

## ORDINARY MEETING OF COUNCIL

**Notice** is hereby given of the  
Ordinary Meeting of Council to be held at  
Council Chamber, 15 Stead Street Ballan,  
on Wednesday 1 February 2017,  
commencing at 5:00 p.m.

### Members:

Cr. David Edwards (Mayor)	East Moorabool Ward
Cr. Tonia Dudzik (Deputy Mayor)	East Moorabool Ward
Cr. Paul Tatchell	Central Moorabool Ward
Cr. Jarrod Bingham	East Moorabool Ward
Cr. John Keogh	East Moorabool Ward
Cr. Tom Sullivan	West Moorabool Ward
Cr. Pat Toohey	Woodlands Ward

### Officers:

Mr. Rob Croxford	Chief Executive Officer
Mr. Phil Jeffrey	General Manager Infrastructure
Mr. Satwinder Sandhu	General Manager Growth and Development
Mr. Danny Colgan	General Manager Social and Organisational Development

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

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**1. OPENING OF MEETING AND PRAYER**

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

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

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

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

**Amen**

**2. ACKNOWLEDGEMENT TO COUNTRY**

**We respectfully acknowledge the traditional owners of this land, their spirits and ancestors.**

**3. PRESENT**

**4. APOLOGIES**

**5. CONFIRMATION OF MINUTES**

**5.1 Ordinary Meeting of Council – Wednesday 7 December 2016**

**Recommendation:**

**That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 7 December 2016.**

**5.2 Special Meeting of Council – Wednesday 21 December 2016**

**Recommendation:**

**That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 21 December 2016.**

## 6. DISCLOSURE OF CONFLICT OF INTEREST

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

Definitions of the class of the interest are:

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

### Time for Disclosure of Conflicts of Interest

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

Section 79(6) of the Act states:

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

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

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

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

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

## 7. PUBLIC QUESTION TIME

The aim of Public Question Time is to provide an opportunity for the public to ask general questions at Council Meetings requiring routine responses. Public Question Time is conducted in accordance with Section 6.9 of the Council's *Meeting Procedure Local Law No. 9*.

Questions must be in writing on the form provided by the Council and submitted by 5.00pm on the day before the meeting. Members of the public can contact a Councillor and raise a question which the Councillor will submit on their behalf.

A question will only be read to the meeting if the Chairperson or other person authorised for this purpose by the Chairperson has determined that:

- i) the person directing the question is present in the gallery;
- ii) the question does not relate to a matter of the type described in section 89(2) of the Act (for confidential matters);
- iii) the question does not relate to a matter in respect of which Council has no power to act;
- iv) the question is not defamatory, indecent, abusive or objectionable in language or substance;
- v) the question is not a repetition of a question already asked or answered (whether at the same or an earlier meeting); and
- vi) the question is not asked to embarrass a Councillor, member of Council staff or member of the public.

A Councillor or Council officer may:

- i) immediately answer the question asked; or
- ii) elect to have the question taken on notice until the next Ordinary meeting of Council; at which time the question must be answered and incorporated in the Agenda of the meeting under Public Question Time; or
- iii) elect to submit a written answer to the person asking the question within 10 working days.

Responses to public questions answered at the meeting, will be general in nature, provided in good faith and should not exceed two minutes. These responses will be summarised in the minutes of the meeting.

Public Question Time does not substitute for other forms of communication with or other formal business procedures of the Council.

**8. PETITIONS**

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



**9. PRESENTATIONS / DEPUTATIONS**

The Council has made provision in the business of the Ordinary Meetings of the Council for the making of presentations or deputations to Council in relation to matters presented on the agenda for Council consideration.

Presentations or deputations are required to be conducted in accordance with the requirements contained within the **Presentation/Deputations Protocols and Procedural Guidelines**.

Persons wishing to make a presentation or deputation to Council on a matter included in the agenda shall inform Council prior to the meeting by contacting the Chief Executive Officer’s office and registering their name and agenda item being spoken to.

At the meeting the Mayor will invite the persons wishing to make a presentation or delegation to address the Council on the agenda item.

The person making the presentation or deputation is to stand and address Council on the item. No debate on the item is permitted between the person making the presentation or delegation and the Council.

A maximum of three minutes per presentation or delegation will be allocated. An extension of time may be granted at the discretion of the Mayor.

Councillors, through the Mayor, may ask the person making the presentation or delegation for clarification of matters presented.

The Mayor may direct that a member of the gallery ceases speaking if the above procedure is not followed.

**List of Persons making Presentations/Deputations other than in relation to a planning item listed on the agenda:**

Item No	Description	Name	Position
-	-	-	-

**List of Persons making Presentations/Deputations to a planning item listed on the agenda:**

Individuals seeking to make a presentation to the Council on a planning item listed on the agenda for consideration at the meeting will be heard by the Council immediately preceding consideration of the Council Officer’s report on the planning item.

Item No	Description	Name	Applicant/ Objector
-	-	-	-

**10. OFFICER'S REPORTS**

**10.1 CHIEF EXECUTIVE OFFICER**

*No reports for this meeting.*

**10.2 GROWTH AND DEVELOPMENT**

**10.2.1 Planning Permit 2016-155; Development and use of the land for an outdoor shooting range and associated earthworks on 392 Moretons Road, Balliang East.**

<b>Application Summary:</b>	
Permit No:	PA2016-155
Lodgement Date:	21 June 2016.
Planning Officer:	Mark Lovell.
Address of the land:	Crown Allotment 133, Parish of Balliang 392 Moretons Road, Balliang East.
Proposal:	Development and Use of the land for an Outdoor Shooting Range and Associated Earthworks
Lot size:	115.20 hectares.
Why is a permit required	Clause 35.07-1 - Farming Zone - Use of land for an outdoor shooting range  Clause 35.07-4 Farming Zone - Works associated with a use in Section 2  Clause 52.06 – Car Parking
<b>Public Consultation:</b>	
Was the application advertised?	Yes.
Notices on site:	Yes.
Notice in Moorabool Newspaper:	No.
Number of Objections:	Six objections
Consultation meeting:	Consultation meeting held between one objector and the permit applicant but no resolution achieved.

<b>Policy Implications:</b>	
<b>Key Result Area</b>	Enhanced Natural and Built Environment.
<b>Objective</b>	Effective and efficient land use planning and building control.
<b>Strategy</b>	Implement high quality, responsive, and efficient processing systems for planning and building applications Ensure that development is sustainable, resilient to change and respects the existing character.
<b>Victorian Charter of Human Rights and Responsibilities Act 2006</b>	
<p>In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.</p>	
<b>Officer's Declaration of Conflict of Interests</b>	
<p>Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.</p> <p><i>Manager – Robert Fillisch</i></p> <p>In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p><i>Author – Mark Lovell</i></p> <p>In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	
<b>Executive Summary:</b>	
Application Referred?	The application was referred to DELWP, EPA, AusNet Services and Council's Infrastructure section
Any issues raised in referral responses?	Yes, DELWP requested further information regarding any native vegetation removal. The applicant replied that no native vegetation would be removed.
Preliminary Concerns?	Car parking layout. The initial plans showed under sized car spaces.
Any discussions with applicant regarding concerns	The applicant provided more detailed car parking plans and a written assessment against Clause 52.06

Any changes made to the application since being lodged?	The applicant provided more detailed acoustic readings.
VCAT history?	No. An outdoor shooting range on an adjacent property was subject to four separate VCAT hearings between the year 2000 and 2013 which provides some useful background information.
Previous applications for the site?	PA2016132 was issued 19 August, 2016 for the development of a shed ancillary to an existing dwelling.
General summary (Pro's/Con's of the proposal)	<p>The earthworks are not significant and can complement a rural setting. The applicant has provided adequate on site car parking to meet current and future demand due to the large land area available.</p> <p>The primary concern is use of the land for outdoor shooting range where sensitive land uses are located nearby. There is the likelihood to create adverse impacts based on the hours of operation and cumulative effect of two shooting ranges side by side which can restrict the future viability of using surrounding land for certain farming uses.</p>
<b>Summary Recommendation:</b>	
That, having considered all relevant matters as required by Section 60 of the Planning and Environment Act 1987, Council issue a refusal to grant a permit for development and use of the land for an outdoor shooting range and associated earthwork at 392 Moretons Road, Balliang East.	

### Background

Clay Shooting was conducted on site around December, 2015 which resulted in a complaint directed to Council. The land owner was contacted by Council and has subsequently applied for a planning permit to use the land for an outdoor shooting range.

### Public Notice

The application was notified to adjoining and surrounding landowners by mail and by placing a large notice on site for a period of fourteen days. A statutory declaration verifying display of the large notice was received on 29 November, 2016. Notification included to the owners and occupiers within the boundaries of Wyndham City Council located to the east of the subject land and within the boundaries of the City of Greater Geelong located to the south of the subject land.

### Summary of Objections

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

Objection	Any relevant requirements
Lack of properly drafted drawings/shooting stands, danger templates/safety protection.	
<b>Officer's response</b> – The applicant has provided adequate details of the use of the land and a site plan.	
Acoustic report is inadequate.	
<b>Officer's response</b> – After the consultation meeting, further acoustic details were provided by the acoustic engineer. These details included a complete record of dates and time of gunshot noise readings without significant background interference and weather data including air temperature and wind speed. This information was forwarded to the objectors. One objector, who is not an acoustic engineer, has undertaken his own noise report after testing 40 gunshots.	
Lack of Traffic Management Plan. Impacts on Moretons Road	Clause 52.06
<b>Officer's response</b> – Traffic Management Plan can requested prior to the commencement of the use as recommended by Council's Infrastructure section. The applicant has provided a car parking assessment in accordance with Clause 52.06.	
Lack of lead management plans	
<b>Officer's response</b> – The applicant has submitted a waste management plan	
Lack of Native Vegetation Plan	Clause 52.17
<b>Officer's response</b> – No trees or native vegetation will be removed.	
Site is listed in Victorian Heritage Register and contains significant Aboriginal objects	Aboriginal Heritage Regulations 2007
<b>Officer's response</b> – The shooting range is located outside the area covered by Cultural Heritage Sensitivity. There is no requirement for the owner to undertake a Cultural Heritage Management Plan (CHMP)	
Lack of Environmental Management Plan	
<b>Officer's response</b> - The applicant has provided waste management plan which suggests there is minimal environment impacts caused by waste.	
The applicant is not a fit and proper person/previous legal action/ problems at another site.	
<b>Officer's response</b> – Conduct of the applicant is not a relevant planning consideration and proposal relates to the use of land and not an individual.	
Noise impacts/ Proximity to a nearby dwelling	Acoustic Report

<b>Officer’s response –</b> Noise impacts are discussed later in the report.	
Cumulative impact of second shooting range.	
<b>Officer’s response –</b> This is similar to Council concern with the proposal.	

**Proposal**

It is proposed to use the north-east corner of the property for an outdoor shooting range. The shooting range will consist of three fixed traps with 120 metres reclamation mound, two shooting bunkers with dirt side walls and 2 metres high bulka bag walls, and a portable toilet. The bunkers will have external lights to allow for ‘sundown’ shooting. Ammunition will be stored in a transportable shipping container. There is a small car park area north of the existing internal accessway providing for 10 car spaces and one disabled persons space with an overflow car parking located to the east of the internal accessway that can accommodate 49 car spaces. The shooting range will operate seven days a week from 9am to 10pm on Monday to Saturday and 12pm to 10pm on Sunday. The clay targets will be made of biodegradable products while projectiles will made of brass, lead, and steel with later two used in shot gun ammunition.

The operator is Metro Practice Shooting Range Incorporated and is described as a not for profit club that currently has 200 members and anticipated to over 500 member as part of a four year growth program. Their mission statement is to supply safe non bias training to all members of the community regardless of gender, social, economic, physical, and intellectual background.

**Site Description**

The subject site is located on the western side of Moretons Road, south of Sharkey Road, Balliang East. The lot is triangular in shape with a maximum length of 1854 metres and maximum width of 1204.40 metres for a total land area of 115.2 hectares. The site is comprised of two detached residential dwellings and associated outbuilding and shedding concentrated in the south-east part of the site. The shooting range area has a relatively flat topography and contain no trees. There are some established trees covering the dwellings. The site has previously been used as a sheep farming property.

There is a major electricity transmission line transversing through the south-east corner of the site and is protected by an easement on title. The southern boundary of the property is Balliang Creek which connects into Little River.

The property is located in the south-east corner of the municipality, with the adjacent properties to the south within the City of Greater Geelong and the adjacent properties to the east within Wyndham City Council.

The site and surrounds are located within a Farming Zone while the properties to the east are located within a Rural Conservation Zone.

Surrounding properties are comprising of grazing and livestock farms with scattering of detached shed buildings and residential dwellings. The distance to the nearest dwellings are approximately 850 metres to the south and 2.5 kilometres to the north.

The property to the immediate south comprises of an outdoor shooting range and residential dwelling. The outdoor shooting range was initially refused by Council (City of Greater Geelong) and then VCAT on review (VCAT reference 2000/041857). A further application was made to use the land for an outdoor shooting range confined to a particular individual with a limited hours of operation, limited number of shooters and restrictive expiry dates which was granted a permit on review by VCAT (VCAT reference P1768/2002). There were two further application for review to alter permit conditions (VCAT references P1681/2012 and P816/2013).

### Locality Map

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



Figure 1: Locality Map



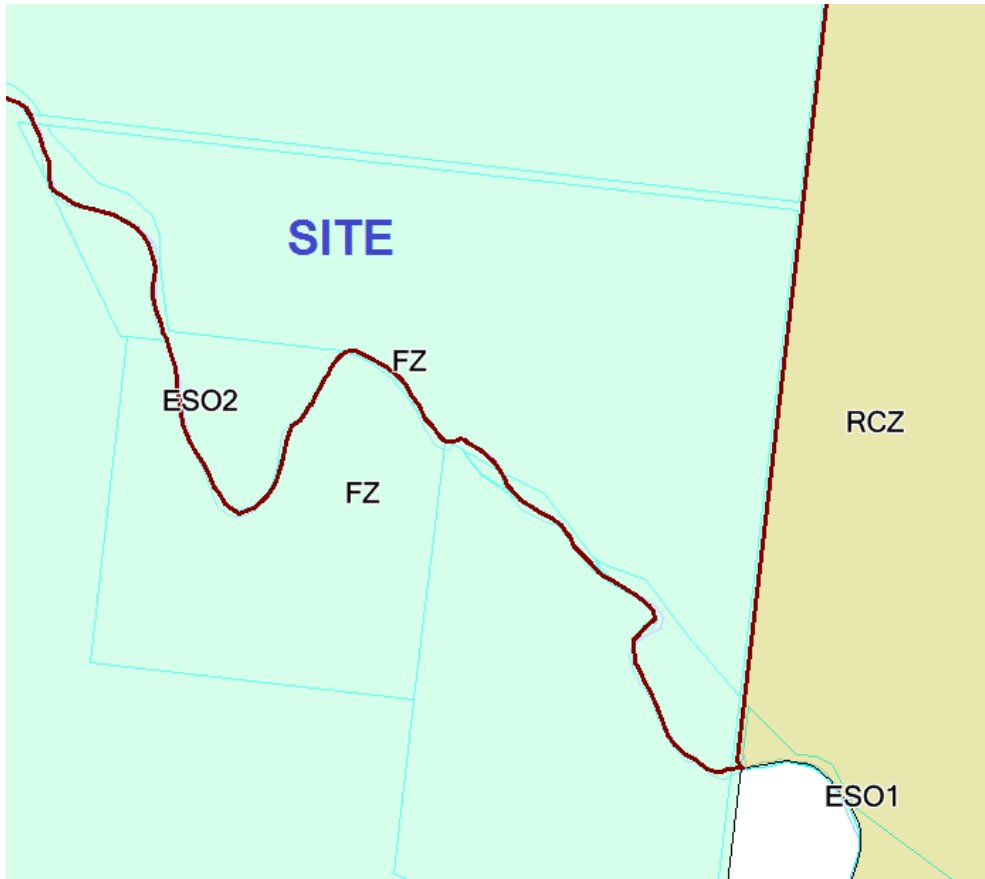


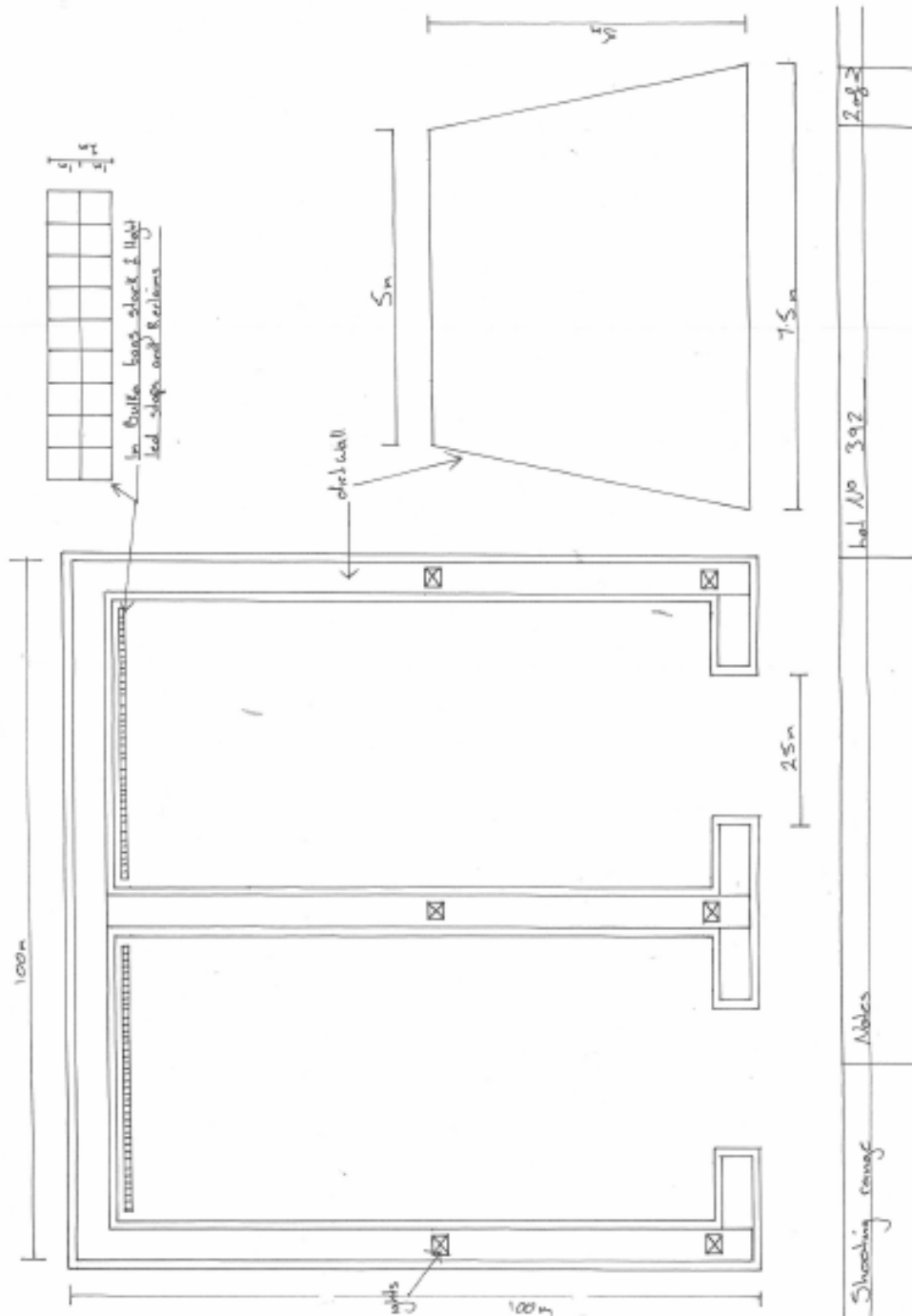
Figure 2: Zone Map



Site plan 1 – Shooting traps and car park



Site plan 2 – Shooting Bunkers.



**Shooting Bunker detail**

**Planning Scheme Provisions**

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

The relevant clauses are:

- Clause 11.05-1 Melbourne’s hinterland areas
- Clause 11.06-7 Environmental Assets.
- Clause 13.04-1 Noise Abatement.
- Clause 14.02-1 Catchment Planning and Management.
- Clause 14.01-1 Protection of Agricultural Land
- Clause 17.01-1 Business
- Clause 21.02-3 Water and Catchment Management.
- Clause 21.03-2 Urban Growth Management
- Clause 21.04-2 Agriculture.
- Clause 21.05-2 Water Supply.

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

SPPF	Title	Response
Clause 13.04-1	Noise Abatement	The proposed use does not ensure adequate separation with nearby sensitive land uses which will be prejudiced by noise emissions.
Clause 14.01-1	Protection of Agricultural land.	The proposal is considered to have negative impact on the continuation of primary production on adjacent land.

**Zone**

The site is located in a Farming Zone under the Moorabool Planning Scheme. The purpose of the Farming Zone is:

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

The decision guidelines under general issues has the following objectives:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- Any Regional Catchment Strategy and associated plan applying to the land.
- The capability of the land to accommodate the proposed use or development, including the disposal of effluent.
- How the use or development relates to sustainable land management. Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.
- How the use and development makes use of existing infrastructure and services.

## **Overlays**

### Environmental Significance Overlay Schedule 1 (ES02 and ES07)

The subject site is in the Environmental Significance Overlay Schedule 2 and partly in Environmental Significance Overlay Schedule 7, the provisions of Clause 42.01 apply.

The purpose of the overlay is

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To identify areas where the development of land may be affected by environmental constraints.
- To ensure that development is compatible with identified environmental values.

Under Part 2 of Schedule 2 of the overlay has the following environmental objectives to be achieved.

- To protect the habitat significance of vegetation.
- To provide for appropriate development of land within 100 metres of either side of a waterway.
- To prevent pollution and increased turbidity of water in natural waterways.
- To prevent increased surface runoff or concentration of surface water runoff leading to erosion or siltation of waterways.
- To conserve existing flora and fauna habitats close to waterways and to encourage generation and regeneration of habitats.

Under Part 2 of Schedule 7 of the overlay has the following environmental objectives to be achieved.

- To prevent a decline in the extent and quality of native vegetation and native fauna habitat of the Victorian Volcanic Plain.
- To enhance the environmental and landscape values of the area.
- To avoid the fragmentation of contiguous areas of native vegetation or native fauna habitat.

- To ensure that any use, development or management of the land is compatible with the long-term conservation, maintenance and enhancement of the grasslands.
- To avoid the destruction of habitat for native fauna resulting from the modification of land form and disturbance of surface soils and rocks.
- To enable areas of environmental significance, due to their native vegetation or habitat values, to be identified.

Under Clause 42.01-2 a planning permit is required to carry out works.

### **Particular Provisions**

An Outdoor Shooting Range is not listed in the use table of Clause 52.06-5. Under Clause 52.06-5A states where a use of land is not specified in Table 1 or where a car parking requirement is not specified for the use in another provision of the planning scheme or in a schedule to the Parking Overlay, before a new use commences or the floor area or site area of an existing use is increased, car parking spaces must be provided to the satisfaction of the responsible authority.

Before deciding that a plan prepared under Clause 52.06-7 is satisfactory, the responsible authority must consider, as appropriate:

- The role and function of nearby roads and the ease and safety with which vehicles gain access to the site.
- The ease and safety with which vehicles access and circulate within the parking area.
- The provision for pedestrian movement within and around the parking area.
- The provision of parking facilities for cyclists and disabled people.
- The protection and enhancement of the streetscape.
- The provisions of landscaping for screening and shade.
- The measures proposed to enhance the security of people using the parking area particularly at night.
- The amenity of the locality and any increased noise or disturbance to dwellings and the amenity of pedestrians.
- The workability and allocation of spaces of any mechanical parking arrangement.
- The design and construction standards proposed for paving, drainage, line marking, signage, lighting and other relevant matters.
- The type and size of vehicle likely to use the parking area. Whether the layout of car parking spaces and access lanes is consistent with the specific standards or an appropriate variation.
- The need for the required car parking spaces to adjoin the premises used by the occupier/s, if the land is used by more than one occupier.
- Whether the layout of car spaces and accessways are consistent with Australian Standards AS2890.1-2004 (off street) and AS2890.6-2009 (disabled).
- The relevant standards of Clauses 56.06-2, 56.06-4, 56.06-5, 56.06-7 and 56.06-8 for residential developments with accessways longer than 60 metres or serving 16 or more dwellings.
- Any other matter specified in a schedule to the Parking Overlay

Clause Rescode	Title	Response
52.06	Car Parking	Proposal provides a satisfactory number of car spaces that meets the minimum length and width dimensions under Clause 52.06-8.

**Discussion**

Use of the land

The use of firearms is a typical activity on farming zoned land to manage livestock and remove vermin. The zoning of the land does not prohibit an outdoor shooting range. The issue is to examine the location of the site in relation to sensitive land uses such as dwellings and impact it will have on surrounding land uses. The site is an open field without natural barriers such as screen trees and will be readily visible and exposed from a public roadway, Moretons Road. There are scattering of dwellings in the area such as Sharkey Road to the north and Moreton Road to the south.

What is not proposed is an irregular or occasional shooting event but a seven day a week shooting activity that could involve a large number of shooters with the car park able to accommodate 60 vehicles. The applicant has stated in their written submission they would in the future like to establish clubrooms and grow their membership base to 500 members. This will diminish amenity afforded to nearby residents and will be an intensive recreational use on farming zoned land.

The primary purpose of the Farming Zone is support agricultural activities and this could be compromised in the event of surrounding owners have livestock that are not resilient to firearm noises. The proposed 'sundown' shooting will create negative amenity impact during the night time hours. The proposed use which can amenity impacts is too intensive in a site that has some exposure to nearby residential dwellings.

The adjacent southern property which has planning permission issued by the City of Greater Geelong for an outdoor shooting range presented useful background information during their application for reviews before VCAT. The tribunal in RSPCA & Ors v Greater Geelong CC made the following in comments in paragraph 10 of their order.



*The Tribunal summarised in its decision a number of previous cases presented by the parties to support their arguments in relation to the intensity of the proposal. Below is reproduced the summary table and some of the Tribunal's comments on it from that decision:*

<b>Date</b>	<b>Permit Applicant</b>	<b>Responsible Authority</b>	<b>Intensity</b>	<b>Result</b>
July 6, 1977	Burns	M.M.B.W.	Not specified	Refused
March 13, 1981	Mollica	M.M.B.W.	" "	"
May 6, 1991	Steel	Yea S.C.	" "	"
Aug 13, 1996	Hedger	Murrindindi S.C.	10 shoots p.a.	Granted
July 1, 1998	Bacchus Marsh Field & Game	Moorabool S.C.	Saturdays only	"
Aug 20, 1999	Bendigo Field & Game	Greater Bendigo CC	20 shoots p.a.	"
June 21, 2000	P & M Webb	Moira S.C.	3 shoots p.a.	"

*While the decisions in the first three instances do not specify the frequency of the use proposed, all involved clay target clubs and it is a reasonable inference, we believe, that shooting would have been limited generally to club events on weekends.*

*It can be seen from the foregoing that none of these proposals involved shooting of the intensity involved in this application where, even on the limited basis now sought by Mr Bartley, target shooting of some kind (either at club events or through coaching) could take place up to four times each week.*

The tribunal was rightly concerned about a shooting range operating more than twice a week and the negative impact it would have on surrounding land uses. The current proposal is for seven days a week. The permit granted for the adjacent property was initially limited to two days a week with limited hours of operation, limited number of shooters and the permit was made to run with the individual and would cease if that applicant no longer continued that business at that site. The applicant later unsuccessfully tried to alter this particular condition linking the permit to an individual on review with VCAT.

There are similar concerns with the current proposal which would operate seven days a week shooting activity and could have a large number of shooters present or could have large number of people in non shooting social activities linked to the shooting range. This intensity of a use could limit future farming opportunities on adjacent properties if they intend to expand or seek alternative productive farming uses. A negative for the proposal is there is already an outdoor shooting range on an adjacent property and this will have the effect exacerbating amenity impacts if both site are operating at the same time. The site and surrounds are not identified in planning scheme as centres for shooting ranges or for clusters of recreational facilities which could encourage like for like shooting activity within a certain precinct. The proposed use of the land should maintain its farming use whilst acknowledging there are some appropriate non farming activities that can occur in certain locations. In this instance, an outdoor shooting range is not appropriate at this site.

Noise Impacts.

The applicant has provided an acoustic report. The report acknowledges there is no legislation covering noise controls on shooting ranges. There is an EPA Guideline called 'Noise from Outdoor Shooting Ranges' which is designed to assist Councils and EPA when assessing noise complaints and provides recommended noise levels. The acoustic report determined that the adjacent dwelling to the south was a commercial property and only provided readings that show noise levels where within acceptable levels to the dwelling at 320 Sharkey Road and was within 45dba level. The acoustic engineer did recommend limitations to the hours of operations to not exceed into the night time hours, after 6pm, and the operation during Mondays to Thursdays to be restricted to certain rifles and certain ammunition.

The unusual aspect to the proposal is the adjacent southern property is also a shooting range which contains a dwelling. This dwelling is afforded less residential amenity and subject to adverse amenity impact such as noise from its own shooting range. The only difference is there could be a cumulative effect of noise if both shooting ranges are operating at the same time.

The applicant proposes to operate up to 10pm seven days a week and based on the recommendations of the applicant's acoustic engineer this would present unacceptable noise impacts on adjacent and nearby properties especially during the night time hours.

Car Parking

With a large land area and existing internal accessway has allowed the shooting range to accessible and adequate on site car parking spaces to meet any current or future demands. The applicant has also proposal a car space dedicated for a disabled person which meets the minimum requirements of Clause 52.06-8, Design Standard 2.

**General Provisions**

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

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

**Referrals**

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

Authority	Response
DELWP EPA AusNet Services (Section 52)	No objection No objection Sent for information, no response
Infrastructure	No objection subject to eight conditions

### **Financial Implications**

There are no financial implications.

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

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

### **Communications Strategy**

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

### **Options**

An alternative recommendation would be to approve the application on the grounds that it complies with the planning scheme provisions and is an acceptable land use.

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

### **Conclusion**

The proposed use and development of an outdoor shooting range and associated earthworks does not comply fully with the State and Local Planning Policy Framework, the Farming Zone, and the Environmental Significance Overlay.

The proposal is not compatible with the surrounding farming zone land and is likely to cause adverse amenity impacts in conjunction with an existing shooting range on an adjacent property. The proposed would limit future use of surrounding and nearby land for productive agricultural purposes. The proposal should not be supported.

### **Recommendation:**

**That, having considered all matters as prescribed by the Planning and Environment Act, Council issue a refusal to grant a permit PA2016-155 for use and development of an outdoor shooting range and associated earthworks at Crown Allotment 133, Parish of Balliang known as 392 Moretons Road, Balliang East based on the following grounds.**

- 1. The proposal does not comply with Clause 13.04 (Noise Abatement) of the Moorabool Planning Scheme by not ensuring minimal noise impacts with surrounding sensitive land uses.**
- 2. The proposal does not comply with Clause 14.01 (Agriculture) of the Moorabool Planning Scheme, by adversely impacting upon the continuation of primary production on adjacent or nearby land.**

3. **The shooting range is incompatible with the surrounding land uses due to the hours of operation.**
4. **The proposed use does not represent the orderly planning of the area.**

---

**Report Authorisation**

**Authorised by:**

**Name:**

  
Satwinder Sandhu

**Title:**

General Manager Growth and Development

**Date:**

Thursday, 12 January 2017

## 10.2.2 On Road Cycle Racing Policy

Author: Satwinder Sandhu  
General Manager: Satwinder Sandhu

### Introduction

At the Ordinary Meeting held on Wednesday 16 November, 2016 Council resolved the following:

*Resolution:*

*Crs. Sullivan/Tatchell.*

*That, in accordance with Moorabool Shire Council Policy Protocol, 'Consideration of items which Affect beyond the Current Year', the On Road Cycle Racing Policy as attached, now lay on the table for further consideration at the next Ordinary Meeting of Council.*

The purpose of this report is to further consider the policy for On-Road Cycling Races (Attachment 10.2.2) and adopt it accordingly. During this period, no objections have been received.

### Background

Cycle races are held regularly on the road network of Moorabool Shire. These events have a variety of impacts depending on their size, duration and location. By adopting a policy, Council has a consistent guide by which to assess the merits of supporting or rejecting requests from event organisers to stage on-road cycling events within Moorabool Shire.

Council provides advice, assessment and permissions relating to the staging of the event and assists with communication and promotion in some cases.

Council does not have a policy for specifically for on-road cycling events. Since 2007, Victorian LGA's and on-road cycling race organisers have based cycling event and traffic management plans and approvals according the VicRoads guide "On-Road Cycling Events – a guide to obtaining approval."

In 2014, Council's Economic Development Unit, with the assistance of a cross-organisational events reference group, developed comprehensive processes and procedures to improve the regulation of events in the Shire.

This policy provides strategic reinforcement of current process and practice.

## Proposal

To consider and adopt a Council policy specifically for On-Road Cycling Racing. This is based upon previous resolutions of Council.

Date	Council Meeting	Resolution
Wednesday 2 March, 2016	Ordinary Meeting of Council	That Council develop a policy with respect to cycle racing on Council roads within the shire.
Wednesday 17 August, 2016	S86 Place Making Advisory Committee	Recommends that the draft On Road Cycle Racing Policy be presented to Council to lay on the table prior to adoption, as per policy protocol.
Wednesday 16 November, 2016	Ordinary Meeting of Council	That, in accordance with Moorabool Shire Council Policy Protocol, 'Consideration of items which Affect beyond the Current Year', the On Road Cycle Racing Policy as attached, now lay on the table for further consideration at the next Ordinary Meeting of Council.

## Policy Implications

The proposal is for development of a new policy for On-Road Cycle Racing. The draft policy report was laid on the table for a month, as per the Council Policy Protocol.

The 2013 – 2017 Council Plan provides as follows:

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

The proposal to implement this policy is consistent with the 2013 – 2017 Council Plan.

## Financial Implications

There are no significant financial considerations.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
OHS – Manual handling	Injury from set up, removal of event	Medium	Policy Event Risk Management Plans Dedicated production manage State Guidelines Council Event reference group
Emergency	Fire or traffic accidents	Medium	Policy Event Emergency Management Plans St Johns Ambulance CFA State Guidelines Council Event reference group
Public liability	Death or injury at event – claims for compensation	Medium	Policy Physical barriers Signage TMP PLI State Guidelines Council Event reference group

### Communications and Consultation Strategy

If adopted, Council to include the policy with the Event Notification form for on-road cycling event requests. Policy will be uploaded to Council's website.

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

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

### Officer's Declaration of Conflict of Interests

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

*General Manager – Satwinder Sandhu*

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

### Conclusion

A cycle racing policy for large-scale competitive on-road cycling races within the Shire has been considered by the S86 Place Making Advisory Committee 17 August, 2016 and also been laid on the table as per Council Protocol. No submissions have been received during this period.

