

## ORDINARY MEETING OF COUNCIL

**Notice** is hereby given of the  
Ordinary Meeting of Council to be held at the  
Council Chamber, 15 Stead Street, Ballan on  
Wednesday 4 December 2013,  
commencing at 5:00 p.m.

### Members:

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

### Officers:

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

**Rob Croxford**  
**Chief Executive Officer**

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**1. OPENING OF MEETING AND PRAYER**

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

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

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

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

**Amen**

**2. PRESENT**

**3. APOLOGIES**

**4. CONFIRMATION OF MINUTES**

**4.1 Ordinary Meeting of Council – Wednesday 6 November 2013**

**Recommendation:**

**That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 6 November 2013.**

## 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. MAYOR'S REPORT**

**To be presented at the meeting by the Mayor.**

**Recommendation:**

**That the Mayor's report be received.**

**7. COUNCILLORS' REPORTS**

**To be presented at the meeting by Councillors.**

**Recommendation:**

**That the Councillors' reports be received.**



## 8. 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.

**9. PETITIONS**

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

**10. 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
-	-	-	-

**11. OFFICER'S REPORTS**

**11.1 CHIEF EXECUTIVE OFFICER**

*No reports for this meeting*

## 11.2 GROWTH AND DEVELOPMENT

### 11.2.1 Planning Application PA2013-142; Use of the Land as a Place of Assembly Function Centre & Accommodation and Removal of Native Vegetation at Lots 5 & 6 on PS 308194T Boyd Baker House, 305 – 307 Long Forest Road, Long Forest 3340.

<b>Application Summary:</b>	
Permit No:	PA2013-142
Lodgement Date:	24 June 2013
Planning Officer:	Rob Fillisch
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	18 September 2013
Address of the land:	305 – 307 Long Forest Road, Long Forest
Proposal:	Use of the Land as a Place of Assembly Function Centre & Accommodation and Removal of Native Vegetation
Lot size:	12.5 hectares
Why is a permit required	<p>Clause 35.03-1 – Rural Living Zone – both uses fall within Section 2</p> <p>Clause 35.03-3 – Rural Living Zone – buildings and works</p> <p>Clause 44.06-1 – BMO – buildings and works</p> <p>Clause 52.17 – native vegetation removal</p>
<b>Public Consultation:</b>	
Number of notices to properties:	65
Notices on site:	One
Notice in Moorabool Newspaper:	Nil
Number of Objections:	Thirty five (35) and one petition with fifty nine (59) signatures
Consultation meeting:	The applicant was invited to submit additional information and a consultative meeting was deferred until this material was received. Subsequently an Application for Review has been lodged by the permit applicant with VCAT.

<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 – Sian Smith</i>  In providing this advice to Council as the Manager, I have no interests to disclose in this report.  <i>Author – Robert Fillisch</i>  In providing this advice to Council as the Author, I have no interests to disclose in this report.	
<b>Executive Summary:</b>	
The subject site has been used as a Place of Assembly and accommodation without planning permission. The owner was informed that planning permission was required for these activities and subsequently an application was lodged with Council. The three buildings on the site have architectural significance and they are registered with Heritage Victoria. The vegetation on the site and in the immediate surrounds has ecological significance being the only Mallee Woodland occurring to the south of the Great Dividing Range.  The position of the subject site is somewhat unique as the Long Forest Nature Reserve surrounds it. Access to the buildings is via a long relatively narrow dirt track. The site and surrounding land has extensive bush coverage. The area in which the buildings are located is flat and the immediate topography is one of steep slopes and gullies.	

The activities on the site have generated complaints to Council in relation to noise, loss of amenity and poor patron behaviour. The application has received a significant number of objections that have the same concerns.

The application was referred to all appropriate authorities and within Council departments for comment. Of significance the CFA objected to the application. The permit applicant was provided with a copy of the CFA objection and given the opportunity to respond. The permit applicant then submitted further specialist information and this was on sent to the CFA. The CFA after reviewing the additional submission has maintained its objection. The CFA has objected on the basis that adequate fire protection cannot be provided for the type of activity proposed. Furthermore the CFA has indicated extensive clearing adjacent the buildings would be necessary to achieve compliance with the 'Defendable space' requirements of Clause 52.47. As the CFA is a statutory referral authority under Section 55 of the Planning & Environment Act 1987 Council is obliged to refuse the application. Apart from the fire risk (a concern raised by many of the objectors) there are also proposed grounds of refusal based on inappropriate access, inadequate management arrangements, poor parking arrangements, adverse impacts on the surrounding area and unfavourable locational characteristics.

The application was reviewed against the provisions of the Moorabool Planning Scheme.

The application was advertised and thirty-six objections (including one petition) were received. The submissions raised concerns about the impact on the fauna and flora of the area; inadequate access, loss of privacy, noise, impact on traffic conditions and potential fire risk. A consultation meeting was not held as the permit applicant has lodged an Application for Review with VCAT.

This report recommends that Council issue a Notice of Refusal to use the land for a Place of Assembly and Accommodation; and native vegetation removal.

**Summary Recommendation:**

That, having considered all relevant matters as required by s.60 of the Planning and Environment Act 1987, Council issue a Notice of Refusal to Grant a Permit in accordance with Section 84 of the Act to use the land for a Place of Assembly and Accommodation; and native vegetation removal at Lots 5 & 6 on PS 308194, 305 – 307 Long Forest Road, Long Forest subject to eight (8) grounds of refusal.

## Background

The subject site was developed as a rural residential property in the mid to late 1960's. It contains three buildings of significant architectural value and these are on the Victorian heritage register. Robin Boyd a significant Australian architect of the 20th century designed the two buildings used as dwellings. The third building, used as a library was designed by the noted architect Sir Roy Grounds. The original owner sold the land in 2006. Earlier the owner (Baker) had subdivided the land and given a substantial area to the State Government. This land now forms the Long Forest Nature Reserve. The balance of the land consisted of 12.5 hectares and contained the three buildings (ie. the subject site). The Long Forest Nature Reserve surrounds the property. The site and surrounds have particularly ecological significance being the only Mallee woodland occurring to the south of the Great Dividing Range.

The new owner has been letting the two buildings for short stays. These buildings can accommodate up to 20 persons. The buildings and surrounding grounds have also been used as a function centre (ie. Place of Assembly).

The activities undertaken on the site have generated complaints to Council. The permit applicant now seeks planning approval to formalize the existing activities. The applicant also seeks approval for native vegetation removal to provide for adequate defendable space to satisfy the Bushfire Management Overlay provisions. The proposed parking areas would require alterations to the existing native vegetation.

## Enforcement Proceedings

At a practice day hearing on 10 May 2013 the enforcement order was placed on hold until 31 August to allow the applicant to apply for a planning permit. It was envisaged by VCAT that this would provide sufficient time for the matter to be determined by Council. An application was lodged on the 24 June 2013 but further information was required to enable Council to make an informed decision on the application.

Given the application was not determined by 31 August 2013, Council requested a Practice Day Hearing at VCAT to request that the operation of the site for a Function Centre and Accommodation cease. This was based on the impending fire season and potential risk of the operation. At the hearing on the 11<sup>th</sup> October 2013 the VCAT member was not prepared to grant the order as per Council's request. The member did state that Council could apply for an interim enforcement order.

At this hearing on the 11 October 2013, VCAT determined that the proponent could hold functions that were already booked, but could not take any more bookings from 1 October until the date of the mediation hearing on 9 December 2013. The schedule provided by the proponent indicated that a wedding was booked for every weekend between 11 October and 8 December 2013. These functions may now proceed at VCAT's direction.



On the 1 November 2013, Council was formally advised by VCAT that there is mediation on 9 December 2013. All objectors have been notified by VCAT of the mediation and they have the opportunity to submit a statement of grounds to VCAT which will enable them to become a party to this hearing. A resolution at mediation can only occur if all the parties at the hearing agree to the proposal in accordance with discussion/negotiations at that hearing.

As a result of VCAT allowing the continued use of the site, Council has sent a letter to the proponent advising the use is not sanctioned by Council and the use of the site will be conducted at the proponents own risk.

Council's legal representatives are currently preparing an application for an interim enforcement order with regard to this matter. An interim enforcement order is to demonstrate that Council is aware of the risks and believes that these risks are unacceptable when considering matters of public safety. There are sufficient VCAT cases which would support this type of action being taken.

### **Proposal**

It is proposed to use the land for the purpose of Accommodation and a Place of Assembly. The buildings can provide accommodation for up to 20 persons, 16 persons within the Boyd Baker House and 4 persons within the Boyd Dower House. The buildings on the site and associated grounds are also proposed to be used as a function centre for up to 200 guests. The application seeks approval to remove native vegetation principally to improve the fire safety of the property. The proposed parking changes may include a degree of works.

The permit applicant via their planning consultant has set out proposed operational parameters associated with the place of assembly, these include:

- A Bushfire Emergency Plan;
- Limited to 200 guests on site at any one time;
- During the operation of any evening functions on the land, two security personnel must be onsite from 9.00pm until the completion of the event;
- For any evening function the phone number of the owner or security personnel shall be given to Council and all landowners within 1 kilometre radius, the purpose being to provide a reliable contact to ensure a prompt response to any complaints;
- Compliance with the State Environment Protection Policy (Control of Music from Public Premises) N-2;
- Amplified music is not permitted to be played after 12.30am; and
- A requirement that the owner ensure no undue detriment is caused to the amenity of the area as a consequence of the function use.

The proposal was accompanied by a traffic engineering report. The report includes survey data from a wedding held on 15 December 2012. The report concludes that for a 200 person function at least 60 car parking spaces be provided. The report notes that parking is provided in an informal manner on the site including on one side of the accessway. The report indicates that there should be no need to provide car parking along Long Forest Road. The report also considers that the access onto Long Forest Road is adequate in terms of traffic safety.

A Bushfire Management Statement also accompanied the application. This considered fire safety issues and the ecological conditions onsite. An amended report was later submitted following the initial CFA objection. The ecologist report recommended that a Bushfire Emergency Plan be prepared. It also provides recommendations concerning the extent and location of native vegetation removal associated with providing defendable space pursuant to Clause 52.47.

### **Site Description**

The site is located on the west side of Long Forest Road. It has an irregular shape with an area of 12.5 hectares. The site is developed with three buildings. These two dwellings are known as the Boyd Baker house, the Boyd Dower house and the Grounds library. The buildings on the site and surrounding grounds are registered by Heritage Victoria on the basis that they have significant architectural value.

The buildings are centrally located deep within the site. The buildings are accessed by means of an 800m long dirt track. The track has a width of approximately 4.5m. Much of the access way adjoins the Long Forest Nature Conservation Reserve. This is a heavily vegetated bush area that is steeply sloping. There are no fences demarking the site from the adjoining nature reserve. The reserve borders the site on all sides apart from the narrow entrance to the roadway.

There are residential properties set on large lots on the east side of Long Forest Road and further north.

Surrounding land contains bushland and residential development at low densities. Long Forest is the only patch of Mallee woodland occurring to the south of the Great Dividing Range.

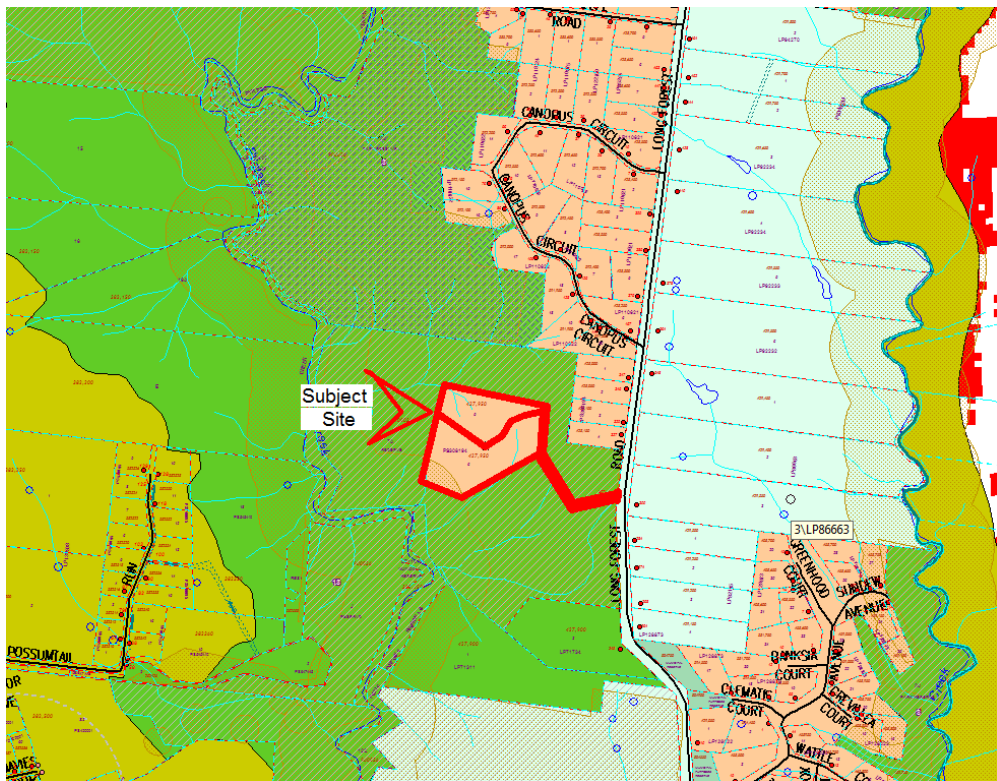
The property was used for residential purposes until 2006. Sometime afterwards the property started being used for accommodation and functions. Council has informed the property owner that planning permission was required for these activities and the current application was subsequently lodged.

### Application Plans



### 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).

<b>SPPF</b>		
<b>Clause 12.01</b>	Biodiversity/Native Vegetation	Planning policy seeks to protect and enhance the natural environment. The subject site contains significant vegetation. The proposal includes the removal of native vegetation adjacent to the buildings.
<b>Clause 13.05</b>	Bushfire	The subject site is located in an area identified as being at risk of bushfire. Planning policy seeks to minimise the potential for fire risk to people and property. The CFA has assessed the proposal and found that the proposal would result in unreasonable fire risks.
<b>Clause 15.03</b>	Heritage	Heritage policy seeks the protection and appropriate use and development of heritage assets. The application does not seek to alter the existing buildings. The fire risk associated with the proposed use is such that there will be changes (ie. reduction/removal) of the native vegetation adjacent the buildings. This will adversely impact on the heritage values of the site. The proposal does increase public access to the site albeit in a restricted manner.
<b>Clause 17.03-1</b>	Facilitating Tourism	Planning policy seeks to promote tourism and associated economic development. The proposal will be consistent with encouraging economic development and the re-use of a heritage asset.
<b>LPPF</b>		
<b>Clause 21.02</b>	Natural Environment	Protection of the ecological values of the Long Forest is encouraged. The vegetation onsite is of ecological significance. Policy also seeks to minimise the adverse impacts of wildfire.

<b>Clause 21.04-5</b>	Economic Development	The policy seeks to support tourism by protecting the local environment and heritage assets. The proposal seeks to generate employment on the site and actively use heritage assets for commercial benefit.
<b>Clause 21.06</b>	Heritage	The policy recognises that the Shire contains many heritage assets that require particular care in terms of management and protection.

### Zone

The land is zoned Rural Living under the Moorabool Planning Scheme. A Place of Assembly is defined as:

*Land where people congregate for religious or cultural activities, entertainment, or meetings.*

The use is in Section 2 of the Table to Clause 35.03-1. Accommodation of the type proposed is also similarly positioned under the zoning. Changes to accommodate increased car parking may be classified as 'works'. Approval is sought to remove native vegetation and accordingly planning approval is required pursuant to Clause 52.17.

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider the decision guidelines under the zone provisions.

### Overlays

The land is included in a Heritage Overlay (Schedule 55). Pursuant to Clause 43.01-1, a planning permit is required for 'Buildings and works'. The site is registered by Heritage Victoria (H2218). Due to this control, Heritage Victoria is responsible for assessing all buildings and works proposals. Advice from Heritage Victoria indicates no application has been made.

A Bushfire Management Overlay also covers the site. Under this overlay a planning permit is required for any buildings and works (Clause 44.06-1) associated with Accommodation or a Place of Assembly. Clause 66.03 requires that any such applications be referred to the CFA.

### General Provisions

Under Clause 65, the responsible authority must consider, as appropriate:

- *The suitability of the land for subdivisions.*
- *The existing use and possible future development of the land and nearby land.*
- *The availability of subdivided land in the locality, and the need for the creation of further lots.*

- *The effect of development on the use or development of other land which has a common means of drainage.*
- *The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.*
- *The density of the proposed development.*
- *The area and dimensions of each lot in the subdivision.*
- *The layout of roads having regard to their function and relationship to existing roads.*
- *The availability and provision of utility services, including water, sewerage, drainage, electricity and gas.*

## **Discussion**

### State and Local Planning Policies

Several different strands of planning policies of the Moorabool Planning Scheme are relevant to the assessment of the proposal. The planning policies and controls seek the protection of both heritage assets and the natural ecology. The provisions also place significance importance on protection from bushfire.

The sites locational characteristics are of fundamental importance in the application of the planning scheme policies.

The permit application seeks retrospective planning permission for uses that have operated for a number of years. The applicant has outlined the various merits of the proposal. These include allowing access to the site to various members of the public who would otherwise not have the opportunity to experience what are significant architectural expressions of the 1960's and 1970's. The importance of these buildings and associated site is recognized by the Victorian Heritage registration. The applicant further puts that the proposal will boost tourism and associated economic development. There is obvious merit in these suggestions however they cannot be viewed in isolation. An important issue is whether the site has the capacity to accommodate the intended uses given its locational and environmental constraints.

The proposal will necessitate the clearing of vegetation around the buildings. The CFA assessment of the required defensible space adjacent to the buildings is greater than that put forward by the applicant's ecologist. It is evident that a significant amount of clearing will be required. The values associated with the buildings on site are in part tied to their position amongst bushland set deep inside the property. The vegetation clearance conditions associated with any approval will impair the existing relationship between the buildings and bushland. In this way the proposal can be said to be adverse to the heritage status of the site.

The actual buildings are located well within the site. The accessway comprises a dirt track with a width of 4.5 metres. The accessway to the buildings is flanked by bushland for some 800 metres. The internal access is considered problematic given the potential for bushfire as well as the proper operation of vehicle movement.

The number of residential properties nearby although well below densities found in suburban or township areas is not insignificant. The low density nature of the surrounds along with the extensive bushland provides for a tranquil setting. In terms of noise levels this leads to a low ambient setting. Comment is made on the objections below but a consistent theme raised is the disturbance that the current operations have caused.

The low intensity nature of the surrounds implies that the area is susceptible to disruption, particularly noise. The applicant has not indicated whether the suggested operational requirements are currently in place. There is a degree of uncertainty about the effectiveness of the measures proposed. The venue, due to the number of patrons proposed (up to 200), will operate mostly outdoors. There is limited ability to therefore control certain aspects of the operation (ie. sound protection).

The relatively high numbers of patrons and the locational circumstances indicate that fire safety is a significant planning consideration. In the assessment of the fire safety issues, the CFA as a mandatory referral authority has objected to the application. Council is therefore obliged to refuse the application. Apart from the CFA objection there are locational, heritage and amenity grounds upon which the application should be refused.

#### Environmental Significance

Having regard to the comments of the CFA, the proposal will cause an adverse impact on the site. The loss of native vegetation as well as potential effluent issues are also concerns.

#### Clauses 35.03, 44.06, 52.17 & 65 – Decision Guidelines

The proposal is considered to be inconsistent with the zoning and overlay provisions.

The proposal creates a number of uncertainties on the potential impact on the natural environment. The proposal has the potential to cause a loss of amenity to the surrounding area. The site limitations are such that the proposal would be inconsistent with the proper and orderly planning of the area.

#### **General Provisions**

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

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

#### **Referrals**

The following referrals were made pursuant to s.55 of the Planning and Environment Act 1987. Notice was also provided to Council departments and internal sections of Council who were provided with an opportunity to make comment on the proposed development plan.

Referrals/Notice	Response
Section 55 Referrals: CFA	The CFA has objected to the application
Section 52 notice: Heritage Victoria	Requested that an application be made to Heritage Victoria as the application requires separate approval from Heritage Victoria
DEPI	Requires further information on the extent of vegetation clearance. This may require the application to be re referred as a Section 55 referral. No further information was provided by the applicant.
Internal Council Referrals Strategic Planning  Environmental Health Environmental Officer  Infrastructure	Objects on the grounds that a permit should not issue without a Heritage Victoria permit being issued first. No objection subject to conditions. Objects on the ground insufficient information has been provided to assess vegetation removal. No objection.

**Public Notice**

Notice of the application was sent to adjoining landowners and those downstream. The advertising process was from 19 July 2013 to 12 August 2013. Thirty six (36) objections were received including one petition.

**Summary of Objections**

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

Objection	Officer’s response
The proposal is in conflict with the zoning.	The site is within the Rural Living Zone where the proposed uses are permissible subject to planning approval. In this instance the proposal has minimal compatibility with the zoning purpose.
The proposal will adversely impact upon the biodiversity of the property.	The potential impacts on the surrounding biodiversity are broad and at present unclear due to unknown vegetation removal required. This is part of the reason for the officer recommendation for refusal.



<p>Inadequate operational provisions.</p>	<p>The permit applicant has suggested various operational management procedures and processes. The uses have been in operation and these have led to disturbance to nearby properties. The nature of the proposed operations being largely outdoors indicates potential for adverse amenity outcomes. It is considered that permit conditions could be devised to limit the impact of the operation on surrounding premises.</p>
<p>The proposal will lead to a loss of local amenity.</p>	<p>While it is acknowledged that the current functions at the property have resulted in adverse amenity impacts it may be possible to include conditions to alleviate these issues. It also must be noted that the current operation of the facility has in essence been uncontrolled.</p>
<p>Adverse impact on the operating conditions of Long Forest Road.</p>	<p>Long Forest Road is a public road and Councils infrastructure department have not indicated the road cannot cope with the traffic created by this operation. It would be useful to have adequate advanced signage should a permit issue.</p>
<p>Inadequate septic conditions causing runoff given the scale of the operations.</p>	<p>The Council's Environmental Health Officer has found that the existing septic tanks are adequate.</p>
<p>Potential fire risk to the site and surrounds.</p>	<p>The CFA have objected to the application.</p>

**Financial Implications**

The recommendation of a refusal of this application does not implicate any financial risk issues to Council.

**Risk and Occupational Health and Safety Issues**

The recommendation of a refusal of this application 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. A consultation meeting has not taken place as Council officers were awaiting additional material from the applicant in the interim an Application for Review was lodged by the permit applicant.

## Conclusion

The proposal is considered to be an inappropriate use of the site and will adversely impact on environmental conditions, heritage values and the amenity of the surrounding area. The proposal has been deemed by the CFA to represent an unacceptable fire risk. The proposal is inconsistent with policy and does not satisfy the intent and provisions of the zone or overlays.

The application has been assessed against the relevant sections of the Moorabool Planning Scheme, and found to be inconsistent with the provisions therein.

As the matter has now proceeded to VCAT Council can determine the matter under Section 84 of the Planning and Environment Act (1987) however cannot issue a permit. The matter is listed for a full hearing on 28 January 2014. At the conclusion of the hearing VCAT will provide a final order with a direction for Council to either issue a permit or uphold Council's refusal.

## Recommendation:

**That, having considered all matters as prescribed by s.60 of the Planning and Environment Act, Council issues a Notice of Refusal to Grant a Permit PA2013-142 for the Use of land for a Place of Assembly and Accommodation; and Native Vegetation removal at Lots 5 & 6 on PS 308194, 305 – 307 Long Forest Road, Long Forest subject to the following grounds of refusal.**

- 1. The proposal fails to comply with State and Local Planning Policy.**
- 2 The applicant has not provided sufficient information to enable full assessment of the application with regard to native vegetation clearance.**
- 3. The fails to comply with the provisions of Clause 44.06 Bushfire Management Overlay.**
- 4. The proposal will cause a loss of amenity to the area.**

## CFA grounds

- 5. The proposal fails to comply with the State Planning Policy Framework clause 13.05 - Bushfire, clause 44.06 - Bushfire Management Overlay and the objectives of clause 52.47 - Bushfire Protection Planning Requirements as:**
  - The land is located in an area of significant bushfire risk at both the local and broader scale and the current proposal does not reduce the risk to human life from bushfire to an acceptable risk.**

6. The proposal fails to comply with the objective of clause 52.47-8 (Defendable space and construction for other occupied buildings objective) and mandatory Standard BF8.1 and Standard BF8.2. as:
- The identified places of shelter – Boyd Baker House (principle place of shelter) and Boyd Dower House (ancillary place of shelter) have not been provided with defendable space appropriate to the number, age and mobility of anticipated occupants and in accordance with Table 2 of Clause 52.47.
  - The proposed alternative method for calculating defendable space for the principle dwelling - Boyd Baker House, using Mallee instead of woodland vegetation class, is not acceptable as Woodland is the predominant vegetation class that will generate the anticipated bushfire behaviour within the subject land and the wider surrounding landscape.
7. The proposal fails to comply with the objective of clause 52.47-10 (Water supply and access objectives) and Mandatory Standard BF10 as:
- The proposal does not clearly identify the number and capacity of dedicated static water supply to ensure an adequate supply of water is provided to protect the anticipated number of occupants and buildings during and after the passage of a bushfire.
  - The current proposal fails to provide appropriate access arrangements.
8. The current bushfire emergency plan fails to ensure adequate protection of human life due to the following factors:
- It does not provide suitable 'triggers' for closing the facility under significant fire weather conditions and appropriate to the level of bushfire threat to the site.
  - It does not adequately assign responsibility for enacting the plan to suitably qualified and trained individuals to provide confidence the plan will be appropriately implemented if required.
  - It provides inadequate procedures for monitoring potential fire activity in the area.

---

**Report Authorisation****Authorised by:**

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Thursday, 21 November 2013

## 11.2.2 PA2012-069 Amendment to Trading Hours for a Medical Centre; at Lot 22 on PS112262, 162 Gisborne Road, Darley

### Introduction

File No.: PA2012-069  
Author: Sian Smith  
General Manager: Satwinder Sandhu

### Background

On 19 September 2012 it was resolved at an Ordinary Meeting of Council to issue a Notice of Decision to grant a Planning Permit for Use and Development of the land for a Medical Centre; Alteration of Access to Road Zone and Business Identification Signage at Lot 22 of PS 112262, 162 Gisborne Road Darley VIC 3340.

No appeal was made by any party to the Victorian Administrative and Civil Tribunal and subsequently a planning permit was granted for the medical centre on 24 October 2014.

The medical centre has since established and has a planning permit to trade Monday to Friday 8:00 am to 6:00 pm and 9:00 am until 12 noon on weekends and public holidays with two practitioners.

On 15 July 2013 Council received an application to amend the Planning Permit to increase the number of practitioners from two to three and to alter the medical centre trading hours to the following:

- (a) Extend Monday to Friday open hours an additional two hours from 6:00 pm to 8:00 pm; and
- (b) Alter weekend trading hours from 9:00am to 12 noon to 11:00 am to 5:00 pm increasing opening hours by an additional 3 hours.

Increasing the practitioners from two to three would also require a car parking provision of (11) eleven spaces and a site plan was submitted including this requirement onsite.

The amendment was subject to public notice and during the notification period Council received two objections to the amendment.

Some of the concerns raised by objectors were;

- extended hours would increase on-street car parking demand;
- car parking and increased traffic movements would result in a loss of amenity and security;
- the approval of any increase to the hours may set a precedence for further increases at a later stage.

This matter was deferred at the 6 November 2013 Ordinary Meeting of Council with a resolution for officers to prepare an alternative motion providing grounds for refusal. *A copy of the original officer's report is attached to this report.*

As a result of the recommendation of the 6 November 2013 Ordinary Meeting of Council and on the basis of the objection raised, the proponent on 22 November 2013 submitted an application to amend the application in progress to revise the application as follows:

- (a) Continue to seek an amendment of Monday to Friday trading hours to increase from 8:00am to 6:00pm for an additional two hours being 8:00am until 8.00pm Monday to Friday.
- (b) Remove the request to alter weekend and public holiday trading hours. The opening hours as granted on the original permit would be retained being 9:00am until 12 noon.

The report has been returned for consideration with a recommendation for approval to grant an amended permit on the basis of the recently submitted amendment.

### **Policy Implications**

The 2009–2013 Council Plan provides as follows:

<b>Key Result Area</b>	Enhanced Natural and Built Environment
<b>Objective</b>	Effective and efficient land use planning and building control
<b>Strategy</b>	Provide a high quality and timely development application processing system

The proposal is consistent with the 2009-2013 Council Plan.

### **Financial Implications**

The recommendation for amendment of this proposal would not present any undue financial burden to Council.

### **Risk & Occupational Health & Safety Issues**

The recommendation of refusal of this amendment 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 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.

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

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

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

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

#### *Manager – Satwinder Sandhu*

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

#### *Author – Natalie Robertson*

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

### **Discussion:**

The original permit grants trading hours as follows:

- Monday to Friday 8:00 a.m. to 6:00 p.m.; and
- Saturday, Sunday and Public Holidays 9:00 a.m. to 12 noon.

These trading hours continue and remain valid should Council determine to refuse this amendment application.

Given that the proponent has given consideration to concerns raised by the surrounding residents and amended the application in order to remove the changes to the weekend trading hours it is considered reasonable to recommend approval of this amendment application.

### **Conclusion**

This proposal has been assessed against the relevant sections of the Moorabool Planning Scheme and it is recommended that the application should be granted and a Notice of Decision to Grant an Amended Planning Permit be provided subject to variation of some conditions.

### **Recommendation:**

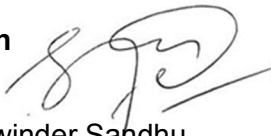
**That Council, having considered all relevant matter as prescribed by S.61 of the Planning and Environment Act, issue a Notice of Decision to Grant an Amended Planning Permit PA2012-069 for the Use and Development of the land for a Medical Centre, Alteration to Access to a RDZ1 and Erection of Business Identification Signage at Lot 22 on PS 112262, 162 Gisborne Road Darley VIC 3340 subject to the following amendments:**

1. **Condition 1 of the original Planning Permit shall include the following:**
    - a) *Landscaping using species with dense foliage and/or hedging properties will be required to be planted along the rear boundary to the satisfaction of the responsible authority;*
    - b) *Extension of the rear boundary fence to a height of 1.8m.*
    - c) *Provision of sensor lighting from the front entry directed along the access drive and suitably baffled so as not to impact adjoining properties.*
  
  2. **Condition 2 be amended to read as follows:**

*Unless otherwise approved in writing by the responsible authority the use may only occur between the hours of:*

    - a) *8:00am and 8:00 pm (Monday to Friday); and*
    - b) *9:00am and 12 noon (Weekends and Public Holidays).*
  
  3. **A new permit condition should be provided at Condition 3 as follows:**
    3. *There must be no more than three practitioners operating from site at any given time unless with the written consent of the responsible authority.*
  
  4. **A new permit condition should be provided at Condition 4 as follows:**
    4. *Access gates to the subject site should be securely closed outside opening hours to the satisfaction of the responsible authority.*
  
  5. **All subsequent conditions should be renumbered accordingly to reflect the inclusion of new Conditions 3 and 4.**
- 

**Report Authorisation****Authorised by:**

  
**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Thursday, 21 November 2013

# Attachment - Item 11.2.2(a)



**11.2.3 PA2012-069 Amendment to Trading Hours for a Medical Centre; at Lot 22 on PS112262, 162 Gisborne Road, Darley**

<b>Application Summary:</b>	
Amendment App No:	PA2012-069 A1
Lodgement Date:	15 July 2013
Planning Officer:	Natalie Robertson
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	15 September 2013
Address of the land:	Lot 22 of PS 112262 162 Gisborne Road Darley
Proposal:	Amendment to Use and Development of the Land for a Medical Centre; Alteration of Access to a Road Zone and Business identification signage by alteration of trading hours
Lot size:	650 sqm approximately
Why is a permit required	Clause 32.01-1; Medical Centre is classified as Section 2 Use;
<b>Public Consultation:</b>	
Number of notices to properties:	12
Notices on site:	1
Notice in Moorabool Newspaper:	Not applicable
Number of Objections:	5
Consultation meeting:	Not 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>	
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.	
<b>Officer's Declaration of Conflict of Interests</b>	
<p>Manager – Sian Smith In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p>Author– Natalie Robertson In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	

**Executive Summary:**

On 19 September 2012 it was resolved at an Ordinary Meeting of Council to issue a Notice of Decision to grant a Planning Permit for Use and Development of the land for a Medical Centre; Alteration of Access to Road Zone and Business Identification Signage at Lot 22 of PS 112262, 162 Gisborne Road Darley VIC 3340.

No appeal was made by any party to the Victorian Administrative and Civil Tribunal and subsequently a Planning Permit was granted for the medical centre on 24 October 2014.

The medical centre has since established and has been trading Monday to Friday 8:00 am to 6:00 pm and 9:00 am until 12 noon on weekend and public holidays with two practitioners.

On 15 July 2013 Council received an application to amend the Planning Permit to increase the number of practitioners from two to three and to alter the medical centre trading hours to the following:

- (a) Extend Monday to Friday open hours an additional two hours from 6:00 pm to 8:00 pm; and
- (b) Alter weekend trading hours from 9:00am to 12 noon to 11:00 am to 5:00 pm increasing opening hours by an additional 3 hours.

Increasing the practitioners from two to three would also require a car parking provision of (11) eleven spaces and a site plan was submitted including this requirement onsite.

The amendment was subject to public notice and during the notification period Council received two objections to the amendment.

Some of the concerns raised by objectors were;

- extended hours would increase on-street car parking demand;
- car parking and increased traffic movements would result in a loss of amenity and security;
- the approval of any increase to the hours may set a precedence for further increases at a later stage.

The assessment of this amendment has given consideration to the surrounding commercial and non-residential uses and the impact of the already existing medical centre on neighbouring residential properties. It is recommended that the development should be approved with some additional permit conditions.

**Summary Recommendation:**

That Council resolve to issue a Notice of Decision to Grant an Amended Permit for the Use and Development of the Land for a Medical Centre; Alteration of Access to Road Zone and Business Identification Signage at Lot 22 of PS 112262, 162 Gisborne Road Darley VIC 3340

## **Proposal**

The Application to Amend a Planning Permit seeks to alter the existing medical centre trading hours, to increase the number of practitioners already approved from two to three.

The existing centre has been designed to include three practitioners, however the original approval allowed for only two practitioners.

The alteration to trading hours is to:

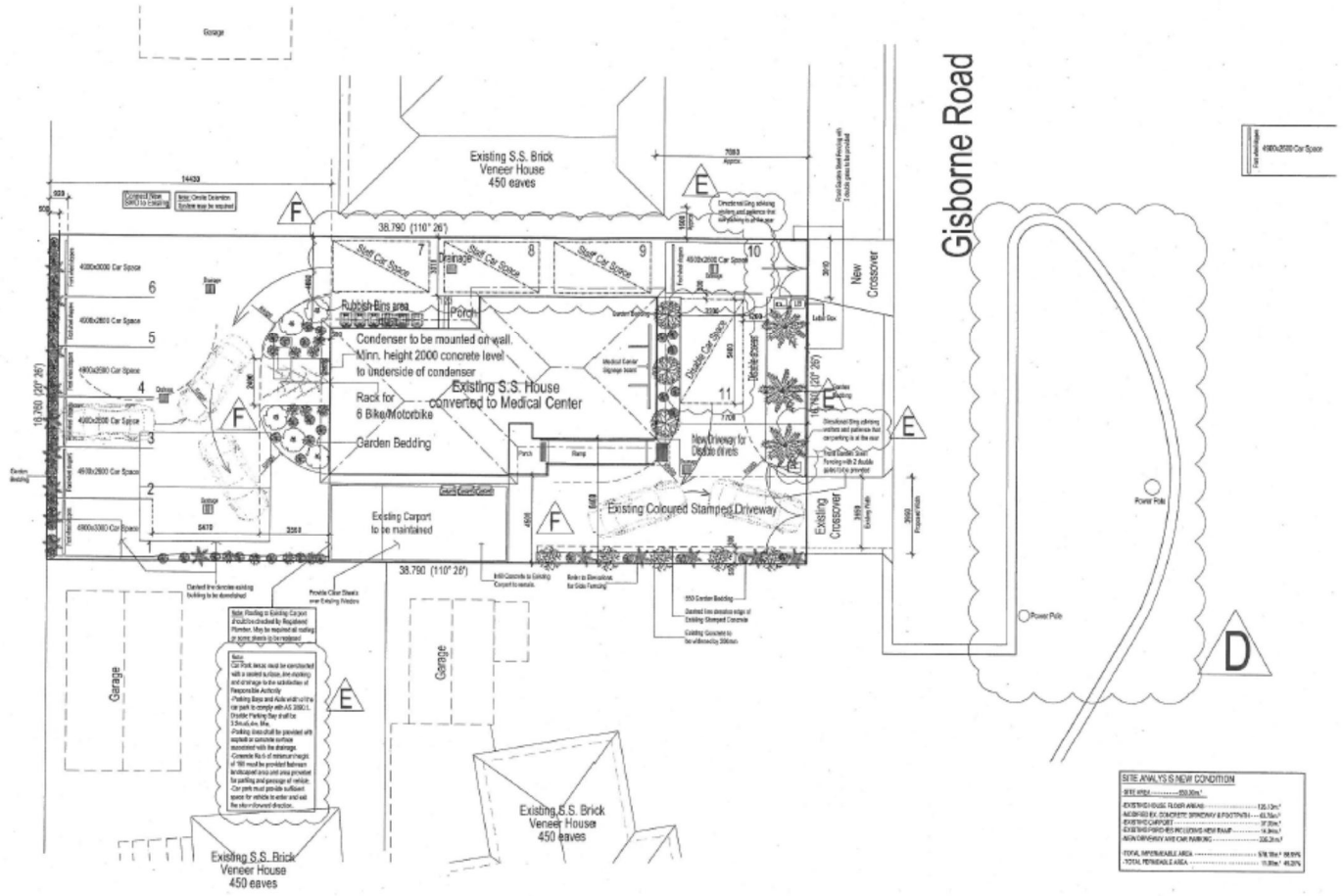
- (a) Extend Monday to Friday open hours an additional two hours from 6:00 pm to 8:00 pm; and
- (b) Alter weekend trading hours from 9:00am to 12 noon to 11:00 am to 5:00 pm increasing opening hours by an additional 3 hours.

Increasing the practitioners from two to three would also require a car parking provision of (11) spaces. The subject site has been revised to accommodate (11) eleven spaces. The Moorabool Planning Scheme requires 5 spaces for the first practitioner and 3 spaces for each practitioner thereafter. In this regard, no car parking waiver would be required.

The proposal would cater for 11 on-site car parks, including a disabled car park in front of the medical centre. The existing outbuilding (metal shed) towards the rear of the property would be demolished so the area is utilised for 6 car parking spaces. The setback on the southern side would cater for 4 additional car parks, 3 for staff and one for visitors. A crossover has already been created as part of the original development. Seven of the car parks would be available to patients, 3 for staff and one disabled parking

The drawings of the proposed medical centre included below.

# Site Plan



**SITE ANALYSIS - NEW CONDITION**

NET AREA	..... 80.0m <sup>2</sup>
EXISTING HOUSE FLOOR AREA	..... 12.0m <sup>2</sup>
MEASUREMENT OF CHANGING ROOMS/STAIRWAYS	..... 10.0m <sup>2</sup>
EXISTING CARPORT	..... 17.0m <sup>2</sup>
EXISTING DRIVEWAY INCLUDING NEW RAMP	..... 14.0m <sup>2</sup>
NEW DRIVEWAY AND CAR PARKING	..... 28.0m <sup>2</sup>
<b>TOTAL AVAILABLE AREA</b>	<b>..... 89.0m<sup>2</sup></b>
<b>TOTAL AVAILABLE AREA</b>	<b>..... 13.0m<sup>2</sup></b>

## SITE PLAN / CAR PARK (Proposed)

Scale: 1:200

	<b>SHANSA CONSTRUCTION</b> 16 Darnwell Close Delahay 3027 Victoria Ph: (03) 9307-6451 Fax: (03) 9307-6451 Mob: 0410-470-745 Email: shansa.construction@gmail.com	JOB NUMBER: <b>079-MC</b> SCALE: ARCH-DWG SHEET NO: <b>A1</b> TP-04 of 05 DRAWN: DRAGON W ORIGINAL DATE: <b>22.03.12</b> CHECKED: _____ DESIGNED: _____ DATE: _____	<table border="1"> <thead> <tr> <th>NO.</th> <th>REVISION</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>FOR SETTING OUT</td> <td>22.03.12</td> </tr> <tr> <td>2</td> <td>FOR SETTING OUT</td> <td>22.03.12</td> </tr> <tr> <td>3</td> <td>FOR SETTING OUT</td> <td>22.03.12</td> </tr> <tr> <td>4</td> <td>FOR SETTING OUT</td> <td>22.03.12</td> </tr> <tr> <td>5</td> <td>FOR SETTING OUT</td> <td>22.03.12</td> </tr> <tr> <td>6</td> <td>FOR SETTING OUT</td> <td>22.03.12</td> </tr> <tr> <td>7</td> <td>FOR SETTING OUT</td> <td>22.03.12</td> </tr> <tr> <td>8</td> <td>FOR SETTING OUT</td> <td>22.03.12</td> </tr> <tr> <td>9</td> <td>FOR SETTING OUT</td> <td>22.03.12</td> </tr> <tr> <td>10</td> <td>FOR SETTING OUT</td> <td>22.03.12</td> </tr> </tbody> </table>	NO.	REVISION	DATE	1	FOR SETTING OUT	22.03.12	2	FOR SETTING OUT	22.03.12	3	FOR SETTING OUT	22.03.12	4	FOR SETTING OUT	22.03.12	5	FOR SETTING OUT	22.03.12	6	FOR SETTING OUT	22.03.12	7	FOR SETTING OUT	22.03.12	8	FOR SETTING OUT	22.03.12	9	FOR SETTING OUT	22.03.12	10	FOR SETTING OUT	22.03.12
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	PROPOSED MEDICAL CENTER PROPERTY ADDRESS: <b>143 GISBORNE ROAD</b> <b>BACCHUS MARSH</b> DATE: _____ DRAWN: _____ CHECKED: _____ DATE: _____	AMENDMENTS 1/NE: CONFIRM THESE DRAWINGS ACCORD WITH OUR REQUIREMENTS AND AUTHORISE THE USER FOR MEET EXISTE PURPOSES. DATE: _____ SIGNED: _____ DATE: _____ SIGNED: _____																																		
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# Floor plan and elevations

FLOOR PLAN (Existing Condition)  
Scale: 1:100

FLOOR PLAN - New Walls Dimensions (Proposed)  
Scale: 1:100

SIGNAGE DETAIL  
Scale: 1:25

FLOOR PLAN - New Walls Furniture (Proposed)  
Scale: 1:50

**PLANNER'S COMMENTS TO BE ADDRESSED**

- Number of Prep Rooms ..... 3
- Site Parking Details ..... Refer to Elevations
- Number of Lab Spaces ..... 3 (Examine, Lab, Report)
- Traffic Interference ..... All cars to forward motion. Refer to Site Plan
- Report and Sign ..... Refer to Signage
- Signage ..... Refer to Elevations and Pictures
- Traffic Access Points: All as per

WEST ELEVATION  
Scale: 1:100

NORTH ELEVATION  
Scale: 1:100

EAST ELEVATION  
Scale: 1:100

SOUTH ELEVATION  
Scale: 1:100

## FLOOR PLANS & ELEVATIONS

Scale: AS SHOWN

**C.A.D. DESIGN & new homes**

ALL DIMENSIONS IN MILLIMETERS UNLESS STATED OTHERWISE

**SHANSA CONSTRUCTION**

16 Dartwell Close  
Daisyhey 3007 Victoria  
Ph: (03) 9307-6451 Fax: (03) 9307-6451 Mob: 0410-470-745  
Email: shansa.construction@gmail.com

**REGISTERED Building Practitioner**  
Dipran Malawi DP-ND 20058

**NORTH**

JOB NUMBER: **079-MC**

SCALE: ARCHITECTURE: A1 TYPED OR 00  
DRAWN: SHANSA ORIGINAL DATE: 22.03.12  
CHECKED: [Signature]

**FLOOR PLANS & ELEVATIONS**

PROPOSED MEDICAL CENTER  
110 GIBBORNE ROAD  
BACCHUS MARSH  
VIC 3105  
KRPA PTY. LTD.

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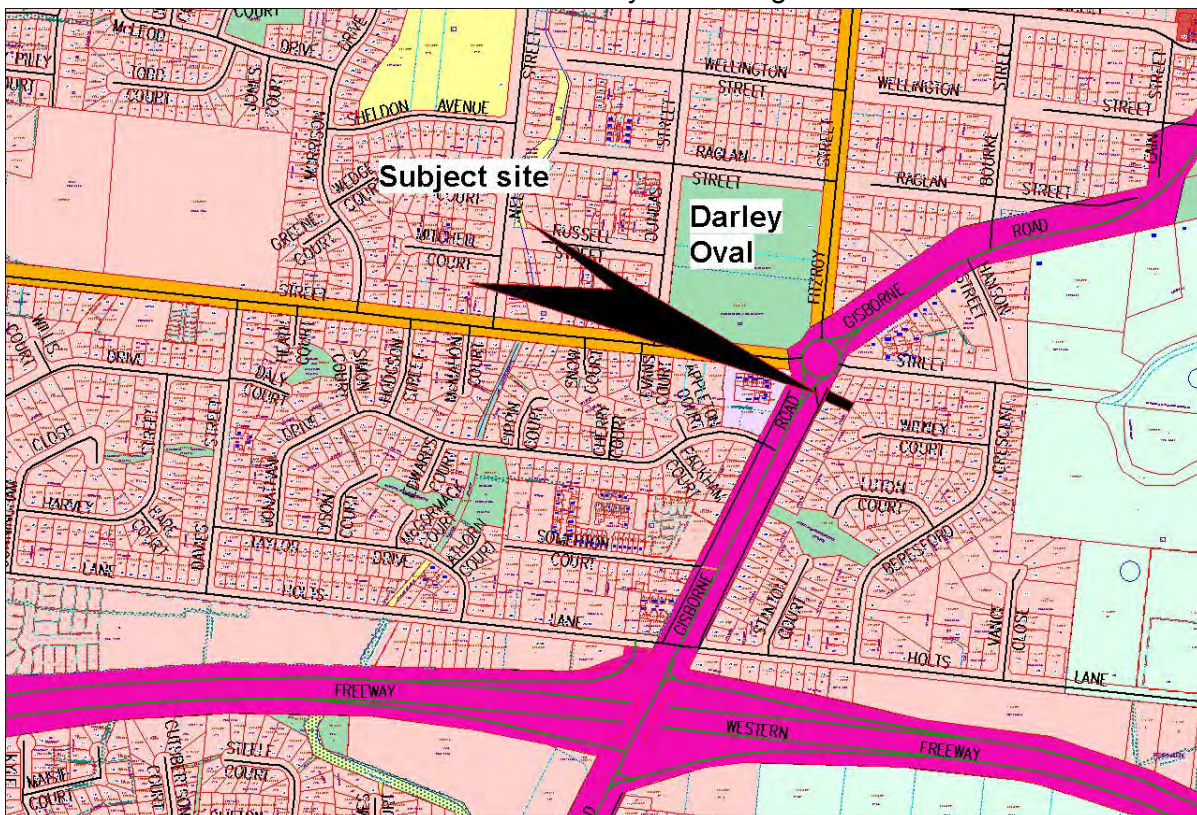
## Site Description

The subject site is located on the Eastern side of Gisborne Road which runs in a north-south direction. The total area of the subject site is 650 sq mts and has access through the service road along the Gisborne Road. The subject site contains the existing medical facility developed under the permit conditions of Planning Permit PA2012069.

The subject site also has a 2.50 metre (drainage and sewerage) easement along the rear boundary.

The subject site is located near the intersection of Gisborne Road, Grey Street and Fitzroy Street. The neighbourhood comprises various residential and non residential uses. The non residential uses within the neighbourhood include a medical centre on the corner of Gisborne Road and Jonathan Drive, supermarket and various shops, Darley Recreation Reserve, a pre-school & play grounds.

All abutting properties to the medical centre are used for residential purposes. The Darley Shopping Centre which includes a supermarket, shops and petrol station is located directly adjacent to the subject site and can be accessed via Gisborne Road, Grey Street and Jonathan drive. Another medical centre, the Bacchus Marsh Medical Centre is located adjacent the Supermarket at the South west corner of Gisborne Road and Jonathan Drive. The Darley Recreation Reserve is located at North West corner of Grey Street and Fitzroy Street and caters for sporting groups such as football, netball and cricket. The reserve also hosts a community market every second weekend. The pre-school and play grounds located on Gisborne Road are within 500m of the subject site. The subject site is also located within 400 metres south of the Western Freeway interchange.



## 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).

<b>SPPF</b>		
Clause 11	Settlement	The medical centre uses existing facilities and infrastructure and is considered to provide employment and essential services to the community.
Clause 11.01-2	Activity centre planning	The medical centre is located adjacent to Darley Plaza and is considered to encourage a concentration of non residential uses around major retail and other commercial uses.
Clause 11.02	Urban growth	The medical centre provides for the sustainable use of the land and existing infrastructure.
Clause 11.02-4	Sequencing of development	Considering the current growth of Bacchus Marsh, Darley and Ballan it is considered that the medical centre provides a service that could be required in the town.
Clause 17.01-1	Business	The medical centre provides a net community benefit by encouraging economical growth and providing services which meet the communities' needs.
Clause 18	Integrated Transport	The subject site is accessible by public transport providing an alternative to private transport.
Clause 19.03-2	Water Supply, Sewerage and Drainage	The medical centre is connected to reticulated services.



LPPF		
Clause 21.03	Settlement and Housing	<p>The site is within an area appropriately zoned for the development and would contribute towards achieving the objective of Urban Growth Management.</p> <p>The policy encourages non-residential uses, including convenience shops and medical centres, in locations that are consistent, and compatible, with the scale and character of the area, in Particular adjacent properties. These uses should be located on lots fronting main or local arterial roads.</p> <p>The proposal is consistent with this policy.</p>
Clause 21.04-5	Local Employment	The proposed medical centre facilitates the local economy and provides additional opportunities local employment.
Clause 21.07	Bacchus Marsh	The subject site is within Urban Development Activity Centre the propose development encourages the policy to consolidate and enhance the development of the inner area of Bacchus Marsh.

**Zone:**

Clause 32.01 Residential 1 Zone.

The subject site is within the Residential 1 Zone and abuts the road which is classified as Road Zone - Category 1. Pursuant to Clause 32.01-1 a planning permit is required to use and develop residential land for a medical centre. A planning permit is also required to create an access from a Road Zone Category 1. The proposed use and development must comply with the decision guidelines of Clause 36.04-3, Clause 65 of Moorabool Planning Scheme.

The proposed amendment does not alter the basis for approval of the original Planning Permit under the Zone, however it does require consideration of alteration of conditions.

The application was required to be referred to VicRoads, under Clause 52.29 of the Moorabool Planning Scheme, for the construction of the additional access. VicRoads did not object to the approval of the medical centre and creation of additional access to the service road.

## Particular Provisions

### Clause 52.06 Car Parking

The proposal provides for 11 car parking spaces on the site which includes an additional two parks from the original application. As per the current planning provisions the amended application would require provision of eleven (11) car parking spaces which include 5 car parking spaces for the first medical practitioner and 3 spaces for each subsequent practitioner. In this case three practitioners equates to (11) car parking spaces. No waiver of car parking is required.

## General Provisions

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

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

## Referrals

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

<b>Referral Authority</b>	
Infrastructure	Consent
<b>Referral Authority (S.55)</b>	
VicRoads	Consent

## Other policies/procedures

Council adopted the Urban Growth Policy Statement at the OMC of the 5th September 2012. Whilst not a formal planning policy, Council can give weight to this document under the provisions of section 60(1A)(g) of the Planning and Environment Act 1987.

This policy has been considered when assessing this amendment.

## Public Notice

Notification of the proposal was undertaken and a Notice was displayed on the site from 30 July 2013 to 13 August 2013. A sign was placed on site and adjoining owners and occupiers were notified by mail. A total of 12 notices were sent to properties within the surrounding area. Council has received 5 objections to the proposed amendments.

## Summary of Objections

No public consultation was held in this matter between the proponent and the objectors as the concerns raised are reflective of the concerns raised in the original application.

Objection	Officer's Assessment
<p>The extension of trading hours would create traffic and congestion on the service Road.</p>	<p>The planning assessment is based against the decision Guidelines of Clause 52.06-9. It is considered that the proposed increase in trading hours for the medical centre and additional car movements would not create any additional congestion on Gisborne Road.</p> <p>The application was referred to the VicRoads and Council's Infrastructure Department. Both the authorities have consented to the proposed development implying that an additional 11 cars on Gisborne Road is not likely to create additional adverse impact to the existing traffic congestion.</p>
<p>The additional car parks on the service road would reduce the space for neighbours. There are no designated footpaths, so everyone walks on the service road.</p>	<p>The planning assessment is based against the decision Guidelines of Clause 52.06-9. The location of centre and provision of the minimum number of car spaces required pursuant to Clause 52.06 suggests little additional impact to car parking on street.</p> <p>Further, there is a pedestrian path on the western side of Gisborne Road together with a pedestrian crossing at the Gisborne road roundabout at Gisborne Road.</p> <p>The public bus stop is located 120 m from the subject site.</p>

<p>As rear boundary neighbours we have always experienced some noise from the Darley roundabout. Since the removal of the garage and vegetation on the subject site the noise levels from traffic has become constant and we can now see traffic on the road. Parking spaces are located along the rear boundary which would extend the impact of traffic noise levels.</p>	<p>The planning assessment is based against the decision Guidelines of Clause 52.06-9.</p> <p>The applicant has provided car parking in accordance with the requirements of the planning permit.</p> <p>The endorsed plans show landscaping areas along the length of the rear boundary. The proponent will be required to comply with a landscaping requirement and plant trees that would create a noise barrier. Species with dense foliage and/or hedging properties will be required to be planted.</p> <p>Further, a permit condition will be imposed to increase the fence height along the rear boundary to 1.8m.</p>
<p>To also include Sunday as a day of business shows a lack of consideration to a residential area. Having people constantly coming and going from a car park literally metres from our backyard for a substantial portion of the weekend's daylight hours is something we could not tolerate.</p>	<p>The original planning permit approves Sunday opening hours from 9:00 a.m. until 12 noon. It is likely that the facility does not have an obvious number of attendances on Sunday as it currently operates.</p> <p>Given the number of practitioners on the site, the proximity to other medical centres and the nature of the use, it is unlikely that traffic will be constant. Whilst it is reasonable that traffic will come and go at various times it is unlikely that traffic will be at a steady stream.</p> <p>This report recommends intensification of vegetation and fence extension to attempt to alleviate the objectors concerns.</p>

<p>There is a potential security threat to our property. The gates on the subject site are often left open at night and therefore invite people to enter at their will. The neighbours at 11 Witney Court have been burgled since the medical centre has been established and tools from their garage were found on the Gisborne Road property.</p>	<p>The proponent would be required to close the access gates after opening hours. This may be enforced through permit conditions.</p> <p>Whilst the rear of the property could have security lighting, it is likely that such lighting would be detrimental to adjoining neighbours through visual impact.</p> <p>Security lighting should be provided from the front porch of the property down the front drive, similar to residential sensor lighting.</p> <p>The proponent has undertaken to have the centre monitored by a security company after hours.</p> <p>No objection was received from the residents at 11 Witney Court.</p>
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### Discussion

The subject site for the proposed medical centre complies with the requirement of the Zones, overlays, particular and general provisions of Moorabool Planning Scheme. It is also considered that the proposed medical centre is in accordance with State Planning Policy Framework (SPPF), the Local Planning Policy Framework (LPPF) and the Municipal Strategic Statement (MSS).

Gisborne Road is one of the arterial roads of Bacchus Marsh with various non residential activities along the road. It is considered that the additional traffic created by the addition of one more practitioner is not going to create traffic congestion with any more detriment than already occurs in the area. VicRoads and Council's Infrastructure Department have assessed the application against their requirements and standards and consented to the development.

Public roads are not normally quarantined for use of local residents. To encourage the patients and visitors to park within the surgery land, where possible, the following condition has already been imposed at 1.(a).

*"A directional sign must be installed at the entrance, advising that car park for the visitors, patients, and staff members are provided towards the rear."*

### Financial Implications

The recommendation for approval of this proposal would not present any undue financial burden to Council.

## **Risk & Occupational Health & 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 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 has been assessed against the relevant sections of the Moorabool Planning Scheme, and found, with some amendments as required by permit conditions, to be supported by the policies therein. The application should be issued with a Notice of Decision to Grant an Amended Planning Permit.

***Consideration of Deputations - Planning Permit Application No 2012-069.***

***Mr. Denis Eason addressed Council as an objector to the granting of a planning permit for the application.***

***The business of the meeting then returned to the agenda.***

## **Recommendation:**

**That Council, having considered all relevant matter as prescribed by S.61 of the Planning and Environment Act, issue a Notice of Decision to Grant an Amended Planning Permit PA2012-069 for the Use and Development of the land for a Medical Centre, Alteration to Access to a RDZ1 and Erection of Business Identification Signage at Lot 22 on PS 112262, 162 Gisborne Road Darley VIC 3340 subject to the following amendments:**

- 1. Condition 1 of the original Planning Permit shall include the following:**
  - a) Landscaping using species with dense foliage and/or hedging properties will be required to be planted along the rear boundary to the satisfaction of the responsible authority;**
  - b) Extension of the rear boundary fence to a height of 1.8m.**
  - c) Provision of sensor lighting from the front entry directed along the access drive and suitably baffled so as not to impact adjoining properties.”**
  
- 2. Condition 2 be amended to read as follows:**

**“Unless otherwise approved in writing by the responsible authority the use may only occur between the hours of:**

  - a) 8:00am and 8:00 pm (Monday to Friday); and**
  - b) 11:00am and 5:00 pm (Saturday and Sunday).**

3. A new permit condition should be provided at Condition 3 as follows:
  - “3. There must be no more than three practitioners operating from site at any given time unless with the written consent of the responsible authority.”
4. A new permit condition should be provided at Condition 4 as follows:
  - “4. Access gates to the subject site should be securely closed outside opening hours to the satisfaction of the responsible authority.”
5. All subsequent conditions should be renumbered accordingly to reflect the inclusion of new Conditions 3 and 4.

Resolution:

Crs. Dudzik/Edwards

*That Council, having considered all relevant matter as prescribed by S.61 of the Planning and Environment Act, issue a Notice of Decision to Grant an Amended Planning Permit PA2012-069 for the Use and Development of the land for a Medical Centre, Alteration to Access to a RDZ1 and Erection of Business Identification Signage at Lot 22 on PS 112262, 162 Gisborne Road Darley VIC 3340 subject to the following amendments:*

1. *Condition 1 of the original Planning Permit shall include the following:*
  - a) *Directional signage must be installed at the entrance advertising that car parks for the visitors, patients and staff members are provided towards the rear.*
  - b) *Landscaping using species with dense foliage and/or hedging properties will be required to be planted along the rear boundary to the satisfaction of the responsible authority.*
  - c) *Extension of the rear boundary fence to a height of 1.8m.*
  - d) *Provision of sensor lighting from the front entry directed along the access drive and suitably baffled so as not to impact adjoining properties.”*

2. **Condition 2 be amended to read as follows:**

***“Unless otherwise approved in writing by the responsible authority the use may only occur between the hours of:***

- a) 8:00am and 8:00 pm (Monday to Friday); and***
- b) 11:00am and 5:00 pm (Saturday and Sunday).”***

3. **A new permit condition should be provided at Condition 3 as follows:**

***“3. There must be no more than three practitioners operating from site at any given time unless with the written consent of the responsible authority.”***

4. **A new permit condition should be provided at Condition 4 as follows:**

***“4. Access gates to the subject site should be securely closed outside opening hours to the satisfaction of the responsible authority.”***

5. **All subsequent conditions should be renumbered accordingly to reflect the inclusion of new Conditions 3 and 4.**

The resolution was determined to be LOST on a Casting  
Vote by the Mayor.

Resolution:

Crs. Toohey/Spain

***That consideration of this item be deferred to the next meeting and that officers prepare an alternative motion providing grounds for refusal.***

**CARRIED.**

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**Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Thursday, 24 October 2013



# Attachment - Item 11.2.2(b)

## **Attachment B – Without Prejudice Recommendation for Refusal**

**PA2012-069 Amendment to Trading Hours for a Medical Centre; at Lot 22 on PS112262, 162 Gisborne Road, Darley**

### **Recommendation:**

**That Council, having considered all relevant matter as prescribed by S.61 of the Planning and Environment Act, issue a Refusal to Grant an Amended Planning Permit PA2012-069 for the Use and Development of the land for a Medical Centre, Alteration to Access to a RDZ1 and Erection of Business Identification Signage at Lot 22 on PS 112262, 162 Gisborne Road Darley VIC 3340 subject to the following grounds:**

- 1. An increase in Practitioners to the facility has potential to increase traffic which would result in an impact to the amenity of the surrounding residential area.**
- 2. Alteration of the trading hours to increase opening times would prolong the impact to the surrounding residential area amenity which is already considered to be suffering detriment caused by operation of such a facility.**

**11.2.3 Planning Application PA2013-185; Earth and Energy Resources Industry (Stone extraction) at Lot 1 on TP 170550X (formerly pt CA12C, Parish of Ballark) Twin Lakes Road, Mount Wallace VIC 3342**

<b>Application Summary:</b>	
Permit No:	PA2013-185
Lodgement Date:	6 August 2013
Planning Officer:	Victoria Mack
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	7 October 2013
Address of the land:	Lot 1 on TP 170550X (formerly part CA12C, Parish of Ballark); or Twin Lakes Road, Mount Wallace VIC 3342
Proposal:	Use and development of an Earth and Energy Resources Industry (Stone extraction)
Lot size:	25.92ha
Why is a permit required	Farming Zone: Clause 35.07-1, section 2 use of land for Stone extraction and 35.07-4 - works associated with a Section 2 use. Environmental Significance Overlay: Clause 42.02, Schedule 1 – earthworks.
<b>Public Consultation:</b>	
Number of notices to properties:	8
Notices on site:	1
Notice in Moorabool Newspaper:	N/A
Number of Objections:	Three (3)
Consultation meeting:	Not held due to local and commercial issues.

<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 – Victoria Mack</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 application seeks approval to use and develop land for the purpose of gravel extraction (small quarry) at Twin Lakes Road, Mt. Wallace.</p> <p>The applicant has stated in the cover letter attached to the application that he is the Company Director of Central Highlands Excavating Pty Ltd. The company has been a successful tenderer in the Moorabool Shire Council Gravel Road Re-sheet Program in 2010/2011, 2012/2013 and also in 2013/2014. The applicant states that he is listed with the Moorabool Shire Council as a preferred supplier.</p>	

Despite the company being a preferred supplier this has had no bearing on the assessment of the application. The application was assessed on its planning merits taking in to consideration the Moorabool Planning Scheme, relevant policies, public notice and referral comments.

The application was referred to the required referral authorities and within Council departments for comment. No objections from referral authorities were raised provided certain conditions were placed on any permit issued. These conditions cover a range of matters including traffic management, road construction, safety and signage, the protection of water quality and control of emissions from the site.

The application was advertised and three objections were received. The submissions raised concerns about the impact of the quarry operations and truck movements on the local roads as well as the amenity impact of the quarrying operations on local residents including from dust, noise and industrial activities.

A consultation meeting was not held as it was considered that commercial interests may have been involved.

The quarry would not be a full time operation and would only operate when gravel is required for the Moorabool Shires' road construction and re-sheet program. While it is acknowledged that the gravel trucks may create a detriment to local road users during peak times, permit conditions would ensure that such local impacts are appropriately managed.

The application was reviewed against the provisions of the Moorabool Planning Scheme. This report recommends that Council issue a Notice of Decision to Grant a Planning Permit for the use and development of an Earth and Energy Resources Industry (Stone extraction) subject to conditions.

**Infrastructure Officer Note:**

Whilst the submission states that the company has been a successful tenderer for gravel road resheet programs, this relates only to the supply and delivery of road making materials. The contractor is also one of many road making material suppliers on the preferred panel. In addition, the applicant states that the quarry would only operate when gravel is required for Moorabool Shire purposes, however, the applicant could supply the product to anyone. Also, the materials in this pit is of unknown quality and would need to meet Council's specifications before its use.

**Summary Recommendation:**

That, having considered all relevant matters as required by s.60 of the Planning and Environment Act 1987, Council issues a Notice of Decision to Grant a Permit for the Use and development of an Earth and Energy Resources Industry (Stone extraction) at Lot 1 on TP 170550X (formerly pt CA12C, Parish of Ballark); or otherwise known as Twin Lakes Road, Mount Wallace VIC 3342 subject to conditions.

## Background

The applicant has stated in the cover letter attached to the application that he is the Company Director of Central Highlands Excavating Pty Ltd. The company has been a successful tenderer in the Moorabool Shire Council Gravel Road Re-sheet Program in 2010/2011, 2012/2013 and also in 2013/2014. The applicant states that he is listed with the Moorabool Shire Council as a preferred supplier.

## Proposal

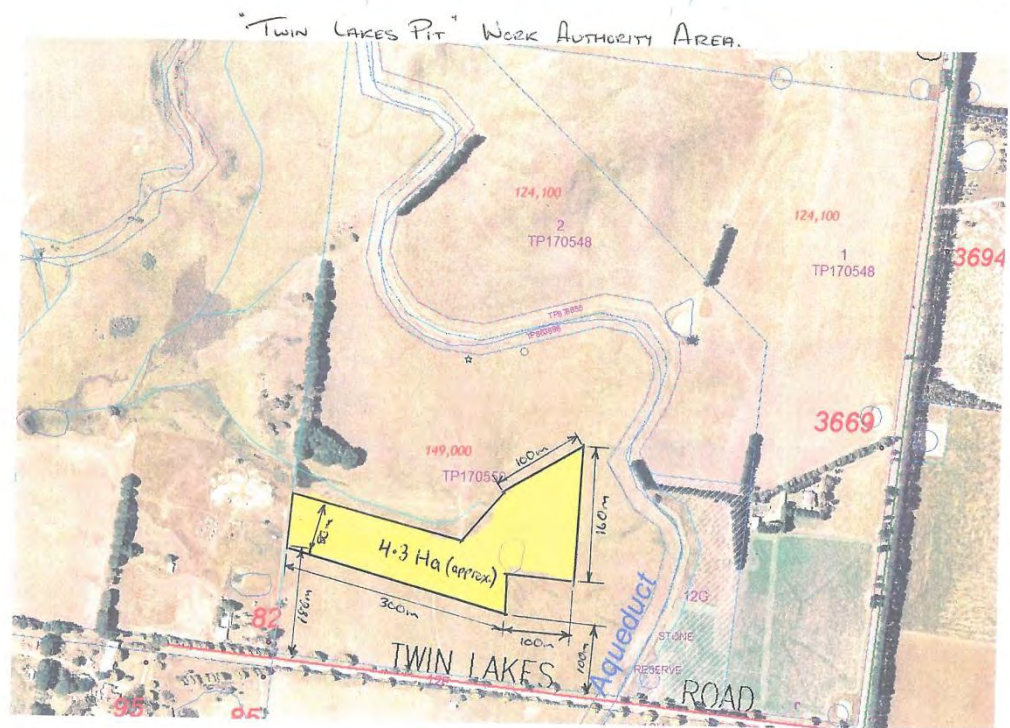
From 1 January 2010, quarries that are less than 5ha in area and less than 5m in depth, provided no blasting or native vegetation clearance occurs, will be exempt from the requirements to work to an approved Work Plan (section 77G of the *Mineral Resources (Sustainable Development) Act 1990 Act* (MSDA). Such small quarries are instead required to comply with the Code of Practice for Small Quarries, 2010, which is made under sections 89A-89H of the MSDA Act. These extractive industries still require an approved Work Authority.

This proposal meets the definition of a small extractive industry. It would be less than 5ha, less than 5m in depth, there would be no blasting and no impact on native vegetation.

Further details of the proposal include as follows:

- The gravel pit would have a life of between 5 – 7 years.
- It would not be a full time operation, and would be used only when gravel is required to as part of the Moorabool Shire's re-sheet program.
- At some times the gravel pit would be a five day a week operation, at other times a two to three day operation and in the winter months it would be closed.
- The site entrance on Twin Lakes Road would be upgraded to ensure trucks would park off the Twin Lakes Road and not inconvenience local traffic.
- Tree branches would be trimmed along Twin Lakes Road as applicable.

11/12/2013



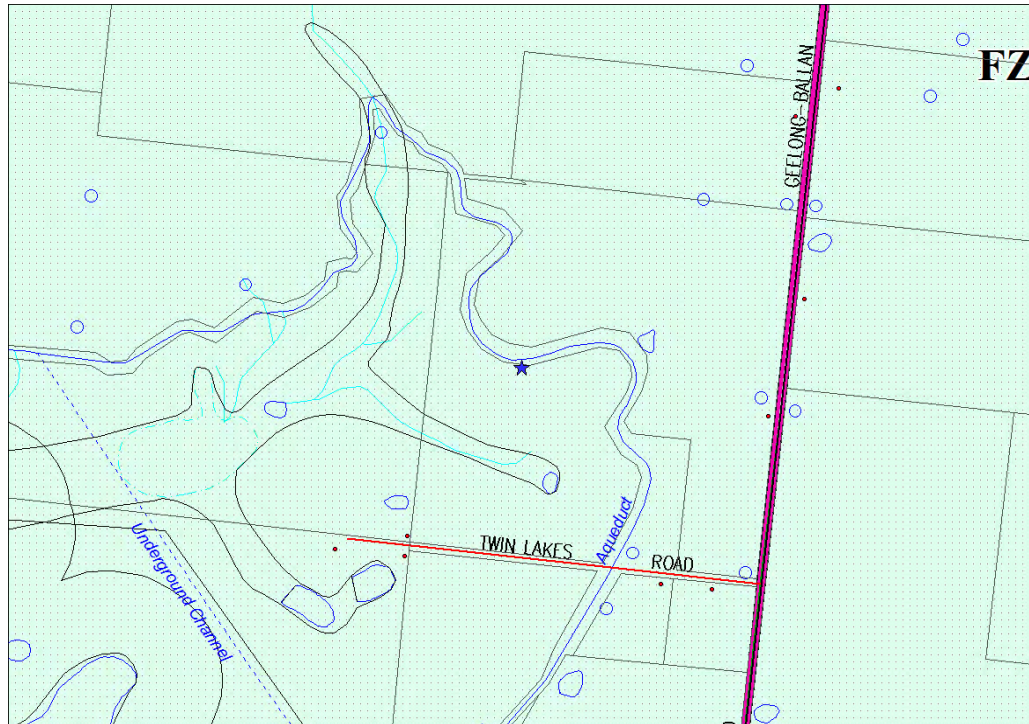
- The entrance to Twin Lakes Road from the Geelong-Ballan Road would be modified to ensure that trucks entering or exiting Twin Lakes Road would have sufficient space and appropriate lines of sight to ensure the safety of road traffic on the Geelong-Ballan Road, and local road users on Twin Lakes Road.
- Trucks to be used would not be B-doubles but rather a truck and dog trailer with a maximum load of 50 tonnes gross weight.

**Site Description**

The site is located on the west side of the Geelong-Ballan Road. The site is vacant farming land, however, there is evidence of previous gravel extraction on the site, and it is believed that the Shire of Ballan used the site for road making many years ago.

The site is located on the north side of Twin Lakes Road, approximately 570m from the Geelong-Ballan Road to the proposed quarry entrance.

The land is flat to undulating. Surrounding land is used for agricultural purposes including grazing and cropping. There is a waterway that dissects the site approximately 210m north of Twin Lakes Road.



**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 12.01	Biodiversity	An inspection of the site by the Department of Environment and Primary Industries (DEPI) revealed that the subject site contains no significant vegetation. No vegetation is to be removed. The proposed works will require a minimum setback in relation to riparian systems.
Clause 13.03	Soil Degradation	The proposal will seek active management practices employed to deal with any contamination issues. The applicant must comply with the Code of Practice for Small Quarries, 2010.
Clause 14.02-1	Catchment planning and management	The applicant must comply with the Code of Practice for Small Quarries, 2010.
Clause 14.02-2	Water quality	The applicant must comply with the Code of Practice for Small Quarries, 2010.



<b>LPPF</b>		
Clause 21.01-2	Key Issues - Environment	Protection of waterways is a consistent theme within policy; the proposal seeks to achieve this outcome. The applicant must comply with the Code of Practice for Small Quarries, 2010.
Clause 21.02-1	Water and catchment Management	The policy notes there is a shared responsibility for water quality by the Shire, Water authorities and Catchment Management Authorities. The applicant must comply with the Code of Practice for Small Quarries, 2010.
Clause 21.02-3	Objective-Water and Catchment Management	The applicant must comply with the Code of Practice for Small Quarries, 2010.
Clause 21.02-6	Objective – Environmentally Sustainable Development	This Policy encourages land use that is environmentally sustainable and minimises adverse impacts on the ecology. The proposal is consistent with these objectives.
Clause 22.02	Special Water Supply Catchments	The applicant must comply with the Code of Practice for Small Quarries, 2010.

**Zone**

Farming Zone

The land is zoned Farming under the Moorabool Planning Scheme.

The use is in Section 2 of the Table to Clause 35.07-1. Clause 35.07-4 ‘Buildings and works’ requires that any works associated with a Section 2 use requires a planning permit. The sub clause of Clause 35.07-4 also requires that any ‘earthworks’ require a planning permit.

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider the decision guidelines under the zone provisions.

**Overlays**

Environmental Significance Overlay – Schedule 1

The land is included in an Environmental Significance Overlay – Proclaimed Water Catchment Areas (ESO1) under the Moorabool Planning Scheme. Pursuant to Clause 42.01, a planning permit is required for earth works.

The environmental significance of the catchment areas is cited as follows:

*The Shire of Moorabool contains several proclaimed water catchments, which provide water to urban and rural development throughout the Shire. The protection of water catchments is essential to the health of all communities that rely on water for domestic and stock supply.*

The environmental objectives to be achieved are:

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

#### Design and Development Overlay – Schedule 2

No permit is required to undertake the works under the Design and Development Overlay – Visual amenity and building design, schedule 2 (DDO2).

#### **General Provisions**

Under Clause 65, the responsible authority must consider, as appropriate:

- The matters set out in Section 60 of the Act.
- The State Planning Policy Framework and the Local Planning Policy Framework,
- including the Municipal Strategic Statement and local planning policies.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the amenity of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.

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

Under Clause 66.04, an application under the Environmental Significance Overlay must be referred to the relevant water authority.

**Referrals**

The following referrals were made pursuant to s.55 of the Planning and Environment Act 1987. Notice was also provided to Council departments who were provided with an opportunity to make comment on the proposed development plan.

Referrals/Notice	Response
<p><b>Section 55 Referrals:</b>                      Western Water                      Southern Rural Water                      VicRoads                      Corangamite CMA                      Department of Environment and Primary industries (DEPI)                      Department of State Development, Business and Innovation (DSDBI)                      Barwon Water</p>	<p>Advised by Western Water not in their catchment area.                      Consent subject to five (5) conditions                      Consent subject to nine (9) conditions                      Consent subject to four (4) conditions                      No objection, no conditions.                      Consent subject to two (2) conditions and permit note.                      Consent subject to one (1) condition.</p>
<p><b>Section 52 notice:</b></p>	<p>None applicable</p>
<p><b>Internal Council Referrals:</b>                      Infrastructure Department                      Assets Department</p>	<p>Consent subject to eight (8) conditions.                      Consent, conditions included with Infrastructure Department conditions.</p>

**Public Notice**

Notice of the application was sent to adjoining landowners. The advertising process was conducted between from 13 September and 27 September 2013. Three objections were received.

**Summary of Objections**

A summary of the three (3) objections received are detailed below with officer’s comments accompanying them:

Objection	Officer’s Response
<p>The value of our property will decrease if this quarry is approved.</p>	<p>The impact of an application for a use or development on nearby property values is not a planning consideration.</p>

<p>Noise and dust pollution from gravel extraction activities, especially in dry weather, and dust contamination of drinking water collected from the roofs of nearby houses.</p>	<p>The applicant has indicated through a letter to objectors that a water truck will be used to suppress dust on Twin Lakes Road during dry periods. Council's Infrastructure Department has included permit conditions that require regular watering or other treatments to suppress dust during extraction activities, both on Twin Lakes Road and within the property.</p>
<p>Twin Lakes Road is a narrow gravel road, and large trucks carting gravel will be hazardous to cars, families and domestic pets.</p>	<p>The applicant has stated that at peak times there would be 6 trucks (truck and dog trailer with a maximum capacity of 50 tonnes gross weight) per day each doing 5 or 6 loads per day which would be the equivalent of 60-72 truck movements on Twin Lakes Road per day. At other times there would be 3-4 trucks operating which would be equivalent to 36-48 truck movements per day. The quarry would be closed during winter.</p> <p>Some trees may have to be lopped that overhang the road to ensure clear line of sight and the applicant has stated in his letter to objectors that the road will be maintained in a better condition than it is currently.</p> <p>Council's Infrastructure Department has included permit conditions requiring the upgrading and ongoing maintenance of Twin Lakes Road, including patrol grading to maintain the road surface in a safe condition during extraction activities.</p>
<p>"We would have a gravel pit right at the front of our house and another at the back of our house".</p>	<p>There are at least two other quarries in the immediate area, one that appears to not be currently operating. The locality has a history of gravel quarrying and this is known to local residents, some of whom have benefited from gravel extraction operations in the past.</p>
<p>The operation of an industrial site close to homes will create a detriment to families and the amenity of the area.</p>	<p>The quarry will not be operating continuously and will be closed during winter. The impact of the extraction process itself is unlikely to have a more significant impact on the locality than the operation of agricultural machinery and farm equipment.</p>
<p>Our farm is on the market and this quarry will detract from a potential sale.</p>	<p>Commercial considerations such as property sales are not planning considerations.</p>

<p>The intersection of the Geelong-Ballan Road and Twin Lakes Road is dangerous now and the addition of a large number of heavy gravel trucks would only increase the danger.</p>	<p>VicRoads permit conditions require that the Geelong Ballan Road entrance is appropriately constructed with turning treatments to enter and exit Twin Lakes Road in accordance with AusRoads 'Guide to Road Design, part 4A:Unsignalised and Signalised intersections'. Similarly VicRoads requires that the intersection must satisfy Safe Intersection Sight Distance as per the above AusRoads publication.</p>
<p>The school bus stops twice a day in term time directly opposite the intersection of Twin Lakes Road and the Geelong-Ballan Road, adding to the potential congestion and safety at certain times of the day.</p>	<p>Council's Infrastructure Department requires that when extraction works are in progress that signs must be displayed as follows: "Trucks (entering or crossing)" warning signs (Type T2-25 as detailed in AS1742.2 "Traffic Control Devices for General Use") must be displayed in Twin Lakes Road at a minimum distance of 100 metres from the property entrance. In addition gravel trucks would be restricted to 40 km/h along Twin Lakes Road between the property entrance and the intersection with Twin Lakes Road.</p> <p>The signage will be visible to all road users.</p>
<p>A gravel quarry will impact on the water quality in the vicinity.</p>	<p>The application was referred to the Corangamite Catchment Management Authority and Southern Rural Water both of which required permit conditions that address the protection of water quality from gravel extraction operations.</p>
<p>There are currently two operating and approved gravel facilities within the Mt. Wallace area which are more than capable of servicing the regional gravel requirements.</p>	<p>Applicants have a right under planning regulations to apply for a permit to operate a quarry which is then assessed under planning regulations. The commercial risk and / or viability of the quarry are not planning considerations.</p>

**Discussion**

State and Local Planning Policies

The planning policies of the Moorabool Planning Scheme place a strong emphasis on protecting water quality and riparian and natural systems. The planning policies and controls seek active management of water systems to ensure beneficial outcomes.

It is considered that the proposal generally complies with State and Local planning policies, and in this instance the Code of Practice provides significant additional planning controls for the sustainable management and operation of the proposed quarry.

If a planning permit is issued the applicant must comply with the Department of Primary Industries Code of Practice for Small Quarries, 2010. The Code of Practice covers a range of matters relating to the management of small quarries including as follows:

- The purpose of the Code;
- Approval requirements;
- Quarry design;
- Topsoil management;
- Landform design;
- Control of noxious weeds, pest animals and plant disease (invasive species);
- Drainage and erosion control;
- Water storage and discharge control;
- Groundwater;
- Slimes management;
- Fire management;
- Hazardous materials management;
- Noise;
- Dust;
- Visual management;
- Community;
- Site rehabilitation;
- Decommissioning and closure; and
- Exceptional circumstance.

In addition Clause 65 Decision Guidelines of the Moorabool Planning Scheme requires responsible authorities to consider the orderly planning of the area and the effect of the proposal on the amenity of the area.

The application was referred to a range of referral authorities as required by Clause 66 of the Moorabool Planning Scheme. VicRoads and Council's Infrastructure Department both recommended specific permit conditions relating to road construction and maintenance, traffic management and safety in accordance with AusRoads standards.

While the volume of gravel trucks using the road during peak times will be noticed by users of Twin Lakes Road, when the gravel extraction works are in process, the quarry will not be a full time operation and there will be times when the quarry is not being used, dependent on the Shire's road construction and re-sheet activities, and the quarry will be closed during the winter period. It is not considered that the actual extraction process would provide a greater impact on the locality than the existing use of agricultural and farm machinery.

The application was also referred to the relevant water authorities and the catchment management authority. No objections were raised regarding the proposal but all required specific conditions on the permit relating to sustainable land and water management.

The site for the quarry is well set back from the road, and the nearest neighbouring dwelling is approximately 260m to the west. The owners of this property were not objectors to the application.

The supervision of quarries in the State of Victoria is conducted by the Department of State Development, Business and Innovation, Earth Resources Regulation Victoria. The application was referred to this department and their permit conditions stated that:

*The use and development of the subject land must not commence until the Work Authority is granted in accordance with the requirements of the Mineral Resources (Sustainable Development) Act 1990 (MRSDA)*

*and*

*The use and development of the subject land must at all times be in accordance with the Work Authority 1528, including the Code of Practice for Small Quarries.*

It is therefore considered that the Code of Practice for Small Quarries, 2010, will provide the necessary regulatory framework for the safe and orderly operation of the quarry proposed in this application and it therefore recommended that the application should be supported.

### **Financial Implications**

The recommendation of approval of this proposal does not implicate any financial risk issues to Council.

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

The recommendation of approval 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 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 was not held with the objectors.

### **Conclusion**

The proposal is considered to be an appropriate response to the site conditions. The proposal is consistent with policy and meets the objectives of the zone and overlays.

