

ORDINARY MEETING OF COUNCIL

Notice is hereby given of the
Ordinary Meeting of Council to be held at
the James Young Room, Lerderderg Library,
215 Main Street, Bacchus Marsh on
Wednesday 6 November 2013,
commencing at 5:00 p.m.

Members:

Cr. Paul Tatchell (Mayor)	Central Ward
Cr. Allan Comrie	East Moorabool Ward
Cr. Tonia Dudzik	East Moorabool Ward
Cr. David Edwards	East Moorabool Ward
Cr. John Spain	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 16 October 2013

Recommendation:

That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 16 October 2013.

4.2 Special Meeting of Council – Wednesday 30 October 2013

Recommendation:

That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 30 October 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.

Procedural Guidelines – Public Question Time

Moorabool Shire Council's *Local Law No. 8 Meeting Procedure Local Law* Division 8 . Clause 57 provides as follows in relation to Public Question Time:

Clause 57 – Question Time

- 57.1 There shall be a public question time at every *Ordinary meeting* to enable members of the public to submit questions to *Council*.
- 57.2 Public Question Time will have a duration determined by Council from time to time.
- 57.3 Questions submitted to *Council* must be prefaced by the name and address of the person submitting the question and generally be in a form approved or permitted by *Council*.
- 57.4 No person may submit more than 2 questions at any 1 meeting.
- 57.5 If a person has submitted 2 questions to a meeting, the second question:
 - (1) may, at the discretion of the *Chairperson*, be deferred until all other persons who have asked a question have had their questions asked and answered; or
 - (2) may not be asked if the time allotted for public question time has expired.

- 57.6 A question may be disallowed by the *Chairperson* if the *Chairperson* determines that it:
- (1) relates to a matter outside the duties, functions and powers of *Council*;
 - (2) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - (3) deals with a subject matter already answered;
 - (4) is aimed at embarrassing a Councillor or a member of *Council* staff;
 - (5) relates to personnel matters;
 - (6) relates to the personal hardship of any resident or ratepayer;
 - (7) relates to industrial matters;
 - (8) relates to contractual matters;
 - (9) relates to proposed developments;
 - (10) relates to legal advice;
 - (11) relates to matters affecting the security of *Council* property;
or
 - (12) relates to any other matter which *Council* considers would prejudice *Council* or any person.
- 57.7 All questions and answers must be as brief as possible, and no discussion may be allowed other than for the purposes of clarification.
- 57.8 The *Chairperson* may nominate a Councillor or the *Chief Executive Officer* to respond to a question.
- 57.9 A Councillor or the *Chief Executive Officer* may require a question to be put on notice. If a question is put on notice, the answer to it must be incorporated in the minutes of the meeting at which it was asked and a *written* copy of the answer sent to the person who asked the question.
- 57.10 A Councillor or the *Chief Executive Officer* may advise *Council* that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or *Chief Executive Officer* (as the case may be) must state briefly the reason why the reply should be so given and, unless *Council* resolves to the contrary, the reply to such question must be so given.

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

11.1.1 2013/14 Council Plan Actions - First Quarter (July – September) Report

Introduction

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

Background

The 2013-2017 Council Plan was developed and adopted by Council in June 2013. As part of the development of the framework of the Council Plan, Council determines appropriate actions which will support the framework, of delivering agreed outcomes for the Community.

The Council Plan outlines three key result areas (KRA) or main themes that guide new initiatives and continuing services these being:

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

Each KRA has a set of strategic objectives or desired outcomes each with sets of strategies to be undertaken over the next 4 years to achieve the objectives.

All Council actions aligned with the strategies are linked back to the Council Plan. The Council Plan is reviewed annually

Discussion

The attached 2013/14 Council Plan Actions First Quarter Progress Report (Attachment 11.1.1) indicates each of the actions and the progress comments for the July to September period of the 2013/14 Financial Year. Overall there are 22 actions with all actions currently in progress and tracking on time to set schedules for this quarter.

Proposal

This report is to inform Council and the community on the progress of key Council Plan actions for 2013/14.

Policy Implications

The 2013. 2014 Council Plan provides as follows:

Key Result Area	Representation and Leadership of our community
Objective	Effective strategic and business planning for a growing community
Strategy	Development of service plans that link service delivery, asset management and business excellence.

Financial Implications

There are no financial implications from this report. All projects being delivered have been allocated a budget.

Risk & Occupational Health & Safety Issues

There are no Risk or Occupational Health and Safety issues in relation to this report.

Communications and Consultation Strategy

Specific projects may have their own communications strategy nevertheless this report will be displayed on Council's website and the annual progress will be reported in Council's Annual Report.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Shane Marr

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

Author – Michelle Morrow

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

Conclusion

Council is making progress in all areas of the Council Plan. All 22 actions for this first quarter as provided in the attached report are currently in progress and tracking on time to set schedules for this quarter.

Recommendation:

That Council receives the 2013/14 Council Plan Actions First Quarter (July – September) Progress Report.

Report Authorisation

Authorised by:



Name: Shane Marr
Title: General Manager Corporate Services
Date: Friday, 25 October 2013

Attachment - Item 11.1.1



Moorabool Shire Council

PREMIUM Action and Task Progress Report

July 2013 - September 2013

Report Filters:


Date From :01-07-2013

Date To :30-09-2013

Display Task : No

Action Filter :Council Plan

Key Result Area: 1 Representation and Leadership of our Community**Objective: 1.1 Good governance through open and transparent processes and strong accountability to the community.****STRATEGY: 1.1.1 Ensure policies and good governance are in accordance with legislative requirements and best practice.**

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.1.32 Review of Governance Framework.	Natalie Abbott - Manager Customer & Business Services	In Progress	1/07/2013	30/06/2014	50%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Governance & Corporate Reporting	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
Reviewed and adopted the following in accordance with legislative requirements:							
- Instrument of Appointment and Authorisation of Council Officers under section 174(4) of the Planning and Environment Act 1987.							
- Review of Councillor and Mayoral Allowances as required under Section 74(1) of the Local Government Act 1989.							
- Instrument of Authorisation and Appointments under Section 224 of the Local Government Act 1989.							
- S86 Rural Advisory Committee Terms of Reference							
- Proposed Victorian Electoral Boundaries 2013 - submission process undertaken.							
- Instrument of Delegations signed by Council and the CEO:							
• Council to CEO							
• Council to other members of Staff							
• Sub Delegations from CEO to members of staff							
Two Assembly of Councillors were held in this quarter in relation to the Councillors Code of Conduct . The Code of Conduct will be presented to the OMC on 16 October for adoption.							
Council resolved to review the Local Law meeting procedure in September 2013. Officers have prepared document for an Assembly of Council on 9 October, 2013.							
Last Updated - 30/10/2013							

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.1.33 Review of Council's Policy Framework and associated policies.	Shane Marr - General Manager Corporate Services	In Progress	1/07/2013	30/06/2014	25%	25%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Corporate Services Governance	Recurrent				

Linked action filters: Council Plan

Action Progress Comments
 A draft updated Special Charge Scheme Policy has been drafted and presented to the Infrastructure Managers Group and the Leadership Group for endorsement . An Assembly of Council has been scheduled for 6 November 2013 and the final draft will be presented to an Ordinary Meeting of Council following this.
 The Risk Management Policy is currently being considered by the Risk Management Steering Committee.
 The Councillors and Members of Council Committees Expense Entitlement Policy is scheduled to be presented to Council on 16 October 2013.
 Last Updated - 18/10/2013

Objective: 1.2 Leadership through best practice community engagement.

STRATEGY: 1.2.1 To make well-informed decisions based on input from the community and other key stakeholders through effective community engagement.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2.1.42 Undertake staff training in the use of Council's Community Engagement Policy and Framework.	Kate Diamond-Keith - Manager Community Development	In Progress	1/07/2013	30/06/2014	80%	50%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Engagement	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

Community Engagement 'techniques' training and new staff training completed.


Training attendance was as follows

9 - attended new staff training

27 - attended techniques training

Further training scheduled for November 2013 and February 2014.

Last Updated - 14/10/2013

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2.1.43 Implement the findings of Council's Customer Service Strategy 2013.	Natalie Abbott - Manager Customer & Business Services	In Progress	1/07/2013	30/06/2014	15%	25%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Customer Service	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

The Customer Services Strategy will be presented to Council for adoption on 2 October 2013. An implementation plan and milestones are currently being developed.

Last Updated - 30/10/2013

Objective: 1.4 Provide quality customer services that respond to the needs of our whole community.

STRATEGY: 1.4.2 Explore option for on line service delivery, particularly using the National Broadband Network (NBN).

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.4.2.27 Implement the findings of Council's Information Systems Strategy 2012	Chris Parkinson - Manager Information Technology Services	In Progress	1/07/2013	30/06/2014	35%	25%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Information Communication & Technology	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

Review of the organisation's Internet access options has been completed and a Managed Internet Gateway service from Telstra which will increase our access speed by 500% and provide a higher level of business continuity is being designed for implementation in early 2014. Preliminary budget work is being completed for a budget initiative to migrate the organisation from Lotus Notes to Microsoft Exchange as an email platform in 2014/15.

Last Updated - 18/10/2013

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.4.2.44 Maximise the benefits of the National Broadband Network on Council operations.	Shane Marr - General Manager Corporate Services	In Progress	1/07/2013	30/06/2014	25%	25%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Corporate Services Governance	Recurrent				

Linked action filters: Council Plan



Action Progress Comments

This project is funded through a Federal Government Grant. Expression of Interest documents for the GIS and the Video Conferencing components of the project are expected to be released in October 2013.


Last Updated - 30/10/2013

Objective: 1.5 Sound long term financial management.

STRATEGY: 1.5.1 Develop and maintain a long term financial planning, management and reporting system, which ensures resources to deliver services and manage Council's assets.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.5.1.90 Review of Council's Strategic Financial Plan.	Shane Marr - General Manager Corporate Services	Not Started	1/07/2013	30/06/2014	0%	0%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Corporate Services Governance	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
The review of Council's Strategic Financial Plan is due to commence in the second quarter from October 2013.							
Last Updated - 30/10/2013							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.5.1.91 Review of Council's Rate Strategy.	Steven Ivelja - Manager Finance	In Progress	1/07/2013	30/06/2014	38%	38%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Revenue Services	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
Work has commenced on the review of Council's Rate Strategy with a project plan being presented to Council at an Assembly of Councillors on Wednesday 2 October 2013.							
Last Updated - 25/10/2013							

Key Result Area: 2 Community Wellbeing**Objective: 2.1 Community self reliance****STRATEGY:** 2.1.4 Actively support Committees of Management in the management of community assets.


Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.1.4.25 Review the Community Halls Policy.	Kate Diamond-Keith - Manager Community Development	In Progress	1/07/2013	30/06/2014	30%	50%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Community Development	Recurrent				

Linked action filters: Council Plan

Action Progress Comments
Review of Halls Policy to be incorporated into the review of halls and reserves management. An Assembly of Council has been scheduled for November to discuss the scope and methodology for the review.
Last Updated - 31/10/2013

Objective: 2.2 Inclusive, responsive and accessible community services**STRATEGY:** 2.2.1 Work in partnership with government and non-government service providers to deliver early years facilities and services.


Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2.1.63 Finalisation and implementation of a Municipal Early Years Plan.	Sharon McArthur - Manager Early Years	In Progress	1/07/2013	30/06/2014	25%	25%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Child & Family Advocacy and Planning	Recurrent				

Linked action filters: Performance Objective,Council Plan**Action Progress Comments**

Project Plan and Community Engagement plan have been completed for the development of the Municipal Early Years Plan. Community consultation will commence in early 2014.

Last Updated - 31/10/2013

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2.1.64 Determine the future role of Council in the provision of Family Day Care services.	Sharon McArthur - Manager Early Years	In Progress	1/07/2013	30/06/2014	50%	50%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Childcare Services	Recurrent				

Linked action filters: Council Plan**Action Progress Comments**

A report is being prepared for consideration by Council.

Last Updated - 31/10/2013

STRATEGY: 2.2.2 Advocate, support and deliver youth development programs and services in partnership with other agencies.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2.2.7 Finalise the preparation of the Youth Strategy 2013-2016.	Troy Scoble - Manager Recreation & Youth Development	In Progress	1/07/2013	30/06/2014	90%	75%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Youth Services	Recurrent				


Linked action filters: Council Plan,CEO KPI**Action Progress Comments**

The draft Youth Strategy was endorsed by the Council on Wednesday 2 October 2013 for the purpose of conducting a community engagement process for a four week period. At the conclusion of the community engagement process the draft Youth Strategy will be revised and presented to an Ordinary Meeting of Council for consideration .

Last Updated - 30/10/2013

Objective: 2.3 Participation in diverse sport, recreation and leisure activities

STRATEGY: 2.3.3 Pursue efficiencies in managing sporting and recreation facilities in partnership with Section 86 committees of management and sporting groups.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.3.3.9 Undertake a review of the master plan for the Bacchus Marsh Racecourse Reserve.	Gavin Alford - Manager - Strategic & Sustainable Development	In Progress	1/07/2013	30/06/2014	50%	30%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Land Use Planning	Recurrent				

Linked action filters: Council Plan


Action Progress Comments

A briefing to an Assembly of Council on the proposed process for preparing the Bacchus Marsh Racecourse and Recreation Reserve Master Plan has been held .
 Preparation of general concept plans that outline a series of options is presently underway. These plans are intended to help facilitate discussion and will be reviewed following feedback.
 Preliminary consultation with key stakeholders is currently being arranged.
 A further briefing to Council is anticipated once design options have been prepared .

Last Updated - 31/10/2013

Objective: 2.4 A safe community

STRATEGY: 2.4.3 Deliver public and environmental health programs in accordance with relevant legislation.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.4.3.1 Preparation of a Domestic Wastewater Management Plan in accordance with ministerial guideline.	Sarah Annells - Coordinator - Community Safety (Acting)	In Progress	1/07/2013	30/06/2014	40%	60%	 YELLOW


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Septic Tank Assessment & Management	Recurrent				

Linked action filters: Council Plan, CEO KPI


Action Progress Comments

Joe Whitehead and Associates have been engaged to complete this plan. A first draft for council officer comment has been prepared and comments provided. Whitehead are currently waiting on soil data from Department of Primary Industries and Environment to finalise second draft ready for adoption by Council prior to stakeholder comment.
Last Updated - 18/10/2013

Key Result Area: 3 Enhanced Infrastructure and Natural Built Environment**Objective: 3.3 Ensure current and future infrastructure meets the needs of the community.****STRATEGY: 3.3.3 Construct physical infrastructure to appropriate standards.**


Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.3.3.9 Completion of asset restoration works as part of the flood recovery program.	Sam Romaszko - Manager Engineering Services	In Progress	1/07/2013	30/06/2014	90%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Flood Recovery	Capital						
Linked action filters: Council Plan							
Action Progress Comments							
The Flood Recovery Program is currently progressing as scheduled, with over 90% of the program either complete or in progress. Further investigation is currently being undertaken in relation to the restoration of walking trails that includes consultation with the relevant stakeholders and property owners. At this stage all works are scheduled for completion by June 2014.							
Last Updated - 29/10/2013							

STRATEGY: 3.3.4 Provision of effective and safe transport networks.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.3.4.12 Undertake a traffic and transport study for Bacchus Marsh.	Sam Romaszko - Manager Engineering Services	In Progress	1/06/2013	30/06/2014	5%	0%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Road Safety	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
A brief for the Traffic and Transport study has been developed and is currently being reviewed by stakeholders including VicRoads . Following finalisation of the document, a procurement process will be undertaken with the view to a consultant being appointed and the study commencing in early 2014.							
Last Updated - 29/10/2013							

Objective: 3.4 Effective management of municipal waste and recycling.

STRATEGY: 3.4.1 Implement the waste management policy and strategy.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.4.1.14 Complete a review of the Waste Management Policy and Strategy.	Glenn Townsend - Manager Operations	In Progress	1/07/2013	30/06/2014	5%	0%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Tips & Transfer Stations	Recurrent				

Linked action filters: Council Plan


Action Progress Comments

A review of the existing policy has commenced that includes a benchmarking exercise and an Assembly of Council has been scheduled for Wednesday 6 November 2013 to facilitate discussion in relation to the future direction of the policy. Following that, a working group will progress the policy review with a draft to be presented to an Assembly of Council in early 2014 and then to an Ordinary Meeting of Council for endorsement.

Last Updated - 29/10/2013

Objective: 3.5 Promote and enhance places of heritage, landscape and environmental significance.

- STRATEGY:** 3.5.1 Future planning policy required to ensure it:
- Preserves the unique character and sense of place
 - Maintains the rural setting of the Shire.
 - Provides a sense of connection with the towns origins and familiarity with the country town feel.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.5.1.4 Commence Moorabool 2041 Phase 2 - Rural Growth Study.	Gavin Alford - Manager - Strategic & Sustainable Development	In Progress	1/07/2013	30/06/2014	50%	25%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Land Use Planning	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

Moorabool 2041 Phase 2 project commenced.

An outline of the Phase 1 work was presented to the new Council and the structure for Phase 2, including re-establishing the rural and urban growth strategy committees, established. The Committees now meet every two months.

Moorabool 2041 Framework established and discussed, outlining an integrated approach to whole of Council strategic planning.


The M2041 Framework draws together the M2041 strategies, including the urban growth strategy work, together with shire-wide social and physical infrastructure planning, environment and heritage planning. It builds on the work undertaken as part of Moorabool 2041 Phase 1.

R1 – Rural Housing Policy and Guidelines – draft document prepared, circulated and discussed with the Rural Growth Strategy Committee. The document being redrafted in line with feedback received. A revised draft to be circulated to the Committee prior to the next meeting. 50+% Complete

R2 – Agricultural Enterprise Investment Needs on Smaller Lots Strategy – Project scoped and work program discussed and signed off. Consultants appointed. Draft background paper prepared. A workshop scheduled for 6 November 2013. Final draft strategy anticipated to be circulated to the Committee prior to the December 2013 meeting. --- 50+% complete

R3 – Small Towns and Settlement Clusters Strategy – Work program and proposed scope of strategy discussed and signed off. Outline of progress town-by-town approach provided to Committee at the last two meetings. Context report on schedule for December 2013 committee meeting. – 50% Complete

Last Updated - 31/10/2013

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.5.1.5 Commence Moorabool 2041 Phase 2 - Urban Growth Study.	Gavin Alford - Manager - Strategic & Sustainable Development	In Progress	1/07/2013	30/06/2014	50%	25%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Land Use Planning	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

An outline of the Phase 1 work was presented to the new Council and the structure for Phase 2, including re-establishing the rural and urban growth strategy committees, established. The Committees now meet every two months.


Moorabool 2041 Framework established and discussed, outlining an integrated approach to whole of Council strategic planning. Series of Shire-wide studies being incorporated into the Moorabool 2041 Framework.

U1 – Implementation of New Residential Zones project. Project U1 scoped and program discussed and signed off. Consultants appointed and have commenced work. Draft background paper has been prepared and is being reviewed. Final draft document is anticipated to be circulated to the Committee prior to the December 2013 meeting. --- 50+% complete

U2 – Housing Strategy. The work program and proposed scope of the strategy signed off. An outline of progress and approach being taken provided to Committee at the last two meetings. Draft background paper is on scheduled to be circulated and discussed at the December 2013 committee. – 50% Complete

U3 – Urban Growth Strategy – Visioning. At the direction of the urban growth strategy committee – and confirmed by the rural growth strategy committee in relation to the rural areas – visioning work is to be postponed until the new year. The work being undertaken as part of u1 and u2 (as well as r1, r2 and r3) will provide a significant amount of the input into the consultation.--- 25% complete

Last Updated - 31/10/2013

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.5.1.8 Finalisation of Structure Plans.	Gavin Alford - Manager - Strategic & Sustainable Development	In Progress	1/07/2013	30/06/2014	75%	25%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Strategic Land Use Planning	Recurrent				

Linked action filters: Council Plan

Action Progress Comments

Gordon Structure Plan Exhibition completed. Report presented to Ordinary Meeting of Council on 18 September 2013. Panel appointed - scheduled for 1 November 2013. Submission hearings scheduled for 2nd, 3rd and 4th December 2013.

Bacchus Marsh Activity Centre Structure Plan Exhibition completed. Panel appointed - scheduled for 1 November 2013. Submissions hearing scheduled for 2nd, 3rd and 4th December 2013


Draft Ballan Structure Plan exhibited.

Plan under review, Assembly of Council scheduled for 20 November 2013.

Last Updated - 31/10/2013

Objective: 3.6 Management of assets and infrastructure.

STRATEGY: 3.6.1 Develop Asset Management Plans for all assets classes.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.6.1.11 Complete asset management plans for all asset classes.	Keith Linard - Manager Asset	In Progress	1/07/2013	30/06/2014	60%	25%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Asset Management	Recurrent				

Linked action filters: Council Plan


Action Progress Comments

Asset Management Plans Part A (General Information) and Part B (Roads and Bridges) were adopted by Council in June 2013. Part D (Water & Drainage) is scheduled to be presented to Council in December 2013 and Part E (Recreation & Open Space) and Part C (Buildings) are scheduled to be presented to Council in early 2014.

Last Updated - 29/10/2013

Objective: 3.7 Effective and efficient land use planning and building controls.

STRATEGY: 3.7.2 Ensure the Planning Scheme is reviewed and updated in order to facilitate land use and development to support the social, economic, environment and wellbeing of the Shire.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.7.2.12 Implementation of Milner's Review in reference to the statutory planning area.	Satwinder Sandhu - General Manager Growth & Development	In Progress	1/07/2013	30/06/2014	60%	25%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Statutory Planning	Recurrent						
Linked action filters: Council Plan							
Action Progress Comments							
<p>The Statutory Planning Procedural Review conducted by 10 Consulting Group, Robert Milner in November 2012 provided a framework of reference for consideration of the Statutory Planning Departments work practices and its organisation and provides several recommendations for improvement.</p> <p>In consultation with Mr Millner, the Statutory Planning Department identified three Recommendations from the report as a priority. These recommendations are:</p> <p>Recommendation 4 – Organisation and Management Recommendation 10 – Information Systems Recommendation 11 – Guidelines and checklists</p> <p>The Statutory Planning Department over the last twelve months has conducted a review and analysis of the department with respect to the above three recommendations. Through use of Council's Business Excellence and Systems Thinking Awareness principles the department has worked towards developing a clear and achievable Mission and desired Outcomes . The preparation of a Statutory Planning Department Operation Plan and Systems View overall the unit has worked towards improvement of staff structure , interface and utilisation of information systems. This has included the introduction of standard processes and procedures to achieve a uniform approach and greater efficiency in work practices .</p> <p>Last Updated - 30/10/2013</p>							

11.1.2 Quarterly Financial Report September 2013

Introduction

File No.: 07/01/004
Author: Steve Ivelja
General Manager: Shane Marr

This Quarterly Report covers the period of 1 July 2013 to 30 September 2013. The report outlines the year to date financial position of Council and forecast projections for the full year results.

The forecast result at the end of the financial year is an increase in the surplus by \$0.026m. Please refer to the attached report for a detailed review of the financials.

Background

Under section 138 . Quarterly Statements of the *Local Government Act 1989*, Council is to receive a quarterly report on progress against the adopted budget.

Proposal

That Council receives the Quarterly Financial Report . September 2013.

Policy Implications

The adoption of the Quarterly Report . September 2013 meets Council's statutory obligations under section 138 . Quarterly Statements of the *Local Government Act 1989*.

The 2013-2017 Council Plan provides as follows:

Key Result Area	Representation and Leadership of our Community
Objective	Sound, long term financial management
Strategy	Develop and maintain a long term financial planning, management and reporting system, which ensures resources to deliver services and manage Council's assets.

Amended Budget

Generally, at the end of the financial year it is not uncommon for projects (both Capital projects and Operating projects) to be incomplete at the end of the financial year. This can happen for a number of reasons such as delays in construction due to weather or other events, deferral of projects due to operational matters, late receipt of government funding for one off projects, lack of internal resources to complete one off new initiatives due to staff turnover.

Throughout this report Council will be reporting on the Amended Budget rather than the Adopted Budget. The Amended Budget contains items approved as carry forwards from the 2012/13 financial year. These include grant funded one off projects, Council approved new initiatives from prior years that are not yet complete, flood recovery funds, and incomplete/deferred capital projects. The following schedule provides an overview at a high level of the items that have been added to the adopted Budget to arrive at the amended Budget.

Impact on Cash on hand as at 30 June 2013

Based on the aggregate of both the Operating Budget and Capital Budget carry forward, a sum of \$4.844M in cash will be required to fully fund the carry forward. These are made up of the following;

Net Operating Budget Carry forwards	\$1.022M
Net Flood Recovery Project Commitments	\$1.338M
Net 2012/13 CIP Program Commitments	\$2.484M
Total cash required to complete the carry forward	\$4.844M

As at the 30 June 2013, Council held \$11.272M in cash and cash equivalents. Cash holdings were high in part due to the impact of these uncompleted projects.

Operating Budget

The net effect on the Operating Budget is a favourable variance of \$2.757m.

Net Operating Surplus in the Adopted 13/14 Budget	\$4.068m
Net New Initiatives / Grant Funded Projects	(\$1.022m)
Flood Recovery Capital Grants	\$3.108m
2012/13 Carry Forward Capital Grants	\$0.253m
2013/14 Capital Grants not in the Adopted Budget	\$0.419m
Amended Operating Budget Surplus	\$6.826m

Capital Budget

The effect on the capital budget is an increase in expenditure of \$7.602m.

2013/14 Adopted Budget for Capital Expenditure	\$7.938m
Add	
- Flood Recovery Projects	\$4.446m
- 2012/13 Carry Forward Capital Projects	\$2.737m
- 2013/14 New Funds not in Original Budget	\$0.419m
Amended Capital Budget	\$15.540m

The attached Quarterly Financial Report, **Attachment 11.1.2**, provides an explanation of the Income Statement, Balance Sheet, Cash Flow Statement and Capital Works Statement with the year-to-date actuals compared to the

year-to-date amended Budget, and the amended annual Budgets compared to the annual forecasts.

Income Statement

The main changes within the Income Statement are as follows:

- Decrease in %Statutory Fees and Charges+ due to an expected decline in Parking Infringements (\$0.031m);
- Increased %Materials and Consumables+ expenditure mainly due to an increase in the premium for Public Liability and Indemnity (\$0.040m);
- Increase in %Capital Grants and Contributions+ due to new funding received for rehabilitation works at Links Road / Swans Road, Darley (\$0.069).

The net effect of these changes and other minor variances causes the total surplus for the year to increase by \$0.026m to \$6.852m.

Cash

The forecasted cash balance at 30 June 2013 has decreased by \$0.088m to \$8.901m in comparison to the amended budget. This is mainly due to an increase in capital expenditure.

Capital Improvement Program (CIP)

The total cash expenditure forecast for the CIP has increased by \$0.114m, from the amended Budget of \$15.540m to \$15.654m. This is due to:

- Rehabilitation of Links Road / Swans Road - \$0.069m (funded from external grant)
- Vehicle Replacement Program - \$0.045m

Risk & Occupational Health & Safety Issues

There are no identified risks associated with this process.

Communications Strategy

To Council, through the Ordinary Meeting of Council on 6 November 2013, and to the Audit Committee meeting on 3 December 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 – Shane Marr

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

Author – Steve Ivelja

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

Conclusion

The Quarterly Financial Report . September 2013 has been prepared in accordance with Section 138 . Quarterly Statements of the *Local Government Act 1989* for review and receiving by Council.

Recommendation:

That Council receives the Quarterly Financial Report – September 2013.

Report Authorisation

Authorised by:



Name: Shane Marr
Title: General Manager Corporate Services
Date: Friday, 25 October 2013

Attachment - Item 11.1.2

MOORABOOL SHIRE COUNCIL

*Out in the Country...
Close to the World*



2013/14 Quarterly Financial Report - September 2013

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1 Amended Budget

Generally, at the end of the financial year it is not uncommon for projects (both Capital projects and Operating projects) to be incomplete at the end of the financial year. This can happen for a number of reasons such as delays in construction due to weather or other events, deferral of projects due to operational matters, late receipt of government funding for one off projects, lack of internal resources to complete one off new initiatives due to staff turnover etc etc.

Throughout this report Council will be reporting on the Amended Budget rather than the Adopted Budget. The Amended Budget contains items approved as carry forwards from the 2012/13 financial year. These include grant funded one off projects, Council approved New initiatives from prior years that are not yet complete, Flood recovery funds, and incomplete/deferred capital projects. The following schedule provides an overview at a high level of the items that have been added to the Adopted Budget to arrive at the Amended Budget.

Impact on Cash on hand as at 30 June 2013

Based on the aggregate of both the Operating Budget and Capital Budget carry forward, a sum of \$4.844M in cash will be required to fully fund the carry forward. These are made up of the following;

Net Operating Budget Carry forwards	\$1.022M
Net Flood Recovery Project Commitments	\$1.338M
Net 2012/13 CIP Program Commitments	\$2.484M
Total cash required to complete the carry forward	\$4.844M

As at the 30 June 2013, Council held \$11.272M in cash and cash equivalents. Cash holdings were high in part due to the impact of these uncompleted projects.

Operating Budget

The net effect on the Operating Budget is a favourable variance of \$2.757m.

Net Operating Surplus in the Adopted 13/14 Budget	\$4.068m
Net New Initiatives / Grant Funded Projects	(\$1.022m)
Flood Recovery Capital Grants	\$3.108m
2012/13 Carry Forward Capital Grants	\$0.253m
2013/14 Capital Grants not in the Adopted Budget	\$0.419m
Amended Operating Budget Surplus	\$6.826m

Capital Budget

The effect on the capital budget is an increase in expenditure of \$7.602m.

2013/14 Adopted Budget for Capital Expenditure	\$7.938m
Add	
- Flood Recovery Projects	\$4.446m
- 2012/13 Carry Forward Capital Projects	\$2.737m
- 2013/14 New Funds not in Original Budget	\$0.419m
Amended Capital Budget	\$15.540m

2 Operating Performance

Year to Date Operating Performance 30 September 2013

1.1 Overall:

For the three months to 30 September, the Net Result was a Surplus of \$21.397m with a favourable variance of \$0.976m compared to the year to date amended budget.

1.2 Operating Revenues [\$0.228m favourable]:

Rates and Charges . Favourable by \$235,000 mainly due to there being a higher number of actual assessments than what was budgeted. Also, the amount of supplementary rates and charges levied is greater than what was expected at this stage of the year. Of the \$235,000 variance, \$150,000 relates to Rates and \$85,000 relates to Garbage Charges.

User Fees and Charges . Unfavourable by \$60,000 mainly due to a decline in brokerage income for Aged and Disability Services (\$22,000). This is offset by reduced Employee Costs. Other unfavourable variances include fees for Subdivisions (\$15,000), Storm Water Information (\$11,000), and Meals on Wheels (\$11,000).

Other Revenue . Favourable by \$47,000 mainly due to funds received for unbudgeted items such as fines for Council Elections (\$15,000) and donations to the Council run Literacy Trail (\$4,500). Other favourable variances include income received for Social Infrastructure Contributions (\$7,000), Debt Collection (\$7,000), and Royalties from Maddingley Brown Coal (\$5,600).

1.3 Operating Expenses [\$1.031m favourable]:

Employee Costs . Favourable by \$164,000 mainly due to some positions being vacant for certain periods during the first quarter of the financial year. The main departments being Statutory Planning (\$53,000), Maternal and Child Health (\$32,000), Strategic Planning (\$22,000), and Community Safety (\$20,000). Another favourable variance is the decline in Aged and Disability brokerage services (\$20,000).

Materials and Consumables . Favourable by \$804,000 mainly due to timing variances with payments for contracts and services. The main variances include:

- Corporate Software and Maintenance (\$135,000)
- National Broadband Network Project (\$81,000)
- Building Maintenance and Cleaning Services (\$64,000)
- Library Services (\$53,000)
- Gravel Road Maintenance (\$41,000)
- Valuation Contract (\$38,000)
- Reseal Preparation (\$33,000)

There are many other minor variances relating to a range of services and projects and these will be monitored over the next quarter to see if any savings exist.