**Recommendation:**

**That Council adopts the On Road Cycle Racing Policy (Attachment 10.2.2).**

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**Report Authorisation:**

**Authorised by:**

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Thursday, 12 January 2017





# Attachment - Item 10.2.2



<b>Policy No.:</b>	GD028	<b><i>On-road Cycle Racing Policy</i></b>
<b>Review Date:</b>	1 June, 2018	
<b>Revision No.:</b>		
<b>Adopted by:</b>		

### 1. Purpose and Scope of the Policy

- Regulate larger organised on-road cycling events held within Moorabool Shire.
- Stimulate community benefits associated with hosting on-road cycling events.
- Limit the temporary impacts of on-road cycling events on the environment, local residents and business.
- Assist event organisers to run events in accordance to current safety standards.
- Ensure an event management plan is provided to council event organisers that demonstrates the safety of spectators, participants and other road users, impact on traffic flow, and access for residents, has been considered. .
- An on-road cycling event is a cycling activity wholly or partly conducted on public roads involving more than 30 participants. An on-road cycling event can be either competition (racing) or recreational (commercial tours, community rides and fund raising or similar).
- Only applies to human-powered on-road cycling events.

### 2. Policy

- To ensure stakeholder needs are considered and addressed, all on-road cycling events held within the Shire are required to make application to council for assessment.
- Applications will be assessed according to the State guidelines, laws and regulations and Council's Event Notification Process.
- The onus is on the event organiser to demonstrate that all requirements of council have been addressed when applicable.
- The event organiser is responsible for communicating with stakeholders.

### Large-scale on-road cycling events

Event organisers of large-scale on-road cycling events must also do the following.

- Provide drafts of all resident communications for approval via Council's Marketing and Communications unit prior to distribution.
- Ensure the event has council approval, prior to promoting event.
- Ensure that signage within the shire has council or VicRoads approval.
- Invite relevant Council staff to Operational Group Meetings involving shire related activity.
- Organise a specific meeting with relevant Council staff if requested or warranted.
- Notify local residents in advance via advertising, direct mail and invite local stakeholders to attend any relevant scheduled information sessions.
- Understand that costs associated with requests to conduct works on roads and roadsides specifically for their event is recoverable from the event organisers, if the works take place.

### 3. Process

- 3.1 Event organisers must submit event notification forms for each event via [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au) attention to the events officer.
- 3.2 Events officer circulates the completed Moorabool Shire Event Notification Form to Council's Event Reference Group.
- 3.3 Event Reference Group review the notification form to ensure the event complies with all relevant Council and legislative requirements and aligns with the Vic Roads On-Road Cycling Events – a guide to obtaining approval document.
- 3.4 Event Reference Group representatives review and organise required council approvals/permits/permissions regarding aspects of the application
- 3.5 Event Reference Group representatives provide required approval/permits/permissions and list any conditions on correspondence to event organisers specifying council expectations on how the event is conducted.

### 4. Precedence

None.

### 5. Related Legislation/policies/Guidelines

VicRoads guide "*On-Road Cycling Events – a guide to obtaining approval*".

### 6. Council Plan Reference – Key Performance Area

Community Wellbeing

### 7. Review

This policy will be reviewed on or before 1 June, 2018

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

#### Introduction

Author: John Whitfield  
 General Manager: Satwinder Sandhu

Under section 174(4) of the *Planning and Environment Act 1987* (the Act), Council must appoint authorised officers for the purposes and regulations made under the Act.

#### Background

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

#### Proposal

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

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

#### Policy Implications

The 2013 – 2017 Council Plan provides as follows:

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

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

### **Financial Implications**

No financial implications to Council.

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

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

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

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

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

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

*General Manager – Satwinder Sandhu*

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

*Author – John Whitfield*

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

### **Conclusion**

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


### **Recommendation:**

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

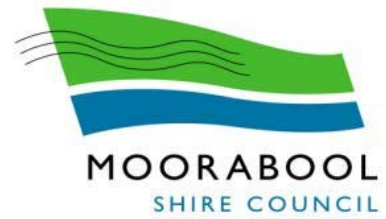
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### **Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu   
**Title:** General Manager Growth and Development  
**Date:** Thursday, 12 January 2017

# Attachment - Item 10.2.3



## **Moorabool Shire Council**

### **Instrument of Appointment and Authorisation**

***(Planning and Environment Act 1987 only)***

**FEBRUARY 2017**

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

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

<b>Officer</b>	<b>Position</b>	<b>Position Abbreviation</b>
Allan Leslie May	Environmental Health Technical Officer	[EHTO]
Andrew Goodsell	Manager Strategic and Sustainable Development	[MSSD]
Andy Gaze	Coordinator Community Health and Safety	[CCHS]
Debbie Anne Frappa	Statutory Planning Enforcement Officer	[SPEO]
Faye Laskaris	Senior Environmental Health Officer	[SEHO]
Glenn Burns	Senior Community Safety Officer	[SCSO]
Jacqueline Reid	Community Safety Officer	[CSO]
Julie Menzies	Environmental Health Officer	[EHO]
Justin Horne	Coordinator Environmental Planning	[CEP]
Kathleen Ly	Statutory Planner	[SP]
Katie McDonald	Environmental Health Officer	[EHO]
Lisa Handley	Community Safety Officer	[CSO]
Mark Lovell	Senior Statutory Planner	[SSP]
Robert Fillisch	Manager Statutory Planning & Community Safety	[MSPCS]
Rod Davison	Strategic Planning Officer	[STPO]
Satwinder Sandhu	General Manager Growth and Development	[GMGD]
Shannon Walsh	Community Safety Officer	[CSO]
Thomas Tonkin	Statutory Planner	[SP]
Victoria Mack	Statutory Planner	[SP]



**By this instrument of appointment and authorisation Moorabool Shire Council -**

1. under section 147(4) of the *Planning and Environment Act 1987* – appoints the abovementioned officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the abovementioned officers generally to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument –

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

This instrument is authorised by a resolution of the Moorabool Shire Council on Wednesday 1 February 2017.

The **COMMON SEAL** of the  
**MOORABOOL SHIRE COUNCIL**  
was affixed this Wednesday 1 February  
2017 in the presence of –

.....Mayor

..... Chief Executive Officer

## 10.2.4 Recording of Council Meetings

### Introduction

File No.: 02/01/001  
Author: John Whitfield  
General Manager: Satwinder Sandhu

### Background

In recent months, Council has received a request by a media representative to record the proceedings at an Ordinary Council Meeting. This report is to outline the current provisions of Council's Meeting Procedure Local Law No. 9 and also to provide information to Council on current trends in Victorian local government on the recording of proceedings at Council meetings.

### Proposal

#### Meeting Procedure Local Law No. 9

Council's Meeting Procedure Local Law No. 9 in Part 11 deals with the recording of Council meetings. It says:

### **PART 11 PROVISIONS TO RECORD COUNCIL MEETINGS**

#### **11.1 Webcasting and Recording Proceedings**

- a) *The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may conduct electronic broadcasting by any means of the proceedings of the Council Meeting.*
- b) *The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may also otherwise record all the proceedings of a Council or Special Committee Meeting using a suitable electronic recording device.*
- c) *Recordings will be retained and available to the public for viewing or listening for a period of three (3) months from the date of the meeting.*
- d) *Media representatives may, with the consent of Council or the Special Committee (as the case may be), be permitted to record any part of the proceedings of the Council or Special Committee Meeting. The consent of Council or the Special Committee must not be unreasonably withheld, but may be revoked at any time during the course of the relevant meeting.*
- e) *Members of the public must not operate recording equipment at any Council or Special Committee Meeting without the prior written consent of Council. Such consent may be given only after receipt of a written application and may at any time during the course of such meeting be revoked by Council or the Special Committee as the case may be.*

This local law gives Council the ability to allow or disallow the media and the public to record Council meetings or Special Committee meetings.

It is recommended that, in principle, on written request by a media representative or by a member of the public, that Council allow audio recording of the section of Council meetings and Special Committee meetings that is open to the public.

If Council adopts this position, it is considered prudent that it generate its own audio recording of Council meetings and Special Committee meetings. Council will note that Section 11 of the local law also covers Council's own recording of Council meetings and Special Committee meetings. It can also choose electronically broadcast the proceedings of Council meetings.

Council meetings in Council Chambers at Ballan have in past years been recorded. Meetings at other venues have not as the recording equipment is not portable.

If Council is to record its Council meetings and Special Committee meetings it needs to be able to do so at any venue it chooses to meet. It is proposed that an investigation into a suitable portable audio recording system be conducted and a report brought back to a future meeting of Council.

This recommendation to investigate the audio recording of Council meetings and Special Committee meetings is, on balance, supported by the Victorian Ombudsmans Report- *Investigation into the transparency of local government decision making - December 2016*.

The Victorian Ombudsman, just prior to Christmas 2016, released this report. This report had the following Terms of Reference:

*The terms of reference for the investigation were to consider council actions that ensure decision making is transparent and balanced against the need for efficiency and any specific obligations to maintain confidentiality. The areas of focus were:*

- *the closure of council meetings and special committee meetings to the public*
- *the handling of confidential matters*
- *the nature and quality of audio and visual records of meetings and the public's ability to access records*
- *the scope and exercise of delegated council functions/powers and administrative actions; and the reporting of these to council and the public*
- *the nature and content of information discussed in 'assemblies of councillors'.*

[Page 12]

Council will note that the report deals in part with the audio and visual recording of meetings. On Page 50 of the report it says:

*200. Council responses to the survey show that the record keeping practices for council meetings in Victoria vary. All councils keep minutes of their meetings, as required by the Local Government Act. Some also keep audio records or audio-visual records, but not*

*all release these recordings to the public. A smaller number of councils provide immediate access to their ordinary council meetings by live streaming and radio.*

Table 3 of the report, starting on Page 52, sets out the results of the Ombudsmans survey on record keeping. It reports on the Victorian Councils that take minutes, create an audio recording, create a visual recording and livestream their meetings. It shows that of the 79 Victorian Councils:-

- 43 Councils audio record their Council meetings;
- 10 Councils video record their meetings; and
- 10 Councils live webstream their meetings.

Table 4 of the report, starting on Page 54, deals with the release of information from Council meetings to the public. It shows that of the 79 Victorian Councils:-

- 16 Councils release audio of Council meetings on their website;
- 11 Councils release audio of their Council meetings for inspection at their office;
- 9 Councils release video of Council meetings on their website; and
- 5 Councils release video of their Council meetings for inspection at their office.

The Ombudsman's report on pages 58 and 59 specifically discusses audio and visual recording of Council meetings. These pages are reproduced below in full:

### ***Audio and Visual Recordings***

*217. While there is no statutory requirement to do so, a growing number of councils audio record or audio-visually record their meetings. While 43 councils audio record their ordinary meetings, only 16 make the recordings available to the public on their websites. Fourteen of these 43 indicated in their survey responses that they delete recordings after the minutes of meetings have been confirmed. Two said they do not publish audio recordings on their websites, but charge fees (\$15 and \$20 respectively) to members of the public who request a copy.*

### ***Why some councils maintain audio- visual records***

*218. Evidence obtained from the survey and interviews with witnesses identified a variety of benefits of audio or audio- visually recording council meetings:*

- *to provide the public, including those unable to attend meetings in person (e.g. due to other commitments or geographical location), with access to decision making by the council*
- *to encourage wider community involvement in council meetings*
- *to assist in the preparation of complete and accurate minutes*
- *to verify minutes where specific issues of accuracy are raised*
- *to provide transparency and accountability*
- *to reduce the need for voluminous minutes*

- *to deter unprofessional behaviour and increase the quality of debate*
- *to ensure local media reporting of what happens in meetings is 'a little bit more honest'.*

219. *Witnesses from councils that do have audio or audio-visual recording in place were generally positive about the practice, even though viewer numbers were not necessarily high.*

*The Deputy Mayor of the Alpine Shire Council said:*

*I was actually surprised who listens and watches it to tell you the truth. Someone came up to me the other day and said, "Oh, that's great. I watch it."*

*[I asked] "Why do you watch it?"*

*[He said] "I watched the question time." And I never would have thought that this resident would even think about getting online and watching it. So, people really like it.*

220. *The Mayor of Cardinia Shire Council said:*

*I know for some of our senior residents they like it [audio recording] because they couldn't probably get to meetings and, you know, I don't think we're smashing the airways by millions of people listening to us. It might be good to go to sleep to. But I think in just having it, it shows anyone in the public that we're not afraid if you're not here listening, we're not afraid for you to know what we've said.*

221. *The CEO of Maroondah City Council said:*

*[T]he way I approached it [at a non- metropolitan council I previously worked for] because of the nature of the ... disparate communities and so on, the idea of having that as a record of the way in which the discussion's occurred, the manner in which it was dealt with, the fact that people had little opportunity to attend personally meant that there was value in doing that for them. Whether they took it up or not is another matter. In the metropolitan area ... accessibility is not such an issue.*

#### *Why some councils do not maintain audio-visual records*

222. *This investigation also identified a range of reasons why councils may be choosing not to keep audio or audio-visual recordings. These were:*

- *the costs associated were not worth the perceived benefits*
- *a lack of interest from the community*
- *poor acoustics in the council building*
- *an inability to install equipment due to the heritage status of the council building*
- *it would be an impediment to robust debate as councillors may self-edit to prevent themselves looking foolish*
- *it could lead to grandstanding by councillors, which could detract from issues*

- *the risk of offensive remarks by councillors being recorded and causing the public to lose respect for councillors and the council*
- *legal risks to council posed by defamatory remarks by councillors or members of the public.*

### Cost and technology

223. *In survey responses, a number of councils, particularly smaller ones, referred to the venues being unsuitable for recording, or the prohibitive costs of technology. However, evidence from councils about the type of technology which can be used and the costs involved shows there are a range of options available. Some councils indicated the cost of setting up audio- visual recording and livestreaming can be in excess of \$40,000. However, recording audio only for podcasting or uploading to the council's website after the meeting can be much cheaper.*

224. *The Governance Manager at Cardinia Shire Council advised that it previously webcasted its meetings but discontinued this due to a lack of insurance for defamation. He said council has now moved to podcasting council meetings, which was much more cost effective.*

*He estimated the cost of setting up the podcasting system to have been approximately \$2500, with minimal ongoing costs. However, he noted that when the council held meetings at locations other than council offices (to facilitate accessibility for community members in different parts of the municipality) the cost of recording the meeting significantly increased as the council needed to engage a professional to make the off-site recording.*

*Practice example: Alpine Shire Council – Recording and livestreaming of meetings*

*Alpine Shire Council livestreams its ordinary council meetings and publishes the recordings on its website. At interview the CEO said the council had initially obtained a quote for a new audio system for between \$20,000 and \$25,000. However, he said:*

*We bought an audio system that was [\$1300] on Ebay from a [council in another state] ... that is the only way that we could actually introduce [it]*

*... [T]here's many shire councils that I understand are spending thousands of dollars on recording a meeting. We have a \$1300 total cost installation camera in there, that we press the button on an iPad and it streams to YouTube.*

*... Metro councils, some are spending thousands of dollars per meeting, it's like YouTube is there ... It's a great archive, people know how to use it, this costs us nothing.*

*... [W]e record two ways. We record ... live to YouTube but we also have a localised [short-term] backup here.*

Offensive behaviour and defamation

225. *Debate is part of the decision making process during council meetings. However, if elected representatives make personal comments that harm another person's reputation during debate, they may risk action being taken against them for defamation. One reason identified for not publishing audio-visual records was the perceived risk that councillors could make defamatory comments during meetings and that publication of recordings of those meetings may subject the council to the legal risk of a defamation action.*

**Policy Implications**

The 2013–2017 Council Plan provides as follows:

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

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

**Financial Implications**

No financial implications at this stage but there may be financial implications in the order of \$20,000 to \$30,000 if the Council chooses to purchase a suitable system for the audio recording of meetings. This will be the subject of a further report.

**Risk & Occupational Health & Safety Issues**

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

**Communications and Consultation Strategy**

Nil.

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

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

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

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

*General Manager – Satwinder Sandhu*

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

*Author – John Whitfield*

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

### **Conclusion**

The trend of Victorian local government towards greater transparency at its meetings means that a recommendation to facilitate the recording of Council meetings by Council, the media and the public subject to Council's Meeting Procedure Local Law No. 9 is now presented to Council for its consideration.

In order to facilitate the process of replying to requests by the media and the public to record meetings, it is recommended that the Chief Executive Officer be authorised to reply to requests on behalf of Council. Further, the CEO will advise Councillors to whom consent to record meetings has been granted.

It is also recommended that Council investigate the purchase of a suitable recording system for its own purposes and that the results of this investigation be brought back to a future meeting of Council.

At this further meeting of Council, consideration of other matters such as whether to release audio recordings of Council meetings and how long to hold recordings of Council meetings will be addressed, noting that these matters are dependent on Council determining to proceed with audio recordings in the first place.

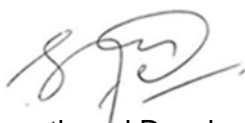
### **Recommendation:**

- 1. That the Chief Executive Officer be delegated the authority to reply to requests by the media and the public to record Council meetings and Special Committee meetings subject to the terms and conditions of the Meeting Procedure Local Law No. 9 and that the Chief Executive Officer advise Councillors to whom consent to record meetings has been granted or refused.**
- 2. That Council approves an investigation into a suitable portable audio recording system be conducted and that a report be brought back to a future meeting of the Council.**

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### **Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu   
**Title:** General Manager Growth and Development  
**Date:** Tuesday, 24 January 2017



## 10.2.5 Second Quarter (September – December) Report – 2016/17 Council Plan Actions

### Introduction

File No.: 02/02/002  
Author: John Whitfield  
General Manager: Satwinder Sandhu

### Background

The 2013-2017 Council Plan was revised and adopted by Council in June 2016. As part of the development of the framework of the Council Plan, Council determines appropriate actions which will support the framework, 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 with sets of strategies to be undertaken over the planned 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 2016/17 Council Plan Actions Second Quarter Progress Report indicates each of the actions and their progress comments for the 2016/17 Financial Year. Overall there are 32 actions with 24 actions having reached 90% or greater of their target for the October-December period, with 3 actions having achieved between 60 and 90% of target. Five actions remain at less than 60% of their target as the majority of work for these actions is scheduled to be completed in later quarters.

The following table summarises the status of the 2016/17 Council Plan Actions for this quarter:

Key Result Area	Not Started	In Progress	Deferred	Completed this Quarter	Completed YTD (incl this Qtr)	Total
<b>1 Representation and Leadership of our Community</b>	3	4		0	2	<b>9</b>
<b>2 Community Wellbeing</b>		2		0	2	<b>4</b>
<b>3 Enhanced Infrastructure and Natural Built Environment</b>		16		2	3	<b>19</b>
<b>Totals</b>	<b>3</b>	<b>22</b>	<b>0</b>	<b>2</b>	<b>7</b>	<b>32</b>

### Proposal

This report is to inform Council and the community on the progress of key Council Plan actions for the 2016/17 Financial Year.

### Policy Implications

The 2013–2017 Council Plan provides as follows:

<b>Key Result Area</b>	Representation and Leadership of our community.
<b>Objective</b>	Effective strategic and business planning for a growing community.
<b>Strategy</b>	Develop service plans consistent with Business Excellence principals that reflect systems thinking and value for the community.

### Financial Implications

There are no financial implications from this report.

### 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**

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*General Manager – Satwinder Sandhu*

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

*Author – John Whitfield*

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

### **Conclusion**

Council is making good progress in all areas of the Council Plan for this second quarter. Overall there are 32 actions with 24 actions having reached 90% of their action target for the September-December period, with 3 actions having achieved between 60 and 90% of target. The 5 remaining actions are sitting below 60% of target as the majority of work to be undertaken on these actions will be performed in later quarters.

### **Recommendation:**

**That Council receives the Second Quarter (October - December) 2016/17 Council Plan Actions Progress Report.**

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### **Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Tuesday, 24 January 2017



# Attachment - Item 10.2.5



Moorabool Shire Council

***PREMIUM Action and Task Progress Report***

July 2016 - December 2016

Report Filters:

Date From :01-07-2016

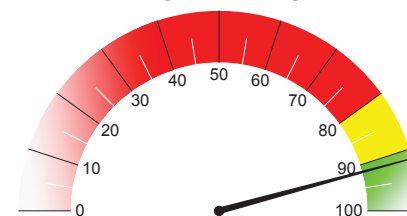
Date To :31-12-2016

Display Task : No

Action Filter :Council Plan

2016/17 Council Plan Actions Second Quarter  
(October - December) Progress Report

### Action Progress Against Targets






- 32 Actions reported on
- 24 At least 90% of action target achieved
- 3 Between 60 and 90% of action target achieved
- 5 Less than 60% of action target achieved
- 0 Actions with no target set

**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	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.1.52 Finalise General Local Laws	In Progress	1/07/2014	30/06/2017	50%	83%	YELLOW
<b>Activity</b> Robert Fillisch - Manager Statutory Planning & Community Safety		<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Local Laws Compliance		Recurrent				
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
Progress on this project has been impacted by other strategic work and staff vacancies, however work is continuing and it will be finalised by the end of the 2016/17 financial year.						
Last Updated - 20/01/2017						
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.1.73 Develop and implement a candidate information program in preparation for the October 2016 election.	Completed	1/07/2016	30/10/2016	100%	100%	GREEN
<b>Activity</b> Natalie Abbott - Manager Customer & Business Services		<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Corporate Services Governance		Recurrent				
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
Candidate information session arranged through the MAV and held on 12 July 2016. VEC candidate information session held 13 September 2016.						
Last Updated - 03/10/2016						

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.1.1.74 Develop and implement an induction program for the council elected in October 2016.	Dianne Elshaug - Executive Assistant - CEO Office	Completed	1/07/2016	30/11/2016	100%	100%	
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Corporate Services Governance	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Councillor induction program developed. Program implemented during November 2016, and will complete in February 2017.							
Last Updated - 20/01/2017							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.1.1.75 Continue to provide assistance to the people affected by the Scotsburn fire, including the provision of personal support, case management and all aspects of recovery for the community, individuals, stock and land management.	Cherie Graham - Municipal Emergency Manager	In Progress	1/07/2016	30/06/2017	50%	50%	
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Municipal Emergency Management	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Case Management continues for approximately 21 affected residents in the Scotsburn fire area. Second round outreach occurred using Victorian Council of Churches and Red Cross working with Council staff on 13 and 14 October. Anniversary Picnic and Art Exhibition held in December. Currently working on rebuilding processes for community and supporting community requests for further funding for support, and a grant has been obtained for the rebuilding of the Clarendon Hall.							
Last Updated - 20/01/2017							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.1.1.76 Review & implement the after hours response system as approved by Council.	Vanessa O'Toole - Manager People and Organisational Development	Not Started	1/07/2016	30/06/2017	0%	0%	
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Personnel Management	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Review to commence in early 2017.							
Last Updated - 09/01/2017							

**Objective: 1.3 Advocate for services and infrastructure that meet the Shire's existing and future needs.**




**STRATEGY: 1.3.1 Advocate on behalf of the community to improve services and infrastructure within the Shire.**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3.1.1 Investigate ways to increase TV and Radio availability in the shire to cover local issues.	Leann Brown - Economic Development Officer	Not Started	1/07/2016	30/06/2017	0%	0%  GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Marketing and Communications	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
Work on this action is scheduled to commence in February 2017.						
Last Updated - 09/01/2017						




**Objective: 1.7 Effective strategic and business planning for a growing community.**


**STRATEGY: 1.7.4 Critically review the services provided by Council**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.7.4.1 Implement the Council endorsed level of service review for 2016/17 year - Aged & Disability Services.	Robyn Salt - Manager Active Ageing and Community Access	In Progress	1/07/2016	30/06/2017	25%	50%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Assessment and Care Management	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
The service review has commenced with a draft paper being prepared for presentation to Council in April 2017.							
Last Updated - 24/01/2017							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.7.4.2 Implement the Council endorsed level of service review for 2016/17 year - Parks & Gardens.	Glenn Townsend - Manager Operations	Not Started	1/07/2016	30/06/2017	0%	0%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Parks and Gardens	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
A level of service review is currently being undertaken in relation to the management and maintenance of Council 's parks and gardens. A draft management plan will be presented to Council for endorsement in early 2017. Following that, the implementation of the new service levels will occur.							
Last Updated - 09/01/2017							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.7.4.3 Implement the Council endorsed level of service review for 2016/17 year - School Crossings.	Robert Fillisch - Manager Statutory Planning & Community Safety	In Progress	1/07/2016	30/06/2017	20%	50%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Safety	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Manager is currently part of the technical group with MAV investigating funding options with VicRoads , which is still yet to report. The majority of this work and its recommendation is expected by early 2017. Council can then determine the scope of any service review, with the Coordinator Community Health & Safety completing this work by the end of the financial year.							
Last Updated - 16/01/2017							

**Key Result Area: 2 Community Wellbeing****Objective: 2.2 Inclusive, responsive and accessible community services****STRATEGY:** 2.2.3 Advocate, support and provide aged and disability services.


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2.3.2 Implement a council adopted response to the roll out of the National Disability Insurance Scheme (NDIS).	Robyn Salt - Manager Active Ageing and Community Access Completed	1/07/2016	31/12/2016	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Assessment and Care Management	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
At the Ordinary Meeting of Council held on the 7 September 2016, the Council resolved to: (i) continue to provide aged care services to people over 65 through the Commonwealth Home Support Program; (ii) continue to provide services to people under 65 through the Victorian HACC Younger People; (iii) continue to strengthen its role in making Moorabool a more inclusive and accessible community and advocating for the needs of people with disabilities; (iiii) not register as a provider under the National Disability Insurance Scheme; and (v) work with Latrobe Community Health Services as the Local Area Coordination Service in the Central Highlands Region to support clients to transition to the National Disability Insurance Scheme and mainstream support services. Council staff are working with the Department of Health and Human Services, National Disability Insurance Agency; Latrobe Community Health and NDIS providers to facilitate the movement of clients onto the National Disability Insurance Scheme with the rollout of the scheme effective 1 January 2017.						
Last Updated - 24/01/2017						

**STRATEGY:** 2.2.4 Ensure Council's services and facilities are accessible.

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2.4.1 Finalise the Digital Strategy and implement key actions including the corporate website and information management officer to improve communications and customer service outcomes.	Natalie Abbott - Manager Customer & Business Services Completed	1/07/2016	30/06/2017	100%	50%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Corporate Services Governance	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
The Digital Strategy has been finalised and the corporate website went live on 13 September 2016. An information management officer has been appointed. The website will be further developed over the coming months.						
Last Updated - 20/01/2017						

**Objective: 2.3 Increase and encourage participation in a range of sport, recreation and leisure activities**

**STRATEGY:** 2.3.1 Promote community health and well-being through the provision of recreation facilities, open space, programs and activities.

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.3.1.3 Implement the Reserve Management Framework and associated policies being the : draft Community Facilities Funding Policy; draft Recreation Reserve User Fees & Charges Policy; draft Recreation Reserve Leases & Licences Occupancy Policy; Draft Recreation Reserves Capital Works Contribution Policy and Revised draft Appointments and Delegations Policy	Ian Waugh - Acting Mgr Recreation & Youth Development	In Progress	1/07/2016	30/06/2017	50%	50%	

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

**Linked action filters:** Council Plan


**Action Progress Comments**

The reserve Management Framework and associated policies have been printed and distributed amongst the Reserve Management and user group network across the Moorabool Shire. Training sessions and direct meetings with key stakeholders are currently being planned and booked to commence prior to the end of February 2017. The project is slightly behind schedule due to the resignation of the previous manager.


Last Updated - 16/01/2017

**Objective: 2.4 A safe community**


**STRATEGY:** 2.4.1 Support the community in emergency management planning, response, recovery and in the prevention and mitigation of all hazards and works towards community resilience.

<b>Action</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>
2.4.1.5 Undertake Community Emergency Management Planning (CEMP) Pilots in Moorabool	Cherie Graham - Municipal Emergency Manager In Progress	1/07/2016	30/06/2017	50%	50%	 GREEN
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	
Municipal Emergency Management	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
Planning continues with the Blackwood CEMP Committee with the first draft plan being communicated to agency staff for input . Planning with EMV for a scenario exercise for the community to run is being planned by a sub committee for 26 March with DELWP and CFA working with EMV on Phoenix Modelling for exercise .						
Last Updated - 16/01/2017						

**Key Result Area: 3 Enhanced Infrastructure and Natural Built Environment****Objective: 3.1 Effective and integrated strategic planning in place to create sustainable communities.****STRATEGY: 3.1.2 Development of Urban and Rural Growth Strategies in conjunction with other related plans.**

<b>Action</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>	
3.1.2.4 Undertake Bacchus Marsh Urban Zone review based on the Housing and Retail Strategies	Andrew Goodsell - Mgr Strategic & Sustainable Development	Completed	1/07/2015	31/08/2016	100%	100%	 GREEN
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Strategic Land Use Planning	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
The review has been completed. Both the Retail and Housing Strategies have been adopted. Amendment to be tabled in March 2017.							
Last Updated - 20/01/2017							

**STRATEGY: 3.1.3 Advocate and lobby government for increased infrastructure funding and ensure state land use plans are in line with the Moorabool community needs.**

<b>Action</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>	
3.1.3.1 Continue to advocate for funding of Stage 3 - Bacchus Marsh Traffic Improvements Package (Package of Works)	Rob Croxford - Chief Executive Officer	In Progress	1/07/2016	30/06/2017	50%	50%	 GREEN
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Corporate Projects	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
East facing freeway ramps at Halletts Way at a cost of \$12.5M is currently out to tender by VicRoads. It is expected the contract will be awarded and for works to commence in February 2017.							
Ongoing discussions continue with VicRoads and VPA re designation of a route for the eastern bypass of Bacchus Marsh . This is a long term project requiring ongoing advocacy.							
It is clear that the balance of funds for the package of works previously announced by the State Government are no longer available to the Bacchus Marsh community.							
VicRoads and Council Officers continue to work on road capacity improvements , particularly for Gisborne Road and Grant Street. Designs will be progressed and advocacy to government will continue consistent with the Bacchus Marsh Integrated Transport Strategy .							
Last Updated - 20/01/2017							

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.1.3.2 Continue to advocate for the servicing of small towns across the shire.	Rob Croxford - Chief Executive Officer	In Progress	1/07/2016	30/06/2017	50%	50%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
CEO's Office	Recurrent				

**Linked action filters:** Council Plan

**Action Progress Comments**

Following the adoption of the Small Towns Strategy by Council in September 2016, approaches have now been made to CHW to include the Bungaree and Wallace sewerage project in its next Water Plan.

The multitude of projects listed and key strategic directions for each of the small towns in the Shire will now be progressed through future budgets and advocacy to government.

Last Updated - 16/01/2017

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.1.3.3 Advocate strongly for a solution for the rebuilding of Fiskville training facilities in the Ballan area.	Rob Croxford - Chief Executive Officer	In Progress	1/07/2016	30/06/2017	50%	50%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
CEO's Office	Recurrent				

**Linked action filters:** Council Plan


**Action Progress Comments**

Awaiting advice from the Minister for Emergency Services on the success of securing a parcel of land in close proximity to the Ballan township .

The \$450,000 grant from RDV is to be applied to the extension of Haddon Drive in the Ballan Industrial Estate following the Council decision of 7 December, 2016.

Last Updated - 20/01/2017

**STRATEGY:** 3.1.4 Undertake integrated infrastructure and land use planning to guide future growth and development of our towns and settlements.

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.1.4.6 Participate in the Ballarat Rail-line Action Committee (BRAC) to advocate for improved rail services for our communities.	Rob Croxford - Chief Executive Officer	In Progress	1/07/2016	30/06/2017	50%	50%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
CEO's Office	Recurrent				


**Linked action filters:** Council Plan

**Action Progress Comments**

Following the announcement of the \$513M investment into the electrification of Melton, the Committee has now met and is developing a paper to inform each council of the pros and cons for communities along the line of works proposed.

The outcome of the Infrastructure Victoria report on rail opportunities will also be an important hold point .

Last Updated - 20/01/2017

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.1.4.7 Prepare and adopt 5 year Action Plan for Moorabool growth planning and development, which include following but not limited to: - Bacchus Marsh Future Framework plan, - Small Town Strategy, - Bacchus Marsh Civic square and Darley plaza Hub Urban Design Framework, - Bulky goods Precinct Planning, - Ballan Structure Plan incorporation into Planning Scheme.	Andrew Goodsell - Mgr Strategic & Sustainable Development	In Progress	1/07/2016	30/06/2017	50%	50%	

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

**Linked action filters:** Council Plan

**Action Progress Comments**

It is expected that Council will authorise amendments in March 2017 for the following:


- Bacchus Marsh Housing Strategy
- Ballan Structure Plan Amendment
- Small Towns Strategy Amendment

The Urban Growth Framework is likely to be tabled for final adoption in August/Sept 2017 and then implemented via Amendment into the Scheme.


Last Updated - 22/12/2016

**Objective: 3.2 Enhance and protect the long term integrity and biodiversity of the natural environment.**

**STRATEGY: 3.2.1 Pursue initiatives to reduce greenhouse gases, energy and water consumption.**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.1.1 Prepare a Water Asset Strategy including allocations for sports grounds and irrigation.	Phil Jeffrey - General Manager Infrastructure	In Progress	1/07/2015	30/06/2017	10%	74%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Management	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
A brief has been prepared, forwarded to suitably qualified consultants and submissions received. This project is anticipated to commence early 2017 and be completed by June 2017.							
Last Updated - 06/01/2017							



**STRATEGY: 3.2.4 Implement the Domestic Wastewater Management Plan in accordance with new ministerial guidelines.**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.4.2 Investigate frameworks for cost recovery in terms of ongoing monitoring of Domestic Wastewater Management Plan	Robert Fillisch - Manager Statutory Planning & Community Safety	In Progress	1/07/2015	30/06/2018	30%	49%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Environmental Health Investigation, Inspection & Education	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Options have been investigated in reference to cost recovery, however in order to implement any changes this work has been undertaken in conjunction with the finalising of 'General Local Laws', which is progressing.							
Last Updated - 20/01/2017							







**Objective: 3.3 Ensure current and future infrastructure meets the needs of the community.**

**STRATEGY:** 3.3.1 Develop long term social and physical infrastructure plans and funding modelling as part of the Moorabool 2041 Framework including opportunities for development contributions.