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 to Grant a Permit PA2013-185 for Use and Development of an Earth and Energy Resources Industry (Stone extraction) at Lot 1 on TP 170550X (formerly part CA12C, Parish of Ballark); or otherwise known as Twin Lakes Road, Mount Wallace VIC 3342, subject to the following conditions:**

- 1. The use and or development as shown on the endorsed plan must not be altered without the written consent of the Responsible Authority.**
- 2. Unless specifically required otherwise by any other condition of this permit and except with the prior written consent of the responsible authority to any variation, the development must be in accordance with the plans endorsed as part of this permit.**
- 3. All works shall be in accordance with the Department of Primary Industries Code of Practice for Small Quarries 2010, to the satisfaction of the Responsible Authority.**
- 4. Quarry operations are only permitted between the hours of 6.30am and 5.00 pm (Monday to Friday) to the satisfaction of the Responsible Authority.**
- 5. No vegetation on Twin Lakes Road, or at the intersection of Twin Lakes Road and the Geelong-Ballan Road, can be removed until this permit is amended to allow for any vegetation removal including the lopping of vegetation. Full details of all vegetation to be removed must be provided to Council before an amendment can be assessed.**

### **Infrastructure conditions**

- 6. A rural vehicle crossing with culvert must be provided on Twin Lakes Road to the satisfaction of the Responsible Authority. The crossing must be of sufficient dimensions to allow for the passage of heavy articulated vehicles. A vehicle crossing permit must be taken out for the construction of the vehicle crossing.**
- 7. The following works must be undertaken in Twin Lakes Road prior to commencement of extraction activities, to the satisfaction of the Responsible Authority:**
  - a) Provision of pavement widening of sufficient dimensions to allow the safe passage of heavy vehicles on approach to the property entrance.**
  - b) Twin Lakes Road must be upgraded and shall have a pavement 5.5m wide of approved granular material to a minimum compacted depth of 150mm.**



- c) **Widening as required by VicRoads in Twin Lakes Road to allow safe passage of heavy vehicles at the intersection with the Geelong-Ballan Road.**
  - d) **The pavement shall be formed to facilitate water runoff to the table drains.**
  - e) **all works to be completed to the satisfaction of the Responsible Authority.**
8. **An annual condition assessment of Twin Lakes Road must be undertaken by a certified engineer and submitted to the responsible authority for review. All works identified to restore the road back to its original condition must be carried out by the applicant to the satisfaction of the Responsible Authority.**
9. **The following works should be undertaken during extraction activities:**
- a) **Patrol grading to the satisfaction of the responsible authority to maintain the road surface in a safe condition.**
  - b) **Regular watering or other treatment to suppress dust during extraction activities, both on Twin Lakes Road and within the property.**
  - c) **“Trucks (entering or crossing)” warning signs (Type T2-25 as detailed in AS1742.2 “Traffic Control Devices for General Use”) must be displayed in Twin Lakes Road at a minimum distance of 100 metres from the property entrance.**
10. **Storm water drainage from any proposed buildings and impervious surfaces must be retained and disposed of within the boundaries of the subject land to the satisfaction of the Responsible Authority. Overflows from on-site storage systems must be directed away from any waste water disposal areas.**
11. **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).**
12. **Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.**

#### **VicRoads conditions**

13. **The developer must provide a ‘Rural Basic Right-turn’ (BAR) treatment and a ‘Rural Basic Left-turn’ (BAL) treatment on the Geelong-Ballan Road entrance in accordance with AusRoads ‘Guide to Road Design, part 4A: Unsignalised and Signalised Intersection’.**

14. Two warning signs (W5-22) are required to be installed along Geelong-Ballan Road at an appropriate distance from the Twin Lakes Road intersection to the satisfaction of VicRoads.
15. Prior to commencement of any works at the site, the applicant must:
  - a) Submit a functional layout plan of the proposed Rural Basic Right-turn (BAR) and Left-turn (BAL) treatments at the intersection of Geelong-Ballan Road and Twin Lakes Road to VicRoads for approval.
  - b) Following the approval of the functional layout plan, submit detailed engineering plans of the road works on Geelong-Ballan Road to VicRoads for approval.
16. The intersection of Geelong-Ballan Road and Twin Lakes Road must satisfy Safe Intersection Sight Distance(SISD) as per AusRoads publication "Guide to Road Design, Part 4A: Unsignalised and Signalised Intersections".
17. Roadside vegetation along Geelong-Ballan Road shall be removed in three stages as below, if removal is required to provide sight distance.
  - a) Remove exotic trees and shrubs, which are predominately *Pinus radiata*.
  - b) Remove planted native trees or shrubs, and individuals that have recruited from the planted vegetation.
  - c) Remove the minimum amount of remnant trees and shrubs, which are mostly Blackwood (*Acacia melanoxylon*) or other *Acacia* species. This vegetation removal requires the permission of Moorabool Shire Council.
18. Prior to the commencement of any road works within the Geelong-Ballan Road reserve the applicant must have first applied for and received written consent from VicRoads for those works in accordance with Section 63 of the Road Management Act 2004.
19. All construction equipment must be cleaned free of all soil, seed and vegetation prior to entering and leaving construction site.
20. All road works must be undertaken by a VicRoads prequalified (R1) contractor and must be completed to VicRoads satisfaction prior to the gravel extraction from the subject site.
21. All works must be at the developer cost.

**Southern Rural Water conditions**

22. The limit of extraction is 5.0 below natural surface level.
23. Groundwater dewatering activities shall not take place without the approval of SRW.
24. The use of groundwater or surface water, including water stored in a dam cannot be used in connection with the quarry operation unless a licence is obtained from SRW.
25. Quarry operations must not cause pollution of any water resource.
26. Cut off drains must be constructed around the quarry perimeter in order to eliminate any catchment water entering the quarry pit.

**Corangamite Catchment Management Authority conditions**

27. No works activities shall occur within 30 meters either side of the top of bank of the waterways as identified in Figure1. This is in accordance with Clause 14.02-1 of the Planning Provisions.
28. The operational management and rehabilitation of the site must be in accordance with Code of Practice for Small Quarries (DPI, earth resources, 2010).
29. Appropriate sediment management treatments must be installed (prior to commencement of works) to protect receiving waters from flows with high sediment loads.
30. No discharge of runoff associated with these works must enter the waterway without meeting best practice management guidelines.

**Department of State Development, Business and Innovation**

31. The use and development of the subject land must not commence until the Work Authority is granted in accordance with the requirements of the *Mineral Resources (Sustainable Development) Act 1990 (MRSDA)*.
32. This permit will expire if the Work Authority for the use issued under the provisions of the MRSDA is cancelled in accordance with Section 770 of tis Act.

**Barwon Water condition**

33. The development and operation of the quarry for gravel extraction must be undertaken strictly in accordance with the Department of Primary Industry Code of Practice for Small Quarries 2010 or any subsequent revision.

**Expiry condition**

34. 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 time frames as specified in Section 69 of the Planning and Environment Act 1987.

**Permit Note:**

Department of State Development, Business and Innovation (DSDBI)

**Work Authority**

The use and development of the subject land must at all times be in accordance with Work Authority 1528, including the *Code of Practice for Small Quarries*. The Code sets out minimum mandatory requirements that Work Authority holders must meet together with practical guidance on how to achieve a well-designed and operated quarry.

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**Report Authorisation****Authorised by:**

  
**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Thursday, 21 November 2013

**11.2.4 Planning Application PA2013-077; Use and Development of an Outbuilding ancillary to a Dwelling for a Home Occupation on Lot 2 PS126568, 2054 Old Melbourne Road, Millbrook**

<b>Application Summary:</b>	
Permit No:	PA2013-077
Lodgement Date:	12 April 2013
Planning Officer:	Tom Tonkin
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	22 November 2013
Address of the land:	2054 Old Melbourne Road, Millbrook
Proposal:	Development of an Outbuilding for use as a Home Occupation
Lot size:	0.3ha approximately
Restrictive Covenant/173 Agreement:	No
Why is a permit required	Clause 35.07-1 – Farming Zone Clause 42.01-2 – Environmental Significance Overlay Clause 52.11-2 – Home Occupation
<b>Public Consultation:</b>	
Number of notices to properties:	4
Notices on site:	One
Notice in Moorabool Newspaper:	No
Number of Objections:	One (1)
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>Statutory Planning Coordinator – Robert Fillisch</i></p> <p>In providing this advice to Council as the Coordinator, I have no interests to disclose in this report.</p> <p><i>Author – Tom Tonkin</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>This application seeks approval for the development of an outbuilding ancillary to an existing dwelling for use as a home occupation.</p> <p>The application was referred to external referral authorities in accordance with the Planning and Environment Act 1987, and within Council departments for comment. No objections were raised provided certain conditions were placed on any permit granted.</p> <p>The application was reviewed against the provisions of the Moorabool Planning Scheme with particular attention paid to the requirements of the following:</p> <ul style="list-style-type: none"> <li>• Clause 35.07 for use and development of land in the Farming Zone.</li> </ul>	

- Clause 42.01 for buildings and works on land in a proclaimed water catchment.
- Clause 52.11 for the use of land for a home occupation.

The site is on a lot of approximately 0.3ha occupied by a single dwelling. Surrounding land is used for agricultural purposes. The proposed use and development is generally acceptable in the rural context and given that the subject site is not capable of being used for agricultural purposes.

The application was advertised and one objection was received. The submission was based on the potential use of the outbuilding as a dwelling, the non-agricultural use proposed and the potential for detrimental impacts on water quality.

This report recommends that Council issue a Notice of Decision to Grant a Planning Permit for buildings and works comprising the Use and Development of an Outbuilding ancillary to a Dwelling for a Home Occupation, subject to conditions.

#### **Summary Recommendation:**

The proposal has been assessed against the relevant provisions of the Moorabool Planning Scheme, particularly those set out in the State and Local Planning Policy Framework, Clause 35.07 - Farming Zone, Clause 42.01 Environmental Significance Overlay, Schedule 1 (ESO1) and Clause 52.11 Home Occupation of the Moorabool Planning Scheme.

It is considered that the proposed development is generally consistent with the State and Local Planning Policies of the Moorabool Planning Scheme, the Farming Zone, ESO1 and Home Occupation provisions.

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.

#### **Background**

The subject site has no planning history.

#### **Proposal**

The application seeks approval for the construction of an outbuilding ancillary to an existing dwelling for use as a home occupation.

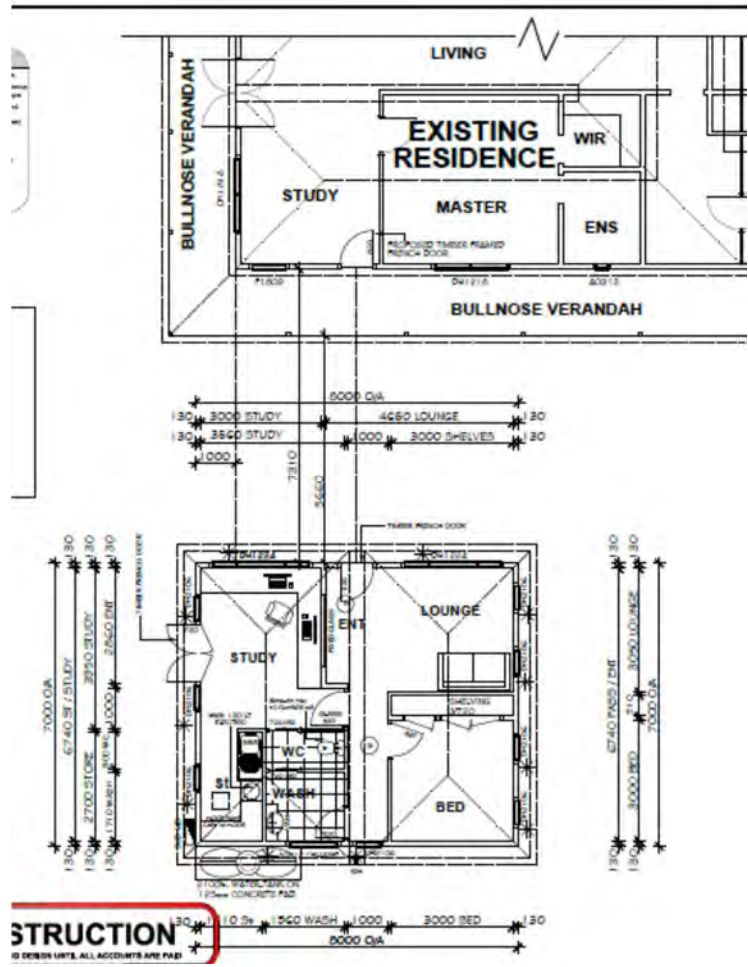
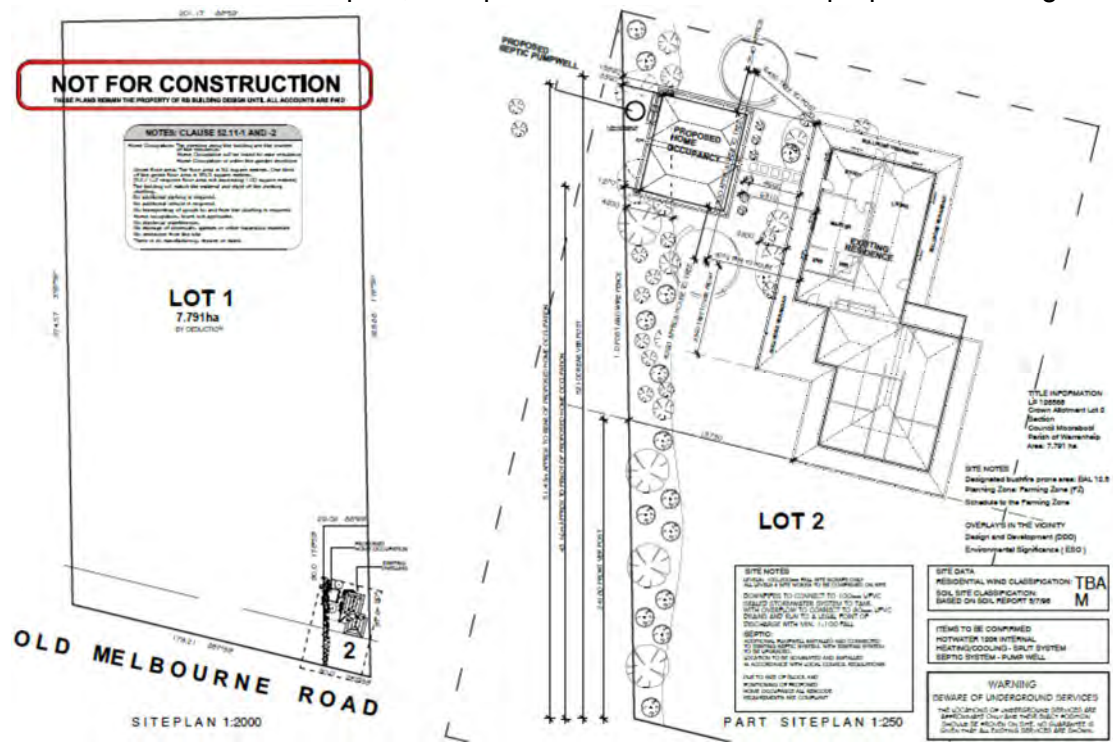
The proposed outbuilding would comprise a study, lounge, bedroom, kitchen, toilet and washbasin and have a floor area of 56.0sq m. The outbuilding would be of weatherboard construction with a double hipped roof.

The outbuilding would be located between the existing dwelling and the western site boundary and have the following setbacks:

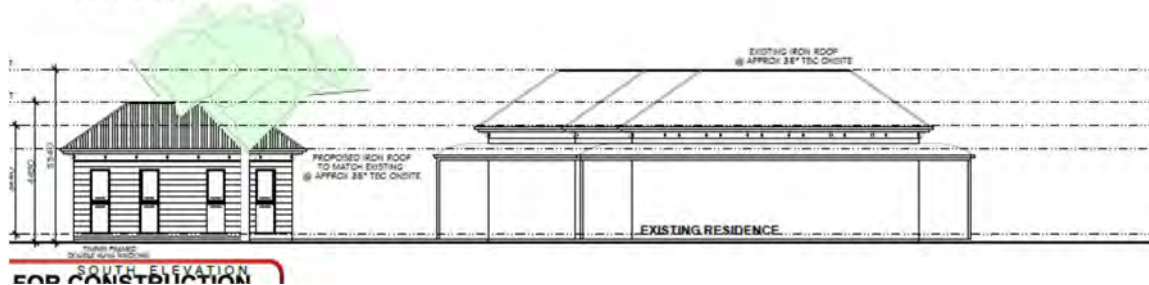
- 1.27m – 3.36m from the western boundary
- 5.0m from the north boundary
- 43.1m from the front south boundary
- 5.66m from the existing dwelling.

The proposal does not require the removal of any native vegetation or alterations to vehicle access to the site.

Below are the site plan, floor plan and elevations of the proposed building.







**Site Description**

The site is generally rectangular in shape with a total site area of approximately 0.3ha, generally flat and has a northerly aspect.

The site contains an existing single storey Victorian-era dwelling with a pitched iron roof. The dwelling is set within a well-established garden which includes trees and landscaped gardens.

The site has a frontage to Old Melbourne Road which is a Road Zone Category 1 road. Vehicle access is via two crossovers leading to a circular driveway in the dwelling’s front setback.

The site is in the rural locale of Millbrook. Surrounding land has been largely cleared of vegetation and is used for agricultural purposes, predominantly grazing livestock.

**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).

<b>SPPF</b>		
Clause 11	Settlement	The proposed development is consistent with this policy
Clause 11.05-1	Regional settlement networks	The proposal supports this policy by allowing for a home occupation without any unreasonable impacts on rural productivity.
Clause 14	Natural Resource Management	The proposal will not affect agricultural productivity. No subdivision of land is proposed.
Clause 14.02	Water	The proposal does not present an unreasonable risk to water quality.
<b>LPPF</b>		
Clause 21.02-3	Water and Catchment Management	The proposal protects water quality and onsite treatment of additional wastewater can be acceptably managed.
Clause 21.03-4	Landscape and Neighbourhood Character Objective	The design and siting of the proposed outbuilding respects the rural character of the host dwelling and surrounding landscape.
Clause 21.03-5	Rural Lifestyle Opportunities	The proposed outbuilding is contained on the same lot as an existing dwelling and, subject to conditions, is a modest proposal which allows for an enhanced rural lifestyle for the landowner.
Clause 21.04-5	Local Employment	The proposal facilitates a home occupation which strengthens the local economy.
Clause 22.02	Special Water Supply Catchments	The proposed outbuilding ancillary to an existing dwelling will not unreasonably increase wastewater discharge and is not within 100m of a waterway.
Clause 22.03	Houses and House Lot Excisions in Rural Areas	The subject site appears to have been subject to a previous house lot excision. The current proposal will not result in any further land fragmentation or loss of agricultural land.

## Zone

### Farming Zone

The subject site is in the Farming Zone and the provisions of Clause 35.07 apply.

A permit is required to use the land for a home occupation under Clause 35.07-1 of the Moorabool Planning Scheme as the proposal also triggers a permit under Clause 52.11 (Home Occupation), discussed further below.

Under the Schedule to the Farming Zone, a permit is required to construct a building within 100 metres of a Road Zone, Category 1, and 5 metres of any other property boundary. The proposed outbuilding would be within these setbacks and so a permit is required.

### *Farming Zone – Decision Guidelines*

Before deciding on an application to construct a building or construct or carry out works, in addition to the decision guidelines in Clause 65, the responsible authority must consider the following relevant decision guidelines:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- Any Regional Catchment Strategy and associated plan applying to the land.
- The capability of the land to accommodate the proposed use or development, including the disposal of effluent.
- How the use or development relates to sustainable land management.
- Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.
- How the use and development makes use of existing infrastructure and services.
- Whether the use or development will support and enhance agricultural production.
- Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.
- The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.
- The capacity of the site to sustain the agricultural use.
- The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.
- Any integrated land management plan prepared for the site.
- The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.
- The impact of the use or development on the flora and fauna on the site and its surrounds.
- The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.
- The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.

- The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land.
- The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.
- The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.
- The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities.
- Whether the use and development will require traffic management measures.

### **Overlays**

The subject site is affected by the Environmental Significance Overlay, Schedule 1 (ESO1), and Design and Development Overlay, Schedule 2 (DDO2).

#### Environmental Significance Overlay, Schedule 1

Pursuant to Clause 42.01-2 (ESO) a permit is required to construct a building or carry out works. Buildings and works ancillary to an existing dwelling and with an area of 30sq m or less are exempt. The proposed outbuilding's floor area of 56sq m means that a permit is required.

#### *Environmental Significance Overlay, Schedule 1 – decision guidelines*

Before deciding on an application, the responsible authority must consider:

- The slope, soil type and other environmental factors.
- The need to maintain water quality at a local and regional level.
- The possible effect of the development on the quality and quantity of water in local watercourses, including the impact on nutrient levels.
- The preservation of and impact on soils and the need to prevent erosion.
- The need to prevent or reduce the concentration or diversion of stormwater.

Before deciding on an application, the responsible authority must consider the comments of the relevant water authority on the:

- Effect of the proposed development and, where applicable, the method of waste disposal on the quality and quantity of water within the proclaimed catchment; and
- Requirements and provision of the State Environment Protection Policy (Waters of Victoria) and the provisions of the "Septic Tanks Code of Practice".

Where the land is not connected to reticulated sewerage and facilities are to be provided for the onsite disposal and treatment of wastewater the responsible authority must consider the following:

- Whether a report from a qualified geotechnical engineer has been provided which demonstrates that the land is capable of absorbing sewage and sullage effluent generated on the lot and that the waste water treatment system has been designed to prevent wastewater entering any waterway, dam or wetland.
- Where an application is for the subdivision of land, whether the plan of subdivision shows appropriate building and effluent disposal envelopes.
- Where an application proposes to make use of a septic tank system, whether any building and the septic tank effluent absorption area associated with it are located:
  - Within 100 metres of a waterway; or
  - Upstream of a dam or wetland.
- Where an application proposes to make use of a treatment and wastewater disposal system other than a septic tank system, and the building or its associated wastewater treatment and disposal system is proposed to be located within 100 metres of a waterway, dam or wetland, whether:
  - The applicant has provided evidence to the satisfaction of the responsible authority that the building and wastewater treatment and disposal system cannot be located outside these areas; and
  - The applicant has provided evidence to the satisfaction of the responsible authority that the siting of buildings and wastewater treatment systems will not compromise the quality within proclaimed catchment areas; and
  - The applicant has provided evidence to the satisfaction of the responsible authority of compliance and consistency with the State Environment Protection Policy (Waters of Victoria).

The responsible authority must consider any relevant catchment management plan, policy, strategy or Ministerial Direction (such as the Interim Guideline for Planning Permit Applications in Open, Potable Water Supply Catchment Areas) before deciding on an application, as appropriate.

#### Design and Development Overlay, Schedule 2

Pursuant to Clause 43.02, Schedule 2 (DDO2) a permit is not required to construct a building or to carry out works where all external walls and roof areas are clad with non-reflective materials.

The applicant has indicated the use of non-reflective materials and therefore a permit is not required under this provision.

#### **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 which specifies one (1) space to each employee not a resident of the dwelling. It is proposed that only a resident of the dwelling will be employed in the occupation, thus no additional car parking is required.

**Clause 52.11 – Home Occupation**

Clause 52.11 Home Occupation sets out the requirements that a home occupation must meet, including the floor area used for the occupation. However a permit may be granted for a home occupation with a gross floor area not exceeding 100sq m or one-third of the gross floor area of the dwelling, whichever is the lesser. Given that a dwelling includes outbuildings normal to a dwelling, one-third of the gross floor area is 95.48sq m and therefore a permit is required.

*Home Occupation – decision guidelines*

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

- Whether there is a need for additional parking or loading facilities.
- The effect of any vehicle parking, storage or washing facilities on the amenity and character of the street.
- Whether the site is suitable for the particular home occupation and is compatible with the surrounding use and development.
- Whether there is a need for landscaping to screen any outbuildings or car parking or loading areas or any other area relating to the home occupation.

**Clause 65 – Decision Guidelines**

This report has considered the decision guidelines at Clause 65.01.

**Referrals**

The following referrals were made pursuant to s.55 of the Planning and Environment Act 1987 and Council Departments were provided with an opportunity to make comment on the application.

<b>Authority</b>	<b>Response</b>
Central Highlands Water	No objection, subject to conditions
VicRoads	No objection
Infrastructure	No objection, subject to conditions
Environmental Health Officer	No objection, subject to conditions

All referral authorities consented to the application subject to conditions being placed on any permit issued.

**Public Notice**

The application was advertised to adjoining owners and occupiers by sending individual notices on 22 May 2013 and a sign placed on the site from 30 May 2013 to 16 June 2013. One objection was received.

The application was subsequently amended to delete the shower from the bathroom. The application was re-advertised to the objector who maintained their objection.

**Summary of Objection**

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

Objection	Officer’s response
<p>The proposed outbuilding can be used as a self-contained unit and will be leased by the owners as a dwelling.</p>	<p>The proposed outbuilding comprises a bedroom, lounge, toilet and washbasin, a study and kitchen. Central Highlands Water consent to the proposal, subject to conditions including that the proposed outbuilding not be used as a dwelling.</p>
<p>A second dwelling on land in the Farming Zone is not allowed on a lot of less than 40ha.</p>	<p>The proposed outbuilding contains some features of a dwelling but does not include a bath or shower. Regardless of this, pursuant to Clause 35.07-1 of the Moorabool Planning Scheme, the use of land for more than one dwelling needs a planning permit and must meet certain requirements for vehicle access, wastewater treatment and water and energy supply.</p>
<p>The proposal will set a precedent in rural zones and increase water pollution.</p>	<p>The proposal was referred to Central Highlands Water and Council’s Environmental Health Officer who both consent to the proposal, subject to conditions. The proposal is not considered to present an unreasonable risk to water quality.</p>
<p>The applicant’s business importing toys and accessories and warehousing them on the subject site is not an agricultural land use and is specifically prohibited in the Farming Zone.</p>	<p>The applicant has indicated that the proposed home occupation is an office-based business. The use of land for the proposed home occupation requires a planning permit and is not a prohibited use in the Farming Zone.</p>

**Discussion**

Planning policy at both the State and local level supports the protection and enhancement of rural land in terms of agricultural productivity and protection of natural resources. This is balanced with the need to ensure the long term viability of rural communities and support for the retention and growth of rural and regional communities. Residential development in rural areas, especially outside of township boundaries, must be carefully managed to ensure that environmental impacts are minimised.

The proposal is for a 56.0sq m outbuilding ancillary to an existing dwelling for use as a home occupation to run an office-based business, expanding the existing residential use of the land. The outbuilding would comprise a bedroom, lounge, study, kitchen, toilet and washbasin.



The subject site appears to have previously been subject to a house lot excision resulting in a land parcel of 0.3ha, substantially smaller than surrounding properties which are used for agricultural purposes. Wastewater from the existing dwelling is treated by an onsite septic system which, subject to modification, would be capable of treating additional wastewater generated by the proposed outbuilding.

Whilst the proposed development does not support agricultural activity on the subject site or surrounding land, it nevertheless is considered generally acceptable. The subject site is not used for agriculture and is evidently not capable of doing so given its small size. The development of an outbuilding to support a home occupation would make a modest contribution to retaining population and employment in the area without detriment to surrounding agricultural activity.

The siting and design of the proposed outbuilding is in keeping with the existing dwelling. The proposed setbacks from Old Melbourne Road and other boundaries will ensure that the outbuilding is not a dominant feature in the landscape. No reflective wall or roof cladding is proposed to be used.

The proposed outbuilding is not within 100 metres of a waterway and the Land Capability Assessment submitted with the application shows that the additional wastewater generated by the proposed outbuilding can be treated on site. Central Highlands Water and Council's Environmental Health Officer have consented to the proposal, subject to conditions.

The outbuilding's layout and features for an office-type use are considered to be more consistent with the layout of a small dwelling. The provision of a bedroom, lounge and kitchen are not considered necessary for the proposed use however it is accepted that part of this development may be used as an outbuilding normal to a dwelling. Whilst the proposed home occupation is considered acceptable, it is nevertheless considered that in future, with the inclusion of a shower or bath, the proposal could be used for self-contained accommodation. This would be a relatively minor modification, requiring an amendment to the permit, however the potential to create a second dwelling on the lot represents a substantial change of use and one not supported by Council policy.

### **Financial Implications**

The recommendation to grant a permit for the development of an outbuilding ancillary to an existing dwelling for use as a home occupation on the site will not represent any financial implications to Council.

### **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. The submitter 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 in the Moorabool Planning Scheme. Subject to conditions, the proposal provides an appropriate balance between maintaining rural productivity and enhancing rural lifestyle opportunities, including home-based employment.

Additional wastewater generated by the proposal can be treated onsite and the proposal will not detrimentally affect water quality in the catchment. The siting and design of the proposed outbuilding is site responsive.

Subject to conditions, the proposal provides for appropriate development of rural land. It 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 1987*, Council issues a Notice of Decision to Grant a Permit PA2013-077 for Use and Development of an Outbuilding for a Home Occupation on Lot 2 PS126568, 2054 Old Melbourne Road, Millbrook subject to the following conditions:**

- 1. Before the development starts, amended plans 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 copies provided. The plans must generally be in accordance with the plans identified as Job No. 2013-06, Sheets 2 of 9, 3 of 9, 4 of 9 and 5 of 9 and dated 6/8/2013, but modified to show:
  - a) Deletion of the kitchen facilities.**
  - b) The lounge and bedroom combined to create a single room.****
- 2. The use and development as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.**
- 3. The exterior colour and cladding of the building must be non-reflective to the satisfaction of the Responsible Authority.**

**Central Highlands Water Conditions:**

4. Prior to the issue of a building permit for the proposed Outbuilding, the applicant shall obtain from the Moorabool Shire a Permit to Install/Alter a Septic Tank.
5. The proposed Outbuilding shall be connected to the wastewater management facility that services the existing dwelling.
6. The proposed Outbuilding shall not be used as a dwelling.
7. Stormwater from the proposed Outbuilding shall be diverted clear of the wastewater management facility and effluent disposal field for the existing dwelling.
8. Vehicular access to the proposed Outbuilding shall avoid the wastewater management facility and effluent disposal field for the existing dwelling.

**Environmental Health Conditions:**

9. The effluent lines are to be exposed to show how long they are and what condition they are in.
10. If Condition No. 9 demonstrates that the effluent lines are still functioning well a distribution box will need to be installed at the start of each line.
11. If Condition No. 9 demonstrates that the effluent lines are inadequate or blocked then Council will require them to be extended or replaced.
12. The septic tank will need to be pumped out and a riser attached bringing the access panel for the tank to the surface.

**Infrastructure Conditions:**

13. Storm water drainage from the proposed building and impervious surfaces must be retained and disposed of within the boundaries of the subject land to the satisfaction of the Responsible Authority. Overflows from on-site storage systems must be directed away from any waste water disposal areas.
14. Sediment discharges must be restricted from any construction activities within the property in accordance with the relevant Guidelines including "Construction Techniques for Sediment Control" (EPA 1991).
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. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.

**Expiry Condition:**

**17. This permit will expire if either 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.**

**The Responsible Authority 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:** Thursday, 21 November 2013

**11.2.5 Planning Application PA2012-063; Keith Altmann & Associates Development of Thirteen (13) Dwellings; Lot 4 on PS 146426P, Meikle Street, Maddingley**

<b>Application Summary:</b>	
Application No:	PA2012-063
Lodgement Date:	Original application 4 April 2013 Amended application 12 April 2013 Amended application 20 November 2013
Planning Officer:	Natalie Robertson
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	20 January 2014
Address of the land:	Lot 4 on PS 146426P Meikle Street, Maddingley
Proposal:	Development of thirteen (13) dwellings
Lot size:	2656sq m
<b>Moorabool Planning Scheme (Relevant details):</b>	
State Planning Policy Framework (SPPF):	Clause 11 Settlement Clause 11.02-1 Supply of urban land Clause 11.05-2 Melbourne’s hinterland Clause 16.01-1 Integrated housing Clause 16.01-2 Location of Residential Development Clause 19.03-2 Water Supply, Sewerage and Drainage
Local Planning Policy Framework (LPPF):	Clause 21.03 Settlement Clause 21.03-4 Landscape and Neighbourhood Character Objective Clause 21.05 Development and infrastructure Clause 21.07 Bacchus Marsh
Zone:	Mixed Use Zone (MUZ)
Overlays:	Environmental Significance Overlay Schedule 2 and Schedule 8 (ESO2 and ESO8)
Particular provisions:	Clause 55 More than one dwelling on a lot
General provisions:	Clause 65 Decision guidelines Clause 66 Referrals

Why is a permit required?	Under Clause 32.04-6 of Mixed Use Zone. A planning permit is required to construct two or more dwellings on a lot.
<b>Public Consultation:</b>	
Number of notices to properties:	Twenty (20)
Notices on site:	One
Notice in Newspaper:	Nil
Number of objections:	Three (3)
Submission of support:	Nil
Consultation meeting:	Refer to Public Notice in Report
<b>Policy Implications:</b>	
<p><b>Key Result Area -</b></p> <p><b>Objective -</b></p> <p><b>Strategy -</b></p>	<p>Enhanced Natural and Built Environment.</p> <p>Effective and efficient land use planning and building control.</p> <p>Provide a high quality and timely development application processing system.</p>
<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 Statutory Planning and Community Safety – Sian Smith</i> In providing this advice to Council as Manager, I have no interests to disclose in this report.</p> <p><i>Author – Natalie Robertson</i> In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	

**Executive Summary:**

The application is for the construction of thirteen (13) double storey dwellings on Lot 4 Meikle Street, Maddingley. This application is before Council due to receipt of three objections from neighbours to the proposed development of the subject site.

The current application is the result of an amendment to an application in progress. On 4 April 2012 Council received a Planning application for development of 24 dwellings which incorporated the subject site together with the land parcels known as 8, 10 and 12 Labilliere Street, Maddingley. As part of a further information request, the officer requested that the proponent conduct Cultural Heritage Management Assessment as the site was identified as an area of potential Cultural Heritage sensitivity. During the assessment indigenous remains were discovered on site. As a result, the proponent amended the application PA2012063 for development of 14 dwellings on the subject site and applied for a planning permit under PA2013076 for a child care facility on the lots that front Labilliere Street. The applicant has since amended the application in progress to thirteen dwellings.

The allotment has an area of 2656 sq m. The layout of the dwellings on the site satisfactorily meets the requirements of Clause 55 (Rescode) of the Moorabool Planning Scheme, and each dwelling is provided with the minimum requirement for private open space and secluded private open space. While the proposed layout is compact landscaping would soften the hard edges of the development and other minor matters could be addressed through permit conditions.

Objections to the application expressed concern with regard to neighbourhood character, car parking provisions, impact of the development on the Werribee River environs, including the natural beauty, tranquillity of the adjacent park, waterway and wildlife through additional noise, traffic pollution and activity, building design. Locality, overlooking, setback, tree removal, protection of an adjoining property tree and concern at the possible extension of Lodge Street. Details of the objectors' concerns and response to the key issues have been provided in the report.

While the proposed development is compact in terms of likely subdivision pattern the proposal provides housing choice for Bacchus Marsh residents which accords with State and Local Planning Policies, particularly for those who may not wish to live on larger allotments with larger properties to maintain.

It is not considered that the proposal is out of character with the emerging pattern of development in the surrounding area and Maddingley more generally.

**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 32.04-6 – Mixed use Zone – and Clause 55 of the Moorabool Planning Scheme.

It is considered that the proposed application is generally consistent with the State and Local Planning Policies of the Moorabool Planning Scheme, the Mixed use Zone and Clause 55 (Rescode).

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.

**Proposal**

Approval is sought to construct thirteen (13) dwellings on the lot. The subject site is 2656 sq m in area.

The average size of the dwellings would be 176 sq m inclusive of a single car garage and deck.

There are two contiguous rows of dwellings fronting onto Meikle Street which provides 11 dwellings in total and two dwellings to front Lodge Street.

Each dwelling would be double story and comprise 3 bedrooms (except for Dwelling 12 which provides for two bedrooms only).

The ground floor of Dwellings 1 to 11 comprise entry into a small foyer or study and access to second story stairs, a powder room, open kitchen, meals and family area, laundry and single car garage with a tandem single car park in front of the garage.

The upper floor for Dwelling 1 through 11 comprise three bedrooms, bathroom and ensuite with a north facing balcony from bedroom 1.

An additional two dwellings are proposed on the site, Dwellings 12 and 13, which face west onto Lodge Street.

The ground floor of Dwelling 12 comprises front entry and access to upper floor stairs, open kitchen and living area, laundry, powder room and single car garage with a tandem single car park in front of the garage. The upper floor would contain two bedrooms each with an ensuite and an east facing balcony accessed by both bedrooms.

Dwelling 13 comprises ground floor front entry which opens into a sitting room and access to upper floor stairs, open kitchen and living area, study, laundry with a single car garage and tandem single car park in front of the garage. The upper floor comprises three bedrooms, bathroom, ensuite and retreat or landing with an east facing balcony.

The proposal provides a small portion of common land which forms a triangular section of the corner of Meikle and Lodge Street.



The proposal requires the removal of three trees, two on the western Lodge Street boundary and one on what would be on the south west rear boundary.

Land slopes moderately north to south west.



*PROPOSED TOWN HOUSE DEVELOPMENT  
LOT 4 MEIKLE STREET, MADDINGLEY*



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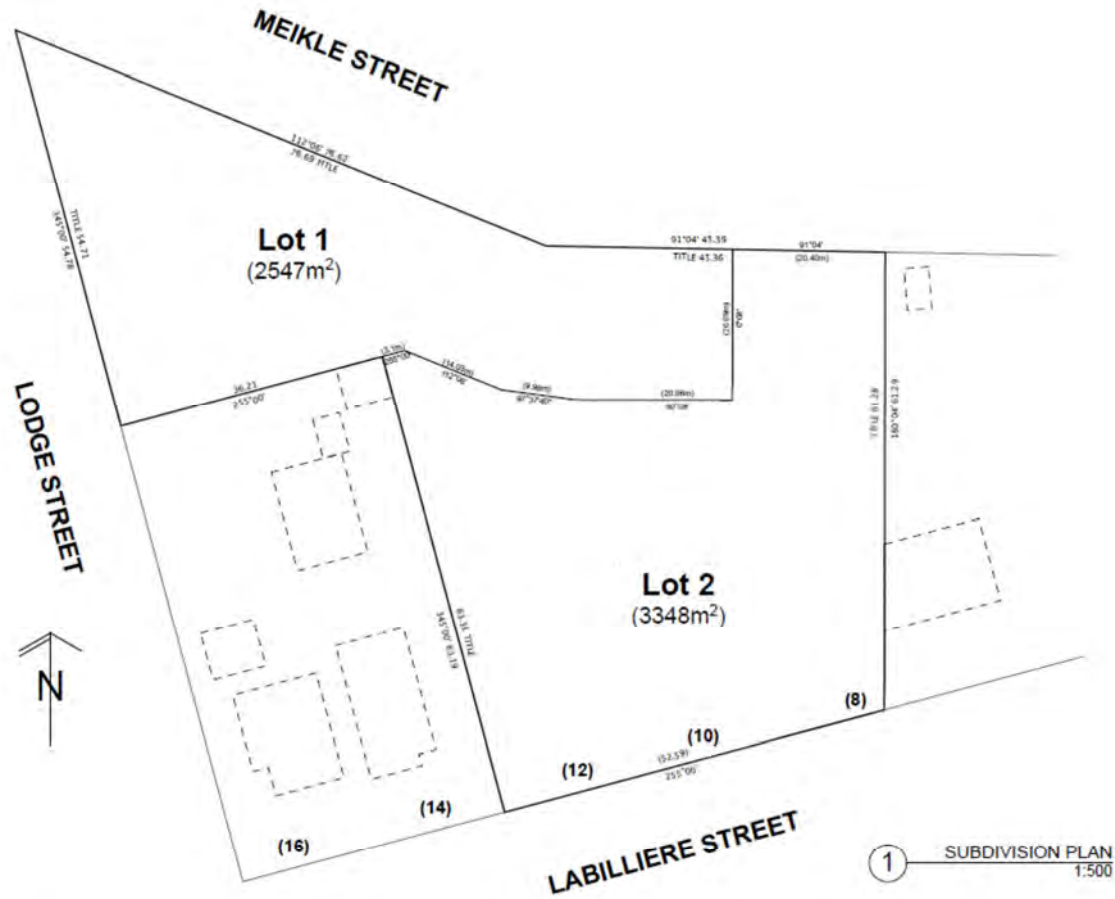
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KINGRUBY DEVELOPERS client  
LOT 4 MEIKLE ST, MADDINGLEY location  
21/11/13 issued

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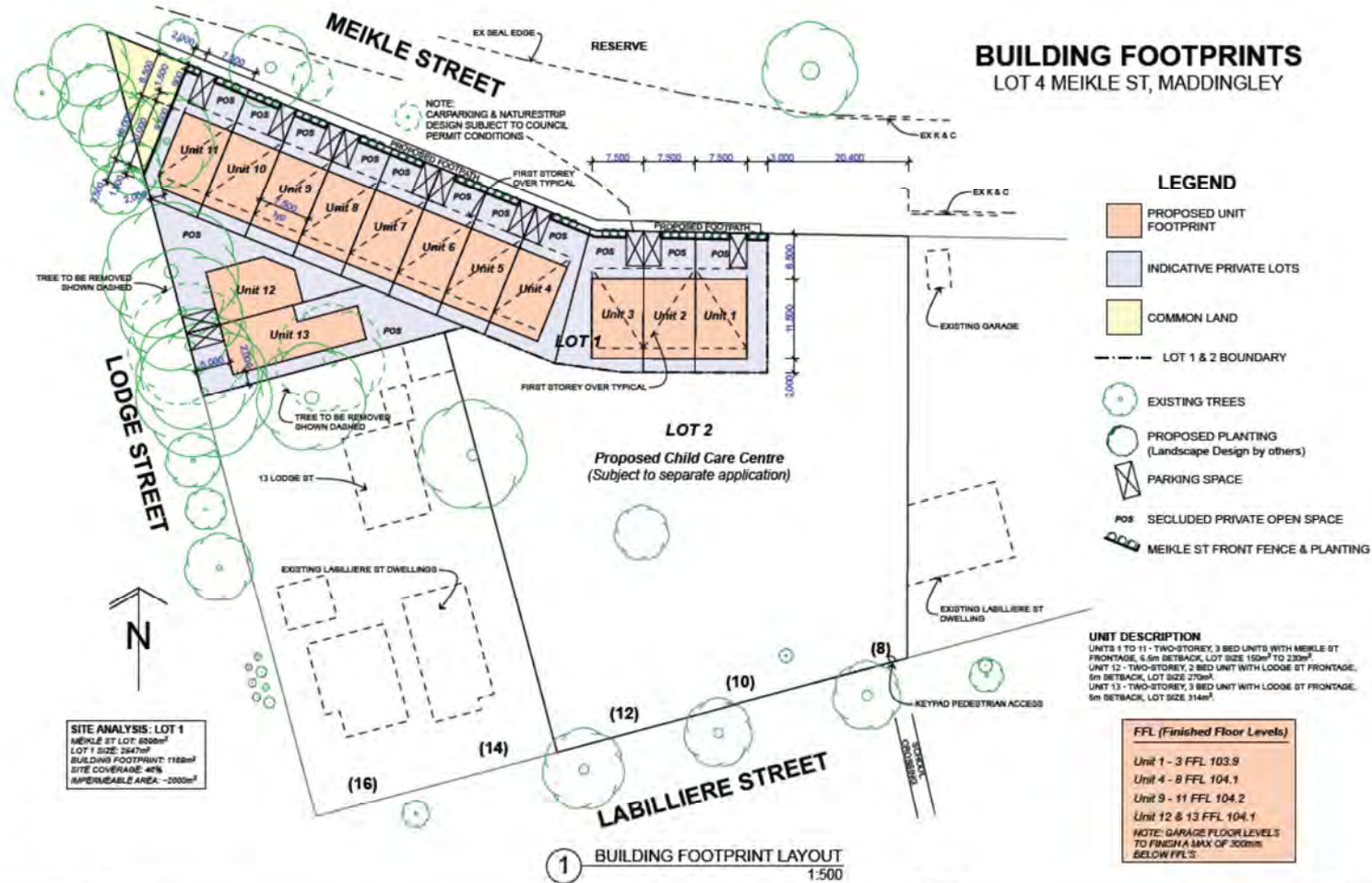
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1 of 12 sheet no  
L4MEIKLEUNITS.ppt filename



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dodesign@iprimus.com.au  
DP-AD 24756  
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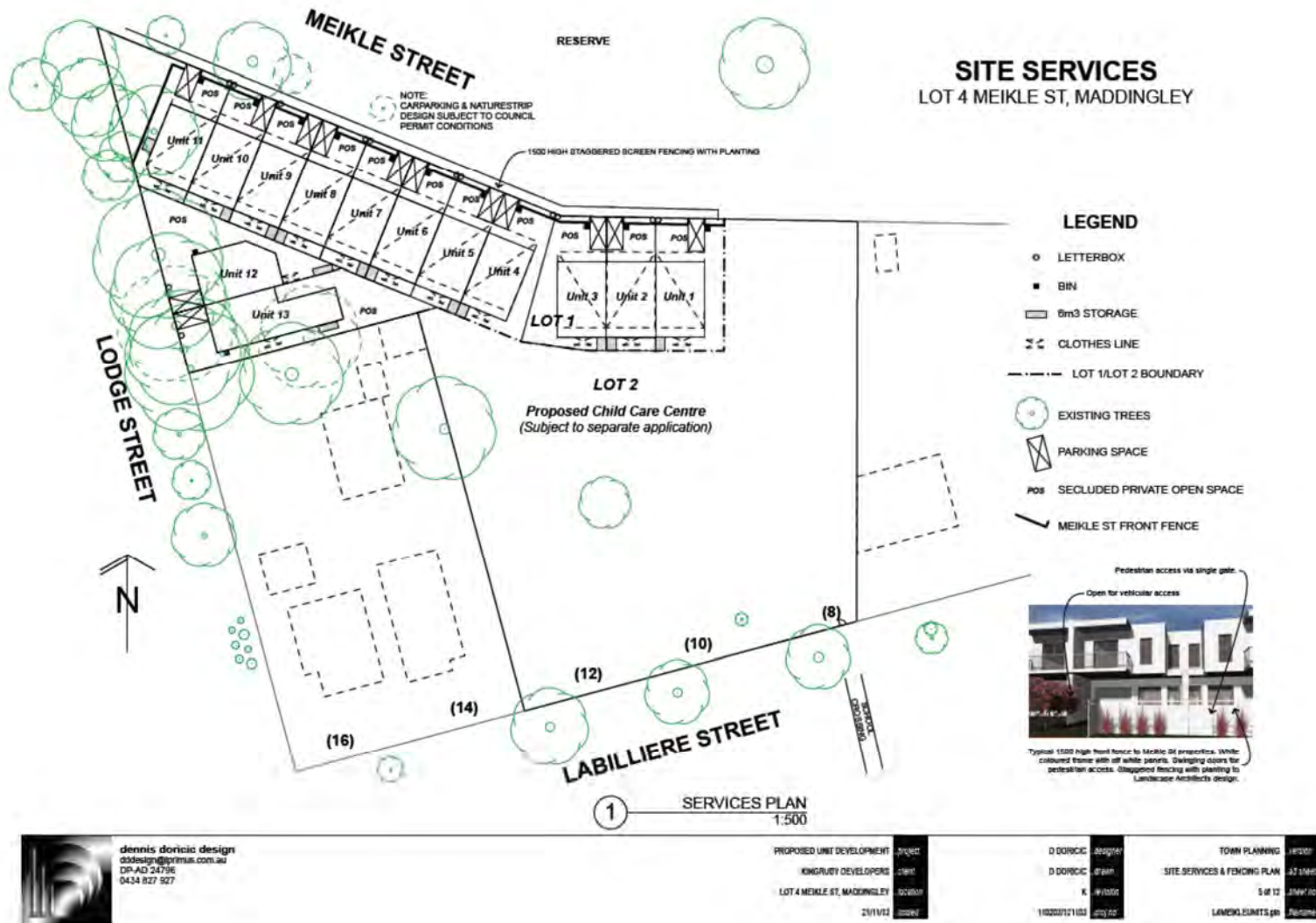
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KINGRUBY DEVELOPERS	client	D DORIC	owner	SUBDIVISION PLAN	33 sheet
LOT 4 MEIKLE ST, MADDINGLEY	location		revision	3 of 12	sheet no
21/11/13	issued	110200/121103	proj no	LAMEKLEUNITS.plt	filename



**SITE ANALYSIS: LOT 1**  
 MEIKLE ST LOT: 820m<sup>2</sup>  
 LOT 1 SIZE: 2647m<sup>2</sup>  
 BUILDING FOOTPRINT: 1182m<sup>2</sup>  
 SITE COVERAGE: 44%  
 IMPERMEABLE AREA: ~2000m<sup>2</sup>

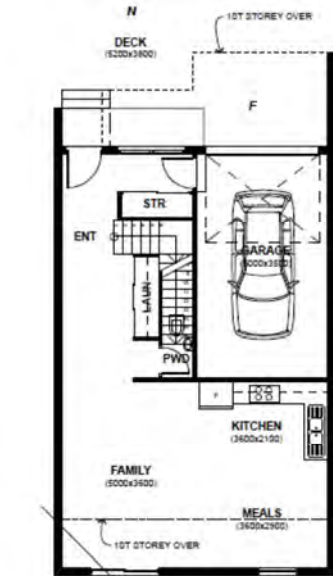


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KINGRUBY DEVELOPERS	Client	D DORICA	Drawn	BUILDING FOOTPRINT LAYOUT	23/11/13
LOT 4 MEIKLE ST, MADDINGLEY	Location	K	1/13/13	4.1/12	20/11/13
21/11/13	Issued	1/12/2013/11/13	proj no	LAMEKLEUMTS.ppt	2/12/13





MEIKLE ST STREETSCAPE



1 Ground Floor Plan 1:100

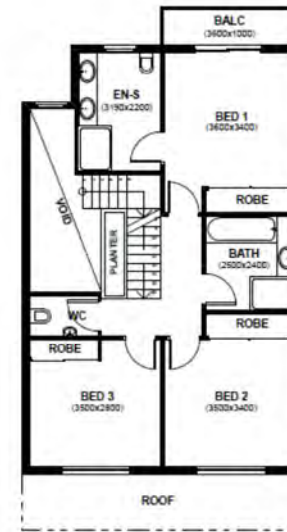
**FLOOR AREAS**  
 UNITS 1 TO 11  
 GROUND FLOOR - 51.5m<sup>2</sup> (5.59qs)  
 UPPER FLOOR - 72.4m<sup>2</sup> (7.56qs)  
 GARAGE - 23m<sup>2</sup> (2.26qs)  
 DECK - 19.8m<sup>2</sup> (2.16qs)  
 TOTAL AREA - 176.9m<sup>2</sup> (19.06qs)



TYPICAL FACADE

N - DENOTES NORTH FACING  
 F - DENOTES FRONTAGES

**NOTE:**  
 GRD FLOOR LEVEL TO BE SET A MIN 600mm ABOVE NSL  
 GARAGE FLOOR LEVELS TO BE SET A MIN 300mm ABOVE NSL



2 First Floor Plan 1:100



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PROPOSED UNIT DEVELOPMENT project  
 KINGRUBY DEVELOPERS client  
 LOT 4 MEIKLE ST, MADDINGLEY location  
 21/11/13 issued

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 110202/121103 job no

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 6 of 12 sheet no  
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 ddesign@iprimus.com.au  
 DP-AD 24756  
 0434 927 927



**FLOOR AREAS**

**UNIT 12:**  
 GROUND FLOOR - 68.4m<sup>2</sup> (7.4sqgs)  
 UPPER FLOOR - 70.2m<sup>2</sup> (7.5sqgs)  
 GARAGE - 23m<sup>2</sup> (2.5sqgs)  
 DECK - 23.8m<sup>2</sup> (2.5sqgs)  
 TOTAL AREA - 185.4m<sup>2</sup> (20sqgs)

**FLOOR AREAS**

**UNIT 13:**  
 GROUND FLOOR - 104.9m<sup>2</sup> (11.3sqgs)  
 UPPER FLOOR - 100.9m<sup>2</sup> (10.9sqgs)  
 GARAGE - 23m<sup>2</sup> (2.5sqgs)  
 DECK - 22.5m<sup>2</sup> (2.4sqgs)  
 TOTAL AREA - 251.3m<sup>2</sup> (27.1sqgs)

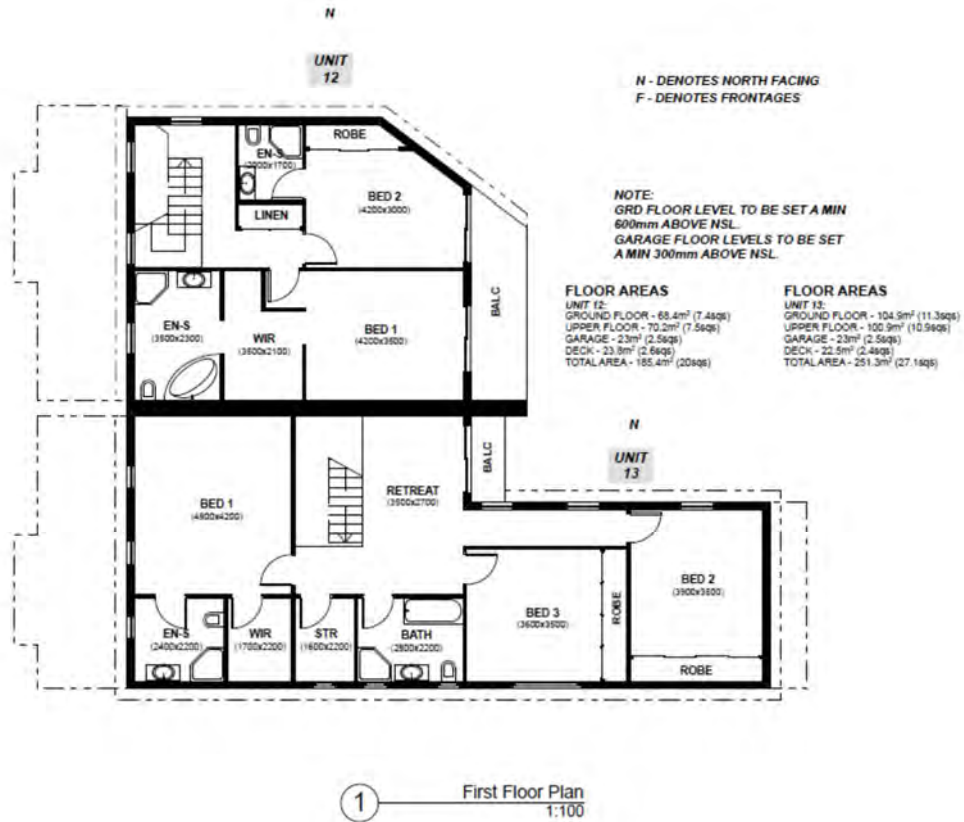
**N - DENOTES NORTH FACING**  
**F - DENOTES FRONTAGES**

**NOTE:**  
 GRD FLOOR LEVEL TO BE SET A MIN  
 600mm ABOVE NSL.  
 GARAGE FLOOR LEVELS TO BE SET  
 A MIN 300mm ABOVE NSL.

① Ground Floor Plan  
 1:100

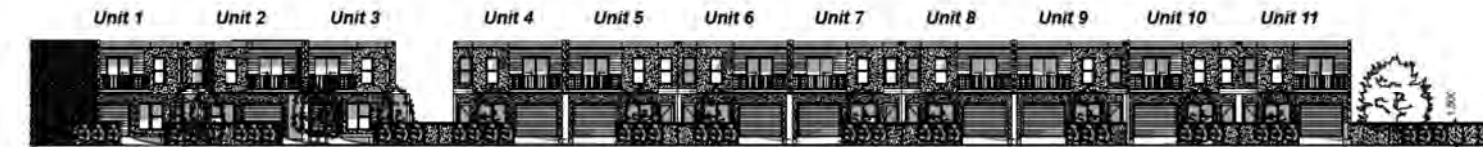
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KINGRUBY DEVELOPERS	client
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TOWN PLANNING	version
GRD FLOOR PLANS 12 & 13	pl sheet
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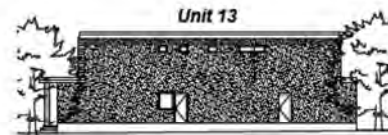
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KINGRUBY DEVELOPERS	client
LOT 4 MEKLE ST. MADDINGLEY	location
2/1/13	date
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D DORIC	drawn
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	of 12 sheet no
LAMEKLEUNITS.DW	filename



① MEIKLE ST ELEVATION  
1:250



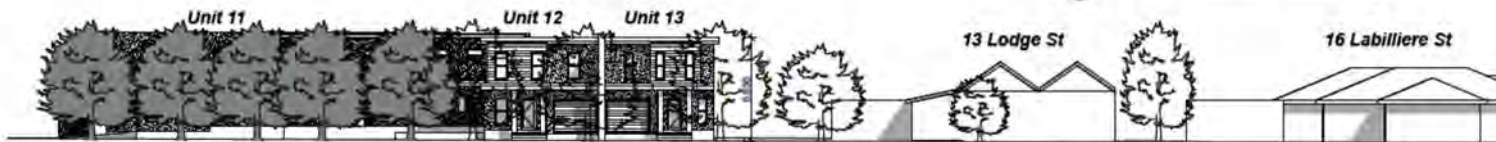
② MEIKLE ST ELEVATION  
1:250



③ SOUTH ELEVATION - UNIT 13  
1:250



④ NORTH ELEVATION - UNIT 12 & 13  
1:250



⑤ LODGE ST ELEVATION  
1:250



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PROPOSED UNIT DEVELOPMENT Project  
KINGHURY DEVELOPERS client  
LOT 4 MEIKLE ST, MADDINGSLEY 02/2011  
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TOWN PLANNING 1/1/2011  
STREET ELEVATIONS 22/11/13  
9 of 12 2/11/13  
LANDSCAPE/UNIT 5.ppt filename



PROPOSED UNIT DEVELOPMENT	project	D DORIC	designer	TOWN PLANNING	section
KINGRUBY DEVELOPERS	client	D DORIC	owner	Site SHADOW DIAGRAM	A3 sheet
LOT 4 MEIKLE ST, MADDINGLEY	location		revision	10 of 12	sheet no
21/11/13	issued	110200121103	proj no	LAMEKLEUNTS.plt	filename



PROPOSED UNIT DEVELOPMENT	project	D DORIC	designer	TOWN PLANNING	section
KINGRUBY DEVELOPERS	client	D DORIC	owner	12 noon SHADOW DIAGRAM	A3 sheet
LOT 4 MEIKLE ST, MADDINGLEY	location		revision		11 of 12 sheet no
21/11/13	issued	110200121103	proj no	LAMEKLEUNITS.plt	filename



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 0434 827 927

PROPOSED UNIT DEVELOPMENT	project	D DORIC	designer	TOWN PLANNING	section
KINGRUBY DEVELOPERS	client	D DORIC	owner	3pm SHADOW DIAGRAM	23 sheet
LOT 4 MEIKLE ST, MADDINGLEY	location		revision	12 of 12	sheet no
21/11/13	issued	110202/121103	proj no	L4MEIKLEUNITS.plt	filename

## Site History

On 4 April 2012 Council received Planning Application PA2012063 for development of 24 dwellings which incorporated the subject sites and Lot 4 Meikle Street.

As part of a further information request, the officer requested that the proponent conduct Cultural Heritage Management Assessment as the site was identified as one of potential Cultural Heritage Sensitivity. During the course of this assessment indigenous remains were discovered on site.

As a result, the proponent amended this application PA2012-063 for the development of 14 dwellings on the land fronting Meikle Street and applied under a new planning permit application PA2013-076 for a child care facility on the lots that front Labilliere Street. The application was again later amended to reduce the number of proposed dwellings to 13.

This application involves the lot known as Lot 4 on PS 146426P which fronts Meikle Street facing north and has a portion of Lodge Street and the western boundary. The subject site is unkempt and has been the subject of several requests under the Local Law requirements for an unsightly site and fire prevention.

As the proposal straddles three boundaries a separate permit application has been made for resubdivision of lots 1 through 4 with the proposed child care facility to be located entirely on Lot 2 of the proposed resubdivision. The application for subdivision will be assessed and finalised in due course following the outcome of both the applications for the 13 dwellings and the child care centre.

## Site Description

The subject site is located within the Mixed Use area of Maddingley. It sits adjacent to the Werribee River and Peppertree Park Reserve facing north onto Meikle Street.

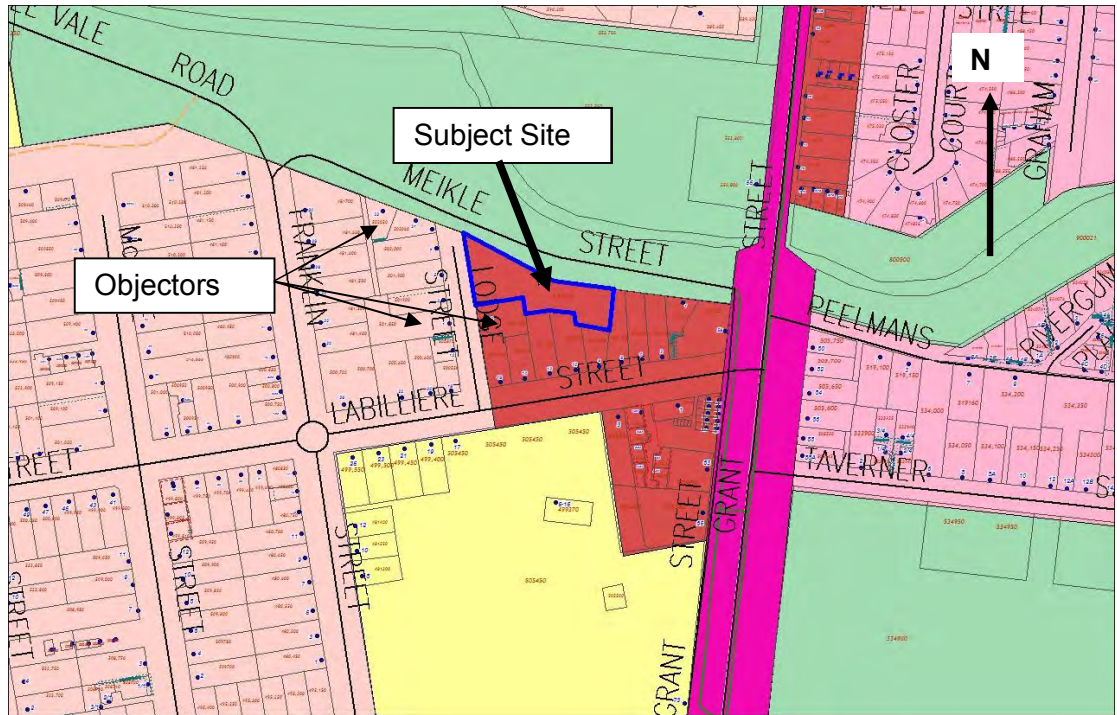
On the eastern and western boundary are residential dwellings. In close proximity is the Bacchus Marsh Leisure Centre, Bacchus Marsh Secondary College (side entry) and the Ecolinc Centre, which is the state-wide science centre which attracts schools and community groups from all over Victoria. Within the service road of Grant Street to the east is both commercial and retail enterprises such as Stoneys Hotel, a Drive through Liquor Shop, Milk bar, architects and various other uses together with residential accommodation.

Maddingley Park Reserve is less than 500 m to the south east together with the Bacchus Marsh Train Station.

The site is in close proximity (less than 1km) to the Bacchus Marsh central business area and health and community services.

It is difficult to define a particular neighbourhood character given the zoning, the mix of uses and the variation of dwelling styles, ages and types.

The area has a diversity of lot sizes ranging from 300sqm to over 1000sqm. There are other medium density developments within the mixed use area and surrounds.



**Cultural Heritage Management Plan**

As discussed above, the area is determined as being an area of Cultural Heritage Sensitivity and the overall works are considered high impact therefore the proponent has prepared a mandatory Cultural Heritage Management Plan. The plan has been provided to the Registered Aboriginal Party, being the Wathaurung Aboriginal Corporation whom have supported the proposal subject to conditions.

**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 multi dwelling development is consistent with this policy.
Clause 11.02-1	Supply of urban land	The intent of this policy is supported by the proposal.
Clause 11.05-2	Melbourne's hinterland	Providing for residential development within the urban growth boundary of the Bacchus Marsh township is supported by this policy.

Clause 12.01	Biodiversity	The subject site contains trees that have been identified on the plans for removal. No planning permit is required for the removal of this vegetation.
Clause 16.01-2	Location of Residential Development	The relative proximity to commercial and retail enterprises, educational and recreational opportunities, public transport, health and community facilities supports the intent of this policy. The site is surrounded by a diversity of residential development together with other mixed uses within the Maddingley area, including multi dwelling development to the south and south west of the site.
Clause 19.03-2	Water Supply, Sewerage and Drainage	Connection to reticulated services supports this policy.
<b>LPPF</b>		
Clause 21.03	Settlement	Provision of infill development, within relatively close access to the Bacchus Marsh town centre and train station is consistent with this policy.
Clause 21.03-4	Landscape and Neighbourhood Character Objective	The proposal is not considered to be contrary to the existing streetscape. Landscaping that softens any building bulk must be provided as permit conditions, should a permit issue. The plans will be required to reflect landscaping that would be more aesthetically pleasing to the streetscape and respectfully to the river corridor opposite the site
Clause 21.05	Development and infrastructure	The proposal enhances the use of existing and proposed infrastructure and supports the policy intent.
Clause 21.07	Bacchus Marsh	A multi dwelling development on the subject site is considered to be consistent with the overall urban fabric of the developing Maddingley area which already exhibits a diversity of lot sizes, dwelling designs and land uses.



**Zone:**

The site is located within the Mixed Use Zone and the purpose of the zone includes:

- *To provide for a range of residential, commercial, industrial and other uses which complement the mixed use function of the locality.*
- *To provide for housing at higher densities.*
- *To encourage development that responds to the existing or preferred neighbourhood character of the area.*
- *To facilitate the use, development and redevelopment of land in accordance with the objectives specified in a schedule to this zone.*

Pursuant to Clause 32.01- of the Moorabool Planning Scheme a planning permit is required to construct two or more dwellings on a lot.

It is considered that the proposal supports the purpose of the Mixed use Zone by way of providing a range of dwellings and densities in a locality that is able to be connected to local infrastructure services already available in the surrounding area.

**Overlay:**

The site is affected by an Environmental Significance Overlay Schedule 2 and Schedule 8.

Clause 42.01 states that a planning permit is required to construct or carry out works unless specifically stated within the schedule.

*Environmental Significance Overlay – Schedule 2, Water Protection (ESO2)*

The entirety of the subject site is affected by the ESO2 and the purpose of the overlay is to:

- *Protect the habitat significance of vegetation;*
- *Provide for appropriate development of land within 100 meters of either side of a waterway;*
- *Prevent pollution and increased turbidity of water / natural waterways;*
- *Prevent increased surface run off or concentration of surface water runoff leading to erosion or siltation of waterways; and*
- *Conserve existing flora and fauna habitats close to waterways and to encourage generation and regeneration of habitats.*

Southern Rural Water is the relevant Section 55 Authority for the Werribee River and consent is given provided there would be no change to the proposed storm water outfall and that development would not interfere with Southern Rural Water's pipeline infrastructure.

*Environmental Significance Overlay – Schedule 8, River Red Gums in the Bacchus Marsh Valley (ESO8)*

There are several River Red Gum trees located directly adjacent the subject site on the northern side of Meikle Street and the tree protection zone of the trees extends onto the subject site along the entire front boundary of the subject site. In order to provide for long term preservation and regeneration of the River Red Gum population within the Bacchus Marsh Valley and to enhance biodiversity and landscape quality ongoing management practices should aim to achieve the following:

- *Retain all hollow bearing trees;*
- *Minimisation of disturbance to the Tree Protection Zone for all River Red Gums; and*
- *Support the regeneration of River Red Gums by protecting the growth of young trees.*

Whilst the proposal would not result in the removal, destruction, lopping or pruning of any of the River Red Gums, which are located directly adjacent to the site, should a permit issue conditions would be required with respect to buildings and works that are proposed within the Tree Protection Zone.

**Particular Provisions:**

The proposal has been assessed against Clause 55 of the Moorabool Planning Scheme.

Clause	Title	Detail	Compliance
Rescode			
55.056 55.01-1	Neighbourhood and site description	Site description and design response	<b>Complies</b> The proposal responds to the residential locality where higher density development is encouraged and affords a range of residential choice in such a locality. The surrounding area has examples of medium density, and single dwellings on a variety of lot sizes.
55.02-1	Neighbourhood Character Objectives	Standard B1	<b>Complies.</b> The area is a mix of retail, commercial, education and residential developments.  The character can best be described as generously vegetated and any new development in this location should recognise and compliment this character by way of substantial and complementary landscaping.

55.02-2	Residential Policy objectives	Standard B2	<b>Complies.</b> A written statement has been provided which covers the requirements.
55-02-3	Dwelling Diversity	Standard B3	<b>Complies</b> Dwellings have ground floor amenities. Dwelling 12 provides for two bedrooms and Dwelling 13 may utilise a ground floor study as a bedroom.
55-02-4	Infrastructure	Standards B4	<b>Complies.</b> The proposal will not exceed the capacity of utilities.
55.02-5	Integration with street	Standard B5	<b>Complies.</b> The proposal provides adequate vehicle and pedestrian links, is orientated towards streets, and does not include high fencing.  Given the proposal is directly adjacent to public open space and in order to integrate well with the Pepper Tree park Reserve and the surrounding streetscape, should a permit issue, generous landscaping conditions should be imposed.
55.03-1	Street setback	Standard B6	<b>Complies.</b> Dwellings are setback 6.5m fronting Meikle Street and 5m fronting Lodge Street.
55.03-2	Building height	Standard B7	<b>Complies.</b> Building height does not exceed 6.856m.
55.03-3	Site coverage	Standard B8	<b>Complies.</b> Site coverage is 47% which is less than the maximum site coverage standard of 60%.
55.03-4	Permeability	Standard B9	<b>Complies.</b> Permeability is 40% exceeding the minimum permeability standard of 20%.

55.03-5	Energy efficiency	Standard B10	<p><b>Partially Complies.</b> Dwellings 1 – 11 have living areas located to the south side, however balconies are orientated to the north side of the dwellings and have attempted to achieve reasonable solar access to north facing windows.</p> <p>Dwelling 12 and 13 comply.</p>
55.03-6	Public Open space	Standard B11	N/A
55.03-7	Safety	Standard B12	<b>Complies.</b>
55.03-8	Landscaping	Standard B13	<p><b>Does not Comply.</b> A satisfactory landscape plan has not been provided with a suitable percentage of native species. Should a permit issue in order to integrate with the streetscape and to suit the character of the area generous landscaping must be provided.</p>
55.03-9	Access	Standard B14	<p><b>Complies.</b> The length and width of driveway is considered to be workable.</p>
55.03-10	Parking location	Standard B15	<p><b>Complies.</b> Adequate car spaces have been provided in accordance with 55.03-11.</p> <p>Two bedroom dwellings are provided with a single covered car space and three bedroom dwellings are provided with two car spaces one of which is covered.</p> <p>No visitor car space is provided on site, however an upgrade of the Meikle Street nature strip and road would make provision for adequate on street parking for visitors.</p>

55.03-11	Parking provision	Standard B16	<b>Complies in part.</b> Lighting needs to be provided within the development which should be conditioned.
55.04-1	Side and rear setbacks	Standard B17	<b>Complies.</b>
55.04-2	Walls on boundaries	Standard B18	<b>Complies.</b> No walls on located on the boundaries of the allotment.
55.04-3	Daylight to existing windows	Standard B19	<b>Complies.</b>
55.04-4	North-facing windows	Standard B20	<b>Complies.</b>
55.04-5	Overshadowing open space	Standard B21	<b>Complies.</b>
55.04-6	Overlooking	Standard B22	<b>Complies.</b>  Dwelling 13 second storey windows which are south facing are 1.7m from floor level.  Dwelling 5 would have bedroom windows that provide obscure glazing to the 1.7m from floor level height.
55.04-7	Internal views	Standard B23	N/A
55.04-8	Noise impacts	Standards B24	<b>Complies.</b> No noise envisaged other than normal to occupation of dwelling.
55.05-1	Accessibility	Standard B25	<b>Complies.</b> Access to all dwellings available for people with limited mobility.
55.05-2	Dwelling entry	Standard B26	<b>Complies.</b>
55.05-3	Daylight to new windows	Standard B27	<b>Complies.</b>
55.05-4	Private open space	Standard B28	<b>Complies.</b> Each dwelling meets the required standards with a minimum of 25 sq m of secluded private open space provided.

55.05-5	Solar access to open space	Standard B29	<b>Complies.</b>
55.05-6	Storage	Standard B30	<b>Complies.</b> Each dwelling has sufficient area to accommodate 6 cubic metres of externally accessible secure storage space.
55.06-1	Design detail	Standard B31	<b>Complies.</b> The dwellings are a combination of rendered brick face work, weatherboard and stone. Neighbourhood character denotes a mix of dwellings styles and materials. New double storey dwellings of similar materials together with older style weatherboard and brick dwellings exist in the area.  Whilst the development may be considered visually bulky the design has provided for façade articulation and detail.
55.06-2	Front fences	Standard B32	<b>Complies.</b> A portion of each dwelling will have a front fence. This is to provide for private open space and does not exceed 1.5m
55.06-3	Common property	Standard B33	<b>N/A</b>
55.06-4	Site services	Standard B34	<b>Complies.</b> The proposal will be able to be serviced by existing services in the locality.

#### Clause 65.02- Decision Guidelines

This report has considered the decision guidelines of Clause 65.

**Referrals**

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

Authority	Response
CFA Melbourne Water Western Water Southern Rural Water AAV	No objection – subject to conditions. No objection – subject to conditions. No objection – subject to conditions. No objection – subject to conditions. No objection.
Infrastructure	No objection – subject to conditions

**Public Notice**

The application was advertised to adjoining owners and occupiers by sending individual notices on 17 April 2013. Due to a clerical error the application was readvertised on 1 May 2013 and a sign was placed on the site from 6 May 2013 to 20 May 2013. Three objections to the proposal were received.

**Summary of Objections**

The objections received are detailed below with officer’s comments accompanying them. Two objectors are located to the west of the proposal in the Residential 1 Zone, and one objector shares a portion of the Southern boundary and is located within the Mixed Use Zone.

Objection	Officer’s response
The objector states that there is no reference to the application, however goes on to state that the application supplies reference for PA2012-063.	Both notices, including the readvertised notice in include reference to PA2012-063.
The proposal identifies both Labilliere Street and Meikle Street.	The notice included both street references as the land shares these titles, however plans indicate that development would front Meikle and Lodge Streets.

<p>The principle concerns is with any development proposed in Lodge Street as all references to Lodge Street suggest a through Road running between Labilliere Street and Meikle Street whereas it is truncated before it meets Meikle Street.</p>	<p>Lodge Street is labelled as a street on the land titles website. Whilst the road has been truncated at the Meikle Street end the road itself does not form a proper court bowl. The road is recognised as a street and could, if necessary form a through road, however this is not required as part of this application. The proposal recognises the truncated road and adjoining this section the proposal has set aside an area of open space.</p>
<p>It is the objector's submission that the applicant should abandon its application and file a new application and separate the proposals for Meikle Street and Labilliere Street.</p>	<p>Although the original PA2012-063 proposal was for 24 dwellings, this application was not advertised and through a response to further information revised the application to 14 dwellings and subsequently 13 dwellings. A new application was made for the Child Care Facility PA2013-076.</p>
<p>All dwellings in Lodge Street are single storey dwellings.</p>	<p>Many VCAT outcomes accept that because an area is dominated by single dwellings does not mean that double storey dwellings cannot be developed provided there is compliance with Rescode.</p>
<p>Introducing two narrow attached two storey dwellings onto a court in which there single storey house on large lots would be detrimental to the amenity to the area.</p>	<p>The objector does not advise why double storey dwellings would be detrimental to the amenity of the area. The land is mixed use and the zone encourages intensification of dwellings. Two dwellings would front Lodge Street and adjoin a portion of land set aside as reserve on the corner of Meikle and Lodge Streets. The dwellings themselves would be required to have reasonable landscaping to integrate with the street.</p>
<p>There is no reference to the subdivision proposal.</p>	<p>A separate application for resubdivision of the land parcels has been submitted by the applicant and shall be considered on the basis of the outcome of this application PA2012-063 and PA2013-076 (child care facility).</p>



<p>Privacy and quality of life will be impacted due to the overlooking that will be possible from bedroom 3 of dwelling 14 and bedrooms 3 and 4 of units 5, 6, 7 and 8.</p>	<p>Dwelling 13's bedroom 3 has been provided with a window that sits 1.7m above the floor level to comply with overlooking standard B22.</p> <p>From the 9 metre measurement from the upstairs window line at the rear of Dwellings 4 to 7, Dwellings 4,5 and 6's, 9 m line extends into an adjoining lot, however the intrusion is onto the outbuilding roof in the corner of the adjoining lot.</p> <p>If the outbuilding was not there it would only be Dwelling 5 that would not comply based on an eye level of 1.7 metres above floor level. With the existing position of the outbuilding all dwellings comply.</p> <p>Dwellings 4 and 6, even if 5.5 m eye height is assumed and a 1.8 m fence, cannot have a line of sight that intersects ground level within 9 metres horizontally, even with the outbuilding removed.</p> <p>In the current circumstances the proposal complies with clause 55 and only removal of the objectors outbuilding would result in non-compliance and then only for Dwelling 5.</p> <p>If the outbuilding was not present dwelling 5 would have to have highlight windows for bedrooms but the other Dwellings comply even without the outbuilding.</p> <p>A 450 deep window almost the width of the bedrooms with a sill at 1.7 metres would be required if there was no outbuilding.</p> <p>Should a permit issue, the preferred outcome would be to provide bedroom windows for Bedroom 6 at full length with obscure glazing in any part of the window below 1.7 metres above floor level.</p>
<p>Removal of trees is not in keeping with the Leafy nature of the streetscape.</p>	<p>The land parcel is not subject to any planning controls for the removal of the vegetation. The proponent must ensure that landscaping plans include canopy trees and generous landscaping in keeping with the surroundings.</p>
<p>No protection to the root system of the tree located in my property located adjacent to Unit 14.</p>	<p>In keeping with the Tree Protection Zone for the River Red Gums, should a permit issue, the proponent must have a report prepared by suitably qualified arborist which will define tree protection zones and require development that suitably protects the River Red Gums and the adjoining property tree. This is reinforced through a permit condition.</p>

<p>The Private Open space of Unit 14 would have looking access into my yard</p>	<p>Dwelling 13 has no private open space on the southern boundary. Private open space is on the northern elevation and overlooking is prevented by the dwelling itself.</p>
<p>Increased street traffic would be generated into Meikle Street from the increased dwellings and I am concerned that Council will extend Lodge Street into Meikle Street to improve access.</p>	<p>The additional two dwellings would gain access via Lodge Street. The traffic produced by two additional dwelling is considered nominal. The proposal does not require the extension of Lodge Street and Council have not considered such an outcome.</p>
<p>Clause 55.03-11 states that there should be two cars provided for each three bedroom dwellings, and this plan appears to show only one.</p>	<p>For each three bedroom dwelling the proponent has provided one undercover car park (garage) and an open single car space as is suitable under Clause 55.03-11.</p>
<p>Clause 55.03-8 landscaping objective encourages development that respects neighbourhood character of the neighbourhood. Firstly the two storey modern design proposed doesn't match the existing neighbourhood, there are only single storey dwellings surrounding the site.</p>	<p>The proponent, should a permit issue, would be required to contribute significant landscaping to the proposal. Previous comments have recognised that to sit comfortably with the reserve and surrounding area the proposal should provide a landscape which include several canopy trees and generous landscaping.</p> <p>As addressed previously double storey dwellings are not prohibited and an area is not defined in neighbourhood character by only having single storey dwellings. For example, a double storey dwelling may be constructed at any point in this location without a planning permit, provided it is the only dwelling on the lot and provided it adheres to Rescode.</p> <p>Neighbourhood character is best defined by integration with the street, built form elements, setbacks, landscaping and adherence to Rescode.</p> <p>There is an existing 6 dwelling double storey development, built within the last 5 years, immediately to the south in Labilliere Street and several other "modern" development along Labilliere Street and McCrea Street.</p> <p>The commercial area on the corner of Grant and Labilliere Street provides double storey buildings which are combined retail with dwellings on the second storey.</p>

## Assessment of Application

This application seeks approval to construct thirteen (13) dwellings on the subject site. There would be thirteen three bedroom dwellings and one two bedroom dwelling. Each dwelling would be provided with adequate secluded private open space and the area available for landscaping will afford a compact medium density development that provides for residential choice.

Council is required to consider the existing or emerging neighbourhood character of an area when determining an application. The immediate area of this application is combination of Residential 1 Zone and Mixed use Zone with residential dwellings surrounding the development site. It is evident that the emerging character of the mixed use precinct is to encourage medium to higher density development. There are also a number of multi dwelling developments within the Labilliere Street area. Whilst there is none in the immediate area of Meikle Street and Lodge Street, land parcels in Lodge Street have been subject to two lot subdivisions and have taken advantage of Local Policies to encourage infill development.

The surrounding area is such a mixture of residential, commercial, retail, education and community facilities that the subject site is ideal for medium density developments that would provide for diversity of choice to the homeowner who does not want the large dwelling on a large lot.

The layout and design comply generally with Clause 55 of the Moorabool Planning Scheme except in a small number of areas that can be made compliant with permit conditions.

The subject site is located in the Mixed use Zone and is connected to reticulated sewerage and water supply. The purpose of the Mixed Use Zone is to provide for a range of residential, commercial, industrial and other uses which complement the mixed use function of the locality, to provide for housing of higher densities and to encourage development that responds to the existing or preferred neighbourhood character.

This report concludes that there is not a substantially homogenous existing character that would preclude considering the application based on 'Neighbourhood Character'.

The proposal is appropriate for the subject site and is considered to be based on satisfactory urban design principles. The layout is able to provide a sustainable and safe environment for its occupants and visitors.

While surrounding dwellings are generally single storey dwellings on lots ranging in size from approximately 500 – 1000 sq m, a more compact development in this location is in keeping with the emerging character of the Mixed Use Zone.

The proposal, should respect the 'leafy' context of the area and in order to integrate with the Werribee River and Peppertree Park reserve the proposal must ensure extensive landscaping which has been addressed frequently in this report. It is generally agreed that the landscaping is integral to this proposal and would some satisfaction to adjoining and surrounding residents.

Clause 16.01-1 of the State Planning Policy Framework aims to promote a housing market that meets community needs and increases the supply of housing in existing urban areas in appropriate locations, including under-utilised urban land; and to ensure housing developments are integrated with infrastructure and services, whether they are located in existing suburbs, growth areas or regional towns.

State and Local policies also encourage the appropriate development of larger allotments or under utilised land to extend the range of housing types and lot sizes available to provide for resident choice and meet changing housing needs, while respecting existing character, built form and the natural environment.

Clause 21.03-3 of the Moorabool Planning Scheme specifically aims to facilitate the creation of integrated, liveable, walkable neighbourhoods in towns; to plan for a diversity of housing types and densities, particularly near activity centres and community focal points in Bacchus Marsh and Ballan; and to design housing to be adaptable for use by smaller households, the aged and people with disabilities.

It is considered that that this proposal meets these needs and will provide for smaller households and for a demographic not wanting large gardens to maintain and to reside in close proximity to all services.

### **Conclusion**

The proposal is considered to satisfy the relevant requirements of the State Planning Policy Framework, the Local Planning Policy Framework and the Moorabool Planning Scheme with regard to Clause 32.04-6 of the Mixed Use Zone and Clause 55 and therefore it is for these reasons that this report recommends that the application be determined by the issuing of a Notice of Decision to Grant a Planning Permit.

