA2013-236 issue a Refusal to Grant a Planning Permit for the a two (2) lot subdivision and development of two (2) dwellings at Lot 3 on PS 536561T, 43 Inglis Street, Ballan on the following grounds:**

1. The development does not satisfy a number of the Rescode standards nor achieves the objectives contained within Clause 55 of the Moorabool Planning Scheme.
2. The development fails to provide a layout which integrates well with the street and provide surveillance of the street.
3. The development would present to adjoining and surrounding neighbours, together with the entry to Ballan, a street frontage of garage only and does not provide a potential resident with any sense of identity and individual address within the street.
4. The development is not respectful to the prevailing neighbourhood character.

---

**Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Monday, 28 July 2014



**9.2.6 Planning Permit 2014-004; Development of Six (6) Dwellings and a waiver of the visitor car space on Lot 1 PS 434102W, 100 Masons Lane, Bacchus Marsh**

***This application is going before the Ordinary Meeting of Council as more than 5 unresolved objections from separate properties have been received.***

<b>Application Summary:</b>	
Permit No:	PA2014-004
Lodgement Date:	3 January 2014
Planning Officer:	Tom Tonkin
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	20 May 2014
Address of the land:	100 Masons Lane, Bacchus Marsh
Proposal:	Development of Six (6) Dwellings and a Waiver of the visitor car space
Lot size:	1843sq m
Restrictive Covenant/173 Agreement:	Yes
Why is a permit required	Clause 32.08-4 – Construction of two or more dwellings on a lot in the General Residential Zone
<b>Public Consultation:</b>	
Number of notices to properties:	Seven (7)
Notices on site:	One (1)
Notice in Moorabool Newspaper:	No
Number of Objections:	Six (6)
Consultation meeting:	Held 10 June, 2014. The applicant agreed to provision of an indented on-street car space in response to objectors' concerns, however this is not supported as discussed herein. Other issues were not resolved through consultation.

<b>Policy Implications:</b>	
<b>Key Result Area</b>	Enhanced Infrastructure and Natural Built Environment.
<b>Objective</b>	Effective and efficient land use planning and building controls.
<b>Strategy</b>	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.
<b>Victorian Charter of Human Rights and Responsibilities Act 2006</b>	
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.	
<b>Officer's Declaration of Conflict of Interests</b>	
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.	
<b>Executive Summary:</b>	
This application seeks approval for development of six (6) dwellings and a waiver of the visitor car space.  The application was reviewed against the provisions of the Moorabool Planning Scheme, with particular attention paid to the requirements of Clause 55 (Two or more dwellings on a lot) and Clause 52.06 (Car parking).	

The site is a lot of 1843sq m in an established residential area of Bacchus Marsh. Surrounding development comprises mostly single dwellings on lots typically 750-1000sq m in size.

The proposal supports the consolidation of residential development in an established area without any unreasonable impacts on neighbourhood character. The proposal complies with all relevant objectives and most relevant standards of Clause 55. The design and provision of resident car parking meets the standards of Clause 52.06 and the waiver of the visitor car space is considered acceptable.

Objections to the proposal relate to increased dwelling density, neighbourhood character, overdevelopment, increased traffic, car parking and the extent and location of vehicle crossovers.

This report recommends that Council issue a Notice of Decision to Grant a Planning Permit for Development of Six (6) Dwellings and a Waiver of the Visitor Car Space, subject to conditions.

#### **Summary Recommendation:**

The proposal has been assessed against the relevant provisions of the Moorabool Planning Scheme, including those set out in the State and Local Planning Policy Framework, Clause 32.08 – General Residential Zone and Clauses 52.06 and 55.

It is considered that the proposed development is, overall, consistent with State and Local Planning Policies, the General Residential Zone and relevant Particular Provisions of the Moorabool Planning Scheme.

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 PA002/00 for Four (4) Lot Subdivision was issued by Council on 7 June 2000. The plans were subsequently amended to be for a three (3) lot subdivision which created Lot 1 being the subject site.

Planning permit PA2005-325 for Development of Six Dwellings was approved by Council on 12 July 2006. This permit was not acted upon and has lapsed and expired.

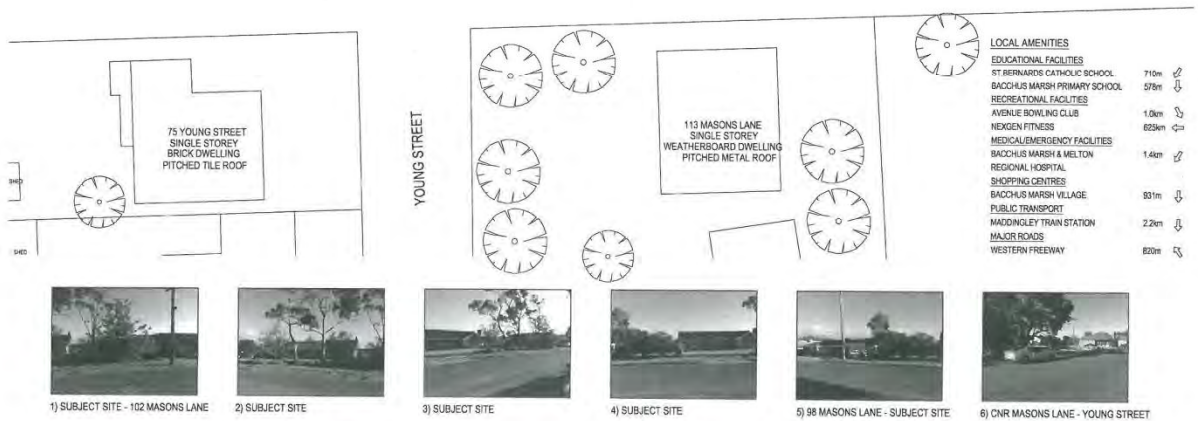
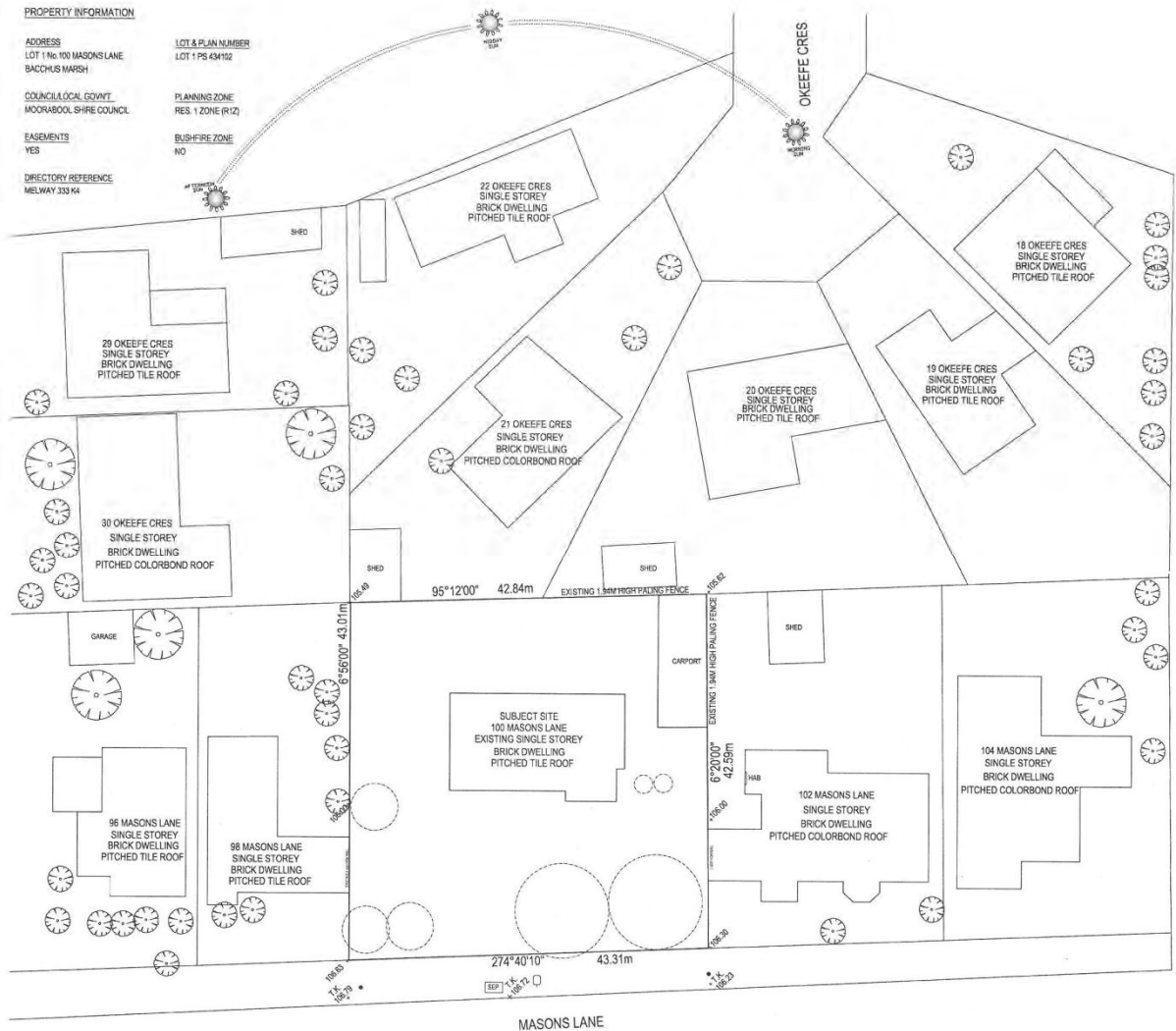
PA2008-062 for Six (6) Lot Subdivision was refused by Council on 11 June 2010 essentially due to a lack of information from the permit applicant to allow a proper assessment of the proposal.

## Proposal

The application seeks approval to develop the subject site for six dwellings and to waive the requirement for an on-site visitor car space. The proposal would comprise the following:

- Demolition of the existing dwelling and carport.
- Construction of three (3) double storey dwellings fronting Masons Lane, each comprising:
  - Ground floor with single garage, living room, one (1) bedroom with en suite and walk-in robe, powder room, laundry and open plan kitchen, meals and family area leading to secluded private open space at the rear of each dwelling.
  - Upper storey with two (2) bedrooms, bathroom and retreat.
  - Tandem car space in the front setback.
  - Construction materials and finishes incorporating face brick, weatherboard and render.
  - Pitched Colorbond roofs with gabled front porch.
- Construction of three (3) single storey dwellings at the rear of the site, each comprising:
  - Three (3) bedrooms, main with en suite and walk-in robe, laundry, bathroom, separate toilet, and open plan kitchen, living and meals area leading to secluded private open space at the rear of each dwelling.
  - An attached double garage.
  - Construction materials and finishes incorporating face brick and render.
  - Pitched Colorbond roofs.
- Removal of the existing vehicle crossover.
- Vehicle access obtained via four (4) new crossovers from Masons Lane:
  - A 3.0m wide crossover to Unit 1.
  - A 3.0m wide crossover to Units 4 and 5.
  - A 5.5m wide crossover to Units 2 and 3.
  - A 3.0m wide crossover to Unit 6.
- Removal of existing trees.

All reticulated services are available to the site.



## TOWN PLANNING SUBMISSION

### SITE ANALYSIS

**TOWNHOUSE DEVELOPMENT**  
**LOT 1843 No. 100 MASONS LANE**  
**BACCHUS MARSH**

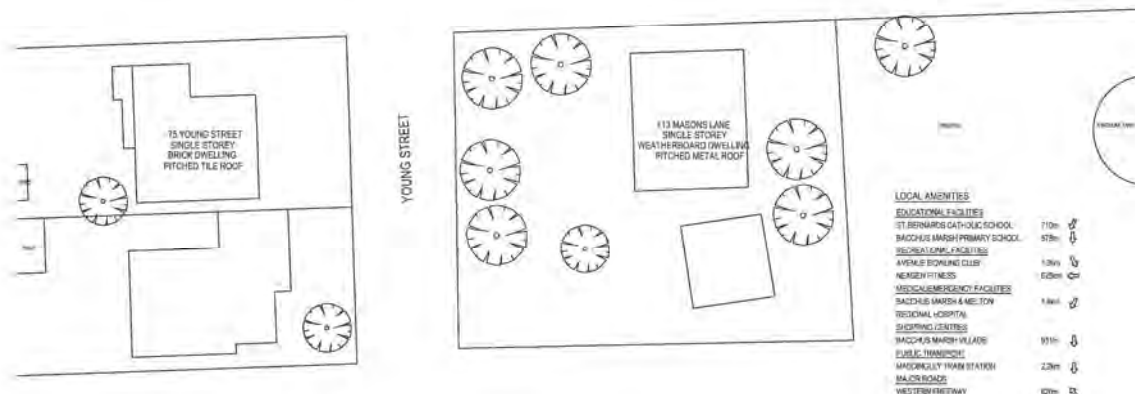
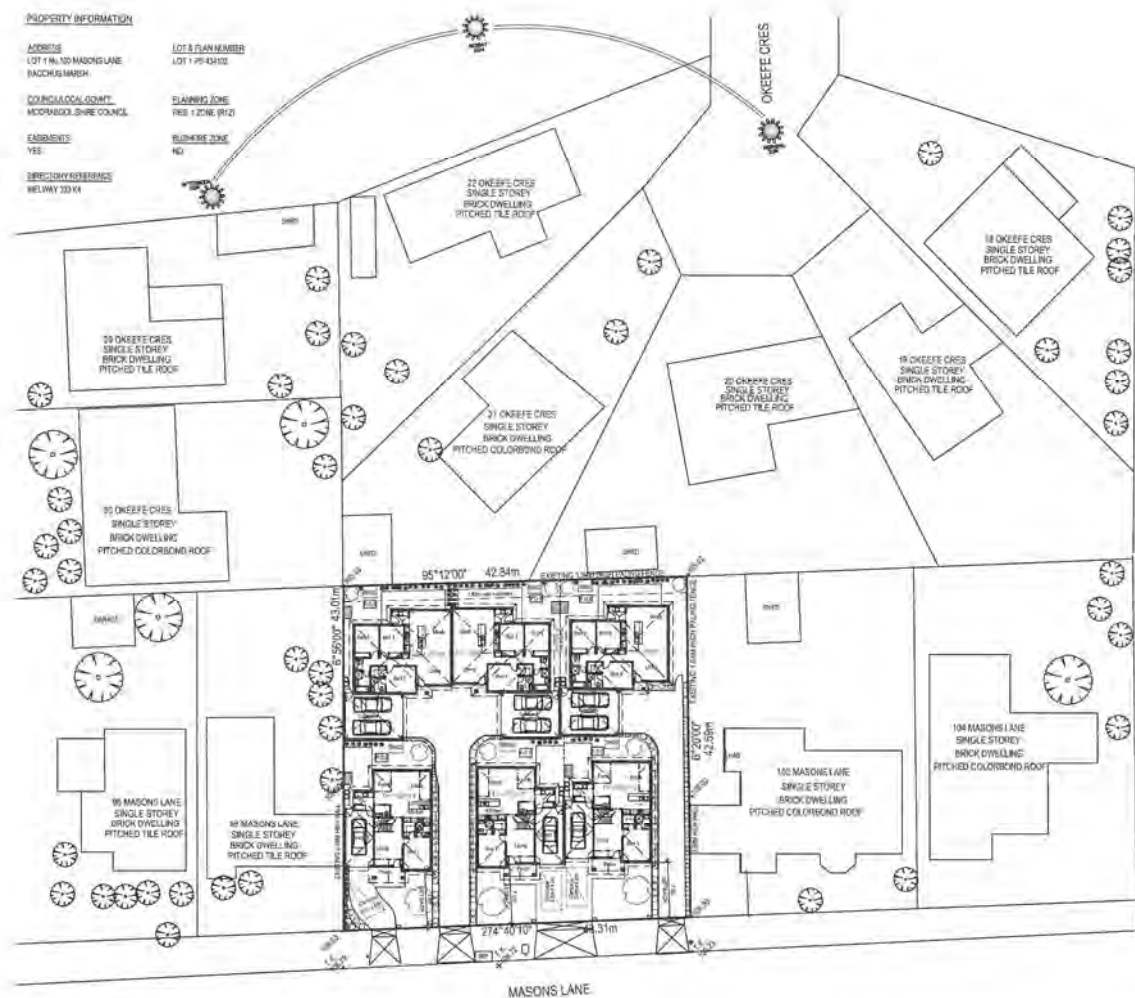
REVISIONS				
By	Date	Drawn	Comments	
XX	XX	XX	XX	

**JONTIAN GROUP**  
 Building Design & Town Planning  
 Unit 2, 211-213 Barkly Street, Geelong, Victoria 3220  
 T 03 521 2111 F 03 521 2022 M 04 92 527 882

Date: DECEMBER 2013  
 Scale: 1:250 (B A1)  
 Drawing No.: 01  
 Sheet: 01 of 08  
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## TOWN PLANNING SUBMISSION PLANS

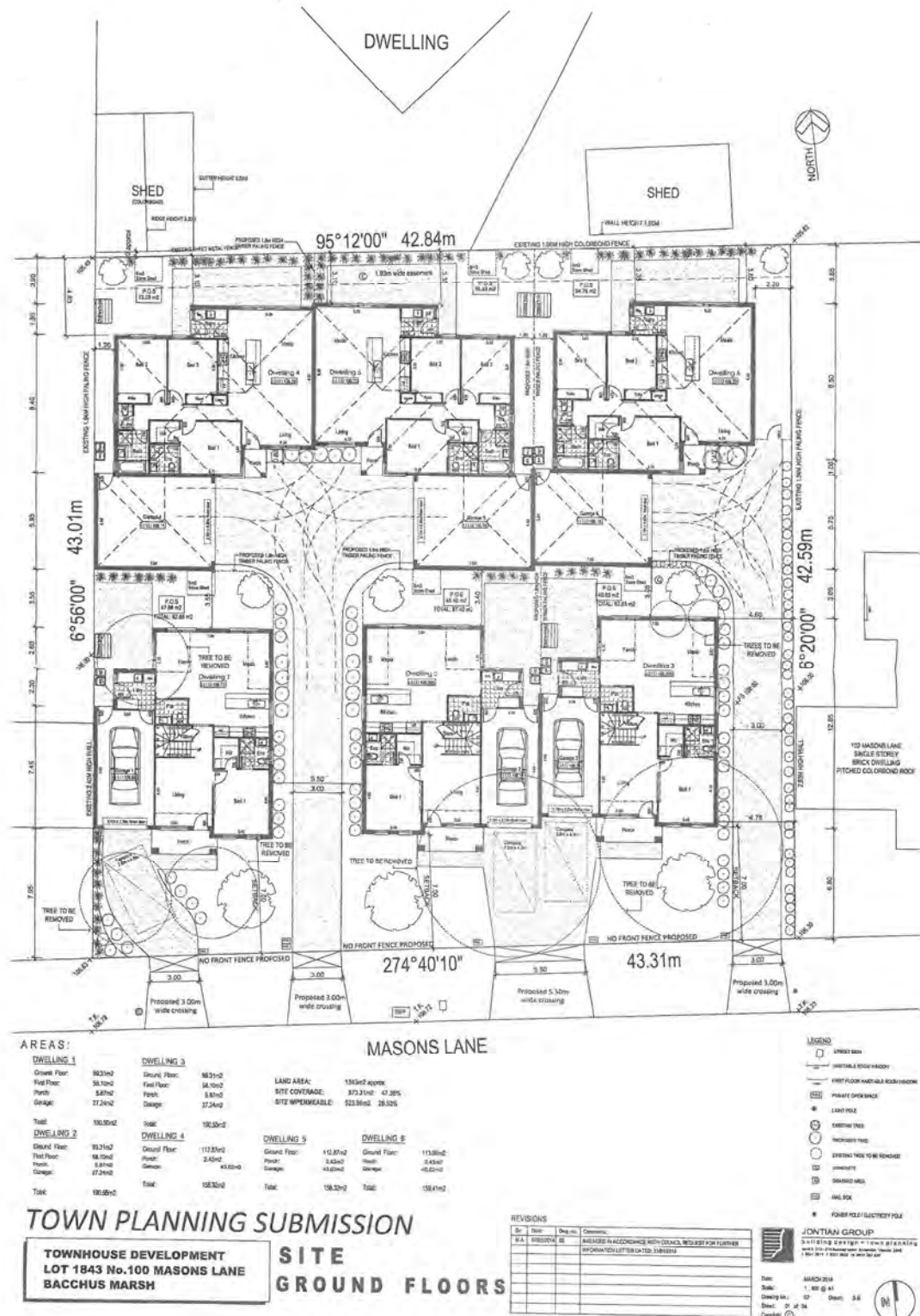
**TOWNHOUSE DEVELOPMENT  
LOT 1843 No. 100 MASON LANE  
BACCHUS MARSH**

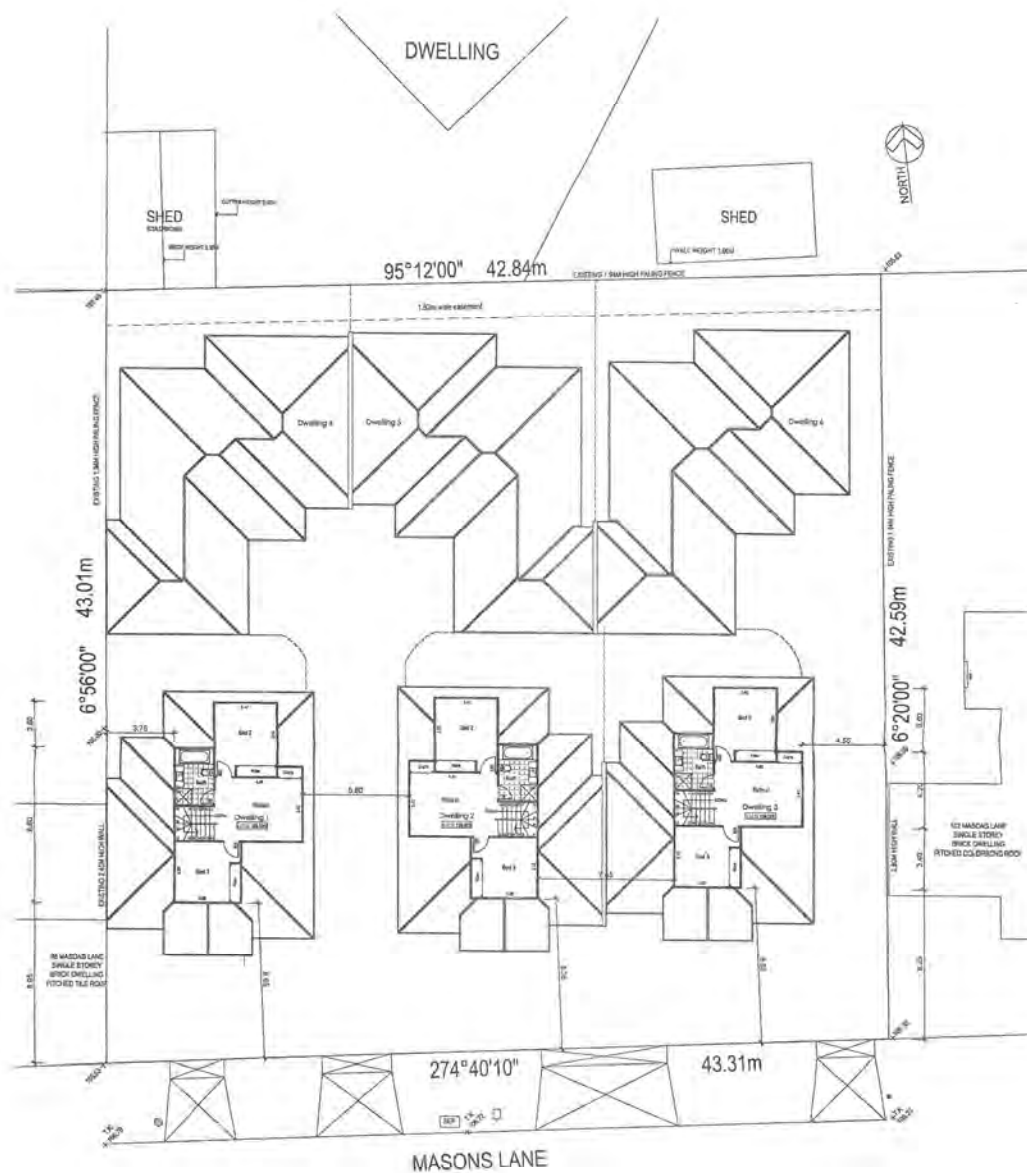
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**JONTIAN GROUP**  
SUBMITTING DESIGN & CONSTRUCTION  
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## TOWN PLANNING SUBMISSION

**TOWNHOUSE DEVELOPMENT  
LOT 1843 No.100 MASONS LANE  
BACCHUS MARSH**

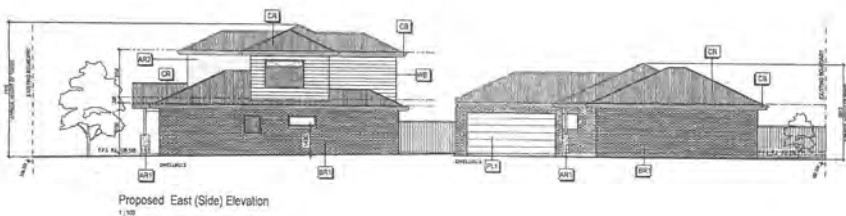
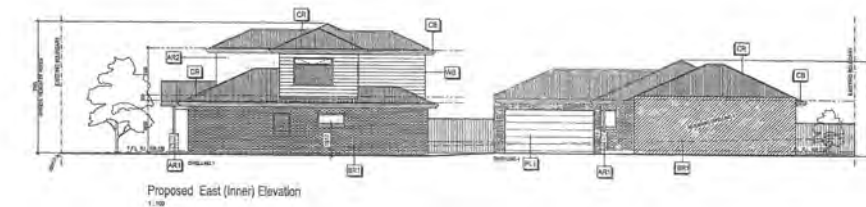
## FIRST FLOOR PLANS

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**JONTIAN GROUP**  
Building design • town planning  
Unit 2, 215, 216 Broadway, London, EC4A 3DF  
T 020 7417 1111 • F 020 7417 1112 • M 020 7417 1113

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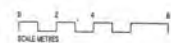
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## TOWN PLANNING SUBMISSION TOWNHOUSE DEVELOPMENT LOT 1843 No.100 MASONS LANE BACCHUS MARSH ELEVATIONS

### REVISIONS

No.	Date	By	Checked	Description
1	20/09/14	EE	EE	AMENDMENTS IN ACCORDANCE WITH COUNCIL REQUEST FOR FURTHER INFORMATION LETTER DATED 18/09/14

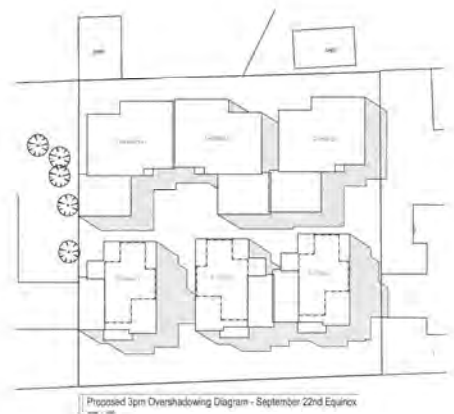
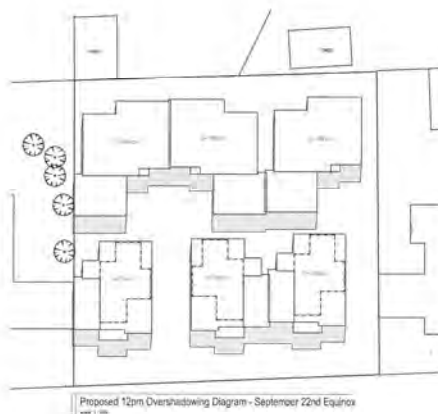




# TOWN PLANNING SUBMISSION STREETSCAPE & SHADOW DIAGRAMS

TOWNHOUSE DEVELOPMENT  
LOT 1843 No.100 MASON'S LANE  
BACCHUS MARSH

REVISION	DATE	BY	CHKD
1	09/09/14	SW	SW
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# TOWN PLANNING SUBMISSION SHADOW DIAGRAMS

TOWNHOUSE DEVELOPMENT  
LOT 1843 No.100 MASON'S LANE  
BACCHUS MARSH

REVISION	DATE	BY	CHKD
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## Site Description

The site is roughly square in shape with the following dimensions:

- A south boundary to Masons Lane of 43.31m
- A west boundary of 43.01m
- A north boundary of 42.84m
- An east boundary of 42.59m
- A total site area of 1843sq m

The site falls from south to north by up to 1.2 metres. Surrounding land is gently undulating, although the land drops noticeably further to the east and in the direction of the Lerderderg River.

The site is developed with a single storey brick dwelling with a hipped and gabled tile roof sited towards the centre of the site. A carport is located in the northeast corner of the site. The site contains a number of established native trees, towards the south and west boundaries. Vehicle access is gained via a single crossover slightly offset from the intersection of Masons Lane and Young Street opposite the subject site.

The surrounding neighbourhood is part of an established residential area of Bacchus Marsh. The area comprises predominantly single dwelling development of lots typically between 750 – 1000sq m in size. Occasional examples of infill development are evident in the surrounding neighbourhood. The site and surrounding land is in the General Residential Zone and not affected by any overlays. Agricultural and recreational land further to the east is in the Farming Zone and Public Park and Recreation Zone respectively.

To the north of the subject site are the backyards of dwellings fronting O'Keefe Crescent. To the east and west are dwellings fronting Masons Lane. To the south, across Masons Lane, is the intersection of Masons Lane and Young Street. On the corners of Masons Lane and Young Street are single dwellings.







## 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).

<b>SPPF</b>		
Clause 11	Settlement	The proposal is consistent with this policy, which advocates sustainable development that takes full advantage of existing settlement patterns.
Clause 11.05-2	Melbourne's hinterland areas	The proposal facilitates residential development within Bacchus Marsh's urban growth boundary.
Clause 11.06	Central Highlands regional growth	The proposal supports Bacchus Marsh's role as a designated growth area in the region.
Clause 15.01-5	Cultural identity and neighbourhood character	The proposal is a generally acceptable response to the neighbourhood and landscape character of this part of Bacchus Marsh.
Clause 15.02	Sustainable development	The proposal supports consolidated urban development and increased opportunities for walking and cycling.
Clause 16.01	Residential development	The proposal facilitates increased housing yield in an established area, takes advantage of existing infrastructure, and increases housing choice in the area.
<b>LPPF</b>		
Clause 21.03-3	Residential Development	The proposal would facilitate diversity of housing choice in an area with convenient access to services.
Clause 21.03-4	Landscape and Neighbourhood Character Objective	The proposal is an acceptable response to neighbourhood character.
Clause 21.07	Bacchus Marsh	The proposal consolidates residential growth in an area with good access to services.

## Zone

### General Residential Zone

The subject site is in the General Residential Zone and the provisions of Clause 32.08 apply.

A permit is required to construct two or more dwellings on a lot. A development must meet the requirements of Clause 55 of the Moorabool Planning Scheme.

It was Council's submission to the Residential Zones Standing Advisory Committee for the zone reform that this site is zoned Neighbourhood Residential Zone – Schedule 1 (NRZ1), providing for minimum lot sizes of 200sqm. The Advisory Committee has provided its report to the Minister for a decision, which is currently pending.

The proposal would result in a density of 1 dwelling per 307sqm, which would be supported under the NRZ1, should it be implemented.

### **Overlays**

The subject site is not affected by any overlays.

### **Particular Provisions**

#### Clause 52.06 – Car Parking

Clause 52.06 Car Parking requires that car parking be provided on the land before a new use commences. The number of spaces provided is to be in accordance with the table at Clause 52.06-5. The proposal includes the required number of resident car spaces, being two spaces for each three bedroom dwelling, at least one of which is undercover. The proposal does not include the required one (1) visitor car space, however a permit may be granted to waive this requirement.

#### Clause 55 – Two or More Dwellings on a Lot and Residential Buildings

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

The overall assessment for each section is outlined below:

Clause	Title	Detail	Compliance
55.02-1	Neighbourhood Character	Standard B1	<p><b>Complies.</b></p> <p>The subject site is in an established residential area mostly developed with single dwellings. The character of the area is typified by single storey dwellings with spacious front and rear setbacks. Garages and carports are positioned either behind or in line with the host dwelling's front façade. Front fences, where present, are usually low and or permeable and allow views of dwellings and front gardens, contributing to the spacious character of the area.</p> <p>Overall, the design response is considered to be responsive to the character of the area.</p>
55.02-2	Residential Policy	Standard B2	<p><b>Complies.</b></p> <p>A written statement has been provided which covers these requirements.</p>
55.02-3	Dwelling Diversity	Standard B3	<b>Not applicable.</b>
55.02-4	Infrastructure	Standard B4	<p><b>Complies.</b></p> <p>The proposal would not exceed the capacity of utilities.</p>
55.02-5	Integration with street	Standard B5	<p><b>Complies.</b></p> <p>The development provides adequate vehicle and pedestrian links to the street network. Unit 1-3's entries would be oriented to the street, and Unit 4-6's entries to the internal accessways. No high front fencing is proposed. The development does not abut existing public open space.</p>
55.03-1	Street setback	Standard B6	<p><b>Complies.</b></p> <p>Unit 1-3's proposed 7.0m ground floor &amp; 8.35-8.65m upper storey front setbacks meet the standard.</p>
55.03-2	Building height	Standard B7	<p><b>Complies.</b></p> <p>The proposed 7.2m maximum building height complies with the standard that specifies a maximum 9.0m height.</p>
55.03-3	Site coverage	Standard B8	<p><b>Complies.</b></p> <p>Buildings would occupy 47.38% of the site, less than the maximum site coverage of 60%.</p>
55.03-4	Permeability	Standard B9	<p><b>Complies.</b></p> <p>28.53% of the site would have permeable surfaces which meets the minimum requirement for 20%.</p>

55.03-5	Energy efficiency	Standard B10	<p><b>Complies.</b></p> <p>The layout of the dwellings provides acceptable solar access to indoor and outdoor living spaces.</p> <p>Solar access to north-facing windows is maximised.</p> <p>There would be no unreasonable reduction in the energy efficiency of existing dwellings.</p>
55.03-6	Public Open space	Standard B11	<b>Not applicable.</b>
55.03-7	Safety	Standard B12	<p><b>Complies.</b></p> <p>Unit 1-3's entries are readily visible from the street and Unit 4-6's entries are visible when approaching along the internal accessways.</p> <p>The private open space areas are protected from inappropriate use as public thoroughfares.</p>
55.03-8	Landscaping	Standard B13	<p><b>Complies subject to condition.</b></p> <p>There is sufficient space for low level landscaping of the site and small to medium canopy tree plantings.</p> <p>Any condition of approval should require a landscape plan to be submitted which provides for the planting of a minimum of three (3) medium sized canopy trees.</p>
55.03-9	Access	Standard B14	<p><b>Complies with objective.</b></p> <p>The proposed four crossovers would occupy 33.47% of the street frontage which slightly exceeds the standard of 33%. Given the dimensions of the site, particularly the frontage with of &gt;40m and the layout of the proposal, the design response is considered acceptable.</p>
55.03-10	Parking location	Standard B15	<p><b>Complies.</b></p> <p>The garages are in close proximity to the respective dwellings. All habitable room windows facing the accessways of other dwellings are set back 1.0m minimum and have sill heights of 1.4m above ground level.</p>

55.04-1	Side and rear setbacks	Standard B17	<p><b>Complies.</b></p> <p>New ground floor walls of up to 3.6m height with minimum setbacks of 1.2-4.75m from side and rear boundaries comply with the minimum required setback of 1.0m.</p> <p>New upper storey walls of up to 5.8m height above ground level with minimum setbacks of 3.75-4.55m from the side boundaries and &gt;22.0m from the rear boundary comply with the minimum required setback of 1.66m.</p>
55.04-2	Walls on boundaries	Standard B18	<p><b>Complies.</b></p> <p>The proposed west boundary walls have a combined length of 13.4m, less than the standard maximum length of 18.25m. The proposed boundary walls would not exceed 3.2m which complies with the standard.</p>
55.04-3	Daylight to existing windows	Standard B19	<p><b>Complies.</b></p> <p>Proposed walls would be set back at least 50% of their height from existing habitable room windows and provide a minimum area of 3.0sq m with a minimum dimension of 1.0m clear to the sky.</p>
55.04-4	North-facing windows	Standard B20	<p><b>Complies.</b></p> <p>There are no existing north-facing habitable room windows within 3.0m of the common boundary.</p>
55.04-5	Overshadowing open space	Standard B21	<p><b>Complies.</b></p> <p>There would be no significant overshadowing of adjacent secluded private open spaces. At least 40.0sq m with a minimum dimension of 3.0m would receive 5 hours sunlight between 9am and 3pm on 22 September in accordance with the standard.</p>
55.04-6	Overlooking	Standard B22	<p><b>Complies.</b></p> <p>Existing 1.9m high side and rear boundary fences meet the standard to limit overlooking from ground level.</p> <p>Upper storey habitable room windows are screened or have sill heights of 1.7m to limit overlooking, or otherwise are a minimum 9.0m from existing habitable room windows or secluded private open space in accordance with the standard.</p>
55.04-7	Internal views	Standard B23	<p><b>Complies.</b></p> <p>Proposed 1.8m high internal fences and the position of upper storey habitable room windows would adequately limit overlooking within the development.</p>

55.04-8	Noise impacts	Standard B24	<b>Complies.</b> The development adequately protects adjoining properties from any unreasonable noise and protects future residents from potential noise sources on adjoining properties.
55.05-1	Accessibility	Standard B25	<b>Complies.</b> All dwellings may be made accessible for people with limited mobility by construction of a ramp, if required.
55.05-2	Dwelling entry	Standard B26	<b>Complies.</b> All dwellings' front entries provide shelter and a clear sense of address.
55.05-3	Daylight to new windows	Standard B27	<b>Complies.</b> All proposed habitable room windows face an outdoor space of at least 3.0sq m with a minimum dimension of 1.0m clear to the sky.
55.05-4	Private open space	Standard B28	<b>Complies.</b> Each dwelling would be provided with private open space (POS) to meet the standard. Units 1-3 would each have >80sq m of POS, at least 37sq m of which would be secluded and with a minimum dimension of 3.0m. Units 4-6 would each have >50sq m of secluded POS, at least 50sqm of which would have a minimum dimension of 3.1m. The proposal meets the standard.
	Solar access to open space	Standard B29	<b>Complies.</b> Apart from Unit 4, >25sq m with a minimum dimension of 3.0m of each dwelling's secluded POS would receive sufficient solar access to meet this standard. 23.0sq m of Unit 4's secluded POS with a 3.1m dimension would meet the standard.
55.05-6	Storage	Standard B30	<b>Complies subject to condition.</b> All dwellings are provided with 6 cubic metres of secure externally accessible storage space. However it is recommended that a condition of any approval require all sheds to be positioned in the rear corners of each unit's secluded POS to improve the useability of these areas.
55.06-1	Design detail	Standard B31	<b>Complies</b> The façade articulation and detailing, roof form and construction materials would generally accord with the surrounding neighbourhood character.
55.06-2	Front fences	Standard B32	<b>Complies.</b> No front fence is proposed.

55.06-3	Common property	Standard B33	<b>Complies.</b> Common property is clearly defined, functional and capable of efficient management.
55.06-4	Site services	Standard B34	<b>Complies.</b> Mailboxes would be easily accessible for Australia Post. Bin storage is provided in each dwelling's secluded POS, accessible via the garages.

### Clause 65 – Decision Guidelines

This report has considered the decision guidelines at Clause 65.01.

### Referrals

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

### Public Notice

The application was advertised to adjoining owners and occupiers by sending individual notices on 25 March 2014 and a sign placed on the site from 5 April to 22 April 2014. Seven objections were received, one of which was later withdrawn.

## Summary of Objections

The objections received are detailed below with officer's accompanying comments:

Objection	Officer's response
Replacing one dwelling with six dwellings in this neighbourhood is inconsistent with the current dwelling density in the area and is an overdevelopment of the site.	The proposal is consistent with State and local policies which support urban consolidation in established areas with good access to infrastructure and services. The proposal satisfies the Moorabool Planning Scheme provisions used to assess medium density residential development proposals. The suitability of the proposal is discussed in more detail below.
The proposal would increase traffic at the already busy intersection of Masons Lane and Young Street.	The proposal would increase traffic at this intersection. However, data collected on traffic movements in the area indicates that the road network can accommodate the additional traffic load. This is discussed in more detail below.
The proposal would generate 60 vehicle movements per day and increase the existing hazard associated with Masons Lane not having any traffic controls, signage or speed restrictions.	It is agreed that the development would likely generate 60 vehicle movements per day and result in increased traffic on Masons Lane. However, the presence or not of speed reduction measures on Masons Lane is not relevant in the assessment of the proposal.
The proposed dwellings are not in keeping with the neighbourhood character and will become an eyesore.	The proposed dwellings are consistent with surrounding development in terms of roof pitch and form, garage design, window size and proportions and building materials. Two storey development is uncommon in the area, however the design is considered to be responsive to the surroundings, as discussed in more detail below.
The proposal will generate more traffic on Masons Lane which is already a busy road.	Masons Lane is a Level 2 road pursuant to Clause 56.06-8 of the Moorabool Planning Scheme and capable of accommodating a traffic volume of 2000-3000 vehicles per day. Recent traffic counts indicate that the surrounding street network is capable of accommodating the additional traffic generated by the proposal, as discussed in more detail below.



The proposed dwellings do not suit the community aspect and orientation of this part of Bacchus Marsh.	The proposal facilitates a diversity of housing choice in an established area of Bacchus Marsh and is supported by State and local policies regarding urban consolidation and housing affordability.
Six dwellings is an overdevelopment of the site in relation to the lot size and neighbourhood.	The proposal is consistent with State and local policies which support urban consolidation in established areas with good access to infrastructure and services. The proposal satisfies the Moorabool Planning Scheme provisions used to assess medium density residential development proposals, as discussed in more detail below.
There is no visitor car space which will add to further traffic congestion.	The permit applicant seeks a waiver of one visitor car space. A waiver of one car space is considered generally acceptable as discussed further below.
The four proposed crossovers, one of which is double width, will significantly reduce the availability of on street car parking. This is exacerbated by the site's location opposite a T-intersection and lack of a kerb and channel on the opposite side of Masons Lane east of Young Street.	There is existing provision for five on street car spaces at the front of the subject site. The proposal would result in the loss of three of these on street car spaces. Whilst this is a notable decrease, the site has an unusually wide frontage and the four proposed crossovers would enable efficient development of the site. Additionally, according to the <i>Road Safety Road Rules 2009</i> parking of vehicles is <i>not</i> illegal on the road shoulder on the south side of Masons Lane east of Young Street. It is considered that reasonable provision of on street car parking exists to meet the reasonable demands of existing and future residents.
The proposal would put pressure on on-street car space availability in front of neighbouring and nearby properties.	Each dwelling within the development would be provided with the required two car spaces. The applicant seeks a waiver of the required one visitor car space. It is agreed that at times it could be expected that on-street car parking in front of neighbouring and nearby properties would be occupied by vehicles associated with the proposed development. This is not considered to be unreasonable in an established urban area.

Two proposed crossovers opposite Young Street poses a safety issue for vehicles and pedestrians.	Council's Infrastructure Unit advises that the location of crossovers opposite the T-intersection is acceptable although not preferred. One of the crossovers is not directly opposite the T-intersection and leads to a driveway capable of allowing drivers to enter and exit in a forward direction, which improves the safety of road users. It is not considered that the proposed design would pose a high risk to road users given visibility when exiting the site and traffic levels generally.
The proposal does not respect existing neighbourhood character or contribute to a preferred character, and does not respond to the features of the site and surrounding areas.	The proposed dwellings are consistent with surrounding development in terms of roof pitch and form, garage design, window size and proportions and building materials. Two storey development is uncommon in the area, however the design is considered to be responsive to the surroundings, as discussed in more detail below.

### Discussion

The proposed development of six (6) dwellings on the subject site would replace an existing single dwelling and carport. Surrounding development is characterised by single storey dwellings on lots generally of 750-1000sq m. Although there are occasional examples of medium density development in the area, aside from the Department of Human Services development on Young Street these are usually dual occupancies and relatively inconspicuous in the wider neighbourhood. The overall character of this part of Bacchus Marsh is of a spacious suburban environment on the township fringe but with good access to many of the township's conveniences.

Overall, the proposal is deemed to comply with State and local planning policy. The *Central Highlands Regional Growth Plan* (Victorian Government 2014) identifies Bacchus Marsh as regionally significant in terms of its role as a key service centre and host for associated population growth. Furthermore, the proposal would facilitate consolidated growth within the existing township, take advantage of existing infrastructure and services and reduce pressure on outward growth. In an area dominated by single detached dwellings on large lots the proposal would also provide additional housing choice and affordability.

Whilst the proposal is considered generally responsive to the character of the area it is acknowledged that the proposed density of development is significant in the neighbourhood context and particularly compared to existing site conditions. The subject site and surrounding land is in the General Residential Zone (GRZ). The purpose of the GRZ includes the following:

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

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

Whilst the density of the proposed development is substantially higher than surrounding development the assessment of the proposal finds that the dwellings would achieve acceptable amenity for future occupants without unreasonable detriment to the amenity of surrounding residents. This is outlined in the above assessment of the proposal against Clause 55 of the Moorabool Planning Scheme. Notwithstanding this, objections in relation to dwelling density, neighbourhood character, traffic management and car parking warrant further discussion here.

The anticipated future subdivision of the proposed development would yield lot sizes substantially smaller than adjoining and nearby lots. The subject site would accommodate semi-detached dwellings, three of which would directly front Masons Lane with a further three to the rear. Three single width crossovers and one double width crossover would provide vehicle access, in place of the existing single width crossover. The proposed dwellings would be of a compact design with smaller backyards than those found nearby. Unit 4-6's side and rear boundary setbacks would be 1.2 – 5.0 metres, adjoining the backyard realm of surrounding dwellings which is uncommon in the surrounding neighbourhood.

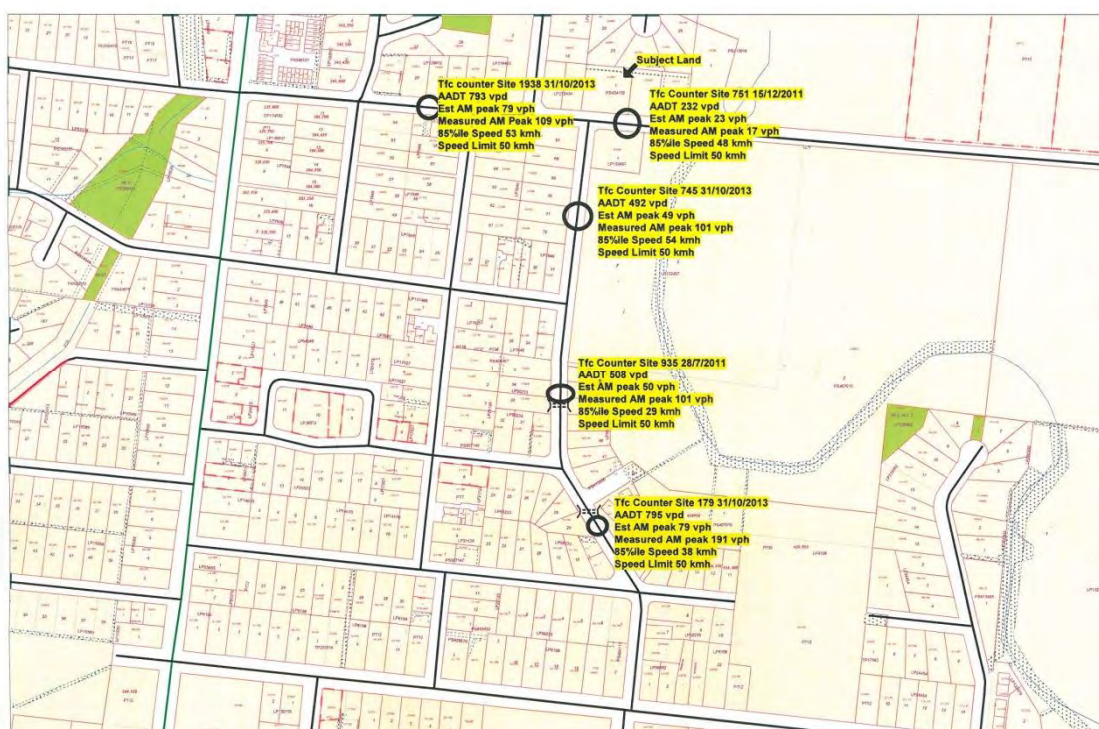
It is considered that increased density per se is not a reason to refuse a development. Instead it is consideration of what the potential impacts of increased density are likely to be and how a development proposal addresses such matters. The effects of increased density brought by this proposal would include more residents, increased building height and coverage, less open space and areas for landscaping, and increased traffic. But assessment of the proposal against the provisions of Clause 55 above demonstrates compliance with all relevant objectives and most relevant standards. The provision of resident car parking and the design and layout of accessways and car parking areas also complies. The applicant seeks a waiver of the required visitor car parking which is deemed acceptable and discussed in more detail below.