Other Expenses . Favourable by \$24,000 due to a delay in the payment to the Victorian Auditor General's Office. This payment is expected to be made during the October . December quarter.

1.4 Capital Income and Asset Items [\$0.284m unfavourable]:

Capital Grants and Contributions . Unfavourable by \$223,000 due to a timing issue with the first payment of Roads to Recovery funding. These funds will be paid to Council when work has progressed on road infrastructure projects approved for funding by the Department of Infrastructure and Regional Development.

Forecast Results for Year Ending 30 June 2014

As at 30 September, the Forecast Surplus for the year has increased by \$26,000. The Forecast is now expected to be a surplus of \$6.852m. Major variances are the following:

1.5 Operating Revenues [no overall change]:

User Fees and Charges . Favourable by \$9,000 due to an expected increase in income for Animal Registrations.

Statutory Fees and Charges . Unfavourable by \$31,000 due to an expected decline in Parking Infringements.

Other Revenue . Favourable by \$24,000 due to an increase in reimbursements for the Recycling Contract. This will be offset by an increase in %Materials and Consumables+.

1.6 Operating Expenses [\$43,000 unfavourable]:

Employee Costs . Favourable by \$15,000 due to a vacant position in Statutory Planning being filled by agency resources. This decrease will be offset by an increase in %Materials and Consumables+.

Materials and Consumables . Unfavourable by \$55,000 mainly due to an increase in the premium for Public Liability and Indemnity (\$40,000). Other increases include:

- Recycling Collection (\$24,000)
- Statutory Planning (\$15,000)
- Environment and Sustainability Initiatives (\$13,000)
- Freedom of Information Requests (\$8,000)

These increases are offset by a saving on the insurance premium for Council assets (\$42,000).

1.7 Capital Income and Asset Items [\$69,000 favourable]:

Capital Grants and Contributions . Favourable by \$69,000 due to new funding received for rehabilitation works at Links Road / Swans Road, Darley.

3 Balance Sheet

Forecast as at 30 June 2014

The Balance Sheet shows the movements from the Budget to the Forecast, as well as the current year to date balance (at 30 September 2013) compared to the same time last year (30 September 2012).

2.1 Assets

Current Receivables . the balance is \$1.296m more compared to the same time last year mainly due to higher Rates base than 12 months ago.

Property, Infrastructure, Plant and Equipment . the balance is \$211.575m more than last year due to the revaluation of Infrastructure Assets in the 2012/13 financial year.

2.2 Liabilities

Payables . the decrease of \$552,000 from the same time last year reflects the timing of the final creditor payment run for September.

Trust Funds . the balance is less by \$186,000 compared to last year mainly due to a reduction in retentions held (\$158,000). Also, there is a reduction in refundable building deposits (\$35,000).

Other Non-Current Liabilities . The decrease of \$2.395m relates to the early payment to Vision Super for the Defined Benefits shortfall in the 2012/13 financial year.

2.3 Equity

Accumulated Surplus . the increase of \$49.773m since September last year mainly relates to the accounting treatment of found assets during the 2012/13 financial year.

Asset Revaluation Reserve . the increase of \$164.409m relates to the revaluation of infrastructure assets during the 2012/13 financial year.

4 Forecast Cash Flows

3.1 Overall:

The overall cash forecast for 30 June 2014 is \$8.901m. The year end cash forecast is \$88,000 less than the amended budget.

This forecast is a result of movements in each of the three types of cash flows as follows:

3.2 Operating Cash Flows

Capital Grants and Contributions . Favourable by \$69,000 due to new funding received for rehabilitation works at Links Road / Swans Road, Darley.

User Fees and Charges . Favourable by \$9,000 due to an expected increase in income for Animal Registrations.

Statutory Fees and Charges . Unfavourable by \$31,000 due to an expected decline in Parking Infringements.

Other Revenue . Favourable by \$24,000 due to an increase in reimbursements for the Recycling Contract. This will be offset by an increase in %Materials and Consumables+

Employee Costs . Favourable by \$15,000 due to a vacant position in Statutory Planning being filled by agency resources. This decrease will be offset by an increase in %Materials and Consumables+

Materials and Consumables . Unfavourable by \$55,000 mainly due to an increase in the premium for Public Liability and Indemnity (\$40,000). Other increases are highlighted earlier in section 1.6.

3.3 Investing Cash Flows

Payments for property, plant and equipment, infrastructure . the total cash expenditure forecast for CIP has increased by \$114,000, from the Amended Budget of \$15.540m to \$15.654m. These variations relate to:

- Rehabilitation of Links Road / Swans Road - \$69,550 (funded from external grant)
- Plant Replacement Program - \$45,000

3.4 Financing Cash Flows

No changes at this stage.

5 Investment Activity Report

In line with Council's Investment Policy (adopted February 2010), a quarterly report on investment activity will be presented to Council as part of the quarterly financial report.

Investment Activity Report

For the quarter ending: September 2013

On call balances:

Month ending	Amount	Rate	Interest Paid
July 2013	\$2,556,627	2.65%	Quarterly
August 2013	\$1,964,436	2.40%	Quarterly
September 2013	\$2,370,896	2.40%	Quarterly

Interest paid in the quarter: \$24,823

Term deposits:

Institution	Amount	Rate	Maturity Date
IMB	\$1,000,000	3.70%	2/08/2013
Suncorp	\$1,000,000	3.55%	9/08/2013
IMB	\$1,000,000	3.70%	9/08/2013
Bendigo Bank	\$1,000,000	3.60%	12/08/2013
Bendigo Bank	\$1,000,000	3.40%	26/08/2013
IMB	\$1,000,000	3.70%	10/09/2013
Suncorp	\$1,000,000	3.25%	11/09/2013
Bendigo Bank	\$1,000,000	3.25%	26/09/2013
IMB	\$1,000,000	3.40%	11/10/2013
Suncorp	\$1,000,000	3.25%	11/10/2013
IMB	\$2,000,000	3.40%	18/10/2013
Bendigo Bank	\$1,000,000	3.20%	26/10/2013
Bendigo Bank	\$1,000,000	3.60%	17/12/2013

Interest paid in the quarter: \$52,666

6 Rating & Debtors Information

5.1 General Rating Information

The Total Rates and Charges raised for the 2013/14 year, as at 30 September, is \$26.064m, compared to the year to date Amended Budget of \$25.829m.

5.2 Rates & Sundry Debtors Outstanding

For the year to date, 13.8% of the 2013/14 Rates & Charges raised have been collected. In addition, the level of Sundry and Other Debtors has decreased from \$1.032m to \$0.936m.

Current Receivables as at 30 September 2013, as shown in the Balance Sheet, consist of:

• Rates & Charges	\$ 24.659m
• Sundry Debtors	\$ 0.714m
• GST Receivable	\$ 0.198m
• Other	\$ 0.024m
	\$ 25.595m

The outstanding Rates & Charges consist of:

• Current Year Rates and Charges	\$ 21.978m
• Arrears (prior to 2013/14)	\$ 2.135m
• Pensioner Rebate Claim (DHS)	\$ 0.546m
	\$ 24.659m

5.3 Property Rate Debt Management Policy:

Council first adopted this policy on 5 December 2007, with the requirement for Quarterly reporting on all applications made under this policy. The policy has since been updated and adopted on 6 April 2011. For the Quarter to 30 September 2013, the table on the following page displays the applications that have been received.

Please note that this table also includes the following information:

- Rates outstanding by differential rate category
- Sundry debtors outstanding
- Infringement status

Property Rate Debt Management as at 30 September 2013

Revenue Services Quarterly Financial Report										
as at 30 September 2013										
Property Rate Debt Management Reporting										
Type/Function	Authority Limit	Delegation	at 30 June	Year to Date	Number	Number Applications	Application Value	Approved Value	Denied Value	Comments
Special Payment Arrangements	All Arrangements	Revenue Service Unit	436			356				
Escalation of Accounts to Debt Collection	All outstanding accounts	Revenue Services Co-ordinator	320			277				
Value of Penalty Interest Calculated Year to Date	All calculations	Revenue Services Co-ordinator								
Waiver of Interest and Costs	Up to \$500	Revenue Services Co-ordinator				8	\$859.20	\$859.20	\$0.00	
Waiver of Interest and Costs	>\$500 and <\$1,000	Finance Manager				2	\$1,417.99	\$1,417.99	\$0.00	
Waiver of Interest and Costs	>\$1,000	General Manager - Corporate Services				0	\$0.00	\$0.00	\$0.00	
Waiver of Rates and Charges	All applications	Council via resolution (Closed Session)				0	\$0.00	\$0.00		
Deferral of Rates, Charges & Interest	All applications	Council via resolution (Closed Session)				NIL				
Application for Financial Hardship	All applications	Council via resolution (Closed Session)				0	\$0.00	\$0.00		
Appeal of Decision	All appeals	Council via resolution (Closed Session)				NIL				
Sale of Property for Unpaid Rates	All sales	Council via resolution (Closed Session)				7		\$69,514.69		Progressing
Sale of Property for Unpaid Rates	All sales	Council via resolution (Closed Session)				3		\$43,546.43		Sold and settled
Applications for partial Waiver - Cultural and Recreational Land	50% General Rate	Revenue Service Co-ordinator/Finance Manager				0		\$0.00		
Other General Revenue Statistics			Summary of Outstanding Rates							
Function	Year To Date	Rate Category	Current	1 Year	2 Years	3 Years	Over 3 Years	Total		
Percentage of Rates Collected	13.80%	General	15,937,106.18	751,820.09	273,315.30	141,656.20	207,894.22	17,311,791.99		
Land Information Certificates	278	Residential Retirement	83,347.55	2,922.30	1,730.50	0.00	0.00	88,000.35		
Value of Supplementary Rates Levied	\$192,593	Commercial/Industrial	1,835,970.59	101,459.96	18,187.02	10,234.65	26,510.14	1,992,362.36		
		Vacant Land Commercial/Industrial	169,021.28	3,628.36	2,540.25	2,369.64	289.75	177,849.28		
Objections Lodged (Closing Date 15 November 2013)										
Under Review	21	Extractive Industry	300,213.95	0.00	0.00	0.00	0.00	300,213.95		
Recommendation Notices		Farm	3,333,801.83	66,776.76	39,596.72	5,802.60	9,374.49	3,455,352.40		
Disallowance Notices										
Total Objections	21	Vacant Land General	834,560.38	59,484.75	18,824.19	10,535.54	30,283.59	953,688.45		
		Vacant Land FZ or RCZ	675,372.68	33,747.78	13,980.05	7,112.17	54,228.91	784,441.59		
		Vacant Land R1Z or R2Z	1,165,208.83	106,384.65	41,116.14	30,525.79	82,007.55	1,425,242.96		
Pension Rebates										
Total Pensioners as at end of last quarter	2,208	Non Rateable FSPL Leviable	86,891.56	0.25	0.00	0.00	0.00	86,891.81		
Changes	-36	Garbage Service Only	2,034.61	990.55	515.95	151.86	0.00	3,692.97		
Closing Balance	2,172									
		Grand Total Rates Outstanding	24,423,529.44	1,127,215.45	409,806.12	208,388.45	410,588.65	26,579,528.11		
Sundry Debtor Overview										
Sundry Debtors	Balance	% Outstanding								
Current	33,149.85	6.3%								
30 Days	263,783.03	50.2%								
60 Days	82,026.02	15.6%								
90 Days	3,654.12	0.7%								
120+ Days	142,448.84	27.1%								
Total Outstanding	525,061.86	100.0%								

7 Financial Statements as at 30 September 2013

Income Statement

	Last Year \$'000	Amended \$'000	Year to Date			Budget \$'000	Amended \$'000	Annual Forecast \$'000	Variance	
			Actual \$'000	Variance \$'000	%				\$'000	%
Income										
Rates and charges	24,162	25,829	26,064	235	1%	26,146	26,146	26,146	0	0%
Operating grants	9,374	1,889	1,924	35	2%	8,471	8,958	8,957	(1)	0%
User fees and charges	1,572	368	308	(60)	-16%	1,664	1,664	1,673	9	1%
Statutory fees and charges	550	107	90	(17)	-16%	536	536	505	(31)	-6%
Other revenue	1,167	264	311	47	18%	905	905	929	24	3%
Interest received	755	64	52	(12)	-19%	427	427	427	0	0%
Total Income	37,581	28,521	28,749	228	1%	38,149	38,636	38,636	0	0%
Expenses										
Employee costs	15,685	4,330	4,166	164	4%	16,118	16,373	16,358	15	0%
Materials and consumables	18,928	4,107	3,303	804	20%	14,961	16,215	16,270	(55)	0%
Depreciation	7,555	2,372	2,372	0	0%	9,488	9,488	9,488	0	0%
Borrowing costs	899	242	203	39	16%	926	926	926	0	0%
Other expenses	584	114	90	24	21%	449	449	452	(3)	-1%
Total Expenses	43,650	11,165	10,134	1,031	9%	41,942	43,451	43,494	(43)	0%
Result before capital income and asset items	(6,070)	17,356	18,615	1,259	7%	(3,793)	(4,815)	(4,858)	(43)	1%
Capital grants and contributions	8,773	2,942	2,719	(223)	-8%	3,383	7,163	7,232	69	1%
Capital contributions - cash (developer contributions)	369	55	47	(8)	-15%	220	220	220	0	0%
Contributions - non-monetary assets	4,891	0	0	0	0%	4,500	4,500	4,500	0	0%
Net gain (loss) on disposal of property, infrastructure, plant and equipment and land held for sale	(219)	68	15	(53)	-79%	(242)	(242)	(242)	0	0%
Surplus (Deficit) prior to contributed assets	7,746	20,421	21,397	976	5%	4,068	6,826	6,852	26	0%

Balance Sheet

	Last Year \$'000	Year to Date				Budget \$'000	Amended \$'000	Annual Forecast \$'000	Variance	
		Last Year \$'000	Current \$'000	Change \$'000	%				\$'000	%
Assets										
Current Assets										
Cash assets	11,272	10,360	10,006	(354)	-3%	3,535	8,989	8,901	(88)	-1%
Receivables	3,652	24,299	25,595	1,296	5%	4,832	3,783	3,783	0	0%
Non-current assets classified as held for sale	1,053	1,053	1,053	0	0%	1,053	1,053	1,053	0	0%
Other assets	194	31	39	8	26%	262	194	194	0	0%
Total current assets	16,171	35,743	36,693	950	3%	9,682	14,019	13,931	(88)	-1%
Non-current assets										
Receivables	127	126	127	1	1%	126	127	127	0	0%
Investments in associates	0	0	0	0	0%	0	0	0	0	0%
Other non-current assets	42	56	42	(14)	-25%	56	42	42	0	0%
Property, infrastructure, plant and equipment	489,047	276,507	488,082	211,575	77%	291,193	498,236	498,351	115	0%
Total non-current assets	489,216	276,688	488,251	211,563	76%	291,375	498,405	498,520	115	0%
Total Assets	505,387	312,431	524,945	212,514	68%	301,057	512,424	512,451	27	0%
Liabilities										
Current liabilities										
Payables	5,183	1,383	831	(552)	-40%	2,982	5,183	5,183	0	0%
Trust funds	797	1,143	957	(186)	-16%	1,434	797	797	0	0%
Provisions	3,486	3,513	3,475	(38)	-1%	3,244	3,486	3,486	0	0%
Interest-bearing liabilities	2,384	1,980	2,340	360	18%	1,713	1,713	1,713	0	0%
Total current liabilities	11,850	8,020	7,603	(417)	-5%	9,374	11,179	11,179	0	0%
Non-current liabilities										
Provisions	503	461	411	(50)	-11%	477	503	503	0	0%
Interest-bearing liabilities	9,004	10,538	11,504	966	9%	10,687	9,887	9,887	0	0%
Other non-current liabilities	0	2,395	0	(2,395)	-100%	0	0	0	0	0%
Total non-current liabilities	9,508	13,394	11,916	(1,478)	-11%	11,164	10,390	10,390	0	0%
Total Liabilities	21,358	21,414	19,519	(1,895)	-9%	20,538	21,569	21,569	0	0%
Net Assets	484,029	291,017	505,426	214,409	74%	280,519	490,855	490,881	26	0%
Represented by:										
Accumulated surplus	161,296	132,920	182,693	49,773	37%	122,621	168,122	168,148	26	0%
Asset revaluation reserve	319,938	155,529	319,938	164,409	106%	155,331	319,938	319,938	0	0%
Statutory and other reserves	2,795	2,567	2,795	228	9%	2,567	2,795	2,795	0	0%
Total Equity	484,029	291,017	505,426	214,409	74%	280,519	490,855	490,881	26	0%

Cash Flow Statement

	Last Year \$'000	Year to Date				Budget \$'000	Amended \$'000	Annual Forecast \$'000	Variance	
		Amended \$'000	Actual \$'000	Variance \$'000	%				\$'000	%
Cash flows from operating activities										
Receipts										
Rates and charges	23,844	4,003	4,025	22	1%	26,015	26,015	26,015	0	0%
Operating grants	10,231	1,889	531	(1,358)	-72%	8,471	8,958	8,957	(1)	0%
Capital grants and contributions	8,773	2,834	1,719	(1,115)	-39%	3,383	7,163	7,232	69	1%
User fees and charges	1,672	368	308	(60)	-16%	1,664	1,664	1,673	9	1%
Statutory fees and charges	550	107	90	(17)	-16%	536	536	505	(31)	-6%
Other revenue	1,563	319	358	39	12%	1,125	1,125	1,149	24	2%
Interest received	755	84	97	13	16%	427	427	427	0	0%
Net GST refund/payment	2,446	0	0	0	0%	0	0	0	0	0%
	49,835	9,605	7,129	(2,476)	-26%	41,621	45,888	45,958	70	0%
Payments										
Employee costs	(17,811)	(4,619)	(4,270)	349	-8%	(18,513)	(16,373)	(16,358)	15	0%
Materials and consumables	(20,139)	(5,582)	(3,719)	1,863	-33%	(14,961)	(16,215)	(16,270)	(55)	0%
Other expenses	(584)	(114)	(125)	(11)	10%	(449)	(449)	(452)	(3)	1%
	(38,534)	(10,314)	(8,114)	2,200	-21%	(33,923)	(33,037)	(33,080)	(43)	0%
Net cash provided by (used in) operating activities	11,301	(710)	(985)	(275)	39%	7,698	12,851	12,877	26	0%
Cash flows from investing activities										
Proceeds from sale of property, plant and equipment, infrastructure	1,196	68	15	(53)	-79%	1,120	1,120	1,120	0	0%
Payments for property, plant and equipment, infrastructure	(12,676)	(2,554)	(2,566)	(12)	0%	(7,938)	(15,540)	(15,654)	(114)	1%
Net cash provided by (used in) investing activities	(11,480)	(2,486)	(2,552)	(66)	3%	(6,818)	(14,420)	(14,534)	(114)	1%
Cash flows from financing activities										
Borrowing costs	(899)	(242)	(203)	39	-16%	(926)	(926)	(926)	0	0%
Proceeds from interest bearing liabilities	0	2,845	2,845	0	0%	2,845	2,845	2,845	0	0%
Repayment of interest bearing liabilities	(1,490)	(1,270)	(371)	899	-71%	(2,633)	(2,633)	(2,633)	0	0%
Net cash provided by (used in) financing activities	(2,389)	1,334	2,271	937	70%	(714)	(714)	(714)	0	0%
Net increase (decrease) in cash and cash equivalents	(2,568)	(1,862)	(1,266)	596	-32%	166	(2,283)	(2,371)	(88)	4%
Cash and cash equivalents at the beginning of the financial year	13,840	11,272	11,272	0	0%	3,369	11,272	11,272	0	0%
Cash and cash equivalents at the end of the financial year	11,272	9,410	10,006	596	6%	3,535	8,989	8,901	(88)	-1%

Capital Works Statement

	Last Year \$'000	Amended \$'000	Year to Date			Budget \$'000	Amended \$'000	Annual Forecast \$'000	Variance	
			Actual \$'000	Variance \$'000	%				\$'000	%
Capital Works Expenses										
Sealed Roads	6,118	236	(14)	250	106%	4,823	5,785	5,854	(69)	-1%
Unsealed Roads	1,743	0	115	(115)	0%	516	516	516	0	0%
Footpaths, Kerb & Channel, and Other	2,354	264	203	61	23%	585	3,580	3,580	0	0%
Stormwater and Drainage	479	570	399	171	30%	140	1,339	1,339	0	0%
Community Land and Facilities	828	440	587	(147)	-33%	913	2,920	2,920	0	0%
Corporate Land and Facilities	146	0	0	0	0%	0	73	73	0	0%
Plant and Equipment	1,007	256	119	137	53%	960	1,327	1,372	(45)	-3%
Total Capital Works	12,676	1,766	1,408	358	20%	7,938	15,540	15,654	(114)	-1%
Represented by:										
Renewal of Infrastructure	12,221	1,701	1,233	468	28%	5,505	12,015	12,130	(115)	-1%
New Assets	455	65	175	(110)	-168%	2,433	3,525	3,525	0	0%
Total Capital Works	12,676	1,766	1,408	358	20%	7,938	15,540	15,654	(114)	-1%

11.1.3 2012/13 Moorabool Shire Council Annual Report

Introduction

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

Background

Under Section 131 of the *Local Government Act 1989*, Council is required to prepare an Annual Report and submit it to the Minister for Local Government by 30 September, 2013. The Moorabool Shire Council Annual Report 2012/13 was submitted to the Minister for Local Government on Friday 27 September, 2013.

Council is required to advertise that the Annual Report will be presented to Council for consideration. Public notice has been given in the Ballarat Courier on Friday, 24 October and in the Moorabool News on 1 and 29 October that the 2012/13 Annual Report is being presented to Council on Wednesday 6 November, 2013.

Proposal

In accordance with requirements of the *Local Government Act 1989*, the 2012/13 Annual Report has been available for public viewing for at least the mandatory 14 day period and is presented to Council to consider and receive the report.

Once considered, hard copies of the Annual Report will be available at Council offices for inspection and will be supplied to customers upon request. Customers will be able to download a copy of the Annual Report from the Council website.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

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

The proposal to consider the 2012/13 Annual Report is consistent with the 2013-2017 Council Plan.

Financial Implications

There are no financial implications as a result of this report.

Risk & Occupational Health & Safety Issues

There are no risk implications in relation to this report

Communications and Consultation Strategy

Advertisements have been placed in the Ballarat Courier and Moorabool News advising that the Annual Report is being presented to Council for consideration and that the report will be available for inspection at Council offices. An electronic copy and a hard copy of the 2012/13 Annual Report were lodged to the office of the State Government's Minister for Local Government.

The Annual Report will be available for inspection at all Council Offices and hard copies of the report will be distributed to stakeholders and customers who have requested a copy of the report. The report is also on the 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 Growth and Development – Satwinder Sandhu

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

Author – Peter Forbes

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

Conclusion

Having complied with the requirements of the *Local Government Act 1989*, the 2012/13 Annual Report can now be made a public document and either distributed to stakeholders or made available for inspection on request.

Recommendation:

That Council, in accordance with section 134 of the *Local Government Act 1989* accepts the 2012/13 Annual Report.

Report Authorisation

Authorised by:

Name:

Satwinder Sandhu

Title:

General Manager Growth and Development

Date:

Thursday, 24 October 2013

11.2 GROWTH AND DEVELOPMENT

11.2.1 Planning Application PA2013-165; Earthworks Associated with Drainage at Lots 1, 2, 3 & 4 on TP 845669K (formerly pt CA 2 & 9, and CAs 3 and 8, S16, Parish of Yaloak) CFA Training College, 4549 Geelong – Ballan Road, Fiskville

Application Summary:	
Permit No:	PA2013-165
Lodgement Date:	16 July 2013
Planning Officer:	Rob Fillisch
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	6 October 2013
Address of the land:	4549 Geelong . Ballan Road, Fiskville Lots 1, 2, 3 & 4 on TP 845669K (formerly pt CAs 2 & 9, and CAs 3 and 8, S16, Parish of Yaloak)
Proposal:	Earthworks Associated with Drainage
Lot size:	150 hectares
Why is a permit required	Clause 35.07-4 . Farming Zone . works associated with a Section 2 use. Clause 42.02 . Environmental Significance Overlay . Schedule 1 . earthworks.
Public Consultation:	
Number of notices to properties:	16
Notices on site:	None
Notice in Moorabool Newspaper:	None
Number of Objections:	One (1)
Consultation meeting:	Not held due to separate discussion between objector and CFA.

Policy Implications:	
Key Result Area -	Enhanced Infrastructure and Natural Built Environment.
Objective -	Effective and efficient land use planning and building controls.
Strategy -	Implement high quality, responsive, and efficient processing systems for planning and building applications Ensure that development is sustainable, resilient to change and respects the existing character.
Victorian Charter of Human Rights and Responsibilities Act 2006	
<p>In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.</p>	
Officer's Declaration of Conflict of Interests	
<p>Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.</p> <p><i>Manager – Sian Smith</i></p> <p>In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p><i>Author – Robert Fillisch</i></p> <p>In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	
Executive Summary:	
<p>The application seeks to address identified contamination issues at Lake Fiskville and onsite retaining dams at the CFA Fiskville Training facility.</p> <p>The CFA has engaged environmental engineers to address this issue and the resultant design seeks to modify overland flow and divert water from entering into the onsite lake and dams. The proposal, the subject of this application, seeks to construct earthworks that divert stormwater around the four dams onsite, and the construction of a wetlands to treat the stormwater.</p> <p>The premise of the design is to divert the clean stormwater away from the dams and contain the contaminated water in the dams. The proponent has submitted a detailed design and related technical assessment indicating how these diversion works can be built. The information also details how</p>	

<p>the water flow will be managed so that there are beneficial environmental outcomes in terms of the creation of onsite wetlands.</p> <p>The applicant has submitted a related planning application (ref. PA2013-166) to construct a diversion channel which will separate overland flow through the site from the four dams and Lake Fiskville.</p> <p>The application was referred to required referral authorities and within Council departments for comment. No objections from referral authorities 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.</p> <p>The application was advertised and one objection was received. The submission raised concerns about the impact on the watercourse, downstream implications and queried whether the permit applicant had provided sufficient information.</p> <p>A consultation meeting was not held as the objector chose to meet with the applicant separately.</p> <p>This report recommends that Council issue a Notice of Decision to Grant a Planning Permit for earthworks associated with drainage subject to conditions.</p>
<p>Summary Recommendation:</p>
<p>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 earthworks associated with drainage at Lots 1, 2, 3 & 4 on TP 845669K; otherwise known as 4549 Geelong . Ballan Road, Fiskville subject to certain conditions.</p>

Background

The Fiskville CFA Training Facility is located approximately 6 kilometres south of Ballan and falls in the Beremboke Creek Catchment. The CFA have engaged environmental engineers to consider remediation works onsite. This follows an earlier independent report in 2012 (the Independent Fiskville Investigation Report), which found that residues from firefighting foams used for training purposes at the site prior to 2007 have been detected in the sites dams, in Lake Fiskville and also downstream of Lake Fiskville. Further, the report recommends measures should be investigated and action taken to reduce sources of contaminant discharges into Lake Fiskville and offsite.

The CFA's environmental engineers have assessed the independent advice and confirmed these findings. The review indicated that diluted amounts of residues from historical use of firefighting foams were detected in the downstream tributary (Eclipse Creek) but not in the Moorabool River.

The CFA's environmental engineers have investigated methods to remediate Lake Fiskville and the dams, and the construction of a water treatment plant for the runoff from the flammable treatment pad.

This planning application involves earthworks to manage drainage so that storm water bypasses the onsite dams. This water will be directed towards new wetlands where natural processes will improve water quality. A second planning application lodged by the CFA, simultaneous to this application (ref. PA2013166), seeks approval for earthworks to construct a diversion channel that will redirect water flow so that it will by-pass Lake Fiskville and continue in a southerly direction. The two proposals outlined in the separate applications are complimentary. A separate report is presented to Council for the other application, PA2013166.

Proposal

The earthworks seek to divert stormwater from the dams in the training area and comprise the following:

- Catchment drains and drainage pipes: Isolate the catchments and allow runoff to be contained in the dams.
- Alter existing catchment drains: an existing open drain may require environmental remediation and reconstruction prior to re-use. Construct a new drain south of dam 3 to the proposed Lake Fiskville diversion channel.
- New Drainage Pipes and Grates: Allows uncontaminated catchments to be diverted to catchment drain.
- New Water Balance Pipes (300mm diameter pipes between Dams 1 and 2 and Dams 2 and 3): These pipes allow the combined capacity of all three dams to be utilised. They can be decommissioned once remediation of the dams is planned. Some pipe work already exists.
- Dam 4 (Bund around Dam 4 to isolate it from external runoff): Accept up to 1.4ML overflow from Dam 3.
- Scoria surrounding Dam 2 (spearpoint drawdown or intercepting subdrains): The scoria surrounding Dam 2 contains contaminated water, which may need to be intercepted to prevent leaching into the Catchment drain.
- Wetland (construct a 1600sqm Wetland/Sediment Basin to filter out pollutants): The wetlands will remove pollutants and also allow containment in the case of a spill.
- Triple Interceptor (install a triple interceptor for hydrocarbons prior to wetlands): Use existing triple interceptors around the site and install a new one to catch hydrocarbons prior to the wetland.

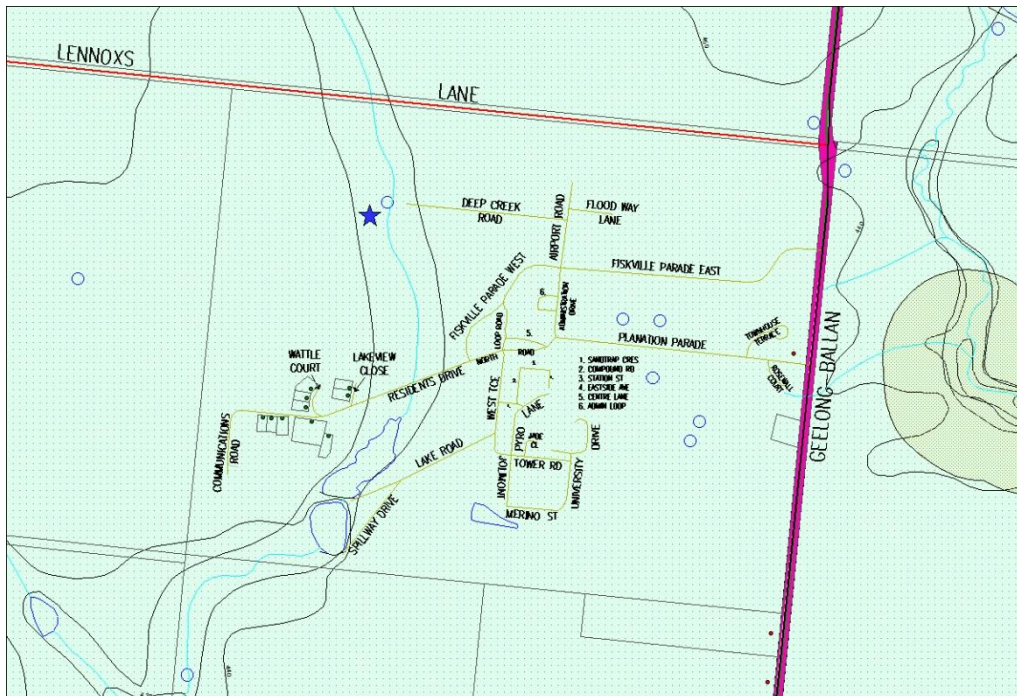
The proposed earthworks are located in the central part of the Training Facility and well distant from the property frontage. They are located to the east of Lake Fiskville.



Site Description

Locality Map

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



The site is located on the west side of the Geelong-Ballan Road. The site contains the CFA Fiskville Training Facility. This is defined in the planning scheme as an Emergency Services Facilityq

The site consists of the following:

- Teaching centre;
- Accommodation for students;
- Air strip;
- Flammable Liquids Training Pad;
- Advanced LPG Training Pad;
- Basic LPG Training Pad;
- 4 Dams to capture runoff from the training pads; and
- Lake Fiskville

The four dams are located adjacent the various training pads. Lake Fiskville is located to the west of the training pads.