<b>Action</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>
3.3.1.1 Complete a Moorabool 2041 framework based on Council adopted work program	Andrew Goodsell - Mgr Strategic & Sustainable Development In Progress	1/07/2015	30/06/2017	75%	75%	 GREEN
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	
Strategic Land Use Planning	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
Council has made significant progress with the M2041 framework. This includes adoption of the Bacchus Marsh Housing Strategy and the Small Towns Strategy. Urban Growth Framework is in preparation and will be tabled with Council in mid 2017. It is proposed to undertake informal community consultation in Feb/March 2017, prior to tabling the final document with Council for adoption.						
Last Updated - 22/12/2016						
<b>Action</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>
3.3.1.2 Complete the Community Infrastructure Plan	Andrew Goodsell - Mgr Strategic & Sustainable Development In Progress	1/07/2015	30/06/2017	75%	75%	 GREEN
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	
Strategic Land Use Planning	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
Draft Part B (planning standards and findings) due to go to AOC in February. If endorsed by AOC, final Parts A and B will go to OMC in March/April.						
Last Updated - 17/01/2017						

**STRATEGY:** 3.3.3 Construct physical infrastructure to appropriate standards.

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.3.3.20 Finalise key infrastructure projects: - Halletts Way	Phil Jeffrey - General Manager Infrastructure	In Progress	1/07/2016	30/04/2017	60%	60%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Management	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
The Halletts/O'Leary Way southern extension project is progressing well with bulk earthworks continuing on site as well as pavement construction and kerb installation . Bridge construction has substantially progressed along with stormwater drainage and widening of Werribee Vale Road . Installation of the Maddingley pump station is now complete. The project is anticipated to be completed in April 2017.							
Last Updated - 06/01/2017							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.3.3.21 Finalise key infrastructure projects: - Early Years Hub	Sam Romaszko - Manager Engineering Services	Completed	1/07/2016	31/12/2016	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Project Management	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
The scope of this project included the construction of Darley Early Years Hub at the Darley Civic and Community Hub . The integrated facility includes kindergarten, occasional care, multipurpose space, toy library, maternal and child health and staff offices . Work is now complete, with kindergarten programs to commence in the new facility in 2017.							
Last Updated - 09/01/2017							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.3.3.22 Finalise key infrastructure projects: - Sports pavilion development	Sam Romaszko - Manager Engineering Services	Completed	1/07/2016	31/12/2016	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Project Management	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
The scope of this project included the construction of a Multi purpose facility at the Darley Civic and Community Hub. The facility supports sporting and community activities on the site and includes change space, amenities, social room and kitchenette. The project is now complete.							
Last Updated - 09/01/2017							

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.3.3.23 Commence Stage 1 of the Moorabool Regional Community Sports Hub (formerly referred to as Racecourse Reserve Upgrade (Bacchus Marsh) - subject to successful grant applications.  Measure: Stage 1 scope approved by Council. Design completed.	Sam Romaszko - Manager Engineering Services	In Progress	1/07/2016	30/06/2017	5%	50%	 RED

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

**Linked action filters:** Performance Objective, Council Plan

**Action Progress Comments**


A revised project scope is currently being developed and will be presented to the February Ordinary Meeting of Council for consideration . Following approval of a revised scope of works, design will be undertaken to allow construction to commence.

Last Updated - 16/01/2017

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

**STRATEGY:** 3.5.1 Develop future planning policy to ensure it:

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

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.5.1.7 Progress the West Moorabool Heritage Study in 2016/17	In Progress	1/07/2016	30/06/2017	90%	50%	 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 report was tabled at OMC December 2016. Our actual Strategy wasn't adopted along with the Planning Scheme Amendment proposal. A funding bid has been made to 2017/2018 budget. Subject to the outcomes of the budget, a further report will be presented to Council.

Last Updated - 20/01/2017

**Objective: 3.6 Management of assets and infrastructure.**

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

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.6.1.9 Develop a State of the Assets Report and revision of Assets Policy.	John Miller - Manager Asset Management	In Progress	1/07/2016	30/06/2017	50%	50%	 GREEN


  

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


**Linked action filters:** Council Plan


**Action Progress Comments**  
 A draft State of the Assets report is currently being developed and Council's Asset Management Policy is being reviewed for presentation to the Audit Committee and Council. It is anticipated that the draft documents will be finalised by June 2017.  
 Last Updated - 19/01/2017

**Objective: 3.7 Effective and efficient land use planning and building controls.****STRATEGY: 3.7.1 Implement high quality, responsive, and efficient processing systems for planning and building applications.**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.7.1.15 Complete an Information and Communication Technology (ICT) framework and systems review to produce Strategy and Service plans that will provide for services, systems and information management towards 2021.	Chris Parkinson - Manager Information Technology Services	In Progress	1/07/2016	30/06/2017	30%	33%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Information Communication & Technology	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Project started in late November with organisational workshops commenced in mid December. Final workshops are scheduled for completion in January where development of the strategy will commence from these findings. A draft is expected to be presented to Council for review in March.							
Last Updated - 20/01/2017							

**STRATEGY: 3.7.3 Ensure that development is sustainable, resilient to change and respects the existing character.**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.7.3.1 Prepare and implement Investment Attraction Plan for Parwan Employment Precinct, including incentives, agencies commitments and private funding models.	Leann Brown - Economic Development Officer	In Progress	1/07/2016	22/12/2017	30%	36%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Marketing and Communications	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Officers have formed the Parwan Employment Precinct Project Control Group in partnership with Regional Development Victoria (RDV) to active the priority projects for the precinct. An Investment Priority Strategy has been identified as part of the work program, initially, to determine investment approach required to support critical infrastructure plans.							
Council has applied for funding from the Victorian Planning Authority (VPA) to progress detailed studies on Parwan, and we are awaiting a decision on this.							
Last Updated - 20/01/2017							

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.7.3.2 Work with Central Highlands Water to implement the Blackwood Localised Septic Program.	Robert Fillisch - Manager Statutory Planning & Community Safety	In Progress	1/07/2016	30/06/2017	20%	50%	 RED

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

**Linked action filters:** Council Plan

**Action Progress Comments**

The Blackwood Localised Septic Program is currently on track to achieve the identified timeframes within the Project Plan. The Program has been split into two separate parts including Part 1 – Septic Tank Upgrade Project and Part 2 – Planning Assistance Project.

**Part 1**

- The Project Manager has been visiting properties within Blackwood and Barry’s Reef and meeting with homeowners with identified failing septic tank systems. Design options have been identified for a pilot sample of residential properties including 8 dwellings.
- A public Tender was advertised for the appointment of a contractor to undertake the septic tank upgrade works at the 8 identified properties. This tender has been awarded and works will commence in Feb 2017.
- Stage 2 will commence in February-March 2017 and will include approximately 30 properties, for which the tender is currently being formalised.

**Part 2**

- Two separate public tenders were advertised for the appointment of a panel of consultants to provide Town Planning Advice and a separate panel to provide domestic wastewater advice for interested owners of vacant land within Blackwood and Barry’s Reef. This tender has been awarded.
- Landowners now have the opportunity to work with the appointed consultants and the Project Manager to determine the feasibility of developing their vacant land. A number of residents are taking up the opportunities of these services.

**Community Education**

- A series of information booklets and educational fact sheets have been finalised , and will be shared broadly with community members.

Last Updated - 16/01/2017

## 10.3 SOCIAL AND ORGANISATIONAL DEVELOPMENT

### 10.3.1 Moorabool Health and Wellbeing Plan

#### Introduction

File No.: 12/01/001  
Author: Dawn Tschujasehenko  
General Manager: Danny Colgan

The purpose of this report is to seek the endorsement of the Council of the proposed scope and methodology for the development of the Moorabool Public Health and Wellbeing Plan 2017-21.

#### Background

Under Section 26 of the Public Health and Wellbeing Act 2008, Local Councils are required to develop a Municipal Public Health and Wellbeing Plan within 12 months of a Council Election. Section 26 (2) of the Act stipulates that the Municipal Public Health and Wellbeing Plan must:

- a. include an examination of data about health status and health determinants
- b. identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing
- c. provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan
- d. specify how the Council will work in partnership with the Department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan
- e. be consistent with the Council Plan prepared under section 125 of the Local Government Act 1989 and the Municipal Strategic Statement prepared under section 12A of the Planning and Environment Act 1987.

In preparing a Municipal Public Health and Wellbeing Plan, Council must:

- a. have regard to the State Public Health and Wellbeing Plan prepared under section 49
- b. review its Municipal Public Health and Wellbeing Plan annually and, if appropriate, amend the municipal public health and wellbeing plan. (5) Despite subsection (2)(c), a Council is not required to provide for the involvement of people in the local community when reviewing or amending a Municipal Public Health and Wellbeing Plan under subsection (4).
- c. provide a copy of the current Municipal Public Health and Wellbeing Plan to the Secretary
- d. make the Municipal Public Health and Wellbeing Plan available for inspection by members of the public at the places at which the current Council Plan must be available under section 125(11) of the Local Government Act 1989.



The Moorabool Public Health and Wellbeing Plan is a key part of Council's Integrated Planning and Delivery Framework. The Health and Wellbeing Plan is informed by and will inform Moorabool 2041. The Health and Wellbeing Plan informs the Council Plan and 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 and delivery framework.

### **Scope**

The 2017-2021 Moorabool Health and Wellbeing Plan ("the Plan") will identify key priorities, strategies and actions to enhance community health and wellbeing across the Shire for the next four years.

A partnership approach was adopted in the development and implementation of the current Plan (2013-2017 Health and Wellbeing Plan) and will be embraced once again for next cycle of planning. This partnership model has been key to the success of the existing plan and involves key organisations committing to working together with Council to identify and seek to address key health and wellbeing issues in Moorabool.

The Plan will be underpinned by the environments of health framework and will align with indicators from the Victorian Public Health and Wellbeing Plan Outcomes Framework. This approach will result in the development of a best practice, evidence based plan that is representative of community need and one which sets realistic, achievable goals with sustainable outcomes.

A key aspect of the project is the convening of the Health and Wellbeing Committee chaired by Cr. Tatchell and comprising internal and external stakeholders identified as having high interest/high influence in the development and implementation of the plan. As with the 2013-17 Plan, it is intended for this group to continue once the Plan has been developed to support, drive and monitor the implementation of the four year plan.

The role of the Health and Wellbeing Committee during the development of the plan will be to:

- Provide input into and support the community engagement activities
- Contribute to the identification of key health issues and interventions
- Contribute to the identification of key priority areas identified through the community engagement process
- Contribute to the development of key strategies and actions to address the Health and Wellbeing Priorities for Moorabool.

The role of the Health and Wellbeing Committee during the implementation of the four year plan will be to:

- Monitor and report on the progress of agreed actions by each stakeholder as set out in the Action Plan
- Contribute to annual reviews of the Action Plan
- Take part in the evaluation of the plan to be completed in the final year of implementation to inform the preparation of a new four year plan

## Methodology

The development of the plan will involve a four phase process with key hold points to provide an opportunity to analyse feedback, present findings and report progress to the Council. A flow Chart of the proposed methodology is contained in Attachment 10.3.1 and has been developed to illustrate the key phases and hold points. These include:

### Phase One: Project Mapping

- Preparation of a Project Plan
- Establishment of an Internal Working Group
- Development of Community Engagement Plan including stakeholder analysis and engagement methodology

### Phase Two: Partnership Model and Community Engagement

- Convening of the Health and Wellbeing Committee (key stakeholders)
- Development of a Health Profile
- Undertaking community engagement activities

### Phase Three: Identification of Priority Areas and Strategies

- Presentation of the outcomes of engagement activities
- Identification of key priority areas
- Development of strategies to address identified priority areas

### Phase Four: Draft and Final Plan

- Preparation of a Draft Plan and Final Plan based on engagement outcomes and collaboration with the Health and Wellbeing Committee reflecting the key priority areas and agreed strategies
- Preparation of an Action Plan

Community engagement activities for the development of the Plan will be undertaken in conjunction with consultation around the Council Plan. This will maximise involvement by stakeholders and the community, minimise the risk of engagement fatigue and ensure that the Plan is consistent with the Council Plan.

The Plan will also be aligned to the goals and desired outcomes from related Council strategies.

## Policy Implications

The 2013-17 Council Plan provides as follows:

<b>Key Result Area</b>	Community Wellbeing
<b>Objective</b>	Community self-reliance and resilience.

**Strategy**

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

The proposed scope and methodology for the development of the Plan is consistent with the 2013-2017 Council Plan and is identified as a key priority action.

**Financial Implications**

The development of the Plan, including comprehensive community engagement activities, Community Development and Community Engagement Officer time will be provided within existing budgets.

The development of the Plan will identify strategies and actions for the next four years to be undertaken in collaboration with partner agencies. Each action identified in the action plan will be costed. The Health and Wellbeing Committee will inform the development, implementation, monitoring, reviewing and evaluation of the plan (in accordance with statutory obligations). Officer support will be required to facilitate this process.

**Risk & Occupational Health & Safety Issues**

<b>Risk Identifier</b>	<b>Detail of Risk</b>	<b>Risk Rating</b>	<b>Control/s</b>
People	Low level of community interest	Medium	Undertake consultation in line with Council Community Engagement Policy and Framework
Financial	Inadequate resources to support the implementation of the plan	Low	Partnerships resulting in-kind contributions. Secured additional resources to support implementation of the plan through establishing project linkages
Safety	Injury occurring at engagement opportunity	Medium	All engagement activities will be carried out in line with Risk Management Policy and Procedures
Regulatory	Plan doesn't meet statutory obligations	Medium	Project Plan, adequate resourcing and timelines

## **Communications and Consultation Strategy**

A Community Engagement Plan will be prepared in line with the Moorabool Shire Community Engagement Policy and Framework. The Engagement Plan will ensure that in depth stakeholder analysis is undertaken and engagement activities are tailored to the needs of each stakeholder group including children, young people, aged and people with disabilities, commuters, sports groups, Health and Welfare Service Providers, community organisations and interest groups.

Community Engagement will be staged with 'hold points' to compile and analyse data and report back on how input influenced the decisions made. Stakeholders will be provided with an engagement map at the outset of the project, setting out timeframes and opportunities to engage.

Progress reports will be provided to the Council at key stages of the project.

## **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 – Dawn Tschujasehenko*

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

## **Conclusion**

Council is required under the Health and Wellbeing Act 2008, to develop a Health and Wellbeing Plan within 12 months of a Council Election. The scope and methodology for the Moorabool Health and Wellbeing Plan proposes a comprehensive process to deliver the plan within the required timeframes. It highlights a partnership, evidence based approach in the development of a plan that will be representative of community needs and aspirations, with meaningful priorities and realistic, achievable strategies and actions. The scope and methodology outlines how the communities of Moorabool will be involved in the development of the plan, as well as how the plan will be implemented, monitored, reviewed and evaluated into the future.

**Recommendation:**

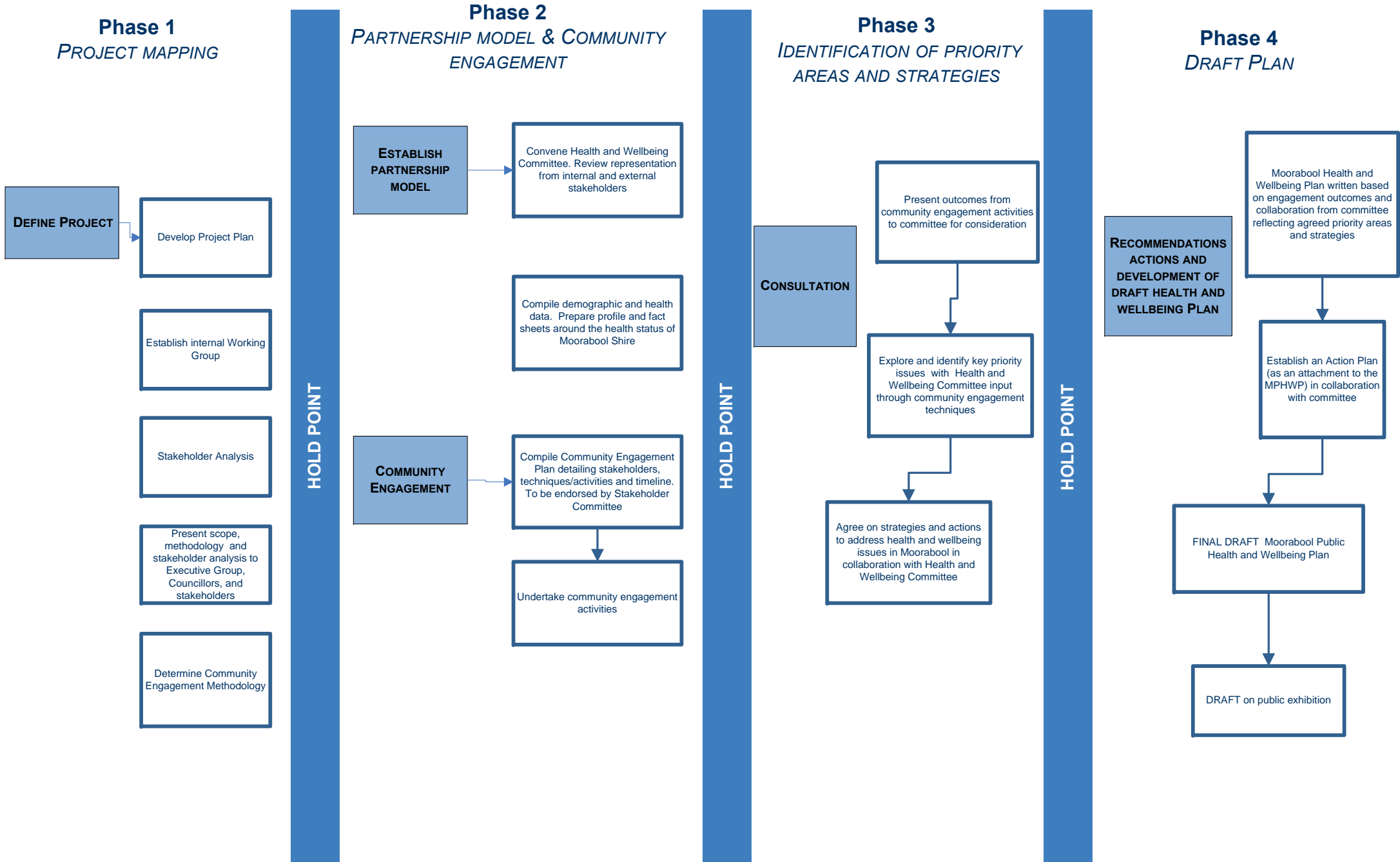
**That Council endorse the Scope and Methodology for the development of the Moorabool Public Health and Wellbeing Plan (2017-2021).**

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**Report Authorisation**

**Authorised by:**   
**Name:** Danny Colgan  
**Title:** General Manager Social & Organisational Development  
**Date:** Tuesday, 24 January 2017

# Attachment - Item 10.3.1



### 10.3.2 Leisure Services In-House Modelling Project

File No: 17/02/002  
Author: Ian Waugh  
General Manager: Danny Colgan

The purpose of this report is recommend that the Council operate its Leisure and Aquatics facilities in house from 1 July 2017.

#### Introduction

The Ordinary Meeting of Council held on the 3 June 2015 considered a confidential report regarding the management and operation of Moorabool Leisure Facilities.

At the meeting, the Council determined to award the management and operation contract to Belgravia Leisure for a 2 year period. The management contract for Moorabool Leisure Facilities concludes on the 30 June 2017. The Council also asked officers to prepare a further report investigating viable options for Council to operate the contract in-house from 1 July 2017.

#### Background

In accordance with the resolution of Council of the 3 June 2015, an investigation into the viability of the Council operating its Leisure and Aquatics Facilities has been undertaken.

The scope of the review involved the investigation of:

- The cost benefits of Council managing the facilities in-house.
- What should the service model look like?
- What services should Council operate and what should be operated by the private market.
- How can the service be more effective and efficient?

A range of alternate management options were identified and assessed by Consultants in a report in 2015. This review built on and updated the 2015 work with specific reference to required management structure, anticipated income, expenditure, the cost to Council of providing the service and the required timeline to implement the transition to the in-house model.

The facilities included in the review are:

- Bacchus Marsh Outdoor Pool,
- Ballan Outdoor Pool,
- Bacchus Marsh Leisure Centre Sports Courts and Multi-Purpose Space (Health Club excluded),
- Indoor Sport Stadium at the Darley Civic Community Hub.

#### Proposal

A review undertaken by SGL consultants (2015) identified and assessed four options for the future management and operation of the Moorabool Major Leisure Facilities.



The assessment identified the cost of each option, implementation timeline and required management structures. The assessment also identified potential changes to service levels that could improve the financial sustainability of the facilities whilst maintain access to quality services and programs.

The report into the viability of in-house operation of Council's Leisure and Aquatic Facilities is contained in **Attachment**. The report outlines the business assumptions, financial modelling, future financial forecasts and staffing implications for the new operating model.

In determining the preferred option for Council, Officers have used the data provided by SGL Consultants (2015 review) and additional industry information obtained more recently (Western Leisure, Momentum One and EBA discussions) to conclude that option 4: a Hybrid Model is the recommended option for Council to adopt.

The 4 identified options are:

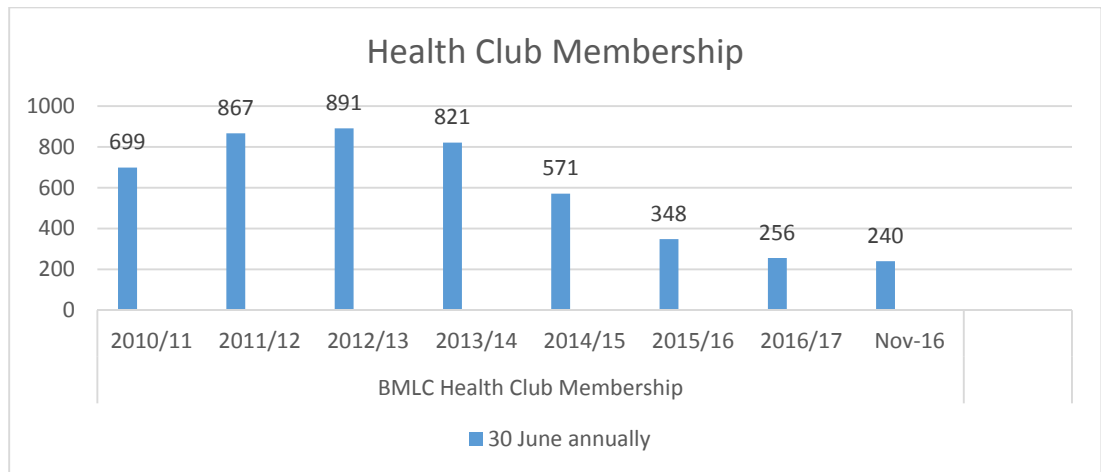
1. **Contract management** – as per existing arrangement. The current contractor has indicated that the contract cost is likely to increase substantially in future years. This will increase the costs to Council whilst service levels are reducing.
2. **Direct Council Management** of **all** elements of the facilities – this included the Council directly employing the staff and operating the facilities and delivering the programs and services at the Bacchus Marsh Leisure Centre, Ballan Outdoor Pool, Bacchus Marsh Outdoor Pool and the Darley Civic Community Hub Indoor Sports Stadium. This model provided a direct comparison of service levels as those specified in the current contract.
3. **Direct Council Management** of the **outdoor pools** and **gym at the Bacchus Marsh Leisure Centre** and **licensing** of the **indoor courts** (Bacchus Marsh Leisure Centre and Darley Civic Community Hub Indoor Sports Stadium) to key user groups i.e. basketball, netball and gymnastics. This option also includes a reduction in the opening hours of the outdoor pools previously approved by Council for the 2015/16 season.
4. **Hybrid Model** of direct **Council Management** of pools, **licensing** the management and operation of indoor courts to key user groups and **leasing** the health club (gym) to a commercial operator. This option also includes the reduced opening hours of the outdoor pools.

A review of health club revenue over the past six year's shows that income is declining whilst operating expenditure for the health club has increased considerably. For Council to establish a like for like service provision, significant investment will be required including equipment and IT for the space as all equipment and IT and point of sale infrastructure is currently provided by the contractor.

The decline in membership has continued since 2012/13 and shows no signs of abating. During this period there has been an increase in other providers entering an already competitive market.

Feedback from departing members' highlights inadequate and ageing equipment, condition of facilities, lack of group fitness room and location/access of gym as major deterrents to membership renewal. To address the decline significant investment would be required to gym equipment and facilities. There would be no guarantee of generating a return on the level of investment required simply to maintain the existing low membership base.

Membership of the Health Club and Gym has declined substantially over the past 6 years.



Leasing the health club component enables Council to plan operational revenue and expenditure streams with more certainty and therefore have greater control over ongoing financial management, whilst still providing a health club facility for the community should there be a demand in the market and interest from operators.

Participation levels in the group fitness programs has also continued to decline despite Council subsidising the operation of the programs. Current participation and financial performance shows that these programs are not sustainable at the centre.

It is therefore recommended that the space for the operation of the current Health Club at BMLC be leased to an external operator. With the increased gymnasium and group fitness competition operating within the Bacchus Marsh market, it is suggested that this component of the current BMLC operations is best suited to an external operator to provide from the space via a lease arrangement.

Whilst removing this activity from the business model results in lower overall income/revenue generation for the facilities, this can largely be offset by return offered by a lease arrangement. Should there be no demand from an external operator Council could review use of the space and make it available for other activities operated via the Network or other external providers.

A further option that Council may also consider is winding down or closure of the outdoor pools due to ongoing issues with ageing infrastructure and declining attendance numbers.

If this option was considered, alternative arrangements regarding provision and access to other aquatic facilities (i.e. transport to Melton Waves) or alternate facilities within Moorabool (e.g. Development of local splash parks) would require investigation. No financial modelling has been undertaken for this option at this stage.

**Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

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

**Financial Implications**

The report outlines the current and future costs associated with the management and operation of the Leisure facilities contract. The cost to Council is approximately \$512,000 for the 2016/17 financial year. The contractor has indicated that the contract cost is likely to increase over the coming years which places significant financial pressure on Council and raises serious questions about the financial sustainability of the facilities.

The investigation has identified the projected year one operating loss for the in-house management model would be in the order of \$315,861. This is projected to increase annually to \$412,126 by the 10th year. This would represent a potential saving to Council of between \$206,000 and \$267,000 in the first year of operation.

Councils 2016-17 and 2017-18 Budgets include approximately \$400,000 for capital upgrades at Bacchus Marsh and Ballan outdoor pools.

**Risk & Occupational Health & Safety Issues**

<b>Risk Identifier</b>	<b>Detail of Risk</b>	<b>Risk Rating</b>	<b>Control/s</b>
Political & Reputational	Health Club members and general users may	Possible	Ensure reasons for the review and outcomes are clearly and directly communicated with all affected individuals
Financial	Forecast revenues and expenditures may vary due to reduction in demand	Possible	Detailed budgets to be developed and financial performance monitored closely

## **Communications Strategy**

Once a decision has been formalised by Council on the future management and operation of the facilities a full engagement process will be developed existing health club members to assist them to understand the rationale for not continuing direct operation of the gym and group fitness programs.

## **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 – Ian Waugh*

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

## **Conclusion**

Officers have assessed that an in-house management model is feasible and sustainable. The in-house model provides an opportunity to reduce the overall operational costs associated with the management of the facilities when compared to the current (and potential future) contract costs, and increase Councils level of day to day control over the facilities.

This review recommends that Council implements the Hybrid Management Model that would include the following elements: council directly managing the outdoor pools (continue to operate under the revised temperature policy); licensing the indoor sports courts to the key user groups at the Bacchus Marsh Leisure Centre and the Darley Civic Community Hub Indoor Sports Stadium; council would directly program court time/space not required by ongoing users to increase utilisation; discontinue operation of the health club (including Group Fitness Program ) and lease the gym space to an external operator (if an operator is unable to be identified Council would directly program use of the space in collaboration with other community providers and stadium users); and council directly operating the kiosk facilities at Bacchus Marsh Leisure Centre and both outdoor pools.

The hybrid model has been used as the basis of the financial forecasting used to develop the operational budgets for each facility and the staffing structure required to operate the in-house management model.

**Recommendation:****That the Council effective from 1 July 2017:**

1. **Directly manage the Bacchus Marsh and Ballan outdoor pools under the revised temperature policy.**
2. **License the use of the Indoor sports courts to the key user groups at the Bacchus Marsh Leisure Centre and the Darley Civic Community Hub Indoor Sports Stadium.**
3. **Directly program court time/space not required by ongoing users to increase utilisation.**
4. **Discontinue operation of the health club (including Group Fitness Program) and Lease the gym space to an external operator (if an operator is unable to be identified Council directly program use of the space in collaboration with other community providers and stadium users)**
5. **Directly operate the kiosk facilities at Bacchus Marsh Leisure Centre and the Bacchus Marsh and Ballan Outdoor pools.**
6. **Formally advise Belgravia Leisure of the Council's decision to operate its Leisure and Aquatics Facilities in-house at the conclusion of the current contract on the 30 June 2017.**
7. **Formally thank Belgravia Leisure for their service and professional approach to managing the facilities under contract.**
8. **Review the operation of the outdoor pools following the 2017/18 season and develop a long term strategy for a) improving the viability of the outdoor pools or b) closure of the pools and identification of alternate approaches for operation of the facilities.**

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**Report Authorisation**

**Authorised by:**   
**Name:** Danny Colgan  
**Title:** General Manager Social & Organisational Development  
**Date:** Friday 27 January 2017

# Attachment - Item 10.3.2

**LEISURE SERVICES IN-HOUSE MODELLING**



*January 2017*

## EXECUTIVE SUMMARY

Council recognises the provision of recreation services, facilities and open space is important to improve the community health, social and economic wellbeing of its residents.

The purpose of this report is to investigate viable options for Council to operate its Leisure and Aquatics facilities in house from 1 July 2017.

The facilities included in the review are:

- Bacchus Marsh Outdoor Pool,
- Ballan Outdoor Pool,
- Bacchus Marsh Leisure Centre Sports Courts and Multi-Purpose Space (Health Club excluded),
- Indoor Sport Stadium at the Darley Civic Community Hub.

Since 2010 the cost of delivering the Leisure Services contract has increased from \$361,860 to \$512,418 in 2015/16. It is important to note that the 2015/16 figures included a service level reduction involving the removal of the crèche service and significantly reducing the group fitness program. The pool operating hours were also reduced by changing the weather temperature policy and daily opening times to reduce operating costs.

### Project Scope

The scope of the review involved the investigation of:

- The cost benefits of Council managing the facilities in-house.
- What should the service model look like?
- What services should Council operate and what should be operated by the private market.
- How can the service be more effective and efficient?

A range of alternate management options were identified and assessed by Consultants in a report in 2015. This review builds on and updates the 2015 work with specific reference to required management structure, anticipated income, expenditure, the cost to Council of providing the service and the required timeline to implement the transition to the in-house model.

Officers have also undertaken additional research and investigation of other management models for Leisure facilities currently operating in the industry. This included discussions with Western Leisure Services (Wynactive), Momentum One (staffing and IT solutions), Melton City (Recreation Services), Hepburn Shire (utilise Momentum One services) and the review of a number of Enterprise Bargaining Agreements from other Councils operating leisure facilities in-house.

### Assessment of Alternate Management Options

A review undertaken by SGL consultants (2015) identified and assessed four options for the future management and operation of the Moorabool Major Leisure Facilities.

The assessment identified the cost of each option, implementation timeline and required management structures. The assessment also identified potential changes to service levels that could improve the financial sustainability of the facilities whilst maintain access to quality services and programs.

The 4 options identified by SGL:

1. **Contract management** – as per existing arrangement. The current contractor has indicated that the contract cost is likely to increase substantially in future years. This will increase the costs to Council whilst service levels are reducing.
2. **Direct Council Management of all** elements of the facilities – this included the Council directly employing the staff and operating the facilities and delivering the programs and services at the Bacchus Marsh Leisure Centre, Ballan Outdoor Pool, Bacchus Marsh Outdoor Pool and the Darley Civic Community Hub Indoor Sports Stadium. This model provided a direct comparison of service levels as those specified in the current contract.



3. **Direct Council Management** of the **outdoor pools** and **gym at the Bacchus Marsh Leisure Centre** and **licensing** of the **indoor courts** (Bacchus Marsh Leisure Centre and Darley Civic Community Hub Indoor Sports Stadium) to key user groups i.e. basketball, netball and gymnastics. This option also includes a reduction in the opening hours of the outdoor pools previously approved by Council for the 2015/16 season.
4. **Hybrid Model** of direct **Council Management** of pools, **licensing** the management and operation of indoor courts to key user groups and **leasing** the health club (gym) to a commercial operator. This option also includes the reduced opening hours of the outdoor pools.

The Ordinary Meeting of Council held in June 2015 considered a confidential report regarding the management and operation of Moorabool Leisure Facilities. At this meeting Council determined to award the management and operation contract to Belgravia Leisure for a 2-year period. The Council also asked officers to prepare a further report investigating viable options for Council to operate the contract in-house from 1 July 2017.

In determining the preferred option for Council, Officers have used the data provided by SGL Consultants (2015 review) and additional industry information obtained more recently (Western Leisure, Momentum One and EBA discussions) to conclude that option 4: A Hybrid Model is the recommended option for Council to adopt.

Officers have concluded that an in-house management model is feasible and sustainable. The in-house model provides an opportunity to reduce the overall operational costs associated with the management of the facilities when compared to the current (and potential future) contract costs, and increase Councils level of day to day control over the facilities.

A further option that Council may consider is winding down or closure of the outdoor pools due to ongoing issues with ageing infrastructure and declining attendance numbers. If this option was considered, alternative arrangements regarding provision and access to other aquatic facilities (i.e. transport to Melton Waves) or alternate facilities within Moorabool (E.g. Development of local splash parks) would require investigation.

## Recommendations

This reports recommends that Council implements the **Hybrid Management Model** that would include the following elements;

- Council **directly** managing the outdoor pools (continue to operate under the revised temperature policy)
- **Licensing** the indoor sports courts to the key user groups at the Bacchus Marsh Leisure Centre and the Darley Civic Community Hub Indoor Sports Stadium.
- Council would **directly program** court time/space not required by ongoing users to increase utilisation.
- **Leasing** the gym space to an **external** provider to operate fitness, health and wellbeing programs. (if an operator is unable to be identified Council would directly program use of the space in collaboration with other community providers and stadium users) and examine other uses for the space. E.g. Youth activities, Casual hirers etc.
- Council **directly** operates kiosk facilities at BMLC and both outdoor pools.

**The hybrid model has been used as the basis of the financial forecasting used to develop the operational budgets for each facility and the staffing structure required to operate the in-house management model.**

## Transition Summary

The model developed by Officers is predicated on;

- 1) The re-focussing of the BMLC as an indoor sports facility.
- 2) Moving away from health club/gym and fitness operations by Council not directly operating these services. (These services are already well catered for by the private sector)

3) Council directly controlling the day to day operation of the facilities.

### **Financial Modelling**

The financial projections within this report are based on 2 modelling scenarios.

1: The outdoor pools operating at full 100% capacity during the season. This is unlikely due to weather conditions, unforeseen plant or operational issues.

2: The outdoor pools operating at approx. 65% capacity due to weather conditions etc. which is the more likely scenario.

