

## ORDINARY MEETING OF COUNCIL

Notice is hereby given of the  
Ordinary Meeting of Council to be held at the  
Council Chamber, 15 Stead Street, Ballan on  
Wednesday 2 May 2018,  
commencing at 6:00 p.m.

### Members:

Cr. Paul Tatchell (Mayor)	Central Moorabool Ward
Cr. John Keogh (Deputy Mayor)	East Moorabool Ward
Cr. David Edwards	East Moorabool Ward
Cr. Tonia Dudzik	East Moorabool Ward
Cr. Jarrod Bingham	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**

## AGENDA

<b>1.</b>	<b>OPENING OF MEETING AND PRAYER.....</b>	<b>4</b>
<b>2.</b>	<b>ACKNOWLEDGEMENT TO COUNTRY .....</b>	<b>4</b>
<b>3.</b>	<b>RECORDING OF MEETING .....</b>	<b>4</b>
<b>4.</b>	<b>PRESENT .....</b>	<b>4</b>
<b>5.</b>	<b>APOLOGIES.....</b>	<b>4</b>
<b>6.</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>5</b>
6.1	<i>Special Meeting of Council – Wednesday 28 March 2018 .....</i>	<i>5</i>
6.2	<i>Ordinary Meeting of Council – Wednesday 4 April 2018.....</i>	<i>5</i>
<b>7.</b>	<b>DISCLOSURE OF CONFLICT OF INTEREST.....</b>	<b>6</b>
<b>8.</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>8</b>
<b>9.</b>	<b>PETITIONS .....</b>	<b>9</b>
9.1	<i>Gisborne Rd and Hansons Quarry Permit Application PA2017135 .....</i>	<i>9</i>
<b>10.</b>	<b>PRESENTATIONS / DEPUTATIONS.....</b>	<b>15</b>
<b>11.</b>	<b>OFFICER’S REPORTS.....</b>	<b>16</b>
<b>11.1</b>	<b>CHIEF EXECUTIVE OFFICER .....</b>	<b>16</b>
11.1.1	<i>Draft 2017-2021 Council Plan (2018 Revision) .....</i>	<i>16</i>
<b>11.2</b>	<b>GROWTH AND DEVELOPMENT .....</b>	<b>62</b>
11.2.1	<i>Street Tree Strategy 2017-2031 .....</i>	<i>162</i>
11.2.2	<i>Information Communications Technology (ICT) Strategy.....</i>	<i>129</i>
<b>11.3</b>	<b>SOCIAL AND ORGANISATIONAL DEVELOPMENT .....</b>	<b>172</b>
11.3.1	<i>Telecommunications Tower Facility Lease to Telstra Corporation Limited (Telstra) – Western Freeway and Dickson Road, Myrniong.....</i>	<i>172</i>
11.3.2	<i>Third Quarter (January – March) Council Plan Actions 2017-2018.....</i>	<i>214</i>
11.3.3	<i>Child Safety Standards and Reportable Conduct Scheme Policies .....</i>	<i>256</i>
<b>11.4</b>	<b>INFRASTRUCTURE .....</b>	<b>283</b>
11.4.1	<i>Capital Improvement Program Quarterly Report – March 2018 .....</i>	<i>283</i>
11.4.2	<i>Hard Waste Collection Service Determination .....</i>	<i>301</i>
11.4.3	<i>Adoption of Open Space Maintenance Management Plan and associated Mowing Service Review .....</i>	<i>312</i>
11.4.4	<i>Draft Municipal Rate Strategy 2018/19.....</i>	<i>426</i>
11.4.5	<i>Consideration of the Proposed 2018/19 Annual Budget .....</i>	<i>468</i>
11.4.6	<i>Quarterly Financial Report March 2018.....</i>	<i>580</i>
<b>12.</b>	<b>OTHER REPORTS .....</b>	<b>603</b>
12.1	<i>Assembly of Councillors .....</i>	<i>603</i>

12.2	<i>Section 86 – Delegated Committees of Council – Reports .....</i>	<i>608</i>
12.3	<i>Advisory Committees of Council - Reports.....</i>	<i>704</i>
<b>13.</b>	<b>NOTICES OF MOTION.....</b>	<b>715</b>
<b>14.</b>	<b>MAYOR’S REPORT .....</b>	<b>716</b>
<b>15.</b>	<b>COUNCILLORS’ REPORTS .....</b>	<b>717</b>
<b>16.</b>	<b>URGENT BUSINESS.....</b>	<b>718</b>
<b>17.</b>	<b>CLOSED SESSION OF THE MEETING TO THE PUBLIC .....</b>	<b>719</b>
<b>18.</b>	<b>MEETING CLOSURE .....</b>	<b>720</b>

**1. OPENING OF MEETING AND PRAYER**

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

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

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

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

**Amen**

**2. ACKNOWLEDGEMENT TO COUNTRY**

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

**3. RECORDING OF MEETING**

**As well as the Council for its minute taking purposes, the following organisations have been granted permission to make an audio recording of this meeting of Council:**

- The Moorabool News; and**
- The Star Weekly**

**4. PRESENT**

**5. APOLOGIES**



**6. CONFIRMATION OF MINUTES**

**6.1 Special Meeting of Council – Wednesday 28 March 2018**

**Recommendation:**

**That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 28 March 2018.**

**6.2 Ordinary Meeting of Council – Wednesday 4 April 2018**

**Recommendation:**

**That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 4 April 2018.**

## 7. 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.

## 8. 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.

## 9. PETITIONS

### 9.1 Gisborne Rd and Hansons Quarry Permit Application PA2017135

Council has received a petition containing 60 signatures from Community members of Coimadai Primary School.

Their petition states:

*'Community members of Coimadai Primary School, are extremely concerned about the heavy truck traffic on Gisborne Road that passes the Bennetts Lane turnoff to Coimadai Primary School daily;*

*There are no dedicated turning lanes to Coimadai Primary School on either side of Gisborne Road;*

*Community has experienced near misses on several occasions – the most recent in March 2018; and*

*Every student that attends Coimadai Primary School and all staff members travel to school by private vehicle as there is no other option.'*

The petition outlines concerns in relation to the current and future amount of heavy trucks passing the school turnoff and the increased risk to the school community. The petitioners go on to request Council's assistance to 'ask/demand' VicRoads to:

- '1. Do a traffic assessment on the traffic on Gisborne Road and the risks to the community*
- 2. Limit truck movement around school times*
- 3. Make Gisborne Road safe for all commuters.'*

Part 6, Clause 6.7 (h) of the Local Law No.9 Meeting Procedure Local Law, states that a petition to a planning application will be treated as a joint submission to the planning application. Whilst this petition will be considered as a submission to the planning application PA2017135, an exception has been made on this occasion to also consider this petition in line with the provisions under Meeting Procedure Local Law No.9, Part 6 - Clause 6.7 due to the petitioners requesting Council's assistance pertaining to road matters.

#### **Recommendation:**

**That the petition containing 60 signatures in relation to current and future traffic on Gisborne Road, Coimadai, be received by Council and that the community's concerns be presented in writing to VicRoads.**

# Attachment - Item 9.1

09 APR 2018

File No. 02/06/008  
2017-135

**Petition for Moorabool Shire Re: Gisborne Rd and Hanson's Quarry permit application PA2017135**

We, the undersigned community members of Coimadai Primary School, are extremely concerned about the heavy truck traffic on Gisborne Road that passes the Bennetts Lane turnoff to Coimadai Primary School daily. There are no dedicated turning lanes to our school on either side of Gisborne Road. Our community has experienced near misses on several occasions (see photographs attached). The most recent was in March this year when Moira Ross, the Acting Principal, had to veer on to the verge to avoid a collision with another vehicle. Every student that attends Coimadai Primary School and all staff members travel to school by private vehicle as there is no other option.

The amount of heavy and large trucks at present is considerable and if the Hanson's Quarry permit is approved then an extra 160 trucks will be passing our school turnoff every day. The increased risk to our school community will be exponential.

We are requesting Moorabool Shire to ask/demand Vic Roads to:

1. Do a traffic assessment on the traffic on Gisborne Road and the risks to the Community
2. Limit truck movement around school times
3. Make Gisborne Road safe for all commuters.