The site comprises four parcels that together form a rectangle. Lake Fiskville has a catchment area of 700 hectares located to the north of the site. Water enters the lake from a culvert. There is a weir on the southern end of the lake that allows overflow into an outlet channel. Water then flows to the south where it eventually enters the Moorabool River.

The land is flat to gently undulating. Surrounding land is used for agricultural purposes.

Application plans

Detailed plans are included as two separate attachments to this report: No. 1 Storm water diversion documentation; and No. 2 Wetland Design documentation.

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	The subject site contains no significant vegetation. No vegetation is to be removed. The proposed works will provide for beneficial environmental outcomes in relation to riparian systems.
Clause 13.03	Soil Degradation	The proposal will seek active management practices employed to deal with a contamination issue.
Clause 14.02-1	Catchment planning and management	The protection of water catchments and downstream water quality are considerations that support the proposal. The application seeks to modify the existing route of overland water

		flow so as to minimise potential downstream risks and allow for the remediation of identified pollution. The design includes environmental features that will contribute to improved water quality.
Clause 14.02-2	Water quality	Planning policy seeks to ensure contamination runoff is addressed and that water quality is enhanced. The application seeks to address identified contamination issues and promote better environmental outcomes through managing overland flow whilst remediation is undertaken of identified pollutants. The changes proposed seek to protect downstream water quality.
LPPF		
Clause 21.01-2	Key Issues - Environment	Protection of waterways is a consistent theme within policy; the proposal seeks to achieve this outcome.
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 has been granted a W Works on a Waterway permitq by the Corangamite CMA.
Clause 21.02-3	Objective . Water and Catchment Management	The development seeks to enhance the riparian area along watercourses and improvements to water quality.
Clause 21.02-6	Objective Environmentally Sustainable Development	The proposed works are in response to an identified contamination issue. 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 proposed works will assist in the protection and enhancement of water quality.

Zone

The land is zoned Farming under the Moorabool Planning Scheme. The CFA Training College can be described as an Emergency Services Facility the definition of which is:

Land used to provide facilities for emergency services, such as fire prevention and ambulance services. It may include administrative, operational or storage facilities associated with the provision of emergency services.

The use is in Section 2 of the Table to Clause 35.07-1. Clause 35.07-4 Buildings and works requires that any buildings or works associated with a Section 2 use requires a planning permit. The sub clause 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 not required for Buildings and works if it is associated with:

Development undertaken by a public authority to regulate the flow of water in a watercourse, regulate flooding or to construct or redirect a watercourse.

The CFA is not considered a public authority in relation to watercourse management. Accordingly, a planning permit is required for the proposed earthworks under the ESO.

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 (DDO2).

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.*

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.

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
Section 55 Referrals: Barwon Water	No objection subject to conditions
Section 52 notice: Southern Rural Water Corangamite CMA EPA	No response No objection No response
Internal Council Referrals: Infrastructure Department Environmental Health	No objection subject to conditions No objection subject to conditions

Barwon Water has required conditions relating to sediment control and that contaminated water must be retained within the subject site.

Council's Infrastructure and Environmental Health sections have required various environmental protection measures be placed on any approval.

Public Notice

Notice of the application was sent to adjoining landowners and those downstream. The advertising process was from 23 July 2013 to 12 August 2013. One objection was received.

Summary of Objections

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

Objection	Officer's Response
Inadequate studies as to the implications for downstream properties.	The application was accompanied by a technical report. The report outlined measures to isolate storm water flow from contaminated water bodies (ie. the four dams). The technical report submitted is considered to address the relevant environmental issues.
The proposal may cause erosion, flooding and other destruction.	The technical report which accompanied the application considered potential erosion issues. The Corangamite CMA in their advice to Council concerning application PA2013166, dated 6 September 2013, commented: <i>The proposed works will undoubtedly alter the nature of the flood extent at this location, however modeling undertaken by Cardno as part of this assessment has determined that any changes to the extent will be confined and are unlikely to affect downstream properties.</i>
The proposal may cause parts of the objector's land to be unusable.	As noted, the advice from Corangamite CMA is that the proposal should not cause flooding downstream.
The plans submitted with the application are deficient.	The plans and technical matter submitted with the application provide detail on the location of the proposed drainage works. There was no request for further information, as the material submitted was considered satisfactory. The application was sent to various agencies for comment, none required additional material.
The proposal will cause a possible enlargement of the watercourse on their land and the flow of this watercourse is unknown.	As noted the assessment by the applicant's engineers indicated no adverse impact.

<p>The diversion of the creek raises health and safety concerns.</p>	<p>The concerns of the landowners are noted and the identification of contaminants at the CFA site and impacts downstream has been reported. The planning application is one part of the response to address the contaminant issue. The diversion drainage works proposed will isolate the contaminated water sources from stormwater. In this regard the intended works will assist water quality.</p>
<p>The diversion may cause contaminants to enter the downstream watercourse.</p>	<p>The purpose of the diversion drainage is to isolate existing contaminants. Related actions associated with permit application PA2013166 include the installation of a deviation channel to reduce the passage of contaminants downstream.</p>
<p>The extent of the contamination issue has not been satisfactory resolved.</p>	<p>The application is for a series of drainage works that respond to earlier contamination reports undertaken on the site. The application does not seek to identify contamination onsite rather it relies upon earlier studies for this data. The proposal seeks to redirect water flows so that contaminated areas can be isolated.</p>

On 28 August 2013, two representatives from CFA and two engineers from Cardno Lane Piper met with the objectors and their accountant at their home. The purpose of the meeting was to provide the objectors with an in-depth understanding of the planned engineering works and to discuss the matters raised in their letter of objection. During the meeting, the objectors were provided with a detailed overview of the planned civil works and were taken through various design drawings which formed part of the package of information available to the public of Moorabool Shire Council.

The Cardno Lane Piper engineers provided detailed explanations of the nature of the works and how they would be undertaken. They answered various questions from the objectors and explained that the engineering works would be staged and managed in such a manner that silt and mud would not run onto their property. They also explained that once completed, the objectors would receive a more regular flow of clean water. The stormwater diversion, wetland and creek diversion channel would ensure that water would no longer flow through Lake Fiskville or the dams before entering their property. It was further explained that appropriate modelling has been undertaken and that the works have been designed to prevent so far as possible any future flooding from impacting upon their property.

CFA provided the objectors with copies of various design drawings and invited them to make contact at any time if they have any further questions or concerns. Since meeting, CFA has followed up with the objectors on a couple of occasions to ask if they would lift their objection to the planning permit, and they have declined.

Discussion

The application seeks to address identified contamination issues at the CFA Fiskville Training facility.

A report commissioned by the CFA found that there was some contamination within Lake Fiskville and the onsite dams as a result of overflow from the training pads. The CFA plans remediation of the lake and the dams. In order to carry out this and prevent further contamination it is proposed to isolate existing contaminated water storage areas (ie. the lake and dams).

The proposal is to construct diversion drainage around the dams so that storm water does not mix with water in the four dams. The proponent has submitted detailed material indicating how this drainage system can be built. The material also details how the water flow will be managed so that there are beneficial environmental outcomes in terms of vegetation and minimising erosion.

Of significance the Corangamite CMA has granted approval for the proposed changes under its role of administering the Water Act.

State and Local Planning Policies

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

In this instance the CFA have recognised an existing problem with water contamination that has been a product of fire-fighting training at the facility over a long period. Water from training exercises, due to the chemicals associated with fire retardants, have found their way into the four retaining dams onsite and Lake Fiskville. The proposal seeks to isolate this contaminated water areas from storm water flow. By undertaking this drainage diversion, storm water will avoid mixing with the contaminated water. Remedial efforts can then be exercised to treat the existing contaminated water. The proposed drainage works include the creation of wetlands that will use natural flora processes to reduce pollution.

It is considered that the proposed works are an appropriate response to the current conditions and will have no undue impact on the quality or quantity of water resources within the catchment.

There has been one objection lodged to the application from landowners downstream of the site. A similar objection was lodged with respect to Planning Application PA2013166. The grounds of objection are outlined in the table above and raise concerns about downstream implications. The objectors raise concerns about the implications the works may have on their land with regards water quality and possible enlargement of the watercourse downstream.

The permit applicant has submitted a technical assessment of the proposal. The design incorporates enhancements such as vegetation planting which will contribute to downstream water quality. The design also acts to isolate the contaminants onsite. The application is consistent with the various policy threads within the planning scheme that seek to enhance water quality and environmental wellbeing. Overall it is considered that the objections cannot be sustained.

Environmental Significance

Having regard to the comments from the water authority, there will be no adverse impact on the proclaimed water catchment area.

Clauses 35.07, 42.02 & 65 – Decision Guidelines

The proposed works are considered to be consistent with the zoning and overlay provisions.

The proposed works seek to address established environmental issues on the site. These issues can have a broader impact given the hydrology of the site and surrounding area. The proposed works seek to introduce comprehensive and sustainable land management practices.

Financial Implications

The recommendation of approval of this development does not implicate any financial risk issues 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. A consultation meeting has taken place with the objectors, applicant and construction engineers, Cardno Victoria. All submitters and the applicant were invited to attend this meeting and invited to address Council if desired.

Conclusion

The proposal is considered to be an appropriate response to the site conditions and will improve environmental conditions onsite. The proposal is consistent with policy, meets the objective of the zone and overlays, and promotes improvements to land management.

The proposal provides for appropriate earthworks to be undertaken which will have environmental benefits. The application has been assessed against the relevant sections of the Moorabool Planning Scheme, and found to be supported by the policies therein. The application should be issued with a Notice of Decision to Grant a Permit.

Recommendation

That, having considered all matters as prescribed by s.60 of the Planning and Environment Act, Council issues a Notice of Decision to Grant a Permit PA2013165 for Earthworks associated with Drainage at Lots 1, 2, 3 & 4 on TP 845669K, otherwise known as 4549 Geelong-Ballan Road, Fiskville subject to the following conditions:

- 1. The use and or development as shown on the endorsed plans 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 technical documentation that accompanied the planning application to the satisfaction of the Responsible Authority.**

Infrastructure and Environmental Health conditions

- 4. 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).**
- 5. 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.**
- 6. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.**
- 7. Construction does not interfere with existing on-site septic tank/waste water treatment system installations or effluent fields.**
- 8. If existing septic tank or effluent lines need to be relocated or altered, an application to alter a septic tank must be submitted to Council's Environmental Health Unit.**

Barwon Water conditions

- 9. Sediment control measures outlined in the EPA publication No 275, Sediment Pollution Control, must be employed and maintained until the disturbed area has been permanently stabilised and/or revegetated.**
- 10. Any contaminated water and/or soil must be retained within the property boundaries until disposed to an EPA approved legal point of discharge or facility.**

Expiry condition

11. 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.

Report Authorisation**Authorised by:****Name:** Satwinder Sandhu**Title:** General Manager Growth and Development**Date:** Wednesday, 30 October 2013

11.2.2 Planning Application PA2013-166; Construction of a diversion channel at Lots 1, 2, 3 & 4 on TP 845669K (formerly pt CAs 2, 3, 8 & 9, S16, Parish of Yaloak) CFA Training College, 4549 Geelong – Ballan Road, Fiskville VIC 3342

Application Summary:	
Permit No:	PA2013-166
Lodgement Date:	16 July 2013
Planning Officer:	Rob Fillisch
Earliest date the applicant may apply to VCAT for an appeal against Failure to Determine:	6 October 2013
Address of the land:	4549 Geelong . Ballan Road, Fiskville Lots 1, 2, 3 & 4 on TP 845669K (formerly pt CAs 2 & 9, and CAs 3 and 8, S16, Parish of Yaloak)
Proposal:	Construction of a Diversion Channel
Lot size:	150 hectares
Why is a permit required	Clause 35.07-4 . Farming Zone . works associated with a Section 2 use. Clause 42.02 . Environmental Significance Overlay . Schedule 1 . earthworks.
Public Consultation:	
Number of notices to properties:	16
Notices on site:	None
Notice in Moorabool Newspaper:	None
Number of Objections:	One (1)
Consultation meeting:	Not held due to separate discussion between objector and CFA.

Policy Implications:	
Key Result Area -	Enhanced Infrastructure and Natural Built Environment.
Objective -	Effective and efficient land use planning and building controls.
Strategy -	Implement high quality, responsive, and efficient processing systems for planning and building applications Ensure that development is sustainable, resilient to change and respects the existing character.
Victorian Charter of Human Rights and Responsibilities Act 2006	
<p>In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.</p>	
Officer's Declaration of Conflict of Interests	
<p>Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.</p> <p><i>Manager – Sian Smith</i></p> <p>In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p><i>Author – Robert Fillisch</i></p> <p>In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	
Executive Summary:	
<p>The application seeks to address identified contamination issues at Lake Fiskville and onsite retaining dams at the CFA Fiskville Training facility.</p> <p>The CFA has engaged environmental engineers to address this issue and the resultant design seeks to modify overland flow and divert water from entering into the onsite lake and dams.</p> <p>The proposal seeks to divert upstream water flows through the site by means of a diversion channel so that this water does not mix with water within Lake Fiskville or the four dams.</p>	

<p>The proponent has submitted a detailed design and related technical assessment indicating how this deviation channel can be built. The information also details how the water flow will be managed so that there are beneficial environmental outcomes in terms of vegetation planting and minimal erosion. The design allows for projected water flow rates.</p> <p>The applicant has submitted a related planning application (ref. PA2013165) to carry out earthworks associated with altering overland flow through the site including the development of wetlands and diverting stormwater from entering the existing dams.</p> <p>The application was referred to required authorities and within Council departments for comment. No objections from referral authorities 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.</p> <p>The application was advertised and one objection was received. The submission raised concerns about the impact on the watercourse, downstream implications and queries whether sufficient information has been provided by the permit applicant.</p> <p>A consultation meeting was not held as the objector chose to meet with the applicant separately.</p> <p>This report recommends that Council issue a Notice of Decision to Grant a Planning Permit for the Construction of a Diversion Channel subject to conditions.</p>
<p>Summary Recommendation:</p>
<p>That, having considered all relevant matters as required by s.60 of the Planning and Environment Act 1987, Council issue a Notice of Decision to Grant a Permit for the Construction of a Diversion Channel at Lots 1, 2, 3 & 4 on TP 845669K; otherwise known as 4549 Geelong . Ballan Road, Fiskville subject to certain conditions.</p>

Background

The Fiskville CFA Training Facility is located approximately 6 kilometres south of Ballan and falls in the Beremboke Creek Catchment. The CFA have engaged environmental engineers to consider remediation works onsite. This follows an earlier independent report in 2012 (the Independent Fiskville Investigation Report), which found residues from firefighting foams used for training purposes at the site prior to 2007 have been detected in the sites dams, in Lake Fiskville and also downstream of Lake Fiskville. Further, the report recommends measures should be investigated and action taken to reduce sources of contaminant discharges into Lake Fiskville and offsite.

The CFAs environmental engineers have assessed the independent advice and confirmed these findings. The review indicated that diluted amounts of residues from historical use of firefighting foams were detected in the

downstream tributary (Eclipse Creek) but not in the Moorabool River, the chemical PFOS was detected in the downstream tributary (Eclipse Creek) but not in the Moorabool River.

The CFA's environmental engineers have investigated methods to remediate Lake Fiskville and the dams and the construction of a water treatment plant for the runoff from the flammable treatment pad.

Three options were developed:

Option 1: Channel and Bund from Resident Drive to Lake Road (both internal access roads) and then channel to the outlet of Lake Fiskville.

Option 2: Construct a retarding basin upstream of Resident Drive to reduce peak flows and then Channel and Bund to Lake Road and then channel to the outlet of Lake Fiskville.

Option 3: Piping the water flows in from Resident Drive to the outlet of Lake Fiskville.

It was determined that Option 1 was the most cost effective and simplest to construct.

This planning application involves the construction of a diversion channel around Lake Fiskville. A second planning application lodged by the CFA simultaneous to this application (ref. PA2013165) seeks approval for earthworks including the development of wetlands and drainage away from the onsite dams. The two proposals outlined in the separate applications are complimentary. A separate report is presented to Council on this other application.

Proposal

It is proposed to construct a diversion channel that will redirect water flow so that it would by-pass Lake Fiskville and continue in a southerly direction. The format is to channel and bund from Resident Drive to Lake Road, due to the low grade, and then construct a standard trapezoidal channel from Lake Road to the outlet of Lake Fiskville.

The banks for the channel will vary depending upon adjacent site conditions and vegetation. Typically the banks are 1 in 4 with a 1m bench either side of the low flow channel. This grade allows the banks to be vegetated with native grasses. For a relatively short length, the channel banks will be steepened to 1 in 2 to allow for a fenceline and to avoid interfering with the southern embankment of Lake Fiskville. The steeping of the banks will increase flow velocities and the design incorporates a Rip Rap. A Rip Rap is rock or other material used to protect streambeds against erosion. Ripraps work by absorbing and deflecting the energy of stream flows. The gaps between the rocks trap and slow the flow of water.

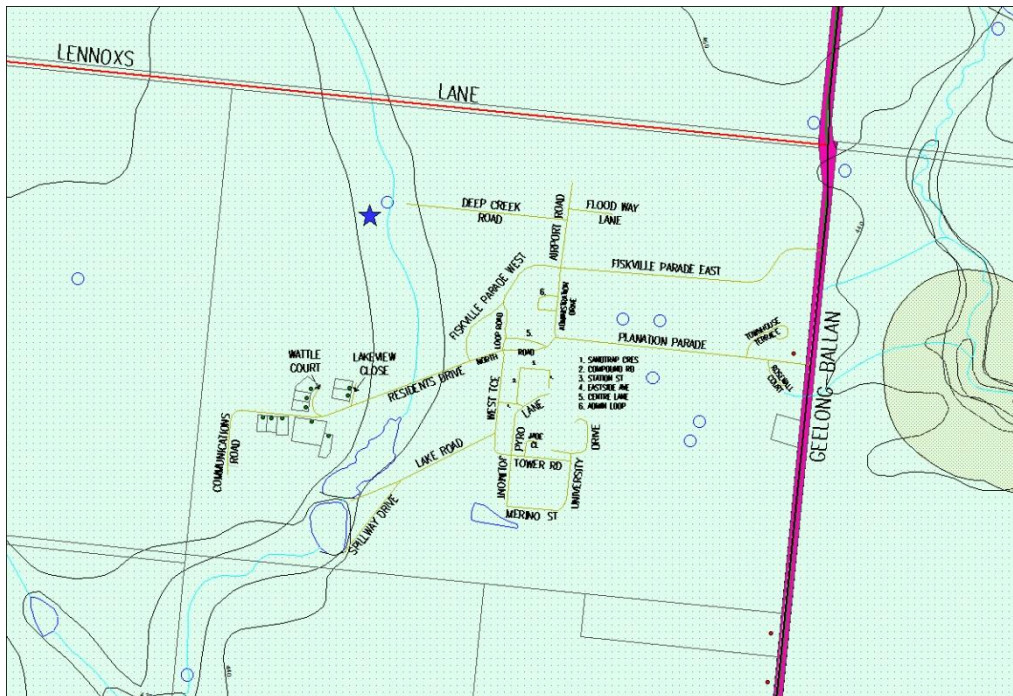
The design involves the planting in the low flow channel of small shrubs, grasses, sedges and rushes endemic to the area. The banks will be grassed and small trees and shrubs will be planted along the top of the banks.



Site Description

Locality Map

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



The site is located on the west side of the Geelong-Ballan Road. The site contains the CFA Fiskville Training Facility. This is defined in the planning scheme as an Emergency Services Facility

The site consists of the following:

- Teaching centre;
- Accommodation for students;
- Air strip;
- Flammable Liquids Training Pad;
- Advanced LPG Training Pad;
- Basic LPG Training Pad;
- 4 Dams to capture runoff from the training pads; and
- Lake Fiskville

The four dams are located adjacent the various training pads. Lake Fiskville is located to the west of the training pads.

The site comprises four parcels that together form a rectangle. Lake Fiskville has a catchment area of 700 hectares located to the north of the site. Water enters the lake from a culvert. There is a weir on the southern end of the lake that allows overflow into an outlet channel. Water then flows to the south where it eventually enters the Moorabool River.

The land is flat to gently undulating. Surrounding land is used for agricultural purposes.

Application plans

Detailed plans are included as one separate attachment to this report: No. 1 Diversion Chanel Realignment documentation and plans.

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	The subject site contains no significant vegetation. No vegetation is to be removed. The proposed works will provide for beneficial environmental outcomes in relation to riparian systems.
Clause 13.03	Soil Degradation	The proposal will seek active management practices employed to deal with a contamination issue.

Clause 14.02-1	Catchment planning and management	The protection of water catchments and downstream water quality are considerations that support the proposal. The application seeks to modify the existing route of overland water flow so as to minimise potential downstream risks and allow for the remediation of identified pollution. The design includes environmental features that will contribute to improved water quality.
Clause 14.02-2	Water quality	Planning policy seeks to ensure contamination runoff is addressed and that water quality is enhanced. The application seeks to address identified contamination issues and promote better environmental outcomes through managing overland flow whilst remediation is undertaken of identified pollutants. The changes proposed seek to protect downstream water quality.
LPPF		
Clause 21.01-2	Key Issues - Environment	Protection of waterways is a consistent theme within policy; the proposal seeks to achieve this outcome.
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 has been granted a W orks on a Waterway permitq by the Corangamite CMA.
Clause 21.02-3	Objective . Water and Catchment Management	The development seeks to enhance the riparian area along watercourses and improvements to water quality.

<p>Clause 21.02-6</p>	<p>Objective . Environmentally Sustainable Development</p>	<p>The proposed works are in response to an identified contamination issue.</p> <p>This Policy encourages land use that is environmentally sustainable and minimises adverse impacts on the ecology. The proposal is consistent with these objectives.</p>
<p>Clause 22.02</p>	<p>Special Water Supply Catchments</p>	<p>The proposed works will assist in the protection and enhancement of water quality.</p>

Zone

The land is zoned Farming under the Moorabool Planning Scheme. The CFA Training College can be described as an Emergency Services Facilityq the definition of which is:

Land used to provide facilities for emergency services, such as fire prevention and ambulance services. It may include administrative, operational or storage facilities associated with the provision of emergency services.

The use is in Section 2 of the Table to Clause 35.07-1. Clause 35.07-4 Buildings and worksqrequires that any buildings or works associated with a Section 2 use requires a planning permit. The sub clause also requires that any Earthworksqrequire 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 not required for Buildings and worksqif it is associated with:

Development undertaken by a public authority to regulate the flow of water in a watercourse, regulate flooding or to construct or redirect a watercourse.

The CFA is not considered a public authorityqin relation to watercourse management. Accordingly, a planning permit is required for the proposed earthworks under the ESO.

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

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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 (DDO2).

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.*

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.

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 and internal sections of Council who were provided with an opportunity to make comment on the proposed development plan.

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Summary of Objections

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

Objection	Officer’s response
Inadequate studies as to the implications for downstream properties.	The application was accompanied by a detailed technical report. The report outlined measures to isolate overland flow from identified contaminated water bodies (ie. Lake Fiskville and the four dams). The report also considered the velocity of water leaving the site before it departed downstream. The technical report submitted is considered to address the relevant environmental issues.

<p>The proposal may cause erosion, flooding and other destruction.</p>	<p>The technical report which accompanied the application considered flooding and potential erosion issues. The Corangamite CMA in their advice to Council dated 6 September 2013 commented: <i>The proposed works will undoubtedly alter the nature of the flood extent at this location, however modeling undertaken by Cardno as part of this assessment has determined that any changes to the extent will be confined and are unlikely to affect downstream properties.</i></p>
<p>The proposal may cause parts of the objector's land to be unusable.</p>	<p>As noted, the advice from Corangamite CMA is that the proposal should not cause flooding downstream.</p>
<p>The plans submitted with the application are deficient.</p>	<p>The plans and technical matter submitted with the application provide detail on the location of the proposed deviation channel and the associated works (ie. cross sections etc). There was no request for further information, as the material submitted was considered satisfactory. The application was sent to various agencies for comment, none required additional material.</p>
<p>The proposal will cause a possible enlargement of the watercourse on their land and the flow of this watercourse is unknown.</p>	<p>As noted the assessment by the applicant's engineers indicated no adverse impact.</p>
<p>The diversion of the creek raises health and safety concerns.</p>	<p>The concerns of the landowners are noted and the identification of contaminants at the CFA site and impacts downstream has been reported. The planning application is one part of the response to address the contaminant issue. The diversion channel proposed will isolate the contaminated water sources from downstream properties. In this regard the intended works will assist water quality.</p>
<p>The diversion may cause contaminants to enter the downstream watercourse.</p>	<p>The purpose of the diversion channel is to reduce the likelihood of contaminants entering the downstream watercourse. Related actions associated with permit application PA2013-165 include the installation of a triple interceptor to reduce the passage of contaminants.</p>
<p>The extent of the contamination issue has not been satisfactory resolved.</p>	<p>The application is for a series of earthworks that respond to earlier contamination reports undertaken on the site. The application does not seek to identify contamination onsite rather it relies upon earlier studies for this data. The proposal seeks to redirect water flows so that contaminated areas can be isolated from the watercourse that runs through the site.</p>

On 28 August 2013, two representatives from CFA and two engineers from Cardno Lane Piper met with the objectors and their accountant at their home. The purpose of the meeting was to provide the objectors with an in-depth understanding of the planned engineering works and to discuss the matters raised in their letter of objection. During the meeting, the objectors were provided with a detailed overview of the planned civil works and were taken through various design drawings which formed part of the package of information available to the public of Moorabool Shire Council.

The Cardno Lane Piper engineers provided detailed explanations of the nature of the works and how they would be undertaken. They answered various questions from the objectors and explained that the engineering works would be staged and managed in such a manner that silt and mud would not run onto their property. They also explained that once completed, the objectors would receive a more regular flow of clean water. The stormwater diversion, wetland and creek diversion channel would ensure that water would no longer flow through Lake Fiskville or the dams before entering their property. It was further explained that appropriate modelling has been undertaken and that the works have been designed to prevent so far as possible any future flooding from impacting upon their property.

CFA provided the objectors with copies of various design drawings and invited them to make contact at any time if they have any further questions or concerns. Since meeting, CFA has followed up with the objectors on a couple of occasions to ask if they would lift their objection to the planning permit, and they have declined.

Discussion

The application seeks to address identified contamination issues at the CFA Fiskville Training facility.

A report commissioned by the CFA found that there was some contamination within Lake Fiskville as a result of overflow from the training pads. As well contamination was found in the dams adjacent the training pads. The CFA plans remediation of the lake and the dams. In order to carry out this and prevent downstream contamination three options were considered.

The proposal to construct a diversion channel seeks to divert upstream water flows within the site so that this water does not mix with water storage areas on the site in the form of Lake Fiskville and four dams. The proponent has submitted detailed material indicating how this deviation channel can be built. The material also details how the water flow will be managed so that there are beneficial environmental outcomes in terms of vegetation and minimising erosion. The design allows for project water flow rates.

Of significance the Corangamite CMA has granted approval for the proposed changes under its role of administering the Water Act.

State and Local Planning Policies

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

In this instance the CFA have recognized an existing problem with water contamination that has been a product of fire-fighting training at the facility over a long period. Water from training exercises due to the chemicals associated with fire retardants have found their way into the four retaining dams onsite and Lake Fiskville. The proposal seeks to isolate this contaminated water areas from the watercourse flow that proceeds through the property.

By undertaking this diversion, the water flow that enters the site from the north can depart to the south without coming into contact with the contaminated water. Remedial efforts can then be exercised to treat the existing contaminated water. The proposed deviation channel has been designed having regard to the extent of incoming water flow. This includes issues associated with flow velocities, proposed vegetation treatment and exit characteristics (i.e. avoidance of erosion).

It is considered that the proposed works are an appropriate response to the current conditions and will have no undue impact on the quality or quantity of water resources within the catchment.

There has been one objection lodged to the application this from landowners downstream of the site. A similar objection was lodged with respect to Planning Application PA2013165. The grounds of objection are outlined in the table above and raise concerns about downstream implications. The objectors raise concerns about the implications the works may have on their land with regards water quality and possible enlargement of the watercourse downstream.

The permit applicant has submitted a comprehensive technical assessment of the proposal which addresses matters such as water flow velocities, flooding and water quality. The design incorporates enhancements such as vegetation planting which will contribute to downstream water quality. The design also acts to isolate the contaminants onsite from flowing downstream. The application is consistent with the various policy threads within the planning scheme that seek to enhance water quality and environmental well-being. Overall it is considered that the objections cannot be sustained.

Environmental Significance

Having regard to the comments from the water authority, there will be no adverse impact on the proclaimed water catchment area.

Clauses 35.07, 42.02 & 65 – Decision Guidelines

The proposed works are considered to be consistent with the zoning and overlay provisions.

The proposed works seek to address established environmental issues on the site. These issues can have a broader impact given the hydrology of the site and surrounding area. The proposed works seek to introduce comprehensive and sustainable land management practices.

Financial Implications

The recommendation of approval of this development does not implicate any financial risk issues 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. A consultation meeting has taken place with the objector, applicant and construction engineers, Cardno Victoria. All submitters and the applicant were invited to attend this meeting and invited to address Council if desired.

Conclusion

The proposal is considered to be an appropriate response to the site conditions and will improve environmental conditions both onsite and downstream. The proposal is consistent with policy, meets the objective of the zone and overlays, and promotes improvements to land management.

The proposal provides for appropriate earthworks to be undertaken which will have environmental benefits. The application has been assessed against the relevant sections of the Moorabool Planning Scheme, and found to be supported by the policies therein. The application should be issued with a Notice of Decision to Grant a Permit.

Recommendation

That, having considered all matters as prescribed by s.60 of the Planning and Environment Act, Council issues a Notice of Decision to Grant a Permit PA2013166 for the Construction of a Diversion Channel at Lots 1, 2, 3 & 4 on TP 845669K; otherwise known as 4549 Geelong-Ballan Road, Fiskville subject to the following conditions:

- 1. The use and or development as shown on the endorsed plans 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 technical submission 'Fiskville CFA Training Site - Creek Diversion Functional Report' dated 22 May 2013 that accompanied the planning application.**

Infrastructure and Environmental Health

4. **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).**
5. **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.**
6. **Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.**
7. **Construction does not interfere with existing on-site septic tank/waste water treatment system installations or effluent fields.**
8. **If existing septic tank or effluent lines need to be relocated or altered, an application to alter a septic tank must be submitted to Council's Environmental Health Unit.**

Barwon Water conditions

9. **Sediment control measures outlined in the EPA publication No 275, Sediment Pollution Control, must be employed and maintained until the disturbed area has been permanently stabilised and/or revegetated.**
10. **Any contaminated water and/or soil must be retained within the property boundaries until disposed to an EPA approved legal point of discharge or facility.**
11. **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.