The appearance of the proposed dwellings is considered to be generally responsive to existing residential development in the area. The design incorporates low pitched hipped Colorbond roofs with gabled porches. The dwellings would be clad with face brick, weatherboard and acrylic render.

Window and door proportions would be in proportion to the scale of the host development and nearby dwellings, and the garages would blend with the development. The front setbacks of Units 1-3 would be consistent with those of adjoining dwellings on Masons Lane and provide acceptable space for landscaping. Although the double storey element of Units 1-3 is uncommon in the area, the upper storeys would be set back above the ground floors with no sheer two storey walls proposed. It is considered that whilst readily visible in the streetscape, the upper storeys adopt a scale and form in keeping with surrounding development and would not present any unreasonable bulk when viewed from the street or adjoining properties.

Despite the increased number of crossovers, it is considered that they would integrate well with the development when viewed from the street. Unit 1 would be served by a single width crossover and Units 2 and 3 would share a double width crossover, and each unit would have a single width garage fronting the street. Units 4-6 to the rear of the site would be served by two single width crossovers. There is sufficient space between each crossover to provide meaningful landscaping and break up the hard surface paving.

Masons Lane and Young Street are classified as Level 2 roads as defined in Clause 56.06-8 of the Moorabool Planning Scheme, and capable of accommodating a traffic volume of 2000-3000 vehicles per day. Traffic counts were done in Masons Lane both east (in 2011) and west (in 2013) of the Young Street intersection and in Young Street in 2011 and 2013. The map below shows the results:



The AADT refers to annual average daily traffic which on Masons Lane west of Young Street was measured as 793 vehicles per day (vpd) and east of Masons Lane significantly less as 232 vpd. The traffic counts at three sections of Young Street indicate on average lighter traffic flows than on Masons Lane. However on Young Street alone there are heavier traffic

flows south of the Bacchus Marsh Primary School pick up/drop off area entry/exit point. Notwithstanding this, data for the Masons Lane and Young Street route between Gisborne Road and Main Street shows peak morning traffic flows associated with school traffic, as noted by some objectors. Traffic congestion has been observed in the afternoon at school pick up times with vehicles queuing north along Young Street.

Based on the data collected, Masons Lane and Young Street are capable of accommodating the anticipated additional traffic generated by the proposed development.

The permit applicant seeks a waiver of the one on-site visitor car space required by the Moorabool Planning Scheme for every five dwellings in the proposed development. The lack of one visitor car space is not expected to have a substantial impact on the availability of car parking in the vicinity of the subject site, despite the loss of three on-street car spaces as a result of the proposal. The proposal does make provision for the required number of on-site resident car spaces and given the availability of on street car parking observed in the vicinity it is considered acceptable to waive the one required visitor car space. During mediation between the applicant and objectors the possibility of providing one indented car space in front of the subject site was addressed. Whilst this would not mitigate the loss of on-street parking it was considered that it might help reduce traffic congestion created by cars parked on the carriageway. However, if this was implemented it would be the only indented car space on this side of Masons Lane. Any other vehicles parked on this side of the road would be parked on the carriageway, and it is considered that the provision of one isolated indented car space would have a limited positive impact on reducing congestion. It is considered that any investigation of the provision of indented car parking on Masons Lane should be done in a more integrated manner to achieve the desired outcome and not on an ad hoc basis in response to development proposals.

### **Financial Implications**

The recommendation to approve a permit for Development of Six (6) Dwellings and a Waiver of the Visitor Car Space 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. A consultation meeting mediated by a Council planner was held to which the applicant and all objectors were invited. The objectors and the applicant were invited to attend this meeting and address Council if desired.

## Conclusion

The proposal is, overall, consistent with the relevant policies in the Moorabool Planning Scheme. The development satisfies the purpose of the General Residential Zone, meets the objectives of Clause 55 and most of the relevant standards. The design and provision of vehicle access and car parking is acceptable and the waiver of one visitor car space is deemed acceptable.

The proposal would facilitate the orderly development of residential land in a location generally well suited to accommodate additional housing growth. The proposal would provide acceptable amenity for future occupants without any unreasonable detriment to adjoining and nearby residents. The design is suitably responsive to the neighbourhood character of the area. Recent data on traffic movements in the vicinity of the subject site show that traffic generated by the proposed development can be readily accommodated by the surrounding road network. There is sufficient on street car parking available to meet the expected demands of visitors.

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 PA2014004 for Development of Six (6) Dwellings and a Waiver of the Visitor Car Space on Lot 1 PS 434102W, 100 Masons Lane, Bacchus Marsh subject to the following conditions:**

- 1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three (3) A3 size copies and one (1) A1 size copy must be provided. The plans must be generally in accordance with the plans identified as Sheets 1 of 4, 2 of 4, 3 of 4 and 4 of 4, dated 07/03/2014 and prepared by Jontian Group but modified to show:**
  - (a) Vehicle crossovers set back a minimum 1.0 metre from existing infrastructure on the adjoining public footpath.**
  - (b) A notation on the plans to show compliance with the details in Clause 52.06-8 for splays.**
  - (c) Each dwelling's shed relocated to a corner of the respective secluded private open space.**
  - (d) A schedule of colours and materials including colour swatches.**
  - (e) A landscape plan in accordance with Condition No. 7.**
- 2. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**

3. All pipes, fixtures, fittings and vents servicing any building on the site, other than stormwater down pipes, must be concealed in service ducts or otherwise hidden from view to the satisfaction of the Responsible Authority.
4. No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the buildings without the written consent of the Responsible Authority.
5. The walls on the boundary of the adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.
6. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.
7. Before the development starts, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
  - (a) A survey (including botanical names) of all existing vegetation to be retained and/or removed.
  - (b) Buildings and trees on neighbouring properties within three metres of the boundary.
  - (c) Details of surface finishes of pathways and driveways.
  - (d) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
  - (e) Landscaping and planting within all open areas of the site.
  - (f) At least three (3) medium sized canopy trees.
  - (g) Landscaping compliant with Clause 52.06-8 of the Moorabool Planning Scheme in relation to corner splays.

All species selected must be to the satisfaction of the Responsible Authority.

8. Before the occupation of the development starts or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
9. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority.

**Infrastructure Conditions:**

10. The vehicle crossings must be constructed to urban residential standard 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 crossings.
11. The common property driveway must be constructed in reinforced concrete to a depth of 125 mm. The layout of the driveway must be designed to ensure that all vehicles are able to enter and exit the property in a forward direction in accordance with Clause 52.06-8 of the Moorabool Planning Scheme.
12. The development must be provided with a drainage system constructed to a design approved by the Responsible Authority, and must ensure that:
  - (a) The development as a whole must be self draining.
  - (b) Volume of water discharging from the development in a 10% AEP storm shall not exceed the 20% AEP storm prior to development. Peak flow must be controlled by the use of a detention system located and constructed to the satisfaction of the Responsible Authority.
  - (c) All units must be provided with a stormwater legal point of discharge at the low point of each potential lot, to the satisfaction of the Responsible Authority.
  - (d) Stormwater runoff must meet the "Urban Stormwater Best Practice Environmental Management Guidelines (CSIRO 1999)".
13. 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.
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. 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.
16. If required, the layout of the development must be modified based on the approved stormwater design.
17. 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).



18. A landscape plan must be prepared and submitted to the Responsible Authority for approval detailing all proposed landscaping and proposed tree removal, ensuring that no tree or shrub is planted over existing or proposed drainage infrastructure and easements.
19. 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 change to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.
20. 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.

**Expiry condition:**

21. This permit will expire if one of the following circumstances applies:
  - (a) The development is not started within two years of the date of this permit.
  - (b) The development is not completed within four years of the date of this permit.

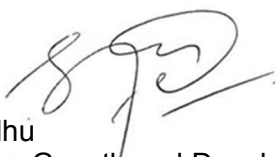
Council may extend the periods referred to if a request is made in writing before the permit expires or in accordance with the timeframes as specified in Section 69 of the Planning and Environment Act 1987.

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**Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Monday, 25 August, 2014



**9.2.7 Planning Application PA2014-139; The Use of the land for a Place of Assembly (Music Festival) including camping and Business Identification sign; CA87B, Parish of Kerit Bareet, Yendon Egerton Road, VIC, Mount Egerton, 3352**

*This report meets the criteria established for the Development Assessment Committee (DAC), however this proposal has been previously presented to an Ordinary Meeting of Council (OMC).*

*The previous application for the same proposal received significant attention from the community and therefore due to the history of the application it is considered appropriate that this application be decided at an OMC.*

<b>Application Summary:</b>	
Application No:	PA2014-139
Lodgement Date:	3 June 2014
Applicant:	Inca Roads Inc. c/- Daniel Camilleri
Planning Officer:	Victoria Mack
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	28 August 2014
Address of the land:	CA87B, Parish of Kerit Bareet, Yendon Egerton Road, VIC Mount Egerton, 3352
Proposal:	The Use of the land for a Place of Assembly (Music Festival) including camping and Business Identification sign
Lot size:	8.33ha
<b>Moorabool Planning Scheme (Relevant details):</b>	
State Planning Policy Framework (SPPF):	Clause 14.02-1, Catchment planning and management
Local Planning Policy Framework (LPPF):	Clause 21.03-5 Rural Lifestyle Opportunities
Zone:	Farming Zone (FZ)
Overlays:	Environmental Significance Overlay – Schedule 1 (ESO1, Proclaimed Water Catchment Areas)  Design and Development Overlay – Schedule 2 (DDO2 Visual amenity and building design)
Particular provisions:	Clause 52.05, Advertising signs
General provisions:	Clause 65 Clause 66
Why is a permit required?	Provisions of the Farming Zone and Environmental Significance Overlay – Schedule 1

<b>Public Consultation:</b>	
Number of notices to properties:	21
Notices on site:	1
Notice in Newspaper:	No
Number of objections:	5
Consultation meeting:	Not held; the objectors are the same people who objected to application PA2013-103 in 2013.
<b>Policy Implications:</b>	
<b>Key Result Area -</b>	Enhanced Infrastructure and Natural Built Environment.
<b>Objective -</b>	Effective and efficient land use planning and building controls.
<b>Strategy -</b>	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.
<b>Victorian Charter of Human Rights and Responsibilities Act 2006</b>	
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.	
<b>Officer's Declaration of Conflict of Interests</b>	
Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.  <i>Manager Statutory Planning and Community Safety – Sian Smith</i> In providing this advice to Council as the General Manager, I have no interests to disclose in this report.  <i>Author – Victoria Mack</i> In providing this advice to Council as the Author, I have no interests to disclose in this report.	

**Executive Summary:**

A similar application PA2013-103 was lodged by Inca Roads in May 2013. There were five (5) objectors to the application and the application was determined by Council at its meeting on 2 October 2013 where a Notice of Decision to Grant a Permit was issued.

The objectors appealed Council's decision at VCAT under section 82 of the Planning and Environment Act 1987 and the matter was heard by Deputy President Mark Dwyer on 15 November 2013. VCAT affirmed Council's decision and a Permit was issued. The music festival was conducted over three days between 12 midday on Friday 29 November and 4pm on Sunday 1 December. The permit was issued for one event only it expired on 15 December 2013.

This application seeks approval to conduct a three day music festival annually as a private event to cater for a maximum of 650 people, including a maximum of 500 members (patrons) 100 artists (not all on the site at the same time) and 50 organisers including volunteer staff. The application is before Council owing to the receipt of five (5) objections from neighbouring landowners and occupiers. The objectors are the same who objected to the application in 2013.

The key concerns raised by objectors include: excessive noise and disruption to the neighbours lives and the rural amenity of the area; the impost that the extended operating hours proposed on neighbours; the failure of the applicant to adhere to conditions imposed on the 2013 permit; and overall the potential risks that may occur. The objectors do not want the festival to be approved.

However, it is considered that the applicant has demonstrated that the festival can be managed appropriately and securely, that noise emissions can be controlled to meet EPA guidelines and that the number of patrons (members), artists and volunteers proposed is modest when considering comparable open air events.

The music is not of the 'rave' style and the numbers attending would be controlled by the planning permit. No alcohol is sold at the event and appropriate emergency management plans have been provided.

It is considered that appropriate measures have been taken to conduct a music festival in a responsible manner which would provide economic benefits to local businesses within the municipality.

**Summary Recommendation:**

The proposal has been assessed against the relevant components of the Moorabool Planning Scheme, particularly those set out in the State and Local Planning Policy Framework, Clause 35.07-1 and Clause 35.07-6 Decision guidelines of the Farming Zone and it is considered that the proposed use is generally consistent with requirements of the scheme.

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

## Site History

Permit 2013-103 was upheld by VCAT order on 15 November 2013 for the Use of the land for a Place of Assembly (Music Festival) and business identification signage. The permit was issued for one festival only and it expired on 15 December 2013.

The festival proceeded and Council officers and Councillors attended the event at various times. According to noise readings taken the 2013 music festival did not exceed noise levels required under EPA noise guidelines. The Ballan Police have advised that they attended to several complaints from neighbours but that they did not have any issues arising from the event.

The applicants have stated that there were no fights or altercations; no gate crashers; and no incidents reported at any of the three festivals that have been run on the property.

Prior to 2013 a music festival was conducted on the land in both 2011 and 2012 without a permit. The matter was investigated after three complaints from neighbours were received in 2012, however, no enforcement was undertaken. This was on the basis that the applicant had contacted Council (the applicant has provided email evidence of this) prior to both events and while the matter was not referred to planning, advice was provided that a permit was not required to hold the event.

## Proposal

Inca Roads proposes to conduct a Music Festival on the land from Friday 21 November 2014 to Sunday 23 November 2014. This is a week earlier than the 2013 event. The application can be summarised as follows:

1. **Alcohol:** No alcohol would be sold on the site but patrons would be able to bring their own alcohol to the event. A Liquor Licence is not required as alcohol is not being sold at the event confirmed by correspondence from the Victorian Commission for Gambling and Liquor Regulation.
2. **Accommodation:** Patrons and organisers would bring their own tents for overnight accommodation. Three camping areas have been noted on the site plan.
3. **Age demographic:** The event caters for all ages with the majority of attendees being between 25 and 35 years of age.
4. **The applicant:** 'Inca Roads' is an incorporated not-for-profit community music festival and claims to 'celebrate the best in young talent' by encouraging new performers to perform at the event in a family friendly environment; and provide a professional platform for young and emerging artists. The land is owned by a relative of the applicant's representative.
5. **Attendees / patrons (members):** All festival patrons would be required to be members of Inca Roads. No tickets would be sold at

the gate on the event weekend. A membership database is kept. The three day music festival would involve a maximum of 650 people made up of: members (500), organisers and volunteer staff (50); and performing artists (100 in total, not all on the site at the same time). In 2013 the total number of people attending was 500 including members, artists and staff.

6. **Car parking:** An in-paddock parking area for 159 cars (including two (2) disabled spaces) is noted on the site plan as well as an additional 40 car spaces for artists, closer to the performing area. It is not anticipated by the applicant that there would be a peak time for arrivals or departures. The car parking area would be marked off with wooden posts and chain link fence.
7. **Entrance and exit:** Entrance and exit from the site would be from the Yendon Egerton Road, in the north-east corner of the site. An emergency exit is also suggested through Lot 87D to the east of the property in the south-east corner.
8. **Fire risk and water supply:** A 25,000L mobile fire tanker would be available with appropriate CFA connections. The grass would be mown to approximately 5cm in height and cleared of debris prior to the event.
9. **First Aid:** There would be 'at least one Chief First Aid and OH&S officer on shift' and 'at least two General First Aid officers on shift'.
10. **Food:** Limited cooking facilities would be allowed on the site, or any fires. Food during the event would be provided either by a general BBQ for members, brought to the event by participants themselves, or purchased from food vans to be available during the event. Perishable food would be stored in a refrigerator on the site. Insurance and registration for any vendors on site would be required.
11. **Hours of festival:** Live music is proposed to be played between the following hours with scheduled performance breaks as below:
  - Friday 21 November: 4pm – 1.30am (Saturday)
  - Saturday 22 November: 10am – 2.30am (Sunday)
  - Sunday 23 December: 10am – 2pm.

There would be 30-45 minute performances, followed by 30-45 minute breaks.
12. **Local suppliers:** would be used to provide security, coffee, food and local farm products.
13. **Music type:** A mix of classic genres would be played such as soul, jazz & rhythm and blues; as well as modern day pop, rock and acoustic music.

14. **Power and lighting:** A 15Kva generator would power the site with smaller generators for night lighting. The camp areas will be lit between the hours of 8pm and 4am. Low level lighting would be used for the stage and surrounds - no laser lighting would be used.
15. **Portable toilets:** Twenty four (24) 'portaloos' and one (1) disabled toilet would be provided on the site by Palmer Hire for the duration of the event. This equates to one cubicle per 26 patrons, Washbasins and soap would be provided and volunteers would check the cubicles each 6 hours. The location of the 'portaloos' is marked on the site plan.
16. **Insurance Risk:** Public and Products Liability Insurance would be in place with Hohan Group as underwriters.
17. **Site management:** The site would be set up in the days prior and clean up would occur the week following. The site would be totally cleared of all materials within 7 days of the last day of the festival, with the exception of the stage.
18. **Sound measuring equipment:** a Center 320 series Sound Level Meter and a Center 326 Sound Level Calibrator will be used to measure sound emissions during the festival.
19. **Stage and performing area:** The stage area would contain a site induction point, a drinking water point, a food vending and service area, a first aid tent and a disabled viewing area, all to be located south east of the main stage. The stage would be rented for the event and have a floor area of 20sqm (4m x 5m) with scaffolding and a tarpaulin. Some plywood would also be used on the roof and walls to be constructed by a licenced carpenter. Details of the stage area are marked on the site plan.
20. **Staff:** All staff would be volunteers and would be inducted at least one hour prior to their shift about the site's safety and operational procedures.
21. **Security:** The application indicates that security would be provided by Regional Security Services, with two (2) security guards per first 100 patrons and one (1) for each 100 patrons thereafter. If the maximum of 500 patrons attend it would require 6 security guards. The ratio is based on Liquor Licensing Victoria guidelines.
22. **Signage:** One (1) sign would be erected on the gate to the property which would be 1m long x 0.5 wide. No other signage would be erected on the property other than temporary internal directional signs.
23. **Traffic:** The organisers estimate that the maximum number of cars that would be on the site over the three days would be 200-250, with some traffic movements on each day as performers and others arrive or depart the venue. It is estimated that approximately 150 members cars would be on the site at any one time and 50-100 artists or temporary attendees cars. It is estimated that over 24 hours of any one day 120 cars would be the maximum number entering or existing the site.

24. **Traffic signs, including advance warning signs:** would be erected on the Yendon Egerton Road in accordance with the approved traffic management plan and in compliance with Australian Standards for road signage.
25. **Traffic Management:** There would be no queuing on the Yendon Egerton Road and cars would enter the site where there would be a waiting area able to accommodate at least 30 cars. Traffic management volunteers would control and direct all cars from this assembly area. A speed limit of 5KPH will be enforced within the site.
26. **Waste management:** Rubbish bags would be provided to members on arrival and waste bins would be available around the site. Bins would be emptied into a waste disposal area which is noted on the site plan, to be located behind an existing shed on the land and screened by trees. Collected waste would be disposed of in a Council waste handling facility after the event.
27. **Water:** Would be free to participants.
28. **Website:** The Inca Roads website can be accessed at: [www.incaroads.com.au](http://www.incaroads.com.au)

### Acoustic Report

An acoustic report was provided prepared by Sound and Acoustic Engineer, Dom Watson, from ATC Productions.

The summary of the acoustic report findings (August 2013) stated as follows:

*Measurements were taken at key points along the boundary of the property, within the festival site and at neighbouring properties. With a 112dB(A) weighted peak output one metre from the source location this was found to be well within the limits of EPA regulations at all properties in the local area. All properties were well within the 65dB (A) EPA limit. See also recommendations.*

*All objectors are those most minimally impacted with recordings of less than 45dB (A). Interestingly readings of 4WD's trucks and V6 cars driving down the road easily reached 75-85dB (A).*

*Based on these results, it is my strong belief that the operating of this festival will not have any adverse effects on the neighbouring properties or objectors and will cause minimal disruption to the surrounding area.*

It was also noted by the acoustic consultant that the audio system to be used in 2013 is superior to that used in previous events and that 'the greater amount of 'headroom' the less sonic distortion and shorter distance the sound travels'.

Recommendations to dampen sound leakage (summarised):

1. Insulate three (3) walls of the stage with large square straw bales (approx. 150kg each).
2. Add artificial barriers to reduce noise escaping from the site.



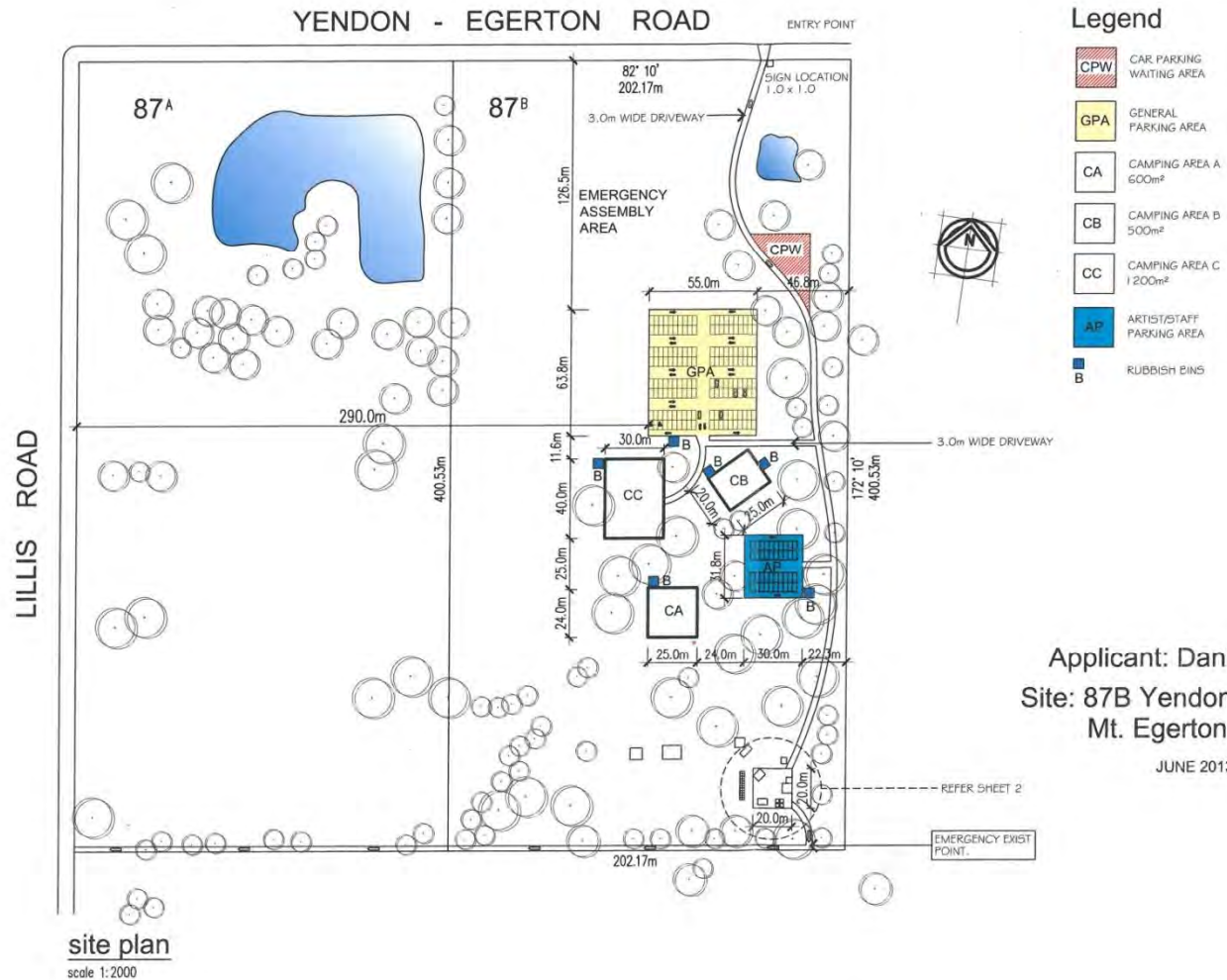
3. Consult with festival sound engineer to arrange speaker directions to cancel out any reverberating frequencies during the event, such as using cardioid array to minimise effect of bass frequencies.
4. Provide a public complaint hotline operator in event of noise exceedance.
5. Procedure in place to monitor and act upon sound exceedance.

In the 2014 festival application the applicants have stated that:

- The festival will comply with EPA regulations.
- The equipment that will be used to measure sound emissions will be:
  - Center 320 series Sound Level Meter; and
  - Center 326 Sound Level calibrator
- Sound was recorded at all dwellings in the area in 2013 and measurements were substantially less than 65 db(A) required by the EPA.
- Records taken 1m from the source were 107.9db(A).
- Hourly sound recordings will be taken ensure the mix is not travelling long distances; and the Sound Engineer will monitor and control frequencies as required.

SITE PLAN – CA 87B  
VERSION 1 June 2013

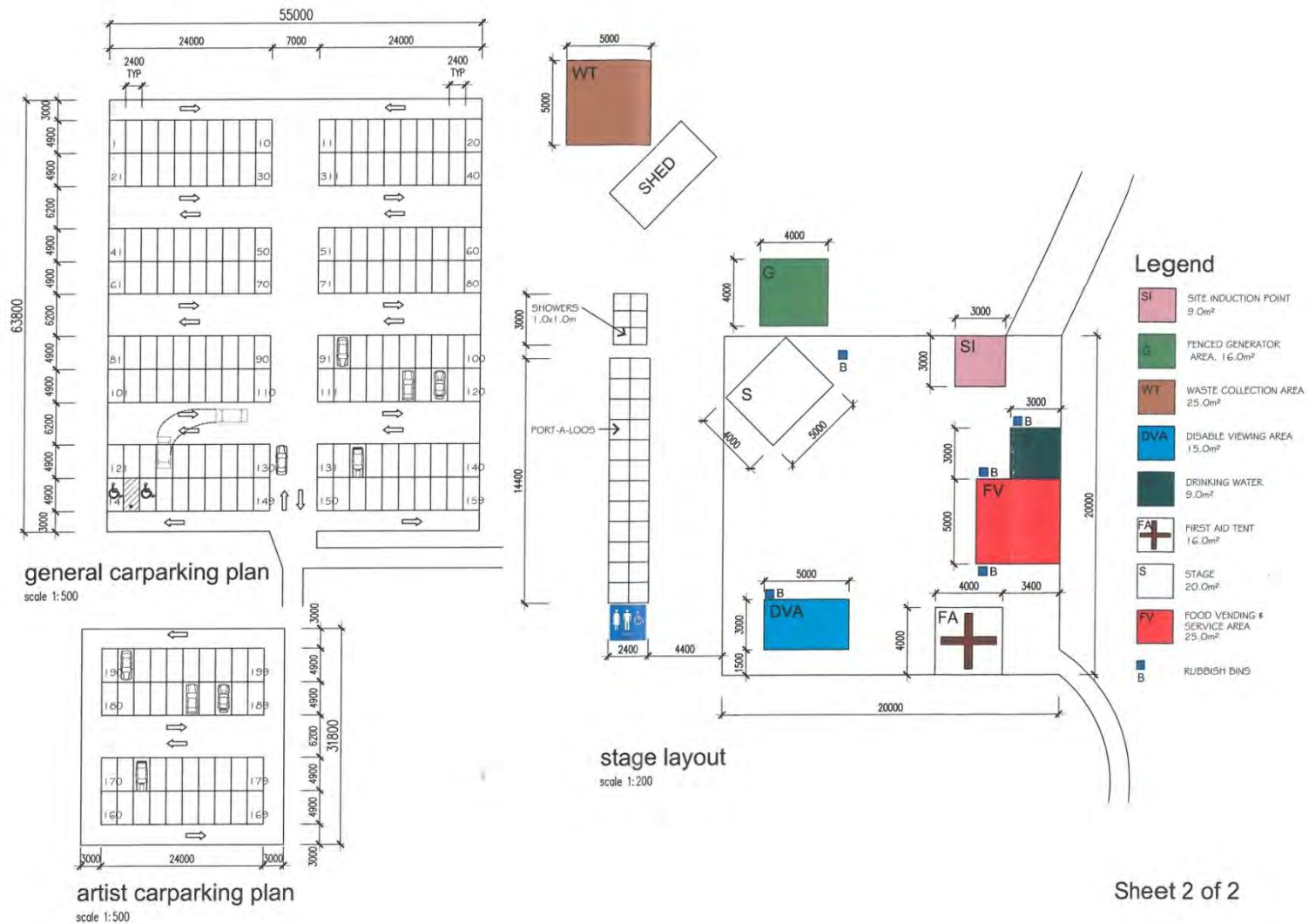
## "Inca Roads Music Festival"



Applicant: Daniel Camilleri  
Site: 87B Yendon-Egerton Road  
Mt. Egerton  
JUNE 2013

Sheet 1 of 2

# DETAILED STAGE AND CAR PARKING PLAN –CA 87B Version 1 June 2013



Sheet 2 of 2

## Site Description

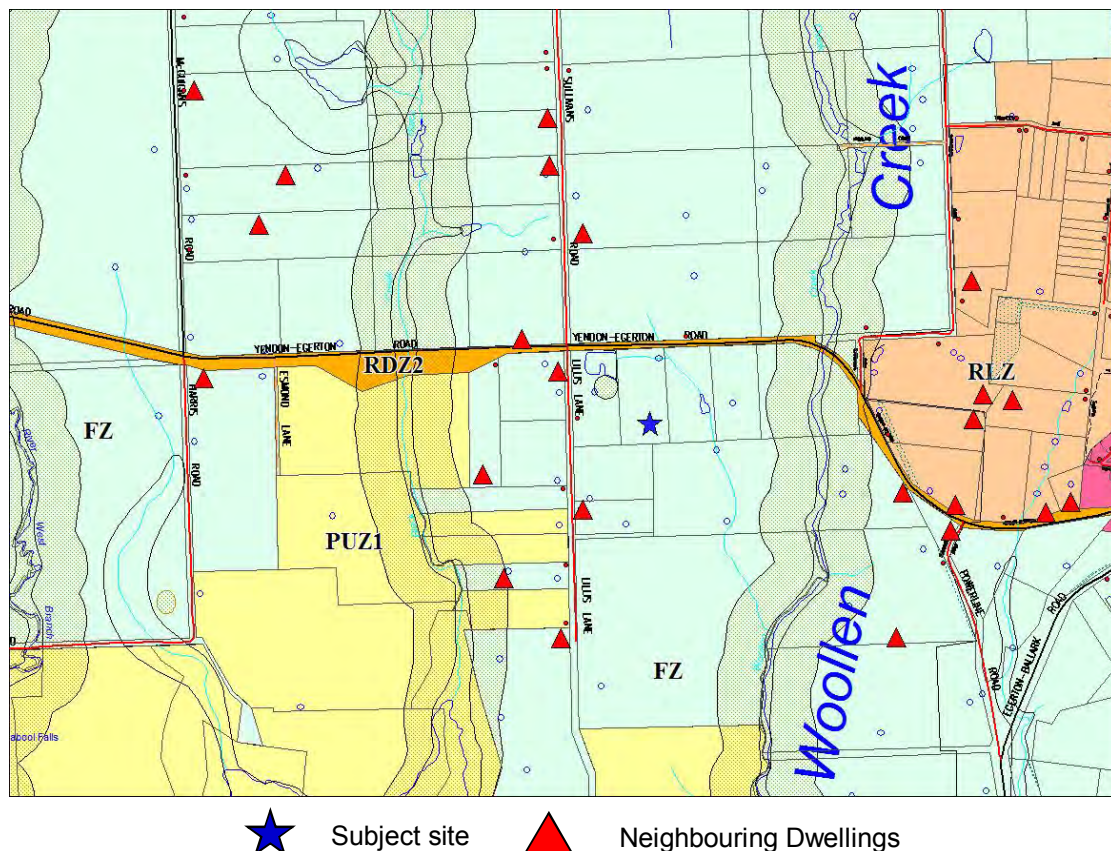
The site is vacant farming land with an area of 8.33ha. The entrance to the land is via a crossover and a farm gate from the Yendon Egerton Road located in the north east corner of the site. The property is accessed from this gateway via a gravel farm track. There is a small dam in this corner of the allotment setback approximately 28m south of the road.

Two waterways are also located in the north east corner of the site - one running east west parallel with the road which also runs through the dam and which then connects with the other which clips the north east corner of the site and flows to the south east across neighbouring land.

The pastured grazing land is undulating rising to the rear south side boundary of the allotment. There is native vegetation along the east side boundary and then scattered native vegetation across the southern half of the site.

Neighbouring land is used for predominantly grazing and fodder conservation. To the east, south and west of the site the land is generally cleared with vegetation more generally limited to windbreaks and a few scattered trees. To the north of the site the land is also used for grazing but has medium density scattered native vegetation.

Neighbouring allotments are generally of similar size or larger some with dwellings. It is estimated that there are approximately 13 dwellings within a 1km radius of the site.



## **Planning Scheme Provisions**

### **State Planning Policy Framework**

Clause 14.02-1, Catchment planning and management

- The objective of this policy is to assist the protection and, where possible, restoration of catchments, waterways, water bodies, groundwater, and the marine environment.

### **Local Planning Policy Framework**

Clause 21.03-5 Rural Lifestyle Opportunities

- The objective of this policy is to support development in small towns and rural lifestyle opportunities as an additional residential choice.

## **Zone**

### **Farming Zone**

Pursuant to Clause 35.07-1, Section 2 of the Moorabool Planning Scheme a planning permit is required to use land for a Place of Public Assembly (Music Festival).

## **Overlays**

### **Environmental Significance Overlay – Schedule 1**

Pursuant to Clause 42.01-2 of the Moorabool Planning Scheme a planning permit is required to construct or carry out works.

### **Design and Development Overlay – Schedule 2**

A permit is not required to construct or to carry out works where all external walls and roof areas are clad with non-reflective materials.

## **Particular Provisions**

### **Advertising Signage**

Pursuant to Clause 52.05-9, a permit is required to display a business identification sign.

The objectives for advertising signs are:

- *To regulate the display of signs and associated structures.*
- *To provide for signs that are compatible with the amenity and visual appearance of an area, including the existing or desired future character.*
- *To ensure signs do not contribute to excessive visual clutter or visual disorder.*
- *To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.*

In Category 4 – sensitive areas – the total advertisement area to each premises for a Business Identification must not exceed 3 sqm.

Only one (1) sign is proposed which would be located on the front gateway to the property and which would have an area of 0.5 sqm. The sign proposed would only be erected for the duration of the festival.

### General Provisions

Clause 65 sets out a list of criteria that the responsible authority must consider as appropriate, including the following:

- The matters set out in Section 60 of the Act. (This is the consideration of objections).
- The State Planning Policy Framework (SPPF) and the Local Planning Policy (LPPF), including the Municipal Strategic Statement (MSS) and local policies.
- The purpose of the zone, overlay or other provisions.
- Any matter required to be considered in the zone, overlay or other provisions.
- The orderly planning of the area.
- The effect on the amenity of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- The extent and character of native vegetation and the likelihood of destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.

### Referrals

Pursuant to Section 55 of the Planning and Environment Act 1987 the application was referred to the following authorities.

Referrals/Notice	Advice/Response/Conditions
Section 55 Referrals:	Central Highlands Water – subject to conditions
Section 52 referrals	Country Fire Authority – consent subject to conditions Ballan Police – no objection, comments provided.

Internal Council Referrals	Advice/Response/Conditions
Infrastructure	Consent subject to conditions
Environmental Health	Consent subject to conditions
Building	Building has advised that an application under the building regulations for a Place of Public Entertainment (POPE) is not required.



## Public Notice

The application was advertised to adjoining owners and occupiers within a one (1) kilometre radius of the site by sending individual notices on 30 June 2014 and a sign placed on the site from 1 July 2014 to 15 July 2014.

Five (5) objections were received.

A consultation meeting was not conducted as the objectors to the 2013 permit application are the same as for this application. It was not considered that anything further could be added that is not already well known by both parties.

## Summary of Objections

A summary of the objections are as follows:

Objection	Officer's response
<p><b>Noise</b></p> <p>The overriding concern expressed by objectors was the noise emanating from the festival and that the extended operating hours proposed are excessive, especially for families with young children, causing anxiety and stress.</p> <p>More generally the concern is that the event would disturb the peaceful rural amenity of the area.</p> <p>There was concern that the noise levels would increase after sound recordings were checked. It is claimed that decibel readings of up to 100 db(A) were recorded by neighbouring residents.</p> <p>Objectors stated that sound testing should be taken by independent firms.</p>	<p>The applicant has provided an acoustic report which demonstrates that the noise leakage from the stage area can be contained within acceptable levels, with both an improved sound system, as was used in 2013, and also with specific sound engineering controls to minimise noise travelling long distances.</p> <p>All objectors live more than 750m north, north-west and west of the proposed site. The stage has been oriented to face south west directly away from objectors homes.</p> <p>The sound readings taken at the 2013 festival did not exceed 65 db(A) at neighbouring boundaries at any time that the readings were taken.</p> <p>Sound was recorded at 107.9 db(A) 1m from the source area and 47.2 db(A) at the front gate of the property.</p>

<p><b>Hours of operation</b></p> <p>The extended hours proposed are unacceptable, unfair and show a lack of regard for surrounding residents.</p>	<p>The extended hours of operation (music) for the festival are still less than open air events of a similar kind, most of which go significantly later than the hours proposed by Inca Roads, however, the 2.30am finish time on Saturday night appears to be excessive in the context of this site and it is considered that the music should cease at 1.00am on both Friday and Saturday nights.</p>
<p><b>Security - Alcohol and drugs</b></p> <p>Objectors were concerned about over consumption of alcohol and the possibility of prohibited drugs. They wanted to know how the organisers will ensure that the patrons did not carry drugs onto the premises and questioned the capability of Regional Security Services.</p>	<p>The applicant has contracted Regional Security Services Australia, Ballarat, to be on site for the duration of the event. This firm was also present in 2012 and 2013. There have been no reports of any 'members' attending this event have been 'out of control' however, a strong security presence should address any issues that arise. Additionally there would be qualified staff with appropriate first aid training and prior to the event there would be induction procedures for staff and members.</p>
<p><b>Permit number 2013-103 conditions were not adhered to.</b></p> <p>12) It is claimed that the gate was not securely staffed at all time.</p> <p>14) it is claimed that light was emitting from the property.</p> <p>15) It is claimed that music continued for 10 minutes after 12pm.</p> <p>18) The site was not cleared of all festival equipment within the prescribed time or seven days.</p>	<p>The gate was not staffed after the music had ceased each night.</p> <p>The applicant has stated that no light was emitted from the event and officers who attended at various times did not observe any light emissions.</p> <p>The music did extend to 12.10am on the Saturday night, 10 minutes later than permitted.</p> <p>It is considered that the applicant generally met the condition except the stage was not removed.</p>



<p><b>The site is unsuitable for a music festival.</b></p>	<p>Provided the <i>Procedures Manual</i> and <i>Emergency Management Plan</i> submitted with the application are adhered to, it is considered that the applicant can conduct a festival for the benefit of patrons and young musicians without material detriment to the surrounding community.</p>
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### Assessment of Application

The event is operated by Inca Roads Inc. which is a not-for-profit arts organisation that claims to have been created to provide a genuine platform where musicians and artists, particularly young people, can perform and collaborate, in a family friendly environment.

The application is for an annual three day music festival. The applicants have conducted this festival twice on the subject land, in 2011 and 2012, without a permit and again in 2013 with a one-off planning permit.

### Noise

It is considered that the organisers have tried to accommodate the concerns of objector's and they have developed a noise management response for the 2014 event which would satisfactorily control noise emissions to be safely less than EPA guidelines at all the nearest neighbouring dwellings.

Despite objector claims to the contrary no sound recordings taken close to their homes during the festival in 2013 exceeded EPA recommendations of 65 db(A).

However, it is considered that measurements should be required to be taken at pre-determined intervals and at predetermined locations and a log kept of all sound readings recorded over the three days. These recordings should be made available to Council Officers and Police when and if requested.

### Participants

The maximum number of people that would attend the event would be 650, made up of 500 members (patrons), 100 artists (on a rotational basis), and up to 50 organisers / support volunteers.

The number of patrons is very small by festival standards and also by outdoor event standards. The Inca Roads Music Festival is a boutique musical event, not a massive 'rave' party. Attendees are required to be members of the Inca Roads organisation, and attendance is by pre-paid membership arrangements, with no tickets being sold at the gate during the event. This requirement should also be made a condition of a permit.

### Hours of operation

The hours of operation (playing of music) requested are as follows:

- Friday 21 November: 4pm – 1.30am (Saturday)
- Saturday 22 November: 10am – 2.30am (Sunday)
- Sunday 23 December: 10am – 2pm.

There would be 30-45 minute performances, followed by 30-45 minute breaks.

However, it is considered that a 2.30am finishing time on Saturday night is excessive in the context of the site, and that the finishing times should be reduced to 1.00am on both Friday and Saturday night. These hours of operation should be made a condition of the permit.

**Endorsed plans**

The applicant has provided details of how the event would be conducted and managed to ensure safety and security, and minimise risk. Documentation has been provided including an *Emergency Management Plan* and a *Procedural Manual* which should be endorsed as part of any permit issued.

**Objections**

The application was advertised and five (5) objections were received. The concern of the objectors was based on their previous negative experience of the festival's noise and a fear that the participants would get out of control due to alcohol or drugs. There was also much concern expressed about event logistics and that what is stated by the applicant is not necessarily delivered.

While all objectors were concerned about the impost of this event on their peaceful rural amenity, an Acoustic Report was provided with the application which indicated that the music noise could be managed to meet the EPA guidelines and that the modelled noise at neighbouring properties, including the objector's properties would be well under the EPA requirements. Sound reading taken in 2013 confirmed this view.

**Referral authorities**

The application was referred to Council's Infrastructure Department and Environmental Health who did not object to the application subject to conditions. The application was also referred to Central Highlands Water who did not object to the application subject to one condition.

The applicant has submitted an application for a Temporary Occupancy Permit from Council's Building Department – Form 5 (Place of Public Entertainment - POPE) with Council's Building Department. The building department have advised that based on the information provided by the applicant that in accordance with the Building Amendment (Place of Public Entertainment) Regulations 2013, a POPE is not required. The POPE application accords with the information provided for this Planning Permit application.

The application was also referred to the Ballan Police who stated in an email that

*"In relation to the planned Inca Roads Music event in Mount Egerton in November, in the previous events we have received numerous noise complaints from neighbours which have required police investigation. None of these complaints have justified any further police involvement and the noise levels have always been reasonable ... I believe the sound from this event will be monitored. It is likely there will be further noise complaints at the next event. It would be beneficial to the Police if we could have a contact number for the person responsible for monitoring the noise and also the ability to view the sound monitoring equipment if a complaint is generated. A print out of the noise levels would also be beneficial if required. We have no objections to the event".*

### **Summary**

In considering the objections that have been received from five individuals to this event on the one hand and having worked with the applicant to ensure that the event is appropriately managed and monitored there are also the patrons to consider. The event is well attended and it appears that the festival is popular. Councillors who attended in 2013 said that the event was fun and was attended by all age groups and was well conducted. Council officers who attended the event saw a lot of people enjoying themselves despite the cold weather.

It is not considered that a three day festival once a year, with music on two nights is an excessive impost on the community provided noise emissions are within the requirements. It is considered that the festival adds economic and cultural value to the Shire and should be supported.

### **Recommendation:**

**That Council having considered all relevant matters as prescribed by s.60 (1) of the Planning and Environment Act 1987 issue a Notice of Decision to Grant a Permit PA2013-103 for The Use of the land for a Place of Assembly (Music Festival) including camping and a Business Identification sign at CA87B, Parish of Kerit Bareet, also known as 87B Yendon Egerton Road, Mount Egerton, subject to the following conditions:**

- 1. Before the use commences, amended plans must be submitted to the satisfaction of the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
  - (a) A traffic management plan in accordance with Council's Infrastructure Department's Condition.**
  - (b) Details of business identification signage not exceeding 3sqm and traffic (advance warning) signs to be displayed on the road.**

2. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
3. The permit allows one three day a festival (Friday, Saturday and Sunday) to be conducted on the land in November each year. By the end of February in each year following a festival being run, the operators must provide to Council a comprehensive report detailing every aspect of the festivals operations. The permit holder must advise Council in writing the date of the festival six (6) months prior to the event.  
The permit holder must notify all landholders within a one (1) kilometre radius of this date to the satisfaction of the Responsible Authority six months prior to the event.
4. The following plans are to be endorsed as part of the permit:
  - (a) Whole of site plan.
  - (b) Detailed site plan.
  - (c) Inca Roads Procedural Manual (Version 8 June 2014), which includes the Acoustic report by Dom Watson, ATC Productions, (August 2013).
  - (d) Inca Roads Emergency Management Plan
  - (e) Sign design with dimensions for all signs to be erected for the event.
  - (f) Traffic Management Plan, to be provided as per condition 1a.

The music festival must be run in accordance with all of the endorsed plans.

5. The festival must comply with all recommendations contained in the endorsed acoustic report prepared by Acoustic Engineer, Dom Watson, from ATC Productions (August 2013).
6. Noise emissions from the site must comply with the State Environment Protection Authority (EPA) noise guidelines. Noise levels at the property boundaries must not exceed 65 db(A) at any time.
7. A sound monitoring system must be operated for the duration of the event taken from two predetermined locations each hour that music is playing and documented in a dedicated log book. The results must be made available to Council officers and Ballan Police if requested.
8. This permit can only be operated by Inca Roads Inc. and is not transferable to any other body without the consent of the Responsible Authority.
9. If the proposed event falls on a day or days of total fire ban, the event must not proceed on the day of the total fire ban.