The operation of the BMLC is not effected by seasonal or weather conditions and operates on a consistent basis for the full 12 months.

### **Timelines**

The terms of the current contract require Council to provide Belgravia Leisure 3 months' advance notice if it does not intend to activate the additional 12-month clause of the contract.

This effectively means that Council would notify Belgravia Leisure that it intended to operate the facilities in-house, by the end of March 2017.

Council would assume management responsibility on 1 July 2017.

Outdoor pools would be operated by Council from December 2017.

### **Consultation and Engagement**

Once the decision has been formalised by Council a full consultation and engagement process will be developed with existing health club members to assist them to understand the rationale for not continuing direct operation of the gym and group fitness programs.

# 1. Introduction

The purpose of this report is to investigate viable options for Council to operate its Leisure and Aquatics facilities in house from 1 July 2017.

The facilities included in the review are:

- Bacchus Marsh Outdoor Pool,
- Ballan Outdoor Pool,
- Bacchus Marsh Leisure Centre Sports Courts and Multi-Purpose Space (Health Club excluded),
- Indoor Sport Stadium at the Darley Civic Community Hub.

The report presents a summary of the main business assumptions used in developing a base case financial model for the direct Council management of the facilities. The Civic Hub Indoor Sports Stadium is already currently operated under an in-house management model separate from the other leisure facilities.

To guide Council on possible operating results a base case business model has been developed which is based on year one of new centre management and operations. This financial model includes assumptions made based on information supplied on likely expenses and revenue related to the management and operation of the facilities.

## 2. Current Leisure Facilities Contract (Council) Costs

Belgravia Leisure currently manages the Moorabool Shire leisure facilities under a contract.

The annual contract fee (cost to Council) for 2015/16 was \$512,418. This figure includes additional costs of \$47,430 for group fitness programs and \$18,000 to support the operation of the crèche that were approved for the 2015/16 financial year in addition to the initial Leisure Facilities Contract.

The approximate management cost for each facility is:

- Bacchus Marsh Leisure Centre \$312,426
- Bacchus Marsh Outdoor Swimming Pool \$99,996
- Ballan Outdoor Swimming Pool \$99,996

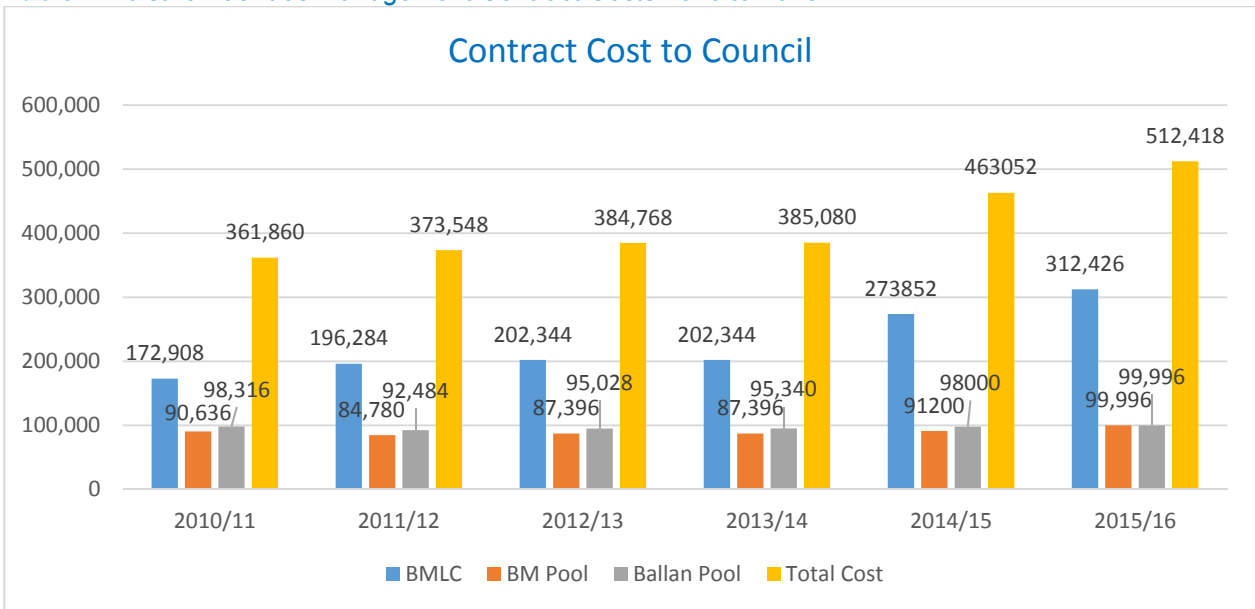
The above costs exclude capital replacement and non-routine maintenance costs.

Under the terms of the current contract Council is responsible for non-routine building maintenance and capital replacement of plant and equipment. The table below outlines Council maintenance and capital expenditure on the outdoor pools only. Council budgets approx. \$20,000 per annum for maintenance at the BMLC.

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Maintenance on Pools	25,776	53,131	35,568	21,869	38,705	39,150	60,160	46,118
Vandalism	13,321	3,535	12,103	30,135	18,638	9,714	10,541	8,762
Total	39,097	56,666	47,671	52,004	57,343	48,864	70,701	54,881
Capital Spend (major projects)	4,264	109,221	1,305	36,220	-	-	-	-

The cost to Council for operating the contract (excluding capital maintenance and repairs) since 2010 are included in the table below.

**Table 1: Leisure Facilities Management Contract Costs 2010 to 2016**



It is important to note that the 2015/16 figures included a service level reduction involving the removal of the crèche service and significantly reducing the group fitness program.

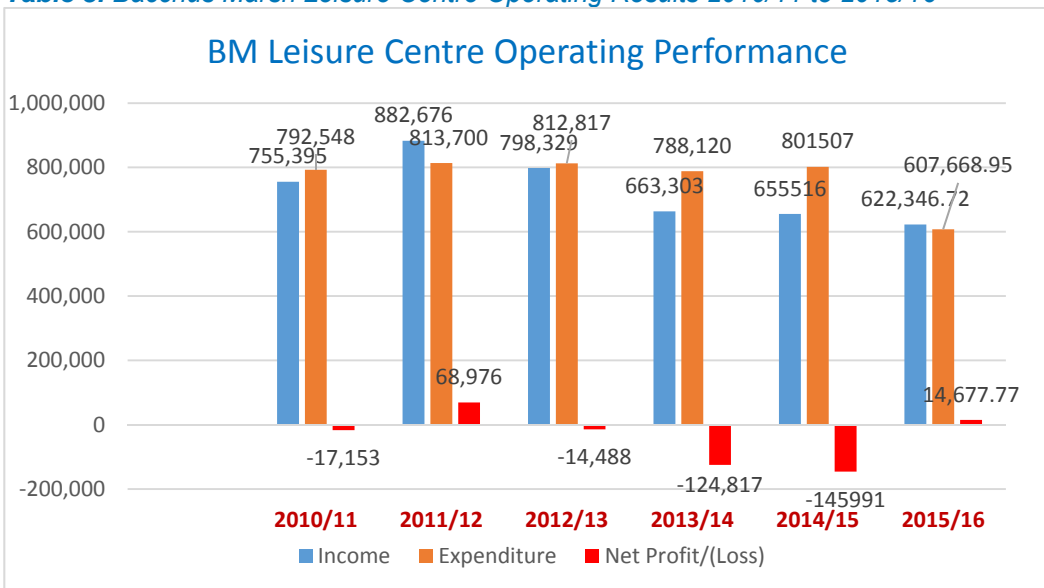
The pool operating hours were also reduced by changing the weather temperature policy and daily opening times.

A review of the facilities previous management financial reports indicates the following operational results at each facility. Operational costs have been derived from information supplied by Belgravia Leisure and include contractor corporate costs and overheads, management fees and other general operating costs.

### 2.1 Bacchus Marsh Leisure Centre

The table on the below outlines the net profit (loss) position for the Bacchus Marsh Leisure Centre (BMLC) based on Belgravia Leisure operational reports for the past three years. The centre includes a gymnasium/health club, group fitness program rooms, crèche and a two court indoor stadium.

**Table 3: Bacchus Marsh Leisure Centre Operating Results 2010/11 to 2015/16**

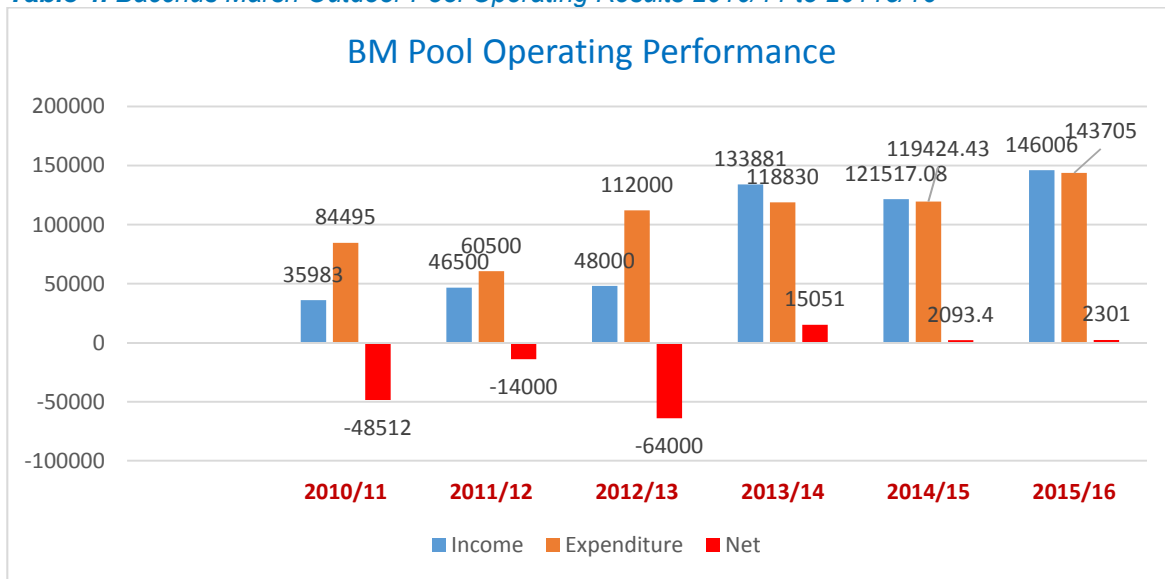


**Note:** BMLC Operating figures are derived from information provided in contractor annual reporting. Operating Income includes the annual Council subsidy. In 2015/16 this was \$312,426. Operating Expenditure includes Contractor Management Fees apportioned to each facility. When combined with other operating income, results in facilities operating at a deficit.

## 2.2 Bacchus Marsh Outdoor Pool

The table below outlines the net profit (loss) position for the Bacchus Marsh Outdoor Pool (BMOP) based on Belgravia Leisure operational reports for the past 6 years.

**Table 4: Bacchus Marsh Outdoor Pool Operating Results 2010/11 to 2015/16**



**Note:** BMOP Operating figures are derived from information provided in contractor annual reporting. Operating Income includes the annual Council subsidy. In 2015/16 this was \$99,996. Operating Expenditure includes Contractor Management Fees apportioned to each facility. When combined with other operating income, results in facilities operating at a deficit.

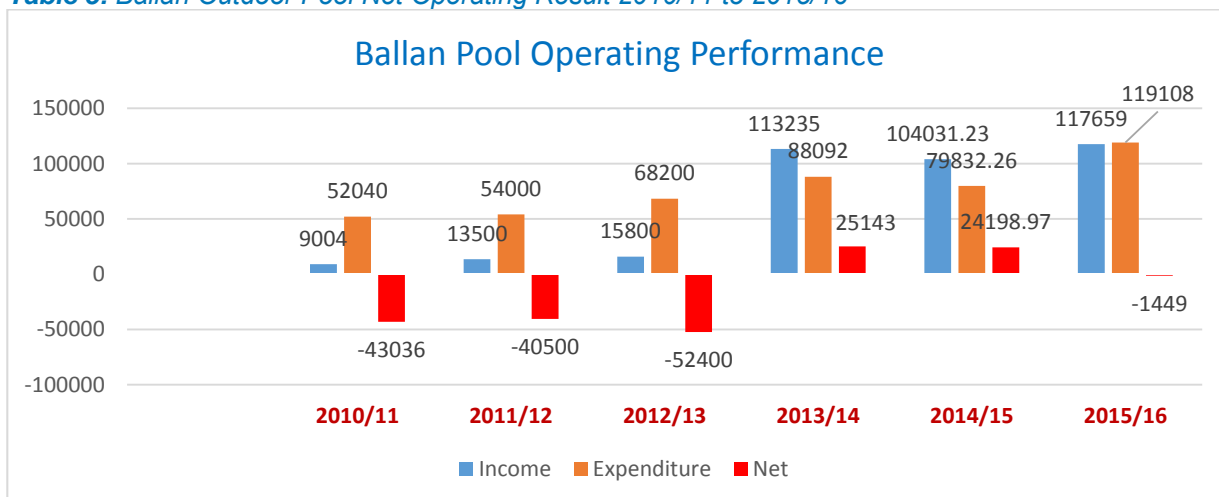
Attendances have steadily declined over the past 6 years as noted below:

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
<b>Bacchus Marsh</b>	7601	9834	10285	12036	5771	5072

## 2.3 Ballan Outdoor Pool

The table below outlines the net profit (loss) position for the Ballan Outdoor Pool (BOP) based on Belgravia Leisure operational reports for the past five years.

**Table 5: Ballan Outdoor Pool Net Operating Result 2010/11 to 2015/16**



**Note: BOP** Operating figures are derived from information provided in contractor annual reporting. Operating Income includes the annual Council subsidy. In 2015/16 this was \$99,996. Operating Expenditure includes Contractor Management Fees apportioned to each facility. When combined with other operating income, results in facilities operating at a deficit.

The BOP contractor operating results saw operating deficits for all of the review years. The losses recorded in 2011/12 (\$40,500) increased to (\$52,400) in 2012/13 returned to small surplus in 2013/14 and 2014/15 before declining in 2015/16. This highlights the instability of outdoor pool financial performance as they are highly weather dependent. I.e. Cold weather = less days open = lower revenue. Operating costs however remain stable due to the fact that water quality needs to be maintained even during cold periods.

Attendance numbers for the Ballan Pool are relatively stable:

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
<b>Ballan</b>	2129	2972	3574	5777	2745	2213

Therefore, staffing, maintenance, chemical costs and utilities remain relatively constant throughout the season. Financial forecasting should take this factor in to account when developing operational budgets. It is common industry practice to forecast worst case scenario (low) figures for income/revenue.

## 2.4 Darley Civic Hub Indoor Sports Stadium

Whilst not a part of the existing Leisure Facilities Contract, the Darley Civic Hub Indoor Sports Stadium is managed internally by the Recreation Development Unit. The usage is managed under Licence agreement with exclusive use provided until June 2017 to the Acrofun Gymnastics Club.

User fees of \$13,000 are used to offset some maintenance costs with the user group undertaking the rest so the stadium currently runs at breakeven in Council's budget.

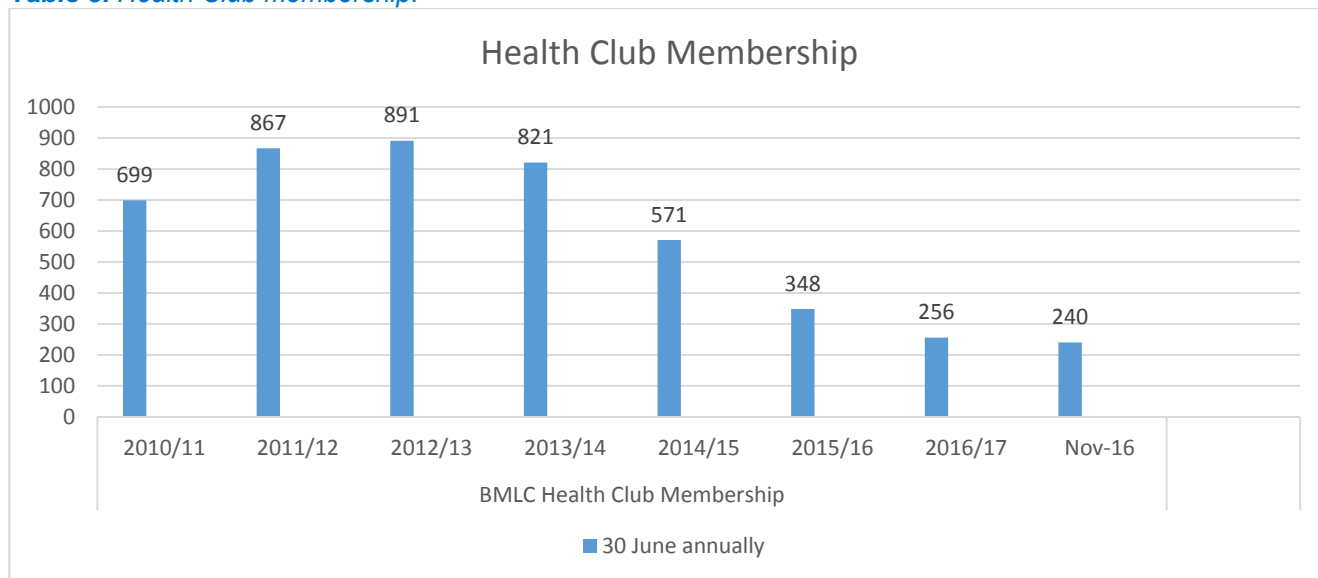
### 3. Future Management Model

Under the Council Direct Management model the facilities will be managed by a new multipurpose integrated system. The facilities to be included in the model are the Bacchus Marsh Leisure Centre sports courts and multipurpose space (Health Club excluded), the Indoor Sports Stadium at Darley Civic & Community Hub, and the outdoor pools at Bacchus Marsh and Ballan.

A review of health club revenue over the past six year’s shows that income is declining whilst operating expenditure for the health club has increased considerably. For Council to establish a like for like service provision, significant investment will be required including equipment and IT for the space as all equipment and IT and point of sale infrastructure is currently provided by the contractor.

Membership of the Health Club and Gym has declined substantially over the past 6 years;

**Table 6: Health Club membership.**



The decline in membership has continued since 2012/13 and shows no signs of abating. During this period there has been an increase in other providers entering an already competitive market. Feedback from departing members’ highlights inadequate and ageing equipment, condition of facilities, lack of group fitness room and location/access of gym as major deterrents to membership renewal. To address the decline significant investment would be required to gym equipment and facilities. There would be no guarantee of generating a return on the level of investment required simply to maintain the existing low membership base.

Participation levels in the group fitness programs has also continued to decline despite Council subsidising the operation of the programs. Current participation and financial performance shows that these programs are not sustainable at the centre.

Leasing the health club space enables Council to plan operational revenue and expenditure streams with more certainty and therefore have greater control over ongoing financial management, whilst still providing a health club facility for the community should there be a demand in the market and interest from operators.

It is not anticipated that Council would have any outstanding liability for existing members that have paid fees in advance. It is assumed that Belgravia Leisure will not collect membership fees beyond June 30 2017 and/or refund any advanced payments made.

It is therefore recommended that the space for the operation of the current Health Club at BMLC be leased to an external operator. With the increased gymnasium and group fitness competition operating within the Bacchus Marsh market, it is suggested that this component of the current BMLC operations is best suited to an external operator to provide from the space via a lease arrangement.

Whilst removing this activity from the business model results in lower overall income/revenue generation for the facilities, this can largely be offset by the certainty of return offered by a lease arrangement should there be no demand from an external operator Council could review use of the space and make it available for other activities operated via the Network or other external providers.

A further option that Council may also consider is winding down or closure of the outdoor pools due to ongoing issues with ageing infrastructure and declining attendance numbers. If this option was considered, alternative arrangements regarding provision and access to other aquatic facilities (i.e. transport to Melton Waves) or alternate facilities within Moorabool (e.g. Development of local splash parks) would require investigation. No financial modelling has been undertaken for this option at this stage.

The main business impact assumptions that are included in the base case model are summarised under the following key business areas:

### 3.1. General Business Assumptions

When undertaking the financial modelling the following base assumptions are being made:

- **CPI Increases:** Assumes on average 3% per year from year 2 to year 10.
- **Business Growth:** As the business is already established no significant business growth is expected. We have used a mix of user increases for each facility.
- **Real Price Growth:** Assumes price increases from year 2 to year 10 are based on annual CPI increases of 3%.

### 3.2. Operating Expenditure and Wages/Salary Costs

When undertaking the financial modelling the following base assumptions are being made:

- **Expenditure Increases:** Assumes annual expenditure increase of C.P.I on all salaries and operating expenditure.
- **Salary on Costs:** Assumes annual on costs of 16% on salaries. (9.5% superannuation, 6.5% other costs) Note all pool staff has been budgeted as casual seasonal employees.
- **Salary Increases:** Allows for annual increases of salaries by 4%.

### 3.3. Staffing Structure and Classifications

The new model assumes the following staffing structure based on Council's current employment and classification banding arrangements.

Research into employment arrangements at other Councils directly operating leisure facilities has been undertaken. This research highlights that the most common arrangement is for a schedule specific to Leisure Facility employees, to be inserted into the Councils Enterprise Agreement. The employment conditions are modified to remove penalty and overtime rates and increase the spread of hours. Feedback suggests that this allows the Councils to operate competitively with other external contractors.

Discussions have been held with Human Resources to model how and what this may look like for Moorabool Shire facilities and determine if it is practical (competitive) for Council to operate the facilities under the local government award.

We have also met with Momentum One Shared Services Pty Ltd who have developed the shared services model with a number of Victorian Councils for outdoor pool operation. Momentum One provide staff engagement and IT solutions for the pool operations and engage staff under the Fitness Industry Award. Momentum One has been asked to provide a cost estimate for the operation of the outdoor pools component of the Leisure Facilities Contract. We are waiting for the quotation to arrive; however, it will only apply for the operation of the outdoor pools starting in the 2017/18 season.

#### 3.3.1 Facility Management

A new full time position titled Leisure Facility Network Coordinator would be created to co-ordinate staffing and users based on managing and programming all facilities in the new model.

The role would manage the licencing of space at the BMLC and Darley Civic Hub Indoor Sport Stadium to the main user groups/tenants (BMBA, BMNA) and include a significant programming role to develop new activities



at times when the centre is not used by sporting associations or hire groups. The Coordinator would also oversee the management and operation of the outdoor pools during the pool season with support from casual lifeguards and pool operation staff.

This position would be classified as a Band 6 and the job description would see the Leisure Facility Network Coordinator role responsible for coordinating direct staff control at the swimming pools, a mix of staff and user group's management at the indoor sport facilities when sporting associations are using the stadium and direct Council management to increase use and program options during other times.

This position would also be responsible for the recruitment and supervision of casual pool staff for the pool season and supervision of the relief staff member during the pool season as well as contract cleaners for the stadium.

### 3.3.2 Support Staff

It is assumed that there will be a mix of part time and casual staff to assist in managing and operating the facility network.

## 4. Bacchus Marsh Outdoor Pool Business Assumptions

The proposed Bacchus Marsh Outdoor Pool business assumptions are listed as follows.

### 4.1 Swimming Pool Supervision Staffing

It has been assumed two staff are required to be on site as a minimum whenever the pools are open with a relief staff person required to cover all staff breaks. This is in accordance with the Life Saving Victoria Safe Pool Operating Guidelines.

Staff roster modelling and costs for both pools are based on opening hours below. The pools open when the temperature is 23 degrees or above. There is scope for the pools to remain open until 9pm when the forecast is over 30 degrees.

Month	Forecasted Below 23C	Forecasted between 23C – 25C	Forecasted above 25C
<b>December</b>			
Mon-Fri	Closed	3pm – 6pm	11am – 7pm
Weekends	Closed	1pm – 4pm	11am – 7pm
<b>January</b>			
Mon-Fri	Closed	11am – 7pm	11am – 7pm
Weekends	Closed	11am – 7pm	11am – 7pm
<b>Feb/ March</b>			
Mon-Fri	Closed	3pm – 6pm	11am – 7pm
Weekends	Closed	1pm – 4pm	11am – 7pm

The budget assumption has allowed for one casual band 3C positions for a **15-week** period from last week in November until the end of February.

The proposed pools budget has allowed for 2 weeks' full time staffing prior to the start of the season and 2 weeks at the end of season to prepare the pools for opening/shut down. Staff will be responsible for set up at both pools.

The budget has allowed for one casual band 3A position for a **12-week** period from last week in November until the end of February and also been included to be the second person to be on site whenever the pool opens.

One additional casual Band 3A staff has been allowed for 10 days to accommodate additional staffing requirements during hot weather.

The following hourly pay rates have been included in the staffing budget. Scenario 1 is based on the pool opening 7 days per week for the full 15 weeks. i.e. 100% capacity. Scenario 2 is based on the pool operating an average of 65% capacity over the 15-week season.

This would see annual seasonal pool management and supervision total wages of \$66,659.

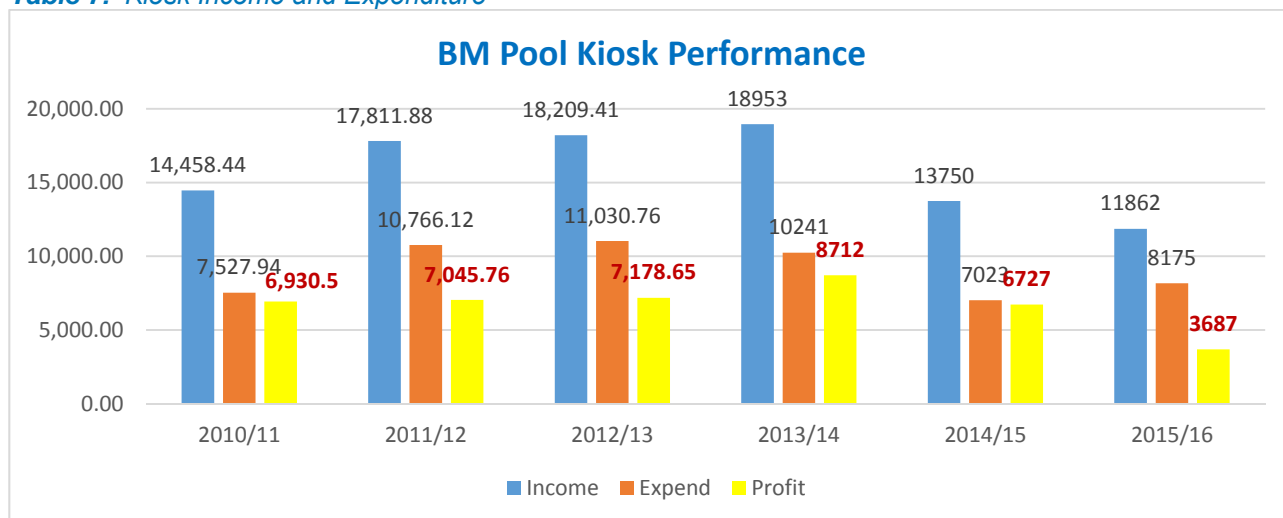
Whilst the forecasting exercise has been based on pool being open to its full capacity, clearly savings will be made due to the changes to the opening times and cool weather policy adopted in the 2015/16 season which limits the amount of days the pool is actually opened requiring staffing. This is evident in scenario 2 figures.

## 4.2 Kiosk Operations

Staff would operate the kiosk and expenditure for kiosk facilities at the swimming pools has been based on income and expenditure recorded for the 2015/16 season with a further CPI of 3% added and rounded up for each year.

Whilst it is acknowledged that revenue from kiosk operations is relatively insignificant, the operation of the kiosk is integral to the overall “pool experience” offered to patrons which impacts customer perception of the service.

**Table 7: Kiosk Income and Expenditure**



## 4.3 Usage and Associated Entry Income

The following usage levels have been anticipated based on actual income recorded in 2015/2016 and listed in the Belgravia Leisure Annual Report.

The estimated number of entries sold under each category has been developed from previous business reports and detailed user numbers provided by the contractor.

We have added a 3% increase in the projected income level in order to estimate likely future attendance income under the new management model.

It should be noted that 2015/16 was not a particularly good year for outdoor seasonal pool operations due to relatively poor weather conditions impacting on attendances and revenue levels.

## 4.4 Other Operating Expenditure and Pool Maintenance Costs

The main other operating expenditure allowed for has been developed from information available on previous facility budgets:

### 1. Capital Maintenance

Council is responsible for repairs and maintenance. Minor repairs/maintenance are included in each pool operating budget. Major repairs such as equipment/plant replacement will be subject to annual budget allocations within the CIP.

### 2. Reactive Maintenance

An allowance of \$10,000 has been included for corrective maintenance.

### 3. Uniforms

An allowance of \$1000 has been set for uniforms.

### 4. Power

An allowance of \$6,000 has been made for power for the pool pumps, lighting, cash register etc.

**5. Water Costs**

The estimate for water is \$3,000 based on anticipated consumption for the toilets/showers and the pools.

**6. Pool Chemicals**

An allowance of \$4,500 has been set for pool chemicals.

**7. Cleaning**

Cleaning costs for labour have been included in lifeguard salaries but an allowance of \$1000 has been made for cleaning products and equipment

**8. Consumables**

An allowance of \$500 has been made for consumables, which includes, toilet paper, soap, cleaning products, stationery etc.

**9. Equipment**

An allowance of \$2500 has been allowed for lane ropes, cleaning equipment including hoses, brooms, mops, and all other equipment required for pool operations. The contractor has previously met equipment costs.

**10. Outdoor Area Maintenance & Waste Removal**

An allowance of \$2200 has been included to mow the pool lawns and remove waste.

**11. Building and Plant Depreciation**

Depreciation has not been allowed for in this financial model.

**12. IT set up**

An allowance of \$2500 for IT set up including point of sale.

**13. Promotions and Marketing**

Allowance of \$1500 per pool.

**14. Miscellaneous Expenses**

Allowance of \$2000 for unforeseen costs.

## Bacchus Marsh Pool Financial Comparison

	2014	2015	2016	Scenario 1	Scenario 2 = Ave 65%
<b>Income</b>					
Adult Swim	11,871	2,288	499	500	325
Child Swim		13,301	11,083	11,000	7,150
Fam Swim	139	5,931	5,123	5,000	3,250
Conc Sw		313	5,206	5,000	3,250
Season Ticket	5,366	2,419	8,901	9,000	5,850
Lane Hire	5,738	1,634	2,715	2,000	1,300
Kiosk Sales	18,953	13,750	11,862	12,000	7,800
Misc	4,418	578	621	1,000	1,000
<b>Total Income</b>	<b>46,485</b>	<b>40,214</b>	<b>46,010</b>	<b>45,500</b>	<b>29,925</b>
<b>Personnel Costs</b>					
Management wages					
Setup				2,869	2,869
Centre Coord** Ex OnCost	10,205	18,438	9,550	27,831	18,133
Duty**Ex O/C	20,402	18,828	16,022	28,057	18,982
Casual	1,295		270	2,019	1,211
On Costs @16%	9,493	9,761	11,251	5,883	3,580
<b>Total Personnel Costs</b>	<b>41,395</b>	<b>47,027</b>	<b>37,093</b>	<b>66,659</b>	<b>44,776</b>
<b>Expenses</b>					
Chemicals	6,652	6,089	4,282	6,000	3,900
Cleaning	137	806	540	2,000	1,300
Uniforms	336		765	1,500	1,500
Electricity	10,213	8,590	5,565	8,000	5,200
Test Equip & Supp	702	569	1,596	5,000	5,000
Water	6,811	6,371	1,835	6,000	3,900
Repairs & Maint	6,329	10,941	8,876	15,000	10,000
Staff Training		695	352	2,000	2,000
Waste Removal	1,018	213	1,016	2,500	1,625
Grounds				2,000	1,000
Telephone	541	650	701	1,500	750
Promo/Marketing	1,083	567	898	2,500	1,500
Consumables /First Aid				1,000	500
Misc	2,000	2,000	2,000	2,000	2,000
IT				4,000	2,500
Audit	1,426	1,462	1,499	-	-
Insurance	2,200	4,577	5,365	-	-
License	268	313	328	-	-
Kiosk COGS	10,241	7,023	8,175	8,000	5,200
<b>Total Expenses</b>	<b>49,957</b>	<b>50,866</b>	<b>43,793</b>	<b>69,000</b>	<b>47,875</b>
<b>Net Loss</b>	<b>- 44,867</b>	<b>- 57,679</b>	<b>- 34,876</b>	<b>- 90,159</b>	<b>- 62,726</b>

## 5. Ballan Outdoor Pool Business Assumptions

The proposed Ballan Outdoor Pool business assumptions are listed as follows.

### 5.1 Swimming Pool Supervision Staffing

It has been assumed two staff are required to be on site as a minimum whenever the pools are open with a relief staff person required to cover all staff breaks. Staff roster modelling and costs are based on opening hours being 11.00am to 7.00pm when the temperature is 20 degrees or above and 11.00am to 9.00pm when the forecast is over 30 degrees.

The budget assumption has allowed for one casual band 3C positions for a **15-week** period from last week in November until the end of February.

The proposed pools budget has allowed for 2 weeks' full time staffing prior to the start of the season and 2 weeks at the end of season to prepare the pools for opening/shut down. Staff will be responsible for set up at both pools.

The budget has allowed for one casual band 3A position for a **12-week** period from last week in November until the end of February and also been included to be the second person to be on site whenever the pool opens.

One additional casual Band 3A staff has been allowed for 10 days to accommodate additional staffing requirements during hot weather.

The following hourly pay rates have been included in the staffing budget. Scenario 1 is based on the pool opening 7 days per week for the full 15 weeks. i.e. 100% capacity. Scenario 2 is based on the pool operating an average of 65% capacity over the 15-week season.

This would see annual seasonal pool management and supervision total wages of \$66659.

Whilst the forecasting exercise has been based on pool being open to its full capacity, clearly savings will be made due to the changes to the opening times and cool weather policy adopted in the 2015/16 season which limits the amount of days the pool is actually opened requiring staffing. This is evident in scenario 2 figures. It has been assumed on average that the pools will open a maximum of 6 days per week during the season due to the requirement for the forecast to be over 23 degrees.

The budget assumption has allowed for one casual band 3C positions for a **15-week** period from last week in November until the end of February.

The budget has allowed for 2 weeks' full time staffing prior to the start of the season to prepare the pools for opening. One hour each day outside of opening has also been included for cleaning duties at the pool (assumed at the end of each day).

The budget has allowed for one casual band 3A position for a **12-week** period from last week in November until the end of February and also been included to be the second person to be on site whenever the pool opens.

One additional casual Band 3A staff has been allowed for 10 days to accommodate additional staffing requirements during hot weather.

This would see annual seasonal pool management and supervision total wages of \$66,657

Whilst the forecasting exercise has been based on pool being open to its full capacity, clearly savings will be made due to the changes to the opening times and cool weather policy adopted in the 2015/16 season which limits the amount of days the pool is actually opened requiring staffing. This is detailed in scenario 2 figures.