Report Authorisation

Authorised by:

Name: Satwinder Sandhu

Title: General Manager Growth and Development

Date: Thursday, 24 October 2013



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

Application Summary:	
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;
Public Consultation:	
Number of notices to properties:	12
Notices on site:	1
Notice in Moorabool Newspaper:	Not applicable
Number of Objections:	5
Consultation meeting:	Not held

Policy Implications:	
Key Result Area -	Enhanced Infrastructure and Natural Built Environment.
Objective -	Effective and efficient land use planning and building controls.
Strategy -	Implement high quality, responsive, and efficient processing systems for planning and building applications Ensure that development is sustainable, resilient to change and respects the existing character.
Victorian Charter of Human Rights and Responsibilities Act 2006	
<p>In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.</p>	
Officer's Declaration of Conflict of Interests	
<p>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.</p> <p>Officer's Declaration of Conflict of Interests</p> <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:

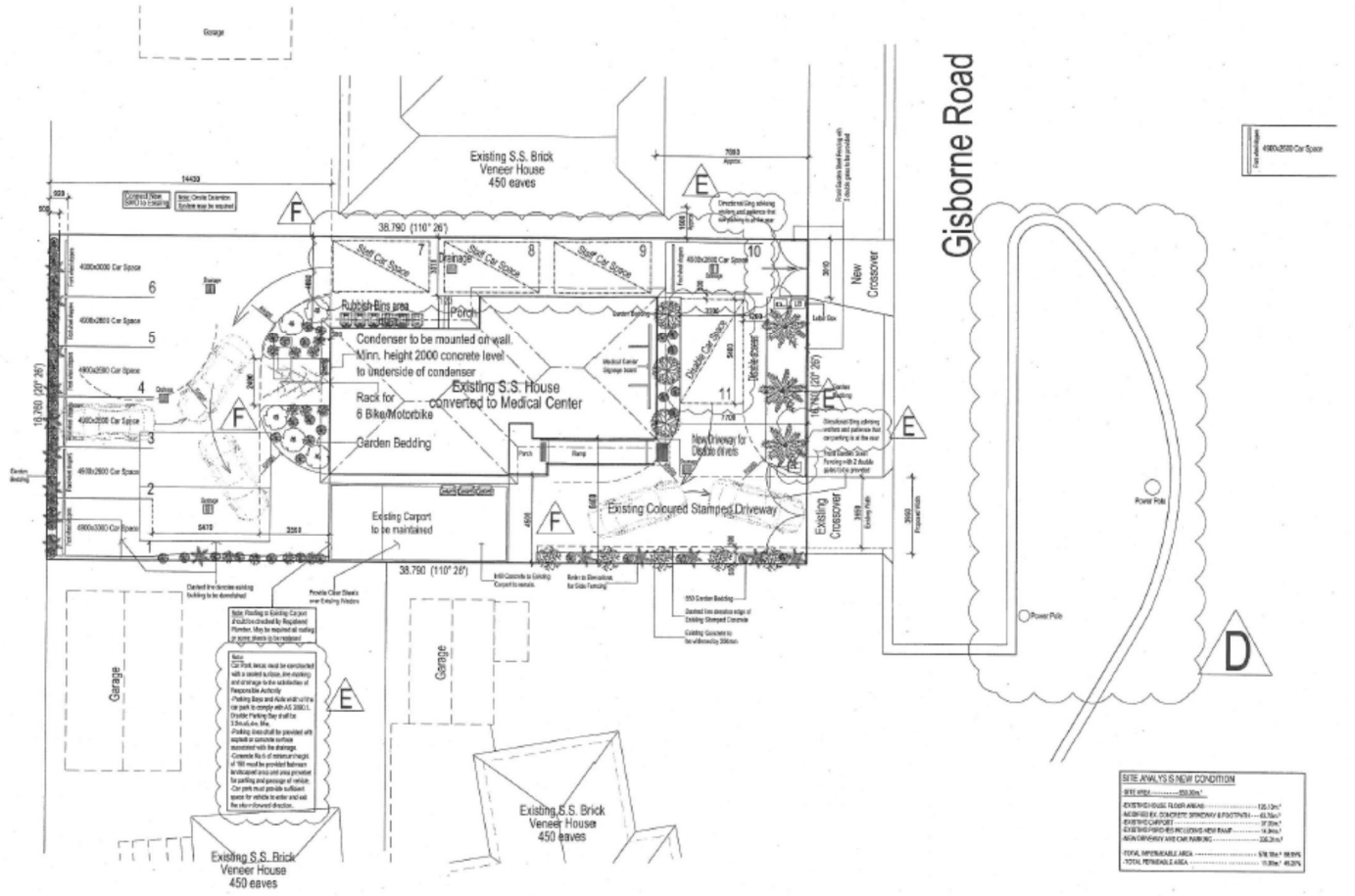
- (a) Extend Monday to Friday open hours an additional two hours from 6:00 pm to 8:00 pm; and
- (b) Alter weekend trading hours from 9:00am to 12 noon to 11:00 am to 5:00 pm increasing opening hours by an additional 3 hours.

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	
EXISTING HOUSE FLOOR AREA	12,124m ²
MEASUREMENT BY CHANGING DIMENSIONS & FOOTINGS	12,124m ²
EXISTING CARPORT	17,724m ²
EXISTING DRIVEWAY INCLUDING NEW RAFF	14,864m ²
NEW DRIVEWAY AND CAR PARKING	22,214m ²
TOTAL AVAILABLE AREA	57,026m²
TOTAL AVAILABLE AREA	57,026m²

SITE PLAN / CAR PARK (Proposed)
Scale: 1:200

	SHANSA CONSTRUCTION 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: 079-MC SCALE: ARCH: A1 SHEET NUMBER: TP-04 of 05 DRAWN: DRAGON M ORIGINAL DATE: 22.03.12 CHECKED: DRAGON M
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AMENDMENTS		
NO.	DATE	DESCRIPTION
1	22.03.12	FOR SHANSA CONSTRUCTION
2	22.03.12	FOR SHANSA CONSTRUCTION
3	22.03.12	FOR SHANSA CONSTRUCTION
4	22.03.12	FOR SHANSA CONSTRUCTION
5	22.03.12	FOR SHANSA CONSTRUCTION
6	22.03.12	FOR SHANSA CONSTRUCTION
7	22.03.12	FOR SHANSA CONSTRUCTION
8	22.03.12	FOR SHANSA CONSTRUCTION
9	22.03.12	FOR SHANSA CONSTRUCTION
10	22.03.12	FOR SHANSA CONSTRUCTION
11	22.03.12	FOR SHANSA CONSTRUCTION
12	22.03.12	FOR SHANSA CONSTRUCTION
13	22.03.12	FOR SHANSA CONSTRUCTION
14	22.03.12	FOR SHANSA CONSTRUCTION
15	22.03.12	FOR SHANSA CONSTRUCTION
16	22.03.12	FOR SHANSA CONSTRUCTION
17	22.03.12	FOR SHANSA CONSTRUCTION
18	22.03.12	FOR SHANSA CONSTRUCTION
19	22.03.12	FOR SHANSA CONSTRUCTION
20	22.03.12	FOR SHANSA CONSTRUCTION

REGISTERED Building Practitioner Dragon Matsuki DP-NO 250688	PROPOSED MEDICAL CENTER PROPERTY ADDRESS: 143 GISBORNE ROAD BACCHUS MARSH VIC 3207
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Floor plan and elevations

FLOOR PLAN (Existing Condition)
Scale: 1:100

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

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

WEST ELEVATION
Scale: 1:100

NORTH ELEVATION
Scale: 1:100

EAST ELEVATION
Scale: 1:100

SOUTH ELEVATION
Scale: 1:100

PLANNERS COMMENTS TO BE ADDRESSED

- Number of Pre-Books
- Site Parking Details
- Number of Car Spaces
- Traffic Intersections
- Height of Site
- Signage

FLOOR PLANS & ELEVATIONS
Scale: AS SHOWN

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

REGISTERED Building Practitioner
Duncan Mackinnon DP-420 29058

SHANSA CONSTRUCTION
JOB NUMBER: 079-MC
SCALE: AS SHOWN SHEET SIZE: A1
DRAWN: SHANSA ORIGINAL DATE: 22.03.12
CHECKED: [Blank]
DATE: [Blank]

AMENDMENTS

NO.	DATE	DESCRIPTION
1	22/03/12	Issue for RFP
2	22/03/12	Issue for RFP
3	22/03/12	Issue for RFP
4	22/03/12	Issue for RFP
5	22/03/12	Issue for RFP
6	22/03/12	Issue for RFP
7	22/03/12	Issue for RFP
8	22/03/12	Issue for RFP
9	22/03/12	Issue for RFP
10	22/03/12	Issue for RFP

PROPOSED MEDICAL CENTER
110 GISBORNE ROAD
BACCHUS MARSH
VIC 3105
KRIPIA PTY. LTD.

CLIENT:
1/VC
CONTR: THESE DRAWINGS ACCORD WITH OUR PROPOSURE MEMO AND NOTHING BY THEM OR BY NEXT STAGE PURPOSE

DATE: [Blank]
DATE: [Blank]

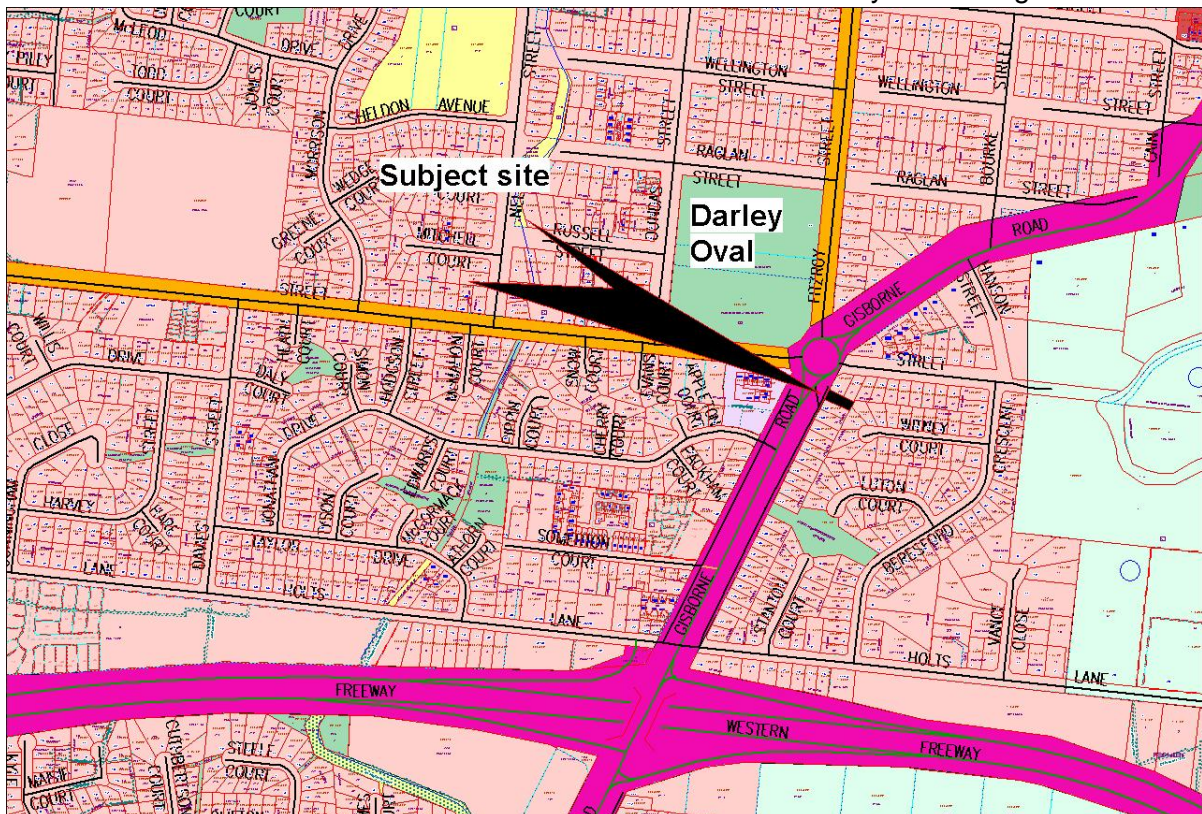
Site Description

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).

SPPF		
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 communitiesneeds.
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	<p>The proposed medical centre facilitates the local economy and provides additional opportunities local employment.</p>
Clause 21.07	Bacchus Marsh	<p>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.</p>

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.

Referral Authority	
Infrastructure	Consent
Referral Authority (S.55)	
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 as 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 consider 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 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.

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.**

Report Authorisation

Authorised by:

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



11.3 COMMUNITY SERVICES

11.3.1 Moorabool Health and Wellbeing Plan 2013-2017

Introduction

File No.: 12/01/001
Author: Kate Diamond-Keith
General Manager: Danny Colgan

Background

The purpose of this report is to present the Moorabool Health and Wellbeing Plan 2013-2017 to the Council for adoption, following the public exhibition period.

At the Ordinary Meeting of Council on Wednesday 18 September 2013 Council made the following resolution:

Cr. Sullivan/Comrie:

That Council:

- 1. endorse the Draft Moorabool Health and Wellbeing Plan 2013-2017 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 Health and Wellbeing Plan 2013-2017.*

The Moorabool Health and Wellbeing Plan 2013-2017 (Plan) is a four year plan for enhancing the health and wellbeing of residents in the Shire. The Plan provides a snapshot of the health and wellbeing status of the community and an action plan in partnership with local health providers and community organisations to improve the health and wellbeing of the Moorabool community. Local agencies, health services and organisations have demonstrated a strong commitment to the development and implementation of the Plan.

During the public exhibition period the following activities were undertaken to seek community feedback on the Draft Plan.

- A discussion forum and submissions through the Have Your Say website, the Council's on-line engagement portal.
- Copies were available at Council's Customer Service locations, Lerderderg Library, Ballan Library and all rural library sites.
- Members of the Health and Wellbeing Committee were provided with the Draft Plan and asked to provide feedback.
- Community groups and Committees of Management were provided with the Draft Plan and asked to provide feedback.
- Adjoining municipalities and State and Federal Government were provided with the Draft Plan and asked to provide any feedback.
- The Health and Wellbeing Committee met to discuss the Draft Plan.

- Internal Staff were provided opportunity to comment on the Draft Plan.
- The public submission process was also advertised in the local newspaper and on the Council website.

Key Issues raised in Feedback

The key issues raised in the feedback were as follows:

- The plan was easy to read and follow
- The level of community engagement was good
- The action plan was comprehensive
- There was concern about how to keep partners involved in the implementation
- Some issues raised about the timing of specific actions
- Concern that the Plan was not strong enough about issues with family violence
- Recognition/acknowledgement of indigenous people not reflected strongly enough
- Additional data required in health profile section
- Community safety is an important issue for the community.

A full summary of the feedback is contained in **Attachment 11.3.1 (1)**.

The health profile has been updated to include data on people with disabilities and teen pregnancy. In relation to the acknowledgement and recognition of Indigenous People, the Council has endorsed the preparation of a draft Statement of Commitment to Indigenous People. It is proposed that the acknowledgement and recognition of Indigenous People be considered in the preparation of the Statement which will involve consultation with Indigenous People and organisations.

In relation to the timing of some of the actions and suggestion that some be brought forward to the first year of implementation, the plan has a four year horizon with a number of actions. The actions have been allocated across the four years to manage the completion of the actions. The Council and partner agencies have limited resources and need to prioritise the implementation of the actions in the plan.

Proposal

It is proposed that the Council adopts the Moorabool Health and Wellbeing Plan 2013-2017 as contained in **Attachment 11.3.1 (2)**.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

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

The proposal Moorabool Health and Wellbeing Plan 2013-2017 is consistent with the 2013-2017 Council Plan.

Financial Implications

The Moorabool Health and Wellbeing Plan 2013-2017 contains an action plan outlining key strategies and actions to be implemented over the next four years. The actions contained in year one of the action plan are actions that are already funded by either the Council, key partners or they can be completed using existing resources. Actions contained in Years three and four are to be implemented through a partnership funding model which may include funding from external agencies, State and Federal Government funding bodies and the Council. Council funding will be subject to approval through the Council's annual budget process.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Health and Wellbeing Plan	Council is required to develop a <i>Health and Wellbeing Plan under the Public Health and Wellbeing Act 2008</i>	Low	Council to develop and adopt a Health and Wellbeing Plan for the Shire.

Communications and Consultation Strategy

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

Plan Development

Level of Engagement	Stakeholder	Activities	Outcome
Consult	Community members	Have Your Say Moorabool online community engagement portal	13 comments on Have Your Say
Consult	Participants at Expo	Wishing Well postcards+ at Health and Wellbeing Expo	77 people completed postcards
Consult	Residents	Face to face conversations initiated at community events in March/April 2013	56 people interviewed
Consult	Residents, parents, participants in programs	Wishing Well postcards+ offered at community programs and group activities	168 people completed postcards

Consult	Community	Community workshops	13 people attended workshop in Bacchus Marsh.
Collaborate	Key Stakeholders	Establish Health and Wellbeing Advisory Committee	Committee established and has provided input into development of priorities for the Plan.
Consult	Recreation Reserve Committees CFA Schools CWA Senior Citizens	Survey and discussions with individual groups	30 groups provided with opportunity to engage

Public Exhibition period

Level of Engagement	Stakeholder	Activities	Outcome
Consult	Community	Discussion forum and submissions through the Have Your Say website	2 submission forms 1 discussion forum comment 44 people looked at the Plan
Consult	Community	Copies were available at Council's Customer Service locations Lerderderg Library, Ballan Library and all rural library sites	Residents able to view the Plan
Collaborate	Health and Wellbeing Committee	Provided with a copy and asked to provide feedback. Meeting of the committee	Committee workshop . 17 attendees from external organisations and internal staff
Consult	Community groups and Committees of Management	Provided with the Draft Plan and asked to provide feedback	No submissions
Consult	Adjoining municipalities and State and Federal Government	Provided with the Draft Plan and asked to provide feedback	No submissions

Level of Engagement	Stakeholder	Activities	Outcome
Consult	Internal Staff	Presentation to Management Group meeting and requests for feedback.	Multiple staff provided feedback via email and feedback wall.
Consult	Community	Public submission process advertised in local newspaper and Council's website	2 submissions

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Kate Diamond-Keith

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

Conclusion

The Moorabool Health and Wellbeing Plan 2013-2017 is a Plan to guide future investment and direction in improving the health and wellbeing of the community for both Council and key community partners. The Plan will be implemented and evaluated by the Health and Wellbeing Committee and the Committee members will be directly involved in implementing the actions in the Plan.

Recommendation:

That the Council adopts the Moorabool Health and Wellbeing Plan 2013 – 2017

Report Authorisation

Authorised by:



Name:

Danny Colgan

Title:

General Manager Community Services

Date:

Wednesday 30 October, 2013

Attachment - Item 11.3.1(1)

Public Submissions and feedback received

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
Moorabool Health and Wellbeing Committee	Committee workshop . 17 attendees from external organisations and internal staff	Overall feedback from the Health and Wellbeing Committee was very positive. Feedback included: Layout easy to read and engaging The plan has realistic timeframes and achievable goals. Diagrams and photos are very inviting Working with people not for people is positive Encourages continual investment in this Shire	Noted
		Need to include an action about raising awareness of same sex relationships and other diversity plan groups	The Health and Wellbeing Plan contains an action to Produce a Strengthening Diversity Plan that is shared with Djerriwarrh Health Services and Ballan District Health and Care.
		Violence against women statement is too broad	Women's Health Grampians have advised that the actions in the Plan regarding violence against women are appropriate for the Shire.
		Recognition/acknowledge of Indigenous Community e.g. flag raised permanently	The Council has endorsed the preparation of a draft Policy Statement on its commitment to Indigenous People. The draft policy statement will consider the recognition and acknowledgement of Indigenous People. The draft policy statement will be prepared in early 2014.

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		Need to integrate Health and Wellbeing Plan into the Council Plan	To be considered after the next Council election as the Council Plan for 2013-2017 has been prepared.
		Need to separate culture from leisure	Culture and leisure have been separated in Health profile.
		Needs to be a broader focus than just services	The plan has a broader focus than just services. One priority area is focused on services with the other three focused on community connectedness, health and safe built environments and supporting healthy lifestyles and being active.
		Need strong partnerships to deliver Health profile should include data on kindergarten participation, people with disabilities and teen pregnancy.	Additional data has been included in Health Profile.
		Some timeframes need to be brought forward i.e. development of the youth space	The plan has a four year horizon with a number of actions. The actions have been allocated across the four years to manage the completion of the actions. The Council and partner agencies have limited resources and need to prioritise the implementation of the actions in the plan.

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
			The timeframes for the Youth Space are appropriate.
		Festival and events should be included with arts groups in the Health profile	Festivals and events have been included in a new Arts and Culture section in the Health Profile.
		Exercise and physical activity need to be broader than just sport	The plan includes many actions promoting walking, cycling groups and facilities and is broader than just structured sport.
		Walking tracks . could include cultural walks through Shire history	The action has been adjusted to reflect this idea
		KPIs could be stronger	The KPIs need to be achievable and measurable and have not been altered as they are deemed relevant for the plan.
		Senior management to be engaged in key agencies	Senior managers have been involved in the development of the plan. Senior Managers and CEOs are to be invited to a launch of the Health and Wellbeing Plan to promote awareness.
		Excellent comprehensive level of engagement not seen by other Councils	Noted
Have your	2 submission forms	Submission 1	

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
Say Moorabool	1 discussion forum comment 44 people looked at the Plan	<p>1.Engaging the Community</p> <p>Engage the community by including more than one representation of Moorabool identity (all the glossy photos depict a white Western orientation which is not inclusive of others). Although photos of Aboriginal people and migrant populations may not suit the white Anglo-orientation of Bacchus Marsh identity (perpetuated in the Draft thus far), it will promote engagement, like it or not, it is a part of Bacchus Marsh moving forward.</p>	<p>The Indigenous group for Bacchus Marsh and surrounds are represented on the Health and Wellbeing Committee and has informed the development of the plan.</p> <p>A photo from the 2013 NAIDOC week events has been included in the Plan.</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		<p>3.Health Profile (Please note a more that there is a more detailed Health Profile in the Have Your Say...Moorabool library)</p> <p>The social and emotional wellbeing AKA mental health of Moorabool people is dependent upon a sense of belonging. Please incorporate some Aboriginal representation (the flag, some street art, etc.) into the town planning. It was a wonderful moment to see the Aboriginal flag flying on NAIDOC Saturday in Bacchus Marsh. Please allow the Aboriginal flag to fly every day, as it does in Ballarat, and Melbourne. Make a statement and engage the community, raise awareness, bring the conversation to the front of the room...the Elephant in the Room isn't going away OK (I am a non-Indigenous woman)</p>	<p>The Council has endorsed the preparation of a draft Policy Statement on its commitment to Indigenous People. The draft policy statement will consider the recognition and acknowledgement of Indigenous People. The draft policy statement will be prepared in early 2014.</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		<p>Submission 2:</p> <p>1. Engaging the Community</p> <p>Could you please provide more emphasis on the indigenous community? Even indigenous people living in cities and suburbs usually have poor health outcomes. It was disappointing to see it put on the bottom of the pile (for action in year 4).</p>	<p>There are three specific actions in the Plan relating to cultural and Indigenous issues. These actions have been spread across the four years of the Plan.</p>
		<p>2. Priority Areas and Goal Statements</p> <p>Could obesity and diabetes be given greater priorities? This is a commuter area and people travel long distances to work. therefore they get little time to exercise ... and outside Bacchus Marsh, fitness programs and centres are almost non-existent.</p> <p>The Ballan Fitness Studio -when it was open - had a friendly, motivating, experienced and very knowledgeable instructor. Her services should be retained in Moorabool. Can Council and/or the hospital act to provide a similar health and fitness service?</p>	<p>Supporting Healthy Lifestyles and Being Active is a key priority area of the Plan. The action plan includes a number of actions relating to obesity and diabetes prevention, including promoting market garden food, gardens programs for learning healthy eating, breakfast clubs for young people, increasing access to physical activity programs, and promoting existing facilities.</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		<p>6. Please provide any further comments regarding the Draft Health and Wellbeing Plan below.</p> <p>Can we make sure more buildings are genuinely open to the public for sport and/or fitness (including dance).</p> <p>The Ballan PS gym and Ballan football clubrooms are classic examples of publicly-funded buildings that were supposed to cater for the wider community... but as far as I can tell they haven't. Ballan Football Club promised to open its gym facilities to the public (including mums with prams and the disabled) when it received a Council grant for a new building back in 2007. As far as I can tell, they are not open to the public at all. Sorry, but that was a waste of ratepayers money.</p>	<p>These comments are noted and will be provided in writing to the owners of these facilities, as they are not Council owned or managed assets.</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		<p>Discussion Forum comments:</p> <p>A few questions before I can comment</p> <p>1 - What processes have been put in place regarding the local aboriginal community?</p> <p>2 - Have you consulted with health bodies such as VACCHO (Victorian Aboriginal community controlled organisation)?</p> <p>3 - What programs have been developed for the local aboriginal specifically, youth and elders.</p> <p>4- Are there any current aboriginal support and community groups you are currently consulting with?</p> <p>5 - As there are funding stream such as close/bridge the gap, have these been accessed? and in what way? and who was consulted on the distribution. A Council member/representative? or was an Aboriginal organisation contacted and consulted on the distribution of the funds?</p> <p>6 - Does council currently recognise and celebrate community and cultural bridging moments such as * Reconciliation day - Naidoc week - bringing them home week/day and etc?.</p> <p>7 - does Council do surveys of what they want with its Aboriginal residents?</p> <p>A good place to see how other councils are working with their Aboriginal peoples is the City Of Yarra and the City of Darebin.</p>	<p>The Council has supported the local Indigenous Group for Bacchus Marsh and surrounds through providing a Community Grant for \$5,000 to establish the group and also supported the group to organise NAIDOC week events.</p> <p>The Plan also contains three actions specifically relating to cultural or indigenous issues, including Closing the Gap. The Indigenous Group for Bacchus Marsh and surrounds is a member of the Health and Wellbeing Committee and therefore contributed to the development of this Plan.</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		<p><u>There was one reply to this comment:</u></p> <p>The Draft demonstrates the importance of social and emotional well-being to all represented in the glossy photos, and depicts Moorabool as an Anglo-European domain (there was no representation of those other than white...primarily there was no representation of Aboriginal people, however I acknowledge Aboriginality is not about skin-colour).</p> <p>Furthermore, I saw no representation of disability, other than its marginalisation. So, the Draft appears to exclude some, simply because it is not inclusive of them in its key document, other than in rhetoric.</p> <p>Comment 2</p> <p>I'd suggest reconsidering the use of the word Moorabool, as there are considerations to both Wurundjeri and Wathaurong nations (of which both occur within the Moorabool share) which need to be taken into account. Consultation with both on the Indigenous nations will bring the intricacies of this matter to the forefront.</p>	<p>The action plan contains a number of actions relating to people with disabilities.</p> <p>The Council has endorsed the preparation of a draft Policy Statement on its commitment to Indigenous People. The draft policy statement will consider the recognition and acknowledgement of Indigenous People. The draft policy statement will be prepared in early 2014.</p> <p>Council staff will consult with members of the Indigenous communities of Moorabool in the preparation of a statement</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
Public Submission Forms	2 submissions were received.	<p>Submission 1: Max Coster</p> <p><i>“The Health and Wellbeing of our community is determined by not only physical and psychological factors, but also by the way we live and work, our social networks, friends and family, how we access leisure facilities, availability of services in our area and laws and regulations governing our community.”</i></p> <p>I wish it noted that relationships between neighbours has an enormous impact on residents health and wellbeing. In most cases a positive relationship can be created by the individuals concerned, however there some individuals who are the neighbour from hell where council needs to be more pro-active to preserve the health and wellbeing of neighbouring residents.</p> <p>In an urban setting . these are the neighbours with constantly barking dogs, yards full of litter, loud music late at night, abusive language . which destroy the health and wellbeing of those around them.</p> <p>In the rural setting . the neighbour from hell is the landowner who often rarely visit their property, do not attend to noxious weeds and feral animals, have lousy livestock, and do not attend to their boundary fences. They refuse to co-operate with their neighbours. The result is neighbours suffering anxiety and depression as they constantly have to treat for weeds and feral</p>	<p>The control of noxious plants and animals as identified under the Catchment and Land Protection Act 1994 (CaLP Act) on private property is the responsibility of the land owner. The Department of Environment and Primary Industries (DEPI) is responsible for the enforcement of the CaLP Act.</p> <p>Council currently works closely with local Landcare groups, DEPI and other State Government agencies to provide information relating to the prevention, management and treatment of pest plants and animals.</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		<p>animals crossing over from the neighbours place. It also impacts their income hugely . with some farmers assessing their extra costs at over \$5000 for a 300ha property.</p> <p>Due to rural communities having low populations, the issues of a neighbour from hell is compounded . exacerbating isolation of individuals.</p> <p>It is within the Council's charter through the Local Government Law to attend to these matters. The matter has a higher priority than urban issues due to the enormous additional cost that the negligent, uncooperative landholders incur on their neighbours.</p> <p>My recommendation is that Council establish a mediation service for landholders, supported by local laws concerning appropriate land management.</p>	<p>The Department of Justice provides a service for neighbourhood dispute resolution which Council refers residents to when appropriate.</p> <p>Dispute Settlement Centre of Victoria 4th floor, 456 Lonsdale Street Melbourne 3000 Ph (03) 9603 8370 Country Callers 1800 658 528 Fax (03) 9603 8355 www.justice.vic.gov.au/disputes</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		<p>Submission 2: Marg Scarf</p> <p>Engaging the Community:</p> <p>Impressive consultation process, flexible enough to allow residents to record broad ranging issues from safety to traffic issues. However, I do wonder if people being consulted were prompted to consider whether they feel safe walking in the dark say from the station to home, or from a social venue to home, or walking their dog in off leash areas. It would be good to know that respondents are being asked to think about the times when they don't go out because they don't feel safe so these situations can be addressed.</p>	<p>Thank you for the positive feedback about the engagement process, all people engaged were provided with the opportunity to provide ideas about all aspects of health and wellbeing, including community safety.</p>
		<p>Priority Areas and Goal Statements:</p> <p>Good to see personal safety issues will be integrated into land planning design. An ideal situation exists whereby staff teams can collaborate on joint programs because of overlap of issues in the Wellbeing Strategy and the Youth Strategy, and the Off Leash strategy. An additional column on the Action pages could be recorded thus ensuring the staff implementing the actions will consider related programs for integration.</p> <p>This would lead to better value for money plus less duplication of effort, plus it would reduce the potential for program areas to work in silos. For women to walk</p>	<p>The Health and Wellbeing Committee will implement the Plan and the Committee includes Council staff from across the organisation. The actions in the Plan will be implemented through working groups, which will ensure cross agency and cross Council collaboration.</p> <p>The Action Plan contains an action relating to improving community safety in the community, which may address these issues.</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		<p>for exercise they need safe walking tracks and safe dog off leash areas with natural surveillance. Walking groups are great but because they are held during work hours they aren't an option for a lot of people. The percentage of people reported as feeling safe in our town could be misleading. If I was asked if I feel safe moving around town generally I would say yes because I can choose to be mindful about my surroundings.</p> <p>If I was asked would I feel safe using dog off leash areas and walking tracks I would say no and similarly I would say I don't feel safe walking from the station to the Centre of town in the dark, especially though Maddingley Park where there is no lighting along the path between the Station and Taverner Street (next to Bond St).</p> <p>Women have different needs when it comes to safety and council should work to ensure all parts of our shire are safe for everyone including women. The Service and Program community safety section p14 needs to also include reference to the lobbying to ensure land use development policy frameworks etc...+ as it does in a box above.</p>	