Name	Address	Signature
Moira Ross	2357 Gisborne Rd Coimadai	<i>[Signature]</i>
Anne-Maree Ewings	19 Albert St Darley	<i>[Signature]</i>
Renee Williamson	7 Durham St Darley	<i>[Signature]</i>
Belinda Todorov	11 Calderwood Rd, Maddingley	<i>[Signature]</i>
Kymm Madden	15 Bourke St Darley	<i>[Signature]</i>
Sue Monagle	385 Long Forest Rd.	<i>[Signature]</i>
KERRY WRIGLEY	4 BOWART OVE WENDOVER	<i>[Signature]</i>
Georgia Vlassopoulos	62 Whites Lane	<i>[Signature]</i>
Bon Guy	62 Whites Lane	<i>[Signature]</i>
Faouen Boden	430 Digger Rd, Coimadai	<i>[Signature]</i>
Regan Montgomery	12 Baker St Darley	<i>[Signature]</i>
Sharon Jones	25 Bull Malke Rd, Long Forest	<i>[Signature]</i>
Josmin Allender	3 Todd court, Darley	<i>[Signature]</i>
Alisha Layton	61 Wellington St, Darley	<i>[Signature]</i>
WAYNE SAIEBA	3 ANDERSON ST, BACUNIS MARSH	<i>[Signature]</i>









**10. PRESENTATIONS / DEPUTATIONS**

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

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

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

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

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

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

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

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

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

Item No	Description	Name	Position
-	-	-	-

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

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

Item No	Description	Name	Applicant/ Objector
-	-	-	-

## 11. OFFICER'S REPORTS

### 11.1 CHIEF EXECUTIVE OFFICER

#### 11.1.1 Draft 2017-2021 Council Plan (2018 Revision)

##### Introduction

File No.: 02/02/002  
Author: Danny Colgan  
Chief Executive Officer: Rob Croxford

The following report is presented for Council's consideration of the draft 2017-2021 Council Plan (2018 Revision), including the Strategic Resource Plan, and to resolve to place the document on public exhibition inviting public inspection and submissions for consideration prior to adoption.

##### Background

A review of the 2017-2021 Council Plan has been conducted which has resulted in adjustments to the document. In accordance with Section 125 of the Local Government Act 1989 (the Act), Council must consider whether the Council Plan requires any adjustment and if there are adjustments, Council must seek public submissions under Section 223 of the Act.

The 2017-2021 Council Plan has been reviewed by Councillors and officers and some adjustments have been made to confirm actions for the next financial year which will support the objectives and strategies contained within the Council Plan.

The reviewed 2017-2021 Council Plan (2018 Revision) is shown in Attachment 11.1.1.

##### Strategic Resource Plan

Council must also develop a Strategic Resource Plan as per Part 6 Section 126 of the Local Government Act 1989. The attached Strategic Resource Plan details the resources required to achieve the objectives and strategies outlined in the 2017-2021 Council Plan. It includes the following information for the next 4 financial years:

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

The Strategic Resource Plan for each financial year is subject to final determination as part of Council's Annual Budget process. Councillors will note that the Comprehensive Income Statement, Balance Sheet, Cash Flow Statement and Statement of Capital Works in the Council Plan will require updating to align with the draft Budget once it is reviewed by Council.

## Proposal

That Council, in accordance with section 223 of the Local Government Act 1989, place the draft 2017-2021 Council Plan (2018 Revision) on exhibition, inviting public submissions during the prescribed period of no less than 28 days as required under the Act.

## Policy Implications

The Council Plan 2017-2021 provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1B:** Our People

The proposal to review the draft 2017-2021 Council Plan (2018 Revision) is consistent with the Council Plan 2017-2021.

## Financial Implications

In accordance with Section 126 of the Local Government Act 1989, Council has prepared a draft 2017-2021 Strategic Resource Plan that details the resources required to achieve the 4 strategic objectives outlined in the draft 2017-2021 Council Plan (2018 Revision) being:

1. Providing Good Governance and Leadership
2. Minimising Environmental Impact
3. Stimulating Economic Development
4. Improving Social Outcomes

The Strategic Resource Plan includes the standard statements describing the required financial resources in the form and containing the information mandated by the regulations from 1 July 2017 and concluding 30 June 2021.

The standard statements section of the Strategic Resource Plan show the:

- Comprehensive Income Statement
- Balance Sheet
- Cash Flow Statement; and
- Capital Works

The draft 2017-2021 Council Plan (2018 Revision) to be placed on exhibition will be updated to reflect the Council's resolution in relation to the 2018/19 Annual Budget.

Over the 4 year life of the 2017-2021 Council Plan, the Strategic Resource Plan will be updated as part of Council's Annual Budget Process.

## Risk & Occupational Health & Safety Issues

There are no risk implications in relation to 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.

*Chief Executive Officer – Rob Croxford*

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

*Author – Danny Colgan*

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

### **Conclusion**

The draft 2017-2021 Council Plan (2018 Revision) and Strategic Resource Plan is presented for Council's consideration, in accordance with section 223 of the Local Government Act 1989, to place on public exhibition inviting public submissions during the prescribed period of no less than 28 days as required under the Act.

### **Recommendation:**

- 1. That, having considered the details of the draft 2017-2021 Council Plan (2018 Revision) attached to this report, Council, in accordance with the requirements of Part 6 Section 125 and 126 of Local Government Act 1989**
  - 1.1 authorises the Chief Executive officer to give public notice that the draft 2017-2021 Council Plan (2018 Revision) has been prepared and is available for public inspection; and**
  - 1.2 gives public notice and have ready for public inspection all prescribed information to be available from 5 May 2018 until 5 June 2018.**
- 2. That Council resolves to allow no less than 28 days for submissions to be made by members of the public and that all submissions are to be made in the prescribed manner. Council will hear submissions on Wednesday 20 June 2018 at a Special Meeting of Council to be held in the Council Chamber, 15 Stead Street, Ballan commencing at 6.00 pm.**

3. That in accordance with Section 125 of the Local Government Act 1989, Council resolves to notify and place on public notice its intention to adopt the Council Plan 2017-2021 on Wednesday 27 June 2018 at the Ordinary Meeting of Council to be held in the Council Chamber, 15 Stead Street, Ballan commencing at 6.00 pm.

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#### Report Authorisation

**Authorised by:** 

**Name:** Rob Croxford

**Title:** Chief Executive Officer

**Date:** Thursday, 12 April 2018

# Attachment - Item 11.1.1





MOORABOOL 2017-2021  
**MOORABOOL SHIRE  
COUNCIL PLAN**

*2018 REVIEW*



# Moorabool Vision 2021

VIBRANT AND RESILIENT COMMUNITIES  
WITH UNIQUE IDENTITIES



## INTRODUCTION

### Our Shire

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

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

A stunning Shire spanning more than 2,110 square kilometres, Moorabool is made up of 64 localities, hamlets and towns. More than 74% of the Shire comprises of water catchments, state forests and national parks. Moorabool boasts breathtaking landscapes, national parks, forests, gorges, mineral springs and tourism attractions.

Some of its key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park and the Bacchus Marsh Avenue of Honour.

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

Moorabool's eastern boundary is located just 40km west of Melbourne's CBD and extends westwards to the City of Ballarat municipal boundary. The Shire straddles Victoria's Western Highway and has excellent transport access to Melbourne, Ballarat and Geelong. Bacchus Marsh is equi-distant to Melbourne and Avalon airports and close to the sea ports of Geelong and Melbourne.

### Our History

The district was settled by Europeans from the 1830s and the character of our towns and surrounding areas reflect this era. Gold was discovered in the region and a timber industry quickly developed. The availability of water attracted many people and resulted in pastoral and agricultural development led by pioneers such as Sir William Henry Bacchus, who in 1836 settled on the fertile soil of what is now the township of Bacchus Marsh.

### Our Traditional Owners

We acknowledge the Indigenous history of Moorabool Shire. The land was traditionally occupied by, and connected to, a number of Aboriginal communities, most notably the Wathaurung Tribe in the south and west, the Djadja Wurrung Tribe in the northern ranges and the Wurundjeri Tribe in the east. In February 2015, the Council formally adopted a Statement of Commitment to Indigenous People.





## OUR CHALLENGE

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Moorabool Shire is growing ... fast.

Moorabool Shire has faster population growth than the national and Victorian average, and last year Moorabool's population grew by 2%. Bacchus Marsh's population grew by 3%.

Part of the Peri-Urban Group of Rural Councils, Moorabool Shire faces the significant financial challenge in funding the growth from its rates base.

For instance, Moorabool is responsible for maintaining and building a road network that stretches the equivalent distance from Melbourne to Newcastle. However Moorabool has less than one third of the rates revenue that regional city Councils can access to fund its road construction and maintenance requirements.

The financial challenge will be exacerbated in Peri-Urban Shires like Moorabool, as the burden of service provision will fall disproportionately on them in the future.

To 2031, the peri-urban region is forecast to grow by an average of 44.7%. In comparison the better funded regional councils, with larger revenue streams, will experience growth of 33.25%.

The Shire's unprecedented and sustained growth presents significant infrastructure challenges for both existing gap funding and new infrastructure to cater to the growing population's needs and expectations.

### Our Population

Moorabool Shire is a popular tree change destination, growing as fast as any other local government area in inland regional Victoria. The population of the Shire is estimated to increase by 72% between 2015 and 2041 to 54,418.