### 5.2 Staff Training

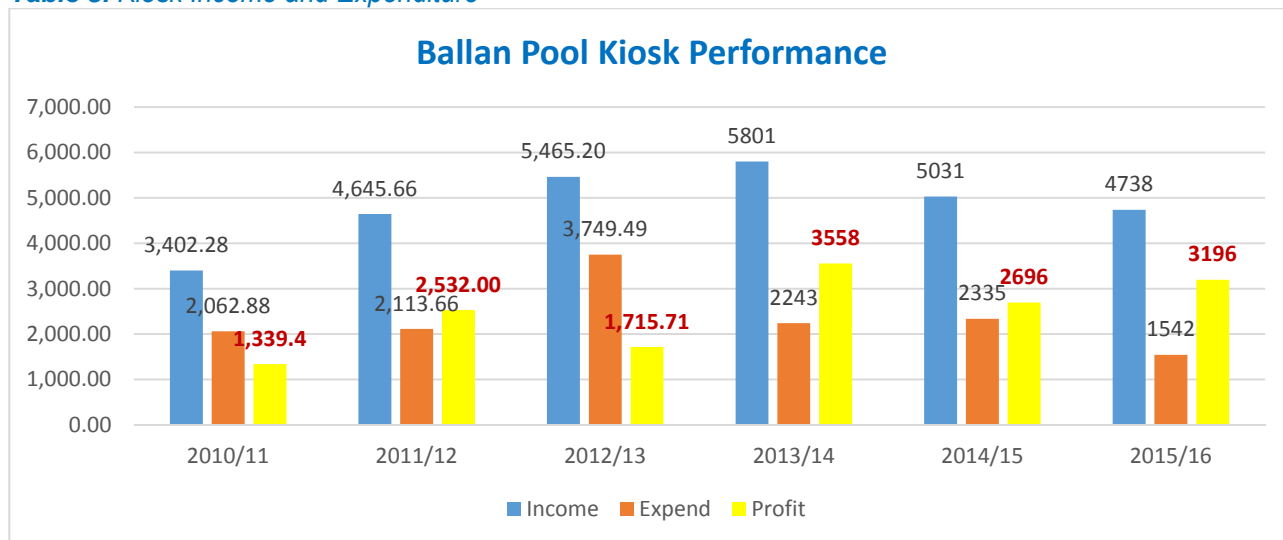
An allowance of \$1,000 has been provided for staff training.

## 5.3 Kiosk

Expenditure for kiosk facilities at the swimming pools has been based on income and expenditure recorded for the 2015/16 pool season with CPI of 3% added for each year and rounded up.

Whilst it is acknowledged that revenue from kiosk operations is relatively insignificant, the operation of the kiosk is integral to the overall “pool experience” offered to patrons which impacts customer perception of the service.

**Table 8: Kiosk Income and Expenditure**



## 5.4 Swimming Pool Entry Income

Attendance numbers for the Ballan Pool are relatively stable:

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
<b>Ballan</b>	2129	2972	3574	5777	2745	2213

2015/16 attendance levels have been used as the basis for calculating year 1 income. The projected income levels are relatively conservative. 2015/16 was not a particularly good season therefore Officers are confident that income levels will exceed projections.

## 5.5 Other Operating Expenditure and Pool Maintenance Costs

The main other operating expenditure allowed for has been developed from information available on previous facility budgets:

The main other operating expenditure allowed for has been developed from information available on previous facility budgets:

### 1. Capital Maintenance

Council is responsible for repairs and maintenance. Minor repairs/maintenance are included in each pool operating budget. Major repairs such as equipment/plant replacement will be subject to annual budget allocations within the CIP.

### 2. Reactive Maintenance

An allowance of \$10,000 has been included for corrective maintenance.

### 3. Uniforms

An allowance of \$1000 has been set for uniforms.

**4. Power**

An allowance of \$6,000 has been made for power for the pool pumps, lighting, cash register etc.

**5. Water Costs**

The estimate for water is \$3,000 based on anticipated consumption for the toilets/showers and the pools.

**6. Pool Chemicals**

An allowance of \$4,500 has been set for pool chemicals.

**7. Cleaning**

Cleaning costs for labour have been included in lifeguard salaries but an allowance of \$1000 has been made for cleaning products and equipment

**8. Consumables**

An allowance of \$500 has been made for consumables, which includes, toilet paper, soap, cleaning products, stationery etc.

**9. Equipment**

An allowance of \$2500 has been allowed for lane ropes, cleaning equipment including hoses, brooms, mops, and all other equipment required for pool operations. The contractor has previously met equipment costs.

**10. Outdoor Area Maintenance & Waste Removal**

An allowance of \$2200 has been included to mow the pool lawns and remove waste.

**11. Building and Plant Depreciation**

Depreciation has not been allowed for in this financial model.

**12. IT set up**

An allowance of \$2500 for IT set up including point of sale.

**13. Promotions and Marketing**

Allowance of \$1500 per pool.

**14. Miscellaneous Expenses**

Allowance of \$2000 for unforeseen costs.



## Ballan Pool Financial Comparison

	2014	2015	2016	Scenario1	Scenario 2
<b>Income</b>					
Kiosk	5,801	5,031	4,738	4,800	3,120
Adult Swim	9,916	7,045	116	500	500
Child Swim		107	4,031	4,000	2,600
Family Swim	1,106	21	812	900	585
Concession		5	402	400	260
Lessons Jnr			1,507	1,500	975
Lessons Snr			806	800	520
Season Ticket	624	1,933	4,053	4,000	2,600
Misc	448	278	3,196	1,000	650
<b>Total Income</b>	<b>17,895</b>	<b>14,420</b>	<b>19,661</b>	<b>17,900</b>	<b>11,810</b>
<b>Personnel Costs</b>					
Management wages					
Set Up				2,869	2,869
Supervisor	10,138	10,780	7,865	27,831	18,133
L.G 1	16,255	15,285	25,055	28,057	18,982
L.G 2				2,018	1,211
On Costs @ 10%	5,216	6,005	9,009	5,882	3,866
<b>Total Personnel Costs</b>	<b>31,609</b>	<b>32,070</b>	<b>41,929</b>	<b>66,657</b>	<b>45,062</b>
<b>Expenses</b>					
Chemicals	5,192	4,404	4,083	6,000	3,900
Electricity	7,999	6,352	4,227	6,000	3,900
Garb & Grounds	935	966	866	2,400	1,560
Programs	505	348	537	4,000	2,600
Telephone	429	398	580	1,500	750
Water	1,786	2,510	2,637	6,000	3,900

Testing Eq & Supps	346	62	1,600	4,000	4,000
Promo/Marketing	580	596	686	2,500	1,500
First Aid				1,000	500
Repairs & Maint	4,249	3,199	4,082	10,000	6,000
Uniforms	559		612	1,500	1,500
Staff Training			466	2,000	2,000
Misc.			2,000	2,000	2,000
IT				4,000	2,500
Kiosk	2,243	2,335	1,542	1,500	1,500
Insurance	1,654	1,787	1,966		
License		157			
Audit	1,426	1,462	1,499		
<b>Total Expenses</b>	<b>27,903</b>	<b>24,576</b>	<b>27,383</b>	<b>54,400</b>	<b>38,110</b>
Net Loss	- 41,617	- 42,226	- 49,651	- 103,157	- 71,362

## 6. Bacchus Marsh Leisure Centre

With Council staff as the direct manager of the Bacchus Marsh Leisure Centre, it is recommended that the Health Club cease operation. The sports courts will be used by the sporting associations under a licence arrangement which means there is no need for staff to be in attendance during sporting competition or training by regular user groups. The agreements will be managed by the Leisure Facilities Network Coordinator.

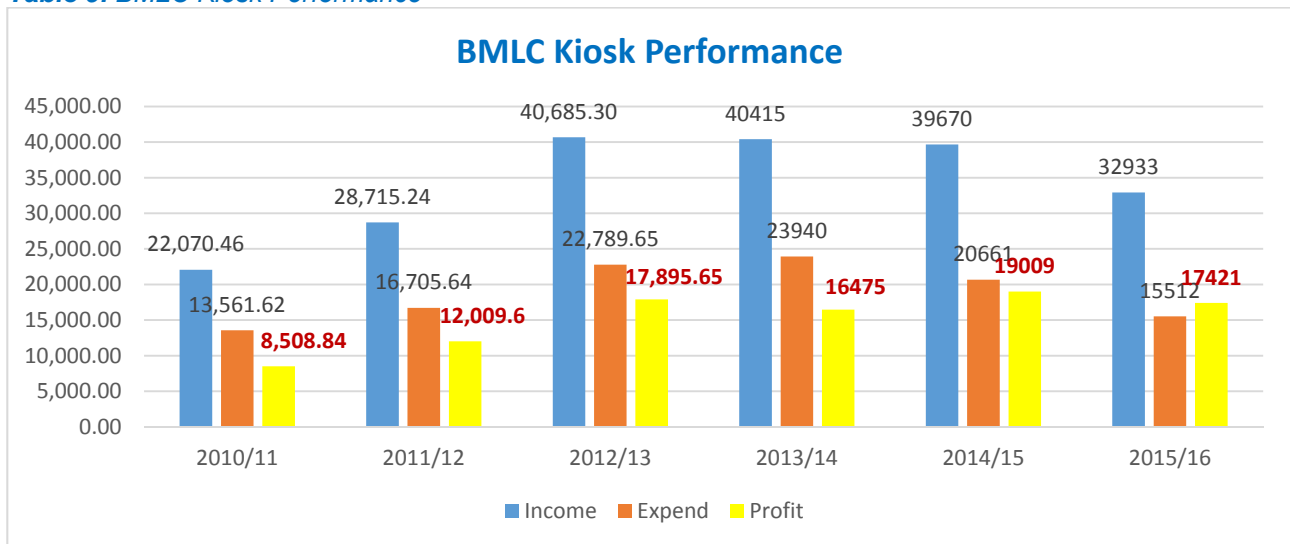
A duty manager may be required for casual hirers or for programmed activities. The room currently occupied by the gymnasium will be offered for lease to a provider of health club related activities. If a provider cannot be identified the space will be available for community use.

Meetings with the Bacchus Marsh College have taken place to discuss future Joint Use of the Space considering the announced building program that is about to commence. This will impact the current Joint Use Agreement and impact on space available going forward.

A new Joint Use Agreement will need to be developed to reflect current management and use arrangements.

### 6.1 Food and Beverage (Kiosk)

**Table 9: BMLC Kiosk Performance**



Past figures indicate that the operation of the kiosk at the centre generates a good revenue for the centre. It is suggested that, at least in the short term Council staff would continue with the management and operation of the kiosk.

Other arrangements such as contracting out or user groups operating the kiosk may be considered in the future if it is determined that the operation is overly onerous or not worthwhile from a revenue perspective.

### 6.2 Court Hire Rate Charges and Income

A court hire model will be used for income generation. The proposed court hire charge rates proposed are listed below:

- Peak Time \$58.40/hour
- Off Peak \$42.40/hour
- Regular User \$38.00/hour

Conservative court hire income has been assumed based on existing use by each of the following sporting associations.

## 6.4 Multi-Purpose Room and Small Meeting Room Hire Rates

The following room hire rates outlined in the table below have been used to estimate the usage of the multi-purpose space at Bacchus Marsh Leisure Centre. These hire rates are consistent with other community facilities in Bacchus Marsh.

### *Table 1.9 Room Hire Rates on Meeting Room*

Casual Community Hirer \$18/hour \$11/hour  
Regular Community Hirer \$11/hour \$5.50/hour  
Commercial Hirer \$25/hour \$18/hour

## 6.5 Other Operating Expenditure and Maintenance Costs

The main other operating expenditure allowed for has been developed from information available on previous facility budgets:

### **1. Maintenance**

An allowance of \$15,000 has been made for maintenance and repairs.

### **2. Cleaning**

Based on similar facilities \$27,500 has been allowed for cleaning of the Bacchus Marsh Leisure Centre

### **3. Electricity**

An allowance of \$30,000 has been made for electricity.

### **4. Water**

The estimate of \$3500 for water is based on past consumption for the toilets and showers.

### **5. Consumables**

An allowance of \$5,000 has been allowed for consumables.

### **6. Court Resurfacing**

An allowance of \$10,000 per court has been included for court resurfacing - \$20,000.

### **7. Information Technology (IT)**

An allowance of \$10,000 has been made to provide IT equipment and support.

### **8. Program Promotion**

An allowance of \$10,000 has been included for program promotion.

### **9. Equipment**

An allowance of \$10,000 has been allowed. The contractor previously met equipment costs.

### **10. Building and Plant Depreciation**

Depreciation has not been allowed for in this financial model.

### **11. Insurance Allowances**

No allowance has been made for insurance. It is assumed that these activities will be covered under Council's existing insurance cover.

### **12. Security**

Security for the building will continue to be provided via existing arrangements where Council's security contractors inspect a range of community facilities on a nightly basis including the Bacchus Marsh Leisure Centre.

### **13. Telephones**

An allowance of \$10,000 has been allocated for telephones (Inc. Mobile)

It should be noted that most of the allocations for operating expenditure are made at the high end of the scale to reflect potential higher costs in the first year of operation.

## BMLC Financial Comparisons

	2014	2015	2016 Scenario1	
<b>Income</b>				
Room Hire			9,592	10,000
Kiosk	40,415	39,670	32,933	32,000
Court/Stad Hire	17,761	31,902	85,431	
Basketball	44,181	20,521		62,400
Netball	18,926	16,697		20,160
Soccer	2,135			
Casual	4,493	4,885		8,400
<b>Total Court/Stad hire</b>	<b>87,496</b>	<b>74,005</b>	<b>85,431</b>	<b>90,960</b>
Gym Lease	43,146	26,409	37,154	35,000
Programs & Events				12,000
Misc	1,447	7,880	26	5,000
<b>Total Income</b>	<b>172,504</b>	<b>147,964</b>	<b>165,136</b>	<b>184,960</b>
<b>Personnel Costs</b>				
Management wages- Excluded				
Centre Coord** Ex OnCost	135,039	48,311	79,712	76,847
Duty**Ex O/C	6,875	88,359	15,491	38,532
Casual	1,326	1,872		4,050
Staff training	6,452	3,625	500	
On Costs @16%	89,166	81,893	52,884	16,900
<b>Total Personnel Costs</b>	<b>238,858</b>	<b>224,060</b>	<b>148,587</b>	<b>128,005</b>
<b>Expenses</b>				
Vehicle				15,000
Cleaning	25,435	27,459	19,366	20,000
Build Maint	30,693	37,240	27,674	35,000
Cleaning	9,495	8,954	7,502	7,500
Electricity	26,091	37,632	28,875	30,000
Telephone	5,914	10,722	7,402	10,000
Water	3,012	- 322	1,456	3,500
Waste	2,344	3,134	3,016	3,500
IT				10,000
Equipment	2,098	3,878	1,653	10,000
Marketing/Promo	25,517	21,991	13,119	10,000
Consumables	495	528	1,737	5,000
Misc	5,000	5,000	5,000	5,000
Audit			1,983	
Insurance	8,492	17,218	18,940	
License fees	10,850	13,670	13,548	
Lease costs	43,694	64,311	28,316	
Kiosk COGS	23,940	20,661	15,512	15,000
<b>Total Expenses</b>	<b>223,070</b>	<b>272,076</b>	<b>195,099</b>	<b>179,500</b>
<b>Loss</b>	<b>- 289,424</b>	<b>- 348,172</b>	<b>- 178,550</b>	<b>- 122,545</b>

## 7. Darley Civic Hub Indoor Sports Stadium

At this point financial details for the Darley Civic Hub have not been included in the overall network projections. A use agreement with Acrofun Gymnastics is in place until 30 June 2017. Acrofun has indicated that it wishes to relocate its operation to a private/commercial location. At this time a suitable facility has not been identified. Officers will continue to liaise with Acrofun to develop a strategy for future use and management of the Darley Hub Stadium in the longer term.

## 8. Facility Network Financial Modelling Results

Summaries of the facilities projected annual operating income and expenditure are listed in the table below.

**Table 10: Financial Projections**

Year		1	2	3	4	5	6	7	8	9	10
<b>Income</b>											
	BMLC	184960	190509	196224	202111	208174	214419	220852	227477	234302	241331
	BM Pool	45500	46865	48271	49719	51211	52747	54329	55959	57638	59367
	Ballan Poo	17900	18437	18990	19560	20147	20751	21374	22015	22675	23355
<b>Total Inc</b>		248360	255811	263485	271390	279531	287917	296555	305451	314615	324053
<b>Expend</b>											
	BMLC	307505	316730	326232	336019	346099	356482	367177	378192	389538	401224
	BM Pool	135659	139729	143921	148238	152685	157266	161984	166843	171849	177004
	Ballan Poo	121057	124689	128429	132282	136251	140338	144548	148885	153351	157952
<b>Total Exp</b>		564221	581147.2	598582	616539	635035	654086	673709	693920	714738	736180
<b>Consolidated</b>		-315861	-325336	-335097	-345149	-355504	-366169	-377154	-388469	-400123	-412126

Year		1	2	3	4	5	6	7	8	9	10
<b>Inc</b>		248360	255811	263485	271390	279531	287917	296555	305451	314615	324053.5
<b>Exp</b>		564221	581147	598582	616539	635035	654086	673709	693920	714738	736180
<b>Net Profit/(Loss)</b>		-315861	-325336	-335097	-345149	-355504	-366169	-377154	-388469	-400123	-412126

## 9. Comparison of Past Contract and Projected New Facility Network Costs

When considering the financial impact of Council changing management of its leisure facilities to a new in house management model the following comparisons based on noted assumptions can be made.

Council in the last year of contract (2016/17) paid \$518,700 to the contractor for management services. The fee is based on the current facility breakdown fees being:

- Bacchus Marsh Leisure Centre \$318,703
- Bacchus Marsh Outdoor Pool \$99,996
- Ballan Outdoor Pool \$99,996.

Table 11: Financial Comparison with Current Contract

					Current Contract	Scenario 1	Scenario 2
<b>Income</b>							
	BMLC					184960	184960.00
	BM Pool					45500	29925.00
	Ball Pool					17900	11810.00
						<b>248360</b>	<b>226695</b>
<b>Expend</b>							
	BMLC					307505	307505
	BM Pool					135659	90123
	Ball Pool					121057	80644
						<b>564221</b>	<b>478271</b>
<b>Deficit</b>							
	BMLC					-122545	-122545
	BM Pool					-90159	-60198
	Ballan Pool					-103157	-68834
					518,699.92	<b>-\$315,860.60</b>	<b>-\$251,576.39</b>
					<b>Council Saving</b>	\$206,737.83	\$267,123.53
					Current Contract Cost		
					BMLC	318,703	
					BM Pool	99996.96	
					ballan Pool	99999.96	
						518699.92	

This report has identified the projected year one operating loss for the in-house management model would be in the order of \$315,861 (some costs to be added). This is projected to increase annually to \$412,126 by the 10<sup>th</sup> year.

This represents a potential saving to Council of between \$206,000 (scenario 1) and \$267,000 (scenario 2) in the first year of operation.

It must be noted that the following additional corporate costs need to be determined:

- Management and supervision costs within Councils management structure.
- Council accounting, HR, staff recruitment, IT service costs and other corporate overheads.
- Other Council costs that need to be charged out (not identified at this stage).

If the proposed model is adopted by Council, the year one operating result will marginally increase the projected operating cost. Even if the operating cost ballooned toward the current contract figure and significant savings may not eventuate, Council will however gain increased control over the financial management of the facilities rather than being locked in to long term contract and have greater flexibility in enhancing the customer service experience for the community, and have greater control of variations in performance each year.

It should be noted though that the model being investigated would also see a reduction in Council provided activities and services for residents and current users including closure of the Health Club (BMLC). However,

Council will still provide space for these activities to continue, provided by external providers, so in effect there will be no net reduction in services available to the community. The Indoor Sports space will be made available for providers other than Council to provide services direct to the community under a usage agreement for the facilities.

Direct comparison of the financial result of both management models (i.e. current contract Vs In-house management) is difficult as the scope of services is not the same.

This report now provides a starting point to considering a new management model and the likely operational costs.

## 10. Implementation of In-house Management Model

<b>Leisure Facilities Management Model - Engagement Framework.</b>				
<b>Step</b>			<b>Timeframe</b>	<b>Comments</b>
<b>1</b>	Finalise discussion paper for Exec Management Group		<b>Dec-16</b>	EMT to endorse move to direct Council Management
<b>2</b>	AOC/Workshop with Cr's		<b>25-Jan-17</b>	AOC workshop early Feb updating Councillors on position and broader consultation with stakeholders.
<b>3</b>	Council Report and decision		<b>01-Feb-17</b>	Decision to return to Council direct management rather than contract.
<b>4</b>	Circulate information to Centre Members and other stakeholders		<b>10-Feb-17</b>	Purpose is to inform members of rationale for new direction and seek feedback and comment.
<b>5</b>	Notify Belgravia Leisure of Council Decision		<b>Mar-17</b>	
<b>6</b>	Joint media release Council and Belgravia		<b>Mar-17</b>	Emphasise that this has been a collaborative process. Focus on realignment of facilities to Indoor Sports and changes to fitness market in BM.
<b>7</b>	Transition to new operating model		<b>Mar - May 2017</b>	Collaborative approach undertaken with Belgravia Leisure to transition from contractor to Council. Staff appointment for Leisure Centre and establish operational procedures.
<b>8</b>	Council commence new Operating model		<b>01-Jul-17</b>	Stage 1 will be for Leisure Centre operations Stage 2 will include Pool Operations in <b>Dec 2017</b> .

## 11. Conclusion

### Transition Summary

The model developed by Officers is predicated on;

- 1) The re-focussing of the BMLC as an indoor sports facility.
- 2) Moving away from health club/gym and fitness operations by Council not directly operating these services. (These services are already well catered for by the private sector)
- 3) Council directly controlling the day to day operation of the facilities.



## Financial Modelling

The financial projections within this report are based on 2 modelling scenarios.

1: The outdoor pools operating at full 100% capacity during the season. This is unlikely due to weather conditions, unforeseen plant or operational issues.

2: The outdoor pools operating at approx. 65% capacity due to weather conditions etc. which is the more likely scenario.

The operation of the BMLC is not effected by seasonal or weather conditions and operates on a consistent basis for the full 12 months.

## Timelines

The terms of the current contract require Council to provide Belgravia Leisure 3 months' advance notice if it does not intend to activate the additional 12-month clause of the contract.

This effectively means that Council would notify Belgravia Leisure that it intended to operate the facilities in-house, by the end of March 2017.

Council would assume management responsibility on 1 July 2017.

Outdoor pools would be operated by Council from December 2017.

## Consultation and Engagement

Once the decision has been formalised by Council a full consultation and engagement process will be developed with existing health club members to assist them to understand the rationale for not continuing direct operation of the gym and group fitness programs.

## **10.4 INFRASTRUCTURE SERVICES**

### **10.4.1 Bacchus Marsh Depot Security**

#### **Introduction**

Author: Phil Jeffrey  
General Manager: Phil Jeffrey

#### **Background**

Numerous break ins have occurred at the Bacchus Marsh depot in recent years, with occurrences becoming more frequent in recent months. There have been at least 15 incidents in the last two years with 5 of these since last November. Each incident has had a financial implication for Council due to unrecovered plant and equipment, insurance shortfall, damage to Council property and significant down time while police attend and investigate.

Several potential security upgrades have been identified to assist in improving security at the site and reducing those out of pocket expenses.

This report outlines the issues associated with the recent break ins and seeks Council's approval for an over expenditure of the 2016/17 budget to bring forward security improvements at the depot.

#### **Proposal**

Recent break ins at the Bacchus Marsh depot site have resulted in the theft of both major and minor plant and equipment, as well as damage to Council property. Major items stolen have included a tractor and slasher (never recovered), water truck, chipper and minor items such as trailers, pressure washers, small equipment, tools and damage to fencing, vehicles and property. In recent years it is estimated that in excess of \$250,000 of lost property and/or damage has been incurred. Although some of this plant has been able to be recovered, damage to property, costs associated with insurance and substantial down time for staff have resulted in significant out of pocket expenses to Council.

Existing security measures at the site include building alarms and CCTV and chain mesh fence and gates. The existing measures are deemed inadequate as in most instances, we only become aware of an incident the next working day when staff arrive.

Given the recent history and seeming increasing trend, a number of options to increase security have been investigated. Such treatments include:

- Replacement of the chain mesh entry gates with a mechanical sliding steel security gate
- Installation of steel beam guard fence inside the existing chain mesh fence
- Upgrade of alarms and access to RFID key (fob) readers.
- Installation of additional security/sensor lighting and lasers
- Upgrade of CCTV and alarm system, including live monitoring

A New Initiative has been prepared for consideration as part of the 2017/18 annual budget, however given the recent increase in incidents, it is proposed that security upgrades be brought forward. It is estimated that \$60,000 to \$70,000 is required to implement the security improvements.

It is envisaged that improving security at the site will help deter further incidents, make it harder to access the site and enable security staff or police attend if a break in is detected through live monitoring. However, it is unlikely to eliminate break ins all together. The upgrades are intended to improve the overall security at the site, reduce the likelihood of further break ins resulting in theft and/or damage and increase the likelihood of recovery of stolen items and/or prosecution of offenders. In turn, it is expected that the out of pocket expenses to Council and down time for staff would reduce.

In addition to depot security, GPS technology is being explored for Council vehicles and plant.

### Policy Implications

The 2013 – 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Representation and Leadership of Our Community
<b>Objective</b>	Professional and skilled staff in a safe and supportive environment
<b>Strategy</b>	Provide a safe and effective work environment

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

### Financial Implications

Whilst existing maintenance budgets may be able to accommodate some of the expenditure. An overspend of the 2016/17 maintenance budget up to \$60,000 is likely should the proposal be approved.

However, should the proposal not proceed, the table below outlines a scenario of the break in involving a stolen tractor:

Item	Estimated Cost
Replacement tractor after insurance	\$70,000
Hire of interim plant (3 months)	\$30,000
Damaged equipment – ute toolboxes	\$750
Damaged fencing and gates	\$500
Staff downtime while police attending	\$350
Staff time reviewing CCTV, insurance forms, police reports etc	\$750
<b>Total</b>	<b>\$102,350</b>

Every incident is different in severity however the above shows that there is significant potential cost to each break in. Even if nothing is stolen, it is estimated that each event would have a minimum cost of \$5,000 in staff time and repairs. It is estimated that in excess of \$250,000 of lost property, asset damage and downtime has been incurred in the last 18 months.

Therefore, it is considered that the proposed \$60,000 over expenditure is warranted to help deter further incidents and the associated expense.

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

<b>Risk Identifier</b>	<b>Detail of Risk</b>	<b>Risk Rating</b>	<b>Control/s</b>
Financial	Further break ins resulting in out of pocket expenses to Council (theft, damage, insurance)		Implement additional security measures at the depot site
OH&S	Further break ins posing safety and security risks to staff		Implement additional security measures at the depot site

### **Communications and Consultation Strategy**

There is no external communications strategy associated with the recommendation within this report.

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

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

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

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

*General Manager – Phil Jeffrey*

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

*Author – Phil Jeffrey*

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

## Conclusion

A number of break ins at the Bacchus Marsh depot have occurred in recent years, with occurrences becoming more frequent in recent months. Each incident has had financial implications for Council with out of pocket expenses being incurred.

It is recommended that Council authorise an over expenditure of the 2016/17 maintenance budget, to bring forward improvements to security at the Bacchus Marsh Depot.

## Recommendation:

### That Council:

1. **Notes the increased security issues and associated damage to and loss of property being experienced at the Bacchus Marsh Depot site.**
2. **Authorises an overspend of the 2016/17 maintenance budget up to \$60,000 to implement security upgrades at the site.**

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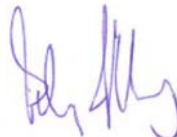
## Report Authorisation

### Authorised by:

**Name:** Phil Jeffrey

**Title:** General Manager Infrastructure

**Date:** Tuesday, 24 January 2017



## 10.4.2 Quarterly Financial Report December 2016

### Introduction

File No.: 07/01/004  
Author: Steve Ivelja  
General Manager: Phil Jeffrey

This Quarterly Report covers the period of 1 September 2016 to 31 December 2016. 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 \$0.303m. 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 Report – December 2016.

### Policy Implications

The adoption of the Quarterly Report – December 2016 meets Council's statutory obligations under section 138 – Quarterly Statements of the Local Government Act (1989).

The 2014-2018 Council Plan provides as follows:

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

### 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. 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.

Throughout this report Council will be reporting on the Amended Budget rather than the Adopted Budget. The Amended Budget contains carry forwards from the 2015/16 financial year. These include grant funded one off projects, Council approved New Initiatives from prior years that are not yet complete, 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**

Based on the aggregate of both the Operating Budget and Capital Budget carry forward, plus other adjustments, a sum of \$5.826m in cash will be required to fully fund the requirements of the Amended Budget. These are made up of the following:

Net Operating Budget Carry forwards	\$1.135m
Net 2015/16 CIP Carry Forwards	\$5.588m
Sale of Council Land	(\$0.940m)
Other	<u>\$0.042m</u>
<b>Total cash required</b>	<b>\$5.826m</b>

As at the 30 June 2016, Council held \$12.452m 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 \$2.842m.

Net Operating Surplus in the Adopted 2016/17 Budget	\$8.494m
Net New Initiatives / Grant Funded Projects	(\$1.135m)
2015/16 Carry Forward Capital Grants	\$4.090m
Net Result of Sale of Council Land	(\$0.051m)
New Grants Identified Since Adoption of Budget	\$0.016m
Other Minor Adjustments	<u>(\$0.078m)</u>
<b>Amended Operating Budget Surplus</b>	<b>\$11.336m</b>

### **Capital Budget**

The effect on the capital budget is an increase in expenditure of \$9.657m.

2016/17 Adopted Budget for Capital Expenditure	\$17.414m
Add:	
2015/16 Carry Forward Capital Projects	\$9.677m
New Grants Identified Since Adoption of Budget	\$0.016m
Other Minor Adjustments	<u>(\$0.037m)</u>
<b>Amended Capital Budget</b>	<b>\$27.071m</b>

The attached Quarterly Financial Report, Attachment 10.4.2, 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:

- Increase in “Statutory Fees and Charges” (\$0.096m) primarily due to significant increases in Statutory Planning Fees. Legislated fees have been increased and at this stage the estimate is for an increase of \$130,000 in Planning fees overall with offsetting reductions in fees for Pound & Livestock, Food, Health & Tobacco Act Compliance, Litter Abatement and Asset Protection;
- Increase in “Grants - Operating” (\$0.315m) mainly due to new grants received since the adoption of the budget. These include: Rural Access Initiative, One Million Trees Project, Roadside Weeds and Pest Management, and Ice Education Program;
- Increase in “Grants - Capital” (\$0.187m) due to new funding received for Clarendon Community Hub, offset by reduction in funding originally proposed for replacement of the green at Avenue Bowling Club;
- Favourable in “Other Income” (\$1.578m) primarily due to reimbursements for the Flood/Storm event of September;
- Favourable in “Employee Costs” (\$0.175m) mainly due to a saving in the Council’s Workcover Premium.
- Increase in “Materials and Services” (\$2.064m). The bulk of the overspend directly relates to costs associated with the September Storms/Flood event, with the majority of costs to be reimbursed. There are also continuing costs relating to the Scotsburn Fires (also mostly reimbursed) and new funding received since adoption of the budget. In addition, there are forecast overspends associated with Lal Lal Wind Farm, Postage and Illegal Rubbish Dumping.

The net effect of these changes and other minor variances causes the total surplus for the year to increase by \$0.303m to \$11.639m.

### **Cash**

The forecast cash balance at 30 June 2017 has increased by \$0.068m to \$6.765m in comparison to the amended budget.

### **Capital Improvement Program (CIP)**

The total cash expenditure forecast for the CIP at this stage has increased by \$0.236m to \$27.307m. This is mainly due to new funding received for Clarendon Community Hub, offset by a reduction in funding originally proposed for Avenue Bowling Club green replacement.

### **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 1 February 2017, and to the Audit Committee meeting on 8 February 2017.

## 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 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 Report – December 2016 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 Report – December 2016.**

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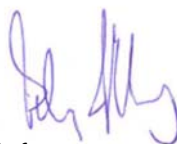
## Report Authorisation

### Authorised by:

**Name:** Phil Jeffrey

**Title:** General Manager Infrastructure

**Date:** Tuesday, 24 January 2017



# Attachment - Item 10.4.2

# MOORABOOL SHIRE COUNCIL

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



## 2016/17 Quarterly Financial Report - December 2016

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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. 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.

Throughout this report Council will be reporting on the Amended Budget rather than the Adopted Budget. The Amended Budget contains carry forwards from the 2015/16 financial year. These include grant funded one off projects, Council approved New Initiatives from prior years that are not yet complete, 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.

## 1.1 Impact on Cash on hand

Based on the aggregate of both the Operating Budget and Capital Budget carry forward, plus other adjustments, a sum of \$5.826m in cash will be required to fully fund the requirements of the Amended Budget. These are made up of the following:

Net Operating Budget Carry Forwards	\$1.135m
Net CIP Carry Forwards	\$5.588m
Sale of Council Land	(\$0.940m)
Other Minor Adjustments	\$0.042m
<b>Total Cash Required to Complete Carry Forwards</b>	<b>\$5.826m</b>

As at the 30 June 2016, Council held \$12.452m in cash and cash equivalents. Cash holdings were high in part due to the impact of these uncompleted projects.

## 1.2 Operating Budget

The net effect on the Operating Budget is a favourable variance of \$2.842m.

Net Operating Surplus in the Adopted 2016/17 Budget	\$8.494m
Net New Initiatives / Grant Funded Projects	(\$1.135m)
2015/16 Carry Forward Capital Grants	\$4.090m
Net Result of Sale of Council Land	(\$0.051m)
New Grants Identified Since Adoption of Budget	\$0.016m
Other Minor Adjustments	(\$0.078m)
<b>Amended Operating Budget Surplus</b>	<b>\$11.336m</b>

---

### 1.3 Capital Budget

The effect on the capital budget is an increase in expenditure of \$9.657m.

2016/17 Adopted Budget for Capital Expenditure	\$17.414m
2015/16 Carry Forward Capital Projects	\$9.677m
New Grants Identified Since Adoption of Budget	\$0.016m
Other Minor Adjustments	(\$0.037m)
<b>Amended Capital Budget</b>	<b>\$27.071m</b>

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## 2 Operating Performance

### Year to Date Operating Performance 31 December 2016

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#### 2.1 Overall:

For the six months to 31 December, the Net Result was a Surplus of \$20.293m with a favourable variance of \$0.775m compared to the year to date amended budget.

#### 2.2 Operating Income [\$0.205m favourable]:

Statutory fees and fines – Unfavourable by \$90,000 as at December mainly due to timing variances in Fire Prevention (\$25,000), and Food, Health & Tobacco Act Compliance (\$10,000). These unfavourable variances are only temporary and are expected to come in on budget by the end of the financial year.