### **Recommendation:**

**That Council having considered all relevant matter as prescribed by s.60 of the *Planning and Environment Act 1987*, issue a Notice of Decision to Grant a Permit for PA2012-063 for the development of thirteen (13) dwellings at Lot 4 on PS 146426P, Meikle Street, Maddingley subject to the following conditions:**

- 1. Before the use and/or development start(s), 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 copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
  - a) Bedroom 2 and 3 windows of Dwelling six must provide obscure glazing to 1.7m above floor level.**

2. **The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
3. **Prior to development commencing a landscape plan prepared by a suitably qualified and experienced person must be submitted to the satisfaction of 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) **Details of surface finishes of pathways and driveways**
  - b) **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;**
  - c) **Details of in-ground irrigation system; and**
  - d) **Details of nature strip landscaping.**
4. **Prior to the occupation of the development or by such later date as 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.**
  - a) **All landscaping works shown on the endorsed landscape plans must be maintained and any dead, diseased or damaged plant replaced to the satisfaction of the Responsible Authority.**
5. **A construction and tree management plan must be prepared, to the satisfaction of the responsible authority, to ensure that all buildings and works are constructed under the supervision of a qualified arborist. The plan must include management and protective procedures for surrounding River Red Gums and the root system of the tree identified at the northern boundary of the property known as 13 Lodge Street, Maddingley as identified during construction and should include:**
  - a) **Onsite induction program for all contractors/workers;**
  - b) **Requirement for and responsibilities of onsite arborist during construction;**
  - c) **Establishment of Tree Protection Zones and protocols for gaining access; and**
  - d) **Notification and remedial protocols for unexpected damage.**
6. **All works must be in accordance with the Cultural Heritage Management Plan number 12279 pursuant to the Notice of Approval of the Wathaurung Aboriginal Corporation trading as Wadawurrung and dated 7 October 2013.**

**Infrastructure Conditions:**

7. **Prior to the development commencing, Meikle Street adjacent to the subject land must be constructed to the standards detailed in the Infrastructure Design Manual to the satisfaction of the responsible authority as follows:**

- a) 1.5 metre wide reinforced concrete footpath connecting to the existing concrete footpath network in Meikle Street;
  - b) Urban standard vehicle crossing to each dwelling;
  - c) Kerb and channel and pavement widening as required;
  - d) Pavement widening adjacent to Dwellings 1 to 10 sufficient to provide for on-street parking;
  - e) Industrial standard vehicle crossing to service the proposed child care facility on the adjacent property;
  - f) Stormwater drainage;
  - g) Nature strip landscaping;
  - h) Street trees at the rate of one per two dwellings (less any existing trees); and
  - i) Public lighting as required.
8. Design computations for all road pavement construction, based on a geotechnical investigation of the site, must be prepared and submitted to the responsible authority for approval.
9. Plans and specifications of all road, traffic and drainage works must be prepared and submitted to the responsible authority for approval prior to the commencement of such works and all such works must be carried out in accordance with the approved plans to the satisfaction of the responsible authority.
10. Each dwelling abutting Lodge Street must be provide with a standard urban residential vehicle crossing to the satisfaction of the responsible authority. Any redundant vehicle crossings must be removed, and the kerb and channel and nature strip reinstated to the satisfaction of the responsible authority. A vehicle crossing permit must be taken out for the construction of the vehicle crossing.
11. The development must be provide 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 the development. Peak flow must be controlled by the use of a detention system located and constructed to the satisfaction of the responsible authority.
  - c) Flow paths of the 1% AEP storm must be determined and the development designed so that no property is inundated by such a storm. The flow paths must be indicated on the engineering plans.
  - d) All units must be provided with a stormwater legal point of discharge at the low pint of each potential lot, to the satisfaction of the responsible authority.
  - e) Stormwater runoff must meet the "Urban Stormwater Best Practice Environmental Management Guidelines (CSIRO 1999)".

- f) **Storm water drainage from the development must be directed to a legal point of discharge to the satisfaction of the responsible authority. A legal point of discharge permit must be taken out prior to the construction of the stormwater drainage system.**
12. **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.**
  13. **Unless otherwise approved by the responsible authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.**
  14. **If required, the layout of the development must be modified based on the approved stormwater design.**
  15. **Sediment discharges must be restricted from any construction activities within the property in accordance with the relevant Guidelines including “Construction Techniques for Sediment Control “(EPA 1991) and “Environmental Guidelines for Major Construction Sites” (EPA 1995).**
  16. **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.**
  17. **Prior to the commencement of the development, notification 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.**
  18. **All road and drainage works must be maintained in good condition and repair for a minimum of 6 months after completion of the works, to the satisfaction of the responsible authority.**
  19. **Prior to the practical completion of the works detailed in this permit, a security deposit of 5% of the total value of engineering works approved by the responsible authority must be lodged with the responsible authority, to cover the maintenance of all works. The deposit will be returned after the final inspection of works, 6 months after the completion of works, subject to the satisfactory completion of all required maintenance and rectification works.**

**Melbourne water conditions:**

20. **No polluted and / or sediment laden runoff is to be discharged directly or indirectly into Melbourne Water’s drains or watercourses.**

21. The dwellings must be constructed with finished floor levels a minimum of 600mm above the applicable grading floor level.
22. The garages must be constructed with finished floor levels a minimum of 300mm above the applicable grading flood level.
23. Prior to the issue of an Occupancy Certificate, a certified survey plan, showing finished floor levels (as constructed) reduced to the Australian Height Datum, must be submitted to Melbourne Water to demonstrate that the floor levels have been constructed in accordance with Melbourne Water's requirements
24. Prior to the commencement of works, a separate application direct to Melbourne Water must be made for approval of any new or modified storm water connection to Melbourne Water's drains or watercourses.
25. Any new internal fencing must be of an open style of construction to allow for the passage of floodwaters/overland flow.
26. All open space within the property must be set as existing natural surface level so as not to obstruct the passage of overland flows.
27. Imported fill must be kept to a minimum on the property and must only be used for the sub floor areas of the dwellings, garages and driveway ramps.

**Southern Rural Water conditions:**

28. Sediment control measures outlined in EPA's publication No 275, Sediment Pollution Control, shall be employed during construction works and maintained until disturbed areas have regenerated.
29. The use of water from groundwater and any surface water resources for onsite construction use will require a licence in accordance with Section 51 or 67 of the Water Act 1989. Prior approval must be obtained from Southern Rural Water.

**Western Water conditions:**

30. Payment of new customer contributions for each dwelling created by the development, such amount being determined by Western Water at the time of payment.
31. The operator under this permit shall be obliged to enter into an Agreement with Western Water to the design and construction of any sewerage or water works required. The form of such Agreement shall be to the satisfaction of Western Water. The owner shall make a written request to Western Water for the terms and conditions of the agreement.



**Country Fire Authority conditions:**

32. Operable hydrants, above or below ground, must be provided to the satisfaction of the CFA. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of the building envelope, the rear of all lots) must be 120 metres and hydrants must be no more than 200 metres apart.
33. Hydrants must be identified as specified in 'Identification of Street Hydrants for fire fighting purposes' available under publications of the Country Fire Authority website ([www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)).
34. This permit will expire if either 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.

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


**Permit Notes****Melbourne Water**

The flood line for the property grades from 103.66 metres to Australian Height Datum at the North West corner down to 102.97 metres to Australian Height Datum at the south east corner.

If further information is required in relation to Melbourne Water's permit conditions shown above, please contact Melbourne Water on telephone 9679 7517, quoting Melbourne Water reference 195028.

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**Report Authorisation****Authorised by:**

  
**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Friday, 22 November 2013

**11.2.6 Planning Application PA2013-076; Keith Altmann & Associates; Development and use of a child care facility and business identification signage; Lot 1, 2 & 3 on PS 146426P, 8-12 Labilliere Street, Maddingley**

<b>Application Summary:</b>	
Application No:	PA2013-076
Lodgement Date:	12 April 2013
Planning Officer:	Natalie Robertson
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	25 August 2013
Address of the land:	Lot 1, 2 & 3 on PS 146426P, 8-12 Labilliere Street, Maddingley
Proposal:	Development and use of a child care facility and business identification signage
Lot size:	3235 sqm
<b>Moorabool Planning Scheme (Relevant details):</b>	
State Planning Policy Framework (SPPF):	Clause 11 Settlement Clause 15.03-2 Aboriginal Cultural Heritage
Local Planning Policy Framework (LPPF):	Clause 21.05 Development and community infrastructure Clause 21.06-2 Enhance and Preserve Cultural Heritage Clause 21.07 Bacchus Marsh
Zone:	Mixed Use Zone (MUZ)
Overlays:	Environmental Significance Overlay (ESO) (Part Schedule 2 and Schedule 8)
Particular provisions:	Clause 52.05 Advertising Clause 52.06 Car Parking
General provisions:	Clause 65 Decision guidelines
Why is a permit required?	Under Clauses 32.04-1 and 32.04-7 of the Mixed Use Zone, a planning permit is required to use and develop the land for the purpose of a child care facility.  Under Clause 52.05-9, a permit is required to display a business identification sign.

<b>Public Consultation:</b>	
Number of notices to properties:	Twenty (20)
Notices on site:	Three (3)
Notice in Newspaper:	Nil
Number of objections:	Two (2)
Submission of support:	Nil
Consultation meeting:	Consultation was undertaken between the developer and one objector. The second objection does not mention the child care facility but the adjoining application relates to a medium density dwelling development. This objector has been involved in consultation with regard to PA2012-063.
<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 Executive Manager, I have no interests to disclose in this report.

*Author – 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 development and use of a Child Care facility (maximum 102 places) and business identification signage. This application is before Council due to the receipt of two objections from nearby residents.

The site has an area of 3235 sqm, and contains a single dwelling located on lot 2. The area was identified as one with potential for aboriginal cultural heritage and aboriginal artefacts were found on site during an assessment of the site for a Cultural Heritage Management Plan. Consent to the development has been provided by the Wadawurrung representatives, subject to conditions.

The proposed child care facility would be appropriately located on Labilliere Street, however access would be via Meikle Street. The subject site sits within the Mixed Use Zone directly adjacent to the Bacchus Marsh Leisure Centre and Bacchus Marsh Secondary College.

The building and associated car parking, with twenty three spaces to be provided, makes efficient use of the site with no perceived adverse impact on the amenity of the area and integrates well with the streetscape and mixed neighbourhood character.

The proposal would improve the appearance of the property, the economic viability of a mixed-use area and the provision of child care facilities in Bacchus Marsh.

One objection relate to the reduced car parking provision, increased traffic, and impact on the school crossing. The second objection relates to the development area inclusive of a proposed 13 dwellings on Lot 4 facing Meikle Street which is in the same ownership as this proposal. Details of the objectors' concerns and response to the key issues have been provided later in the report.

It is considered that the proposed development and use accords with State and Local Planning Policies, the objectives of the zone and particular provisions in relation to car parking and advertising.

**Summary Recommendation:**

That pursuant to Section 60(1) of the Planning and Environment Act 1987, Council resolve to issue a Notice of Decision to Grant a Permit subject to conditions for the development and use of a child care facility and business identification signage at 8 - 12 Labilliere Street, Maddingley.

## Proposal

Approval is sought for the development and use of a child care facility (maximum 102 places) and the display of business identification signage.

The proposed building would be setback 20m from Labilliere Street and 5m from the western boundary. The eastern boundary incorporates access from Meikle Streets with provision of fourteen car parks along the eastern boundary, a further seven car parking spaces on the western front entry boundary opening into a covered circular drop off area which incorporates one car parking space and a disabled car parking space (23 car spaces in total) and a separate loading/unloading area. Only pedestrian access is available from Labilliere Street and the frontage at Labilliere Street is made up of a 1200sqm playground area set behind a 1.8m picket fence.

The proposed building footprint would be 757sqm and the facility would provide the following areas:

### Ground floor

- 0 – 1 years, 64.1sqm
- 1 – 2 years, 70.5 sqm
- 2 – 3 years, 74.4 sqm
- 3 – 4 years, 71.4 sqm
- 4 – 5 years, 74.4 sqm
- Storage, bathroom and amenity areas for each area
- Kitchen
- Laundry
- Reception
- Meeting room and office area

### First floor – semi recessed area accessed via stairs or lift.

- Staff female / male bathroom and amenities areas
- Filing storage area
- Open dining and lounge area
- Library

The area identified as culturally sensitive would be developed in accordance with the requirements of the Wadawurrung Aboriginal Corporation as follows:

- Would remain open space
- Would be capped with fill taken from the rest of the site and graded to the existing footpath level on Labilliere Street.
- No encroachment by built structures of the child care centre within the area including fencing or playground equipment.
- A rock garden and plaque would be constructed in the south east corner of the site to acknowledge and protect the presence of ancestral human remains.
- Signage would be erected that prevent digging within the area of cultural sensitivity.
- The proponent has agreed to enter into a Section 173 Agreement that is attached to the title that agrees that the area of cultural sensitivity is not to have its ground disturbed for any reason without appropriate permissions.

In order to facilitate the area of cultural sensitivity the children's playground would operate on top of the capped fill in the southern 20 metres of the site and would:

- Create an open interactive area that has a natural feel rather than one of a commonly perceived multi coloured steel and plastic gymnasium.
- The playground would use canopy trees as sun shades rather than steel pole sun sails.
- The soft fall of the playground would amount to tan bark spread over the filled surface rather than synthetic options.
- The veranda of the centre would be horizontally cantilevered over the first 4 metres of the space so that it would not require posts or excavation.
- The play equipment would not be fixed structures requiring concrete footings.
- Sandpits would sit on top of the filled site and require excavation.
- The playground would have a boundary fence to Labilliere Street frontage.
- Pedestrian access would be via the existing crossover at number 10 Labilliere Street.

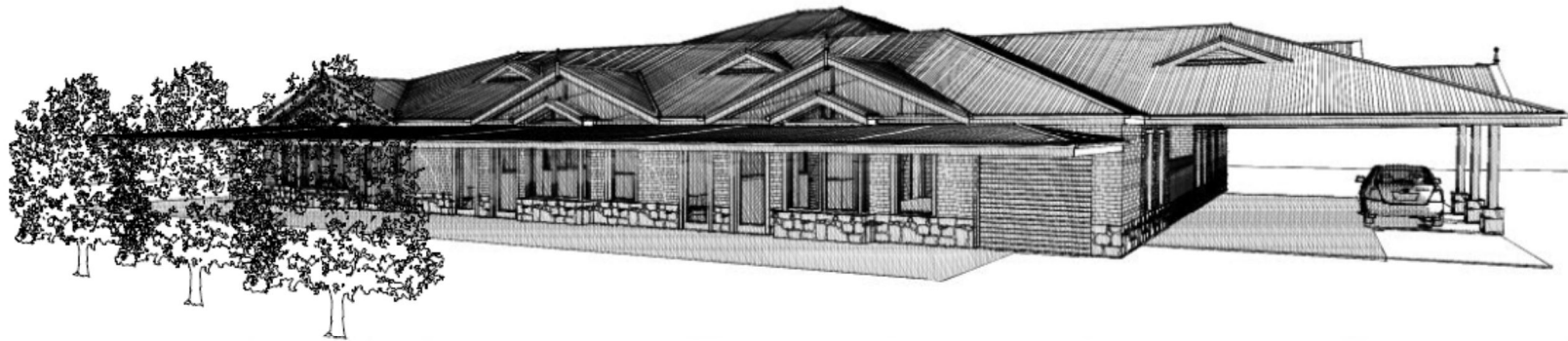
The design would be contemporary, constructed in brick with part stone cladding, aluminum window frames and a Colourbond® metal roof.

Vegetation removal is restricted to the immediate garden area of the dwelling on site. As part of the development the dwelling would be demolished.

The proposal does not indicate opening hours; however common hours of operation for child care facilities in the area are 6.30am to 7.00pm Monday to Friday and 7.00 am to 5.00pm Saturdays.



**MEIKLE STREET CHILD CARE CENTRE, MADDINGLEY**



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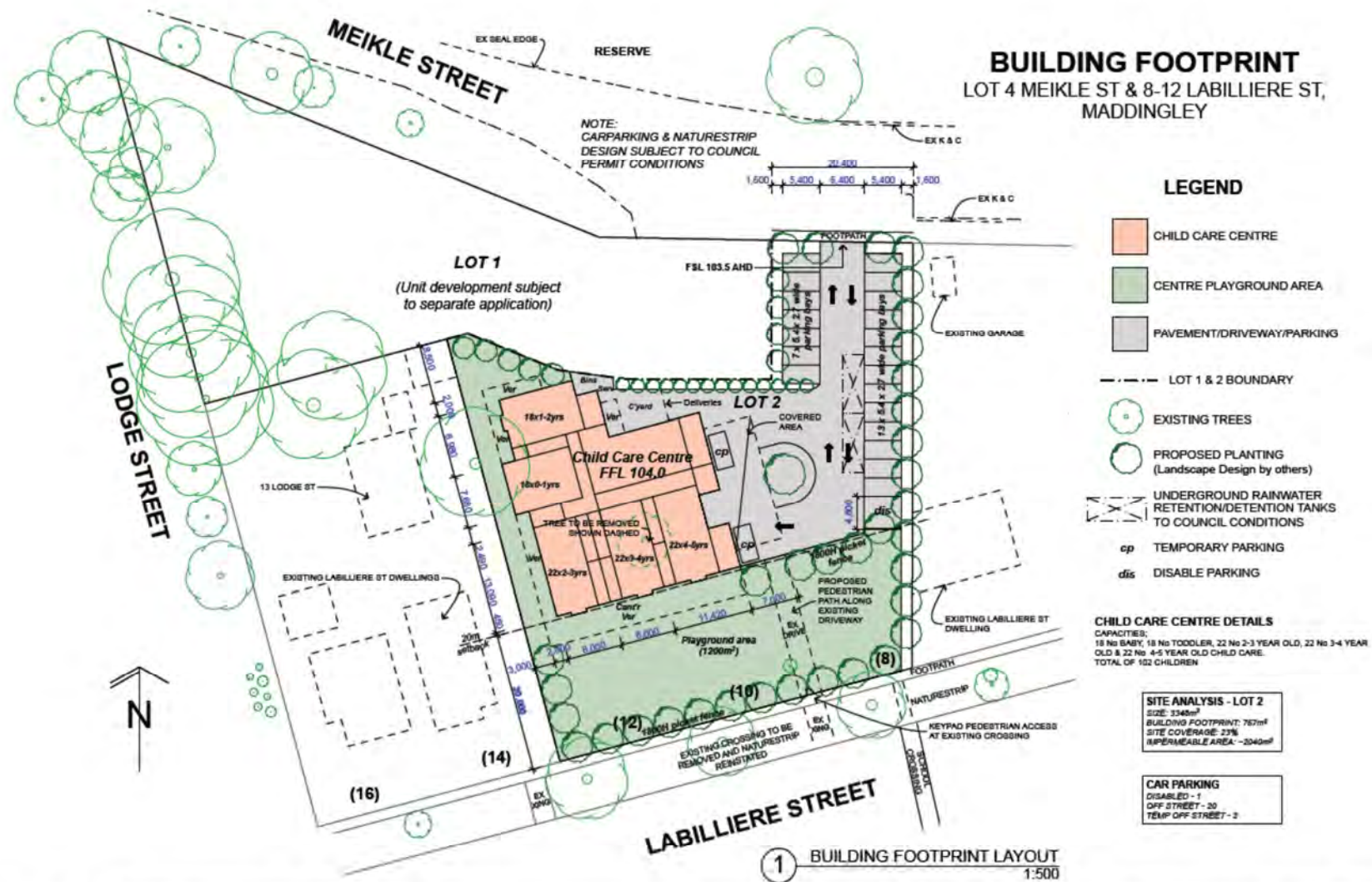


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PROPOSED CHILD CARE CENTRE .project  
 KINGRUBY DEVELOPERS .client  
 LOT 4 MEIKLE ST, MADDINGLEY .location  
 21/11/13 .board

B GILBERT .architect  
 D DORVIC .drawn  
 E .revision  
 12/1/13 .pdf no

TOWN PLANNING .section  
 COVER SHEET .a3 sheet  
 1 of 9 .sheet no  
 LAMEIKLECHILDCARE.ppt .filename

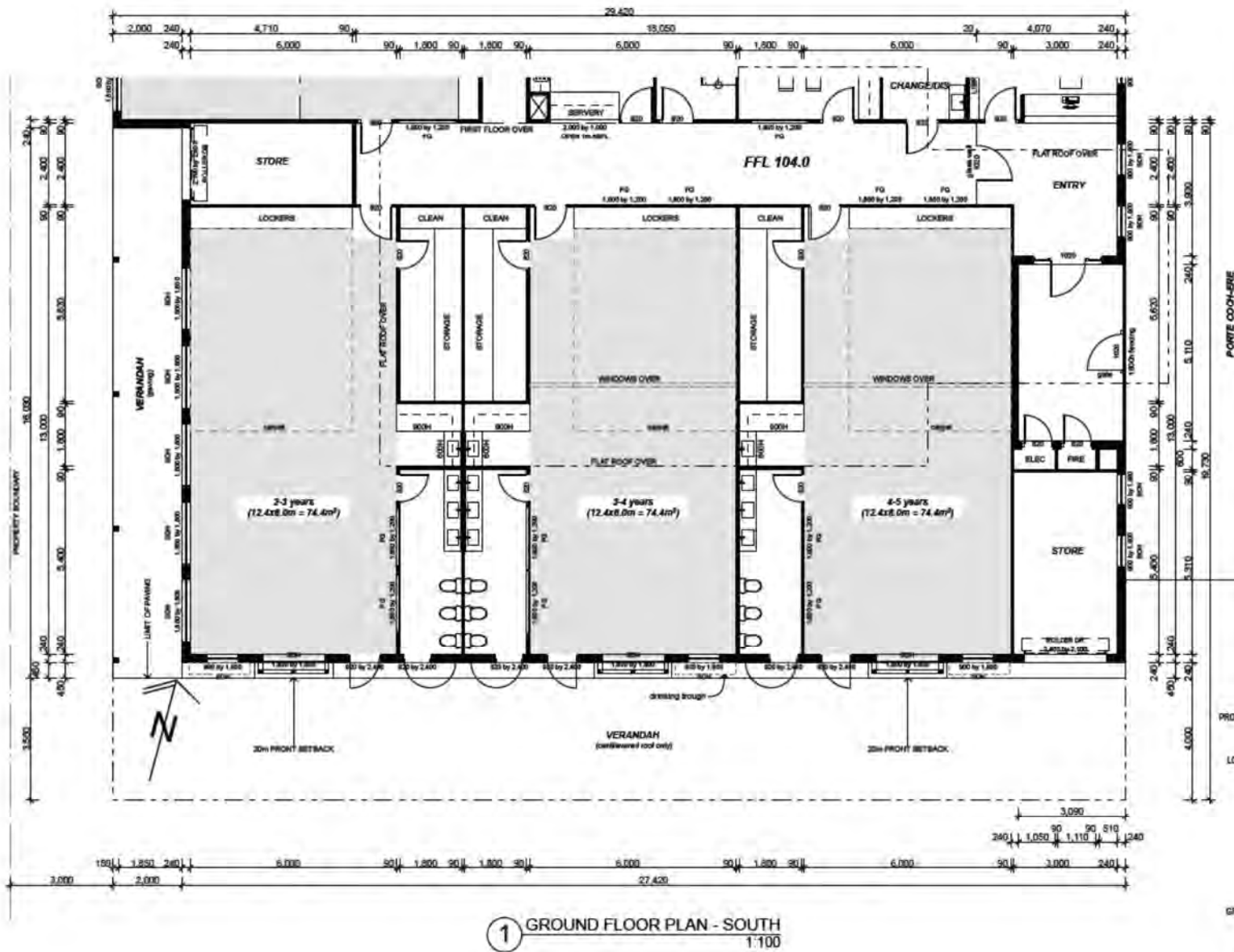


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PROPOSED CHILD CARE CENTRE	project	B GILBERT	architect	TOWN PLANNING	version
KINGRUBY DEVELOPERS	client	D DORIC	owner	BUILDING FOOTPRINT LAYOUT	of sheet
LOT 4 MEIKLE ST, MADDINGLEY	location	E	1/1/00	2 of 3	sheet no
2/11/13	date	12/10/13	rev no	LAMEKLECHILDCARE plan	name





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PROPOSED CHILD CARE CENTRE	project
KINGRUBY DEVELOPERS	client
LOT 4 MEKLE ST, MADDINGLEY	location
21/11/13	date
B GILBERT	architect
D DORIC	drawn
E	checked
12/11/13	proj no
TOWN PLANNING	purpose
GROUND FLOOR PLAN - SOUTH	sheet no
5 of 5	sheet no
L:\MORLECH\CHILD CARE	filename



① EAST ELEVATION  
1:100



② WEST ELEVATION  
1:100



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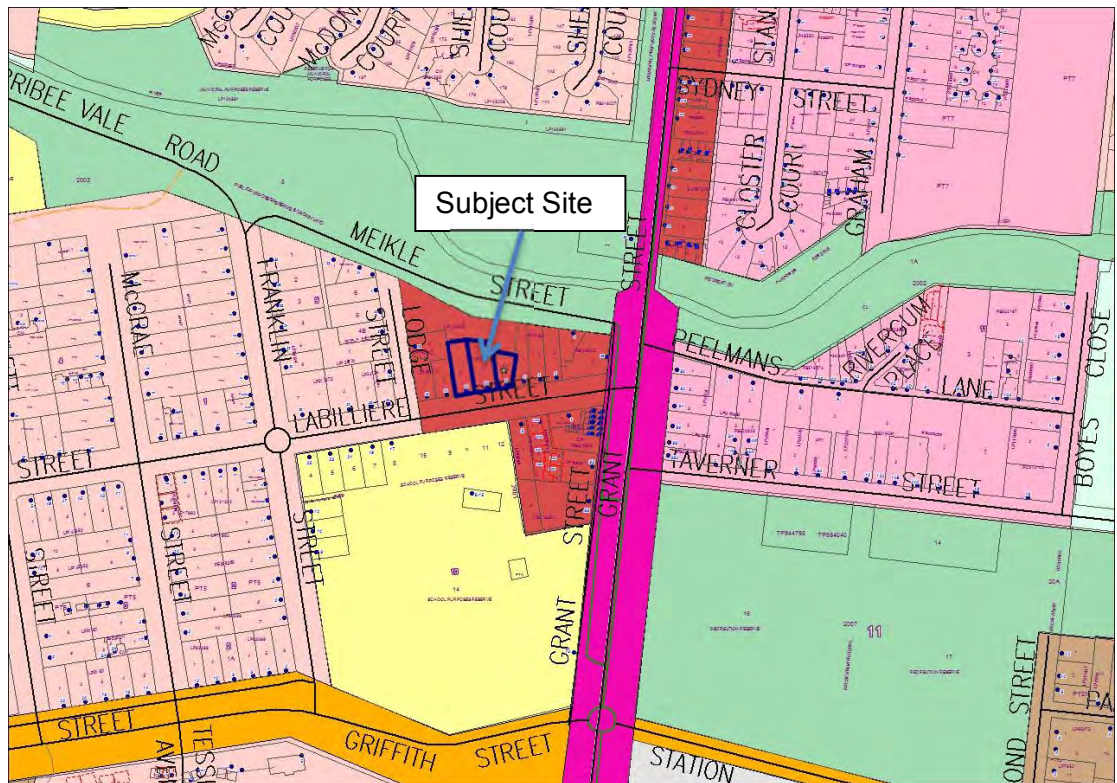
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PROPOSED CHILD CARE CENTRE .project  
KINGRUBY DEVELOPERS .client  
LOT 4 MEKLE ST, MADDINGLEY .location  
21/11/13 .issued

B GILBERT .architect  
D DORIC .drawn  
E .revision  
12/11/13 .proj no

TOWN PLANNING .version  
EAST & WEST ELEVATIONS .all sheet  
9 of 9 .sheet no  
LAMEKLECHILDCARE.pjn .filename

## Site and Surrounds



On 4 April 2012 Council received Planning Application PA2012-063 for development of 24 dwellings which incorporated the subject sites and Lot 4 Meikle Street.

As part of a further information request, the officer requested that the proponent conduct a Cultural Heritage Management Assessment as the site was identified as one of potential Cultural Heritage Sensitivity. During the course of this assessment aboriginal remains were discovered on site.

As a result, the proponent amended application PA2012-063 for development of 13 dwellings on the land fronting Meikle Street and applied under this planning permit application PA2013076 for a child care facility on the lots that front Labilliere Street.

This application involves the lots known as 1, 2 and 3 on PS 146426P which front Labilliere Street and have the street addresses of 8, 10 and 12 Labilliere Street. The subject site contains an unkempt brick dwelling at number 10. As the proposal straddles three boundaries a separate permit application has been made for resubdivision of lots 1 through 4 with the proposed child care facility to be located entirely on Lot 2 of the proposed resubdivision.

The subject site is located within the Mixed Use area of Maddingley. It sits adjacent on Labilliere Street to the Bacchus Marsh Leisure Centre, Bacchus Marsh Secondary College (side entry) and the Ecolinc Centre, which is the state-wide science centre which attracts schools and community groups from all over Victoria. Towards Grant Street to the east there is residential development and commercial development.

It is difficult to define a particular neighbourhood character given the zoning, the mix of uses and as dwellings vary considerably in style and land area until the area.

The area has lot sizes ranging from 300sqm to over 1000sqm. There is medium density development within the mixed use area and surrounds. The child care facility would be in close proximity to schools, shops, community facilities and the railway station, at Maddingley. The site is 1.1km from the town centre and 400m from Maddingley Park, Peppertree Park and the Werribee River. A school crossing is provided directly in front of the subject site in Labilliere Street.

**Cultural Heritage Management Plan**

As discussed above, the area is determined as being an area of Cultural Heritage Sensitivity and the overall works are considered high impact therefore the proponent has undertaken a mandatory Cultural Heritage Management Plan. The plan has been provided to the Registered Aboriginal party, being the Wathaurung Aboriginal Corporation who have supported the proposal subject to conditions.

The proponent advocates for a facility that will embrace the Aboriginal and Torres Strait Island culture and plans a facility that would recognise the cultural significance of the site.

**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	Anticipating and responding to the needs of existing and future communities, the proposal supports the role and function of the Bacchus Marsh Urban Development Activity Centre.
Clause 15.01	Urban Design	The proposal is consistent with urban design principles for non-residential development. In particular, the proposed building has good access to daylight and sunlight, a safe and functional layout, and a high standard of architecture.
Clause 15.03-2	Aboriginal cultural heritage	In accordance with policy, facilitation of the proposed facility ensures the protection and conservation of place of Aboriginal cultural heritage significance.

LPPF		
Clause 21.03-4	Landscape and neighbourhood character	The proposed design complements the mixed streetscape, and landscaping softens the impact of on-site parking.
Clause 21.05	Development and community infrastructure	In response to policy, the proposal builds on the community fabric of the Shire by providing quality and flexible community and social infrastructure.
Clause 21.07	Bacchus Marsh	The site is located within the Urban Development Activity Centre on the Bacchus Marsh Framework Plan.

### Zone:

The site is located within the Mixed Use Zone. Pursuant to Clauses 32.04-1 and 32.04-7 of the Moorabool Planning Scheme, a planning permit is required to use the land for the purpose of a child care facility, and construct a building or carry out works associated with a use in Section 2 of Clause 32.04-1.

Pursuant to Clause 32.04-8, advertising sign requirements in the Mixed Use Zone fall into Category 3 of Clause 52.05.

The purpose of the zone is:

- *To provide for a range of residential, commercial, industrial and other uses which complement the mixed use function of the locality.*
- *To provide for housing at higher densities.*
- *To encourage development that responds to the existing or preferred neighbourhood character of the area.*
- *To facilitate the use, development and redevelopment of land in accordance with the objectives specified in a schedule to this zone.*

The proposed development complements the mix of shops, offices, cafes, service industries and dwellings within a mixed-use commercial precinct, and provides housing at a greater density.

### Overlay:

The site is affected by an Environmental Significance Overlay Schedule 2 and Schedule 8.

Clause 42.01 states that a planning permit is required to construct or carry out works unless specifically stated within the schedule.

*Environmental Significance Overlay – Schedule 2, Water Protection (ESO2)*

The entirety of the subject site is affected by the ESO2 and the purpose of the overlay is to:

- *Protect the habitat significance of vegetation;*
- *Provide for appropriate development of land within 100 meters of either side of a waterway;*
- *Prevent pollution and increased turbidity of water in natural waterways;*
- *Prevent increased surface run off or concentration of surface water runoff leading to erosion or siltation of waterways; and*
- *Conserve existing flora and fauna habitats close to waterways and to encourage generation and regeneration of habitats.*

Southern Rural Water is the relevant Section 55 Authority for the Werribee River and consent is given provided there would be no change to the proposed storm water outfall and that development would not interfere with Southern Rural Water's pipeline infrastructure.

*Environmental Significance Overlay – Schedule 8, River Red Gums in the Bacchus Marsh Valley (ESO8)*

There are three River Red Gum trees located directly adjacent the subject site on the southern side of Labilliere Street and the tree protection zone of the trees extends onto the subject site along the entire front boundary and setback approximately 24m into the subject site. In order to provide for long term preservation and regeneration of the River Red Gum population within the Bacchus Marsh Valley and to enhance biodiversity and landscape quality ongoing management practices should aim to achieve the following:

- *Retain all hollow bearing trees;*
- *Minimisation of disturbance to the Tree Protection Zone for all River Red Gums; and*
- *Support the regeneration of River Red Gums by protecting the growth of young trees.*

Whilst the proposal would not result in the removal, destruction, lopping or pruning of any of the River Red Gums, which are located directly adjacent, should a permit issue conditions would be required with respect to buildings and works that are proposed within the Tree Protection Zone.

**Particular Provisions:***Car Parking*

Pursuant to Clause 52.06 of the Moorabool Planning Scheme, prior to a new use commencing, the car parking spaces required under Clause 52.06-5 must be provided on the land or as approved under Clause 52.06-3 to the satisfaction of the responsible authority.

Under Clause 52.06-5, the proposed child care facility requires the provision of 0.22 car spaces for each child. In this case the facility would accommodate a maximum of 102 children which equates to 22.44 car parking spaces (rounded up to 23 car parking spaces). Provision for twenty three spaces inclusive of one (1) disabled car parking space has been made on site and no reduction of car parking approval is required.

### General provisions:

Having regard to the decisions guidelines under Clause 65, the proposed development and use is consistent with State and Local Planning Policies, the objectives of the zone and particular provisions in relation to car parking, advertising and vehicle access to a road in a Road Zone Category 1. It is considered that there would be no adverse impact on the amenity of surrounding properties or the orderly planning of the area.

### Referrals

The application was referred under Section 55 of the Planning and Environment Act 1987 to the relevant authorities, and internally to Council's Infrastructure Department. A summary of responses is as follows:

Authority	Response
CFA	No objection subject to conditions
Melbourne Water	No objection subject to conditions
Western Water	No objection subject to conditions
Southern rural Water	No objection subject to conditions
Aboriginal Affairs Victoria	No objection
Infrastructure	No objection subject to conditions
Environmental Health	No objection subject to conditions
Community Services	No objection subject to conditions

### Public Notice

Pursuant to Clause 52 of the Planning and Environment Act 1987, the application was advertised to the owners and occupiers of opposite and adjoining properties by sending individual notices on 11 June 2013 and a sign placed on the site from 11 June to 25 June 2013. Two objections were received.

### Summary of Objections

The grounds of objection are outlined below with officer's comments accompanying them. The objectors are from the Bacchus Marsh College and an adjoining resident who shares a portion of the Lodge Street boundary.

Objection	Officer's response
Traffic concerns due to lack of traffic mitigation plans presented.	No traffic management plan was required as calculation of traffic generation was based on RTA data, it is expected that peak traffic would be produced between 7 – 9 am with a total of 140 – 150 cars entering the site, which is approximately 75 cars per hour. In accordance with infrastructure comments this is below the capacity of Meikle Street.

	<p>The pm traffic is considered to be at peak after 4pm and pick up times are considered to be more varied and less confined to a specific peak time than the morning peak.</p> <p>This data does not consider the availability of parking in Labilliere Street or the service area of Gisborne Road so it is considered that the likely peak may be overstated.</p> <p>Data suggests that the average parking time for drop off and pick up is 6 to 7 minutes.</p>
<p>Loss of car parking spaces</p>	<p>The proposal has provided the minimum number of car parking spaces (23) required for this development on site.</p> <p>It is likely that car parking would mostly be available on site given that drop off and pick up is not limited to a set time.</p> <p>In context to the mixed use zone and the various uses which include a secondary school, Ecolinc Science Centre, commercial and retail premises, and residential dwellings it is reasonable to conclude that given the number of on site car spaces provided the proposal is unlikely to cause any further detriment to the area with regard to car parking.</p>
<p>Potential impact on the school crossing</p>	<p>The school crossing would remain. The crossing would still be manned between 8.00 am and 9.30 am and 2.30 to 4.00pm Monday to Friday. No vehicles may park so as to obstruct the crossing at any time of day.</p>
<p>Lack of overall plans presented</p>	<p>The proponent has provided a site plan, floor plans and elevations which accords with Statutory requirements.</p>
<p>Concern that this application relates only to the child care facility where previously the subject site related to a planning application that applied for 24 Dwellings and was revised to 14 dwellings</p>	<p>As stated previously originally a planning application (PA2012063) was received for the subject site together with adjoining land fronting Meikle Street.</p> <p>Through a Cultural Heritage Management Assessment, the proponent subsequently revised the PA2012063 planning permit application through an amendment to the application in progress from a 24 Dwelling Development to a 13 Dwelling development.</p> <p>This current application was received for the subject site which seeks the development of a child care facility.</p>



	All parties who received notice of the original 24 Dwelling application have received notification of the revised dwelling application together with notice of this proposal.
References to Lodge Street. Council should be aware that Lodge Street is effectively a Court.	<p>Whilst this does not impact the Lodge Street for the development component it is recognised that Lodge Street does not provide through access to Labilliere Street and ends on the northern end with the area closed off to vehicle traffic.</p> <p>Although referred to as a Court by the objector, Lodge Street is referred to as a Street and may be extended to form a through road should it ever be necessary. Although that is not likely to be the case and has not been considered as part of this proposal.</p>

### Conclusion

The proposed child care facility responds appropriately to the growing demand for these types of services in Bacchus Marsh with no perceived adverse impact on the amenity of the area, the streetscape or neighbourhood character. It will also improve the appearance of the property and the viability of a traditional mixed-use commercial precinct. The proposal is consistent with State and Local Planning Policies, the objectives of the zone, and particular provisions in relation to car parking.

### 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 for the development and use of a child care facility at 8, 10 and 12 Labilliere Street, Maddingley, also known as Lots 1, 2, 3 and 4 on PS146426P subject to the following conditions:**

1. **The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
2. **All works must be in accordance with the Cultural Heritage Management Plan number 12279 pursuant to the Notice of Approval of the Wathaurung Aboriginal Corporation trading as Wadawurrung and dated 7 October 2013.**
3. **The hours of operation are restricted to the following times unless with the written consent of the responsible authority:**
  - a) **6:30 am to 7:00 pm Monday to Friday; and**
  - b) **7:00 am to 5:00 pm Saturdays.**

4. **A landscape plan prepared by a suitably qualified and experienced person must be submitted to the satisfaction of 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) **Details of surface finishes of pathways and driveways**
  - b) **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; and**
  - c) **Details of in-ground irrigation system.**
5. **Prior to the occupation of the development 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.**
6. **All landscaping works shown on the endorsed landscape plans must be maintained and any dead, diseased or damaged plant replaced to the satisfaction of the Responsible Authority.**
7. **A construction and tree management plan must be prepared, to the satisfaction of the responsible authority, to ensure that all buildings and works are constructed under the supervision of a qualified arborist. The plan must include management and protective procedures during construction and should include:**
  - a) **Onsite induction program for all contractors/workers;**
  - b) **Requirement for and responsibilities of onsite arborist during construction;**
  - c) **Establishment of Tree Protection Zones and protocols for gaining access; and**
  - d) **Notification and remedial protocols for unexpected damage to River Red Gums.**
8. **The 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.**

9. **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. The access to car parking must be restricted in such a manner that provides for single direction of traffic to ensure that traffic enters and exits in a forward direction. Appropriate signs must be shown on site to reflect this requirement prior to the commencement of the use hereby approved. A method of restricting access to the car park outside of operating hours, must be installed and used.**
10. **Business identification signage must be in accordance with the requirements of the Moorabool Planning Scheme.**

#### **Infrastructure conditions**

11. **An industrial standard vehicle crossing must be provided to the vehicle access point on Meikle Street to the satisfaction of the Responsible Authority. A vehicle crossing permit must be taken out for the construction of the vehicle crossing.**
12. **A pedestrian entrance to the site, separated from the vehicle access point, must be provided to the satisfaction of the responsible authority.**
13. **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 and must be connected to an approved point of discharge in an approved manner to the satisfaction of the Responsible Authority.**
  - b) **The peak flow of water discharging from the development in a 10% AEP storm shall not exceed 20% AEP predevelopment. Onsite detention shall be provided to the satisfaction of the responsible authority.**
  - c) **Overland 1% AEP flow path(s) for the development must be shown on layout plans and shall ensure that no property is subject to inundation by such a storm to the satisfaction of the Responsible Authority.**
  - d) **Stormwater runoff must meet the “Urban Stormwater Best Practice environmental Management Guidelines (CSIRO 199)”.**
14. **Storm water drainage from the proposed building and impervious surfaces 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.**
15. **Prior to the commencement of the development, design computations for drainage of the whole site must be prepared and submitted to the responsible authority.**

16. **Sediment discharges must be restricted from any construction activities within the property in accordance with the relevant Guidelines including “Construction Techniques for Sediment Control” (EPA 1991).**
17. **Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.**
18. **Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.**
19. **Prior to the use commencing, the car parking bays at the front of the premises must be constructed with a sealed surface, line-marking and drainage to the satisfaction of the Responsible Authority, and shall incorporate the following:**
  - a) **Parking bays and aisle widths of the car park shall comply with Australian Standard AS2890.1:2004 Off-street car parking. Disabled Parking bays shall comply with the Australian Standard AS2890.1:2009 Off-Street Parking for People with Disabilities;**
  - b) **Designated loading areas shall be shown on the layout plans;**
  - c) **The parking areas shall be provided with an asphalt or concrete surface and associated drainage;**
  - d) **Concrete kerb of a minimum height of 150 mm must be provided between landscaped areas and areas provided for parking and the passage of vehicles.**
  - e) **The car park must provide sufficient space for a service truck to enter and exit the site in a forward direction. The service truck shall comply with the medium rigid vehicle detailed in AS2890.2 section 2.2. Turning templates shall be submitted for approval.**
20. **The building shall be provided with disabled access in accordance with the provisions of AS1428 - Design for Access and Mobility.**
21. **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.**
22. **Prior to the commencement of the development, notification including photographic evidence must be sent to Council’s Asset Services department identifying any existing change to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the responsible authority.**

- 23. Prior to the commencement of the development, plans and specifications of all road and drainage works must be prepared and submitted to the responsible authority for approval, detailing but not limited to the following:**
- a) Location of vehicle crossings.**
  - b) Details of the underground drainage.**
  - c) Location of drainage legal points of discharge.**
  - d) Standard details for vehicle crossing and legal point of discharge.**
  - e) Civil notes as required to ensure the proper construction of the works to the satisfaction of the responsible authority.**

**Melbourne Water conditions:**

- 24. No polluted and / or sediment laden runoff is to be discharged directly or indirectly into Melbourne Water's drains or watercourses.**
- 25. Finished ground levels of Child Care Centre must be constructed no lower than 104.0 metres to Australian Height Datum (600mm above the applicable flood level).**
- 26. Any proposed vehicle parking areas must have finished surface levels no lower than 350mm below the graded flood level.**
- 27. Any new fences must be of an open style of construction to allow for the passage of floodwaters/ overland flow.**
- 28. Prior to the commencement of works separate application, direct to Melbourne Water, must be made for any new or modified storm water connection to Melbourne Water's drains or watercourses. Prior to accepting an application, evidence must be provided demonstrating that Council considers that it is no feasible to connect to the local drainage system.**

**Western Water conditions:**

- 29. Any existing water tapping that will no longer be required must be sealed to the satisfaction of Western Water and at the developer's expense.**
- 30. Any existing sewer connection point that will no longer be required must be sealed to the satisfaction of Western Water and at the developer's expense.**
- 31. The operator under this permit shall be obliged to enter into an Agreement with Western Water relating to the construction of any sewerage or water works required. The form of such Agreement shall be to the satisfaction of Western Water. The owner / applicant shall make a written request to Western Water for the terms and conditions of the agreement.**

**Southern Rural Water conditions:**

32. Stormwater must be connected to existing drainage infrastructure.
33. No excavation works are to be undertaken along or in close proximity to the Werribee River without prior approval from Southern Rural Water.

**Country Fire Authority conditions:**

34. Operable hydrants, above or below ground must be provided to the satisfaction of Country Fire Authority. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of the building envelope, the rear of all lots) must be 90m.
35. Hydrants must be identified as specified in "Identification of Street Hydrants for Fire fighting purposes" available under publications on the Country Fire Authority Web site ([www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)).

**Expiry condition:**

36. This permit will expire if either of the following circumstances applies:
  - a) The use or 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.

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


**Permit Notes:****Melbourne Water:**

The flood line for the property grades from 103.4 metres to Australian Height Datum at the north boundary down to 102.98 metres to Australian Height Datum at the south boundary.

If further information is required in relation to Melbourne Water's permit conditions shown above, please contact Melbourne Water on telephone 9679 7517, quoting reference 223069.

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**Report Authorisation****Authorised by:**

  
**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Wednesday, 27 November 2013

## 11.2.7 Plan Melbourne Submission

### Introduction

File No.: 13/01/010  
Author: Gavin Alford  
General Manager: Satwinder Sandhu

### Background

The State Government has released the Metropolitan Strategy – Plan Melbourne. Comments are sought on the Plan by 6 December 2013. It is the State Government's intent that Plan Melbourne comes into fruition in January 2014.

In light of the short timeline between closing of submissions and implementation it was considered prudent to send an interim submission before the closing date. This Officer report seeks Council's ratification of that submission.

### Proposal

Plan Melbourne aims to address the population and accommodation pressures facing Melbourne, with 2.3 million extra people projected to reside in Melbourne in the next 30-40 years. Maintaining Melbourne's liveability at the same time as housing and employer the increased population were key challenges.

The Plan aims to create a State of Cities, and not a City State, and that sharing the population growth with regional cities, peri urban and regional towns was part accommodating the growth. Working with regional and rural Councils was essential.

The government is aware of the growth in these areas and that Councils were not resourced for this at this time and greater support was required. The Melbourne Planning Authority would work with regional, peri urban and metro councils in implementation of the Plan. This included providing support to local councils in strategic planning, assist in infrastructure planning and advising on infrastructure priorities.

Other key elements raised by the Minister included highlighting:

- the fixing of the metropolitan boundary
- the aim to make and expanded central city area a '24 hour' city
- removal of Neighbourhood Activity Centres from the focus of growth
- a larger focus on urban renewal projects of state owned land, to show Melbourne is ready for business
- sub-regional (5) groupings of local Councils, working with the Metropolitan Planning Authority, to help implement the Plan.

## Policy Implications

<b>Key Result Area</b>	Representation and Leadership of Our Community.
<b>Objective</b>	Advocate for services and infrastructure that meets the Shire's existing and future needs.
<b>Strategy</b>	Represent Council at a regional level to improve services and infrastructure within the Shire.

## Financial Implications

No financial implications for lodging the submission.

## Risk & Occupational Health & Safety Issues

There are unlikely to be any risk and occupational health and safety implications for Council.

## Communications Strategy

The submission is part of Council's on going advocacy for the community, communicating the needs of Moorabool to the State Government.

## 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 – Gavin Alford*

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



## Conclusion

Plan Melbourne is a high level state government policy document. How the policies are implemented, and the weight given by the State Government and others (ie; VCAT, Planning Panels), will determine the Plan's impact, not the policies themselves.

Plan Melbourne recognises the growth pressures and the need to plan of that growth in peri urban areas such as Moorabool Shire.

Plan Melbourne does contain a substantial list of directions and initiatives, more so than that contained within the CHRGP. Substantial detail will be required for the CHRGP Implementation Plan for it be effective. With the release Plan Melbourne ensuring that the CHRGP is consistent with Plan Melbourne will be more straight forward.

For Plan Melbourne, active engagement with the implementation of the Plan policies will be required, if the outcome are to be informed by Council's preferred direction. For the preparation of the CHRGP Implementation Plan, and subsequent implementation of CHRGP, similar active engagement will be required.

## Recommendation:

**That Council endorses the Chief Executive Officers actions in making a submission to Plan Melbourne in accordance with the attached letter.**

---

## Report Authorisation

Authorised by:

  
**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Thursday, 21 November 2013

# Attachment - Item 11.2.7

The Hon. Matthew Guy MLC  
Minister for Planning  
1 Spring Street  
MELBOURNE VIC 3000

25 November, 2013  
REF: GA/cr  
File: MPS/PM1-2013

Dear Minister,

### **Plan Melbourne – Moorabool Shire Council Submission**

Thank you for the opportunity to provide a submission on the State Government's metropolitan planning strategy *Plan Melbourne*.

Please find below interim comments provided on Plan Melbourne. These comments are scheduled to be endorsed by Council at the next available Ordinary Meeting of Council.

Firstly, the Government is to be congratulated for producing such a comprehensive planning strategy for Melbourne – in concert with eight regional growth plans. As you are aware Moorabool Shire Council, as a peri urban municipality, has been very active to ensure that the regional growth plans and the metropolitan strategy integrate in the peri urban region. It is very pleasing to see that the Government has taken on board Council's representations and actively sought to recognise the peri urban region and incumbent issues in both the regional growth plans and in *Plan Melbourne*. The supporting Directions centred on the State of Cities concept, is likewise very encouraging to see in the metropolitan strategy and are supported by Council.

The challenge now is implementation.

This challenge not only involves overcoming the delivery issues experienced by earlier metropolitan plans, now well documented. It also involves managing where *Plan Melbourne* and the regional growth plans overlap and the blurred lines of implementation responsibility. With regard to the latter point the Government is encouraged to:

- Ensure that in delivering the initiatives relating to peri urban areas the focus is not diluted by the Departmental desires to capture metropolitan and broader regional issues under the same banner. In this context the peri urban areas referred to are those areas immediately abutting the metropolitan region.
- That regional growth plan steering committees are directed to ensure that addressing peri urban issues remain a distinct priority. This priority should not be are not diluted by broader rural and regional city-centric priorities and are integrated with metropolitan strategy implementation planning.

It is noted that *Plan Melbourne* is more advanced in terms of articulating implementation initiatives, as compared to the regional growth plans. In considering the resources required to deliver the Plan, consideration should also be given to augmenting Departmental resources to help implement the regional growth plans. For example, dedicated officer resources should be made available for RGP implementation plan preparation, as was done for RGP preparation itself.

In relation to the key concepts, principles, directions and initiatives outlined in *Plan Melbourne* the following general comments are supplied.

Council looks forward to working with the State Government in helping to meet the challenge of delivering jobs and investment in Moorabool Shire. The Government's recognition that the peri urban region is growing rapidly and needs to be supported, is encouraging. Moorabool has a number of employment area growth opportunities for which Council has commenced long term strategic planning. The State Government's active engagement in the planning of these areas would be welcome, be that via currently unresolved grant applications or more direct officer support.

Five sub-regions have been established to help manage Plan implementation. It is recommended that the neighbouring Peri urban Council be invited to participate in the sub-region planning groups. This would include consideration of housing needs and impacts as much of the housing growth demand in peri urban areas is driven from the neighbouring metropolitan area.

Council is strongly supportive of initiatives for investment in better transport networks. The substantial expansion of the western metropolitan growth corridor is adding significant congestion for Shire residents, and Western Victoria more generally, as freight and people try to access metropolitan goods and services. Transport infrastructure investments such as Melbourne Metro and the Outer Western Ring Road will help get urban residents off the roads and will help reduce congestion. Fast tracking these projects should be on the Government's agenda.

In supporting investment in new infrastructure, the key concept of making better use of existing assets is also supported. Moorabool Shire has existing infrastructure, such as the Bacchus Marsh Hospital, that can be readily built upon to meet the expanding demand. Whilst *Plan Melbourne* focuses on the metropolitan area, the peri urban region has a framework of social and physical infrastructure that is experiencing increasing pressure. This infrastructure could be further augmented to meet increasing local demand as well as demand generated from outer metropolitan and regional areas.

Delivering the concept of a 20 minute city and improving neighbourhoods so that they are more vibrant and liveable is strongly supported. It is noted that actions to achieve this are focussed on revisions to the VPPs (including the SPPF) and guidelines to articulate the principle more clearly for local government and VCAT, plus investigating options establishing a Neighbourhood Fund to support local government demonstration projects. It is not clear if non-metropolitan Councils will be eligible for the proposed Neighbourhood Fund or an equivalent Fund will be set up for non-metropolitan Councils.

Whilst *Plan Melbourne* is metropolitan focused, the changes to the VPPs changes and new guidelines will be State wide areas and, therefore, will impact Moorabool. The regional growth plans are also in the mix.

Consultation with local government – particularly Peri Urban Councils - is sought on the wording to the proposed translation of *Plan Melbourne* and the regional growth plans into the SPPF. This consultation is particularly sought for Peri Urban Councils because the regional strategies overlap in this area.

It is noted that within the Environment and Water section of Plan Melbourne, resides directions on “enhancing the food production capabilities of Melbourne and its non-urban areas” (Direction5.3). This section should be embedded with the economic development areas within the Plan. If this was done then the associated initiatives would focus more on ‘supporting’ and ‘encouraging’, rather than focusing on prohibitions. There are only short term initiatives listed to deliver this direction. More thought should be given to medium and long term initiatives that will ‘support’ food production capabilities. Further, ideas to develop agricultural overlays, including the SPPF policy basis, need to be well tested with local government.

As mentioned in the introductory comments, it is encouraging to see a State of Cities direction within the metropolitan strategy. The references to support peri urban Councils prepare policies and plans is also encouraging. It is hoped that these initiatives will help empower local government – and State agencies – to engage in a partnership to better plan for the future of our communities.

With regards to ‘Delivering Better Governance’ it is noted that, although listed within the metropolitan strategy, a number of the initiatives have state-wide implications. This is a key difference between Plan Melbourne, and for example the *Central Highlands Regional Growth Plan* (CHRGP). *Plan Melbourne* and CHRGP are both largely consistent with each other. The key difference is the level of policy refinement, with Plan Melbourne providing more detail on directions, initiatives and short term actions, as compared to CHRGP.

Preparation of the CHRGP Implementation Plan has not formally commenced. With the release of *Plan Melbourne*, it can be assumed that the Implementation Plan for CHRGP will be consistent with that with *Plan Melbourne*. However, it is important to recognise that as the approach for implementation of the CHRGP is not as advanced as Plan Melbourne, it should not be taken for granted that translating Plan Melbourne initiatives into planning policy or governance models, will be consistent with the intent of regional growth plans such as CHRGP.

The simplest method by which to address the above concerns is to ensure that local government – particular peri urban Councils – are consulted with as part of the translation of *Plan Melbourne* and the regional growth plans such as CHRGP into planning policy.

In closing, it is noted that the metropolitan strategy and the regional growth plans are ambitious strategies to implement. Many of the initiatives to be delivered rest with DTPLI. The Government is encouraged to review the resources provided to DTPLI in the next State Budget to ensure that the plans can be effectively delivered.

Thank you again for the opportunity to provide feedback on the governments metropolitan strategy proposals as outlined in Plan Melbourne. Council looks forward to continuing to work with your office and State Government agencies to successfully deliver the Plan.

Yours sincerely,



**Rob Croxford**  
Chief Executive Officer

## 11.2.8 Draft Domestic Animal Management Plan

### Introduction

File No.: 04/02/002  
Author: Sarah Annells  
General Manager: Satwinder Sandhu

### Background

The purpose of this report is to present the Moorabool Domestic Animal Management Plan 2012-2016 ('the Plan') to the Council for adoption after the completion of a public exhibition period of four weeks.

At the Council meeting on 2 October 2013 Council made the following resolution:

*That Council:*

- 1. endorse in principle the draft Moorabool Domestic Animal Management Plan 2012-2016 for the purposes of public exhibition for a period of four weeks.*
- 2. receive a further report at the conclusion of the exhibition period seeking adoption of the Moorabool Domestic Animal Management Plan 2012-2016.*

It is a requirement of the *Domestic Animals Act 1994* that Council prepare and adopt a Domestic Animal Management Plan every 4 years. The Plan enables Council to take a greater strategic approach to animal management by:

- Promoting responsible pet ownership
- Encompassing effective management of dogs and cats through desexing programs and identification through microchipping of cats and dogs
- Reducing public and environmental nuisances caused by dogs either wandering and / or not under effective control in public places and open spaces.

During the public exhibition period copies were available in all Council offices, on the Moorabool website and on the "Have your say Moorabool" website. Copies were also sent to all external stakeholders.

### Key issues raised in feedback

- Council officers are handling complaints well.
- There are conflicting views about increasing or decreasing off lead areas.
- It was suggested signage be reviewed.
- Several changes to the document have been adopted.

A full summary of the feedback is contained in attachment

## Proposal

It is proposed that Council adopt the Domestic Animal Management Plan 2012-2016 as contained in attachment .

## Policy Implications

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Community and Wellbeing
<b>Objective</b>	A safe community
<b>Strategy</b>	Promote and administer Council's Local Laws and other relevant legislation

The proposal to adopt the Moorabool Domestic Animal Management Plan 2012-2016 is consistent with the 2013-2017 Council Plan.

## Financial Implications

There are no financial implications in the adoption of the draft Domestic Animal Management Plan as it was produced by officers within current budget allocations.

## Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Domestic Animal Management Plan	Requirement under section 68A of the <i>Domestic Animals Act 1994</i>	Low	Council to develop and implement Domestic Animal Management Plan

## Communications and Consultation Strategy

Once adopted by Council, *The Plan* will be advertised in the Moorabool News, placed on the *Have your Say* website and hardcopies located at all customer service centres. Copies will also be sent to all external stakeholders, including Department of Primary industries and Environment, local vets, the RSPCA, Pets Haven and any animal adoption group currently used by Council.

## Victorian Charter of Human Rights and Responsibilities Act 2006

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



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

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

*General Manager – Satwinder Sandhu*

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

*Author – Sarah Annells*

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

### **Conclusion**

The Moorabool Domestic Animal Management Plan 2012-2016 has been prepared in accordance with guidance documents from the Department of Environment and Primary Industries, and is a legislative requirement of the *Domestic Animals Act 1994*. The Domestic Animals Management Plan will be implemented and the actions reviewed annually by Council's Community Safety Unit.

### **Recommendation:**

**That Council adopts the Domestic Animal Management Plan 2012-2016.**

---

### **Report Authorisation**

**Authorised by:**

**Name:**

Satwinder Sandhu

**Title:**

General Manager Growth and Development

**Date:**

Thursday, 21 November 2013

# Attachment - Item 11.2.8(a)

**SUMMARY OF PUBLIC SUBMISSIONS**

STAKEHOLDER	FEEDBACK OUTCOME	FEEDBACK SUMMARY	OFFICER RESPONSE
Public Submission via email	1 Submission was received	<p>I agree with the general tenor of the draft plan 2012-2016, which shows an awareness of the dog nuisance, but I think your proposed remedies still fall short. Some owners are simply stupid, most owners fail to appreciate how repulsive their dogs can be to others, and off-lead dogs are a threat whether at large or in designated areas. I favour strict controls, thorough instruction and repeated reminders, continual surveillance and strong enforcement. I can say that the one complaint I have made in 18 months here was well-handled.</p> <p>In the case of Gordon (Lyndhurst St) reserve, I would prefer it not to be an off-lead area; it is the town's central park, yet I am now only prepared to walk there [see 3, below] because it is in fact used by very few dog owners – so to withdraw their off-lead privilege would affect only a handful. I am in any case not convinced there is any value in off-lead areas, having seen no evidence that it results in fewer incidents. Since there are no special guidelines for conduct in off-lead areas, either for owners or anyone else, signs should at least remind owners to continue to keep dogs under effective control.</p> <p>Information to owners must include a clear definition of “<i>effective control</i>”. Some owners seem to think ‘he won't hurt you’ exonerates them from keeping a dog properly in check, eg that it has liberty to wipe its snout on a stranger's trousers. <i>under effective control, [which] requires the dog to be on a lead</i> says it clearly enough. Unfortunately it needs endless repetition.</p>	<p>Thank you for the positive feedback regarding the handling of your complaint. Council will continue to take appropriate action within our resources to encourage and foster responsible pet ownership.</p> <p>The off lead areas will be reviewed in 2015 as part of the preparation of the next Domestic Animal Management Plan.</p> <p>Noted. All standard correspondence will be reviewed to ensure the definition of “effective control” is clear.</p>

		<p><i>Planned Programs and Initiatives</i> are OK; in addition, permanent prominent signage should be placed in public places throughout the shire, instructing owners of their responsibilities.</p> <p><i>Council is continually seeking ways to increase the <b>number</b> of dogs and cats that are registered in our municipality.</i> No – surely what you mean is to increase the <b>proportion</b>.</p> <p><i>Key Performance Indicators</i> must include the actual numbers of dog attacks &amp; complaints.</p> <p><i>On 11 June 2003, Council adopted a plan that requires dogs to be on leads <b>at all times</b> within the community other than in designated off-lead areas.</i> I strongly agree; it needs promoting and policing in Gordon!</p>	<p>Noted. Signage will be reviewed.</p> <p>Noted and changed in the document.</p> <p>This is not an appropriate measure as the numbers of complaints vary for reasons beyond Council's control. All complaints are recorded and resolved in line with Council policies.</p> <p>Noted</p>
<p><b>Have your say Moorabool Website</b></p>	<p>1 submission received 56 people downloaded the plan</p>	<p>Promote dogs off leash - I suggest the trail from Robinsons Rd running past golf links is ideal, safe and well away from objections. I also ask has a plan to overcome subsidence at entry been approved by Council. Apart from this problem the track is in good order, and was very popular with dog walkers prior to flooding. It is most essential that off leash areas are available instead of dogs being restrained and limited. Such availability helps owners to enjoy these areas also for their recreation and health.</p>	<p>The off lead areas will be reviewed in 2015 as part of the preparation of the next Domestic Animal Management Plan.</p>

# Attachment - Item 11.2.8(b)

## **Moorabool Shire Council**

# **DOMESTIC ANIMAL MANAGEMENT PLAN**

**2012-2016**

The Domestic Animal Management Plan (DAMP) 2012-2016 was adopted by Moorabool Shire Council on <date>

## **EXECUTIVE SUMMARY**

In 2008, the State Government amended the Domestic Animals Act 1994 specifying that all Victorian councils prepare a four year Domestic Animal Management Plan (DAMP).

The DAMP enables Council to take a greater strategic approach to animal management within the municipality by:

- Promoting and encouraging responsible pet ownership;
- Encompassing effective management of dogs and cats through desexing programs and identification through microchipping of cats and dogs; and
- Reducing public and environmental nuisances caused by dogs either wandering and/or not under effective control in public places and open spaces.

The development and implementation of the DAMP for Moorabool Shire, incorporating the State legislative amendments, will:

- Improve animal management;
- Increase the likelihood of microchipped animals being reunited with their owners
- Decrease the numbers of cats and dogs being handed into the pound
- Decrease the numbers of cats and dogs having to be euthanized
- Decrease the amount of dog attacks
- Increase public safety
- Provide safety and welfare for animals
- Regulate the confinement of dogs and cats
- Provide access to open and public spaces for the exercise of dogs with their owners

In representing the community, Council's responsibility is to keep the community informed of innovative approaches in managing domestic animals across the municipality.

Council is responsible for the management and operation of the Shire's Pound, located in Bacchus Marsh.

## **AIM**

The development and implementation of this Plan will:

- Raise community awareness regarding responsible pet ownership
- Educate and assist the community to be responsible pet owners
- Increase Council awareness about domestic animal management
- Heighten Council support for animal management
- Address animal issues within the municipality
- Address authorised officer training needs
- Address animal welfare issues
- Ensure Council remains up-to-date with current legislation



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## 1. INTRODUCTION AND CONTEXT

### **Purpose of the Domestic Animal Management Plan (DAMP)**

In 2008, the State Government amended the *Domestic Animals Act* (1994) (the Act).

To further improve animal management, councils in Victoria are required by legislation to prepare and implement a Domestic Animal Management Plan (DAMP).

The purpose of the DAMP is to improve the way domestic animals are managed within the Shire.

The plan aims to increase the chances of animals being reunited with their owners and decrease the numbers of cats and dogs being surrendered to the animal pound, therefore decreasing the numbers of dogs and cats that are euthanized.

The DAMP provides the community and stakeholders with the chance to express their views about matters relating to animal management, particularly the community's views on compulsory microchipping and desexing of all cats and dogs in the Shire.

Section 68A of the Act requires a Domestic Animal Management Plan to include:

1. An evaluation of current animal control services provided by Council to ensure they comply with the requirements of the Act.
2. Services and strategies to promote responsible pet ownership of dog and cats.
3. Ways to minimise the risk of dog attacks on people and animals.
4. Address the euthanasia rates for dogs and cats.
5. Encourage and promote the registration and identification of cats and dogs.
6. Reduce the potential for cats and dogs to create an environmental nuisance.
7. Effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in the municipality and ensure these dogs are kept in compliance with the Act.
8. Provide training for authorised officers to ensure they can properly administer and enforce the requirements of the Act.

## **Process applied in developing the DAMP**

In October 2013, the draft DAMP will be placed on Council's Have Your Say website for the community to provide feedback on the proposed plan.

In addition, the draft was submitted to external stakeholders for comment and feedback.

This community engagement process was utilised to gain a broad range of views and input into the development of the DAMP. Additional information was sought by reviewing current domestic animal-related literature, and discussing current animal issues with other Council service units to discover their views on compulsory microchipping and desexing of dogs and cats.

The consultation process included:

Conducting consultation with all relevant stakeholders

Advertisements in Council's customer service centres

Community consultation via Council's websites

Views sought from the local veterinarians

Input from other councils

Consultation with dog breeders

This consultation process, together with investigations by Council Community Safety Officers, has contributed to the development of the Domestic Animal Management Plan.

## 2. STATEMENT OF PURPOSE

### **Moorabool Shire Council Animal Management Services**

Moorabool Shire Council recognises that pets contribute to the improved quality of life for many people.

The benefits of animal companionship for health and wellbeing are associated with being a pet owner. Therefore, educating the community about the needs and responsibilities of animal ownership is very important.

Council also recognises that being proactive within the community assists in animal management, as well as working in partnership with stakeholders and the community to ensure the safety and wellbeing of residents.

Councils are required to provide an animal management service to ensure community safety, respond to enquiries from the community and provide enforcement of relevant Acts. Council operates under the following legislation:

- Domestic Animals Act 1994
- Impounding of Livestock Act 1994
- Infringements Act 2006
- Pound Act 1958
- Prevention of Cruelty to Animals Act 1986
- Code of practice for the operation Breeding and Rearing Establishments
- Code of practice for the operation of Boarding Establishments
- Codes of practice for the Management of Animals in Shelters and Pounds
- Codes of practice for the operation of Pet Shops
- Codes of practice for the operation of Greyhound Establishments
- Codes of practice for Dog Training Establishments

When considering the actions outlined in this Plan the Mission, Vision and Strategic Framework adopted by Council in 2013 and outlined below guided the decision making process.

### **Moorabool Shire Council's Mission for the municipality (Council Plan 2013-2017) is:**

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

### **Moorabool Shire Council's Vision for the municipality (Council Plan 2013-2017) is:**

"Vibrant and resilient communities with unique identities"

### **Moorabool Shire Council's Strategic Framework for the municipality (Council Plan 2013-2017)**

This four year Council Plan provides the strategic direction for Council to move towards its desired outcomes.

The Council Plan clearly outlines:

- the vision or desired future state for Moorabool
- the mission or Council's purpose
- the behaviours Council values as an organisation
- the four key result areas or main themes that guide new initiatives and continuing services
- the objectives or desired outcomes within each key result area
- the strategies to be undertaken to achieve the objectives
- the measures to be used to monitor Council's performance over the four years

### **3. MOORABOOL SHIRE COUNCIL'S GOAL FOR DAMP**

To educate and promote the benefits and importance of microchipping, registering and desexing domestic animals within our municipality.

To ensure key outcomes from the DAMP meet the community's expectations regarding responsible pet management.

#### 4. DOMESTIC ANIMAL STATISTICS AND DATA

In 2007, BIS Shrapnel estimated that in Australia:

- 40 percent of households owned one or more dogs
- 26 percent of households owned one or more cats
- 53 percent of households own a dog/and or a cat

<b>Moorabool Shire Council Key Statistics for 2012</b>	<b>Moorabool Shire Council</b>
Population	29,409
Area	2110 sq km
No. of EFT Authorised Officers (Animal Control)	4.00
Hours training per officer annually	40 hours
No. of registered dogs	5,201
No. of registered cats	1,163
No. of registered dogs declared	12
No. of dog complaints	192
No. of cat complaints	24
No. of dog attacks	12

## 5. CURRENT ANIMAL MANAGEMENT PROGRAMS AND SERVICES

Council's Community Safety Officers trained in animal management deal with a wide range of issues associated with domestic animals throughout the municipality. These include:

- Dealing with customer complaints
- Maintaining the animal pound to the required standards
- Investigating dog attacks
- Random visits (door knocks) to pet owners' homes to ensure pets are registered
- Providing after hours emergency service to address public safety issues
- Access to open and public places
- Daily pick-ups of strays, unwanted and feral animals
- Inspections of kennels, dangerous and restricted breed premises ensuring compliance with legislation
- Issuing of Local Law permits for additional animals
- Registering and inspecting Domestic Animal Businesses
- Educating the community on being responsible pet owners
- Assisting other departments with animal advice
- Maintaining the impound register
- The continuous review of Council's duty to fulfil legislative requirements relating to domestic animals

Council's Community Safety Unit is expected to meet a number of minimum service level requirements each year as part of its standard service delivery to the community. These include:

<b>Program/Service</b>	<b>Service Level</b>
Identification and registration of cats and dogs	Ongoing
Identification and registration - door knock campaigns for unregistered animals	Annually (At various intervals throughout the year)
Domestic animal complaints	Addressed as a matter of priority
Dangerous Dog complaints	Immediate response where practicable. Treated with the highest priority
Routine Street Patrols for wandering animals	Daily in the course of duties
Pound – Cleaning and feeding of animals	Monday – Friday 9.30am – 11.00am
Pound hours of business	Monday – Friday 4.00pm – 5.00pm  Saturday & Sunday 8.00am – 10.00am and 3.00pm – 4.00pm <i>No animals can be released during these times as there are no payment facilities at the pound</i>
Microchipping	Council conducts an annual microchipping day so residents can have their pets microchipped at a reduced rate. (In 2011, Council held two microchipping days. In total, 88 cats and dogs were microchipped and 65 new registrations were obtained).
School information sessions about responsible pet ownership	Community Safety Officers conduct Responsible Pet Ownership sessions at schools upon request at agreed scheduled times.
After- hours service	On call Community Safety Officers will respond

to emergency situations.

## **6. CONSULTATION OUTCOMES**

### **Background**

Members of the community and stakeholders were invited to participate in a consultation process to assist Council in the development of the DAMP and to measure the attitudes of the community regarding compulsory microchipping and desexing of all cats and dogs.

The consultation process included participation from:

- The Lost Dogs Home
- Cat and dog owners
- Registered breeder
- The Cats Coalition Crisis Centre
- The broader Moorabool community

Additional information was obtained by reviewing current literature about animal management issues and by obtaining feedback from other Council service units.

### **Outcomes**

The consultation and research findings indicate that the major concern pertaining to domestic animals within Moorabool Shire was dogs at large. The second major complaint is barking dogs.

Outcomes of consultation also indicate that there is considerable concern regarding irresponsible pet ownership in the Shire.

The amount of regulatory control which exists to manage issues such as irresponsible pet ownership is another area of concern for residents.



## **DAMP KEY ISSUES**

### **Responsible Pet Ownership (Prospective and New Pet Owners)**

The DAMP places a strong emphasis on educating prospective pet owners and new pet owners about all aspects of owning a pet, including microchipping, desexing, registration and health. This will be achieved through the development of a responsible pet ownership education program, and by providing prospective pet owners with information and advice prior to obtaining a pet.

The objective of the education program will be to inform new and prospective pet owners of the responsibilities of owning a pet. Advice will include:

- Selecting a breed that is appropriate for the new owners lifestyle
- Registering pets annually
- Vaccination of pets
- Desexing of pets
- Socialisation of pets around other animals and humans
- Exercising of dogs
- Appropriate fencing for containment
- Microchipping of existing animals
- Ensuring pets have regular check-ups

### **Desexing Cats and Dogs**

Unless otherwise stated in the Act, dogs and cats are not required to be desexed other than if they are a restricted breed dog. However, owners of cats and dog are encouraged to have their pets desexed. From 11 April 2013, desexed cats and dogs are eligible for a reduced registration fee.

Benefits of desexing your pets include:

- Decrease in unplanned and unnecessary breeding
- Decrease in the likelihood of aggressive behaviour, predominantly in males
- Reduced amount of dogs wandering at large
- Improved temperament

### **Microchipping Cats and Dogs**

As at 1 May 2007, it is now State Government legislation that all new dogs and cats must be microchipped before they can be registered with Council. Whilst this rule does not apply to pets already registered with Council, it is recommended that they be microchipped as well.

The advantages of microchipping are:

- It is the most effective way of identifying your pets if lost
- It assists Council staff in reuniting you with your lost pets
- Animals that are impounded are scanned for a microchip and if one is present it facilitates the return of the animal
- It is a permanent method of identification that stays with your animals for life

### **Dog Attacks**

All dogs have the potential to bite regardless of their breed, size, age and temperament, particularly in situations where they are frightened, vying for domination over another dog, or are being protective of their owners.

Dogs that have been exercised and socialised with other dogs are less likely to have aggressive tendencies.

Dogs that are on leads when not confined to their properties reduce the risk of dog attacks occurring within the municipality. All dog owners are encouraged to contain their animals to their properties unless they are under effective control, which requires the dog to be on a lead.

On 11 June 2003, Council adopted a plan that requires dogs to be on leads **at all times** within the community other than in designated off-lead areas.

Upon request, Community Safety Officers will visit schools to teach students how to behave around animals.

As most dog attacks occur in the family home, parents are encouraged to supervise their children at all times when they are playing with dogs.

### **Dogs Wandering at Large**

It is assumed that a dog is wandering at large when it is in a public place and/or without consent of an owner/occupier.

Dogs are generally not wandering at large in the following circumstances:

- the dog is being used for working stock such as droving, tending, working or protecting stock
- the dog is under effective control of the owner within off leash areas

A person who is responsible for the dog wandering at large, and who is not in control of the dog or does not have the dog on a lead, is guilty of an offence under the Act as wandering dogs at large can be a threat to the community.

To reduce the amount of dogs wandering at large, a combination of education, encouragement and enforcement will ensure that the majority of microchipped and registered dogs impounded are returned to their owners.

### **Cats Wandering at Large**

Cats need to be under the effective control of their owners at all times. A growing stray cat population (currently there are over 500,000 stray cats in Victoria) creates a public health risk and a public nuisance in terms of disease if the cats are not vaccinated and desexed.

Feeding and harbouring stray and feral cats can cause over population with disease, and aggressive animals becoming a nuisance for neighbouring properties.

Moorabool Shire has cat traps available for hire to residents. No trapping is allowed over the weekend period. All animals trapped by this method are retained for an 8 day holding period to allow owners to claim, unless they are feral and not permanently identified by microchip.

### **Welfare of Cats and Dogs**

Cats and dogs that have been impounded within Moorabool Shire Council's pound facility will be:

- Scanned for a microchip
- Provided with veterinary treatment as required
- Provided with fresh water and suitable food in accordance with relevant legislation
- Maintained in the pound facility to prevent disease transfer
- Provided bedding and housing from weather conditions in order to remain clean, dry and comfortable surroundings
- Handled by trained staff
- Provided with a facility for humane euthanasia where necessary

Moorabool Shire Council has implemented and adopted a Cat Management Policy which forms an attachment to this Domestic Animal Management Plan.

A Cat Management Brochure has also been developed and adopted and is available from our Customer Service Centres, and the Bacchus Marsh Veterinarian.

Animals are rehoused directly from the Council Pound utilising the various agencies available to Moorabool Shire Council and a dedicated Facebook Adoption page. Due to recent legislative changes there is no requirement to rehouse within a restricted timeframe allowing Community Safety Officers to rehabilitate animals that may require specialized one on one attention.

Moorabool Shire Council advertises suitably assessed animals on the Pet Rescue website and by liaising with individual Breed Rescue organisations in an attempt to minimise the number of animals euthanized.

Moorabool Shire Council advertises all adoptions in local media outlets and on the Facebook internet site to promote Animal Adoption to the wider community.

100% of suitably assessed rehousable animals are rehoused by the above initiatives.

### **Keeping cats inside at night**

Cats that are outside at night have a tendency to roam from their home, are at greater risk of sustaining injury through being hit by a car and are more at risk of contracting a disease, such as Feline AIDS or Enteritis (both of which are not dangerous to humans) from fighting with other cats.

Council does not have a cat curfew; however it is recommended that cats are contained indoors between 7.30pm and 6am.

By keeping your cat inside at night between the hours of 7.30pm to 6am, it will also minimise the amount of hunting your cat does, as most of a cat's hunting is done at night. This hunting generally causes a reduction in numbers of various native fauna.

### **Community Safety**

Council will aim to ensure public safety through the reduction of animals wandering at large by:

- Ensuring dogs are on leads at all times, other than at designated off-leash areas
- Implementing strategies to assist pet owners and members of the community who are experiencing difficulties with pets
- Introducing barking dog collars, access to cat cages, as well as re-housing
- Encouraging the reporting of all dog attacks
- Voluntary surrender of dangerous dogs

### **Barking Dogs**

The continued nuisance of a barking dog can become a very complex and difficult issue to deal with effectively and can be rather stressful for those involved.

Council promotes a collaborative approach to overcome barking dog complaints, including:

- Liaising with concerned parties involved in a complaint regarding a barking dog and the animals owner
- Providing advice on the use and purchase of citronella collars
- Providing advice on the use and hire of bark counting collars
- Providing advice on anti-barking “birdhouses” available for hire and purchase
- Promoting keeping cats inside at night
- Requesting complainants and adjoining neighbours to complete a barking dog diary to ascertain times when dogs are barking excessively.

Council staff are committed to liaising with all parties to achieve positive outcomes

### **Promote Socialisation and Dog Training**

Training and socialisation is encouraged to pet owners who adopt a dog from Council's pound.

There are many training and obedience clubs throughout the municipality offering individual or group tuition.

### **Promotion of Dog Off-Leash Areas**

On 11 June 2003, Council adopted a plan that dogs must be on leads at all times when out in the community other than when they are at designated areas throughout the municipality that have been declared as “dog off lead areas”.

As part of promoting the dog off-lead areas, signs have been placed at these sites. Information has been placed in Council Customer Service Centres and advertisements placed in the local newspaper as well as the Moorabool Shire Council Newsletter.

### **Registration and Identification**

All dogs and cats over three months old must be registered with Council. Working Dogs must be registered but have a reduced fee. Similarly, assistance animals, such as guide dogs must be registered but this registration is fee free. Council is continually seeking ways to increase the proportion of dogs and cats that are registered in our municipality. Some of these include:

- Promoting the microchipping / registration annual event days; and
- Encouraging concessions for eligible members of the public on their registrations.
- Conducting regular door knock inspections throughout the municipality to enforce registration requirements.

## 8. STRATEGIC DIRECTION FOR DOMESTIC ANIMAL MANAGEMENT

### **Animal Management Officer Training and Development**

Moorabool Shire Council's main objective is to ensure all staff involved with animal management have the skills and knowledge necessary to safely carry out their work.

All of Council's Animal Management staff have participated in Customer Focus Training and will undertake further Customer Service Training in the short term to ensure they are familiar with organisational customer service standards and response timeframes.

Other training being undertaken by staff includes:

- Certificate IV in Animal Control and Regulation course
- Animal and Livestock handling (training)
- Carry Out Pound Procedures
- Aggressive dog handling techniques

Council will work towards:

- Providing ongoing customer focus training to staff
- Encouraging all officers to undertake the Certificate IV in Animal Control and Regulation

### **Encouraging Responsible Pet Ownership**

Moorabool Shire Council's main objective is to assist pet owners to protect the health and welfare of their pets. Council will encourage pet owners to be more responsible through:

- Education - advertisements/pamphlets
- Microchipping days
- Delivering responsible pet ownership sessions within schools as per requests
- Placing brochures in local veterinary clinics and other relevant outlets.

Planned Programs and Initiatives:

- Initiate programs with YMCA and other community and sporting groups
- Promote responsible pet ownership in schools
- Deliver pamphlets promoting information on responsible pet ownership
- Provide additional and ongoing microchipping days
- Promote off-leash areas and the need to exercise dogs
- Provide information to the media on responsible pet ownership

### **Identification and Registration**

Moorabool Shire Council's main objective is to increase the number of registered and identifiable animals in the municipality through:

- Annual mail-out of renewal registrations
- Annual door knock to enforce registrations
- Leaflets available to the public in our Customer Service Centres and from the Community Safety Unit
- Advertisements in the local paper promoting registration
- Bi-monthly Moorabool Shire Community Newsletter *Moorabool Matters*

Planned Programs and Initiatives:

- Continue annual door knocks
- Continue to include information about responsible pet ownership in the Moorabool Shire Community Newsletter *Moorabool Matters*
- Advertisements in the local paper
- Pamphlet drop in areas considered to have high rates of unregistered animals
- Continue mail-outs of annual renewal registration for animals
- Continue participation in the State's pet registration incentive scheme
- Provide up-to-date information in Council's Customer Services areas and in the Community Safety Unit

### **Compliance and Enforcement - Local Laws and Orders**

Moorabool Shire Council's objective is to achieve compliance by implementing and enforcing laws and regulations of the *Domestic Animals Act 1994*.

Moorabool Shire Council's current enforcements include:

- Local Law permit required for more than two dogs or cats in residential areas
- Current off-leash designated areas (adopted by Council on 11 June 2003)

Planned Programs and Initiatives:

- Review Local Laws pertaining to zoning of animals (review scheduled for 2014)
- Patrol and monitor open spaces and public place (dogs off leads)
- Educate the community to ensure that dogs are on leads or under effective control if in an off lead area to ensure that breaches are not committed under the Act

### **Domestic Animal Businesses**

Moorabool Shire Council has ten registered domestic animal businesses within its municipality.

Community Safety Officers undertake annual checks of these businesses to ensure compliance with the Code of Practice.

Planned Programs and Initiatives:

- Continue annual checks of these businesses to ensure Codes of Practice are adhered to
- Promote responsible pet ownership

### **Declared Dogs**

Moorabool Shire Council's objective is to prevent dog attacks in the community by dangerous dogs.

Council currently has twelve declared dangerous dogs.

The Shire undertakes patrols of non-residential properties to identify dogs that are on business premises which are required to be declared for the purpose of guarding.

Planned Programs and Initiatives:

- Continue to patrol all non-residential areas
- All dogs declared to Council are recorded on the Victorian Declared Registry
- Continue to inspect the current premises of the dangerous/restricted dogs to ensure that compliance is adhered to

### **Restricted Breed Dogs**

The *Domestic Animals Act* legislates to place restrictions on certain breeds of dogs. Currently, the following breeds are considered restricted breed dogs:

- *American Pit Bull Terrier (or Pit Bull Terrier)*
- *Japanese Tosa*
- *Dogo Argentina*
- *Fila Brasileiro*
- *Perro de Presa Canario or (Presa Canario)*

## 9. PERFORMANCE MONITORING AND EVALUATION

Council will monitor and review the DAMP continuously to improve the animal management services that are detailed in the plan.

**Key Performance Indicators will include reviewing;**

<b>Type</b>	<b>Description</b>	<b>Current</b>	<b>Target</b>
1. Dog Registration rate	Number of dogs registered as a percentage of residential properties	45%	+10%
2. Cat Registration rate	Number of cats registered as a percentage of residential properties	6%	+10%
3. Enforcement Success Rate	Number of successful prosecution outcomes as a percentage of total prosecutions	NA	NA
4. Dog Re-housing rate	Number of dogs re-housed as a percentage of total dogs impounded	41%	+5%
5. Cat Re-housing rate	Number of cats re-housed as a percentage of total cats impounded	47%	+5%
6. Dog reclaim rate	Number of dogs reclaimed as a percentage of total dogs impounded	55%	100%
7. Cat reclaim rate	Number of cats reclaimed as a percentage of total cats impounded	17%	100%
8. Dog euthanasia rate	Number of dogs euthanized as a percentage of total dogs impounded	4%	0%
10. Cat euthanasia rate	Number of cats euthanized as a percentage of total cats impounded	36%	0%
11. Declared dog Compliance Rate	Number of declared dogs as a percentage of number of complaints/audits	100%	100%
12. Domestic Animals Business Compliance Rate	Number of domestic animal businesses registered as a percentage of number of complaints/audits	100%	100%



## **10. REVIEW CYCLE FOR DAMP**

The Domestic Animal Management Plan actions will be reviewed annually as part of service delivery planning by Council's Animal Management Team. Should there be any issues arising from the DAMP, they will be reported immediately to the Community Safety Coordinator for further action.