More than half the population lives in Bacchus Marsh and surrounds (18,247) (2015). The Shire's second largest population can be found in and around Ballan (2,985).

The remaining population is distributed throughout the large number of small towns, hamlets and farming areas within the Shire. The majority of people who relocate to Moorabool Shire are young families seeking a semi-rural lifestyle. Moorabool's demographic reflects this trend.



## GROWING OUR ECONOMY

### BUSINESS PROFILE

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

Residential growth, construction, retail and service industries, light manufacturing and tourism are emerging factors of growth and how potential development locations like Parwan and Ballan will attract investment and cater for job growth.

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

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

More industry and commercial development is required to meet the rising populations' employment needs.

To meet this need, Council has developed a plan for economic development over the next 10 years and investigated the future demand and supply for industrial land and how potential development locations like Parwan and Ballan will attract investment and cater for job growth.

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

### OPEN FOR BUSINESS

Council will be proactive in facilitating investment and development opportunities. A key mechanism to drive investment and development will be through the establishment of a high level economic development taskforce.

Economic development has a pivotal role in connecting local people to jobs, identifying infrastructure priorities to leverage future investment (such as in Parwan), branding the experiences for visitors in accessing Shire attractions and partnering with local business interests to foster growth.

Significant opportunities exist for economic growth in education, health care and service industries along with tourism into the future. More local jobs to increase local economic resilience and opportunities will be pursued.





## OUR REGIONAL CONNECTIONS

### OUR TRANSPORT CONNECTIONS

Moorabool Shire is well connected to Melbourne, Geelong and Ballarat, with easy access to major highways. Improvements to the Western Highway, the main arterial road between Melbourne and Adelaide, including the Deer Park Bypass and realignment of Anthony's Cutting, makes Moorabool increasingly accessible to Melbourne by road.

In 2017 the Council, with assistance of grant and developer contributions, completed the Halletts Way/O'Leary Way western bypass of Bacchus Marsh.

The establishment of a heavy vehicle bypass east of Bacchus Marsh, in particular an alternative heavy vehicle north-south route, would dramatically increase the amenity of the town.

The regular train link between Ballarat and Melbourne services Moorabool residents with scheduled stops at Ballan and Bacchus Marsh. In 2016 the State Government announced a \$513M investment in the Ballarat rail line, which will see an investment in facilities and passing loops in Moorabool. Further

investment in stages 2 and 3 is needed to increase timetabling for our residents.

Public Transport Victoria recently announced an expansion to bus services and bus shelters in Bacchus Marsh, adding increased frequency, new routes and improved co-ordination and amenity with the train network. Furthermore, both stations are included as part of the metropolitan public transport ticketing system, providing public transport access to metropolitan Melbourne.

Access to public transport still proves quite difficult for many of Moorabool's smaller communities, isolating them from major services. Council has implemented Transport Connections projects to provide practical solutions that relieve transport issues in many of Moorabool's smaller communities.

The trial V/Line bus service which serves the communities between Daylesford and Ballan, and Mt Egerton and Gordon to Ballan has been extended to at least the end of 2018.

### MOORABOOL IN A REGIONAL CONTEXT

Moorabool Shire Council borders the local government areas of Hepburn Shire, Melton City Council, Macedon Ranges Shire, Golden Plains Shire, City of Wyndham, City of Greater Geelong and City of Ballarat.

Council works strategically with local, State and Federal governments in regional planning processes and projects through membership of bodies like the Central Highlands Mayors and CEOs Forum and the Peri-Urban Group of Councils.

In 2016 the Minister approved a closer working relationship between the Victorian Planning Authority (VPA) and Council to develop a framework plan for Bacchus Marsh. This is in addition to the significant strategic work that Council has completed for the development of its small towns across the Shire.

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



## OUR 2041 JOURNEY

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Identified as a growth area in the Plan Melbourne and Central Highlands Regional Growth Strategy, and working in partnership with the Victorian Planning Authority (VPA), it is vital that Moorabool adopts a whole-of-Shire long term approach to planning.

Council is planning for the long term direction of our communities and has commenced Moorabool 2041, which is a framework aimed at documenting the opportunities, pressures and challenges facing Moorabool, and which sets the vision for the type of community and places Moorabool Shire will be in 2041.

This will lead to a long term vision to guide the development of Moorabool to retain its character and the places we love to ensure change provides appropriate services and opportunities for our residents.

M2041 will be a high order document developed following detailed supporting work and will provide a more holistic framework focussed on key strategic issues that prioritise land use planning activities, service planning and delivery and community engagement.

Much of the foundation work that supports our journey to 2041 has been completed or is well underway. As mentioned, the Victorian Planning Authority is working in partnership with Council to complete the strategic work and produce specific framework plans for both our urban and more rural communities.





## OUR CONSULTATION WITH OUR COMMUNITIES

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Over the past two years the Council has undertaken unprecedented levels of consultation with many and diverse communities. Examples include:

- Essential Services Commission Rate Variation Application
- Small Towns and Settlement Strategy
- Ballan Structure Plan
- Gordon Infrastructure Study
- Bacchus Marsh Urban Growth Framework Plan
- Bacchus Marsh Integrated Transport Strategy
- Major strategies including Economic Development, Retail, Industrial and Parwan Precinct
- Multiple Planning Scheme Amendments
- Recreation and Leisure Strategy
- Age Well Live Well Plan & Access and Inclusion Plan
- Municipal Early Years Strategy
- Community Development Strategy

The feedback from the strategic work above and the action plans contained in the work has now been synthesised into this four year plan.

Each year through our Annual Report process we will be providing an update on progress and recognise that the community will hold us accountable for outcomes set out in this plan.





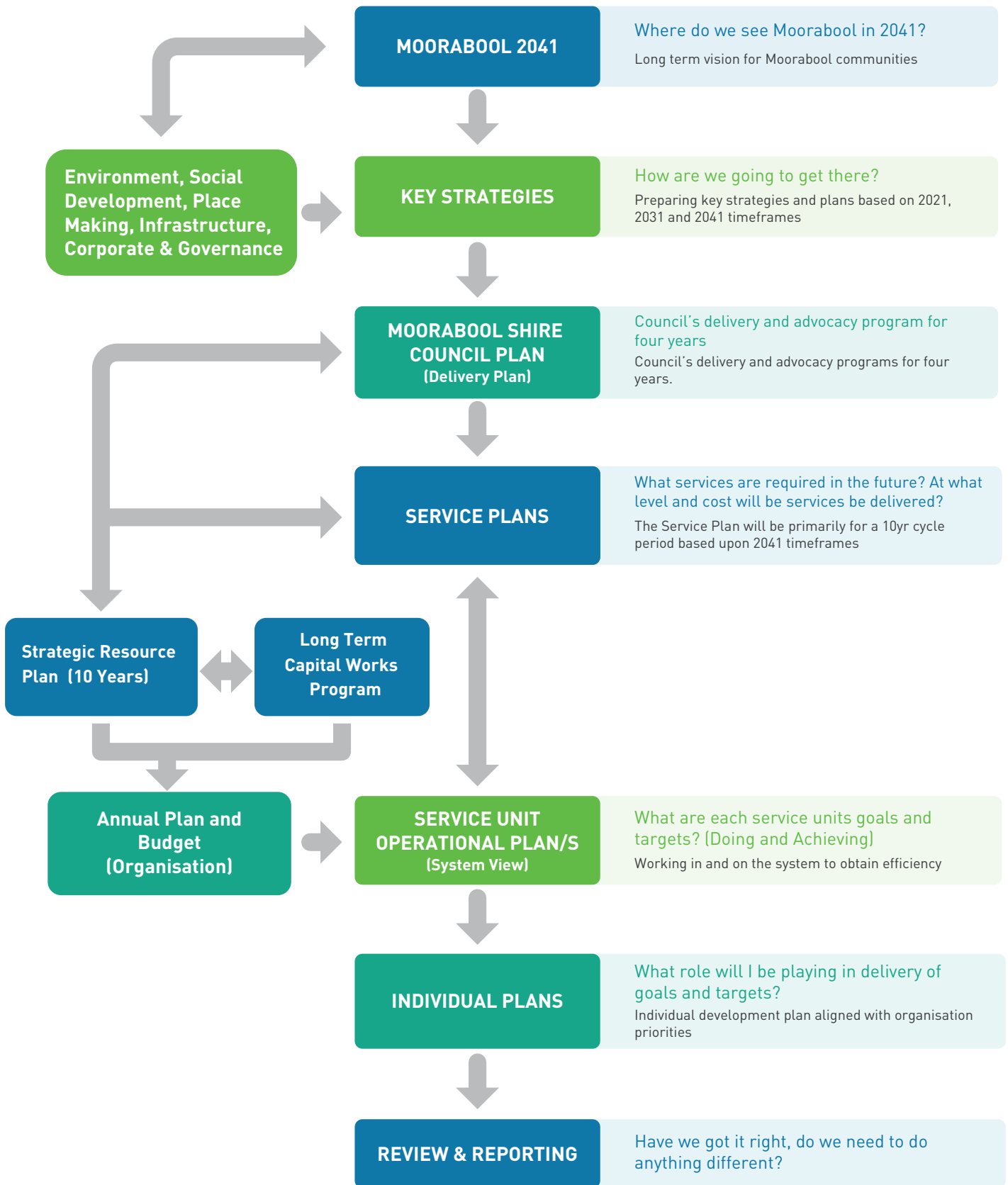
# COUNCIL PLAN 2017 – 2021

The Council Plan sits within the Council’s planning framework **(p.9)** and identifies the main priorities and expectations for the next four years. The Council Plan has taken into account where the Shire is currently situated in relation to the 2041 journey and what needs to be undertaken in the coming four-year period to remain on track.