10. This permit is conditional on emergency access being available as indicated on the endorsed site plan, in the south east corner of the land to the satisfaction of the responsible authority.
11. At least three weeks prior to the event the site must be slashed to remove the grass burden to reduce risk of fire.
12. A mobile water tank with minimum capacity of 1000 litres must be available on site for fire-fighting purposes with suitable pumps and hosing for rapid response.
13. No more than 650 people are permitted to attend the Music Festival which includes members, artists and paid or voluntary staff.
14. All attendees must be members of Inca Roads and must have pre-paid tickets which must not be available for purchase on the night. The tickets must notify members that they may be subject to random searches for illegal substances.
15. Security staff must regularly patrol the boundary fencing of the site and all entry and exit points. Security must be present at the front entrance at all times.
16. Appropriately trained security personnel must be in attendance for the duration of the event at a minimum ratio of one (1) security guard per 35 patrons.
17. There must be no lights in the sky or projecting onto other properties.
18. Live music can only be played at the following times:
  - Friday: 4pm – 1.00am (Saturday)
  - Saturday: 10am – 1.00am (Sunday)
  - Sunday: 10am – 2pm.
19. Each 30-45 minute musical performance is to be followed by 30-45 minute break.
20. The location, dimensions and features of the approved business identification sign (including the design, colours, materials and sign type) shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
21. The sign must be only displayed immediately prior to and during the event and must be removed within 3 days of the conclusion of the event to the satisfaction of the Responsible Authority.
22. Within seven (7) days of the completion of the event the site must be cleaned of all waste and all structures are to be removed, with the exception of the stage.

23. Areas set aside for the parking and movement of vehicles as shown on the endorsed plan must be made available for such use and must not be used for any other purpose.

**Infrastructure conditions**

24. Not less than twenty eight days prior to the event, the proponent must submit to the Responsible Authority a Traffic Management Plan, detailing the location and type of all advance warning signs and all signs at the entrance to the event.

**Environmental Health conditions**

25. All temporary and mobile food vendors must be registered under the Food Act 1986 with the appropriate authority on Streatrader, online database for mobile and temporary food premises, and submit a Statement of Trade to Moorabool Shire Council at least 5 working days prior to the first day of the festival.
26. All drinking water provided at the festival must be potable water which meets the requirements of the Australian Drinking Guidelines 2011 and be contained on site in a secure, clean and sanitary container/tank.
27. All waste water generated on site from the toilets, showers and wastewater from food vending activities must be suitably contained on-site and removed off-site by an approved waste water management contractor/company.

**Central Highlands Water condition**

28. Wastewater generated onsite during the event must be collected and disposed of through the use of portable sanitary facilities.

**Country Fire Authority conditions**

29. A draft copy of the emergency management plan is to be submitted to:

**Operations Manager  
District 15  
GRAMPIANS REGION**

**Not less than three (3) months prior to any proposed event (annually) to provide opportunity for comment to the Responsible Authority.**

30. A finalised copy of the emergency management plan is to be submitted to:

**Operations Manager  
District 15  
GRAMPIANS REGION**

**Not less than six (6) weeks prior to any proposed event (annually) to provide opportunity for comment to the Responsible Authority.**

- 31. No fires are to be permitted without the written consent of CFA. This may need to be reviewed on a daily basis at the discretion of CFA.**
- 32. Food vendors, display stalls, market stalls and other providers are not to have their stalls/tents/vans or other temporary or permanent structures within a distance of not less than six (6) metres of each other or may have a lesser distance where the event organiser has demonstrated to the satisfaction of the Responsible Authority that fire spread between stalls will not occur.**
- 33. Each food vendor, stall holder or other provider is required to get an individual permit (no blanket or group permit for these operators are to be issued).**
- 34. Access and egress routes are to be clearly marked to a width of not less than six (6) metres and are to meet the following conditions:**
  - a. Roads must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width.**
  - b. The average grade must be no more than 1 in 7 (14.4%) (8.1 degrees) with a maximum of no more than 1 in 5 (20%) (11.3 degrees) for no more than 50 metres.**
  - c. Dips must have no more than 1 in 8 (12%) (7.1 degrees) entry and exit angle.**
- 35. Car parking areas, vehicular routes, camping areas and emergency assembly areas are to maintain the vegetation to the following conditions to the satisfaction of the Responsible Authority:**
  - (a) Grass must be no more than 100mm in height**
  - (b) Leaf litter must be less than 10mm deep**
  - (c) There must be no elevated fuel on at least 50% of the area. On the remaining 50% the elevated fuel must be at most sparse, with very little dead material.**
  - (d) The camping areas are to be set out in a formalised grid pattern that will allow for emergency vehicle access (not less than 4 metres) between rows of camp sites.**
- 36. Public roads which bound the site are to be fuel reduced to the following condition to the satisfaction of the Responsible Authority:**
  - (a) Grass must be no more than 100mm in height.**

37. The internal perimeter of the event site for a distance of not less than ten (10) metres is to have any surface fuel reduced to the following conditions to the satisfaction of the Responsible Authority:

(a) Grass must be no more than 100mm in height.

38. All fires or pyrotechnical effects must comply with the CFA Act/Regulations or any other required regulations in regards to use and conditions

39. If the Municipal Building Surveyor is required to issue a POPE (Places Of Public Entertainment ) permit & conditionally require safety officers, the event organiser is to appoint safety officers who have successfully completed the 'Safety Officer – In a Place of Public Entertainment', training that is available from Melbourne Metropolitan Fire Brigade.

40. Any use of CFA resources and/or personnel is to have the written approval from;

Operations Manager  
DISTRICT 15  
GRAMPIANS REGION

Expiry condition

41. This permit will expire if:

(a) The use is not commenced within two (2) years of the date of this permit.

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

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Report Authorisation

Authorised by:



Name: Satwinder Sandhu  
Title: General Manager Growth and Development  
Date: Monday 25 August 2014



**9.2.8 Planning Permit 2014-092; Use of the Land for Earth and Energy Resources Industry, "Sir Jack Brabham Park", Lot 2 on PS 328177F, 429 Parwan South Road, Parwan.**

*This planning application was due to go before the Development Assessment Committee for a decision on 10 September 2014, as less than 10 objections from separate properties had been received.*

*However, this planning application will now be pulled from the S86 Development Assessment Committee Agenda as two Councillors have requested that this specific Agenda item be determined by all Councillors at the 3 September 2014, Ordinary Meeting of Council. This request is in line with the Development Assessment Committee, Terms of Reference.*

<b>Application Summary:</b>	
Permit No:	PA2014-092
Lodgement Date:	15 April 2014
Planning Officer:	Robert Fillisch
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	10 July 2014
Address of the land:	Sir Jack Brabham Park" Lot 2 on PS 328177F 429 Parwan South Road, Parwan
Proposal:	Use of the Land for Earth and Energy Resources Industry
Lot size:	3.82 hectares
Why is a permit required	Clause 37.02-1 – Comprehensive Development Zone – Use of the Land for Earth and Energy Resources Industry
<b>Public Consultation:</b>	
Number of notices to properties:	3
Notices on site:	1
Notice in Moorabool Newspaper:	No
Number of Submissions:	One objection
Consultation meeting:	None held.

<b>Policy Implications:</b>	
<b>Key Result Area</b>	Enhanced Infrastructure and Natural Built Environment.
<b>Objective</b>	Effective and efficient land use planning and building controls.
<b>Strategy</b>	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.
<b>Victorian Charter of Human Rights and Responsibilities Act 2006</b>	
<p>In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.</p>	
<b>Officer's Declaration of Conflict of Interests</b>	
<p>Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.</p> <p><i>Manager – Sian Smith</i></p> <p>In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p><i>Author – Robert Fillisch</i></p> <p>In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	
<b>Executive Summary:</b>	
<p>The applicant seeks approval for the use of the land for earth and energy resources. This will allow the applicant to process excess material produced by the construction of a car park approved under the existing permit PA2000009.</p> <p>The car park is currently being constructed on the site which requires the removal of a large amount of material. The bulk of the material is high quality scoria of which some is being used on the site for the upgrade of internal tracks being used as part of the motor sports facility. However there is a large amount of material which is in excess of the site's needs.</p> <p>Scoria is a high value product that can be sold and the applicant has an arrangement with the company doing the carpark works that they are able to sell the excess product to reduce the overall cost of construction works.</p>	

Extraction of the material that produces the scoria requires the site to be ripped by a bulldozer and then the product needs to be further refined with the use of a crusher. The crusher can be set to various grades for sale off site. As the car park construction is authorised under the existing permit it is the processing only that needs to be considered as part of this report.

Council initially believed that the use was best characterised as 'stone extraction' a subset of the use 'earth and energy resources industry'. A VCAT hearing into the matter provided guidance to Council that the characterisation of 'earth and energy resources industry' was appropriate in this case.

Given the location of the site it is considered that there would be little amenity impacts caused by the processing of the material on site and as such it is recommended that a permit be granted.

**Summary Recommendation:**

That, having considered all relevant matters as required by s.60 of the Planning and Environment Act 1987, Council a Notice of Decision to Grant a Permit for Use of the Land for Earth and Energy Resources Industry, "Sir Jack Brabham Park", Lot 2 on PS 328177F, 429 Parwan South Road, Parwan.

**Background**

Planning permit 2009-009 for the subject site was issued by VCAT on 29 May 2001 for the following:

*'Development and Use of a High Speed Training and Competition Oval, Lighting, Car Parking, Garages, Workshops and associated facilities.'*

The endorsed plans for the permit were amended via secondary consent by Council on 18 December 2012. This amendment provided approval for the construction of a car park in the north western part of the site. The car parking area is approximately 230 X 530 metres with an approximate area of 14 000 square metres. The car park is proposed to be relatively flat with a slight fall from east to west. To achieve this outcome a site cut of up to 9 metres in depth is required.

The construction of the car park commenced in June 2013. This included ripping the ground with a bulldozer and placing the material into a crusher so as to refine the material into a useable state. The material that won from the site includes scoria which has also been refined into different grades of material and being sold off site.

Council initially received a complaint from a neighbour regarding the extent of the works. The initial investigation revealed that the works were being carried out in accordance with the secondary consent approval provided by Council on 18 December 2012.

Council received further complaints in September and October 2013 from a legal firm representing Aerolite Quarries. Aerolite Quarries were concerned that the operation was not in accord with the legislation contained in the *Mineral Resources (Sustainable Development) Act 1990*. It appeared that a planning approval was required for 'Stone Extraction' under the Moorabool Planning Scheme.

Council wrote to DJP Scoria Pty Ltd the construction operator and Mount Road Nominees Pty Ltd the owner of the land requesting a planning permit be lodged with Council.

Aerolite Quarries lodged an application for Enforcement Order with VCAT on 16 December 2013. The application requested the following orders be made:

1. *Stop earth and energy resources industry on the land immediately.*
2. *Not recommence earth and energy resources industry until Respondent 1 and/or Respondent 2 have fully complied with the relevant planning scheme, and have obtained the necessary permits and approvals.*

On 28 March 2014 Aerolite Quarries requested VCAT amend the enforcement application to change the name of the applicant from Aerolite Quarries to Moorabool Shire Council. At the same time they withdrew as a party to the proceeding.

This application for earth and energy resources industry was lodge with Council on 15 April 2014.

A further two VCAT hearings occurred with representatives from DJP Scoria Pty Ltd, Mount Nominees Pty Ltd and Moorabool Shire Council. The nature of the first proceeding was to determine the correct characterisation of the use. The second was to confirm the characterisation of the use and to make a determination of the enforcement order application.

On 7 August 2014 the final order was issued stating:

1. *The application for the enforcement order pursuant to s 114 of the Planning and Environment Act 1987 is allowed.*
2. *The enforcement order is in the form attached to this document.*
3. *There is no order as to costs.*

The enforcement order states:

**NATURE OF  
CONTRAVENTION**

Use of the land for Earth and energy resources industry by extracting, processing and removing for commercial sale scoria without a planning permit required for such use under the Moorabool Planning Scheme.

1. *Upon service upon it of a copy of this enforcement order the respondent DJP Scoria Pty Ltd must cease to use the land for Earth and energy resources industry by the extraction, processing,*

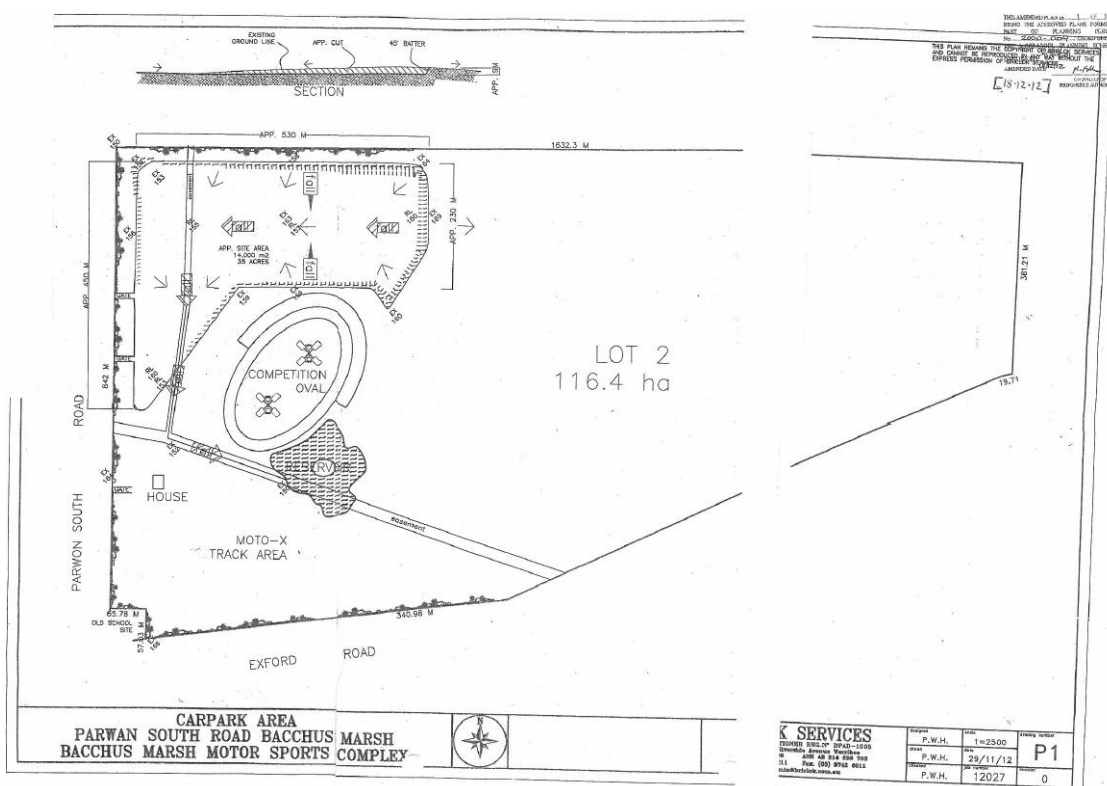
commercial sale and removal of scoria from the land for commercial sale unless and until a valid planning permit is obtained allowing such use and the respondent Mount Road Nominees Pty Ltd must not suffer or permit such use of its land unless and until such a planning permit is obtained (although scoria may be extracted and processed for the limited purposes of the construction of a car park in accordance with the approved (amended) endorsed plans under planning permit 2000-009 which permit was issued on 29 May 2001 and which amended plans were approved and endorsed on 18 December 2012 or for the maintenance of authorised motor sports tracks or circuits on the land.)

2. The applicant must serve a copy of this order on the owner and occupier of the land, and any other person against whom the order is made, pursuant to s 140 of the Victorian Civil and Administrative Tribunal Act 1998.

### Proposal

In order to efficiently construct the car park approved under the current planning permit the applicant is required to process a large amount of material. A portion of the material will be used on site for the upgrade of existing motorcross tracks and some will be used to form the base of the carpark.

The carpark area is approximately 14 000 square metres and is detailed in the endorsed plan below.



Site plan.

This proposal will allow the site to be ripped by a bulldozer to allow recovery of the material for processing on site. It is proposed to put the material through a crushing plant which will reduce the material to a manageable size for reuse on the site. There is a considerable amount of material which will be surplus to the on-site construction of the car park and motorcross tracks. It is proposed that this material will be processed into a variety of grades of scoria for sale off site at a later date.

### Site Description

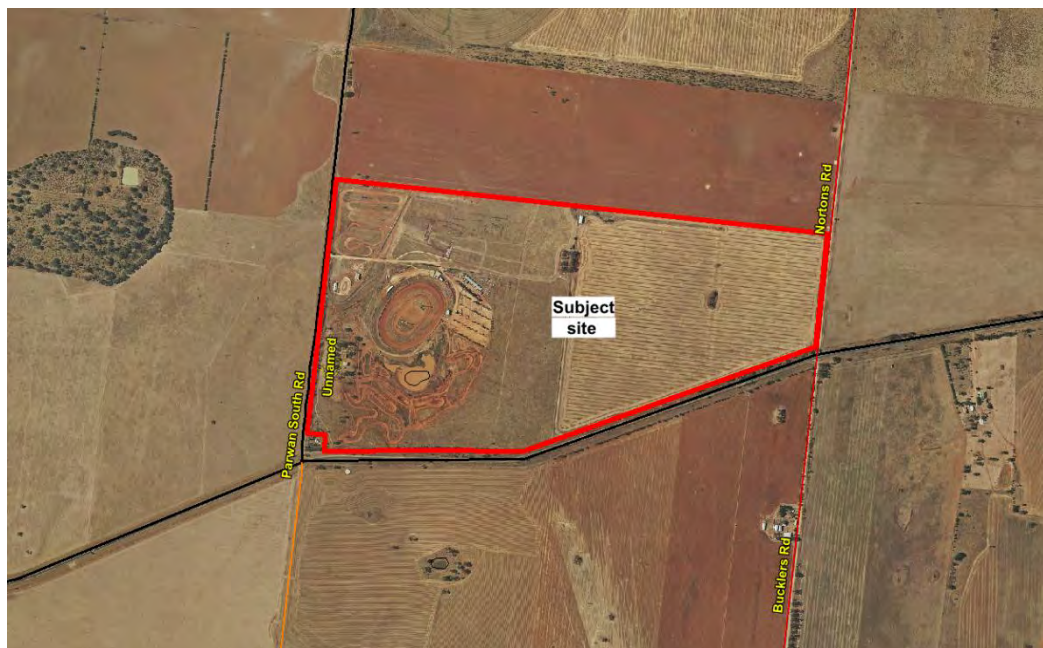
The subject site is located approximately 8 kilometres south east of the Bacchus Marsh town centre. The land is encompassed by the three roads Parwan South, Nerowie and Nortons in the area of Parwan.

The whole of the site comprises approximately 116 hectares and is the home of the "Sir Jack Brabham" motor sports facility. The current operation utilises approximately 50% of the site which is western section of the allotment.

The land is zoned as Comprehensive Development Zone to be use in accordance with the endorsed 'Sir Jack Brabham Park Stage 1 Concept Plan February 1998, Kinhill Pty Ltd'. The car park construction is in accordance with this plan.

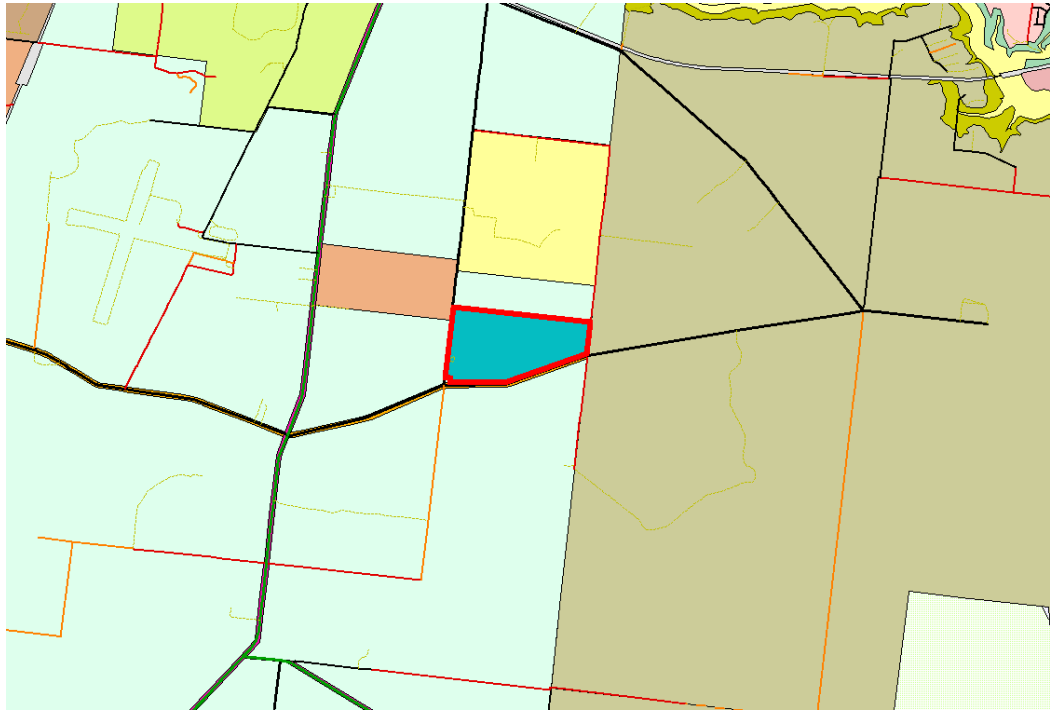
The majority of land surrounding the site is located within the farming zone with a similar sized land parcel to the west of the site zoned as industrial. Directly north of the site is the Bacchus Marsh treatment plant.

The nearest dwelling is approximately 1 kilometre east of the site. The majority of dwellings are located on the Geelong-Bacchus Marsh Road some 2 kilometres west of the site.



## Locality Map

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



## Planning Scheme Provisions

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

SPPF		
Clause 11.06-2	A diversified economy	The proposals provides for the economic growth of the existing motor sports facility through expansion of the area to be used.
Clause 14.03	Resource exploration and extraction	This policy encourages the extraction of natural resources.
Clause 15.03-2	Aboriginal cultural heritage	The area of aboriginal cultural heritage has been excluded from the car park area.
Clause 17.01-1	Business	This policy encourages development which meets the needs of the community for entertainment.

Clause 17.03-1	Facilitating tourism	The use of the site encourages patrons from a wider catchment and does not just include the Bacchus Marsh area.
Clause 18.02-5	Car parking	This policy encourages sufficient car park to be provided for a range of activities.
Clause 19.02-3	Cultural activities	This policy supports a range of activities to encourage cultural environment.
<b>LPPF</b>		
Clause 21.01-2	Municipal Content Key issues Economic Development	This policy allows for economic development which protects agricultural production. The continued use of this site provides for recreational use on land that is not productive agricultural land.
Clause 21.04-3	Objective-Commerce	This policy seeks to enhance Bacchus Marsh as a regional centre for employment, tourism and cultural services.

### Zone

The development lies within the Comprehensive Development Zone and the provisions of Clause 37.02 apply. These provisions refer to Schedule 1.

Schedule 1 to the Comprehensive Development Zone has the following purpose:

- *Show the means of vehicular access to the site.*
- *To provide for an integrated complex used for motor sport, driver education and training, automotive and related manufacturing, research and development, accommodation, recreation and entertainment.*
- *To provide for orderly development and use of land as indicated in the Sir Jack Brabham Park Stage 1 Concept Plan February 1998, Kinhill Pty Ltd.*

Use of land for 'earth and energy resources industry' is not a listed use in any section and therefore falls into a section 2 use, which requires a permit.

The decision guidelines which must be taken into account as appropriate are:

- *The effect that the use will have on nearby existing or proposed residential areas or other uses which are sensitive to potential off-site effects, having regard to any comments or directions from referral authorities.*
- *The effect that nearby uses may have on the proposed use.*



- *The drainage of the land.*
- *The effect on nearby roads of traffic to be generated by the proposed use.*
- *Whether the proposed use is compatible with a motor racing track use, and enhances the track as an entertainment and recreation destination.*
- *Adequacy of proposed car parking and traffic management measures.*

### **Comment**

The proposed use will provide for the development of the car park which is in accordance with the existing use of the site for the motor sports facility as indicated in the Sir Jack Brabham Park Stage 1 Concept Plan February 1998, Kinhill Pty Ltd.

The proposal has the potential of causing off site amenity impacts if it is not managed effectively. It is considered that issues such as dust can be controlled by permit condition, in the form of a dust management plan.

Any impacts will be short term during the construction phase of the development.

The eventual outcome will be a fully constructed car park with adequate drainage. The relatively flat car park will be sufficiently drained and reduce current erosion that is an issue in other car parking areas on site.

The proposed use is compatible with the existing use and will only be required until the car park construction is completed.

### **Particular Provisions**

As discussed previously under history Council had considered if a permit was required under Clause 52.09 *Stone Extraction and Extractive Industry Interest Areas*. This was an important consideration as under this provision a work plan would have been required under the *Mineral Resources (Sustainable Development) Act 1990*.

The VCAT proceedings are clear that this application is best characterised as earth and energy resources industry.

Clause 52.08 *Earth and energy resources industry* requires a permit unless specific exemptions apply. It is clear in this case that no such exemptions apply and therefore a permit is required.

The following is the purpose of this clause:

- *To encourage land to be used and developed for exploration and extraction of earth and energy resources in accordance with acceptable environmental standards.*

- *To ensure that mineral extraction, geothermal energy extraction, greenhouse gas sequestration and petroleum extraction are not prohibited land uses.*
- *To ensure that planning controls for the use and development of land for the exploration and extraction of earth and energy resources are consistent with other legislation governing these land uses.*

### General Provisions

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

### Referrals

The following referral was made pursuant to s.52 of the Planning and Environment Act 1987 and was provided with an opportunity to make comment on the proposed use.

Authority	Response
DSDBI	Required a copy of the DSDBI statutorily endorsed work plan

The Department of State Development Business and Innovation are responsible for the administration of the *Mineral Resources (Sustainable Development) Act 1990*. It was their view that the application should be characterised as ‘Stone Extraction’ therefore requiring an endorsed work plan. Council now relies on the VCAT determination which characterises the use as ‘earth and energy resources industry’. To which DSDBI is not a mandatory referral.

### Public Notice

The application was notified to adjoining and surrounding landowners and by sign on site for the period 29 May 2014 to 13 June 2014. One objection was received.

### Summary of Objection

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

Objection	Officer's response
The objection comes from Aerolite Quarries Pty Ltd. They state that the best characterisation of the land use would fall under 'Stone Extraction' rather than 'Earth and Energy Resources Industry'. That being the case the applicant should provide a work plan which is required under the <i>Mineral Resources (Sustainable Development) Act 1990</i> . On that basis they say the current application should be rejected.	Aerolite Quarries Pty Ltd withdrew as a party to the recent VCAT proceeding Council would take over the proceeding. They have been made aware and provided a copy of the results of the two hearings. The determination of the VCAT hearings make it clear that 'earth and energy resources industry' is the correct characterisation and therefore this application needs to be assessed against the Moorabool Planning Scheme on its own merits.

### Financial Implications

There are no known financial implications with the approval of this proposed use. It is unlikely the matter would be taken to VCAT on the issue of characterisation and this has previously been determined by VCAT.

### Risk and Occupational Health and Safety Issues

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

### Communications Strategy

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

### Conclusion

The proposal is generally consistent with the relevant policies contained within the Moorabool Planning Scheme. The subject land is located within a rural area of Bacchus Marsh with limited potential to cause nuisance to neighbours.

The main objector is commercial in nature and while they have concerns with the characterisation of the use this has now been determined by VCAT.

The use of the land is in conjunction with existing approval of the site for the use of the land as a motor sports facility. The processing of the material is considered necessary in order to allow the effective construction of the approved car park.

It is considered that the careful management of the site will reduce any potential amenity impacts on the surrounding area.

The proposal provides for an appropriate temporary use of rural land and has been assessed against the relevant sections of the Moorabool Planning Scheme, and found to be supported by the policies therein. The application should be issued with a Notice of Decision to Grant a Permit.

**Recommendation:**

**That, having considered all matters as prescribed by s.60 of the Planning and Environment Act, Council issues a Notice of Decision Use of the Land for Earth and Energy Resources Industry, "Sir Jack Brabham Park", Lot 2 on PS 328177F, 429 Parwan South Road, Parwan, subject to the following conditions:**

- 1. The use as shown on the endorsed plans must not be altered without the written approval of the Responsible Authority.**
- 2. The use may operate only during daylight hours.**
- 3. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:**
  - (a) Transport of materials, goods or commodities to or from the land;**
  - (b) Appearance of any building, works or materials;**
  - (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and**
  - (d) Presence of vermin.**
- 4. This permit will expire if one of the following circumstances applies:**
  - The development/use is not started within two years of the date of this permit;**
  - The development/use is not completed within four years of the date of this permit; or**
  - The carpark as approved under Planning Permit 2009-009 is completed.**

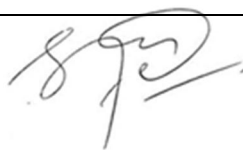
**Council may extend the periods referred to if a request is made in writing before the permit expires or in accordance with the timeframes as specified in Section 69 of the Planning and Environment Act 1987.**

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**Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Friday, 29 August, 2014



## 9.3 COMMUNITY SERVICES

### 9.3.1 Provision of Additional Cricket Grounds in East Moorabool

#### Introduction

File No.: 471850  
Author: Troy Scoble  
General Manager: Danny Colgan

The purpose of the report is to provide information to Council regarding the feasibility of establishing additional sports grounds for the 2014/15 cricket season in East Moorabool.

#### Background

At the Ordinary Meeting of the Council held on the 6 August 2014, the Council resolved:

*That Council:*

1. *Collaborates with the Darley Cricket Club and the Bacchus Marsh Cricket Club to identify additional sports grounds in East Moorabool that might be made suitable and available as extra venues for junior and reserve grades of cricket for the 2014/15 season, subject to agreements being reached with sports ground owners or managing authorities;*
2. *Receives, at the next Ordinary Meeting of Council, a report on the collaboration that addresses:*
  - a. *Whether it is feasible and if so, at what cost, to provide extra venues for cricket matches for the 2014/15 season;*
  - b. *The financial or in-kind contributions that clubs are willing to make towards the provisioning of extra cricket venues;*
  - c. *The details of project, maintenance and usage agreements that could be made with sports ground owners or managing authorities.*
3. *Notifies its intention in principle, if project feasibility is established and appropriate agreements can be made with ground owners or managing authorities, to support the provisioning of extra venues by allocating no more than \$14,000 in total from the East Moorabool Recreation Facilities Reserve fund, limited to a maximum of \$7,000 of Council funds per sports ground on the basis of \$2 of Council funds for every \$1 of cash or in-kind club contribution.*

### Existing Supply of Sports Grounds in East Moorabool

There are currently 6 sports grounds suitable for junior and senior levels of cricket participation in East Moorabool. These include:

- Darley Park (Turf Wicket, Seniors minimal Junior usage)
- Maddingley Park (synthetic wicket, Seniors and Junior usage)
- Darley Civic Hub (Synthetic wicket, Seniors and Junior usage)
- Masons Lane Oval 1 (Synthetic wicket, Seniors and Junior usage)
- Masons Lane Oval 2 (Synthetic wicket, Seniors and Junior usage)
- Siberia Sportsground (Synthetic Wicket, low level Seniors, Junior usage)

The Bacchus Marsh Racecourse Recreation Reserve sports ground and the Bacchus Marsh College sports ground have previously provided for cricket participation however those facilities have been inactive for some time given development at the College site and lack of support infrastructure development and maintenance undertaken at the racecourse.

### Demand for Sports Grounds in East Moorabool for the 2014/15 Cricket Season

There are two Senior and Junior cricket clubs in Bacchus Marsh. The Darley Cricket Club play in the Ballarat Cricket Association which is a turf based competition for the Senior first and second eleven, and the Bacchus Marsh Cricket Club play in the Gisborne District Cricket Association which is a synthetic pitch based competition for all age groups.

Officers have met with both cricket clubs regarding existing and forecast participation growth for the upcoming cricket season. The Darley Cricket Club will be expanding from 5 Senior and 5 Junior cricket teams in 2013/14 to 5 Senior and 7 Junior cricket teams for the 2014/15 cricket season. Previously the Darley Cricket Club had been allocated 2 sports grounds, but now requires 4 to accommodate usage.

The Bacchus Marsh Cricket Club will remain the same as last season with 7 Senior cricket teams and 7 Junior cricket teams for the 2014/15 cricket season. Previously the Bacchus Marsh Cricket Club was allocated 4 sports grounds in East Moorabool and will continue to require 4 sports grounds.

The information provided by both cricket clubs highlights that the provision of two additional sports grounds will be required to completely meet the demand for use in Bacchus Marsh in the 2014/15 cricket season. However with the right scheduling one extra sports ground could provide the relief required for this season only. Scheduling can be difficult though given both clubs play in separate associations meaning a systematic approach to allocating grounds is required in East Moorabool.

It should also be noted that officers are aware of the cricket associations concern with allocating senior games to the Siberia sports ground given its playing dimensions. Therefore going forward this venue needs to be phased out as a senior cricket venue as other venues potentially become available or extended to meet future playing dimension requirements for senior cricket.

### Additional Sports Ground Feasibility

Implementation of a systematic approach to the management and allocation of the existing facilities is vital to maximise their usage. However based on existing participation numbers, trends and forecasts it is evident that two additional sports grounds will be required for cricket participation in the immediate future to avoid local participants travelling outside the Shire to participate in cricket or the local clubs having to cap participation numbers.

Discussions with the local cricket clubs recommended that reactivating the Bacchus Marsh Racecourse and Recreation Reserve and Bacchus Marsh College sports grounds previously provided for cricket participation are the most feasible opportunities for investigation in the short term. This given the costs involved in reactivating these sites as opposed to building new facilities.

#### Costs of Activating Sports Grounds

Both the Bacchus Marsh Racecourse and Recreation Reserve and Bacchus Marsh College have advantages and challenges in being able to sustain a suitable sports ground acceptable for use. Both locations have been initially scoped with key requirements to provide a very much base level facility consisting of formalising the space into an oval at the required dimensions, inserting new cricket pitch and synthetic surface and some minor remedial ground works.

The cost estimate to reactivate both sportsgrounds is outlined below:

<b>Bacchus Marsh Racecourse Recreation Reserve Oval – Minimum Required Works</b>	<b>Price \$</b>
Remove existing cricket pitch and install new	\$13,000
Spray out existing weeds Remedial turf works including add sandy loam, top soil, minor reshaping and oversew with turf species.	\$19,000
Manage Turf establishment period (minimum 3 months) but ongoing (mowing fertilizing)	\$ 10,000
<b>Total</b>	<b>\$42,000 min</b>

A secure water source has not been identified for the Racecourse Reserve sports ground. Therefore an additional storage tank plus potentially irrigation system will be required for the sustainability of the ongoing use of this oval.

Also, the Reserve Committee of Management manages use of this space and they currently allocate the Pony Club usage of this area. Therefore, horse damage each time it is used would have to be rectified prior to cricket use to ensure a flat surface acceptable for use. To facilitate this usage a user agreement would be required.

<b>Bacchus Marsh College – Minimum Required Works</b>	<b>Price</b>
Remove existing cricket pitch and install new (Would cost MSC (\$13,000) (Local Cricket club has indicated in writing a contribution to deliver the pitch 'in kind' for \$3,500). Additional associated works to be carried out by MSC.	\$5,000
Remedial turf works to include <u>Minor</u> reshaping and levelling of the surface, top soil and over sew with turf species for a space of 30m circumference around wicket table	\$9,000
<b>Total</b>	<b>\$14,000 min</b>

A secure water source has not been included in the scope. There is a channel connection to the College that used to be in existence that could potentially be used to sustain the ground better during the summer months. However the feasibility and cost of this has not been established as yet.

Weekly mowing of the grounds would be required at both sites. The College currently use Council's mowing contractor and as a result a contribution and more frequent mowing would be required. As this is a DEECD facility, an agreement between the local cricket club and The College would be established as well as a maintenance agreement between The College and the Council. It is estimated that \$3,000 (weather dependent) of maintenance will be required to support this project during the upcoming cricket season.

Discussions with the Bacchus Marsh College regarding developing their sports ground have been ongoing. The College are supportive of partnering with the Council to provide additional community use to their sports ground.

### **Funding Model Opportunities**

Officers were requested to meet with the Darley and Bacchus Marsh Cricket Clubs to determine if a funding model including in kind contributions could support the establishment of additional sports grounds in East Moorabool.

The Darley Cricket Club have in writing confirmed their commitment to provide in kind contributions in the form of installing a new cricket pitch and synthetic cover at either / or Bacchus Marsh College and Bacchus Marsh Racecourse Recreation Reserve.

The Bacchus Marsh Cricket Club have indicated a preparedness to consider financially contributing toward any future sports ground development at the Bacchus Marsh Recreation Racecourse only. At the time of this report being prepared, the club had indicated that any contribution would need to be discussed at a committee meeting so no commitment to the project has formally been made.

### **Proposal**

Considering the information provided regarding supply, demand and existing opportunities identified, it is proposed to further develop the Bacchus Marsh College sports ground in partnership with the Bacchus Marsh College and Darley Cricket Club for the 2014/15 cricket season.



It is also proposed to refer the future development of the Bacchus Marsh Racecourse and Recreation Reserve sports ground to the 2015/16 budget process as it requires further scoping to be completed given its existing condition and lack of existing budget to support.

Further development of sports grounds in East Moorabool will still require officers and Reserve Committee of Managements to establish a systematic approach to the allocation of existing facilities to ensure maximisation of usage to meet the demand for the upcoming season.

### Policy Implications

The 2013 - 2017 Council Plan provides as follows:

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

The proposal to establish additional sportsgrounds in East Moorabool for the upcoming 2014/15 cricket season is consistent with the 2013-2017 Council Plan.

### Financial Implications

The establishment of additional sports grounds has been estimated at \$42,000 for the minimum standard for the Bacchus Marsh Racecourse and Recreation Reserve and \$22,000 for the minimum standard for the Bacchus Marsh College.

An in kind contribution by the local cricket clubs to install the cricket wicket and synthetic surface potentially reduces the cost estimate to \$14,000 for the Bacchus Marsh College.

Council has previously resolved to commit \$7,000 per sports ground on a basis of \$2 of Council funds for every \$1 of cash or in-kind club contribution. Should Council commit to the Bacchus Marsh College sports ground project only, it would be recommended to commit \$9,500 into this project on a funding ratio of \$2 Council for every \$1 community contribution.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Sports ground facility provision not meeting demand in east Moorabool	Participation in cricket activities in east Moorabool will be limited due to the facilities available.	High	Formalise additional sportsgrounds for the upcoming 2014/15 cricket season

Maintenance works required on additional facilities	Due to ongoing maintenance required at potential new facilities, standard and sustainability will potentially be compromised during the 2014.15 cricket season	High	Commit additional funds to support maintenance of new facilities.
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### **Communications Strategy**

Officers have held discussions with both the Darley and Bacchus Marsh Cricket Clubs over the last 12 months regarding additional sports grounds required to support growth in cricket participation.

Officers have also been in discussions throughout the scoping of the two facilities with the Bacchus Marsh College and notified representatives of the Bacchus Marsh Racecourse and Recreation Reserve Committee of Management that future use of the sports ground will be required.

Agreements with all stakeholders will be required to proceed so stakeholders will be notified of the outcomes of this report.

### **Victorian Charter of Human Rights and Responsibilities Act 2006**

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

### **Officer's Declaration of Conflict of Interests**

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

*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**

At the Ordinary Meeting of the Council held on the 6 August 2014, the Council resolved that officers collaborate with the Darley and Bacchus Marsh Cricket Clubs to identify and assess the feasibility of additional sports grounds in East Moorabool that might be made suitable and available as extra venues for the 2014/15 cricket season.

Officers have in partnership with the local cricket clubs identified that additional provision of sports grounds are required for the 2014/15 cricket season and that one or both of the Bacchus Marsh College and the Bacchus Marsh Racecourse and Recreation Reserve, grounds previously used for cricket are the most feasible to reactivate in the short term.

Based on the costs of establishment to provide a bare minimum base level standard of facility, it is proposed to reactivate the Bacchus Marsh College sports ground and refer the reactivation of the Bacchus Marsh Racecourse and Recreation sports ground to the 2015/16 budget process due to the expected additional works required to establish.

### **Recommendations:**

#### **That the Council:**

1. In partnership with the Bacchus Marsh College reactivate the sports ground for community usage for the upcoming 2014/15 and 2015/16 cricket seasons
2. Enters into an agreement for usage and maintenance of the sports ground with Bacchus Marsh College with a \$3,000 annual contribution towards minor maintenance.
3. Provides funding of \$9,500 from the East Moorabool Recreation Facilities Reserve Fund toward the project on the basis of a \$2 of Council funds for every \$1 of cash or in-kind club contribution.
4. Commits \$3,000 toward minor maintenance annually for the facility for the 2014/15 and 2015/16 financial years from the East Moorabool Reserves Ward Fund.
5. Receives a further report detailing future sportsground provision in East Moorabool beyond 2015/16.
6. Consider future development of the Bacchus Marsh Racecourse Recreation Reserve sports ground through the 2015/16 budget process.

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### **Report Authorisation**

**Authorised by:**

**Name:**

**Title:**

**Date:**



Danny Colgan

General Manager Community Services

Monday, 25 August 2014

### 9.3.2 Local Facilities for Local Clubs Program 2014/15

#### Introduction

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

The purpose of this report is to present the Council with projects suitable for application to the new funding program Local Facilities for Local Clubs Program 2014/15.

#### Background

The Victorian Government has announced a new funding program 'Local Facilities for Local Clubs Program 2014/15'.

This aim of this program is to recognise the role of community clubs and organisations who have worked hard to bring together resources to develop sport and recreation facilities.

#### *The program aims to:*

- Increase or maintain sport and recreation participation
- Increase female and junior participation
- Increase access to sport and recreation places
- Improve safety, address risks and ensure facility compliance
- Provide innovative sport and recreation facilities
- Provide environmentally sustainable facilities
- Provide universally designed facilities

#### *Funding guidelines:*

- Only Local Governments can apply
- Funding is \$1:1
- Maximum grant is \$50,000, with a maximum total project value of \$150,000
- The community must contribute 25% of the project value in either cash or in kind works
- Council can apply for up to two projects (but only \$50,000 grant funding total overall)

#### *Timeframes:*

- Applications open – Mid August
- Closing Date – 15<sup>th</sup> September 2014
- Funding announcements – Mid October 2014
- Projects commence – November 2014
- Projects completed – May 2016

#### *Project that might be funded:*

There are a variety of projects that might be funded, with a focus on sport and active recreation projects, such as:

- Outdoor sports surfaces
- Outdoor playing field developments
- Outdoor sports lighting

- Indoor sports surfaces
  - Seasonal pool upgrades
  - Multipurpose training facilities
  - Skate parks
  - Play spaces
  - BMX tracks
  - Youth recreation spaces
  - Outdoor fitness stations etc.
- (Please see guidelines in **Attachment 1**: for further information.)

***Projects that will not be funded:***

- Projects that exceed maximum total project cost of \$150,000
  - Projects that do not meet the objectives of the program
  - Purchase of land
  - Routine or cyclical maintenance work
  - Upgrading or redeveloping social space, kitchen or toilet facilities, except as part of a larger project that meets the objectives of the funding program
  - Purchasing or maintaining recreation, entertainment sporting, life-saving or any other equipment
- (Please see guidelines in **Attachment 1**: for further information.)

***Community Contributions:***

Community contributions are defined as non-council contributions and can be both non-monetary or monetary.

***Non-monetary:***

- In kind labour
- Donated material or specialised equipment
- Project management
- Design and planning contribution

***Monetary:***

- Cash contributions from clubs community organisations
- Business contributions
- Philanthropic contribution

Projects demonstrating significant in kind labour and material will be prioritised.

**Potential Projects:**

Officers have identified the following projects using the following process:

1. Review Council's Capital Improvement Program list to identify strategic based projects
2. Review available projects against the funding program criteria (i.e. total project values under \$150,000 and funding program objectives)
3. Identify projects that had a community contribution suitable to meet the funding guidelines

**Note:** Officers did not conduct an Expression of Interest to all facilities/clubs due the very limited timeframes to identify suitable projects.

Project	Total project value	Council contribution	Community contribution	Local Facilities for Local Clubs Program	Assessment Comments
Masons Lane Athletics Development Project	\$41,000	\$10,000 to be referred to the 2015/16 capital improvement budget	\$11,000 (Bacchus Marsh Little Athletics Club)	\$20,000	<p>This project will resurface the existing long and triple jump run ups along with providing two additional lanes on front straight of athletics track consistent with master plan outcomes to increase participation in athletics in Bacchus Marsh.</p> <p>This project meets the funding criteria and community contribution requirements.</p>

Elaine Recreation Reserve Multipurpose Court Development	\$42,000	\$10,000 to be referred to the 2015/16 capital improvement budget	\$11,000	\$21,000	<p>Consistent with master plan recommendations this project will apply plexipave surface and extension to the Elaine Tennis Courts to provide a netball court overlay that meets required netball court run offs for competition purposes, and an appropriate surface to finish off the Elaine Tennis Court development project.</p> <p>This project meets the funding criteria and community contribution requirements</p>
Wallace Pavilion Veranda Extension	\$70,000	\$17,500	\$10,000 confirmed (require \$17,500)	\$35,000	<p>Extending the existing viewing area to provide more spectator space.</p> <p>This project does not meet the funding criteria, as it is an extension to a social space. Please see funding guidelines attached.</p>

Masons Lane Oval One Lighting Project	\$130,000 - estimate	\$47,500	\$32,500 (\$13,000 cash confirmed)	\$50,000	<p>Install training standard lighting on oval one to increase participation opportunities at the reserve. This project has been funded by the Council in 2014/15 for scoping and design.</p> <p>The community contribution required could be increased \$20,000 with in kind works however with short time frames this has not been able to be scoped and costed properly. Officers therefore recommend that this project continue to be scoped and designed in 2014/15 and be considered for funding from SRV Community Facilities Funding Program in 2015/16.</p>
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## Proposal

It is proposed for the Council to submit an application to the Local Facilities for Local Clubs Program for the following projects:

- Masons Lane Athletics Development Project
- Elaine Recreation Reserve Multipurpose Court Development Project

## Policy Implications

The 2013 - 2017 Council Plan provides as follows:

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

The proposal Local Facilities for Local Clubs Program 2014/15 funding application is consistent with the 2013-2017 Council Plan.

## Financial Implications

The submission of these projects to this funding program will require the Council to provide a financial contribution toward the Elaine Recreation Reserve Multipurpose Court Development Project and the Masons Lane Athletics Development Project. As the project can be complete up until May 2016, it is proposed to refer Council's contribution of \$20,000 for both projects to the 2015/16 capital improvement budget.

## Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Funding Program	Council does not submit an application to new funding program Local facilities for Local Clubs which is currently open for applications	Medium	Submit application

### Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Identified Committees of Management, Clubs, Community Sporting groups	Meetings, phone calls, emails, site visits.	Various	August 2014	Clubs/Committee identified as having potential projects were included in project discussions.

### Communications Strategy

The Victorian Government recently announced the Local Facilities for Local Clubs Program in August 2014, with applications due on the 15<sup>th</sup> September 2014.

Due to the time constraints and strict funding guidelines, Officers sourced suitable projects that had a strategic basis from Council's Capital Improvement Program list. Officers have been communicating with Committees and Clubs in relation to potential projects. The relevant Committees of Management and Clubs will be informed of the outcome of this report.

### Victorian Charter of Human Rights and Responsibilities Act 2006

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

### Officer's Declaration of Conflict of Interests

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

*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 Victorian Government has announced a new funding program 'Local Facilities for Local Clubs Program-2014/15. This program will provide up to \$50,000 funding for sport and active recreation projects that are supported by local clubs. Officers have identified potential projects that are suitable for funding from this program, if approved by the Council. Applications are due on the 15<sup>th</sup> September 2014.