Moorabool Shire Council will continue to monitor the progress of the DAMP and will conduct a full review every four years.

**APPENDIX A: ACTION PLAN**

<b>New Initiatives/Programs/Services or Objectives</b>	<b>Action</b>	<b>Resources Required</b>
<b>Initiative 1</b> Responsible Pet Ownership. (New and prospective pet owners)	Ongoing microchipping days. Pamphlets and brochures made available at the pound and service centres throughout the Shire.	Budget/ Communications/ Advertising/ Customer Service
<b>Initiative 2</b> De-sexing Cats and Dogs	Adopted by Order of Council	Communications/ Advertising
<b>Initiative 3</b> Microchipping cats and dogs	Adopted by Order of Council	Communications/ Advertising
<b>Initiative 4</b> Dog attacks	Promote responsible pet ownership. Promote Dogs Off Leash areas. Continue advertisements in local paper and Council's Community Newsletter <i>Moorabool Matters</i> . Prosecution.	Communications/ Advertising
<b>Initiative 5</b> Cats and dogs wandering at large	Continue education of responsible pet ownership. Continued education on the benefits of confining cats at night.	Communications/ Advertising
<b>Initiative 6</b> The welfare of dogs and cats	Continue maintaining the welfare of cats and dogs at the pound. And continue encouraging responsible pet ownership.	Budget/ Communications/ Advertising
<b>Initiative 7</b> Community Safety	Inform the community of designated off leash areas for dogs. Continue regular patrols. Introduce the hiring of barking dog collars. Access to cat cages as well as re-homing. Encourage the reporting of all dog attacks. Take appropriate action to investigate dog attacks and to ensure they do not reoccur.	Communications/ Advertising/ Budget/ Customer Service
<b>Initiative 8</b> Barking dogs	Educating the community on the effects of continual barking. Promote bark counting dog collars and anti-bark "birdhouses" for hire. Education to ensure the barking dog diaries are completed correctly.	Communications/ Advertising/
<b>Initiative 9</b> Promote Socialisation and Dog Training	As part of responsible pet ownership, socialisation and dog training is encouraged and recommended when dogs are purchased from the Council pound. Brochures are made available from the pound, Customer Service Centres and the Community Safety Unit	Communications/ Advertising/ Customer Service

<b>Initiative 10</b> Promotion of Dogs Off Leash Areas	Promote dog off leash areas. Patrol areas to ensure compliance.	Communications/ Advertising/ Budget
<b>Initiative 11</b> Registration and Identification	Encouraging concessions for eligible members of the public. Continuation of microchipping days. Annual door knocking, to proactively ensure all domestic animals within the Shire are registered. Advertisements in the local paper and Moorabool matters	Communications/ Advertising/ Budget
<b>Initiative 12</b> Conduct Animal Management Officer training	Encourage officers to undertake Certificate IV in Statutory Government Compliance. Ongoing training in animal shelter management. Authorisation and training. To implant microchips. Continued customer focus training	Budget
<b>Initiative 13</b> Monitor performance and evaluate the effectiveness of the service	Existing reporting systems. Consultation with community and benchmarking against other councils	Budget

## **APPENDIX B: DOG OFF-LEASH AREAS**

On 11 June 2003, Moorabool Shire Council made the following order pursuant to Section 26(2) of the Domestic Animals Act 1994:

*“All dogs must be kept under the effective control of a person by means of a chain, cord or leash when in any public place (including but not limited to any park, footpath, nature strip, traffic island, market and shared pathway) within Council’s municipal district except where:*

- (i) The dog is participating in any activity of a type which has been approved by resolution of Council; or*
- (ii) Any of the circumstances listed in Section 20(2) of the Domestic Animals Act 1994 applies.”*

Council has further resolved that dogs may be exercised off lead at any time at the following locations:

- Peppertree Park Bacchus Marsh
- Federation Park Bacchus Marsh
- Reserve adjacent to Lerderderg River Bacchus Marsh (from pump shed to bridge)
- Reserve on Western side of Links Rd behind houses in Pamela Court Darley
- Telford Park Darley
- Caledonia Park Ballan
- Road East Recreation Reserve Mt Egerton
- Lyndhurst St Public Park & Water Reserve Gordon
- Parkers Rd Reserve Lal Lal
- Vacant land at south east corner of Dunnstown Recreation Reserve

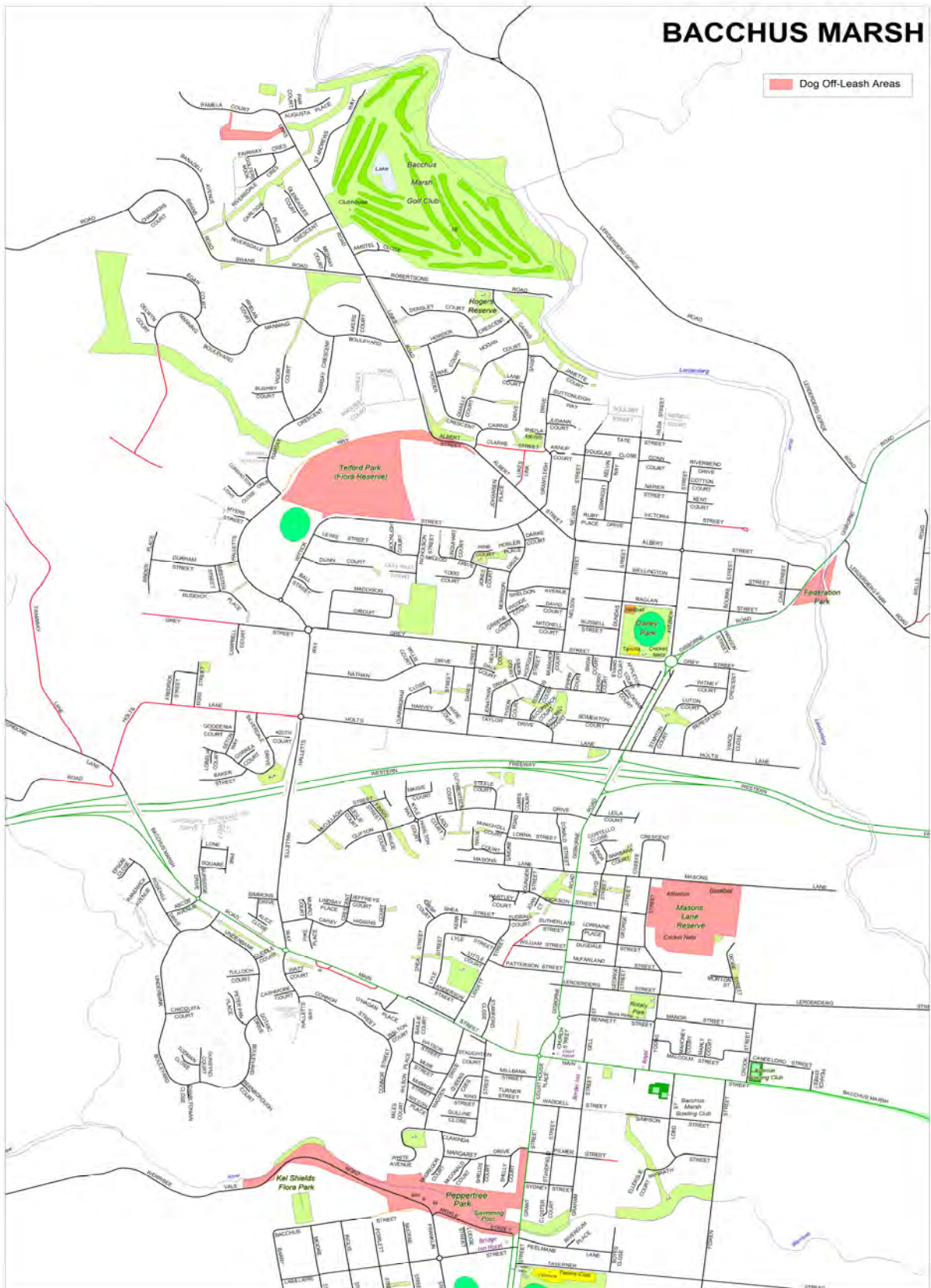
Council has also resolved that dogs may be exercised off lead in the following areas after 4.30pm Mon-Fri, and on Saturday and Sunday, only when the Reserves are not in use for designated public sporting events, training and/or special events as designated from time to time by the Committee of Management at:

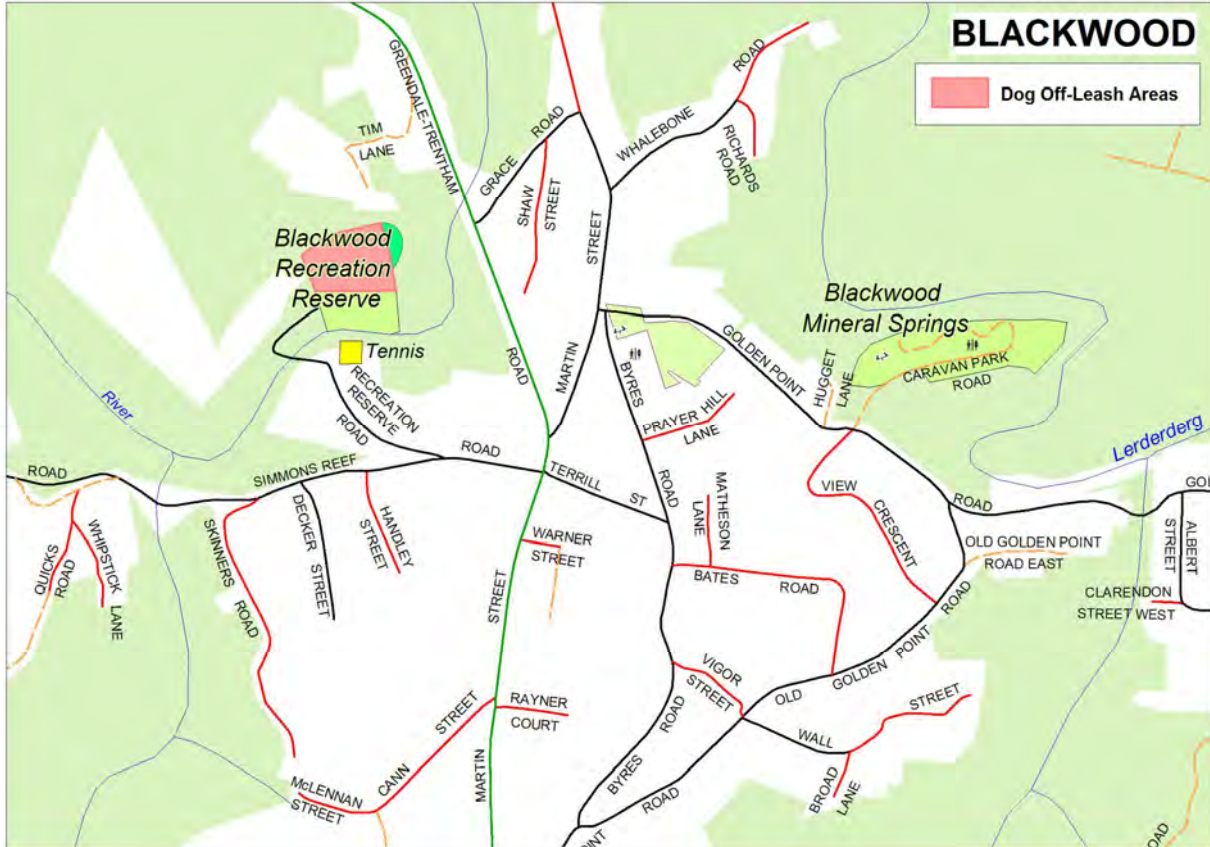
- Masons Lane
- Blackwood Recreation Reserve
- Myrniong Recreation Reserve and when reserves are not in use for designated public sporting training and/or special events as designated from time to time by the Committee of Management.
- Bungaree- Creswick Road Reserve
- Ormond Road/Western Highway Recreation Reserve Wallace

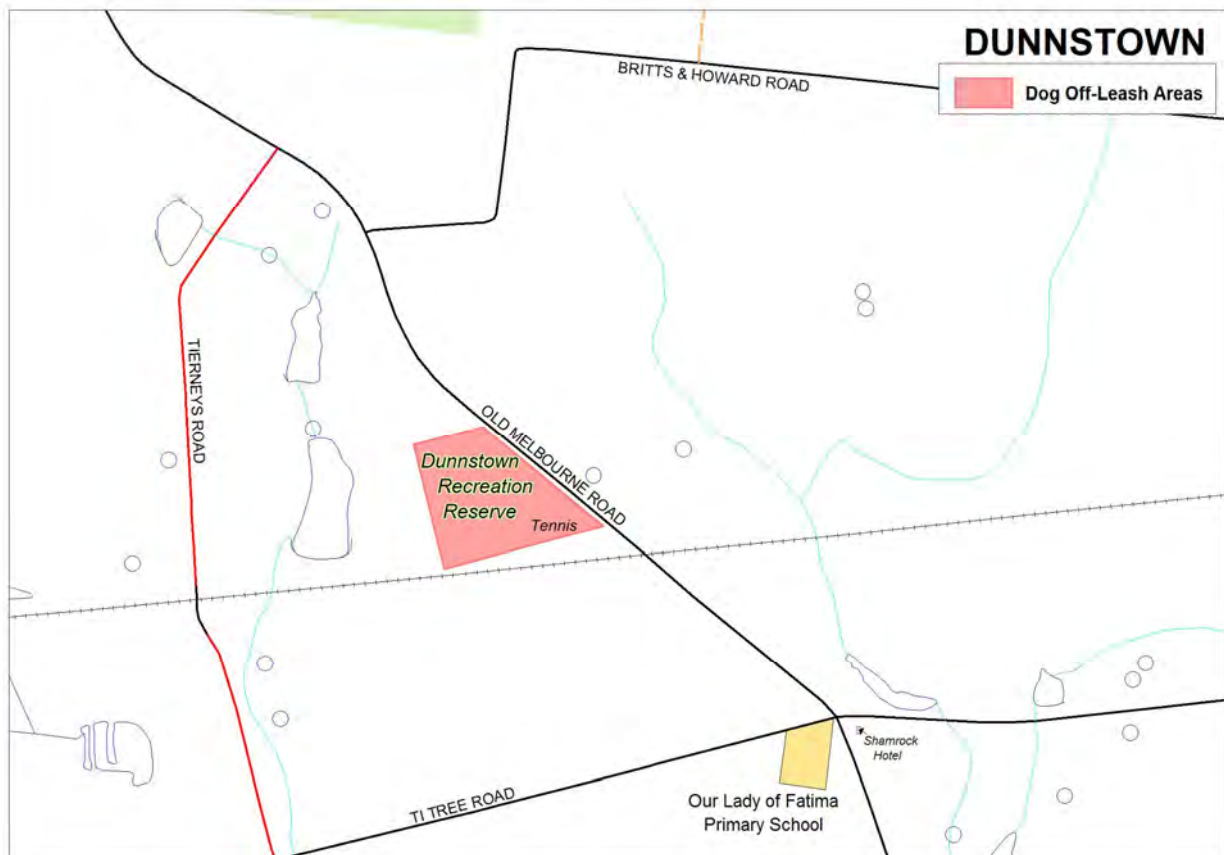
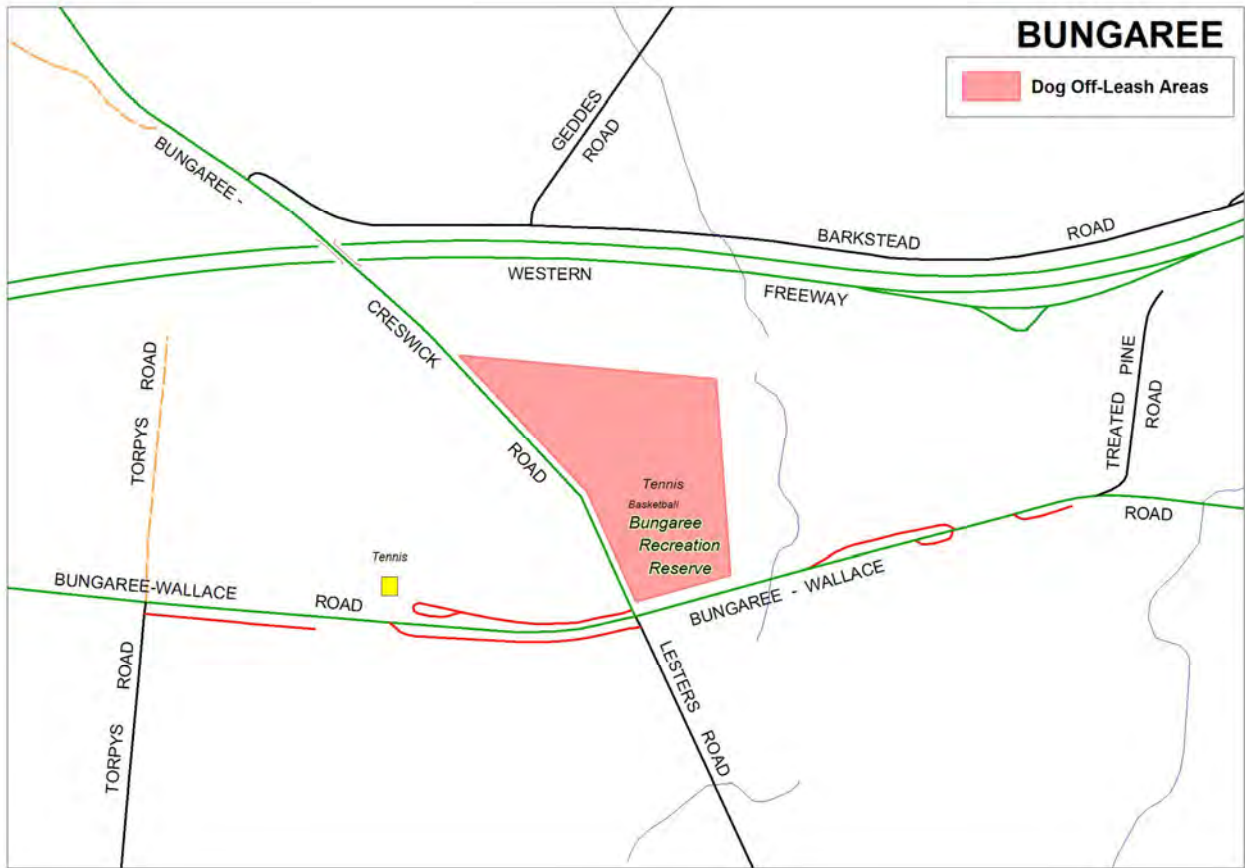
## **OWNERS RESPONSIBILITIES**

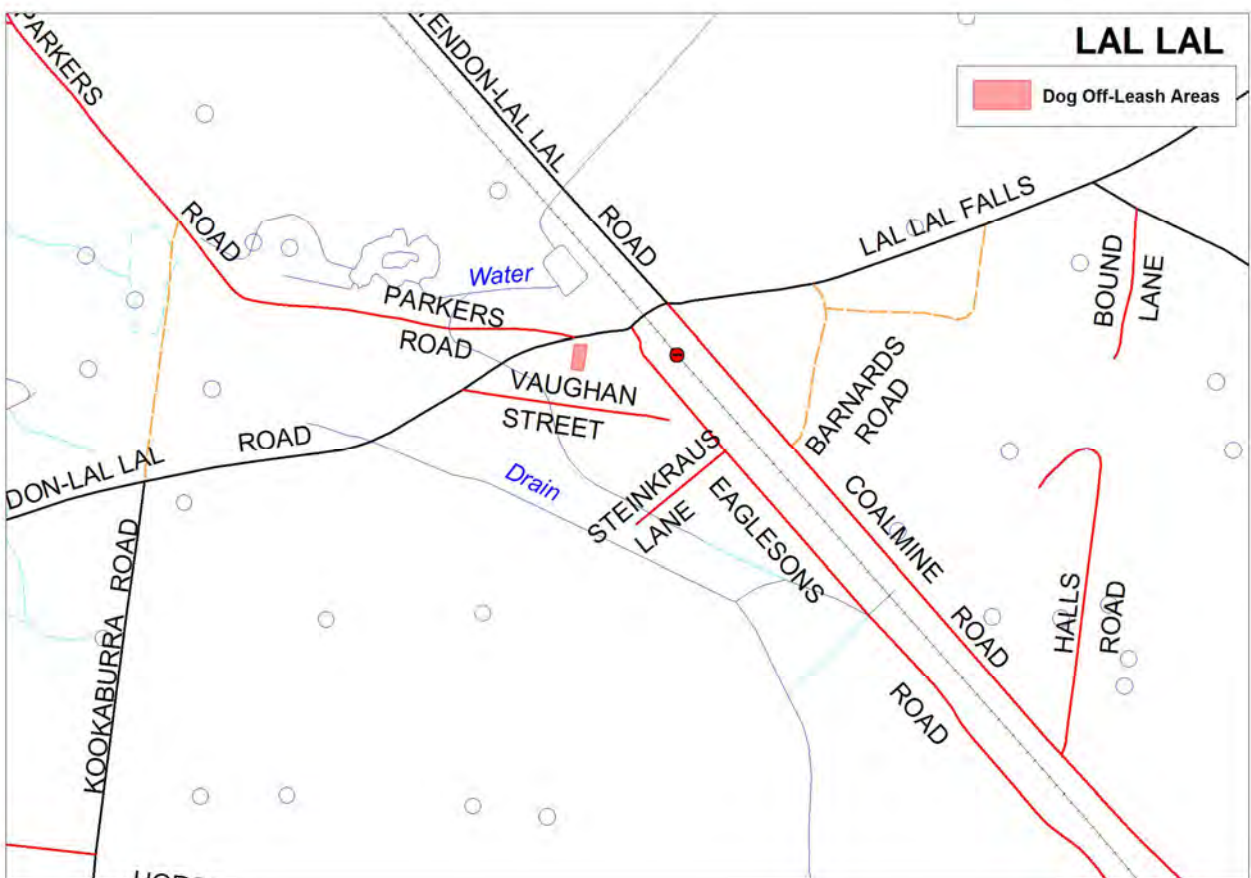
- Ensure your dog is not a nuisance to other park users.
- Ensure your dog remains under effective control at all times.
- Dogs must be on a leash within 10 metres of barbecue and picnic areas, public gatherings and children’s play areas.
- Dog owners must clean up their dog’s faeces. Dog dispensers are provided in most parks and reserves. Used bags and scoops may be disposed of appropriately in park bins.

### APPENDIX C: DOG OFF-LEASH AREAS - MAPS

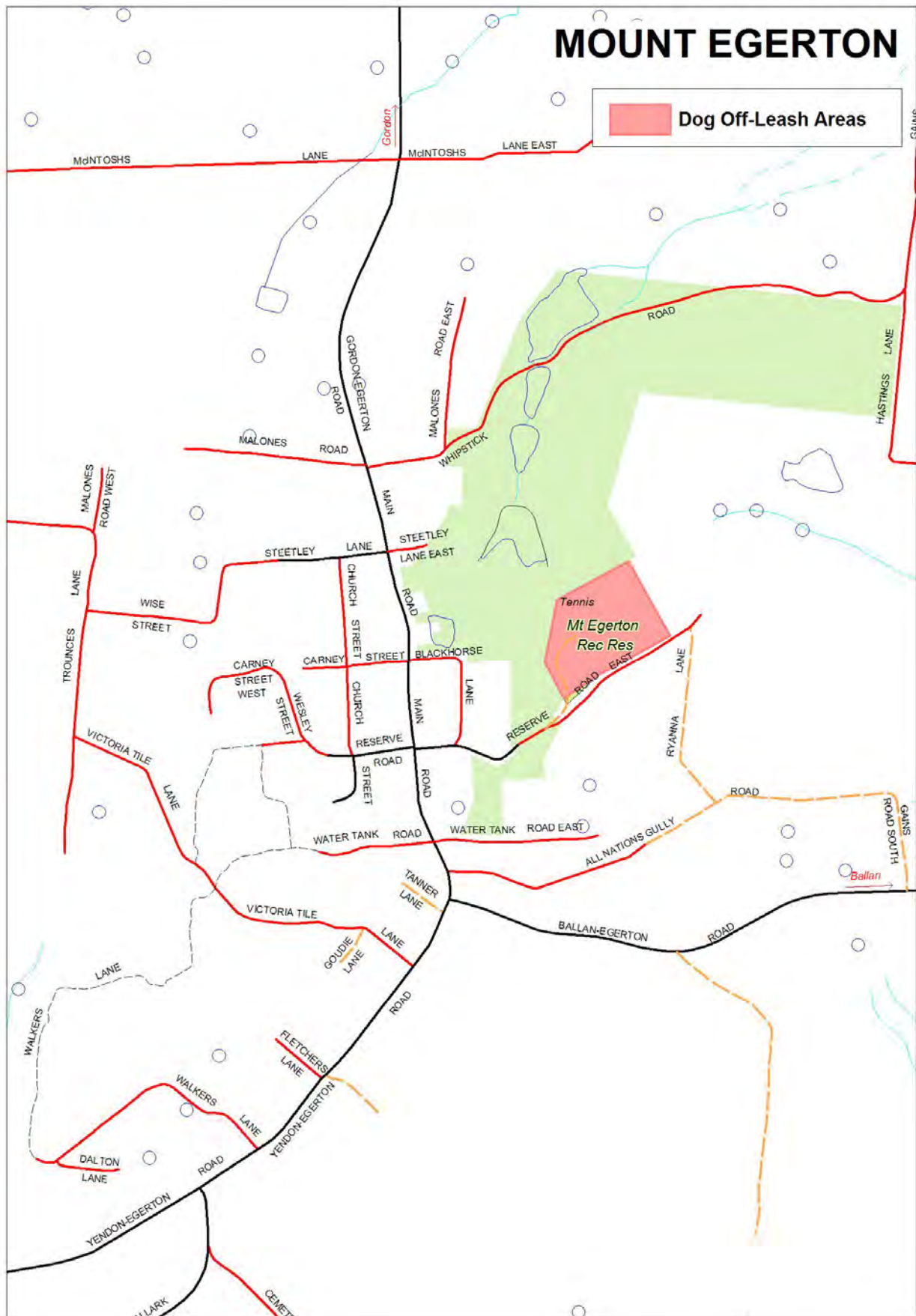


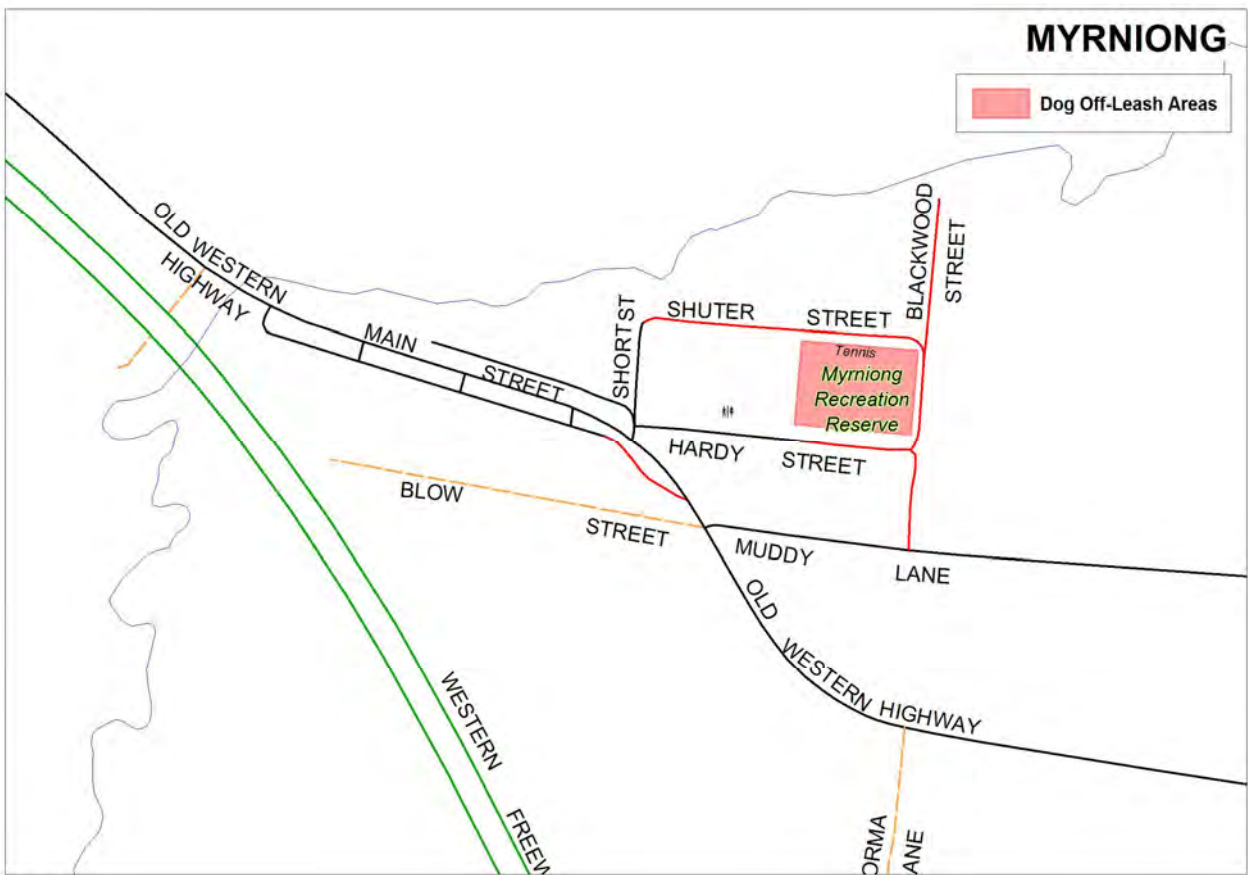












## **APPENDIX D: CAT MANAGEMENT POLICY**

### **1. Purpose and Scope of the Policy**

This policy should be read in conjunction with Council's Domestic Animal Management Plan.

The following policy forms the basis for cat control and management within the township and rural living areas of Moorabool Shire. While many of the conditions are not enforceable under Local laws or other legislation, cat owners are urged to respect the policy, other residents and the environment in which they live.

### **2. Policy**

Promote responsible cat ownership in the community by ensuring that cat owners are educated on the best practice management of their cat and understand the importance of working within the guidelines of the Moorabool Shire Cat Management Policy that aims to:

- Conduct regular education with provision of pamphlets and advice on cat ownership;
- Offer advice and assistance with respect to complaints or enquiries related to cat keeping;
- Encourage owners to ensure that their cat is de-sexed, immunised, kept free of parasites and are fed/watered and provided with adequate shelter and prevented from roaming at nights; and
- Assist to return cats to their owners if they are impounded.

### **3. Process**

- All cats must be registered with Moorabool Shire Council from three months of age, if being registered for the 1<sup>st</sup> time, cats must be microchipped prior to registering;
- Cat owners should ensure their cat(s) wear registration ID tags at all times;
- Cats should not adversely impact on the lives of residents by creating a nuisance through noise or trespass;
- Owners are urged to enforce a nightly curfew on their cats to reduce hunting opportunities and creating public nuisance;
- Council will provide residents with cat traps for a small fee and assist them to resolve cat problems in a humane way;
- Council will continue to provide appropriate educational material to residents in respect to responsible cat ownership including the current cat brochure;
- Council will provide residents with the opportunities to microchip their pets by sponsoring microchipping days in association with appropriate companies; and
- Domestic Animal Businesses include: pet shops, pounds and shelters, breeding and boarding establishments. These must be registered with the Moorabool Shire Council, and comply with Codes of Practice. These Codes of Practice are designed to protect the rights of consumers, and to ensure the welfare of animals. Copies of Codes of Practices can be obtained by contacting the Moorabool Shire Council's Community Safety Unit.

**4. Related Legislation/Policies/Guidelines**

Moorabool Shire Council Animal Management Plan  
Domestic Animals Act 1994  
Code of Practice for the Private Keeping of Cats  
Code of Practice for the Management of Dogs & Cats in Shelters and Pounds  
Code of Practice for the Operation of Boarding Establishments  
Code of Practice for the Operation of Breeding and Rearing Establishments  
Code of Practice for the Operation of Pet Shops

**5. Council Plan Reference – Key Performance Area**

Key Performance Area 2 – Supporting Vibrant Communities  
Objective 2.2 – Innovative Community Services

**6. Review**

This policy will be reviewed bi-annually

## 11.3 COMMUNITY SERVICES

### 11.3.1 Moorabool Youth Strategy 2013-2016

#### Introduction

File No.: 12/09/017  
Author: Troy Scoble  
General Manager: Danny Colgan

#### Background

The purpose of the report is to present the Moorabool Youth Strategy 2013-2016 to the Council for adoption following the completion of the public exhibition period.

At the Ordinary Meeting of Council on 2 October 2013, the Council made the following resolution

*Crs. Dudzik/Comrie*

*That Council:*

1. *endorses 'in principle' the Draft Moorabool Youth Strategy 2013-2016 for the purposes of public exhibition for a period of four weeks; and*
2. *receives a further report at the conclusion of the exhibition period seeking adoption of the Moorabool Youth Strategy 2013-2016.*

The Moorabool Youth Strategy 2013-2016 ("Strategy") provides the framework for the future provision of Youth Services in the Shire and encourages a greater focus on engagement and connectedness in partnership with a range of other external service providers.

The Strategy acknowledges that the focus for future development is not only on addressing the immediate needs of young people; but also to provide opportunities for Council and the community to enhance connections with young people; recognise outstanding achievements by young people; and promote community understanding and appreciation of young people and their contributions to the community. Local agencies, health services and organisations have demonstrated a strong commitment to the development and implementation of the youth strategy.

The Strategy includes an action plan to ensure the key recommendations are progressed and reviewed annually.

The draft strategy was placed on public exhibition for four weeks. The exhibition of the draft strategy involved:

- A public submission process advertised in the local newspaper.
- Electronic copies of the draft strategy being placed on the “Have Your Say Moorabool” website, Council’s on-line engagement portal.
- Electronic copies of the draft strategy being placed on Council’s Website
- Electronic copies of the draft strategy being provided to members of the Moorabool and Schools Together (MAST) network, external agencies, State Government, education and training providers, other community groups and organisations for feedback.
- Copies of the draft strategy being made available at Council’s Customer Service locations, Lerderderg Library and the Ballan Library.
- Electronic copies being sent to State Government departments which fund youth services for comment.

### **Key Issues raised in the Feedback**

The key issues raised in the feedback were as follows:

- The plan was easy to read and follow, especially the action plan
- Good level of community and agency engagement
- Concern that the Avenue Program was not specifically mentioned as a good example of an alternative educational program.
- Some issues were raised regarding the timing/priority of key actions specifically the timing around the further investigation of a youth space. Informal feedback was received indicating this as a priority for 2014.
- Positive feedback from the MAST agencies regarding a collaborative approach to youth services.

The draft strategy was amended to reference the Avenue program as a positive example of alternative education.

### **Proposal**

It is proposed that Council adopts the Moorabool Youth Strategy 2013–2016 as contained in **Attachment 11.3.1**.

### **Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Community Wellbeing
<b>Objective</b>	Inclusive, responsive and accessible community service
<b>Strategy</b>	Advocate, support and deliver youth development programs and services in partnership with other agencies.

The Moorabool Youth Strategy 2013-2016 is consistent with the 2013-2017 Council Plan.

### Financial Implications

The Strategy contains an action plan outlining key strategies and actions to be implemented over the next four years. Officers will continue to source funding and resource opportunities both internally and externally including collaborative partnerships with other service providers to implement the action plan.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Community Needs	Service gaps if priorities in strategy are not implemented	High	Future strategic planning for high priority recommendations identified in context of other priorities
Financial	Funding required to progress actions set out in strategy	Medium	Business cases will be prepared for consideration in future Council's budgets along with applications for external funding.

### Communications and Consultation Strategy

#### Strategy Development

In accordance with Council's Community Engagement Policy and Framework, the following community engagement activities were undertaken to inform the development of the strategy:

- Face to face meetings with young people across the Shire.
- Meetings and discussions with parents, teachers and external agency staff.
- Engagement using social media, youth program and events evaluation surveys
- Forums with young people.
- Meeting and workshops with key networks and stakeholders including the MAST network.
- State Government and Agencies, community sporting groups.

**Public Exhibition Period**

<b>Level of Engagement</b>	<b>Stakeholder</b>	<b>Activity</b>	<b>Outcome</b>
Consult	Community	Public submission process advertised in Local Newspaper	No submissions
Consult	Community	Copies of Draft Strategy available at service centres, Lerderberg and Ballan Libraries	Residents able to view Draft Strategy
Consult	Community	Electronic copies of the Draft Strategy on the "Have Your Say Moorabool" website	39 Copies of document downloaded  No Responses
Consult	Community	Electronic copies of the Draft Strategy were placed on Council's Website	Residents able to view Draft Strategy
Consult	MAST and Agencies / Community Groups, Secondary College, Education and Training Providers	Provided with electronic copies of the Draft Strategy and asked for comment.	2 Responses – resulting in face to face discussion
Consult	State Government departments which fund youth services and asked for comment.	Provided with electronic copies of Draft Strategy and asked for comment.	No Response



## **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 Moorabool Youth Strategy 2013-2016 is a four year strategy that provides the framework for the future provision of Youth Services in the Shire and encourages a greater focus on engagement and connectedness in partnership with a range of other external service providers.

The draft strategy encourages Council to focus on service provision and management, organisation wide strategy and policy development, facilitating networks and communication and advocacy and leadership.

### **Recommendation:**

**That the Council adopts the Moorabool 2013-2016 Youth Strategy.**

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### **Report Authorisation**

**Authorised by:**



**Name:**

Danny Colgan

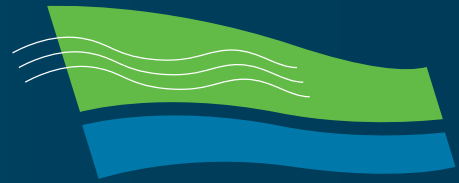
**Title:**

General Manager Community Services

**Date:**

Thursday 21 October, 2013

# Attachment - Item 11.3.1



MOORABOOL  
SHIRE COUNCIL



# YOUTH STRATEGY 2013-2016

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## EXECUTIVE SUMMARY

The Moorabool Shire Council is committed to providing innovative service provision and encouraging young people and service providers to be actively involved in the development of programs and services that meet the identified needs of youth in the Shire.

With the Shire experiencing a period of sustained growth, the Youth Strategy provides an opportunity to respond to the growing demand for Youth Services.

The objectives of the Strategy are:

- to provide leadership;
- to develop strong networks through better engagement practices;
- to establish a range of high quality flexible programs and events;
- to develop partnership based activities and programs that enhance and reward the youth of the Shire; and
- to promote youth inclusion in decision making to inform future planning in social and community infrastructure provision.

Council alone does not possess the resourcing capacity or responsibility to meet all the needs of young people in the community and will continue to pursue a collaborative partnership model to support the delivery of youth services and the implementation of the strategy.

The strategy proposes that the focus for Council be on:

- service provision and management;
- organisation wide strategy and policy development;
- facilitating networks and communication; and
- advocacy and leadership

The recommendations of the strategy are categorised under five key strategic directions. These are:

1. Health and Well Being
2. Education and Employment
3. Infrastructure – Built and Natural Environment
4. Resourcing Council's Youth Services
5. Communicating with Young People

The strategy acknowledges that the focus for future development is not only on addressing the immediate needs of young people in the community; but also to provide opportunities for Council and the community to enhance the connections between the general community and young people; recognise outstanding achievements by young people; and enhance the community understanding and appreciation of young people and their contributions to the community.

The Strategy will be reviewed annually and revised in 2016. An action plan has been prepared to guide the implementation of the strategy.

# INTRODUCTION

The Strategy relates to young people aged 12-25 years. The strategy demonstrates Council's commitment to the development and support of young people in the municipality; provides direction for Council's activities in relation to young people; provides a framework to assist in prioritising responses to the needs and interests of young people; assists in the development of annual Council service unit plans designed to achieve specific outcomes with young people and the community; articulates investment needed from other levels of Governments and other funding bodies; and the importance of fostering and sustaining partnerships with non-government organisations.

The existing Youth Strategy was developed in 2007, adopted by the Council in 2008 and will be superseded by the development of the new Youth Strategy. A majority of the key recommendations of the existing Strategy have been implemented or continue to be implemented.

Two recommendations of the existing strategy that have not been implemented are:

- develop a community centre, with an internet café and a public space for young people to use; and
- youth services are funded for an additional one equivalent full time staff member.

These actions have been carried forward into the new strategy.

Council is committed to providing innovative service provision and encouraging young people and service providers to be actively involved in the development of programs and services that meet the identified needs of young people in Moorabool.

Council aims to create an environment that provides increased access to opportunities for young people aged 12 to 25 to improve their engagement with education, employment, health and wellbeing opportunities and to be more actively involved in the Moorabool community.

The Council Plan 2013 - 2017 Key Result Area 2 - Community Wellbeing: states Council will "advocate, support and deliver youth development programs and services in partnership with other agencies".

The strategy identifies key issues and themes formulated through a community engagement process and provides Council with a framework to successfully respond to both local needs and the changing innovations in the youth services field. It is important that Council provides a client focused service, involving young people in decision making, building partnerships with external agencies, integrating service provision built on listening to young people, the broader community and other service providers.

# OBJECTIVES

The objectives of the Strategy are:

- to provide leadership;
- to develop strong networks through better engagement practices;
- to establish a range of high quality flexible programs and events;
- to develop partnership based activities and programs that enhance and reward the youth of the Shire; and
- to promote youth inclusion in decision making to inform future planning in social and community infrastructure provision.

# OUTCOMES

Council will:

- continue to work collaboratively to support young people to lead healthy and active lifestyles
- facilitate diverse and flexible opportunities
- promote the important contribution youth make to the community
- ensure youth feel connected and empowered to shape their future.

# MOORABOOL SHIRE

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

The Moorabool Shire provides many opportunities for residents including youth and visitors to embrace a healthy lifestyle including a variety of community facilities that offer health and wellbeing outcomes. From our many sporting and recreation centres, to the vast network of walking trails, there is ample opportunity for people to engage in physical activities. In fact Moorabool Shire has the highest percentage per capita of people actively involved in sport and recreation participation across the Grampians Region (Department Planning Community Development, 2011, LGA Participation Central Highlands Wimmera).

Moorabool is a community known for its high level of volunteerism with many young people in the community connected through volunteering, for example at the local sporting clubs, CFA and SES. Volunteerism leads to great communities and we are fortunate to have a web of strong and resilient communities.

According to the 2011 Census, voluntary work performed by the population in Moorabool Shire compared to Victoria showed that there was a higher proportion of persons who volunteered for an organisation or group.

Housing affordability is a major drawcard for young families and couples relocating to the Shire.

Bacchus Marsh, Ballan, Gordon and the many smaller towns in the Shire offer a vital array of community infrastructure, established social and sporting networks and the charm and character experienced only in rural areas.

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

Moorabool is well connected to Melbourne, Geelong and Ballarat, with easy access to major highways. The regular train link between Ballarat and Melbourne services Moorabool with stops at Ballan and Bacchus Marsh. Furthermore, Bacchus Marsh is included as part of the metropolitan public transport ticketing system.

Households in Moorabool Shire bring in an average household income 17% higher than the non-metropolitan Victoria average. Moorabool historically has a low unemployment rate compared to the Victorian average. The latest figures show the unemployment rate in Moorabool Shire is 4.6%, below the State average of 4.8%.



# COUNCIL PLANNING CONTEXT

The Strategy is a part of Council's Planning Framework. The Strategy informs the Council Plan and other strategic plans.

The Strategy has informed the development of the Health and Wellbeing Plan and Moorabool 2041 to ensure that they reflect priorities of young people. This ensures that the

needs of young people are promoted and represented across Council's planning framework.

## Planning Framework

Key Result Areas	Objectives	Strategies
Representation and Leadership of Our Community	Leadership through best practice community engagement	To make well-informed decisions based on input from the community and other key stakeholders through effective community engagement  Pursue strategic alliances, stakeholder forums and advisory committees that assist Council in policy development and service planning
	Advocate for services and infrastructure that meets the Shire's existing and future needs	Advocate on behalf of the community to improve services and infrastructure within the shire  Represent Council at state and regional levels to improve services and infrastructure within the Shire
Community Wellbeing	Community self-reliance	Provide community development support and partnership projects
		Support and recognise the vital role and contribution of volunteers in our community
		Pursue initiatives that promote lifelong learning, literacy and information needs of the community
	Inclusive, responsive and accessible community services	Ensure Council's services and facilities are accessible  Advocate, support and deliver youth development programs and services in partnership with other agencies
Participation in diverse sport, recreation and leisure activities	Promote community health and wellbeing through the provision of recreation facilities, open space, programs and activities	
A safe community	Support Police and other community safety initiatives	
Enhanced Infrastructure and Natural and Built Environment	Ensure current and future infrastructure meets the needs of the community	Develop long term social and community infrastructure plans and funding modelling as part of the Moorabool 2041 Framework including opportunities for developer contributions



## RELATED COUNCIL PLANS AND POLICIES

The following plans and policies have supported or identified the need to increase the level of service and support to young people within the municipality.

- Public Health and Well Being Plan 2013-2017
- Municipal Early Years Plan 2006-2009
- Moorabool Shire Recreation and Open Space Strategy 2007
- Moorabool Shire Hike and Bike Strategy (under development)
- Moorabool 2041 Urban and Rural Policies
- Recreation and Leisure Strategy (under development)

These plans and policies support the strategic objectives of community self-reliance, inclusive responsive and accessible services, active, engaged and healthy lifestyles, participation in diverse sport, recreation and leisure activities and an enhanced infrastructure and natural built environment which focus on ensuring current and future infrastructure meets the need of the community.

### MOORABOOL 2041

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

Moorabool 2041 will be a key document to:

- Guide our planning scheme content to deliver sustainable development and the protection of our agricultural, environmental and cultural resources.
- Plan for the augmentation of social and physical infrastructure and identify the role for state and federal governments in closing the infrastructure gap.
- Ensure that as the population grows, the employment and retail sector also grows to reduce the need to commute to Melbourne and Ballarat for work or personal services.





# RESEARCH AND ENGAGEMENT

The following methodology was followed to inform the preparation of the Strategy:

- Youth survey;
- Online discussion forums;
- Literature analysis of industry standards, youth profiles and Federal, State and Local Government responses to youth issues; and
- Council's Youth Service staff "Service Evaluation Workshop".
- Demographic analysis.
- Assembly of Council workshop
- Moorabool Agencies and Schools Together (MAST) Workshop

## ENGAGEMENT

Throughout the past 12 months, consultations have been undertaken with young people, parents, teachers, sporting and community groups and external agency staff. The consultation undertaken included the use of social media; program evaluation surveys; forums with young people; meeting with networks including Moorabool Agencies and Schools Together (MAST); and State Government Departments and Agencies and a Councillor workshop to assist in the development of the strategy.

### **Moorabool Agencies and Schools Together (MAST) Workshop**

A workshop was held with the Moorabool Agencies and Schools Together (MAST) group to seek feedback from the key youth and family agencies that operate in Moorabool regarding the current, changing and future needs of youth. The details of the workshop are contained in Appendix 1. A summary of the feedback is outlined below:

There needs to be a combination of 'hands on' (delivery of programs) and facilitation of services in partnership with other agencies to ensure Council is working with young people. For example Council should provide standalone programs and services, partner other agencies in the delivery of programs and services and also support advocacy of other agencies in delivering programs and services.

- Council Youth Services need to be flexible and have capacity to respond to new, changing needs and issues 'of the day'.
- Work in partnership with other agencies to extend capacity.

- There was in-principle agreement with the key themes identified in the strategy.
- Health and wellbeing needs to be considered in the context of the family.
- Investigate opportunities to partner sporting clubs and community groups to identify mental health initiatives.
- A safety net type program for educationally disengaged young people and the need to seek opportunities to develop alternative education and training programs in partnership with local employers were identified as needs in Moorabool.
- A multi-use space is required to support service provision in the Shire.
- Open Spaces required investment and additional linkages.

## SOCIAL AND DEMOGRAPHIC DATA

A demographic analysis was undertaken to assess the key demographic characteristics and trends likely to drive the demand for youth services in Moorabool. The demographic profile is based on the 2011 Census data and Population Forecasts and is further detailed in Appendix 2.

### **Profile of Young People**

The Census population of Moorabool Shire in 2011 was 28,124, living in 11,585 dwellings with an average household size of 2.6.

In 2011, there were 5,159 people aged 12-25 years of age which represented 19 per cent of the total population. Of the 5,159 people aged 12-25 years, 2,691 (52%) were aged 12-17 years with 2,468 (48%) aged 18-24 years.

### **Forecast Young People (2011 – 2031): Shire of Moorabool**

The forecasts indicate a significant growth in the population of young people aged 12-25 years in Moorabool between 2011 and 2031.

The numbers of young people aged 12-17 are forecast to increase by 674 people to 3,365 between 2011-2031, a percentage increase of 25.1.

The numbers of young people aged 18-24 are forecast to increase by 669 to 3,137 between 2011- 2031, a percentage increase of 27.8.

### Forecast Population of Young People: Shire of Moorabool (2011 – 2031)

Age Groups	Number 2011- % total population	Number 2016 - % total population (forecast)	Number 2021 - % total population (forecast)	Number 2031 - % population (forecast)	Number & % forecast change from 2011 - 2031
Secondary schoolers (12 to 17)	2683 (9.4)	2,634 (8.0)	2,990 (8.0)	3,357 (8.1)	674 (25.1)
Tertiary education & independence (18 to 24)	2405 (8.4)	2680 (8.0)	2698 (7.2)	3074 (7.4)	669 (27.8)

## HEALTH AND WELLBEING

During 2009 - 2010, 3.4 per 1000 adolescents in the Grampians region were placed on community based orders. This was higher than the rate in Rural Victoria (2.5 per 1000 adolescents) and more than double that of the rate across Victoria which is 1.5 per 1000 adolescents (Department of Education and Early Childhood Development 2010, Moorabool Adolescent Community Profile).

In 2008, Moorabool was ranked 13 highest out of 67 Local Government Areas in terms of the teenage birth rate. This rate (21.4 per 1000 women aged 15 to 19 years) was higher than the rate in the Grampians region (17.1 per 1000 teenage women) and more than double that of the rate in Victoria which is 10.6 per 1000 teenage women (Department of Education and Early Childhood Development 2010, Moorabool Adolescent Community Profile).

Moorabool Shire has the highest percentage per capita of people actively involved in sport and recreation participation across the Grampians region (Department Planning Community Development, 2011, LGA Participation Central Highlands Wimmera).

Given many youth travel outside the Shire for education and training on a daily basis. Sporting and community groups play a vital role in youth engagement and support, especially in the area of health and wellbeing, capacity building and increasing social connectedness.

Moorabool is ranked 65 out of 70 Local Government Areas in terms of the percentage of one parent families with that parent unemployed (Department of Education and Early Childhood Development 2010, Moorabool Adolescent Community Profile).

## EDUCATION

Absentee rates in Moorabool Government Secondary Schools in 2009 were 26.7 days, significantly higher than the Victorian average of 17.1 days (Department of Education and Early Childhood Development 2010, Moorabool Adolescent Community Profile).

Moorabool was ranked 71st lowest out of 79 Local Government areas in terms of Year 12 or equivalent attainment rates. (Department of Education and Early Childhood Development 2010, Moorabool Adolescent Community Profile).

Overall, 37.8 per cent of the population left school at Year 10 or below, and 36.9 per cent went on to complete Year 12 or equivalent, compared with 29.2 per cent and 49.8 per cent respectively for Victoria. (ABS Census of Population and Housing, 2011).

Based on the 2010 On Track cohort, 26.7 per cent of early school leavers in Moorabool were looking for work six months later. This was higher than the percentage in the Grampians region (16.6%) but about the same percentage for Victoria (Department of Education and Early Childhood Development 2010, Moorabool Adolescent Community Profile).

The above statistics contribute to the understanding that there are issues in a number of key areas which affect youth development, including education, employment and health and wellbeing.

# YOUNG PEOPLE & THE ROLES OF GOVERNMENT AND NON-GOVERNMENT ORGANISATIONS

The Federal Government has traditionally focused on setting policy, establishing frameworks and providing some support funding for young people. Many of the services and facilities that directly impact on young people for example, education are the joint responsibility of the Federal and State Governments.

For the last decade the Federal Government has had a fairly consistent policy framework in relation to youth which includes:

- Youth participation
- Early Intervention/prevention
- Education, training and employment
- Health and Mental Health
- Justice (move from punishment to support)
- Housing (lack of affordable public housing and assessing blocks to private housing – particularly in relation to young people)

The State Government also has focused on setting policy, establishing frameworks and funding in their approach to servicing youth. The recent release of “Engage, Involve, Create – Youth Statement by the Victorian State Government promotes:

- Getting young people involved
- Providing services that meet the needs of young people; and
- Creating new ideas and partnerships.

This policy aims to provide an environment that increases opportunities for young Victorian’s to: **Engage in** Education and Training; **Be Involved in** Decision making’ and **Creating Change** – by thinking creatively and optimistically about their futures.

Both Federal and State Governments have increasingly acknowledged the importance of electronic media in young people’s lives and while both have provided a reasonably consistent policy framework, this has not been matched with appropriate funding at the local level.

Community organisations, external agencies and schools play a vital role in the provision of youth services in the Shire. As many of the organisations that provide services into Moorabool are not youth specific, Council must promote a collaborative approach to engaging with and supporting young people in the Shire.

Youth Services collaborative approach has seen success in a number of youth initiatives including most recently, ACTIVE8 health and wellbeing program and the Primary to Secondary Transition program, however collaboration between all stakeholders including an online engagement effort will greatly enhance the support of young people in the Shire. Mental health is an important youth issue and requires a broad spectrum approach. Therefore in line with state and federal government policy Moorabool Shire youth services should seek stronger alliances with local health providers and groups such as beyond blue and Headspace.



# COUNCIL'S ROLE IN YOUTH SERVICES

Council's Youth Services Unit currently coordinates nine programs and six events annually, a range of support and advocacy projects, a youth network (Moorabool Agencies and Schools Together – MAST) and actively supports three other networks.

The unit currently is resourced by two equivalent full time staff (EFT). The current staff to youth ratio is 1:2,579 young people. This is considered a very high ratio that limits developing strong youth engagement practices and opportunities. A benchmark Council staff to youth population ratio is 1:1,533.

Council plays a vital role in the provision and facilitation of youth services across the Shire. Council's flagship Health and Well Being program, the ACTIVE8 program has proven to be effective and feedback supports Council facilitating a similar Education and Employment Program in partnership with key external agencies.

The focus for future development is not only on addressing the immediate needs of young people in the community; but also to provide opportunities for Council and the community to create greater connectedness between the community and young people; recognise outstanding achievements by young people; and enhance the community understanding and appreciation of young people and their contributions to the community.

Council consistently evaluates the service provision including programs and events provided in consultation with youth themselves. Feedback is sought from those participating in programs and events and from those that are not currently participating to continually refine, amend and identify new opportunities that can enhance the service mix to ensure the key outcomes for youth are being achieved. For example with the new facilities such as the Bungaree Community Facility being developed their will be increased opportunities for Council to assess the viability of providing services to youth in the West of the Shire, for example FReeZA events.

However it must be noted that external funding is crucial to the existing resource model of Council's youth services and key outcomes and targets must be met to ensure this funding continues. Therefore Council must continue to review existing programming and identify opportunities to deliver key outcomes required within the limited resource

capacity of Council Youth Services.

## Council's role in Youth Services:

- **Service provision, coordination and management** - direct delivery of programs, services and events
- **Advocacy and leadership** - providing leadership to youth and representing youth when advocating to potential service and funding bodies. Council will also play a leading role in recognising the outstanding achievements of young people in the Shire.
- **Facilitating networks and partnerships with government and non-government agencies** - developing networks and facilitating partnerships with other key agencies to deliver programs and services to young people in a coordinated and efficient manner.
- **Youth (Community) Engagement** - facilitating a coordinated approach to engaging with young people to ensure an organisational wide approach across all Council service units. A significant focus on youth engagement will underpin the key role(s) of Council's Youth Services Unit.
- **Strategy and policy development** – identification of needs, service gaps and opportunities. Development of strategies and policies to support and address the gaps including identification of funding support. The unit will focus on providing whole of community planning for young people.
- **Advice and Support** – providing advice and planning support to organisations developing programs and services for young people.

An analysis of existing Council Services for young people was also undertaken and a summary provided in Appendix 3.

# YOUTH SERVICE PROVISION IN THE SHIRE

The strategy acknowledges the vital role that other community organisations, agencies and governments including the State Government plays or can play in supporting the development of young people in the Shire. Council alone does not have the resourcing capacity or responsibility to meet all of the needs of young people in the community and must continue to pursue a collaborative partnership model to support this. A summary of local youth service provision is outlined in the Service Provision Matrix in Appendix 4.

Currently Council works with youth at the primary/prevention/early intervention/community connection stages, whereas the external agencies providing services to young people and their families in Moorabool do so at the tertiary treatment end of the scale including significant case management and interpersonal counselling. Council should seek opportunities to work more collaboratively with external agencies to ensure a clear pathway from primary to tertiary service provision within the shire of Moorabool or at least to ensure as few blocks as possible along this path.

## Services provided by external agencies include:

Counselling	<ul style="list-style-type: none"> <li>• Health</li> <li>• Mental Health</li> <li>• Relationships</li> <li>• Personal issues/Interpersonal Skills</li> <li>• Family dynamics</li> <li>• Drug and Alcohol</li> <li>• Financial</li> <li>• Gambling</li> </ul>
Education and Employment services	<ul style="list-style-type: none"> <li>• Career guidance</li> <li>• Short courses/taster programs</li> <li>• School Based Apprenticeships and Traineeships</li> <li>• Secondary school education</li> <li>• Work placement</li> <li>• Vocational Education and Training (VET)</li> <li>• Vocational Education and Training in Schools (VETiS)</li> <li>• Victorian Certificate of Applied Learning (VCAL)</li> <li>• Work Experience</li> <li>• Developing relationships with local business, community and schools</li> <li>• Alternative Education Programs (i.e., The Avenue)</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Emergency Housing</li> <li>• Community Policy</li> </ul>
Community and Sporting Groups	<ul style="list-style-type: none"> <li>• Capacity Building</li> <li>• Mental Health and Wellbeing</li> <li>• Drug and Alcohol</li> <li>• Healthy Active Lifestyle</li> </ul>



Council works as a partner, both primary and secondary with local agencies. These partnerships enable Council to ensure it does not duplicate or overlap what is being undertaken by these agencies, but instead complement and build upon what these organisations are best placed or suited to provide.

There are a number of gaps in service provision for Youth in the Shire meaning Council's role extends further by providing advocacy and support as requested and necessary. Gaps in service provision include accessible and affordable counselling services for low income families, alcohol and other drug counselling / treatment for people under 18 years, support for gay, lesbian and transgender young people, lack of youth housing. The development of services continuums from primary to tertiary levels. A range of supports for students including flexible education opportunities. The need for generalist youth workers an issue that is currently being taken up by VACVIC – The Youth Affairs Council of Victoria.

Gaps in service provision go beyond a simple lack of services and need to include continuance and capacity of service provision in Moorabool.. Capacity of service delivery has been highlighted with the partial defunding of the Laurels requiring support from other LGA's to continue functioning.

With these service gaps identified, Council is limited in its capacity to respond rapidly to unexpected or demonstrated evidence based needs and a more flexible service delivery model that enables Council services to respond in such a manner requires development.

There is significant evidence linking health, wellbeing, education and training to positive healthy and strong people and communities. During adolescence, young people develop physically, mentally and socially, however, the health of young people is known to be affected by a wide range of individual familial, neighbourhood, environmental and socio economic factors such as education, employment and income.

The provision of infrastructure and open space is an important role of Council. The provision of appropriate infrastructure including youth spaces, open space public reserves and youth meeting places promotes the wellbeing and health of young people and our communities.

Moorabool Shire Council's youth funding mix is currently 40 per cent Local Government and 60 per cent state and external providers.

The following issues will continue to impact on the sustainability of the Council's work with young people:

- External funding opportunities are limited and longer term (5+ years) funding options are non-existent;
- Whilst Youth Services have actively advocated for an increase in funding levels, the core Youth Service external funding is not indexed nor has the net amount increased significantly since 2001, despite operational cost rising well above CPI;
- Other funding options which include one-off generic funding streams that provide small seeding or leverage grants or larger single project focused grants generally carry a caveat that the funded body must provide matching funding (usually at \$ for \$) and maintain the project after the initially funded period. This often can present a financial barrier for Council.

Youth Services has secured core funding of \$120,000 to support the service provision model from 2012 to 2014. The funding is the minimum required to maintain existing service levels. Appendix 5 details a complete list of funding of existing programs and services.

In order to integrate the range of service provision to youth in the Shire, it is imperative that a youth engagement focus is undertaken. This should include a range of face to face contact and online social media engagement methods.



# STRATEGIC DIRECTIONS

The research and engagement undertaken as part of developing this strategy strongly supports the two key strategic directions of the strategy for Council in the future be categorised under five key themes.

## HEALTH AND WELL BEING

- Education and Employment
- Infrastructure - Built and Natural Environment
- Resourcing Council's Youth Services
- Communicating with Young People
- Health and Well Being

To improve the mental health of youth within the Shire, Council will ensure a cohesive, coordinated approach in partnership with external agencies to actively promote the mental health and wellbeing of young people. Council will work closely with agencies such as beyond blue and headspace to ensure that Moorabool's young people can access appropriate services in a timely and effective way.

It is recommended that Council focus on developing programs that provide an early intervention/prevention focus to increase young people's resilience, coping skills, encouraging the development of positive social relationships and strong mental health. Awareness of these programs will also assist the broader community to better understand the issues and be more supportive and to assist young people to get the help they may need for any specific issues before potential negative outcomes occur.

It is recommended that Council continue to develop cohesive and meaningful partnerships between agencies, schools, and the community to collaboratively provide relevant health and wellbeing programs to support teachers, sporting organisations, parents and the community in raising healthy well-adjusted young people in the Moorabool Shire.

It is recommended that Council provide opportunities through its programs and events to recognise the achievements of young people and help enhance community understanding of the contribution young people make to the community.

## EDUCATION AND EMPLOYMENT

The development of skilled and/or educated and connected young people has many positive outcomes for young people and the Shire. This strategic direction will require the development and strengthening of relationships with

schools, vocational and further education providers, tertiary education providers, registered training organisations and community based organisations to develop employment and education programs and support services. These relationships will build Council's capacity to facilitate and increase educational and employment outcomes for Youth in the Shire.

It is recommended that Council focus on developing and/or supporting education and training programs that provide for the educationally disengaged and assist young people to transition from one form of education to appropriate educational opportunities or training/employment that better suit their needs.

As with the successful Health and Wellbeing Program ACTIVE8, Council should investigate the development of a flagship education and training program in partnership with other external providers.

## INFRASTRUCTURE

### - BUILT AND NATURAL ENVIRONMENT

Safe built and natural environments are an essential part of providing a safe engaged community for young people.

In order to strengthen service provision and to further enhance engagement opportunities for young people, Council and the community, two key priorities should be addressed:

- A dedicated Youth Space/s and;
- Youth Nodes (open space opportunities for young people including reserves, parks, leisure facilities and skate / BMX facilities).

### Youth Space

A formal youth space has been consistently identified by young people, parents and services providers as a need since 2000.

Moorabool Agencies and Schools Together (MAST) has sought the development of a Youth Space designed to accommodate a variety of youth related activities. MAST believes the space can provide young people with a space where they can feel safe, valued and able to access information and resources.

MAST identifies the following benefits that could come from the proposed youth space: providing sessional space for visiting services; providing a point of first contact/referral for young people – access point for a range of youth services

which are not known to young people or their families; address a lack of out of hours service provision for young people; provide operational space for many existing youth services and activities which currently lack appropriate space or who cannot grow to meet increasing demand; potentially bring about cost savings through the sharing of service delivery activities, space (e.g. counselling rooms, reception areas) and service integration; redirect cost and time savings into service delivery; promote youth skills development - as they are involved in the operation of the centre; and promote young people as agents of social change.

It is recommended that Council investigate opportunities to access existing space to provide a youth space for the community. This space would enable Council to provide a flexible service model, provide operational space for external services, reduce costs of transport, equipment handling, venue hire and significantly enhance the youth engagement effort.

A report to identify the key components of a new and dedicated youth space including the size and type of space required, governance and management arrangements, capital costs, operating costs and potential funding sources should be prepared for consideration by Council.

### **Youth Nodes**

Open space developments (active and passive) must encourage use by young people. Public open space can be a conduit to youth engagement and provide opportunities for youth to connect with the community.

Council should focus on providing young people with opportunities to engage in the decision making for the development of open space assets to ensure they are accessible and well planned to meet the range of diverse needs and interests of young people. Council should advocate for opportunities to increase youth participation in recreation, leisure and open space developments.

### **Transport**

The capacity of Council to deliver required services at the right time and place and to the right people is at times reduced due to limited access to appropriate transport. All programs/services and events are currently undertaken off site, therefore ready access when required to an appropriate vehicle with storage capacity to transport large amounts of equipment must be considered as an essential part of service delivery. A Council equipment trailer is another recommendation to be investigated, however the priority

should be the availability of a suitable vehicle at times of peak demand. This must also be a key consideration of program and event planning.

Transport for Youth to a range of destinations to access youth services in the Shire is a strong barrier to participation and engagement. It is therefore recommended that Council advocate for better transport access for young people in the Shire.

## **RESOURCING COUNCIL'S YOUTH SERVICES**

Consideration of additional resources will be required should Council increase service provision to meet increased demand as a result of anticipated population growth. Additional resources would provide an opportunity to enhance the engagement effort and enable Council to drive flagship Health and Well Being and Education and Employment Programs.

It is recommended the Youth Services Unit:

- Implement a flexible service delivery model that enables the unit to respond rapidly to unexpected or changing needs; and
- Review existing staffing arrangements for youth services in the context of forecast growth in youth numbers and additional service demands;
- Analyse opportunities to establish a casual workforce that would enable Council to meet peaks in demand and to strengthen an increasingly flexible service delivery effort.

## **COMMUNICATING WITH YOUNG PEOPLE**

Research indicates that nearly 80 per cent of young people go online several times a day" (The Nielsen Company, February 2011, The Australian Online Consumer Report). Young people socialise, access information, educate and participate on-line and through social media.

It is critical that Council has the ability to promote and engage youth in programs, services and decision making processes through an online strategy to include an interactive youth web site with links to Facebook and Twitter. It is therefore recommended that Council review its Information Technology requirements in order to increase engagement with young people through a range of electronic media to support improvement in services provision.

# RECOMMENDATIONS

Recommendations for each of the strategic directions outlined in the strategy have been developed as below. A detailed action plan addressing each of the recommendations is provided on page 20.

## HEALTH AND WELL BEING

1. It is recommended that Council focus on developing programs that provide an early intervention/prevention focus to increase young people's resilience, coping skills, encourage the development of positive social relationships and strong mental health.
2. It is recommended the Council continue to develop cohesive and meaningful partnerships between agencies, schools, Council and the community to collaboratively provide relevant health and wellbeing programs to support teachers, sporting organisations, parents and the community in raising healthy well-adjusted young people in the Moorabool Shire.
3. It is recommended that Council provide opportunities through its programs and events to recognise the achievements of young people and help enhance community understanding of the contribution young people make to the community.

## EDUCATION AND EMPLOYMENT

4. It is recommended that Council focus on developing and/or supporting education and training programs that provide for the educationally disengaged and assist young people to transition from one form of education to appropriate educational opportunities or training that better suit their needs.
5. As with the successful Health and Wellbeing Program ACTIVE8, Council should investigate the development of a flagship education and training program in partnership with other external providers.

## INFRASTRUCTURE

### - BUILT AND NATURAL ENVIRONMENT

6. It is recommended that Council investigate opportunities to access existing space to provide a youth space for the community. This space would enable Council to provide a flexible service model, reduce costs of transport, equipment handling, venue hire and significantly enhance the youth engagement effort.
7. It is recommended that a report be prepared to identify the key components of a youth space including the size and type of space required, governance and management arrangements, capital costs, operating costs, location and potential funding sources for the consideration of the Council.
8. It is recommended that Council provide young people with opportunities to engage in the decision making for the development of open space assets to ensure they are accessible and well planned to meet the range of diverse needs and interests of young people.
9. Lack of transport to a range of destinations in the shire is a strong barrier to participation and engagement of young people. While young people are a key target requiring support around transport. It is recommended that Council advocate for better transport access for all Moorabool residents including the young people in the Shire.



## RESOURCING COUNCIL'S YOUTH SERVICES

10. It is recommended that Council implement a flexible approach to service delivery, so that youth services can run a number of one off, short term programs which better respond to changing, transient and or unexpected youth needs.
11. Based on the bench marking research undertaken and in response to future population growth which will result in an increase in service demands. It is recommended that Council review existing staffing arrangements for youth services and consider the allocation of funds for an additional equivalent full time youth worker position in the 2014 – 2015 budget process.
12. It is recommended that council investigate the establishment of a casual youth services workforce that would enable youth services to meet peaks in demand and to strengthen an increasingly flexible delivery system.

## COMMUNICATING WITH YOUNG PEOPLE

13. It is recommended that Council actively pursue strong youth engagement practices including enhancing its ability to engage on-line.
14. It is recommended that Council establish a mechanism to assist young people to develop a Youth Charter promoting opportunities for youth to have a dialogue on issues that impact on them with all directorates of Council.



## CONCLUSION

Sustained growth, a changing youth demographic and increased demands for youth services will continue to place demands on Council.

Through research and engagement undertaken, a number of strategic directions have been identified and categorised.

Council has consistently promoted partnerships as Council does not have the resourcing capacity nor the responsibility to meet all the youth needs of the Moorabool community.



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# ACTION PLAN

## STRATEGIC DIRECTION 1: HEALTH AND WELLBEING

**Recommendation 1:** That Council focus on developing programs that provide an early intervention/prevention focus to increase young people’s resilience, coping skills and encourage the development of positive social relationships and strong mental health.

Actions	Responsibility	Time Frame	Council's Role	How will we know we have achieved this?
Youth Services will deliver the ACTIVE8 Program.	Youth Services	2013 - 2015 To be reviewed in 2015	Service Coordination and Management	An average of 120 Young people participate in the ACTIVE8 Program each year. Increased involvement of agencies and community groups in the ACTIVE8 and other programs. A broader understanding in the community of what constitutes good mental health.
Youth Services will advocate and promote the continued development of mentor programs such as MATES.	Youth Services	2013 – 2015 To be reviewed in 2015	Support and Advocacy	Increased number of community members acting as mentors to young people.

**Recommendation 2:** That Council continue to develop cohesive and meaningful partnerships between agencies, schools, and the community to collaboratively provide relevant health and wellbeing programs to young people in the Moorabool Shire.

Actions	Responsibility	Time Frame	Council's Role	How will we know we have achieved this?
Youth Services will promote the involvement of all appropriate agencies, schools, community and sporting groups in the planning and provision of health and wellbeing programs for young people in the Moorabool Shire. Youth Services will support others in the facilitation of health and wellbeing programs.	Youth Services	2013 – 2015 To be reviewed in 2015	Support and Advocacy	Increase in the number and active involvement of partners in our programming.
Youth Services will support others in the facilitation of health and wellbeing programs.	Youth Services	2013 – 2015 To be reviewed in 2015	Support and Advocacy	Increase in other agencies facilitating programs.

**Recommendation 3:** That Council provide opportunities through its programs and events to recognise the achievements of young people and help enhance community understanding of the contribution young people make to the community.

Actions	Responsibility	Time Frame	Council's Role	How will we know we have achieved this?
As part of National Youth Week, Youth Services will implement an award program which specifically acknowledges young people who have made significant contributions to the community or have achieved other significant outcomes.	Youth Services	2013 – 2015 Establish in 2014 Year To be reviewed in 2015	Service Coordination and Management	Greater number of young people participate in Moorabool Shire Council run or supported National Youth Week activities/events. Youth Services run an event in 2014 that acknowledges young people's achievements and contributions to Moorabool.
Youth Services will advocate for all recognition programs – Volunteer awards and community awards that take place in Moorabool to have a youth category.	Youth Services	2013 - 2015 To be reviewed in 2015	Advocacy and Leadership	There is an increase in the number of recognition awards and programs that have a youth category.
Youth Services will engage young people in the development, planning and facilitation of the event.	Youth Services	2013 - 2015 To be reviewed in 2015	Service Coordination and Support	The event is run for young people with young people primarily involved in the planning and facilitating of this event.

## STRATEGIC DIRECTION 2: EDUCATION AND EMPLOYMENT

**Recommendation 4:** That Council focus on developing and/or supporting education and training programs that provide for the educationally disengaged and assist young people to transition from one form of education to appropriate educational opportunities or training/employment that better suit their needs.

Actions	Responsibility	Time Frame	Council's Role	How will we know we have achieved this?
Youth Services provide appropriate support and advocacy for increased education, employment and training opportunities for youth in the Shire.	Youth Services	2013 – 2015 To be reviewed in 2015	Support and Advocacy	Youth Services has provided appropriate support and advocacy to promote increased educational, employment and training opportunities for young people.
Youth Services continue to actively support the State Government Youth Partnerships Demonstration Project, and use this to ensure that educational and training options are promoted across the Moorabool Shire.	Youth Services	2013 – 2015 To be reviewed in 2015	Support and Advocacy	Youth Services attends Partnership meetings, as an active partner and acts appropriately on actions resulting from those meetings.

**Recommendation 5:** As with the successful Health and Wellbeing Program ACTIVE8, Council should investigate the development of a flagship education and training program in partnership with other external providers.

<b>Actions</b>	<b>Responsibility</b>	<b>Time Frame</b>	<b>Council's Role</b>	<b>How will we know we have achieved this?</b>
Youth services will research and implement an education/training program in partnership with a range of local agencies and community groups.	Youth Services	2013 – 2015 To be reviewed in 2015	Service Coordination and Leadership	Implementation of an education and training program.

### **STRATEGIC DIRECTION 3: INFRASTRUCTURE – BUILT AND NATURAL ENVIRONMENT**

**Recommendation 6:** That Council investigate opportunities to access existing space to provide a youth space for the community. This space would enable Council to provide a flexible service model, reduce costs of transport, equipment handling, venue hire and significantly enhance the youth engagement effort.

<b>Actions</b>	<b>Responsibility</b>	<b>Time Frame</b>	<b>Council's Role</b>	<b>How will we know we have achieved this?</b>
Investigate sites that have the potential to meet the defined needs of a youth space.	Youth Services, MAST and other Youth services operating in Moorabool	2013 – 2015 To be reviewed in 2015	Management	A number of sites are investigated and appraised.

**Recommendation 7:** That a report be prepared to identify the key components of a youth space including the size and type of space required, governance and management arrangements, capital costs, operating costs, location and potential funding sources for the consideration of Council.

<b>Actions</b>	<b>Responsibility</b>	<b>Time Frame</b>	<b>Council's Role</b>	<b>How will we know we have achieved this?</b>
Youth service with the support of external agencies and other council directorates prepare a report for Council with emphasis on funding options, governance and management of a dedicated youth space that meets the identified needs of young people and the community.	Youth Services in partnership with other key partners, including the MAST Group	2013 – 2015 To be reviewed in 2015	Service Coordination and Management	A feasibility study is completed and presented to Council.



**Recommendation 8:** That Council provide young people with the opportunity to engage in the decision making for the development of open space assets to ensure they are accessible and well planned to meet the range of diverse needs and interests of young people.

Actions	Responsibility	Time Frame	Council's Role	How will we know we have achieved this?
Youth Services engage young people in the decision making associated with the development of open space asset, To ensure that these assets are accessible, well planned and meet the diverse range of needs and interests of young people.	Youth Services	2013 - 2015 To be reviewed in 2015	Service Coordination	A greater number of young people feel that they have opportunities to influence development in the community Young people are directly involved in discussions around the planning of open space.
Youth and Recreation Services develop a master plan for Rotary Park to further enhance youth facilities.	Youth Services and Recreation Services	2013 - 2015 To be reviewed in 2015	Service Coordination	Young people generally indicate that they are happy with the way their needs have been incorporated into open space planning. A master plan is developed and presented to Council. Greater numbers of Moorabool Shire Council Work units support Youth engagement through their work. Year 1 target 50%

**Recommendation 9:** That Council advocate for better transport access for young people in the Shire.

Actions	Responsibility	Time Frame	Council's Role	How will we know we have achieved this?
Youth services advocate with all levels of Government for better transport access in the Shire. This is a joint responsibility and must occur in partnership with all council directorates.	All Council Directorates	2013 - 2015 To be reviewed in 2015	Support and Advocacy	Every opportunity to advocate on this issue has been undertaken and all directorates have been involved.



## STRATEGIC DIRECTION 4: RESOURCING COUNCIL'S YOUTH SERVICES

**Recommendation 10:** That Council implement a flexible approach to service delivery, so that youth services can run a number of one off, short term programs which better respond to changing, transient and or unexpected youth needs.

Actions	Responsibility	Time Frame	Council's Role	How will we know we have achieved this?
Youth Services develop a framework that enables the unit to respond to one off events in a quick and appropriate manner.	Youth Services	2013 - 2015 To be reviewed in 2015	Service Coordination and Management	Youth Services unit structure to have ability to respond in a timely and efficient manner to unexpected youth issues. Youth services are able to engage community based services to respond to these issues in the longer term.

**Recommendation 11:** That Council review existing staffing arrangements for youth services and consider the allocation of funds for an additional equivalent full time youth worker position in the 2014 – 2015 budget process.

Actions	Responsibility	Time Frame	Council's Role	How will we know we have achieved this?
Review Youth Services staffing structure and responsibilities to include consideration of an additional 1 EFT be submitted to the 2014 – 2015 Council budget process.	Youth Services	2013 - 2015	Advocacy	A bid is submitted to Council's 2014-2015 budget process.

**Recommendation 12:** That Council investigate the establishment of a casual youth services workforce that would enable youth services to meet peaks in demand and to strengthen an increasingly flexible delivery system.

Actions	Responsibility	Time Frame	Council's Role	How will we know we have achieved this?
Youth services investigate the cost – benefits of establishing a casual work force and refer outcomes to future Council budget processes.	Youth Services	2013 - 2015 To be reviewed in 2015	Advocacy	Costings are established and referred to council for inclusion in future budget discussions.

## STRATEGIC DIRECTION 5: COMMUNICATING WITH YOUNG PEOPLE

**Recommendation 13:** That Council actively pursue strong youth engagement practices including enhancing its ability to engage on-line.

Actions	Responsibility	Time Frame	Council's Role	How will we know we have achieved this?
Youth services engage with young people in the design, development and maintenance of our on-line communication strategy	Youth Services and partners, young people	2013 - 2015 To be reviewed in 2015	Service Coordination and Management	Young people use Council's Youth Web Site as a primary source of information in Moorabool Our on-line presence is established and is responsive to and meets the current and changing needs of young people.
Youth Services implement an initiative for young people to be directly involved in the design and maintenance of an on-line framework to gain educational outcomes for their involvement.	Youth Services and partners, young people	2013 - 2015 To be reviewed in 2015	Service Coordination	The young people involved are receiving specific training from education or training providers. That the training is related to a recognised certificate or other qualification.

**Recommendation 14:** That Council establish a mechanism to assist young people to develop a Youth Charter which enables them to have a dialogue on issues that impact on them with all directorates of council's.

Actions	Responsibility	Time Frame	Council's Role	How will we know we have achieved this?
Youth Services establish a group of young people who represent young people to all parts of Council. This group will take on the responsibility of developing a youth charter and having regular contact with all Council Directorates.	Youth Services	2013 - 2015 To be reviewed in 2015	Service Coordination and Management	Year 1 target 50% of Moorabool Shire Council's Work units support youth engagement in their work  Information and Resources relating to youth engagement are distributed to the community, youth and community agencies and all council departments.  A youth Charter is presented to and adopted by Council.  There is a constructive and meaningful dialogue between young people and council directorates.



# YOUTH STRATEGY 2013-2016

# APPENDICES



# APPENDIX 1 – MOORABOOL AGENCIES AND SCHOOLS TOGETHER (MAST) WORKSHOP

A workshop was held with MAST to seek feedback from key youth and family agencies that operate in Moorabool regarding the current, changing and future needs of youth.

The information below details the feedback received:

## WHAT SHOULD BE COUNCIL'S ROLE IN YOUTH SERVICES?

Needs to be hands on (delivery of programs) working with Young People

As issues/needs are identified – Council's Youth Services should look at what services are available to work in partnership with them

- Stand alone
- With Council as Primary Partner - i.e. Youth Services role in ACTIVE8
- With Council as Secondary Partner – i.e. Youth Services role in Gettin' Dirty and Bluelight

Council Youth Services should:

- also provide a support role
- need to be flexible and change in response to new and changing needs
- work in partnership with other agencies to extend capacity
- Council's Youth Services role has and needs to continue to vary in response to needs
- Need to be able to respond to short-term / arising issues quickly
- Youth Services needs to use other services more
- For example, the school and police have greater capacity to discuss financial needs for youth programs with Lions / Rotary etc. than Council
- Youth Services could Piggy –back on the Voices of other Agencies

## RESPONSE TO THEMES

### (a) Health and Wellbeing

- A lot of risk taking by Young people, i.e. ICE etc.
- (Health and Wellbeing is about family, not just Young People – Young People in the context of family
- There is no mention of Drug and Alcohol in strategy
- Drug and Alcohol services need advocacy and/or relationships built with services organisations
- Health and Wellbeing section has tended to focus just on the positives

### (b) Education and Employment

- Foster Youth Leadership rather than just provide it to youth by looking for models of youth engagement
- bringing leadership programs to Bacchus Marsh
- Education & Employment need to specific - what it is you will concentrate on.
- Need safety net type program for educationally disengaged (i.e. DOTS) and a pre-work program for unemployed youth
- Concerned that the section on Education and Employment is a little thin
- Why did you use 2010 figures on retention rates, absenteeism etc?
- We (Secondary College) need Youth Worker (s) in schools, at least on a scheduled basis (rotational) if not available weekly. Why? We are where the majority of local youth attend for education. This is where the need is.
- Develop further Adolescent Health and Well Being Programs such as ACTIVE8.
- We work collaboratively, but need to expand “Health Days” at the senior end of the college into programs that we are able to incorporate as curriculum offerings.
- Alternative education offerings. – (Avenue)
- Continued active involvement with planning and developing non mainstream educational opportunities for the youth of Bacchus Marsh.
- Local business is not included at all under Education and Employment – this is a real oversight

### (c) Infrastructure – Built and Natural Environment

- No point in just creating spaces - it is about using existing spaces
- What we need is a Multi-use space
- Rotary Park (B.M.) is an ideal location – given that the skate park is already there

### (d) Funding

#### *General Issues*

- Make sure we include MAST in strategy
- Identify Who and What MAST is
- List all activities that MAST is involved in - both as a Group and as individual agencies
- Make sure that you include Sporting Clubs and Community Groups, i.e.
  - To improve the mental health of youth within the Shire, the Youth Services Unit must ensure a cohesive, coordinated approach in partnership with external agencies, sporting groups and community groups to actively promote the mental health and wellbeing of young people.