Along with the adoption of the Council Plan, the Council must also adopt a resourcing strategy, service plans and operational plans to guide and support implementation.



# INTEGRATED PLANNING & DELIVERY FRAMEWORK (IPDF)





# STRATEGIC FRAMING

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## Our Vision

Vibrant and resilient communities with unique identities

## Our Purpose

1. The Moorabool Shire Council exists to co-design local solutions that enable the Moorabool communities to prosper now and into the future. We do this by:
  - » Providing good governance and leadership
  - » Minimising environmental impact
  - » Stimulating economic development
  - » Improving social outcomes
2. The Council exists to be in service to the communities of the Moorabool Shire.
3. The Council is accountable to the community and has legislative responsibilities

## Strategic Framework

The strategic framework can be shown diagrammatically in greater detail as follows.

1 Providing Good Governance and Leadership		
1A Our Assets and Infrastructure		
1B Our People		
1C Our Business and Systems		
2 Minimising Environmental Impact	3 Stimulating Economic Development	4 Improving Social Outcomes
2A Built Environment	3A Land Use Planning	4A Health & Wellbeing
2B Natural Environment	3B Investment & Employment	4B Community Connectedness and Capacity

## Our Values

By living these values Council is able to build strong relationships internally, with the community and with partners.

### INTEGRITY

I say what I mean and always do what's right.

### CREATIVITY

I consider situations from multiple angles and perspectives.

### ACCOUNTABILITY

I have courage to make decisions and take ownership for their outcomes.

### RESPECT

I seek to understand and treat people how I would like to be treated.

### EXCELLENCE

I take calculated risks to seek out better ways of doing things.

*These values translate to the acronym I CARE.*

**I CARE / WE CARE** will form the basis of community and organisational communications and branding for the period of this plan.

# STRATEGIC OBJECTIVE 1: PROVIDING GOOD GOVERNANCE AND LEADERSHIP

## CONTEXT 1A: OUR ASSETS AND INFRASTRUCTURE

**Definition** Our assets and infrastructure enable us to deliver services to our communities. In order to deliver these services we must maintain and invest in our infrastructure to ensure that it is fit for purpose.

**Challenges** Poor community infrastructure and plans for each asset class results in:

- » The incorrect level of investment in maintaining, renewing, upgrading and providing new assets
- » Low facility utilisation rates
- » Facilities that are not readily accessible

**Benefits**

- » Asset renewal gap is reduced
- » Assets are fit for the purpose they were intended for
- » Increased community satisfaction with infrastructure
- » Infrastructure keeping up with population growth
- » Infrastructure aligned to community needs

**Actions**

1	Review Asset Management Plans for:	
	- Transport	2020-2021
	- Buildings	2018-2019
	- Water	2018-2019
	- Open Space	2018-2019
2	Produce State of the Assets reports	2019-2020
3	Produce 10 Year Capital Improvement Programs	2018-2021
4	Deliver Annual Capital Improvement Programs	2018-2021
5	Develop and implement a Fleet and Plant Strategy	2019-2020
6	Finalise the Community Infrastructure Framework	2018-2019
7	Develop a framework for asset handover	2019-2020
8	Develop Infrastructure Policy for:	2018-2021
	- Traffic calming	
	- Nature strips	
	- Unmade Road Reserves (Paper Roads)	
	- Bores/Standpipes	
	- Graffiti	

**Resources (Financial,ICT, Workforce)** Existing resources

# STRATEGIC OBJECTIVE 1: PROVIDING GOOD GOVERNANCE AND LEADERSHIP

## CONTEXT 1B: OUR PEOPLE

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### Definition

Our people are our Councillors, staff, contractors and volunteers and are key to the planning and delivery of valued services to our communities and to the organisation. We will provide a workplace that is:

- » Supportive
- » Safe
- » Highly regarded
- » Innovative
- » Striving for excellence

We will ensure that governance systems are:

- » Robust
- » Transparent
- » Efficient
- » Democratic
- » Participatory
- » Responsive
- » Equitable and inclusive

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### Challenges

- » Poor strategic directions.
- » Poor decision making and outcomes for the community.
- » A lack of accountability to the community.

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### Benefits

- » Resourced and trained Councillors
  - » Employer of choice
  - » Improve recruitment and retention levels of skilled and capable staff
  - » Increased staff engagement, capacity and productivity
  - » Improved staff and community satisfaction
  - » Improved employment conditions
  - » Safe workplace environment
  - » Improved decision making frameworks
  - » Reduced risk
-

<b>Actions</b>		
<b>1</b>	Councillor Development - Councillors will be offered an induction and ongoing professional development programs	2018-2021
<b>2</b>	Organisational Development (consistent with Business Excellence) - Prepare an organisational development strategy inclusive of: <ul style="list-style-type: none"> <li>&gt; Leadership &amp; Management</li> <li>&gt; Culture &amp; Employee Engagement</li> <li>&gt; Organisational Systems &amp; Processes</li> <li>&gt; Reward &amp; Recognition</li> <li>&gt; Service Planning &amp; Review</li> <li>&gt; Strategic Workforce Planning and Development</li> <li>&gt; Health and Wellbeing</li> </ul>	2018-2019
<b>3</b>	Community Engagement Policy and Framework - Revise the Community Engagement Policy and Framework	2019-2020
<b>4</b>	PR Communication - Develop and implement the actions from the Communications Plan	2019-2021
<b>5</b>	Customer Service - Review the Customer Service Policy and Strategy - Develop and implement the Action Plan of the Customer Service Policy and Strategy	2018-2021 2019-2021
<b>6</b>	Risk and OHS Management - Enhance our OHS systems and procedures for the organisation - Revise the Risk Management Strategy and Framework - Review identified corporate, strategic and operational risks - Implement child safety standards across the organisation	2018-2021 2018-2021 2018-2021 2018-2021

**Resources**  
(Financial,ICT,  
Workforce)

Existing resources:

# STRATEGIC OBJECTIVE 1: PROVIDING GOOD GOVERNANCE AND LEADERSHIP

## CONTEXT 1C: OUR BUSINESS & SYSTEMS

**Definition** Our systemised approach to planning and service delivery and our business excellence philosophy (SAI Global, 2011) work to ensure our communities receive high quality, valued and targeted services. Our approach also enables our staff to efficiently and effectively deliver services without risk, duplication of effort and resource wastage whilst leveraging the use of information and communications technology.

**Challenges** Financial constraints coupled with increased community demand and expectations means that services need to be delivered in the most efficient and effective way. Outmoded operating models compromise Council's ability to proactively manage changes in service type or customer needs and expectations.