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		<p>Health Profile:</p> <p>Thank you for a comprehensive health profile. Good to see the key health issues identified include drug and alcohol abuse and violence against women. There needs to be cross fertilisation of action areas in the Health and Wellbeing Strategy with the Youth Strategy if services are going to be timely and relevant for youth. In addition to escalating drug and alcohol problems in our shire, Moorabool Shire has an ageing population and issues identified as being of concern to an ageing population include Alzheimer's and other dementias which will increase from 331 to 1391 cases of dementia by 2050 and the article referred to a resource strain (Melton & Moorabool Weekly, 17/9/2013, p3).</p> <p>Similarly, the Ballarat Courier (12/10/2013 p12) reported that with an ageing population will come a 53% increase in the incidence of cancer in the next 15 years, and that 1 in 3 people over the age of 75 will be diagnosed with cancer. This increase will put strain on our health services, especially our local District Nursing service and in home support services. Council programs will need to anticipate significant increased demand. This increased demand is relevant to Key Priority Area: Access to services. The Wellbeing Strategy Plan should specifically identify challenges ahead due to population ageing and what programs will be transitioned in.</p>	<p>Thank you for the positive feedback about the Health Profile.</p> <p>The Council's Youth Services team informed the preparation of the Health and Wellbeing Plan to ensure the Plan and Draft Youth Strategy and the relevant actions are consistent.</p> <p>The Health Profile recognises these health issues and the action plan provides a variety of actions to address these issues over the next four years. There are a number of actions relating to supporting the health and wellbeing of older people, particularly those that are isolated.</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		<p>Policy Context:</p> <p>No comment needed but it's good to see that the strategy plan sits within a broader policy context.</p> <p>Action Plan:</p> <p>Violence against Women - Adopting a leadership statement is only the beginning and I wonder why it has to wait two years to happen. Violence against women is a serious community issue that has adverse effects on children, on the whole family plus family breakdown as a result has a negative impact on the community. What programs will be run that encourage women and children to speak up when they live with violence and to know where to seek help? Council needs to do much more program work in this area.</p>	<p>The leadership statement is the first step in the Council and partners agencies supporting this issue. The actions in the plan have been allocated over the four years to ensure sufficient resources for implementation. The Council is and will continue to work in partnership with local agencies to address this issue.</p>
		<p>Establish a new and dedicated youth space (p31) . MAST should be listed as a key partner. MAST works at the cold face with youth, in schools, police and support services. This group has been the driver in drug education in our shire.</p> <p>Implement a community leadership program that focuses on health and wellbeing issues . again MAST should be listed.</p>	<p>The key partners are those agencies and organisations that are members of the Health and Wellbeing Committee. MAST is not on the Committee, as it is a network not an organisation. Some organisations that are on MAST are also on the Health and Wellbeing Committee.</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		<p>Promote positive benefits of education and employment. Are there no key partners for this action?</p> <p>Develop dedicated space for youth (p32) . Include MAST as key partner. Why wait 4 years for this action. Youth need a dedicated space now, they have drug and alcohol issues now. There appears to be no urgency about this important initiative.</p> <p>Pursue youth engagement on-line (p32) . Youth should be key partners if the system is to be relevant to their needs.</p> <p>Lerdi Listeners program (p32) . Older people should be key partners if the system is to be relevant to their needs.</p> <p>Prepare a report to identify components of a youth space (p31) . MAST should be listed as a key partner. Youth should also be key partners if the service is to be relevant to their needs.</p>	<p>Key partners for this action have been included in the revised plan.</p> <p>The development of the youth space is consistent with project planning, budget and funding cycles.</p> <p>Youth will be engaged for all actions relating to young people.</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		<p>Promote positive benefits of sport and recreation (p33)</p> <p>. Moorabool Shire enjoys high participation of individuals in organised sport through well established clubs. A better approach would be to develop a program that helps youth who are doing it hard to participate in organised sport. For example, many young people don't participate because their parents aren't engaged in the community or with clubs and are struggling with day to day survival let alone encourage and resource their children to play sport - they don't have money for fees or uniforms, and many probably can't get to the venue and if they do manage to overcome these obstacles they may not be supported by the club because their parents aren't involved</p>	<p>It is proposed that this issue be addressed in the Council's revised Recreation and Leisure Strategy.</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
		<p>Further comments:</p> <p>Thank you for the opportunity to comment on content. Missing from council's program is any reference to aquatic facilities for exercise and therapy, plus recreation. In the absence of a local indoor heated pool could Council consider running a bus to Melton a couple of times a week so residents without transport (and those choosing not to use their car and petrol) could access a heated pool on a regular basis. I would also like to comment on the design of the document. The amount of colour in the document's presentation is unnecessary. Using so much block colour means lots of colour cartridges are used. Even if printed in black and white it still uses a lot of toner. The Youth Strategy Plan is a better example of a format sympathetic to our printer cartridges and the printer cartridges of Council!</p>	<p>The proposed Indoor Aquatic Facility is represented in the Council Plan and is the Council's highest priority project.</p> <p>Council officers will prepare a black and white copy, without so much block colour as an alternative to be printed.</p>
Council Staff	Staff comments via feedback wall and email	<p>The layout and colour is really well presented Involvement of key agencies is great. It was great that staff could provide comment How are you going to ensure key partners implement the actions? There is a lot of focus on engagement, how do we empower the community through this process.</p>	<p>The Health and Wellbeing Committee will implement the Plan and will continue to meet quarterly. It is expected that working groups will be established to implement the key actions in the plan.</p> <p>The Plan was developed through extensive</p>

Stakeholder	Feedback Outcome	Summary of Feedback	Officer Recommendations/Comments
			engagement, however this can always be improved for future Plans.
Chief Executive Officer - Djerriwarrh Health Services	Letter	<p>The Djerriwarrh Health Services congratulated Council on the formulation of the plan and in particular the connection to the Better Health Plan for the West.</p> <p>The Djerriwarrh Health Services highlighted the significant correlation between the health priorities in the plan and those of the Health Service.</p>	Noted

Attachment - Item 11.3.1(2)



Health & Wellbeing Plan 2013-2017



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executive summary

THE MOORABOOL HEALTH AND WELLBEING PLAN 2013-2017 (“DRAFT PLAN”) IS A FOUR YEAR PLAN FOR ENHANCING THE HEALTH AND WELLBEING OF OUR RESIDENTS. THE PLAN AIMS TO CAPTURE THE HEALTH AND WELLBEING STATUS OF OUR COMMUNITY AND PRESENT A PLAN IN PARTNERSHIP WITH LOCAL HEALTH PROVIDERS AND COMMUNITY ORGANISATIONS, TO IMPROVE THE HEALTH OF THE MOORABOOL COMMUNITY.

Under section 26 of the Public Health and Wellbeing Act 2008, the Council is required to develop a Health and Wellbeing Plan within 12 months of a Council Election. The Health and Wellbeing Plan must be consistent with the Council Plan and the other plans including the Municipal Strategic Statement and be reviewed annually and evaluated at the end of the four year period.

The Health and Wellbeing of our community is determined not only by physical and psychological

factors, but also by the way we live and work, our social networks, friends and family, how we access leisure facilities, availability of services in our area, laws and regulations governing our community. A Moorabool Health Profile has been developed to examine the health and wellbeing indicators for the Shire. This profile has identified five key health issues, which include mental health, obesity, drug and alcohol abuse, family violence and access to family support services.

To facilitate the development of this Plan, a Health and Wellbeing Committee was established, with Cr. Tonia Dudzik as the Chairperson. This committee comprises representatives from local health services, agencies and organisations. The committee has determined the key priority areas for the Health and Wellbeing Plan by considering the following information:

- » Health profile data
- » Outcomes of community engagement activities - what the community told us about their health and wellbeing

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

**PRIORITY AREA 1:
COMMUNITY CONNECTEDNESS**

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

**PRIORITY AREA 2:
HEALTHY AND SAFE BUILT ENVIRONMENTS**

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

**PRIORITY AREA 3:
ACCESSIBLE SERVICES**

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

**PRIORITY AREA 4: SUPPORTING HEALTHY LIFESTYLES
AND BEING ACTIVE**

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

THE HEALTH AND WELLBEING COMMITTEE WILL IMPLEMENT THE HEALTH AND WELLBEING PLAN OVER THE NEXT FOUR YEARS. THE PLAN INCLUDES AN ACTION AND EVALUATION PLAN TO ENSURE THE PLAN IS PROGRESSED AND REVIEWED OVER THE NEXT FOUR YEARS.

moorabool – a healthy community

MOORABOOL SHIRE IS FAST-GROWING PERI-URBAN 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 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).

The Moorabool Shire is currently implementing a Federal Government Healthy Communities Project aimed at increasing physical activity and healthy eating throughout the Shire. This new program has had high participation rates, with multiple walking groups and healthy eating programs operating across the Shire.

Moorabool is a community known for its high level of volunteerism with many people in the community connected through volunteering, for example at the local football club, CFA, kindergarten. 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. Overall, 20.3% of the population or over 5,700 people reported performing voluntary work, compared with 17.7% for Victoria.

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.

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%.

The Shire's primary tourist attractions are the massive gorges with volcanic rock floors more than 250 million years old, and the national and state parks. Ancient landscapes comprising Permian glacial rock deposits, rare and distinctive vegetation more than 600 kilometres out of its natural zone, and dramatic land forms with massive views are integral to the sense of place experienced in Moorabool Shire.



introduction

THE HEALTH AND WELLBEING OF OUR COMMUNITY IS DETERMINED BY NOT ONLY PHYSICAL AND PSYCHOLOGICAL FACTORS, BUT ALSO BY THE WAY WE LIVE AND WORK, OUR SOCIAL NETWORKS, FRIENDS AND FAMILY, HOW WE ACCESS LEISURE FACILITIES, AVAILABILITY OF SERVICES IN OUR AREA AND LAWS AND REGULATIONS GOVERNING OUR COMMUNITY.

The Victorian Public Health and Wellbeing Plan 2011-2015 defines Public Health:

‘Is what we, as a society, do collectively to assure the conditions in which people can be healthy.’ Public health focuses on prevention, promotion, and protection rather than on treatment, on populations rather than individuals, and on the factors and behaviours that cause illness and injury.” (Source: Victorian Public Health and Wellbeing Plan 2011-2015)

The plan aims to capture the health and wellbeing status of our community and present a plan in partnership with local health providers and community organisations to improve the health of the Moorabool community.

The Council already supports and delivers a range of activities and facilities that support the health and wellbeing of the community including parks and leisure facilities, walking tracks, bike paths, playgrounds, health programs, immunisation programs, environmental health and public health awareness. However, like every community, there are areas for improvement and areas where the Council can advocate for change.

The plan is a four year plan for enhancing the health and wellbeing of our residents. The development of priorities for the plan has been undertaken in close partnership with the following key agencies, who are a part of the Health and Wellbeing committee:

- » Central Highlands Primary Care Partnership
- » Ballan and District Health and Care
- » Child and Family Services (CAFS)
- » Women’s Health Grampians
- » Vic Roads
- » Darley Neighbourhood House and Early Learning Centre
- » Bacchus Marsh Community College
- » Ballan and District Community House and Adult Education Centre
- » Bacchus Marsh & Melton Regional Hospital
- » Bacchus Marsh Police
- » Pinarc Disability Support
- » Merrimu Services Inc
- » Djerriwarrh Health Services
- » Grampians Medicare Local
- » Highlands Local Learning and Employment Network
- » Ballarat Community Health – Mental Health Service
- » Indigenous Group for Bacchus Marsh and Surrounds
- » Department of Justice

These organisations will be the key partners in the implementation of the action plan.

The Plan focuses on four key priority areas:

PRIORITY AREA 1: COMMUNITY CONNECTEDNESS

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

What do we want to achieve?:

- » Inclusive communities that embrace diversity and gender equality
- » Moorabool as a community for young people, children and families, aged and those with disabilities to participate in activities that improve health and wellbeing
- » The development of new and expanded services that address issues such as family violence, drug and alcohol abuse, mental health issues and support disadvantaged people in our community
- » An inclusive community that enables people to connect with one another

PRIORITY AREA 2: HEALTHY AND SAFE BUILT ENVIRONMENTS

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

What do we want to achieve?:

- » Improved access for families, children and young people to physical activity programs and facilities
- » Advocacy for innovative and alternative transport options
- » Interventions that promote community safety including – lighting, maintenance, passive surveillance
- » A reduction in the level of road congestion in our community
- » Inclusive and user friendly open spaces
- » The development of multi-use integrated community facilities within a place based approach in partnership with service providers and community organisations
- » Ensure as the population grows, the employment and retail opportunity also grows to reduce the need to commute to Melbourne and Ballarat for work or personal services
- » Increased numbers of students completing post compulsory secondary and further education
- » Improved recognition that amenity and good urban form has a positive impact on the communities health and wellbeing

PRIORITY AREA 3: ACCESSIBLE SERVICES

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

What do we want to achieve?:

- » Improved access to health, education, employment and other social services that are inclusive for all age cohorts and cultural backgrounds
- » Improved communication through cross-agency collaboration
- » The identification of service gaps and provision of avenues to address these gaps
- » Increased services, funding and government investment through advocacy
- » Improved transport access to enable people to access services when needed

PRIORITY AREA 4: SUPPORTING HEALTHY LIFESTYLES AND BEING ACTIVE

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

What do we want to achieve?:

- » Provision of information for the community to make informed healthy eating choices
- » Creation of active lifestyle opportunities through increased access to open space, including walking and cycling tracks and community facilities.
- » Improved communication about key health promotion initiatives and provide ways for the community to access healthy lifestyle information

EACH GOAL STATEMENT HAS A SET OF KEY STRATEGIES AND ACTIONS THAT OUTLINE HOW COUNCIL WILL, IN PARTNERSHIP WITH LOCAL AGENCIES, ACHIEVE THE GOALS OF THIS PLAN.





council planning context

THE MOORABOOL HEALTH AND WELLBEING PLAN IS A KEY PART OF COUNCIL'S PLANNING FRAMEWORK. THE HEALTH AND WELLBEING PLAN INFORMS THE COUNCIL PLAN AND OTHER STRATEGIC PLANS.

The Municipal Strategic Statement (MSS) provides the vision for land use planning and development within the Shire of Moorabool. The MSS provides a snapshot of existing and projected conditions regarding Moorabool's people, built form and natural resources as well as regional strengths and key influences. The Statement identifies major issues, directions and strategies within zones, overlays and policies providing the means for achieving Council's long-term land use and development objectives.

LINKS TO 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 available also grows to reduce the need to commute to Melbourne and Ballarat for work or personal services.

The Health and Wellbeing Plan is being informed by and will inform the Moorabool 2041 process.

The Health and Wellbeing Plan will inform the development of other strategies and policies to ensure that they relate to the health and wellbeing priorities of the Shire. This ensures that the health needs of residents are promoted and represented across Council's planning framework.

Health and Wellbeing Planning relates to 2013–2017 Council Plan as follows:

KEY RESULT AREAS	OBJECTIVES	STRATEGIES
<p>Representation and Leadership of Our Community</p>	<p>Leadership through best practice community engagement</p> <p>Advocate for services and infrastructure that meets the Shire's existing and future needs</p>	<p>To make well-informed decisions based on input from the community and other key stakeholders through effective community engagement</p> <p>Pursue strategic alliances, stakeholder forums and advisory committees that assist Council in policy development and service planning</p> <p>Advocate on behalf of the community to improve services and infrastructure within the shire</p> <p>Represent Council at a regional level to improve services and infrastructure within the Shire</p>
<p>Community Wellbeing</p>	<p>Inclusive, responsive and accessible community service</p> <p>A safe community</p>	<p>Ensure Council's services and facilities are accessible</p> <p>Deliver public and environmental health programs in accordance with relevant legislation</p> <p>Support Police and other community safety initiatives</p>
<p>Enhanced Infrastructure and Natural and Built Environment</p>	<p>Ensure current and future infrastructure meets the needs of the community</p> <p>Effective and integrated strategic planning in place to create sustainable communities</p>	<p>Develop long term social and community infrastructure plans and funding modelling as part of the Moorabool 2041 Framework including opportunities for development contributions</p> <p>Continue to undertake integrated infrastructure and land use planning to guide future growth and development of our towns and settlements, as part of Moorabool 2041.</p>

WHY IS COUNCIL INVOLVED IN HEALTH AND WELLBEING PLANNING?

Council service areas provide a range of health and wellbeing activities including:

- » Health promotion and planning through recreation and community participation, community facilities, community connections and social planning and Early Years Services
- » Statutory requirements for community health and wellbeing, i.e. environmental health, community safety

- » Health Promotion
- » Emergency Management Planning, i.e. influenza pandemic planning
- » Supporting economic development within the community, as good employment and education outcomes lead to healthy individuals and vibrant communities.

The following table provides examples of Council's role in health and wellbeing provision for the community.

SERVICE AREA AND PROGRAMS	HEALTH AND WELLBEING INDICATOR
Recreation Development and Youth Services	Provision of recreation facilities and open space Provision of youth services, events and facilities Access to exercise and physical activity participation
Community Development	Community engagement/planning and capacity building Education and information services i.e. Library
Environmental Health	Immunisation and infectious disease control (outbreaks) Public health awareness i.e. tobacco education, food safety
Aged and Disability	Supporting people to remain in their homes Social engagement opportunities for aged and disability residents in the community
Early Years / Families	Early years planning for services for families and children Health promotion and programs for families and children Key age and stage health checks for children

SERVICE AREA AND PROGRAMS	HEALTH AND WELLBEING INDICATOR
Strategic and Sustainable Development	Management of Council's land that contains natural assets Environment protection and sustainability Planning healthy and sustainable communities
Infrastructure Services	Community infrastructure provision i.e. parks, trails, cycling and walking tracks Waste services and management Traffic and transport management and planning
Community Safety	Ensuring the safety of the public is maintained and enhanced through effective animal control Promoting traffic safety, including school crossings, through proactive parking patrols
Economic Development	Advocating for local employment opportunities to reduce the need to commute to Melbourne and Ballarat Promotion of the education and employment opportunities available in the Shire

Council also has a leadership and advocacy role in health and wellbeing including:

- » Advocating for improved health service provision in partnership with local providers
- » Accessing State and Federal Government Funding to improve existing and provide new community facilities
- » Engaging the community in determining their current and future health needs and representing the community in advocating for these needs

- » Leading the way with planning for new communities, public spaces and opportunities for residents to connect with and support their local community
- » Through a holistic approach to health planning support Moorabool residents are able to access appropriate, accessible, timely services that meet their needs.
- » Develop long term planning for development of Moorabool Shire to ensure land use development policy frameworks provide safer by design/ healthy by design/ urban design outcomes

public health & wellbeing planning in context

THE PUBLIC HEALTH AND WELLBEING ACT 2008 (SECTION 26), STATES THAT THE COUNCIL IS REQUIRED TO DEVELOP A HEALTH AND WELLBEING PLAN WITHIN 12 MONTHS OF A COUNCIL ELECTION.

The Health and Wellbeing Plan must be consistent with the Council Plan and the Municipal Strategic Statement and be reviewed annually and evaluated at the end of the four year period. The Council must involve the community in the development of the Plan and identify how it intends to work in partnership with the Department of Health and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the plan.

WHY IS HEALTH AND WELLBEING IMPORTANT FOR THE MOORABOOL COMMUNITY?

The Victorian Government's *Environments for health municipal public health planning framework* (Department of Human Services 2001) was developed to assist Local Governments in developing their Public Health Plans.

It outlines the four environments for health as:

- » Built
- » Social
- » Economic
- » Natural



ENVIRONMENT	CONTRIBUTING FACTOR	RELEVANCE TO COUNCIL
Built	<ul style="list-style-type: none"> Infrastructure Leisure and community facilities Urban form and amenity Heritage 	<ul style="list-style-type: none"> Traffic management Transport linkages Social and community infrastructure planning Leisure and community facilities Ecologically sustainable and sensitive development Subdivision layout Amenity and place meeting Heritage protection and celebration
Social	<ul style="list-style-type: none"> Community connectedness and engagement Participation in programs, activities Community safety 	<ul style="list-style-type: none"> Community engagement and capacity building Library services Early childhood services Aged and Disability services Volunteer support
Economic	<ul style="list-style-type: none"> Tourism and events Business and industrial expansion Jobs and education opportunities 	<ul style="list-style-type: none"> Investment facilitation, economic development support
Natural	<ul style="list-style-type: none"> Natural assets and vegetation Pollution and water quality Climate change Landscapes 	<ul style="list-style-type: none"> Environment planning and policy Public and Environmental Health planning and services

The *Victorian Public Health and Wellbeing Plan 2011-2015* states that the determinants of our health and wellbeing are determined or influenced by a wide range of factors including individual, social, cultural, economic and environmental (World Health Organization 2008). Social, economic and environmental factors include: employment and housing; schools and education, social connections; conditions of work and leisure; and the state of housing, neighbourhoods and the environment. The determinants of health demonstrate that many of the factors that influence people's health are outside the influence

of direct health providers and organisations. The World Health Organisation defines health as "a state of complete physical, mental and social wellbeing, and not merely the absence of disease or infirmity." (*Victorian Public Health and Wellbeing Plan 2011-2015*)

There is a growing evidence base demonstrating the relationship between environment and health status; for example, the links between the natural and built environments, physical activity, chronic disease, obesity and mental health and wellbeing.





methodology

THE DEVELOPMENT OF THE MOORABOOL HEALTH AND WELLBEING PLAN HAS INVOLVED EXTENSIVE COMMUNITY ENGAGEMENT, ANALYSIS OF DEMOGRAPHIC AND HEALTH DATA AND RESEARCH INCLUDING:

- » The collation and analysis of current health and wellbeing data to develop a Moorabool Health Profile
- » Establishment of the Health and Wellbeing Committee with representatives comprising of internal and external stakeholders identified as having high interest/high influence in the development and implementation of the Plan. It is intended for this group to continue once the Health and Wellbeing Plan has been developed to support, drive and monitor the implementation of the four year plan.
- » Analysis of State Government Policies, including the Victorian Public Health and Wellbeing Plan 2011-2015
- » Review of related Council plans, strategies and policies
- » Implementation of the Community Engagement Plan as detailed on page 21

engaging the community about health & wellbeing

WHY ENGAGE WITH THE COMMUNITY?

Moorabool Shire Council is committed to undertaking best practice community engagement in the development and implementation of the Moorabool Health and Wellbeing Plan.

Consistent with the Moorabool Shire Council Community Engagement Policy, effective community engagement ensures that key stakeholders and the broader community are appropriately engaged in decision making processes. This means providing genuine opportunities for all sectors of the community to share their ideas, knowledge and experiences through the use of multiple engagement tools and techniques (workshops, committees, fact sheets, and social media). It also means the provision of balanced and objective information and involves actively asking, listening and giving feedback around how key stakeholder and broader community input influenced the decision making process.

Undertaking a 'best practice' community engagement process in the development of the Moorabool Health and Wellbeing Plan has reinforced Council's commitment to establishing a partnership approach to improving health and wellbeing outcomes in Moorabool. The process has been crucial for not only understanding health and wellbeing issues and concerns, but also in identifying a set of shared priorities, strategies and actions to improve the health and wellbeing of the community moving forward.

WHAT DID THE COMMUNITY TELL US ABOUT HEALTH AND WELLBEING IN MOORABOOL?

The issues and ideas raised through the community engagement process were grouped

into seven broad themes. These are as follows:

Recreational and Social

- » Reference was made to specific infrastructure ranging from sporting facilities to arts and culture facilities as well as facilities targeted to specific demographic groups (for example, a youth space).
- » New and improved parks, gardens and outdoor facilities
- » Programming including exercise programs, literacy programs, and activities for different demographic cohorts.

Services and Supports

- » The importance of health services, in particular, the need for accessibility to basic and specialist services.
- » Increased availability of a broad range of health and wellbeing programs across a range of demographic groups.
- » The need for other support services such as transport. The availability of highly specialised services was also raised as an issue of importance.

Education and Attitude

- » Availability of educational opportunities from kindergarten through to secondary school and beyond.

Roads and Traffic

- » Improved road infrastructure
- » Traffic congestion was raised as an ongoing issue.

Tracks and Trails

- » The maintenance of tracks and trails throughout the Shire as vital to ensuring the safe passage of users.

- » Gaps in tracks and trails infrastructure were identified.
- » The importance of ensuring that tracks and trails are safe and well connected.

Employment and Economy

- » Concerns were raised around the lack of retail opportunities and the flow on effects including reduced employment opportunities.

Environment and Safety

- » Improvement to the environment.
- » Concerns for safety relating to bike tracks and general concerns for ensuring a safe community for children and families.

Community Connections

- » Importance of a connected community.

HOW DID WE ENGAGE THE COMMUNITY?

The Moorabool Shire Community Engagement Policy supports the International Association of Public Participation (IAP2) framework for engaging the community:

LEVEL OF ENGAGEMENT	STAKEHOLDER	ACTIVITIES	OUTCOME
Consult	Community members	'Have Your Say Moorabool' online community engagement portal	13 comments on Have Your Say
Consult	Participants at Expo	Wishing Well "postcards" at Health and Wellbeing Expo	77 people completed postcards
Consult	Residents	Face to face conversations initiated at community events in March/April 2013	56 people interviewed
Consult	Residents, parents, participants in programs	Wishing Well "postcards" offered at community programs and group activities	168 people completed postcards
Consult	Community	Community workshops	13 people attended workshop in Bacchus Marsh.
Collaborate	Key Stakeholders	Establish Health and Wellbeing Committee	Committee established and has provided input into development of priorities for the Plan.
Consult	Recreation Reserve Committees CFA Schools CWA Senior Citizens	Survey and discussions with individual groups	30 groups provided with opportunity to engage

health profile

THE MOORABOOL HEALTH PROFILE PROVIDES A DETAILED ANALYSIS OF THE STATUS OF HEALTH AND WELLBEING IN THE MOORABOOL SHIRE. THE HEALTH PROFILE IDENTIFIED THE FIVE KEY HEALTH ISSUES FOR MOORABOOL AS; MENTAL HEALTH, OBESITY, FAMILY VIOLENCE, DRUG AND ALCOHOL ABUSE AND ACCESS TO FAMILY SUPPORT SERVICES.

The following provides a brief overview of the health issues in the Moorabool Shire and what they mean for the community. A copy of the Moorabool Health Profile is located on the Council website, or by contacting the Council's Community Development Unit.

POPULATION OVERVIEW

Moorabool Shire is located in the Central Highlands region of Victoria, strategically positioned between Melbourne and Ballarat. The Shire is predominantly rural, with large areas of state forest. The major population centre of the Shire is the Bacchus Marsh area. In recent decades this area has experienced significant residential growth, a result of its proximity to employment in Melbourne, its topography and rural atmosphere. Ballan has also experienced some growth, although at a significantly slower rate, due to its location outside of the Melbourne 'commuter belt'.

In 2012 the estimated population of Moorabool Shire was 29,263 people. By 2031, the population of Moorabool Shire is forecast to be 41,662; this represents an average annual growth rate of 1.83%. The most populous age group in Moorabool Shire is 10-14 year olds. By 2021, the number of people aged under 15 is forecast to increase by 27 per cent, while the number of people aged over 65 is expected to increase by 110.8 per cent and the age group which is forecast to have the largest

proportional increase (relative to its population size) is 85 and over year olds, who are forecast to increase by 127.9 per cent.

The population of Moorabool is predominantly of Anglo-Saxon Celtic background (81.2%) with 12.18 per cent of the population born overseas. Indigenous residents make up 0.9 per cent of the total population of Moorabool Shire. However, the ABS acknowledges that the Census figures under-represent the true Indigenous population in many areas.

FAMILY AND COMMUNITY

Moorabool Shire has a high level of community connection, residents were asked to rate their satisfaction with feeling part of their community and answers are presented according to a 0-100 range. The average community connection score for Australians is approximately 70, in comparison the average score for persons living in Moorabool Shire was 75.2.

Volunteering helps strengthen our community and there are enormous benefits for the volunteer including improved physical and mental health. 20.3 per cent of Moorabool residents report they help out as a volunteer.

Almost three-quarters of Moorabool residents (73.8%) shared a meal with their families at least five days a week. This was higher than the Victorian average (66.3%). When families eat meals together, the evidence suggests that they consume more nutritious food than when each family member eats alone. Shared meal times should be seen as a special time for families to connect and share the day's or week's events, the benefits of shared meals are not isolated to evening meals, but can include family breakfasts and weekend lunches.

HOUSING

There is continued demand for residential expansion within the eastern areas of the Shire from both existing residents and from external migrants, most notably from Melbourne's western suburbs. It is assumed that this pattern will continue into the future, as long as sufficient supplies of land are available for development.

Moorabool Shire has a higher proportion of affordable lettings than the Victorian average; however there are a lower proportion of rented dwellings owned by the government or a community/church group compared to the regional Victorian average. In 2006, compared to the Victoria average, a higher proportion of Moorabool residents (not visitors) were living in a caravan, cabin or houseboat or living in an improvised home, a tent, or were sleeping out.

HEALTH

Child Health Assessments are routinely undertaken by the Maternal and Child Health Service to monitor child health and development from birth to 6 years. Ten visits are anticipated according to key ages and stages until a child reaches 3.5 years of age. The rate of participation for children eligible for an assessment at 3.5 years was 72.2 per cent in Moorabool, compared to the Victorian State average of 64.4 per cent.

In Moorabool Shire the percentage of persons overweight or obese (53.1%) is significantly higher than the Victorian average (48.6%). This finding is consistent with the percentage of persons who did not meet fruit and vegetable dietary guidelines (50.6%). Moorabool Shire also reports a higher rate of smoking in females aged over 18 years (21.3%) compared to the Victorian average (16.9%) however the rate of smoking in males aged over 18 years (15.3%) is well below the State average of (21.4%).

Compared to Victoria, Moorabool had a higher rate of males with mental health issues.

Drug and alcohol use is an issue throughout the community with 7% at risk of short term harm of alcohol.

The number and proportion of residents with diabetes increased between 2001 and 2011. Compared to Victoria, Moorabool had a higher proportion of population aged 18 years and over that reported having doctor-diagnosed type 2 diabetes.

Between 2006 and 2010 Moorabool males were significantly more likely to have been diagnosed with cancer than females. Prostate cancer was the most commonly diagnosed cancer, followed by bowel and breast cancer.

In the Moorabool Shire, 4.6% of the population reported needing help in their day to day lives due to disability.

EDUCATION & TRAINING

Educational qualifications are an important resource enabling individuals and their communities an opportunity to engage in the knowledge economy. The percentage of people living in Moorabool who had Tertiary or TAFE qualifications has been calculated from the 2006 Australian Bureau of Statistics. Of those living in Moorabool, 46.1 per cent of persons aged 25 years and over had tertiary or TAFE qualifications, compared to the Victorian State average of 50.7 per cent.

Education for children is important for health, and in 2012 DEECD data indicated that kindergarten participants in Moorabool was 100.5%, and by service location 95.8%. This means 4.7% of 4 year olds were going outside the shire for kindergarten places.

Between 2006 and 2011, the proportion of population aged 20 to 64 years that had completed Year 12 or equivalent increased but generally only by a very small percentage, compared to regional Victoria and Victoria figures. This increase was far greater for females than males.

A skilled workforce in a community is an essential component of a strong local economy with 53.8 per cent of employed persons working in Moorabool worked in highly skilled occupations compared to the Victorian State average of 56.3 per cent.

CRIME AND SAFETY

In Moorabool, there were 619 recorded crimes against the person per 100,000 population in 2011-12 compared to the Victorian State average of 984. In Moorabool, there were 3,486 recorded crimes against property per 100,000 population in 2011-12, compared to the Victorian State average of 4,797.

When walking alone in their local area during the day 98.3 per cent of persons in Moorabool felt safe or very safe, and when walking alone at night 79.6 per cent of persons in Moorabool felt safe or very safe, these figures exceed the Victorian average. Safe neighbourhoods help encourage physical activity, foster community connectedness and add to the overall health and wellbeing of residents.

A report by Women's Health Grampians has indicated that the number of family violence incidents had consistently increased between 2006/7 and 2011/12. The average number of family violence incidents a year in Moorabool for the six year period was 176.8.

LEISURE AND SPORT

Opportunities to participate in leisure and sporting pursuits are intrinsic to individual and community wellbeing. Moorabool is one of the most environmentally rich and naturally scenic municipalities in the state, with a picturesque landscape abundant in breathtaking diverse gardens and parks. Moorabool residents were as likely as other Victorians to visit green space, almost half (48.8%) reported visiting green space at least weekly in the previous three months, consistent with the Victorian Average. The Moorabool Shire has an extensive network of walking tracks that are well utilised by the community. The Moorabool Shire has the highest percentage per capita of people actively involved in sport and recreation participation across the

WORK AND ECONOMIC DEVELOPMENT

Moorabool Shire has a slightly lower unemployment rate (4.6%) than the Victorian average of (4.8%).

Compared to regional Victoria, Moorabool had a higher proportion of residents earning less than \$200 per week and higher proportions earning over \$800 per week. Moorabool residents aged 65 years and over were more likely to be earning between \$300 and \$399 per week than the Victoria average. However Moorabool had a slightly higher proportion of population that reported they could raise \$2000 in two days in an emergency.