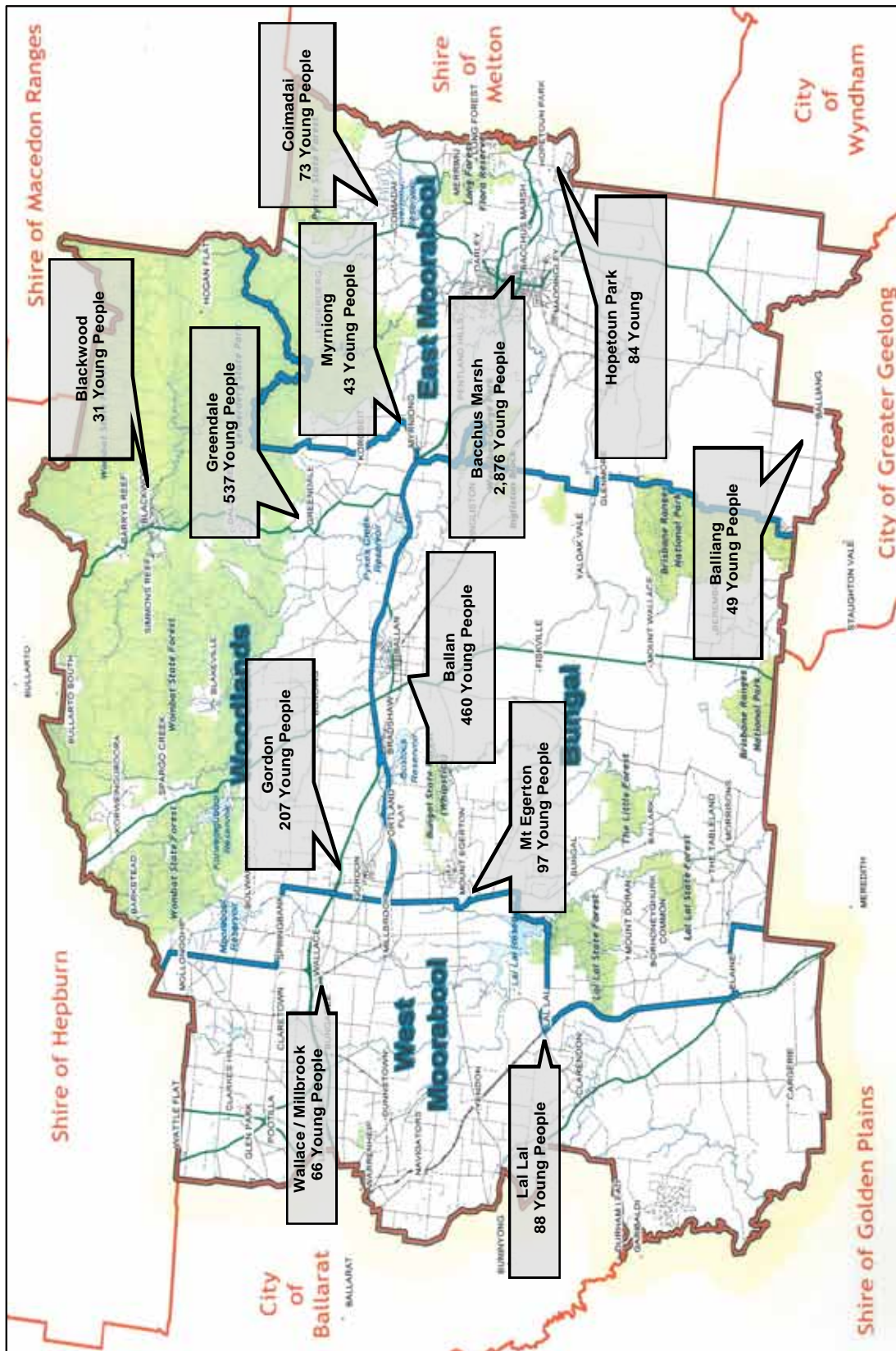




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# APPENDIX 2 – DEMOGRAPHIC PROFILE

## MOORABOOL SHIRE – MAP OF POPULATION OF YOUTH PEOPLE AGED 12 – 25 YEARS OLD, 2011 CENSUS



SHIRE OF MOORABOOL		towns	youth no.	% of town pop.	towns	youth no.	% of town pop.
<b>Total Pop</b>	<b>28,124</b>	Bacchus Marsh	2,876	19.3%	Colmadal	73	18%
<b>Youth Pop (12-25yrs)</b>	<b>5,159</b>	Ballan	460	16.6%	Gordon	207	17%
<b>Youth as % of Total Pop</b>	<b>18.3%</b>	Balliang	49	20.2%	Greendale	89	16.6%
		Blackwood	31	10.4%	Hopetoun Park	84	14.9%
					Lal Lal	88	14.7%
					Mt Egerton	97	17.7%
					Myrmiong	43	19.4%
					Wallace/Millbrook	66	18.4%

Please note that the data for the smaller towns actually includes local areas much larger than the towns themselves.



## Age Structure – Service Age Groups

Service age group (years)	2011			2006			Change 2006-2011
	Number	%	Victoria %	Number	%	Victoria %	
Babies and pre-schoolers (0 to 4)	1,857	6.6	6.4	1,606	6.3	6.2	+251
Primary schoolers (5 to 11)	2,698	9.6	8.5	2,943	11.6	9.0	-245
Secondary schoolers (12 to 17)	2,682	9.5	7.5	2,540	10.0	8.1	+142
Tertiary education & independence (18 to 24)	2,232	7.9	9.6	1,952	7.7	9.6	+280
Young workforce (25 to 34)	2,848	10.1	14.2	2,659	10.4	13.7	+189
Parents and homebuilders (35 to 49)	6,357	22.6	21.4	6,031	23.7	22.3	+326
Older workers & pre-retirees (50 to 59)	4,018	14.3	12.5	3,627	14.2	12.7	+391
Empty nesters and retirees (60 to 69)	3,128	11.1	9.7	2,176	8.5	8.6	+952
Seniors (70 to 84)	1,882	6.7	8.1	1,656	6.5	8.2	+226
Frail aged (85 and over)	423	1.5	2.0	281	1.1	1.7	+142
<b>Total population</b>	<b>28,125</b>	<b>100.0</b>	<b>100.0</b>	<b>25,471</b>	<b>100.0</b>	<b>100.0</b>	<b>+2,654</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011. Compiled and presented by .id, the population experts. (Usual residence data)

Analysis of the service age groups of Moorabool Shire in 2011 compared to Victoria shows that there was a higher proportion of people in the younger age groups (0 to 17 years) and a similar proportion of people in the older age groups (60+ years).

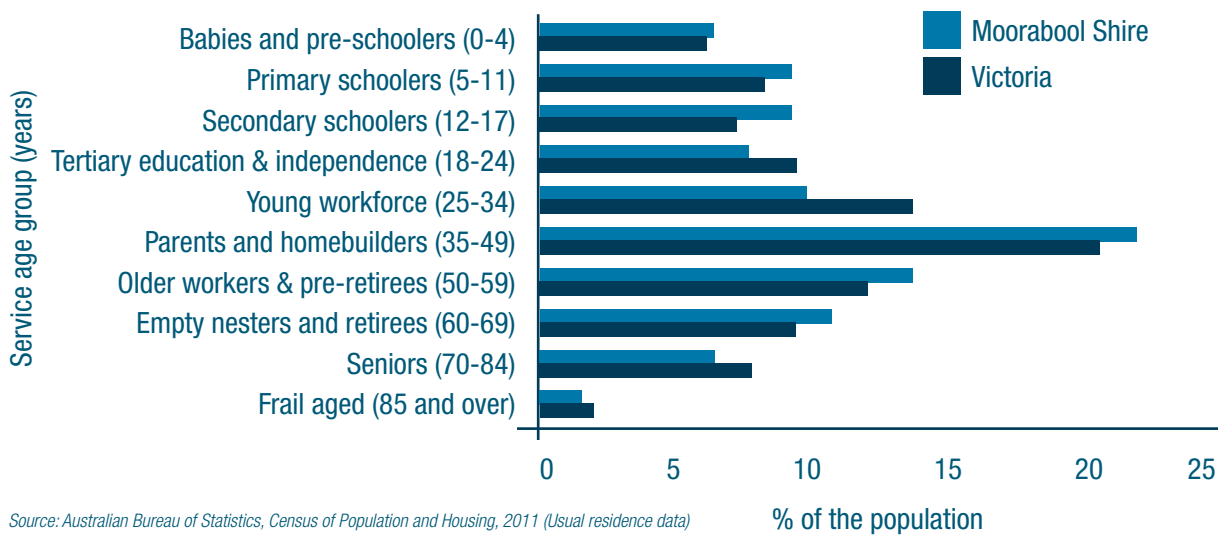
Overall, 25.7% of the population was aged between 0 and 17, and 19.3% were aged 60 years and over, compared with 22.5% and 19.7% respectively for Victoria.

The major differences between the age structure of Moorabool Shire and Victoria were:

- A larger percentage of 'Secondary schoolers' (9.5% compared to 7.5%)
- A larger percentage of 'Older workers & pre-retirees' (14.3% compared to 12.5%)
- A larger percentage of 'Empty nesters and retirees' (11.1% compared to 9.7%)
- A larger percentage of 'Parents and homebuilders' (22.6% compared to 21.4%)



## Age Structure, 2011



Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Usual residence data)  
Compiled and presented by .id consulting population forecasts.

## Forecast Young People (2011 – 2031): Shire of Moorabool

Age Groups	Number 2006 % total population (estimated residential)	Number 2011- % total population	Number 2016 - % total population (forecast)	Number 2021 - % total population (forecast)	Number 2031 - % total population (forecast)	Number & % forecast change from 2011 - 2031
Primary schoolers (5 to 11)	3002 (11.3)	2807 (9.9)	3110 (9.9)	3427 (9.8)	3979 (10.0)	1172 (41.7%)
Secondary schoolers (12 to 17)	2616 (9.9)	2570 (9.1)	2612 (8.3)	2790 (8.0)	3308 (8.3)	738 (28.7%)
Tertiary education & independence (18 to 24)	2154 (8.1)	2367 (8.3)	2479 (7.9)	2568 (7.3)	2964 (7.4)	597 (25.2%)
Young workforce (25 to 34)	2857 (10.8)	3013 (10.6)	3510 (11.2)	3826 (10.9)	4261 (10.7)	1248 (41.4%)
Total						

Source: .id consulting population forecasts.

The forecasts indicate a significant growth in population of young people aged 12-25 years in Moorabool between 2011 and 2031.

- The numbers of young people aged 12 -17 are forecast to increase by 738 people to 3,308 between 2011-2031 – a percentage increase of 28.7.
- The numbers of young people aged 18-24 are forecast to increase by 597 to 2,964 between 2011-2031 – a percentage increase of 25.2%.

## POST COMPULSORY EDUCATION: COMPLETION RATES

### 20-24 year olds who completed year 10 or less: 20.6%

Of the 20-24 year olds in Moorabool, 20.6 per cent have completed year 10 or less compared to Metropolitan Melbourne where only 9.8 per cent completed year 10 or less

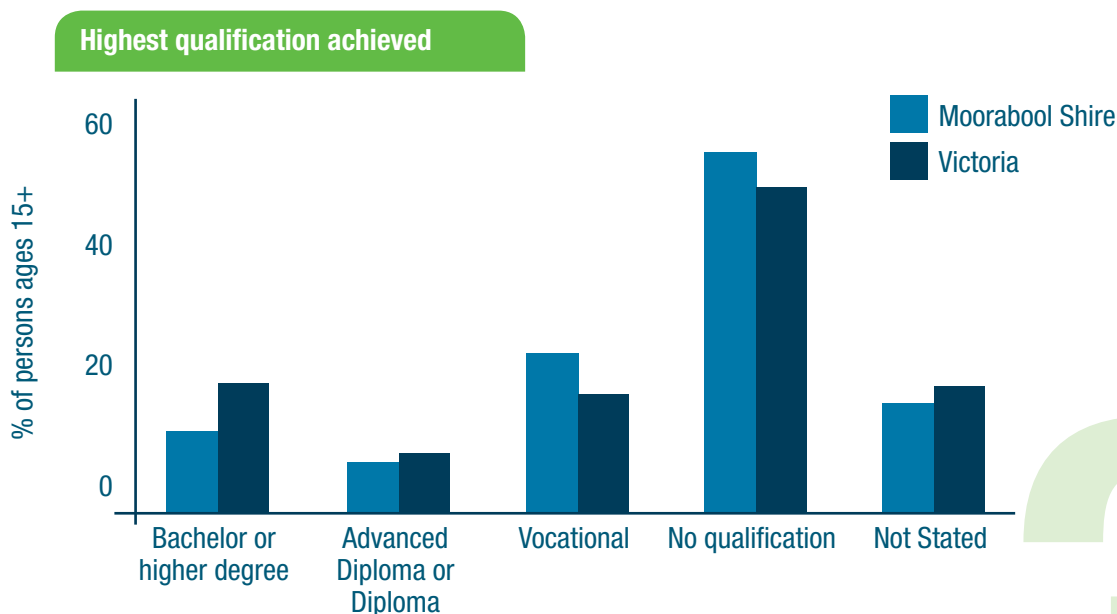
The level of educational attainment is strongly linked with labour market performance and the ability of a region (or its population) to respond flexibly to an economic shock. Accordingly, regions with relatively low levels of educational attainment tend, on average, to be less flexible in the face

of economic slowdowns and face greater labour market difficulties. For example, upon retrenchment, those with lower educational attainment will find it significantly more difficult to find subsequent employment than their more highly skilled counterparts.

Educational Qualifications relate to education outside of primary and secondary school and are one of the most important indicators of socio-economic status. With other data sources, such as Employment Status, Income and Occupation, Moorabool Shire's Educational Qualifications help to evaluate the economic opportunities and socio-economic status of the area and identify skill gaps in the labour market.

Highest qualification achieved							
Qualification level	2006			2001			Change 2001-2006
	Number	%	Victoria %	Number	%	Victoria %	
Bachelor or Higher degree	2,112	10.8	17.2	1,637	9.0	14.2	+475
Advanced Diploma or Diploma	1,300	6.6	7.3	955	5.3	6.1	+345
Vocational	3,817	19.5	15.3	3,271	18.0	14.5	+546
No qualification	10,224	52.1	47.5	10,431	57.5	53.7	-207
Not stated	2,166	11.0	12.7	1,847	10.2	11.5	+319
<b>Total persons aged 15+</b>	<b>19,619</b>	<b>100.0</b>	<b>100.0</b>	<b>18,141</b>	<b>100.0</b>	<b>100.0</b>	<b>+1,478</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2001 and 2006. Compiled and presented by .id, the population experts. (Usual residence data)



Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Usual residence data)  
Compiled and presented by .id the population experts.



Analysis of the qualifications of the population in Moorabool Shire in 2006 compared to Victoria shows that there was a lower proportion of people holding formal qualifications (Bachelor or higher degree; Advanced Diploma or Diploma; or Vocational qualifications), and a higher proportion of people with no formal qualifications.

Overall, 36.8% of the population aged 15 and over held educational qualifications, and 52.1% had no qualifications, compared with 39.8% and 47.5% respectively for Victoria.

The major differences between qualifications held by the population of Moorabool Shire and Victoria were:

- A larger percentage of persons with No qualifications (52.1% compared to 47.5%)
- A larger percentage of persons with Vocational qualifications (19.5% compared to 15.3%)
- A smaller percentage of persons with Bachelor or Higher degrees (10.8% compared to 17.2%)

### Level of Schooling: Shire of Moorabool – Highest Level of Secondary Schooling Completed

Level of Schooling	2011			2006			Change 2006-2011
	Number	%	Greater Melbourne %	Number	%	Greater Melbourne %	
Year 8 or below	1,570	7.1	6.9	1,708	8.7	8.4	-138
Year 9 or equivalent	2,111	9.5	6.5	2,002	10.2	7.2	+109
Year 10 or equivalent	4,624	20.8	14.8	4,204	21.4	15.8	+420
Year 11 or equivalent	3,980	17.9	12.9	3,698	18.8	13.8	+282
Year 12 or equivalent	8,202	36.9	49.8	6,417	32.7	44.0	+1,785
Did not go to school	81	0.4	1.0	67	0.3	1.1	+14
Not stated	1,645	7.4	8.1	1,525	7.8	9.6	+120
<b>Total persons aged 15+</b>	<b>22,213</b>	<b>100.0</b>	<b>100.0</b>	<b>19,621</b>	<b>100.0</b>	<b>100.0</b>	<b>+2,592</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011. Compiled and presented by .id, the population experts.

### DOMINANT GROUPS

Analysis of the highest level of secondary schooling completed by the population in Moorabool Shire in 2011 compared to greater Melbourne.

Overall, 37.8% of the Moorabool population left school at Year 10 or below, and 36.9% went on to complete Year 12 or equivalent, compared with 29.2% and 49.8% respectively for greater Melbourne.

The major differences between the level of schooling attained by the population in Moorabool Shire and greater Melbourne were:

- A larger percentage of persons who completed year 9 or equivalent (9.5% compared to 6.5%)
- A larger percentage of persons who completed year 10 or equivalent (20.8% compared to 14.8%)
- A larger percentage of persons who completed year 11 or equivalent (17.9% compared to 12.9%)
- A smaller percentage of persons who completed year 12 or equivalent (36.9% compared to 49.8%)

### EMERGING GROUPS

The largest changes in the level of schooling attained by the population in Moorabool Shire, between 2006 and 2011 were:

- Year 12 or equivalent (+1,785 persons)
- Year 10 or equivalent (+420 persons)
- Year 11 or equivalent (+282 persons)
- Year 8 or below (-138 persons)

## INCOME

The average weekly household income across the Shire is summarised in the following table:

Weekly household income			
Weekly income	Number (Moorabool)	% (Moorabool)	% (Greater Melbourne)
Negative Income/Nil Income	122	1.2	1.7
\$1-\$199	155	1.5	1.6
\$200-\$299	288	2.8	2.4
\$300-\$399	628	6.2	5.3
\$400-\$599	1,004	9.9	8.1
\$600-\$799	834	8.2	7.7
\$800-\$999	838	8.2	7.5
\$1000-\$1249	900	8.9	8.0
\$1250-\$1499	808	8.0	7.4
\$1500-\$1999	1,226	12.1	11.7
\$2000-\$2499	856	8.4	8.6
\$2500-\$2999	696	6.9	8.4
\$3000-\$3499	369	3.6	4.9
\$3500-\$3999	136	1.3	2.4
\$4000-\$4999	109	1.1	2.0
\$5000 or more	69	0.7	1.8
Not stated	1,120	11.0	10.6
<b>Total households</b>	<b>10,158</b>	<b>100.0</b>	<b>100.0</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2011. Compiled and presented by .id, the population experts. (Enumerated data)

Analysis of household income levels in Moorabool Shire in 2011 compared to Greater Melbourne shows that there was a smaller proportion of high income households (those earning \$2,500 per week or more) and a higher proportion of low income households (those earning less than \$600 per week).

Overall, 13.6% of the households earned a high income, 21.6% were low income households, compared with 19.4% and 19.2% respectively for Greater Melbourne. This further highlights the need for affordable opportunities for young people.

## CAR OWNERSHIP

Car ownership	2006	%	Central Highlands
No Vehicles	390	4.3	7.5
1 Vehicle	2,371	26.1	32.3
2 Vehicles	3,645	40.1	36
3 Vehicles or more	2,175	23.9	17.6
Not stated	505	5.6	6.6
<b>Total</b>	<b>9,086</b>	<b>100</b>	<b>100</b>

Overall, 26.1 per cent of households owned one car; 40.1 per cent owned two cars; and 23.9 per cent owned three cars or more. While car ownership is high and the major form of transport for residents in the Shire, consistent with rural communities, the majority of these vehicles are used to transport residents to work. This leaves young people under 18 years of age without access to transport private or public. This in turn impacts significantly on young people's ability to engage in activities and projects.

## OTHER RELEVANT SOCIO-ECONOMIC DETAILS

The project area age profile review indicates the following trends in relation to this project:

- There is an estimated residential population of 28,600 in 2012
- There was a youth population of 5,159 in 2011
- 28.6% are aged 19 years and under, which highlights the need for a range of flexible youth service activities to be available.
- The population is anticipated to grow by more than one third by 2021 which will increase the need for additional youth service.

- The Department of Infrastructure forecasts that Moorabool will be the third fastest growing non-urban area in Victoria (Victoria in Future Overview, 2000).
- Moorabool has an age structure which reflects its attraction for residents seeking a semi-rural lifestyle, particularly for young families.
- Moorabool has a relatively low unemployment rate of 5.3 per cent compared to the Victorian average of 6.1 per cent.
- Overall, 36.8% of the population aged 15 and over held educational qualifications, and 52.1% had no qualifications, compared with 41.4% and 45.8% respectively for Greater Melbourne.
- Around 40 per cent of residents commute to Melbourne for work which impacts on resident's time and availability for youth service activities.
- Moorabool experiences lower land and house prices than the Melbourne housing markets.
- There is sufficient land capacity and expected future demand for more industry and commercial establishments to locate in the Moorabool Shire.

## APPENDIX 3 – EXISTING COUNCIL SERVICES FOR YOUNG PEOPLE

Council Service	Provision Summary
Youth Services Unit Two Equivalent Full Time staff (Coordinator & Youth Worker)	Nine programs Minimum of two Youth Week events - facilitation and delivery Special events – ACTIVE8 Awards - facilitation and delivery Four FreezA Events annually Recreation and leisure activities including skate and BMX events, netball and basketball events - facilitation and delivery Promotion and support to community based events, programs and services Information and Referral services Facilitate MAST (Moorabool Agencies and Schools Together) Advocacy and networking with youth agencies, community organisations and various levels of government Member RYAN (Regional Youth Affairs Network) Member HLLLEN (Highland Local Learning and Employment Network) Member MFVPN (Moorabool Family Violence Prevention Network)
Arts and Culture	Libraries Public art Cultural events
Sport, Recreation and Leisure	2 Skate Parks 26 major reserves 2 Outdoor Pools 26 sport pavilions 30 netball courts 13 Public Halls 1 BMX facility 50 tennis courts 15 Ovals Indoor Leisure Centre x 2 60 playgrounds 30kms of hike and bike path network
Support Services	Mentoring programs Maternal Child Health Services Young mums groups Playgroups
Funding	Community Grants Program



## Youth Service - Staffing by Council

Council	Staff (EFT)	Staff to Youth Ratio	Service Focus
Moorabool Shire Council	2	1 : 2,579	Service Delivery (Health and Wellbeing, Education and Training), Advocacy, Leadership, Youth Engagement
Melton City Council	2 - Team leaders 7 - Programs and events 6- Support staff 2 – Admin centre officers 15 -casual staff	1 : 1,058 Plus 15 Casual staff	Service Delivery (Health and Wellbeing, Education and Training), Advocacy, Out-reach Leadership, Youth Engagement (Service Delivery and Out-reach a major focus)
Macedon Ranges Shire Council	3.5 Plus 8 casual	1 : 1428	Youth Engagement, Service Delivery (Health and Wellbeing, Education and Training), Advocacy
Golden Plains Shire Council	2.5	1 : 1400	Advocacy is a major priority, Service Delivery
Hepburn Shire Council	1.25	1 : 1839	Major focus - Advocacy
Cardinia Shire Council	9	1 : 1939	Service Delivery Advocacy, Out - reach







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# APPENDIX 4 – LOCAL YOUTH SERVICE PROVISION IN MOORABOOL

## PROGRAM PARTNERSHIPS

Moorabool Shire Youth services works in partnership with a number of the services who operate in the shire. Youth Services role varies from the primary or secondary partner depending on the nature of the project. Youth Services frequently advocates for or on behalf of specific services or programs / projects that services are running or are seeking funding to run.

### Youth Services as the Primary Partner

Program	Theme	Agencies involved	Comment
ACTIVE8	Mental Health	Bacchus Marsh College Child and Family Services • Reconnect Ballarat Group Training • Youth Connections Djerriwarrh Community Health • Alcohol & other Drug Bacchus Marsh Police	Currently expanding to include the Grammar School, Community Groups and sporting Groups
BoyZ / GiRRIs	Bullying, resilience, coping skills	Bacchus Marsh College • Teaching staff • Welfare Co-ordinator • School Nurse Child and Family Services • Reconnect • Men and Families • Family Service Practical Outcomes • Hospitality Bacchus Marsh Police Darley Neighbourhood House School Focus Youth Service Ballarat Group Training • Youth Connections	Targets Year 7 In preparation for ACTIVE8 We have now handed this program over to the Bacchus Marsh College. We are now a secondary partner.
Transition	Continued Education	Ballan Primary School Coimadai Primary School Ballarat Secondary Schools Department of Education and Early Childhood development Child and Family Services • Reconnect • Family Service Highlands Local Learning and Employment Network	Expanding to involve 2 new primary schools in 2013

Program	Theme	Agencies involved	Comment
Young Mums	Peer Support	Bacchus Marsh Primary School The Laurels Darley Neighbourhood House Maternal & Child Health Djerriwarrh Community Health Healthy Active Moorabool Project Pentland Primary School	
Youth Week	Youth Event	Since 2006 We have partnered with almost all agencies who operate in Moorabool Including but not limited to: Bacchus Marsh Rotary Ballan Lions Bacchus Marsh Anglican Church Bacchus Marsh Baptist Church Bacchus Marsh College • VCAL Bacchus Marsh Police Highlands LLEN Centacare Child & family Services • Reconnect • Family Services Centacare Djerriwarrh Health Services Ballarat Group Training • Youth Connections Darley Neighbourhood House The Laurels	
FReeZA	Youth Events	No Partners	Moorabool Shire Council Program



### Youth Services as the secondary partner

Program	Theme	Agencies involved	Comment
L2P	Road Safety Mentoring	Melton Council Djerriwarrh Education and Employment Services	We made the initial application and were the banker for the program Now, We sit on the steering committee and provide a meeting site for every second meeting
Gettin' Dirty	Mentoring Peer Mentoring Community Engagement	Bacchus Marsh Police Moorabool Shire Council <ul style="list-style-type: none"> <li>• Youth Services</li> <li>• Parks and Gardens</li> </ul> Department of Education and Early Childhood Development <ul style="list-style-type: none"> <li>• Youth Partnership Demonstration Project</li> </ul> Ballarat Group Training <ul style="list-style-type: none"> <li>• Youth Connections</li> </ul>	We are a Secondary Partner on this program.  We currently fund this program.
Blue Light	Youth Events	Bacchus Marsh Police Bacchus Marsh Scouts Bacchus Marsh Junior Fire Brigade Moorabool Shire Council <ul style="list-style-type: none"> <li>• Youth Services</li> </ul> Belgravia Leisure Management <ul style="list-style-type: none"> <li>• Bacchus Marsh Leisure Centre</li> </ul>	We are a Secondary Partner only.  We are represented on the Steering Committee  We provide no funding
MATES	Mentoring	Highlands Local Learning and Employment Network Bacchus Marsh College Moorabool Shire Council <ul style="list-style-type: none"> <li>• Youth Services</li> </ul>	We are a Secondary Partner only  We provide support only  MSC - Individual staff – as Mentors (including senior staff)

## SERVICES PROVIDED BY OTHER AGENCIES

Moorabool is fortunate to have a number of high quality agencies providing a range of services across the Shire. However many of the services provided in Moorabool are outreached from Ballarat or Melton. Most are not youth specific. Apart from Moorabool Shire Council's Youth Services only one service is based in the Shire and Youth Specific. Unfortunately however it is not a full time service but 0.8 EFT.

Of the 45 programs listed in the table below:

- 14 are Youth Specific
- 21 have a base in the Moorabool Shire (this is a significant increase)
- 8 are outreached to Moorabool Shire on certain days and at certain times
- 4 require young people to travel to Ballarat
- 4 require young people to travel to Melton
- 3 are based in Ballarat - and respond to demand in Moorabool

Youth services works closely with services in Moorabool and from Melton and Ballarat to promote effective service provision to young people in Moorabool. Over time youth services has lobbied and advocated on behalf of young

people to have more services operating out of Moorabool Shire. This has resulted in services such as:

- the Backdoor Health Centre operating out of Bacchus Marsh for a short time (the Service was based at the Hospital which for young people was problematic in a small town and no other venues were available)
- Youth Connections
- Workplace Learning Coordinate Program
- Partnership broker program
- Workplace Learning Coordinator Program

While providing service from Moorabool these services are still based in Ballarat and work out of Moorabool on set days and times.

*The Who's Carrying the Can?* report recommended investment in a locally-based, integrated and comprehensive youth service system that is structured along a prevention — early intervention — secondary — tertiary service continuum.

Moorabool Shire Council's Youth Services unit is situated at the prevention, early Intervention end of the continuum while most of the services the unit works with are at the secondary and in some cases the tertiary end.

Service Type	Provider
Health/Mental Health	<ul style="list-style-type: none"> <li>• Ballan and District Health and Care</li> <li>• Ballarat Community Health</li> <li>• Djerrivarrh Health Services</li> <li>• Caroline Chisholm Centre</li> </ul>
Employment/Education and Training	<ul style="list-style-type: none"> <li>• Ballarat Group Training</li> <li>• Bacchus Marsh Secondary College (The Avenue)</li> <li>• Djerrivarrh Employment and Education Services</li> <li>• Highlands Local learning and Employment Network</li> <li>• Matchworks</li> <li>• The Laurels</li> </ul>
Counselling/Personal Support	<ul style="list-style-type: none"> <li>• Ballan and District Health and Care</li> <li>• Ballarat Community Health</li> <li>• Child &amp; Family Services</li> <li>• Djerrivarrh Health Services</li> </ul>
Drug and Alcohol Services	<ul style="list-style-type: none"> <li>• Ballarat Community Health</li> <li>• Djerrivarrh Health Services</li> <li>• Uniting Care</li> </ul>
Housing	<ul style="list-style-type: none"> <li>• Child &amp; Family Services</li> </ul>
Family Services	<ul style="list-style-type: none"> <li>• Centacare</li> <li>• Child and Family Services</li> <li>• Relationships Australia</li> <li>• Family Violence Intervention Program</li> </ul>
Financial Security	<ul style="list-style-type: none"> <li>• Child and Family Services</li> </ul>

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## Service Provision Matrix

Agency	Service Category	Services Provided	Youth Specific	Local / Outreached from another municipality
Ballan and District Health and Care	Health and Well Being	Community Health Nurse Welfare Worker Psychologist	No No No	Local Local Local
Ballarat Community Health	Health and Well Being	Infant and Child Mental Health Service	No	Ballarat Based Outreach to Bacchus Marsh Approx. 2 days per week Ballarat Based
		Psychiatric Services – Youth Early Psychosis Alcohol and Drug Youth Outreach Service	Yes	Outreach Responds to demand in Moorabool
		Home Based Withdrawal Nurse	Yes	Outreach Responds to demand in Moorabool
			No	Outreach Responds to demand in Moorabool
Ballarat Group Training	Education Training	Youth Connections	Yes	Outreach Responds to demand in Moorabool
Bacchus Marsh College	Education Training	The Avenue Program Alternative Education Program	Yes	Local
Caroline Chisholm Centre	Health and Well Being	Crisis Support for Sexual Assault Victims		Outreach to Bacchus Marsh CAFS Office
Centacare	Counselling / Personal Support	Parenting Support	No	Local
		Integrated Family Services	No	Local
		Child First	No	Local
		Youth Justice Community Support Service	Yes	Ballarat Based Outreach
Child & Family Services	Housing	Housing Support Services	No	Local
	Housing	Housing Program (Office of Housing)	No	Local
	Financial Support	Emergency Relief Program	No	Local
	Counselling	Men and Family Relationships Service	No	Local
	Housing	Adolescent Community Placement	Yes 12-17 yrs	Local
	Housing	Creative Connections	Yes 16-25 yrs	Local
	Personal Support	Reconnect	Yes 12-18 yrs	Local
	Counselling Personal Support	Family Services	No	Local
	Counselling Personal Support	Parenting Program	No	Local
	Counselling Personal Support	Family Support Programs	No	Local
	Awareness Raising	Family Violence Intervention Program	No	Local
	Housing / Family Support	Kinship Care	No	Local
	Counselling	Financial Counselling Gamblers Help Services	No	Local
Counselling	Relationships Australia Counselling	No	Outreach	

Agency	Service Category	Services Provided	Youth Specific	Local / Outreached from another municipality
Djerriwarrh Employment and Education Services	Education Training	Accredited and Non-accredited Training Courses	No	Run in Melton Moorabool Youth Eligible
Djerriwarrh Health Services	Health and Well Being	Backdoor Health Services	Yes 12-24 yrs	Melton Office only Moorabool Youth Eligible
	Counselling	Youth and Adolescent Counselling Service	Yes	Melton
	Counselling	Moorabool Alcohol & Other Drug Counselling	No	Local
	Health and Well Being	Community Health Nurse Women's Health, General health promotion. Sexual and Reproductive health education - School Sex Education program Pap smears	No	Local
	Health and Well Being Counselling	Needle and Syringe program Counselling Offer individual and group counselling and family counselling	No No	Local Local
	Personal Support	Healthy Mothers Health Babies	No	Melton
Highlands Local learning and Employment Network	Education Training	Workplace Learning Coordinate Program	Youth 15-19yrs	Ballarat Based Outreach to Bacchus Marsh
		Vet, VETiS and Vet in School	Yes	Ballarat Based Available in Bacchus Marsh
		Jobs for Youth Partnership broker program Facilitates partnerships and networks to help identify opportunities for engagement or re-engagement of local young people at risk of dis-engaging.	Yes Yes	Ballarat Courier every Wednesday Ballarat Based Available in Bacchus Marsh
		Workplace Learning Coordinator Program Aims to improve access to quality work placement opportunities for young people aged 15-19 Career Hub	Yes No	Ballarat Based Available in Bacchus Marsh Ballarat
Matchworks	Education Training	Training Courses, Job Readiness Interview and Resume	No	Local
The Laurels	Education Training	Training Courses	No	Local
Uniting Care	Counselling	Family Counselling – Alcohol and Drug Program	No	Ballarat Based Moorabool Youth Eligible
		Tabor House	No	



## APPENDIX 5 – CURRENT EXTERNAL FUNDING SUPPORT

The following table outlines the external funding source for Youth Service programs

Program	External Funding Source 2011/2012	Expires
Youth Week Funding	National Youth Week Grant \$2,000 Department of Education, Employment and Work Place Relations (Federal) Via Department of Human Services (State)	2006-2012 Apply on a year by year basis
FReeZA	Office for Youth \$58,800 over 3 Yrs	2010-15 – Apply every 3 years
Transition program	Highlands Local Learning and Employment Network Brokerage funding \$4,329	2011-2012 – One-off
BoyZ Program	School Focused Youth Service Brokerage Funding \$5,000	2010, 2011 – One-off, received twice
L2P	VicRoads Funding \$38,196	2008 -2014 – Uncertain after 2014
Youth Partnership Demonstration Project	Department of Education and Early Child Development \$72,500 shared with Hepburn	2011-2012 – One-off
ACTIVE8 Program	School Focused Youth Service Brokerage Funding and CORE Funding	2011-2013 – Apply every 3 years
Young Mums	Department of Education and Early Childhood Development – Vulnerable Children \$5,000	2009 – Now funded under Engage (Core funding)
Young Mums	Best Start Brokerage Funding	2010 – Now funded under Engage (Core funding)
Gettin' Dirty Program	Victoria Police	2006, 2007 – One-off funding received twice
Gettin' Dirty Program (CRT)	Department of Education and Early Childhood Development \$3,072 P/A	2009-2012 New funding arrangements for CRT are being explored for 2014
Bacchus Marsh Skate Facility	Minor Facilities – Approximately \$123,000	2005 – One-off
Youth Inclusion Program	Department of Human Services	2013 – One-off \$30,000







## 11.3.2 Sponsorship and Naming Rights Policy

### Introduction

File No.: 02/06/007  
Author: Danny Colgan  
General Manager: Danny Colgan

### Background

The Council previously considered this item at the Ordinary Meeting of Council on Wednesday 6 November 2013 where it resolved that the Draft Sponsorship and Naming Rights policy lay on the table for further consideration at the next Ordinary Meeting of Council.

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

The draft Sponsorship and Naming Rights Policy was made available for public comment.

The feedback received was as follows:

- Looks sensible to me
- It is essential that all documentation associated with any sponsorship and naming rights matter is immediately made available to all citizens prior to finalisation so that the risk analysis undertaken, and the basis for the decision(s) made, can be properly examined.
- The activity of "Wind Farms" should be placed in the unacceptable category for any sponsorship. Direct experience in this Shire with Hepburn Wind has shown this industrial operation is demonstrably divisive of the community.

In relation to the documentation relating to sponsorship and naming rights being available, the policy stipulates that sponsorship opportunities will be publicly promoted and not limited to invited sponsors. Council will also establish criteria by which any sponsorship proposals will be assessed. If an expression of interest process is undertaken, specific criteria will be published and made available to all prospective sponsors. All sponsorship agreements will be listed in a publicly accessible sponsorship register and current sponsorship agreements will be noted in Council's annual report, in a form commensurate with the significance of the sponsorship.

The policy also stipulates that sponsorship package agreements with a value greater than \$20,000 must be reviewed by Council's legal advisors prior to signing; sponsorship arrangements must be approved by the Council's Chief Executive Officer; and naming rights agreements must be approved by a resolution of the Council.

In relation to the feedback to place wind farms in the unacceptable category for any sponsorship, the Council as a responsible authority cannot adopt a pre-determined position on matters that may be presented to Council.

The purpose of this report is to recommend the Council adopt the Sponsorship and Naming Rights Policy.

The policy relates to Council being the recipient of sponsorship and naming agreements and establishes guidelines by which sponsorship packages and agreements and/or philanthropic gifts will be negotiated.

The policy is based on the following principles:

- There should be no conflict between the vision and objectives of Council, the facility and the sponsor
- The nature of the product and the service of any sponsoring organisation should not detract from the purpose of the facility
- The sponsorship should not obligate Council to one company or product, nor imply the Council's or facility's endorsement of any products
- Council's reserves the right to re-offer sponsorship rights after a certain period if the corporate entity ceases to exist.
- Sponsorship or donations by organisations or individuals does not allow them any rights of control, decision or influence over the Council or the facility
- All funds accepted will be administered in accordance with Council's financial management processes
- The Council will not enter into any alliance or partnership with any corporation or organisation where the association with the prospective partner or acceptance of the sponsorship will jeopardise the financial, legal or integrity of Council or the facility or adversely impact upon Council's or the facility's standing and reputation in the community
- Probity and transparency are important. Sponsorship opportunities will be publicly promoted and not limited to invited sponsors. However, it is recognised that there are instances where it is more feasible to approach individual sponsors directly as this can be more effective in terms of time and cost. In instances where it is deemed more feasible to approach individual sponsors directly, Council will employ both methods to allow for reasonable opportunity for all and identification of the most appropriate sponsor.
- Council will establish criteria by which any sponsorship proposals will be assessed. If an expression of interest process is undertaken, specific criteria will be published and made available to all prospective sponsors

- Sponsorship agreements will not be negotiated with organisations that produce, promote or provide tobacco or alcohol products or are in the sex, gaming or gambling industry

The policy specifically set out guidelines for attribution of “naming rights” for community facilities:

- for a fixed period, in the case of sponsorship, to acknowledge publicly the financial support to the facility by a sponsor, or
- indefinitely, in the case of philanthropic donation, to recognise the generous contribution of a person or trust to an important community cultural asset

Attributing Naming Rights to a major community facility needs to be undertaken in a considered way to ensure that the name, facility function and the reputation of all complement each other and do not detract from the public perception and use of the facility.

The policy states that the Council will consider naming a community facility after a corporate entity/sponsor, for a limited period, as a legitimate component of a sponsorship contract when a sponsor provides a substantial contribution (in percentage or absolute dollars) towards the capital and/or operating cost of the facility or the individual space within a facility (e.g. a program room within an aquatic and leisure services complex).

The policy also states that the Council will consider naming a community facility after a philanthropic benefactor noting that a substantial contribution in either percentage or actual dollars towards the capital cost of the facility, or component of the facility should be funded by the donor.

The policy does not outline the specific financial contributions associated with any individual sponsorship and naming rights arrangements as the dollars and scope of the sponsorship and naming rights should be identified in a fundraising prospectus. The fundraising prospectus would need to be developed in accordance with the policy principles and parameters.

In accordance with the resolution of Council on Wednesday 6 November 2013 the Sponsorship and Naming Rights and is now presented to Council for adoption.

**Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Representation and Leadership 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 Sponsorship and Naming Rights Policy is consistent with the 2013-2017 Council Plan.

### Financial Implications

The policy has been prepared with existing resources. The proposed community engagement will also be undertaken within existing resources.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Reputation	Entering into agreements without a policy	Medium	Policy in place

### Communications and Consultation Strategy

Feedback from the communities of Moorabool was sought on the draft Sponsorship and Naming Rights through Have your Say, Council's online community engagement portal; advertisements in newspapers; direct mail to community groups; Reserve and Hall Committees of Management; businesses and service groups; and information on Council's website.

The following community engagement was undertaken to seek feedback on the Sponsorship and Naming Rights Policy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Community	Have your Say – Council's on line community engagement portable	Shire	November 2013	43 visits to the site  Draft policy downloaded 40 times  2 submissions were received

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Council delegated Committees of Management (Halls and Recreation Reserves), Traders Group, Bacchus Marsh Community Consortium	Direct Mail	Shire	November 2013	

### **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 – Danny Colgan*

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

### **Conclusion**

The purpose of this report is to recommend that the Council adopt the Sponsorship and Naming Rights Policy. The policy relates to Council being the recipient of sponsorship and naming agreements and establishes guidelines by which sponsorship packages and agreements and/or philanthropic gifts will be negotiated.

The policy is not intended to outline the specific financial contributions associated with any individual sponsorship and naming rights arrangements and sees the dollars and scope of the sponsorship and naming rights being identified in a fundraising prospectus. The fundraising prospectus would need to be developed in accordance with the policy principles and parameters.

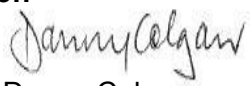
Having resolved on the 6 November that the policy lay on the table for further consideration and adoption at the next Ordinary Meeting of Council, the Sponsorship and Naming Rights Policy is presented to Council for adoption.

**Recommendation:**

**That Council, in accordance with Moorabool Shire Council Policy Protocol, *Consideration of Items which affect beyond the Current Year*, now adopts the Sponsorship and Naming Rights Policy.**

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**Report Authorisation**

**Authorised by:**   
**Name:** Danny Colgan  
**Title:** General Manager Community Services  
**Date:** Thursday 21 November, 2013



# Attachment - Item 11.3.2

<b>Policy No.:</b>		<b>H5008 – Sponsorship and Naming Rights Policy</b>
<b>Review Date:</b>	December 2017	
<b>Revision No.:</b>	1.0	
<b>Policy Manual Version No.:</b>		
<b>Adopted by:</b>	Council	<b>December 2013</b>

## 1. Definitions

### 1.1 Sponsorship

Sponsorship is a contractual agreement whereby the Council:

- receives financial or in-kind contribution in support of Council goods, facility or service in exchange for an agreed package of benefits; or
- has an association with an outside organisation for a project where the costs are met by the outside organisation and the association is acknowledged by the Council; or
- is involved in an exchange of benefits with the sponsoring body

Under this policy, **sponsorship is not considered to include:**

- Sponsorship arrangements for club use of community sporting fields on a seasonal basis
- Sportsground advertising or signage
- Government Departments Grants
- Community service advertising support such as “community activity” regular column space
- Bequests and endowments
- Joint ventures or consultancies
- Donations or gifts which are given for philanthropic reasons such as where a financial or in-kind donation is made without expectation of any reciprocal or return benefit

### 1.2 Council

Moorabool Shire Council

### 1.3 Sponsor

For the purposes of this policy, a sponsor is any organisation or individual providing resources to the Shire, for use in achieving Shire objectives, in return for specific benefits.

### 1.4 Sponsorship agreement

A sponsorship agreement outlines the terms of the sponsorship.

## **1.5 Philanthropic Donation**

A donation or gift given where no expectation of return or recognition is expected other than the prospect of tax deductibility.

## **1.6 Naming Rights**

Naming rights may be attributed as an aspect of a sponsorship package negotiated to enable the development, redevelopment and/or operation of major community facilities or programs.

## **1.7 Substantial Contribution**

A “substantial contribution” will be defined in percentage or absolute dollar terms towards the capital and/or operating cost of the facility or the individual space within a facility (e.g. a program room within an aquatic and leisure services complex). The specific definitions of substantial contributions will be contained in the project fundraising prospectus.

## **1.8 Fundraising Prospectus**

A fundraising prospectus is the major fund raising tool used in presenting the case to a prospective donor. The prospectus is a very brief and concise outline of the project that outlines: who, what, why, where, when, and how much.

## **2. Purpose and Scope of the Policy**

The policy relates to Council being the recipient of sponsorship and naming agreements.

The focus of the policy is to define the principles and procedures for Council accepting sponsorship and Naming Rights proposals and relates to Council services, Council owned land and buildings including those that are managed by other organisations or committees of management on behalf of Council.

The policy establishes guidelines by which sponsorship packages and agreements and/or philanthropic gifts will be negotiated.

The policy specifically set out guidelines for attribution of “naming rights” for community facilities:

- for a fixed period, in the case of sponsorship, to acknowledge publicly the financial support to the facility by a sponsor, or
- indefinitely, in the case of philanthropic donation, to recognise the generous contribution of a person or trust to an important community cultural asset

## **3. Policy**

Council may actively seek sponsorship opportunities for:

- community facilities or programs
- community events and/or activities
- gallery and/or community arts exhibitions and workshops
- conferences and workshops or
- equipment, furniture or fittings

The policy is based on the following key principles:

- There should be no conflict between the vision and objectives of Council, the facility and the sponsor

- The nature of the product and the service of any sponsoring organisation should not detract from the purpose of the facility
- The sponsorship should not obligate Council to one company or product, nor imply the Council's or facility's endorsement of any products
- Council's reserves the right to re-offer sponsorship rights after a certain period if the corporate entity ceases to exist.
- Sponsorship or donations by organisations or individuals does not allow them any rights of control, decision or influence over the Council or the facility
- All funds accepted will be administered in accordance with Council's financial management processes
- The Council will not enter into any alliance or partnership with any corporation or organisation where the association with the prospective partner or acceptance of the sponsorship will jeopardise the financial, legal or integrity of Council or the facility or adversely impact upon Council's or the facility's standing and reputation in the community
- Probity and transparency are important. Sponsorship opportunities will be publicly promoted and when deemed relevant through direct invitation to potential sponsors.
- Council will establish criteria by which any sponsorship proposals will be assessed. If an expression of interest process is undertaken, specific criteria will be published and made available to all prospective sponsors
- Sponsorship agreements will not be negotiated with organisations that produce, promote or provide tobacco or alcohol products or are in the sex, gaming or gambling industry

The following matrix has been developed to guide the decision making in relation to the likelihood of Council entering into a sponsorship or naming rights agreement.

<b>Acceptable</b>	<b>Hold</b>
<ul style="list-style-type: none"> <li>• Consistent with Council Values and Objectives</li> <li>• Philanthropic donation</li> <li>• Local Businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Current planning permit application being considered</li> <li>• Current building demolition permit application being considered</li> </ul>
<b>Unacceptable</b>	<b>Further analysis</b>
<ul style="list-style-type: none"> <li>• Conflicts with Council Values and Objectives</li> <li>• Produce, promote or provide tobacco or alcohol products or are in the sex, gaming or gambling industry</li> </ul>	<ul style="list-style-type: none"> <li>• Mining Industry</li> <li>• Fast Food Industry</li> <li>• Local School</li> <li>• Banks – Community or Commercial</li> <li>• Developers</li> </ul>

### **3.1 Fundraising Prospectus**

A fundraising prospectus should be developed for nominated projects which outline the specific sponsorship and/or naming rights arrangements that Council will consider. The fundraising prospectus will reflect the key tenets of this policy and specifically detail the package of benefits available to prospective sponsors and the financial contribution attached to each level of the package of benefits.

### **3.2 Public Register**

All sponsorship agreements will be listed in a publicly accessible sponsorship register and current sponsorship agreements will be noted in Council's annual report, in a form commensurate with the significance of the sponsorship.

### **3.3 Naming Rights**

Designated or naming opportunities are recognised as a useful tool to assist in maximising fundraising potential in a range of institutions/facilities.

Naming opportunities typically are associated with new or modified buildings, sporting facilities and other identifiable physical areas within building but can also be of considerable assistance in prompting donations.

### **3.4 Specific Naming Rights Guidelines**

Attributing Naming Rights to a major community facility needs to be undertaken in a considered way to ensure that the name, facility function and the reputation of all complement each other and do not detract from the public perception and use of the facility.

The name used should, in the case of a corporate entity, be the shortest possible name. For example, Acme Products Aquatic Centre or Acme Aquatic Centre rather than Acme Products Australasia Aquatic Centre.

Where the name of a corporate entity is used, the period of naming will be limited to the period set out in the sponsorship contract and, where it is less, the life of the entity.

In the event of demolition or destruction of a structure, its name or any parts of it shall be subject to fresh negotiations with the previous donor/family being given first right of refusal.

The signage related to the naming of community facilities shall be consistent with Council's branding policy.

Council will withdraw naming rights where the conditions of the agreement have not been complied with.

Council will consider naming a community facility after a corporate entity/sponsor, for a limited period, as a legitimate component of a sponsorship contract when a sponsor provides a substantial contribution (in percentage or absolute dollars) towards the capital and/or operating cost of the facility or the individual space within a facility (e.g. a program room within an aquatic and leisure services complex).

Council will consider naming a community facility after a philanthropic benefactor noting that a substantial contribution in either percentage or actual dollars towards the capital cost of the facility, or component of the facility should be funded by the donor.

### **3.5 Sponsorship and Naming Rights – Package of Benefits**

The following is provided as a guideline for negotiating the financial contributions relating to sponsorship and naming rights. The details of the package of benefits will be contained in the project prospectus.

Sponsorship arrangements may be negotiated for programs, events or functions in community facilities. Organisations may also want to “sponsor” community facilities through advertising. Private allied health services such as Physiotherapy may want to advertise their services to patrons of the proposed Aquatic Centre through internal signage in the reception or foyer of the facility.

The most significant decision is the assigning of naming rights to a Community facility. Naming rights may be assigned to the overall complex and/or components of the complex. For example, in the instance of the proposed Aquatic Centre, particularly rooms, individual pools, lanes and/or the building may be assigned naming rights.

The naming rights for a community facility will only be considered where a “significant” contribution is provided towards the construction of facilities or ongoing operating expenses.

### **4. Risk Assessment**

Each sponsorship or naming rights proposal must be accompanied by a risk assessment. This includes assessing:

- that benefits for the sponsoring party do not outweigh the level of sponsorship provided
- that the type or form of sponsorship is inconsistent with the objectives or needs of the Council e.g. accepting free products simply because they are free but not of any perceived benefit to the Council
- any sponsorship proposal expecting explicit endorsement of the sponsor or sponsor’s products as this form of proposal is not acceptable
- conflicts of interest
- sponsorship that does not eventuate
- sponsorship may not endure over the life of the sponsorship agreement
- the capacity of Council to provide adequate resources and facilities to meet the terms of the proposed agreement

If the assessment concludes that the risks are unacceptably high or Council is receiving minimal value from the proposal, Council should discontinue consideration of the proposal at this stage.

Council should not accept sponsorship from parties subject to or likely to be subject to its regulation or inspection.

Every sponsorship proposal will be assessed against the possibility of a conflict of interest and, in particular, may be refused or terminated in any case where, during the life of the sponsorship, the sponsor:

- has a current planning application or planning matter before the Council, or the Council is aware of the possibility of an application or matter coming before the Council in the near future.
- is, or is likely to be, subject to regulation or inspection by the Council which may impose or imply conditions; and where the sponsorship may limit the Council's ability to carry out its functions fully and impartially

The agreement of sponsorship should clearly provide means to dealing with the issue, which could include termination or suspension of the sponsorship agreement until the matter is resolved.

It is expected that any individual or organisation with a sponsorship agreement with Moorabool Shire Council will disclose if lodging planning, rezoning applications or tender proposals with the Council. Failure to adhere to these terms may result in termination of the sponsorship agreement.

## 5. Approvals

- Sponsorship package agreements with a value greater than \$20,000 must be reviewed by Council's legal advisors prior to signing
- Sponsorship arrangements must be approved by the Council's Chief Executive Officer
- Naming Rights agreements must be approved by a resolution of the Council

## 6. Related Legislation/policies/Guidelines

- Procurement Policy
- Procurement Strategy
- Councillor Code of Conduct
- Branding and Style Guide

## 7. Council Plan Reference – Key Performance Area

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Representation and Leadership
<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

## 8. Review

This policy will be reviewed every four years. A full review and evaluation process will be undertaken including any sponsorship and naming rights agreements that have been negotiated in that period to determine the effectiveness of the policy.

## 9. References

Victorian Government Sponsorship Policy  
 Department of Education and Early Childhood Development (DEECD) Sponsorship Policy and Guidelines, August 2010

### 11.3.3 Rural Library Service Review

#### Introduction

File No.: 17/03/001  
Author: Kate Diamond-Keith  
General Manager: Danny Colgan

The purpose of this report is to present the findings and recommendations of the Rural Library Service Review to the Council for adoption.

#### Background

Following the wind up of the Central Highlands Regional Library Corporation in June 2011, Council entered into a Service Level Agreement with the City of Ballarat for the provision of library services. As part of the new agreement, the City of Ballarat advised that it would not continue to operate the Mobile Library vehicle beyond 30 June 2012. This meant that from 1 July 2012, former member Councils of the Corporation were required to deliver library services to rural areas through their own model.

A comprehensive review of library services to rural areas was subsequently undertaken by Council Officers and at the Ordinary Meeting of Council on 16 May 2012, Council resolved to implement the following model:

- Implement a small library depot in Ballan at a community location
- Provide an online ordering model with drop off/pick up at the following locations:
  - Bungaree – Internet kiosk with Regional Library Officer visiting once per week;
  - Elaine, Gordon, Dunnstown and Leigh Creek – visited by the Rural Library Officer once a week to drop off/pick up books and support library users
  - Visiting fortnightly van service to Blackwood (to be purchased from the City of Ballarat due to lack of internet access)
  - Co-location with other services i.e. Maternal and Child Health (Ballan and Wallace) and Home and Community Care visits

It was agreed to trial the above sites (to replace existing Mobile Library stops) for 12 months and to then complete a review of the new model in July 2013.

On 1 July 2012, Council commenced delivering Rural Library Services to Ballan, Bungaree, Elaine, Gordon, Dunnstown and Blackwood townships.



The current timetable for the Rural Library Service is as follows:

<b>Rural Library Service Timetable</b>		
<b>Day</b>	<b>Location</b>	<b>Time</b>
Tuesday	Dunnstown Recreation Reserve	10:00am - 11:00am
	Bungaree General Store	11:30am - 12:30pm
	Gordon Hall	2:00pm – 3:00pm
Wednesday	Ballan Mechanics Institute Library Depot	9.30am - 1.00 pm
	Blackwood, fortnightly	1.30pm – 2.30pm
Thursday	Leigh Creek (outside Leigh Creek Roadhouse)	11.30am - 12.30 pm
	Elaine Hall	2.00pm– 3.00pm
Saturday	Ballan Mechanics Institute Library Depot	1:30pm - 5:00pm

### **Library Strategic Plan 2012-15**

At the 5 September 2012, Ordinary Meeting of Council, Council resolved to adopt the Moorabool Shire Library Strategic Plan 2012-2015 (and associated Action Plan). The strategic plan provides a vision for Library Services in Moorabool and outlines a set of key priority areas that seek to:

- Expand and improve library programs and activities available to Bacchus Marsh and rural communities;
- Promote and raise awareness of programs, services and activities delivered by Moorabool Library Services;
- Improve the collection;
- Improve services and opportunities through innovation and new technologies; and
- Investigate infrastructure requirements through a feasibility study for future library services in Ballan including a potential static library branch.

The delivery of Rural Library Services is being undertaken in accordance with the priorities, strategies and actions set out in the Moorabool Shire Library Strategic Plan.

### **Review of the Rural Library Service**

A preliminary review of the Rural Library Service was conducted in May 2013. At the Ordinary Council meeting on the 15 May 2013 Council resolved to:

1. *Receive the findings of the preliminary review of the Rural Library Service*
2. *Continue the trial of the Rural Library Service to 30 June 2014*

3. *Conduct a full review of the Rural Library Service with a further report to be presented to the Council in November.*

### Key Findings

Over the past 12 months the rural library service has generally been successful. The Ballan Library depot has been the most successful with community visits and loans exceeding expectations. Most of the other rural locations, whilst slower to be used, have also been successful with loans and visits steadily improving over the past 12 months. However there have been issues with the levels of visitation to the Leigh Creek and Elaine sites with continued efforts to improve these sites not having much impact.

The table below outlines the attendance figures for each location and the number of loans per location.

Location	Accrued total from July 2012 to June 2013	
	Visits	Issues (Loans)
Dunnstown	154	500
Bungaree	163	1,629
Gordon	307	846
Blackwood	133	279
Elaine	8	8
Leigh Creek	6	2
Ballan	10,580	16,155
<b>Total</b>	<b>11,351</b>	<b>19,419</b>

The following provides information about the review of each rural library location.

### Ballan

The Ballan Library depot is by far the most successful site for the Rural Library Service, with the majority of visits and loans for the rural service. The Library is currently open seven hours per week and provides library programs and services including Baby Rhyme Time on a Wednesday morning and school holiday activities periodically.

In comparison to the Lerderderg Library in Bacchus Marsh, the Ballan Library receives 29 visits per hour and the Lerderderg Library receives 42 visits per hour. The Ballan Library has one staff member on a Wednesday and two staff on a Saturday (one is a junior casual) in comparison to the Lerderderg Library that has two qualified staff, a self-serve check-out and assistance from Customer Service staff when required. The majority of the loans to the Ballan Library on a Saturday are in the first hour of opening, which suggests that adjusting the opening hours may alleviate this congestion.

The Ballan Library depot is located in a small room at the Ballan Mechanics Institute and due to the high visitation, the room is often overcrowded which puts pressure on the Rural Library Services Officer and hampers the ability to provide high level customer service. A survey conducted of Library users highlighted the desire by the community for additional Library opening hours in Ballan; a larger space to deliver the service; and additional programs and services including book clubs and programs for children and young people.

Adjusting the opening hours on a Saturday to the morning instead of the afternoon will alleviate congestion. Increasing library opening hours in Ballan to include an additional four hours on a Friday will also alleviate the issues with overcrowding and enable Library staff to deliver a higher level of service to the community. It will also provide more opportunity to deliver additional programs and activities from the site in accordance with the Library Strategic Plan 2012-15.

The high visitation and demand for increased services supports the need to undertake a feasibility study into future library services in Ballan. The feasibility study is a key priority in the Library Strategic Plan 2012-15 and will seek to investigate:

- the viability of establishing a static library/community hub in Ballan;
- preferred models and the benefits of integrated service provision and multiuse community space;
- opportunities for the Library to be incorporated into a multi-use facility that would provide space for key service provision and community meeting space for use by recreation reserve users as well as other community groups and organisations; and
- potential funding opportunities and timeframes.

It is proposed that a budget bid be submitted for the 2014/2015 budget to undertake a feasibility study for a permanent Library presence in Ballan.

### **Bungaree, Gordon and Dunnstown**

The Bungaree, Gordon and Dunnstown sites have had steady improvements, with each location experiencing gradual increases in visit and loan rates. Ongoing promotion and awareness raising activities are continuing to be undertaken by Council Officers to help build participation at each site. This includes seeking opportunities to promote rural library locations through other initiatives such as the Library Bag competition, poetry workshops and book clubs.

The internet kiosk and return bin at Bungaree General Store has been popular due to the ability of users to place holds online and to return items at any time (during Bungaree Store opening hours) in the absence of the Rural Library Officer. Although the internet kiosk is not suitable at all locations, rural library users at Gordon and Dunnstown have shown interest in having return bins available for use. Users have also shown interest in a small static collection being made available via a lockable book shelf that patrons can browse when the Rural Library Officer visits. This collection would be rotated regularly to avoid becoming stale.

## **Blackwood**

Due to the unreliability of internet access in Blackwood, Council purchased a fortnightly van service from the City of Ballarat at a cost of \$7,839 per annum. The fortnightly library van service visits Blackwood Hall on a Wednesday afternoon and provides access a large collection on-site through the library van service.

Usage rates have remained low, despite continued marketing and awareness raising activities by officers. Feedback from the community suggests that the Blackwood Hall may not be the most appropriate site due to its location away from the main street; being perched on the top of a hill and may be inaccessible to some people.

It is proposed for Library Service Officers to investigate alternative locations for the delivery of the service including businesses in the main street.

Due to the participation rate at Blackwood and the cost associated with City of Ballarat providing library services to the township, it is proposed that library services be provided through the visiting Rural Library Services Officer. This will include:

- The establishment of a small static collection made available via a lockable bookshelf that users can browse when the Rural Library Officer visits weekly
- Holds made by phone prior to the rural Library Officer visit, or on-site by filling in a form that the Rural Library Services Officer will process

This service may be reviewed in the future as the National Broadband Network upgrade will also provide options for the delivery of library services to Blackwood which might include the installation of an internet kiosk in the future.

## **Leigh Creek & Elaine**

Leigh Creek and Elaine locations have not been well utilised by the community despite ongoing promotion and awareness raising efforts by Library Service Officers. In the 2012/13 year Elaine received eight visits and Leigh Creek six visits, despite changes to locations and times to try to improve visitation. Since the change in times for Leigh Creek in early 2013, there have been no visits to this site. It should be noted that when the Mobile Library truck was still operating Elaine had very low visitation. In June 2011, Elaine had 14 active library members and in the 2010/11 financial year the Mobile Library did 479 loans, which is about 2-3 people visiting the Mobile Library in Elaine per week. It is therefore proposed to discontinue both the Elaine and Leigh Creek sites.

## **Child and Maternal Health Centres – Ballan and Wallace**

The Child and Maternal Health Centres in Ballan and Wallace have a drop box that is serviced each week by the Rural Library Officer. Users can return items and pick up holds. The benefit of this option is that users can pick up holds during centre opening hours. Although this service has not experienced the uptake expected, by increasing promotional activities through mothers groups and the Centres themselves, it is anticipated that participation is likely to increase. This service does not require high staff resources to continue.

### **Proposal**

It is proposed that the following changes be made to the Rural Library Service. The changes can be made immediately as they do not require extra funding from the Council.

#### **1. Ballan Library**

The informal face to face interview with patrons of the Ballan Library has indicated that members would like the library hours adjusted to Saturday morning, to coincide with shopping hours. Members have also provided feedback that the Ballan Library needs to be open for more hours and also available for after school times.

#### **Proposed Changes**

- Revise the opening hours of the Ballan Library on a Saturday to 9:30am – 1:00pm.
- Open the Ballan Library on a Friday for four hours from 1:30 - 5:30pm.
- A budget submission for the 2014/15 Budget is presented to undertake a feasibility study for a permanent Library presence in Ballan.

#### **2. Rural Library Sites**

All residents in the rural areas of the Shire received a flyer for the rural library survey with 14 responses received. One person wanted a site in Mt Egerton; one person wanted a site in either Yendon or Lal Lal; and one person wanted a site at Greendale. Given the low response rate to the survey, it is difficult to ascertain the level of interest in establishing any new sites. In Gordon, one person asked for the hours to be extended. Other respondents to the survey indicated that they were happy with the current service; wanted more hours in Ballan or different (morning) hours in Ballan, an external drop off box in Ballan or wanted a wider range of materials to browse at the rural sites.

## Proposed Changes

- Discontinue the Leigh Creek and Elaine sites
- Reallocate the Officer time from discontinuing Leigh Creek and Elaine to open the Ballan Library for an additional four hours per week.
- Further investigate the feasibility of sites at Lal Lal, Mt Egerton or Yendon and provide a report back to the Council on the outcomes
- Discontinue the City of Ballarat Library van service to Blackwood and install a small static collection in an alternative location with the Rural Library Officer to visit once per week (instead of fortnightly).
- Provide return bins at all appropriate stops including Gordon, Dunnstown and Blackwood
- Provide a small static collection at Gordon, Dunnstown, Bungaree and Blackwood by installing a lockable bookshelf that users can browse while the Rural Library Officer visits (using existing shelving in storage)
- Promote drop off/pick up locations at Child and Maternal Health Centres in Ballan and Wallace via Mothers Groups, the Centres and other programs delivered by Maternal and Child Health Services.
- Extend the Gordon hours to 3:30pm (additional half hour)

## Policy Implications

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Community Wellbeing
<b>Objective</b>	Community self reliance
<b>Strategy</b>	Pursue initiatives that promote lifelong learning, literacy and information needs of the community.

The proposal Rural Library Service Review is consistent with the 2013-2017 Council Plan.

## Financial Implications

The following financial implications will result from the proposed changes.

Officer time for additional opening hours in Ballan can be funded from officer time previously used for Leigh Creek and Elaine.

It is proposed that the \$7,839 saving to the Library budget as a result of discontinuing the service provided to Blackwood by the City of Ballarat, be utilised to fund:

- an increase to the rental payments for the use of the Ballan Mechanics Institute for additional opening hours. Revised rental agreements are currently being negotiated.

- the lease of an area in a shop or another facility in Blackwood for the delivery of rural library service to Blackwood by the visiting Rural Library Officer. The Rural Library Officer will visit weekly instead of fortnightly, consistent with all other rural library sites.

The feasibility study into the future of library services in Ballan is a key priority in the Library Strategic Plan 2012-15. This critical piece of work will require additional funding from Council. A budget bid will be prepared for the 2014/15 budget to fund the preparation of a feasibility study.

**Risk & Occupational Health & Safety Issues**

Risk Identifier	Detail of Risk	Risk Rating	Control/s
No changes to service	Continue library services without implementing review	Medium	Implement review outcomes

**Communications and Consultation Strategy**

The following community engagement was undertaken to inform the full review:

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Library members and non-members	Survey – Have Your Say and paper	Various	September 2013	14 surveys
Consult	Ballan Library members	Face to face interview question	Ballan	September 2013	57 people

**Community Engagement undertaken for preliminary review**

Consult	Community organisations	Discussions with stakeholders	Various	Nov 2012 to July 2013	Options for service improvements including ongoing co-location and partnerships
Consult	Other rural library services	Meetings Phone interviews	Various	Dec 2012 – Feb 2013	Phone interviews and meetings regarding alternative rural outreach models
Involve	Internal Library and Community Development Officers	Workshop	Bacchus Marsh	Feb 2013 and July 2013	Options for Service Improvements identified

If the Council approves the proposed changes, the community and rural library users will be informed of changes via:

- Flyers distributed to all rural library users through the Rural Library Service Officer
- Advertisements in newspaper
- Media Release
- Moorabool Matters article
- Central Highlands Libraries and Moorabool website

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

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

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

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

*General Manager – Danny Colgan*

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

*Author – Kate Diamond-Keith*

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

### **Conclusion**

On 1 July 2012, Council resolved to implement the Rural Library Service model and intended that it be reviewed after 12 months to ensure it is meeting community need. Officers have completed a review of the Rural Library Service and recommended proposed improvements to the service.

### **Recommendation:**

#### **That Council:**

- 1. Concludes the trial period of the rural library service and approves the permanent operation of the service.**
- 2. Revises the opening hours of the Ballan Library on a Saturday to 9:30am – 1:00pm and open the Ballan Library on a Friday for four hours from 1:30-5:30pm.**



3. Refers a budget submission to the 2014/15 Budget to undertake a feasibility study for a permanent Library presence in Ballan.
4. Discontinues the Leigh Creek and Elaine sites and reallocate the Officer time from discontinuing Leigh Creek and Elaine to open the Ballan Library for an additional four hours per week.
5. Requests that officers further investigate the feasibility of sites at Lal Lal, Mt Egerton or Yendon and provide a report back to the Council on the outcomes.
6. Discontinues the City of Ballarat Library van service to Blackwood and install a small static collection in an alternative location with the Rural Library Officer to visit once per week (instead of fortnightly).
7. Provides return bins at all appropriate stops including Gordon, Dunnstown and Blackwood.
8. Provide a small static collection at Gordon, Dunnstown, Bungaree and Blackwood by installing a lockable bookshelf that users can browse while the Rural Library Officer visits (using existing shelving in storage).
9. Promotes drop off/pick up locations at Child and Maternal Health Centres in Ballan and Wallace via Mothers Groups, the Centres and other programs delivered by Maternal and Child Health Services.
10. Extend the Gordon site hours to 3:30pm (additional half hour).

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#### Report Authorisation

Authorised by:



Name:

Danny Colgan

Title:

General Manager Community Services

Date:

Thursday 21 November, 2013

### 11.3.4 Draft Moorabool Hike and Bike Strategy

#### Introduction

File No.: 17/09/010  
Author: Troy Scoble  
General Manager: Danny Colgan

The purpose of this report is to seek endorsement of the draft Hike and Bike Strategy for the purposes of community engagement.

#### Background

Walking and cycling are two of the most popular activities undertaken by Australians and this is no different for Moorabool Shire residents and the provision of infrastructure and programs to support these activities significantly contributes to the health and wellbeing of the Moorabool Community.

The Council sought to develop a Hike and Bike Strategy ("draft strategy") to gain a better understanding of the hike and bike network needs of the community.

Council faces significant challenges in providing for an ever expanding population; in meeting the increasing expectations about the standard to which paths and trails and associated infrastructure will be provided and constructed; as well as improving the connectivity of paths/trails to key destinations.

The draft strategy has been prepared to guide Council in its decision making for the future development; provision; management; maintenance; community education; and marketing of hike and bike networks to support both the recreation and transport needs of Moorabool Shire residents and visitors to the area.

#### Proposal

The vision for the Hike and Bike Network in Moorabool as articulated in the draft strategy is:

*"To develop a safe and sustainable hike and bike network that provides for a wide range of users; provides safe local and regional connections between townships; and increases recreation and tourism opportunities within Moorabool Shire".*

The draft strategy recommends that priority be given to linking primary destinations such as schools, larger shopping centres, major parks and reserves, major public transport routes and significant community hubs and/facilities.

The recommendations in the draft strategy are presented under the following categories:

- Planning and policy development
- Management and maintenance of the existing Hike and Bike Network
- Pedestrian network
- Future trail/infrastructure and amenities
- Promotion and marketing
- Recreational paths/tracks/roads
- Funding and grant opportunities.

The draft strategy outlines a program of prioritised capital works and projects to support the growth and utilisation of the Moorabool Hike and Bike Network. Each action has been prioritised as High (1-3 years), Medium (4-6 years) and Low (7-10 years).

It is recognised that there are some actions that are a highly desirable but are likely to take between seven to ten years before they are realised due to the projected rate of development in Moorabool and when access to developer contribution funds are likely to be available to support the costs of these projects.

All nominated projects will need to be considered through Council's annual budget process and are subject to both internal and external funding opportunities.

It is proposed that the Council endorse the Draft Moorabool Hike and Bike for the purposes of public exhibition until the 28 February 2014. The extended period of public exhibition acknowledges the timing of the presentation of the draft strategy to the Council and community for feedback. Following the exhibition period and consideration of feedback, the draft strategy will then be presented to the Council for adoption.

### **Policy Implications**

The 2013–2017 Council Plan provides as follows:

<b>Key Result Area</b>	Community Wellbeing
<b>Objective</b>	Participation in diverse sport, recreation and leisure activities.
<b>Strategy</b>	Provide and promote walking and cycling trails for recreation and commuter use.

The draft Strategy is consistent with the 2013-2017 Council Plan.

### **Financial Implications**

The Draft Strategy contains an action plan outlining key strategies and actions to be implemented. An indicative cost of the full implementation of the actions in the draft plan is outlined.

Funding for the projects identified in the draft strategy will need to be considered through Council's annual budget process and be subject to external funding. A range of potential funding options have been identified in Section Four of the strategy.

### **Risk & Occupational Health & Safety Issues**

<b>Risk Identifier</b>	<b>Detail of Risk</b>	<b>Risk Rating</b>	<b>Control/s</b>
Community Needs	Increased community pressures on service provision if high priorities in strategy are not implemented	High	Future strategic planning for high priority recommendations identified in context of other capital priorities
Financial	Funding required to progress actions set out in strategy	Medium	Business cases will be prepared for consideration in future Council's budgets along with applications for external funding.

### **Communications and Consultation Strategy**

Consultation was undertaken with residents and key stakeholders to inform the preparation of the draft Strategy. Further consultation will be undertaken to inform the preparation of Hike and Bike Strategy.

A range of community engagement and consultation was undertaken to identify community perspectives on current issues and priorities in relation to the development of a Hike and Bike Strategy and network for Moorabool Shire. The consultation involved:

- Resident Surveys
- Engagement at the Council's Health and Wellbeing Expo
- Consultation workshop and meetings with Bacchus Marsh and District Trails Advisory Committee
- Public Submissions process including an invitation to all Reserve Committees of Management to identify actions for the development of a Strategy
- Key Stakeholder Consultation

The community engagement will involve seeking comment on the draft strategy from the Bacchus Marsh and District Trails Advisory Committee; Council's Special Committees of Management; through placing it on Council's online engagement portal 'Have your Say' and in key community facilities and points of interest across the Shire.

The process for submissions will be advertised through local newspapers and other communication processes i.e. email groups and Council's website.

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

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

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

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

#### *General Manager – 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 Council sought to develop a Hike and Bike Strategy to gain a better understanding of the hike and bike network needs of the community.

Council faces significant challenges in providing for an ever expanding population; in meeting the increasing expectations about the standard to which paths and trails and associated infrastructure will be provided and constructed; as well as improving the connectivity of paths/trails to key destinations within areas.

The draft strategy has been prepared to guide Council in its decision making for the future development; provision; management; maintenance; community education; and marketing of hike and bike networks to support both the recreation and transport needs of Moorabool Shire residents and visitors to the area.

### **Recommendation:**

#### **That Council:**

- 1. Endorses the Draft Hike and Bike Strategy for the purposes of community engagement until the 14 February 2014.**
- 2. Receives a further report on the adoption of the Hike and Bike Strategy at the conclusion of the community engagement period.**

---

### **Report Authorisation**

**Authorised by:**



**Name:**

Danny Colgan

**Title:**

General Manager Community Services

**Date:**

Thursday 21 November, 2013

# Attachment - Item 11.3.4



# Draft Moorabool Hike and Bike Strategy

November 2013



Completed by SGL Consulting Group Australia Pty Ltd  
Leisure and Tourism Planners



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## EXECUTIVE SUMMARY

### 1.0 Introduction

Walking and cycling are two of the most popular activities undertaken by Australians and this is no different for Moorabool Shire residents and the provision of infrastructure and programs to support these activities significantly contributes to the health and wellbeing of the Moorabool Community.

Moorabool Shire Council sought to develop a Hike and Bike Strategy to gain a better understanding of the hike and bike network needs of the community.

### 1.1 Purpose of the Strategy

The “Hike and Bike Strategy” provides strategic direction for the planning and development of the recreation and commuter hike and bike network throughout the Shire. The strategy will guide Council in its decision making for the future development; provision; management; maintenance; community education; and marketing of hike and bike networks to support both the recreation and transport needs of Moorabool Shire residents and visitors to the area.

### 1.2 Objectives

The project objectives were to:

- Develop a strategic plan to guide the future development of Council's hike and bike network.
- Research and identify the needs and expectations of the community using a range of consultative measures.
- Identify the network in four main categories:
  - Commuter walk
  - Commuter cycle
  - Recreation walk
  - Recreation cycle
- Prioritise further development of the hike and bike path network within the municipality with development of an action list identifying key works and rationale for inclusion.
- Recommend future funding opportunities for proposed improvement works and programs.

It is noted that Council faces significant challenges:

- in providing for an ever expanding population;
- in meeting the increasing expectations about the standard to which paths and trails and associated infrastructure will be provided, and constructed;
- as well as improving the connectivity of paths/trails to key destinations within areas.

(The Hike and Bike Strategy includes recommendations on strategic paths of travel across the Shire that have strategic justification to support the hike and bike network).

### 1.3 Market Research Consultation

A range of community engagement and consultation was undertaken by SGL in order to identify community perspectives on current issues and priorities in relation to the development of a Hike and Bike Strategy and network for Moorabool Shire. The consultation completed involved:

- Resident Surveys
- Engagement at the Council's Health and Wellbeing Expo
- Consultation workshop/meeting with Bacchus Marsh and District Trails Advisory Committee
- Public Submissions process including an invitation to all Reserve Committees of Management to identify actions for the development of a Strategy
- Key Stakeholder Consultation

### 1.4 Future Hike and Bike Strategy Direction

The vision for the Hike and Bike Network in Moorabool is:

*"To develop a safe and sustainable hike and bike network that provides for a wide range of users; provides safe local and regional connections between townships; and increases recreation and tourism opportunities within Moorabool Shire".*

The draft strategy outlines a program of prioritised capital works and projects to support the growth and utilisation of the Moorabool Hike and Bike Network. Priorities have been listed and categorised (in section five of the report) as High (1-3 years), Medium (4-6 years) and Low (7-10 years). It is recommended that priority for development of the hike and bike network be given to linking primary destinations such as schools, larger shopping centres, major parks and reserves, major public transport routes and significant community hubs and/facilities. It is also acknowledged however that funding committed toward these prioritised recommendations will drive the timeframe of their delivery.

Key recommendations detailed within the strategy are:

#### **Planning and Policy Development**

- That all future strategic planning consider the future development and benefit of the hike and bike network.
- That all future planning and implementation consider Council's adopted Infrastructure Design Manual (IDM) that drives the infrastructure standards for the Shire.

#### **Management and Maintenance of the Hike and Bike Network**

- Develop a process to ensure all existing and proposed paths (on road and off road) are documented and mapped using Council's GIS system.
- Ensure the budget allocation for maintenance of paths is also increased as new paths are developed.

#### **Pedestrian Network**

- Priority for development of the hike and bike network is to be given to linking primary destinations such as schools, larger shopping centres, major parks and reserves, major public transport routes and significant community hubs and/facilities.

- That the Pedestrian Path Priority Criteria outlined in Table 4.1 are used to assist with determining future pedestrian path priorities in the Shire.

#### **Future Trail / Infrastructure Standards and Amenities**

- That all future hike and bike strategy development and implementation is implemented consistent with Council's Infrastructure Design Manual to ensure a consistent standard is implemented across the Shire.

#### **Promotion and Marketing**

- That Council develop a signage and promotional strategy for the Moorabool Hike and Bike network.
- Ensure a hike and bike network map is available on Council's website and it is updated annually.
- Produce and regularly update a walking and cycling brochure of the available routes within the Moorabool Shire.
- Publicise the hike and bike network through the Bacchus Marsh and District Tourist Information Centre.
- Promote health and wellbeing through the promotion of walking routes using brochures/maps, signage and school and community promotion and events.
- Work in partnership with other organisations such as the neighbourhood houses and community health centres to establish new community-walking groups and sustain existing groups.
- Encourage local schools to establish walking (and potentially riding) school buses.

#### **Emergency Services Telecommunication Authority (ESTA)**

- That ESTA signage is installed in all future trail development and along the Werribee and Lerderderg River trails where defining the exact location can be difficult.

#### **Recreational / Paths / Tracks / Roads**

- That a feasibility study is undertaken to determine the viability and cost of developing the Avenue of Honour Heritage Trail.
- That Council support the further development of tracks and trails along the Werribee River and Lerderderg River by the Parks Victoria.
- That consideration is given to providing shoulders on selected roads between Gordon and Ballan and Ballan Daylesford to encourage and increase cycling safety.
- That where cyclists regularly use secondary roads, signage-alerting motorists to the likely presence of cyclists in the area are considered for installation.

### **1.5 Funding and Grant Opportunities**

The planned growth in Moorabool Shire provides a unique opportunity to have the hike and bike network developed through new subdivisions primarily on the fringes of Bacchus Marsh and Ballan townships. For paths constructed outside of growth areas, Council will prioritise these for funding consideration through the annual Capital Improvement Program with external grant opportunities also pursued to support the funding model.

Mapping of the following townships is provided within the strategy outlining key hike and bike network priorities consistent with the principles and objectives of the draft strategy.

- Bacchus Marsh
- Ballan
- Blackwood
- Bungaree
- Dunnstown
- Elaine
- Gordon
- Greendale
- Hopetoun Park
- Korweinguboorra
- Lal Lal
- Long Forrest
- Mt Egerton
- Myrniong
- Wallace

Following review of the draft strategy including further community consultation a final strategy document will be prepared.

# 1 INTRODUCTION

Walking and cycling are two of the most popular activities undertaken by Australians and this is no different for Moorabool Shire residents and the provision of infrastructure and programs to support these activities significantly contributes to the health and wellbeing of the Moorabool Community.

The “Hike and Bike Strategy” provides strategic direction for ongoing planning and development of the hike and bike network throughout the Shire. The strategy will guide Council in its decision making for the future development, provision, management, maintenance, community education and marketing of hike and bike networks to support both the recreation and transport needs of Moorabool Shire residents and visitors to the area.

## 1.1 PROJECT OBJECTIVES

The project objectives were to:

- Develop a strategic plan to guide the future development of Council’s hike and bike network.
- Research and identify the needs and expectations of the community using a range of consultative measures.
- Identify the network in four main categories:
  - Commuter walk
  - Commuter cycle
  - Recreation walk
  - Recreation cycle
- Prioritise further development of the hike and bike path network within the municipality with development of an action list identifying key works and rationale for inclusion.
- Recommend future funding opportunities for proposed improvement works and programs.

## 1.2 PROJECT METHODOLOGY

The following methodology was adopted for the preparation of the plan and at the draft report stage, SGL has completed tasks 1 to 11.

- Task 1: Project clarification
- Task 2: Review of previous research and documentation
- Task 3: Council Officer workshop
- Task 4: Meeting with Track and Trails Committee
- Task 5: Stakeholder Interviews
- Task 6: Trails inspection
- Task 7: Resident survey and public submission
- Task 8: Discussion paper
- Task 9: Area Mapping
- Task 10: Strategy development
- Task 11: Draft Strategy Report completed
- Task 12: Public consultation on Draft Strategy Report
- Task 13: Completion of Final “Hike and Bike Strategy Report”

### 1.3 OVERVIEW OF MOORABOOL SHIRE

The Moorabool Shire's landscape provides an array of living options. Residents can enjoy an urban lifestyle in towns like Bacchus Marsh (45km west of the Melbourne CBD) and Ballan (70km west of the Melbourne CBD) or take advantage of Moorabool's small towns and hamlets, rural open spaces and natural surrounds. A stunning Shire spanning more than 2,110 square kilometres, Moorabool is made up of 64 localities, hamlets and towns. More than 74% of the Shire comprises of water catchments, state forests and national parks. Moorabool boasts breathtaking landscapes, national parks, forests, gorges, mineral springs and tourism attractions. Some of its key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park and the Bacchus Marsh Avenue of Honour.

Moorabool Shire is positioned along the major road and rail transport corridors between Melbourne and Adelaide. Moorabool's eastern boundary is located just 40km west of Melbourne's CBD and extends westwards to the City of Ballarat municipal boundary. The Shire straddles Victoria's Western Highway and has excellent transport access to Melbourne, Ballarat and Geelong. Bacchus Marsh is equi-distant to Melbourne and Avalon airports and close to the sea ports of Geelong and Melbourne.

### 1.4 THE BENEFITS OF WALKING AND CYCLING

The development of a "Hike and Bike" Strategy for Moorabool Shire will assist Council in increasing the benefits to residents and area visitors that are gained through their ongoing participation in walking and cycling.

There are many social, environmental and economic benefits associated with walking and cycling that can be realised through the ongoing development of a high use walking and cycling network including:

#### **Social benefits:**

- Improved health and wellbeing through participation in physical exercise
- Socially connected neighbourhoods
- Independent and affordable means of travel

#### **Environmental benefits:**

- Reduced use of vehicles particularly for short journeys
- Reduced traffic congestion
- Reduced use of fossil fuels
- Improved air quality through less emissions from vehicles

#### **Economic benefits:**

- Increased tourism opportunities within the Shire



## 1.5 PARTICIPATION IN WALKING AND CYCLING

In order to understand the significance of the impact that improved walking and cycling infrastructure can have on people's health and wellbeing it is important to recognise the existing high levels of participation in both activities across Australia.