- Benefits**
- » Value for money services
  - » Less duplication of effort
  - » Risk is understood and mitigated
  - » Improved organisational intelligence for decision making
  - » Improved integration and streamlining of systems and processes

- Actions**
- |          |  |           |
|----------|--|-----------|
| <b>1</b> | Legislative and Regulatory   |           |
|          | - Review the Local Law   | 2018-2019 |
|          | - Review the Municipal Strategic Statement (MSS)   | 2018-2019 |
|          | - Develop an Enforcement Policy  | 2018-2019 |
| <b>2</b> | ICT  |           |
|          | - Implement Phases 2 (Intranet) of the Digital Strategy  | 2018-2019 |
|          | - Implement Phases 3 (GIS replacement) of the Digital Strategy   | 2018-2021 |
|          | - Develop and implement a Project Management System  | 2020-2021 |
| <b>3</b> | Service Reviews  |           |
|          | - Develop service plans for all services   | 2018-2021 |
|          | - Undertake service reviews in accordance with the policy and framework and determined by Council                | 2018-2021 |
|          | - Align finance system with service plans, systems views and ESC requirements                                    | 2018-2020 |
| <b>4</b> | Financial Sustainability   |           |
|          | - Annually review the Long Term Financial Plan   | 2018-2021 |
|          | - Annually review the need to make a rate cap variation application  | 2018-2021 |
|          | - Develop shared services opportunities with other local governments, community and private sector organisations | 2018-2021 |
|          | - Seek funding for new, upgrade and renewed community facilities from State and Federal Governments              | 2018-2021 |

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**Resources  
(Financial,ICT,  
Workforce)**

Budget is required to:

- » Review the Local Law (current resources)
  - » Implement the Maintenance Management System
  - » Implement Phases 2 (Intranet) of the Digital Strategy
  - » Implement Phases 3 (GIS replacement) of the Digital Strategy
  - » Prepare service plans for all services
  - » Engage a resource to drive service reviews
- 

## **Community Indicators: Providing Good Governance and Leadership**

Good governance and leadership will be measured by:

- » Increase community satisfaction score (overall performance)
- » Increase staff satisfaction score (1-5 scale)
- » Increase BEx score (out of 1000)
- » Reduce the asset renewal gap (renewal to depreciation: LGPRF)
- » Generate a positive underlying financial result
- » End of year financial result (+/- operating and capital)
- » Percentage of capital projects completed on time and budget



## STRATEGIC OBJECTIVE 2: MINIMISING ENVIRONMENTAL IMPACT

### CONTEXT 2A: BUILT ENVIRONMENT

**Definition** The Council plays a key role in the planning, developing and provision of services within the urban and commercial areas of the Moorabool Shire to enable communities to enjoy higher levels of amenity, economic development, social connectedness and ultimately a sense of place whilst minimising the impact on the environment.

**Challenges** The built environment creates a sense of place and contributes to well-being and economic growth. Failure to plan and optimise investment may lead to a negative impact on the natural environment.

**Benefits**

- » Increased health and wellbeing
- » Improved amenity
- » Great places to live
- » Community connectedness
- » Targeted economic investment

**Actions**

<b>1</b>	Develop frameworks for each small town and action plans to address the components identified in the following strategies:	
	- Small Towns Strategy	2018-2021
	- Bacchus Marsh Urban Growth Framework	2018-2021
	- Ballan Structure Plan	2018-2021
	- Tree Strategy	2018-2021
	- Gateways Strategy	2018-2021
<b>2</b>	Implement the:	
	- Gordon Infrastructure Plan	2017-2019
	- Gordon Structure Plan	2017-2019
<b>3</b>	Work with relevant authorities to ensure that flooding and bushfire risks are addressed:	2017-2021
	- Incorporate flood mapping into the Planning Scheme	
	- Review Bushfire Management Overlays (BMO)	
<b>4</b>	Review and implement a Bacchus Marsh Avenue of Honour Management Plan	2018-2019
<b>5</b>	Implement an Energy Efficient Street Lighting Plan	2019-2020
<b>6</b>	Prepare and revise a rolling cycle of Reserve Master Plans	2017-2018
<b>7</b>	Complete Bald Hill Activation Plan Feasibility Study	2018-2020

**Resources (Financial, ICT, Workforce)** Budget is required to:

- » Implement an Energy Efficient Street Lighting Plan
- » Provide a staff resource to address windfarm issues
- » Complete Bald Hill Activation Plan Feasibility Study

## STRATEGIC OBJECTIVE 2: MINIMISING ENVIRONMENTAL IMPACT

### CONTEXT 2B: NATURAL ENVIRONMENT

**Definition** The Council through its actions, as well as working with other agencies and groups with an environmental stewardship role, focus to assist communities to live sustainably so that we leave a healthy and prosperous environment for the future generations.

**Challenges** Land and water degradation, weed and pest invasion, increase incidence of natural disasters including fire, flood and heatwaves, combined with poor strategic direction, planning and investment to minimise environmental impacts in the natural environment, results in sub-optimal community outcomes now and for future generations.

**Benefits**

- » Community members can enjoy their experience of natural places
- » Threats to our local environment are reduced
- » Flow on benefits to our economy, productive agriculture, physical activity, well-being and community identity

Actions		
1	Implement the action plan of the Moorabool Sustainable Environment Strategy	2017-2021
2	Waste Management	
	- Complete a trial and undertake a review of the green waste service	2018-2019
	- Undertake an audit of closed landfills	2018-2019
	- Review the Waste Strategy (2015)	2020-2021
3	Develop an Open Space Integrated Water Management Plan	2017-2018
4	Develop and implement a policy on allocation, use and trading of water for Council water assets	2017-2018
5	Complete a Waterway and Stormwater Management Strategy	2019-2020

**Resources (Financial, ICT, Workforce)** Budget is required to:

- » Provide a staff resource to address windfarm issues
- » Allocate reserve funds for a landfill review
- » Resource waterway and stormwater development uses

### Community Indicators: Minimising Environmental Impact

Minimising our environmental impact will be measured by:

- » Percentage of stormwater pollutants generated by urban catchments compared to best practice guidelines
- » Reduced energy consumption across Council owned and operated buildings
- » Reduced CO2 emissions across Council owned and operated buildings, facilities, street lights and fleet
- » Kerbside collection waste diverted from landfill (LGPRF)

## STRATEGIC OBJECTIVE 3: STIMULATING ECONOMIC DEVELOPMENT

### CONTEXT 3A: LAND USE PLANNING

<b>Definition</b>	The Council uses land use planning to manage the development of land within its jurisdictions and has a leadership role (along with other agencies) in land use planning, place making and guiding the amenity of our communities.	
<b>Challenges</b>	To cater for communities with growing populations, land use planning needs to understand, consider and deliver on improved economic, social, and environmental outcomes, and an improved ability to access to employment and education opportunities across the Shire.	
<b>Benefits</b>	<ul style="list-style-type: none"> <li>» Master planned communities</li> <li>» Improved ability to access to employment and education</li> <li>» Improved livability, securing the reason people moved to Moorabool</li> <li>» Designated land for the use of economic and educational activity</li> <li>» Effective engagement with community regarding the use of land within the community</li> </ul>	
<b>Actions</b>	<ol style="list-style-type: none"> <li>1 Incorporate strategic documents into the Planning Scheme               <ul style="list-style-type: none"> <li>- Municipal Strategic Statement Review</li> <li>- Ballan Structure Plan</li> <li>- Retail Strategy</li> <li>- Housing Strategy</li> <li>- West Moorabool Heritage Study</li> <li>- C73 Land Subject to Inundation</li> </ul> </li> <li>2 Implement the adopted Small Towns and Settlement Strategy               <ul style="list-style-type: none"> <li>- Prepare structure plans for the key growth towns</li> <li>- Develop a program for services and utilities in small towns</li> </ul> </li> <li>3 Finalise the Bulky Goods investigation</li> <li>4 Develop and finalise the Bacchus Marsh Urban Growth Framework Plan in partnership with the Victorian Planning Authority</li> <li>5 Develop a long term strategy for the Bacchus March Civic Precinct</li> <li>6 Review future opportunities for the Darley Civic Precinct</li> </ol>	<p>2017-2021</p> <p>2017-2021</p> <p>2017-2018</p> <p>2017-2019</p> <p>2018-2019</p> <p>2019-2020</p>
<b>Resources (Financial,ICT, Workforce)</b>	<p>Budget is required to:</p> <ul style="list-style-type: none"> <li>» Incorporate strategic documents into the Planning Scheme</li> <li>» Implement actions of the STS</li> <li>» Finalise land use strategic projects</li> </ul>	

## STRATEGIC OBJECTIVE 3: STIMULATING ECONOMIC DEVELOPMENT

### CONTEXT 3B: INVESTMENT & EMPLOYMENT

**Definition** Council plays a role in a strong economy, local jobs, healthy businesses, inward investment and visitation that contributes to the livability of the Shire. It also works with the development of industry to develop key infrastructure for growing communities.

**Challenges** Fiscal constraints directly impact on the amount of investment Council is able to independently contribute towards stimulating investment and economic growth. Without guidance and investment by business, government and the community, economies will stagnate and local jobs and education opportunities may not be created.