## Recommendation:

### That Council:

1. **Submit a funding application to the Local Facilities for Local Clubs grant program for the Masons Lane Athletics Development project, subject to community contribution being confirmed and the Council contribution of \$10,000 referred to the 2015/16 Capital Improvement Program Budget.**
2. **Submit a funding application to the Local Facilities for Local Clubs grant program for the Elaine Recreation Reserve Multipurpose Court Development project; subject to community contributions being confirmed and the Council contribution of \$10,000 referred to the 2015/16 Capital Improvement Program Budget.**

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## Report Authorisation

Authorised by:

Name:

Title:

Date:



Danny Colgan

General Manager Community Services

Tuesday, 26 August 2014

# Attachment - Item 9.3.2

# Local Facilities for Local Clubs Program Community Contributions

## Information Sheet

**Community contributions are defined as non-Council contributions and can be monetary and/or non-monetary.**

### What is a Monetary Contribution?

- Cash from clubs or organisations
- Cash from local businesses
- Cash from philanthropic trusts
- Cash from statutory authorities (eg. water authority)
- Donations or other grants

### What is a Non-Monetary Contribution?

Non-monetary contributions could include in-kind and voluntary support for a project other than cash. Generally, non-monetary contributions include either voluntary labour or donated (sometimes at cost) building materials.

Examples of in-kind labour include:

- demolition of existing facilities;
- site preparation;
- digging trenches for plumbing/wiring,
- general site clean-up;
- fit-out of new facilities;
- landscaping;
- painting;
- tiling; and
- licensed electrical work.

Examples of donated materials include:

- use of specialised construction equipment;
- turf or grass species;
- soil;
- fences;
- windows/glazing;
- bricks, concrete and sand;
- paint, rollers, brushes, drop sheets;
- colorbond roofing/roof trusses;
- kitchen equipment; and
- fit out materials.

## How much community contribution are required for this program?

There is no cap on the value of community contributions that be contributed to a project seeking funding from the *Local Facilities for Local Clubs Program*. However, the value of Community Contributions (cash and in-kind) must be a minimum of 25% of the total project budget. The State Government will match Community Contributions dollar-for-dollar up to \$50,000 for projects with a maximum total project cost of \$150,000.

Project partners are expected to guarantee projects can be delivered within prescribed timeframes.

## How do I calculate the value of in-kind?

Your proposal will need to explain the nature of the in-kind contribution being provided, which organisations are making the contribution and the value you have calculated based on what it would cost if you had to pay for it.

Rates for basic labouring work are generally calculated at \$20 per hour while specialist contributions should be valued up to \$45 per hour. Costings should be based on reasonable commercial rates.

The *In-Kind and Voluntary Support Template* and should be used to detail these contributions.

## Who can I contact for further information?

For further information on in-kind and voluntary support, please contact your Local Government Authority.

# Local Facilities for Local Clubs Program

## Funding Scenarios Information Sheet

Community contributions are defined as non-Council contributions and can be monetary and/or non-monetary.

Through the *Local Facilities for Local Clubs Program* the value of community contributions must be a minimum of 25% of the total project budget. The State Government will match community contributions dollar-for-dollar up to \$50,000 for projects with a maximum total project cost of \$150,000.

This sheet provides you with examples of funding scenarios that could be considered under this Program.

### Example One: Development of two new netball courts.

Income		Expenditure	
Local Facilities for Local Clubs Program	\$50,000	Project Management	\$5,000
Club Contribution (Cash)	\$36,900	Construction	\$125,000
In-kind Contribution	\$23,100	Contingency and Escalation	\$15,000
Local Business (Cash)	\$5,000		
Council	\$30,000		
<b>TOTAL</b>	<b>\$145,000</b>	<b>TOTAL</b>	<b>\$145,000</b>

In-kind contribution is comprised of: donation of crushed rock for court base, line marking paint, supply black chain mesh fencing, drill holes for fences and fence installation.

### Example Two: Pavilion to include female change spaces for players and umpires.

Income		Expenditure	
Local Facilities for Local Clubs Program	\$50,000	Project Management	\$5,000
Club Contribution (Cash)	\$30,000	Construction	\$120,000
In-kind Contribution	\$58,000	Contingency and Escalation	\$13,000
<b>TOTAL</b>	<b>\$138,000</b>	<b>TOTAL</b>	<b>\$138,000</b>

In-kind contribution is comprised of: demolish internal and external walls, gut showers and toilets, assist contractor with construction, internal painting, brick labouring, use of front end loader, truck and site clean up.

### Example Three: Installation of floodlighting to a synthetic bowling green.

Income		Expenditure	
Local Facilities for Local Clubs Program	\$19,000	Construction	\$31,000
Club Contribution (cash)	\$12,000	In-kind (Labour)	\$7,000
In-kind Contribution	\$7,000		
<b>TOTAL</b>	<b>\$38,000</b>	<b>TOTAL</b>	<b>\$38,000</b>

In-kind contribution comprises of machinery to construct trenches for the cabling of the power supply, along with backfilling trenches, and removing excess soil

### Example Four: Installation of floodlighting for two netball courts.

Income		Expenditure	
Local Facilities for Local Clubs Program	\$20,000	Construction	\$38,000
Club Contribution (cash)	\$15,000	In-kind (Labour and donated materials)	\$5,000
In-kind Contribution	\$5,000	Contingency	\$2,000
Business Contribution (cash)	\$5,000		
<b>TOTAL</b>	<b>\$45,000</b>	<b>TOTAL</b>	<b>\$45,000</b>

In-kind contribution is comprised of: trenching, electrical work, specialised equipment including crane hire.

### Example Five: Council applying for two projects

#### Project one: Redevelopment of play space

Income		Expenditure	
Local Facilities for Local Clubs Program	\$20,000	Construction	\$41,000
Community Contribution (cash)	\$15,000	In-kind (Labour and donated materials)	\$25,000
In-kind Contribution	\$25,000	Contingency	\$4,000
Business Contribution (cash)	\$10,000		
<b>TOTAL</b>	<b>\$70,000</b>	<b>TOTAL</b>	<b>\$70,000</b>

In-kind contribution is comprised of: removal of existing equipment, site preparation for installation of new play space, installation of fencing, and clean-up of site including any replanting.



## Project two: Expansion of gymnastics hall for additional floor space

Income		Expenditure	
Local Facilities for Local Clubs Program	\$30,000	Construction	\$57,000
Community Contribution	\$30,000	In-kind (Labour and donated materials)	\$20,000
In-kind Contribution	\$20,000	Contingency	\$3,000
<b>TOTAL</b>	<b>\$80,000</b>	<b>TOTAL</b>	<b>\$80,000</b>

In-kind contribution is comprised of: removal of existing equipment, electrical work, painting and fit-out of new facilities.

# In-Kind and Voluntary Support

## Template

**Project Name:**

### Details of Voluntary Labour

Task to be completed	Name/s of those who will undertake task & qualification	Number of hours	Rate per hour	Total cost
	<b>Total:</b>			

Community/club representative:	Signature
Council project manager:	Signature

**Project Name:**

## Details of In-Kind Support

Goods/service to be provided	Supplier	Value
	<b>Total:</b>	

Community/club representative:	Signature
Council project manager:	Signature

## 9.4 INFRASTRUCTURE SERVICES

### 9.4.1 Adoption of the Waste Management and Resource Recovery Strategy

#### Introduction

File No.: 16/05/005  
Author: Glenn Townsend  
General Manager: Phil Jeffrey

#### Background

Moorabool is a rapidly growing municipality and the Moorabool Waste Management and Resource Recovery Strategy is a document that reviews management options and sets possible directions that could be taken to improve waste management outcomes by Council over the next 5 -10 years. Presently, Council provides waste management and resource recovery services via kerbside collection, transfer stations and litter and cleaning operations.

State legislation and policies are the main strategic drivers to implement this strategy document. Legislation governing waste management (Environment Protection and Sustainability Victoria Amendment Bill 2014) was passed in March 2014. This legislation is designed to implement the State Government Strategies such as *Getting full value - Victorian Waste and Resource Recovery Policy 2013* and the draft *State-wide Waste and resource recovery infrastructure Plan 2013 – 2043*.

The State Government has recently amalgamated the smaller Regional Waste Management Groups into 7 large Waste and Resource Recovery Groups across the state. Moorabool has become part of the Grampians Central West Waste and Resource Recovery Group. Therefore it is important that the documents feed into and reflect state, regional and local priorities.

The Shire's has always had a user pays ideology when it comes to setting policy for waste management. This means that any waste services undertaken are done so on a full cost recovery basis through fees and charges and rate levies. It is intended that this ideology remain therefore the introduction of any new services considered in the strategy would need to be done so in light of the additional cost to ratepayers.

The draft Waste Management and Resource Recovery Strategy 2014 was presented to the Ordinary Meeting of Council on Wednesday 4 June 2014. At that meeting the following was resolved:

Resolution:

Crs. Sullivan/Toohey

*That Council:*

1. *Endorses “in principle” the Draft Moorabool Waste Management and Resource Recovery Strategy for the purposes of public exhibition for a period of six (6) weeks; and*
2. *Receives a further report at the conclusion of the exhibition period seeking adoption of the Moorabool Waste Management and Resource recovery Strategy.*
3. *Copies of draft document be sent to Highlands Regional Waste Management Group and member Councils.*

CARRIED.

### **Proposal**

The Draft Moorabool Waste Management and Resource Recovery Policy and Strategy encourage Council to focus on the following key principles:

- Waste minimisation
- Cost effectiveness and Best value
- Access to services
- Equity
- Innovation
- Continual Improvement
- Community engagement and communications.

The documents outline the key waste services provided by Council discussing the existing services, waste quantities and profile along with future waste projections and considerations. The key items are outlined below:

#### Kerbside Service

Moorabool Shire will continue to deliver kerbside garbage and recycling services to existing and new households in established collection areas. It is proposed to amend the criteria for compulsory and non-compulsory areas to match the land zonings rather than rely on percentage. Residential, Low Density Residential, Township and Rural Living Zones would be automatically compulsory. This ensures the higher density areas are serviced by waste collection when certificate of occupancy for the land has been issued. Any areas in the Farm Zone that are currently compulsory or non-compulsory will remain the same.

Further, it is proposed that Residential and Low Density Residential zoned properties receive a 120ltr bin collected weekly and the all other zones a 240ltr bin collected fortnightly. Recycling will remain 240ltr collected fortnightly regardless of the zoning.

The impact of this is that the LDRZ land at Greendale, surrounding Ballan, Gordon and Mt Egerton as well as Pykes Creek estate and Myrniong would become compulsory. These areas are already non-compulsory and have a high take up rate so the impact is not significant. In addition, Hopetoun Park would change to a weekly collection which will incur some additional cost. The contractors have been consulted and can accommodate the change within existing contracts.

#### Schools, Emergency Services and Community Groups

Council provides 4 recycling bins which are collected fortnightly from schools, emergency services and community groups. They must agree to commit for a minimum period of twelve months. There is no proposed change to this provision.

#### Recreation Reserves and Halls

Council provide a free waste service to Committees of Management for recreation reserves and halls within the municipality. The proposed allocation is:

- Category 1 reserves having 6 x 240ltr bins collected weekly
- Other reserves having 4 x 240ltr bins collected weekly (urban) and fortnightly (rural)
- Additional bins to be charged at a set rate.
- This is over and above litter bins placed at various reserves.

There is a proposed increase to the number of bins allocated at reserves in the policy to address frequent requests in recent years.

#### Commercial / Industrial Waste Service

Council provides a 240ltr waste collection service across the municipality. The service is user pays as set in the annual fees and charges schedule for waste i.e. number of bins x number of collections = \$cost. There is currently no recycling service provided for commercial premises. Transfer stations provide drop off of recyclables free of charge. There is no proposed change to this provision.

#### Transfer Stations

Council operate 3 transfer stations at Bacchus Marsh, Ballan and Mt Egerton that provide for the disposal of general waste, green waste, timber, mattresses and tyres for a cost recovery charge. The transfer stations also provide for resource recovery such as recyclables, metals, whitegoods, e-waste, automotive oil and chemical containers at no cost.

The strategy highlights some inequity to the gate fees at transfer stations whereby large loads are charged at a lower volume rate than small loads. The draft policy looks to correct this over time as part of the annual budget process.

### Hard Waste

Council does not currently offer a hard waste collection other than access to transfer stations. Hard waste is accepted at the transfer stations for general disposal at the recovery cost. The policy proposes no change to hard waste but the strategy discusses available options and broad costs. It is not currently recommended to introduce hard waste however if it was considered into the future, the strategy could be used as a tool to engage with the community regarding whether there is sufficient demand from community members willing to pay for the service. The introduction of such a service would need to be considered in light of the user pays principle.

### Green Waste and Organics

Council does not currently offer a green waste collection other than access to transfer stations. Green waste is accepted at the transfer stations for general disposal and is subsidised at half the standard gate fee. The policy proposes no change to green waste but the strategy discusses available options and models costs. It is not currently recommended to introduce green waste however if it was considered into the future, the strategy could be used as a tool to engage with the community regarding whether there is sufficient demand from community members willing to pay for the service. The introduction of such a service would need to be considered in light of the user pays principle.

At the conclusion of the public consultation period, 2 submissions were received. One via email and one via Moorabool's 'Have Your Say'. A summary of each submission is outlined below:

Submission	Date	Remarks
1	2/7/14	<ul style="list-style-type: none"> <li>• Change Litter Act to Environment Protection Act</li> <li>• Replace all "flouro" with "fluoro"</li> <li>• Grampians RWMG have developed a training manual for Transfer Station Operators which would be useful to MSC.</li> <li>• Drop Off concept – Golden Plains Shire trialed one at CFA Smythesdale and shut it down due to mess, no control over contamination and illegal dumping.</li> <li>• List of dump sites should include railway tracks – not just stations.</li> <li>• VLAA have produced a Local Litter Management Tool for use by Local Laws Officers to enable Councils to monitor and manage illegal dumping sites</li> </ul>
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• <b>Wording in the Waste Management and Resource Recovery Strategy has been changed as above where applicable.</b></li> <li>• <b>Training manual will be sourced from Grampians RWMG and provided to operators.</b></li> <li>• <b>Litter Management Tool to be sourced from VLAA.</b></li> </ul>

2	23/6/14	<ul style="list-style-type: none"> <li>• Would like Council to introduce a hard waste collection service via an annual booking service or designated periods during the year on-call service</li> <li>• Greenwaste should be offered on an optional basis.</li> <li>• Would like community consultations to progress with a greenwaste and hard waste collections.</li> </ul>
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• <b>Both hard waste collection and greenwaste collection is dealt with in the Waste Management and Resource Recovery Strategy and discussed further in this report.</b></li> </ul>

In addition to the above amendments, minor spelling and grammar changes have been made as highlighted throughout the attached document.

#### Implementation Plan

The strategy contains an action plan and the table below outlines the main items that will require follow up over the next 2 years. It is proposed to amend the proposed hardwaste service consultation to 2015/16 to be realistic with what can be achieved by officers.

Action	Comment	Proposed Timing
Kerbside Organics Collection	<ul style="list-style-type: none"> <li>• Develop a community engagement plan for survey of residents</li> <li>• Consult with the Community in urban areas regarding the level of uptake of the service at a user fee and report back to Council with recommendation</li> <li>• If decision made to proceed undertake process for tender, bins, collection and processing</li> <li>• Roll out service if funded</li> </ul>	2014/2015
		2014/2015
		2015/2016
		2016/2017
Hard Waste Service	<ul style="list-style-type: none"> <li>• Develop a community engagement plan for survey of residents</li> <li>• Consult with the community in township areas to gauge the level of support for general service or an on-call service at a user fee and report back to Council with recommendation</li> <li>• If decision made to proceed, undertake process for tender, collection and processing</li> <li>• Roll out service if funded</li> </ul>	2015/2016
		2015/2016
		2016/2017
		2017/2018
Public Place Recycling	<ul style="list-style-type: none"> <li>• Review current placement of public place garbage bins and develop options for placement of public place recycling bins.</li> <li>• Prepare report to S86 Place Making Committee</li> </ul>	2014/2015
		2014/2015



	<ul style="list-style-type: none"> <li>Seek external funding support for the installation of public place recycling bins, education and initiative reporting.</li> <li>If funded, implement public place recycling bins.</li> </ul>	2015/2016  2015/2016
Streamline areas of Compulsory and Non-Compulsory Waste Services within the Shire	<u>Hopetoun Park</u> <ul style="list-style-type: none"> <li>Calculate the financial implications of changing from a 240ltr fortnightly garbage collection to 120ltr weekly</li> <li>Communicate with residents and implement the change</li> </ul> <u>Changes to Compulsory/Non Compulsory based on Land Zones</u> <ul style="list-style-type: none"> <li>Determine the changes required to implement the new policy</li> <li>Communicate with residents and implement the change</li> </ul>	2014/2015  2015/2016  2014/2015  2015/2016

### Policy Implications

The 2013-2017 Council Plan provides as follows:

<b>Key Result Area</b>	Enhanced infrastructure and Natural and Built Environment
<b>Objective</b>	Effective management of municipal waste and recycling
<b>Strategy</b>	Implement the waste management policy and strategy. Promote recycling, reuse and minimisation of waste.

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

### Financial Implications

Waste Management is based on cost recovery. It is a user pays system so the implementation of extra service will need to be on a cost recovery basis.

### Risk & Occupational Health & Safety Issues

There is no risk or Occupational Health & Safety issues associated with this report.

### Communications and Consultation Strategy

The review of the Moorabool Waste Management and Resource Recovery Strategy involved a 6 week public consultation process as outlined below:

- Advertising in local newspapers on the dates listed below and how the community can make submissions to the draft version:
  - Moorabool News 10 and 17 June 2014
  - Ballarat Courier 7 June 2014
- Advertising on 'Have Your Say Moorabool' for the full public consultation period
- Draft document uploaded onto Council's website.
- Media Release.
- Hard copies of the document were held at:
  - Service Centre, 15 Stead Street, Ballan
  - Service Centre, 182 Halletts Way, Darley
  - Lerderderg Library, 215 Main Street, Bacchus Marsh

The implementation of the strategy will require further community engagement as part of some of the recommendations i.e. greenwaste and hardwaste. A community engagement plan will be developed for these prior to commencements of these components.

### **Victorian Charter of Human Rights and Responsibilities Act 2006**

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

### **Officer's Declaration of Conflict of Interests**

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

*General Manager – Phil Jeffrey*

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

*Author – Glenn Townsend*

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

### **Conclusion**

Having undertaken a review of the Waste Management and Resource Recovery Strategy including a public consultation process as outlined in this report, Council should now formally adopt the Waste Management and Resource Recovery Policy and Strategy 2014.

**Recommendation:**

**That Council:**

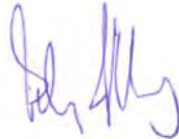
1. **Adopts the Moorabool Waste Management and Resource Recovery Policy and Strategy 2014 as amended.**
2. **Makes the document publically available by placing a copy on Council's website.**

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**Report Authorisation**

**Authorised by:**

**Name:** Phil Jeffrey  
**Title:** General Manager Infrastructure  
**Date:** Thursday, 21 August 2014



# Attachment - Item 9.4.1(a)

<b>Policy No.:</b>	IS002	<b>IS002 – Waste &amp; Resource Recovery Policy</b>
<b>Review Date:</b>	May 2017	
<b>Revision No.:</b>	002	
<b>Policy Manual Version No.:</b>	002	
<b>Adopted by:</b>		

## 1. Purpose and Scope of the Policy

- To state Moorabool Shire Council's intention to improve the management and delivery of waste management services for the community.
- To work with the community and businesses to cost-effectively protect and enhance Moorabool's environmental and social attributes through the reduction, recovery and improved management of waste resources.
- To provide well executed and cost effective best practice waste management services to the community using a 'user pays' and 'best value' approach.
- To ensure that all waste management services to the community are financially sustainable.
- To actively participate in regional groups to improve waste management services for the community.

## 2. Policy

### Background

Moorabool is a rapidly growing municipality containing areas of urban development, land used for farming and horticulture, lifestyle farm and bush properties and state and national parks and reserves. The municipality has a growing population of people attracted to the area for the quality of the natural, social and built environment and its proximity to Melbourne, Ballarat and surrounding areas. Council provides waste management and resource recovery services via kerbside collection services, transfer stations and litter and cleaning operations. The council does not operate a landfill, sending residual waste to landfills inside and outside of the region.

### Key Policy Principles

The policy and strategy will adhere to the following key principles:

#### a) Waste Minimisation

The Shire will promote the waste minimisation hierarchy of 'Avoid, Reduce, Reuse, Recycle, Recover Energy and Safe Disposal', working to promote avoidance and reduction of waste and higher forms of resource recovery where practicable.

#### b) Cost-effectiveness and Best Value

In keeping with the Victorian government's Getting Best Value: The Victorian Waste and Resource Recovery Policy, the Shire will promote waste management and resource recovery options that are cost-effective, enhance prosperity and are financially sustainable. The Shire will work to minimise future costs of waste management by promoting innovation, efficiency and competition.

c) Access to Services

The Shire will create appropriate opportunities for the community and businesses to reduce, recover and/or safely dispose of waste. These will be provided by kerbside services and/or transfer station drop-off services as well as information about waste reduction and the correct use of waste and resource recovery systems within the Shire.

d) Equity

The Shire will price waste disposal and resource recovery services to reflect the full costs and benefits of services, with appropriate charging for services at points of disposal and through council rates notices.

e) Triple Bottom Line Accounting/Reporting

The Shire will consider the performance of resource recovery and waste disposal activities against financial, social and environmental 'bottom lines' and seek to optimise and improve performance against each of these.

f) Innovation

Moorabool Shire Council will continue to investigate the latest innovations in waste management, mindful of our obligations to the environment.

g) Continual Improvement

The Shire will collect appropriate statistics and annually review progress against the Moorabool Waste Minimisation and Resource Recovery Strategy (MWMRRS). This review will consider whether objectives are being met and appropriate modifications/updates to the strategy.

h) Community engagement and communications

The Shire will provide the community with opportunities to contribute to the development of the MWMRRS, and ensure the objectives, action and deliverables of the strategy are widely communicated and understood.

## **Key Policy and Council Deliverables**

a) Kerbside Services

Moorabool Shire Council will continue to deliver kerbside garbage and recyclable services to existing and new households in the established collection areas that have certificates of occupancy. Services may also be extended to areas if there is sufficient demand for services by community members willing to pay for the services.

Bins will continue to be standardised as follows:

- Garbage bins (120L weekly or 240L fortnightly). These bins will have green body and red lids. This service will be charged as part of the general waste rates.
- Recycling bins (240L fortnightly). These bins will have green body and yellow lids. This service will be charged as part of general rates.

Residents are required to purchase their own waste bins and can purchase them through Council. Residents are allowed a 120L MGB for Residential and Low Density Residential zoned land and 240L MGB for all other land zones. Waste bins will have a green body with a red lid in accordance with industry standard. Bins not purchased through Council will be required to be inspected prior to coming onto the service. If they do not have a red lid on

the garbage bin, residents will have to purchase a red lid from Council at a fee set by Council. Households will be able to order and pay for additional bins at cost and pay for the extra services separate to rates payment.

Council will provide every property within the waste/recycling area with a recycling bin free of charge. The recycling bins remain the property of Council and are registered to the property they are issued to. Any replacement bins due to damage, being stolen etc. will be free of charge.

Only properties that have a Certificate of Occupancy can come onto the kerbside service. (A case for the exception to this may be sought from sites that do not have a certificate of occupancy, but can guarantee security of bins against theft and not leave bins set out on roadsides for more than 24 hours.)

Council will replace broken lids, wheels, pins etc., on waste bins free of charge to residents but take no responsibility for waste bins that are over 5 years of age and become brittle. Industry only guarantees mobile bins for a period of 5 years life span. It is the responsibility of the resident to ensure the bins, both recycling and garbage, are kept in good condition and sanitised.

For Occupational Health and Safety (OH&S) reasons, bins found to be overfull will not be emptied. Overfull bins can cause waste/recycling to dislodge and injure pedestrians or damage the garbage/recycling collection vehicles or the Contractor's staff.

Bins that are too heavy for the mechanical arm to lift will be left uncollected and stickered by the Contractors. Bins that have foreign objects in them i.e. motors, metal wheels etc., will be left uncollected and stickered.

The Contractor will not return to collect bins that are only partly emptied. This only occurs when something in the bin is stopping rubbish coming out, or the rubbish has been squashed down preventing rubbish from coming out.

Compulsory waste collection areas will include all residences within the zoning of Residential and Low Density Residential, Township and Rural Living. Residential and Low Density Residential will be serviced by a 120L weekly garbage collection and 240L fortnightly recycling collection. Township, Rural Living and all other zoned land in compulsory and non-compulsory will be serviced by a 240L fortnightly garbage collection and 240L fortnightly recycling collection. Decisions regarding transition from non-compulsory service to compulsory service in all other areas will be based on factors such as costs to service, housing and occupied housing densities and local community demand for services.

Council recognises that many farm or more remote properties have access to commercial garbage collection services or make other arrangements for waste disposal. The council provided kerbside service is made available to most households within the shire provided they are located on roads in a collection area. Households located on roads that are not in a compulsory or non-compulsory area have the option of placing an MGB on an appropriate point on accessible roads. In this way, council offers kerbside services to virtually all domestic premises within the shire.

Residents who wish to cancel their non-compulsory service are required to leave Councils recycling bin out for the Contractor to take it away. The garbage/recycling charge will not be taken off the property until the recycling bin has been retrieved.

b) School, Emergency Services and Community Groups Recycling

Council provides schools, emergency services and community groups with a recycling program and a maximum of 4 recycling bins will be collected fortnightly from any individual school, emergency service, or community group. Council provides the recycling bins to schools, emergency services and community groups and if they choose to withdraw from the service, the bins are returned to Council.

Schools, emergency services and community groups must agree to commit for a minimum period of twelve months. (The rate for school, emergency services and community groups recycling will be adjusted annually in the budget process).

c) Recreation Reserves and Halls

Council provides a free waste service to Committees of Management for Recreation Reserves and Halls within the municipality. This is funded by the waste management charge and is limited to a maximum of 6 x 240L bins category 1 reserves, 4 x 240L for other reserves and 2 x 240L bins for Halls. The frequency of collection will match the collection area that it sits in. Additional bins requested by reserves and halls will be charged at the set rate. This allocation is over and above litter bins that are placed at some reserves.

MGB recycling service is not automatically provided to recreation reserves and halls. Where it is justified and can be demonstrated that contamination can be controlled, a maximum of 2 x 240L bins will be supplied to these facilities.

d) Commercial / Industrial Waste Collection

Council operates a 240L commercial waste collection service across the municipality. This service is non-compulsory and businesses can pull out of the service at any time by writing to Council. Businesses in established collection areas will continue to have access to a weekly MGB garbage collection service offered as part of the regular weekly or fortnightly garbage collection service provided to rateable premises in designated collection areas.

The service is user pays i.e. number of bins x number of days collection = \$ cost. There is currently no recycling collection provided for Commercial premises. Transfer stations will continue to provide areas for dropping off of conventional 'dry' recyclables (cardboard, paper, metals, glass cullet, and rigid plastic containers) and garbage.

e) Transfer Stations and Drop-off Resource Recovery Facilities

Moorabool Shire Council will continue to operate transfer station and resource recovery facilities at:

- Bacchus Marsh
- Ballan
- Mt Egerton

Operating days and hours of the transfer stations will be:

Bacchus Marsh	Open:	Friday to Monday, 10am to 4pm
	Closed:	Tuesday to Thursday
Ballan	Open:	Wednesday to Monday, 1pm to 4pm
	Closed:	Tuesday



Mt Egerton

Open:  
Closed:

Saturday and Sunday, 12noon to 5pm  
Weekdays

These facilities allow drop off of up to 5 cubic metre loads of general waste for consolidation and landfill or recycling. Charges for garbage disposal will be set annually as part of the fees and charges schedule in the budget and will reflect the cost of transfer, transport and disposal.

Resource recovery opportunities provided at transfer stations will include:

- Free drop off for:
  - Cardboard and paper
  - Metals and e-waste
  - Commingled 'dry' recyclables (metal, glass, and plastics beverage and food packaging containers)
  - Whitegoods (with certain conditions)
  - Automotive oil
  - Cooking oil
  - Empty chemical containers through the ChemClear/DrumMuster programs.
- Garden organics and untreated timber at half the price for an equivalent volume of landfilled waste.
- Mattresses can be dropped off for recycling at a fee reflecting recovery cost.
- Tyres can be dropped off for recycling at a price reflecting the costs of management. These fees will be set annually depending on the size and nature of the tyres.

The costs of transfer station operations and different materials will be distributed to volumes, materials and waste streams with consideration of the following:

- The costs of general operation, depreciation and maintenance of transfer station facilities will be distributed to different landfilled and recycled items on the basis of proportional volume of materials.
- Costs specific to the management of particular wastes and recovered resources such as gate fees, collection costs, payment of resources, or handling or processing costs significantly different to other materials.
- The net costs of management, calculated as the costs of recovering a resource minus the avoided landfill disposal costs.
- Other factors such as environmental benefits of recovery, equity, or prevalence of illegal dumping.

Waste and recycling charges at transfer stations will be made available via the Council website and on signage at transfer station facilities. These will be revised annually or in response to significant changes to costs of operation. Gate charges will be set as per the fees and charges schedule set in the annual budget.

Opportunities will be investigated for expanding resource recovery to include items such as:

- Soil
- Building rubble
- Plasterboard
- Film plastics, including silage wrap and other horticultural films
- Furniture
- Books and magazines
- Bric-a-brac

Hazardous waste recovery is provided for items including:

- Oil and automotive fluids
- Automotive batteries

f) Litter, Dumping and Public Place Recycling

In order to protect and improve the local environment the Council encourages residents and visitors to help keep our Shire clean by disposing of all litter, waste and rubbish thoughtfully. Council has the authority to issue infringement notices and enforce fines for offences under Council by-laws and under the Litter-Environmental Protection Act to ensure the environmental health of Moorabool. Council provides public place litter bins in high traffic areas. Council will develop strategies to reduce and improve the management of litter and dumping. Options for the expansion of public place litter and recycling systems will be considered where warranted.

g) Waste from other Council Operations

The Shire currently generates and either disposes of or recovers wastes from council operations. Details of such materials are not always well recorded, and are sometimes the responsibility of contractors providing services to the Shire. The Shire has informal systems for the management of surplus items. In some instances, a high degree of resource recovery occurs from council operations. The Strategy development process will seek to formalise systems to ensure opportunities for cost-effective resource recovery are favoured over landfill disposal.

h) Purchasing of Recycled Content Products

The Shire will consider the availability, relative costs, quality and environmental and social performance of recycled content products. Where practicable the Shire will adopt preferential purchasing policies favouring recycled content products that are competitive in cost and quality and are Australian made.

i) Hard Waste

The Shire does not currently operate a hard waste service however the community has access to the three transfer stations to dispose of hard waste at the gate fee. The Shire will look at various options for the service but it must be a full cost recovery system for the Shire to introduce such a service. Prior to consideration of a hard waste service, a survey to property owners would be undertaken to gauge support for the service and willingness to pay.

j) Greenwaste/Organics

The Shire does not operate a kerbside collection for greenwaste/organics however the community has access to the three transfer stations to dispose clean greenwaste/organics at a subsidised gate fee. The Shire will look at various options of greenwaste/organics but it must be a full cost recovery system for the Shire to introduce such a service. Prior to consideration of a greenwaste service, a survey to property owners would be undertaken to gauge support for the service and willingness to pay.

**Key Action Areas**

The waste minimisation and resource recovery will have objectives and actions for the following key action areas:

- Kerbside garbage/general waste
- Kerbside recyclables
- Hard waste collection service
- Transfer station operations
- Greenwaste/Organics recovery
- Litter and dumping
- Street sweeping
- Other municipal
- Commercial and Industrial waste
- Construction and Demolition waste
- Managing council surplus items
- 'Safe'/secure landfilling, disposing of wastes to landfills with high levels of environmental protection
- Procurement of services
- Community engagement
- Strategy reporting, review and continual improvement

### **3. Related Legislation/policies/Guidelines**

- Council Plan 2013-2017
- Local Government Act 1989
- Environmental Protection Act 1997
- Getting Full Value - Victorian Waste and Resource Recovery Policy 2013

### **4. Review**

The waste minimisation and resource recovery policy will be periodically reviewed at least every three years. The strategy will be an active document, with annual review and updating of action items as required. Fees will need to be reviewed on an annual basis and updated as part of the budget process.

### **5. References**

<b>Department</b>	Infrastructure
<b>MSC</b>	Moorabool Shire Council

# Attachment - Item 9.4.1(b)



# **Moorabool Waste Management & Resource Recovery Strategy**

Prepared for Moorabool Shire Council  
May 2014

# Moorabool Waste Management & Resource Recovery Strategy

**Draft report: P475 v2  
May 2014**

## Disclaimer

This report has been prepared for Moorabool Shire Council in accordance with the terms and conditions of appointment, dated 9 February 2014, and is based on the assumptions and exclusions set out in our scope of work. Information in this document is current as of May 2014. This report has been compiled based on secondary information and data provided by other parties; as such it relies on the accuracy of the provided material. Although the data has been reviewed, the information provided was assumed to be correct unless otherwise stated.

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## CONTENTS

<b>1</b>	<b>INTRODUCTION .....</b>	<b>6</b>
1.1	Moorabool Shire .....	6
1.2	The Purpose of the Strategy .....	9
1.3	Why is Waste Important? .....	9
1.4	Strategic Drivers.....	10
<b>2</b>	<b>CURRENT WASTE MANAGEMENT.....</b>	<b>22</b>
2.1	Kerbside Services .....	22
2.2	Waste Generation, Trends and Management .....	23
2.3	Transfer station and resource recovery facilities .....	29
2.4	Public Place Rubbish Bins.....	36
2.5	Street-sweeping and clean-up of dumping.....	37
<b>3</b>	<b>PROJECTED FUTURE WASTE AND RECYCLABLES GENERATION AND COSTS .....</b>	<b>38</b>
3.1	Projected increases in waste and resource recovery .....	38
<b>4</b>	<b>OPTIONS FOR FUTURE MANAGEMENT .....</b>	<b>43</b>
4.1	Collection Areas .....	43
4.2	Commercial Waste Services.....	44
4.3	Community Buildings, Schools and Reserves .....	46
4.4	Organics Recovery .....	46
4.5	Recommended Strategic Actions for Kerbside Collection Services .....	52
4.6	Transfer Station/Dropoff Facility Provision .....	53
4.7	Organics Recovery .....	53
4.8	Hard Waste Recovery .....	54
4.9	Litter Management and Public Place Recycling .....	59
4.10	Community engagement and education .....	62
4.11	Monitoring and Continual Improvement.....	63
<b>5</b>	<b>CONCLUSIONS, KEY OBSERVATIONS AND RECOMMENDED STRATEGY .....</b>	<b>69</b>
5.1	Current and Projected Waste Generation .....	69
5.2	Key Opportunities .....	69
5.3	Proposed Strategic Action Areas .....	70

## TABLES

Table 1:	Projected demographic change in Moorabool .....	7
Table 2:	Projected growth in households in Shire compared to metropolitan area and Victoria as a whole (2011-2031).....	7
Table 3:	Projected increases in population in different parts of the Shire (2011-31).....	7
Table 4:	Business number in the shire and significant source of wastes .....	8
Table 5:	Landfill levies in Victoria – recent and future increases (\$/tonne) .....	12
Table 6:	Triple bottom line (TBL) assessment of common waste items.....	16
Table 7:	Trends in kerbside garbage and recyclables.....	23
Table 8:	Composition of Moorabool’s kerbside garbage compared to regional and state-wide waste.....	24

Table 9:	Composition of Moorabool's kerbside recyclables compared to regional and state-wide recyclables (2012/13) .....	26
Table 10:	Strategic options for reducing waste and increasing resource recovery for household waste	28
Table 11:	Costs per load to use the Transfer Stations (2013/14) .....	31
Table 12:	Tonnes of landfilled waste recovered by Moorabool's transfer stations .....	32
Table 13:	Comparison of TS facility costs with gate income (2013/14) .....	33
Table 14:	Key opportunities for improving the performance of transfer stations .....	35
Table 15:	Summary of key assumptions of modelling of kerbside organics management options .....	47
Table 16:	Organics model outputs .....	48
Table 17:	Strategic objectives and actions for organics recovery .....	51
Table 18:	Strategy objectives for kerbside garbage and recycling services .....	52
Table 19:	Transfer station options .....	53
Table 20:	Organics recovery options .....	53
Table 21:	Advantages and disadvantages of hard waste collection service options .....	57
Table 22:	Options for hard waste services .....	59
Table 23:	Strategic options for litter, dumping and public place recycling .....	60
Table 24:	Strategic options for community engagement .....	62
Table 25:	Suggested metrics to be collected to monitor performance of strategy implementation ....	64
Table 26:	Suggested parameters to be used to quantify the performance of waste minimisation and recycling initiatives and to assess the likely benefits of management options .....	68
Table 27:	Summary of estimated current and projected waste and resource recovery generation rates under a 'business as usual' generation and management scenario .....	69

## FIGURES

Figure 1:	Moorabool Shire .....	6
<b>Figure 2:</b>	<b>The waste minimisation hierarchy</b> .....	11
Figure 3:	A modified waste minimisation hierarchy showing 'grey areas' between energy recovery and some 'recycling' activities .....	14
Figure 4:	Kerbside collection areas .....	22
Figure 5:	Typical composition of kerbside garbage in Moorabool (% by weight) .....	25
Figure 6:	Typical composition of kerbside recycling in Moorabool (% by weight) .....	26
Figure 7:	Transfer stations showing circles of 2, 5, 10 and 20 km radius around each .....	30
Figure 8:	Projected increases in landfilled and recycled waste under 'business-as-usual' per capita and per household waste generation rates .....	38
Figure 9:	Projected increases in waste management costs with increasing population .....	39
Figure 10:	Sustainability Victoria estimates of total and recovered waste per capita and per \$Million Gross State Product (GSP) for period 2002-03 to 2010-11 .....	40
Figure 11:	Comparison of 'business as usual' waste generation per capita and waste management methods (top graph); a 1% per annum per capita increase (model graph), and 1% per annum per capita decrease (bottom graph) .....	42
Figure 12:	Victorian litter 'composition' by items counted during litter audits (counted items) .....	61



## GLOSSARY OF TERMS

ABS	Australian Bureau of Statistics
C&I	Commercial and Industrial
C&D	Construction and Demolition
MGB	Mobile Garbage Bin – commonly called a ‘wheelie bin’
MSC	Moorabool Shire Council
MSW	Municipal Solid Waste – typically waste generated from households and council operations
MRF	Materials Recovery Facility – where kerbside and other commingled recyclables are sorted
MWMRRS	Moorabool Waste Minimisation and Resource Recovery Strategy also referred to as ‘the Strategy’
OH&S	Occupational Health and Safety
RRC	Resource Recovery Centre – operations at transfer stations recovering materials
SV	Sustainability Victoria
TBL	Triple bottom line – assessment of the financial, social/economic and environmental performance of different management options
Tpa	Tonnes per annum
TS	Transfer station

## 1 INTRODUCTION

### 1.1 Moorabool Shire

Located between Ballarat, Geelong and metropolitan Melbourne along the western freeway, Moorabool is rapidly growing in population and new housing development. This presents challenges and opportunities for future waste minimisation and management within the Shire.

Figure 1 shows Moorabool Shire and the main population areas and townships, as well as neighbouring municipalities.

**Figure 1: Moorabool Shire**



Source: Provided by MSC

Projected housing numbers ~~and~~ are shown in Tables 1 and 2. The majority of growth during this period will come from the new estates in the eastern part of the Shire around Bacchus Marsh and Ballan, where population is currently forecast to increase at an average annual rate of 5.21% through to 2031, although actual increases may be higher. Growth in other areas of the Shire is expected to continue at similar rates to as present. The rate of growth in the Shire is above state and the metropolitan area, and reflects the challenges facing the shire in providing waste management services.

**Table 1: Projected demographic change in Moorabool**

	2011	2016	2021	2026	2031	2036
Population	28,620	32,620	37,083	41,142	45,210	48,987
Change in population (5yrs)	--	4,000	4,463	4,059	4,068	3,777
Average annual change	--	2.65%	2.60%	2.10%	1.90%	1.62%
Households	10,708	12,224	14,016	15,677	17,332	18,900
Average household size	2.66	2.64	2.62	2.60	2.58	2.57
Population in non-private dwellings	174	319	369	394	408	421
Dwellings	11,702	13,270	15,063	16,701	18,337	19,866
Dwelling occupancy rate	91.5%	92.1%	93.1%	93.9%	94.5%	95.1%

Source: <http://profile.id.com.au/moorabool>

**Table 2: Projected growth in households in Shire compared to metropolitan area and Victoria as a whole (2011-2031)**

		2011	2016	2021	2026	2031
Moorabool	House number	10,708	12,224	14,016	15,677	17,332
	% growth in period		14.7%	12.7%	11.2%	10.0%
	% growth from 2011		15%	29%	44%	58%
Metro Melbourne	House number	1,552,152	1,699,132	1,841,512	1,977,219	2,108,485
	% growth in period		9.5%	8.4%	7.4%	6.6%
	% growth from 2011		9%	19%	27%	36%
Victoria	House number	2,138,574	2,335,105	2,531,437	2,722,084	2,906,124
	% growth in period		9.2%	8.4%	7.5%	6.8%
	% growth from 2011		9%	18%	27%	36%

Source: ABS *National Regional Profile - Moorabool*

**Table 3: Projected increases in population in different parts of the Shire (2011-31)**

		2011	2016	2021	2026	2031
Bacchus Marsh	Population	18,953	21,893	24,819	27,704	30,528
	growth in period		16%	13%	12%	10%
	growth since 2011		16%	31%	46%	61%
Ballan	Population	6,708	7,272	7,788	8,307	8,817
	growth in period		8%	7%	7%	6%
	growth since 2011		8%	16%	24%	31%
West	Population	3,748	3,842	3,924	4,008	4,092
	growth in period		3%	2%	2%	2%
	growth since 2011		3%	5%	7%	9%

TOTAL	Population	29,409	33,007	36,532	40,019	43,438
	growth in period		12%	11%	10%	9%
	growth since 2011		12%	24%	36%	48%

Source: ABS *National Regional Profile - Moorabool*

The Shire also has significant primary industry, including horticulture and viticulture, extractive industries, intensive animal production and broadacre agriculture. A profile of industries in the [shireShire](#) is shown in Table 3. The significance of these sectors' solid waste are also shown, and the sectors most likely to generate the most waste due to business numbers, size and typical waste generations rates are highlighted.

**Table 4: Business number in the [shireShire](#) and significant source of wastes**

Number of Businesses by Industry - at 30 June in year	2003	2004	2005	2006	Implications for solid landfilled waste managed by council services
Agriculture, forestry and fishing	420	447	474	480	Mainly household waste. Chemical containers (to DrumMuster/ Chemclear sites) Clean-up waste (fencing, silage wrap, etc) Mortalities
Mining	15	18	18	15	Little significance
Manufacturing	111	99	117	108	Cardboard/paper Plastics Timber (pallets and packaging) Product-specific waste (e.g. food)
Electricity, gas and water supply	0	3	3	3	Little directly significance, but lines cleaning services can generate high volumes of organics typically managed outside of the municipal management system
Construction	423	447	441	447	A significant source by weight. C&D waste – timber, masonry, plasterboard, electrical wiring, plastics, and soil. Larger vehicles are likely to go to Calleja or other landfills rather than through council transfer stations.
Wholesale trade	72	78	78	75	Packaging (cardboard, timber, plastics)
Retail trade	216	207	198	165	Packaging (Cardboard. Timber, plastics)
Accommodation, cafes and restaurants	45	45	66	69	Food organics Packaging (cardboard, paper, beverage containers)

Transport and storage	192	189	210	222	Tyres Vehicle maintenance waste Timber and cardboard packaging
Communication services	18	18	24	24	Office waste
Finance and insurance	75	78	87	90	Office waste
Property and business services	390	387	396	435	Office waste Garden waste (property maintenance businesses)
Education	9	9	15	15	General waste
Health and community services	36	36	42	48	Packaging (cardboard, beverage containers) Food organics Office waste
Cultural and recreational services	39	39	33	36	Office waste
Personal and other services	66	75	81	72	Office waste
<b>Total businesses</b>	<b>2,127</b>	<b>2,175</b>	<b>2,283</b>	<b>2,304</b>	

Source: ABS *National Regional Profile - Moorabool*

## 1.2 The Purpose of the Strategy

The Waste Management and Resource Recovery Strategy is designed as an action document that reviews management options and sets directions for future management of wastes by ~~council~~Council over the next 5-10 years. In particular, the strategy considers growth within the Shire and actions that will be taken to improve waste management outcomes.

## 1.3 Why is Waste Important?

Solid waste generated by the community and managed by ~~council~~Council is important for two main reasons:

1. It is expensive financially to manage, and costs over the past 10-20 years have risen significantly and well above the rate of inflation or the Consumer Price Index (CPI). Councils are obliged under the *Public Health and Wellbeing Act (2008)* to provide services for the management of solid waste from domestic households, and *“ensuring that the municipal district is maintained in a clean and sanitary condition.”* Provision of these services is one of the largest single financial commitments of the Shire. Good planning allows the Shire to anticipate and manage costs and find the most cost-effective ways to more sustainably manage waste.
2. Solid waste presents significant environmental challenges, and there is opportunity to improve environmental outcomes through waste reduction, resource recovery and more responsible management of wastes that cannot currently be recovered. Planning allows the identification of opportunities for more sustainable waste and resource management.

## 1.4 Strategic Drivers

### 1.4.1 State and Regional Legislation, Policies and Plans

State waste minimisation policies exist under the *Environment Protection Act (1970)*

Revised legislation governing waste management, the *Environment Protection and Sustainability Victoria Amendment Bill 2014*, was passed in March 2014, and this will have implications for ~~management of~~ management of waste in Moorabool Shire. The legislation is designed to implement the *Getting full value: the Victorian Waste and Resource Recovery Policy* and *Draft State-wide Waste and Resource Recovery Infrastructure Plan 2013-43* which were released in 2013.

The most significant elements of the state-wide policy and legislative changes for local government are:

- The objectives of waste policy have moved away from numeric waste diversion or resource recovery goals that have commonly been in place since the early 1990s. The focus is now on optimising environmental, economic and social outcomes.
- The Department of Environment and Primary Industries (DEPI) have assumed greater responsibility for strategic planning of solid waste management, with Sustainability Victoria
- From ~~1 July~~ 1 July 2014, Moorabool Shire will become a member of the Grampians Central West Waste and Resource Recovery Group, an amalgamation of the previous Highlands, Grampians and Desert Fringe groups. This group will be required to develop a Regional Waste Management Plan detailing the future scheduling of waste disposal and resource recovery infrastructure for the next 10-20 years. It is recommended ~~council~~ Council play an active role in the formation of this plan, which may give them opportunity to develop ~~ment~~ resource recovery options with other councils including Ballarat.

Moorabool Shire is located such that it is likely to have access to competitively priced disposal and resource recovery services in the metropolitan Melbourne area, are likely to continue to be competitive, although However, the difference between the landfill levy in metropolitan and non-metropolitan areas (see boxed text 1) may make disposal to regional landfills outside of the metropolitan area more competitive. There is no need for council to develop their own waste disposal facility because they have access to other facilities.

### 1.4.2 National Waste Management Policy

The *National Waste Management Policy: Less Waste, More Resources* was introduced by the previous federal government in 2009. The main practical implication of this policy for local government in Victoria is the development of national product stewardship schemes for greater recovery of items such as E-waste (implemented), tyres (pending) and paint (proposed).