Statutory Planning fees are also unfavourable year to date by \$20,000. Again, this is just a timing issue at this stage as income from planning fees is expected to increase significantly. Fees set by Government legislation have been raised substantially in 2016/17 and this has been reflected in the forecast.

There are also potential decreases in fees relating to Animal Control (\$21,000), Parking Infringements (\$9,000), and Litter Abatement (\$4,000). These decreases have been reflected in the forecast and are discussed in section 2.4.

Grants - capital – Favourable by \$323,000 overall primarily due to new funding received since the adoption of the budget for Clarendon Community Hub (\$300,000).

#### 2.3 Operating Expenses [\$0.570m favourable]:

Materials and services – Favourable variance of \$437,000 which mainly relates to the timing of various contracts, projects and operational costs. Some of the larger variances include the following:

- Roadside Slashing - \$76,000
- Building and Property Maintenance - \$75,000
- Parks, Gardens and Tree Inspections - \$72,000
- Gravel Roads Maintenance - \$56,000
- Leisure Services - \$30,000

There are also many other minor variances mainly relating to Council services, one off projects, and grant funded new initiatives.

These are partially offset by costs incurred for Flood/Storm Damage in December 2016 (\$149,700). The bulk of these works will be reimbursed to Council and the estimated overall cost is detailed further in section 2.5.

Other expenses – Favourable by \$92,000 as at December mainly due to the timing of payments for Server Leases (\$36,000), Computer Upgrades (\$28,000), Planning Scheme Amendments (\$15,000), and Councillor Allowances (\$13,000). At this stage there are no significant forecast adjustments required for any of these items mentioned above.

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## Forecast Results for Year Ending 30 June 2017

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As at 31 December, the Forecast Surplus for the year has increased by \$0.303m. The Forecast is now expected to be a surplus of \$11.639m. Major variances are the following:

### 2.4 Operating Revenues [\$2.135m favourable]:

Statutory fees and charges – Favourable by \$96,000 primarily due to significant increases in Statutory Planning Fees. Legislated fees have been increased and at this stage the estimate is for an increase of \$130,000 in Planning fees overall. Offsetting this increase are expected declines in fees for Pound and Livestock Control (\$17,000), Food, Health & Tobacco Act Compliance (\$8,500), Litter Abatement (\$6,000) and Asset Protection (\$5,000).

Grants – operating – Forecast to be higher than budget by \$315,000 predominantly due to new external funding received since adoption of the budget. These include:

- Rural Access Initiative - \$135,000
- One Million Trees Project - \$49,500
- Roadside Weeds and Pest Management - \$35,000
- Ice Education Program - \$10,000

The new funding listed above will all have matching expenditure in 'Employee Costs' and/or 'Materials and services'.

Other increases relate to Maternal and Child Health (\$36,000), Personal Care (\$30,000), and Community Support Officer (\$24,500).

Grants – capital – Forecast to be higher than budget by \$187,000 mainly due to new funding received for Clarendon Community Hub (\$300,000).

This is partially offset by funding that was originally budgeted but will no longer be received by Council. The original budget assumed Council would receive grants for the Avenue Bowling Club (Resurfacing of the Lorna Lucas Green - \$126,800), and Ballan Golf Club (Water Consolidation Program - \$3,000). External funding for these projects was not applied for by Council and Council will just be providing a cash contribution of \$25,000 to both clubs.

Other income – Expected to be \$1.578m favourable primarily due to reimbursements for the Flood/Storm Damage event in September 2016. At this stage the estimated reimbursement to Council is \$1.550m. Further works will be completed in the first few months of 2017 and Council will have more information on the final amount by the end of March 2017.

### 2.5 Operating Expenses [\$1.832m unfavourable]:

Employee costs – Forecast to be favourable by \$175,000 mainly due to a saving in the Workcover Premium (\$160,500). This saving in Workcover is due to some large older claims no longer being taken into account in the calculation of Council's premium. Council's performance rating is now 28% better than the industry average.

Materials and services – Materials and Services are forecast to be \$2.064m over budget at year end. However, the bulk of the overspend directly relates to costs associated with the Flood/Storm event in September 2016. At this stage it is only an estimate and all but \$50,000 of the total cost (\$1.600m) is expected to be reimbursed. As mentioned earlier, Council will



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have a more accurate estimate of the costs by March 2017 as works are continuing into the new year.

There is also the continuation of costs associated the Scotsburn Fires (\$259,000 – with the main portion to be reimbursed to Council) and other increases relating to new funding received since the adoption of the budget. These include; Rural Access Initiative (\$87,500), One Million Trees Project (\$49,500), and Roadside Weeds and Pest Management Program (\$35,000).

There are also forecast overspends for items not included in the original budget. These include costs associated with the Lal Lal Wind Farm (\$30,000), Postage (\$30,000), and Illegal Rubbish Dumping (\$26,500).

Finance costs – Favourable variance of \$61,000 which relates to the expected take up of new borrowings for 2016/17 being later in the year than originally budgeted.

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## 3 Balance Sheet

### Forecast as at 30 June 2017

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The Balance Sheet shows the movements from the Budget to the Forecast, as well as the current year to date balance (at 31 December 2016) compared to the same time last year (31 December 2015).

#### 3.1 Assets

Cash assets – the year to date cash balance is \$2.005m less than the same time last year, mainly as a result of the timing of the completion of major capital works projects. The first half of 2016/17 saw the completion of Darley Early Years Hub and the continuation of the Halletts Way Project. Also, the budgeted borrowings of \$2.790m have not been taken up yet and are expected in May/June 2017.

Current receivables – the balance is \$1.549m more than at the same time last year which mainly relates to a higher rates base than the previous 12 months.

Other assets – the balance is \$0.136m more than December last year due to the accrual of a large reimbursement for costs incurred by Council for the Scotsburn Fires.

Property, infrastructure, plant and equipment – the balance is \$31.525m more than last year primarily due to the revaluation of Infrastructure Assets in the 2015/16 financial year.

#### 3.2 Liabilities

Payables – the increase of \$651,000 relates to the timing of the final supplier payment run in December 2016.

Trust funds – a decrease overall of \$165,000 from December last year relates mainly to a decline in the amount of deposits held for Subdivisions.

Provisions – the net balance is less than this time last year by \$124,000 overall (current and non-current) primarily due to a decrease in the provision for Long Service Leave.

Interest-bearing liabilities – the net balance is greater by \$3.026m overall (current and non-current) compared to the same time last year. This relates to the net impact of debt redemption and new loans of \$4.476m being taken up in 2015/16.

#### 3.3 Equity

Accumulated surplus – the increase of \$10.894m since December last year reflects Council's operating result during the 2015/16 financial year and the first six months of 2016/17.

Asset revaluation reserve – the increase of \$15.707m relates to the revaluation of infrastructure assets during the 2015/16 financial year.

Statutory and other reserves – the increase of \$1.220m relates to the net movement of transfers to and from Reserves at the end of the 2015/16 financial year.

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## 4 Forecast Cash Flows

### 4.1 Overall

The overall cash forecast for 30 June 2017 is \$6.765m and \$0.068m more than the amended budget.

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

### 4.2 Operating Cash Flows

Operating grants – Favourable by \$315,000 mainly due to new funding received since the adoption of the budget. These projects and any other adjustments are highlighted earlier in section 2.4.

Capital grants and contributions – Favourable by \$187,000 mainly due to new funding received for Clarendon Community Hub (\$300,000) and other adjustments mentioned earlier in section 2.4.

Statutory fees and charges – Favourable by \$96,000 primarily due to significant increases in Statutory Planning Fees. Further detail and any other adjustments are highlighted earlier in section 2.4.

Other revenue – Favourable by \$1.553m primarily due to reimbursements for the Flood/Storm Damage that occurred in September 2016.

Employee costs – Favourable by \$174,000 mainly due to a saving on Council's Workcover premium (\$160,500).

Materials and consumables – Unfavourable by \$2.064m mainly due to costs associated with the Flood/Storm event (\$1.600m). Other changes and increases relating to increased grant funding are highlighted earlier in section 2.5.

### 4.3 Investing Cash Flows

Payments for property, plant and equipment, infrastructure – Increased by \$236,000 due to new funding received for Clarendon Community Hub (\$333,000) and Wallace Recreation Reserve Lighting Project (\$35,000).

These increases are offset by a reduction in expenditure for the Avenue Bowling Club Project (\$126,800) and Ballan Gold Club Project (\$3,000). Both of these projects were budgeted to occur with external funding and the project management performed by Council. Council will now be handing over the approved allocation of funds to the clubs instead.

### 4.4 Financing Cash Flows

Borrowing costs – Forecast to be favourable by \$61,000 due to the borrowings for 2016/17 expected to be taken up later in the year than originally budgeted.

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## 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: December 2016

On call balances:

Month ending	Amount	Rate	Interest Paid
October 2016	\$3,916,894	1.40%	Quarterly
November 2016	\$4,111,894	1.40%	Quarterly
December 2016	\$4,911,894	1.40%	Quarterly

Interest paid in the quarter: \$32,161

Term deposits:

Institution	Amount	Rate	Maturity Date
IMB	\$1,000,000	2.25%	4/11/2016
Suncorp	\$1,000,000	2.40%	4/11/2016
IMB	\$1,000,000	1.85%	5/12/2016
IMB	\$1,000,000	1.85%	5/01/2017

Interest paid in the quarter: \$10,786

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## 6 Rating & Debtors Information

### 6.1 General Rating Information

The Total Rates and Charges raised for the 2016/17 year, as at 31 December, is \$30.918m, compared to the year to date Amended Budget of \$30.883m.

### 6.2 Rates & Sundry Debtors Outstanding

For the year to date, 37.2% of the 2016/17 Rates & Charges raised have been collected. In addition, the level of Sundry and Other Debtors has increased from \$0.932m (1 October 2016) to \$1.200m (31 December 2016).

Current Receivables as at 31 December 2016, as shown in the Balance Sheet, consist of:

• Rates & Charges*	\$	21.707m
• Sundry Debtors	\$	0.961m
• GST Receivable	\$	0.240m
	<b>\$</b>	<b>22.908m</b>

The outstanding Rates & Charges\* consist of:

• Current Year Rates and Charges	\$	18.899m
• Arrears (prior to 2016/17)	\$	2.386m
• Pensioner Rebate Claim (DHS)	\$	0.422m
	<b>\$</b>	<b>21.707m</b>

\* Does not include Fire Services Levy

### 6.3 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 1 July 2015. For the quarter to 31 December 2016, 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 31 December 2016

Type/Function	Authority Limit	Delegation	at 31 Dec		Year to Date		Approved Value	Denied Value	Comments
			Number	Value	Number Applications	Application Value			
Special Payment Arrangements	All Arrangements	Revenue Service Unit	777						
Escalation of Accounts to Debt Collection	All outstanding accounts	Revenue Services Co-ordinator	123						
Value of Penalty Interest Calculated Year to Date	All calculations	Revenue Services Co-ordinator		\$0.00					
Waiver of Interest and Costs	Up to \$500	Revenue Services Co-ordinator			6	\$852.05	\$852.05	\$0.00	
Waiver of Interest and Costs	>\$500 and <\$1,000	Finance Manager			0	\$0.00	\$0.00	\$0.00	
Waiver of Interest and Costs	>\$1,000	General Manager - Infrastructure Services			0	\$0.00	\$0.00	\$0.00	
Waiver of Rates and Charges	All applications	Council via resolution (Closed Session)			1	\$402.85	\$402.85		
Application for Financial Hardship	Reviewed	Council via resolution (Closed Session)			0	\$0.00	\$0.00		
Application for Financial Hardship	Being reviewed by CAFS	Council via resolution (Closed Session)			1	\$5,820.20	\$5,820.20		
Appeal of Decision	All appeals	Council via resolution (Closed Session)			NIL				
Sale of Property for Unpaid Rates	All sales	Council via resolution (Closed Session)			8		\$153,401.80		Progressing
Sale of Property for Unpaid Rates	All sales	Council via resolution (Closed Session)			9		\$56,372.22		Sold and settled
Applications for partial Waiver - Cultural and Recreational Land	50% General Rate	Revenue Service Co-ordinator/Finance Manager			6		\$10,356.71		
<b>Other General Revenue Statistics</b>			<b>Summary of Outstanding Rates</b>						
Function	Year To Date	Rate Category	Current	1 Year	2 Years	3 Years	Over 3 Years	Total	
Percentage of Rates Collected	37.20%	General	13,873,562.27	882,133.54	438,291.32	228,008.17	326,152.77	15,748,148.07	
Land Information Certificates	676	Residential Retirement	95,826.20	1,014.10	0.00	0.00	0.00	96,840.30	
Value of Supplementary Rates Levied	\$240,125	Commercial/Industrial	1,524,195.53	46,106.30	13,615.87	9,870.02	10,148.28	1,603,936.00	
		Vacant Land Commercial/Industrial	98,902.88	9,014.05	667.60	0.00	0.00	108,584.53	
<b>Objections Lodged (Closing Date 04 November 2016)</b>									
		Extractive Industry	142,625.05	0.00	0.00	0.00	0.00	142,625.05	
Under Review	13								
Recommendation Notices	40	Farm	2,881,018.91	51,101.38	18,047.85	11,394.59	29,436.86	2,990,999.59	
Disallowance Notices	11								
<b>Total Objections</b>	<b>64</b>								
		Vacant Land General	643,682.43	54,247.59	24,693.76	12,577.62	49,608.85	784,810.25	
		Vacant Land FZ or RCZ	632,383.57	32,346.57	9,504.38	7,177.93	57,173.07	738,585.52	
		Vacant Land GRZ	961,629.26	40,603.94	20,808.02	12,433.24	14,413.35	1,049,887.81	
<b>Pension Rebates</b>									
Total Pensioners as at end of last quarter	2,464								
Changes	67	Non Rateable FSPL Leviable and Garbage Only	84,109.17	3,649.56	1,233.85	447.50	0.00	89,440.08	
Closing Balance	2,531								
		<b>Grand Total Rates Outstanding</b>	<b>20,937,935.27</b>	<b>1,120,217.03</b>	<b>526,862.65</b>	<b>281,909.07</b>	<b>486,933.18</b>	<b>23,353,857.20</b>	
<b>Sundry Debtor Overview</b>			<b>Penalty Infringement Overview</b>						
Sundry Debtors	Balance	% Outstanding	Infringement Status @ December Audit	# Infringements	\$ Infringements				
Current	216,707.07	29.3%	Too old to escalate						
30 Days	186,486.69	25.2%	Infringement Court	851	196,464.37				
60 Days	58,579.69	7.9%	Infringement Court - Expired - Write Off	18	4,131.36				
90 Days	15,661.44	2.1%	MSC Hold	4	773.50				
120+ Days	263,125.55	35.5%	Infringements Requiring Write Off						
			MSC Arrangements	5	757.10				
<b>Total Outstanding</b>	<b>740,560.44</b>	<b>100.0%</b>	MSC Arrangement Not Maintained - To escalate						
			MSC Objection						
			Within payment timeframes	105	16,745				
			Referred to Magistrates Court	38	25,125				
			<b>Grand Total of Infringement Trial Balance</b>	<b>1,021</b>	<b>243,996.78</b>				

## 7 Financial Statements as at 31 December 2016

### Income Statement

	Last Year \$'000	Year to Date				Annual			
		Amended \$'000	Actual \$'000	Variance \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
<b>Income</b>									
Rates and charges	29,331	30,883	30,918	35	0%	31,043	30,994	(49)	0%
Statutory fees and fines	552	393	303	(90)	-23%	642	738	96	15%
User fees	1,814	794	818	24	3%	1,951	1,972	21	1%
Grants - operating	6,518	4,979	4,924	(55)	-1%	9,417	9,732	315	3%
Grants - capital	4,699	3,641	3,964	323	9%	9,075	9,262	187	2%
Contributions - monetary	1,254	50	38	(12)	-24%	100	75	(25)	-25%
Contributions - non-monetary assets	5,481	0	0	0	0%	4,635	4,635	0	0%
Other income	2,181	703	696	(7)	-1%	1,465	3,043	1,578	108%
Interest received	431	88	75	(13)	-15%	374	386	12	3%
<b>Total Income</b>	<b>52,261</b>	<b>41,531</b>	<b>41,736</b>	<b>205</b>	<b>0%</b>	<b>58,702</b>	<b>60,837</b>	<b>2,135</b>	<b>4%</b>
<b>Expenses</b>									
Employee costs	17,729	8,884	8,853	31	0%	18,540	18,365	175	1%
Materials and services	15,854	7,554	7,117	437	6%	15,802	17,866	(2,064)	-13%
Depreciation	7,398	4,980	4,980	0	0%	9,961	9,961	0	0%
Finance costs	724	425	410	15	4%	906	845	61	7%
Other expenses	1,049	352	260	92	26%	770	773	(3)	0%
Net gain (loss) on disposal of property, infrastructure, plant and equipment	1,682	(182)	(177)	(5)	3%	1,387	1,387	0	0%
<b>Total Expenses</b>	<b>44,436</b>	<b>22,013</b>	<b>21,443</b>	<b>570</b>	<b>3%</b>	<b>47,366</b>	<b>49,198</b>	<b>(1,832)</b>	<b>-4%</b>
<b>Surplus (deficit) for the year</b>	<b>7,825</b>	<b>19,518</b>	<b>20,293</b>	<b>775</b>	<b>4%</b>	<b>11,336</b>	<b>11,639</b>	<b>303</b>	<b>3%</b>

## Balance Sheet

	Last Year \$'000	Last Year \$'000	Year to Date			Annual			
			Current \$'000	Change \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
<b>Assets</b>									
<b>Current Assets</b>									
Cash assets	12,452	8,290	6,285	(2,005)	-24%	6,697	6,765	68	1%
Receivables	4,978	21,359	22,908	1,549	7%	5,035	5,035	0	0%
Non-current assets classified as held for sale	991	991	991	0	0%	991	991	0	0%
Other assets	1,433	22	158	136	618%	1,433	1,301	(132)	-9%
<b>Total current assets</b>	<b>19,854</b>	<b>30,662</b>	<b>30,340</b>	<b>(322)</b>	<b>-1%</b>	<b>14,156</b>	<b>14,092</b>	<b>(64)</b>	<b>0%</b>
<b>Non-current assets</b>									
Receivables	126	126	132	6	5%	126	117	(9)	-7%
Other non-current assets	0	0	0	0	0%	0	0	0	0%
Property, infrastructure, plant and equipment	463,135	437,468	468,993	31,525	7%	482,139	482,375	236	0%
<b>Total non-current assets</b>	<b>463,261</b>	<b>437,594</b>	<b>469,124</b>	<b>31,530</b>	<b>7%</b>	<b>482,265</b>	<b>482,492</b>	<b>227</b>	<b>0%</b>
<b>Total Assets</b>	<b>483,115</b>	<b>468,256</b>	<b>499,465</b>	<b>31,209</b>	<b>7%</b>	<b>496,422</b>	<b>496,584</b>	<b>162</b>	<b>0%</b>
<b>Liabilities</b>									
<b>Current liabilities</b>									
Payables	3,795	559	1,210	651	117%	4,083	3,967	(116)	-3%
Trust funds	781	908	743	(165)	-18%	534	534	0	0%
Provisions	4,164	3,905	4,204	299	8%	4,164	4,078	(86)	-2%
Interest-bearing liabilities	1,431	746	728	(18)	-2%	1,364	1,364	0	0%
<b>Total current liabilities</b>	<b>10,171</b>	<b>6,118</b>	<b>6,885</b>	<b>767</b>	<b>13%</b>	<b>10,145</b>	<b>9,943</b>	<b>(202)</b>	<b>-2%</b>
<b>Non-current liabilities</b>									
Provisions	909	855	432	(423)	-49%	1,480	1,541	61	4%
Interest-bearing liabilities	13,611	10,567	13,611	3,044	29%	15,037	15,037	0	0%
<b>Total non-current liabilities</b>	<b>14,520</b>	<b>11,422</b>	<b>14,043</b>	<b>2,621</b>	<b>23%</b>	<b>16,517</b>	<b>16,578</b>	<b>61</b>	<b>0%</b>
<b>Total Liabilities</b>	<b>24,692</b>	<b>17,540</b>	<b>20,928</b>	<b>3,388</b>	<b>19%</b>	<b>26,662</b>	<b>26,521</b>	<b>(141)</b>	<b>-1%</b>
<b>Net Assets</b>	<b>458,423</b>	<b>450,715</b>	<b>478,536</b>	<b>27,821</b>	<b>6%</b>	<b>469,759</b>	<b>470,063</b>	<b>303</b>	<b>0%</b>
<b>Represented by:</b>									
Accumulated surplus	138,035	147,434	158,328	10,894	7%	149,371	149,674	303	0%
Asset revaluation reserve	314,680	298,973	314,680	15,707	5%	314,680	314,680	0	0%
Statutory and other reserves	5,708	4,307	5,527	1,220	28%	5,708	5,708	0	0%
<b>Total Equity</b>	<b>458,423</b>	<b>450,715</b>	<b>478,536</b>	<b>27,821</b>	<b>6%</b>	<b>469,759</b>	<b>470,063</b>	<b>303</b>	<b>0%</b>



## Cash Flow Statement

	Last Year \$'000	Year to Date				Annual			
		Amended \$'000	Actual \$'000	Variance \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
<b>Cash flows from operating activities</b>									
<b>Receipts</b>									
Rates and charges	29,209	12,014	12,020	6	0%	31,207	31,158	(49)	0%
Operating grants	6,518	4,979	6,108	1,129	23%	9,417	9,732	315	3%
Capital grants and contributions	4,699	3,641	3,964	323	9%	9,075	9,262	187	2%
User fees and charges	1,546	794	818	24	3%	1,951	1,972	21	1%
Statutory fees and charges	448	393	303	(90)	-23%	642	738	96	15%
Other revenue	4,173	753	1,734	981	130%	1,565	3,118	1,553	99%
Interest received	431	88	175	87	99%	374	386	12	3%
Net GST refund/payment	2,555	0	0	0	0%	0	0	0	0%
	<b>49,579</b>	<b>22,661</b>	<b>25,123</b>	<b>2,462</b>	<b>11%</b>	<b>54,231</b>	<b>56,366</b>	<b>2,135</b>	<b>4%</b>
<b>Payments</b>									
Employee costs	(17,394)	(9,474)	(9,290)	184	-2%	(17,969)	(17,795)	174	-1%
Materials and consumables	(19,774)	(9,044)	(8,560)	484	-5%	(15,982)	(18,046)	(2,064)	13%
Other expenses	(1,177)	(352)	(260)	92	-26%	(770)	(773)	(3)	0%
	<b>(38,346)</b>	<b>(18,870)</b>	<b>(18,110)</b>	<b>760</b>	<b>-4%</b>	<b>(34,721)</b>	<b>(36,614)</b>	<b>(1,893)</b>	<b>5%</b>
<b>Net cash provided by (used in) operating activities</b>	<b>11,233</b>	<b>3,791</b>	<b>7,013</b>	<b>3,222</b>	<b>85%</b>	<b>19,510</b>	<b>19,752</b>	<b>242</b>	<b>1%</b>
<b>Cash flows from investing activities</b>									
Proceeds from sale of property, plant and equipment, infrastructure	364	182	177	(5)	-3%	1,354	1,354	0	0%
Payments for property, plant and equipment, infrastructure	(13,606)	(12,097)	(12,064)	33	0%	(27,071)	(27,307)	(236)	1%
<b>Net cash provided by (used in) investing activities</b>	<b>(13,242)</b>	<b>(11,915)</b>	<b>(11,887)</b>	<b>28</b>	<b>0%</b>	<b>(25,717)</b>	<b>(25,953)</b>	<b>(236)</b>	<b>1%</b>
<b>Cash flows from financing activities</b>									
Borrowing costs	(724)	(425)	(410)	15	-4%	(906)	(845)	61	-7%
Proceeds from interest bearing liabilities	4,476	0	0	0	0%	2,790	2,790	0	0%
Repayment of interest bearing liabilities	(1,464)	(701)	(704)	(3)	0%	(1,431)	(1,431)	0	0%
<b>Net cash provided by (used in) financing activities</b>	<b>2,287</b>	<b>(1,125)</b>	<b>(1,113)</b>	<b>12</b>	<b>-1%</b>	<b>452</b>	<b>514</b>	<b>62</b>	<b>14%</b>
Net increase (decrease) in cash and cash equivalents	279	(9,250)	(5,987)	3,263	-35%	(5,755)	(5,687)	68	-1%
Cash and cash equivalents at the beginning of the financial year	12,173	12,452	12,452	0	0%	12,452	12,452	0	0%
<b>Cash and cash equivalents at the end of the financial year</b>	<b>12,452</b>	<b>3,203</b>	<b>6,465</b>	<b>3,262</b>	<b>102%</b>	<b>6,697</b>	<b>6,765</b>	<b>68</b>	<b>1%</b>

## Capital Works Statement

	Last Year \$'000	Amended \$'000	Year to Date			Annual			
			Actual \$'000	Variance \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
<b>Property</b>									
Land	50	0	0	0	0%	0	0	0	0%
Buildings	2,084	3,021	3,586	(565)	-19%	4,153	4,484	(331)	-8%
<b>Total Property</b>	<b>2,134</b>	<b>3,021</b>	<b>3,586</b>	<b>(565)</b>	<b>-19%</b>	<b>4,153</b>	<b>4,484</b>	<b>(331)</b>	<b>-8%</b>
<b>Plant and equipment</b>									
Plant, machinery and equipment	1,382	230	184	46	20%	1,688	1,688	0	0%
Computers and telecommunications	12	0	0	0	0%	0	0	0	0%
Library books	100	0	0	0	0%	99	99	0	0%
<b>Total plant and equipment</b>	<b>1,494</b>	<b>230</b>	<b>184</b>	<b>46</b>	<b>20%</b>	<b>1,787</b>	<b>1,787</b>	<b>0</b>	<b>0%</b>
<b>Infrastructure</b>									
Roads	7,674	7,053	6,768	285	4%	17,024	17,024	0	0%
Bridges	809	50	63	(13)	-26%	884	884	0	0%
Footpaths and cycleways	826	93	58	35	38%	623	623	0	0%
Drainage	144	0	0	0	0%	0	0	0	0%
Recreational, leisure and community facilities	280	296	153	143	48%	2,268	2,173	95	4%
Parks, open space and streetscapes	4	27	19	8	30%	165	165	0	0%
Other infrastructure	242	26	8	18	68%	167	167	0	0%
<b>Total infrastructure</b>	<b>9,978</b>	<b>7,545</b>	<b>7,068</b>	<b>477</b>	<b>6%</b>	<b>21,131</b>	<b>21,036</b>	<b>95</b>	<b>0%</b>
<b>Total capital works expenditure</b>	<b>13,606</b>	<b>10,797</b>	<b>10,838</b>	<b>(41)</b>	<b>0%</b>	<b>27,071</b>	<b>27,307</b>	<b>(236)</b>	<b>-1%</b>
<b>Represented by:</b>									
New	2,271	4,523	4,544	(21)	0%	11,542	11,539	3	0%
Renewal	8,781	3,274	2,731	543	17%	10,978	10,978	0	0%
Expansion	0	0	0	0	0%	0	0	0	0%
Upgrade	2,554	2,999	3,562	(563)	-19%	4,552	4,790	(238)	-5%
<b>Total Capital Works</b>	<b>13,606</b>	<b>10,797</b>	<b>10,838</b>	<b>(41)</b>	<b>0%</b>	<b>27,071</b>	<b>27,307</b>	<b>(236)</b>	<b>-1%</b>

### 10.4.3 Request for Maintenance; O'Loughlin Road Reserve, Grenville

#### Introduction

Author: John Miller  
General Manager: Phil Jeffrey

Council has received correspondence on several occasions, from a resident of Grenville in relation to the maintenance of O'Loughlin Road. The resident has raised concerns about the current condition of the road surface, the ability for emergency services to find and access his property in an emergency, and increased risk during fires for them to be able to safely evacuate.

A report was presented to the Place Making Advisory Committee meeting on Wednesday 14 December 2016, where the following was resolved:

*That the Place Making Advisory Committee:*

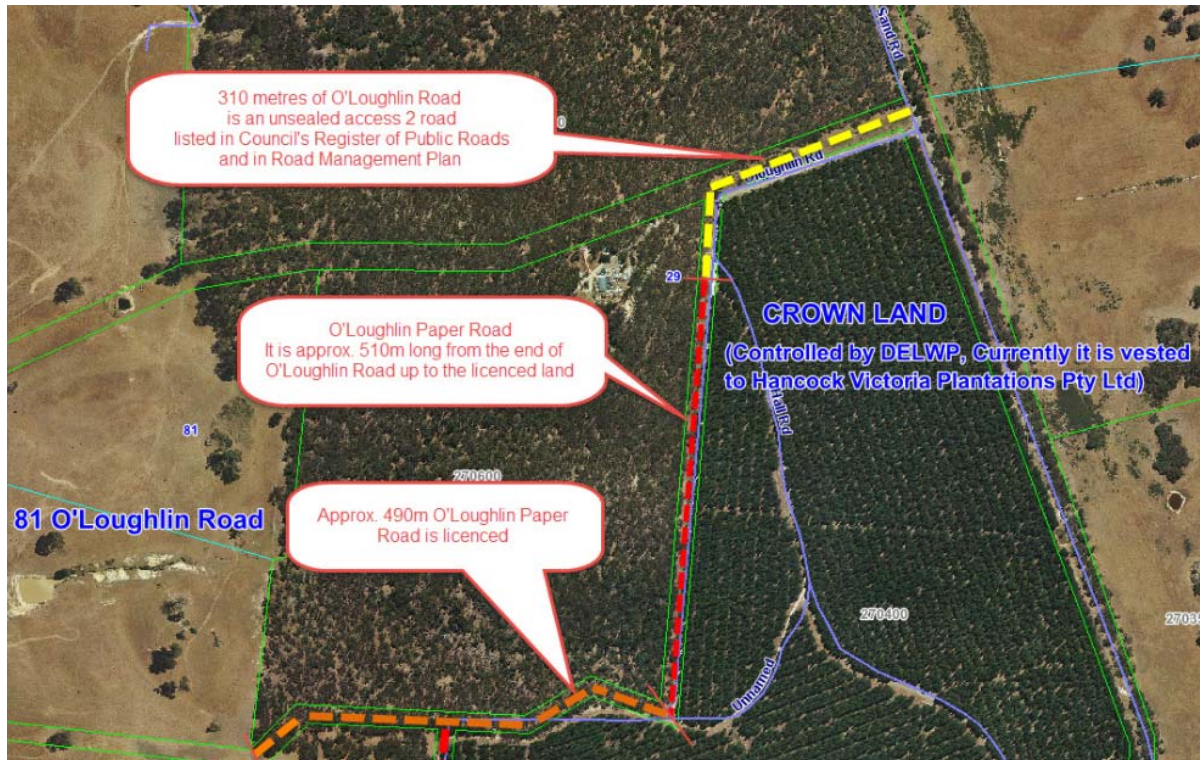
1. *Receives that report in relation to O'Loughlin Road, Grenville.*
2. *Requests that the report be presented to Council endorsing the following recommendation:*
  - a. *That O'Loughlin Road, beyond the 310 metres currently included in the Road Management Plan, not be added to the Register of Public Roads until upgrades are undertaken in accordance with Council standards.*
  - b. *If property owner(s) in O'Loughlin 'paper road' wish to pursue the construction of the road to a standard acceptable to Council, at the cost of the benefitting property owners, Council would subsequently assume ownership and maintenance responsibility for that additional section of road.*
  - c. *Requests officers to write to property owners along O'Loughlin Road, gauging support or otherwise for a Special Charge Scheme.*
  - d. *Acknowledge that the public and property owners are legally permitted to use this road reserve (ie. O'Loughlin 'paper road') to access property.*
3. *Requests officers prepare a policy on the development or maintenance of unused government ('paper') roads.*

#### Background

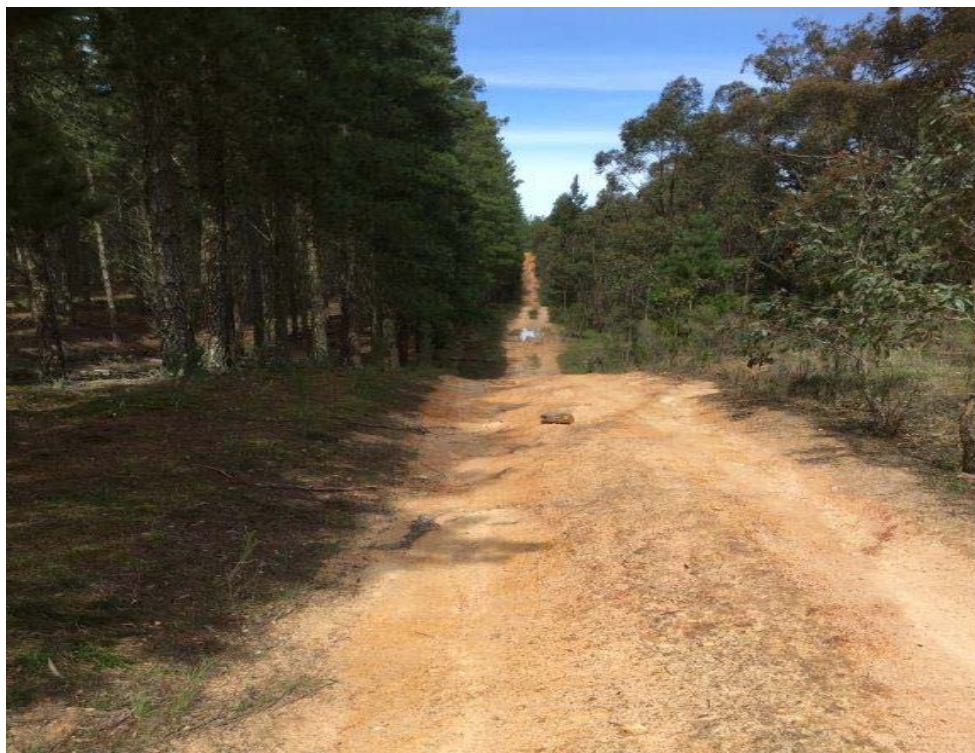
In accordance with Council's Road Management Plan (RMP) and register of public roads, O'Loughlin Road commences at the intersection of Sand Road and terminates after 310 metres. The remainder of the O'Loughlin Road reserve extends from the end of the road section (310 metres) to the beginning of 81 O'Loughlin Road and is not listed on Council's register of public roads.

This section is approximately 1,000 metres long and it is classified as a 'public highway' as defined in Road Management Act 2004 (Vic). Any person is legally permitted to use the road reserve, and this is often referred to as a 'paper road'. Approximately 490 metres of the O'Loughlin Road reserve (paper road) has an agricultural licence in favour of the owner of property 81

O'Loughlin Road. The licence commenced on 1 October 1994 for a period of 99 years. The remaining 510 metres is a 'paper road', of which there are a number throughout the Shire.