**Benefits**

- » Increased economic investment and job growth
- » Improved lifestyles
- » Decreased travel
- » Increased community cohesion
- » Improved employment and education opportunities
- » Stimulated local economy and creating more resilient communities
- » Connect local people to local jobs

Actions		
1	Implement the action plan of the Economic Development Strategy	2017-2021
2	Establish an Economic Development Taskforce	2018-2019
3	Scope and develop a plan for the Bacchus Marsh town centre revitalisation in partnership with the VPA	2018-2019
4	Facilitate Parwan Employment Precinct planning and marketing	2017-2020
5	Construct the Ballan depot	2019-2020
6	Advocate, resource and implement the Bacchus Marsh Integrated Transport Strategy (BMITS) action plans including: <ul style="list-style-type: none"> <li>- Finalise the alignment for Bacchus Marsh Eastern Link Road (with VicRoads and VPA)</li> <li>- Pursue Gisborne Road/Grant Street capacity improvement projects (with VicRoads)</li> <li>- Implement east bound freeway ramps at Halletts Way (with VicRoads)</li> <li>- Refer Council's BMITS infrastructure actions to the long term capital program</li> </ul>	2017-2021
7	Review and implement the action plan from the Destination Management Plan (Tourism) Review	2017-2019
8	Advocate for improved Ballarat Line rail and integrated public transport outcomes through the Ballarat Line Action Committee (BRAC)	2017-2021

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**Resources  
(Financial,ICT,  
Workforce)**

Budget is required to:

- » Implement the action plan of the Economic Development Strategy
  - » Develop a plan for the Bacchus Marsh Town Centre Revitalisation Project
  - » Facilitate the Parwan Employment Precinct planning and marketing
  - » Construct the Ballan Depot
  - » Implement BMITS recommendations
- 

## **Community Indicators Stimulating Economic Development**

Stimulating economic development will be measured by:

- » Increased number of businesses operating within the Shire; number of active businesses for 3340, 3342
- » The number of active small businesses (with <5 staff)
- » Percentage of students that complete Year 12 or equivalent
- » Increase number of local jobs as % of total jobs for employed Moorabool residents
- » Maintenance of land use supply best practice target – residential, commercial and industrial)
- » Percentage of planning applications gone against Council's determination in VCAT

## STRATEGIC OBJECTIVE 4: IMPROVING SOCIAL OUTCOMES

### CONTEXT 4A: HEALTH & WELLBEING

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<b>Definition</b>	Enhanced community health and wellbeing is achieved through the intersection of enhanced economic, social, built and natural environments.	
<b>Challenges</b>	The determinants of our health and wellbeing are influenced by a wide range of factors including individual, social, cultural, economic and environmental (World Health Organisation 2008). Social, economic and environmental factors include employment and housing, schools and education, social connections, conditions of work and leisure, and the state of housing, neighbourhoods and the environment.	
<b>Benefits</b>	<ul style="list-style-type: none"><li>» Local services accessible to those in need</li><li>» Healthier individuals and communities</li><li>» Reduced social isolation and exclusion</li><li>» Reduced anti-social behaviour</li><li>» More resilient and self-reliant individuals and communities</li><li>» Enhanced workforce numbers and capacity</li></ul>	
<b>Actions</b>	<ol style="list-style-type: none"><li><b>1</b> Health &amp; Wellbeing Plan<ul style="list-style-type: none"><li>- Prepare and implement an advocacy and partnership plan to attract investment in government and non-government services in the municipality</li><li>- Facilitate and support existing and emerging arts and cultural development groups and activities across the municipality</li></ul></li><li><b>2</b> Municipal Early Years Plan<ul style="list-style-type: none"><li>- Plan and construct the West Maddingley Community Facility</li><li>- Adopt a revised Municipal Early Years Plan (MEYP)</li></ul></li><li><b>3</b> Recreation and Leisure Strategy<ul style="list-style-type: none"><li>- Implement the Reserve Management Framework</li><li>- Design and construct indoor courts</li><li>- Plan and construct stage 1 of the Bacchus Marsh Racecourse Recreation Reserve</li><li>- Revise the Recreation and Leisure Strategy (incorporating Hike and Bike Strategy)</li><li>- Develop plans to improve, update and beautify our neighbourhood, passive, recreation and other open spaces</li></ul></li></ol>	<p>2018-2021</p> <p>2018-2021</p> <p>2019-2021</p> <p>2020-2021</p> <p>2018-2021</p> <p>2020-2021</p> <p>2017-2019</p> <p>2020-2021</p> <p>2017-2019</p>

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4	Community Development Strategy	
	- Revise the Community Development Strategy (incorporating the Volunteer Strategy and an Arts and Culture Strategy)	2020-2021
5	Age Well Live Well Strategy and Access and Inclusion Plan	
	- Prepare a revised Age Well Live Well Strategy and Access and Inclusion Plan	2020-2021
6	Youth Strategy	
	- Undertake a Master Plan including concept and cost plan for a youth space at Rotary Park, including the Andy Arnold Facility	2019-2020
	- Prepare a concept plan and costing for Youth Space/s at the Andy Arnold Centre / Rotary Park precinct	2019-2020
	- Support a Moorabool "Learning Matters" initiative place based collaborative initiative focussed on improving engagement and retention in education in the Bacchus Marsh area	2019-2020
	- Advocate and support the development of programs and services to increase employment opportunities for young people	2018-2021
	- Revise and adopt the Youth Strategy	2018-2019

**Resources  
(Financial, ICT,  
Workforce)**

Budget is required to:

- Plan and construct the West Maddingley Community Facility
- Plan and construct Stage 1 of the Bacchus Marsh Racecourse Recreation Reserve
- Plan and construct the new indoor sports facility

## STRATEGIC OBJECTIVE 4: IMPROVING SOCIAL OUTCOMES

### CONTEXT 4B: COMMUNITY CONNECTEDNESS AND CAPACITY

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<b>Definition</b>	Community Connectedness - The creation of inclusive and engaged communities that provide opportunities for people across their life stages to participate in activities that improve the wellbeing of our communities.								
<b>Challenges</b>	Community Capacity Building - Supporting and strengthening of individuals, families and communities to identify needs and develop solutions at a local level. This may involve advocacy, empowering people in action, education, awareness raising and distribution of resources to individuals and communities.								
<b>Benefits</b>	<ul style="list-style-type: none"><li>» Healthier individuals and communities</li><li>» Reduced social isolation and exclusion</li><li>» Reduced anti-social behaviour</li><li>» More resilient and self -reliant individuals and communities</li></ul>								
<b>Actions</b>	<table><tr><td>1 Community Development and Volunteer Strategies</td><td></td></tr><tr><td>- Develop and deliver a community group capacity building and sustainability program</td><td>2018-2019t</td></tr><tr><td>2 Emergency Management Plan</td><td></td></tr><tr><td>- Deliver community emergency management education program</td><td>2017-2021</td></tr></table>	1 Community Development and Volunteer Strategies		- Develop and deliver a community group capacity building and sustainability program	2018-2019t	2 Emergency Management Plan		- Deliver community emergency management education program	2017-2021
1 Community Development and Volunteer Strategies									
- Develop and deliver a community group capacity building and sustainability program	2018-2019t								
2 Emergency Management Plan									
- Deliver community emergency management education program	2017-2021								
<b>Resources (Financial,ICT, Workforce)</b>	Budget is required to: <ul style="list-style-type: none"><li>» Develop and deliver the community group capacity building and sustainability program</li></ul>								

---

### Community Indicators Improving Social Outcomes

Improving social outcomes will be measured by:

- » Improvements in SEIFA score (IRSD percentile within Victoria)
- » Percentage of people that volunteer
- » Percentage of people self-reporting health as excellent or very good
- » Percentage of children developmentally vulnerable on one or more developmental domains
- » Percentage of people undertaking adequate physical exercise
- » Percentage of people requiring assistance with core activities
- » Proportion of adults feeling safe walking in their street at night
- » Rate of family violence incidents (per 100,000 people)





# MEASURING AND REPORTING ON PROGRESS

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The Integrated Planning and Delivery Framework requires that Council measure and report on progress and outcomes of the Council Plan. Council will monitor its progress towards achieving the objectives of the Council Plan using two sets of measures:

- 1. Community Indicators:** These include 'big picture' measures of the community's progress towards the Council's Strategic Objectives, at least once every four years (p.26).
- 2. Strategic Progress Indicators:** Council will measure results and progress in implementing Council's Strategic Actions in the Annual Report each year (p.27).

Data to measure performance will be drawn from Council operational data, survey results, State Government data and Australian Bureau of Statistics.

This collection of indicators will be reviewed for statistical reliability and appropriateness on a regular basis. Data collected over a period of time will be utilised to improve Council's performance. Council will continue to further develop and improve the way performance and results are measured and reported.