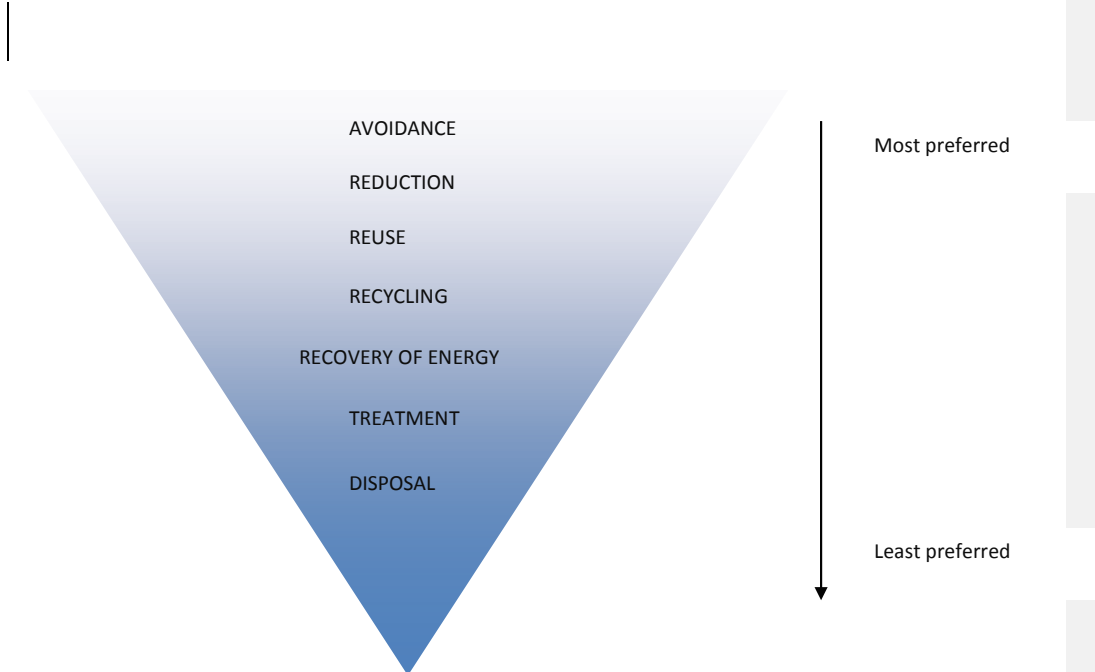
### 1.4.3 Waste Minimisation Hierarchy

The waste minimisation hierarchy is shown in Figure 3. This hierarchy promotes the concept that it is most sustainable to avoid and reduce waste, and where waste cannot be avoided it is best to reuse it, then recycle, then recover energy and finally to treat or securely dispose of waste. Although this is a useful guide when considering how service delivery options may impact waste generation and management, it is best not to be rigid in the application of the hierarchy. In some instances, the environment and financial benefits of options 'lower' on the hierarchy may actually be equivalent to or even higher than options 'higher' up the hierarchy. Figure 4 shows a modified hierarchy showing how

some options may result in better outcomes. The greatest environmental benefits typically result if management:

- reduces demand for first use materials and products, particularly those made from non-renewable resources
- reduces emissions of pollution
- 'sequesters' carbon or otherwise abates pollution, and/or
- generates renewable energy that reduces demand for fossil fuel energy.

**Figure 2: The waste minimisation hierarchy**



### Text Box 1: Landfill levies, carbon pricing and future landfill costs

Scheduled increases to the Victorian ~~G~~overnment landfill levy are shown in Table 5. These show how the levy has increased over the past three years, with a final scheduled increase in 2014-15. The current government has pledged to not increase the levy further other than CPI ~~increase~~ for ten years, so it is expected the levy will remain at the level shown. Moorabool's putrescible waste is disposed to metropolitan landfills, incurring the higher metropolitan landfill levy. ~~Transfer station and other council waste is considered to be 'non-putrescible' and can be disposed to Calleja's Maddingley Brown landfill, which is classified as a 'rural' landfill, incurring the lower levy.~~

**Table 5: Landfill levies in Victoria – recent and future increases (\$/tonne)**

Year	'Rural'		Metropolitan & 'provincial'	
	Municipal	Industrial	Municipal	Industrial
2011–12	22	38.5	44	44
2012–13	24.2	42.4	48.4	48.4
2013–14	26.6	46.6	53.2	53.2
2014–15	29.3	51.3	58.5	58.5
Beyond 2015	CPI increases only			

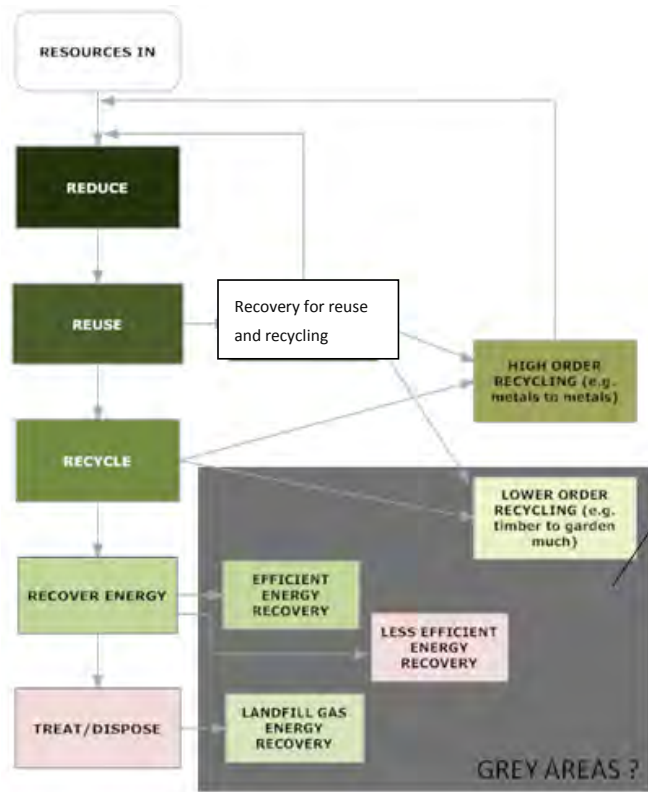
The metropolitan landfills receiving Moorabool's putrescible waste are currently required to pay the federal government's carbon price for greenhouse gas emissions. Without gas capture, liability could be as great as \$25-35/tonne of Municipal Solid Waste (MSW); but with gas capture this can be reduced to less than \$8-10/tonne of waste due to reduced emissions and income from landfill gas power sales. ~~If the federal carbon price is abolished, landfills could potentially attract payments for abatement, but in Victoria this is unlikely as EPA requires high levels of landfill gas control. It is reasonable to expect landfill prices may fall or fail to rise for a period should the carbon price legislation be repealed following repeal of the carbon price, and landfills may even be able to gain income from the sale of 'carbon credits' associated with landfill gas capture and oxidation.~~

For the purposes of modelling future costs it has been assumed landfill fees will remain at current prices in real term because the proposed levy increase will likely be matched by a reduction due to the removal of carbon pricing. A figure of \$10~~05-1059~~/tonne of MSW has been assumed for putrescible waste, and a fee of \$90-95/tonne for transfer station wastes disposed to Maddingley Brown landfill.

Under the proposed Emissions Reduction Fund, greenhouse abatement 'credits' may be able to be claimed by councils or contractors for organics recovery initiatives. The value of such a rebate is uncertain because credits will be claimed through a 'reverse auction', with the ~~Commonwealth~~ ~~G~~overnment buying the cheapest abatement offered. Previously the government has estimated these rebates would be valued at between \$6-12/tonne CO<sub>2</sub>-equivalent. Given the high rates of landfill gas capture from the landfills from which Moorabool could divert organics, the value of such credits are currently unlikely to exceed more than a few dollars per tonne of garden or food organics diverted from landfill. Modelling of organics scenarios undertaken in the development of this strategy do not include such a rebate.



Figure 3: A modified waste minimisation hierarchy showing 'grey areas' between energy recovery and some 'recycling' activities



Although the hierarchy is a good guide, the outcomes of these options may vary depending on the technologies used and the end uses of products. Efficient energy recovery may result in superior environmental outcomes compared to low grade recycling. Similarly, inefficient and expensive energy recovery may not yield as much energy as less expensive best practice landfill with high levels of pollution and risk management. Reduction, reuse and high order recycling remain preferable to energy recovery and landfill.

### Triple Bottom Line Assessment

It is proposed a triple bottom line (TBL) approach is used to assess options and reporting of strategy outcomes. The TBL concept considers the traditional financial 'bottom line', but also environmental and wider economic/social benefits. An example of a triple bottom line assessment of common solid wastes is shown in Table 65, which can be used to set priorities for waste management resource recovery. On this basis, priorities for waste reduction and greater resource recovery are:

- \* garden and food organics
- \* paper and cardboard
- \* timber
- \* e-waste
- \* plasterboard
- \* metals
- \* plastics

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| The strategy considers how outcomes could be 'pushed up' the waste minimisation hierarchy to improve environmental and social/economic performance.

**Table 6: Triple bottom line (TBL) assessment of common waste items**

Material	Triple Bottom Line Issues	Priority for Reduction and Recovery
<b>Garden organics</b>	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• Contributes in the order of 15-20% of household garbage, contributing significantly to landfill disposal charges</li> <li>• Potentially adds to 'carbon liability' associated with carbon pricing as it applies to landfilled waste</li> <li>• Diversion from transfer stations to kerbside services can reduce revenue streams</li> </ul> <p><b>Economic &amp; social</b></p> <ul style="list-style-type: none"> <li>• Potential odour risk associated with waste in landfill or composting facility</li> <li>• Some employment creation opportunities with the production and sales of recycled organics products</li> </ul> <p><b>Environmental</b></p> <ul style="list-style-type: none"> <li>• Organics in landfill have greenhouse and leachate pollution risks. Diverting materials from landfill reduces this risk.</li> <li>• Recovered organics can be converted to soil conditioning composts, water conserving mulches or bio-energy.</li> </ul>	High.
<b>Food organics</b>	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• Contributes in the order of 30-40% by weight of household garbage, contributing significantly to landfill disposal charges</li> <li>• Potentially adds to 'carbon liability' associated with carbon pricing as it applies to landfilled waste</li> <li>• Diversion from transfer stations to kerbside services can reduce revenue streams</li> </ul> <p><b>Economic &amp; social</b></p> <ul style="list-style-type: none"> <li>• Potential odour risk associated with waste in landfill or composting facility</li> <li>• Some employment creation opportunities with the production and sales of recycled organics products</li> </ul> <p><b>Environmental</b></p> <ul style="list-style-type: none"> <li>• Organics in landfill have greenhouse and leachate pollution risks. Diverting materials from landfill reduces this risk.</li> <li>• Recovered food organics can be converted to soil conditioning composts, or bio-energy.</li> </ul>	High. Note the costs of recovered food may be higher than those for recovering garden organics.
<b>Cardboard and paper</b>	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>▪ Cardboard and paper recycling is generally better than cost neutral compared to landfilling. Although there have been 'paper gluts' in the past, demand for recycled paper and cardboard has remained fairly strong with both local and export markets.</li> </ul> <p><b>Economic and social</b></p> <ul style="list-style-type: none"> <li>▪ Systems for recovery are established</li> <li>▪ Paper and cardboard recycling creates jobs and is a significant part of Victoria's manufacturing sector and commodities export.</li> </ul>	High. Paper and cardboard are a large proportion of waste, and existing recycling systems are in place for their recovery. Paper and cardboard recycling has significant

Material	Triple Bottom Line Issues	Priority for Reduction and Recovery
	<b>Environmental</b> <ul style="list-style-type: none"> <li>Recycling paper and cardboard reduces demand on forests, and has some reductions in water and energy use per tonne. This is improved where the paper recycling facilities have energy recovery for waste paper fibre.</li> <li>Diversion of paper and cardboard from landfill reduces methane generation from landfills.</li> </ul>	environmental benefit.
Plastics	<b>Financial</b> <ul style="list-style-type: none"> <li>Markets for most plastics are currently reasonably good, but low density/high volumes can make transport costs prohibitive.</li> <li>Recovery of plastics that have markets is generally cost-neutral due to greater mechanisation of sorting recycling streams and the high volume of these materials in landfill.</li> </ul> <b>Economic and social</b> <ul style="list-style-type: none"> <li>Systems for recovery are established</li> <li>Recycling plastics creates some jobs and supply local and export markets.</li> </ul> <b>Environmental</b> <ul style="list-style-type: none"> <li>Plastic recycling typically uses less energy and water and produces less pollution than the production of first use plastics.</li> <li>Plastics are typically derived from fossil carbon</li> </ul>	Mod-High. Increased recycling of plastics that can be managed through kerbside recycling should be promoted. Opportunities for film plastics should be further investigated.
Metals	<b>Financial</b> <ul style="list-style-type: none"> <li>Metals traditionally have constant demand for recycling and are better than cost neutral to recovery</li> </ul> <b>Economic and social</b> <ul style="list-style-type: none"> <li>Systems for recovery are established</li> <li>Recycling metals creates jobs and supplied local and export markets</li> </ul> <b>Environmental</b> <ul style="list-style-type: none"> <li>Metals recycling uses high quantities of energy, but this is a fraction of the energy required to produce first use metals and generates less pollution.</li> </ul>	High. These materials are readily recycled and systems are well established
Glass	<b>Financial</b> <ul style="list-style-type: none"> <li>The market for glass is not very competitive within Australia, and prices received are generally low. However, it is typically better than cost neutral to recycle rather than to landfill.</li> </ul> <b>Economic and social</b> <ul style="list-style-type: none"> <li>Glass recycling creates jobs and meets local demand</li> </ul> <b>Environmental</b> <ul style="list-style-type: none"> <li>Glass recycling is energy intensive, but less so than the production from first use materials</li> <li>First use production requires sand mining</li> </ul>	Moderate. Systems are established for recovery.

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Material	Triple Bottom Line Issues	Priority for Reduction and Recovery
Timber	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>Timber can be costly to recover, but source separated timber can typically be converted to mulch cheaper than landfilling. There are markets for mulched and recycled timber.</li> </ul> <p><b>Economic and social</b></p> <ul style="list-style-type: none"> <li>Timber recovery creates some jobs and could supply mulches for council and community projects</li> </ul> <p><b>Environmental</b></p> <ul style="list-style-type: none"> <li>Diversion of timber from landfill <del>reduced higher per tonne methane generations</del> <u>reduces methane generation from landfill.</u></li> <li>If timber can be diverted to recycling markets (e.g. into particle board manufacture) it reduces pressure on forests and plantations</li> <li>Timber mulches can help water conservation and weed control</li> </ul>	Moderate -High. Untreated timber could be diverted with garden organics.
Masonry / rubble	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>As a high density waste, masonry adds to landfill costs</li> <li>Masonry recycling into crushed aggregates is typically cheaper than landfilling. Scrap metal is typically recovered from 're-o' in reinforce concrete.</li> </ul> <p><b>Economic and social</b></p> <ul style="list-style-type: none"> <li>Masonry recycling creates some jobs and supplies <del>ed</del> local markets with aggregate products.</li> </ul> <p><b>Environmental</b></p> <ul style="list-style-type: none"> <li>Masonry recycling producing aggregates reduce <del>ed</del> demand for mined aggregates.</li> </ul>	Low-Moderate. Council's facilities do not receive large amounts of demolition waste. These could be stockpiled for periodic crushing.
Soils and cleanfill	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>As a high density waste, these materials can increase landfill costs charged on a per tonne basis</li> </ul> <p><b>Economic and social</b></p> <ul style="list-style-type: none"> <li>There are limited benefits. Recovered soils and clean fill could be screened and blended with composts to provide soils for council operations.</li> </ul> <p><b>Environmental</b></p> <ul style="list-style-type: none"> <li>There are limited benefits in diverting this material from landfill.</li> </ul>	Low-Moderate. Council facilities do not receive a large amount of soil and clean fill. These materials could be stockpiled screened using trommels to produce soils and clean fill for council operations.
E-waste	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>Industry recovery programs and recovery through metals recycling services makes recovery of e-waste better than cost</li> </ul>	High. Although e-waste is a low volume of the

Material	Triple Bottom Line Issues	Priority for Reduction and Recovery
	<p>neutral compared to landfilling in most situations.</p> <p><b>Economic and social</b></p> <ul style="list-style-type: none"> <li>▪ E-waste recycling creates jobs in dis-assembly of items, and yields materials for local and export recycling markets</li> </ul> <p><b>Environmental</b></p> <ul style="list-style-type: none"> <li>▪ Recycling e-waste has high environmental benefits due to: <ul style="list-style-type: none"> <li>– Reduced heavy metal and plastic fire retardant pollution risks from material in landfills</li> <li>– Reduced energy use and pollution from recycling compared to first use production of many metal and plastic components</li> <li>– Many of the minerals used on electronic goods have finite reserves of 20-100 years of known recoverable reserved.</li> </ul> </li> </ul>	<p>total waste stream, it has high pollution risk in landfill and high environmental benefits associated with recycling</p>
Plaster-board	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>▪ Although there are industry schemes for the recovery of plasterboard, and a number of recycling companies will provide a skip for plasterboard, it is likely to cost more than landfilling.</li> </ul> <p><b>Economic and social</b></p> <ul style="list-style-type: none"> <li>▪ Plasterboard recycling has limited scope to create new jobs.</li> </ul> <p><b>Environmental</b></p> <ul style="list-style-type: none"> <li>▪ In landfill, plasterboard produces sulphuric acid which can damage synthetic liners and calcium which damages clay liners.</li> <li>▪ Plasterboard can be recycled into new plasterboard products or converted to a gypsum soil conditioner.</li> </ul>	<p>Moderate –High.</p> <p>Transfer stations do not receive large amounts of plasterboard, but <del>council</del>Council could create recycling points for source separated plasterboard at transfer station.</p>

#### 1.4.4 Draft Moorabool Waste Management and Resource Recovery Policy

As part of the strategy development, a draft Waste management and Resource Policy has been developed (see Appendix A). Key elements of this policy that have been adopted as the framework of the draft strategy are now outlined.

##### Overall Purpose and Objective

The draft Policy has the stated overall purpose and objective:

- To state Moorabool Shire Council's intention to improve the management of solid waste and delivery of waste management services for the community.
- To work with the community and businesses to cost-effectively protect and enhance Moorabool's environmental and social attributes through the reduction, recovery and improved management of wasted resources.
- To provide well executed and cost effective best practice waste management services to the community using a 'user pays' and 'best value' approach.

##### General Principles

The policy and strategy will adhere to the following key principles:

- **Waste minimisation.** The Shire will promote the waste minimisation hierarchy of 'Avoid, Reduce, Reuse, Recycle, Recover Energy and Safe Disposal', working to promote avoidance and reduction of waste and higher forms of resource recovery where practicable.
- **Cost-effectiveness and Best Value.** In keeping with the Victorian *government's Getting Best Value: The Victorian Waste and Resource Recovery Policy*, the Shire will promote waste management and resource recovery options that are cost-effective and enhance prosperity. The Shire will work to minimise future costs of waste management by promoting innovation, efficiency and competition.
- **Access to services.** The Shire will create appropriate opportunities for the community and businesses to reduce, recover and/or safely dispose of waste. These will be provided by kerbside services and/or transfer station drop-off services as well as information about waste reduction and the correct use of waste and resource recovery systems within the Shire.
- **Equity.** The Shire will price waste disposal and resource recovery services to reflect the full costs and benefits of services, with appropriate charging for services at points of disposal and through ~~council~~**Council** rates notices.
- **Triple bottom line accounting/reporting.** The Shire will consider the performance of resource recovery and waste disposal activities against financial, social and environmental 'bottom lines' and seek to optimise and improve performance against each of these.
- **Innovation.** Moorabool Shire Council will continue to investigate the latest innovations in waste management, mindful of our obligations to the environment.
- **Continual improvement.** The Shire will collect appropriate metrics and annually review progress against the Moorabool Waste Minimisation and Resource Recovery Strategy (MWMRRS). This review will consider whether objectives are being met and appropriate modifications/updates to the strategy.
- **Community engagement and communications.** The Shire will provide the community with opportunities to contribute to the development of the MWMRRS, and ensure the objectives, actions and deliverables of the strategy are widely communicated and understood.

##### Key Action Areas

The policy state policies and identifies actions under the following key action areas:

- Kerbside garbage/general waste
- Kerbside recyclables
- Hard waste collection service
- Transfer station operations
- Organics recovery
- Litter and dumping
- Street sweeping
- Other municipal
- Commercial and industrial (C&I) waste
- Construction and demolition (C&D) waste
- Managing council surplus items
- 'Safe'/secure landfilling, disposing of wastes to landfills with high levels of environmental protection
- Procurement of services
- Community engagement
- Strategy reporting, review and continual improvement

These form the basis of the waste management strategy.

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#### 1.4.5 Annual Council Plan

The annual plan sets out directions for the Shire over the next five years. It currently sets an objective of effective and integrated planning to create sustainable communities. Policies and strategies contribute to the development and delivery ~~council~~Council department annual service plans and are reported on annually. In the area of waste, the Plan commits ~~council~~Council to supporting federal and state programs and to continue to raise community awareness regarding waste minimisation and recycling. The plan commits ~~council~~Council to the development and adoption of the waste minimisation policy and strategy.

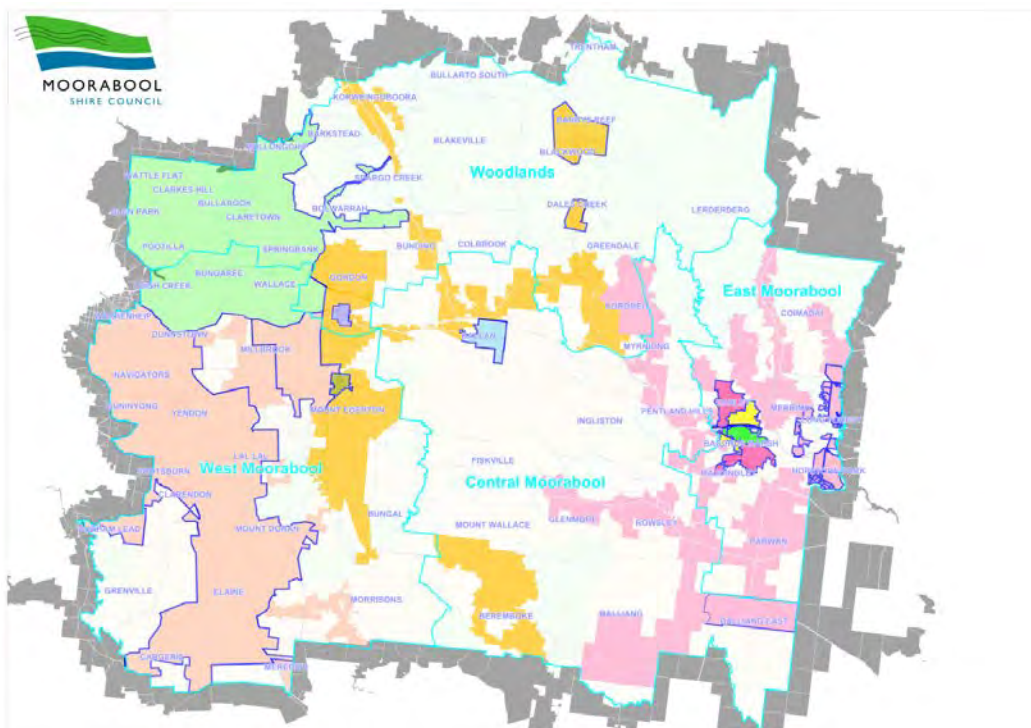


## 2 CURRENT WASTE MANAGEMENT

### 2.1 Kerbside Services

MSC provides kerbside regular garbage and recycling services in more built up areas. Figure 4 shows the current collection areas.

**Figure 4: Kerbside collection areas**



The service levels provided are:

- Compulsory collection areas (shaded areas surrounded by solid lines). These areas receive a standard 120L garbage bin collected weekly and a 240L recycling bin collected fortnightly in urban areas and a 240L fortnightly garbage and 240L recycling service in rural areas. All households are provided with and charged for the service via rates. Businesses wanting the garage service are provided with a 120L or 240L MGB with a user-based charge for the service.
- Voluntary rural collection areas (pink and orange shaded areas without solid boundaries). Households in these areas can choose to receive a 240 L garbage bin collected fortnightly and a 240L recycling bin collected fortnightly.
- Un-serviced areas. These areas have access to transfer stations for the drop-off of garbage and recycling. These are rural areas where roads are not suited to collection vehicles or are remote from other collection areas. These households have the option of placing bins for collection on

serviced roads if they have appropriate areas for storage of the bins at other times— bins cannot be left at kerb throughout the week.

Options for the expansion of collection areas and the nature of the services provided to them are discussed in section 4.

The Shire does not currently provide kerbside hard waste collection or organics recovery services. Options and implications for introducing such systems are discussed in section 4.

## 2.2 Waste Generation, Trends and Management

### 2.2.1 Kerbside Services

Table 7 shows trends in the quantities of garbage and recyclables collected at kerbside within the ~~Shire~~Shire. This shows a decline in landfilled garbage following the introduction of recycling MGBs in 2006, and an increase in both recyclables recovered and total waste per household. Recovery rates at kerbside have stalled at about 38-39% by weight recovery of total waste at kerbside. This increase in total waste and recycling reflects increased consumption.

**Table 7: Trends in kerbside garbage and recyclables**

Year	Garbage (kg/hh/yr)	Recyclables (kg/hh/yr)	Total (kg/hh/yr)	% recovery at kerb
2002	502	138	640	22%
2003	n.d.	138	n/a	n/a
2004	466	149	615	24%
2005	470	177	647	27%
2006	408	257	665	39%
2007	401	261	662	39%
2008	463	266	729	36%
2009	427	270	697	39%
2010	n/a	280	n/a	n/a
2011	456	283	739	38%
av 2006-2011	431	267.4	698	38%

Source: EcoRecycle and Sustainability Victoria annual surveys of local government  
Prior to 2006 (shaded), recycling crates rather than MGBs were provided to premises.  
n.d. = no data; n/a = not applicable – 2010 had aberrantly low reported garbage.

### 2.2.2 Typical Composition of Waste and Recyclables

The typical composition of garbage within the Shire is shown in Table 8 and Figure 5. This shows:

- In the order of 10-15% by weight of garbage could be recycled through existing kerbside systems. This represents considerable scope to increase recycling using existing systems.

- In the order of 44% of kerbside garbage is compostable organics, with 17% of garden organics and 28% food organics.

The audit information available does not provide a break-down of items such as disposable nappies or 'non-recyclable' plastics. However, audits in other areas have found disposable nappies in areas with a proportionally high number of younger families (as can be expected in Moorabool as new housing estates are established) can contribute 5-15% by weight. 'Non-recyclable' plastics such as film plastics typically make up a small percentage by weight (e.g. 1-5%) but are significant contributors to the volume of residual waste. Market opportunities for the recovery of film and other previously 'non-recyclable' plastics are emerging and there may be capacity for ~~council~~Council to seek to include bundled film plastics in future recycling contracts. This is discussed in section 4.

The garbage composition ~~waste~~ suggests there is considerable capacity to:

- Reduce some waste items through promotion of on-site composting – a 10% increase in food and garden organics diversion would potentially reduce landfilled kerbside waste by in the order of 4-5%.
- Increase recycling using existing recycling systems. If 10% of recyclables currently in garbage were instead placed in recycling bins, landfilled waste would be reduced by 1.5-2%

Other waste reduction measures such as the promotion of food waste reduction, low waste gardening, and paper waste reduction measures could also reduce landfilled waste and reduce waste management costs. The cost of landfilling kerbside garbage is currently \$100-110 per tonne, and this would be avoided if waste is avoided or diverted. Each 10% reduction in landfilled garbage is worth in the order of \$4.50-5.00 per household per year. Waste reduction and recycling options and the effectiveness of behaviour change programs and initiatives are discussed further in section 4.

The introduction of a kerbside organics service has significant potential to reduce landfilled waste. Depending on the nature of the systems introduced, a 50-80% diversion of garden organics is possible (translating to a reduction in landfilled garbage by 8-14%) and food and other organics by at least 20-40% (resulting ~~ins~~ a reduction in landfilled waste by a further 5-10%).

The implications of increased ~~ed~~ recycling and organics diversion are discussed in section 4.

**Table 8: Composition of Moorabool's kerbside garbage compared to regional and state-wide waste**

Material type	Moorabool	Highlands region	Regional Victoria	All Victoria
Garden organics	16.8%	17.6%	20.4%	13.9%
Food organics	27.6%	26.2%	28.2%	33.3%
Other organics	-	-	-	5.0%
Total organics <sup>1</sup>	44.4%	43.8%	48.6%	52.2%
Cardboard/paper	8.9%	10.9%	8.0%	9.0%
Recyclable Plastics	1.8%		6.0%	6.0%
Glass bottles and jars	2.7%	7.5%	2.0%	2.0%
Metals	1.5%		1.0%	1.0%
Other recyclables	-		5.0%	3.0%
Total recyclables in	14.9%	18.4%	22.0%	21.0%

garbage				
Other/non-recoverable	40.7%	37.8%	29.4%	26.8%

Sources: <http://hrwmq.vic.gov.au/research-reports/kerbside-garbage-bin-audit>  
*Blue Environment 2013 Kerbside Materials Audit Review, Sustainability Victoria.*  
 1. 'Other organics' includes items such as soiled and unrecyclable paper, textiles and animal excreta

**Figure 5: Typical composition of kerbside garbage in Moorabool (% by weight)**

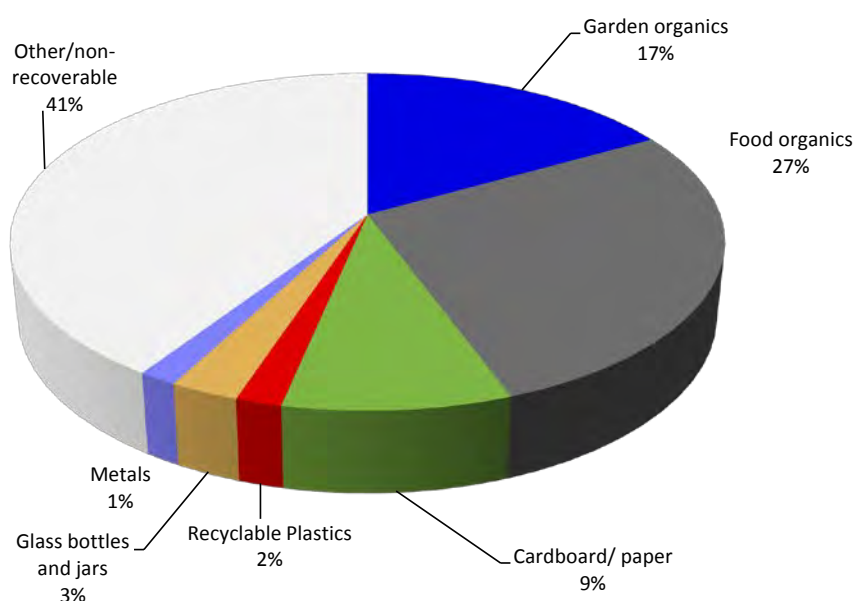


Table 9 and Figure 6 show the main items by weight in the recycling stream are cardboard and glass, followed by plastics and metals. The contractor collecting and processing recyclables reports that contamination rates of collected recyclables ~~are~~ typically ~~low~~clean with less than 2-5% by weight contamination. This is cleaner than state-wide results collated from other audits.

There may be opportunity to reduce recyclables by promoting:

- purchase of items with less packaging
- purchase of electronic rather than paper publications (this trend is already happening, with print editions of newspapers falling in both size and circulation)
- 'No junk mail' signs on letter boxes.

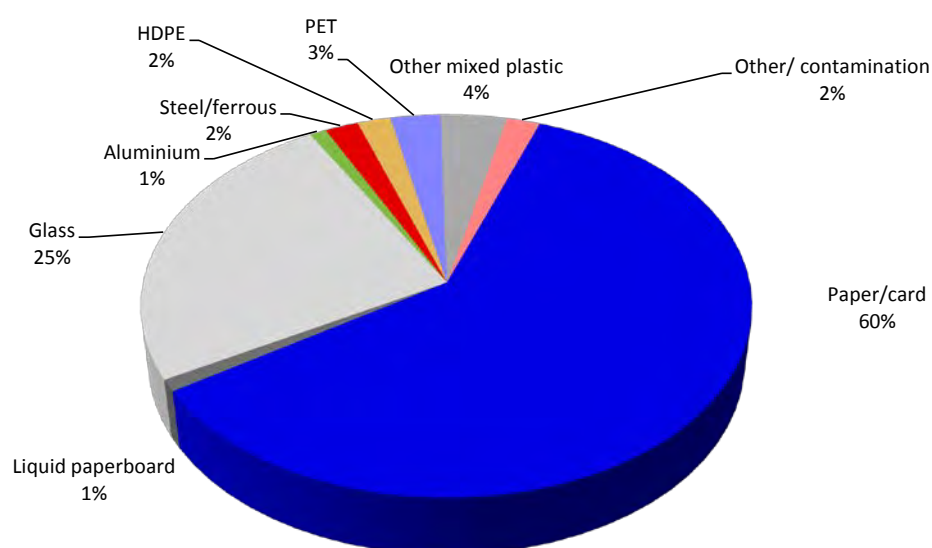
The weight (but not volume) of recyclables collected could be reduced by promoting purchase of lighter packaging (e.g. plastics instead of metal or glass). Plastics typically use less energy in production and recycling per packaging item compared to similar sized glass, metal or paper packaging items, resulting in life cycle environmental benefits provided the plastic items do not become litter.

**Table 9: Composition of Moorabool's kerbside recyclables compared to regional and state-wide recyclables (2012/13)**

Material Type	Moorabool	Regional Victoria	Victoria
Paper/card	61%	42%	53%
Liquid paperboard	1%		
Glass	25%	26.4%	24%
Aluminium	1%	1.9%	0.8%
Steel/ferrous	2%	3.5%	2.5%
HDPE	2%		
PET	3%	9%	8.5%
Other mixed plastic	4%		
Other mixed recyclables	-	3.6%	4.1%
Other/contamination	<2-5%	15.5%	7%

Sources: Data from recycling MRF contractor and previous composition studies

**Figure 6: Typical composition of kerbside recycling in Moorabool (% by weight)**



### 2.2.3 Service Costs

Available data has been used to estimate the costs per household and per tonne of different kerbside services.

Kerbside garbage services costs are made up of:

- The per lift rate charged by the contractor for different collection areas. These translate to costs of in the order of \$ 57-70 per serviced household per year or \$ 125-155 per tonne per year
- The landfill disposal costs, currently in the order of \$107 per tonne. This includes landfill levy costs which are paid by the landfill operator.
- Combined collection and disposal costs in the order of \$232-261 per tonne or \$106-120 per serviced household per year.

Commercial premises using the kerbside service are included in these cost estimates.

In the order of 11,600 households and 240 businesses premises currently use the kerbside garbage service and 11,600 households and fewer than 30 businesses use the kerbside recycling service.

The services are paid for through a waste (garbage and recycling) service charge in rates. In 2013, the income through the garbage/recycling service charge was slightly above the actual cost of the service. This was due to less waste per household being collected than budgeted for and a lower than expected carbon price charge from landfill operators, but the difference was within the range of variations that occur in waste generation from year to year. The garbage/recycling service charge is set at an appropriate level and it is suggested this rate will be maintained in real terms and with adjustment if collection and disposal contract prices vary in real terms.

The recycling services are currently provided by an operator who charges a fee for collection and processing of commingled recyclables. In the order of 3,030 tonnes are collected and received by the contractor each year.

Both kerbside garbage and recyclables can be expected to increase in tonnage and costs proportionally to growth in population and housing.

Street sweeping services currently cost in the order of \$170,000 per year. This can be expected to rise almost proportionally to population and housing development. These costs are mainly associated with the operation and staffing of equipment rather than the disposal of collected materials. Street sweepings consist mainly of dirt/gravel, leaves and litter items and could potentially be stockpiled to allow the organic component to break down or and then screened of physical contaminants to produce a soil. Street sweepings will typically contain hydrocarbons from rubber and oil on roads and bitumen which will partially degrade through a composting process, as well as potentially harmful litter items such as glass and visual contaminants such as broken automotive plastics. Soils resulting from screening may be suited for low grade use, such as landfill rehabilitation or clean fill in council works.

The costs of dealing with illegally dumped waste ~~are cost~~ in the order of \$35,000-40,000 per year. This may be a conservatively low estimate as some cleaning up operations are not fully included in these costings.

Collection of public place litter bins in main shopping strip and at reserves costs in the order of \$25,000 per year.

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#### 2.2.4 Key Opportunities and Options for Kerbside Garbage

Table 10 summarises options for reducing waste and increasing resource recovery of household garbage.

**Table 10: Strategic options for reducing waste and increasing resource recovery for household waste**

Option	Likely Effectiveness and Issues	Priority for Action
Promote reduction of recyclable packaging and newspaper items.	There may be limited potential for individual local governments to achieve significant reduction in such waste. Council could target waste reduction as part of the Sustainable Suburbs and other waste and environmental education programs. Regional and state-wide programs may have more effect, but overall the potential for reduction is modest. Promotion of the benefits of on-line media over newspapers could reduce paper waste. Provision of a 'no junk mail' sticker to all households with council newsletters could greatly reduce junk mail (which cannot legally be placed in a letter box displaying such a sticker). Although this approach has been trialled by some NSW councils and overseas, this is a new idea that might be eligible for a trial and attract support from an external funding agency. Local traders might not be supportive of this approach because junk mail is a relatively cheap way of advertising locally.	Low-moderate, but support regional and state-wide action.  Consider trial of distributing 'no junk mail' stickers, seeking external funding for the trial
Promote greater recycling of cardboard, paper and other 'dry recyclables'	There is considerable potential to get more recyclables out of kerbside garbage. Typically, most people use recycling and garbage services well, and the residual 15% of unrecycled recyclables in garbage is most likely caused by a still significant (e.g. 10-20%) minority of households not using the system correctly due to lack of awareness, laziness, or antipathy to recycling/ environmental programs. Strategies and messages to reach 'recalcitrant' recyclers need to be designed. This may include messages about the fact that most Victorians recycle well and the cost benefits to the community of recycling right. Visual reminders such as "Please do not put recyclables in this bin" stickers on garbage bins may be effective, but this would need to be trialled.	High. Tailor programs for recalcitrant recyclers
Promote reduction of garden organics.	Low waste gardening could be promoted as part of the Sustainable Suburbs program, as well as waste, environmental and water efficiency education programs. Low waste strategies include reducing lawn areas, planting fewer deciduous trees, and backyard composting and mulching. It has significant potential to reduce current and future garden organic waste, and is also compatible with water conservation and urban bio-diversity and waterway health objectives. It will not eliminate garden organics, which typically contribute 15-25% by weight to household garbage in areas that do not provide a kerbside organics recovery service. An average 50% reduction in garden organics by 10% of the population would reduce kerbside garbage by less than 2%, but potentially have more significant impact on the costs of future kerbside organics collection services.	Low-Moderate. The effectiveness of such programs may be low, but is compatible with broader sustainability objectives.
Promote reduction of food organics.	Programs such as <i>Love food, Hate Waste</i> are designed to promote a reduction in food organics waste through more conscious food purchasing, preparation and storage, as well as home composting. The effectiveness of such programs are not well documented. Food organics typically contribute 30-40% by weight to household waste. An average 50% reduction in food organics by 10% of the population would reduce kerbside garbage by 6-8% and is worth promoting.	Moderate to high.
Introduce a kerbside organics recovery service	Typically the introduction of fortnightly MGB-based organics recovery services reduces garden organics from 15-25% of kerbside garbage to 2-10% by weight, and reduces kerbside garbage by about 5-15%. Inclusion of food organics will also reduce the proportion of food present, but data from trials and recent introductions of systems	Moderate to High. Gauge community demand for a service and options for processing garden and

Option	Likely Effectiveness and Issues	Priority for Action
	suggests many households do not use the organics service for food. An average 50% diversion of in food organics by 40-80% of the population could reduce kerbside waste by in the order of 5-20%. Options for and implication of kerbside organics recovery services are detailed in section 3.	food organics.
Reduce the size of the standard garbage MGB to promote more recycling and waste reduction	Reducing the size of the garbage MGB reduces the ability to fit recyclable items in it, and promotes recycling. Households requiring additional bin capacity can pay for an extra bin. However, smaller bins may also promote higher contamination rates in recyclables and any future organics recovery service. It will also likely increase the average rate of bin set out,	Low. Although smaller bins might be offered at a discount to those who want it, it is recommended the standard bin configuration is maintained unless a regular kerbside organics service is introduced.
Introduce incentives to reduce and recycling waste	Rather than reduce the size of garbage bins, <del>council</del> Council could offer financial incentives for setting out garbage less frequently as means to promote waste reduction and more recycling. A pay-by-lift service could be used, with electronic tagging and logging of MGBs, and <del>charges</del> being applied per lift or for all lifts above a base rate (e.g. 26 or 30 'free' lifts per year with a per lift fee for any bin lifts over this annual limit). This has not been widely tried in Victoria or Australia, and a trial may attract external funding.	Low-moderate. Although pay-by-lift should reduce garbage and improve the efficiency of collection services (due to fewer part filled bins being collected), there are limited data about how effective this approach is. It is suggested this option might be trialled.

## 2.3 Transfer station and resource recovery facilities

Council operates transfer station and resource recovery facilities at:

- Bacchus Marsh
- Ballan
- Mount Egerton

The location of these facilities with 2, 5, 10 and 20km radius circles from each are shown in Figure 5. This suggests residents in higher population areas, and with kerbside services, have good access to transfer stations. Locating transfer stations near major population centres is sensible waste management planning. However, areas to the North and South and east are left with less immediate access to TS sites. Most of the Shire is located within the 20 km radii of the Transfer stations. Options for increasing community access to recycling facilities are considered in section 4.

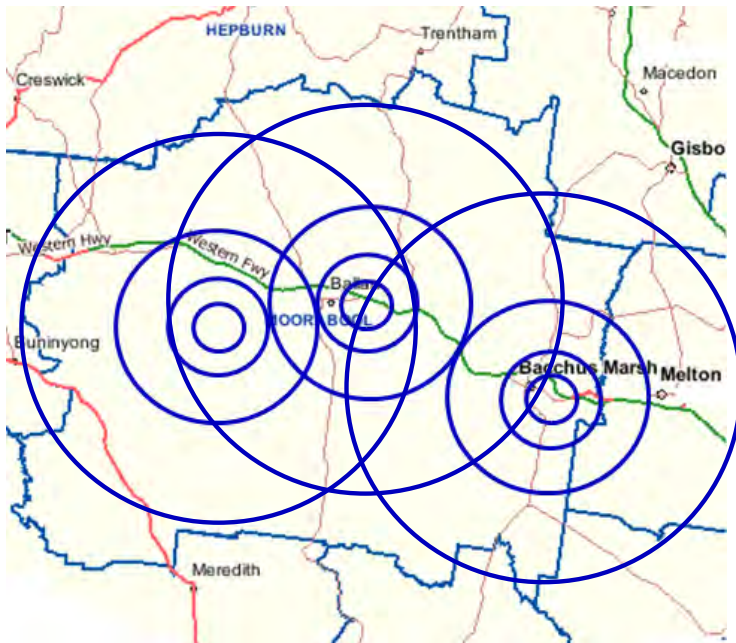
The TS facilities are operated by contractor (currently SITA) that collects gate fees on behalf of the ~~council~~Shire and manages traffic and materials on site. Council retains gate fees and pays for disposal costs. The contractor retains income from the sale of recycled items and diverts a range of materials according to contract requirements. Residents can purchase 'tipping' tickets/vouchers from



~~council~~Council redeemable when materials are delivered to the transfer stations. This option is mainly available for regular and commercial users of sites to make it easier for them to account for and manage their waste disposal costs.

At present, there are consistent resource recovery opportunities and charges for disposal of different items at each facility. Current fees are shown in table 11. This also shows a conversion of the average size and densities of loads to estimate an effective per tonne rate for the different vehicle sizes.

**Figure 7: Transfer stations showing circles of 2, 5, 10 and 20 km radius around each**



This assessment suggests that the effective per tonne varies according to vehicle types, and smaller vehicles and large trucks effectively subsidise larger (and possibly commercial loads). A standard rate of \$45 per cubic m may be a reasonable across-the-board measure to use. This may mean that fees for larger loads could be increased and charges for smaller loads reduced or kept the same to cover administrative and other overheads associated with the management of vehicle flows regardless of their size.

Higher rate for loads may provide greater incentives to separate loads – for example an unsorted 4 cubic m load on a trailer would cost \$180, but if it were sorted, each cubic m recycled would save the hauler \$45.

A sharp increase in fees would likely be unpopular and may result in dumping and community/political backlash. It is recommended standard a per cubic metre rate should be adopted, and proposed changes communicated to the public at least 6 months in advance, along with an expansion of materials recovery opportunities. If the adopted increase in fees for different load sizes is to be large, it is recommended this is phased in over a number of years to avoid 'shocks' which may result in complaints and increased illegal dumping.

**Table 11: Costs per load to use the Transfer Stations (2013/14)**

Vehicle type	Cost per load (2013/14)	av volume of load (cubic m)	av density of load (tonnes/cubic m)	Estimated average tonnes per load	Estimated average effective cost per tonne
Car or station wagon	\$17.00	0.5	0.12	0.06	\$283
Small trailer (1.8 x 1.2 x 0.3) or utility	\$25.00	0.65	0.3	0.19	\$129
Small trailer (heaped)	\$35.00	1.5	0.3	0.45	\$78
Small trailer (high sides)	\$45.00	2	0.3	0.60	\$75
Large trailer	\$35.00	3	0.3	0.90	\$39
Large trailer (heaped)	\$55.00	4	0.3	1.20	\$46
Large trailer (high sides)	\$64.00	5	0.3	1.50	\$43
Trucks cost (per m3)	\$45.00	1	0.3-1.0	0.30-1.0	\$45- 150
Mattresses (per item)	\$26.00 per item	n/a	n/a	n/a	n/a

*Source: Provided by MSC*

Materials that can currently be recovered at sites for free include:

- Cardboard
- Metals, with e-waste items included
- Commingled recyclables ('kerbside recyclables')
- Refrigerators
- Oils (automotive and cooking)

At present, recovery of these items is either at least cost neutral or simply a requirement to keep oils and refrigerators out of the landfilled waste stream.

Items that can be recycled for a fee are:

- Garden organics
- Mattresses
- Tyres

These fees are set on a cost-recovery basis, and are appropriate for mattresses and tyres.

In the case of garden organics the current fee for recycling organics is set at half the price of landfilled waste (typically \$12-20 per trailer, or \$15-20/cubic m). . The operator of the Bacchus Marsh facility reports that the half price incentive is not sufficient to get many with mixed loads to separate organics, and a higher cost differential may be needed. The net cost of garden organics management is the cost of

recovery (including haulage to processing site and the gate fee at the processing site) less the avoided landfill costs. Assuming a density of garden organics of 200-300kg/cubic m, the current transfer station gate fee for garden organics is effectively \$50-100 per tonne, which reflects current recycling costs. The avoided landfill costs for these materials are likely in excess of \$110-120/tonne inclusive of transport and landfilling (assuming waste containing the large amounts of garden organics would require disposal to a putrescible landfill). The net costs of organics recovery are therefore close to cost-neutral and there may be capacity to reduce gate fees for receipt of these if current cost structures remain the same. However, the current gate fees are not unreasonable and both provide an incentive for waste reduction as well as ensure there is contingency to absorb future cost increases.

Although it is recommended a fee continues to be charged for recycling garden organics (in order to promote waste reduction), it is also recommended that a greater price differential between landfilled/mixed loads containing recoverable garden organics and source separated garden organics is adopted.

It is recommended ~~council~~Council consider~~s~~ increasing fees for mixed loads containing more than 30% garden organics by volume and decrease the rate charged for source separated garden organics.

### 2.3.1 Landfilled Tonnes from Transfer Stations

Figures for the quantities of landfilled waste from transfer stations are shown in Table 12.

**Table 12: Tonnes of landfilled waste recovered by Moorabool's transfer stations**

Transfer station	2011	2012	2013	Average	% of total
Bacchus Marsh	1,857	2,805	2,084	2,249	68%
Ballan	841	691	770	767	23%
Mt Egerton	311	361	278	317	8%
TOTAL	3,009	3,857	3,132	3,333	100%

Source: Provided by MSC

Accurate information about the quantities of different materials recovered at facilities is not available. However, records indicate about 50% by weight recovery of materials dropped at the transfer stations, mainly as garden organics, cardboard and metals.