Finding a suitable balance between work and daily living is a challenge that all workers face, 37.6 per cent of employed persons living in Moorabool felt that they had a good work-life balance; this is compared to the Victorian State average of 53.1 per cent. Work-life balance is beneficial for individuals, their families, organisations, and society.

ARTS, CULTURE AND EVENTS

The Moorabool Shire has a vibrant and active arts and culture community. Participation in Arts and Culture was measured on the 2011 Vichealth indicators Survey. Respondents were asked if they had participated in a range of activities in the previous month, including painting, drawing, art and craft and playing musical instruments, singing, writing and performing. 62.6 per cent of persons in Moorabool had participated in at least one of the selected artistic and cultural activities in the previous month, compared to the Victoria average of 63.6 per cent. Festivals and events are a huge contributor to community wellbeing and connectedness, and Moorabool has a wide variety of events that celebrate local communities and culture.





policy context

THE MOORABOOL HEALTH AND WELLBEING PLAN'S SUCCESS AND RELEVANCE IS LINKED TO THE PLANNING AND POLICIES OF THE AUSTRALIAN AND STATE GOVERNMENTS.

Only through integrated planning and provision of service, will the health and wellbeing of both the Moorabool and wider community be improved. Therefore a review of relevant Australian and State Government policies is referenced below to provide context and guidance to the Moorabool Health and Wellbeing Plan.

STATE GOVERNMENT

Victorian Public Health and Wellbeing Plan 2011-2015

The Victorian Public Health and Wellbeing Plan 2011-2015 examines the health and wellbeing of the State and provides four priority settings for major action over the life of the Plan:

- » Local communities – focussing on increasing participation and the role of local councils
- » Workplaces – including health promotion in the workplace and supporting agencies such as VicHealth and programs like WorkHealth to instigate change
- » Early Childhood and education – promoting schools and kindergartens as a focus for supporting healthy living
- » Health services – increasing opportunities for health promotion across the sector and encouraging health providers to support health and wellbeing through more than just direct care.

Rural and Regional Health Plan

The Rural and Regional Health Plan outlines how the Victorian Government will implement the Victorian Health Priorities 2012-2022 in rural and regional areas. The purpose of this plan is to

identify key actions that will drive the delivery of services in rural and regional areas that are more responsive to people's needs. The key issues identified in this Plan are:

- » Population growth in some areas will result in a need for more services
- » The healthcare system will be under increased pressure to address the growing prevalence of chronic disease in the community
- » Improved ability of existing community-based services is needed to deal with the impacts of population growth on the health care system.
- » Innovate service models will need to be developed to address the increasing demand for health services i.e. tele-health

Impacts of Climate Change

The Victorian Climate Change Act 2011 represents the State Government's response to climate changes issues and addresses both mitigation and adaptations issues. Section 14 of the Act requires certain decision makers to have regards to climate change. (*Department of Health, Having Regards to Climate Change*). For Municipal Public Health and Wellbeing Plans, this means considering the impacts climate change within the determinants of health. For Moorabool this may include considering the impacts of flood, heatwave on the health and wellbeing of our residents. For example flooding can impact on the respiratory health of residents, as the after effects of flooding can include increased mould production in the community. The Moorabool Shire Council currently plans for the impacts of severe weather events through the Heatwave Plan, Municipal Public Health Plan and the Municipal Emergency Management Plan.

Central Highlands Regional Growth Plan

The Central Highlands Regional Growth Plan provides a regional approach to land use planning in the Central Highlands. It covers the municipalities of Ararat, Ballarat, Golden Plains, Hepburn, Moorabool and Pyrenees and identifies opportunities to encourage and accommodate growth and manage change over the next 30 years.

The plan identifies:

- » where future development will be supported and assessed at a regional scale,
- » environmental, economic, community and cultural assets and resources of regional significance that should be preserved, maintained or developed, and
- » key regional priorities for future infrastructure planning and investment to support growth.

Overall Key Directions of the plan include:

- » Support growth through the development of employment opportunities in towns identified for population growth.
- » Encourage services, facilities and housing which meet the diverse needs of the community.
- » Build on local opportunities to support sustainable growth and change in small towns.
- » Develop communities that provide local jobs and services.



moorabool health and wellbeing plan action plan

The Action Plan identifies the key strategies and actions to address the key priority areas and improve the health and wellbeing of the Moorabool community. The strategies and actions identified are to be implemented over the short, medium and long term and address a multitude of issues across the Shire. The Moorabool Health and Wellbeing Committee will implement and monitor the Plan.

The action plan has been developed in conjunction with key partner agencies and organisations with the following key principles.

Strategies and actions must:

- » be achievable and realistic for the timeframe
- » have support from key partners in their implementation
- » address the key health issues for the Shire
- » be measurable against the key performance indicators

PRIORITY AREA 1: COMMUNITY CONNECTEDNESS

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

What we will do:

IMPROVE THE HEALTH AND WELLBEING OUTCOMES FOR THE MOORABOOL COMMUNITY

ACTIONS	YEAR	HEALTH & WELLBEING COMMITTEE PARTNERS	HEALTH PROFILE AREA
Adopt a leadership statement on the issue of Violence Against Women to increase community awareness and demonstrate Council's commitment to the issue	Year 2	Women's Health Grampians	Family Violence
Advocate for improved careers advice services and apprenticeship opportunities for young people	Year 1	Highlands Local Learning and Employment Network	Education and training, work and economical development

ACTIONS	YEAR	HEALTH & WELLBEING COMMITTEE PARTNERS	HEALTH PROFILE AREA
In partnership with external agencies and Council staff prepare a report for Council consideration, to identify the key components of a new and dedicated youth space including the size and type of space required, governance and management arrangements, capital costs, operating costs, location and potential funding sources.	Year 1	Highlands Local Learning and Employment Network & Victoria Police	Family and community
Develop a Social Outings Guide for Moorabool Shire.	Year 1	Central Highlands Primary Care Partnership	Family and community Leisure and sport, Arts, culture and events
Identify and promote alternative education programs for secondary school students	Year 4	Highlands Local Learning and Employment Network	Education and training
Implement a Community Leadership Program that focusses on health and wellbeing issues and outcomes	Year 1	Community/ Neighbourhood Houses Primary Care Partnership	Family and community
Produce a 'Strengthening Diversity Plan' that is shared with the local Health Services	Year 3	Djerriwarrh Health Services and Ballan District Health and Care	Health
Continue to promote the positive health benefits of increased education and employment opportunities in the community	Year 1-4	Highlands Local Learning and Employment Network	Work and economic development
Continue to promote the Council as employer of young people through apprenticeships	Year 1-4	Highlands Local Learning and Employment Network	Work and economic development

CREATE SPACES AND ACTIVITIES THAT SUPPORT CREATIVITY, CULTURAL DIVERSITY AND ARTS DEVELOPMENT IN THE COMMUNITY

ACTIONS	YEAR	HEALTH & WELLBEING COMMITTEE PARTNERS	HEALTH PROFILE AREA
Develop a dedicated space for youth/family arts activities including use of existing buildings/spaces for potential use.	Year 4	Highlands Local Learning and Employment Network, Victoria Police, local arts groups	Leisure and sport Art, culture and events
Advocate for increased resources to support the arts and culture community	Year 2	Local arts groups	Leisure and sport Art, culture and events
Create links between disparate arts and community cultural initiatives and events by promoting the Arts Alive Arts Atlas	Year 1-2	Community/ Neighbourhood Houses	Leisure and sport Art, culture and events
Identify and promote grant opportunities for cultural festivals and events	Year 2	Local Arts Groups	Leisure and sport Art, culture and events

ADDRESS SOCIAL INCLUSION ISSUES THROUGH IMPROVED COMMUNICATION AND INFORMATION

ACTIONS	YEAR	HEALTH & WELLBEING COMMITTEE PARTNERS	HEALTH PROFILE AREA
Actively pursue strong youth engagement practice, particularly on-line. This will include engaging young people in the design, development and maintenance of an on-line communication strategy as well as having young people directly involved in the design and maintenance of an on-line framework to gain educational outcomes for their involvement.	Year 1	Highlands Local Learning and Employment Network	Family and community
Implement the Lerdi Listeners program, which is a program for isolated older people and people with disabilities to utilise the Lerderderg Library	Year 1		Health Leisure and sport
Promote the positive health benefits of volunteerism and continue to provide opportunities for community members to participate in volunteer activities.	Year 1-4	All	Family and community

Continue to promote the positive health benefits of the community use of community facilities and participation in sport and recreation activities currently provided.	Year 1-4	All	Leisure and sport
Provide opportunities through youth service program and events to recognise the achievements of young people and help enhance community understanding of the contribution young people make to the community.	Year 3	All	Family and community
Develop a Council Policy about problem gambling and the impacts on the community	Year 4	Central Highlands Primary Care Partnership	Family and community
Further promote walking, cycling and running groups operating in the Shire	Year 1	Djerriwarrh Health Services, Ballan District Health and Care	Health
Promote the prevention of violence against women message through local print, radio and television media	Year 1-4	Women's Health Grampians CAFS	Crime and safety
Support organisational changes by providing leadership and training on prevention of violence against women and gender equality	Year 2	Women's Health Grampians	Crime and safety

Relevant Policies and Strategies:

- » Youth Strategy
- » Home and Community Care Assessment Service Action Plan

Key Performance Indicators over 4 years

What will tell us that we have achieved our goal?	How will we know we have achieved it?	Where will the information come from?
Increase in participation of physical activity groups i.e. walking groups	Number of new people joining physical activity groups i.e. walking groups, sporting clubs	Health Service data, community group participation data
Increased community programs	Bookings of community facilities increased Increase in advertising of programs	Facility managers Newspapers Websites

PRIORITY AREA 2: HEALTHY AND SAFE BUILT ENVIRONMENTS

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

What we will do:

PLAN FOR STATE OF THE ART INFRASTRUCTURE ENSURING A PLACE AND SPACE FOR FUTURE SERVICE PROVISION THAT PROMOTES COMMUNITY HEALTH AND WELLBEING

ACTIONS	YEAR	HEALTH & WELLBEING COMMITTEE PARTNERS	HEALTH PROFILE AREA
Actively plan to reduce the gap in provision of active open space across the Shire and encourage settlement in areas with group access to open space	Year 2		Leisure and sport
Increase access to school facilities and other buildings for community use	Year 3	Schools	Leisure and sport
Develop and build an Early Years Hub in Darley	Year 1-4	CAFS	Family and community
Identify and apply for funding opportunities for improving and enhancing walking tracks, including cultural walks	Year 1-2		Leisure and sport

Relevant Policies and Strategies: Draft Hike and Bike Strategy

ADVOCATE FOR INCREASED TRANSPORT OPTIONS THAT CONNECT PEOPLE WITH SOCIAL ACTIVITIES AND SERVICES

ACTIONS	YEAR	HEALTH & WELLBEING COMMITTEE PARTNERS	HEALTH PROFILE AREA
Promote existing transport options and links to current services and activities through the Moorabool website	Year 2	Djerriwarrh Health Services, Ballan District Health and Care and Ballarat Health Services	Family and community
Advocate to the State Government to implement the Bacchus Marsh Town Bus review recommendations	Year 1	All	Family and community
Increase access to services for the elderly in Ballan through a trial community transport service around Ballan	Year 1	Ballan District Health and Care, Ballan Community House	Family and community

INVOLVE THE COMMUNITY IN CREATING A 'SENSE OF PLACE' FOR THEIR COMMUNITY

ACTIONS	YEAR	HEALTH & WELLBEING COMMITTEE PARTNERS	HEALTH PROFILE AREA
Consult with the community, particularly families, young people, older people and children about making community facilities user friendly and accessible	Year 3	All	Leisure and sport
Promote existing walking trails through an online guidebook or 'app'	Year 3		Leisure and sport
Improve the communities perception of safety through utilising safe design principles in subdivision planning and improved maintenance of public places and infrastructure	Year 4		Crime and safety
Be a culturally inclusive Shire and create a sense of place for Indigenous people	Year 1	Indigenous Group for Bacchus Marsh and Surrounds Local Aboriginal Cooperative and services	Family and community

Relevant Policies and Strategies:

- » Ballan District Health & Care 2011-2014
- » Draft Hike and Bike Strategy

Key Performance Indicators over 4 years

What will tell us that we have achieved our goal?	How will we know we have achieved it?	Where will the information come from?
New/enhanced multi-use community spaces developed	Promotion of existing and development of new multi-use spaces	Capital Improvement Program
Secured external funding	Notification of successful Grant applications	Council officers and external agencies
Community perceptions of safety	Increased reporting about community safety issues	Victorian Police

PRIORITY AREA 3: ACCESSIBLE SERVICES

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

What we will do:

IMPROVE ACCESS TO INFORMATION ABOUT SERVICES AND WAITING TIMES THROUGH THE DEVELOPMENT OF AN INTEGRATED 'ONE STOP SHOP' APPROACH

ACTIONS	YEAR	HEALTH & WELLBEING COMMITTEE PARTNERS	HEALTH PROFILE AREA
Establish a cross-agency working group to undertake an audit of services across all age cohorts and map the potential for integration of services	Year 2	All	Health, Family and community
Utilise the Moorabool Shire Council Website to provide information about local services	Year 1		Family and community
Develop an online database of all services in the Moorabool Shire, that links to availability, wait times, transport information etc. "a one-stop-shop (online) of information"	Year 2	All	Health, Family and community
Increase engagement with local and regional Committees that focus on integrated service provision - for example, Grampians Integrated Family Violence Committee, Grampians Indigenous Family Violence Regional Action Group, Moorabool Family Violence Prevention Network	Year 4	CAFS Women's health Grampians	Health

WORK IN PARTNERSHIP WITH KEY AGENCIES TO IMPROVE ACCESS TO EARLY CHILDHOOD SERVICES FOR FAMILIES

ACTIONS	YEAR	HEALTH & WELLBEING COMMITTEE PARTNERS	HEALTH PROFILE AREA
Ensure there are adequate kindergarten places for all children living in Moorabool, including increasing the number of 3 and 4 year old kindergarten places.	Year 3	CAFS	Education and training
Advocate to the Government to improve access to affordable childcare for Moorabool residents	Year 3	CAFS	Family and community

ENHANCE COMMUNITY ACCESS TO PRIMARY MEDICAL, HEALTH CARE, COMMUNITY SUPPORT AND MEDICAL SPECIALIST SERVICES.

ACTIONS	YEAR	HEALTH & WELLBEING COMMITTEE PARTNERS	HEALTH PROFILE AREA
Advocate to the State and Federal Government for increased access to drug and alcohol counselling services	Year 3	Djerriwarrh Health Services	Health, crime and safety
Support local health services to promote bowel screening services in the Shire	Year 2	Djerriwarrh Health Services	Health
Promote the 'Closing the Gap' health information web resource for indigenous people to the Health providers in the Moorabool Shire	Year 2	Indigenous group for Bacchus Marsh and Surrounds Local Aboriginal Cooperative and services	Health
Increase support available to residents by advocating for religious groups to continue to provide pastoral care to the community	Year 3		Family and community

**ADDRESS ACCESS AND INCLUSION ACROSS ALL AGES,
GENDER, CULTURAL DIVERSITY AND ABILITY**

ACTIONS	YEAR	HEALTH & WELLBEING COMMITTEE PARTNERS	HEALTH PROFILE AREA
Reduce barriers associated with accessing services, facilities, goods and services	Year 2	Pinarc Disability Support	Family and community health
Reduce barriers associated with obtaining and maintaining employment for people with disabilities	Year 2	Pinarc Disability Support	Work and economic development
Provide opportunities for inclusion and participation in the community for people with disabilities	Year 3	Pinarc Disability Support	Family and community
Advocate for significant changes to attitudes and practices which discriminate against people with a disability	Year 2	Pinarc Disability Support	Family and community
Implement cultural training programs for staff and community groups	Year 4	Indigenous Group for Bacchus Marsh and Surrounds Local Aboriginal Cooperative and services	Art, culture and events

Relevant Policies and Strategies:

- » Municipal Early Years Plan
- » Ballan District Health & Care 2011-2014
- » Access and Inclusion Action Plan

Key Performance Indicators over 4 years

What will tell us that we have achieved our goal?	How will we know we have achieved it?	Where will the information come from?
Waiting times for services	Reduction in waiting times for services	Health Services
Usage of existing services	Increased number of people accessing services	Health Services
Gaps in services identified	Gap analysis completed	Cross-agency working group

PRIORITY AREA 4: SUPPORTING HEALTHY LIFESTYLES AND BEING ACTIVE

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

What we will do:

INCREASE PARTICIPATION IN ACTIVE LIFESTYLE PROGRAMS THAT ENHANCE COMMUNITY WELLBEING

ACTIONS	YEAR	HEALTH & WELLBEING COMMITTEE PARTNERS	HEALTH PROFILE AREA
Provide programs that support frail older people and people with disabilities in the Home and Community Care target group to live in the community as independently and autonomously as possible	Year 1-4	Djerriwarrh Health Services and Ballan District Health and Care	Family and community
Council lead the way in promoting healthy lifestyle by adopting a healthy workplace policy	Year 4	Djerriwarrh Health Services	Health
Deliver and promote the Federal Government funded Healthy Communities Project and evaluate this project with a view to sustainability	Year 1	Djerriwarrh Health Services and Ballan District Health and Care	Health
Develop a policy about smoking in public places i.e. outdoor dining and playgrounds	Year 3	Djerriwarrh Health Services and Ballan District Health and Care	Health
Promote opportunities for families to access existing physical activity programs in the community i.e. community sporting clubs	Year 1-4		Leisure and sport
Develop a Domestic Animal Management Plan to support and encourage the positive health benefits of responsible pet ownership	Year 1		Family and community

INCREASE OPPORTUNITIES FOR PEOPLE TO MAKE HEALTHY EATING CHOICES TO IMPROVE THEIR HEALTH

ACTIONS	YEAR	HEALTH & WELLBEING COMMITTEE PARTNERS	HEALTH PROFILE AREA
Improve the breastfeeding rates for the Shire by promoting breastfeeding friendly spaces and providing information/ education on the importance of breastfeeding	Year 1-4	Djerriwarrh Health Services CAFS Grampians Medicare Local	Family and community
Promote market gardener/locally grown food as a healthy choice for residents	Year 2	Djerriwarrh Health Services, Ballan District Health and Care	Health
Advocate for improved food security for low-income families	Year 1	CAFS	Health
Build sustainable partnerships with community groups i.e. sports club to implement programs that promote healthy eating i.e. Breakfast Clubs	Year 3	Djerriwarrh Health Services, Ballan District Health and Care Sporting Clubs	Health
Promote existing community garden programs as avenues for learning about healthy eating	Year 2	Neighbourhood / Community houses	Health
Promote and monitor food safety compliance in Moorabool and provide advice on food safety to the public	Year 1	Djerriwarrh Health Services, Ballan District Health and Care	Health

Relevant Policies and Strategies:

- » Draft Moorabool Hike and Bike Strategy
- » Social Infrastructure Plan
- » Draft Youth Strategy

Key Performance Indicators over 4 years

What will tell us that we have achieved our goal?	How will we know we have achieved it?	Where will the information come from?
Increased access to healthy food choices	Increased number of people eating fruits and vegetables	State Government health statistics
Participation rates in physical activity	Increased participation in physical activity, including sporting activities	Community Groups/Clubs

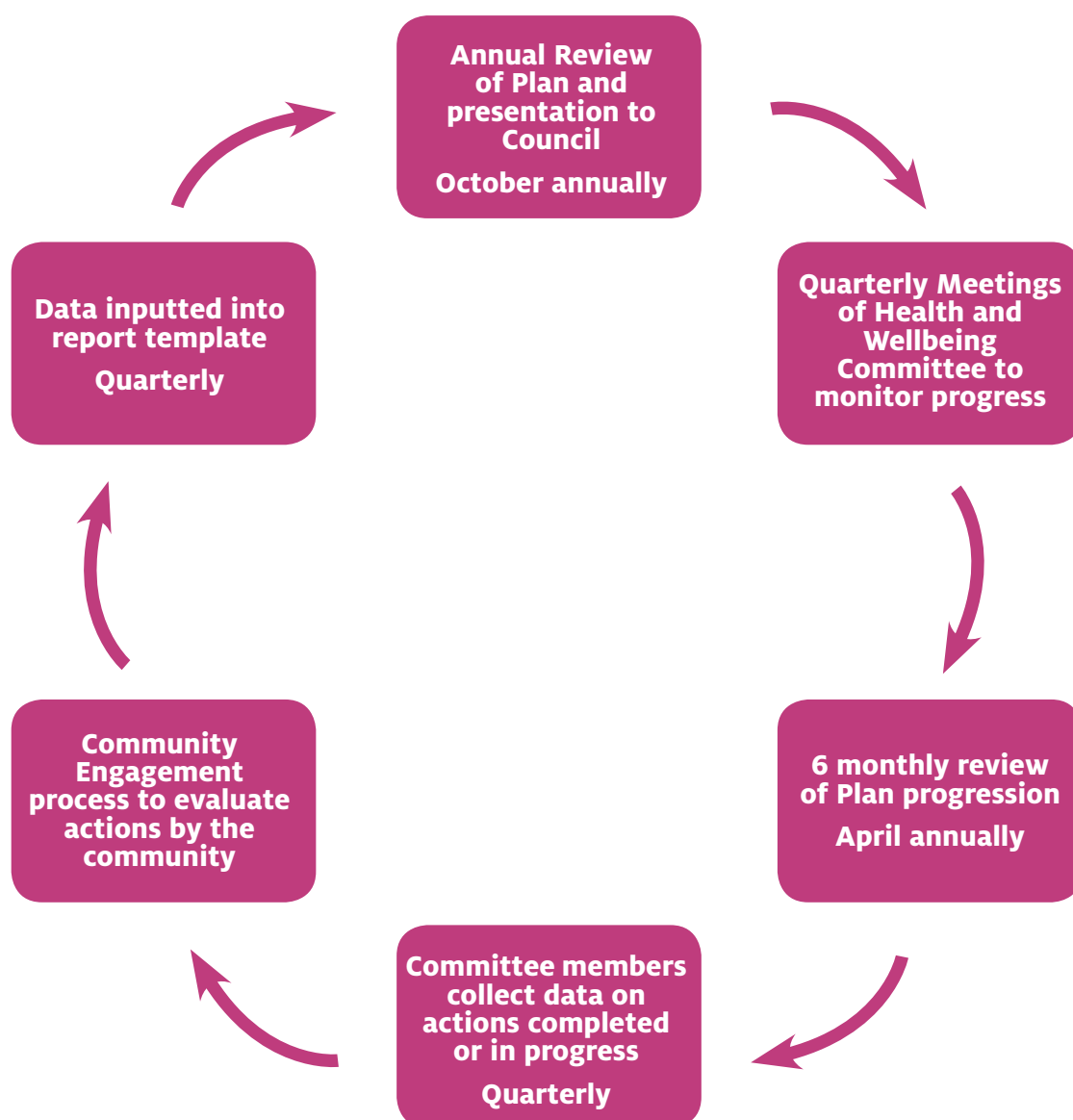


evaluation and reporting

THE MOORABOOL HEALTH AND WELLBEING PLAN WILL BE MONITORED AND EVALUATED THROUGH THREE KEY STEPS:

- » Performance evaluation against the key performance indicators outlined in the action plan over 4 years. Partner organisation will be required to report on the status on actions
- » Annual review of the Plan, including engagement of the community
- » Ongoing monitoring by the Health and Wellbeing Committee

The following Diagram provides the process for the annual review of the Plan and reporting to the Council.



Process to collect key performance indicator and evaluation information:





11.3.2 Draft Sponsorship and Naming Rights Policy

Introduction

File No.: 02/06/007
Author: Danny Colgan
General Manager: Danny Colgan

Background

The purpose of this report is to present the Council with a draft Sponsorship and Naming Rights Policy. The draft 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 draft 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 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 draft 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 draft policy proposes 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 Council will also 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 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.

The draft policy proposed 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

It is proposed that in accordance with Moorabool Shire Council Policy Protocol, consideration of items which affect beyond the current year, the Community Grants Policy as contained in **Attachment 11.3.2**, lay on the table for further consideration at the next Ordinary Meeting of Council after 30 days.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

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

The proposed Draft Sponsorship and Naming Rights Policy is consistent with the 2013-2017 Council Plan.

Financial Implications

The draft 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	Low	Policy in place

Communications and Consultation Strategy

Feedback from the communities of Moorabool will be sought on the draft Sponsorship and Naming Rights and will involve the use of 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.

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 present the Council with a draft Sponsorship and Naming Rights Policy. The draft 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.

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.

Recommendation:

That Council in accordance with Moorabool Shire Council Policy Protocol, *Consideration of Items which Affect Beyond the Current Year*, the Draft Sponsorship and Naming Rights Policy now lay on the table for further consideration at the next Ordinary Meeting of Council after 30 days.

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

Danny Colgan

Title:

General Manager Community Services

Date:

Wednesday 30 October, 2013

Attachment - Item 11.3.2

Policy No.:	HS008	<i>HS008 – Sponsorship and Naming Rights Policy</i>
Review Date:		
Revision No.:		
Policy Manual Version No.:		
Adopted by:		November 2013

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 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.

Acceptable	Hold
<ul style="list-style-type: none"> • Consistent with Council Values and Objectives • Philanthropic donation • Local Businesses 	<ul style="list-style-type: none"> • Current planning permit application being considered • Current building demolition permit application being considered
Unacceptable	Further analysis
<ul style="list-style-type: none"> • Conflicts with Council Values and Objectives • Produce, promote or provide tobacco or alcohol products or are in the sex, gaming or gambling industry 	<ul style="list-style-type: none"> • Mining Industry • Fast Food Industry • Local School • Banks . Community or Commercial • Developers

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:

Key Result Area	Representation and Leadership
Objective	Sound, long term financial management
Strategy	Develop and maintain a long term financial planning, management and reporting system, which ensures resources to deliver services and manage Council's assets

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

11.4 INFRASTRUCTURE SERVICES

11.4.1 Flood Recovery Program Quarterly Report – September 2013

Introduction

File No.:
Author: Sam Romaszko
General Manager: Phil Jeffrey

Background

During 2010 and early 2011 various severe weather events were experienced across the Shire resulting in widespread flood damage to Council's infrastructure including roads, drains, bridges, walking trails, recreation reserves and buildings. The most dangerous and necessary damaged assets were attended to by Council's Works Department and Contractors during or shortly after the events for public safety and amenity.

Subsequently a series of significant tasks on multiple occasions were undertaken to inspect, assess and estimate costs for flood damage on all Council's roads and other infrastructure across the Shire. Each event has triggered submission of damage estimates to the Department of Treasury and Finance for Natural Disaster Financial Assistance now totalling approximately \$21.3 million. Council is currently in the process of delivering the works associated with those grants.

Proposal

This quarterly report provides Council with an overview of the progress of the Flood Recovery Works Program to 30 September 2013.

Implementation of the Flood Recovery Program

The number of individual projects in the Flood Recovery Program is currently 720. Significant emergency repairs were implemented at the time of each event and Council officers have grouped remaining like projects and simplified the list for reporting purposes. As a result the reportable number of projects associated with the Flood Recovery Program consists of 46 projects.

To be consistent with the capital program reporting, the Engineering Services Unit has used the 6 key stages of the project delivery process and will report with reference to these stages in regard to the overall program status. The table below summarises the overall program status as at 30 September 2013:

Flood Recovery Works Program Delivery Stage	Actual as at 30 September 2013	
	No. of Projects	%
Not Commenced	1	2.2
Documentation/Design Preparation	2	4.3
Tender/Quote Stage	0	0
Project Awarded . Waiting Commencement	0	0
In Progress/Under Construction	5	10.9
Complete	38	82.6
TOTAL	46	100.0

The attached report details the progress of each individual project. In addition the report also provides specific comments in relation to each project and its status.

Significant Projects

There has been good progress to date with approximately \$18.8M worth of works committed, in progress or complete. Recent large projects include;

- S Conroy Road, Bunding bridge replacement works are complete
- Leila Court, Bacchus Marsh drainage restoration works are in progress and scheduled for completion in late November 2013
- Wallace Township drainage restoration works are in progress and scheduled for completion in late October 2013

On completion of these projects, the only outstanding works are restoration of walking trails along the Lerderderg River, Bacchus Marsh.

Estimated damage and timing of repairs

Council's current damage estimates submitted to the Department of Treasury and Finance (DTF) for Natural Disaster Financial Assistance total \$21.3 million. This will be adjusted and reimbursement for actual costs will inform the final damage amount.

Council has received advice regarding the submission for an extension of time and have been able to secure a revised project delivery timeframe of June 2014 for infrastructure deemed essential. No further extensions will be possible.

Outstanding Works

Confirmation has been received that expenditure relating to the restoration of walking trails will be reimbursed. Officers are continuing to work through issues relating to Melbourne Water requirements, cultural heritage and native vegetation assessment, stakeholder consultation and finalisation of conceptual design work in order to progress the procurement of these works. Councillors will be kept informed of progress in the coming weeks regarding this project.

Policy Implications

The 2013. 2017 Council Plan provides as follows:

Key Result Area	Enhanced Infrastructure Natural and Built Environment.
Objective	Ensure current and future infrastructure meets the needs of the community.
Strategy	Construct physical infrastructure to appropriate standards.

The Capital Improvement Program reporting is consistent with the 2013-2017 Council Plan.

Financial Implications

Reporting of the Flood Recovery Program has been resourced as part of the financial assistance claims from state government; accordingly there are no additional financial implications. At this point in time, the program is within overall budget parameters although Council will be reimbursed for actual expenditure.

Risk & Occupational Health & Safety Issues

There are no irregular Risk and Occupational Health and Safety issues identified in this report. Specific risk elements are analysed and dealt with as part of the delivery of each individual project.

Communications Strategy

Progress on the Flood Recovery program will be reported in the following formats:

- Infrastructure Update Weekly
- Councillor Information Bulletin Monthly
- Moorabool Matters Bi Monthly
- Moorabool News Updates on Significant Progress
- Capital Improvement Program Quarterly

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

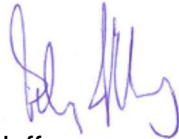
This report provides a summary of the progress of the Flood Recovery Program for the first quarter of the 2013/14 period for the information of Councillors. Given there is only a small number of projects left to be completed, future reporting on the flood recovery program will be incorporated in the quarterly capital improvement works report and include only the projects that are incomplete.

Recommendation:

That Council receives the Flood Recovery Program Quarterly Report to 30 September 2013.

Report Authorisation

Authorised by:






Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Wednesday 30 October 2013

Attachment - Item 11.4.1



2013/14
Flood Recovery Program
Quarterly Report
September 2013

BUDGET LEGEND

-  Currently on or under budget
-  Currently within 10% of allocated budget
-  In excess of 10% of budget allocation

NOTE: This represents forecast expenditure until the project is complete. The budget status will then reflect actual expenditure.

Drainage restoration works

Leila Court, Bacchus Marsh

Budget: \$562,960

Task	Start Date	End Date	% Completed	Budget Status
Drainage outfall rectification	01/08/2012	30/11/2013	20	

Contract was awarded to Nasi Pty Ltd and works commenced in late September.

Connor Street, Bacchus Marsh

Budget: \$130,000

Task	Start Date	End Date	% Completed	Budget Status
Drainage outfall rectification	01/07/2012	31/03/2013	100	

Contract was awarded to Patten Pavement Services Pty Ltd and works were completed in December 2012.

Hopetoun Park Estate

Budget: \$40,000

Task	Start Date	End Date	% Completed	Budget Status
Various repair works to drainage easements	01/01/2013	31/03/2013	100	

Contract has been awarded to PG Carey Contracting Pty Ltd and was completed in November 2012.

Tramway Lane, Bacchus Marsh

Budget: \$75,000

Task	Start Date	End Date	% Completed	Budget Status
Drainage rectification works	01/10/2012	30/06/2013	100	

Contract has been awarded to Enoch Civil Pty Ltd and was completed in November 2012.