# COMMUNITY INDICATORS

STRATEGIC OBJECTIVE	MEASURE	BASELINE 2016 (or as at date)	2021 TARGET	2031 TARGET	2041 TARGET
<b>Providing Good Governance and Leadership</b>	Increase community satisfaction score (overall performance)	54	60	70	80
	Increase staff satisfaction score (1-5 scale)	2.5	3.5	4.5	5
	Increase BEX score (out of 1000)	331	600	650	800
	Reduce the asset renewal gap (renewal to depreciation: LGPRF)	70%	100%	100%	100%
	Generate a positive underlying financial result	2%	10%	10%	10%
	End of year financial result (+/- operating and capital)	5%	5%	4%	2.5%
	Percentage of capital projects completed on time and budget	90%	95%	95%	95%
<b>Minimising Environmental Impact</b>	Percentage of stormwater pollutants generated by urban catchments compared to best practice guidelines	N/A	50%	75%	100%
	Reduced energy consumption across Council owned and operated buildings	1.17%	15%	25%	40%
	Reduced CO2 emissions across Council owned and operated buildings, facilities, street lights and fleet	4270 tonnes	4000 tonnes	3000 tonnes	2000 tonnes
	Kerbside collection waste diverted from landfill (LGPRF)	20%	25%	30%	40%
<b>Stimulating Economic Development</b>	Increased number of businesses operating within the Shire; number of active businesses for 3340, 3342	5783	6200	7000	8000
	The number of active small businesses (with <5 staff)	2,200 (2011)	2,800	3,250	3,700
	Percentage of students that complete Year 12 or equivalent	36.9% <sup>1</sup>	38.0%	44.0%	60.0%
	Increase number of local jobs as % of total jobs for employed Moorabool residents	0.47%	0.46%	0.46%	0.52%
	Maintenance of land use supply best practice target - residential, commercial and industrial	15 years	15 years	15 years	15 years
	Percentage of planning applications gone against Council's determination in VCAT	75%	60%	40%	20%
<b>Improving Social Outcomes</b>	Improvement in SEIFA score (IRSD percentile within Victoria) <sup>1</sup>	1008.5 (2011)	1009.0	1010.0	1011.0
	Percentage of people that volunteer	20.0% <sup>2</sup>	21.0%	23.0%	25.0%
	Percentage of people self-reporting health as excellent or very good	47.5% <sup>3</sup>	48.0%	49.0%	50.0%
	Percentage of children developmentally vulnerable on one or more developmental domains	15.6% <sup>4</sup>	15.0%	12.0%	10.0%
	Percentage of people undertaking adequate physical activity	41.4% <sup>5</sup>	43.0%	47.0%	50.0%
	Percentage of people requiring assistance with core activities	4.6% <sup>6</sup>	4.6%	4.3%	4.0%
	Proportion of adults feeling safe walking in their street at night	63.1% (2015) <sup>7</sup>	63.5%	64%	65%
	Rate of family violence incidents (per 100,000 people)	1502 (2015/16) <sup>8</sup>	1480	1400	1300

1. ABS Report 2033.0.55.001 (Index of Relative Socio-Economic Disadvantage by Local Government Area and percentile within Victoria)

2. Australian Bureau of Statistics – Census of Population & Housing – linked to health and wellbeing plan and volunteer strategy

3. Victorian Population Health Survey (Department of Health) – linked to health and wellbeing plan

4. Australian Early Development Census – linked to Municipal Early Years Plan

5. Victorian Population Health Survey (Department of Health) – linked to Recreation and Leisure Strategy; Hike and Bike Strategy and Health and Wellbeing Plan

6. Australian Bureau of Statistics – Census of Population & Housing – linked to Age Well Live Well Strategy & Access and Inclusion Plan

7. VicHealth Indicators 2015 – linked to health and wellbeing plan

8. Crime Statistics Agency – linked to Health and Wellbeing Plan and Municipal Early Years Plan

# STRATEGIC PROGRESS INDICATORS

## PROVIDING GOOD GOVERNANCE & LEADERSHIP

STRATEGIC CONTEXT	STRATEGIC ACTION	2017-2018	2018-2019	2019-2020	2020-2021
1A Our Assets and Infrastructure	Undertake a road management plan review	C			
	Review Asset Policy and Strategy	✓			
	Review Asset Management Plans - Transport		✓		
	Review Asset Management Plans - Buildings		✓		
	Review Asset Management Plans - Water		✓		
	Review Asset Management Plans - Open Space		✓		
	Produce State of the Assets Reports		✓		
	Produce 10 Year Capital Improvement Programs	C	✓	✓	✓
	Deliver Annual Capital Improvement Programs	C	✓	✓	✓
	Develop and implement a Fleet & Plant Strategy		M	✓	
	Finalise the Community Infrastructure Framework		✓		
	Develop a framework for Asset Handover		M	✓	
	Develop Infrastructure Policies for traffic calming, nature strips, unmade road reserves, bores/standpipes, graffiti	C	✓	✓	✓
1B Our People	Councillor Development – induction and ongoing professional development	C	✓	✓	✓
	Prepare an Organisational Development Strategy		✓		
	Revise the Community Engagement Policy and Framework			✓	
	Review the PR Communications and Marketing Strategy	C			
	Develop and implement the actions from the Communications Plan		✓	✓	✓
	Review the Customer Service Policy & Strategy		M	✓	
	Develop and implement the Customer Service Action Plan		M	✓	✓
	Develop an OHS Strategy	C			
	Enhance OHS systems and procedures	C	✓	✓	✓
	Review the Risk Management Strategy and Framework		✓		
	Review identified corporate, strategic and operational risks	C	✓	✓	✓
	Implement child safety standards across the organisation	C	✓	✓	✓

*n = not completed c = completed m = modified*

# STRATEGIC PROGRESS INDICATORS

## PROVIDING GOOD GOVERNANCE & LEADERSHIP (CONT)

STRATEGIC CONTEXT	STRATEGIC ACTION	2017-2018	2018-2019	2019-2020	2020-2021
1C Our Business and Systems	Review the Local Law	M	✓		
	Review the Municipal Strategic Statement (MSS)	M	✓		
	Develop an Enforcement Policy		✓		
	Implement Phases 2 (Intranet) of the Digital Strategy	N	✓		
	Implement Phases 3 (GIS replacement) of the Digital Strategy	M	✓	✓	✓
	Streamline integrated corporate reporting systems and methods	C			
	Implement the Maintenance Management System	C			
	Develop and Implement a Project Management System		M		✓
	Develop Service Plans for all services	C	✓	✓	✓
	Undertake service reviews as determined by Council	C	✓	✓	✓
	Align the finance system with service plans, systems views and ESC requirements		M	✓	
	Annually review the Long Term Financial Plan	C	✓	✓	✓
	Annually review the need to make a rate cap variation	C	✓	✓	✓
	Review the Rating Strategy	C	C		
	Identify and develop shared services with other LGs, community and private sector organisations	M	✓	✓	✓
	Seek funding for new, upgrade and renewed community facilities	C	✓	✓	✓

n = not completed c = completed m = modified

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# STRATEGIC PROGRESS INDICATORS

## 2. MINIMISING ENVIRONMENTAL IMPACT

STRATEGIC CONTEXT	STRATEGIC ACTION	2017-2018	2018-2019	2019-2020	2020-2021
2A Built Environment	Develop frameworks for each small town and action plans to address components identified in the Small Towns Strategy, Bacchus Marsh Urban Growth Framework, Ballan Structure Plan, Tree Strategy, Gateways Strategy	✓	✓	✓	✓
	Implement the Gordon Infrastructure Plan and the Gordon Structure Plan	C	✓		
	Finalise a review of the Bacchus Marsh Aerodrome	C			
	Work with relevant authorities to ensure that flooding and bushfire risks are addressed	✓	✓	✓	✓
	Review and implement a Bacchus Marsh Avenue of Honour Management Plan	N	✓		
	Implement an Energy Efficient Street Lighting Plan			✓	
	Develop and resource plan to act as responsible authority for administration and enforcement of permits in relation to windfarms	C			
	Complete Bald Hill Activation Plan Feasibility Study		✓	✓	
	Prepare and revise a rolling cycle of Reserve Master Plans	C	✓	✓	✓
2B Natural Environment	Finalise and implement the action plan of the Moorabool Sustainable Environment Strategy	✓	✓	✓	✓
	Complete a trial and undertake a review of the green waste service		✓		
	Undertake an audit of closed landfills		✓		
	Determine Council's position on hard waste	C			
	Review the 2015 Waste Strategy				✓
	Develop an Open Space Integrated Water Management Plan	N	✓		
	Develop and implement a policy on allocation, use and trading of water for Council water assets	N	✓		
	Complete a Waterway and Stormwater Management Strategy			✓	

n = not completed c = completed m = modified

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# STRATEGIC PROGRESS INDICATORS