The **Exercise, Recreation and Sport Survey (ERASS)** is a national survey undertaken by the Australian Sports Commission which collects information on the frequency, duration, nature and type of physical activities participated in for exercise, recreation or sport by persons aged 15 years and over. The survey was conducted quarterly in 2010 with an annual total of 21,603 respondents across Australia.

The top ten physical activities in 2010 in terms of total participation rate were **walking**, aerobics/fitness, swimming, **cycling**, running, golf, tennis, bushwalking, outdoor football and netball.

An estimated 6.3 million persons or 35.9 per cent of the country's population participated at least once in walking for exercise, recreation or sport in 2010.

Over the last ten years participation in running, outdoor football, **cycling** and **walking** increased, although walking, running and **cycling** showed greater fluctuation over the period as can be seen in the results in the Table 1.1 below.

Table 1.1 shows participation levels by males and females in Victoria. This table clearly shows that walking is the most popular activity for both sexes with participation by 46.1 per cent of females compared to 26.8 per cent of males.

**Table 1.1**  
**Top Ten Physical Activities Victoria**

Male		Female	
Activity	Total Participation Rate %	Activity	Total Participation Rate %
Walking	26.8	Walking	46.1
Aerobics/fitness	19.4	Aerobics/fitness	29.8
Cycling	16.9	Swimming	14.4
Running	14.9	Running	10.5
Swimming	12.6	Cycling	8.6
Golf	12.2	Yoga	7.4
Australian rules football	10.2	Netball	6.7
Tennis	7.4	Tennis	6.2
Basketball	6.7	Bushwalking	4.2
Cricket (outdoor)	6.6	Dancing	3.5

### 1.5.1 Relevant Findings from the National Cycling Participation Survey 2011

The National Cycling Participation Survey records the participation levels in cycling and key trends.

#### 1. National Trends

- In a typical week around 18 per cent of Australians ride a bicycle for transport and recreation.
- More than 3.6 million people ride for recreation, leisure or sport.
- More than 1.2 million people make at least one transport journey by bicycle each week. This includes trips to school, university, work, shops and to visit friends and family.
- The Northern Territory, ACT and Western Australia have cycling participation rates significantly higher than the national average. Victoria is fourth highest with 19.4 per cent of the population riding in a typical week.
- Children have the highest levels of cycling participation:
  - With nearly 50% of all 2 to 4 year olds
  - With nearly 75% of all 5 to 9 year olds, and
  - With nearly 33% of all 10 to 17 year olds ride a bicycle in a typical week.
- Men and boys (22%) are more likely to ride a bicycle than women and girls (13%) in a typical week.
- The gender participation difference is smallest for children under 10 years of age.

All States and territories have seen a dramatic decrease in participation in these activities in adulthood. This is especially marked in people aged 40 and over.

#### 2. Victorian Trends

- Victorian cycling participation is similar to the Australian average.
- Around 19 per cent of Victorian residents ride in a typical week, increasing to 29 per cent in a month and 42 per cent over a year.
- Cycling participation is significantly higher amongst residents of regional Victoria than in metropolitan Melbourne.
- About half of all children aged under 10 ride each week, decreasing to 9 per cent of those aged 40 and over.
- Victoria is the only jurisdiction in Australia where the participation rate of females is higher than males in any age group.
- In Victoria more girls than boys aged under 10, ride a bicycle each week.
- In older age groups the gender balance returns to average. Overall about 23 per cent of males and 16 per cent of females ride in a typical week. The lowest rate of participation is by older women with 6 per cent of women aged 40 and over cycling in a typical week.
- Metropolitan Melbourne has a high proportion of people who cycle for transport (45% of people who cycle in a typical week). About 367,000 people cycle for transport on at least one occasion a week in Victoria.
- Just under two thirds of households in Victoria have access to a bicycle.

## 1.6 KEY ORGANISATIONS THAT SUPPORT CYCLING

The following section summarises a range of key organisations that currently provide services or support to cyclists and who impact on cycling participation.

### 1.6.1 Cycling Victoria

Cycling Victoria (CV) is the peak governing body for both organised competitive, and recreational, cycling within Victoria, Australia.

CV has 8,000 members and 18,000 participants in CV programs and strives to improve participation in cycling by coordinating a range of development programs for junior and adult cyclists through the delivery of the Austcycle program throughout Victoria.

Membership has grown by 15 per cent over the last three years and more than tripled from the three years previously.

CV works with cyclists on three levels.

- **Competitive:** Coordinates the competitive disciplines of road and track cycling at a club and State level.
- **Recreational:** Provides options for recreational cyclists including the provision of insurance coverage, and providing a calendar of recreational events.
- **Development:** Coordinates Coaching & Officials Courses, junior development camps, school clinics, plus Come N Try road and track cycling days.

### 1.6.2 AustCycle

AustCycle is Australia's only national cycling accreditation program, which provides high quality education and training to community members to encourage them to get on their bikes and ride. Whether for commuting purposes, for leisure or travel, AustCycle trains people of all ages and backgrounds to incorporate cycling into their lifestyle in order to stay active and healthy.

### 1.6.3 Bicycle Network Victoria

Bicycle Network Victoria (BNV), is a charity that promotes the health of the community by "More People Cycling More Often". Of the 50,000 members of BNV, **1,100** are from Moorabool indicating a high level of interest in cycling.

BNV aims to achieve an increase in the number of people riding each week by 1,000,000 people by 2019 through the use of the following strategies:

1. Improving the riding environment through better facilities and legislation.
2. Delivering large-scale, measurable, cost-effective behaviour change programs.
3. Managing a range of rider services that reach out to potential riders and support novice and established riders.
4. Running major events.

## 1.7 REVIEW OF PREVIOUS RELEVANT RESEARCH

The following plans and policies have supported or identified the need to increase the level of walking and cycling opportunities within the municipality.

- Moorabool Shire Council Plan 2013-2017
- Moorabool Shire Public Health and Well Being Plan
- Moorabool Strategic Bicycle Plan 2001
- Bacchus Marsh District –Trails Master Plan 2004-2005
- Positive Ageing Strategy 2008
- Municipal Early Years Plan 2006-2009
- Front SEEAT (Social Employment Education Access Transport) Strategic Plan 2011-2013
- Planning Checklist for Cycling
- Moorabool Shire Recreation and Open Space Plan 2007 (currently being reviewed)
- Moorabool 2041 Urban and Rural Policies

A synopsis of each policy and plan above and its relevance to the Hike and Bike Strategy can be found in Appendix 5. Whilst all of the above documents informed the strategy, a synopsis of the most relevant report appears below.

### 1.7.1 Moorabool Shire Recreation and Open Space Strategy 2007

This strategy helped identify that Council's recreation resources in the past focussed primarily on more traditional sporting activities and less on unstructured recreation such as walking, bike riding, and sporting activities that are not undertaken within a club or competition framework. The following recommendations are relevant to the Hike and Bike Strategy.

#### Recommendation 2.5

- Promote the establishment of walking groups.

#### Recommendation 3.3

- Develop a Signage Policy for recreation and open space areas.

#### Recommendation 5.9

- Prepare an integrated Footpath and Trail Strategy that forms part of the Asset Management Plans for pathways.
- Implement the Bacchus Marsh and District Trails Master Plan (2004-2005) with input from the Bacchus Marsh and District Trails Advisory Committee.

This strategy is currently being reviewed and new strategy will support the outcomes of this Hike and Bike Strategy.

### 1.7.2 Moorabool 2041

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

Moorabool 2041 will be a key document to:

- Guide our planning scheme content to deliver sustainable development and the protection of our agricultural, environmental and cultural resources.
- Plan for the augmentation of social and physical infrastructure and identify the role for state and federal governments in closing the infrastructure gap.
- Ensure that as the population grows, the employment and retail offer also grows to reduce the need to commute to Melbourne and Ballarat for work or personal services.

## 2 OVERVIEW OF CONSULTATION

A range of community engagement and consultation was undertaken by SGL in order to identify community perspectives on current issues and priorities in relation to the development of a Hike and Bike Strategy and network for Moorabool Shire. The consultation completed involved:

- Resident Surveys
- Engagement at the Council's Health and Wellbeing Expo
- Consultation workshop/meeting with Bacchus Marsh and District Trails Advisory Committee
- Public Submissions process including an invitation to all Reserve Committees of Management to identify actions for the development of a Strategy
- Key Stakeholder Consultation

### 2.1 RESIDENT SURVEY KEY FINDINGS SUMMARY

A "Hike and Bike Resident Survey" was made available to the community via Councils online engagement portal - Have Your Say" on 5 November 2012 through to 7 December 2013. The aim of the survey was to gain community feedback that would assist in the development of the draft Moorabool Hike and Bike Strategy.

At the completion of the survey period, 138 people visited the site a total of 201 times.

Full analysis of the survey is included in Appendix 1 of this report. Below is a summary of the key findings from the survey results.

#### 2.1.1 Residents Survey Key Findings Summary

- Of the survey respondents (58.6%) were female and (41.4%) were male.
- The majority of respondents were in the 21-50 years age group with 58.6 per cent of respondents fitting into this age cohort. The next main group were the 51-65 years
- The highest priority action for council to encourage walking and cycling was to provide safe paths/track to primary destinations such as shopping areas and community facilities (66.7% supported) followed by the need for improved signage for existing routes.
- The greatest barrier to walking and cycling was identified as the lack of tracks/path by 65.5 per cent of respondents followed by 55.2 per cent who consider there is no safe route to where they want to go.
- A total 56 per cent of respondents think that recreational paths should be funded ahead of commuter routes.
- Half of the respondents (50%) walk for fitness, (41.7%) for recreation/fun; and (8.3%) of respondents walk to commute to school/work.

Within the general comments received, many residents identified specific actions/routes, which Council could take to improve walking and cycling opportunities in Moorabool.

Where possible these have informed the identification of specific actions for each township for consideration by Council.

## **2.2 HEALTH AND WELLBEING EXPO**

Moorabool Shire Council ran a Health and Wellbeing Expo on 10<sup>th</sup> November in 2012. As part of the expo, a series of consultation methods were used to obtain residents thoughts in regard to health and wellbeing. One of the opportunities available to residents was to place their ideas in a "Wish box."

The key theme to emerge from the wish box was the desire of residents for better facilities, opportunities and connections for walking and cycling. The feedback supported the need to increase and improve infrastructure, planning and information for walking and cycling in Moorabool.

## **2.3 BACCHUS MARSH AND DISTRICT TRACKS AND TRAILS COMMITTEE (BMDTAC)**

The consultant and Council officers attended a meeting with the BMDTAC to identify key issues and priority projects for the ongoing development of a trail network in the Bacchus Marsh and District Area.

Listed in Appendix 2 is a table outlining the key priorities for the BMDTAC as at 2009. It should be noted that Priority 3 and 6 have been completed since this list was formed.

Appendix 3 lists a number of main trail routes which BMDTAC have proposed for linking key areas within Bacchus Marsh with the aim being to identify the key routes to link the various residential areas with the town centre, schools and recreational reserves. Further consultation has been conducted with the BMDTAC in regard to specific routes suggested and are covered in the action plans in section five.

### **2.3.1 Key Issues Identified by BMDTAC**

The key issues identified by the BMDTAC group as main barriers to walking/cycling in the Bacchus Marsh and District Areas were:

- A lack of safe cycle link running north south through Bacchus Marsh.
- The pedestrian Refuge near the outdoor swimming pool in the middle of Grant Street needs to be made more permanent.
- Extension of the existing path along Griffith Street to connect with Halletts Way
- Connection between Comets Way to Halletts Way to Links Road
- Crossing Taverner Street from Boyde Close
- Connecting Maddingley Park to Bennet Street.
- Connecting Greenway from Bacchus Marsh Activity Centre
- Lack of safe and accessible crossing to provide a circuit path within Peppertree Park
- Pedestrian access to the Avenue of Honour.

## **2.4 GREAT DIVIDING TRAIL COMMITTEE**

The Great Dividing Trail Committee has identified a trail through Moorabool with the recommended pathways also being identified through the BMDTAC proposed routes. This trail is regionally significant and effective signage needs to be maintained to facilitate use of the trail.

## **2.5 GENERAL COMMUNITY CONSULTATION**

Community groups and residents were invited to contact the project consultant directly regarding the development of the Hike and Bike Strategy. All Recreation Reserve

Committees across the Shire were invited to contribute information and ideas to the development of the Hike and Bike Strategy. The following contributions and comments were received.

#### **2.5.1 Myrniong Recreation Reserve Committee of Management**

- The community is interested in developing a track from the Recreation Reserve to the School.
- The establishment of a bike club for Moorabool would also be of interest.
- Bacchus Marsh could be promoted as a bike friendly town.

#### **2.5.2 Elaine Recreation Reserve Committee of Management**

- A path is required from the Recreation Reserve to the CFA building along Midland Hwy.

#### **2.5.3 Wallace Recreation Reserve Committee of Management**

- Actions from the Reserve Master Plan should be incorporated into the Hike and Bike Strategy.

#### **2.5.4 Bacchus Marsh Tourism Association - Avenue of Honour Heritage Trail**

- There is strong interest in developing a Heritage Trail, which includes the Avenue of Honour and other areas of historic interest.
- This project involves developing a 3.5 kilometre accessible walking trail that links Bacchus Marsh township with the full length of the Avenue of Honour, through to Moon Reserve, then across the highway via a pedestrian overpass (would need to be constructed) with the trail then continuing to Hopetoun Cemetery and Ta Pinu.
- This project was submitted for funding under Council's Community Development Fund 2011/2012 and was supported for further scoping of the feasibility of the concept.
- The project would benefit local residents who have expressed interest in recreational and tourism trails as well as increasing tourism product to attract people to visit.

#### **2.5.5 Ballan Resident 1 – Telephone Consultation**

- "There are no safe riding or running tracks in Ballan. As a triathlete, I have to run on the road to ensure a consistent and connected surface."
- "A number of existing tracks are in disrepair and are not safe e.g. the track near the Werribee River is not long enough and is in disrepair."
- "It would be beneficial if signs were erected on roads frequented by cyclists to encourage motorists to be aware of cyclists in the area. Suggested roads include, Ballarat to Gordon, Ballan to Gordon, Anakie Road to Daylesford Road."

The trails referenced above were damaged by flood at the time of this consultation and works undertaken to address since that time.

#### **2.5.6 Ballan Resident 2 – via email**

- "When are we going to get some decent walking tracks? We have Caledonian Park, which is beautiful but completely impractical as it is not possible to do a complete circuit."
- "One can only walk so far and then you have to turn and come back the same way, as it is not possible to cross the river."



- "It seems crazy that we live in a beautiful area but we cannot take advantage of it. We have very limited resources to exercise and stay healthy - no gym, a pool that is only open in summer, no walking tracks."

### 3 KEY ISSUES AND OPPORTUNITIES

This section identifies the key issues raised from the range of research and consultation processes in the development of the draft Hike and Bike Strategy for Moorabool Shire Council.

#### 3.1 KEY ISSUES

The work to date has identified the following key issues:

1. There are many streets within the townships of Bacchus Marsh Ballan and surrounds without footpaths partly due to non-linked housing developments, which in the past have not been required to provide footpaths.
2. Lack of continuity and connection with footpaths within townships.
3. The current lack of connection between new housing developments and the town centres of Bacchus Marsh and Ballan.
4. The lack of a safe north/south cycling route in Bacchus Marsh Township.
5. No safe crossing point under the Western Highway as the underpass is currently locked at night.
6. Maintenance of existing tracks.
7. Lack of signage for existing tracks.
8. Limited awareness by the community of existing tracks.
9. Limited/no lighting along some existing paths.
10. Limited shoulders on roads connecting townships making cycling hazardous.
11. Lack of signage on roads used by cyclists between townships e.g. Ballan to Gordon.
12. Limited financial capacity of Council to develop and maintain new paths and trails throughout the Shire.

##### 3.1.1 Options to Address North South Access through Bacchus Marsh

There are three options raised for consideration to improve the north south trail access through Bacchus Marsh

1. Widening of Gisborne Road to ensure development of a designated continuous bike lane along Gisborne Road which is likely to require widening of the road (Gisborne Road is the responsibility of Vic Roads). Although bike lanes are already provided, feedback from users suggest they're inadequate and not wide enough.
2. Development of pedestrian and cycle paths and pedestrian freeway crossing along Halletts Way. It should be noted this freeway crossing is a Vic roads responsibility.

3. Development of a pathway along the Irrigation Channel and easement between Werribee River and Lerderderg River. (Note: Southern Rural Water owns this land.)

The development of a pedestrian bridge adjacent to the existing bridge on Halletts Way has been identified by residents through the consultation that would increase accessibility at this location. This pedestrian crossing as previously mentioned is a responsibility of Vic Roads.

The continuation of Halletts Way connecting the north of Bacchus Marsh with the South has been planned for in the Bacchus Marsh Structure Plan. It is expected to be between five and ten years before this is completed. Funding for this will be a combination of developer contributions and Council.

The future development of the Halletts Way overpass would also significantly reduce the current dependency on Gisborne Road as the key access point into Bacchus Marsh

The development of a pathway along the Irrigation Channel and easement land area between Werribee River and Lerderderg River was identified by BMDTAC and has been further explored through this project via discussions with Council Officers and Southern Rural Water.

The following email response was received from Edward Smith, Manager Water Supply West following a discussion in relation to the possibility of developing a shared pathway along the irrigation supply channels:

*"The irrigation supply channels are currently fenced off for public safety reasons. Therefore we would not wish to see walking or cycling tracks alongside the channel. However we are looking into reconfiguring the irrigation district, which may mean we would pipe that section of the supply system. If this was to occur the channel easement could be used for such purposes. However, early indications are that this would cost in the region of \$10m to \$15m, which would be unviable to fund from our customer base, without some external funding.*

*In addition to the cost to develop the channel there is also concern regarding the safety of this route as sections of the channel have no casual surveillance as residential properties back fences face the channel".*

It is understood that the Board of Southern Rural Water has expressed interest in the proposal.

**Of the three options, Option 2, which is the development of Halletts Way, as the primary north south link across Bacchus Marsh appears to be the most viable and achievable with required works already identified within a local planning context.** In addition accessing developer contribution funds for this purpose will reduce the full financial cost from Council. Any action that will speed up the delivery of this critical link should be considered a priority.

Further investigation of the viability of other north south links including the irrigation channel is recommended.

## 4 MOORABOOL HIKE AND BIKE STRATEGIC DIRECTIONS

This section outlines the recommended future vision, principles and objectives of the draft Moorabool Hike and Bike Strategy as well as proposed development guidelines, standards and notional program of works to be undertaken, across the municipality, to improve the opportunities for walking and cycling in Moorabool Shire Council.

### 4.1 MOORABOOL HIKE AND BIKE STRATEGY VISION

The vision for the Hike and Bike Network in Moorabool is:

*“To develop a safe and sustainable hike and bike network that provides for a wide range of users; provides safe local and regional connections between townships; and increases recreation and tourism opportunities within Moorabool Shire”.*

### 4.2 STRATEGY PRINCIPLES

The following principles have been developed to direct the Moorabool Hike and Bike Strategy:

1. The provision of a Hike and Bike Network will provide increased walking and cycling opportunities that will support social interaction, enhance safety and reduce reliance on cars.
2. Tracks and trails provide active recreation opportunities to increase the health and wellbeing of the community.
3. Tracks and trails connect key community destinations such as schools, shopping centres, parks and reserves.
4. A hike and bike network will be developed within key towns across Moorabool to foster effective access through the towns, connecting key access ways and community facility infrastructure. This will include the connection of key missing linkages to facilitate a more efficient network.

### 4.3 STRATEGY OBJECTIVES

- To effectively guide the future development of Council's hike and bike network for recreational and commuter walking and cycling.
- To increase the physical activity levels of Moorabool residents through the provision of tracks and trails to primary community destinations such as schools, shopping centres, parks and reserves, medical practices, and natural attractions.
- Provide track and trails that are safe and include passive surveillance wherever possible.
- Increase the connectivity of existing tracks and trails throughout the Shire to enhance the usability and effectiveness of the network.
- Prioritise network development opportunities to maximise the benefits of investment to the community and to support future funding opportunities and applications.

#### 4.4 MOORABOOL PLANNING SCHEME GUIDING DOCUMENTS

The Moorabool Planning Scheme is the key guiding document for the Shire. The future development of the Hike and Bike Strategy must be undertaken within the framework provided by the Moorabool Planning Scheme, which is underpinned by the Victorian Planning Policy Framework.

The following Precinct Structure Plans and Council Policies must also be considered in the development of the Hike and Bike Network. Relevant details have been summarised from these documents and can be found listed in Appendix 4 of this document.

- Bacchus Marsh Activity Centre Structure Plan 2011
- Ballan Structure Plan 2014 (draft)
- Gordon Structure Plan 2011
- Council Urban Growth Policy Statement
- Council Rural Growth Policy Statement.

<b>Key Recommendation</b>
That the following Precinct Structure Plans and Council Policies should be considered, in the development of the Hike and Bike Network.
<ul style="list-style-type: none"> <li>• Bacchus Marsh Activity Centre Structure Plan 2011</li> </ul>
<ul style="list-style-type: none"> <li>• Ballan Structure Plan 2014 (draft) <i>Please note that the works identified on the map in Section 5.2.2 and in Section 5.3 are based on the draft Ballan Structure Plan and must be reviewed if changes are made to the final Ballan Structure Plan.</i></li> </ul>
<ul style="list-style-type: none"> <li>• Gordon Structure Plan 2011</li> </ul>
<ul style="list-style-type: none"> <li>• Council Urban Growth Policy Statement</li> </ul>
<ul style="list-style-type: none"> <li>• Council Rural Growth Policy Statement.</li> </ul>

#### 4.5 MANAGEMENT AND MAINTENANCE OF THE HIKE AND BIKE NETWORK

Council has spent considerable time updating data on existing paths within Council's GIS system to develop a more accurate data base on the condition of each path and trail and provides Council with a clear picture on path upgrade and provision requirements.

A formal process for referring completed path development and upgrade works to Council records is required. This will ensure that Council has accurate and up to date information on the status of the path network in Moorabool.

Alongside the ongoing process of maintaining effective records is the need to ensure the budget allocation for maintenance of paths is also increased in line with new paths and trails being developed. This will ensure safety and provision standards are maintained over the expanded trails network.

<b>Key Recommendations</b>
<ul style="list-style-type: none"> <li>• Ensure implementation of the process to ensure all existing and proposed paths (on road and off road) are documented and mapped using Council's GIS system.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure the process for altering the status of paths (e.g. proposed to complete) is undertaken including referral to the Asset Register.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure the budget allocation for maintenance of paths is also increased as new paths are developed.</li> </ul>

## 4.6 PEDESTRIAN PATH NETWORK

It is recommended that priority for development of the hike and bike network be given to linking primary destinations such as schools, larger shopping centres, major parks and reserves, major public transport routes and significant community hubs and/facilities to increase connectivity and promote health and wellbeing lifestyle opportunities.

Whilst a complete pedestrian path network is desirable, given the financial constraints faced by Council, the criteria outlined below can be used to determine future priorities for key recommendations within this strategy.

**Table 4.1  
Pedestrian Path Priority Criteria**

Criteria	Description
<b>Proximity to Primary Destination</b>	Paths/sections of paths in close proximity should be given higher priority than sections of path, which are further from a primary destination.
<b>Expected Use</b>	Paths likely to serve higher numbers of pedestrians now and in the future should be given priority over path potentially servicing lower numbers of pedestrians.
<b>Community Safety</b>	Pedestrian safety is critical. Issues impacting on safety include speed limit of adjacent traffic, and traffic volume.
<b>Community Demand</b>	Where there is demonstrated community demand for the route it should increase the priority of the project.
<b>Cost/benefit</b>	Priority should be given to low cost projects, which involve the construction of missing links and shorter sections of path, as the completion of these will encourage walking.
<b>Complexity of Works</b>	The type of terrain will impact the constructions and ongoing lifecycle costs and projects where the works are very complex and costly should be given a lower priority unless required to address significant public safety concerns.

Key Recommendation
<ul style="list-style-type: none"> <li>That Priority Criteria outlined in Table 4.1 above are used to assist with determining future pedestrian path priorities identified in this strategy across the Shire.</li> </ul>

## 4.7 FUTURE TRAIL/INFRASTRUCTURE STANDARDS AND AMENITIES

According to Austroads: "The purpose of a bicycle network is to enable cyclists of a wide range of abilities and experience to move safely and conveniently to chosen destinations via suitable desire lines. The basis of a bicycle network is the road network, augmented by special on-road facilities together with dedicated infrastructure such as off-road paths, and footpaths where permitted, and may include public transport"<sup>1</sup>.

Vic Roads have developed a series of documents called "CycleNotes" which specify the design standards for bicycle facilities. These standards should be read in conjunction with Austroads Guide to Traffic Engineering Practice Part 14 – Bicycles and Australian Standard 1742.9 Manual of Uniform Traffic Control Devices Part 9 – Bicycle Facilities). These standards should be used in the development of all future cycling infrastructure in Moorabool.

The Bicycle Network Victoria website provides a wealth of cycling related information and

<sup>1</sup> Austroads 2011

planning documentation including "Cycle Notes" in relation to a range of planning and infrastructure topics.

The Municipal Bike Network produced by Vic Roads in 2005 for Bacchus Marsh shows existing on road and off road routes though Bacchus Marsh.

**Identified off road priorities yet to be constructed include:**

- Station Street from the end of the railway Station to Fisken Street
- Fisken Street from Station Street to Taverner Street

**Identified on road priorities yet to be constructed include:**

- Main Street from Grant Street to the Avenue of Honour
- Gisborne Road from Grey Street to Albert Street

The following advice has been taken from the Bicycle Network Victoria Website.

*"Paths for cyclists can be shared with people walking (shared paths) or bicycle only paths. Paths need to be built wide enough to cater for the current and future number of users. The accepted minimum width for shared paths is 2.5m, with paths expecting commuter traffic at least 3.0m wide. Paths with heavy commuter and recreational traffic should be at least 3.5m wide or provide separate paths for cycling and walking."* <sup>2</sup>

#### **4.7.1 Footpath Standards**

Many of the existing footpaths in Moorabool are considered narrow and at times compromise access standards. It is planned that all future footpaths will be constructed to a specified standard outlined in Council's adopted Infrastructure Design Manual. This includes a minimum width identified for shared paths. The IDM is available to guide footpath infrastructure provided by land and subdivision developers in growth areas of Moorabool.

#### **4.7.2 Supporting Infrastructure/Amenities**

It is recognised that a lack of support infrastructure will impact on the level and type of use a path even if it is well located and should therefore attract high use. If a path goes through an area with no lighting or inadequate lighting such as Maddingley Park for example—potential use will be reduced.

Given the important link between the Bacchus Marsh Railway Station and the Green Link, adequate lighting of Maddingley Park may significantly increase the number of residents prepared to walk along this route at night. If paths lack seating for older residents or if there is a lack of shade for example, the expected level of use may diminish.

Cyclists require adequate bicycle parking at end destinations as well as access to water and toilet facilities for example. The provision of support infrastructure can have a major impact on the level of use of paths and trails.

<b>Key Recommendations</b>
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- |  |
|--|
| <ul style="list-style-type: none"><li>• That the Austroads and the Vic Roads CycleNotes standards are adhered to in the provision of bicycle infrastructure.</li></ul> |
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<sup>2</sup> Bicycle Network Victoria

- That Council ensures that the Infrastructure Design Manual is utilised to drive provision standards for paths and associated infrastructure.

## 4.8 SIGNAGE

Lack of adequate signage was identified as a barrier to participation in walking and cycling by 31 per cent of survey respondents and 60 per cent identified improved signage as a way Council could encourage increased participation in cycling and walking.

Signage will help to guide people using existing paths and bike lanes and also help guide people where marked cycle routes are not provided. Directional signage should allow people to find their way without reference to a map.

Regular cyclists principally use the commuter network, whilst occasional visitors as well as regular walkers and cyclists use the recreation network.

A signage strategy along the various recreation paths needs is to be developed by Council and will encompass the following aspects:

- Signs be provided at intersections with other trails and identify intersecting trails;
- Signs indicate direction and distance to major destination/facility nearby (e.g. retail centre, sports ground, recreation reserve) as well as a major destination and distance signage to public toilets and drinking water
- An emergency marker system, and
- A consistent Style of signage.<sup>3</sup>

The current AustRoads guide (2009) do not cover signage and navigation of cycle networks in detail. Vic Roads provides advice on directional signage in CycleNotes No. 11 while shared path behavioural signage is covered in CycleNotes No. 10. The CycleNotes give guidance on the types of signage to use when paths intersect with other paths, access paths and with roads.

### 4.8.1 Emergency Services Telecommunications Authority (ESTA)

The commitment to the provision of ESTA signage along Moorabool Shires Hike and Bike network would increase safety. The Emergency Services Telecommunications Authority (ESTA) is rolling out a program of emergency signage in public open spaces, such as parks, and walking and riding trails. The Program will help ESTA respond more quickly to emergency incidents that don't occur near an easily identifiable street address.

Emergency Markers have been installed at many of Victoria's public open spaces such as parks, walking and cycling tracks, and rail trails, where defining the exact location is difficult and could be used in the trails along the Werribee and Lerderderg Rivers. Emergency markers are used to clearly identify the location of the emergency when a caller calls Triple Zero. The alphanumeric identifier is linked to ESTA's computer aided dispatch system and specifies relevant location, GPS coordinates, road access route or navigational data for the expedient dispatch of emergency services.

## Key Recommendations

<sup>3</sup> Bicycle Network Strategy 2011



•	That Council develop a signage strategy for the Moorabool Hike and Bike network.
•	That Council adhere to the relevant sections of the Vic Roads CycleNotes numbers 10 and 11 when developing signage for the hike and bike network.
•	That ESTA signage is installed in all future trail development and along the Werribee and Lerderderg River trails where defining the exact location can be difficult.

#### 4.9 RECREATIONAL PATHS/TRACKS/ROADS

The draft strategy focuses primarily on three types of paths which will differ according to their primary function. The table below outlines the different types of paths and the design characteristics/standards of each one.

**Table 4.2  
Proposed Path Types**

Type of Path	Description	Design Characteristics
<b>Pedestrian Path</b>	Pedestrian paths are for the exclusive use of pedestrians. Cyclists under 12 years of age are permitted to ride on footpaths. Pedestrian paths are generally found in residential area. There is a physical separation of pedestrians from vehicles and bicycles.	<ul style="list-style-type: none"> <li>• Off road – 1.5m-2.0m</li> <li>• May be sealed or unsealed</li> </ul>
<b>Bicycle Path</b>	Bicycle paths are for the exclusive use of cyclists. Bicycle paths can be provided on road e.g. bike lane along Gisborne Road or off-road. The design standards of bicycle paths (e.g. width and amenities) will depend on the level of use and the degree of separation needed between cars and bicycles. These paths will generally cater for both commuter (at speed) and recreation cyclists.	
<b>Shared Path</b>	Shared paths are designed for both walkers and cyclists but may also be used for other activities such as skateboarding or scootering. A shared path may be along a roadside or through parkland.	<ul style="list-style-type: none"> <li>• Walkers and cyclists share the path and cyclists must give way to pedestrians.</li> <li>• Paths can be line marked or not.</li> <li>• High degree of separation of from vehicles – care must be taken at intersections and designed to minimise vehicles crossovers (driveways)</li> <li>• Paths would be signed as shared paths.</li> <li>• Minimum width 2.5m</li> </ul>

Council has endorsed an Urban Pathways Hierarchy Definitions for use in future path development. ***This hierarchy is included in Appendix Six of this report.***

Through the resident surveys, the community expressed a greater interest in the development of paths/tracks for recreational purposes as a higher priority (56%) than those used for commuter purposes.

Effective links and access points from the pedestrian network within Bacchus Marsh and Ballan to the river tracks are also highly desirable.

A strong interest was also expressed in circuit paths and connectivity as well as interest in the development of the Avenue of Honour Heritage Trail for local residents and tourists.

Consultation also indicated strong interest in improving safety for cycling on secondary roads between townships such as between Gordon and Ballan. The beauty of the area attracts people and cycling based tourism is likely to increase if safety on the roads was increased. Consideration should be given to providing shoulders on selected roads increase cycling safety as well as signage alerting motorists to the likely presence of cyclists in the area.

<b>Key Recommendations</b>
<ul style="list-style-type: none"><li>• That a feasibility study is undertaken to determine the viability and cost of developing the Avenue of Honour Heritage Trail.</li></ul>
<ul style="list-style-type: none"><li>• That Council support the further development of tracks and trails along the Werribee River and Lerderderg River by the Parks Victoria.</li></ul>
<ul style="list-style-type: none"><li>• That consideration is given to providing shoulders on selected roads between Gordon and Ballan and Ballan Daylesford to encourage and increase cycling safety.</li></ul>
<ul style="list-style-type: none"><li>• That where cyclists regularly use secondary roads, consideration of signage-alerting motorists to the likely presence of cyclists in the area are installed.</li></ul>

#### **4.10 PROMOTION OF THE HIKE AND BIKE NETWORK**

The resident survey indicated that there is a need to promote the opportunities that are currently available.

Whilst the name of the available walks and their distance is available on Council's website, there is no map to support this information. An online map is a cost efficient way of providing this information and allows the map to be regularly updated as new works are added without incurring the cost of printing. Information to be provided includes trail specific information, activity centres, townships, safe crossing points, and rest stops with public toilets, as well as the designated route.

Regular updates of the map on Council's web site as required will enable residents and regional cyclists to identify routes and trails within the municipality. Awareness about Council's website being the most current point of information for walking/cycling opportunities should be promoted via other Council publications as well as a link being established from Bacchus Marsh Tourism Association site for example.

In addition to the map being available via the website, a hard copy should also be developed. The Moorabool Positive Ageing Strategy recommends the development and publication of a Recreational Open Space and Walking Routes Guide that considers the needs of seniors.

A brochure outlining the hike and bike network will be a useful tool for both locals as well as visitors to the area. As a minimum, the map should be available from Council Offices as well as through the Bacchus Marsh and District Tourist Information Centre. Promotion of the trails within the overall tourist promotion of the Shire featuring walking and cycling as a key attractor for tourists within Moorabool should be undertaken.

The promotion of health and wellbeing through the promotion of walking routes using brochures/naps, signage and school and community promotion and events should also be undertaken.

<b>Key Recommendations:</b>
<ul style="list-style-type: none"> <li>• Ensure a hike and bike network map is available on Council's website and ensure it is updated annually.</li> </ul>
<ul style="list-style-type: none"> <li>• Produce and regularly update a walking and cycling brochure of the available routes within the Moorabool Shire.</li> </ul>
<ul style="list-style-type: none"> <li>• Publicise the hike and bike network through the Bacchus Marsh and District Tourist Information Centre.</li> </ul>
<ul style="list-style-type: none"> <li>• Promote health and wellbeing through the promotion of walking routes using brochures/naps, signage and school and community promotion and events.</li> </ul>

#### **4.11 ENCOURAGING WALKING AND CYCLING**

In order to encourage more people to walk or cycle Council can further promote the benefits of the recently established community walking groups. It is recommended that Council also continue the establishment of walking and riding school buses.

Addressing critical gaps in the existing network and improving connectivity to trails along the rivers for example will be of most benefit in increasing walking and cycling in Moorabool.

<b>Key Recommendations</b>
<ul style="list-style-type: none"> <li>• Work in partnership with other organisations such as the neighbourhood houses, community health centres to further establish community-walking groups.</li> </ul>
<ul style="list-style-type: none"> <li>• Encourage local schools to establish walking (and potentially riding) school buses.</li> </ul>

#### **4.12 FUNDING OPPORTUNITIES**

The planned growth in Moorabool Shire provides a unique opportunity to have paths developed through new subdivisions primarily on the fringes of Bacchus Marsh and Ballan townships.

Pathway implementation should be a requirement of the planning approvals process for new residential development and to ensure paths are built in locations recommended in precinct structure plans and are constructed in accordance with Councils pathway standards.

For paths constructed outside of growth areas, Council will be the primary funder through the capital works budget.

Funding and grant opportunities for paths and trails include:

- Community Facilities Funding, Sport and Recreation Victoria
- Community Support Grants, Department of Planning and Community Development
- Other Association / Industry based grant opportunities as they become available
- Developer contributions
- The Australian Tourism Development Program will fund tourism projects. The program will fund projects such as the development of tourism niche markets and the development of tourist attractions and facilities, which build on and complement existing industries.

#### **4.13 REVIEW OF HIKE AND BIKE STRATEGY**

A set review process is valuable to ensure the Hike and Bike Strategy remains relevant and up to date. It is important that the principles and actions within the strategy reflect the changing needs and priorities of Council and the community.

The Hike and Bike Strategy should be reviewed every 2 years to assess status and relevance of the implementation of the recommendations.

## 5 RECOMMENDED ACTION PLAN AND FUTURE WORKS

This section outlines the key actions proposed for the next 10 years in order to implement the recommendations and key strategies identified throughout this document. Table 5.1 documents the planning and management actions whilst the second table (Table 5.2) documents the works to be undertaken to improve the Hike and Bike Network across Moorabool Shire. Each action has been prioritised into a recommended timeframe as follows:

- High – 1-3 years
- Medium 4-6 years
- Low – 7-10 years

It is recognised that there are some actions that are a highly desirable but are likely to take between 7 to 10 years before they are realised due to the projected rate of development in Moorabool and when access to developer contribution funds are likely to be available to support the costs of these projects.

It is noted that all projects nominated will also be considered through Council's annual budget process and are subject to both internal and external funding opportunities.

As the timing of each of the individual works and the length of pathway and the nature of the construction has not been determined, itemised costings have not been able to be prepared for the strategy.

However, indicative estimated costs have been made in regard to the cost per square metre for the two primary types of pathway recommended in the strategy (based on current commercial rates as at May 2013).

- \$125 per m<sup>2</sup> - concrete footpaths – 1.5 metres wide
- \$75 per m<sup>2</sup> - concrete paths – 2.5 metres wide (shared paths)
- \$30 - \$35 per m<sup>2</sup> - unsealed paths – 1.5 metres wide (i.e. granitic sand or alternative including plinth edge)
- \$30-\$35 per m<sup>2</sup>- unsealed paths – 2.5 metres wide (i.e. granitic sand or alternative including plinth edge)

The rates above are indicative only and each individual project will require further investigation as part of determining the funding required.

## 5.1 PLANNING AND MANAGEMENT ACTION PLAN

The table below contains the recommendations for the Moorabool Shire Hike and Bike Strategy.

**Table 5.1  
Hike and Bike Strategy Recommendations**

ITEM NUMBER	RECOMMENDATIONS	PRIORITY
<b>PLANNING, MANAGEMENT &amp; MAINTENANCE</b>		
1	That the following Precinct Structure Plans and Council Policies are considered in the development of the Hike and Bike Network. <ul style="list-style-type: none"> <li>• Bacchus Marsh Activity Centre Structure Plan 2011</li> <li>• Ballan Structure Plan 2014</li> <li>• Gordon Structure Plan 2011</li> <li>• Council Urban Growth Policy Statement</li> <li>• Council Rural Growth Policy Statement</li> </ul>	High and Ongoing
2	Ensure implementation of the process to ensure all existing and proposed paths (on road and off road) are documented and mapped using Council's GIS system.	High
3	Ensure the process for altering the status of paths (e.g. proposed to complete) is undertaken including referral to the Asset Register.	High
4	Ensure the budget allocation for maintenance of paths is also increased as new paths are developed.	Ongoing
5	That priority criteria outlined in table 4.1 are used to assist with determining future priorities identified in this strategy across the Shire.	High
<b>INFRASTRUCTURE STANDARDS</b>		
6	That the Austroads Standards and Guidelines are adhered to in the provision of bicycle infrastructure and Vic roads CycleNotes numbers 10 and 11 when developing signage for the hike and bike network.	Ongoing
7	That Council develop a signage strategy for the hike and bike network.	High
8	That where cyclists regularly use secondary roads, signage-alerting motorists to the likely presence of cyclists in the area are installed where appropriate.	Medium
<b>TRACK &amp; TRAIL DEVELOPMENT</b>		
10	That where possible Council prioritise the development of paths that connect to existing track and trails to increase their usability.	Ongoing
11	That a feasibility study is undertaken to determine the viability and cost of developing the Avenue of Honour Heritage Trail.	High
12	That a shared path fitness circuit is developed in Maddingley Park.	High
13	That Council support the further development of tracks and trails along the Werribee River and Lerderderg River by Parks Victoria.	High
<b>PROMOTION OF HIKE AND BIKE NETWORK</b>		
15	Develop a hike and bike network map and make it available on Council's website and is updated annually.	High and Ongoing
16	Produce and regularly update a walking and cycling brochure of the available routes within the Moorabool Shire.	High and Ongoing
17	Publicise the hike and bike network through the Bacchus Marsh and District Tourist Information Centre.	High and Ongoing
18	Promote health and wellbeing through the promotion of walking routes using brochures/maps, signage and school and community promotion and events.	High and Ongoing

ITEM NUMBER	RECOMMENDATIONS	PRIORITY
19	Work in partnership with other organisations such as the neighbourhood houses, community health centres and other organisations to establish community-walking groups and sustain existing groups.	High and Ongoing
20	Encourage local schools to establishment walking and riding to school buses.	Medium

## 5.2 RECOMMENDED WORKS PROGRAM FOR THE HIKE AND BIKE STRATEGY

The table below outlines the proposed works program, by each key township for the Hike and Bike Strategy. Please note a surface type has not been recommended for each path as Council will need to make this decision as each item is considered in the future capital works budget.

**Table 5.2  
Recommended Future Hike and Bike Works Program**

Description of Works	Considerations/Comments	Path Type	Priority	Cost Estimate
<b>Bacchus Marsh</b>				<b>\$</b>
Upgrade Griffith St to shared path from McCormacks Rd to Stonehill drive	N/A	Shared	Medium	\$143,000
New Griffith St path from Stonehill Drive to Hillside St	N/A	Shared	Medium	\$101,000
Upgrade Griffith St to shared path from Hillside St to Powlett St	N/A	Shared	Medium	\$118,000
Upgrade Griffith St path from Hillside to Inglis St	N/A	Shared	Medium	\$85,000
Upgrade Griffith St path from Powlett St to Grant St	N/A	Shared	Medium	\$125,000
Barry St pathway construction from Griffith St to Labilliere St	N/A	Footpath	Medium	\$32,000
Labilliere St new path connecting Leisure Centre entrances	N/A	Footpath	Medium	\$13,000
New path on Franklin St connecting current path with Griffith St	N/A	Footpath	Medium	\$34,000
Labilliere St pathway construction from McCrae St to Barry St	N/A	Footpath	Medium	\$77,000
Station St path construction from Bond St to Fiskin St	N/A	Footpath	Medium	\$56,000
Taverner St pathway from Grant St to Bond St	N/A	Footpath	High	\$55,000
'Greenway' from Bond St to Bacchus Marsh Rd	Dependent on developer purchase of land.	Shared	Medium	\$223,000
Simpson St pathway from Bond St to Lord St	N/A	Footpath	High	\$26,000
Water Channel pathway from Peppertree Park to Western Freeway underpass	Very high construction costs Safety and security concerns as part of the channel are located at the rear of properties – no casual surveillance.	Shared	Low	\$797,000
Avenue of Honour Main St shared path from Pearce to Hopetoun Cemetery	Feasibility study required Pedestrian overpass required over the Western Freeway.	Shared	High	\$891,000
Main St Upgrade to shared path from Young St to Pearce	Feasibility study required	Shared	High	\$164,000
Western upgrade of current Peppertree Park walking trail along the river to link in with future development area	Possibly funded through developer contributions or included within development of residential area. Investigate possible river crossings.	Shared	Med	\$305,000
Western extension of Peppertree Park walking trail along the river to link in with future development area	Possibly funded through developer contributions or included within development of	Shared	Med	\$105,000



Description of Works	Considerations/Comments	Path Type	Priority	Cost Estimate
	residential area. Investigate possible river crossings.			
Bond St pathway from Taverner St to Peelmans Lane		Shared	Med	\$47,000
Bond St path construction from Bond St Bridge along Peelmans Lane to current path (approx. 50m)		Shared	Med	\$11,000

Description of Works	Considerations/Comments	Path Type	Priority	Cost Estimate
Halletts Way upgrade to shared path from Main St end of current Halletts Way	Developer contributions	Shared	High	\$724,000
Halletts way extension of shared path from Griffith St to current Halletts Way	Developer contributions	Shared	High	\$544,000
Main St shared path upgrade from Gisborne Rd to Madden Drive	N/A	Footpath	Med	\$48,000
Masons Lane path construction from Gisborne Rd to Masons Lane Recreation Reserve entrance	Look at possible extensions to the Lerdererg River track in future.	Shared	High	\$100,000
Young St path upgrade from Masons Lane to Main St	Upgrade of current path to shared required	Shared	Med	\$133,000
Main St pathway extension from Ascot Ave roundabout to Holts Lane	Steep gradient Freeway overpass required	Footpath	Med	\$101,000
Extension of Lerdererg track from Western Highway to Avenue of Honour Track with alternate exit at Ryans Rd	N/A	Shared	Med	\$434,000
Margaret Dr path construction from Grant St to Clarinda St to link to water channel pathway	Link to water channel shared path	Footpath	Low	\$152,000
Underbank Boulevard path construction to begin and conclude at Main St entrance		Footpath	Med	\$304,000
Grant St path upgrade from Western Highway overpass to Bacchus Marsh Grammar entrance		Shared	Med	\$729,000
<b>Darley</b>				
Halletts Way shared pathway from Main St Bacchus Marsh to Albert St Darley	Freeway crossing	Shared	High	\$797,000
Halletts Way shared pathway upgrade from Main St Simmons Drive	N/A	Shared	High	\$54,000
Holts lane pathway from Bacchus Marsh Rd to Fredrick St	N/A	Footpath	Med	\$70,000
Holts Lane path construction from Halletts Way to Meride Way	N/A	Footpath	Med	\$31,000
Holts Lane path construction from Taylor Drive to Davies St	N/A	Footpath	Med	\$53,000
Complete remaining sections of Holts Lane pathway from Halletts Way intersection to Gisborne Rd	N/A	Footpath	Med	\$192,000
Holts lane pathway from Gisborne Rd to Lerdererg walking trail	N/A	Footpath	High	\$114,000
Water channel shared pathway from Western Freeway underpass to Lerdererg walking trail near Janette Crt	High cost Security concerns	shared	Low	\$715,000
Links Rd path from Robertsons Rd to Fairway Crescent	N/A	Shared	Med	\$158,000
Robertsons Rd pathway construction from Links Rd to Lerdererg walking trail	N/A	Footpath	High	\$120,000
Cairns Drive pathway from Robertsons Rd to Albert St	N/A	Footpath	Med	\$134,000
Grey St shared path upgrade from Davies St to Gisborne Rd	N/A	Shared	Med	\$190,000
Fitzroy St pathway from Grey St to Albert St		Shared	Med	\$75,000
Albert St pathway extension from Fitzroy St to Bacchus Marsh-Gisborne Rd	N/A	Footpath	Med	\$84,000

Description of Works	Considerations/Comments	Path Type	Priority	Cost Estimate
Davies St pathway construction from Holts Lane to Grey St	N/A	Footpath	Med	\$60,000
Jonathon Dr pathway construction from Davies Dr, along Taylor Dr to Gisborne Rd	N/A	Footpath	Med	\$131,000
Morrison Dr pathway construction from Wittick St to Grey St	N/A	Footpath	Med	\$87,000
Upgrade Gisborne Rd Pathway to shared pathway from Western Highway to Grey St	N/A	Shared	Med	\$106,000
Wittick St pathway from Albert St to Nicholson St	N/A	Footpath	Med	\$77,000
Wittick St path from Scout Hall to current path (approx. 100m)	N/A	Footpath	Med	\$14,000

Description of Works	Considerations/Comments	Path Type	Priority	Cost Estimate
<b>Ballan</b>				
Atkinson St pathway upgrade from Cowie St to Lay st	N/A	Shared	Med	\$319,000
Windle St pathway from Gillespies Lane to Simpson St	Possibly funded through developer contributions or included within development of residential area.	Shared	Med	\$258,000
Lay St from Atkinson St to Gosling St (Cemetery)	N/A	Shared	Med	\$127,000
Upgrade current path along Inglis St to shared path from Geelong Ballan Rd to Sunline Court	N/A	Shared	Med	\$703,000
New shared path along Inglis St from Ingliston Rd to Werribee River trail extension	N/A	Shared	Med	\$175,000
Upgrade to shared path along Simpson St from Spencer Rd to Blackwood St and Caledonian Park entrance	N/A	Shared	Med	\$171,000
Upgrade to shared pathway from Blackwood St roundabout to Berry St	N/A	Shared	Med	\$124,000
Gillespies Lane pathway from Old Geelong Rd to Windle St	Possibly funded through developer contributions or included within development of residential area.	Shared	Med	\$333,000
Pathway along Bradshaw St from Inglis St to Simpson St		Shared	Med	\$52,000
Hogan Rd new shared pathway from Inglis to Densley St	Possible river crossing Possibly funded through developer contributions or included within development of residential area.	Shared	Med	\$200,000
Hogans Rd path upgrade from Densley St to Lot 34	N/A	Shared	Med	\$70,000
Hogan Rd new shared pathway from Lot 34 to Lot 45	N/A	Shared	Med	\$25,000
Hogans Rd path upgrade from Lot 45 St to Lot 54	N/A	Shared	Med	\$47,000
Hogan Rd new shared	N/A	Shared	Med	\$31,000

Description of Works	Considerations/Comments	Path Type	Priority	Cost Estimate
pathway from Lot 54 to the end of Hogans Rd				
Old Geelong Rd pathway from Inglis St to Gillespies Lane	Possibly funded through developer contributions or included within development of residential area.	Shared	Med	\$188,000
Spencer Rd pathway from Berry St to Simpson St	N/A	Shared	Med	\$125,000
New pathway from Rocht Court to Ballan Swimming Pool	N/A	Shared	Med	\$82,000
Upgrade pathway from swimming pool to Caledonian Park trail to shared path	N/A	Shared	Med	\$94,000
Upgrade Cowie St pathway to shared path from Inglis St to Edols St	N/A	Shared	Med	\$31,000
New shared path along Cowie St from Edols St to Atkinson St	Entrance to the Ballan Recreation Reserve.	Shared	Med	\$31,000
Pathway from Ballan Cemetery to Werribee River/Caledonian Park pathway	Investigate further river crossing	Shared	Med	\$52,000
Upgrade current trail to shared path at Caledonian Park along Werribee River	Consultation required with Melbourne Water.	Shared	High	\$75,000
Extend current trail to shared path at along Werribee River through to Inglis St	Consultation required with Melbourne Water.	Shared	High	\$75,000
Pathway along Berry Street from Blackwood St to Spencer Rd	N/A	Shared	Med	\$220,000
Pathway extension from Hogan Rd extension West along Werribee River	Possibly funded through developer contributions or included within development of residential area.	Shared	High	\$218,000
Pathway from north end of Hogan Rd to Werribee River	Possibly funded through developer contributions or included within development of residential area. Consultation required with Melbourne Water.	Shared	High	\$171,000
Stead St path construction from Inglis St to Steiglitz St	N/A	Footpath	Med	\$14,000
Stead St path construction from Edols St to Atkinson St	N/A	Footpath	Med	\$17,000
Duncan St path construction from Edols St to Atkinson St	N/A	Footpath	Med	\$17,000
Steiglitz St path construction from Duncan St to Windle St	N/A	Footpath	Med	\$31,000
Edols st path construction from Windle st to Jopling St	N/A	Footpath	Med	\$30,000
Jopling St path construction from Edols St to Atkinson St	N/A	Footpath	Med	\$17,000
<b>Blackwood</b>				
Pathway from Blackwood		Unsealed	Med	\$55,000

Description of Works	Considerations/Comments	Path Type	Priority	Cost Estimate
Crown Recreation Reserve, along Simmons Reef Rd to Greendale Trentham Forrest Rd		footpath		
Martin St pathway construction from Simmons Reef Rd to Golden Point Rd		Unsealed footpath	Med	\$30,000
<b>Bungaree</b>				
Creswick-Bungaree Rd path installation from Bungaree-Wallace Rd down Lesters Rd approximately 200m	N/A	Unsealed footpath	Med	\$62,000
Extend existing path from 234 Bungaree-Wallace Rd to Bungaree-Creswick Rd	N/A	Unsealed footpath	Med	\$247,000
<b>Dunnstown</b>				
Pathway along Old Melbourne Rd from Ti Tree Rd intersection to end of residential area approx. 250m	N/A	Unsealed footpath	Med	\$30,000
Pathway along Ti Tree Rd from Old Melbourne Rd intersection (approx..250m)	N/A	Unsealed footpath	Med	\$140,000
Pathway from roundabout along Dunnstown-Yendon Rd end of residential area (approx. 250m)	N/A	Unsealed footpath	Med	\$46,000
<b>Elaine</b>				
Path construction from Recreation Reserve to CFA building along Midland Hwy	Includes railway crossing and pedestrian crossing point at Pearsons Rd.	Unsealed footpath	Med	\$126,000
<b>Gordon</b>				
Main Street footpath, from Lyndhurst Street to Cartons Rd	N/A	Footpath	Med	\$183,000
Stanley Street, Gordon footpath, Main St to Hopwood Place	N/A	Footpath	Med	\$68,000
Footpath along Hopwood Pl from Stanley St to Gladstone St	N/A	Footpath	Med	\$23,000
Gladstone St footpath, Main St to Hopwood Place	N/A	Footpath	Med	\$62,000
Cartons Rd pathway link from Paddock Creek extension to Main Street	N/A	Footpath	Med	\$30,000
Old Western Highway, Gordon pathway from Old Melbourne Rd to existing path approx. 100m north	N/A	Footpath	Med	\$18,000
Continuation of Paddock Creek Reserve path from Gladstone St to Cartons Rd	Crown Land	Footpath	Med	\$70,000
<b>Greendale</b>				
Complete the pathway from the roundabout at	N/A	Unsealed footpath	Med	\$127,000

Description of Works	Considerations/Comments	Path Type	Priority	Cost Estimate
Greendale-Myrniong Rd to Maddisons Lane				
Pathway connection from Recreation Reserve to intersection along Brady Lane	N/A	Unsealed footpath	Med	\$24,000
Ballan-Greendale pathway from Prince St roundabout to end of residential area	N/A	Unsealed footpath	Med	\$84,000
<b>Hopetoun Park</b>				
Upgrade of trail circling Hopetoun Park	Consultation required with Western Water. Very steep topography	Unsealed footpath	Low	\$243,000
Pathway construction from Riverview Dr roundabout along Ruxton Way to join existing trail intersecting View Gully Rd		Unsealed footpath	Med	\$368,000
Pathway construction from Webb Crt trail entrance along Selby Crt to Riverview Dr	To link to existing trail	Unsealed footpath	Med	\$121,000
Hammond Circuit pathway from Riverview Drive to reserve entrance (approx. 100m)		Unsealed footpath	Med	\$20,000
<b>Korweinguboora</b>				
Path along Ballan Daylesford Rd from Calders Lane to Spargo Creek Rd	Works may be hindered due to native vegetation	Unsealed footpath	Low	\$406,000
<b>Lal Lal</b>				
Pathway circuit from Vaughan Street to Eaglesons Rd, back to Clarendon – Lal Lal Rd	This will link the school, railway Station and community buildings.	Unsealed footpath	Med	\$132,000
Pathway from intersection at Yendon – Lal Lal Rd to Ironmine Rd		Unsealed footpath	Med	\$153,000
Pathway construction from along Clarendon-Lal Lal Rd from Rosella Rd to Eaglehawk Rd		Unsealed footpath	Med	\$159,000
<b>Long Forrest</b>				
Maintain current Long Forrest Road with connections to Parks Victoria Walking Trails	Parks Victoria Further works limited due to native grasses.	Unsealed footpath	Low	\$388,000
<b>Mount Egerton</b>				
Pathway from the primary school on Reserve Rd to the Recreation Reserve.	N/A	Unsealed footpath	High	\$147,000
Pathway along Main St from Whipstick Rd to Reserve Rd	N/A	Unsealed footpath	Med	\$268,000
Pathway along Main St from the Mechanics Institute to Water Tank Rd	N/A	Unsealed footpath	Med	\$26,000

Description of Works	Considerations/Comments	Path Type	Priority	Cost Estimate
<b>Myrniong</b>				
Shared Walking and cycling track to wind through Myrniong, beginning at the Recreation Reserve before winding through the Jim Barry Reserve then along Main Street along Hardy St back to the Recreation Reserve	N/A	Shared Unsealed footpath	High	\$204,000
Connect pathway from Recreation Reserve to Muddy Lane via Blackwood St	N/A	Unsealed footpath	Low	\$18,000
<b>Wallace</b>				
Pathway construction from Erin Crt to Ormond Rd intersection along Bungaree-Wallace Rd	N/A	Unsealed footpath	Medium	\$56,000
Old Western Hwy pathway from intersection at Ormond Rd to Wallace Hall	N/A	Unsealed footpath	Medium	\$13,000

### 5.3 FUTURE DEVELOPMENT WORKS MAPS

The following pages include maps of each township within Moorabool Shire where future improvement and development works have been identified to encourage the community to increase their walking and cycling opportunities through the provision of improved infrastructure.

Maps are included of the following towns.

- Bacchus Marsh
- Ballan
- Blackwood
- Bungaree
- Dunnstown
- Elaine
- Gordon
- Greendale
- Hopetoun Park
- Korweinguboora
- Lal Lal
- Long Forrest
- Mt Egerton
- Myrniong
- Wallace

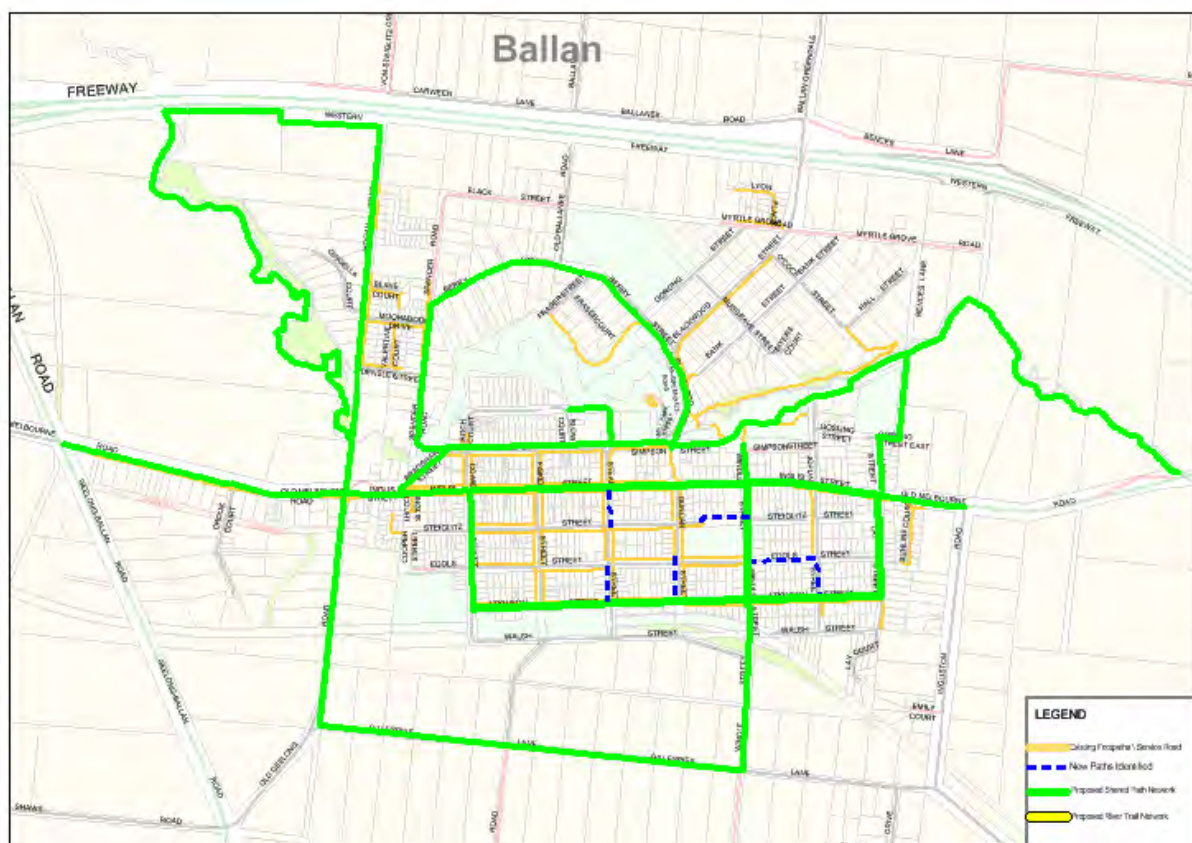
Recommended works for each of these townships are outlined in Table 5.2.



### 5.3.1 Bacchus Marsh Proposed Hike and Bike Network



### 5.3.2 Ballan Proposed Hike and Bike Network



- Throughout the development of this strategy, a connection of the network with the Ballan Golf Course has been identified as an opportunity for further investigation and consideration. It is recommended for further discussions between Council and the Golf Course Management to occur regarding the viable opportunity for implementation of this.

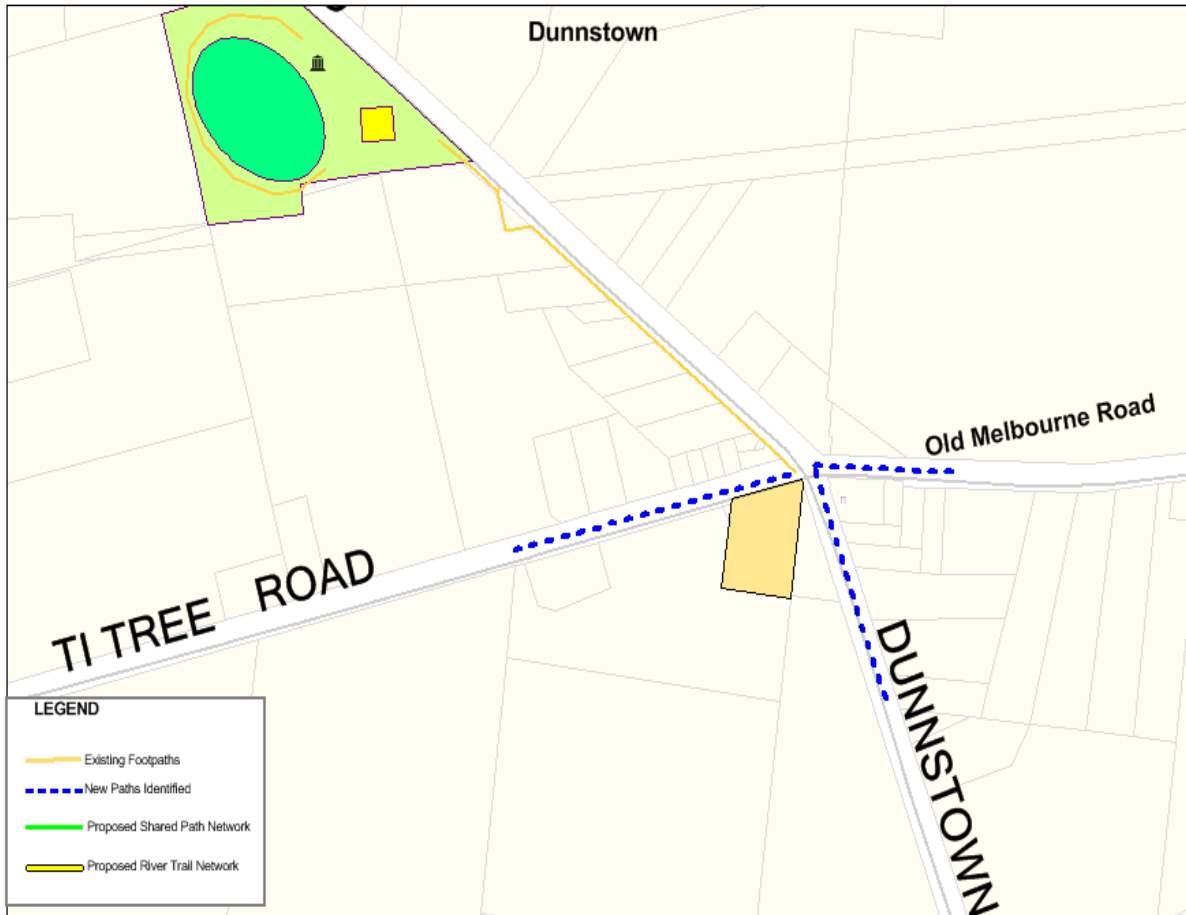
### 5.3.3 Blackwood Proposed Hike and Bike Network



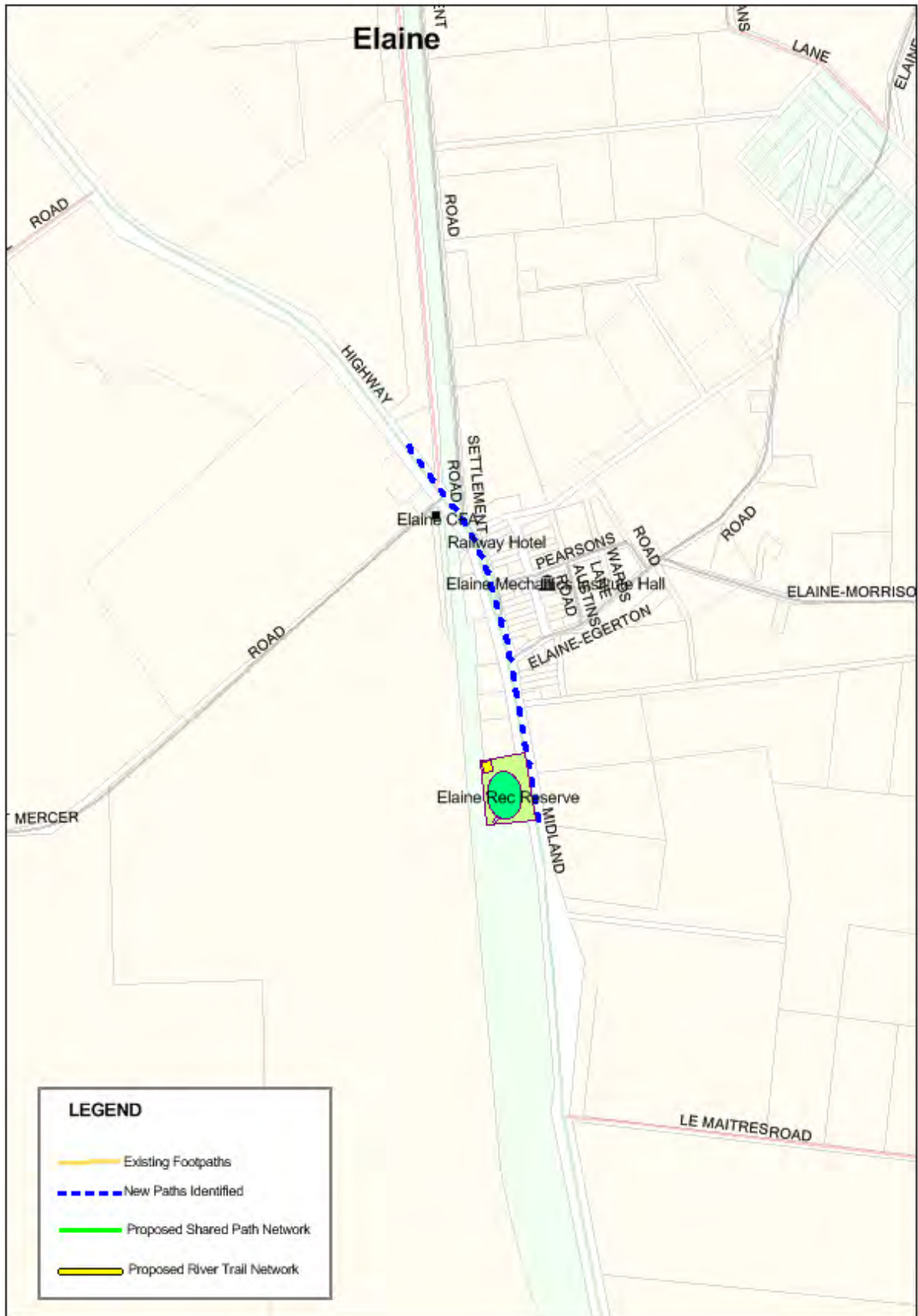
### 5.3.4 Bungaree Proposed Hike and Bike Network



### 5.3.5 Dunnstown Proposed Hike and Bike Network



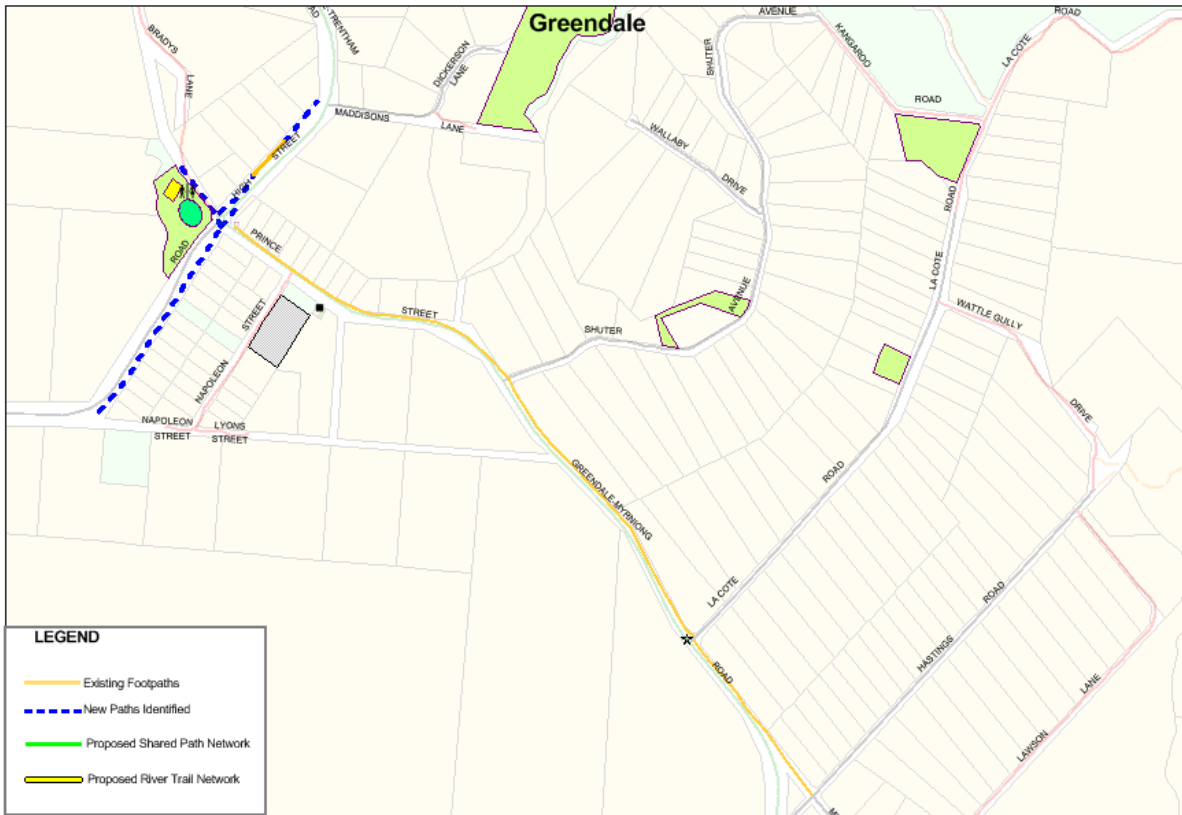
### 5.3.6 Elaine Proposed Hike and Bike Network



### 5.3.7 Gordon Proposed Hike and Bike Network



### 5.3.8 Greendale Proposed Hike and Bike Network



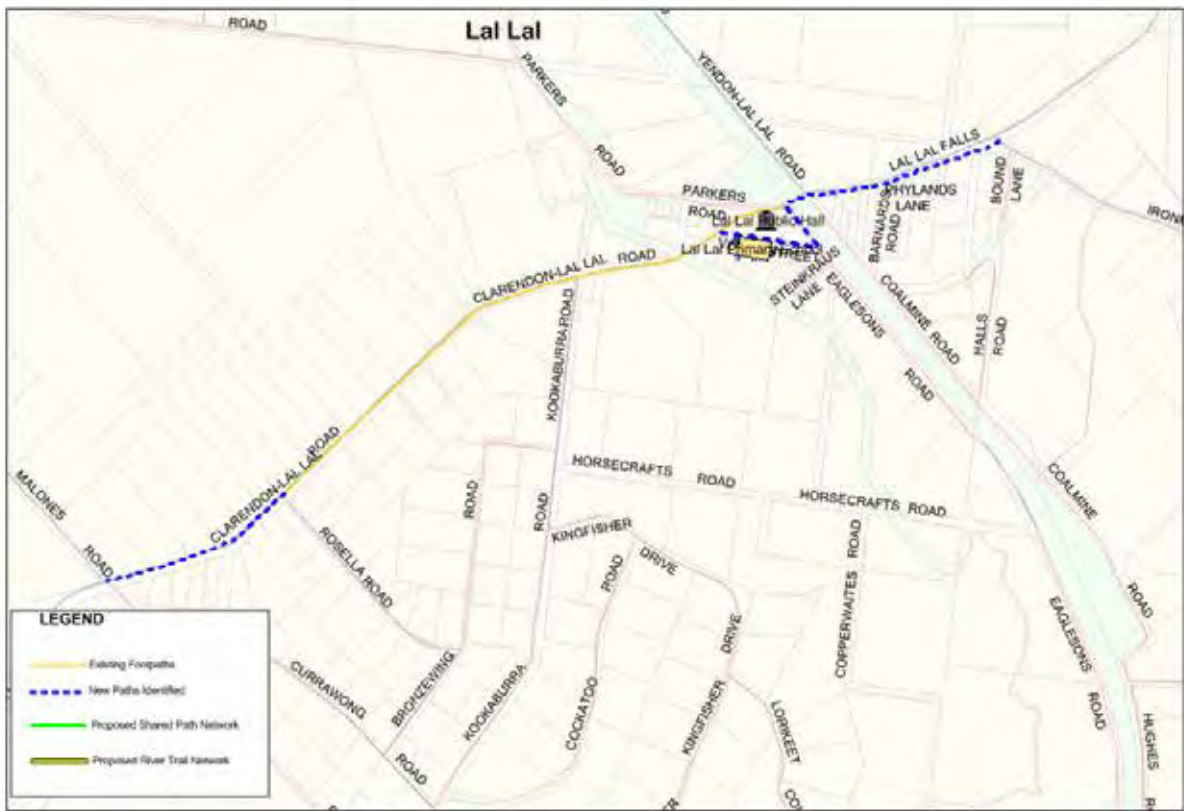
### 5.3.9 Hopetoun Park Proposed Hike and Bike Network



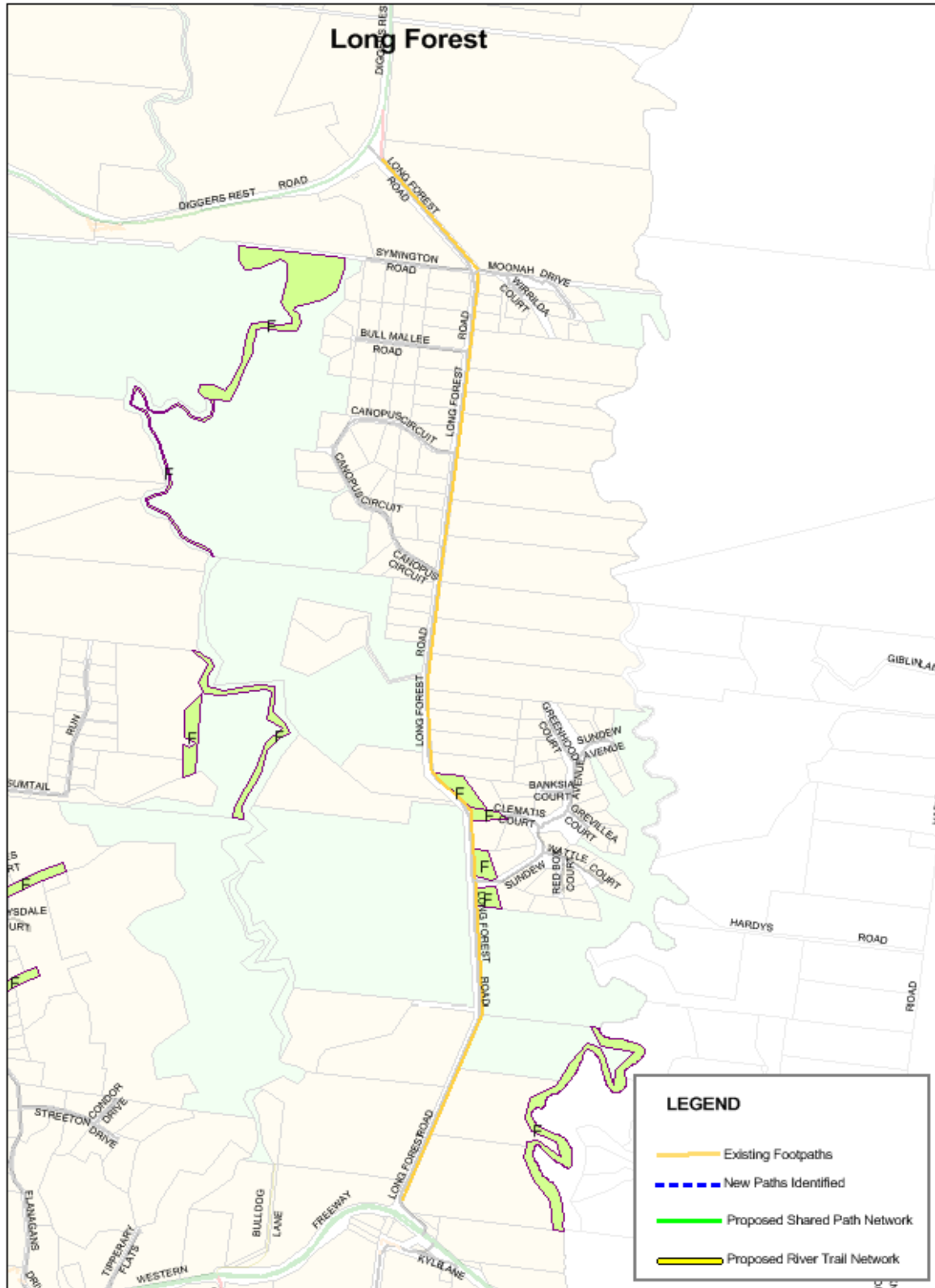


### 5.3.10 Korweinguboorra Proposed Hike and Bike Network

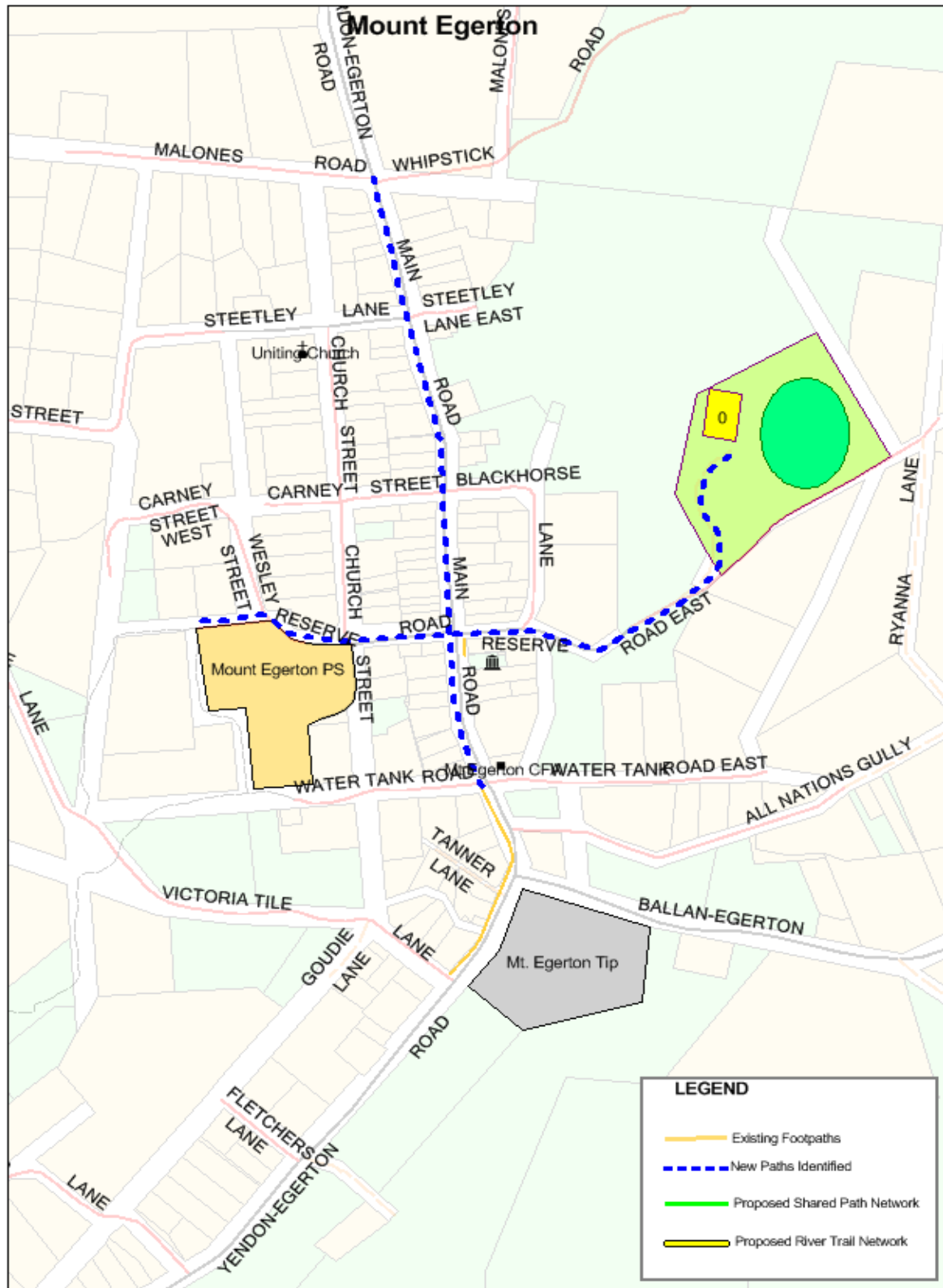
### 5.3.11 Lal Lal Proposed Hike and Bike Network



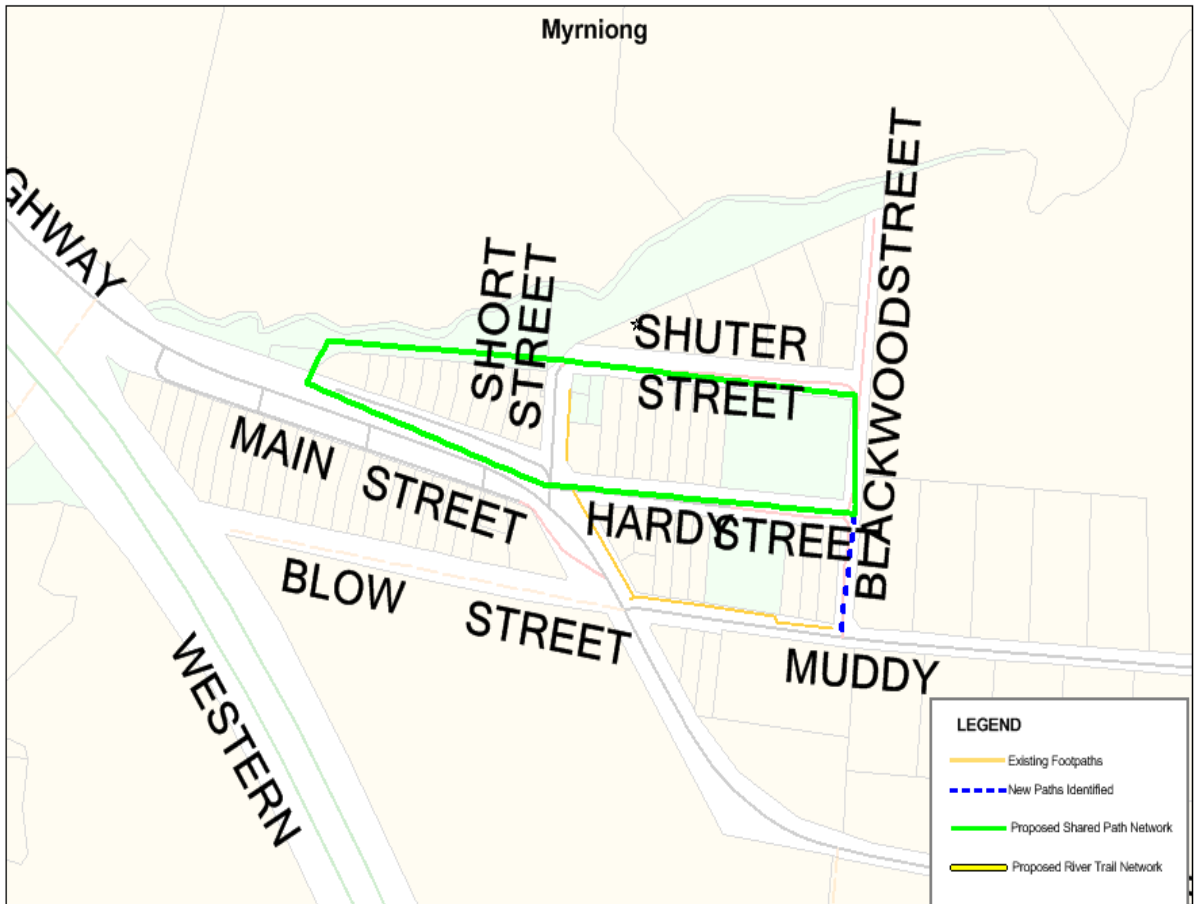
### 5.3.12 Long Forest Proposed Hike and Bike Network



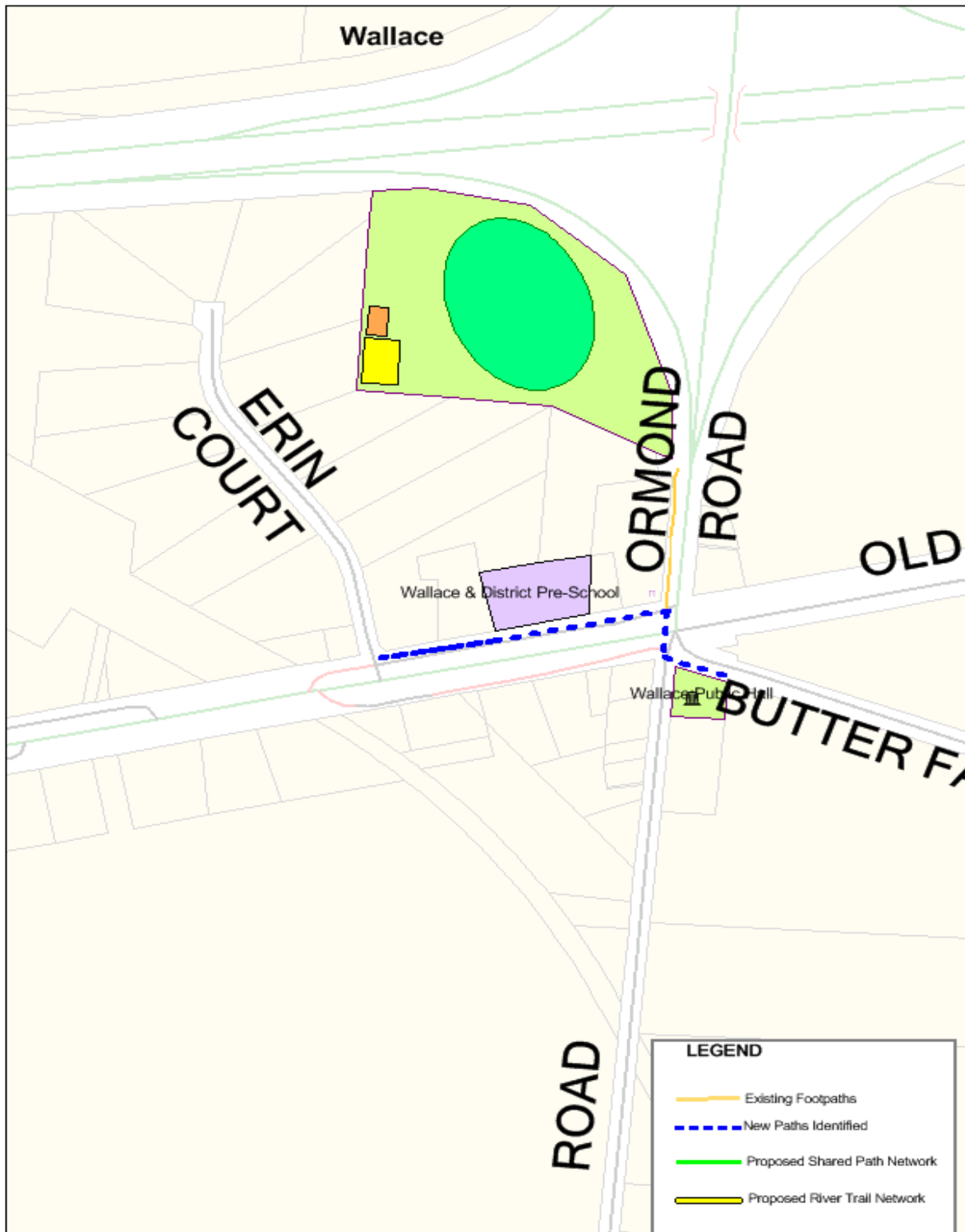
5.3.13 Mount Egerton Proposed Hike and Bike Network



5.3.14 Myrniong Proposed Hike and Bike Network



5.3.15 Wallace Proposed Hike and Bike Network



## APPENDIX ONE: RESIDENT SURVEY RESULTS

### 1. Respondent Profile

The following table summarises the survey respondent sample

User Survey Respondent Sample

CATEGORY	SUB-GROUP	RESPONSE NUMBER	PERCENT %
Gender	Male	12	41.1%
	Female	17	58.6%
Age Range	0-10 years	0	0.0%
	11-20 years	0	0.0%
	21 - 50 years	17	58.6%
	51 - 65 years	9	31.0%
	66 + years	3	10.3%
<b>TOTAL</b>		30	100%

Of the survey respondents 58.6% or 17 were female.