McLeod Drive, Darley

Budget: \$30,000

Task	Start Date	End Date	% Completed	Budget Status
Drainage works	01/07/2012	31/03/2013	100	

Contract was awarded to Butler Excavations Pty Ltd and completed in February 2013.

Lewis Street, Darley

Budget: \$35,000

Task	Start Date	End Date	% Completed	Budget Status
Drainage restoration works	05/03/2011	26/03/2011	100	

This project was awarded to ABS Building Services and completed in March 2011.

Bacchus Marsh Pipe Cleaning

Budget: \$27,000

Task	Start Date	End Date	% Completed	Budget Status
Clean silt from underground drainage pipes	27/06/2011	19/08/2011	100	

Works are now complete for all known silt problems.

Bacchus Marsh & Ballan Minor Pipe Repair**Budget: \$38,000**

Task	Start Date	End Date	% Completed	Budget Status
Repair/replace minor drainage issues	18/07/2011	30/10/2011	100	

*This project was completed in December 2011.***Lewis Street Drainage into McLeod Street****Budget: \$80,000**

Task	Start Date	End Date	% Completed	Budget Status
Replace drainage & flood path.	24/10/2011	30/09/2012	100	

*This project was awarded to Butler Excavations and completed in June 2012.***Wallace Township Drainage****Budget: \$330,000**

Task	Start Date	End Date	% Completed	Budget Status
Drainage rectification works	01/07/2013	30/10/2013	85	

*Contract was awarded to Global Contracting Pty Ltd with completion anticipated for late October.***Moorabool West Road****Budget: \$104,800**

Task	Start Date	End Date	% Completed	Budget Status
Drainage rectification works	24/10/2011	30/09/2012	100	

*This project was awarded to Pat Carey Contracting Pty Ltd and was completed in late September.***Barkstead Road, Barkstead****Budget: \$169,640**

Task	Start Date	End Date	% Completed	Budget Status
Shoulder widening and drainage improvements	01/07/2013	30/10/2013	10	

*Project was awarded to Enoch Civil Pty Ltd and commenced in late September. Works are scheduled for completion in November 2013.***Werribee Vale Road, Maddingley****Budget: \$85,000**


Task	Start Date	End Date	% Completed	Budget Status
Drainage rectification works		30/06/2014	0	

*Commencement of this project is pending commitment from Stonehill development.***Recreation Reserves and Buildings****Recreation Reserves – Repair Surface Damage****Budget: \$130,000**

Task	Start Date	End Date	% Completed	Budget Status
Repair pavements & surface drains.	1/08/2011	16/12/2011	100	


These works were completed February 2012.

Buildings – Minor Repairs**Budget: \$10,000**

Task	Start Date	End Date	% Completed	Budget Status
Repair of minor building damage.	09/01/2012	24/02/2012	100	


Repair works to Lerderderg Children's Centre were completed early 2011.

Walking Trails**Caledonian Park – Sth of River – Walking Path****Budget: \$53,000**

Task	Start Date	End Date	% Completed	Budget Status
Repair pavements & surface drains.	15/08/2011	14/10/2011	100	

This project was completed in December 2011.

Caledonian Park – Nth of River – Walking Path**Budget: \$64,000**

Task	Start Date	End Date	% Completed	Budget Status
Repair pavements & surface drains.	06/02/2012	30/03/2012	100	

This project was completed in March 2012.

Caledonian Park – Bank Street outfall drainage repair**Budget: \$20,000**

Task	Start Date	End Date	% Completed	Budget Status
Replace drainage.	01/02/2011	16/03/2011	100	


This project was completed in March 2012.

Lerderderg River Walking Trail – West of Gisborne Rd**Budget: \$365,000**

Task	Start Date	End Date	% Completed	Budget Status
Rebuild the trail from Gisborne Rd to Links Rd	01/07/2012	30/12/2013	0	

A design contract has been awarded to GHD Pty Ltd with an options report received taking into account path location and river flood levels. Negotiations with Melbourne Water are also in progress. It is anticipated that the procurement for the project will commence in late November 2013.

Lerderderg River Walking Trail – East of Gisborne Rd**Budget: \$97,000**

Task	Start Date	End Date	% Completed	Budget Status
Rebuild the trail from Gisborne Rd to Western Fwy	01/07/2012	30/12/2013	0	

Officers are currently investigating the possibility of relocating the path to the west side of the river. The final scope of the project is pending the outcome of this investigation. Failing this, there is a risk this project may not proceed.

Werribee River Walking Trail – Pepper Tree Park**Budget: \$160,000**

Task	Start Date	End Date	% Completed	Budget Status
Rebuild the trail.	01/07/2012	30/12/2013	90	

Maintenance works to this length of trail are now complete. Melbourne Water have given in principle agreement for Council to undertake the outstanding rectification works, however we are awaiting further advice and will know the outcome in November 2013.

Walking trails - various**Budget: \$42,600**

Task	Start Date	End Date	% Completed	Budget Status
Various walking trail repairs	01/07/2012	30/10/2012	100	

Repair works are now complete including Masons Lane Reserve and Longforest Road walking trail.

Bridge rectification works**Bridge Repairs – Throughout Shire****Budget: \$512,781**

Task	Start Date	End Date	% Completed	Budget Status
Maintenance work to repair storm damage.	13/06/2011	23/12/2011	100	

Contract was awarded to Global Contracting Pty Ltd and reached practical completion on 30 April 2012.

North Blackwood Road Bridge Replacement**Budget: \$600,000**

Task	Start Date	End Date	% Completed	Budget Status
Design & Construction	05/09/2011	03/03/2012	100	

Contract was awarded to Bridge & Marine Pty Ltd and bridge open to traffic in April 2012.

Martin Street Bridge Replacement**Budget: \$350,000**

Task	Start Date	End Date	% Completed	Budget Status
Design & Construction	05/09/2011	03/03/2012	100	

Contract was awarded to Bridge & Marine Pty Ltd and bridge open to traffic in April 2012.

Bungaree Wallace Road Pedestrian Bridge Replacement**Budget: \$40,000**

Task	Start Date	End Date	% Completed	Budget Status
Supply & Construction	01/01/2013	31/03/2013	100	

This contract was awarded to Carey Contracting Pty Ltd and completed in March 2013.

Simmons Reef Road Major Culvert Replacement**Budget: \$420,000**

Task	Start Date	End Date	% Completed	Budget Status
Design & Construction	01/07/2012	30/09/2013	90	

Original contract has been taken over by Council and outstanding works have been tendered, with the contract being awarded to Fulton Hogan Pty Ltd. Works are almost complete, but are temporarily on hold due to weather. It is anticipated that works will be completed by the end of December.

Long Gully Road Major Culvert Replacement**Budget: \$140,000**

Task	Start Date	End Date	% Completed	Budget Status
Design & Construction	05/09/2011	03/02/2012	100	

Contract was awarded to P&G Carey Contracting Pty Ltd and open to traffic in May 2012.

Gargans Road Bridge Replacement**Budget: \$360,000**

Task	Start Date	End Date	% Completed	Budget Status
Design & Construction	01/07/2012	31/10/2012	100	

This contract was awarded to Bridge & Marine Pty Ltd and open to traffic in November 2012.

Bacchus Marsh Balliang Road Major Culvert Replacement**Budget: \$48,000**

Task	Start Date	End Date	% Completed	Budget Status
Design & Construction	09/01/2012	02/04/2012	100	

This project was delivered by Council's Works Department and was completed in June 2012.

Culvert cleaning & minor repair – Throughout Shire.**Budget: \$20,000**

Task	Start Date	End Date	% Completed	Budget Status
Cleaning & minor repair of culverts including disposal of silt stockpiles	01/07/2012	30/06/2013	100	

Several culverts have been cleaned and repaired across the Shire to date. The removal and disposal of silt stockpiles were completed in June 2013.

S Conroy Road bridge replacement**Budget: \$350,000**

Task	Start Date	End Date	% Completed	Budget Status
Design and construction	01/09/2012	31/03/2013	100	

Contract was awarded to Global Contracting Pty Ltd. Construction was completed in mid September.

Golden Point Road culvert replacement**Budget: \$250,000**


Task	Start Date	End Date	% Completed	Budget Status
Design and construction	01/11/2012	31/03/2013	100	

This project has been awarded to Lake & Land Pty Ltd and was completed in March 2013.

Sealed & unsealed roads

Gravel Road and Shoulder Repairs – West Moorabool


Budget: \$560,264

Task	Start Date	End Date	% Completed	Budget Status
Gravel resheeting and other work to repair storm damage.	01/02/2012	30/07/2012	100	

Contract has been awarded to Global Contracting Pty Ltd and reached practical completion in August 2012.

Gravel Road and Shoulder Repairs – Woodlands


Budget: \$554,689

Task	Start Date	End Date	% Completed	Budget Status
Gravel resheeting and other work to repair storm damage.	01/02/2012	30/07/2012	100	

Contract has been awarded to Global Contracting Pty Ltd and reached practical completion in August 2012

Gravel Road and Shoulder Repairs – Bungal


Budget: \$1,950,860

Task	Start Date	End Date	% Completed	Budget Status
Gravel resheeting and other work to repair storm damage.	14/02/2011	28/02/2012	100	

Contract was awarded to Citywide Service Solutions Pty Ltd and reached practical completion in May 2012.

Gravel Road and Shoulder Repairs – East Moorabool


Budget: \$1,572,548

Task	Start Date	End Date	% Completed	Budget Status
Gravel resheeting and other work to repair storm damage.	14/02/2011	28/02/2012	100	

Contract was awarded to Global Contracting Pty Ltd and reached practical completion in April 2012.

Sealed Road Repairs – Throughout Shire


Budget: \$170,000

Task	Start Date	End Date	% Completed	Budget Status
Stabilise & patch areas of failed sealed pavement.	09/01/2012	31/12/2012	100	

Various projects including Yankee Flat Road, Egerton-Bungeeltap Road and Torpys Road patching works are now complete.

Sealed Road Repairs – Patching Contract – Sector A

Budget: \$233,158


Task	Start Date	End Date	% Completed	Budget Status
Stabilise & patch areas of failed sealed pavement (north end of West Moorabool Ward)	01/10/2012	31/01/2013	100	

Contract has been awarded to Fulton Hogan Industries Pty Ltd. This contract commenced in November 2012 and reached

practical completion in December 2012.

Sealed Road Repairs – Patching Contract – Sector B


Budget: \$435,130

Task	Start Date	End Date	% Completed	Budget Status
Stabilise & patch areas of failed sealed pavement (West Moorabool Ward, northern Bungal Ward, southern Woodlands Ward)	01/10/2012	31/01/2013	100	

Contract has been awarded to Global Contracting Pty Ltd. This contract commenced in November 2012 and reached practical completion in March 2013.

Sealed Road Repairs – Patching Contract – Sector C


Budget: \$259,587

Task	Start Date	End Date	% Completed	Budget Status
Stabilise & patch areas of failed sealed pavement (East Moorabool Ward, Bungal and southern Woodlands Ward)	01/10/2012	31/01/2013	100	

Contract has been awarded to Chimewood Pty Ltd. This contract commenced in November 2012 and reached practical completion in December 2012.

Ingliston Settlement Road – Landslip repair


Budget: \$28,776

Task	Start Date	End Date	% Completed	Budget Status
Construction	10/10/2011	30/03/2012	100	

This project was completed in January 2012.

Egerton-Ballark Road – haul route rectification works

Budget: \$600,000

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/07/2012	31/03/2013	100	

Stage 1 – This contract has been awarded to Downer EDI, with works completed in March 2013.

Stage 2 – This contract has been awarded to Bitu-Mill Pty Ltd, with works completed in February 2013.

Elaine-Morrisons Road – haul route rectification works


Budget: \$500,000

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/07/2012	31/03/2013	100	

This contract was awarded to Fulton Hogan Pty Ltd. Works were completed in June 2013.


Ballan-Meredith Road – haul route rectification works

Budget: \$300,000

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/03/2012	28/02/2013	100	


Contract has been awarded to Bitu-Mill Pty Ltd and was completed in December 2012.

Mount Wallace-Ballark Road – haul route rectification works**Budget: \$80,000**

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/07/2012	31/03/2013	100	


Contract was awarded to Corrib Drainage Pty Ltd, with works completed in March 2013.

**Elaine-Egerton Road / Elaine-Morrison Road Intersection
- haul route rectification works****Budget: \$50,000**

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/07/2012	31/03/2013	100	

Contract was awarded to Corrib Drainage Pty Ltd, with works completed in March 2013.

**Ballan-Meredith Road / Elaine-Morrison Road Intersection
- haul route rectification works****Budget: \$25,000**

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/07/2012	30/06/2013	100	


This project was completed in June 2013.

Purcells Lane, Myrniong – haul route rectification works**Budget: \$100,000**

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/07/2012	31/03/2013	100	

Contract was awarded to Corrib Drainage Pty Ltd, with works completed in March 2013.

Various Council Roads – temporary sealing of patching works**Budget: \$53,275**

Task	Start Date	End Date	% Completed	Budget Status
Design and Construction	01/03/2012	31/12/2012	100	

Sealing of patching undertaken as a result of haul route rectification works is now complete.

11.4.2 Capital Improvement Program Quarterly Report – September 2013

Introduction

File No.: 16/01/001
Author: Sam Romaszko
General Manager: Phil Jeffrey

Background

The delivery of the Capital Improvement Program (CIP) is an important function of Council's operations and represents a significant portion of Council's overall expenditure. Accordingly, the status of the overall program is reported to Council every quarter.

Proposal

This quarterly report provides Council with an overview of the progress of Council's 2013/2014 Capital Improvement Program to 30 September 2013.

Implementation of the 2013/2014 Capital Improvement Program

The 2013/2014 Capital Improvement Program currently consists of 78 projects, of which 16 are inactive and cannot commence. Therefore the table below reports on the 62 active projects in terms of percentage. This number will be adjusted throughout the year as other projects become active.

This list incorporates projects from various sources including but not limited to the following:

- Projects carried forward from 2012/2013 program
- 2013/2014 Council budgeted projects
- Grant funded projects

Also for simplicity sake the reseal, final seal, gravel road resheet and shoulder resheet programs have been listed as 4 projects in total rather than listing each individual road under each respective program.

The Engineering Services Unit nominates 6 key stages of the project delivery process and will report with reference to these stages in regard to the overall program status. The table below summarises the overall program status as at 30 September 2013:

CIP Program Delivery Stage	Actual as of 30 September 2013	
	No. of Projects	%
Not Commenced (inactive)	16	-
Not Commenced	18	29.0
Documentation/Design Preparation	5	8.1
Tender/Quote Stage	14	22.6
Project Awarded . Waiting Commencement	6	9.7
In Progress/Under Construction	14	22.6
Complete	5	8.1
TOTAL	62	100

The attached report details the proposed timeframe and progress of each individual project. In addition the report also provides specific comments in relation to each project and its status.

Program Status

At this stage of the financial year the program is generally tracking well. 8% of the program is complete with a majority of projects in the tender/quote stage and in progress/under construction phases.

Inactive Projects

Of the 78 projects identified in this year's program there are 16 inactive projects. An overview is provided below and each is listed individually under one heading in the attached report;

- 14 projects are subject to external funding and cannot commence until successful matching grants are obtained.
- 2 projects (funded via Notice of Motion) are currently on hold pending finalisation of the scope of each project.

2012/13 CIP Budget

The 2012/13 Capital Improvement Program achieved a surplus of \$250,000 which has been carried forward into the 2013/14 CIP.

It is recommended the Gell Street, Bacchus Marsh footpath replacement works be funded through this surplus to complement the current streetscape improvements project and address a number of public liability issues. The remaining funds to be allocated at a later date.

Policy Implications

The 2013-2017 Council Plan provides as follows:

Key Result Area	Enhanced Natural and Built Environment
Objective	Ensure current and future infrastructure meets the needs of the community.
Strategy	Construct physical infrastructure to appropriate standards.

The Capital Improvement Program reporting is consistent with the 2013-2017 Council Plan.

Financial Implications

Reporting of the Capital Improvement Program has been resourced as part of Council's budget; accordingly there are no additional financial implications. At this point in time, the program is within budget parameters.

Risk & Occupational Health & Safety Issues

There are no irregular Risk and Occupational Health and Safety issues identified in this report. Specific risk elements are analysed and dealt with as part of the delivery of each individual project.

Communications Strategy

Progress on the Capital Improvement Program will be reported in the following formats:

▪ Infrastructure update on active projects	Weekly
▪ Update on major projects	Monthly
▪ Moorabool Matters	Bi Monthly
▪ Moorabool News	As required
▪ Report to Council	Quarterly

Specific projects are communicated to the community and affected residents as required through a range of methods including but not limited to advertisements, mail outs and letter drops.

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 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

This report provides a summary of the progress of the Capital Improvement Program for the first quarter of the 2013/2014 period for the information of Councillors.

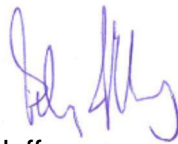
Recommendation:

That Council

- 1. Receives the Capital Improvement Program quarterly report to 30 September 2013.**
- 2. Allocates part of the carried forward 2012/13 surplus funds into the following project;**
 - a. Gell Street, Bacchus Marsh – replacement of existing footpath - \$50,000**

Report Authorisation

Authorised by:



Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Thursday 24 October 2013

Attachment - Item 11.4.2






2013/14

Capital Improvement Program

Quarterly Report

September 2013

BUDGET LEGEND

-  Currently on or under budget
-  Currently within 10% of allocated budget
-  In excess of 10% of budget allocation

NOTE: This represents forecast expenditure until the project is complete. The budget status will then reflect actual expenditure.

SEALED ROADS PROGRAM

Blakeville Road, Ballan Road Budget \$460,000
Ch 2.835-4.965 - North of Stonehut Lane

Task	Start Date	End Date	% Completed	Budget Status
Road rehabilitation	01/09/13	20/12/13	5	

Project is being carried out by the Works Department and is currently in progress. Works commenced in September and are scheduled for completion in late December 2013.

Yendon Egerton Road, Millbrook Budget \$630,000
Ch 5.4 to 6.2 - Over Moorabool River

Task	Start Date	End Date	% Completed	Budget Status
Road widening and rehabilitation	01/01/14	07/03/14	0	

Tender evaluation is currently underway with commencement anticipated for early 2014.

Halletts Way, Darley Budget \$680,000
Wittick St to Ramsay Cres

Task	Start Date	End Date	% Completed	Budget Status
Road Rehabilitation	02/12/13	28/02/14	0	

Project is going to be carried out by the Works Department with an anticipated commencement date in early December 2013.

Holts Lane, Bacchus Marsh Budget \$20,000
From Condons Lane to existing sealed surface

Task	Start Date	End Date	% Completed	Budget Status
Road widening – preplanning allocation	05/08/13	24/03/14	20	

Project has been awarded to Spiire Pty Ltd with design scheduled for completion in late March 2014.

Blakeville Road, Ballan Budget \$25,000
Ch 0.3 to 2.2 Road Rehabilitation

Task	Start Date	End Date	% Completed	Budget Status
Road rehabilitation – preplanning allocation	05/08/13	20/12/13	20	

Project has been awarded to Spiire Pty Ltd with design scheduled for completion in late December 2013.

Spencer Road, Ballan Budget \$30,000
From Cowie St to west of Spencer Road bridge

Task	Start Date	End Date	% Completed	Budget Status
Road rehabilitation – preplanning allocation	05/08/13	17/02/14	20	

Project has been awarded to Spiire Pty Ltd with design scheduled for completion in mid February 2014.

Yankee Flat Road, Navigators PP Budget \$40,000
Ch 1.0 to 1.55 - South of Fooks Rd and Ch 2.1 - 3.2 North of Donnellys Lane








Task	Start Date	End Date	% Completed	Budget Status
Road reconstruction – preplanning allocation	01/10/13	23/05/14	0	








Quotations have been received and evaluation is in progress.

Clarinda Street, Bacchus Marsh (Asphalt Overlay) From Gulline Close to Stamford Hill				Budget	\$68,000
Task	Start Date	End Date	% Completed	Budget Status	
Asphalt Overlay	01/11/13	29/11/13	0		
<i>Quotations have been received and evaluation is in progress.</i>					
Lerderderg Street, Bacchus Marsh From Gisborne Road to Young Street				Budget	\$72,000
Task	Start Date	End Date	% Completed	Budget Status	
Asphalt Overlay	01/11/13	29/11/13	0		
<i>Quotations have been received and evaluation is in progress.</i>					
Halletts Way Extension PP New bridge over Werribee River (Western Route)				Budget	\$75,000
Task	Start Date	End Date	% Completed	Budget Status	
Preplanning	01/03/13	31/03/13	0		
<i>A design brief is currently being prepared, with procurement of a consultant scheduled in the coming months.</i>					
Halletts Way Southern Connection From Stonehill Estate to Werribee Vale Road				Budget	\$1,500,000
Task	Start Date	End Date	% Completed	Budget Status	
West Maddingley Developer Contribution	01/07/13	30/12/15	0		
<i>This project is pending finalisation of design and commitment from developers to construction the portion through their land.</i>					
Barkstead Road, Barkstead Seal 170m of existing unsealed length of Barkstead Road				Budget	\$45,000
Task	Start Date	End Date	% Completed	Budget Status	
GATT Seal	06/03/14	31/03/13	0		
<i>This project will be delivered through Council's Reseal Contract. Evaluation of this tender is currently underway.</i>					
Spargo Creek Road, Bolwarrah Ch7500m to Ch 9300m				Budget	\$36,924
Task	Start Date	End Date	% Completed	Budget Status	
Road rehabilitation – preplanning allocation	01/07/13	20/06/14	60		
<i>This project has been funded through VicRoads Local Timber Roads Program. \$36,924 has been funded in the 2013/14 financial year to assist with preplanning costs, and a construction budget of \$488,308 funded into the 2014/15 financial year. Design is now finalised with native vegetation assessment currently underway.</i>					
Navigators Road, Navigators				Budget	\$40,000
Task	Start Date	End Date	% Completed	Budget Status	
Safety improvements	01/10/13	30/11/13	10		
<i>This project has been funded through VicRoads 2013/14 Federal Blackspot Nation Building Program. Document preparation is currently underway with project completion scheduled for late November 2013.</i>					

Links Road / Swans Road, Darley Intersection rectification works				Budget	
Task	Start Date	End Date	% Completed	Budget Status	
Road rehabilitation works	01/09/13	31/10/13	100		
<i>This project has been delivered by Council on behalf of Western Water to repair damage caused by a burst water main. The project was awarded to Corrib Drainage Pty Ltd and was completed in September 2013.</i>					
RESEAL PROGRAM (including Final Seals)					
Annual Sealing Contract Shire Wide				Budget	\$598,575
Task	Start Date	End Date	% Completed	Budget Status	
Reseal works on various roads	01/12/13	31/03/14	0		
<i>This year's Reseal Program will see 46.3km of sealing works on 50 roads within the Shire. Tender evaluation is currently in progress, with the works anticipated to occur between January – March. Reseal preparation is currently in progress ahead of the contract commencement.</i>					
SHOULDER RESHEET PROGRAM					
Shoulder Resheeting Program Shire Wide				Budget	\$375,650
Task	Start Date	End Date	% Completed	Budget Status	
Shoulder resheeting works	15/08/13	15/04/14	15		
<i>This year's Shoulder Resheeting Program includes 16.9km of unsealed shoulders treated on 10 roads within the Shire. This program is being carried out by our Works Department and is currently in progress with completion scheduled in April 2014.</i>					
UNSEALED ROADS PROGRAM					
Gravel Road Resheeting Program Shire Wide				Budget	\$516,475
Task	Start Date	End Date	% Completed	Budget Status	
Gravel road resheeting works	01/09/13	20/02/14	35		
<i>This year's Gravel Road Resheeting Program consists of 10 projects that will see 14.3km of the unsealed road network receive an upgrade. This program is being carried out by our Works Department and is currently in progress with completion scheduled in February 2014.</i>					
BRIDGES AND CULVERTS					
Preplanning allocation for further investigation of bridges identified through annual inspections				Budget	\$60,000
Task	Start Date	End Date	% Completed	Budget Status	
Preplanning	15/08/13	28/02/14	40		
<i>Three bridges will receive level 3 inspection and reports. This contract has been awarded to VicRoads bridge department and is current in progress, with completion scheduled in February 2014.</i>					

BR091 – Elaine-Mt Mercer Road, Elaine				Budget	\$28,000
Task	Start Date	End Date	% Completed	Budget Status	
Installation of guardrail, painting of deck rails and sealing of shoulders	01/09/13	28/02/14	20		
<i>Installation of guardrail was completed in September, with completion of painting and sealing of shoulders scheduled for late February 2014.</i>					
BR092 – Elaine-Mt Mercer Road, Elaine				Budget	\$14,000
Task	Start Date	End Date	% Completed	Budget Status	
Installation of guardrail	05/08/13	30/09/13	100		
<i>Project was awarded to Premier Fencing and was completed in September 2013.</i>					
PATHWAYS PROGRAM					
Main Street, Bacchus Marsh Stamford Hill				Budget	\$70,000
Task	Start Date	End Date	% Completed	Budget Status	
Asphalt Overlay (shared path)	01/11/13	30/11/13	0		
<i>Quotations have been received and evaluation is currently underway. Commencement is anticipated for early November 2013.</i>					
Shea Street, Bacchus Marsh Various locations				Budget	\$12,000
Task	Start Date	End Date	% Completed	Budget Status	
Footpath Replacement	15/11/13	10/12/13	0		
<i>Project to be carried out by our Works Department with commencement anticipated for mid November 2013.</i>					
Madden Drive, Bacchus Marsh Various locations				Budget	\$12,000
Task	Start Date	End Date	% Completed	Budget Status	
Footpath Replacement	01/03/14	18/03/14	0		
<i>Project to be carried out by our Works Department with commencement anticipated for early March 2014</i>					
Simpson Street, Ballan Various locations				Budget	\$16,100
Task	Start Date	End Date	% Completed	Budget Status	
Footpath Replacement	18/03/14	31/03/14	0		
<i>Project to be carried out by our Works Department with commencement anticipated in early 2014.</i>					
Main Street, Gordon				Budget	\$9,600
Task	Start Date	End Date	% Completed	Budget Status	
Footpath Replacement	04/02/14	28/02/14	0		
<i>Project to be carried out by our Works Department with commencement anticipated for early February 2014.</i>					

DDA Upgrade Program Various locations				Budget	\$20,000
Task	Start Date	End Date	% Completed	Budget Status	
Upgrade pedestrian crossings and footpaths	04/03/14	31/03/14	0		
<i>Project not commenced. It is anticipated this project will commence in early March 2014.</i>					
Bacchus Marsh Pound Works				Budget	\$24,500
Task	Start Date	End Date	% Completed	Budget Status	
Concrete and fencing bays to ensure compliance to recent audit	25/10/13	25/11/13	0		
<i>Preplanning is currently in progress with commencement anticipated for late October 2013.</i>					
Main Street, Bacchus Marsh From Young Street to Gell Street (north side)				Budget	\$400,000
Task	Start Date	End Date	% Completed	Budget Status	
Streetscape Works – Stage 3	01/09/13	30/11/13	5		
<i>This contract was awarded to Rustel Pty Ltd. Works have commenced on site, however recent implications regarding NBN and Telstra have halted progress. A briefing note will be provided in the coming weeks.</i>					
KERB & CHANNEL PROGRAM					
Masons Lane, Bacchus Marsh From Gisborne Road				Budget	\$130,000
Task	Start Date	End Date	% Completed	Budget Status	
Kerb & Channel Replacement	01/09/13	30/11/13	30		
<i>This project is being carried out by our Works Department and is currently in progress, with completion anticipated for late November 2013.</i>					
Inglis Street, Ballan Opposite police station				Budget	\$25,300
Task	Start Date	End Date	% Completed	Budget Status	
Kerb & Channel Replacement	15/01/14	15/02/14	0		
<i>It is anticipated that this project will commence in mid January 2014.</i>					
McFarland Street, Bacchus Marsh From Gisborne Road to Young Street				Budget	\$25,000
Task	Start Date	End Date	% Completed	Budget Status	
Kerb & Channel Preplanning	01/09/13	05/05/14	0		
<i>Quotations have been received and evaluation is currently underway.</i>					
George Street, Bacchus Marsh From McFarland Street to Lerderderg Street				Budget	\$15,000
Task	Start Date	End Date	% Completed	Budget Status	
Kerb & Channel Preplanning	01/09/13	30/04/14	0		
<i>Quotations have been received and evaluation is currently underway.</i>					

ROAD SAFETY PROGRAM					
Foxes Lane, Gordon				Budget	\$30,000
Intersection of Cartons Road					
Task	Start Date	End Date	% Completed	Budget Status	
Seal the intersection of Foxes Lane and Cartons Road	15/02/14	15/03/14	0		
<i>It is anticipated that this project will commence in February 2014.</i>					
Old Melbourne Road, Millbrook				Budget	\$65,000
Shoulder widening and delineation improvements					
Task	Start Date	End Date	% Completed	Budget Status	
Shoulder widening and delineation improvements	15/02/14	15/03/14	0		
<i>It is anticipated that this project will commence in February 2014.</i>					
Westcotts Road, Wallace				Budget	\$30,000
Ch 0.6 south of Bungaree-Wallace Rd					
Task	Start Date	End Date	% Completed	Budget Status	
Pavement and seal widening at crest	02/02/14	15/02/14	0		
<i>It is anticipated that this project will commence in February 2014.</i>					
Lerderderg Gorge Road, Darley				Budget	\$35,000
Intersection improvements at Camerons Road					
Task	Start Date	End Date	% Completed	Budget Status	
Intersection works	05/03/14	25/03/14	0		
<i>It is anticipated that this project will commence in March 2014.</i>					
Labilliere / Grant Street, Maddingley				Budget	\$120,000
Safety improvements					
Task	Start Date	End Date	% Completed	Budget Status	
Improvements	30/09/13	15/02/14	0		
<i>This project is currently in the consultation phase with completion anticipated for mid February 2014.</i>					
STORMWATER PROGRAM (URBAN & RURAL)					
Vance Close, Darley				Budget	\$40,000
Replacement of drainage line from Vance Close to Grey Street					
Task	Start Date	End Date	% Completed	Budget Status	
Stage 2	25/10/13	20/12/13	0		
<i>Quotations have been received and evaluation is currently underway.</i>					
Rural Drainage Improvements				Budget	\$80,000
Various Locations					
Task	Start Date	End Date	% Completed	Budget Status	
Improvement pavement drainage and cross culverts at various locations	15/07/13	15/06/14	10		
<i>This project is being undertaken by our Works Department and includes improvements to pavement drainage at various locations throughout the municipality.</i>					

Cowie Street, Ballan Between Atkinson and Edols Streets				Budget	\$20,000
Task	Start Date	End Date	% Completed	Budget Status	
Drainage improvements – preplanning allocation	15/09/13	15/01/14	15		
<i>This project is currently in progress with completion expected for January 2014.</i>					

COMMUNITY LAND					
BMCCH Public Toilet and Changeroom Amenity PP				Budget	\$58,500
Task	Start Date	End Date	% Completed	Budget Status	
Preplanning			0		
<i>This preplanning project has been deferred and officers are investigating the possibility of an integrated facility with the Darley Early Years Hub. Pending the outcome of this, the project will either be consolidated into the Darley Early Years Hub or alternatively preplanning will progress as previously scoped.</i>					

Maddingley Park Recreation Reserve, Maddingley Parking improvements				Budget	\$30,000
Task	Start Date	End Date	% Completed	Budget Status	
Parking improvements – preplanning allocation	28/10/2013	31/03/14	0		
<i>It is anticipated that this project will commence in late October 2013.</i>					

Masons Lane Reserve, Bacchus Marsh Redevelopment – Stage 1				Budget	\$140,000
Task	Start Date	End Date	% Completed	Budget Status	
Oval, fencing and pavilion extension	01/07/13	15/09/13	100		
<i>Project was awarded to MKM Constructions and was completed in mid September 2013.</i>					

Navigators Recreation Reserve, Navigators New rotunda and BBQ				Budget	\$28,281
Task	Start Date	End Date	% Completed	Budget Status	
New rotunda and BBQ	01/07/13	25/09/13	100		
<i>This project was awarded to Cosway Constructions and was completed in late September 2013.</i>					

Bacchus Marsh Aquatic Facility				Budget	\$233,495
Task	Start Date	End Date	% Completed	Budget Status	
Preplanning allocation	01/07/13	30/06/14	40		
<i>Schematic design for the facility is complete. Further design is on hold pending the outcome of Federal Funding.</i>					


Darley Park, Darley Installation of lighting to tennis courts				Budget	\$76,800
Task	Start Date	End Date	% Completed	Budget Status	
Lighting of tennis courts	15/08/13	31/01/14	0		
<i>Quote evaluation is currently underway with commencement anticipated for late January 2014.</i>					

Maddingley Park, Maddingley				Budget	\$30,000
Construction of shelter					
Task	Start Date	End Date	% Completed	Budget Status	
Construction of shelter	01/10/13	20/12/13	15		
<i>This project is currently in progress with completion scheduled for late December 2013.</i>					
COMMUNITY BUILDINGS					
Maddingley Park, Maddingley				Budget	\$30,000
Refurbishment of existing toilet facilities					
Task	Start Date	End Date	% Completed	Budget Status	
Refurbish toilet facility	01/01/14	28/02/14	0		
<i>Quote evaluation is currently underway with commencement anticipated for January 2014.</i>					
Senior Citizens Centre, Ballan				Budget	\$12,000
Carpet replacement					
Task	Start Date	End Date	% Completed	Budget Status	
Replace carpet	25/11/13	20/12/13	0		
<i>It is anticipated that this project will commence in late November 2013.</i>					
Bacchus Marsh Racecourse Recreation Reserve				Budget	\$12,500
Maintenance works to toilet facilities					
Task	Start Date	End Date	% Completed	Budget Status	
Works to toilet facilities	01/01/14	31/01/14	0		
<i>It is anticipated that this project will commence in January 2014.</i>					
Gordon Buildings Sewer Connections				Budget	\$15,000
Task	Start Date	End Date	% Completed	Budget Status	
Sewer connections to Gordon Public Hall, Gordon Tennis Courts and Pioneer Cemetery	30/09/13	05/11/13	5		
<i>Works have been awarded to Bacchus Marsh Plumbing Service with completion anticipated for early November 2013.</i>					
Darley Early Years Hub investigation				Budget	\$100,000
Task	Start Date	End Date	% Completed	Budget Status	
Preplanning allocation	01/08/13	30/06/14	15		
<i>Conceptual design is currently in progress to choose a suitable site. Detailed design will follow the decision on a preferred site selection and is anticipated for completion on June 2014.</i>					
Ballan Men's Shed				Budget	\$60,000
Task	Start Date	End Date	% Completed	Budget Status	
Construction of a Men's Shed at the rear of Ballan Senior Citizens Centre	15/10/13	30/04/14	0		
<i>This project is currently in the design phase with completion anticipated for late April 2014.</i>					

BUS SHELTERS / BUS ROUTE DEVELOPMENT

Bus Shelter/ Bus Route Development Program

Budget \$20,000

Task	Start Date	End Date	% Completed	Budget Status
Installation	01/07/13	30/06/14	0	

This allocation pays for Council's 50% contribution for the upgrade of bus stops and shelters across the municipality. This is continuously implemented throughout the year as the need arises.