The differences in operating costs and income to ~~council~~Council from the sites is shown in Table 13. The transfer stations do not currently operate on a cost-recovery basis, with income from gate fees only recouping 34% of the cost of operating the sites. The shortfall is met through the waste and recycling charge in general rates. An increase in gate fees for waste disposal to more fully cover the costs could be considered.

Table 13: Comparison of TS facility costs with gate income (2013/14)

Transfer station	Costs per year	Cost per landfilled tonne (\$/t)	Income to <del>council</del> Council per year	Income per tonne (\$/t)	% cost recovery
Bacchus Marsh	\$495,255	\$238	\$199,067	\$96	40%
Ballan	\$230,530	\$299	\$66,604	\$86	29%
Mt Egerton	\$108,140	\$389	\$20,417	\$73	19%
<b>TOTAL</b>	<b>\$833,925</b>	<b>\$266</b>	<b>\$286,088</b>	<b>\$91</b>	<b>34%</b>

Source: Provided by MSC

Operators of the sites report:

- More than half (50-90%) of site users do not bother to separate loads fully. At best metals and some cardboard and garden organics will be separated from such loads. Reasons for this include:
  - Apathy by many users – they only want to back their trailer once, and few separate loads for easy unloading.
  - Relatively low prices differentials for recycling – a full small trailer costs \$25 and a half trailer will cost \$12.50-17 depending what is in it.

Note that this observation by operators does not tally with the reported 50% by weight of materials delivered to the site, and likely excludes the large number of businesses and residents delivering source separated loads of cardboard/paper and garden organics, as well as ‘traditional’ metals recycling.
- Most metals are recycled – people see value in this and it is ‘traditional’
- About 40-50% of cardboard coming onto the sites is recycled, mainly because it is delivered by local traders in large loads. This may be an underestimation by the site operators, given that 50% by weight of all materials are recycled. Blue Environment observed high volumes of recycled cardboard and small amounts in the general/landfilled waste bins.
- About 30-50% of garden organics is recycled, again because it is delivered by garden maintenance companies and people who regularly load lawn-clippings for disposal at the sites. Again, given that 50% of all materials delivered to sites are recycled this may be an underestimation.
- Little/no timber is recovered, and there is a large amount of this present that could be recycled for reuse or mulching. This is a considerable opportunity.
- No demolition waste<sub>s</sub> (rubble, soil, plasterboard, PVC plastics) are recycled. This is a significant and growing part of the waste stream.
- Little/no furniture is recycled or reclaimed where it potentially could be.
- Film plastics and polystyrene are not recycled. All sites receive some silage wrap, bale netting and other agricultural/horticultural film plastics.
- The range of chemical wastes recovered at sites (such as paint, ~~fluore~~fluoro tubes, and batteries) could be expanded if sites became participants in the ‘Detox you home’ or ‘Toxfree’<sup>TM</sup> program. Council could support application for funding through this program. Paint is a problem because people attempt to hide it in other wastes. However, current planning permits limit the capacity for sites to collect and store dangerous goods.
- E-waste is currently managed with metals, but would be better managed through industry e-waste schemes. This scheme provides storage equipment and collection services for eligible items and could be adopted at little cost to ~~council~~Council (other than providing space for the collection point)

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- Tyres are a problem – many users object to paying the high per tyre price and some try to hide them in other waste, or drive away with the tyres, presumably to dump them elsewhere.
- Residual wastes are currently disposed to Calleja landfill.
- Organics are either used by SITA for their own composting operations or sent to an organics recovery service at Calleja.

The current TS facilities have replaced previous landfill sites, and are located such that the more densely populated areas have easy access to disposal sites, and virtually all residents are within a 20-25km drive of a site.

The Transfer Station sites are well designed with drop walls over large hook-bins, as well as secure drop areas for recyclables, allowing efficient separation and transport of self-haul materials delivered to sites. The Bacchus Marsh site has covered drop areas. Ballan and Mt Egerton are more basic, but well-designed facilities, with drop walls and covered bins.

The Bacchus Marsh facility has been operating since 2002, and there are no pressing needs for facility upgrades or equipment replacement at the site. There is room at the site to expand the facility to allow a wider range of recyclables to be recovered. Possible improvements in operation could include:

- Drop off areas for 'dry' building and demolition waste, including rubble, soil, plasterboard, timber, metals and plastics.
- Re-design/reconfiguration of the site to allow easier 'drive through' drop off of recyclables before vehicles come to the landfilled waste drop area. The site already allows this to an extent, and redesign would require consideration of OH&S restrictions on having heavy vehicles working on site in the same area as small vehicles. This limits the access of small vehicles to areas where drop-areas might conceivably be sited.
- Education of the community/site users of the order in which to stack loads for recycling as they drive through.
- Greater direction by operators for those delivering materials to separate items for recycling.
- Potentially greater differentiation of prices for waste disposal and recycling. The operators were not supportive of this, feeling it will lead to greater dumping as many users already complain what are relatively modest prices compared to many other transfer station

The Ballan TS was built in 2007, and has no pressing needed for upgrades of existing facilities. The site has significant room, and may have capacity to stockpile items such as demolition waste from this and other TS sites until stockpiles were large enough to engage a reprocessing contractor. The site previously had windrow composting facility operated by private contractors, but these had ongoing odour issues from neighbours in rural residential land.

The Mt Egerton landfill was also built in 2007 to replace a former landfill. It appears to have capacity appropriate to its level of use. Again, the main opportunities appear to be greater recovery of 'conventional' recyclables, and expansion of recovery of C&I and C&D wastes.

Key opportunities for improving the performance of TS sites are shown in Table 14.

**Table 14: Key opportunities for improving the performance of transfer stations**

Option	Likely Effectiveness and Issues	Priority for Action
Educate community/TS users to better separate loads for recycling.	<p>There is significant capacity for improvement. The effectiveness will depend on how well TS users respond to messages about separating loads. Possible measures to promote this include:</p> <ul style="list-style-type: none"> <li>- General information about how to separate loads for easy unloading to be included on <del>council</del>Council web-site and in mailed information about waste and recycling. The Regional Waste and Resource Recovery Group and SV have ready-made information that could be adapted.</li> <li>- Pamphlets/post cards asking people to separate their loads the next time they come to the facility to be distributed to users who have not separated their loads.</li> <li>- Price incentives to promote separation and recycling of loads.</li> </ul>	High
Expand the capacity of facilities to recover other items.	<p>The sites could recover additional items including:</p> <ul style="list-style-type: none"> <li>- Timber</li> <li>- Masonry/rubble</li> <li>- Soil</li> <li>- Plasterboard</li> <li>- Reusable furniture</li> <li>- Reusable fittings</li> <li>- "Detox your home" items (paint, fluorescent tubes, batteries, Gas bottles) (NB: Current planning permits limit the capacity for hazardous materials to be received and stored on sites)</li> </ul>	High. Facilities for recovery of timber, masonry/rubble, soil and plasterboard should be given priority
Consider re-design of traffic flow at sites to make <del>unp</del> loading of separated loads more efficient.	<p>It may be difficult to do this using existing drop walls because trailers and utes/tray trucks should be backed up to drop-walls. Significant redesign of sites would likely be needed, and this may not be cost effective. If the range of recyclables to be recovered is expanded, items such as timber, builders' rubble, soil and plasterboard might be stockpiled separate to the drop-wall areas, allowing the creation of drive through drop areas for these items. The flow through of traffic could be designed to require vehicles to pass recycling drop-walls before getting to the landfilled waste drop-wall. This has largely been done at Mt Egerton, and partially at Ballan, but is a challenge at Bacchus Marsh due to space and the OH&amp;S need to keep heavy vehicles working on site separate from small vehicle traffic.</p>	Moderate
Consider introducing higher prices for unseparated loads with high recyclable content.	<p>The current fee of \$45/trailer 1.5-2 cubic m load is relatively cheap. The transfer stations operate well below costs, with the shortfall being made up through general rates <del>revenues</del> waste charges. The issue of increased illegal dumping would need to be considered.</p>	Moderate
Investigate options for industry e-waste collection systems	<p>Some of these materials are recovered with recycled metals, but items are not secure and <del>are</del> more liable to breakage (including TV and computer monitors).</p>	<p>Moderate. Current arrangements of managing e-waste via metals recycling service may be adequate</p>

Option	Likely Effectiveness and Issues	Priority for Action
Improve use of available data to report materials recovery at the TS sites	Facility operators now provide monthly statistics reports regarding quantities of metals, cardboard/paper, commingled recyclables and garden organics recovered at the sites. This data can be used to track progress in resource recovery, particularly as results from previous years become available over time and performance compared to previous years as well as months can be monitored.	Moderate
Provide more incentive for the TS contractor to promote recycling	At present, <del>council</del> Council pays for any landfilled waste from the site, and the operator receives income from the sales of recyclables. This means the contractor only has financial incentive to recover items that return a revenue stream and not any item where the avoided cost of landfill is greater than the net cost of recovering the item. Future contracts could make the operator responsible for the costs of landfilling residual waste. This would give the contractor incentive to recovery any item when this would be cheaper than landfilling it and could increase recycling rates. This could result in a sharp increase in contract rates for operating the sites because the contractor would be exposed to high risk. This cost might be reduced by allowing the operator to keep all or some income from gate fees and the sale of recyclables, or risk sharing arrangements where <del>council</del> Council and the contractor share both the risk of cost blow outs due a collapse in prices paid for recyclables and the income from the operation.	High

## 2.4 Public Place Rubbish Bins

Council provides public place litter bins at some open space areas, sports reserves and community buildings, as well as street bins in town retail centres. These are regularly collected using a smaller collection vehicle, at a cost of in the order of \$25,000 per year. Materials are disposed as putrescible waste. Street litter is managed mainly through street sweeping. Retail centres, and particular areas with fast food outlets, and public transport hubs are often litter hot spots. Council already has a program for identifying litter hot spots and responding to these through clean up and enforcement, as well as considering infrastructure and service needs in the identified areas.

There is potential to introduce additional litter bins and potentially public place recycling bins in areas in the Shire. Sustainability Victoria (SV) provide guidelines for the design, placement and signage of public place recycling (PPR) bins and ~~they as well as industry group, the Australian Food and Grocery Council,~~ periodically provide funding for the implementation of PPR systems. Industry anti-littering schemes may also be a source of support.

The first stages in developing a PPR system are:

- To measure/assess the litter stream for quantities and levels of recyclables in different areas. Logically, PPR bins should be first placed where public litter bins fill most rapidly and have high recyclables content.
- Consider the placement of litter and recycling bins to be located and visible in high traffic and high litter areas.
- Engage stakeholders – for example local shop keepers and users of public areas – about the proposed placement of bins.

- Negotiate for the collection and processing of PPR bin contents.
- Design and install bins, and promote this.
- Monitor performance of systems in recovering recyclables and reducing littering in the areas in which they are placed.

It is recommended an assessment of littering 'hot spots' and a plan for installing PPR in high traffic and high litter areas is developed. This should include costings for the establishment and collection and maintenance of all PPR bins. This can be used to apply for external funding should funding become available.

## 2.5 Street-sweeping and clean-up of dumping

Street sweeping occurs according to a schedule, with the frequency of sweeping determined by levels of street 'litter' (including leaves and dirt). Most built up areas are serviced according to a schedule designed to keep areas clean and satisfy community expectations. This currently costs in the order of \$172,000 per year, with collected materials disposed as non-putrescible waste. These costs may increase as new housing developments are established. There are limited opportunities to reduce these costs or recover collected materials, which have risk of physical and chemical contamination. Materials could potentially be stockpiled and 'composted', before fine screening to produce a clean 'top soil' suited to lower grade uses in council operations, such as ~~as a~~ rehabilitation of former landfill sites. This material is likely to contain some plastic and glass contaminants.



### 3 PROJECTED FUTURE WASTE AND RECYCLABLES GENERATION AND COSTS

Available waste generation, resource recovery and demographic information have been used to model future waste generation and likely costs. These estimates and factors affecting outcomes are now discussed.

The key factors that will determine future waste generation and resource recovery quantities and costs are:

- Population growth and new housing development. ABS, Victorian state government and Moorabool Shire demographic information have been used to estimate projected increases in population and housing within the Shire.
- Total waste (landfilled and recycled) per capita and per household. Historic waste data has been used to project future waste generation. This has largely considered 'business as usual' per capita and per household waste generation, but factors that may affect this are discussed.
- The proportion of the total waste stream that is recycled. Once again, historic data has been used, with discussion of how different initiatives could impact on recovery rates.
- The extent to which materials are managed through council-provided services. Once again, historic data has been used.

#### 3.1 Projected increases in waste and resource recovery

Modelling of waste generation per household and capita has been conducted. Figure 8 shows the projected increase in landfilled garbage and recyclables collected through the Shire's kerbside services and transfer station under a 'business as usual' scenario. This reflects population growth and assumes waste generation per capita and per household remain the same as recent years. This shows total waste (landfilled and recycled) managed through council services and facilities rising from the current (2014) figure of around 14,000 tonnes per year (approximately 8,000 tpa landfilled and 6,000 tonnes recycled) to in the order of 17,500 tpa (9,900 tpa landfilled; 7,600 tpa recycled) by 2024 and 21,000 tpa (12,000 tpa landfilled; 9,000 tpa recycled) by 2034.

**Figure 8: Projected increases in landfilled and recycled waste under 'business-as-usual' per capita and per household waste generation rates**

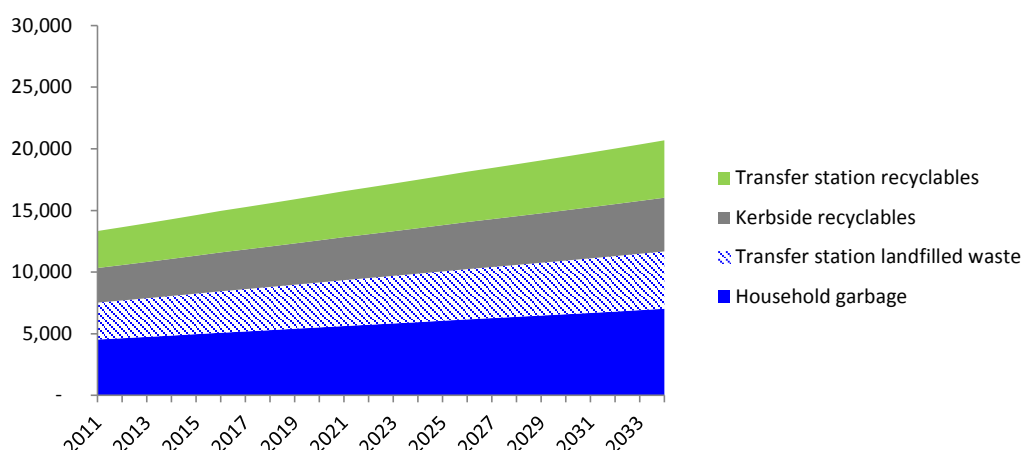
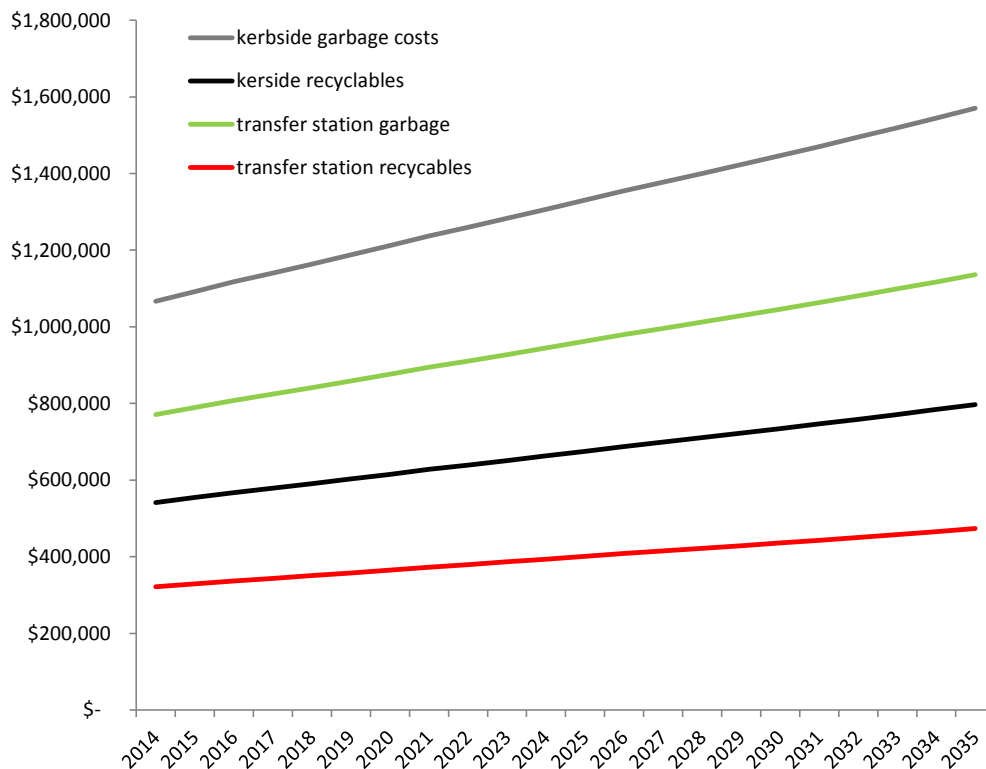


Figure 9 shows anticipated increases in waste and recyclables managed through the [shireShire](#)'s transfer station. Unless there is a change in the location of new housing developments, most of this increase is expected to occur at the Bacchus Marsh and Ballan facilities in line with population, and with [Mt Egerton](#) remaining fairly constant.

The cost implications of these waste generation scenarios have been modelled. This considers expected increases in landfill costs due to the landfill levy, but assumes all other costs will remain the same in real terms (i.e. only increase with CPI). The expected longer term landfill disposal costs are the order of \$220 per tonne for collection, transfer and disposal. A summary of projected increases in waste management costs assuming similar waste generation per capita and management pathways is shown in Figure 9. This shows potentially very significant increases in costs, mainly associated with population and housing growth. These are based on current costs and per capita and per household waste generation rates.

**Figure 9: Projected increases in waste management costs with increasing population**



This suggests costs will increase in real terms for:

- Kerbside garbage from less than \$1.1 million per year in 2014 to \$1.33 million in 2025 and \$1.57 million in 2035. This reflects current collection contract and landfill costs and is expected to remain about the same or even slightly increase due to greater than CPI increases in transport costs.

- Kerbside recycling from \$0.54 million in 2014 to \$0.68 million by 2025 and \$0.80 million by 2035. This reflects current collection and materials recovery ~~centre-facility~~ (MRF) contract costs, and does not include avoided landfill benefits. MRF costs are likely to be reduced as demand for recyclable commodities increases as expected.
- Landfilled waste managed through transfer stations from \$0.77 million in 2014 to \$0.96 million in 2025 and \$1.1 million in 2035.
- Recyclables through transfer stations with a cost of \$0.32 million in 2014 (this does not include income from the sales of materials or avoided landfill costs, and reflects contractor operation costs for resource recovery), rising to \$0.40 million on 2025 and \$0.47 million by 2035. This is expected to fall over time due to increased demand for commodities.

These scenarios assume 'business as usual' per capita and per household waste generation and recycling rates. A key observation is that the cost per tonne for current recycling is lower than the cost per tonne to landfill materials. This means that increased recycling of materials through existing recovery systems offers 'low hanging fruit' in terms of resource recovery and diversion from landfill.

In the scenarios discussed above it has been assumed waste generation per capita and per household, as well as management pathways, will remain the same as recent historic levels (i.e. a 'business as usual' scenario). State-wide data suggests that waste generation per capita and per \$ Gross State Product has remained fairly constant over the past decade. Figure 10 shows Sustainability Victoria estimates of waste and recyclables generation per capita and per unit GSP. The increase in total waste is largely attributed to the introduction by most Victorian councils of third bin kerbside organics collection services which have brought additional garden organics into the total 'waste' stream. The breaking of the 'Millennial Drought' and two unseasonably wet summers are likely responsible for the increase in waste observed in 2009-10 and 2010-11.

**Figure 10: Sustainability Victoria estimates of total and recovered waste per capita and per \$Million Gross State Product (GSP) for period 2002-03 to 2010-11.**



Source: *Towards Zero Waste Strategy 2010-11 progress report*

The following factors could impact on the quantities of waste and recyclables managed through council services and facilities:

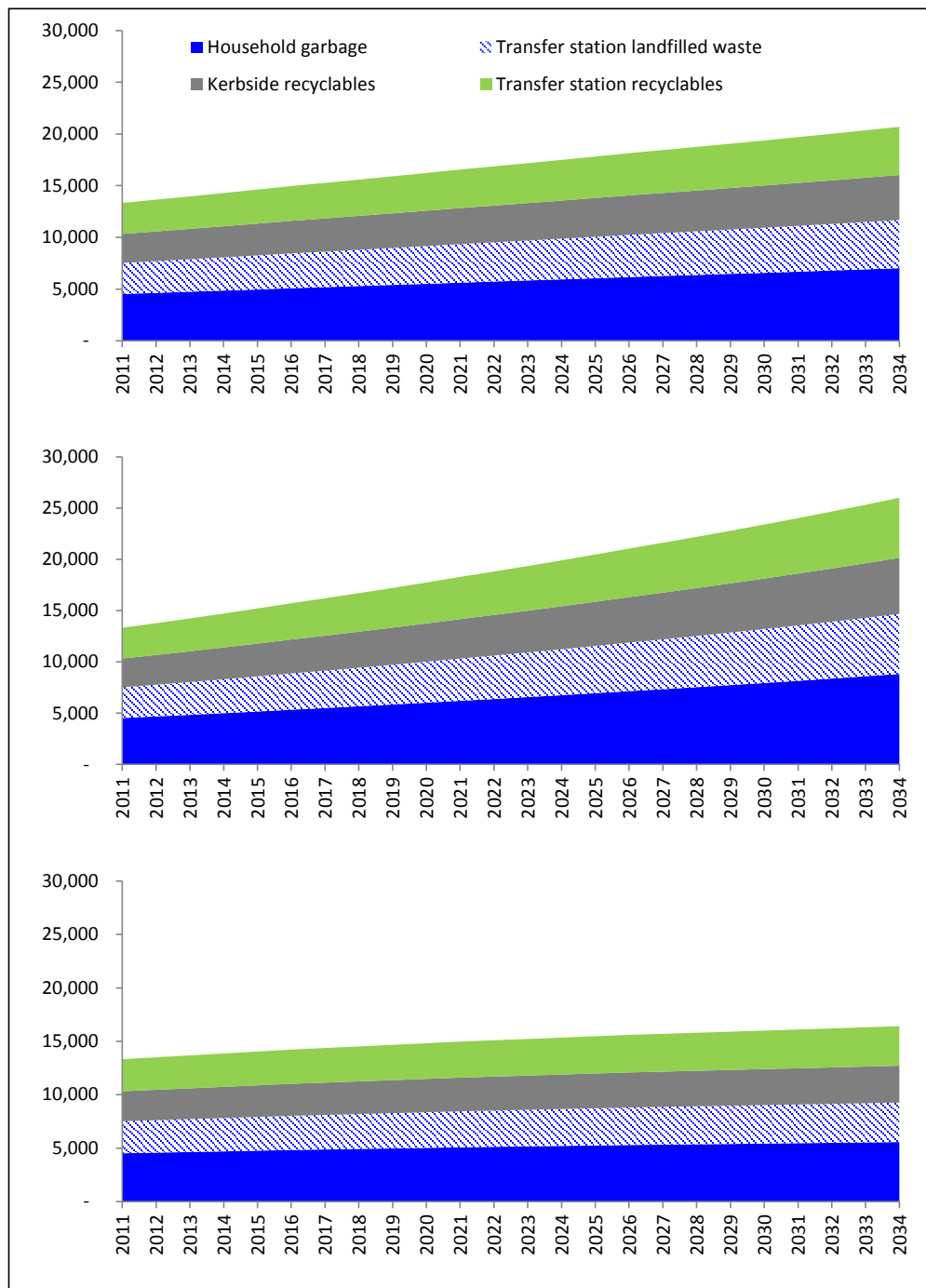
- Building activity and new housing estates. Anecdotally, relatively little building waste is disposed through council service or facilities. Most building sites have skips or other waste disposal systems. However, there is potential for some 'tradies' doing the finishing jobs on constructed houses such as landscapers, plasterers and painters, fencers, and joinery carpenters to have small vehicle loads of waste once the main skips have been removed from sites. 'Handiperson' wastes are also likely to increase as new house owners further develop their properties.
- Maturity of housing estates. Gardens are likely to generate more organic wastes after they have been established for 5-10 years. The quantities of garden organics are therefore likely to increase proportionally and potentially significantly over time.
- Provision of an organics service. Depending on the nature of the service provided, a kerbside organics service could reduce kerbside garbage by in the order of at least 8-25% by weight. This would result in savings in disposal costs in real terms of \$ 7,200 to \$23,300 in 2014, rising to \$9,000 to \$29,000 by 2025, and \$10,600 to \$34,300 by 2035. However the costs of providing an organics service (providing a collection service and processing additional organics diverted because of the convenience of the service) need to be considered. This is discussed in detail in section 4.
- Increased consumption or changes in behaviours or waste management services results in more waste through council facilities.
- Waste reduction messages or other changes in the ways in which the general population consumes reduces the quantities of garbage and recyclable generated.

Figure 12 compares the effect of a 1% per capita per year annual increase in waste generation, a 1% decrease, and business-as-usual waste generation. Business as usual waste generation and recycling and expected population and housing growth will see growth in waste by 25% by 2025 and 47% by 2035. A 1% per capita per annum would result in an increase in total waste by 39% over 10 years and 81% over 20 years. Conversely, a 1% per capita per year decrease in waste will decrease waste generation by 12% over 10 years and 19% over 20 years.

Initial savings from a 1% per capita per year waste reduction across all services would be in the order of \$110,000 per year, but this would increase over time with population growth and the cumulative benefit Net Present Value costings of avoided costs over the next 10 years suggests a 1% per capita per annum reduction in waste generation is worth more than \$1.8 million in 'today's dollars' or on average \$180,000 per year. This cost saving will be higher if the waste reduction is achieved more rapidly and maintained. Councils adopting aggressive waste reduction community engagement programs through 'Halve your waste' and 'Love food. Hate Waste' programs claim to have reduced total waste by 10-20% and household garbage by up to 50%.

It is recommended Council considers investing in waste reduction programs that promote 'conserver' behaviour and increased recycling. This could be coupled with providing greater opportunities for resource recovery.

Figure 11: Comparison of 'business as usual' waste generation per capita and waste management methods (top graph); a 1% per annum per capita increase (model graph), and 1% per annum per capita decrease (bottom graph).



## 4 OPTIONS FOR FUTURE MANAGEMENT

### 4.1 Collection Areas

As the population of the Shire grows and new housing and other subdivisions are developed, demand for kerbside services will also grow. At present, new households within compulsory designated collection areas receive bins and the service is charged via rates whether they use the service or not. In designated voluntary collection areas households receive a fortnightly 240L MGB for garbage and a fortnightly 240L recycling service.

It is proposed to amend the criteria for compulsory and non-compulsory areas to match the zoning of the land rather than rely on percentage [of households using or demanding services](#). Residential, Low Density Residential, Township and Rural Living Zones would be automatically compulsory. This ensures the higher density areas are serviced by waste collection when certificate of occupancy for the land has been issued. Any areas in the Farm Zone that are currently compulsory will remain the same.

Further, it is proposed that RZ and LDRZ properties receive a 120L ~~bin~~ bin collected weekly and all other zones a 240L ~~bin~~ bin collected fortnightly. Recycling will remain 240L ~~bin~~ collected fortnightly regardless of the zoning.

The impact of this is that the LDRZ land at Greendale, surrounding Ballan, Gordon and Mt Egerton as well as Pykes Creek estate and Myrniong would become compulsory. These areas are already non-compulsory and have a high take up rate anyway so the impact is not significant. In addition, Hopetoun Park would change to a weekly collection which will incur some additional cost. The contractors have been consulted and can accommodate the change within existing contracts.

The current service model provides most residentially zoned (Town Residential) land access to kerbside services, and the waste policy extends the services to new residentially zoned premises. Most houses in rural/landscape residential zoned areas have access to the services if they choose to. This policy is considered adequate to the needs of the majority of the community in Town residential zoned areas and the demands of a growing municipality.

Collection services in non-compulsory areas can be inefficient where only a single or few premises in an area take up the service, but this is not common. Estimated average costs per premises are:

- Urban areas = \$2.05 per week (lift costs and landfill disposal costs) for a weekly 120L service
- Landscape zoned areas in central and eastern = \$4.10 per fortnight for a fortnightly 240L garbage services
- Landscape zoned areas in northern and western areas = \$4.60 per fortnight for a 240L garbage service

These levels of service costs per list are likely to apply to any additional premises added to collection areas whether a compulsory or non-compulsory service is provided.

Most Farming zone premises on roads that can be accessed by collection vehicles have access to the kerbside services, although not all use it. Some residents in these areas make their own arrangements for waste management, typically either taking their waste to transfer stations or using private waste companies.

Properties that are not accessible by collection vehicles have the option of placing bins on serviced roads.

This means most premises in the Shire have access to council services.

## 4.2 Commercial Waste Services

The Council offers both kerbside collection and transfer station drop off services to commercial and industrial (C&I) and construction and demolition (C&D) businesses. The extent to which businesses use council kerbside and transfer stations to manage their wastestreams will largely depend on the sizes and locations of the businesses. Major businesses and large sources of waste (for example supermarkets, hospitals, etc.) will almost universally use private waste contractors who haul waste directly to landfills or recycling facilities. Conversely, farms in areas not receiving collection services will often use private haulage companies, but may make use of transfer stations for self-haul loads of waste.

### 4.2.1 Kerbside services

MSC currently offers the regular kerbside garbage collection services to some commercial businesses in collection areas where the service is provided on a user-pays basis. They are entitled to as many MGB collection services ~~as~~ they pay for each week. The quantities collected from businesses are not differentiated from the general collected garbage stream, and are charged at the same rate per pick up as domestic properties in the same areas. The fee is current \$224 per year per 240L MGB. No similar commercial recycling service is currently offered.

There is potential to expand the kerbside recycling service to commercial premises for commingled containers, paper and cardboard. Other councils providing similar services have found this to be effective; although it will not replace the need for many businesses to manage most of their cardboard separately. ~~as~~ This is the case for many businesses at present, because the volumes of cardboard produced do not fit in the garbage MGB. Some ~~c~~ Councils have had problems with traders over-filling and over-compacting cardboard into recycling bins resulting in litter and difficulties in emptying bins, as well as demands for some traders for additional MGBs (which could be provided at full cost of collection and management). There have also been issues associated with traders using recycling bins as a second garbage bin, contaminating the recycling stream.

Advantages of providing the regular kerbside service to businesses include:

- Increased recovery of containers, paper and some cardboard from smaller workplaces. Larger business typically make their own arrangements and MGBs are not suited to recycling of large volumes of cardboard.
- Providing opportunities for businesses to promote recycling to their employees and customers. This reinforces recycling behaviour as 'the norm' and is compatible with state/regional and industry programs promoting resource efficiency in workplaces. Recycling systems put in place within businesses may result in other waste minimisation and resource efficiency behaviours that could be promoted by ~~council~~ Council.
- It would be compatible with provision of public place recycling systems in the main shopping area (in some councils, public place recycling bins are overused by some traders to dispose of recyclables, and providing a recycling MGB to businesses will reduce that risk)

Potential disadvantages include:

- increased costs
- increased set out of bins in commercial areas and footpath 'clutter'
- some businesses may not have room for more than one MGB, so will not be willing to take up the service
- potentially increased contamination of the recycling stream.

It is recommended ~~council~~Council considers offering the recycling MGB to businesses within collection areas, concentrating on main shopping strips and coupling this with an engagement program designed to promote business waste reduction. Funding could be sought for such a program through the *Smarter Resources, Smarter Business Program*. In the past there has been funding support available to councils to provide MGBs to C&I premises, but no such support is currently available.

The recycling contractor suggested ~~council~~Council could consider providing more regular collection and larger front lift cardboard recycling services, but most businesses have established systems for managing cardboard (such as hauling it to the transfer stations) and such a council service would be an entirely new service and compete with private recycling contractors. It is not recommended ~~council~~Council pursue this unless there is demand from businesses for such a service and there are no viable commercial recycling services/options.

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#### 4.2.2 Transfer Station Services for C&I and C&D Waste

Transfer stations are open to C&I/C&D sources of waste and many small and medium-sized enterprises (SME) frequently use the facilities for recycling and waste disposal. Loads of up to 5 cubic metres can be delivered to the sites. This excludes most commercial collectors of waste and recyclables. According to transfer station operators, the main sources of C&I waste managed at council facilities are:

- small and medium sized retailers (including restaurants/hospitality businesses) hauling cardboard for recycling.
- garden maintenance firms delivering either clean garden organics for recycling or mixed 'clean up' loads to general waste
- 'tradies' delivering loads of mixed building and other waste
- farmers using DrumMuster/ChemCollect services and to drop household waste
- SME businesses doing clean-ups or re-fits.

The transfer operators report that retailers delivering cardboard are among the best recyclers using the sites and contribute most of the recycled cardboard collected. Similarly, garden maintenance companies are a major source of clean garden organics for recycling.

The main opportunities to increase C&I and C&D waste recovery are:

- Working to get more cardboard, paper and other commingled container recyclables out of the general waste stream. This requires education and potentially pricing incentives penalising those with a high proportion of recyclables in mixed loads dropped into the landfill bins.
- Untreated timber recovery from both C&I (mainly single use and un-owned shipping pallets) and C&D waste. Such materials can either be stockpiled for shredding or loaded into hook-bins for delivery to timber recyclers. Reusable pallets could be stacked and stored for collection by pallet recycling businesses. This would need to be conducted regularly as 'waste' cannot be stockpiled and held at TS sites for extended periods.



- Masonry and rubble, which can be stockpiled for crushing into aggregate. There is limited room at TS sites to do ~~this~~ without significant re-development of available land within the sites.
- Soils and clean fill, which can be stockpiled for reuse or blending with composts.
- Plasterboard, which can be stockpiled for recycling or crushing for reuse as a gypsum soil conditioner.

Bacchus Marsh transfer station has a salvage 'tip-shop' operation for reselling recovered materials or items. Such operations tend to be labour-intensive for the quantities and value of materials they might divert above the current recovery of metals, cardboard, commingled recyclables and garden organics. The establishment of such facilities at other sites is considered ~~red~~ a lower priority compared to the potential to increase resource recovery through better use of existing systems and expansion of recovery options to include materials such as timber, plasterboard, rubble, soils and clean fill.

#### 4.3 Community Buildings, Schools and Reserves

Council provides schools, emergency services & community groups with a recycling program and a maximum of ~~four~~4 recycling bins will be collected fortnightly from any individual school or community group. Council provides the recycling bins to schools, emergency services & community groups and if they choose to withdraw from the service, the bins are returned to Council. Schools, emergency services & community groups must agree to commit for a minimum period of twelve months.

These services are provided as part of the domestic garbage and recycling collection services and charged at a cost of \$160/annum per MGB.

Council provides a free waste service to Committees of Management for Recreation Reserves and Halls within the municipality. This is limited to two 240L ~~litre~~ bin per week and is funded by the waste management charge in rates. This excludes larger sites Maddingley Park, Darley Park and Masons Lane Recreational Reserve which are serviced under separate arrangements. These sites have more numerous litter bins at different locations that require servicing by council contractors.

Currently a recycling service is not provided to recreation reserves, partly because sporting clubs traditionally collect cans for income. Such reserves could potentially be addressed as part of public place litter and recycling schemes in consultation with sporting clubs using the facilities.

#### 4.4 Organics Recovery

Transfer stations currently divert an estimated 1,000 tonnes of garden organics per year. There is some potential to increase this by more actively promoting separation of loads for easier unloading for recycling.

The main opportunity for diverting organics from landfill is the introduction of a kerbside organics service. It is estimated in the order of 45% of kerbside garbage is garden and food organics, representing in the order of 1,800-1,900 tonnes of landfilled waste each year. As the population grows and new gardens mature, there will be more organics available.

Modelling has been conducted of likely diversion of garden and food organics under different scenarios and the implications of this for net costs and waste to landfill and organics to recovery. The key assumptions and results of this modelling are summarised in Tables 15 and 16.

**Table 15: Summary of key assumptions of modelling of kerbside organics management options**

	No organics service	Voluntary garden organics only service	Voluntary garden and food organics	Universal garden organics only	Universal garden and food organics only
<b>Assumptions</b>					
Regular participation rate	0%	40%	40%	80%	80%
Diversion of garden organics	0%	90%	90%	80%	80%
Diversion of food organics	0%	0%	60%	0%	40%
Landfilled Garbage per household without service (kg/hh/year)	430	-	-	-	-
% garden organics in garbage without service	17%	0%	0%	0%	0%
% food organics in garbage without service	28%	0%	0%	0%	0%
'Additional' garden organics collected per participating household (kg/hh/yr)	-	200	200	150	150
'Additional' food organics collected per participating household (kg/hh/yr)	-	-	12	-	12
Costs per organics bin lift (includes bin purchase and collection costs)	-	\$1.20	\$1.20	\$1.20	\$1.20
Transport costs (\$/t/km)	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40
Organics processing costs (\$/t)	\$-	\$55	\$95	\$55	\$95
Landfill costs for MSW (\$/t)	\$107.00	\$107.00	\$107.00	\$107.00	\$107.00
Frequency of organics collection (services per year)	-	26	26	26	26
Frequency of garbage service (services per year)	52	52	52	52	52

Table 16: Organics model outputs

	No organics service	Voluntary garden organics only service	Voluntary garden and food organics	Universal garden organics only	Universal garden and food organics only
<b>Households using organics the service</b>	0	3,840	3,840	7,680	7,680
Average landfilled garbage per participating household (kg/hh/yr)	430	364	292	372	323
Garden organics diverted per participating household (kg/hh/yr)	0	66	66	58	58
Food organics diverted per participating household (kg/hh/yr)	0	-	72	-	48
Garden organics recovered per participating household (kg/hh/yr)	0	266	266	208	208
Food organics recovered per participating household (kg/hh/yr)	0	-	84	-	60
Total organics recovery per participating household (kg/hh/yr)	0	266	350	208	269
Quantity of compost product per participating household (kg/hh/yr)	0	159	175	125	134
Total organics to landfill (t/yr)	4,128	3,875	3,598	3,679	3,309
Total organics diverted (t/yr)	0	253	530	449	819
Total organics recovered (t/yr)	0	1,021	1,344	1,601	2,063
<b>Estimated costs</b>					
Landfill costs for MSW (\$/yr)	\$441,696	\$414,664	\$384,982	\$393,639	\$354,064
Reduced landfill costs for MSW (\$/year)	\$-	\$27,032	\$56,714	\$48,057	\$87,632
Reduced garbage collection costs (\$/year)	\$-	\$-	\$-	\$-	\$-
Organics collection costs \$/year	\$-	\$119,808	\$119,808	\$239,616	\$239,616
Organics processing costs (\$/yr)	\$-	\$56,135	\$127,706	\$88,062	\$196,029
Total organics collection and processing costs		\$175,943	\$247,514	\$327,678	\$435,645
Financial cost of service per participating household		\$46	\$64	\$43	\$57
Total garbage collection and organics collection and processing costs sub-total (\$/yr)	\$441,696	\$563,575	\$632,496	\$721,317	\$789,708
Average cost per all households (\$/hh/yr)	\$46.01	\$58.71	\$65.88	\$75.14	\$82.26
Average net costs per all households (\$/hh/yr)	\$-	\$12.70	\$19.87	\$29.13	\$36.25
Average net costs per participating household (\$/hh/yr)	\$0.00	\$31.74	\$49.69	\$36.41	\$45.31

Average net cost per tonne of organics diverted from landfill (\$/tonne)	n/a	\$482	\$360	\$623	\$425
Average net cost per tonne of organics collected and processed	n/a	\$119	\$142	\$175	\$169
Net organics collection costs per participating households (\$/hh/year) if distance to organics processing site is:					
10km	n/a	\$32.80	\$50.75	\$37.24	\$46.15
20km	n/a	\$33.87	\$51.81	\$38.08	\$46.98
40km	n/a	\$35.99	\$53.94	\$39.74	\$48.65
60km	n/a	\$38.12	\$56.07	\$41.41	\$50.32

The modelling of organics options suggests:

- The introduction of such a service will be at a net cost. This is mainly because of the additional garden organics that providing such a service brings to the kerb – the actual quantity of garden organics present in kerbside garbage is relatively small compared to the quantities that households can fit in an organics bin. The organics service is an additional service and it is not unreasonable for households to pay for the convenience of the additional bin volume to dispose of garden organics for recycling.
- The direct additional financial costs of providing the service will vary depending on whether the service is voluntary (opt-in) or universal. Costs vary from \$43-46 per participating household per year for a fortnightly garden organics service to \$57-64 per participating household per year for a fortnightly garden and food organics service.
- The net costs of providing the service (i.e. the financial costs of collecting and processing organics less the avoided landfill costs) are estimated to be in the order of \$ 32-36 per participating household per year for a fortnightly garden organics service and \$ 45-50 per participating household for a fortnightly garden and food organics service.
- The costs per tonne of organics diverted from landfill are high – in the order of \$ 482-623 per tonne for garden organics services and \$360-425 per tonne for garden and food services.
- A voluntary garden and food organics service has the lowest net cost, and could divert more organics than a universal garden organics service.
- Transport costs, if not covered in the per bin pick up rate (it has not been in this modelling) will add to costs the most distant composting facilities are. Moorabool has a number of relatively close organics processing options including Calleja at Maddingley and Pinegro at Deer Park. Net costs increase by in the order of \$0.80-\$1.20 per household per year for every additional 10km that collection vehicles need to travel.

Consideration will need to be given to the demand and need for services in particular sub-divisions. Some developments and properties have relatively small blocks and limited area for an additional MGB. Provision and promotion of a voluntary organics service would help to target services to those with greatest need for, and willingness to use, the service. Well-promoted voluntary services seem to attract 40-50% participation over time in most municipalities. This could be coupled with promotion of organics waste reduction and on-site management for households who do not feel they have a need for the voluntary service. The costs of servicing different areas may vary considerably, and services should only be considered in areas where organics collection costs are viable – areas with few residents likely to use the service will be less efficient and more costly per household and per tonne.

Council could reduce the cost of an organics service by offering a monthly collection service. However, councils that have attempted this have been pressured by communities to move to fortnightly service

which is increasingly seen as the 'standard' service level in Victoria. A monthly service will reduce collection costs and reduce the amounts of additional garden organics disposed at kerb, but is also likely to divert significantly less organics from garbage. Biobags for food may allow monthly collection of garden and food organics (Goulburn ~~council~~Council in NSW have done this for five year), but fewer people are likely to use the service for food. A fortnightly organics service is recommended as the preferred system.

On the basis of this assessment, it is recommended the Council:

- Further consults collection and organics processing service providers regarding the likely costs of different systems
- Consults the community regarding the level of demand for an organics recovery systems, presenting possible annual prices for the services. This consultation could gauge the willingness of households to pay for the service.
- Trials the collection of garden organics and garden and food organics systems in areas with more established gardens to determine how effective the collection systems will be in diverting organics from garbage and how much additional garden organics a kerbside service is likely to attract. These trials may also involve investigation of how providing kitchen caddies and caddies and compostable liners influences levels of food recovery. Some trials suggest these measures are effective in promoting on-going high diversion rates and allow for less frequent organics recovery.
- Gives greatest consideration to a voluntary garden organics service into which food can be added either immediately once the service is introduced or after a period of time when the garden organics systems is working well. Typically such voluntary services attract in the order of 40% of households over time although this varies depending on how systems are promoted to the community. The capacity of organics processors (currently Maddingley Brown/Calleja for organics recovered at the transfer station) to receive kerbside materials containing food needs to be considered. Alternative processing options may be required, and the cost implications of this will need to be factored into service costings and assessments of community willingness to pay.
- Consider making the organics service universal in the future if the voluntary service has high uptake and there is wide community demand for the service. This will have the greatest impact on organics to landfill, but at a higher cost due to greater volumes of 'additional' garden organics and higher contamination rates.
- Actively engage the community to promote waste reduction strategies for garden and food organics and correct use of the organics recovery system. Systems for monitoring contamination are required, and provision made for drivers to refuse to collect grossly contaminated loads and confiscation of the bins of repeat offenders.

It is also recommended ~~council~~Councils consider demand management and behaviour change initiatives such as:

- Providing information about good practice home composting and on-site organics management.
- Pay-per-lift charging for the organics service. Under such a system, bins are electronically 'readable' by collection vehicles which log when bins are collected. Households are then charged according to how frequently they have set the bin out for collection. This should provide a disincentive to using the bin for garden and other organics that can be managed on-site.
- Labelling garbage bins with 'No garden organics please' or even (if a food organics recovery option is provided) 'No compostable food or garden organics please'. These stickers could either be placed on bins by council contractors or given to households provided with organics bins for the householders to place on their rubbish bin, along with promotional materials about the benefits of keeping organics out of landfill.

#### 4.4.1 Organics diversion at transfer stations

There appears to be potential to recover more garden and timber organics at transfer stations by educating the community about (and potentially requiring) greater separation of loads for recycling.

**Table 17: Strategic objectives and actions for organics recovery**

Strategy objective: Increase recovery of garden, food and other organics		
Actions	Priority	Proposed timing
<b>Strategic action: Investigate, and if viable, introduce a kerbside organics recovery service</b>	High	2014-2017
Further investigate options for the collection and processing of kerbside organics	High	2014/15
Consult the community of the townships of Bacchus Marsh and Ballan regarding their likely level of uptake of a fee for service voluntary fortnightly garden and food organics kerbside recovery service.	High	2014/15
Conduct trials of collection systems to determine likely recovery, diversion and contamination rates.	Moderate (results from other municipalities might be used to design a service)	2015
If a decision is made to proceed with the service:		
Undertake procurement process for provision of bins, collection and processing service		2015/16
Roll out the service		2016
Monitor system's performance		On-going
<b>Strategic action: Develop and deliver programs to promote reduction of garden and food organics waste</b>		
As part of the wider community engagement program, prepare and actively promote information materials that assist the community and businesses to reduce organics to landfill through:	High	2014/15 and on-going
<ul style="list-style-type: none"> <li>▪ Better use of existing garden organics drop off facilities at transfer stations</li> <li>▪ Promotion of low waste and water efficient gardens</li> <li>▪ Promotion of retention of organics on site as mulch and compost</li> <li>▪ Low-waste shopping and food preparation and storage</li> </ul>		
Annual conduct an on-line or other community survey to determine whether people have changed behaviour, and whether this has been as a result of council programs and initiatives	Moderate	On-going

#### 4.5 Recommended Strategic Actions for Kerbside Collection Services

There are opportunities to reduce waste and increase resource recovery through kerbside services, as well as streamline service provision. Strategy objectives for kerbside services are summarised in Table 18.

**Table 18: Strategy objectives for kerbside garbage and recycling services**

<b>Strategy objective: Ensure kerbside garbage and recycling services are provided to areas that can viably be collected and where residents demand/express a demand for a service</b>		
<b>Action</b>	<b>Priority</b>	<b>Proposed timing</b>
Maintain existing service levels and policies for introducing compulsory or non-compulsory garbage and recycling services.	High	Immediate and on-going
Conduct an annual internal review to consider extension of compulsory collection services in new higher density housing areas	Moderate	2014/15 and on-going
Further investigate the establishment of recycling drop-off 'depot' at community facilities (halls, sporting clubs/reserves) in areas where transfer stations are more than 10-20km away, by: <ul style="list-style-type: none"> <li>Surveying residents and businesses in these areas about how they current manage recyclables and whether they would likely make use of such a depot in their area.</li> <li>Liaise with clubs and community groups about the potential to establish and maintain such drop-point at community facilities within the region.</li> <li>Trial the establishment of such a drop-point, potentially seeking external state government or packaging industry funding support</li> </ul>	Moderate	2014/15
Improve data gathering regarding the number of premises participating in kerbside garbage and recycling services and the quantities of materials collected and levels of contamination in recyclables. Liaise with collection contractors about the potential to collect data according to collection areas to allow development of benchmarks and identification of high and low performing areas. Data gathering is expected to improve through requirements in more recent waste services contracts.	Moderate	2014/15

#### 4.6 Transfer Station/Drop-off Facility Provision

The current transfer stations are largely adequate. However, there is scope for upgrade of facilities to promote greater resource recovery and make the operations more financially viable. Options are outlined in Table 19.