The majority of participants were in the 21-50 years age groups with 58.6% of respondents fitting into this age cohort. The next main group were the 51-65 years age group with 31% of respondents followed by the 66+ years old with 10.3% of responses. No responses were received from anyone under 21 years of age.

### 2. Question Responses

The survey responses by question are listed as follows:

**Question 1. What can Council do to encourage walking and cycling for commuter, fitness, recreational purpose in Moorabool. (Survey respondents could tick two responses and provide suggestions)**

- Provide safe paths/track to shopping areas and community facilities 66.7%
- Improve signage for existing routes 60.0%
- Promote the benefits of walking/cycling 43.3%
- Increase the number of seats/resting points along tracks/trails 23.3%
- Provide more bicycle parking facilities 20.0%

Respondents indicated that their highest priority, 66.7% was for council to encourage walking and cycling for a range of purposes was to provide safe paths/track to primary destinations such as shopping areas and community facilities.

The next highest priority with 60 % of respondents was to improve signage for existing routes followed by promoting the benefits of walking/cycling by 43.3% of respondents. Increasing the number of seats/resting points along tracks/trails was identified by 23.3% and provision of more bicycle parking facilities by 20% of respondents.

Respondents were also asked to provide comments or suggestions with the following results recorded.

## Question 1. Comments/Suggestions

- Fix the existing tracks first before creating new ones.
- Maintain/restore the current tracks, such as federation walk, peppertree, and position them out of the natural waterways. Provide bridge/ford crossings that can make the tracks useable all year round. Provide more signage and update the tracks and trails brochures to reflect all tracks. Provide information about significant historical or flora/fauna along the tracks. Install signs to indicate length of track.
- Creation of walking trail in Mount Egerton would be fantastic! No circuit is currently in place at all.
- Currently I don't think I have seen any bike racks for push bikes other than the ones on either side of the Village shopping centre.
- Develop off road paths. Develop safe road crossings. On road bike lanes are a second best solution and a disincentive to potential users.
- The shire could have some of the best of mountain bike riding in the State. Look to You Yangs for an example. Continuous paths are also important especially for visitors to the area.
- My walking buddy and I have found that there are many Streets without paths on either side. This makes it very difficult, especially considering we are both pushing prams. We also need a footpath over the Halletts Way over-pass. Better footpaths would make walking around town easier.
- Advertise where tracks are.
- All pedestrian lights should work as soon as the button is pressed (like the ones near the hospital) to Stop impatient people (kids) from going ahead anyway. Obviously multiple and frequent use times would need a timer.
- Natural surveillance and activities nearby help with safety. The track over from the train Station to Main Street via Maddingley Park; over walking bridge and along walking path next to the river then between houses has partial natural surveillance and no lighting. This is a pleasant walking short cut through to the shops but doesn't always feel safe, especially at night. Signage is lacking in Maddingley Park. Visitors coming from the Station wouldn't know how to get to Main Street. Bike parking is at the railway Station but very little in Main Street area. I chain my bike to bench seats.
- Increase tourism.
- The Halletts Way Bridge is a major safety issue and needs to be addressed to allow residents to walk in this area.
- Danger from motor traffic is No. 1 deterrent. Therefore make roads safer for bikes: - construct rideable bike lanes, not just white lines which disappear into potholes or become as narrow as a tightrope: continuous lanes with adequate width, so that the cyclist doesn't have to plunge off the road every time a fast or large vehicle approaches, with a smooth bitumen surface at least as good as motor traffic gets. Such lanes should be developed on all main roads linking towns in the shire, starting with Ballan-Gordon and Ballan-Daylesford. Ballan-Bacchus Marsh via Werribee Gorge could be metalled, as it's the only route between the two towns except for the Freeway, and no-one rides that.
- Repair and extend the footpaths by the Lerderderg River which were damaged by the floods.
- By law, unaccompanied children on bikes over the age of 12 must not ride on footpaths. I do not blame any parent who tells their children, under or over 12, not to ride on the road. I am on high-alert when I ride Gisborne Road in the school peak time, so I could not imagine any 13 year old riding in the same conditions. Many drivers do not pay attention to Stop signs and other road laws. They would not see a child on a bike.
- A lot of our teenagers have part time jobs in McDonalds and/or KFC. Currently there is no safe path for them to take to get there. They have to be taken by car which is a round trip of approximately 14km - it is not always possible for an adult to take them and it does not foster and encourage independence.
- We live in a beautiful area but there is a severe lack of walking tracks available and our parks are neglected. It would also be nice to know if there are safe, easy to use walking



tracks in the Wombat State forest. People should be encouraged to Stay fit and use the outdoors - currently in Moorabool they aren't.

**Question 2. What are the current barriers stopping you from walking/cycling more? (Tick all that apply)**

- |   |       |
|---|-------|
| • No track/path where I want to go                | 65.5% |
| • No safe route to where I want to go             | 55.2% |
| • Existing tracks don't connect                   | 41.4% |
| • Lack of circuit tracks                          | 37.9% |
| • I am not aware of the tracks that are available | 34.5% |
| • Lack of signage for existing walks              | 31.0% |
| • Not enough seating along current tracks         | 24.1% |
| • No bike parking facilities                      | 17.2% |
| • Not enough time                                 | 13.8% |
| • Health reasons                                  | 3.4%  |

The responses above are in order of highest response to lowest response. Clearly the lack of tracks/path is considered by 65.5% of respondents to be the most significant barrier to walking and cycling, followed by 55.2% who consider there is no safe route to where they want to go. 41.4% responded that existing tracks don't connect whilst 37.9% identified the lack of circuit tracks as a barrier.

Lack of awareness of existing track by 34.5% of respondents and lack of signage for existing walks by 31% were also identified as barriers. Other barriers listed above were identified by less than 30% of respondents.

Respondents were also asked to provide comments or suggestions with the following results recorded for Q2.

**Q2 Comments/Suggestions**

- Both the Lerderderg River path and the path along the Werribee River from Peppertree Park are in desperate need of repair; the grass needs slashing. The ford across the river is now permanently under water as the pipe that took the river under the "bridge" is either damaged or blocked.
- Since all development south of the railway line has been destroyed by the approval of the wind farm the options for the picturesque views of the countryside are now non-existent.
- Washed out tracks and overgrown tracks in summer ( snakes )
- It was very hard to find cycle tracks in and around Bacchus Marsh. My husband bought a bike for Christmas a couple of years ago and decided to take the bikes and kids into town (BM) to cycle some of the tracks. I took a few nights trolling the internet to find any tracks then I switched to looking for "walking" tracks. We found 4 or 5 of these - Pepper Tree Park, links golf course, Moon Reserve, and another kind off Stanfield Cres - I don't know if you are meant to ride along walking tracks but as we couldn't find any designated bike paths the walking tracks met with the bikes.
- Most of the current recreational tracks around Bacchus Marsh have been closed or in a State of disrepair for >2 years.
- I worry about dogs on the loose, and people seem to think its ok to let their dogs off in parks, and on the road going past the "roundhouse" and out that way. Their dogs are a threat to my little dog so I am always looking well ahead ready to change my route if needed. I usually try to walk middle of day when Streets are quieter.
- Using the same track becomes boring, there should be many alternatives and variations as you go. Loops, connections, sights, shops etc.
- Bike tracks don't connect. For example, to ride to Moon Reserve one has to ride on the road to get to the Start of the track. Roads are too dangerous to ride on in Bacchus

Marsh. There should be bike tracks networking across and around the town, not just here and there with no connection. I live in Maddingley. Traffic is 'full on' especially in Grant Street and you wouldn't risk Fiske or Station Streets. The bike track from the end of Bond Street is a good example but as I said above it lacks natural surveillance in parts and there is no lighting. I would walk my dogs along the track next to Peppertree Park/Werribee River but again it doesn't feel safe and there is no natural surveillance on that side of the river when you get further along the track.

- Signage and interpretations.
- Bus line policies refusing to carry bikes.
- Re signage, the channel paths of Ballan are good for walking & cycling, but rights are ambiguous in places, especially near farms.

### Question 3. Which should be funded first?

Please note that some respondents ticked both responses.

- |   |       |
|---|-------|
| • Commuter routes i.e. walking or cycling routes to work, school, shops | 46.7% |
| • Recreational paths/trails i.e. along the creeks, parks etc.           | 56. % |

Results indicate that more respondents 56% think that recreational paths should be funded ahead of commuter routes.

### Question 4. For what reason do you walk/cycle?

12 respondents took part in the question "What is the main reason why you walk/ cycle?"

- |                          |       |
|--------------------------|-------|
| • Fitness                | 50%   |
| • Recreation/fun         | 41.7% |
| • Commute to school/work | 8.3%  |

Half of the respondents (50%) walk/cycle for fitness, 41.7% for recreation/fun and 8.3% of respondents walk /cycle to commute to school/work

### Question 5. Where should paths or tracks be developed to encourage walking and cycling in Moorabool?

Respondents were asked to identify where paths or track should be developed to encourage walking and cycling in Moorabool.

The following responses were received.

- Near the railway Station so that people from other districts can catch the train to Ballan and then cycle south towards the Brisbane Ranges. Facilities would need to be built on the way to those areas. At present any plans would have to be approved by Wind Farm Developers as well as Council. The Wind Farm is only 3.5.Kms from the CBD of Ballan. Ballan is now squashed between the Western Freeway and the railway Station. The Wind Farm is inappropriately placed and will destroy any meaningful expansion of Ballan.
- From Hillview to town.
- Along Longforest Road in a circuit.
- Halletts Way (especially on the bridge) bridge.
- Around the rehabilitated dam/lake and recreational reserve in Mount Egerton would be a great Start. Lots of potential within the adjacent State Park (Whipstick?) as well along our creeks and rivers, around parks and playgrounds.
- Link neighbourhoods to shops and transport nodes. Provide links between made footpath networks.
- Paths should be put in along heavily used Streets in the town. Our population is ageing and unpaved Strips are dangerous in the wet particularly. Existing paths need to be

maintained. I had a heavy fall recently and had nasty facial injury because of the cracked path.

- Werribee Gorge to Melton Reservoir if it could be achieved through the valley.
- Footpath over Halletts Way overpass.
- From different areas to schools.
- Commuter routes should be a recreational path where possible.
- Around tourist tracks, scenic routes & new development areas.
- Along the Avenue of Honour, connecting the town to its number one feature.
- Between Werribee Gorge and Mount Blackwood following the Myrning Creek.
- All throughout the township, especially from Darley. Bacchus Marsh township is fairly flat and good for getting around on a bike or walking (good for oldies!), but again it is about connectiveness, natural surveillance and lighting.
- Along major tourism attractions and townships. E.g. linking township and rail Stations to natural attractions and cafe restaurants and wineries etc.
- Along rivers, Navigators, Yendon, Lal Lal.
- After the Structure plans for each town in the shire are completed, we as the public will have a better idea/understanding as to where walking and cycling paths/tracks within each town in the shire should be located. I would strongly suggest that walking tracks around our current water features i.e. Bostock Reservoir and Pykes Creek Reservoir are created with good signage including (Neighbourhood Watch Signs) resting seating along the tracks and how long each track takes to complete.
- Gordon to Ballan - A relatively short bike ride, good for commuters and tourists alike.
- Along the Lerderderg River from Darley to the Avenue of Honour.
- Along the Avenue of Honour.
- Across town from Darley to Maddingley so children can ride to school safely.
- Bostock Reservoir; across Freeway bridges.
- Walking: signage to encourage use of public laneways, and lean on farmers who block off public laneways, break down boundary fences, etc. Cases in point around Ballan:- access to Wombat State Forest via ... (off Blakeville Rd); ...'s Lane between Kerin's and Geary's (fenced off with "Stock grazing" sign throughout 2012); and Drovers Lane out to Geary's (fenced off). (needs clarification - CF)
- Routes from the town centre into the State Parks.
- To follow the irrigation channel right across the town, from the river in Darley through to Maddingley Park and Bacchus Marsh Station. This would encourage children to ride to the secondary schools in safety. There could be room for walking as well.
- The track along the river and the Avenue seems to get a lot of use but should be extended. Hardly any children ride their bikes to school anymore and the traffic is so busy around school Start and finish times without help it will only get worse. I have a bike and I enjoy cycling but not on the roads. Safe tracks would encourage people to get out more and bring visitors to our town.
- I live in Spargo Creek and I would like to cycle to Ballan occasionally. There is currently no path or bike lane, and riding on the Ballan-Daylesford road is dangerous, as it is quite narrow in places. There is also no path/bike lane in the other direction (towards Daylesford).
- For many intended areas, we have been constrained by geographical features, and/or roads. For instance, the Werribee Vale Road could not be added to with walking and cycle paths. However, the main roads out of Bacchus Marsh, to Balliang, which are popular with many cyclists, could be upgraded.
- The track at Caledonian Park is in serious need of upgrading. Most of the time it is overgrown, it is full of holes and it does not connect so that a person can do a complete circuit - there needs to be a bridge of some sort across the river so that people take advantage of this area instead of it going to waste.

### 3 Other Survey Comments

Survey respondents were provided with the opportunity to make any other comments. The following comments were received.

- Making it safer for kids to ride to primary schools is the best way to change attitudes to cycling, I think. Stop mums driving their kids everywhere. We need to make it fun to ride.
- Ballan is ripe for appropriate development but it is useless to contemplate the short term financial gain for the district by establishing a wind farm without looking at the long term effects and damage to the environment. Ballan residents do not seem to realize that the permit has been granted, the development will go ahead and there seem to be nothing we can do to get the company to modify the design so that rural residents living close to turbines will be protected. No one wants to know. People Power is the only way to save Ballan from becoming another Waubra or Waterloo in South Australia.
- Need more paths and parks (to walk through) in new subdivided areas.
- Any walking track at all would be welcome!!!
- Develop path networks rather than Standalone tracks. Improve the footpath networks. Don't forget the walking component of public transport - the walk to/from the bus Stops.
- Start with connecting all the paths together.
- Suggestions:-Regular historical walks of different lengths / points of interest. -A clear Starting point (info centre) for all town walks with an interactive information board that includes 'what's on' in town & surrounding area.
- The Myrniong and Korkuperrimul Biolink project has revegetated much of the land between Mt Blackwood and Werribee Gorge and a walking track along this route would be great for recreation and to connect to the Myrniong Plough Restaurant for walkers.
- A network of walking and bike paths throughout the whole township is needed.
- Tourism.
- Around the suburb that I live in there is a challenging walking track where people from all around the region come and take the test to complete it: I would suggest that the planners from the shire go and investigate and learn from this and see if it can be replicated in the shire somewhere: Here is the link to it: <http://www.dandenongrangesattractions.com.au/attractions/1000-Steps/> (From a resident who does not live in the Shire but owns a property in Ballan).
- This town is ideal as a recreational walking bike track as it is virtually flat with a beautiful river running through the centre. Why not promote this for tourism?
- Rec routes fine, especially for walking, but getting A - B by bike needs to be encouraged.
- Some driver education: slow down for cyclists and walkers. Tried to contact your Group months ago, when you first advertised - left message with Council, never heard back.
- Thanks for undertaking this survey. Bicycle Network Victoria has been telling us for years how much Councils spend on bicycle infrastructure, so it would be good to hear then talking up the benefits of Moorabool. They do promote cycle tracks in other parts of the State, so it would be good to see our own towns in print. "The Balliang to Bungaree Track"?

## APPENDIX TWO: BMTAC'S PRIORITIES AND LONG TERM GOALS 2009

### BMDTAC Works Priorities

Priority Ranking	Description	Type	Track Length	Private Land	Comment
1	Pedestrian paths and pedestrian freeway crossing along Halletts Way.	Path	1.4	N	Road issue
2	Signage for tracks (initially pointers and distance markers) and associated maps/brochures	Signage	N/A	N/A	
3	Establish a footpath on the side of Fiske Street from the Werribee River to Simpson Street (this is on MSC's Footpath Register but has not been established).	Path	0.4	N	Recently completed
4	Link between the Hillview Estate and Grant Street/Peppertree Park/Werribee River circuit to give safe pedestrian access to the town for this fast developing area.	Path	0.9	N	Distance assumes link joins existing footpaths along Griffith St
=5	Establish a footpath alongside Holts Lane from the Lerderderg River to Gisborne Road.	Path	0.8	N	
=5	Investigate the potential to re-open pedestrian access between end of Pilmer Street and reserves linking Simpson Street and McGrath Street (recently closed as a result of Marsden's sub-division) across vacant (contaminated) Crown Land.	Track	0.2	?	
7	Establish a 2.5m shared pathway between Bond Street Pedestrian Bridge & Eddie Toole Place, Main Street as sub-division & development provides opportunity.	Track	0.7	Y	
8	Extension of track along the Lerderderg River to connect the existing track that runs behind Bacchus Marsh Golf Course (as far as the water channel) to Gisborne Road. Note that this route is across private land and so although there is an informal track at present this cannot be formalised without consent of the landowner.	Track	1.7	Y	
9	Establish a 2.5m shared pathway on the east side of Bond Street between Maddingley Park and Bond Street Pedestrian Bridge (on land occupied by defunct water channel).	Path	0.2	N	

Priority Ranking	Description	Type	Track Length	Private Land	Comment
10	Establish a Lerderderg River crossing adjacent to Bacchus Marsh Golf Course to connect with Lerderderg Gorge Road. Safe link for training and leisure cyclists from river path to training path. Would allow cyclists to avoid narrow rural roads with high speed limits.	Track and River Crossing	0.4	?	Maybe shorter. Depends on exact location of crossing.
11	Request review of all crossings of Grant Street from Main Street to Griffith Street roundabout by Vic Roads in conjunction with Moorabool Shire Council with a view to improving safer pedestrian access. Speed limits to be included as part of this review.	Road Crossings	N/A	N	N/A
=12	Establish Rowsley Valley Horse Riding Trail (mainly signage issues)	Track	14	?	Length is from BM-Balliang Rd to bottom of Cut Hill.
=12	Walking/cycle track from end of Halletts Way (BM Secondary College/Pentland Primary) to Links Road (adjacent to Telford Park), across open space.	Track	0.7	?	
14	Extension of the Lerderderg River Trail from Andrew's Way to Mackenzies Flat.	Track	2.5	Y	
15	Report and recommendation regarding signage of shared pedestrian and bicycle usage paths.	Signage	N/A	N/A	
16	Path connecting the extension of Masons Lane to Lerderderg River and thence to Main Street.	Track	0.1	Y	Track from end of Mason La to river?
17	Walking Trail along Werribee River, from Fiske Street to Avenue of Honour Circuit (through negotiation with private land owners).	Track	2.6	Y	
18	Trail amenities to be established – Lerderderg River Track at end of Robertsons Road (Toilets, Drinking Water tap, sheltered picnic tables)	Amenities	N/A	?	
19	Connect new Silverstein Estate, close to Anthony's Cutting with Avenue of Honour circuit.	Track	1.7	N	Over bridge, up Flannagans Dr to Streeton Dr
20	Establish a 2.5 Metre shared path along the Werribee River escarpment on the planned sub-division on Balliang Road/Griffith Street between Bacchus Marsh West Golf Club/McCormack Road & Barry Street. Consider linkages to Peppertree Park.	Track	2.9	Y	

BMDTAC Long Term Goals

Ranking	Description	Total votes	Type	Track Length (km)	Private Land	Comment on distance
1	Create a "Triangular Circuit Trail" along the banks of the Weribee & Lerderderg Rivers from their confluence to a North-South link through Bacchus Marsh. This North-South link ideally to follow the route of the Southern Rural Water irrigation channel. Creative solutions will need to be found if this is to be achieved but the land adjacent to the channel should be retained for public amenity and not be allowed to fall into private ownership. SRW are amenable for their land to be used where the channel can be placed underground, otherwise they have concerns over public liability and their need for access to affect on-going maintenance.	19	Track	12.61	Y	Distance excludes pre-existing tracks
2	Establish a formal network of bike and walking tracks <u>within</u> the town to connect all residential estates with schools, parks and shops. This to include a review of the optimal route of The Great Dividing Trail through Bacchus Marsh as these plans develop.	14	Track	Various	N	
3	Establish a formal network of bike and walking tracks to create links with outlying areas and any regional tracks, this to include: <ul style="list-style-type: none"> <li>a. The Lerderderg Gorge</li> <li>b. Weribee Gorge</li> <li>c. Melton West (High Street) with links to Long Forest Road, Hopetoun Park and any new planned estates. Such track to take account of any planned realignment of the Western Highway through Anthony's Cutting.</li> <li>d. Rowsley and the Brisbane Ranges</li> </ul>	8	Track	a: 2.5 b: 6.4 c: 6 d: 12	Y	Distance excludes pre-existing tracks. Includes road issue.

## APPENDIX THREE: BMDTAC TOWNSHIP ROUTES

### BMDTAC PROPOSED ROUTES THROUGH BACCHUS MARSH TOWNSHIP

Some of the suggested routes are across private land and so development of these routes might only come about if the land were sold for development in the future. In such instances the parts of the route in question are in ***bold italics***.

North-South routes and East West routes have been identified. Each of the routes have been given numbers and then split in two. For North-South routes the Freeway is used as the divide and for East West routes, Gisborne Road/Grant Street are used as the divide.

#### BMDTAC PROPOSED ROUTES THROUGH BACCHUS MARSH TOWNSHIP

North South Routes from the West	Route	Officer Comment
1 N	Great Dividing Trail/Swans Road thence over Bald Hill to Tramway Lane to Freeway.	Already included in Council Plans
1.S	From Freeway south along Bacchus Marsh Road, right into Underbank Boulevard, via Bernborough Court to link with Peppertree Walk at the ford.	Already included in Council Plans
2S	Pamela Court to Links Road then right onto Halletts Way extension via Telford Park and Pentland Primary on Halletts Way to Freeway.	Already included in Council Plans
2S	From Freeway along Halletts Way to roundabout (top of Stamford Hill), Straight across thence down to Peppertree Walk at the ford (there is also the route turning left into Connor Street, through to its end and thence down through the waste ground to Peppertree Walk).	Already included in Council Plans
3N	<b>Water Channel Route</b> From Links Road onto Links Walk around back of Bacchus Marsh Golf Club to Start of Water Channel (where water pipe crosses the Lerderderg). <b><i>Follow Water Channel to Nelson Street</i></b> , cross Albert Street at pedestrian refuge, thence along Nelson Street past Darley Primary School. Cross to east side at school crossing, thence to Grey Street patrolled crossing. Via Water Channel easements to Holts Lane, right into Holts Lane and then left onto track accessing Freeway underpass.	Security and cost make this unviable.
3S	Follow water channel route to Clifton Drive <b><i>thence along Donald Street, across Masons Lane and via water channel easements to Dickson Street. Along water channel to Stamford Hill (would require a patrolled crossing for school hours). Continue the channel route to the end, between McGregor Court and White Avenue</i></b> , thence down to Peppertree Walk via a graded track.	Security and cost make this unviable
4N	Gisborne Road to Freeway via Federation Walk.	Already included in Council Plans
4S	Gisborne Road to Main Street (crossing at Court House Hotel) and thence along Grant Street to Station Street.	Already included in Council Plans
5N	From Gisborne Road at Lerderderg, onto walking track along east bank. At Holts Lane cross to West bank to <i>continue to Freeway</i> .	Already included in Council Plans
5S	<i>Along river bank to Masons Lane</i> , right into Masons Lane and enter Masons Lane Reserve at NE corner, through Reserve to Dickie Street, right into Lerderderg Street (past Bacchus Marsh Primary), left	Agreed



North South Routes from the West	Route	Officer Comment
	into Young Street and thence down to Main Street, across Main Street to Eddie Toole Park. <b>At rear of Eddie Toole Park through to Reserves at the end of Simpson Street</b> (until such times as this option may become available, from Main Street between RSL and Public Hall to pedestrian laneway through to Simpson Street, then right into Simpson and down to Reserves at end of the road). Through Reserves, crossing McGrath Street and through to Reserves along Werribee River. Then right to <i>Pedestrian Footbridge</i> crossing Werribee River at the end of Bond Street ( <b>note that should land between the River and Eddie Toole Park be sold for development, then a more direct route should be planned through these developments</b> ). Along Bond Street, across Taverner Street and thence, through Maddingley Park, to the Rail Station.	
6S	From Dickie Street, left into Lerderderg Street and then right into Crook Street and on to Main Street. Cross Main Street into Fiske Street, thence down to Taverner Street (to existing path to Maddingley Park).	Already included in Council Plans
7N	From Diggers Rest Road to Freeway along Long Forest Road.	Agreed
7S	From Freeway along Hopetoun Park Road to Hopetoun Park ( <b>investigate potential of route at end of Webb Court, down to river flats and thence to Captain Moon Picnic Reserve</b> ).	This track is more of a walking trail through forested area rather than a footpath connection.

West East Routes From the South	Route	Officer Comment
1W	From Bacchus Marsh Racecourse & Recreation Reserve along Bacchus Marsh-Balliang Road on east side and thence down Griffith Street to Grant Street.	Already included in Council Plans
1E	From Grant Street to Railway Station	Already included in Council Plans
2W	<i>Werribee Gorge to Peppertree Walk</i> , along Peppertree Walk (north side) to pedestrian refuge on Grant Street.	This track is more of walking trail through forested area. Not just a footpath connection
2E	Crossing Grant Street, right to Peelmans Lane and then left along the Reserve by the river to <i>Bond Street pedestrian bridge</i> . Crossing the Werribee River then right along the River Reserves to Fiske Street.	This path already exists however requires walkers to cross the river at pedestrian or vehicle bridges.
3W	Along Bacchus Marsh Road (from the Freeway) then down Stamford Hill to Grant Street roundabout.	Already included in Council Plans
3E	Along Main Street to Start of Avenue of <b>Honour and produce Stores and thence to Avenue of Honour Circuit</b> .	Already included in Council Plans

West East Routes From the South	Route	Officer Comment
4W	From Tramway Lane, along Holts lane to Bacchus Marsh-Gisborne Road.	Agree – footpath required the entire length of Holts Lane.
4E	Along Holts Lane to Lerderderg River.	Agree
5W	From Tramway Lane, along Grey Street to Bacchus Marsh-Gisborne Road.	Other paths planned or in existence within 100m meet this need.
5E	Along Grey Street <b>to Lerderderg River via easements, if available.</b>	Requires access to easement– likely to be unachievable
6W	Swans Road to Links Road, turn right and then left into Robertsons Road then right onto Links Walk along the Lerderderg River to the water channel. <b><i>Thence continue along a river track to the Bacchus Marsh-Gisborne Road (if and when this land is sold for development).</i></b>	Requires access to private property – likely to be unachievable

## APPENDIX FOUR: PLANNING DOCUMENTS

### Moorabool Planning Documents

The Moorabool Planning Scheme is the key guiding document for the provision of infrastructure across the Shire. The future development of the Hike and Bike Strategy must be undertaken within the framework provided by the Moorabool Planning Scheme.

MUNICIPAL STRATEGIC STATEMENT -CLAUSE 21.05  
21.05 DEVELOPMENT AND COMMUNITY INFRASTRUCTURE  
21.05-1 Key Issues and Influences

#### Open space and Recreation

- Open space networks throughout Moorabool Shire's towns are an important element of the Shires urban character.
- Moorabool Shire has a focus on providing integrated cycling and walking networks to link existing residential development to community facilities, commercial hubs, and parks.
- Moorabool Shire endeavours to support the health and well-being of Moorabool communities through the provision of high quality social and recreation facilities and services underpinned by effective engagement Strategies.

On 19 September 2012 Council adopted the Council Urban Growth Policy Statement and the Council Rural Growth Policy Statement. A key principle in the urban policy is as follows:

- To plan for, and manage, current and predicted physical and social infrastructure within the Shire.

The 2014 Implementation task includes the following:

- Provide for an eastern and western 'north-south' transport routes

The following Precinct Structure Plans must be considered in the development of the Hike and Bike Network.

- Bacchus Marsh Activity Centre Structure Plan 2011
- Ballan Structure Plan 2014
- Gordon Structure Plan 2011

### The Victorian Planning Policy Framework (VPP)

In addition to the Moorabool Planning Scheme, The Victorian Planning Policy Framework (VPP) outlines the following objectives and is of great importance in Moorabool particularly for the growth areas.

The VPP outlines the following in relation to Sustainable Personal Transport and is relevant to the Moorabool Hike and Bike Strategy.

#### 18.02-1 Sustainable personal transport

##### Objective

To promote the use of sustainable personal transport.

##### Strategies

- Encourage the use of walking and cycling by creating environments that are safe and attractive.

- Develop high quality pedestrian environments that are accessible to footpath-bound vehicles such as wheelchairs, prams and scooters.
- Ensure development provides opportunities to create more sustainable transport options such as walking, cycling and public transport.
- Ensure cycling routes and infrastructure are constructed early in new developments.

## 18.02-2 Cycling

### Objective

To integrate planning for cycling with land use and development planning and encourage as alternative modes of travel.

### Strategies

Direct and connected bicycle infrastructure should be provided to and between key destinations including activity centres, public transport nodes and major attractions. planned to:

- Separate cyclists from other road users, particularly motor vehicles.
- Provide the most direct route practical.
- Require the provision of adequate bicycle parking and related facilities to meet demand at education, recreation, shopping and community facilities and other major attractions when issuing planning approvals.
- Provide improved facilities, particularly Storage, for cyclists at public transport interchanges, rail Stations and major attractions.
- Ensure provision of bicycle end of trip facilities in commercial buildings.
- Develop local cycling networks and new cycling facilities that link to and complement the metropolitan-wide network of bicycle routes – the Principal Bicycle Network.

### Policy guidelines

Planning must consider as relevant:

**23/09/2011**

**VC77**

**20/09/2010**

**VC71**

**23/09/2011**

**VC77**

*Guide to Road Design, Part 6A: Pedestrian and Cycle Paths.*

*Victorian Cycling Strategy (State Government of Victoria 2009<sup>4</sup>)*

11.03 Open space

11.03-1 Open space planning

### Objective

- To assist creation of a diverse and integrated network of public open space commensurate with the needs of the community.

### Strategies

Plan for regional and local open space networks for both recreation and conservation of natural and cultural environments.

Ensure that open space networks:

- Are linked through the provision of walking and cycle trails and rights of way.

<sup>4</sup> Victorian Planning Policy Framework Clause 18

- Are integrated with open space from abutting subdivisions. Incorporate, where possible, links between major parks and activity areas, along waterways and natural drainage corridors, connecting places of natural and cultural interest, as well as maintaining public accessibility on public land immediately adjoining waterways and coasts.
- Ensure that land is set aside and developed in residential areas for local recreational use and to create pedestrian and bicycle links to commercial and community facilities.

### **15.01-3 Neighbourhood and subdivision design**

#### **Objective**

To ensure the design of subdivisions achieves attractive, liveable, walkable, cyclable, diverse and sustainable neighbourhoods.

#### **Strategy**

In the development of new residential areas and in the redevelopment of existing areas, subdivision should be designed to create liveable and sustainable communities by:

- Contributing to an urban Structure where networks of neighbourhoods are clustered to support larger activity centres on the regional public transport network.
- Creating compact neighbourhoods that have walkable distances between activities and where neighbourhood centres provide access to services and facilities to meet day to day needs.
- Creating a range of open spaces to meet a variety of needs with links to open space networks and regional parks where possible.
- Providing a range of lot sizes to suit a variety of dwelling and household types to meet the needs and aspirations of different groups of people.

## APPENDIX FIVE: PREVIOUS RESEARCH

### Moorabool Shire Council Plan 2009-2013

The four-year plan provides the Strategic direction for Council to move towards its desired future.

**Vision** – Viable and vibrant communities with strong identities forming an integrated Shire.

**Mission** - Leading and serving our communities by listening to, planning for and providing quality services and advocacy.

**Strategic actions** have been set under a range of Key Result Areas. Actions relevant to the Hike and Bike Strategy appear below.

Strategic Objective	Strategy
<b>Key Result Area 1 -Representation and Leadership of our community</b>	
Services and infrastructure that meets the Shire's existing and future needs	Identify infrastructure and service funding gap priorities and appropriate solutions and funding options.
	Advocate and plan for improved transport services and a road network for our communities
<b>Key Result Area 2 - Community wellbeing</b>	
Participation in diverse sport, recreation and leisure activities	Provide and promote walking and cycling trails for recreation and commuter use
<b>Key Result Area 3 - Enhanced Natural and Built Environment</b>	
Effective and safe transport networks	Develop transport and pedestrian networks, services and connectivity between and within communities.

### Moorabool Strategic Bicycle Plan 2001

The aim of the bicycle plan was to produce a bicycle network and Strategy for implementing bicycle facilities as well as to promote and encourage cycling in Moorabool.

Many of the works identified in this strategy have been implemented but Council did not take up recommendations for the shared paths. It is anticipated that the Hike and Bike Strategy will replace this document in guiding Council's future priorities for cycling.

### Bacchus Marsh District – Trails Master Plan 2004-2005

The Bacchus Marsh District Trails Advisory Committee of Council prepared this document for the Shire of Moorabool. The plan identified the fragmented nature of trails in Moorabool rather than an integrated trails network. The Master Plan aimed to ensure that future trail development links existing routes with new trails while reducing fragmentation, thereby increasing the overall amenity of the network.

The plan divided the Bacchus Marsh District into the following zones, Forest, Rural, River and Urban. The highest priority area for this plan is the area in the River and Urban zones. This plan has been regularly updated and the current priorities of this group appear in the Consultation Section 2.3.

### Positive Ageing Strategy 2008

The Positive Ageing Strategy was prepared to improve the experience of ageing within Moorabool. It presented a range of action plans under the following goals:

#### **Goal 1: Promote and maintain physical and mental health and wellbeing**

- Increase awareness and knowledge of physical, mental health and wellbeing for individuals.

- Increase opportunities for engagement in activities within the community that facilitate healthy ageing.

**Goal 5: Provide a safe, secure living environment**

- Support the provision of accessible public facilities and infrastructure for seniors.

**Goal 6: Support the provision of all age-inclusive transports systems.**

- Improve transport infrastructure.

In section 5.4 it advocated for increased access accessibility and age friendly initiatives within the community.

- Develop and publish a recreational Open Space and Walking Routes Guide that considers the needs of seniors.

### **Municipal Early Years Plan 2006-2009**

The Municipal Early Years Plan is an acknowledgement of the importance of early childhood development and the need to support families and young children in an integrated way across service systems. It includes:

**Recommendation 8: Design integrated, family friendly community services hubs, link services, amenities, parks etc.**

**Goal 3: To provide suitable and sustainable infrastructure for council services and broader health and community service system.**

Action 3.5 Advocate for Developer Contribution that supports family friendly development and children's services - Develop trails to encourage exercise.

**Goal 4: To build a Strong sense of community for Moorabool Children and Families.**

- Establish community walking groups' i.e. Street walkers/trail Blazers and Annual pram Stroll. The aim of these programs is to reduce social isolation, increase women's physical health, and reduce the impact of Post Natal Depression.
- Establish walking and riding school buses.

### **Front SEEAT (Social Employment Education Access Transport) Strategic Plan 2011-2013**

The Front SEEAT project is a Transport Connections project and commenced in June 2007. The project is auspiced by Hepburn Shire and Moorabool Shires and now covers all of the two Shires.

By design, all Transport Connection projects are established as collaborative partnerships with a range of Stakeholders involved. Front SEEAT have a Steering Committee with members involved from health, education, employment, local government, and the community.

Rural and regional communities as one of the major barriers consistently rate transport for people to accessing services, employment and social networks. Transport Connections is about supporting communities to work together to improve local transport and access.

The aim of Transport Connections 2010-2013 is to enable a local and a regional focus in responding to limited access to transport needs for people and developing innovative local and regional solutions.

Transport Connections 2010-2013 will increase the focus at a strategic level for engagement and planning. In addition to maintaining a local focus on transport initiatives there will be consideration of regional responses and collaborations aimed at addressing access needs in relation to transport and non-transport options excluding public transport.

This strategic plan describes the strategic direction and the supporting strategies and actions that will assist to respond, from both a regional and a local focus, to the needs of people with limited access to transportation. The following key result areas will be the strategic focus for the project in trying to develop a more innovative approach to developing local and

regional solutions to meet transportation and access needs: s

- Transport and Access Options
- Planning
- Communication and Education
- Governance.

Front SEEAT hopes to achieve sustainable transport solutions in response to community need that builds a stronger, more connected and happier community.

### Planning Checklist for Cycling

In October 2012 Bicycle Network supported by Vic Health produced new publications to guide the future planning of cycling in growth areas. The **Planning Checklist for Cycling** is designed for professionals involved in planning, designing and delivering new suburbs in Greenfield areas and is of relevance to Moorabool Shire given the new residential growth occurring throughout the municipality.

The Planning Checklist for Cycling publication provides the following outlines for an effective bicycle network. "According to Austroads (2011) an effective bicycle network includes:

- "A designated regional network of roads and paths that serves longer-distance commuter and recreational trips between regions.
- Designated local networks and routes designed to provide low-stress routes, to feed the regional network and to provide for shorter local trips to shopping centres, recreational activities, and public transport hubs.
- Full construction of route sections between origins and destinations consistent with the route purpose.
- Convenient access into and through residential, commercial and industrial subdivisions, and major developments.
- Access and facilities to travel with a bicycle on public transport.
- Secure long and short-term parking facilities at major destinations.
- Safe routes to schools.
- Well-defined bicycle facilities on arterial roads where significant cyclist demand exists including specifically for commuter trips.
- Appropriate maintenance practices which result in smooth surfaces.
- Calming in local streets.
- Paths, which are interesting, that includes rest areas at appropriate intervals on regional routes, and are designed to appropriate geometric standards.
- Implementation of regulatory, warning and guidance signage on paths.

Providing separated cycle routes along busier roads and mixed traffic conditions on quiet, local Streets will provide transport connections to destinations on the street network. Recreational paths along green easements such as waterways allow access to parks and recreational opportunities as well as supplementing the transport network.<sup>5</sup>

The Checklist runs through a series of sequential items to ensure the above conditions are provided and should be used by relevant Council Staff to guide the future development of cycling facilities in Moorabool.

<sup>5</sup> Planning Checklist for Cycling Practice Notes. Vic Health/Bicycle Network Oct 2012



## APPENDIX SIX: URBAN PATHWAYS HIERARCHY DEFINITIONS

Table H.1: Urban Pathways Hierarchy Definitions

CLASSIFICATION		DESCRIPTION	Standards for New Construction
P1	<b>High Use &amp; Commercial Areas</b>	<p>These are footpaths serving the retail and commercial areas of town centres, e.g. Main St. Bacchus Marsh and Inglis St. Ballan.</p> <p>Also, footpaths service other medium density pedestrian attractors, such as:</p> <ul style="list-style-type: none"> <li>First block away from the major commercial areas;</li> <li>Close proximity to school, railway station or other pedestrian generator.</li> </ul>	<p>125mm thick reinforced concrete x 2.5m wide. Base course 75mm crushed rock. (As per Infrastructure Design Manual)</p>
P2	<b>Strategic &amp; Intermediate Use Areas</b>	<p>Footpaths and shared bicycle paths which link to railway station, bus stops, local shops, churches, schools, senior citizens centres and hostels or other pedestrian generators. Typically they will be along Link and Collector Roads.</p> <p>This category also includes footpaths around or serving Council corporate buildings (offices, works depots, child care centres, se.</p>	<p>125mm thick reinforced concrete x 2.5m wide. Base course 75mm crushed rock. (As per Infrastructure Design Manual)</p>
P3	<b>Local area (Low use)</b>	<p>Footpath constructed as access within residential areas and link to higher level paths. Typically, these will be along Access Level 1 and Level 2 roads.</p> <p>This category also includes all sealed (asphalt, bitumen seal or concrete) rural footpaths in rural areas and in townships other than Ballan and Bacchus Marsh.</p>	<p><u>Bacchus Marsh, Ballan &amp; Townships:</u> 125mm thick reinforced concrete x 1.5m wide. Base course 75mm crushed rock.</p> <p><u>Rural Footpaths:</u> Designed on a case by case basis depending on constraints such as native vegetation, soil types, expected usage. Typically 100mm depth (sealed or unsealed) x 1.2m to 1.5m width.</p>

CLASSIFICATION		DESCRIPTION	Standards for New Construction
P4	<b>Urban Recreational Trails</b>	These are recreation or exercise walking tracks, typically linking the residential areas with recreation reserves, river banks or other scenic areas. They include paths through and within recreation reserves. Typically frequent usage in warmer weather.	<p><u>High Use:</u> 125mm thick reinforced concrete x 2.5m wide</p> <p><u>Medium to Low Use:</u> Designed on a case by case basis depending on constraints such as native vegetation, soil types, expected usage. Typically 100mm depth (sealed or unsealed) x 1.5m to 2m width.</p>
P5	<b>Rural Recreational Trails</b>	Typically unformed tracks for use by hikers or equestrians. Opportunity for visitors to explore and discover relatively undisturbed natural environments along defined and distinct tracks with minimal (if any) facilities. Generally distinct without major modification to the ground. Encounters with fallen debris and other obstacles are likely.	Designed on a case by case basis depending on constraints such as native vegetation, soil types, expected usage.

### 11.3.5 Community Grants Program Winter 2013

#### Introduction

File No.: 06/03/004  
Author: Michelle Richards  
General Manager: Danny Colgan

#### Background

The purpose of this report is to present the Council with an assessment of applications received under the "Winter 2013" round of Community Grants. Community grants totalling \$140,000 per annum are available in two separate funding rounds of \$70,000 each. The Winter round of the Community Grants Program opened on the 9 September 2013 and closed on the 4 October 2013.

At the Ordinary Council Meeting on Wednesday 4 September 2013, the Council adopted the revised Community Grants Policy and Guidelines. The policy will be reviewed again in 2016. The Winter 2013 Community Grant Program represents the first round under the revised Community Grant Policy.

Council's Community Grants program enables not for profit community groups to apply for funding under the following three program categories:

- Community Strengthening Grants: Community projects, programs and initiatives with a specific focus on connecting communities and building community capacity (\$50,000 available per round).
- Events Grants: Non-recurrent, seed funding designed to encourage and promote the development of sustainable local events (\$10,000 available per round).
- Arts Grants: Supporting local artists and organisations to use a creative approach to the development of community projects and initiatives (\$10,000 available per round).

Community groups and organisations can apply for up to \$5,000 for Community Strengthening Grants and up to \$3,000 for Arts and Events Grants. Groups also need to demonstrate a cash or in-kind contribution toward the cost of their project on a ratio of \$1 for \$1 (Council \$1: Group \$1). Small Community Strengthening Projects under \$1,000 are not required to demonstrate a contribution.

The categories under the Community Grants Program recognise the diverse range of activities that community groups in Moorabool are engaged in and the areas in need of financial support from Council.

The Community Grants Program Policy Guidelines state that applicant groups must demonstrate the support of the committee responsible for management of the proposed facility/service. This includes demonstrating that proposed projects are consistent with the service or facilities' Master Plan, Strategic Plan or Business Plan.

### Policy Assessment Criteria:

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

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

### Application Support

The Community Grants Program Policy specifies that applicant groups are encouraged to meet with a Community Development Officer prior to lodging an application. The majority of applicant groups for the Winter 2013 round of Community Grants received support and advice from Community Development Officers.

### Number of applications and amount requested

In total, 17 applications were received across the three program categories:

Community Strengthening (10) Events (5) and Arts (2). A total of \$59,988 was requested with \$70,000 available. Therefore, in this round the grant program is under prescribed and this was due to the Community Grants review process and the grant program opening later than normal.

Category	Applications Received	Amount Requested	Amount recommended	Amount Available
Community Strengthening	10	\$41,988	\$41,988	\$50,000
Events	5	\$14,000	\$10,000	\$10,000
Arts	2	\$4,000	\$4,000	\$10,000
<b>Total</b>	<b>17</b>	<b>\$59,988</b>	<b>\$55,988</b>	<b>\$70,000</b>

### Assessment

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

**Funding for emergency services projects:**

Currently grants of up to \$100,000 are available through the Volunteer Emergency Services Equipment Program (VESEP). The VESEP is an ongoing program funded by the Victorian Government. The 2013/14 program includes funding offered on a \$2:\$1 ratio. Emergency Services volunteers are encouraged to apply, with applications opening early in 2014. The program is aimed at funding projects such as operational equipment, vehicles and appliances and minor facility improvements. There are no applications in this round from emergency services organisations.

**Proposal**

Based on the above process and funding criteria, it is proposed that the Council allocate the grants for the "Winter 2013" round of Community Grants as follows:

**Community Strengthening Grants:**

Groups demonstrating Council Policy criteria of, or better than, a score of 70.4 may be provided with funding if Council so determine.

Name of Organisation	Project Name	Brief Description of Project	Requested Amount	Recommended Amount	Project Total Value	Progressive Total	Policy Score	Previous Grant Awarded
Yendon History Group	Memorial Gates Project	Restoration of the Yendon State School memorial gates located at the recreation reserve in celebration of the 150 <sup>th</sup> anniversary of the schools opening.	\$1,000	\$1,000	\$3,042	\$1,000	<b>88.1</b>	Winter 2010 Display Boards
Gordon Football Netball Club	Improved food storage	Purchase of 2 new glass door refrigerators to upgrade the existing appliance that is currently faulty (leaking). Old refrigerator also displays alcohol signage that is not in line with current club policy.	\$2,816	\$2,816	\$6,032	\$3,816	<b>84.3</b>	NA
Bacchus Marsh Pony Club	Portable arena	Project to upgrade the facilities and safety of the Bacchus Marsh Pony Club by the purchase of two portable, UV resistant, strengthened plastic dressage arenas.	\$4,672	\$4,672	\$9,344	\$8,488	<b>81.15</b>	NA

Name of Organisation	Project Name	Brief Description of Project	Requested Amount	Recommended Amount	Project Total Value	Progressive Total	Policy Score	Previous Grant Awarded
Gordon Recreation Reserve	Upgrade community meeting facilities	The replacement and upgrade of community meeting facilities such as indoor community seating and tables.	\$3,500	\$3,500	\$7,370	\$11,988	<b>80.2</b>	Winter 2012
Dunnstown Community Centre	Bathroom Refurbishment	Refurbishment of the out dated toilets (men's, ladies & disabled) to enhance functionality and usability of the centre.	\$5,000	\$5,000	\$25,335	\$16,998	<b>79.64</b>	Winter 2011
Highlands Support Service	Increasing employment opportunities for the disadvantaged through the upgrade of facilities at the Dunnstown tree farm	Installation of a shed to the Christmas Tree farm on Ti Tree Rd Dunnstown where disadvantaged people work to plant, maintain and harvest Christmas trees for sale. The building on site will primarily to provide shelter for the workers and storage for equipment and materials. It would also enable the sale of Christmas trees at the farm instead of having to take them offsite for sale.	\$5,000	\$5,000	\$10,000	\$21,998	<b>78.12</b>	NA

Parents and Friends Association St Brendans	Mountain of Fun Run	Implementation of Mountain of Fun Run to promote health, fitness and well-being, whilst also promoting the best of the community and environment to a wide range of people across the Moorabool Region and beyond. This event is open to runners and walkers of all ages and abilities including prams and wheelchair access.	\$5,000	\$5,000	\$45,600	\$26,998	<b>76.33</b>	Winter 2011
Blackwood Special Schools Outdoor Education Centre	Water tank	Installation of an 110,000 litre water tank for use by the special school.	\$5,000	\$5,000	\$12,406	\$31,998	<b>74.01</b>	NA
Bacchus Marsh Cricket Club	Extension of run-ups for cricket nets	Concreting of the run ups for the 5 cricket practice nets at Maddingley Park.	\$5,000	\$5,000	\$10,230	\$36,998	<b>72.55</b>	Summer 2011
Ballan Community Friendship Garden	Long term sustainability project	Installation of raised garden beds accessible for the disabled, erection of a greenhouse, garden shed and 2x 5,000 litre garden tanks with pressure pump achieving long term sustainability.	\$5,000	\$5,000	\$11,750	\$41,998	<b>70.4</b>	NA
<b>Total:</b>			<b>\$41,988</b>		<b>\$141,109</b>	<b>\$41,998</b>		



**Events Grants:**

Groups demonstrating Council Policy Criteria of, or better than a score of 70.75 may be provided with funding if Council so determine.

Name of Organisation	Project Name	Brief Description of Project	Requested Amount	Recommended Amount	Project Total Value	Progressive Total	Policy Score	Previous Grant Awarded
Great War Centenary Committee	World War One Centenary Commemorations	The aim of this project is to provide a range of commemoration events for the centenaries of Australia's involvement in World War One, with a focus on Bacchus Marsh and the Avenue of Honour.	\$3,000	\$3,000	\$6,000	\$3,000	<b>87.5</b>	<b>NA</b>
Djerriwarrh Health Services	The Longest Lunch	Event aimed at showcasing local produce for fundraising	\$3,000	\$3,000	\$16,000	\$6,000	<b>80.63</b>	Winter 2011 (different event)
Yendon History Group	Event for the restoration of the World War 1 Avenue	Event to celebrate the planting of seven additional trees to the Avenue of Honour to honour soldiers who were killed in action but were unknown previously	\$3,000	\$3,000	\$6,127	\$9,000	<b>75.75</b>	Winter 2011 (different event)
Gordon Community Spring Festival	Gordon's "Back In Time" Festival	The festival will provide entertainment for the members of the community of Gordon and surrounding districts, and opportunities for local people to display their talents in the fields of art, craft and music.	\$2,500	\$1,000	\$3,780	\$11,500	<b>70.75</b>	<b>NA</b>

Bacchus Marsh Good Friday Association	Good Friday Pageant	A religious, historical and educational event	\$2,500	\$0	\$21,000	\$14,000	<b>48.75</b>	<b>NA</b>
<b>Total:</b>			<b>\$14,000</b>	<b>\$10,000</b>	<b>\$52,907</b>			

**Arts Grants:**

Groups demonstrating Council Policy criteria of, or better than a score of 70.38 may be provided with funding if Council so determine.

Name of Organisation	Project Name	Brief Description of Project	Requested Amount	Recommended Amount	Project Total Value	Progressive Total	Policy Score	Previous Grant awarded
Blackwood and Barrys Reef Landcare Group	Public weed education project	Development of a float to be used in the Blackwood Annual Easter Carnival and Parade, to act as the focal point for weed education in Blackwood	\$3,000	\$3,000	\$6,000	\$3,000	<b>80.25</b>	NA
Ballan Life Drawing	Promoting Life Drawing in the Moorabool Shire	Project to undertake the promotion of life drawing classes to attract new participants	\$1,000	\$1,000	\$1,000	\$4,000	<b>70.38</b>	Winter 2011
<b>Total:</b>			<b>\$4,000</b>		<b>\$7,000</b>	\$4,000		

### Policy Implications

The 2013 - 2017 Council Plan provides as follows:

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

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

### Financial Implications

Consistent with the Community Grants Policy and 2013/14 budget allocation, a total of \$70,000 is available for allocation in the Winter 2013 round. The total of grants being recommended for allocation in this round is \$55,988. In the Events Grants category, the Gordon Community Spring Festival has applied for \$2,500 and officers have recommended that due to the availability of funding in this round that a \$1,000 grant be offered to this group. This group have indicated that they would be open to Council allocating this amount, if they so determine.

There were considerably less applications than normal in this round and therefore the grant funds available will be under expended in Community Strengthening and Arts Grants. However, there is another round of Community Grants opening in February 2014, and it is expected that a larger number of applications will be received in this round and all grant funds available will be expended for this financial year.

### Risk & Occupational Health & Safety Issues

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

## **Communications and Consultation Strategy**

Applicants for the Winter 2013 round of Community Grants Program will be advised in writing that they will be notified of the outcomes of their grant applications in December 2013.

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

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

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

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

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

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

*General Manager – Danny Colgan*

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

*Author – Michelle Richards*

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

## **Conclusion**

Applications received under the "Winter 2013" round of Community Grants are reflective of the diverse range of activities that community groups are engaged in and the areas in need of financial support from Council. In total, 17 applications were received across the three program categories: Community Strengthening (10), Events (5) and Arts (2).

This is the first round of Community Grants under the revised Community Grants Policy and Guidelines adopted by the Council on the 4th September 2013. There were considerably less applications than normal in this round, however, it is expected that a larger number of applications will be received in the Summer 2014 round in February 2014 and that all grant funds available will be expended this financial year. The majority of applications received in this round were of a high quality, which reflects the increasing skills of the community groups in the Shire.

**Recommendation:****1. That the Council Allocates the following grants in the Community Strengthening Grant category.**

<b>Name of Organisation</b>	<b>Project Name</b>	<b>Brief Description of Project</b>	<b>Requested Amount</b>	<b>Recommended Amount</b>
Yendon History Group	Memorial Gates Project	Restoration of the Yendon State School memorial gates located at the recreation reserve in celebration of the 150 <sup>th</sup> anniversary of the schools opening.	\$1,000	\$1,000
Gordon Football Netball Club	Improved food storage	Purchase of 2 new glass door refrigerators to upgrade the existing appliance that is currently faulty (leaking). Old refrigerator also displays alcohol signage that is not in line with current club policy.	\$2,816	\$2,816
Bacchus Marsh Pony Club	Portable arena	Project to upgrade the facilities and safety of the Bacchus Marsh Pony Club by the purchase of two portable, UV resistant, strengthened plastic dressage arenas.	\$4,672	\$4,672
Gordon Recreation Reserve	Upgrade community meeting facilities	The replacement and upgrade of community meeting facilities such as indoor community seating and tables.	\$3,500	\$3,500
Dunnstown Community Centre	Bathroom Refurbishment	Refurbishment of the out dated toilets (men's, ladies & disabled) to enhance functionality and usability of the centre.	\$5,000	\$5,000
Highlands Support Service	Increasing employment opportunities for the disadvantaged through the upgrade of facilities at the Dunnstown tree farm	Installation of a shed to the Christmas Tree farm on Ti Tree Rd Dunnstown where disadvantaged people work to plant, maintain and harvest Christmas trees for sale. The building on site will primarily to provide shelter for the workers and storage for equipment and materials. It would also enable the sale of Christmas trees at the farm instead of having to take them offsite for sale.	\$5,000	\$5,000

Parents and Friends Association St Brendans	Mountain of Fun Run	Implementation of Mountain of Fun Run to promote health, fitness and well-being, whilst also promoting the best of the community and environment to a wide range of people across the Moorabool Region and beyond. This event is open to runners and walkers of all ages and abilities including prams and wheelchair access.	\$5,000	\$5,000
Blackwood Special Schools Outdoor Education Centre	Water tank	Installation of an 110,000 litre water tank for use by the special school.	\$5,000	\$5,000
Bacchus Marsh Cricket Club	Extension of run-ups for cricket nets	Concreting of the run ups for the 5 cricket practice nets at Maddingley Park.	\$5,000	\$5,000
Ballan Community Friendship Garden	Long term sustainability project	Installation of raised garden beds accessible for the disabled, erection of a greenhouse, garden shed and 2x 5,000 litre garden tanks with pressure pump achieving long term sustainability.	\$5,000	\$5,000

**2. That the Council allocates the following grants in the Community Events Grant category.**

Name of Organisation	Project Name	Brief Description of Project	Requested Amount	Recommended Amount
Great War Centenary Committee	World War One Centenary Commemorations	The aim of this project is to provide a range of commemoration events for the centenaries of Australia's involvement in World War One, with a focus on Bacchus Marsh and the Avenue of Honour.	\$3,000	\$3,000
Djerriwarrh Health Services	The Longest Lunch	Event aimed at showcasing local produce for fundraising	\$3,000	\$3,000
Yendon History Group	Event for the restoration of the World War 1 Avenue	Event to celebrate the planting of seven additional trees to the Avenue of Honour to honour soldiers who were killed in action but were unknown previously	\$3,000	\$3,000

Gordon Community Spring Festival	Gordon's "Back In Time" Festival	The festival will provide entertainment for the members of the community of Gordon and surrounding districts, and opportunities for local people to display their talents in the fields of art, craft and music.	\$2,500	\$1,000
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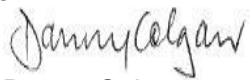
**3. That the Council allocates the following grants in the Community Arts Grant category**

Name of Organisation	Project Name	Brief Description of Project	Requested Amount	Recommended Amount
Blackwood and Barrys Reef Landcare Group	Public weed education project	Development of a float to be used in the Blackwood Annual Easter Carnival and Parade, to act as the focal point for weed education in Blackwood	\$3,000	\$3,000
Ballan Life Drawing	Promoting Life Drawing in the Moorabool Shire	Project to undertake the promotion of life drawing classes to attract new participants	\$1,000	\$1,000

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

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**Report Authorisation**

**Authorised by:**   
**Name:** Danny Colgan  
**Title:** General Manager Community Services  
**Date:** Thursday 21 November, 2013

## 11.4 INFRASTRUCTURE SERVICES

### 11.4.1 Adoption of the Capital Works Evaluation Guidelines

#### Introduction

File No.: 16/02/010  
Author: Sam Romaszko  
General Manager: Phil Jeffrey

#### Background

Each year Council allocates a significant portion of its budget towards the Capital Improvement Program (CIP) to enable the delivery of works to improve or replace Council's assets.

As the CIP comprises a substantial portion of Council's expenditure each year, it is imperative that significant consideration is given to the allocation of expenditure to priority projects within the asset classes defined within Council's Asset Management Plans.

Local Government makes investments in assets solely to provide services to communities. Investment in assets can be used for;

- Sustaining services (providing services from existing assets)
- Renewal of existing assets – capital renewal
- Growth (providing additional assets for improved and new services)
- Enhancing service levels – capital upgrade
- Expanding services – capital expansion
- Maintenance – recurrent expenditure

The Capital Works Evaluation Guidelines is an operational document that has been developed with reference to the Moorabool Shire Council Major Projects Framework & Principles (2011) and aims to support Council in making informed decisions regarding the evaluation and prioritisation of its capital investments.

The draft Capital Works Evaluation Guidelines was presented at the Ordinary Meeting of Council on Wednesday 6 November 2013. At that meeting the following was resolved:

*That Council, in accordance with the Moorabool Shire Council Policy Protocol - Consideration of Items which Affect beyond the Current Year, the Capital Works Evaluation Guidelines now lay on the table for further consideration at the next Ordinary Meeting of Council.*

#### Proposal

The proposal is to adopt the Capital Works Evaluation Guidelines as attached to this report.



## Policy Implications

The 2013-2017 Council Plan provides as follows:

<b>Key Result Area</b>	Enhanced Natural and Built Environment
<b>Objective</b>	Ensure current and future infrastructure meets the needs of the community.
<b>Strategy</b>	Plan and maintain a long term and annual capital improvement program.

The proposal is consistent with the 2009-2013 Council Plan.

## Financial Implications

There are no additional financial implications relating to this proposal outside the annual budget process.

## Risk & Occupational Health & Safety Issues

There are no irregular Risk and Occupational Health and Safety issues identified in this report.

## Communications and Consultation Strategy

Each year the development and adoption of the annual budget involves extensive consultation as per the communications strategy and the Capital Improvement Program is a component of that document. No external consultation is required as part of the development of the Capital Works Evaluation Guidelines.

## Victorian Charter of Human Rights and Responsibilities Act 2006

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

## Officer's Declaration of Conflict of Interests

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

*General Manager – Phil Jeffrey*

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

*Author – Sam Romaszko*

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

## Conclusion

The Capital Works Evaluation Guidelines is an operational document that has been developed with reference to the Moorabool Shire Council Major Projects Framework & Principles (2011) and aims to support Council in making informed decisions regarding the evaluation and prioritisation of its capital investments.

Council should now formally adopt the Capital Works Evaluation Guidelines to support Council in the evaluation and prioritisation of its capital investment decisions.

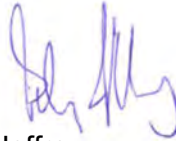
## Recommendation:

**That Council formally adopts the Capital Works Evaluation Guidelines October 2013.**

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## Report Authorisation

Authorised by:



**Name:** Phil Jeffrey  
**Title:** General Manager Infrastructure  
**Date:** Thursday 21 November 2013

# Attachment - Item 11.4.1



# **CAPITAL WORKS EVALUATION GUIDELINES**

OCTOBER 2013

## SCHEDULE OF CHANGES & AMENDMENTS

VERSION	DATE	CHANGE/AMENDMENT
1	20 October 2013	Draft Document (awaiting adoption)

NB:

1. Primary number changes to Versions (eg V1.00 to V2.00) will be made when the document undergoes its regular review and when significant changes are made to standards and guidelines for inspections, intervention levels or work
2. Secondary number changes (V1.00 to V1.01) will apply to minor amendments that do not materially impact the document and are intended only to clarify or update issues

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## INTRODUCTION

### 1.1 Purpose of the Capital Works Evaluation Guidelines

The Capital Works Evaluation Guidelines has been developed with reference to the Moorabool Shire Council Major Projects Framework & Principles (2011), and aim to support Council in the evaluation and prioritisation of its capital investment decisions.

The seven key stages in the Major Projects Framework & Principles (2011) are:



These guidelines provide further direction relating to Phases 3 and 4 within this framework.

Specifically, the Capital Works Evaluation Guidelines define;

- the process in relation to 'New and Upgrade' and 'Renewal' annual program development, including a Capital Works development flowchart
- the assessment criteria and assessment model applied to 'New and Upgrade' projects to determine project priority
- the assessment criteria and assessment models applied to each specific 'Renewal' asset category to determine project priority
- the format in which the annual Capital Improvement Program will be presented to Council

## 1.2 Why Invest in Assets

Local government makes investments in assets solely to provide services to their communities. Investment in assets can be used for:

- Sustaining services (providing services from existing assets)
- Renewal of existing assets (including rehabilitation replacement) -- capital renewal
- Growth (providing additional assets for improved and new services)
- Enhancing service levels -- capital upgrade
- Expanding services -- capital expansion
- Maintenance -- recurrent expenditure (not specifically discussed in this document), outlined in operation plans (eg. MSC Road Management Plan)

## 1.3 Strategic Context

Council's Strategic Resource Plan is incorporated in the MSC Council Plan and provides strategic direction that guides current capital investment.

Support of the following documentation also guides the strategic direction relating to capital investment;

- Local Government Asset Investment Guidelines 2006 (DPCD)
- Major Projects Framework & Principles (MSC)
- Asset Management Plans (MSC)
- Asset Management Policy (MSC)
- Community Engagement Framework (MSC)



## 1.4 Asset Description

Council has terminology to describe its assets from various perspectives. For accounting and reporting purposes, assets have a type, class and sub class designation. These are outlined in the table below.

ASSET TYPE	ASSET CATEGORY	ASSET CLASS	INCLUDES ASSETS SUCH AS:
Infrastructure Assets	Road and Transport	<ul style="list-style-type: none"> <li>▪ Sealed Roads</li> <li>▪ Unsealed Roads</li> <li>▪ Shoulders</li> <li>▪ Pathways</li> <li>▪ Car Parks</li> <li>▪ Kerb and Channel</li> <li>▪ Bridges &amp; major culverts</li> </ul>	Sealed roads, unsealed roads, carparks, bridges, sealed and unsealed footpaths, kerb & channel, bus shelters, bike paths, roadside furniture, signage, street lighting, traffic control devices
	Water and Drainage	<ul style="list-style-type: none"> <li>▪ Stormwater Drainage</li> <li>▪ Flood Control</li> <li>▪ Water Supply</li> <li>▪ Water Quality</li> </ul>	Drains (underground), pipes, culverts, pits, litter traps, retarding basins, table drains, wetlands, bores
	Buildings and Structures	<ul style="list-style-type: none"> <li>▪ Buildings</li> <li>▪ Swimming Pools</li> <li>▪ Structures</li> </ul>	Town halls, libraries, public halls, community facilities, public toilets, houses, swimming pools, Council offices, pavilions, stadiums, preschools, health centres, aerodromes, waste facilities, gazebos/pergolas
	Recreation and Open Space	<ul style="list-style-type: none"> <li>▪ Sports Fields and Courts</li> <li>▪ Play Space</li> <li>▪ Lighting</li> <li>▪ Fencing and Gates</li> </ul>	Parks, gardens, sporting ovals, play equipment, irrigation systems, skate parks, tennis courts, park furniture, lighting
	Non Council Land and Buildings	<ul style="list-style-type: none"> <li>▪ Buildings</li> <li>▪ Sports Fields and Courts</li> <li>▪ Play Space</li> <li>▪ Lighting</li> <li>▪ Fencing and Gates</li> </ul>	Parks, sporting ovals, play equipment, irrigation systems, tennis courts, park furniture, lighting
Non Infrastructure Assets	Plant & Equipment	<ul style="list-style-type: none"> <li>▪ Plant &amp; equipment</li> <li>▪ Furniture and office equipment</li> </ul>	Motor vehicles, trucks, construction equipment, maintenance equipment, office furniture, fittings and equipment

For Asset Management purposes, asset investment is generally split into various categories.

ASSET CATEGORY	DESCRIPTION
Renewal	Renewal is expenditure on an existing asset which restores the service potential or life of the asset up to that which it had originally. It restores the service potential and may reduce future operating and maintenance expenditure.
Improvement (upgrade or expansion)	Upgrade is expenditure which enhances an existing asset to provide a higher level of service or increase the life of the asset beyond that which it had originally. It will increase future operating and maintenance costs because of the increase in the asset base. Expansion is expenditure which extends an existing asset to a wider group of users. It will result in additional future operating and maintenance costs but may contribute to additional revenue.
New	Is expenditure on additional capital works which will result in future additional operating costs, maintenance and capital renewal.
Maintenance	Is recurrent expenditure which is periodically required to ensure that the asset achieves its useful life and provides the level of service.

## 1.5 Planning Capital Expenditure

In developing Council's Strategic Resource Plan, the distribution of available funds between operating and capital expenditure should be determined for each year of the plan.

In theory, once capital expenditure for each year of the strategic resource plan has been determined, it should then be proportioned into that which is renewal and that which is for new, expansion and upgrade.

Renewal expenditure allocations should be guided by the recommendations contained within the Council's Asset Management strategies and should, in principle, be considered nondiscretionary within the capital works program. That is, capital renewal needs should be funded before other capital works proposals are considered. This also needs to be balanced against the asset and service pressures that are experienced due to a growing community.

The table below shows the various asset funding categories.

RECURRENT FUNDING	ASSET MANAGEMENT	CAPITAL	CONSEQUENTIAL RECURRENT COSTS
Maintenance & Operations	Renewal	New / Upgrade / Expansion	New / Upgrade / Expansion
<u>Maintenance:</u> <ul style="list-style-type: none"> <li>▪ Pothole, road grade</li> <li>▪ Footpath repair</li> <li>▪ Building maintenance</li> <li>▪ Parks maintenance</li> </ul> <u>Operations:</u> <ul style="list-style-type: none"> <li>▪ Cost of street lighting</li> <li>▪ Street sweeping</li> <li>▪ Servicing &amp; utility costs (electricity, cleaning)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Road reconstruction / rehabilitation</li> <li>▪ Reseals</li> <li>▪ Kerb &amp; channel / footpath replacement</li> <li>▪ Oval resurfacing</li> <li>▪ Building renovation (but not upgrade)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Road pavement widening</li> <li>▪ New footpaths</li> <li>▪ Major park reconstruction</li> <li>▪ Building extension</li> <li>▪ New facility</li> </ul>	<u>New Assets:</u> <ul style="list-style-type: none"> <li>▪ Additional operational &amp; maintenance load</li> </ul> <u>Upgrades/Expansion:</u> <ul style="list-style-type: none"> <li>▪ More or less maintenance</li> <li>▪ Building maintenance, servicing &amp; utility costs (electricity, cleaning)</li> </ul>
<b>Non Discretionary Recurrent</b>	<b>Non Discretionary Capital</b>	<b>Discretionary Capital</b>	<b>Non Discretionary Recurrent</b>

New, expansion and upgrade capital works, including gifted assets, will generally impose a consequential increase in operating and maintenance costs. These additional costs are "non-discretionary" as they will be incurred if new assets are provided.

It is essential that in the assessment of any proposed capital works, a "whole of life" cost evaluation is undertaken to ensure the full implications of the investment decision are understood.

Once the funding allocation has been determined for renewal and other capital expenditure, Council should give consideration to the relative funding allocation within each funding category.

## 1.6 Renewal Program

Renewal is expenditure on an existing asset which restores the service potential or life of the asset up to that which it had originally.

Renewal expenditure allocations should be guided by the recommendations contained within the Council's Asset Management strategies and should, in principle, be considered nondiscretionary within the capital works program. That is, capital renewal needs should be funded before other capital works proposals are considered. This also needs to be balanced against the asset pressures that are experienced due to a growing community.

The assessment criteria used to determine the prioritisation of each project varies in each asset class due to the nature in which they are assessed.

### 1.6.1 Renewal Program development

Potential renewal projects are split into each asset category to form a long term program and identified from;

- Condition rating and remaining life based on periodic asset condition surveys
- Evolving risk situations identified in programmed or impromptu safety audits
- Asset failures identified as a result of proactive or reactive maintenance inspections or customer service requests
- Changes in use that may accelerate deterioration in condition
- Extraordinary or emergency events

Inspections are undertaken to verify the current condition rating. Historically, rehabilitation and construction costs on a lineal or square meter basis are applied to inform initial budget estimates and costs.

### 1.6.2 Renewal Program project evaluation

To assess the priority of each renewal project, it is recommended that assessment models be utilised. Each asset class requires a distinct assessment model based on a number of critical factors relating to that specific asset. For example, in determining the priority of unsealed road renewal projects, the assessment model includes factors such as current condition, depth of pavement material, road hierarchy and traffic volume. Further information relating to each assessment model can be found in Appendix B.

The assessment models have been developed to produce a total score of 100 for all criteria to ensure consistency between each asset class. The prioritised list for each asset class then forms the Long Term Renewal Program.

Through the annual budget process, projects on the Long Term Renewal Program are assessed and further reviewed for inclusion on the draft Capital Improvement Program, taking into account;

- Available budget
- Council priorities
- Availability of specific purpose grants and relating matching funding requirements

The annual renewal budget is apportioned over each asset class based on current asset management data. This will ensure funds are directed to the most critical asset classes requiring renewal.

Projects may also require a preplanning budget allocation prior to construction. In principle, the preplanning allocation is funded in year one and construction in year two.

A cross-departmental Capital Improvement Program Control Group reviews the draft Capital Improvement Program and the recommended program is then presented to Council.

## 1.7 New and Upgrade Program

To assist in the identification of possible new, expansion or upgrade capital works projects, councillors and staff draw from community input, Council plans and strategies, external partnerships and reactive maintenance requests.

- Council Plans and relevant strategic documents
- Moorabool 2041 and structure plans

The priority of works in this Capital Works category should be determined following an evaluation of the capital proposals based on this capital works investment guideline.

### 1.7.1 New and Upgrade Program project submission

A business case must be prepared for each proposed capital project.

This is to ensure a thorough project analysis has been undertaken prior to a request to Council for funding and to enable Councillors and senior management to understand the details of each proposed capital works project.

It will also allow an evaluation and comparative assessment of all proposed projects. This will be used to develop the long term capital works program.

Two business case templates have been developed depending on the scale of the project. These documents are separate to this guideline and instructions to assist the completion of the business cases have been included.

In the case preplanning is required, a preplanning budget allocation may be considered. In principle, the preplanning allocation is funded in year one and construction in year two.

### 1.7.2 New and Upgrade Program project evaluation

To assess the priority of each new, expansion or upgrade capital works proposal, it is recommended that evaluation criteria be utilised. These criteria form the basis of an assessment and ranking system which allows a systematic appraisal and comparative ranking of each capital work proposal.

These evaluation criteria have been developed based on Council's strategic plans and objectives and therefore will align capital works priorities to Council's strategic intent. Full details of each evaluation criteria have been included in Appendix C. It is considered prudent that consistency is maintained in the use of evaluation criteria over the years as this supports a uniform and transparent process in each long term capital works program.

The evaluation criteria framework and weightings are detailed in Appendix C.

## 1.8 Scope for Professional Judgment

The assessment models within the New and Upgrade and Renewal programs have been developed with reference to the following documents;

- Asset Management Plans (MSC)
- International Infrastructure Management Manual 2011
- Local Government Asset Investment Guidelines 2006 (DPCD)
- Various Australian Standards and Technical References

The scores applied within these models to determine project priority are based on condition audits and officer judgement. Prior to the draft program being presented to Council, further analysis of these lists will occur and professional judgement may be exercised to ensure the data presented is accurate and in line with Council priorities.

## 1.9 Council Presentations

To support Council as it determines its future capital works expenditure at a strategic level, it is recommended that a summary of the recommended capital works program be presented in a format as outlined in Appendix F.

## 1.10 Roles and Responsibilities

There are two key roles in the evaluation of a capital works project.

The Project Owner (usually a Council officer) is the key "linkage" between the community or stakeholders and Council including any State or Federal Government interaction. The Owner is expected to initiate the project, co-ordinate the feasibility reports, engage with stakeholders, manage internal processes and ensure the project is included on the long term program for consideration.

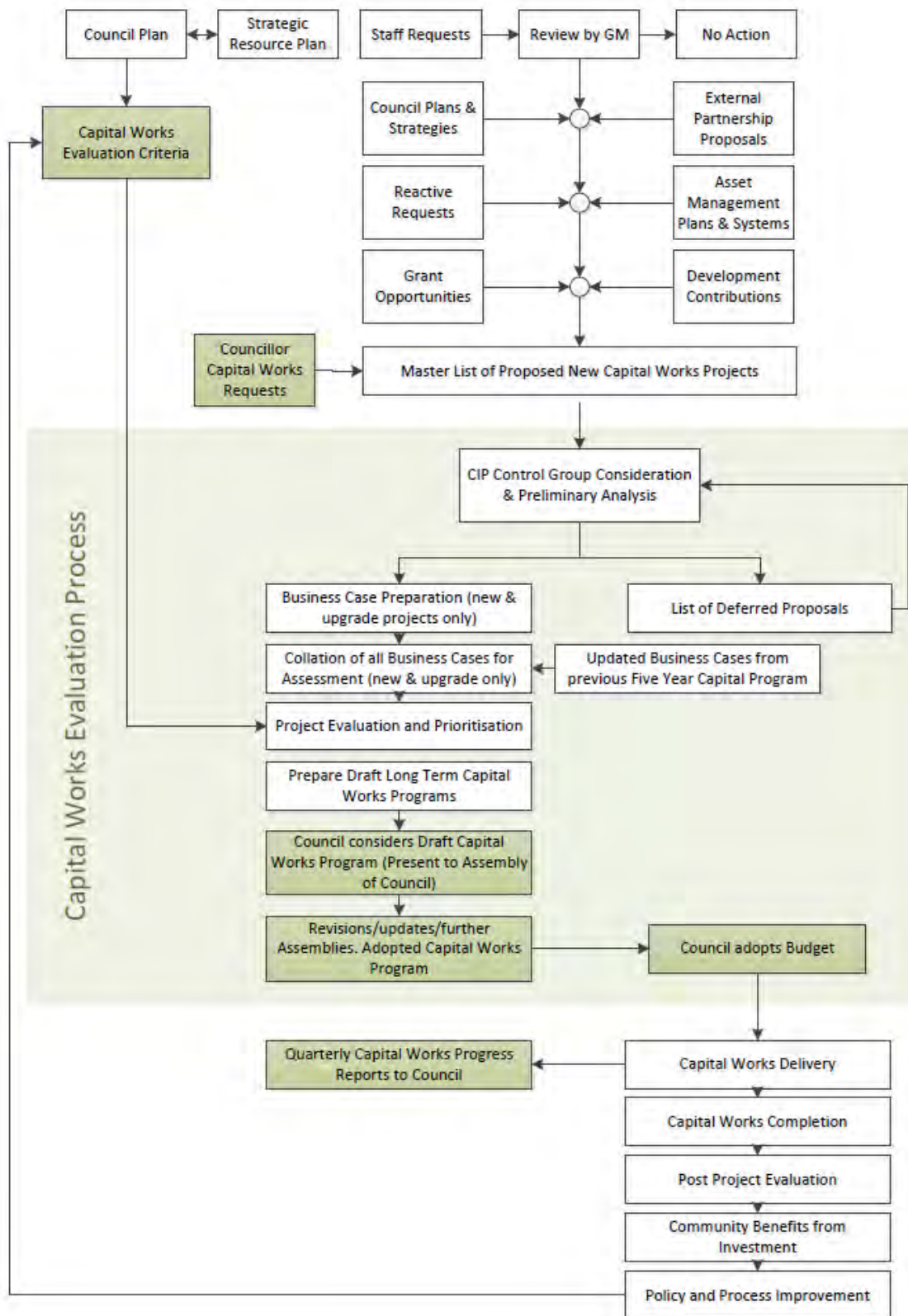
To undertake this activity there needs to be a strong focus on community engagement, community relationship building, negotiation and project sponsorship. Advocacy goes beyond just driving the project through Council's political and bureaucratic processes.

The other is the Project Manager and although the Project Manager's role is focused on delivering the capital works project, they also provide support and guidance to the Project Owner regarding business case development.

The specific roles and responsibilities of the Project Owner and Project Manager for the entire capital works delivery process are detailed in the business case template.



# **CAPITAL WORKS DEVELOPMENT FLOW CHART**



# ASSESSMENT GUIDELINES

## Renewal

## B.1 Renewal expenditure

Renewal is expenditure on an existing asset which restores the service potential or life of the asset up to that which it had originally.