NON COUNCIL LAND / BUILDINGS

Lal Lal Falls Reserve

Budget \$5,000

Masterplan development


Task	Start Date	End Date	% Completed	Budget Status
Masterplan	15/08/13	20/12/13	50	

Project is currently in progress, with completion anticipated for late December 2013.

Elaine Public Hall

Budget \$28,100

Kitchen refurbishment

Task	Start Date	End Date	% Completed	Budget Status
Upgrade to kitchen facilities at Elaine Public Hall	01/09/13	05/11/13	10	

Project commenced in September with completion anticipated for early November 2013.

Community Arts Garden at Baptist Church

Budget \$25,000


Task	Start Date	End Date	% Completed	Budget Status
Construction of a garden	01/08/13	30/09/2013	100	

Project was completed in September 2013.

CORPORATE BUILDINGS

Ballan Depot

Budget \$75,000

Task	Start Date	End Date	% Completed	Budget Status
Preplanning of new facility	01/09/13	30/06/14	10	

Preplanning is currently in progress, with completion expected for June 2014.

Ballan Shire Office

Budget \$50,000

Plant replacement

Task	Start Date	End Date	% Completed	Budget Status
Replace 20 year old air-conditioning plant	01/12/13	31/01/14	0	

Quote evaluation is currently underway with commencement anticipated for early December 2013.

INACTIVE PROJECTS

Avenue of Honour, Bacchus Marsh				Budget	\$10,000
Task	Start Date	End Date	% Completed	Budget Status	
Feasibility Study	On Hold		0		
<i>This project is on hold pending external funding.</i>					
Ballan Recreation Reserve				Budget	\$85,000
Task	Start Date	End Date	% Completed	Budget Status	
Resurfacing of oval	On Hold		0		
<i>This project is on hold pending external funding.</i>					
Masons Lane Recreation Reserve				Budget	\$277,500
Task	Start Date	End Date	% Completed	Budget Status	
Stage 2 Redevelopment – Installation of irrigation system, tank, formalise carpark and pavilion extension	On Hold		0		
<i>This project is on hold pending external funding.</i>					
Maddingley Park Lifestyle Fitness Circuit				Budget	\$45,000
Task	Start Date	End Date	% Completed	Budget Status	
Installation of fitness circuit	On Hold		0		
<i>This project is on hold pending external funding.</i>					
Bacchus Marsh Racecourse Reserve				Budget	\$200,000
Task	Start Date	End Date	% Completed	Budget Status	
Notice of Motion	On Hold		0		
<i>This project is on hold pending technical assessment and report back to Council as per the resolution.</i>					
Wallace Pavilion Extension				Budget	\$70,000
Task	Start Date	End Date	% Completed	Budget Status	
Extension of existing viewing area	On Hold		0		
<i>This project is on hold pending external funding.</i>					
Lal Lal Memorial Hall				Budget	\$33,000
Task	Start Date	End Date	% Completed	Budget Status	
Outdoor undercover multipurpose area	On Hold		0		
<i>This project is on hold pending external funding.</i>					
Gordon Community Hall				Budget	\$48,000
Task	Start Date	End Date	% Completed	Budget Status	
Construction of storeroom and covered decking area	On Hold		0		
<i>This project is on hold pending external funding.</i>					

Bacchus Marsh Hall Kitchen Upgrade				Budget	\$80,000
Task	Start Date	End Date	% Completed	Budget Status	
Upgrade kitchen to commercial standard	On Hold		0		
<i>This project is on hold pending external funding.</i>					
BMCCH Building E Refurbishment				Budget	\$150,000
Task	Start Date	End Date	% Completed	Budget Status	
Notice of Motion	On Hold		0		
<i>This project is on hold pending technical assessment and report back to Council as per the resolution.</i>					
Yendon Recreation Reserve Development Project				Budget	\$33,000
Task	Start Date	End Date	% Completed	Budget Status	
Construction of BBQ shelter, awning, addition to playground and kitchenette upgrade	On Hold		0		
<i>This project is on hold pending external funding.</i>					
Mt Egerton Hall and Recreation Reserve				Budget	\$15,000
Task	Start Date	End Date	% Completed	Budget Status	
Installation of play equipment, shade structure and walking trails	On Hold		0		
<i>This project is on hold pending external funding.</i>					
Ballan Recreation Reserve Improvements				Budget	\$140,000
Task	Start Date	End Date	% Completed	Budget Status	
Formalising entrance road and carparking, drainage improvements	On Hold		0		
<i>This project is on hold pending external funding.</i>					
Gordon Tennis Courts				Budget	\$140,000
Task	Start Date	End Date	% Completed	Budget Status	
Reconstruction of existing tennis courts	On Hold		0		
<i>This project is on hold pending external funding.</i>					
Bungaree Recreation Reserve				Budget	\$100,000
Task	Start Date	End Date	% Completed	Budget Status	
Installation of irrigation system at reserve	On Hold		0		
<i>This project is on hold pending external funding.</i>					
Maddingley Park Improvements				Budget	\$1,025,000
Task	Start Date	End Date	% Completed	Budget Status	
Construction of new pavilion, lighting of pathway, underground power and lighting to oval	On Hold		0		
<i>This project is on hold pending external funding.</i>					

11.4.3 Draft 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 considered imperative that 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

There are a number of documents that guide the long term and annual Capital Improvement Programs, including the Council Plan, Local Government Asset Investment Guidelines 2006 (DPCD), Major Projects Framework and Principles 2011 (MSC), Asset Management Policy and associated Plans (MSC) and Community Engagement Framework (MSC).

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 following diagram provides an overview of the phases within the Major Projects Framework & Principles (2011) from project identification to project delivery and evaluation. Phases 3 and 4 are detailed within the Capital Works Evaluation Guidelines.

Specifically, the Capital Works Evaluation Guidelines define;

- The process in relation to ~~New~~ and Upgrade and ~~Renewal~~ annual program development
- 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



Proposal

It is proposed to adopt the Capital Works Evaluation Guidelines 2013 as attached to this report.

Policy Implications

The 2013-2017 Council Plan provides as follows:

Key Result Area	Enhanced Natural and Built Environment
Objective	Ensure current and future infrastructure meets the needs of the community.
Strategy	Plan and maintain a long term and annual capital improvement program.

Financial Implications

There are no additional financial implications relating to this proposal that are 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

It is proposed that Council formally adopt the Capital Works Evaluation Guidelines 2013 to support Council in the evaluation and prioritisation of its capital investment decisions.

Consideration

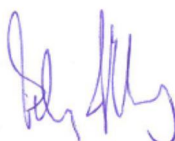
The policy protocol relating to the consideration of items which affect beyond the current year is applied for consideration of matters whose impact or influence will extend to directly affect the activities and/or financial planning of Council for a period beyond the term of the Current Council Budget,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

Recommendation:

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.

Report Authorisation

Authorised by:



Name: Phil Jeffrey
Title: General Manager Infrastructure
Date: Wednesday 30 October 2013

Attachment - Item 11.4.3



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"> ▪ Sealed Roads ▪ Unsealed Roads ▪ Shoulders ▪ Pathways ▪ Car Parks ▪ Kerb and Channel ▪ Bridges & major culverts 	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"> ▪ Stormwater Drainage ▪ Flood Control ▪ Water Supply ▪ Water Quality 	Drains (underground), pipes, culverts, pits, litter traps, retarding basins, table drains, wetlands, bores
	Buildings and Structures	<ul style="list-style-type: none"> ▪ Buildings ▪ Swimming Pools ▪ Structures 	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"> ▪ Sports Fields and Courts ▪ Play Space ▪ Lighting ▪ Fencing and Gates 	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"> ▪ Buildings ▪ Sports Fields and Courts ▪ Play Space ▪ Lighting ▪ Fencing and Gates 	Parks, sporting ovals, play equipment, irrigation systems, tennis courts, park furniture, lighting
Non Infrastructure Assets	Plant & Equipment	<ul style="list-style-type: none"> ▪ Plant & equipment ▪ Furniture and office equipment 	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"> ▪ Pothole, road grade ▪ Footpath repair ▪ Building maintenance ▪ Parks maintenance <u>Operations:</u> <ul style="list-style-type: none"> ▪ Cost of street lighting ▪ Street sweeping ▪ Servicing & utility costs (electricity, cleaning) 	<ul style="list-style-type: none"> ▪ Road reconstruction / rehabilitation ▪ Reseals ▪ Kerb & channel / footpath replacement ▪ Oval resurfacing ▪ Building renovation (but not upgrade) 	<ul style="list-style-type: none"> ▪ Road pavement widening ▪ New footpaths ▪ Major park reconstruction ▪ Building extension ▪ New facility 	<u>New Assets:</u> <ul style="list-style-type: none"> ▪ Additional operational & maintenance load <u>Upgrades/Expansion:</u> <ul style="list-style-type: none"> ▪ More or less maintenance ▪ Building maintenance, servicing & utility costs (electricity, cleaning)
Non Discretionary Recurrent	Non Discretionary Capital	Discretionary Capital	Non Discretionary Recurrent

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.

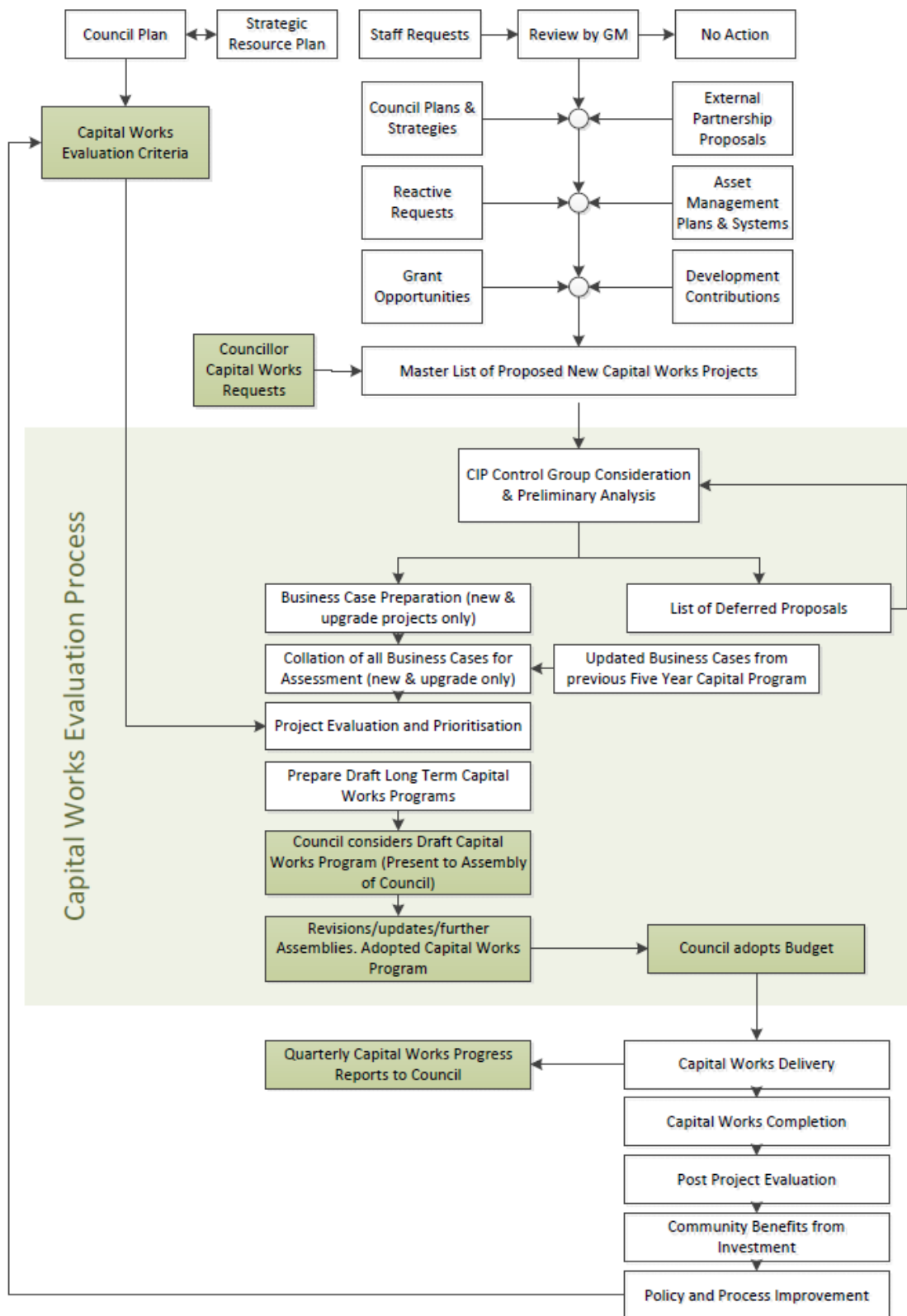
The Project Owner (usually a Council officer) is the key "linkage" between the community or stakeholders and Council including any State or Federal Government interaction. The Owner is expected to initiate the project, co-ordinate the feasibility reports, engage with stakeholders, manage internal processes 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
% 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

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



Fit with Council Plan		Weighting 20%			
		Score (1-5)	Weighting (%)	Maximum Score	Score
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
Financial Viability		Weighting 25%			
		Score (1-5)	Weighting (%)	Maximum Score	Score
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
Risk Management		Weighting 25%			
		Score (1-5)	Weighting (%)	Maximum Score	Score
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
Community Benefit		Weighting 20%			
		Score (1-5)	Weighting (%)	Maximum Score	Score
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
Environmental/ Cultural Sustainability		Weighting 10%			
		Score (1-5)	Weighting (%)	Maximum Score	Score
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					
NON DISCRETIONARY (required to sustain services and identified in an asset management plan approved by Council)									
1	Renewal Project A								
2	Renewal Project B								
DISCRETIONARY (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								
Available Funds									
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								

11.5 CORPORATE SERVICES

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

Introduction

File No.: 02/06/002
 Author: Michelle Morrow
 General Manager: Shane Marr

Background

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

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

Proposal

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

The change to this Instrument reflects the commencement of the Manager Statutory Planning and Community Safety.

Policy Implications

The 2013 . 2017 Council Plan provides as follows:

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

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

Financial Implications

No financial implications to Council.

Risk & Occupational Health & Safety Issues

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Shane Marr

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

Author – Michelle Morrow

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

Conclusion

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

Recommendation:

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

Report Authorisation

Authorised by:



Name: Shane Marr
Title: General Manager Corporate Services
Date: Wednesday 30 October 2013

Attachment - Item 11.5.1



Moorabool Shire Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

November 2013

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

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

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

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

- Satwinder Sandhu
- Sian Smith
- Robert Fillisch
- Natalie Maree Robertson
- Victoria Mack
- Roger Cooper
- Debbie Anne Frappa
- John Harold Edwards
- Tom Tonkin
- Sarah Monique Annells
- Allan Leslie May
- Rose Longley
- Andrew Tomlins
- Glenn Burns
- Lisa Handley
- Jacqueline Reid
- Gavin Rodney Alford
- Lisa Gervasoni
- Justin Horne

By this instrument of appointment and authorisation Moorabool Shire Council -

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

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

It is declared that this instrument –

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

This instrument is authorised by a resolution of the Moorabool Shire Council on Wednesday 4 September, 2013.

The **COMMON SEAL** of the
MOORABOOL SHIRE COUNCIL
was affixed this 6th day of November 2013,
in the presence of –

.....Mayor

..... Chief Executive Officer

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

A record of Assemblies of Councillors since the last Ordinary Meeting of Council is provided below for consideration:

- Assembly of Councillors . Wednesday 16 October 2013 . Confidential Matter
- Assembly of Councillors . Wednesday 16 October 2013 . Draft Capital Investment Guidelines
- Assembly of Councillors . Wednesday 16 October 2013 . 2012/13 Capital Improvement Program Carry Forwards
- Assembly of Councillors . Wednesday 16 October 2013 . Hike and Bike Strategy
- Assembly of Councillors . Wednesday 16 October 2013 . Meeting Procedure . Local Law
- Assembly of Councillors . Wednesday 16 October . Councillor Training Needs

Recommendation:

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

- **Assembly of Councillors – Wednesday 16 October 2013 – Confidential Matter**
- **Assembly of Councillors – Wednesday 16 October 2013 – Draft Capital Investment Guidelines**
- **Assembly of Councillors – Wednesday 16 October 2013 – 2012/13 Capital Improvement Program Carry Forwards**
- **Assembly of Councillors – Wednesday 16 October 2013 – Hike and Bike Strategy**
- **Assembly of Councillors – Wednesday 16 October 2013 – Meeting Procedure – Local Law**
- **Assembly of Councillors – Wednesday 16 October – Councillor Training Needs**

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.

Committee	Meeting Date	Council Representative
Wallace Recreation Reserve Committee	29 September 2013	Community Members
Dunnstown Recreation Reserve Committee of Management	30 September 2013	Community Members

Recommendation:

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

- **Wallace Recreation Reserve Committee meeting of Sunday 29 September 2013.**
- **Dunnstown Recreation Reserve Committee of Management meeting of Monday 30 September 2013.**

Attachment - Item 12.2(a)

Subject:	Wallace Recreation Reserve Committee of Management
Attendees:	Paul Mahar (President), Leane Birkett, Leanne O'Neil, Karen Tiley, Alan Tiley, Mick Quinlan, Jason Carey.
Apologies:	Louise O'Neil, Patrick O'Neil, David Toohey.
Date & Time:	Sunday 29 September 2013 @ 3.00pm
Venue:	Wallace Recreation Reserve

Issue	Action	Timeframe
Derby Day	<ul style="list-style-type: none"> *Leane has spoken to Mark Batchelor – he will do a 2 course buffet lunch for \$16 per head and he is to be listed as a sponsor of the day. *Al will source an accommodation voucher again as main prize. *Pete Boyle will be asked to do the door and drive the bus if we have one. *Josie Donegan is organising the sponsors for the races. *Gerry Adams will be asked to do the bar (Leane has a back-up plan if Gerry is unavailable). *Beer for the day will be purchased through Carol from the Gordon Hotel. *Ticket price will be \$50 per head which includes lunch and four free drinks. *Tickets will be ordered again through Fletchers (60 tickets). *Victoria Tull will be provide the prize again for the Ladies Fashions on the Field. *Jason will approach Ballarat Plumbing Centre for the Mens prize. *Other more minor details will be sorted closer to the event. 	02/11/13
Stones on the oval	Braden O'Neil will be asked to pick the stones up off the oval.	14/10/13
Broken television	The Springbank Football/Netball Club have agreed to pay for the television to be replaced (at the same cost as the original). As we have gone for a bigger television, we will pay the difference.	Completed
Change of Treasurer	Due to various reasons, Alan Tiley has had to resign as Treasurer. Jason Carey nominated as Treasurer by Mick Quinlan, seconded by Paul Mahar – carried.	Completed
Change of Banks	<p>It has been recommended that the bank account be changed from the Commonwealth Bank to the Bendigo Bank Ballan & District Community Bank. Motion moved by Leanne O'Neil that the bank account be changed to the Bendigo Bank Ballan & District Community Bank, seconded Karen Tiley – carried.</p> <p>The bank account is to be set up so that any payments out of the account up to \$1000 Jason can pay/approve by himself, and anything over \$1000 needs to be co-approved by another signatory.</p>	14/10/13

Attachment - Item 12.2(b)

Dunnstown Recreation Reserve and Community Centre Inc.

Annual Meeting 30th September 2013

Present: Kerry Leonard, Bernie Leonard, Pat Leonard, Barry Sheehan, Leo Murphy, James Leonard, Peter Britt, Stephen Leonard, Mark Mullane, Tricie White, Brendan Spratling, Chris Leonard, Greg Murphy, Jane Collins, Fran Peterkin, Neil Leonard. Cr Tom Sullivan.

Apologies: Nil.

Minutes: James Leonard Moved Mark Mullane Seconded that the minutes of the previous Annual Meeting on 1st October 2012 be confirmed as read. Carried.

Treasurers Report: Income \$30,744.18. Expenses \$23,345.72. This left a Profit of \$7398.46. There was \$59,970.34 in the Bendigo Bank Investment account, and \$15,090.70 in the cheque account as well as \$ 1,000 of shares in the Ballan branch of the Bendigo Community bank.

Moved Bernie Leonard, Seconded Peter Britt that the treasurer's report be accepted. Carried.

Presidents Report: In the past 12 months we Reseeded the oval along irrigation lines, replaced hot water units in the football change rooms, there is a working committee on the 5 year strategic plan working with Talia Holloway-Roden from the Moorabool Shire. Barry thanked Pat, Mark and Stephen Leonard for coordinating the cleaning of the hall and surrounds and all who helped them, Jay Cahir for mowing the oval, the football, tennis, cricket and netball clubs for their efforts in maintain the oval and courts. He also thanked Chris Leonard as treasurer and Greg Murphy as secretary for their work through the year and all others who helped in any way.

Barry then declared all positions vacant and nominated Cr Tom Sullivan to conduct the elections.

Cr Sullivan then called for nominations for Chairman:-

Leo Murphy nominated Barry Sheehan. Accepted. As there were no further nominations Barry was elected Chairman.

Nominations for Vice Chairman:-

James Leonard nominated Peter Britt. Accepted. As there were no further

nominations Peter was elected Vice Chairman.

Nominations for Secretary:-

Neil Leonard nominated Greg Murphy. Accepted. As there were no further nominations Greg was elected Secretary.

Nominations for Treasurer:-

Tricie White nominated Chris Leonard. Accepted. As there were no further nominations Chris was elected Treasurer.

General committee:- Leo Murphy moved, Neil Leonard seconded, that all others present as well as 2 representatives of the football club, cricket club, netball club, tennis club and school be elected to the committee. Carried.

Dunnstown Recreation Reserve and Community Centre Inc.

General Meeting 30th September 2013

Present: Kerry Leonard, Bernie Leonard, Pat Leonard, Barry Sheehan, Leo Murphy, James Leonard, Peter Britt, Stephen Leonard, Mark Mullane, Tricie White, Brendan Spratling, Chris Leonard, Greg Murphy, Jane Collins, Fran Peterkin, Neil Leonard. Cr Tom Sullivan.

Apologies: Nil.

Minutes: Tricie White Moved, Fran Peterkin Seconded that the minutes of the previous General Meeting on 2nd September be confirmed as read. Carried.

Treasurers Report: Cheque account \$10,179.12. Investment account \$59,970.34. The payment for the temporary transfer of water right to Gerard

Leonard Of \$1,200 is due. Moved Neil Leonard, Seconded Jane Collins that Gerard Leonard is paid. Carried.

Moved Leo Murphy, Seconded Brendan Spratling, that the treasures report be accepted. Carried.

Correspondence: Letter from Dunnstown Football Club Junior President requesting a sum of \$1,000 to be put towards jumpers.

Moved Stephen Leonard, Seconded Kerry Leonard that correspondence be received. Carried.

General Business: James Leonard moved that we send a letter of thanks to council to thank them for their assistance with obtaining the irrigation system as well as all the other help they make available. Seconded Neil Leonard. Carried.

Neil Leonard moved that we retain the services of Munash Fertilisers to maintain the oval surface. Seconded James Leonard. Carried.

As to the Question of piping the open drain on the road reserve Cr Sullivan is to make enquires as to where that is up to.

Discussion on the upgrade of the toilet facilities in the community centre was around the extent and cost. Replace vanities, taps, tiles, pans, urinals and

painting of brickwork estimated at \$15,000. Community Grant of \$5,000 could be available to help with the cost. There are no other grants available this financial year.

Tricie White Moved that we put in new basins and taps only and apply for other grants for a full up grade at a later date. Seconded Pat Leonard.

Neil Leonard moved an amendment that we replace Vanities, tiles taps, pans, urinals and replace brickwork dividers with more modern easily cleaned laminex partions even though it may cost in excess of \$20,000. Seconded James Leonard.

The amendment was put to the vote and was carried.

In regards to the request from the junior section of the football club to contribute towards jumper purchase, James Leonard moved that the role of the Committee of Management is to maintain the reserve and its facilities therefore the request be denied. Seconded Peter Britt. Carried.

Brendan Spratling Moved that we purchase the projector screen from Mark Mullane at a cost of \$350. Seconded Tricie White. Carried.

Barry Sheehan reported that the hall floors will be polished before Christmas and we will receive \$2,800 through insurance for the scoreboard after it blew down.

Mark Mullane reported that the football club was pricing electronic scoreboards and was also investigating if grants were available through the AFL to purchase one; Expected price is around \$25,000.

Meeting Closed

9.10 pm

12.3 Section 86 - Advisory Committees of Council - Reports

Section 86 Advisory Committees are established to assist Council with executing specific functions or duties.

Advisory Committees of Council currently have no delegated powers to act on behalf of Council or commit Council to any expenditure unless resolved explicitly by Council following recommendation from the Committee. Their function is purely advisory.

Section 86 Advisory Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Section 86 . Advisory Committees of Council present the reports of the Committee Meetings for Council consideration.

Committee	Meeting Date	Council Representative
Rural Advisory Committee	7 October 2013	Cr. Tatchell

Recommendation:

That Council receives the report of the following Section 86 Advisory Committee of Council:

- **Rural Advisory Committee of Management meeting of Monday 7 October 2013.**

Attachment - Item 12.3

Rural Advisory Committee Meeting 1 – Minutes

Date: 7 October, 2013

Time: 7.00pm – 8.25pm

Venue: Council Chambers, Ballan

Chairperson: Cr Paul Tatchell

Attendees: Chris Sharkey, Kate Sharkey, Scott Young, James Molesworth, Stephen Conroy, Cr Paul Tatchell, Rob Croxford

Apologies: Nil

Item	Details	Who
Welcome	Cr Paul Tatchell welcomed all present to the inaugural meeting of the Rural Advisory Committee and acted as Chair for the meeting.	Cr Tatchell
	<p>The Committee listed the types of issues and projects it wished to pursue to provide advice to the Moorabool Shire Council:</p> <ul style="list-style-type: none"> • Input into Peri Urban Council issues. • Input into the 2013/14 review of the Council's rating strategy. • Consideration of the 2041 Rural Growth Strategy. • Input into the preparation of the revised Council Economic Development Strategy. • Advocacy to Government as appropriate. • Input into the Council's Road Management Plan and service level considerations. • Advice on measures to reduce theft from farming properties. • Advice to other farmers on viability, sustainability and productivity. • Community services, such as HACC, for elderly and isolated farmers. • Input into cost shifting issues local government faces. • Succession and retirement planning for farmers. • Analysis of statistical data on farming in the Moorabool Shire. • Consideration of the impacts of encroaching development and the changing environment of farming. • Superannuation for farmers. • Farming sector jobs, upstream and downstream of the farm gate. • Foreign investment / ownership. • Promotion of farming issues to government to reduce ignorance of the impact of government decisions. • Fire services levy. 	All

Consideration of Advocacy	The Committee identified the need to develop an advocacy strategy in light of the November 2014 State election. It was also identified that regular meetings with politicians would be useful in developing key issues and messages. It was agreed to request a meeting with Simon Ramsay in the first instance. Chris Sharkey was nominated as the group's spokesperson for presentations and media enquiries in relation to the group's activities and issues.	C Sharkey
Representation on the Committee	It was agreed to approach additional people to join the Committee to broaden the representation of farming and farm related industries.	All
Website Presence	Rob Croxford agreed to place information on the web site re the establishment of the group, contact details and copies of the minutes. Web to be developed over time.	R Croxford
Farming Data	Rob Croxford agreed to review what mapping data and REM Plan data was available on farming in the shire.	R Croxford
Vision/Mission	All members of the group to review the TOR adopted by Council and distributed with a view to forming a vision / mission statement at the next meeting,	All
Fire Services Levy	Following concern expressed by several members on the significant increase in the cost of the levy vs insurance each member to collect data for consideration at the next meeting. Rob to review Shire data and cost impacts also.	All
Next Meeting	Wednesday 13 th November, 2013 Council Chambers, Ballan commencing at 7.00pm	

Ground rules for our meeting	
1. We start on time and finish on time	5. We follow up on the actions for which we are assigned responsibility and complete them on time
2. We all participate and contribute – everyone is given an opportunity to voice their opinions	6. We give and receive open and honest feedback in a constructive manner
3. We use improvement tools that enhance meeting efficiency and effectiveness	7. We use data to make decisions (whenever possible)
4. We actively listen to what others have to say, seeking first to understand, then to be understood	8. We strive to continually improve our meeting process and build time into each agenda for reflection

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****15.2 Confidential Report****15.3 Confidential Report****Recommendation:**

That pursuant to the provisions of the Local Government Act 1989, the meeting now be closed to members of the public to enable the meeting to discuss matters, which the Council may, pursuant to the provisions of Section 89(2) of the Local Government Act 1989 (the Act) resolve to be considered in Closed Session, being a matter contemplated by Section 89(2) of the Act, as follows:

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

16. MEETING CLOSURE