**Table 19: Transfer station options**

<b>Strategic objective: Maintain and improve the performance of Transfer stations in the efficient recovery of materials and secure disposal of residual wastes</b>		
<b>Actions</b>	<b>Priority/likely effectiveness</b>	<b>Timing</b>
Promote better use of existing resource recovery systems	High	2014/15
Consider reconfiguration of TS layout to allow easier separation of an expanded range of recyclables such as timber, plasterboard, masonry/rubble, soil and cleanfill	High	2014/15 (planning)
Consider options for expanding recovery of household hazardous items such as paint, solvents, <del>fluore</del> fluoro tubes, batteries and e-waste	High	2014/15 (planning)
Consider options for recovery of items for reuse and value-adding such as dimensional timber, furniture, house fittings, etc.	Low-moderate	2014/2015 (planning)

#### 4.7 Organics Recovery

Organics (predominantly food organics, garden organics, timber and cardboard, with some textiles) contribute in the order of 40-50% of kerbside garbage, and 25-30% of C&I and C&D waste. Options are outlined in Table 20.

**Table 20: Organics recovery options**

<b>Action area: Promote greater organics recovery</b>		
<b>Strategic objective: To increase recovery of organics, and ensure residual organics are managed securely with reduced risk of pollution.</b>		
<b>Strategic actions:</b>	<b>Priority/likely effectiveness</b>	<b>Timing</b>
Promote greater separation of loads entering the TSs to make unloading of recyclables easier.	High	2014/15
Consider options for reconfiguring TS layouts to make it easier to recycle, and expand the range of materials they separate for recycling	Mod <del>erate</del>	2014/15 (planning)
Identify significant sources of organics not currently diverting organics, and work with the sources to promote greater diversion of organics.	Mod <del>erate</del>	2014/15 (planning)
Consider higher differentials in transfer station gate fees for mixed loads with a significant recoverable organics component compared to the costs of recovery.	Mod <del>erate</del>	2014/15



<p>Ensure the net <del>costs</del> <del>are rather</del> than simply gross costs of recovering organics are considered in setting gate fees for separated green organics. The current fees of effectively \$12-20 per trailer for garden organics compared to \$35-45 for general waste is not always sufficient motivation for facility users to separate loads for recycling.</p>	Moderate	2014/15
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#### 4.8 Hard Waste Recovery

Moorabool Shire Council does not currently operate a hard waste service. Such services are offered by many ~~c~~ouncils to provide residents with a convenient way to dispose of waste items that do not fit ~~in~~ on garbage and recycling services such as obsolete furniture and fitting, building materials, appliances and large branches.

Some key advantages and disadvantages of different approaches are shown in Table 21. The options considered are:

1. 'Do nothing'/business as usual – this is maintaining the status quo of no hard waste services. This may not meet the expectations of the community, and does not meet the needs of those with restricted access to transfer station services due to lack of mobility. It may result in higher levels of illegal dumping, although this is uncertain.
2. General precinct collection service. This is the traditional system of designating a collection period within collection precincts and allowing set out of waste during this period. This system could be used with limited periods for set out to reduce litter, scavenging and public health issues. Materials are generally set out during the collection period, and may be on nature strips for more than a week before collection.
3. On-call systems, where households book a pick-up service. These systems vary in their degree of sophistication from a simple call/email to book, through to on-line survey bookings where users describe the items to be collected prior to booking. Materials are typically set out inside front yards or on nature strips the day the collection is due. These systems generally have lower uptake, but can have very uneven demand over the year, with high demand in spring leading up to Christmas making them harder to resource.
4. Hybrid precinct-on-call system. Under these systems, people within a designated precinct are notified for the period of collection in which they can book a service. This concentrates and confines the area and time of each collection and provides incentives for people to clean-up materials for collection
5. Limited access services. Under such as service, the hard waste service might only be offered to those holding valid social service cards such as pensioners and unemployed people who may have difficulty in hauling waste and affording transfer station fees or private collection company services. On-call systems could be used to service areas. The advantage of this approach is that it meets the needs of people who will find it hard to use other services. Costs per serviced household may be higher, but overall costs will likely be considerably lower. A nominal service fee might be considered to partially recover costs and manage demand.
6. Tip vouchers. Under such an approach, all or some eligible (e.g. pensioners, unemployed) ratepayers will receive annual free hard waste vouchers. Advantages of this approach ~~are it is~~ avoids any public safety issues associated with kerbside set out, and that conditions could be placed on use of the vouchers (for example, only loads separated for recycling are free of charge). Disadvantage of such an approach are: users still have to have access to a trailer to take materials to the transfer stations; the vouchers will reduce revenue from those who are currently willing to use and pay at the transfer stations; provision of vouchers may 'create' demand and increase the quantities of waste managed

through council facilities because people using mini-skip services may use council facilities instead; and there could potentially be 'black market' trading of vouchers by those who do not need them to those who currently pay to use transfer station services - higher administration costs will be incurred if user have to provide identification to ensure the voucher they use is the one allocated to them and not one from another resident.

Information provided by Sustainability Victoria suggests that the costs of providing kerbside services vary considerably, and there is not a clear distinction between the costs of the different model. The most cost-effective kerbside collection model is a hybrid precinct on call system used in Latrobe, and this is possibly an example of a system that could work in Moorabool which has similarities in the mix of urban, semi-rural and rural aspects. On average:

- About 20-25% of households offered the services use them per year. This varied across councils from 3% to 45%.
- Collection costs per household serviced averaged \$41 per service (varying from \$25-235), with costs across all households (users and non-users) of \$ 9.40 per households (varying from \$4.70-19.20).
- Collection cost per tonne averaged \$261/tonne, varying between \$171-803 per tonne.

Contractors who provide hard waste services report no strong preference for any of the options for providing the hard waste service, saying each has pros and cons.

The hybrid precinct/on-call model appears to have the benefits of the precinct system in terms of economies of scale and uptake/yield, and overcomes issues associated with litter/mess, scavenging and public health risk. It is suggested a trial of the hybrid system is considered to test its likely effectiveness.

An issue for Moorabool Shire may be to find a collection contractor that is willing to service small townships and more remote rural areas. This has been an issue in the past. However, the Latrobe example suggests there is at least one collection company willing to service such an area. It may be the case that it is only practicable to offer a collection service in prescribed township areas, with alternatives such as providing annual free transfer station vouchers to residents in other areas in the Shire.

If a system is introduced it might get very high levels of use in the first years (as people clean out sheds and yards to take advantage of the new service they have been charged in their rates for), but this is likely to fall over time. Costs may therefore be higher initially than they will be in the long term.

It is recommended the Council:

- Considers kerbside collection and hard waste voucher options, and consults the community about demand and willingness to pay directly or through rates for such services.
- Considers conducting a trial of a precinct-based on-call system in townships. It is recommended that if such a trial is conducted it is made very clear to the public that it is a trial, and does not commit ~~council~~Council to on-going services. The trial could involve measurements of:
  - the quantities of wastes and recyclables managed through the service;
  - the number of households participating; administrative costs; collection costs; and
  - surveys of users and non-users of the service to determine reasons for use/non-use and willingness to pay for the service.
- Hard waste vouchers may also be trialled in different areas to observe differences in the cost-effectiveness of the options.

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- Uses the results of community consultation and potentially trials to decide whether to provide such a service. It is recommended that if a service is provided, it continues to be promoted as a 'one-off' service in order to manage community expectations for an on-going service.
- | ▪ If a collection~~s~~ service is to be provided, investigate opportunities to work with other councils in the area to 'pool' resources and tender for a regional or sub-regional hard waste collection contractor.

**Table 21: Advantages and disadvantages of hard waste collection service options**

Collection system model	Advantages	Disadvantages	Comment
Do nothing/ business as usual	<ul style="list-style-type: none"> <li>Lowest/no cost</li> </ul>	<ul style="list-style-type: none"> <li>Does not meet a possible need or expectations for such a service</li> <li>May result in more dumping of goods as people moving from other areas expect a service and simply set materials out</li> </ul>	<ul style="list-style-type: none"> <li>Council needs to determine the level of community demand for a service before moving away from the business as usual model</li> </ul>
General precinct collection areas	<ul style="list-style-type: none"> <li>Generally high rate of use, reducing per tonne and per service costs</li> <li>More scope for a dual 'recycling' and 'landfill' runs to pick over set out items for recyclables before disposal</li> </ul>	<ul style="list-style-type: none"> <li>Greater potential for litter and 'messiness'/'unsightliness'</li> <li>Some public health risks</li> <li>Can get 'area creep' where streets neighbouring precinct set out materials even though they are not due for the service</li> <li>Can create a 'culture of dumping' /placing materials on nature strips in the expectation they will be collected</li> <li>Can get opportunistic dumpers from outside of collection areas</li> <li>Can get scavenging disputes over ownership of items, and also traffic hazards from scavengers</li> <li>Creates expectations of on-going service (hard to take the service away once it has been introduced)</li> <li>All streets in the collection area need to be inspected, and there is a chance households will set out materials immediately after collection and claimed they have been 'missed'.</li> <li>Not well suited to rural or lower density rural residential living properties</li> </ul>	<ul style="list-style-type: none"> <li>This is the 'traditional' service used in other areas.</li> <li>It can be an efficient way to service many premises, but has inherent inefficiencies.</li> </ul>
On-call booking	<ul style="list-style-type: none"> <li>Generally lower costs overall, but due to lower participation and yields</li> <li>Jobs can be scoped/scaled for efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Can have high per service and per tonne unless efficient collection runs can be developed</li> <li>More administratively complex</li> </ul>	<ul style="list-style-type: none"> <li>Levels of participation in such services vary widely from council to council, and depend</li> </ul>

Collection system model	Advantages	Disadvantages	Comment
	<ul style="list-style-type: none"> <li>▪ Recyclable items can be identified</li> <li>▪ Households could be directed to 'Freebay' and other re-sale and charity options for reusable items so they do not have to use the council service</li> <li>▪ Compatible with user pays service model</li> <li>▪ Avoids public health and scavenging issues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide less certainty regarding annual cost – if there are many users costs could blow out</li> <li>▪ Demand can be seasonal and uneven, making it hard to resource and meet community expectations of a reasonably prompt service</li> </ul>	<ul style="list-style-type: none"> <li>▪ on how well the availability of services is promoted.</li> <li>▪ Some councils have on-line booking services that allow users to detail the nature of materials (volume, type of items, etc.) that allow a tailored service and targeted recycling/salvage.</li> </ul>
Hybrid precinct-booking service	<ul style="list-style-type: none"> <li>▪ Avoids/reduces risks associated with seasonal demand, mess, scavenging and public health issues</li> <li>▪ Concentrates period during which particular areas can use the service</li> <li>▪ Limits the period of set out to no more than a few days</li> <li>▪ Allows users to detail items they have for collection so collection can be tailored to their needs</li> <li>▪ Economies of scale are better, with lower costs per service and tonne</li> </ul>	<ul style="list-style-type: none"> <li>▪ Can be administratively difficult to identify when those booking systems are eligible for collection</li> <li>▪ May still get 'edge' effect with people seeing set out materials and setting out materials without a booking.</li> </ul>	<ul style="list-style-type: none"> <li>▪ This option allows for targeted service provision.</li> <li>▪ On-line booking could be used.</li> </ul>

**Table 22: Options for hard waste services**

<b>Strategic objective: To determine whether there is sufficient community demand for a hard waste service, and if so develop a program for delivering this service</b>		
<b>Strategic actions</b>	<b>Priority</b>	<b>Timing</b>
Gauge the level of support for a hard waste service in township areas, citing possible rates increases of \$20 per year for a general service or a fee-for-service of \$ 30 for an on-call service.	Moderate	2014/15
If there is support to proceed, conduct trials of collection systems.	Moderate (the experience of other councils may be sufficient, so trials may not be needed)	2014/15
If the trials or other data gathering support the introduction of the system, develop RFQ documentation and call for RFQs to provide the service. The RFQ documents should include requirements for recycling and reporting.	Moderate	2015/16
Appoint contractors and implement the system	Moderate	2015/16
Monitor performance of system	Moderate	On-going

**Conclusions:**

- A universal kerbside hard waste service is likely to be expensive and has associated OH&S, public safety and litter concerns
- A limited service made available to those with demonstrated limited access to transfer stations (such as the elderly or low income families) could be made available as an 'on-call' service
- The option of providing free or discounted hard waste vouchers to all residents could be considered. However, this will likely result in revenue loss and may result in households and businesses already using transfer station or using other disposal options to use transfer stations for 'free'.

## 4.9 Litter Management and Public Place Recycling

Litter clean up currently costs ~~council~~Council in the order of \$25,000 per year. Street sweeping and the cleaning up of illegally dumped waste costs in the order of \$210,000 per year. Also, the collection of public place waste from street bins and reserves costs over \$70,000 per year.

Public place recycling can be introduced to provide the community with opportunities to recycle away from home and both re-enforces and promotes awareness of recycling as 'the norm'. It is also shows ~~council~~Council leading by example.

External funding, information resources and designs for public place recycling (PPR) bins and systems are available through state government and industry funded programs and these organisations should be consulted in the design and implementation of PPR systems (see: <http://www.sustainability.vic.gov.au/services-and-advice/community/public-place-recycling/> and <http://www.afgc.org.au/packaging-stewardship-forum.html>)

The composition of commonly litter items are shown in Figure 12. This shows that by count, cigarette butts are the most common type of litter, followed by beverage containers, paper products, organics/food, film plastic, and wrappers. Many of these items are not readily recyclable, so the provision of public place recycling bins will not significantly reduce litter measure by count of items. Strategic placement of bins as well as education and prosecution/finding of litterers can be effective in reducing litter and promoting public place recycling.

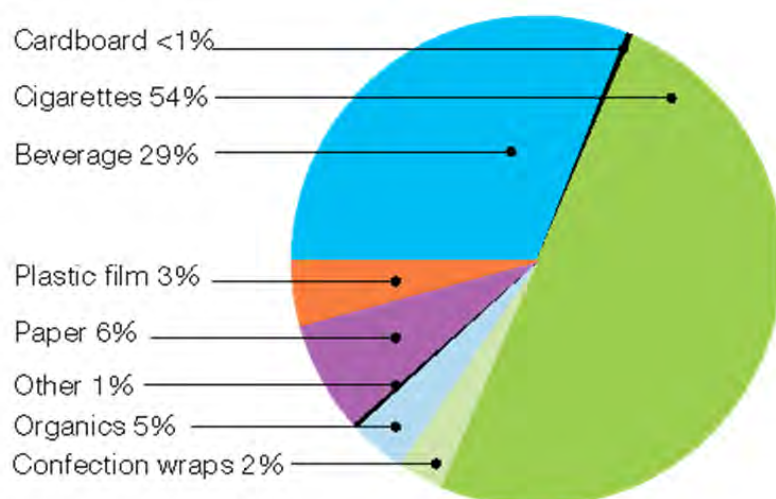
Tool kits are available for planning litter management strategies (see: <http://www.sustainability.vic.gov.au/services-and-advice/community/public-place-recycling>)

Strategy options for litter, dumping and public place waste and recycling are shown in Table 23.

**Table 23: Strategic options for litter, dumping and public place recycling**

Promote reduction in litter, dumping and public place recycling		
Strategic action area: Reduce litter and dumping through education, enforcement and where, cost-effective to do so, strategic placement of public place waste and recycling bins		
Actions:	Priority/ likely effectiveness	Timing
Work with the Regional Waste Management Group's Regional Education Officer and participate in regional programs promoting litter reduction and reporting	Moderate	2014/15
Develop educational materials and programs promoting litter reduction	Moderate	2014/15
Promote the EPA litter reporting hotline for the community to report litterers	Moderate	2014/15
Work to identify litter hotspots in retail and other areas in townships	High	2014/15
Review current placement of public place garbage bins, and develop options for placement of additional or better placed litter and PPR bins.	High	2014/15
Develop or adapt existing SV guidelines for litter measurement and reporting to set benchmarks for levels of litter across the Shires. Develop an on-going program for monitoring litter levels and littering behaviours.	Moderate	2014/15
Seek external funding support for the installation of public place bins, education and initiative reporting. (If council/Councils decides to install additional bins).	High	2014/15 - 2015/16
Implement PPR and waste infrastructure and education programs	Moderate (subject to funding)	2014/15- 2015/16
Monitor performance of the system	High	On-going

Figure 12: Victorian litter 'composition' by items counted during litter audits (counted items)



Source: *Victorian Litter Strategy 2012-24*

#### 4.9.1 Litter and Dumping Strategy

It is recommended ~~council~~Council develop a litter management strategy considering the following elements.

1. Identification of litter and dumping hotspots. These will typically include:

- Retail areas and particularly those with take away food stores. General food and beverage packaging as well as cigarette butts are common.
- Public buildings and venues. Cigarette butts are common outside of such venues.
- Sporting venues and public reserves/parks.
- Charity bins and stores.
- Building sites.
- Creeks and waterways fed by stormwater drains from built up areas.
- Rented apartments and student housing.
- Near current and historic waste disposal sites.
- High traffic roadsides, and particularly those within a few kilometres of service stations, roadhouses or drive through takeaway food venues.
- Remote roadsides and reserves.
- ~~Railway S~~tations, ~~tracks~~ and other public transport hubs.
- Schools.

2. A coordinated approach using a combination of:

- Infrastructure including bins, as well as stormwater traps and engineered wetlands for capture of litter.
- Education, stakeholder engagement and partnerships. This might include general education using state government and regional waste management group materials and programs. It may also



include liaising with stakeholders such as users of sporting venues and reserves, builders, charities, real estate agents and shop-owners about programs to reduce litter incidents emanating from their sites and activities. Service clubs, landcare groups and other community groups may be engaged in 'partnerships' to assist clean up and promote litter reduction.

- Enforcement. This includes identifying and monitoring litter and dumping hotspots and the prosecution of offenders. Council could promote use of EPA's litter watch hotline (a reporting system where witness of litter incidents can report these for EPA to fine offenders) by ~~council~~Council staff and the general public. The Victorian government has recently announced a 'Litter Strikeforce' and offers ~~council~~Council officer training in litter enforcement.
- Advocacy. Council has a role in promoting the interests of the ~~shire~~Shire regarding litter management, and may include seeking external resources for infrastructure, education and enforcement, as well as forming and expressing a position on issues such as container deposit legislation or other measures to require producer responsibility for products that commonly become litter.

The Victorian government has resources available for the development of litter management plans, and also periodically for public place recycling infrastructure.

#### 4.10 Community engagement and education

The effectiveness of most resource recovery activities is heavily dependent on people using systems correctly. It only takes a few households in one hundred to contaminate recycling or organics streams by misusing recycling or organics bins as rubbish bins. A proposed approach to a community engagement programs and key objectives of ~~a~~ such programs are outlined in Table 24. It should be noted that there are regional and state-wide educational and information programs and resources available that can be used to reduce the cost burden to councils. It is also suggested future waste management and resource recovery contracts should include requirements for the provision of effective community engagement, with clearly stated responsibilities and performance indicators.

**Table 24: Strategic options for community engagement**

<b>Strategic objective: An engaged community that knows how to use minimise waste and use waste and recycling systems correctly</b>		
Strategic actions	Priority/likely effectiveness	Timing
<p>Conduct education programs aimed at improving the performance of existing kerbside garbage and recycling systems. In particular, key messages and approaches could include:</p> <ul style="list-style-type: none"> <li>• The opportunity to divert more cardboard, paper, glass, plastics from garbage to recycling.</li> <li>• The availability of other recycling and industry take back schemes</li> <li>• Information about what recyclables are turned into and the importance of keeping recycling bins contamination-free.</li> <li>• 'Bans' /stickers on garbage bins saying "No recyclables in garbage bin, please".</li> <li>• Distribution of "No junk mail" stickers to residents in council waste minimisation educational materials.</li> </ul>	Moderate to High	2014/15 and on-going as part of shore and regional education activities
<p>Promote waste reduction behaviours, in particular:</p> <ul style="list-style-type: none"> <li>• Low waste and water-efficient gardens</li> </ul>	Moderate. Such	On-going as part of

<ul style="list-style-type: none"> <li>On-site management of garden and food organics through mulching, composting and worm farms</li> </ul>	programs can be effective, but other initiatives are likely to result in more diversion from landfill.	general education
Promote exchange of re-useable items and ideas for reducing waste through the creation of social media information sites allowing people to join and communicate about waste reduction ideas and exchange unwanted items.	Low-moderate. The effectiveness of such an approach is uncertain.	Consider in 2014/15
Promote litter prevention	High	2014/15 and on-going

#### 4.11 Monitoring and Continual Improvement

The following measures are recommended for monitoring and continual improvement.

##### 4.11.1 Systems and financial performance

Council has benchmark data for waste and recyclables generation and the costs per tonne and costs per household for kerbside waste and recycling services based on collection and disposal or MRF costs. These are established for the life of the contracts, and marked changes are only likely to occur with the negotiation of new contracts. Total waste and recycling costs are expected to increase with growth in population and housing.

The following performance indicators and methods for recording these are suggested (Table 25). The data ~~council~~Council already receives is shaded in green; figures that would need relatively simple spreadsheets to calculate using existing data are shaded yellow; and items where new data would need to be collected are highlighted in red.

Table 26 provides suggested parameters for estimating key environmental benefits of waste minimisation and resource recovery initiatives, as well as assessing the relative benefits of waste management options.

**Table 25: Suggested metrics to be collected to monitor performance of strategy implementation**

Indicator	Method of data gathering	Suggested targets	Priority/ frequency of data collection and collation
<b>Kerbside services</b>			
Total landfilled kerbside household waste	Collection contractor's landfill receipts	Comparison with baselines calculated to reflect population and household number increases, with a target of no increase above that expected from population and housing growth	Annual reporting
Total kerbside recyclables	MRF receipts		Annual reporting
Total kerbside organics (if a service is introduced)	Processing site receipts		Annual reporting
Total hard waste (if service is introduced)	Collection contractor records		Annual reporting
Total waste generation managed by kerbside services	Sum of above items		Annual reporting
Kerbside garbage per serviced households	Total kerbside garbage divided by the number of serviced households	A decline from increased recycling and waste reduction. <b>If</b> no organics service is offered, a target of at least a 10% by weight decrease over 5-10 years based on increased recycling waste reduction is suggested. <b>If</b> an organics service is introduced, a decrease of 15-20% by weight for a voluntary garden organics service and up to 40% by weight decrease for a universal garden and food organics service achieved via a combination of waste reduction, increased recycling and use of	Annual reporting

Indicator	Method of data gathering	Suggested targets	Priority/ frequency of data collection and collation
		the kerbside organics service is suggested.	
Kerbside recyclables per serviced households	Total kerbside recyclables divided by the number of serviced households	An increase corresponding to diversion of recyclables from household waste.	
Kerbside organics (if introduced) per total households in service area	Total organics divided by total number of households in the serviced area	To be determined if the service is introduced	Annual
Kerbside organics (if introduced) per households using the service	Total organics divided by the number of households taking up and using the organics service	To be determined if the service is introduced	Annual
% of households in service using the organics service	Number of households taking up and using the organics service divided by the total number of households in the service area	If an organics service is introduced: 40-50% for voluntary service 80-90% for 'universal' service	Annual
Kerbside hard waste (if introduced) per eligible households in serviced areas	Total hard waste divided by number of households in service area (by precinct)	This will vary. Baselines and would need to be set based on first <del>two</del> 2 years' data.	
Kerbside hard waste (if introduced) per households using the service	Total hard waste divided by the number of services provided		
% of eligible households using the hard waste service	Number of households using service divided by the total number of eligible businesses		
Costs for garbage collection and transport – total	Contractor payment	No net increase in real terms above increases caused by per tonne cost charges	
Costs for garbage collection and transport – per serviced household	Contractor payment divided by serviced households		
Costs for garbage collection and transport – per tonne	Contractor payment divided by recorded tonnes		
Costs for landfill services - total	Landfill gate receipts for MSW disposal	No net increase in real terms above increases caused by per tonne cost charges.	High – already

Indicator	Method of data gathering	Suggested targets	Priority/ frequency of data collection and collation
		A decrease in total costs due to reduced landfilled waste.	collected
Costs for landfill services – per serviced household	Landfill costs divided by serviced households		
Costs for landfill services – per tonne	Landfill costs divided by tonnes		
Costs for recyclables collection and transport	Recycling costs		
Costs for MRF services	MRF service contractor payments	Costs per tonne and per household fall in real terms over time, subject to fluctuations in demand for recovered commodities	High- Already collected
Cost of MRF services per serviced household	MRF costs divided by number of serviced households		
Cost of MRF services per tonne of material recycled	MRF costs divided by tonnes of materials recycled		
<b>Transfer stations</b>			
Tonnes of landfilled waste from transfer station	Contractors records and landfill receipts	Continual improvement in rates of total and per household and per capita resource recovery	High – already collected
Tonnes of resource recovered from transfer stations	Contractors records and recyclers receipts		High – already collected
Costs for transfer station services – garbage disposal	Allocation of TS costs according to the proportion (%) of total waste (currently about 50%) sent to landfill		Moderate
Costs for transfer station services – resource recovery	Allocation of TS costs according to the proportion (%) of total waste (currently about 50%) sent to recycling/recovery		Moderate

Indicator	Method of data gathering	Suggested targets	Priority/ frequency of data collection and collation
<b>Public place litter bins and recycling</b>			
Total quantities of litter collected from bins	Difficult to measure. Develop estimate based on bin numbers and frequency of collection.	Development of systems for monitoring performance. In the event of PPR systems being introduced, monitor the relative proportions of landfilled and recovered bins collected	Moderate – annual
Total quantities of recyclables collected from any PPR systems put in place	If PPR systems are introduced, MRF receipts for materials collected.		Moderate - annual
Costs of litter and PPR collection	Costing of collection crews' time and vehicle costs spend providing these services.	Net costs to fall in real terms over time allowing for costs of introducing PPR	Moderate – annual
<b>Street sweeping</b>			
Tonnes collected	Records from collection vehicles	No increase in kg/households in <del>shire</del> Shire/year	Moderate – annual
Costs of service provision	Estimation based on hours for staff and vehicle or contract costs	No increase in \$/households in the <del>shire</del> Shire/year	
<b>Illegal dumping clean up</b>			
Number and severity of clean up incidents	Need to establish a system for logging and reporting incidents	Declining number of clean up incidents	Annual
Hours and vehicle time dedicated to clean ups		Declining costs for clean-up costs	Annual

**Table 26: Suggested parameters to be used to quantify the performance of waste minimisation and recycling initiatives and to assess the likely benefits of management options**

Environmental indicators	Method for data gathering	Suggested parameters for environmental impacts				
Materials		Avoided Greenhouse gas emissions from recycling compared to landfilling including emission from production and landfill (tonnes CO <sub>2</sub> -e /tonne)	Avoided Energy from recycling compared with first use production (GJ/tonne)	Avoided Water from recycling compared with first use production (kL/tonne)	Avoided other pollution (score 0= very low; 5 = very high)	Resource depletion (score 0= very low; 5 = very high)
	Tonnes of materials recovered multiplied by the tonnes of materials recovered					
Food organics		1.8	-	1.8	4	1
Garden organics		1.0	-	1.0	2	1
Paper/cardboard		2.2	9.3	2.2	3	2
Ferrous metals		0.4	7.3	0.4	3	3
Non-ferrous metals		15.9	171.0	15.9	3	4
Plastics		0.9	50.0	0.9	3	4
Glass		0.6	6.0	0.6	3	2
Timber to timber product		1.1	10.7	1.1	2	2
Timber to mulch		0.3	-	0.3	1	1
Rubber		1.1	64.1	1.1	3	3

*Sources of data used to derive estimates:*

[http://www.climatechange.gov.au/sites/climatechange/files/documents/07\\_2013/national-greenhouse-accounts-factors-july-2013.pdf](http://www.climatechange.gov.au/sites/climatechange/files/documents/07_2013/national-greenhouse-accounts-factors-july-2013.pdf)

<http://www.epa.nsw.gov.au/warr/BenefitRecycling.htm>

NGER (Measurement) Determination, 2013, part 5.2

## 5 CONCLUSIONS, KEY OBSERVATIONS AND RECOMMENDED STRATEGY

### 5.1 Current and Projected Waste Generation

Available waste, resource recovery and demographic data have been used to estimate current and future waste generation within the Shire.

Current waste and resource recover generation rates are shown in Table 27

**Table 27: Summary of estimated current and projected waste and resource recovery generation rates under a 'business as usual' generation and management scenario**

	2014			2025	2035
	Tonnes per year	Kg/capita /year	Kg/ household/ year	Tonnes per year	Tonnes per year
Kerbside garbage	4,850	154	431	<del>6,210</del> Too be completed	<del>7,430</del> Too be completed
Kerbside recyclables	3,009	96	267	<del>3,870</del> Too be completed	<del>4,630</del> Too be completed
Transfer station landfilled waste	3,214	102		<del>4,115</del> Too be completed	<del>4,920</del> Too be completed
Transfer station resource recovery	3,214	102		<del>4,115</del> Too be completed	<del>4,920</del> Too be completed

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### 5.2 Key Opportunities

The main opportunities and priorities for waste reduction and resource recovery are:

- Cardboard and paper. In the order of 10% of household garbage is recyclable cardboard and paper. This could be reduced through promotion of 'no junk mail' and use of on-line electronic media. Promotion of greater paper recycling through existing kerbside recycling systems should be promoted. Although many businesses separate loads for recycling, there is opportunity to promote effective use of recycling systems within workplaces and greater source separation of these recyclables at transfer stations. It is realistic to aim to reduce landfilled household garbage per household by at least 5% through such measures.
- Food organics. In the order of 25-30% of household garbage is food organics. This could be reduced the promotion of food waste reduction behaviours and through greater home composting. Experience suggest this may have limited success (realistically, a longer term reduction in landfilled household garbage of 1-2% may be possible). Recovery of food organics via a kerbside organics service should be considered. This could achieve diversion of waste from landfilled kersb side MSW by in the order of 5-15% depending on the nature of systems introduced.
- Garden organics. Garden organics contribute in the order of 15-20% of household garbage. This could potentially be reduced by promoting low waste gardens. However, as garden mature on newer housing estates the quantities of garden organics per household are likely to increase. Home composting could be promoted. Recovery of garden organics via a kerbside organics service should



be considered because ~~it~~they could achieve reductions in landfilled garbage by a further 5-10% depending on the nature of such services. If adopted, demand management strategies to continue to promote reduction and on-site management of garden organics should be adopted to minimise 'additional' organics (i.e. organics that conventionally are managed on-site at present) being disposed via the organics recovery system. Demand management strategies might include: provision of a voluntary user-pays service, ~~and~~ and/or a 'pay-by-lift' service where residents are charged each time they put their organics bin out for collection.

- Other 'dry' recyclables. In the order of 5-10% by weight of household garbage are metals, plastics and glass recyclable through existing services. It is recommended community engagement programs to promote recycling by 'recalcitrant' households are adopted.
- E-waste. E-waste is a small but growing component of the waste stream. There are high environment benefits associated with the reduction and recycling of these wastes. Components in e-waste are very energy and greenhouse intensive in their first use production, and some of the elements have very limited known recoverable mineral reserves. Recycling them greatly reduces energy use and emissions and conserves ~~the~~ resources. In landfill e-wastes leach heavy metals and toxic fire retardants. It is recommended ~~council~~Council continues to provide recycling services at transfer stations, and it is suggested additional recycling opportunities such as drop-bins for mobile phones, batteries and fluorescent globes and tubes are made available at some public buildings.
- Timber. Although council transfer stations receive a small proportion of construction and demolition(C&D) waste, there are opportunities to recover untreated timber for mulching. In landfill timber produces greenhouse gases and leachate. This might be able to be processed with green organics currently recovered at transfer stations. It is recommended trial drop points are established at transfer stations to gauge the quantities of timber that might be recovered.
- Plasterboard. The quantities of plasterboard disposed through council transfer stations are unknown. However, with the expected growth in housing, it can be expected that 'tradies' waste disposed at the transfer stations will increase. Plasterboard in landfills produces acid and disperses clay, potentially damaging landfill liners. It is recommended trial drop-points for plasterboard are established at transfer stations to determine how much material is recoverable.
- Other C&D waste. Relatively small amounts of masonry, concrete, soil and clays are disposed via council transfer stations. They are relatively inert and a lower risk material in landfill. However, as dense 'heavy' materials they add to disposal costs charged on a weight basis. It is recommended ~~trial~~ drop points for these materials are established to gauge how much material could be recovered. Masonry and concrete could be crushed to make aggregate for use in council operations. Soils and clays could be screened and used in the rehabilitation of the former Ballan landfill and other council operations.

### 5.3 Proposed Strategic Action Areas

Options for future management have been identified and assessed, and draft strategic approaches developed for review. These are summarised in the following tables.

ACTION AREA 1:		PROMOTE WASTE REDUCTION			
Key objectives:		To promote reduction of the quantities of waste generated by households and businesses in the Shire			
Key performance indicators		Reduced per capita and per household total garbage and recyclables at kerbside and managed through council facilities.			
Priority		Moderate to high. Waste reduction delivers the greatest environmental and financial benefits to <del>council</del> Council, but it is often difficult to determine ‘cause and effect’ between <del>council</del> Council’s community engagement actions and observed changes in waste.			
Actions	2014/15	2015-2017	2017-2025		
Work with the regional waste management group and use their and state government resources to develop and implement education and promotional measures promoting waste reduction, with the main focus on:	Develop communication s plan in conjunction with regional waste management group.	Implement communications plan	Maintain awareness of community (including new community members) through communications		
▪ reduction of paper waste and greater diversion to existing recycling systems.	Undertake initial stages of communication s plan				
▪ reduction of food organics and home composting or worm-farming of food wastes.					
▪ low waste gardening, home composting, and reduced/no garden organics in kerbside garbage.					
Consider incentives to promote waste reduction and improved recycling such as differential pricing for mixed recyclable wastes at transfer stations and pay-per-lift for garbage and kerbside organics (if it is introduced) services	Seek external resources to trial incentive systems	If successful in seeking funding, conduct trials and use the result to decide whether such incentives meet waste policy objectives	Implement incentive systems that meet policy objectives of cost-effectiveness and equity.		
Performance monitoring and review	2014/15	2015-2017	2017-2025		
Set targets for reduction of waste types and waste streams	Set targets	Review and improve performance	Review and improve performance		
Keep records of total waste (landfilled and recovered) and estimate generation rates on a per household and per capita basis	Continue current data collection practice, and develop system for reporting reduction in waste streams.				
Periodically survey the community	Develop systems	Periodically survey	Periodically		

about their awareness and behaviours regarding waste minimisation	for surveying community (e.g. through satisfaction survey or separate on-line survey)	survey	
Keep records of events and attendee numbers and contact details (where possible)	Develop systems for recording and collating information	Maintain data collection	Maintain data collection

ACTION AREA 2:	PROMOTE GREATER RECYCLING USING EXISTING SYSTEMS		
Key objectives:	Greater diversion of recyclable materials in household garbage and transfer station general waste.		
Key performance indicators	Increased recovery rates at kerbside and transfer stations.		
Priority	High. Council has good established recycling systems, and increased recycling through these systems will deliver cost savings compared to landfill.		
Actions	2014/15	2015-2017	2017-2025
Set targets for increases in recycling	Set targets	Monitoring	Monitoring
Liaise with regional waste management group about programs to promote waste minimisation and recycling in schools and community groups, with a view to sharing resource and gaining support for activities within Moorabool.	Develop and implement education program focused on waste minimisation and recycling	Implementation and monitoring of education program	Implementation and monitoring of education program
Conduct education promoting greater recycling using bin stickers, media and signage at transfer stations.			
Work to identify ‘recalcitrant’ sectors of the community who are not recycling well and target them in education and engagement programs	Develop methods for identifying these sectors and develop communications and engagement initiatives to reach them	Maintain program targeting non-recyclers	Maintain program targeting non-recyclers
Performance monitoring and review	2014/15	2015-2017	2017-2025
Record changes in total and per household and per capita waste generation and resource recovery	Maintain existing data collections and	Maintain data collection and reporting	Maintain data collection and reporting

	calculate per household and per capita total waste generation and resource recovery from kerbside and TS services		
Periodically survey the community regarding recycling awareness and behaviours.	Develop systems for surveying community (e.g. through satisfaction survey or separate on-line survey)	Periodically survey	Periodically survey

ACTION AREA 3:		CONSIDER EXPANSION OF EXISTING GARBAGE AND RECYCLING SYSTEMS		
Key objectives:		Investigate the potential to reduce household garbage through <del>+</del> use of existing recycling systems for other materials		
Key performance indicators		Identification of opportunities and potential additional recycling through existing kerbside and transfer stations		
Priority		High – potential to reduce household garbage by at least 5-10%		
Actions	2014/15	2015-2017	2017-2025	
Obtain contractor quotes for providing compulsory collection services to areas with high use of voluntary kerbside garbage and recycling services. Survey communities regarding their demand and willingness to pay for a compulsory service at the quoted price, and move to introduce the service to areas with greater than 80% demand.	Obtain quotes Survey community in areas	Implement service in areas demanding it if financially viable.	Maintain services and consider demand in similar areas over time.	
Investigate opportunities for inclusion of film plastics and charity items (clothing) in kerbside recycling.		Implement any initiatives	Maintain initiatives	
Investigate opportunities for recovery of timber, plasterboard and C&D waste at transfer stations	Undertake investigation	Implement any initiatives	Maintain initiatives	
Performance monitoring and review				

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To be determined if investigations reveal viable options that meet policy objectives

ACTION AREA 4:		TO STREAMLINE THE AREAS OF COMPULSORY AND NON-COMPULSORY WASTE SERVICES WITHIN THE SHIRE		
Key objectives:		Identify areas of compulsory and non-compulsory waste services by the zoning of areas. Residential, Low Density Residential, Township and Rural Living Zones will automatically receive compulsory services. Any areas in the Farm Zone that are currently compulsory or non-compulsory will remain the same.		
Key performance indicators		Identification of areas requiring a transition from non-compulsory to compulsory. Liaison with affected communities and households Smooth transition of services in affected areas		
Priority		High – Potential to streamline compulsory and non-compulsory areas.		
Actions	2014/15	2015-2017	2017-2025	
Move to change Hopetoun Park from a fortnightly 240L garbage collection to a 120L weekly garbage collection. Recycling to stay fortnightly	Undertake investigation into the financial implications Inform communities of changes	Implement the change	Maintain services with annual review of the need to expand services	
Performance monitoring and review				
Ensure the change to affected areas is a smooth transition for the community	Hopetoun Park roll out	Other area roll out	Other rolls out as needed	

ACTION AREA 5:	CONSIDER INTRODUCTION OF A REGULAR KERBSIDE ORGANICS SERVICE		
Key objectives:	To determine whether the introduction of a kerbside organics service is viable and is the most effective option to meet policy objectives If an organics service is to be considered, determine the most cost-effective options for meeting policy objectives		
Key performance indicators	Completion of planning and community consultation work regarding the introduction of an organics service		
Priority	High		
Actions	2014/15	2015-2017	2017-2025
Further Investigate options for organics recovery. The recommended model is for a voluntary garden and food organics service moving towards a universal system over time.	Undertake investigations		
Undertake community consultation regarding level of demand for a kerbside organics service and community willingness to pay for this	Undertake investigations		
Trial the effectiveness of kerbside systems	Undertake investigations		
If a decision to introduce a service is made, tender for the provision of services		Move to tendering and appointment of a contractor. Introduce service.	Maintain and improve service over time.
Performance monitoring and review	2014/15	2015-2017	2017-2025
Investigation and trials of organics recovery systems conducted	Undertake investigations		
Performance parameters for any services will need to be developed		Develop performance parameters for selected system and contract	Maintain performance monitoring

ACTION AREA 6:		DEVELOP OPTIONS FOR HARD WASTE MANAGEMENT		
Key objectives		<ul style="list-style-type: none"><li>• To provide hard waste services to community members that cannot easily access existing transfer station facilities or private</li><li>• To provide a service that reduces dumping, litter and public health risk</li><li>• To meet policy objectives of best value and equity</li></ul>		
Key performance indicators		Development and implementation of service options that meet policy objectives and community expectations		
Priority		High		
Actions	2014/15	2015-2017	2017-2025	
Further investigate options for hard waste services, with particular emphasis on community demand and willingness to pay for service options.	<del>Investigate options and undertake community consultation and develop preferred service options.</del>	<u>Investigate options and undertake community consultation and develop preferred service options.</u>	Maintain and review services.	
Consult the community about levels of demand, willingness to pay and preferred options. Unless there is overwhelming demand and willingness to pay for a more general service It is recommended a model of providing limited access and user-pays services to those who do not have easy access (for mobility or financial reason) to council transfer stations on an on-call/booking basis. Free or discounted 'hardwaste vouchers' for source separated loads could also be offered.		If a decision is made to provide hardwaste services, tender for provision of collection and receipt of materials, with an emphasis on cost-effectiveness, resource recovery and other policy objectives.		
Performance monitoring and review	2014/15	2015-2017	2017-2025	
Completion of investigations and the development of a model for hard waste management that best meets community expectations.				
If a service is offered, performance parameters will need to be developed		Develop parameters	Maintain performance monitoring, with an emphasis on cost-	

	effectiveness relative to other options



ACTION AREA 7:		CONSIDER INTRODUCING PUBLIC PLACE RECYCLING SYSTEMS		
Key objectives:	To provide opportunity for the community to recycle packaging and paper wastes via public place recycling bins in high traffic areas			
Key performance indicators	Introduction of PPR bins Recycling rates through bins Reduced littering in areas where bins are placed			
Priority	Low-moderate. The quantities of waste in street litter bins is not large relative to the total waste stream			
Actions	2014/15	2015-2017	2017-2025	
Further investigate state government and industry funding that may be available for PPR infrastructure and education	Liaise with relevant organisations to ensure <del>council</del> Council has knowledge of opportunities. Develop litter management plan using template <a href="http://www.mwmg.vic.gov.au/images/documents/local-government/appendix_d_-_litter_strategy.doc">http://www.mwmg.vic.gov.au/images/documents/local-government/appendix_d_-_litter_strategy.doc</a>	Implement and monitoring	Implement and monitoring	
Identify areas where litter bins are well-used or there is other demand for litter and PPR bins. Make a priority list for such bins across the <del>shire</del> Shire.	Develop as part of litter management plan.			
Seek external funding for installation of PPR bins.	Develop plans and liaise with SV and industry regarding future funding	Program maintenance and monitoring	Program maintenance and monitoring	
If funds are received, establish PPR infrastructure and systems according to list of priority areas	Program roll out (subject to finding)	Program maintenance and monitoring	Program maintenance and monitoring	
Performance monitoring and review	2014/15	2015-2017	2017-2025	
Completion of assessment of PPR priorities in the Shire				
In the event PPR bins are introduced, parameters to be used are:				
<ul style="list-style-type: none"><li>Number of PPR bins installed</li><li>Levels of resource recovery through bins</li><li>Reduction in littering and waste in public place litter bins in areas</li></ul>		Implement and maintain PPR program		

where bins are installed

ACTION AREA 8:	IMPLEMENT MEASURES TO TACKLE LITTER AND ILLEGAL DUMPING		
Key objectives:	To reduce incidents of litter and illegal dumping throughout the <del>shire</del> Shire		
Key performance indicators	Identification of litter and dumping hotspots Development and promotion of educational materials Development of enforcement strategies Engagement of partners and stakeholders		
Priority	Medium to high.		
Actions	2014/15	2015-2017	2017-2025
Identify litter and dumping hot spots	Undertake assessment	Periodic revision	Periodic revision
Investigate and act on opportunities for accessing resources under the Victorian government’s Litter program, and the Litter Strikeforce, as well as industry and community programs	Pursue viable options for support	On-going	On-going
Performance monitoring and review	2014/15	2015-2017	2017-2025

ACTION AREA 9:		C&I AND C&D WASTE MANAGEMENT		
Key objectives		To improve opportunities for and levels of C&I and C&D sector resource recovery through MSC services.		
Key performance indicators		Increased resource recovery by businesses within the Shire		
Priority		Medium		
Actions	2014/15	2015-2017	2017-2025	
Investigate levels of SME business demand for kerbside recycling services on a fee-for-service basis	Seek state or regional support to conduct an assessment of SME demand for services.	Trial or introduce services if there is sufficient demand.	On-going service provision if this proves viable.	
Investigate opportunities and levels of demand for additional recycling opportunities at TSs for materials such as timber, C&D waste, plasterboard and film plastics.	Survey business users of TSs regarding barriers and opportunities for greater recycling, and willingness <del>to</del> of pay for <u>such</u> opportunities.	Seek external state or regional funding for facility upgrades if this action is pursued	Maintain recycling services at TS if viable	
Investigate design of TSs to improve vehicle flow of source separated loads of C&I	Consider design of sites to allow 'standardised' stacking of loads for quick drive-through unloading of paper/cardboard, metals, plastics, organics, timber, etc.	Seek external state or regional funding for facility upgrades if this action is pursued	Maintain recycling services at TS if viable	
Consider introduction of more significant differential pricing for mixed loads with a high proportion of recyclables to provide incentives to separate future loads and potentially to pay for a 'drop and sort' recovery operations at TSs.	Consult business users of TS regarding the levels of incentive they would require to separate loads. Conduct trials of drop and sort recovery to determine cost-benefit	Develop pricing policy for differential pricing. Seeks external resources to support drop and sort recovery of non-putrescible TS waste	Maintain recycling services at TS if viable	
Performance monitoring and review	2014/15	2015-2017	2017-2025	
Investigations completed				
Performance parameters to be determined				

if action pursued

ACTION AREA 10:	ENSURE MORE SUSTAINABLE MANAGEMENT OF WASTES AND RESOURCES MANAGED THROUGH COUNCIL SERVICES		
Key objectives	Continual improvement in Triple Bottom Line parameters related to the management of wastes and resources managed through council services.		
Key performance indicators	Development of simple TBL methods for assessing new waste management and resource recovery opportunities and service procurement		
Priority	Medium		
Actions	2014/15	2015-2017	2017-2025
Use TBL parameters to assess relative performance of waste and resource recovery initiatives	Use TBL parameters from strategy development to assess performance of current and promoted management option		
Use TBL parameters when assessing the relative merits of tenderers for future waste and resource recovery services	Incorporate TBL parameters in procurement processes, requiring high levels of environmental and social performance from service providers, particular with regards to greenhouse gas management from landfills, and risk management for pollution and amenity impacts from waste and resource recovery management.		
Performance monitoring and review	2014/15	2015-2017	2017-2025
Development of TBL parameters	Agree of TBL parameters and processes in the Waste management strategy	Apply agreed TBL parameters in gauging performance and assessing future waste services tenders.  Periodically revise and update TBL parameters and reporting as required.	