Renewal expenditure allocations should be guided by the recommendations contained within the Council's Asset Management strategies and should, in principle, be considered nondiscretionary within the capital works program. That is, in principle capital renewal needs should be funded before other capital works proposals are considered. This also needs to be balanced against the asset pressures that are experienced due to a growing community.

The assessment criteria used to determine the prioritisation of each project varies in each asset class due to the nature in which they are assessed.

Council's asset classes are listed below;

- Sealed road pavement
- Spray Seals
- Asphalt seals
- Unsealed road pavement
- Unsealed shoulders
- Footpaths
- Kerb and channel
- Bridge & Major Culverts
- Buildings
- Drainage
- Recreation and Open Space (under development)

The Recreation and Open Space Asset Management Plan is under development and will address the Open Space asset class and associated assessment criteria.

**Sealed Road Pavement**

	Weighting	Score	Description
Pavement condition	12	1	Excellent <i>New asset or an asset recently rehabilitated back to new condition.</i>
		2	Good <i>Some superficial deterioration evident. Serviceability may be impaired slightly.</i>
		3	Fair <i>Obvious condition deterioration evident. Asset serviceability is now affected and maintenance costs are rising.</i>
		4	Poor <i>Serviceability is heavily affected by asset deterioration. Maintenance cost is very high and the asset is at a point where it requires major reconstruction or refurbishment.</i>
		5	Failed <i>Level of deterioration is such to render the asset unserviceable.</i>
Roughness	2	1	Minor
		2	
		3	Intermediate
		4	
		5	Severe
Road hierarchy	1	1	Access 1 / Access 2
		3	Collector
		5	Link
Traffic volume	1	0	<50 vpd
		1	50-150 vpd
		2	150-500 vpd
		3	500-1000 vpd
		4	1000-2000 vpd
% heavy vehicles	1	0	<1%
		1	1% - 5%
		2	5% - 10%
		3	10% - 20%
		4	20% - 50%
Bus route	1	0	No
		5	Yes
Safety	2	1	Negligible safety improvements
		3	Addressing site distance, roadside hazards
		5	Addressing known safety issue with documented accident history

## Spray Seals

	Weighting	Score	Description
Seal condition	10	1	Excellent <i>New asset or an asset recently rehabilitated back to new condition.</i>
		2	Good <i>Some superficial deterioration evident. Serviceability may be impaired slightly.</i>
		3	Fair <i>Obvious condition deterioration evident. Asset serviceability is now affected and maintenance costs are rising.</i>
		4	Poor <i>Serviceability is heavily affected by asset deterioration. Maintenance cost is very high and the asset is at a point where it requires major reconstruction or refurbishment.</i>
		5	Failed <i>Level of deterioration is such to render the asset unserviceable.</i>
Age	2	1	< 10 yrs
		3	10 yrs – 15 yrs
		5	> 15 yrs
Road hierarchy	2	1	Access 1 / Access 2
		3	Collector
		5	Link
Traffic volume	2	0	<50 vpd
		1	50-150 vpd
		2	150-500 vpd
		3	500-1000 vpd
		4	1000-2000 vpd
% heavy vehicles	1	0	<1%
		1	1% - 5%
		2	5% - 10%
		3	10% - 20%
		4	20% - 50%
Bus route	1	0	No
		5	Yes
Maintenance effort	1	1	Low maintenance effort
		3	Average maintenance effort
		5	High maintenance effort

## Asphalt Seals

	Weighting	Score	Description
Seal condition	10	1	Excellent <i>New asset or an asset recently rehabilitated back to new condition.</i>
		2	Good <i>Some superficial deterioration evident. Serviceability may be impaired slightly.</i>
		3	Fair <i>Obvious condition deterioration evident. Asset serviceability is now affected and maintenance costs are rising.</i>
		4	Poor <i>Serviceability is heavily affected by asset deterioration. Maintenance cost is very high and the asset is at a point where it requires major reconstruction or refurbishment.</i>
		5	Failed <i>Level of deterioration is such to render the asset unserviceable.</i>
Age	3	1	< 20 yrs
		3	20 yrs – 30 yrs
		5	> 30 yrs
Road hierarchy	1	1	Access 1 / Access 2
		3	Collector
		5	Link
Traffic volume	2	0	<50 vpd
		1	50-150 vpd
		2	150-500 vpd
		3	500-1000 vpd
		4	1000-2000 vpd
		5	>2000 vpd
% heavy vehicles	1	0	<1%
		1	1% - 5%
		2	5% - 10%
		3	10% - 20%
		4	20% - 50%
		5	> 50%
Bus route	1	0	No
		5	Yes
Maintenance effort	1	1	Low maintenance effort
		3	Average maintenance effort
		5	High maintenance effort

## Unsealed Road Pavement

	Weighting	Score	Description
Pavement condition	10	1	Excellent <i>New asset or an asset recently rehabilitated back to new condition.</i>
		2	Good <i>Some superficial deterioration evident. Serviceability may be impaired slightly.</i>
		3	Fair <i>Obvious condition deterioration evident. Asset serviceability is now affected and maintenance costs are rising.</i>
		4	Poor <i>Serviceability is heavily affected by asset deterioration. Maintenance cost is very high and the asset is at a point where it requires major reconstruction or refurbishment.</i>
		5	Failed <i>Level of deterioration is such to render the asset unserviceable.</i>
Depth of pavement material	2	0	150mm
		1	100mm
		2	
		3	50mm
		4	
		5	Exposed subgrade
Road hierarchy	2	1	Access 2
		3	Access 1
		5	Collector / Link
Traffic volume	2	0	<20 vpd
		1	20-50 vpd
		2	
		3	50-100 vpd
		4	
		5	>100 vpd
% heavy vehicles	1	0	<5%
		1	5% - 10%
		2	
		3	10% - 20%
		4	
		5	> 20%
Bus route	1	0	No
		5	Yes
Maintenance effort	2	1	Low maintenance effort
		3	Average maintenance effort
		5	High maintenance effort



## Unsealed Shoulders

	Weighting	Score	Description
Shoulder condition	10	1	Excellent <i>New asset or an asset recently rehabilitated back to new condition.</i>
		2	Good <i>Some superficial deterioration evident. Serviceability may be impaired slightly.</i>
		3	Fair <i>Obvious condition deterioration evident. Asset serviceability is now affected and maintenance costs are rising.</i>
		4	Poor <i>Serviceability is heavily affected by asset deterioration. Maintenance cost is very high and the asset is at a point where it requires major reconstruction or refurbishment.</i>
		5	Failed <i>Level of deterioration is such to render the asset unserviceable.</i>
Seal width	3	1	> 6.4m
		3	4.5m – 6.4m
		5	< 4.5m
Road hierarchy	1	1	Access 2
		3	Access 1
		5	Collector / Link
Traffic volume	2	0	<50 vpd
		1	50-100 vpd
		2	
		3	100-200 vpd
		4	
		5	>200 vpd
% heavy vehicles	1	0	<5%
		1	5% - 10%
		2	
		3	10% - 20%
		4	
		5	> 20%
Bus route	1	0	No
		5	Yes
Maintenance effort	2	1	Low maintenance effort
		3	Average maintenance effort
		5	High maintenance effort

## Footpaths

	Weighting	Score	Description
Footpath condition	10	1	Excellent <i>New asset or an asset recently rehabilitated back to new condition.</i>
		2	Good <i>Some superficial deterioration evident. Serviceability may be impaired slightly.</i>
		3	Fair <i>Obvious condition deterioration evident. Asset serviceability is now affected and maintenance costs are rising.</i>
		4	Poor <i>Serviceability is heavily affected by asset deterioration. Maintenance cost is very high and the asset is at a point where it requires major reconstruction or refurbishment.</i>
		5	Failed <i>Level of deterioration is such to render the asset unserviceable.</i>
CBD, School, Public Park	3	1	Residential
		3	Proximity
		5	Adjacent
Footpath hierarchy	3	1	P3
		3	P4/P5
		4	P2
		5	P1
DDA Compliant	1	0	No
		5	Yes
Risk/Safety issue	1	0	No
		5	Yes
Maintenance effort	2	1	Low maintenance effort
		3	Average maintenance effort
		5	High maintenance effort

## Kerb and Channel

	Weighting	Score	Description
Kerb condition	10	1	Excellent <i>New asset or an asset recently rehabilitated back to new condition.</i>
		2	Good <i>Some superficial deterioration evident. Serviceability may be impaired slightly.</i>
		3	Fair <i>Obvious condition deterioration evident. Asset serviceability is now affected and maintenance costs are rising.</i>
		4	Poor <i>Serviceability is heavily affected by asset deterioration. Maintenance cost is very high and the asset is at a point where it requires major reconstruction or refurbishment.</i>
		5	Failed <i>Level of deterioration is such to render the asset unserviceable.</i>
Road hierarchy	2	1	Access 1 / Access 2
		3	Collector
		5	Link
CBD, School, Public Park	2	1	Residential
		3	Proximity
		5	Adjacent
Ponding of water	2	0	No
		5	Yes
Safety/Risk	2	0	< 3 defects
		5	3 or more defects
Maintenance effort	2	1	Low maintenance effort
		3	Average maintenance effort
		5	High maintenance effort

### Bridge & Major Culvert (major components)

	Weighting	Score	Description
Component condition	10	1	Excellent <i>New asset or an asset recently rehabilitated back to new condition.</i>
		2	Good <i>Some superficial deterioration evident. Serviceability may be impaired slightly.</i>
		3	Fair <i>Obvious condition deterioration evident. Asset serviceability is now affected and maintenance costs are rising.</i>
		4	Poor <i>Serviceability is heavily affected by asset deterioration. Maintenance cost is very high and the asset is at a point where it requires major reconstruction or refurbishment.</i>
		5	Failed <i>Level of deterioration is such to render the asset unserviceable.</i>
Bridge hierarchy	2	1	B3
		3	B2
		5	B1
Traffic volume	1	0	<50 vpd
		1	50-150 vpd
		2	150-500 vpd
		3	500-1000 vpd
		4	1000-2000 vpd
% heavy vehicles	1	0	<1%
		1	1% - 5%
		2	5% - 10%
		3	10% - 20%
		4	20% - 50%
Structural component	1	0	No
		5	Yes
Bus Route	1	0	No
		5	Yes
Loss of Service impact	4	1	Acceptable detour
		3	Long detour
		5	Loss of Access

## Buildings

	Weighting	Score	Description
Component condition	10	1	Excellent <i>New asset or an asset recently rehabilitated back to new condition.</i>
		2	Good <i>Some superficial deterioration evident. Serviceability may be impaired slightly.</i>
		3	Fair <i>Obvious condition deterioration evident. Asset serviceability is now affected and maintenance costs are rising.</i>
		4	Poor <i>Serviceability is heavily affected by asset deterioration. Maintenance cost is very high and the asset is at a point where it requires major reconstruction or refurbishment.</i>
		5	Failed <i>Level of deterioration is such to render the asset unserviceable.</i>
Building type	2	1	B3
		3	B2
		5	B1
Building occupied daily	2	0	No
		5	Yes
Structural component	2	0	No
		5	Yes
Safety risk	2	1	Low
		3	Medium
		5	High
Loss of Service impact	1	1	No disruption
		3	Minor disruption
		5	Significant disruption
Maintenance effort	2	1	Low maintenance effort
		3	Average maintenance effort
		5	High maintenance effort

### Drainage (underground drainage)

	Weighting	Score	Description
Drainage condition	10	1	Excellent <i>New asset or an asset recently rehabilitated back to new condition.</i>
		2	Good <i>Some superficial deterioration evident. Serviceability may be impaired slightly.</i>
		3	Fair <i>Obvious condition deterioration evident. Asset serviceability is now affected and maintenance costs are rising.</i>
		4	Poor <i>Serviceability is heavily affected by asset deterioration. Maintenance cost is very high and the asset is at a point where it requires major reconstruction or refurbishment.</i>
		5	Failed <i>Level of deterioration is such to render the asset unserviceable.</i>
Inundation of property	3	0	Minor
		3	Moderate
		5	Severe
Reduction in capacity	1	0	Minor
		3	10-30%
		5	>30%
Main outfall drain	2	0	No
		5	Yes
Safety risk	2	1	Low
		3	Medium
		5	High
Maintenance effort	2	1	Low maintenance effort
		3	Average maintenance effort
		5	High maintenance effort

Note: CCTV footage has been obtained on a number of drainage pipes throughout the Shire, however at this point in time the full condition of the stormwater network is unknown.

## **Recreation and Open Space**

The Recreation and Open Space Asset Management Plan is under development and will address the Open Space asset class and associated condition. Assessment criteria will be developed in future versions of this document when the background work has been completed.

# **ASSESSMENT GUIDELINES**

## **New and Upgrade**



## C.1 Assessment Model – New and Upgrade

### Assessment Model



<b>Fit with Council Plan</b>		<b>Weighting</b>			
		<b>20%</b>			
		<b>Score (1-5)</b>	<b>Weighting (%)</b>	<b>Maximum Score</b>	<b>Score</b>
Is the project identified in the council plan	(1) The project is not specifically identified, however this type of project is generally consistent with councils priorities (3) The project is not specifically identified, however this type of project is strongly supported by the council plan (5) Project is specifically identified in the council plan	5	50%	2.5	2.5
Is the project identified in an adopted strategy/document	(1) The project is not identified in and adopted strategy/document (3) The project is included in an adopted masterplan, adopted strategy or adopted asset management plan (5) The project is specifically listed in an adopted strategic document and recorded in the relevant asset management plan	5	50%	2.5	2.5
<b>Financial Viability</b>		<b>Weighting</b>			
		<b>25%</b>			
		<b>Score (1-5)</b>	<b>Weighting (%)</b>	<b>Maximum Score</b>	<b>Score</b>
Will the project be leveraged with external funding sources	(1) No External Funding (3) Up to 50% contribution from an external source (5) Fully funded from external sources	5	10%	0.5	0.5
Does the project commit council to additional operational costs	(1) Ongoing operating costs will be greater than \$50,000 per annum (3) There will be minimal impact on operating costs (5) There will be a reduction in existing operational costs for council of over \$50,000	5	10%	0.5	0.5
Financial impact of delay	(1) No immediate impact of delaying the project (3) Minor impact caused by delaying the project (5) Delaying the project will impact significantly on council.	5	40%	2	2
Is the project able to be delivered within the budget	(1) The project has been scoped with budget based on broad estimates (3) The project budget is based on previous schedules and rates (5) The project budget has been based on detailed quantity surveying	5	40%	2	2
<b>Risk Management</b>		<b>Weighting</b>			
		<b>25%</b>			
		<b>Score (1-5)</b>	<b>Weighting (%)</b>	<b>Maximum Score</b>	<b>Score</b>
Does the project remedy a safety issue	(1) The project has no marked impact on risk or safety related matters (3) The project provides an improvement to council or the communities safety or risk exposure (5) The projects primary objective is to remove or rectifies an identified safety risk	5	25%	1.25	1.25
Is the project required by legislation	(1) The project has no legislative requirement (3) The project assists council to meet legislative requirements (5) The projects primary objective is to meet legislative requirements	5	50%	2.5	2.5
Is the project able to be delivered within the timeframes	(1) There is a risk of delays affecting the delivery of this project within the financial year. e.g. requires funding, planning permit (3) All approvals for the project have been received, however the project still requires final scoping, consultation or design phases to be delivered. (5) The project is achievable within the timeframe	5	25%	1.25	1.25
<b>Community Benefit</b>		<b>Weighting</b>			
		<b>20%</b>			
		<b>Score (1-5)</b>	<b>Weighting (%)</b>	<b>Maximum Score</b>	<b>Score</b>
Does the project have community support	(1) The project has not been tested with the community. (3) The project has been tested with the community and has mixed community response (5) The project has been tested with the community and has broad support	5	55%	2.75	2.75
Does the project improve the service or service standard provided to the community	(1) The project has no appreciable impact on service delivery standards (3) The project maintains the existing service standard for the community (5) The projects primary objective is to improve the service delivery to the community	5	15%	0.75	0.75
Does the project improve the livability of the Community	(1) The project has no appreciable impact on the livability of the community (3) The project maintains livability standards and expectations (5) The projects primary objective is to improve the livability for the community.	5	15%	0.75	0.75
Does the project increase access or participation opportunities for the community	(1) The project has no appreciable impact on accessibility for the community (3) The project maintains existing accessibility opportunities for the community (5) The projects primary objective is to improve community access or participation	5	15%	0.75	0.75
<b>Environmental/ Cultural Sustainability</b>		<b>Weighting</b>			
		<b>10%</b>			
		<b>Score (1-5)</b>	<b>Weighting (%)</b>	<b>Maximum Score</b>	<b>Score</b>
Does the project improve the cities environmental footprint	(1) The project has no appreciable impact on environmental sustainability (3) The project maintains existing environmental standards (5) The projects primary objective is to deliver an environmental outcome	5	50%	2.5	2.5
Will the project contribute to the protection of cultural or heritage values	(1) The project has no appreciable impact on cultural or heritage values. (3) The project maintains existing cultural or heritage standards (5) The projects primary objective is to deliver a cultural or heritage	5	50%	2.5	2.5

### **Fit with Council Plan**

The Council Plan outlines Council's strategic direction and identifies actions to achieve strategic outcomes.

The Project's relevance to adopted Plans and Strategies should be assessed in this section. The relevant Plan or Strategy reference section should be quoted. A higher score should be given to projects which are specifically referenced in Council approved and adopted Plans and Strategies.

### **Financial Viability**

This section identifies the financial viability of the project. The assessment criteria used in this section is to reduce Council's overall financial risk and reduce its reliance on rate revenue to fund capital investment and consequential ongoing operating and maintenance costs.

Higher evaluation scores in this area will be obtained for projects that are:

- Well thought out
- Well planned
- Funded from sources other than rates
- In a high state of readiness
- Can be delivered within reasonable timeframes
- Have a positive benefit to Council and the community
- Have low increases in ongoing maintenance and service costs
- Do not increase the substantive service delivery cost

### **Risk Management**

This section provides the opportunity to assess how the capital works proposal addresses the identified risks that will arise as a result of not implementing the Project. The assessment criteria used for this section is to reduce Council's overall risk through either risk reduction or risk management processes.

### **Community Benefit**

When assessing the community benefit of the project, quantitative and qualitative evidence should be evaluated.

Infrastructure supporting targeted programs will also be rated appropriately.

### **Environmental/Cultural Sustainability**

Council promotes initiatives which have positive environmental benefits and contribute to the protection of cultural or heritage values.

When assessing the environmental and cultural sustainability of the project, quantitative and qualitative evidence should be considered.

### C.3 Scoring

Council uses a five point scoring system to rank each assessment criteria for each project.

SCORE	DESCRIPTOR
1	Meets evaluation criteria in all aspects
2	Satisfies most of the evaluation criteria
3	Satisfies some of the evaluation criteria
4	Some alignment with evaluation criteria
5	Does not meet any aspect of the evaluation criteria

Each proposal is to be scored by value judgement against the assessment criteria using a scale of one to five to differentiate between project proposals, giving each project a total possible score of 100.

# **SAMPLE DATA PRESENTATION FORMAT**

Sample Format for Asset Investment Data Presentation



ID	Description	Estimate			Cum. Estimate	App. Score	Risk Ind.	Annual Service Cost	Operating Expense (\$/PA)
		Renewal	Upgrade / Expansion	Total					
<b>NON DISCRETIONARY</b> (required to sustain services and identified in an asset management plan approved by Council)									
1	Renewal Project A								
2	Renewal Project B								
<b>DISCRETIONARY</b> (required to sustain services and identified in an asset management plan approved by Council)									
3	New/Upgrade Project A								
4	New/Upgrade Project B								
5	New/Upgrade Project C								
6	New/Upgrade Project D								
7	New/Upgrade Project E								
<b>Available Funds</b>									
8	New/Upgrade Project F								
9	New/Upgrade Project G								
10	New/Upgrade Project H								
11	New/Upgrade Project I								
12	New/Upgrade Project J								
13	New/Upgrade Project K								
14	New/Upgrade Project L								
15	New/Upgrade Project M								

## 11.4.2 Draft Special Rates and Charges Policy

### Introduction

File No.: 02/06/007  
Author: Phil Jeffrey  
General Manager: Phil Jeffrey

### Background

Under Section 163 of the Local Government Act 1989 Councils have the ability to declare a special rate or charge seeking property owner contribution for works or services schemes.

In general there are three main types of schemes:

- Works Schemes, that involve the construction of an item, or items of infrastructure such as roads, kerb and channel, footpaths, drains, carparks etc
- Service schemes that provide a particular service or bundle of related services, and
- Special purpose fund schemes, where the monies raised by the special rate or charge go into a fund for a specified purpose and may include a mixture of works and/or services.

Special charge schemes may be initiated by residents or by Council officers.

Such schemes are often infrastructure related and where it can be demonstrated that properties will receive a special benefit from implementation of infrastructure works Council may implement a special rate or charge process to provide some or all of the necessary funds. Although Moorabool has an existing policy, its application has been limited. The last major scheme that delivered improved infrastructure in Moorabool was Dales Creek estate where construction and sealing of the roads occurred.

The draft updated policy and procedure set out to provide consistency and guidance to officers in the implementation of such schemes in instances where a scheme was pursued. They also set out how a scheme would be calculated using 'special benefit' and 'community benefit'.

### Proposal

It is acknowledged that Council does not have the financial resources to meet all of the demands within the municipality, with the pressures to deliver infrastructure for the growing community within the existing budget. Past requirements on developers to either construct or contribute toward the cost of infrastructure were also often less than current and as such there are gaps in existing infrastructure including footpath links, constructed walkways etc.

Special Charge Schemes present a mechanism and opportunity for Council to bring forward priority infrastructure projects that may otherwise not be achievable in the short to medium term, through the proactive initiation of schemes. This could include projects such as the construction of footpath links, drainage or upgrading of road pavement within specified areas.

### **Consideration**

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

### **Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

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

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

### **Financial Implications**

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

### **Risk & Occupational Health & Safety Issues**

There are no risk or OH&S implications for Council associated with the recommendation within this report.

### **Communications and Consultation Strategy**

There is no communications and consultation strategy required as part of the development of the draft policy. The draft policy outlines the communications strategy relating to progressing individual special charge schemes.

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

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

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

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

*General Manager – Phil Jeffrey*

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

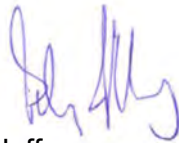
*Author – Phil Jeffrey*

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

**Recommendation:**

**That, in accordance with the Moorabool Shire Council Policy Protocol - *Consideration of Items which Affect beyond the Current Year*, the Special Rates & Charges Policy (IS008 Version 002) now lay on the table for further consideration at the next Ordinary Meeting of Council.**

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**Report Authorisation****Authorised by:**

**Name:** Phil Jeffrey  
**Title:** General Manager Infrastructure  
**Date:** Thursday 21 November 2013



# Attachment - Item 11.4.2

<b>Policy No.:</b>	IS008	<b><i>IS008 – Special Rates and Charges Policy</i></b>
<b>Review Date:</b>	December 2016	
<b>Revision No.:</b>	002	
<b>Policy Manual Version No.:</b>	002	
<b>Adopted by:</b>	002	19 November 2013

## 1. Purpose and Scope of the Policy

The Local Government Act 1989 provides Council with the ability to introduce a Special Rate or Charge Scheme seeking property owner contributions toward infrastructure projects such as roads, footpaths and drainage improvements. A Special Rate or Charge Scheme may also be appropriate for projects such as recreational facilities, streetscapes and traffic management.

Special Rate or Charge Scheme projects fill the gap between existing infrastructure, often provided as part of the original land development, and current community expectations.

This policy seeks to establish a strategic framework for the application of financial contributions from the property owners who receive special benefit from necessary infrastructure improvements, both in the rural and urban areas within the municipality, in a fair, equitable, consultative and consistent manner.

This policy applies to all infrastructure improvements within Moorabool Shire which are eligible for application of a Special Rate or Charge as defined in the Local Government Act.

## 2. Policy

The Council acknowledges that it does not necessarily have the financial resources or receive enough external grants funding to meet all of the infrastructure demands in the municipality. Where it can be demonstrated that properties will receive a special benefit from implementing necessary infrastructure works, Council may implement a Special Rate or Charge process to provide some or all of the necessary funds. Schemes may be applied, but not limited, to the following:

- Road construction and sealing
- Kerb and channel
- Drains and drainage pits
- Landscaping.
- Traffic management devices
- Footpaths
- Recreational facilities
- Special events

A proposed Special Rate or Charge will have regard to the level of special benefit and community benefit received from such infrastructure works and Council's capacity to finance the necessary cash flow requirements during the term of the Special Rate or Charge Scheme.

The calculation of 'special benefit' will be undertaken in accordance with the Special Rates and Charges Ministerial Guidelines (September 2004)

The intent of this policy and associated management procedure is to detail the circumstances and manner in which new or improved infrastructure works are undertaken with financial contributions from property owners based on principles of fairness and equity. This contribution shall be obtained through a Special Rate or Charge Scheme having regard to the level of special benefit received by those properties and the level of benefit received by the community.

Community consultation and participation will play an important part in the development of specific projects. Many proposals will only be implemented if they have the strong support of property owners. Clause 163 of the Local Government Act does however empower Council to declare a drainage scheme in the interest of public health.

This policy reflects the objectives of the Special Charge Scheme provisions in the Local Government Act and its implementation is supported by the September 2004 Ministerial Guidelines on Special Rates and Charges.

## **2.1 Policy Objectives**

- To manage the Special Rate and Charge Scheme process in a manner that is open, transparent, and fair to all.
- Use the consultative process and technical design input to achieve innovative solutions to local problems.
- To ensure that solutions developed are cost effective, affordable and of a standard that meets community expectations.
- To ensure that the development of necessary infrastructure projects in a controlled, managed manner. This will involve the prioritisation of projects, having regard to risk and other factors such as:
  - Health and safety
  - Amenity
  - Environment
  - Demonstrated need; and
  - Financial

## **2.2 Specific Provisions**

- Properties with subdivision potential – properties which demonstrate subdivision potential will be included in the scheme in accordance with the relevant zoning provisions. Property owners will have the option to defer the special charge on the additional lots (lots created after subdivision) until such time as the subdivision is released (Statement of Compliance). A Section 173 Agreement will be required to enable deferment of the additional special charge.
- Construction standard – design and construction standards works will be undertaken in accordance with relevant standards, guides, codes and the Infrastructure Design Manual.
- Council contribution – with the following exceptions, Council contribution to all special charge schemes will be based on the community benefit calculated in accordance with the Special Rates and Charges Ministerial Guidelines.
- For pathway schemes based on a precinct approach, Council may contribute up to 50% of the project cost to be determined on a case by case basis.
- Payment terms – property owners liable for scheme contributions that are infrastructure related and exceed \$1,500 will have the option to pay the

charge in instalments over a period of minimum of 4 years and up to 10 years. The applicable borrowing interest rate will be applied to the unpaid special charge. Schemes that require contributions less than \$1,500 will have the payment option of 4 instalments over a 12 month period.

- Submissions and objections to any proposed scheme and subsequent decision whether to discontinue a scheme will be in accordance with the Local Government Act.

### **2.3 Community Engagement**

A community engagement plan will be developed for each scheme in accordance with the Community Engagement Framework and provisions of the Local Government Act.

### **2.4 Policy Implementation**

The special rate or charge process may be initiated by Council representatives, members of the public, residents within the area, or Council officers. The final outcome of many proposals will depend to a large degree on the priority placed upon the work, the level of community support, available funding and cash flow resources.

## **3. Process**

The process is outlined in the Special Rates and Charges Procedure and Special Rates and Charges Ministerial Guidelines (September 2004) which are appendices this policy.

## **4. Precedents**

Many Councils adopt a Special Rates and Charges Policy seeking property owner contributions toward infrastructure projects. A small number of Special Charges Schemes have been implemented previously in this Shire.

## **5. Related Legislation/Policies/Guidelines**

- Local Government Act 1989 and subsequent amendments
- Special Rates and Charges Ministerial Guidelines (September 2004)
- Community Engagement Framework
- Council Policies
- Sealing of unsealed roads

## **6. Council Plan Reference – Key Performance Area**

Key Result Area 3      Enhanced Infrastructure and Natural and Built Environment

Ensure current and future infrastructure meets the needs to the community

Construct physical infrastructure to appropriate standards.

## **7. Review**

This policy will be reviewed in 2016.

8. Definitions

<b>Special Rate or Charge Scheme</b>	A financial arrangement, between Council and property owners as set out in the Local Government Act, to provide funds in relation to necessary infrastructure works that Council considers is or will be of special benefit to persons required to pay the special rate or charge.
<b>Special Benefit</b>	Is benefit, resulting from the proposed infrastructure work that is additional to or greater than the benefit to other properties.
<b>Community Benefit</b>	Is considered to exist where the works or services will provide tangible and direct benefits to people in the broader community.
<b>Infrastructure Works</b>	Consists of new, or improvements to, infrastructure such as roads, pathways, stormwater drains, buildings, recreational facilities and waste management sites.
<b>Property</b>	Refers to property in the form of land.
<b>Council</b>	Moorabool Shire Council
<b>Shire</b>	The Moorabool municipality, its Councillors, Council staff, residents and ratepayers.

**APPENDIX A**

Special Rates & Charges Procedure

## **Purpose**

<b>References</b>	Special Rates and Charges Policy
<b>Effective From:</b>	TBC 2013
<b>Version No:</b>	001

## **Scope**

The 1989 Local Government Act provides Council with the ability to introduce a Special Rate or Charge Scheme seeking property owner contributions toward infrastructure projects such as roads, footpaths and drainage improvements.

Special Rate or Charge Scheme projects fill the gap between existing infrastructure, often provided as part of the original land development, and current community expectations.

This document seeks to establish a procedure for the application of financial contributions from the property owners who receive special benefit from necessary infrastructure improvements, both in the rural and urban areas within the municipality, in a fair, equitable, consultative and consistent manner.

This procedure will be used to apply Council's Special Rates and Charges Policy.

### **1. Initiation**

A special charge for the purpose of Road Construction may be initiated by a ratepayer, Councillor, Council staff or by an existing Council resolution proposing a Scheme under Section 163 of the Local Government Act 1989.

A special charge for the purpose of the provision of Property Drainage Services may be initiated by a ratepayer, Councillor, Council's Environmental Health Officer or other Council staff.

Upon receipt of an initiating document, Council Officers will prepare a preliminary report to Council. This preliminary report will address the following:

- a. Scope of works.
- b. Whether the works are within the powers and functions of Council.
- c. Whether the works will be of special benefit to the persons required to pay a potential special charge for this purpose.
- d. The need for the works taking into account matters of health, safety and amenity.
- e. Identification of the likely beneficiaries of the works (refer to Section 4.0).
- f. A preliminary cost which provides a broad indication of costs per affected property.
- g. Community engagement.

Council shall then determine whether or not to proceed with a process of preliminary consultation.

## **2. Preliminary Consultation**

Once a decision has been made by Council to commence preliminary consultation the likely beneficiaries will be advised of the content of the preliminary report and requested to complete a survey indicating their support or otherwise for the scheme.

The survey shall clearly outline what the proposed works involve and provide an indication of the cost that would be incurred and the options for payment that are available. This consultation shall aim to determine whether there is support for the proposed works.

## **3. Report on the Consideration of a Special Charge**

Council Officers will then provide a report to Council on the outcome of this survey and consultation. Included in the report will be a recommendation that Council either take no further action or proceed with the preparation of a special charge scheme, either in the proposed form or an alternative structure as may have been identified through the consultation.

If there is a recommendation for a special charge scheme, the report will contain the following:

- a. The consideration of a special charge.
- b. The beneficiaries of a potential special charge.
- c. Design plans or other information sufficient to determine the beneficiaries of a potential special charge.
- d. Estimate of costs.
- e. The criteria used to determine the special benefit and the degree of special benefit to beneficiaries (refer to Sections 4 & 5).
- f. The distribution of the costs.
- g. The period for which a potential special charge remains in force.
- h. Council contributions that are the result of the 'community benefit' provision within the legislation.

Council will resolve to either abandon, alter or give public notice of its intention to make declaration of a special charge. The potential beneficiaries will be advised of Council's decision.

If Council decides to give public notice of its intention to make declaration of a special charge, the procedure detailed in Section 163 of the Local Government (Democratic Reform) Act 2003 will be followed. Section 163 of the Local Government (Democratic Reform) Act 2003 has provisions for formal submissions from affected property owners to Council and also to the Victorian Civil and Administrative Tribunal. Details of the proposal will be made available for inspection throughout this process.

## **4. Criteria to Determine Special Benefit**

### Road and Footpath Construction

The criteria are whether the road and footpath construction provides a special benefit to owners of lands that abut the road and therefore use the road as direct access to their property. Council can only declare a special charge on land which is rateable, as provided under Section 155 of the Local government Act 1989.

### Drainage Services

A drain shall provide a special benefit to lands which have the following characteristics:

- a. Abutting the said drain on the high side which are able to direct water to the drain.
- b. Abutting the said drain on the low side which receive protection by virtue of the drain.



Both a. and b. shall be determined by considering the contour of the land. The existence or evidence of any private stormwater discharge away from the proposed drain shall bear no relevance in determining the lands which will derive a special benefit.

#### Other Infrastructure Projects or Services

Where Council seeks to implement a Special Charge Scheme for non road or drainage related services, the special benefit will be determined on a case by case basis with consideration of the Special Rates and Charges Ministerial Guidelines – September 2004.

### **5. Criteria to Determine Degree of Special Benefit**

#### Road and Footpath Construction

The criteria to determine the degree of special benefit that the road and footpath construction provides will generally be based on Access Benefit (the ability to gain access to the property from the constructed road) and Amenity Benefit (increased amenity such as reduction in dust, health related issues, aesthetic value etc). VCAT has accepted these criteria as fair and reasonable in relation to previous decisions.

The Access Benefit would be a unit value unless the property has been developed.

The Amenity Benefit is related to the frontage (the length of the abuttal to the road).

For corner properties 100% of the frontage and 30% of the side frontage (if applicable) that abuts the road will be used.

In order to achieve an equitable outcome a 60% weighting will be given to Access Benefit over Amenity Benefit (40%), especially where properties in the scheme have varying frontages as residents with wider frontages may be required to contribute substantially more than those with properties with narrower frontages.

#### Drainage Services

The criteria to determine the degree of special benefit the drain provides shall be:

- a. Both higher and lower lands share liability equally and costs are based on the area of each individual allotment rationalised to consider the flow path of surface water to the drain and rationalised to consider the extent of protection by virtue of the drain.

The percentage ration of impermeable to permeable surface contained within an allotment shall bear no relevance other than the flow path of surface water in determining such liability for each individual allotment.

Council is required to consider the total special benefits derived from the construction of a road or drain to every party that would derive benefit from such construction. This could include special benefits to those that are not to be included in the scheme, or community benefits.

#### Other Infrastructure Projects or Services

Due to the vast array of infrastructure and services that might attract the use of Special Charge of Special Rate Schemes, any non drainage or road related schemes will be treated on a case by case basis with a view to maintaining equity. In each case, the officer will take into account apportionment systems that have been used within Victoria and in particular those that have been accepted by VCAT. Consideration will also be given to the Special Rates and Charges Ministerial Guidelines – September 2004.

## **6. Design Criteria for Road Construction and Drainage Services**

### Road and Footpath Construction

Council will utilise Council's standard specifications for the construction of roads and footpaths and relevant Australian Standards for the purpose of this policy. However, Council's standard specification may be modified or altered where necessary.

### Drainage Services

Council shall adopt Council's standard specifications for the construction of property drains and relevant Australian Standards for the purpose of this policy. Council's standard specification may be modified or altered at the discretion of the engineer. In addition, the minimum pipe size for the purpose of this policy shall be 300mm in diameter.

## **7. Private Assets Contained within Alignment of Drain**

In the event of the proposed alignment of the drain being obstructed by vegetation, buildings or other permanent or temporary assets and there being no other suitable alternative alignment for the drain, the cost associated with the removal and/or relocation of such obstructions shall form a component of the costs associated with the special charge.

## **8. Council Contribution**

Council will contribute towards the cost of the works constructed under this policy under the following circumstances:

- a. Where Council owned land abuts the unmade road.
- b. If Council determines abnormal circumstances make it appropriate for Council to contribute to the construction of the road, drain or other infrastructure.
- c. Where it has been determined that there will be a special benefit as a result of the construction to parties that are not to be included in the scheme or there will be a benefit to the wider community (community benefit), Council is required to contribute an amount proportional to the benefit derived. It is noted that the legislation is specific about the circumstances and level of contribution by Council for 'community benefit'.
- d. Parties to a scheme that have previously contributed under current or previous provisions within the Local Government Act cannot be required to contribute again. In this event Council will be required to contribute that portion or exclude those works from the scheme.
- e. Where Council considers that the size of the drain should be increased to provide for stormwater other than for the benefiting properties, Council shall contribute the additional cost associated with the provision of such drainage.

## **9. Appointment of Contractor**

The tender process for the works will be in accordance with Council policy.

## **10. Administration Costs**

Council shall recover administration costs of up to 10% of the actual total cost of the works. This administration cost is to be funded from the special charge and is to recover costs incurred in the design, supervision and administration of the works.

## **11. Variation for the Estimated Cost**

Once works have been completed owners who are liable must be advised of the actual cost of the works. If the cost of the special charge results in a material increase above the estimated amount, Council is required to give public notice and consider public submissions in accordance with Section 223 of the Local Government (Democratic Reform) Act.

If the cost of the actual works is below the estimate cost, all owners included in the special charge scheme shall be refunded proportionately.

## **12. Options for Payment**

Payment of a special charge will be made in a lump sum payable within one month of commencement of the work or by a maximum 40 quarterly instalments over 10 years commencing within one month of commencement of the work. The interest payment on the instalment option will be in accordance with Council policy.

## **13. Connection to Drain Constructed under Special Charge**

The connection of premises to the drain is an owner's responsibility. Upon the completion of the drain, Council shall notify that fact to owners of the land to be drained and require them to connect their premises (at their cost) or demonstrate an intent to connect to the drain within one month of this request. Drains within properties less than 2.0 metres from the alignment of the drain will be considered part of the works associated with the special charge. Such drains shall be connected by the appointed contractor at no extra charge to the property owner.

## **14. Appeals**

People are entitled to make written submissions to the Council regarding a proposed special rate or charge and, if they wish, they may request to appear in person to present their case to a Council or committee meeting. Under section 223 of the Local Government Act, the Council is required to consider all submissions that are received within 28 days of the public notice, although Councils may allow a longer time for submissions.

If the Council is proposing to raise more than two thirds of the total cost for a project as a special rate or charge the affected ratepayers must also be given a formal right to object. If objections are received from a majority of properties within 28 days the Council cannot approve the special rate or charge. This objection process does not apply for drainage schemes that are required for public health.

Under certain conditions people who are required to pay a special rate or special charge may appeal to the Victorian Civil Administrative Tribunal (VCAT). Rights of appeal to VCAT are subject to a number of limitations, including time limitations.

**APPENDIX B**

2004 Ministerial Guidelines

# **SPECIAL RATES AND CHARGES**

## **Ministerial Guideline**

**September 2004**

**Local Government Victoria**  
**Level 14, 1 Spring Street,**  
**Melbourne, Vic, 3000**  
**(03) 9208 3430**

*Department for  
Victorian Communities*



## **Preface to Ministerial Guideline on Special Rates and Charges**

### **INTRODUCTION**

The attached Ministerial Guideline has been prepared to assist and guide Councils in complying with new provisions of the Local Government Act 1989 (the Act) relating to the levying of Special Rates and Special Charges. It specifically addresses the method of calculating the maximum amount that a Council may levy as a special rate or charge.

The amendments to the Act made by the Local Government (Democratic Reform) Act 2003 had the following objectives:

- To ensure fairness and equity by requiring Councils to formally consider the proportion of the benefits of a proposed works or services that will provide special benefits for the people included in the scheme,
- To maximise opportunities for participation in consultation on proposed schemes and to provide objection rights where it is proposed that the affected people should contribute over two thirds of total costs.
- To ensure councils retain the ability to recover reasonable contributions from people who will derive special benefits from particular works or services so that those special benefits do not need to be subsidised by general ratepayers.

### **THE AMENDMENTS**

The amendments made to the special rates and charges provisions of the Act include the following:

- A proposed declaration must include a description of the works or services to be provided, the total cost of the works or services and the total amount of the special rates and charges to be levied. (This is in addition to information already required)
- When a council gives public notice of a proposed special rate or charge it must, within 3 working days, send a copy of the public notice to each person who will be required to pay the rate or charge.
- Before declaring a scheme, a council must determine the “total amount” of the special rates and charges to be levied. The total amount may not exceed the maximum total amount calculated by the formula  $R \times C = S$ ; where R is the benefit ratio, C is the total cost of the works or service and S is the total maximum amount.
- If a council proposes to levy a total amount that exceeds two thirds of the total cost the affected ratepayers have a right to object and if the council receives objections from a majority of those ratepayers within 28 days of the public notice it may not declare the scheme. (This is in addition to the existing section 223 consultation process)
- If a council proposes to alter a declared special rate or charge in a way that will require an additional person(s) to pay, or that will involve a material increase in the amount that a person has to pay, it must give public notice of the proposal and consider public submissions, in accordance with section 223 of the Act.

## **COVERAGE OF THE GUIDELINE**

The Ministerial Guideline specifically deals with the calculation of the maximum total amount that a council may levy as a special rate or special charge. It therefore deals with the calculation of the total cost of the works or services and the estimation of the benefit ratio (Sections 163(2A) and 163(2B) of the Act).

It should be noted that the guideline does not deal with the following matters:

- Consultation processes between councils and people affected by proposed special rate or charge schemes,
- The new notification and objection procedures in the Act, except where they are related to or affected by the total cost, the benefit ratio or the maximum total levy, or
- The criteria used for the apportionment of special rates and charges between the people required to pay the rate or charge.

## **USING THE GUIDELINE**

This Guideline is intended to assist Councils in preparing proposed declarations for special rates and charges schemes. While not having the same force as the Act, the Guideline should be considered by a council when developing a special rate or special charge scheme.

It is acknowledged that special rate and charge schemes can vary significantly and that it is not possible to cover all situations in a guideline. Subject to the requirements of the Act, councils are empowered to exercise discretion in developing special rate and charge schemes. In exercising their discretion, however, councils should take the Guideline into account to avoid the risk of having their decisions set aside by the VCAT or a court by reason of having failed to take into account a relevant consideration.

## **APPORTIONMENT**

The guideline does not deal with the criteria to be used as a basis for levying a special rate or charge. This is commonly referred to as “apportionment”. The following matters should be noted, however:

- The determination of apportionment criteria is a separate process from the calculation of the maximum total levy.
- While benefit is the fundamental criterion for determining the proportion of total costs that may be recovered under a special rate or charge, it is not necessarily the appropriate criterion for determining apportionment.
- Councils should have regard to the objective in the Local Government Charter (Part 1A of the Act), to “ensure the equitable imposition of rates and charges” when deciding on apportionment criteria.
- Prior consultation with affected people should enable councils to develop equitable and appropriate apportionment criteria in a proposed declaration.
- A person required to pay a special rate or charge continues to have the right to request a review by VCAT on the basis that the apportionment is unreasonable.

## **MAXIMUM LEVY**

The Guideline provides assistance for councils calculating the maximum total levy applicable to a special rate or charge scheme. While maximum total levy is the highest total amount that a council may recover as a special rate or charge, a council is not required to recover that maximum amount and may decide, at its own discretion, to levy a lower amount than the maximum total levy.

## **CONSULTATION**

Generally, councils that establish special rate and charge schemes have well developed public consultation processes that significantly exceed the minimum requirements of the Act. This approach is highly recommended. Experience shows that open and effective consultation with the community, particularly with the people who will be included in a proposed scheme, results in higher success rates and greater public satisfaction.

## **COUNCIL POLICIES**

While not essential, it is desirable for Councils that intend to establish special rate and special charge schemes to develop and adopt policies and procedures to ensure reasonable and consistent practices. It is essential that that any such policies or procedures be consistent with the new provisions of the Act and it is recommended that they be consistent with the Ministerial Guideline.



## Special Rates and Special Charges: Calculating Maximum Total Levy

### Ministerial Guideline

(Published in the Government Gazette on 23 September 2004)

#### INTRODUCTION

1. This Guideline is made under section 163(2C) of the Local Government Act 1989 (the Act). It relates to the application of sections 163(2), 163(2A) and 163(2B) of the Act. It specifically addresses the calculation of the maximum total amount that may be levied as a special rate or special charge (referred to as the “*maximum total levy*”).
2. Some terminology used in this Guideline should be noted:
  - a. “*Scheme*” refers to a special rate or special charge scheme.
  - b. “*Works or services*” refers to the functions or powers being exercised by the Council for which it is proposed to levy a special rate or charge.
  - c. “*Property*” refers to property in the form of land.
3. The calculation of the *maximum total levy* requires the following:
  - a. Calculation of the “*total cost*” of the works or services,
  - b. Calculation of the “*benefit ratio*”, which depends on reasonable estimates of:
    - “*Total special benefits*” to properties included in the scheme,
    - “*Total special benefits*” to properties not included in the scheme (if any), and
    - “*Total community benefits*” (if any).

#### STEPS IN CALCULATION

4. The following steps apply to the calculation of the maximum total levy.
  - A. DEFINE PURPOSE
  - B. ENSURE COHERENCE.
  - C. CALCULATE TOTAL COST
  - D. IDENTIFY SPECIAL BENEFICIARIES
  - E. DETERMINE PROPERTIES TO INCLUDE
  - F. ESTIMATE TOTAL SPECIAL BENEFITS
  - G. ESTIMATE COMMUNITY BENEFITS
  - H. CALCULATE THE “BENEFIT RATIO”
  - I. CALCULATE THE MAXIMUM TOTAL LEVY

## **A. Define Purpose**

5. The purpose, or purposes, of the proposed works or services should be clearly defined at the outset. The purpose should describe the reasons why the proposed works or services are proposed.
6. The description of the purpose would normally take account of the following:
  - a. Reasons why the works or services are considered necessary or appropriate, noting any relevant background information.
  - b. Who has proposed that the works or services be undertaken and including the following information;
    - If the works or services have been proposed by the council, the relevant council policy or resolution.
    - If the works or services were requested by a person or people other than the council, an indication of whether those people are proposed to be included in the scheme and what reasons they have given for requesting the works or services.
7. A scheme may serve multiple purposes and can be proposed by multiple parties.

## **B. Ensure Coherence**

8. For the purposes of calculating the maximum total levy, and therefore total cost and benefit ratio, the works or services for which the special rate or charge is proposed should have a natural coherence.
9. Proposed works or services can be considered to have a natural coherence if:
  - a. They will be physically or logically connected, or
  - b. They will provide special benefits, of a related nature, to a common, or overlapping, group of properties.

## **C. Calculate total cost**

10. The “*total cost*” is the aggregate cost of defraying expenses related to providing the works or services and establishing the scheme.
11. The following should apply to the calculation of the “*total cost*”:
  - a. Costs included in the *total cost* must be for purposes in section 163(1) of the Act, and
  - b. Costs included in the *total cost* may only be for expenses listed in section 163(6) of the Act, and
  - c. Costs included in the *total cost* should be based on actual expenses that have been incurred, or reasonable estimates of expenses expected to be incurred. (For example, any interest should be based on estimated actual interest costs rather than on prescribed penalty interest rates)
  - d. Costs included in the *total cost* may relate to known activities but not to activities that are purely speculative or hypothetical in nature. (For example, provision for incidental costs related to the proposed works might be included but not costs related to possible legal proceedings that may or may not occur)

#### **D. Identify special beneficiaries**

12. The council should identify, as far as possible, which properties will receive a special benefit from the proposed works or services. A “*special benefit*” is considered to be provided to a property if the proposed works or services will provide a benefit that is additional to or greater than the benefit to other properties.
13. It is important to note that, while special benefits are considered to accrue to properties, the actual measurable benefits are provided to the owners and/or occupiers of the properties (see also paragraph 23.a).
14. Special benefits should be benefits that are either tangible benefits to the owners or occupiers of the properties that are not remote, or they should be clear benefits to those owners or occupiers that were identified in the defined purpose of the works or services (paragraph 5). Types of benefits included as special benefits generally include services provided for the properties, identifiable improvements in physical or environmental amenity, improved access, improved safety or economic benefits.
15. A special benefit may be considered to exist if it would reasonably be expected to benefit the owners or occupiers of the property. It is not necessary for the benefit to be actually used by the particular owners or occupiers of a specified property at a particular time in order for a special benefit to be attributed to the property.

#### **E. Determine properties to include**

16. Having identified which properties will receive *special benefits*, the council must decide which properties to include in the scheme. The properties included in the scheme will be those that are required to pay the special rate or charge.
17. If a property will receive a *special benefit* but is not included in the scheme, the calculation of the benefit ratio will result in the council paying the share of costs related to the special benefits for those properties.
18. The council is not required to levy a special rate or charge on any or every property that will receive a *special benefit*. A property with a special benefit may be excluded from the scheme for any of the following reasons:
  - a. The council is unable to levy a special rate or charge on the property,
  - b. The owner of the property has already contributed to the costs of the works through a development levy,
  - c. The council considers that there are particular advantages for the municipality in excluding the property from the scheme,
  - d. The council considers that the special benefits for the property are marginal and would not warrant including the property in the scheme, or
  - e. Any other reason that the council considers appropriate.

## **F. Estimate total special benefits**

19. Total special benefits can be defined to include two parts, as follows:

$$TSB = TSB_{(in)} + TSB_{(out)}$$

- ***TSB*** is the estimated total special benefit for all properties that have been identified to receive a special benefit.
  - ***TSB<sub>(in)</sub>*** is the estimated total special benefit for those properties that the council proposes to include in the scheme.
  - ***TSB<sub>(out)</sub>*** is the estimated total special benefit for those properties with an identified special benefit that the council does not propose to include in the scheme.
20. In estimating the total special benefits for properties that will be included in the scheme, particular attention should be paid to:
- a. The identified purpose of the proposed works or services, and
  - b. Specific benefits relevant to the type of works or services proposed.
21. There is no single or prescribed method for estimating total special benefits. However, whatever method is used, it is essential that the comparative weightings attributed to different types of benefits are reasonable and are applied consistently by a Council. It is also essential that consistent weightings are used between those properties that are included in the scheme and those that are not included.
22. It is particularly important to note that, while it may sometimes be useful to estimate special benefits on a property by property basis, this is not always necessary. The calculation of the benefit ratio only requires aggregate estimates of total special benefits for properties included in the scheme and for properties excluded from the scheme.
23. The following matters should be noted in calculating “total special benefits”
- a. While changes in property values are considered to be an indication that a special benefit exists, this is generally derived from benefits provided to the owners or occupiers of the property. To avoid double counting, changes in property values should not normally be included in the calculation of total special benefits.
  - b. Where the services or works proposed under a scheme include benefits to people who are servicing or accessing properties that are identified as having special benefits, the benefits to those people may be included as special benefits to the properties rather than as community benefits.

## **G. Estimate total community benefit**

24. Before calculating the benefit ratio, a Council must consider if the proposed works or services will provide “*community benefits*”. Not all schemes have community benefits.
25. ***Community benefits*** are considered to exist where the works or services will provide tangible and direct benefits to people in the broader community. These will generally derive from the provision of facilities or services that are

generally available to people, other than owners or occupiers of properties with special benefits.

26. Where there is a use or amenity value to people in the broader community that is a clear, tangible and direct, the Council should attribute a community benefit. The council should also attribute a community benefit where it identified in the defined purpose of the works or services (paragraph 5).
27. Councils should use a method of estimating community benefits that is reasonable and consistent in comparison to the estimates of special benefits. In making these estimates, care should be taken to avoid double counting. If a benefit is identified as a special benefit it should not also be counted as a community benefit.

#### **H. Calculating the benefit ratio**

28. The benefit ratio is calculated as follows:

$$\frac{TSB(in)}{TSB(in) + TSB(out) + TCB} = R$$

- *TSB(in)* is the estimated total special benefit for those properties that the council proposes to include in the scheme
- *TSB(out)* is the estimated total special benefit for those properties with an identified special benefit that the council does not propose to include in the scheme.
- *TCB* is the estimated total community benefit,
- *R* is the benefit ratio.

#### **I. Calculating the Maximum Total Levy**

29. Having calculated the total cost and the benefit ratio, the Council is required to calculate the maximum total levy, in accordance with section 163(2A) of the Act.

$$R \times C = S$$

- *R* is the benefit ratio
  - *C* is the total cost
  - *S* is the maximum total levy.
30. A council may not levy a special rate or charge to recover an amount that exceeds the maximum total levy. However, a council may decide to levy a lower amount.

## **SCHEME TYPES**

31. The principles and processes outlined in this guideline will apply differently in different types of schemes recognising that complexities and variances occur with each scheme.
32. In general there are three main types of schemes:
  - a. Works Schemes, that involve the construction of an item, or items of infrastructure,
  - b. Service schemes that provide a particular service or bundle of related services, and
  - c. Special purpose fund schemes, where the monies raised by the special rate or charge go into a fund for a specified purpose and may include a mixture of works and/or services.

### **A. Works Schemes**

33. Works schemes are schemes that involve the construction of an item, or items, of infrastructure, such as roads, (including road pavement, footpath, kerb and channel, etc) drains or car parks.
34. Benefits to be taken into account in a works scheme are usually related to improved amenity, safety, environment or usage value. As with all schemes, any benefits identified in the defined purpose should be taken into account in estimating total special benefits and total community benefit.
35. Consideration of the special benefits and community benefits should take account of changes in usage that are realistically expected to occur following the construction of the works.
  - a. Future benefits should be limited to those that can arise under existing laws, planning schemes, permits and approvals.
  - b. Future benefits should be limited to benefits that may arise within reasonable timeframes.

### **ROADS**

36. The construction of a road may generally include the various components of a road, such as the road pavement, kerb and channel, drains and drainage pits, nature strips and street trees, signage, line marking, traffic management devices, and footpaths.
37. When estimating the total special benefits associated with the construction of a road, a Council may take account of the following:
  - a. The primary purpose for which the road is being constructed.
  - b. Improved access to properties by owners, occupiers, visitors and services,
  - c. Improved safety such as improved traffic delineation, improved sight distance, road surface and road width, reduced road flooding,
  - d. Improved physical or environmental amenity for the owners or occupiers, which may result from such works due to landscape treatments, removal of open drains and stagnant water, reduced property flooding, removal of dust,

- e. Impact on any community facilities that may derive a special benefit from the works.

Where properties with special benefits have been excluded from the scheme, these factors should be applied consistently to those properties, wherever relevant.

- 38. When estimating the level of community benefit associated with the construction of a road, a Council should take account of:
  - a. The primary purpose for which the road is being constructed,
  - b. Actual and expected usage of the constructed works, with a possible exception where the users are accessing or servicing properties with special benefits,
  - c. Expected impacts on projected road usage from factors such as growth, major development or traffic generators that are located outside of the scheme works,
  - d. Road function/classification and subsequent design standards and the extent that those standards are influenced by the degree of community usage of the works over and above that, may be attributed to properties within a scheme,
  - e. Extent of other works such as bicycle lanes and parking lanes, increasing the standard above that that would normally apply if only providing local property access.

**DRAINS**

- 39. In drainage schemes or works involving drainage infrastructure the key criteria for assessing total special benefits, includes an assessment of discharge and protection benefit to properties. This may relate to properties included in the scheme as well as properties not included in the scheme.
- 40. Factors that may be considered to provide a community benefit include improved drainage capacity, improved environment amenity due to such matters as water quality, reduction in erosion, reduction in flooding and improved health and hygiene.

**B. Service Schemes**

- 41. Service schemes are schemes that provide a particular service or bundle of related services that provide a special benefit.
- 42. Benefits to be taken into account in service schemes are primarily the special benefits to the direct users of the services. When estimating total special benefits and any community benefits for service schemes, the following consideration may apply:
  - a. Who requested the service and what is its primary purpose?
  - b. Which group of people might be reasonably expected to pay for the service if it were commercially available?

**RETAIL PROMOTIONS**

- 43. Where services are provided for purpose of promoting or supporting business activities, such as in retail centres or shopping strips, the affected businesses would frequently be considered to be the main, or sole, beneficiaries. This will

be particularly appropriate where the scheme has been proposed by business associations and the services are tailored to the needs of the affected businesses.

44. Any benefits for customers of the businesses that are included in the scheme would normally be included in the total special benefits to those businesses, in accordance with paragraph 23.b.

**SERVICES GENERALLY AVAILABLE**

45. Special rate and charge schemes are not generally used for services that are generally available to other people. This is because special rates and charges are only applicable where there is a special benefit.
46. However, there may be cases where a higher level of service is required for a particular area or group of properties and it may be appropriate to levy a special rate or charge. This might apply, for example, where ratepayers require maintenance of the road adjoining their properties at a higher standard than is generally provided for roads of a similar type and classification.
47. In such cases, it is important to ensure that the special rate or charge does not apply to the portion of the service that is generally available to other people. Therefore, the calculation of the *maximum total levy*, the *total cost* and the *benefit ratio* should be restricted to that part of the service that is over and above the level of service generally available to other people.

**C. Special Purpose Fund Schemes**

48. Special purpose fund schemes are where the monies raised by the rate or charge go into a fund to be used for a specified purpose. In these schemes, the precise services and/or works are not fully specified in advance and a process is therefore established to allocate the funds raised. An example of this type of scheme could be a shopping centre promotion scheme, where a council directs and empowers a committee to allocate the funds.
49. Particular care should be taken when defining the purpose of special purpose fund schemes as the calculation of the *maximum total levy*, the *total cost* and the *benefit ratio* need to be based on the defined purpose.
50. When estimating total special benefits and any community benefits a council should consider the defined purpose of the scheme. It should also take account of advice in this guideline relevant to the types of works or services proposed or planned under the scheme.
51. It is essential that any funds raised under a special purpose fund scheme are utilised fully in accordance with the defined purpose of the scheme.



## 11.5 CORPORATE SERVICES

### 11.5.1 Councillor and Members of Council Committees Expenses Entitlement and Resources Policy

#### Introduction

File No.: 01/03/001  
Author: Shane Marr  
Chief Executive Officer: Rob Croxford

#### Background

In accordance with section 75 of the Local Government Act 1989, a Council must reimburse a Councillor for expenses if the Councillor applies in writing to the Council for reimbursement of expenses. The Councillor must establish in the application to Council that the expenses were reasonable bona fide Councillor out-of-pocket expenses incurred while performing duties as a Councillor.

In accordance with section 75A of the Local Government Act 1989, a Council may reimburse members of Council Committees for necessary out-of-pocket expenses incurred while performing duties as a committee member.

For Council to apply sections 75 and 75A of the Local Government Act 1989, section 75B states that a Council must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees.

This policy also serves to address section 75C of the Local Government Act 1989 whereby Council must make available for the Mayor and Councillors the minimum resources and facilities prescribed for the purposes of this section.

Whilst a review of a reimbursement of expenses policy is not a statutory requirement it is considered appropriate to conduct a review of the Councillor and Members of Council Committees Expenses Entitlement and Resources Policy post the general election of Council.

In March and October 2013, Assemblies of Councillors were held to review the current policy and to seek the views of Councillors in regards to their requirements whilst performing duties as a Councillor or Member of a Council Committee. Councillors considered and agreed upon the following additions to be incorporated into the Policy:

- Resources and facilities for Councillors
- Responsibility and Accountability
- Mayor and Councillor Allowance
- Carer Expenses
- Meeting Attendance
- Public Reporting
- Public Transport and Parking

- Expenses and Facilities for Councillors with Disabilities
- Legal costs

Council considered the proposed policy on 16 October, 2013 and resolved that the policy lay on the table for further consideration and adoption at the Ordinary Meeting of Council, 4 December, 2013.

### **Proposal**

The Policy has been prepared according to the prescribed types of Councillor out-of-pocket expenses that must be reimbursed if the expenses are reasonable and bona fide and in accordance with prescribed procedures to be followed by Council in relation to the reimbursement of out-of-pocket expenses. The policy also identifies facilities, services and resources which are made available to Councillors to assist and support them in carrying out their roles and official duties in their capacity as Councillors

### **Consideration**

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

### **Policy Implications**

The 2013 – 2017 Council Plan provides as follows:

<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 implement an expenses entitlement and resources policy for Councillors and Members of Council Committees is consistent with the 2013-2017 Council Plan.

### **Financial Implications**

The financial implications to Council are in accordance with budget allocations.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial	Budget Allocation	Medium	Audit Control

### Communications Strategy

The policy document has been presented to two Assembly of Councillors for review and also reviewed internally by Council's executive group prior to being presented to Council for adoption. The policy was presented to the 16 October ordinary meeting of Council to lay on the table.

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

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

### Officer's Declaration of Conflict of Interests

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

*Chief Executive Officer – Rob Croxford*

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

*Author – Shane Marr*

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

### Conclusion

In accordance with section 75 of the Local Government Act 1989, Council is required to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees and to make available for the Mayor and Councillors the minimum resources and facilities to assist and support Councillors in carrying out their roles and official duties.

Having resolved that the policy lay on the table for further consideration and adoption at the next Ordinary Meeting of Council, the Councillor and Members of Council Committees Expenses Entitlement and Resources Policy – G008 Version 3 Policy is now placed before the Council for its endorsement.

**Recommendation:**

**In accordance with Moorabool Shire Council Policy Protocol, Consideration of Items which affect beyond the Current Year, the Council now endorses the Councillor and Members of Council Committees Expenses Entitlement and Resources Policy – G008 Version 3 Policy.**

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**Report Authorisation**



**Authorised by:**

**Name:** Shane Marr  
**Title:** General Manager Corporate Services  
**Date:** Thursday, 21 November 2013

# Attachment - Item 11.5.1

<b>Policy No.:</b>	G008	<b><i>G008 - Councillors and Members of Council Committees Expense Entitlements &amp; Resources Policy</i></b>
<b>Review Date:</b>	March 2015	
<b>Revision No.:</b>	003	
<b>Policy Manual Version No.:</b>	001	
<b>Adopted by:</b>	Moorabool Shire Council	To be determined

## 1. OBJECTIVE

- To establish the entitlements for a Councillor and a Member of a Council Committee to have necessary out of pocket expenses incurred while performing duties as a Councillor or Member of a Council Committee either reimbursed or paid by Council.
- To identify facilities, services and resources which are made available to Councillors to assist and support them in carrying out their roles and official duties in their capacity as Councillors.

## 2. BACKGROUND

These guidelines give a broad overview of how a Council can provide assistance to its Councillors and Members of Council Committees in carrying out their functions. They do not attempt to prescribe for every possible situation that may arise.

Council's facilities and services, as outlined in this policy are available to the Mayor, Deputy Mayor (if elected) and Councillors while performing the official duties of office. These facilities and services are not available for use by members of a Councillor's family, unless the use is directly related to attendance at a civic function or another aspect of the Councillor's civic duties in the company of the Councillor.

The Local Government Act 1989 (Section 75, 75A & 75B) provides for the reimbursement of "necessary out of pocket expenses" incurred while performing duties as a Councillor. In this section, "**duties as a Councillor**" means duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies. This same definition shall apply to "**duties as a Committee Member**".

The basic test that will be applied to determine whether or not an expense is lawfully incurred is whether the expenditure is "necessary" on the exercise of Council functions.

Where this criterion is satisfied and a Councillor or Member of a Council Committee has incurred an out of pocket expense they may be reimbursed by Council.

This Policy shall be read in conjunction with the "Recognition and Support – The Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources – April 2008".

### 3. POLICY

#### **COUNCILLOR EXPENSES**

##### **Responsibility and Accountability**

Councillors are required to provide original receipts to support reimbursement of expenses and complete documentation in support of a claim for reimbursement. Only those expenses explicitly covered in this policy will be reimbursed.

Wherever possible and practicable, a Councillor should seek Council approval before attending an activity for the purpose of making payments in relation to any expenses incurred.

Requests for reimbursement should be received within sixty days of the cost being incurred. Claims for expenses six months or older will not be reimbursed.

Any advance payment made for the cost of a service associated with a civic duty must be reconciled within one month of receiving such payment and receipts supplied as verification.

Any reimbursement required to Council for non-Council related expenditure shall be made within sixty days of the cost being incurred or account being received.

##### **Mayor and Councillor Allowances**

The Local Government Act currently provides for the Mayor and Councillors to be paid an expense allowance. The Act provides for allowances to be fixed by Order by the Minister of Local Government, within upper and lower limits specified in the Order. This flexibility enables Council to set a level appropriate to the municipality.

The payment of annual allowances is not to exceed more than one month in advance provided that upon a Councillor ceasing to hold office or pending an election, payment shall be withheld until such time as the Councillor is declared elected.

Payment shall be made by cheque or electronic funds transfer, in a manner authorised in writing by the Councillor.

Upon the Mayor or a Councillor ceasing to hold office, any moneys paid in advance shall be refunded within 30 days.

Councillors may elect to enter into an arrangement to effectively sacrifice allowance amounts into a complying superannuation fund in accordance with Guidelines established by Council and upon completion of the prescribed Australian Taxation Office documentation.

## **Attendance at Meetings and/or Conferences or Functions**

Councillors will be given the opportunity of attending training programs, meetings, conferences and functions based on relevance to the role and development of the Councillor with regard to Ward or Council appointed committee or delegate responsibilities.

### Financial Limits and Approvals

Attendance at meetings / conferences or functions without the need for a resolution of Council will be in accordance with the following approval process per financial year (or pro-rata amount in the financial year of the general Council election):

- between \$1000 and \$3000 for Councillors may be approved by the Chief Executive Officer
- up to \$5000 for the Mayor may be approved by the Chief Executive Officer
- \$1000 or less may be approved by the General Manager, Corporate Services.

Attendance at a meetings / conferences or functions where the individual cost per councillor is in excess of \$3000 per councillor and \$5000 for the Mayor, as a total cost to Council, must be subject to approval by a formal resolution of Council.

Application to attend any overseas meetings or conferences involving Council expenditure must be approved by a formal resolution of Council.

Councillor attendance at meetings / conferences or functions, including those associated with Council Committees, or any other matters pertaining to council service units will be subject to the process above due to there being no provisions available in individual Service Unit budgets.

### Associated Meeting and/or Conference or Function Attendance Costs Met by Council

Subject to the limit of \$3000 per Councillor or \$5,000 for the Mayor, Council will pay –

- registration fees
- main conference dinner if not covered by registration cost, together with all meals within reasonable limits for the duration of the attendance for the Councillor.
- transport to, from and during attendance.
- Council will pay for accommodation costs for stays located greater than 50kms outside the municipality. Expenditure will be payable for the nights of the particular activity attended and for the nights pre and post where necessary. Accommodation should be, where practicable, at the meeting venue or otherwise to a maximum of four star standard unless approved by the Chief Executive Officer. Others accompanying Councillors (such as spouses, children, partners) on interstate or international travel are required to travel at their own expense. Any additional accommodation costs incurred as a result of extended stays or the attendance of partners and/or children shall be borne by the Councillor.



Full details pertaining to any interstate or overseas meetings involving Council expenditure must be made on the Interstate/Overseas Travel Application form available from CEO Executive Assistant. (All interstate and international travel shall be listed on the Council Public Document Register available for inspection in accordance with Part 5, Section 11, Local Government Regulations, 2004)

Within one month upon return from any interstate or overseas travel the Councillor must provide and certify, a reconciliation of all expenditure incurred.

Within one month of returning from any meeting or conference approved at a meeting of Council, the attending Councillor must provide a report on the principal outcomes of the event.

#### Attendance by Spouse/Partner at Seminars, Conferences and Civic Functions

Where the spouse/partner of Officers are invited to community or civic functions, and paid for by the Council, the same courtesy is to be extended to the spouse/partner of an invited Councillor.

Where a Councillor is attending a Conference or Seminar, Council will only fund the Councillor.

The spouse/partner of any Councillor is to be invited to any functions hosted by the Mayor and/or Chief Executive Officer and shall be at the expense of the Council.

#### Refreshments for Council Related Meetings

Where Council meetings, briefings or committee meetings are held at times that extend through normal meal times, Council will provide suitable meals.

### **Travel Expenses**

All Councillor Travel should be undertaken by utilising the most direct route and the most practicable and economical mode of transport.

In relation to a remote area travel allowance, if a Councillor, including a Mayor normally resides more than 50kms by the shortest possible practicable road distance from the location or locations specified for the conduct of ordinary, special or committee meetings of the Council, or any municipal or community functions which have been authorised by Council resolution for the Councillor to attend, he or she must be paid an additional allowance of \$40.00 in respect of each day on which one or more meetings or authorised functions actually attended by that Councillor, up to a maximum of \$5,000 per annum. This reference to a remote area travel allowance shall be read in conjunction with any Order in Council giving effect to new allowances for the Mayor and Councillors.

Where possible, a Council vehicle will be made available for use by a Councillor for attending approved functions within Victoria and/or interstate, however if a Council vehicle is unavailable, then a Councillor may claim travelling to attend any such meetings/functions for the use of his or her own vehicle at the approved rate per kilometre.

Council does not accept responsibility for reimbursement for:

- Travel from work or other locations where the kilometres claimed are greater than what would be claimed from the notified place of normal residence.

- Meetings arranged outside Moorabool Shire that would not form part of a Councillors' normal role.

Any expenses arising from a breach of road, traffic parking or other regulations or laws or for damage or loss of a vehicle will not be reimbursed or funded by Council.

Car parking fees incurred while conducting Council business shall be reimbursed on the provision of original receipts.

#### Public Transport

Councillors electing to travel using public transport will either be provided with relevant tickets upon request or reimbursed following the provision of original receipts.

#### Air Travel

Where travel is by flight, within Australia, the standard form of travel will be economy class. Where travel is by flight, outside of Australia, the standard form of travel will be economy class.

#### Travel Claims

Claims will only be paid on the basis of the actual form of transport used and in the form of reasonable allowances towards or reimbursement of necessary out of pocket expenses.

### **Carer Expenses**

The Council will reimburse the cost of necessary expenses for childcare up to and including secondary school age and the care of elderly, disabled and/or sick immediate family members of Councillors while a Councillor is attending meetings or conferences in Australia in their capacity as a Councillor.

Child care costs are not eligible for reimbursement if paid to a family member or a person who normally or regularly lives with the Councillor, except where a live-in (professional) helper such as a nanny is required to work extra time at extra expense because of the Councillors' duties.

The following circumstances may apply:

- To attend Ordinary and Special Council meetings and meetings of Committees of Council;
- To attend formal briefing sessions and civic or ceremonial functions convened by the Council or the Mayor;
- To attend meetings scheduled by Council;
- To attend meetings necessary for the Councillor to exercise a delegation given by Council;
- To attend a meeting, function or other official role attended as a representative of the Council or Mayor;

- To attend meetings of community groups, organisations and statutory authorities of which the Councillor has been appointed Council delegate or is authorised by Council, but the reimbursement by Council is to be diminished by however much the Body pays any expenses directly;
- To attend to inspect a street, property or area (or to discuss with any person) any matter affective or affected by the Council, and/or to attend to carry out activities in the capacity of a Councillor;
- To attend to discuss with Officers any matter relating to the shire; and
- To attend meetings or to participate in delegations or deputations to which the Councillor has been appointed as a representative by Council or the Mayor.

Reimbursement is however, subject to the following conditions:

- Fees are payable per hour (or part of an hour) subject to any minimum period which is part of the provider's usual terms, to a maximum hourly rate approved by the Chief Executive Officer.
- Each child care expense claimed shall be substantiated by a receipt from the caregiver showing the dates and times care was provided, and the councillor shall show why the care was needed on each occasion;
- Child care costs are not eligible for reimbursement if paid for child caring by a person who normally or regularly lives with the Councillor;
- Claims are to be submitted on a monthly basis.
- All claims for reimbursement are to be supported by a completed claim form (see attachment) and forwarded to the Finance Department.

### **Professional Development & Memberships**

Councillors will be reimbursed for any fees and materials associated with the attendance at corporate conferences, courses and seminars for their professional development and training as a Councillor.

Councillors are notified of upcoming conferences, seminars and courses via the Councillor Information Bulletin or internal mail.

Corporate membership fees for Councillors will be paid where there is a benefit to performing their elected roles and portfolio responsibilities.

A resolution of Council is required approving payment of membership fees.

Councillors are entitled to be reasonably supplied with journals, magazines and other publications of their choice relevant to their civic duties.

Subscriptions to publications will require the approval of the Mayor.

## **Legal Costs**

Other than by specific Council resolution any legal expenses incurred by a Councillor shall be the responsibility of that Councillor.

## **COUNCILLOR RESOURCES**

### **Facilities for Councillors with Disabilities**

For any Councillor with a disability, Council will provide reasonable additional facilities and support, in order to allow that Councillor to perform their civic duties.

### **Use of Council Facilities**

Council provides a dedicated room for use by the Mayor/Councillors at the Ballan office and the Darley Civic and Community Hub to use in performing their duties as Councillors.

In addition, meeting rooms owned and controlled by Council can be booked by Councillors for meetings, interviews, and other functions which are necessary for the performance of duties as Councillors. The CEO's office will be the central coordination point for such bookings.

### **Mayor's Resources Mandatory**

Council shall provide administrative support to the Mayor together with an office at Ballan and Darley. A vehicle with full private use shall be provided by Council for use by the Mayor. All costs in this regard shall be borne by Council.

### **Home Office Facilities – (section updated from previous policy)**

All Councillors, upon request to suit individual circumstances, will be provided with the following Information, Communication and Technology services (ICT) and support to be able to perform their duties and support their liaison with Council administration:

- Councillor's choice of Laptop or iPad (with MS Office, Acrobat and Antivirus software or equivalent Apps on iPad)
- Calendaring and scheduling through MSC's corporate email system.
- Email connectivity through MSC's corporate email system (Lotus Notes)
- Broadband Internet access on their chosen device of laptop or iPad.
- Laserjet printer/fax
- A dedicated land line for internet/telephone at their place of residence where broadband is not available.
- Workstation including filing cabinet, chair and shelves
- iPhone/Smartphone

ICT equipment is provided on the understanding that recipients will read and abide by Moorabool Shire Council's Internet and Email Acceptable Use Policy.

Council will pay all the appropriate connection fees, rental charges and all Council business call charges. The direct costs of any reasonable amount of private usage of these facilities must be reimbursed to Council.

A monthly cap of 3Gb of data per month per Councillor applies after which all internet costs must be met by the Councillor.

All equipment will remain the property of the Council and must be returned according to the following arrangements:

- Councillors not standing for the next election – Friday prior to the election.
- Councillors not re-elected to Council – One week after the election.

Council will arrange for the collection of furniture at a pre-arranged time.

Councillors will not have permission to install their own software or make system changes to any laptop or tablet device provided to them for Council use.

IT support is provided during normal business hours and can be co-ordinated through the CEO's office or directly by contacting the IT Helpdesk on 03 5366 7100 or [helpdesk@moorabool.vic.gov.au](mailto:helpdesk@moorabool.vic.gov.au)

### **Stationery**

Councillors will be supplied with business cards for necessary use in performing their duties as a Councillor.

Each Councillor will be provided with one name badge for use while on Council business.

Upon request, Councillors will be provided with standard stationery held or obtained generally for organisational requirements. No Moorabool Shire Council letterhead will be provided.

Each Councillor will have access to an adequate supply of the following stationery:

- A4 copy paper
- Diary and/or Planner

All locally distributed newspapers within the municipality will be distributed to Councillors via a weekly delivery coordinated through the CEO's Office, unless directed otherwise by the Councillor.

### **Councillor Mail**

Council will post mail which has been generated by Councillors in performing their duties. Any document written by a Councillor in performing their duties is a Council document and a record must be kept by the Council.

Mail received at Council offices addressed to a Councillor will be opened and recorded by Council and then forwarded to the relevant Councillor. Mail marked "*private and confidential*" will be forwarded unopened to the relevant Councillor.

Any Councillor who does not want their mail opened and recorded by Council, shall advise the CEO in writing.

Councillors' mail will be delivered to Councillors weekly via the CEO's Office unless requested not to do so.

## **Apparel**

The Council shall, upon request, lend Councillors protective clothing required to assist in carrying out the duties of office. This clothing is to be returned promptly upon the completion of the activity/duty for which the articles were required.

This clothing shall be limited to wet weather pants and pullover, gumboots, winter jacket and/or hat, as may be held in store to meet the organisation's requirements, unless otherwise resolved by Council for a specific item(s).

## **4. RECEIPTS**

Councillors are to provide to the Finance Department fully accredited tax receipts for any expenses incurred. The expenses will, unless authorised by the Chief Executive Officer or the Finance Manager be paid in arrears.

## **5. REPORTING**

A register shall be maintained by the Governance Unit in association with the Finance Unit with all expense claims for ongoing budgetary purposes and statutory requirements.

## **6. RELATED POLICIES**

- Internet and Email Acceptable Use Policy
- Councillor Code of Conduct
- Fleet Management – Policy and Procedure

## **7. REVIEW**

This policy will be reviewed two years from the date of adoption, with operational amendments as required in accordance with Council's approval.

## **8. REFERENCES**

- Local Government Act 1989 (Section 75)
- Good Governance Guide 2012
- Recognition and Support, The Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances – Recognition and Support

### Councillor Expense Claim Form

**Name:** \_\_\_\_\_ **Ward** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Post Code** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

Date	Event	Details of Expense	Amount	Receipt Attached (Yes/No)
<b>TOTAL \$</b>				

I certify that the costs claimed for reimbursement have been incurred by me while performing my duties as a Councillor of the Moorabool Shire Council.

Signature: .....

Approved by.....

**Claim Form for Child Care Expenses for Councillors**  
*(itemised receipts to be attached)*

**Name:** .....

**Date Submitted:** .....

Date of Care	Time of Care	Child Care Provider	Nature of Council Business	Amount Claimed

I certify that the costs claimed for reimbursement have been incurred by me while performing my duties as a Councillor of the Moorabool Shire Council.

Signature: ..... Approved by.....



## 12. OTHER REPORTS

### 12.1 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 23 October 2013 – Pre Statutory Meeting of Council
- Assembly of Councillors – Wednesday 6 November 2013 – Draft Special Rates and Charges Policy
- Assembly of Councillors – Wednesday 6 November 2013 – Domestic Wastewater Management Plan
- Assembly of Councillors – Wednesday 6 November 2013 – Darley Early Years Hub
- Assembly of Councillors – Wednesday 6 November 2013 – Waste Management Policy Development
- Assembly of Councillors – Wednesday 13 November 2013 – Recreation Reserve and Hall Management Review
- Assembly of Councillors – Wednesday 13 November 2013 – Civic Hub Paper
- Assembly of Councillors – Wednesday 13 November 2013 – Rural Library Review
- Assembly of Councillors – Wednesday 20 November 2013 – Planning Scheme Amendment Update
- Assembly of Councillors – Wednesday 20 November 2013 – Plan Melbourne Draft Submission
- Assembly of Councillors – Wednesday 20 November 2013 – Ballan Structure Plan Update

**Recommendation:**

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

- **Assembly of Councillors – Wednesday 23 October 2013 – Pre Statutory Meeting of Council**
- **Assembly of Councillors – Wednesday 6 November 2013 – Draft Special Rates and Charges Policy**
- **Assembly of Councillors – Wednesday 6 November 2013 – Domestic Wastewater Management Plan**
- **Assembly of Councillors – Wednesday 6 November 2013 – Darley Early Years Hub**
- **Assembly of Councillors – Wednesday 6 November 2013 – Waste Management Policy Development**
- **Assembly of Councillors – Wednesday 13 November 2013 – Recreation Reserve and Hall Management Review**
- **Assembly of Councillors – Wednesday 13 November 2013 – Civic Hub Paper**
- **Assembly of Councillors – Wednesday 13 November 2013 – Rural Library Review**
- **Assembly of Councillors – Wednesday 20 November 2013 – Planning Scheme Amendment Update**
- **Assembly of Councillors – Wednesday 20 November 2013 – Plan Melbourne Draft Submission**
- **Assembly of Councillors – Wednesday 20 November 2013 – Ballan Structure Plan Update**

## 12.2 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.

<b>Committee</b>	<b>Meeting Date</b>	<b>Council Representative</b>
Greendale Recreation Reserve Committee of Management	10 October 2013	Cr. Toohey

### **Recommendation:**

**That Council receives the report of the following Section 86 - Delegated Committee of Council:**

- **Greendale Recreation Reserve Committee meeting of Thursday 10 October 2013.**

# Attachment - Item 12.2

### Greendale Reserves Committee of Management

<b>Attendees:</b>	Phil O'Keefe, Nick Myrianthis, John Speed, Paul Hilder , Peter Michalik, Eddie Salwe,	
<b>Apologies:</b>	Tammy Morgan,	
<b>Date &amp; Time:</b>	Thursday 10 <sup>th</sup> October 2013, 7.30pm	
<b>Venue</b>	Greendale CFA	
<b>Issue</b>	<b>Action</b>	<b>Timeframe</b>
<b>Previous minutes</b>	August 2013 minutes were confirmed	
<b>Matters arising</b>		
Egan's Reserve as Place of Last Resort	Tap required for monthly function of bore pump to ensure operation. Follow up with MSC <b>Tap has been installed but handle is not locatable. MSC to be notified</b>	2 weeks
Sept Grant from FRRR	<ul style="list-style-type: none"> <li>• Sent 25/9/13, received 2/10/13</li> </ul>	
User group at Egans	Eddie informed of group regularly using Egans Reserve & supplied contact details -Home school group use reserve for activities every Tuesday – Monica Kralochvil 5367 8893. John to contact	1 month
<b>Correspondence</b>	27/8/13: Operational Grant from MSC for 2013-2014 - \$2535.09	
	2/10/13: Receipt of application for grant from FRRR	
<b>Treasurers Report</b>	Recurrent grant received \$2535.09 for utilities, weed control Balance \$13,813.85	
	\$110 donation received from miniature pony club	
<b>General Business</b>		
Options for \$2000 balance of community grant	Bollards – 12 / 2.1 x 300 round treated pine required. Quote required. Pete to check Bungaree supplier Complete gravel path around Egans. Triss to obtain quote from Paul Curry	
Peter Michalik	Attended as visitor & advised that he would attend future meetings when possible	
Nets at tennis courts	Eddie to coordinate repairs	1 month
New European trees at Egan's Reserve	Roster required for summer to water 1/week. Option of using 100lt water cube plus existing hoses. Paul to create roster.	1 month
Meeting closed 8.40pm		
<b>Next meeting 20<sup>th</sup> Nov</b>	<b>Wed 7.30pm 2013 – Greendale CFA</b>	

Item: E Bookings for Egan's Reserve			
23/09/12		Pony club	Confirmed
24/11/12	Saturday	Greendale Market	Confirmed
02/12/12	Sunday	Greendale Social Club Xmas function	Confirmed
09/12/12	Sunday	MSC ó Blackwood evacuation exercise	Confirmed
15/12/12	Saturday	Rebecca Arthur 0431 702 973 1 <sup>st</sup> birthday party 11.30am ó 4pm	Confirmed
26/01/2013	Saturday	Judy Cooper ó Family BBQ 5368 1863	Confirmed
28/01/13	Monday	Beth Fernandez 0433 078 116 1 <sup>st</sup> birthday party	Confirmed
17/02/2013	Sunday	Fiona & Shane ó 1 <sup>st</sup> Birthday Party 12.30pm onward 0408 307 461	Confirmed 21/1/13
15/04/2013	Sunday	Compass expeditions motorcycle tours ó Gathering of past clients	Confirmed
04/05/13	Saturday	B/M Little Athletics. Cross Country 10.30am ó 12. 50 kids at Egans Karen 5367 2140, 0400 502 485	Confirmed
29/9/13	Sunday	Pony club, Kaylene 5457 1390	Confirmed
24/8/13	Saturday	Liza Currie 0401 632 290 Birthday Party	Confirmed
23/11/13	Saturday	Contact details ó (???) Kids Birthday party includes jumping castle. Gate key required	Confirmed
7/12/13	Saturday	Brooke Ivory 0424 850 768. Kids Birthday party includes jumping castle, catering, reptile show. Gate key required	Confirmed

**13. NOTICES OF MOTION**

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

**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**