The images below show the current condition of the paper road section.



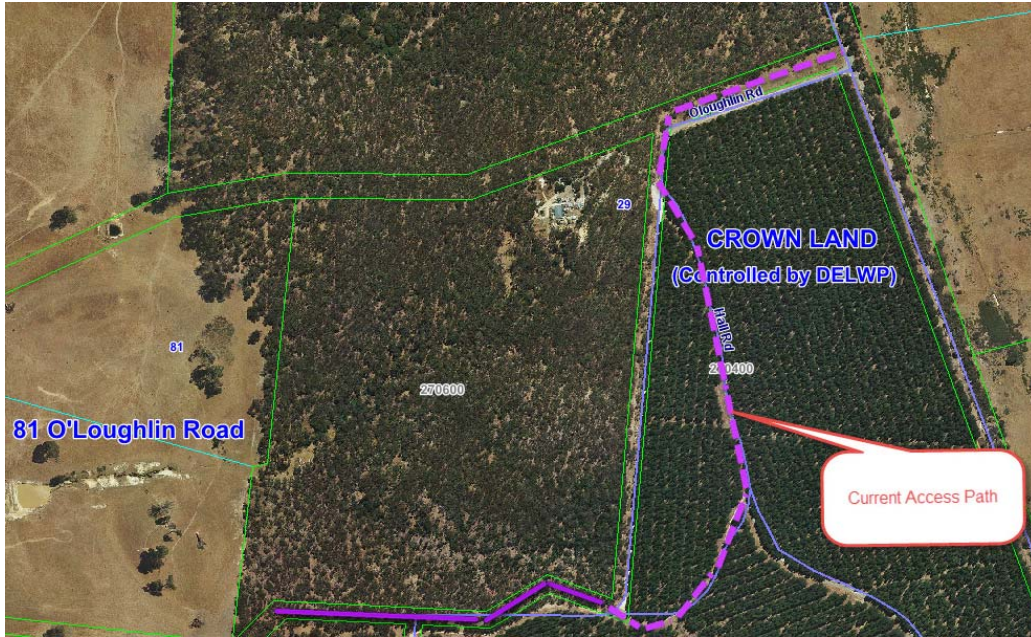


A planning permit was issued for a dwelling and ancillary outbuilding (garage) in 2013. The permit was granted on 22 November 2013 with no conditions to upgrade the, approximately 510m, section of the 'paper road' to a minimum standard required to access the property.

The dwelling is currently occupied and a business run from the property. The owner has raised following issues:

1. The ability of emergency services to accurately find and attend an emergency at this property should the need arise.
2. The ability to clearly explain to people how to access the property even in a non-emergency situation.
3. The area is in a bush fire zone. In the event of bush fire, it would be hard to evacuate from a 'paper road'.
4. During heavy rain the condition of the road would be inaccessible.

Currently the owners of 81 O'Loughlin Road are using a Hall Road, which is a private road inside private property. The Department of Environment, Land, Water and Planning (DEWLP) has vested this land to Hancock Victorian Plantations Pty Ltd and as such should be considered as private land and as such 'Hall Road' is a private road and technically should not be used by the general public.



Notwithstanding the above, Council is not obliged to assume responsibility for any 'paper road' until it has made a decision under the Road Management Act 2004, that the road is reasonably required for general public use. Council's RMP sets the criteria for when a road will be deemed required for general public use and subsequently added to its register of public roads and managed accordingly.

In this case, even with the construction of a dwelling, the criteria under the RMP is not met and typically would not be considered for addition to the road register.

**Proposal**

Given the above information, an assessment has been undertaken determining that the road does not meet the minimum requirement for Council to consider adding this section of Road to its Road Register.

An alternative option may be that the property owner/s may choose to construct this section of road to a standard acceptable to Council, at the cost of the benefitting property owners and Council would subsequently assume ownership and maintenance responsibility for that section of additional road. A special charge scheme could be implemented to construct the road with contributions from land owners.

The property owners may also choose to upgrade the section of road to a standard lower than Council would accept (akin to a driveway) to access their property at their cost and Council will continue to maintain the first 300 metres of O'Loughlin Road.

### **Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Enhanced infrastructure and natural and built environment
<b>Objective</b>	Ensure current and future infrastructure meets the needs of the community
<b>Strategy</b>	Provision of effective and safe transport networks

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

### **Financial Implications**

There are no financial implications associated with the recommendation within this report.

However, if Council resolved to construct the road to the entrance of 81 O'Loughlin Road, the upgrade would cost approximately \$40,000 depending on the extent of drainage works.

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

There are no Occupational Health & Safety issues associated with the recommendation within this report.

### **Communications and Consultation Strategy**

The property owner will be notified of the outcome following a formal resolution of 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 – John Miller*

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

*Author – Phil Jeffrey*

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

### **Conclusion**

Correspondence has been received requesting that Council construct and maintain the 'paper road' section of O'Loughlin Road (approximately 510m). This request has been assessed against the criteria contained within Council's RMP and does not meet the minimum requirement for Council to consider adding this section of Road to its Road Register.

### **Recommendation:**

#### **That Council:**

1. **Notes that O'Loughlin Road, beyond the 310 metres currently in the Road Management Plan not be added to the Register of Public Roads until upgrades are undertaken in accordance with Council standards.**
2. **Confirms that if property owner(s) in O'Loughlin 'paper road' wish to pursue the construction of the road to a standard acceptable to Council, at the cost of the benefitting property owners, Council would subsequently assume ownership and maintenance responsibility for that additional section of road.**
3. **Requests officers to write to property owners along O'Loughlin Road gauging support or otherwise to a special charge scheme.**
4. **Acknowledges that the public and property owners are legally permitted to use this road reserve (i.e. O'Loughlin 'Paper Road') to access property.**
5. **Requests that officers prepare a policy on the development or maintenance of unused government ('paper') roads.**

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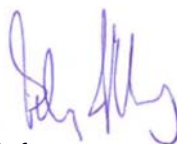
### **Report Authorisation**

#### **Authorised by:**

**Name:** Phil Jeffrey

**Title:** General Manager Infrastructure

**Date:** Tuesday, 24 January 2017





## 10.4.4 Capital Improvement Program Quarterly Report – December 2016

### 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 2016/2017 Capital Improvement Program to 31 December 2016.

### Implementation of the 2016/2017 Capital Improvement Program

The 2016/2017 Capital Improvement Program currently consists of 69 projects, of which there are 10 projects which will be delivered by others and 4 of are inactive and cannot commence. Therefore the table below reports on the 55 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 2015/2016 program
- 2016/2017 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 31 December 2016:

CIP Program Delivery Stage	Actual as of 31 December 2016	
	No. of Projects	%
Not Commenced (inactive)	4	-
Projects delivered by others	10	-
Not Commenced	1	1.8
Documentation/Design Preparation	7	12.7
Tender/Quote Stage	7	12.7
Project Awarded – Waiting Commencement	10	18.2
In Progress/Under Construction	14	25.5
Complete	16	29.1
<b>TOTAL</b>	<b>55</b>	<b>100.0</b>

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 with over 70% of the program has projects either complete, under construction or awarded and awaiting commencement.

#### Project Updates

##### *Grant Announcements*

Council has been advised in recent months of successful funding applications for Bacchus Marsh BMX Club (\$100,000), Bacchus Marsh Racecourse Recreation Reserve Cricket Upgrade (\$100,000), Masons Lane Lighting Project (\$100,000) and Clarendon Recreation Reserve (\$300,000).

##### *Darley Civic and Community Hub precinct*

Works at the Darley Civic and Community Hub precinct are now complete and included the construction of the Early Years Hub, Sporting Pavilion and Office Lift replacement. The total project budget was \$5,208,500, with the final result of an overall over expenditure of \$199,000 (representing 4% of the overall construction budget). Taking into consideration the unsuccessful grant application of \$100,000, over expenditure would have been \$99,000, representing an overall 2% overspend).

The Early Years Hub is now fully operational with important family services such as kindergarten programs, health care and occasional care now running.

***Maddingley Park Pavilion***

The Maddingley Park Pavilion project involves the construction of an outdoor pavilion area adjacent to the existing social space which also includes an alfresco area, an outdoor bar, male and female amenities and a storage room. The budget breakdown for this project is:

16/17 CIP Council contribution	\$56,000
Community contribution	\$60,000
<b>Total project budget</b>	<b>\$116,000</b>

The Maddingley Park Committee of Management (CoM) is delivering the project. The CoM has received quotations in excess of the available construction budget of \$116,000 and has written to Council requesting approval to reduce the scope to the delivery of an alfresco area. The other original items such as the storage room, outdoor bar and amenities would need to be a possible future project.

Officers have written to the CoM and requested a fully scoped proposal including concept plans that they can deliver for the budget of \$116,000. This will be assessed and subject to future consideration by Council.

**Policy Implications**

The 2013-2017 Council Plan provides as follows:

<b>Key Result Area</b>	Enhanced Natural and Built Environment
<b>Objective</b>	Ensure current and future infrastructure meets the needs of the community.
<b>Strategy</b>	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                        | Quarterly   |
| ▪ 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 second quarter of the 2016/2017 period for the information of Councillors.

## Recommendation:

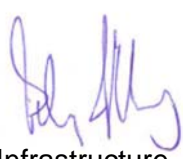
**That Council receives the Capital Improvement Program quarterly report to 31 December 2016.**

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## Report Authorisation

### Authorised by:

**Name:** Phil Jeffrey  
**Title:** General Manager Infrastructure  
**Date:** Tuesday 24 January 2017



# Attachment - Item 10.4.4



2016/17  
Capital Improvement Program  
Quarterly Report  
December 2016

**BUDGET LEGEND**

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

# SEALED ROADS PROGRAM

## Halletts Way/O'Leary Way, Darley - Construction

From Stonehill Estate to existing Halletts Way

Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of Southern Extension	11/04/2016	28/04/2016	70	\$9,129,428	

Project has been awarded to Winslow Constructors Pty Ltd. Construction is currently underway and is scheduled for completion in April 2017.

## Egerton-Ballark Road, Bungal – Road Rehabilitation

Ch 6.07 – 7.90km  
South of Magnus Lane

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	16/01/2017	10/03/2017	0	\$450,000	

Project will be carried out by the Operations Department and is scheduled to commence in January 2017.

## Ballan-Meredith Road, Mount Wallace – Road Rehabilitation

Ch 21.4 – 23.24km  
From Egerton-Bungeeltap Road to  
Bungeeltap South Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	21/11/2016	24/02/2016	15	\$515,000	

Project was awarded to Bitu-Mill (Civil) Pty Ltd. Works commenced on site in November 2016 and are scheduled for completion in February 2017.

## Dunnstown-Yendon Road, Dunnstown – Road Rehabilitation

Ch 0.12 – 1.304km  
South of Dunnstown Yendon Road /  
Old Melbourne Road Roundabout

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	02/11/2016	9/12/2016	100	\$380,000	

Project was awarded to Bitu-Mill (Civil) Pty Ltd and completed in December 2016.

## Navigators Road, Navigators – Road Rehabilitation

Ch 1.72 – 2.55km  
North of Mullanes Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	5/12/2016	27/01/2017	40	\$265,000	

Project was awarded to Bitu-Mill (Civil) Pty Ltd. Works commenced on site in December 2016 and are scheduled for completion in January 2017.

## Bacchus Marsh-Balliang Road, Balliang - Road Rehabilitation

Ch 18.81 – 20.84km  
From Davis Lane to Footes Lane

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	12/12/2016	10/02/2017	20	\$649,600	

Project was awarded to Downer EDI Works Pty Ltd. Works commenced on site in December 2016 and are scheduled for completion in February 2017.

## Butter Factory Road, Wallace - Road Rehabilitation

Ch 0.79 – 1.46km  
West of Moorabool River West Branch

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	06/02/2017	28/04/2017	0	\$230,000	

Project has been awarded to Fulton Hogan Industries Pty Ltd, with commencement anticipated in February 2017 and scheduled for completion in April 2017.

## Lesters Road, Bungaree - Road Widening

Ch 1.13 – 2.43km  
South of Railway Line to Old Melbourne Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Widening	07/11/2016	23/12/2016	100	\$180,200	

Project was carried out by the Operations Department and was completed in December 2016. Minor rectification works are to be undertaken in January 2017.

Berry Street – Old Ballanee Road to Spencer Road  
Spencer Road – Berry Street to Densley Street

### Berry Street/Spencer Road, Ballan – Road Widening

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Widening – Construction	20/02/2017	14/04/2017	0	\$395,400	

Tender evaluation is currently underway with commencement anticipated for February 2017.

### Cairns Drive, Darley - Road Rehabilitation

Ch 0.0 - 0.94km  
From Robertsons Road to Albert Street

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	16/01/2017	03/02/2017	0	\$605,000	

Project has been awarded to Bitu Mill Road Maintenance Pty Ltd, with commencement anticipated in January 2017 and scheduled for completion in February 2017.

### Maddison Circuit, Darley – Road Rehabilitation

Ch 0.54 – 0.58km  
North of Grey Street

Task	Start Date	End Date	% Complete	Budget	Budget Status
Rehabilitation Works	30/05/2016	01/08/2016	100	\$150,000	

Project was awarded to Enoch Civil Pty Ltd and works were completed in August 2016. There were a number of variations as a result of latent conditions that largely related to unsuitable material and the adopted treatment to reconstruct the road pavement. This resulted in an over expenditure of approximately \$65,000 from the original estimated cost. This over expenditure was absorbed in the 2015/16 CIP.

### Old Melbourne Road, Millbrook – Preplanning

Ch 15.55 – 19.00km  
From Boundary Road to McGuigans Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	05/09/2016	27/01/2017	80	\$40,000	

Project has been awarded to Tchrds Design Pty Ltd. Design works are currently in progress with completion anticipated for January 2017.

### Dunnstown-Yendon Road, Dunnstown - Preplanning

Ch 1.56 – 3.42km  
South of the Walsh's Quarry Entrance

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	05/09/2016	27/01/2017	80	\$33,000	

Project has been awarded to Tchrds Design Pty Ltd. Design works are currently in progress with completion anticipated for January 2017.

### Carween Lane, Ballan – Preplanning

Ch 0.00 – 0.64km  
West of Ballanee Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	05/09/2016	20/01/2017	80	\$33,000	

Project has been awarded to Driscoll Engineering Services Pty Ltd. Design works are currently in progress with completion anticipated for January 2017.

### Halletts Way, Darley – Preplanning

Western Freeway Overpass

Task	Start Date	End Date	% Complete	Budget	Budget Status
Preplanning of council infrastructure to compliment new ramps at the Western Freeway overpass	01/07/2016	31/12/2016	0	\$33,000	

This project will be delivered alongside the VicRoads preplanning project.

### Sutherland Street, Bacchus Marsh – Asphalt Overlay

Ch 0.00 – 0.12km  
From Gisborne Road to End

Task	Start Date	End Date	% Complete	Budget	Budget Status
Asphalt overlay	21/11/2016	25/11/2016	100	\$18,000	

Project was awarded to Bitu-Mill Road Maintenance Pty Ltd and completed in November 2016.

### Bacchus Marsh Balliang Road / Glenmore Road Roundabout Construction, Rowsley – Blackspot

Intersection of Glenmore Road and Bacchus Marsh-Balliang Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
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New Roundabout Construction	23/05/2016	02/09/2016	100	\$1,234,080	
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Project was awarded to Bitu-Mill (Civil) Pty Ltd and completed in September 2016.

### Station Street, Bacchus Marsh – Road Widening

From Grant Street to Bond Street

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Widening – Construction	03/01/2017	10/03/2017	0	\$462,500	

Project has been awarded to Rustel Pty Ltd, with commencement anticipated in January 2017 and scheduled for completion in February 2017.

## RESEAL PROGRAM

### Reseal Contract

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Reseal works on various roads	07/11/2016	16/12/2016	100	\$559,048	

Project was awarded to Primal Surfacing Pty Ltd and completed in December 2016.

### Final Seals

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Final Sealing of various roads	07/11/2016	16/12/2016	100	\$139,762	

Project was awarded to Primal Surfacing Pty Ltd and completed in December 2016.

## SHOULDER RESHEETING PROGRAM

### Shoulder Resheeting Program

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Resheeting of road shoulders throughout the Shire	14/11/2016	14/04/2017	20	\$142,000	


Project will be carried out by the Operations Department and is scheduled to commence in November 2016. The program consists of 5 roads covering 7.1km of the sealed road network.

- Ballanee Road, Ballan Not commenced
- Glenmore Road, Mount Wallace Not commenced
- Mount Blackwood Road, Myrniong Not commenced
- Mount Wallace-Ballark Road, Mount Wallace Not commenced
- Spargo Creek Road, Bolwarrah Complete

## UNSEALED ROADS PROGRAM

### Gravel Road Resheeting Program

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Resheeting of gravel roads through the Shire	05/09/2016	14/04/2017	30	\$1,004,750	

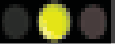
Project will be carried out by the Operations Department and commenced in September 2016. The program consists of 23 roads covering 21.3km of the unsealed road network.

▪ Reids Road, Balliang	Complete
▪ Beremboke Road, Beremboke	Not commenced
▪ Bates Road, Blackwood	Not commenced
▪ Handley Street, Blackwood	Not commenced
▪ Hills Road, Blackwood	Not commenced
▪ Matheson Lane, Blackwood	Not commenced
▪ Skinners Road, Blackwood	Not commenced
▪ Ratcliffe Lane, Buninyong	Not commenced
▪ Scarffs Road North, Buninyong	Not commenced
▪ Brougham Street, Gordon	Not commenced
▪ Ingliston-Settlement Road, Ingliston	Complete
▪ Back Settlement Road, Korweinguboora	Not commenced
▪ Horgan Track, Korweinguboora	Not commenced
▪ Slaters Road, Mollongghip	Not commenced
▪ Elaine-Egerton Road, Morrisons	Complete
▪ Church Street, Mount Egerton	Complete
▪ Trounces Lane, Mount Egerton	Complete
▪ McCarthys Road, Navigators	Not commenced
▪ Whelans Lane, Parwan	Complete
▪ Whelans Road, Parwan	Complete
▪ Bowmans Lane, Pentland Hills	Not commenced
▪ Pope Street, Yendon	Not commenced
▪ Triggs Road, Yendon	Not commenced

## BRIDGES AND CULVERTS PROGRAM

### Bridge Deck Overlays – Preplanning

Various Locations


Task	Start Date	End Date	% Complete	Budget	Budget Status
Design of deck overlays and structural elements on five of Council's bridges	03/10/2016	27/01/2017	80	\$100,000	

Project has been awarded to TGM Group Pty Ltd. Design works are currently in progress with completion anticipated for January 2017.

- Ballan-Egerton Road, Mount Egerton
- Ballan-Meredith Road, Morrisons
- Egerton-Ballark Road, Bungal
- Glenmore Road, Glenmore
- Old Melbourne Road, Ballan

### Butter Factory Road, Wallace – Bridge Replacement


Over Moorabool River West Branch

Task	Start Date	End Date	% Complete	Budget	Budget Status
Replacement of 100 year old bridge	6/02/2017	28/04/2017	0	\$476,362	

Project has been awarded to Fulton Hogan Industries Pty Ltd, with commencement anticipated in February 2017 and scheduled for completion in April 2017.

### Beremboke Road, Beremboke – Bridge Replacement

North of Leveretts Lane

Task	Start Date	End Date	% Complete	Budget	Budget Status
Replacement of existing structure	06/02/2017	24/03/2017	0	\$307,650	

Project will be carried out by the Operations Department and is scheduled to commence in February 2017.

## PATHWAYS PROGRAM

### Inglis Street, Ballan – Streetscape Improvements

Stead Street to Fiskin Street

Task	Start Date	End Date	% Complete	Budget	Budget Status
Streetscape improvements	20/03/2017	14/04/2017	0	\$420,000	

The development of a masterplan is currently underway, with procurement of stage 1 works anticipated for December 2016. Construction is scheduled to commence in March 2017.

### Gell Street, Bacchus Marsh – Streetscape Improvements

Main Street to Car Park entrance (West side only)

Task	Start Date	End Date	% Complete	Budget	Budget Status
Streetscape improvements	23/01/2017	03/02/2017	0	\$45,000	

Project has been awarded to Rustel Pty Ltd with commencement anticipated for January 2017. These streetscape works are projected to go over budget due to service alteration costs.

### Martin Street, Blackwood – Asphalt Overlay to Footpath

Adjacent to the Blackwood Hotel

Task	Start Date	End Date	% Complete	Budget	Budget Status
Overlay of existing asphalt footpath	10/10/2016	18/11/2016	100	\$12,500	

Project was carried out by the Operations Department and was completed in November 2016. Over expenditure of 14% was due to bollards installed to provide further protection for pedestrian within the vicinity of the Blackwood Hotel.

### DDA Upgrade Program

Various locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Upgrade pedestrian crossings and footpaths to ensure DDA compliance	27/03/2017	24/04/2017	0	\$21,115	

Document preparation is currently underway with project commencement scheduled for March 2017.

### Jonathan Drive to Holts Lane, Darley – Shared path construction

Jonathan Drive to Holts Lane


Task	Start Date	End Date	% Complete	Budget	Budget Status
Shared path construction from Jonathon Drive to Holts Lane, Darley	06/03/2017	31/03/2017	0	\$70,000	

Quotation evaluation is currently underway with commencement anticipated for March 2017.

## KERB AND CHANNEL PROGRAM

### Sutherland Street, Bacchus Marsh – Kerb and Channel Replacement


Gisborne Road to End

Task	Start Date	End Date	% Complete	Budget	Budget Status
Kerb and Channel replacement	19/09/2016	21/10/2016	100	\$140,000	

Project was carried out by the Operations Department and was completed in October 2016.

### Inglis Street, Ballan – Kerb and Channel Replacement

Stead Street to Duncan Street

Task	Start Date	End Date	% Complete	Budget	Budget Status
Kerb and Channel replacement including formalisation of school crossing and angle parking	16/01/2017	24/02/2017	0	\$324,000	

Project has been awarded to Enoch Civil Pty Ltd, with commencement anticipated in January 2017 and scheduled for completion in February 2017.

## COMMUNITY LAND PROGRAM

### Maddingley Park - lighting of pathway

Task	Start Date	End Date	% Complete	Budget	Budget Status
Lighting improvements to Maddingley Park, Maddingley	06/02/2017	31/03/2017	0	\$138,000	

Quotation evaluation is currently underway with commencement anticipated for February 2017.

### Masons Lane Recreation Reserve, Shade Sail Installation

Task	Start Date	End Date	% Complete	Budget	Budget Status
New shade sails for Athletics	28/09/2016	28/10/2016	100	\$32,620	

Project was awarded to Shades That Sail Pty Ltd and completed in October 2016. Over expenditure of 24% was due to inclement weather which required further resurfacing works around the new structures.

### Parkside Avenue, Maddingley – Construction of New Playground

Task	Start Date	End Date	% Complete	Budget	Budget Status
Installation of new playground in Essence Estate	22/09/2016	07/10/2016	100	\$20,000	

Project was awarded to A Space Pty Ltd and completed in October 2016. In order to achieve an acceptable outcome for the community and meet minimum safety standards there was an over expenditure of 19%.

### Avenue of Honour, Bacchus Marsh – Walking Trail Feasibility

Task	Start Date	End Date	% Complete	Budget	Budget Status
Avenue of honour feasibility study for footpath works	21/11/2016	28/04/2017	0	\$35,000	

Documentation preparation is currently underway with project completion scheduled for April 2017.

### Bacchus Marsh Racecourse Recreation Reserve, Active Sports Precinct Design

Task	Start Date	End Date	% Complete	Budget	Budget Status
BMRRR - Active sports precinct	01/05/2017	30/06/2017	0	\$293,087	

Document preparation is currently underway, with design works anticipated to commence in May 2017.

### Masons Lane Recreation Reserve, pathway construction

Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of Granitic Sand Pathway	05/03/2017	17/03/2017	0	\$19,034	

Documentation preparation is currently underway with project commencement scheduled for March 2017.


### Dunnstown Recreation Reserve, Dunnstown

Task	Start Date	End Date	% Complete	Budget	Budget Status
Lighting upgrade to netball/tennis courts	03/11/2016	27/01/2017	50	\$77,478	

Project was awarded to Ben Clark Electrical Pty Ltd. Works commenced on site in November 2016 and are scheduled for completion in January 2017.


## COMMUNITY BUILDINGS PROGRAM

### Dunnstown Standpipe, Replacement of Tank Stand

Task	Start Date	End Date	% Complete	Budget	Budget Status
Replacement of steel tank stand	5/12/2016	23/12/2016	100	\$30,000	


Project was awarded to WBW Metal Fabrication Pty Ltd and completed in December 2016.

### Bacchus Marsh Swimming Pool, Plant Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status
Plant and machinery testing/replacement	01/03/2017	31/03/2017	0	\$94,920	


Documentation preparation is currently underway with the project scheduled to commence in March following the completion of the pool season.

### Ballan Swimming Pool, Plant Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status
Plant and machinery testing/replacement & replacement of main pool pump	01/03/2017	31/03/2017	0	\$96,120	


Documentation preparation is currently underway with the project scheduled to commence in March following the completion of the pool season.

### Wallace Recreation Reserve, Accessible Toilet

Task	Start Date	End Date	% Complete	Budget	Budget Status
Conversion of umpires room into accessible toilet	30/01/2017	24/02/2017	0	\$52,650	


Project has been awarded to DRAR Constructions Pty Ltd, with commencement anticipated in January 2017 and scheduled for completion in February 2017.

### Darley Hub Precinct, Sporting Pavilion Construction

Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of Sporting Pavilion	16/05/2016	02/12/2016	100	\$908,500	


Project was awarded to Macneil Group Pty Ltd and completed in December 2016.

### Darley Hub Precinct, Early Years Hub Construction

Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of Early Years Hub	01/02/2016	02/12/2016	100	\$2,307,288	

Project was awarded to Macneil Group Pty Ltd and completed in December 2016.


### Masons Lane Recreation Reserve, Western Pavilion design

Task	Start Date	End Date	% Complete	Budget	Budget Status
Detailed design of Western Pavilion	16/01/2017	28/04/2017	0	\$75,000	

Quotation evaluation is currently underway with design works schedule to commence in January 2017.


## CORPORATE BUILDINGS PROGRAM

### Ballan Depot, Preplanning for New Facility

Task	Start Date	End Date	% Complete	Budget	Budget Status
Ballan Depot preplanning	/12/2016	26/05/2017	10	\$214,081	


Project has been awarded to J&A Architects Pty Ltd. Design works are currently in progress with completion anticipated for May 2017.

### Darley Hub Precinct, Lift Improvements

Task	Start Date	End Date	% Complete	Budget	Budget Status
Design and construction of Lift	25/04/2016	25/11/2016	100	\$237,000	

Project was awarded to Macneil Group Pty Ltd and completed in December 2016.

### Lerderderg Library Acoustics

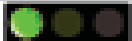
Task	Start Date	End Date	% Complete	Budget	Budget Status
Improvements to acoustics within the library	05/09/2016	30/09/2016	100	\$47,500	

Project was awarded to Sound Fix Acoustics Pty Ltd and completed in September 2016.

# BUS SHELTER PROGRAM

## Bus Shelter/Bus Route Development Program

Various Locations


Task	Start Date	End Date	% Complete	Budget	Budget Status
Improve Bus Shelter locations within the Shire	03/04/2017	30/06/2017	0	\$8,000	

Installation of bus shelters are based on requests from residents and constructed as required throughout the year.




## NON COUNCIL LAND/BUILDINGS PROGRAM

### Ballan Mechanics Institute, Hall Improvements

Task	Start Date	End Date	% Complete	Budget	Budget Status
Improvements to heating and cooling, painting of hall	13/01/2017	24/03/2017	0	\$56,500	


Document preparation is currently underway with project commencement scheduled for January 2017.

### Mount Wallace Hall & Recreation Reserve, Toilet Refurbishment

Task	Start Date	End Date	% Complete	Budget	Budget Status
Refurbishment of toilet amenities including restumping.	12/12/2016	17/03/2017	0	\$50,000	


Document preparation is currently underway with project commencement scheduled for December 2016.

### Lal Lal ANZAC Memorial, Lal Lal

Task	Start Date	End Date	% Complete	Budget	Budget Status
New ANZAC Centenary Memorial	16/01/2017	03/02/2017	0	\$27,000	

Project has been awarded to Andrew Gillespie Earthmoving Pty Ltd, with commencement anticipated in January 2017 and scheduled for completion in February 2017.


### Korweinguboorra Recreation Reserve, Shade Sail and Seating

Task	Start Date	End Date	% Complete	Budget	Budget Status
Recreation Reserve Improvements	16/01/2017	31/01/2017	0	\$16,366	

Document preparation is currently underway with project commencement scheduled for January 2017.


## PROJECTS TO BE DELIVERED BY OTHERS

### Maddingley Park, Change Room Refurbishment

Task	Start Date	End Date	% Complete	Budget	Budget Status
Refurbishment of change rooms to make provision for female participants	28/11/2016	23/12/2016	100	\$30,000	


Project was delivered by the Maddingley Park Committee of Management and completed in December 2016.

### Maddingley Park Pavilion, Extension

Task	Start Date	End Date	% Complete	Budget	Budget Status
Refurbishment of social rooms	6/02/2017	21/04/2017	0	\$116,000	


The project is being delivered by the Maddingley Park Committee of Management. The CoM are requesting Council approval for a reduced scope of works due to quotations received exceeding the available construction budget.

### Ballan Recreation Reserve, Kitchen Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status
Kitchen upgrade			0	\$22,969	


This project will be delivered by the Ballan Recreation Reserve Committee of Management. A letter has been sent to the committee outlining council requirements and council are yet to receive any response.

### Balliang Public Hall, Outdoor Space

Task	Start Date	End Date	% Complete	Budget	Budget Status
BBQ and seating improvements			0	\$28,000	

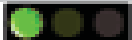
This project will be delivered by the Balliang Public Hall Committee of Management. A letter has been sent to the committee outlining council requirements and Council are yet to receive any response.

### Coimadai Fire Brigade, Community Facility

Task	Start Date	End Date	% Complete	Budget	Budget Status
Redevelopment of the former fire station into a community facility	25/07/2016	11/11/2016	100	\$25,000	


Project was delivered by the Country Fire Authority and completed in November 2016.

### Darley Park, Ball Protection Fencing

Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of ball protection fencing	24/10/2016	28/10/2016	100	\$30,000	


Project was delivered by the Darley Football & Netball Club and completed in October 2016.

### Ballan Golf Club, Water Consolidation

Task	Start Date	End Date	% Complete	Budget	Budget Status
Water consolidation program	23/01/2017	3/02/2017	0	\$25,000	

This project will be delivered by the Ballan Golf Club with the works scheduled to commence in January 2017.

### Avenue Bowling Club, Resurfacing of Green

Task	Start Date	End Date	% Complete	Budget	Budget Status
Resurfacing of Lorna Lucas Green	15/08/2016	30/09/2016	100	\$25,000	

Project was delivered by the Avenue Bowling Club and completed in September 2016.


### Gordon Recreation Reserve, Kitchen Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status

Kitchen Upgrade			0	\$37,615.10	
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This project will be delivered by the Gordon Recreation Reserve Committee of Management. The CoM has agreed to Council's terms and conditions and are due to submit documentation prior to construction commencing.

### Wallace Recreation Reserve, Netball / Tennis Court Lighting Improvements

Task	Start Date	End Date	% Complete	Budget	Budget Status
Lighting upgrade to netball/tennis courts	23/01/2016	24/02/2016	0	\$34,705	

This project will be delivered by the Wallace Recreation Reserve Committee of Management. Permits and approvals are now in place with commencement of construction anticipated for January 2017.


### Clarendon Recreation Reserve, Community Hub

Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of a new Community Hub			0	\$330,000	

Preliminary discussions are currently occurring with the Committee of Management in relation to the scope and delivery of this project.


## INACTIVE / ON HOLD PROJECTS

### Navigators Tennis Club, Fencing Improvements

Task	Start Date	End Date	% Complete	Budget	Budget Status
Fencing upgrade				\$20,665	


This project has been funded through the 2015/16 CIP and is currently on hold pending an external funding contribution.

### Masons Lane Recreation Reserve, Lighting Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status
Lighting Upgrade to Oval 1				\$200,000	


This project has been funded through the 2015/16 CIP and is currently on hold pending an external funding contribution through SRV. A funding Application has been submitted, with an outcome known in November 2016.

### Ballan Recreation Reserve, Netball/Tennis Court Reconstruction

Task	Start Date	End Date	% Complete	Budget	Budget Status
Reconstruction of Netball/Tennis courts and drainage improvements				\$165,000	

This project has been funded through the 2015/16 CIP and is currently on hold pending an external funding contribution.

### Bacchus Marsh BMX Club, New Track Construction

Task	Start Date	Task	Start Date	Task	Start Date
BMX Racetrack Development			0	\$25,000	

This project has been funded through the 2015/16 Community Development Fund. External funding through SRV has been successful with a funding agreement pending. Once the funding agreement has been finalised the project will form part of the Bacchus Marsh Racecourse Recreation Reserve planning project.

## 10.4.5 Bacchus Marsh Racecourse Recreation Reserve – Stage 1 Scope

### Introduction

Author: Sam Romaszko  
General Manager: Phil Jeffrey

### Background

The Bacchus Marsh Racecourse Recreation Reserve (BMRRR) Site and Active Sports Precinct Masterplan was adopted by Council on Wednesday 02 September 2015.

Council submitted an application through Rounds 2 and 3 of the Federal Government's National Stronger Regions Fund (NSRF) for Stage 1 of the proposed active sports precinct at the Bacchus Marsh Racecourse Recreation Reserve, requesting an amount of \$3.73M.

Advice has recently been received that the NSRF funding has been unsuccessful.

The Bacchus Marsh Racecourse Recreation Reserve active sports precinct masterplan indicates four stages of implementation. The recent NSRF application focused on full implementation of stage 1 including;

- 2 soccer pitches and a cricket field as a multi-purpose field
- Sports lighting to multi use field
- Cricket practice nets
- BMX track to national competition standard
- Multipurpose sports pavilion
- Construction of an unsealed car park and entry road upgrade
- Additional overflow parking area south of the BMX track
- Paths and perimeter planting
- Relocation of pony club
- Construction of sand show jumping area
- Provision of 8 dressage arenas and associated day yards
- Construction of camp drafting facilities
- Pavilion for equestrian use
- Construction of an equestrian cross country course
- Construction of a shared path to the site
- Extension and construction of services and utilities to the site

There is a current budget allocation within the Capital Improvement Program of \$800,000. Of this, \$300,000 was funded in 2015/16 for detailed design and a further \$500,000 funded in 2016/17 CIP to commence the implementation of Stage 1 works.