## 9.5 CORPORATE SERVICES

### 9.5.1 Request for Sale of Portion of Council Reserve RES1 on LP216886 corner of Bacchus Marsh Road and Halletts Way, Bacchus Marsh

#### Introduction

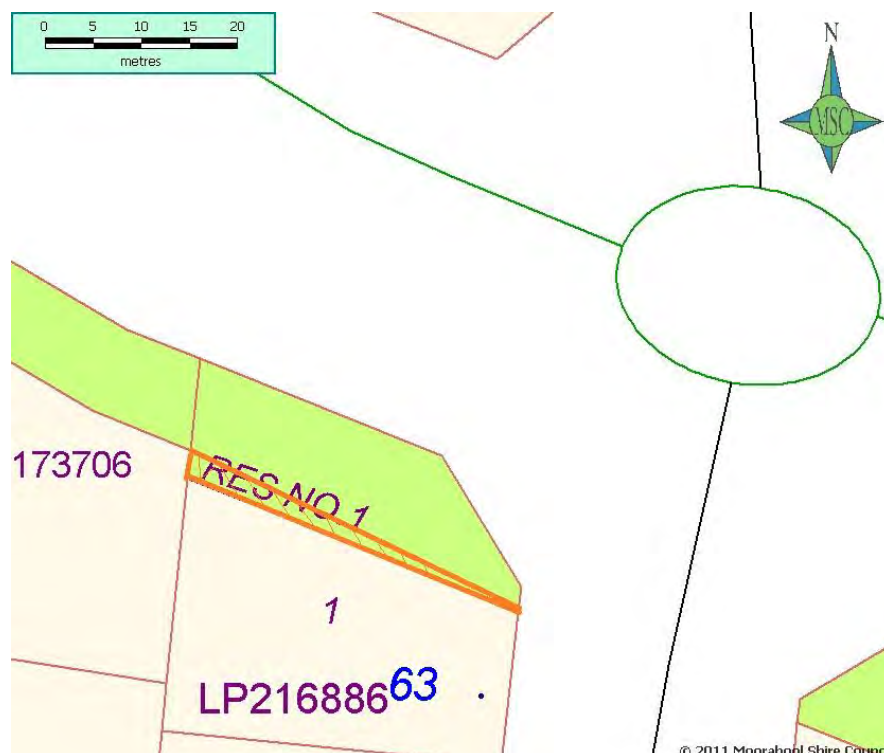
File No.: 804000  
Author: Michelle Morrow  
General Manager: Shane Marr

#### Background

Council has received a request from the registered proprietor of 63 Halletts Way, Bacchus Marsh, to purchase a portion of Council reserve land being RES1 on LP216886 to the north of their property for consolidation with the existing Title known as Lot 1 on LP216886. The reserve land for purchase in area is approximately 54sqm.

#### Proposal

The portion of reserve land for purchase is highlighted in orange on the plan below.



The property owner upon sitting an estimation of costs is prepared to meet Council costs including value of the reserve land, valuation, survey and plan costs, Council legal costs and Title Office registration fees.

The report author is currently seeking a valuation for the parcel of reserve land.

It is recommended that Council agree to sell the portion of Council reserve having an area of approximately 53sqm subject to complying with sections 189 and 192 of the Local Government Act 1989.

The Local Government Act 1989 requires Council to give public notice of its intension to sell the land and invite submissions from the public before a decision to sell the land is made.

### **Policy Implications**

The 2013-2017 Council Plan Revised 2014 provides as follows:

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

The proposal to sell surplus land is consistent with the 2013-2017 Council Plan Revised 2014.

### **Financial Implications**

There will be no financial implications for Council. Council will benefit in a small way financially from selling the portion of surplus land. All other expenses will be recoverable from the registered proprietor of the abutting property.

### **Risk & Occupational Health & Safety Issues**

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

### **Communications and Consultation Strategy**

Initial consultation with VicRoads and Council officers in relation to the possible sale of this portion of the reserve has been undertaken in terms of confirming current ownership, planning controls, environmental planning and assets. No objections were offered from internal departments or VicRoads.

Should Council agree to the request to sell the surplus parcel of land, then Council must comply with sections 189 and 192 of the Local Government Act 1989 ("the Act"). This allows the community to make any submissions under section 223 of the Act.

## **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**

The request to purchase a portion of Council reserve land being RES1 on LP216886 to the north of 63 Halletts Way Bacchus Marsh for consolidation with the existing Title known as Lot 1 on LP216886 appears to be a reasonable request considering that the landowner upon siting an estimation of costs is prepared to meet the cost of the land and expenses associated with the consolidation of the land with the existing title of Lot 1 on LP216886.

It is recommended that Council resolve to sell the surplus portion of reserve land subject to complying with sections 189 and 192 of the Local Government Act 1989.

### **Recommendation:**

**That the s86 Finance and Governance Committee recommends the Sale of Land Halletts Way report be presented to the Ordinary Meeting of Council.**

### **That Council resolves:**

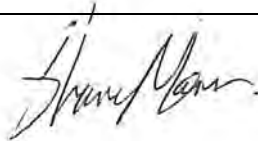
- **that the portion of land having an area of approximately 53sqm and described as part of RES1 on LP216886 is surplus to Council requirements;**
- **to proceed under Section 192 of the Local Government Act 1989 to change the status of that part of RES1 on LP216886 to freehold land as the land is now not required by the Council for the purpose for which it was acquired;**

- to give notice under Section 189 of the Local Government Act 1989 that the land be sold by private treaty to the abutting registered proprietor;
- that under the requirements of sections 189 and 192 of the Local Government Act 1989, advertise that any submissions made under Section 223 may be submitted no less than 28 days of the date that the advertisement appears in the local newspaper generally circulating within the Municipality;
- if no public submissions are received by the due date then Council proceed with the sale; and
- subject to satisfactory completion of all required processes then Council sell the land by private treaty to the abutting registered proprietor on terms and conditions as approved by the Chief Executive Officer.

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**Report Authorisation****Authorised by:**

**Name:** Shane Marr  
**Title:** General Manager Corporate Services  
**Date:** Monday, 25 August 2014





### **9.5.2 Adoption “in principle” of the 2013/14 Financial Statements, Standard Statements and Performance Statement for submission to the Victorian Auditor-General for certification**

#### **Introduction**

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

#### **Background**

The following report presents the 2013/14 Financial Statements, Standard Statements and Performance Statement for adoption “in principle” by Council for submission to the Auditor-General for certification.

The Local Government Act 1989 requires that Council complete the following at the end of each financial year with respect to producing an Annual Report and Performance Statement:

#### **S. 131 Annual report**

- (1) A Council must, in respect of each financial year, prepare an annual report containing -
  - (b) audited standard statements for the financial year;
  - (c) audited financial statements for the financial year;
  - (d) a copy of the performance statement prepared under section 132; and
  - (e) a copy of the report on the performance statement prepared under section 133.
- (3) The standard statements in the annual report and the financial statements must -
  - (a) be prepared in the manner and form prescribed by the regulations;
  - (b) be submitted in their finalised form to the auditor for auditing as soon as possible after the end of the financial year; and
  - (c) be certified in the manner prescribed.
- (7) The Council must not submit the standard statements or the financial statements to its auditor or the Minister unless it has passed a resolution giving its approval “in principle” to the standard statements and the financial statements.
- (8) The Council must authorise two Councillors to certify the standard statements and the financial statements in their final form after any changes recommended, or agreed to, by the auditor have been made.

**S. 132 Performance statement**

- (1) As soon as is reasonably practicable after the end of each financial year, a Council must prepare a performance statement.
- (2) The performance statement must include -
  - (a) the Key Strategic Activities and performance targets and measures specified in the budget under section 127 for that financial year; and
  - (b) the actual results achieved for that financial year having regard to those performance targets and measures.
- (4) The statement must –
  - (a) be in the form; and
  - (b) contain the details - required by the regulations.
- (5) The Council must submit the statement to its auditor as soon as possible after the statement has been prepared.
- (6) The Council must not submit the statement to its auditor or the Minister unless the Council has passed a resolution giving its approval “in principle” to the statement.
- (7) The Council must authorise two Councillors to approve the statement in its final form after any changes recommended, or agreed to, by the auditor have been made.

**S. 133 Audit report on the performance statement**

The auditor must -

- (a) prepare a report on the performance statement prepared by a Council under section 132 in the form and containing the details required by the Minister, and
- (b) submit a copy of that report to the Minister and the Council as soon as is reasonably practicable after the report has been prepared.

## Proposal

The 2013/14 Financial Statements, 2013/14 Standard Statements and 2013/14 Performance Statement have been prepared in accordance with the requirements of the Local Government Act, various Australian Accounting Standards and regulations.

In accordance with Council's Governance protocols, the reports will be presented to Council's Audit Committee for review and recommendation to Council for adoption "in principle" and authorisation of two Councillors, being the Councillor members of the Audit Committee, to sign the audited statements.

In summary, the statements indicate the following results for 2013/14:

1. Financial Statements: reflect the comparative performance to the previous financial year.
  - Comprehensive Income Statement – The result reflects a total comprehensive loss of \$33.927 million. Included within this result are the following significant items:
    - \$35.580 million in net asset revaluation decrements as a result of the revaluation of Roads on 1<sup>st</sup> July 2013.
    - \$2.730 million reduction in Operating grants due mainly to the cancellation of early payment of Financial Assistance grants as advised post Federal Budget in May 2014.
    - \$0.150 million reduction in User Fees and Charges as a result of lower income from Subdivisions.
    - Materials and services \$2.847 million decrease which relates to the completion of the Bungaree Reserve project in 2012/13. This project was undertaken as part of the Capital Works program in 2012/13 but was subsequently deemed as Operating in nature, and as such was expensed in accordance with accounting standards in the 2012/13 year resulting in an increased expenditure in 2012/13.
    - \$1.145 million reduction in depreciation expense as a result of the asset revaluation. Contributing to the favourable result is the reduction in unit rates for road construction as a result of changes in the theoretical pavement depth. Also contributing to the reduced depreciation expense is the impact of changes in accounting estimates, most notably an increase in the residual values applied to pavement base assets and an increase in the residual value applied to road surface assets.
    - \$4.719m reduction in capital grants and contributions mainly related to the reduction in funding levels for asset restoration projects related to flood recovery works. The reduction also relates to higher levels of capital funding received in 2012/13 for community facilities, most notably Bungaree Reserve.

- Net gain (loss) on disposal of property, infrastructure, plant and equipment and investment properties compares unfavourably to 2012/13. The net loss mainly relates to the undepreciated portion of infrastructure assets replaced at the date of asset renewal or reconstruction.
  - Balance Sheet – The movement in net assets reflects the total operating deficit of \$33.927 million. Included within this result are the following significant items:
    - A \$1.696 million reduction in cash which mainly relates to the completion of a number of flood recovery projects that caused Council's cash balances to be higher in prior years.
    - An decrease in Property, Infrastructure, Plant and Equipment mainly due to revaluation decrements in Roads \$29.425 million.
    - \$2.723 million increase in interest bearing loans and borrowings current which is a timing related increase related to the MAV collaborative debt procurement facility. As at the 30<sup>th</sup> June, the MAV debt facility was not yet finalised which meant that the interim debt facility arrangement that was in place as a precursor to the MAV debt facility was classified as current. Upon finalisation of the MAV bond issuance, these loans will be classified as non current in future years.
  - Cash Flow Statement – The movement in cash held at the end of the year reflects a decrease in cash of \$1.696 million. Included within this result are the following significant items:
    - Net cash flows from operations decreased by \$2.967 million from last year to \$8.334 million. This mainly reflects the payout of the defined benefits liability in 2012/13 in addition timing issues related to Financial Assistance grant payments.
    - Net cash used in investing activities has decreased by \$0.973 million to \$10.507 million. This mainly reflects the decrease in capital expenditure as compared to 2012/13.
    - Net cash provided for in finance activities was \$0.477 million reflecting in large part the take up of loans to settle the defined Benefits superannuation shortfall. In 2012/13 the net cash used in finance activities was \$2.389 million reflecting the repayment of principle and interest on loans in 2012/13. No new loans were taken up in the 2012/13 financial year.
2. Standard Statements – reflect comparative performance to the 2013/14 Annual Budget adopted by Council.
- Total operating revenue of \$36.138 million was \$2.231 million below budget reflecting ;

- Actual Operating Grants were lower than budget mainly due to the cancellation of early payment of Financial Assistance grants (\$1.896m) and Local Road grants (\$863k) as advised post Federal Budget in May 2014. The 2013/14 council budget assumed that the early payment of FAG's and local road funding would continue in 2013/14. Partially offsetting this decrease, Council received a number of one off operating grants in 2013/14 including NBN Digital Local Government project (\$131k), Moorabool Healthy Communities (\$120k), West Moorabool Heritage Study (\$100K), Employment Scenario Planning (\$67.5k), Waterway and Stormwater Management Strategy (\$64k), Small Towns and Settlements Strategy (\$57k), Economic Development Strategy (\$51k), Bacchus Marsh Traffic Study (\$50k) and the Werribee Gorge Bio Link Project (\$45.5k). In addition to this, Council was successful in procuring a number of additional grants amounting to \$303k in total for grants ranging between \$10k to \$32k. In most instances, Council will be required to fully acquit the grant funds.
  - Actual User Fees and Charges revenue was less than budget due to a slowdown in income from Subdivision Certification fees (\$96K). Other areas of decline include brokerage fees for Aged and Disability services (\$84k) and Meals on Wheels (\$44k). In addition to this, \$46K reduction is attributed to the creation of an Asset Protection Officer that was approved in the 2013/14 Budget for which the position was not filled and therefore no income generated in the 2013/14 year.
- Total operating expenses of \$41.433 million was \$0.509 million below budget reflecting ;
  - Materials and Consumables -: Over budget primarily due to works carried out which were funded in previous financial years including Flood recovery technical costs (\$87k), Moorabool Healthy Communities (\$89k) and the NBN Digital Local Government project (\$279k). In addition to this, Council incurred additional costs as a result of animal enforcement legal proceedings (\$98k) in addition to \$69k in town planning enforcement related legal fees. Also, there were a number of projects that were budgeted as capital items which did not meet the definition of an asset and were therefore expensed. The total value of this was \$515k.
  - Depreciation expense -: In the 2012/13 and 2013/14 year, Moorabool undertook major works in developing a Strategic Asset Management Framework in addition to the ongoing implementation of the Asset Management System. This has in turn informed the 2013/14 infrastructure assets revaluation, resulting in a significant decrease in depreciation expense of \$2.208m as compared to the 2013/14 Budget. At the time of preparing the 2013/14

budget, the likely extent of the change in Council's asset base and depreciation profile was not known and was therefore not budgeted.

- Capital Grants and Contributions - Variances to budget include a number of grants and receipts that were not included in the 2013/14 budget. These include Flood technical cost recoveries (\$1.550M) in addition to a number of unbudgeted capital grants including Bungaree Recreation reserve (\$148k), Link Road / Swan road rehabilitation works (\$71k), Maddingley Park tennis Courts (\$41k), Navigators Road (\$40k) and Spargo Creek Road (\$37K). Offsetting these increases is a \$1.25m reduction in capital grants related to the Halletts Way Southern connection which was budgeted to be received in 2013/14. This is a timing issue only with the funds expected to be received in the 2014/15 financial year.
  - Proceeds from the Sale of Assets - Under budget due to the Graham Street property not selling. The budget assumed that this property would sell for \$850k but remains unsold at June 30 2014. Partially offsetting this decrease is \$235k in revenue received for the sale of land in the Hillside Industrial Estate. This was not budgeted for in the 2013/14 Council Budget.
  - Capital works - \$10.905 million program was completed during the year. Most projects were completed during the year. However, there were several projects that were incomplete and will be carried forward into 2014/15. In total, \$2.868 million in net Capital carry over expenditure has been identified as requiring carry forward into 2014/15.
3. The 2013/14 Performance Statement was prepared in accordance with the requirements of the Local Government Act 1989.

The statement includes measures against aspirational targets established under three Key Result Areas (KRA)

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

The summary table below outlines that overall 11 KRA met or exceeded the aspirational target for the period:

KRA	Number of Measures	Number of Measures met
1	11	3
2	8	6
3	5	2
<b>Total</b>	<b>24</b>	<b>11</b>

KRA 1 – Representation and Leadership of our Community, included eleven targets in total of which three were achieved. Six of these targets related to the financial performance of Council and of these, Council was successful in achieving two of the set targets.

The following financial performance targets were not achieved in 2013/14;

- Underlying result % target > 0.00% , Actual -5.89% - The target set down in the Council plan was aspirational. A core financial focus of the Council is to improve this result from year to year. The current SFP indicates that Council will achieve an underlying surplus in 2-3 years.
- Liquidity – Target>100%, Actual 93.92% - The target was impacted by the Federal Government decision to cancel the early payment of Federal Assistance grants and the impact of the classification of interim borrowings as ‘current’ as a result of delays in the MAV’s collaborative debt procurement funding vehicle.
- Self Financing Target >37% , Actual 20.52% - The target set down by the Council plan was aspirational and impacted by a significant reduction in capital grants as a result of the completion of flood recovery projects.
- Indebtedness – Target 29%, Actual 30.23% - The result was within 1.23% of the target and represents an improvement from the 2012/13 financial year.

Of the remaining five measures under KRA 1, Council achieved one of the set targets, and was within between one to three points of the target with the other four. Three of these measures were dependent upon the survey results from the Local Government Community Satisfaction Survey, commissioned by the Victorian State Government, in which 400 Moorabool residents completed survey interviews via telephone between 31 January and 11 March, 2014. The results of the Annual Community Satisfaction Survey 2014 have shown Council’s ratings on core measures are relatively consistent with 2013. The fourth measure was within 1%, being 89% instead of 90% of customer requests closed within timeframes of the Moorabool Shire Council Charter. Indicating a high level of customer service.

KRA 2 – Community Wellbeing included eight targets in total of which six were achieved. The areas that Council will continue to progress include the number of groups assisted by community grants and number of people from diverse background using the Aged Care Service. Whilst only three points less than the target for groups assisted by community grants, the high number of high quality applications reflects the increasing skills of the community groups in the Shire and the likelihood of more groups meeting the criteria next year as Council continue to raise the awareness of the program throughout the community. In relation to the number of people from diverse backgrounds using the Aged Care Service, the appointment of an Access and Support Officer will address access issues.

KRA 3 – Enhanced Infrastructure and Natural and Built Environment included five measures in total of which two were achieved. Two of the three measures not reaching their target are expected to be finalised prior to the end of 2014. The remaining measure pertaining to the percentage of planning permits determined within the legislative time frames was within 10% of the target. Time frames are impacted by more complex applications, a reliance on third party referrals, or inadequate information provided in the original application.

### **Policy Implications**

The 2013–2017 Council Plan provides as follows:

<b>Key Result Area</b>	Continuous Improvement in Council Services
<b>Objective</b>	Sound long term financial management
<b>Strategy</b>	Develop and maintain a long term financial planning, management and reporting system, which ensures resources to deliver services and manage Council's assets.

The financial statements, performance statement and standard statements are consistent with the 2013-2017 Council Plan.

### **Financial Implications**

The financial statements detail Council's financial performance and position for 2013/14. They demonstrate that over time Council has steadily improved its financial position, but indicates that there are still numerous financial challenges that lay ahead which will require responsible fiscal stewardship.

### **Communications Strategy**

The Annual Financial, Standard and Performance Statements are reported to Council to adopt "in principle" for submission to the Auditor-General for certification. Audited Statements are then incorporated into Council's Annual Report, which is completed by Council by 30 September each year.

### **Victorian Charter of Human Rights and Responsibilities Act 2006**

In developing this report to Council the briefing 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 Manager, I have no interests to disclose in this report.

*Author – Steven Ivelja*

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

### **Conclusion**

The Financial, Standard and Performance Statements for 2013/14 have been prepared in accordance with the requirements of the Local Government Act. Council's Audit Committee have reviewed the statements and recommended that Council adopt the statements "in principle". The Statements will then be submitted to the Auditor-General for certification. Council is also required to authorise two Councillors to sign the statements on behalf of Council, as required under the Local Government Act.

It is practice for the Councillor members of the Audit Committee to sign the certified statements on behalf of Council.

### **Recommendation:**

#### **That Council:**

- 1. In accordance with section 131 of the Local Government Act (1989):**
  - (a) adopt in principle and submit the 2013/14 Standard Statements and Financial Statements to the Auditor-General for certification; and**
  - (b) authorise the Council's Audit Committee Representatives, Cr. Spain and Cr. Dudzik, to certify the 2013/14 Standard Statements and Financial Statements in their final form, after any changes recommended, or agreed to by the Auditor, have been made.**
- 2. In accordance with section 132 of the Local Government Act (1989):**
  - (a) submit the 2013/14 Performance Statement to the Auditor-General for certification; and**
  - (b) authorise the Council's Audit Committee Representatives, Cr. Spain and Cr. Dudzik, to certify the 2013/14 Performance Statement in its final form, after any changes recommended, or agreed to by the Auditor, have been made.**

---

**Report Authorisation**

**Authorised by:**

**Name:** Shane Marr

**Title:** General Manager Corporate Services

**Date:** Friday, 29 August 2014

A handwritten signature in black ink, appearing to read 'Shane Marr', is positioned to the right of the 'Authorised by' section.

## **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](http://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 6 August 2014 – Confidential Matter
- Assembly of Councillors – Wednesday 6 August 2014 – Woolpack Road / Halletts Way Package of Works Update.

#### **Recommendation:**

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

- **Assembly of Councillors – Wednesday 6 August 2014 – Confidential Matter**
- **Assembly of Councillors – Wednesday 6 August 2014 – Woolpack Road / Halletts Way Package of Works Update.**

## 10.2 Section 86 - Delegated Committees of Council - Reports

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

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

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

Committee	Meeting Date	Council Representative
Bacchus Marsh Hall Committee of Management	Thursday 10 July 2014	Cr. Spain Community Members

### Recommendation:

**That Council receives the report of the Bacchus Marsh Hall Committee of Management meeting of Thursday 10 July 2014.**

# Attachment - Item 10.2

# Bacchus Marsh Public Hall Committee of Management

## Committee Meeting 10<sup>th</sup> July 2014

**Location: Supper Room, Main Street, Bacchus Marsh**

### MINUTES OF MEETING

1.	Meeting Opened: 4.00pm. John Spain in Chair.	
2.	Members present: John Spain, Gary Treloar, Keith Currie, Jim Wilson and Carol Young	
3.	Apologies received: J Ginnane, D Williamson	
4.	Guests:	
5.	Disclosure of Conflicts of Interest: Nil	
6.	Confirmation of Minutes	
	<b>Resolution:</b>	
	<b><i>That the minutes of the Meeting of 19<sup>th</sup> June 2014 be confirmed.</i></b>	
	<b><i>Moved: G Treloar      Seconded: Jim Wilson</i></b>	
	<b><i>Carried</i></b>	
7.	Actions arising from previous meetings	
	7.1 Cleaning Arrangements 0114	<p>J Spain to advise GJK Facility Services that we require 3 hours of cleaning over 2 days. This to be for a 12 month period with a review in 6 months.</p> <p>J Wilson has almost completed the Cleaning Specification and will attach a check sheet for GJK Cleaners to complete during/after each clean.</p> <p>J Spain and J Wilson checked the floor surface of the Main Hall after GJK Facility Services had cleaned and were not satisfied with the result. J Wilson will clean the Main Hall with the polisher to get the floor to an acceptable standard and will then undertake to train GJK Facility Services in the correct technique to be used – hot, clean water.</p>

7.2 Kitchen Refurbishment 0214	K Diamond-Keith has requested a list of Venue users. C Young to provide this. The grant application has not been submitted and we do not know if the kitchen equipment has been purchased. K Diamond-Keith to be asked to update Committee.
7.3 Master Key 0214	C Young to write to D Mayor requesting the return of Master Key
7.4 Booking System Modules 0114	J Spain investigating Booking System Modules as the current system is only temporary
7.5 Cleaning Cupboard Key 0214	Awaiting response from Council
7.6 Telstra Phone Line 0214	G Treloar to contact Telstra to see what is available to the Committee
7.7 Signage on Windows 0214	To be carried over until we know the booking number (see previous item)
7.8 Crockery 0314	J Wilson to purchase a lock for the crockery cupboard. Current tea cups and saucers to be offered to the following organisations:  Bacchus Marsh Tennis Club - 50 cups and saucers Ministry of Love and Peace - Balance of cups and saucers.  G Treloar to contact organisation regarding the pick up and removal.
7.9 Clock in Public Hall 0314	Delivered and ready to be installed by J Wilson
7.10 Maintenance Schedule 0414	J Spain to meet with K Diamond-Keith. Some frustration shown by members of the Committee that the complex has not had maintenance done on a regular basis in the past and recommended that the Council should contribute to the cost to bring the complex up to an acceptable standard.
7.11 Defibrillator 0514	No response from Dr Alexander of Grant St Medical Centre.
7.12 Hall Lighting 0514	More lights in the Main Hall need replacing. Suggested that the Main Hall lights should all be replaced at the same time.
7.13 Building Identification Sign 0414	J Wilson to contact J Hine for recommendations as to what would be appropriate for the building.

7.14 Annual General Meeting 0514	<p>J Spain has given proposed date of August 14, 2014 to K Diamond-Keith for approval.</p> <p>J Spain and C Young to meet to finalise procedures for the Annual General Meeting</p> <p>A normal Committee of Management meeting to be held prior to the Annual General Meeting with a dinner break before the Annual General Meeting.</p>
7.15 Advertising of Facilities 0514	G Treloar has sent a letter to local organisations advertising the facilities available. No response as yet but bookings could be received in due course as organisations require the use of the facility.
7.16 Painting of Hall 0514	J Wilson to put together a price for the painting and that will then be given to Council requesting assistance if Budget allows
7.17 Refrigerator 0514	J Wilson will open existing vents in the Kitchen to allow for better ventilation. The kitchen ceiling has been repaired.
7.18 Naming of Supper Room 0514	J Spain is investigating the viability of naming the Supper Room "The Captain Bacchus Room" (Post meeting. The Avenue Motel has a room named The Captain Bacchus Room and therefore another name will have to be found)
7.19 History of Hall 0514	J Spain will put a brief history of the Public Hall on the Website
7.20 RSL Gun Placement 0514	K Diamond-Keith to provide further information – not yet received
7.21 Emergency Exit Doors 0514	Carpenter in progress of repairing the 2 Emergency Exit Doors in the Main Hall
7.22 Stage Curtaining 0514	J Wilson and C Young will endeavour to repair curtains in the coming weeks
7.23 Lighting in Foyer 0514	J Wilson to meet with P Bowman regarding the possible use of LED lighting in the Hall Foyer
7.24 Car Park between RSL and Hall 0514	J Wilson suggested that 12mm blue scoria should be used to repair the pot holes
7.25 PA System in Supper Room 0514	G Treloar has purchased the PA System. This has not yet been tested.
7.26 Table Replacements in Supper Room 0514	G Treloar showed the Committee a demonstration model of the table we are purchasing. These will be at a cost of \$302.50 each and will be 1800 x 900. The 12 tables being purchased are at a cheaper price than previously advised of \$495 each. Existing tables to be stored in Council Shed at Darley.



8.	Chairperson's Report	<p>J Spain reported that a priority should be getting the surface of the Main Hall to an acceptable level for all users.</p> <p>The Annual Maintenance Funding is due shortly but we do not know how much will be remitted.</p> <p>All Committee Members should consider a wish list of things we would like done or purchased for the forthcoming year to enable it to be presented at the Annual General meeting</p>
		<p><b>Resolution:</b></p> <p><b><i>That the Chairman's Report be received</i></b></p> <p><b><i>Moved: J Wilson    Seconded: K Currie</i></b></p> <p><b><i>Carried</i></b></p>
9.	Secretary's report	
	9.1 Inwards correspondence	<p>Moorabool Shire Council – Volunteer Registration Form</p> <p>Bendigo Bank – Various Statements</p> <p>Rotary Club of Bacchus Marsh – Cleaning</p> <p>SVA Vending – Football Club Bookings</p> <p>BM Linedancers – Condition of Floor</p> <p>BM Linedancers – Job Well Done</p> <p>Various emails re Bookings</p>
	9.2 Outwards correspondence	<p>Rotary Club of Bacchus Marsh – Cleaning</p> <p>Bacchus Marsh Local Organisations – Advertising</p> <p>BM Linedancers – Condition of Floor</p> <p>BM Linedancers – Thank you</p> <p>SVA Vending – Football Club Bookings</p> <p>Various emails re bookings</p>
	<p><b>Resolution:</b></p> <p><b><i>That the Secretary's report be received.</i></b></p> <p><b><i>Moved: K Currie    Seconded: J Wilson</i></b></p> <p><b><i>Carried</i></b></p>	

10  
Treasurer's  
report

# **BACCHUS MARSH PUBLIC HALL COMMITTEE**

## **Treasurer's Report for the Month of June '14**

### **Cheque Account**

		Month June 2014	Year to Date
<b><u>INCOME</u></b>			
Hall Hire - Public hiring		1,005.45	4,131.83
Hall Hire (LFY)	note 1	5,642.73	14,187.06
Hall Hire - Council	#	957.00	4,618.00
Interest Received (Term Deposits)		368.63	1,280.45
Operational Grant		-	30,152.33
Cleaning/ Other Costs Recouped		45.45	72.45
Sale of Surplus Equipment/ Fittings		-	100.00
Public Liability Amounts Received	-	57.46	-
GST on Income	-	277.42	- 0.02
<b>Total Income</b>		<b>7,684.38</b>	<b>54,542.10</b>
<b><u>EXPENDITURE</u></b>			
Advertising		24.82	24.82
Cleaning		140.00	2,356.25
Electricity		1,326.16	5,145.19
Post Box Rental		-	97.27
Secretarial Fees		420.00	2,100.00
Stationary		15.31	54.55
Maintenance			
-			463.18
Building			
Kitchen Requisites (oven trays)			
Equipment Purchases:-			11,309.55
Crockery & Cutlery	note 2	- 909.09	
Sound Equipment		226.37	
GST on Purchases	-	726.67	- 252.64
Contra Account - Hall Hire Council	#	957.00	4,618.00
<b>Total Expenditure</b>		<b>1,473.90</b>	<b>25,916.17</b>
<b>Surplus/ Deficiency</b>		<b>6,210.48</b>	<b>28,625.93</b>
<b><u>ACCOUNT TRANSFERS</u></b>			
To Term Deposit (2503)		-	30,000.00
Bank Account Balance B/Fwd		2,879.47	10,464.02
<b>BANK ACCOUNT BALANCE - 30th June 2014</b>		<b>\$ 9,089.95</b>	<b>\$ 9,089.95</b>

**NOTES**

- 1 Booking fees for period July '13 to January '14 received from Moorabool Shire Council
- 2 Contribution received for crockery/cutlery purchase from Moorabool Shire Council

**Booking Account****BANK ACCOUNT BALANCE - 30th June 2014****\$ 4,378.00**

(refer separate reconciliation attached)

**Term Deposits**

2501	3.25% matures 3rd September 2014	5,000.00
2502	3.25% matures 3rd September 2014	10,000.00
2503	3.25% matures 13th September 2014	30,000.00
Total Investments		<b>\$ 45,000.00</b>

## Accounts for Payment:

Elms Bookkeeping	\$512.00
Village Homewares	\$ 89.95

***Resolution:******That the Treasurer's report be received.******Moved: G Treloar    Seconded: J Wilson******Carried***

11 Booking Officer's report Firm bookings received from:

Steven Tandy  
John SpainEnquiries received from:  
Steven Tandy  
Robyn – Puppytales Fundraising  
Margaret TirabassiHall Viewings  
Steven Tandy  
Darley Football Netball Club***Resolution:******That the Booking Officer's report be received.******Moved: K Currie    Seconded: J Wilson******Carried***

12	Hall Keeper's report	Covered in previous Business
13	General Business	
	13.1 Kitchen Door	J Spain has requested through K Diamond – Keith that the rear Kitchen Door is in urgent need of a new lock as this has sometimes been left unlocked ( Post meeting – Council is in the process of replacing lock)
	13.2 Hand Driers	J Spain has requested that we look at purchasing hand driers for the toilets prior to the refurbishment. This will depend on when the refurbishment is going to be commenced. G Treloar to obtain quotes.
	13.3 Wilson's Hardware Account	J Wilson has requested that an account be opened with Wilson's Timber and Hardware for the purchase of maintenance incidentals. J Wilson to give G Treloar all necessary forms for completion
14	The next meeting of the Committee will be held at 4 pm on Thursday 14 <sup>th</sup> August 2014	
15	The meeting closed at 5.35 pm.	

### 10.3 Section 86 - Advisory Committees of Council - Reports

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

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

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

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

Committee	Meeting Date	Council Representative
Audit and Risk Committee	28 May 2014	Cr. Spain Cr. Dudzik
Finance and Governance Committee	20 August 2014	Cr. Spain Cr. Dudzik

**Recommendation:**

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

- **Audit and Risk Committee meeting of Wednesday, 28 May 2014**
- **Finance and Governance Committee meeting of Wednesday, 20 August 2014.**

# Attachment - Item 10.3(a)

## **AUDIT & RISK COMMITTEE MEETING**

**Summary of Minutes** of the Audit & Risk Committee Meeting (3<sup>rd</sup> Quarterly)  
to be held at the James Young Room, Lerderderg Library, Bacchus Marsh  
Wednesday, 28 May 2014  
commencing at 9.30am

<b>Members:</b>	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
<b>Internal Auditors:</b>	Mr. David Boyd Mr. Dean Taylor	Partner – Deloitte Risk Services Client Manager – Risk Services
<b>Officers:</b>	Mr. Rob Croxford Mr. Shane Marr	Chief Executive Officer General Manager Corporate Services

**Rob Croxford**  
**Chief Executive Officer**

## AGENDA

<b>1. OPENING OF MEETING.....</b>	<b>3</b>
1.1 OPENING OF MEETING .....	3
1.2 PRESENT .....	3
1.3 APOLOGIES .....	3
1.4 CONFIRMATION OF MINUTES - AUDIT COMMITTEE MEETING OF WEDNESDAY 26 FEBRUARY 2014. ....	3
1.5 MATTERS ARISING FROM PREVIOUS MEETING.....	3
1.6 CLOSED SESSION OF THE MEETING TO THE PUBLIC.....	3
1.7 DISCLOSURE OF INTERESTS OR CONFLICTS OF INTEREST .....	4
<b>2. AUDIT &amp; RISK COMMITTEE WORK PLAN - AUDIT &amp; RISK COMMITTEE CHARTER MATRIX .....</b>	<b>6</b>
<b>3. AUDIT &amp; RISK COMMITTEE WORK PLAN - OUTSTANDING AUDIT &amp; RISK COMMITTEE RESOLUTIONS AND AUDIT REPORT RECOMMENDATIONS.....</b>	<b>11</b>
<b>4. CEO'S REPORT - COMPLIANCE WITH LEGISLATION AND POLICIES.....</b>	<b>35</b>
<b>5. OFFICER REPORTS - FINANCIAL REPORT - PRESENTATION OF FINANCIAL STATEMENTS .....</b>	<b>37</b>
<b>6. OFFICER REPORTS - RISK MANAGEMENT .....</b>	<b>56</b>
<b>7. INTERNAL AUDIT - STATUS REPORT.....</b>	<b>57</b>
<b>8. INTERNAL AUDIT REPORT – PURCHASING CARDS.....</b>	<b>59</b>
<b>9. INTERNAL AUDIT REPORT – CLIENT SATISFACTION SURVEY.....</b>	<b>74</b>
<b>10. EXTERNAL AUDIT – 2013/2014 AUDIT STRATEGY.....</b>	<b>78</b>
<b>11. OTHER RESPONSIBILITIES - UPDATE ON SIGNIFICANT LEGAL MATTERS</b>	<b>79</b>
<b>12. OTHER RESPONSIBILITIES – BUSINESS CONTINUITY MANAGEMENT.....</b>	<b>81</b>
<b>13. OTHER RESPONSIBILITIES – AUDIT &amp; RISK COMMITTEE EVALUATION ....</b>	<b>84</b>
<b>14. VAGO PERFORMANCE REPORTS – LG RESULTS OF 2012-13 AUDITS.....</b>	<b>91</b>
<b>15. CORRESPONDENCE – DTPLI.....</b>	<b>97</b>
<b>16. CORRESPONDENCE - MAV .....</b>	<b>98</b>
<b>17. CORRESPONDENCE - VLGA.....</b>	<b>99</b>
<b>18. CORRESPONDENCE - OTHER .....</b>	<b>100</b>
<b>19. GENERAL BUSINESS.....</b>	<b>101</b>
19.1 MEETING CLOSURE .....	101



## **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. Rob Croxford</i>	<i>Chief Executive Officer</i>
<i>Mr. Shane Marr</i>	<i>General Manager Corporate Services</i>
<i>Mr. David Boyd</i>	<i>Partner – Deloitte Risk Services</i>
<i>Mr. Steve Ivelja</i>	<i>Manager Finance</i>
<i>Ms. Debra Absalom</i>	<i>Minute Taker</i>

### **1.3 APOLOGIES**

### **1.4 CONFIRMATION OF MINUTES - Audit Committee Meeting of Wednesday 26 February 2014.**

*Resolution:*

*Moved: Cr. John Spain*

*Seconded: Cr. Tonia Dudzik*

*That the Audit & Risk Committee confirms the Minutes of the Audit Committee Meeting held on 26 February 2014.*

**CARRIED**

### **1.5 MATTERS ARISING FROM PREVIOUS MEETING**

*Nil*

### **1.6 CLOSED SESSION OF THE MEETING TO THE PUBLIC**

*Resolution:*

*Moved: Cr. John Spain*

**Seconded: Cr. Tonia Dudzik**

*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: Mr Nick Myrianthis***

***Seconded: Cr. John Spain***

***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: Cr. Tonia Dudzik***

***Seconded: Cr. John Spain***

***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 March 2013.***

***CARRIED***

**4. CEO'S REPORT - Compliance with Legislation and Policies**

***Resolution:***

***Moved: Cr. Tonia Dudzik***

***Seconded: Mr. Nick Myrianthis***

***That the Audit & Risk Committee receives and notes the Compliance with Legislation and Policies register to March 2013.***

**CARRIED**

**5. OFFICER REPORTS - Financial Report - Presentation of Financial Statements**

***Resolution:***

***Moved: Mr Nick Myrianthis***

***Seconded: Cr. John Spain***

***That the Audit & Risk Committee receives and notes the Quarterly Financial Report to 31<sup>st</sup> March 2014.***

***CARRIED***

**6. OFFICER REPORTS - Risk Management**

***Resolution:***

***Moved: Cr. John Spain***

***Seconded: Mr. Nick Myrianthis***

***That the Audit & Risk Committee notes the influences of the Federal and State Governments that may affect future sustainability.***

***CARRIED***



## **7. Internal Audit - Status Report**

***Resolution:***

***Moved: Mr Nick Myrianthis***

***Seconded: Cr. John Spain***

***That the Audit & Risk Committee receives and notes the 2014 Internal Audit Status Report.***

***CARRIED***

**8. Internal Audit Report – Purchasing Cards**

***Resolution:***

***Moved: Cr. John Spain***

***Seconded: Cr. Tonia Dudzik***

- 1. That the Audit & Risk Committee receives and notes the Purchasing Cards 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 – Client Satisfaction Survey**

***Resolution:***

***Moved: Cr. Tonia Dudzik***

***Seconded: Mr. Nick Myrianthis***

***That the Audit & Risk Committee receives and notes the Client Satisfaction Survey report.***

**CARRIED**

**10. External Audit – 2013/2014 Audit Strategy**

***Resolution:***

***Moved: Cr. John Spain***

***Seconded: Cr. Tonia Dudzik***

***That the Audit & Risk Committee note that the Interim Management Audit will commence the week beginning Monday 2 July, 2014.***

***CARRIED***

**11. Other Responsibilities - Update on Significant Legal Matters**

***Resolution:***

***Moved: Mr. Nick Myrianthis***

***Seconded: Cr. John Spain***

***That the Audit & Risk Committee receives and notes the update on Significant Legal Matters pertaining to Moorabool Shire Council.***

***CARRIED***

## **12. OTHER RESPONSIBILITIES – Business Continuity Management**

### **Recommendation**

**That the Audit & Risk Committee receives and notes the Business Continuity management update report.**

### ***Resolution:***

***Moved: Cr. Tonia Dudzik***

***Seconded: Mr. Nick Myrianthis***

### ***That:***

- 1. the Audit & Risk Committee receives and notes the Business Continuity Management update report.***
- 2. a further update report including the detailed policy and Business Impact Assessment be presented to the Audit & Risk Committee at the February 2015 meeting.***

**CARRIED**

**13. OTHER RESPONSIBILITIES – Audit & Risk Committee Evaluation**

**Recommendation:**

**That the Audit & Risk Committee receives and notes the Audit and Risk Committee Self-Assessment Questionnaire and that a copy be forwarded to all members for completion following the September meeting.**

**Resolution:**

**Moved: Cr. John Spain**

**Seconded: Cr. Tonia Dudzik**

**That:**

- 1. the Audit & Risk Committee receives and notes the Audit and Risk Committee Self-Assessment Questionnaire and that a copy be forwarded to all members for completion following the September meeting via Survey Monkey.**
- 2. a report with the survey findings be presented to the Audit & Risk Committee meeting in November 2014.**

**CARRIED**

**14. VAGO Performance Reports – LG Results of 2012-13 Audits**

***Resolution:***

***Moved: Cr. Tonia Dudzik***

***Seconded: Mr. Nick Myrianthis***

***That the Audit Committee receive and note the report titled Victorian Auditor General's Office (VAGO) Report: "Local Government Results of the 2012-13 Audits".***

***CARRIED***



## 15. CORRESPONDENCE – DTPLI

### **Recommendation:**

**That the Audit & Risk Committee receives and notes the correspondence received from DTPLI.**

### ***Resolution:***

***Moved: Mr. Nick Myrianthis***

***Seconded: Cr. John Spain***

### ***That:***

- 1. the Audit & Risk Committee receives and notes the correspondence received from DTPLI;***
- 2. a progress report be presented to the Audit & Risk Committee on the LGPRF indicators at the November 2014 meeting;***
- 3. a report be presented to the Audit & Risk Committee at each meeting going forward.***

**CARRIED**

**16. CORRESPONDENCE - MAV**

***Resolution:***

***Moved: Cr. John Spain***

***Seconded: Cr. Tonia Dudzik***

***That the Audit & Risk Committee receives and notes the correspondence received from MAV.***

***CARRIED***

## 17. CORRESPONDENCE - VLGA

***Resolution:***

***Moved: Mr. Nick Myrianthis***

***Seconded: Cr. John Spain***

***That the Audit & Risk Committee receives and notes the correspondence received from the VLGA.***

***CARRIED***

**18. CORRESPONDENCE - Other**

***Resolution:***

***Moved: Cr. Tonia Dudzik***

***Seconded: Mr. Nick Myrianthis***

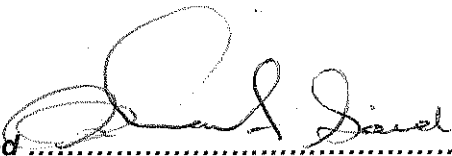
***That the Audit & Risk Committee receives and notes the correspondence received from other organisations.***

**CARRIED**

## 19. GENERAL BUSINESS

### 19.1 MEETING CLOSURE

*There being no further business, the meeting closed at 11.25am*

Confirmed 

..... Chairperson

# Attachment - Item 10.3(b)

## MINUTES

### SECTION 86 FINANCE & GOVERNANCE COMMITTEE

**WEDNESDAY 20 AUGUST 2014**

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

#### MEETING OPENING

Cr. John Spain welcomed all and opened the meeting at 3.35pm.

#### ATTENDANCE

Cr. Tonia Dudzik	Councillor – East Moorabool Ward
Cr. John Spain	Councillor – East Moorabool Ward
Mr Shane Marr	General Manager Corporate Services
Ms. Deb Absolom	Minute Taker

#### APOLOGIES

Cr. Paul Tatchell	Councillor – Central Moorabool Ward
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#### ELECTION OF THE MEETING CHAIR

##### ***Recommendation:***

***The Finance & Governance Committee recommends that Cr. Spain be appointed as Chairperson of the Finance & Governance Committee.***

#### CONFLICTS OF INTEREST

No conflicts of interest were declared at the meeting.

#### TERMS OF REFERENCE

The Terms of Reference (TOR) for the committee were noted by all present. It was agreed that the meeting frequency be bi-monthly, as outlined in the TOR, and meetings may be cancelled in the instance that there are no items to be presented.

***Noted***

## STRATEGIC PROJECTS UPDATE

Briefing on the following strategic projects provided by Shane Marr.

### **Culture Survey**

The 2014 Culture survey has been completed. The results show an improvement in staff culture when compared with the previous survey. This was one of the KPI's in the 2013/14 Council Plan. Officers are now working on the recommendations from the survey and the communication to staff.

### **Digital Strategy**

A Digital Strategy, Information Strategy and GIS Strategy have recently been prepared.

The Digital Strategy considers the development of Council's website, including other digital opportunities such as online forms, bookings and payment and the use of social media by Council.

The Information Strategy looks at the storage of data and information by Council. This includes name and address information and property information.

The GIS Strategy looking at the use of Councils mapping systems.

An implementation plan for these strategies is currently being developed.

### **2015/16 Budget**

Officers will commence the preparation for the 2015/16 budget shortly. With recent changes to the legislation requiring the budget to be adopted by 30 June (previously 31 August) we will need to consider commencing the budget process earlier.

In line with the recently completed Budget Management internal audit we will be presenting the Strategic Financial Plan to Council later this year so that it can be adopted by Council prior to Christmas.

### **2013/14 Annual Accounts**

The 2013/14 Annual Accounts are nearing finalisation. The auditors have completed their field work and we are waiting clearance from the Auditor General. An Audit and Risk Committee meeting is scheduled for 3 September to consider the accounts. Following this the chair of the Audit and Risk Committee will provide an update to Councillors.

At the OMC on 3 September Council will consider a recommendation to adopt the Annual Accounts in principle.

### **Noted**



**1. Sale of Land, Halletts Way**

***Recommendation:***

***That the s86 Finance Governance Committee recommends that the Council resolves:***

- ***that the portion of land having an area of approximately 53sqm and described as part of RES1 on LP216886 is surplus to Council requirements;***
- ***to proceed under Section 192 of the Local Government Act 1989 to change the status of that part of RES1 on LP216886 to freehold land as the land is now not required by the Council for the purpose for which it was acquired;***
- ***to give notice under Section 189 of the Local Government Act 1989 that the land be sold by private treaty to the abutting registered proprietor;***
- ***that under the requirements of sections 189 and 192 of the Local Government Act 1989, advertise that any submissions made under Section 223 may be submitted no less than 28 days of the date that the advertisement appears in the local newspaper generally circulating within the Municipality;***
- ***if no public submissions are received by the due date then Council proceed with the sale; and***
- ***subject to satisfactory completion of all required processes then Council sell the land by private treaty to the a abutting registered proprietor on terms and conditions as approved by the Chief Executive Officer***

***Moved: Cr. Dudzik***

***Seconded: Cr. Spain***

***CARRIED***

**2. LG Amendment Governance & Conduct Bill 2014**

**Resolution:**

***That the s86 Finance Governance Committee recommends that this report be received and noted***

**Moved: Cr. Dudzik**

**Seconded: Cr. Spain**

**CARRIED**

**3. Instrument of Appointment & Authorisation P&E Act**

**Recommendation:**

***That the s86 Finance Governance Committee recommends that the Council resolves:***

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

**Moved: Cr. Dudzik**

**Seconded: Cr. Spain**

**CARRIED**

**4. Instrument of Delegation from Council to Members of Council Staff (other than the CEO)**

**Recommendation:**

***That the s86 Finance Governance Committee recommends that the Council 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 members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to from Council to Members of Council staff, the powers, duties and functions set out in that instrument, 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 members of Council staff (other than 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.*

**Moved:** Cr. Dudzik

**Seconded:** Cr. Spain

**CARRIED**

**No further business**

#### **DATE OF THE NEXT MEETING**

The date of the next meeting was confirmed as follows:

Wednesday 22 October 2014  
3.30pm – 5.00pm  
Council Chambers  
Ballan

#### **MEETING CLOSURE**

Cr. Spain thanked all and closed the meeting at 3.56pm.

**Action:**

**That** .

**11. NOTICES OF MOTION**

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

**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**