Sport and Recreation Victoria (SRV) has recently announced grants of \$100,000 towards the BMX facility, with a further \$100,000 toward cricket facilities at the site. A further application that has been made through the Sport and Recreation Victoria Majors Program (\$650,000) has been unsuccessful.

The Strategic Financial Plan proposes further budget allocations of \$500,000 in 2017/18 and \$2,075,000 in 2018/19 which equates to a total construction budget of \$3,275,000 (including the two recent grants).

Detailed design has been placed on hold to this point pending finalisation of the stage 1 funding mix. Given advice has been received that some recent applications were unsuccessful, a revised Stage 1 scope now needs to be established so we can progress with the design and delivery of the project.

### Proposal

In developing the proposal, officers have considered the following two options.

Option 1 - relocate components of the pony club and provides a good quality 'on the ground' outcome.

Option 2 - relocate components of the pony club and provides essential items only, that can be delivered within the existing budget allocation.

A summary of the key deliverables is presented in the table below.

Deliverable	Option 1	Option 2
Multi purpose field incorporating 2 soccer pitches and a cricket field	Y	Y
Sports lighting (training standard)	Y	N
Sports field drainage and irrigation	Y	Y
Sports field perimeter fencing	Y	N
Multi-purpose pavilion	Y	Y
Cricket practice nets (2)	Y	N
Unsealed car park (54 spaces)	Y	Y
Entry road upgrade	Y	N
Walking trails	Y	N
Playground	Y	N
Shared pathway along Bacchus Marsh-Balliang Road	Y	N
Landscaping and tree planting	Y	N
Earthworks and initial surface for BMX course	Y	Y
Relocation of the equestrian cross country course	Y	Y
Relocation of grassed and gravel arenas	Y	N
Relocation of three grassed and gravel arenas only (variant of item above)	NA	Y
Relocation of 40 day arenas	Y	Y
Equine fencing	Y	Y
Provision for utilities to cater for future expansion	Y	Y
Irrigation connection from Werribee River to the reserve (pipeline already installed along O'Leary Way alignment)	Y	N
<b>Total estimated project cost</b>	<b>\$4,800,000</b>	<b>\$3,275,000</b>

The difference in cost for options 1 and 2 is \$1,525,000.

### Project Funding

Given the rate capping environment, the ability to fund the additional \$1.525M over the next three years will be limited. It is therefore likely that option 1 cannot be delivered in the current economic environment unless another major project is delayed.

Option 2 using proposed funds in the current SFP would further reduce scope of works omitting a number of items including sportsground lighting, walking trails, shared path to the reserve, playground, entry road upgrade, cricket practice nets and an irrigation connection from the Werribee River. These items could be delivered in the future however.

In the current restrained environment and without further grants, it is being recommended that we proceed with a stage 1A incorporating option 2 items above and commence detailed design accordingly.

### Grant Opportunities and Design Commencement

External grant opportunities will continue to be pursued for the project and a current further opportunity is subject to a separate report. However, rather than keep detailed design of the project on hold waiting for grant approval, it is considered that the design should commence without delay.

The project will need to be delivered in various phases. Relocation of part of the pony club will need to occur as an early works package to free up the site for the other components.

Anticipated project timeframes are listed below;

Phase	Anticipated timeframe
Design phase (appointment of principal consultant, finalisation of design)	May – October 2017
Relocation of equine activities (cross country course, day yards, dressage arenas) – possible early works package	June – October 2017
BMX commencement of works	August 2017
Procurement of remaining active sports precinct components	November – December 2017
Commencement of construction on site	February 2018
Anticipated completion	December 2018

### **Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

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

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

### Financial Implications

The project includes a \$300,000 design allocation that was funded through the 2015/16 CIP. The current construction project budget is listed below;

Budget source	Amount	Comments
2016/17 CIP	\$500,000	Implementation of Stage 1 works
SRV	\$100,000	BMX facility
SRV	\$100,000	Cricket facilities
2017/18 budget (proposed)	\$500,000	Strategic Financial Plan budget allocation (2017/18)
2018/19 budget (proposed)	\$2,075,000	Strategic Financial Plan budget allocation (2018/19)
<b>Total construction allocation</b>	<b>\$3,275,000</b>	

Sport and Recreation Victoria's (SRV) recently announced grants of \$100,000 towards the BMX facility and \$100,000 toward cricket facilities are included above.

In the event Option 1 was the preferred outcome a review and amendment to the current Strategic Financial Plan would be required to increase the proposed budget allocations for this project.

### Risk & Occupational Health & Safety Issues

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

### Communications Strategy

Communication with the Bacchus Marsh Racecourse Recreation Reserve Committee of Management Chair and Bacchus Marsh Pony Club has occurred in relation to the proposed scope.

### 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

Regardless of future grant outcomes, a core stage 1A for the project should be adopted so the project can move forward. Two options for the active sports precinct Stage 1A has been developed.

Option 1 includes the relocation of components of the pony club and provides a good quality 'on the ground' outcome.

Option 2 includes the relocation of components of the pony club and provides essential items only, that can be delivered within the proposed budget allocation.

Given the rate capping environment, it is proposed to proceed with option 2 within the existing budget allocation.

### Recommendation:

**That Council;**

1. **Authorises a core scope for Stage 1A of Bacchus Marsh Racecourse Reserve Active Sports Precinct incorporating;**
  - **A multi purpose field with 2 soccer pitches and a cricket field**
  - **sports field drainage and irrigation**
  - **multi-purpose pavilion**
  - **unsealed car park (54 spaces)**
  - **earthworks and initial surface for BMX course**
  - **relocation of the equestrian cross country course**
  - **relocation of three existing grassed and gravel arenas**
  - **relocation of 40 day arenas**
  - **equine fencing**
  - **provision for utilities to cater for future expansion**
2. **Requests officers to proceed with detailed design of full stage 1 in readiness for future grant opportunities.**

---

### Report Authorisation

**Authorised by:**

**Name:** Phil Jeffrey

**Title:** General Manager Infrastructure

**Date:** Tuesday, 24 January 2017



## 10.4.6 Grant Funding Opportunity – Building Better Regions Fund

### Introduction

File No: 06/03/001  
Author: Phil Jeffrey  
General Manager: Phil Jeffrey

### Background

Program Guidelines for the new Building Better Regions Fund (BBRF) have been released by the Australian Government. Under the BBRF, \$297.7M will be invested over four years (2017-2020) into infrastructure and community projects that will focus on creating jobs, driving economic growth and building stronger regional communities into the future.

Grants will be available through two funding streams:

- The Infrastructure Projects Stream will support projects that involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that deliver economic and social benefits to regional and remote areas.
- The Community Investments Stream will fund community building activities including, but not limited to, new or expanded local events, strategic regional plans, and leadership and capability building activities that deliver economic and social benefits to regional and remote areas.

Local Government and not-for-profit organisations are eligible to submit an application for a grant of between \$20,000 and \$10M, on a dollar for dollar basis. The BBRF focuses on rural, regional and remote communities, with projects in major capital cities not eligible under the guidelines.

Applications for Round 1 of the BBRF open on 18 January 2017, with the Infrastructure Projects Stream closing on 28 February 2017, and the Community Investments Stream closing on 31 March 2017. Successful projects are required to commence within 12 weeks of execution of a funding agreement, and are required to be completed by 31 December 2019. This means that projects would need to literally be shovel ready with detailed design and permits in place prior to application.

This matter is being brought before Council to gauge support for an application and authorisation for officers to proceed with what could require a substantial investment.

### Applying for Funding

It is important that applications focus on quantifying community benefits that will result from the project into the future. Projects will be assessed on four merit criteria, those that provide:

- The economic benefit the project will deliver to the region during and beyond the construction phase
- The social benefit the project will deliver to the region during and beyond the construction phase of the project

- The value for money offered by the project
- The project delivery – the capacity, capability and resources to deliver a strong project outcome

As the level detail in an application is required to be commensurate with the \$ value of the project, the application process and supporting information is considerably onerous. At a minimum, an application would require the following supporting documentation:

- Project Management Plan
- Business Case
- Risk Management Plan
- Procurement Management Plan
- Cost Benefit Analysis
- Written confirmation of all partner funding (cash or in-kind)
- Asset Maintenance/Management Plan
- Audited Financial Statements for the two most recent consecutive years
- Letters of support from each project partner organisation

### **Proposal**

Consideration has been given to projects within Moorabool that may attract funding. Council's advocacy document provides for the following projects:

- Bacchus Marsh Package of Road Works
- Parwan Employment Zone
- Sewerage for Small Towns
- Bacchus Marsh Racecourse Recreation Reserve
- Bacchus Marsh Irrigation District
- Bacchus Marsh Indoor Aquatic Centre

Further projects that may warrant consideration under the program are:

- Ballan Streetscape
- Ballan Industrial Estate

An analysis of the requirements for the funding stream suggests that the Bacchus Marsh Racecourse Recreation Reserve project is the only one currently in a position to put together a competitive application. The missing components for this application are the preparation of a cost benefit analysis prepared by an economist and whether design is sufficiently advanced. It is proposed to engage an economist to prepare the cost benefit analysis and use previous documents prepared for the NSRF application.

It would be worthwhile for Council to resolve which projects are to be pursued in subsequent rounds of the funding stream and allocate funds to advance documentation required for an application including design, cost reports and identification of matching funding to satisfy the list of requirements above. It is considered that Parwan Employment Zone and Sewerage for Small Towns as individual or combined projects could be candidate projects.

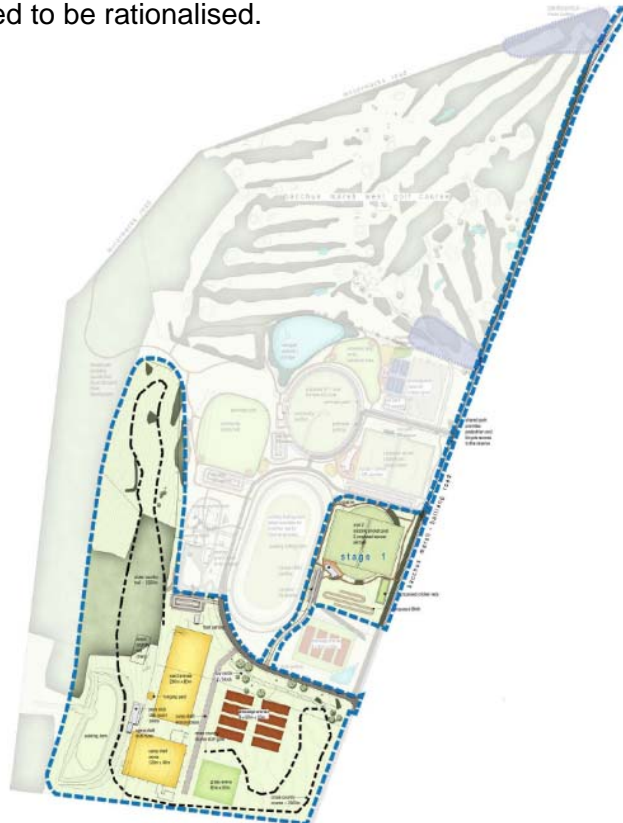
Given the above, it is proposed to submit an application for Bacchus Marsh Racecourse Recreation Reserve – Stage 1. The scope of the project is outlined below, consistent with the earlier NSRF application reports.

### Bacchus Marsh Racecourse Recreation Reserve – Stage 1

This project has been titled the Moorabool Regional Community Sports Hub and will meet the identified immediate active recreation needs of the community of Bacchus Marsh and its surrounds, while also enhancing the activities of existing reserve tenants. Stage 1 of the development consists of;

- 2 soccer pitches and a cricket field as a multi-purpose field
- Sports lighting to multi use field
- Cricket practice nets
- BMX track to National competition standard
- Multipurpose sports pavilion
- Construction of a gravel car park and entry road upgrade
- Additional overflow parking area south of the BMX track
- Paths and perimeter planting
- Relocation of pony club
- Construction of sand show jumping area
- Provision of 8 dressage arenas
- Construction of camp drafting facilities
- Pavilion for equestrian use
- Construction of a cross country course
- Construction of a shared path to the site
- Extension and construction of services and utilities to the site

The total estimated cost of these works is \$7,450,000. The SFP provides \$3,075,000 and recent grants amounting to \$200,000 have been successful. Therefore, on a 1:1 funding ratio, at least \$3,275,000 could be applied for and increased slightly if committee or user group contributions could be secured before the closing date. This won't achieve the stage 1 estimate and some items will need to be rationalised.



### Policy Implications

The 2013-17 Council Plan provides as follows:

<b>Key Result Area</b>	Representation and leadership of our community
<b>Objective</b>	Advocate for services and infrastructure that meets the shire's existing and future needs.
<b>Strategy</b>	Advocate on behalf of the community to improve services and infrastructure within the Shire.

The proposal is consistent with the 2013-17 Council Plan.

### Financial Implications

See discussions under 'Proposal'.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial – Inadequate matching funds to finish project	Agencies not able to match required funding.	Low	Commitment in writing from relevant agencies.

### Communications and Consultation Strategy

Extensive consultation has previously occurred as part of the preparation of the Bacchus Marsh Racecourse Recreation Reserve Masterplan. The Chair of the Recreation Reserve Committee of Management will be advised of Council's resolution in relation to the submission of an application.

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

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

### Officer's Declaration of Conflict of Interests

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

*General Manager – Phil Jeffrey*

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

*Author – Phil Jeffrey*

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

### **Conclusion**

The Federal Government's Building Better Regions Fund (BBRF) will invest \$297.7M over four years (2017-2020) into infrastructure and community projects that will focus on creating jobs, driving economic growth and building stronger regional communities.

It is recommended that Council authorises officers to progress an application for the Bacchus Marsh Racecourse Reserve – Stage 1.

### **Recommendation:**

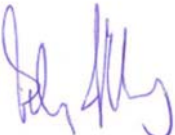
#### **That Council:**

- 1. Requests officers submit an application to Round 1 of the Building Better Regions Fund (BBRF), for Bacchus Marsh Racecourse Recreation Reserve – Stage 1.**
- 2. Requests officers prepare supporting documentation required for the BBRF application.**
- 3. Requests a further report identifying potential projects for future rounds of BBRF program including what is required to get them to application stage including associated cost.**

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### **Report Authorisation**

#### **Authorised by:**

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Tuesday, 24 January 2017

## 11. OTHER REPORTS

### 11.1 Assembly of Councillors

File No.: 02/01/002

Section 76(AA) of the Local Government Act 1989 defines the following to be Assemblies of Councillors; an advisory committee of the Council that includes at least one Councillor; a planned or scheduled meeting of at least half the Councillors and one member of council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a Council function, power or duty by a person or committee acting under Council delegation.

It should be noted, an assembly of Councillors does not include an Ordinary Council meeting, a special committee of the Council, meetings of the Council's audit committee, a club, association, peak body or political party.

Council must ensure that the written record of an assembly of Councillors is, as soon as practicable –

- a) reported to the next ordinary meeting of the Council; and
- b) incorporated in the minutes of that council meeting. (s. 80A(2))

Council also records each Assembly of Councillors on its website at [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

A record of Assemblies of Councillors since the last Ordinary Meeting of Council is provided below for consideration:

- Assembly of Councillors – Wednesday 7 December 2016 – Draft Councillor Code of Conduct
- Assembly of Councillors – Wednesday 7 December 2016 – Budget Meeting No. 1
- Assembly of Councillors – Wednesday 14 December 2016 – Bacchus Marsh Racecourse and Recreation Reserve and Major Projects
- Assembly of Councillors – Wednesday 21 December 2016 – Budget Meeting No.2.

#### **Recommendation:**

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

- **Assembly of Councillors – Wednesday 7 December 2016 – Draft Councillor Code of Conduct**
- **Assembly of Councillors – Wednesday 7 December 2016 – Budget Meeting No. 1**
- **Assembly of Councillors – Wednesday 14 December 2016 – Bacchus Marsh Racecourse and Recreation Reserve and Major Projects**
- **Assembly of Councillors – Wednesday 21 December 2016 – Budget Meeting No.2.**

# Attachment - Item 11.1



# Assembly of Councillors



Date:	7 December, 2016
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh
Councillors:	Cr. Edwards (Mayor) Cr. Dudzik Cr. Keogh Cr. Sullivan
Officers:	Rob Croxford; Phil Jeffrey; Satwinder Sandhu; Danny Colgan
Apologies:	Cr. Bingham; Cr Tatchell; Cr Toohey

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**1. Assembly opened at: 3.07pm**

**2. Disclosure of Conflict of Interests – Nil**

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. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

**3. Item Notes:**

<b>Draft Councillor Code of Conduct</b>
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**Assembly closed at: 3.31pm**

Signed:

A handwritten signature in black ink, appearing to read "Rob Croxford", written over a horizontal line.

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

Date: 07.12.2016

# Assembly of Councillors



Date:	7 December, 2016
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh
Councillors:	Cr. Edwards (Mayor) Cr. Dudzik Cr. Keogh Cr. Sullivan (2.25pm)
Officers:	Rob Croxford; Phil Jeffrey; Satwinder Sandhu; Danny Colgan
Apologies:	Cr. Bingham; Cr. Tatchell; Cr. Toohey

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## 1. Assembly opened at: 2.05pm

## 2. Disclosure of Conflict of Interests – Nil

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. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

## 3. Item Notes:

<b>Budget Meeting No. 1</b>
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**Assembly closed at: 3.06pm**

Signed:

A handwritten signature in black ink, appearing to read "Rob Croxford", is written over a horizontal line.

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

Date: 07.12.2016

# Assembly of Councillors



Date:	14 December, 2016
Venue:	Council Chambers, Ballan
Councillors:	Cr. Edwards (Mayor) Cr. Bingham Cr. Dudzik Cr. Keogh Cr. Sullivan Cr. Tatchell Cr. Toohey
Officers:	Rob Croxford; Phil Jeffrey; Satwinder Sandhu; Danny Colgan
Apologies:	

**1. Assembly opened at: 5.00pm**

**2. Disclosure of Conflict of Interests – Nil**

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. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

**3. Item Notes:**

**Bacchus Marsh Racecourse Recreation Reserve & Major Projects**

**Assembly closed at: 7.10pm**

Signed:

A handwritten signature in black ink, appearing to read "Rob Croxford", is written over a horizontal line.

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

Date: 14.12.2016

# Assembly of Councillors



Date:	21 December, 2016
Venue:	Council Chambers, Ballan
Councillors:	Cr. Edwards (Mayor) Cr. Bingham Cr. Dudzik Cr. Keogh Cr. Sullivan
Officers:	Rob Croxford; Phil Jeffrey; Satwinder Sandhu; Danny Colgan
Apologies:	Cr. Tatchell; Cr. Toohey

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**1. Assembly opened at: 4.10pm**

**2. Disclosure of Conflict of Interests – Nil**

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. The type of indirect interest specified under Section 78, 78A, 78B, 78C or 78D of the Local Government Act 1989 (amended) set out the requirements of a Councillor or member of a Special Committee to disclose any interest (pecuniary or non-pecuniary) or conflicts of interest that the Councillor or member of a Special Committee may have in a matter being or likely to be considered at a meeting of the Council or Committee.

**3. Item Notes:**

**Budget Meeting No. 2**

**Assembly closed at: 4.40pm**

Signed:

A handwritten signature in black ink, appearing to read "Rob Croxford", is written over a horizontal line.

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

Date: 21.12.2016

## 11.2 Section 86 - Delegated Committees of Council - Reports

Section 86 Delegated Committees are established to assist Council with executing specific functions or duties. By instrument of delegation, Council may delegate to the committees such functions and powers of the Council that it deems appropriate, utilising provisions of the Local Government Act 1989. The Council cannot delegate certain powers as specifically indicated in Section 86(4) of the Act.

Section 86 Delegated Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Section 86 – Delegated Committees of Council present the reports of the Committee Meetings for Council consideration.

<b>Committee</b>	<b>Meeting Date</b>	<b>Council Representative</b>
Urban Growth Strategy Committee	14 December 2016	Cr. Dudzik Cr. Bingham Cr. Edwards Cr. Keogh

### **Recommendation:**

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

- **Urban Growth Strategy Committee meeting of Wednesday 14 December 2016**

# Attachment - Item 11.2

# MINUTES

## SECTION 86 URBAN GROWTH STRATEGY COMMITTEE MEETING

Wednesday 14 December, 2016  
Council Chambers  
15 Stead Street, Ballan  
4.00pm

### MEETING OPENING

The Chair welcomed all and opened the meeting at 4.11pm.

### ATTENDANCE

Cr. Jarrod Bingham (Chair)	Councillor – East Moorabool Ward
Cr. David Edwards (Mayor)	Councillor – East Moorabool Ward
Cr. Tonia Dudzik	Councillor – East Moorabool Ward
Cr. John Keogh	Councillor – East Moorabool Ward
Mr. Rob Croxford	Chief Executive Officer
Mr. Satwinder Sandhu	General Manager, Growth & Development
Mr. Phil Jeffrey	General Manager Infrastructure, Infrastructure
Mr. Andrew Goodsell	Manager Strategic and Sustainable Development
Mr. Rod Davison	Strategic Planner
Mr. Tim Doolan	Strategic Planner
Ms. Elizabeth McIntosh	Victorian Planning Authority
Ms. Bronwyn Pettitt	Mesh Planning

### APOLOGIES

Ms. Leann Brown                      Economic Development Officer

### APPOINTMENT OF CHAIR

#### Resolution:

Moved:            Cr Dudzik  
Seconded:        Cr Edwards

That Cr. Bingham be appointed as Chair of the Section 86 Urban Growth Strategy Committee.

CARRIED.

## CONFLICTS OF INTEREST

None.

## CONFIRMATION OF THE PREVIOUS MINUTES

Resolution:

Moved: Cr Dudzik  
Seconded: Cr Edwards

That the Minutes of the Section 86 Rural Growth Strategy Committee Meeting for 22 June, 2016 be confirmed as a true and correct record.

CARRIED.



### **5.1 URBAN GROWTH FRAMEWORK**

Elizabeth McIntosh, Senior Strategic Planner from the Victorian Planning Authority provided a detailed presentation on the Urban Growth Framework and addressed questions from the Committee Members.

The presentation described the purpose of the project, identified the need for Urban Growth Framework in Bacchus Marsh, how we can increase employment and how we protect the value of properties whilst keeping landscape unique.

Next steps for the Urban Growth Framework will be informal consultation process. Councillors will be briefed further as information becomes available.

### **5.2 PARWAN EMPLOYMENT PRECINCT (PEP)**

Andrew Goodsell, Manager of Strategic Planning briefly summarised the key objectives of the project, the structure and what activities are required to activate the PEP.

Council is currently approaching the Victorian Planning Authority with a request for assistance with the next phase of work.

### **5.3 HOUSING 2041 AMENDMENT TIMELINES**

Bronwyn Pettitt from Mesh provided a detailed presentation on the Housing 2041 Amendment Timelines and addressed questions from the Committee Members.

The presentation explained how the strategy will provide a framework for housing development in Bacchus Marsh, including directing growth to appropriate locations and ensuring new development is in accordance with the preferred character identified within the Strategy.

Public exhibition of the Planning Scheme Amendment will occur post Council resolution at the scheduled Ordinary Meeting of Council in February, 2017.

### **5.4 RESIDENTIAL DESIGN GUIDELINES**

Bronwyn Pettitt from Mesh provided a detailed presentation on the Housing and addressed questions from the Committee Members.

These Guidelines will assist in providing direction in regards to residential infill development & greenfield subdivision design in the future.

Council is currently consulting with internal departments and local building developers and designers to assist with the preparation of the Guidelines.

### **5.5 BULKY GOODS**

Rod Davidson, Strategic Planner discussed with Councillors the purpose of the Bulky Goods Strategic Assessment and how it was identified as an action in the Moorabool Shire Retail Strategy 2041.

Council has engaged Essential Economics (in partnership with Meinhardt for planning input) to undertake the Bulky Goods Strategic Assessment, and the project is expected to be completed by the end of this year.

## **PROCESS FORWARD AND WORK PROGRAM**

Andrew Goodsell, Manager Strategic & Sustainable Development provided the Committee an overview of the current Strategic and Sustainable Development Work Program.

## **NEXT MEETING**

Wednesday 8 February, 2017.  
Time and Location TBC.

## **MEETING CLOSURE**

The Chair thanked all and closed the meeting at 5.20 pm.



### 11.3 Advisory Committees of Council - Reports

Advisory Committees are established to assist Council with executing specific functions or duties.

Advisory Committees of Council currently have no delegated powers to act on behalf of Council or commit Council to any expenditure unless resolved explicitly by Council following recommendation from the Committee. Their function is purely advisory.

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

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

<b>Committee</b>	<b>Meeting Date</b>	<b>Council Representative</b>
Place Making Advisory Committee	14 December 2016	Cr. Keogh Cr. Tatchell Cr. Sullivan

**Recommendation:**

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

- **Place Making Advisory Committee Meeting of Wednesday 14 December 2016**

# Attachment - Item 11.3

# MINUTES

## PLACE MAKING ADVISORY COMMITTEE

WEDNESDAY 14 DECEMBER 2016  
Council Chambers, Ballan  
3.00pm – 4.00pm

### MEETING OPENING

Phil Jeffrey, General Manager Infrastructure, welcomed all and opened the meeting at 3.05pm.

### ATTENDANCE

Cr John Keogh	Councillor – East Moorabool Ward
Cr Paul Tatchell	Councillor – Central Ward
Cr Tom Sullivan	Councillor – West Moorabool Ward
Mr Phil Jeffrey	General Manager Infrastructure
Mr John Miller	Manager Asset Management
Ms Sam Romaszko	Manager Engineering Services
Ms Lace Daniel	Minute Taker

### APOLOGIES

Mr Satwinder Sandhu                      General Manager Growth & Development

### APPOINTMENT OF MEETING CHAIR

Cr. Paul Tatchell nominated Cr. Keogh be appointed Chair of the Place Making Advisory Committee. Cr. Keogh accepted that nomination.

### CONFLICTS OF INTEREST

No conflicts of interest were declared at the meeting.

### CONFIRMATION OF MINUTES

#### Resolution:

That the Place Making Advisory Committee confirm the minutes of the meeting held on Wednesday 17 August 2016.

Moved:                      Cr Sullivan

Seconded:                Cr Tatchell

CARRIED

### INFRASTRUCTURE REPORTS

5.1      Inglis Street, Ballan Streetscape Masterplan

**Recommendation:**

**That the Place Making Advisory Committee:**

1. Receives the draft Ballan Streetscape Master Plan.
2. Requests that the draft Ballan Streetscape Master Plan (with any amendments identified) be presented to the next Meeting of Council for endorsement for the purpose of a four week public exhibition period.
3. Requests that Council receive a further report at the conclusion of the exhibition period, seeking adoption of the Ballan Streetscape Master Plan.
4. Recommends to Council that officers pursue external funding opportunities for the overall project.

**Resolution:**

**That the Place Making Advisory Committee:**

1. Receives the draft Ballan Streetscape Master Plan.
2. Requests that the draft Ballan Streetscape Master Plan (with any amendments identified) be presented to the next Meeting of Council for endorsement for the purpose of a four week public exhibition period.
3. Requests that Council receive a further report at the conclusion of the exhibition period, seeking adoption of the Ballan Streetscape Master Plan.
4. Recommends to Council that officers pursue external funding opportunities for the overall project.
5. Recommends that a Terms of Reference for the Community Reference Group is developed to define its purpose, scope and duration.

Moved: Cr Sullivan

Seconded: Cr Tatchell

**CARRIED**

**5.2 Request for Maintenance; O’Loughlin Road Reserve, Grenville**

**Recommendation:**

**That the Place Making Advisory Committee:**

1. Receives the report in relation to O’Loughlin Road, Grenville.
2. Requests that the report be presented to Council endorsing the following recommendation:
  - a) That O’Loughlin Road, beyond the 310 metres currently included in the Road Management Plan, not be added to the Register to Public Roads until upgrades are undertaken in accordance with Council standards.
  - b) If property owner(s) in O’Loughlin ‘paper road’ wish to pursue the construction of the road to a standard acceptable to Council, at the cost of the benefitting property owners, Council would subsequently assume ownership and maintenance responsibility for that additional section of road.
  - c) Requests officers to write to property owners along O’Loughlin Road, gauging support or otherwise for a Special Charge Scheme.

- d) Acknowledge that the public and property owners are legally permitted to use this road reserve (ie. O’Loughlin ‘Paper Road’) to access property.

**Resolution:**

**That the Place Making Advisory Committee:**

1. Receives the report in relation to O’Loughlin Road, Grenville.
2. Requests that the report be presented to Council endorsing the following recommendation:
  - a) That O’Loughlin Road, beyond the 310 metres currently included in the Road Management Plan, not be added to the Register to Public Roads until upgrades are undertaken in accordance with Council standards.
  - b) If property owner(s) in O’Loughlin ‘paper road’ wish to pursue the construction of the road to a standard acceptable to Council, at the cost of the benefitting property owners, Council would subsequently assume ownership and maintenance responsibility for that additional section of road.
  - c) Requests officers to write to property owners along O’Loughlin Road, gauging support or otherwise for a Special Charge Scheme.
  - d) Acknowledge that the public and property owners are legally permitted to use this road reserve (ie. O’Loughlin ‘Paper Road’) to access property.
3. Request officers prepare a policy on the development or maintenance of unused government (‘paper’) roads.

Moved: Cr Sullivan

Seconded: Cr Tatchell

**CARRIED**

**GROWTH & DEVELOPMENT REPORTS**

Nil

**CLOSED SESSION OF THE MEETING**

Nil

**OTHER ITEMS OF BUSINESS**

Cr. Keogh requested a report be presented to a future committee meeting in relation to the provision of standpipes across the municipality.

Cr. Keogh requested a report be presented to a future committee meeting in relation to Council’s policy regarding B Double parking within the municipality.

**DATE OF THE NEXT MEETING**

Wednesday 15 February 2017

**MEETING CLOSURE**

The Chair thanked all and closed the meeting at 4.05pm.

## 12. NOTICES OF MOTION

### 12.1 Cr. Dudzik - Notice of Motion 262 – Parental Supervision at Local Pools

#### Motion

That Council:

1. Review its pool policies and requirements to ensure that they are in line with best practice.
2. Receive a further report on the whether it should move to adopt the Royal Lifesaving Society Australia Keep Watch at Public Pools program.
3. Provide public clarification to residents that the role of the lifeguard does not replace parental supervision through media releases and improved signage at Bacchus Marsh and Ballan Pools.
4. Conduct an awareness and education program about the need for parental supervision of children at public pools.

#### Preamble

A report of children with poor swimming skills being left unsupervised at Bacchus Marsh Pool on multiple occasions has been made.

A request has been made for Council to upgrade its outdoor pool policies and commence an awareness and education program about the need for proper parental supervision of children at the Moorabool Outdoor Pools and provide clarification that the role of the Lifeguard does not replace parental supervision.

Belgravia Leisure currently manages Bacchus Marsh and Ballan Outdoor Pools on behalf of Moorabool Shire Council and follows the Royal Lifesaving Victoria Watch Around Water policies which state “for children 10 years and older, parents must use their knowledge of the child’s swimming ability and general development to determine the level of accompaniment required.”

The “Watch Around Water (WAW) is a campaign about educating the public about active supervision and encouraging parents and guardians to take on this role while visiting aquatic facilities. The campaign is to reduce the number of fatal and non-fatal drowning incidents and associated injuries in public aquatic facilities in Victoria within the 0-14 year age group.”

The Royal Lifesaving Society Australia website outlines that “lack of direct supervision by a parent or carer believed to be a contributing factor in 70% of all drowning deaths at public pools, the Keep Watch at Public Pools program aims to eliminate all drowning deaths and reduce the number of near drowning incidents at these facilities”.

Signage at the Bacchus Marsh Outdoor Pool says “Children under 10 years must be accompanied into the facility by a guardian 16 years or older, and constantly supervised at all times while in the facility.”



However this does not address the 10-14 year old age group who still can be at risk of drowning if they do not have adequate swimming skills.

There are parents in our community who hold the misconception that the Lifeguards are at the pool to supervise their children and so parental supervision is not required. This misconception needs to be corrected.

# Attachment - Item 12.1

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

24 January, 2017  
Ref. TD

Dear Rob,

### **Notice Of Motion – Parental Supervision at Local Pools**

In accordance with the Council's Meeting Procedure Local Law No. 9-2016 – Notices of Motion, please accept this Notice of Motion for placement on the agenda of the Ordinary Meeting of Council to be held on Wednesday 1 February, 2017.

#### **Background**

A report of children with poor swimming skills being left unsupervised at Bacchus Marsh Pool on multiple occasions has been made.

A request has been made for Council to upgrade its outdoor pool policies and commence an awareness and education program about the need for proper parental supervision of children at the Moorabool Outdoor Pools and provide clarification that the role of the Lifeguard does not replace parental supervision.

Belgravia Leisure currently manages Bacchus Marsh and Ballan Outdoor Pools on behalf of Moorabool Shire Council and follows the Royal Lifesaving Victoria Watch Around Water policies which state "for children 10 years and older, parents must use their knowledge of the child's swimming ability and general development to determine the level of accompaniment required."

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The Royal Lifesaving Society Australia website outlines that "lack of direct supervision by a parent or carer believed to be a contributing factor in 70% of all drowning deaths at public pools, the Keep Watch at Public Pools program aims to eliminate all drowning deaths and reduce the number of near drowning incidents at these facilities".

Signage at the Bacchus Marsh Outdoor Pool says "Children under 10 years must be accompanied into the facility by a guardian 16 years or older, and constantly supervised at all times while in the facility."

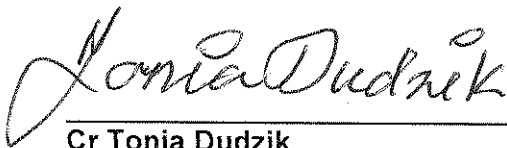
However this does not address the 10-14 year old age group who still can be at risk of drowning if they do not have adequate swimming skills.

There are parents in our community who hold the misconception that the Lifeguards are at the pool to supervise their children and so parental supervision is not required. This misconception needs to be corrected.

## **Motion**

That Council:

1. Review its pool policies and requirements to ensure that they are in line with best practice.
2. Receive a further report on the whether it should move to adopt the Royal Lifesaving Society Australia Keep Watch at Public Pools program.
3. Provide public clarification to residents that the role of the lifeguard does not replace parental supervision through media releases and improved signage at Bacchus Marsh and Ballan Pools.
4. Conduct an awareness and education program about the need for parental supervision of children at public pools.



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**Cr Tonia Dudzik**  
**East Moorabool Ward**

**13. MAYOR'S REPORT**

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

**Recommendation:**

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

**14. COUNCILLORS' REPORTS**

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

**Recommendation:**

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

**15. URGENT BUSINESS**

**16. CLOSED SESSION OF THE MEETING TO THE PUBLIC****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



Item 16.1 is a confidential item  
and therefore not included  
as part of this public Agenda.

**17. MEETING CLOSURE**