## 3. STIMULATING ECONOMIC DEVELOPMENT

STRATEGIC CONTEXT	STRATEGIC ACTION	2017-2018	2018-2019	2019-2020	2020-2021
3A Land Use Planning	Incorporate strategic documents into the Planning Scheme	✓	✓	✓	✓
	Implement the adopted Small Towns and Settlement Strategy	✓	✓	✓	✓
	Finalise the Bulky Goods investigation	M			
	Develop and finalise the Bacchus Marsh Urban Growth Framework	M	✓		
	Develop a long term strategy for the Bacchus Marsh Civic Precinct		✓		
	Review future opportunities for the Darley Civic Precinct			✓	
3B Investment and Employment	Implement the action plan of the Economic Development Strategy	✓	✓	✓	✓
	Establish an Economic Development Taskforce	M	✓		
	Scope and develop a plan for the Bacchus Marsh Town Centre revitalisation		✓		
	Facilitate the Parwan Employment Precinct planning and marketing	✓	✓	✓	✓
	Construct the Ballan Depot	M	M	✓	✓
	Advocate, resource and implement the Bacchus Marsh Integrated Transport Strategy action plans	C	✓	✓	✓
	Review and implement the action plan from the Destination Management Plan (Tourism) Review	M	✓		
	Advocate for government and private sector investment in office accommodation to house government and non-government services	C			
	Continue to advocate for government and private sector investment in office accommodation to house government and non-government services		✓	✓	✓
	Advocate for improved Ballarat Rail Line and integrated public transport outcomes	C	✓	✓	✓

n = not completed c = completed m = modified

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# STRATEGIC PROGRESS INDICATORS

## 4. IMPROVING SOCIAL OUTCOMES

STRATEGIC CONTEXT	STRATEGIC ACTION	2017-2018	2018-2019	2019-2020	2020-2021
4A Health and Wellbeing	Prepare and implement an advocacy and partnership plan to attract investment in government and non-government services in the municipality	M	✓	✓	✓
	Adopt a leadership statement on the issue of violence against women to increase community awareness and demonstrate Council's commitment to the issues	C			
	Facilitate and support existing and emerging arts and cultural development groups and activities across the municipality	C	✓	✓	✓
	Adopt a revised Health and Well Being Plan	C			
	Plan and construct the West Maddingley Community Facility			✓	✓
	Adopt a revised Municipal Early Years Plan (MEYP)				✓
	Implement the Reserve Management Framework	C	✓	✓	✓
	Prepare sport specific feasibility studies and strategies	C	M		
	Design and construct indoor courts				✓
	Plan and construct stage 1 of the Bacchus Marsh Racecourse Recreation Reserve	C	✓		
	Review feasibility of the timing of the proposed Bacchus Marsh Indoor Aquatic Centre and include a feasibility study on the construction and location of splash parks.	C			
	Revise the Recreation and Leisure Strategy (incorporating Hike and Bike Strategy)				✓
	Revise the Community Development Strategy (incorporating the Volunteer Strategy and an Arts and Culture Strategy)				✓
	Prepare a Masterplan for the Ballan Recreation Reserve	C			
	Develop plans to improve, update and beautify our neighbourhood, passive, recreation and other open spaces	✓	✓		
	Prepare a directions paper to deliver Aged Services in a consumer directed care environment	C			
	Facilitate the transition of eligible clients to the NDIS	C			
	Prepare a revised Age Well Live Well Strategy and Access and Inclusion Plan				✓
	Undertake a Master Plan including concept and cost plan for Rotary Park including the Andy Arnold Facility		✓		
	Prepare a concept plan and costing for Youth Space/s at the Andy Arnold Centre / Rotary Park precinct		✓	✓	

n = not completed c = completed m = modified

# STRATEGIC PROGRESS INDICATORS

## 4. IMPROVING SOCIAL OUTCOMES (CONT)

STRATEGIC CONTEXT	STRATEGIC ACTION	2017-2018	2018-2019	2019-2020	2020-2021
	Support a Moorabool "Learning Matters" initiative place based collaborative initiative focussed on improving engagement and retention in education in the Bacchus Marsh area		M	✓	
	Advocate and support the development of programs and services to increase employment opportunities for young people	M	✓	✓	✓
	Revise and adopt the Youth Strategy	M	✓		
	Undertake a feasibility study to inform the future provision of library services in Ballan	C			
	Conduct a trial period of extended opening hours for the Lerderderg Library	C			
<b>4B Community Connectedness and Capacity</b>	Develop and deliver a community group capacity building and sustainability program		✓		
	Deliver community emergency management education program	C	✓	✓	✓

n = not completed c = completed m = modified

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# STRATEGIC RESOURCE PLAN

The Financial Plan is based on the following key assumptions:

- CPI is based on 2.0% for 2017/18 and 2.0% there after
- Existing fees and charges will increase by 6.0% with the exception of fees set by legislation and certain charges accelerated under a user pays model
- Operating grants will increase by 2.0% per annum with an allowance for population growth
- Employee costs are forecast to increase by 1%-2% overall (including banding movements) pending the outcome of a new Enterprise Bargaining Agreement
- Other revenue will increase by 2.0% per annum with an additional allowance for population growth
- An allowance is made for service growth and new initiatives which is provided for in employee costs and materials and consumables
- General rate in the dollar will increase by 2.0% from 2017/18 to 2020/21
- The SRP forecasts are subject to ongoing consideration of 'rate capping' by the State Government which may impact on Council's forward estimates

## Financial Position

### STANDARD STATEMENTS

#### 1. Comprehensive Income Statement

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

### Comprehensive Income Statement

For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>					
Rates and charges	31,010	32,107	33,170	34,320	35,521
Statutory fees and fines	692	877	898	919	940
User fees	1,904	2,476	2,633	2,827	2,975
Contributions - monetary	100	2,157	859	1,476	3,829
Contributions - non-monetary assets	4,635	4,635	4,728	4,822	4,919
Grants - Operating (recurrent)	9,076	9,312	9,714	10,136	10,562
Grants - Operating (non-recurrent)	700	165	158	167	176
Grants - Capital (recurrent)	2,899	879	879	879	900
Grants - Capital (non-recurrent)	5,705	1,198	0	1,500	6,550
Other income	3,569	1,013	1,033	1,054	1,075
Interest received	362	444	522	601	745
<b>Total income</b>	<b>60,652</b>	<b>55,262</b>	<b>54,592</b>	<b>58,701</b>	<b>68,192</b>
<b>Expenses</b>					
Employee costs	17,788	19,183	20,104	20,622	21,224
Materials and services	18,359	14,626	14,426	16,090	15,447
Depreciation and amortisation	9,961	9,664	10,182	11,394	11,945
Finance costs	790	876	901	877	823
Other expenses	704	755	770	785	801
Net gain on disposal of property, infrastructure, plant and equipment	1,407	1,500	1,500	1,500	1,500
<b>Total expenses</b>	<b>49,009</b>	<b>46,604</b>	<b>47,883</b>	<b>51,268</b>	<b>51,739</b>
<b>Surplus (deficit) for the year</b>	<b>11,643</b>	<b>8,658</b>	<b>6,709</b>	<b>7,433</b>	<b>16,452</b>
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to surplus or deficit:</b>					
Impairment of fire impacted infrastructure	0	0	0	0	0
Net asset revaluation increment/(decrement)	0	35,682	0	39,476	0
Share of other comprehensive income of associates and joint ventures accounted for by the equity method	0	0	0	0	0
<b>Comprehensive result</b>	<b>11,643</b>	<b>44,340</b>	<b>6,709</b>	<b>46,909</b>	<b>16,452</b>

# STRATEGIC RESOURCE PLAN

## 2. Balance Sheet

The Balance Sheet shows what is expected to happen over the next four years in terms of assets and liabilities.

### Balance Sheet

For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	10,121	12,091	15,377	19,168	22,539
Trade and other receivables	5,035	4,593	4,716	4,852	4,991
Non current assets classified as held for sale	0	0	0	0	0
Other assets	1,301	1,301	1,301	1,301	1,301
<b>Total current assets</b>	<b>16,457</b>	<b>17,985</b>	<b>21,394</b>	<b>25,321</b>	<b>28,832</b>
<b>Non-current assets</b>					
Trade and other receivables	117	117	117	117	117
Property, infrastructure, plant & equipment	480,013	523,718	530,082	573,795	586,976
Other non-current assets	0	0	0	0	0
<b>Total non-current assets</b>	<b>480,130</b>	<b>523,835</b>	<b>530,199</b>	<b>573,912</b>	<b>587,093</b>
<b>Total assets</b>	<b>496,587</b>	<b>541,820</b>	<b>551,593</b>	<b>599,233</b>	<b>615,925</b>
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	3,967	3,845	3,799	4,219	4,062
Trust funds and deposits	534	534	534	534	534
Provisions	4,078	4,542	5,022	5,514	6,021
Interest-bearing loans and borrowings	1,364	1,121	1,120	727	4,804
<b>Total current liabilities</b>	<b>9,943</b>	<b>10,042</b>	<b>10,475</b>	<b>10,994</b>	<b>15,421</b>
<b>Non-current liabilities</b>					
Provisions	1,541	1,648	1,759	1,873	1,991
Interest-bearing loans and borrowings	15,037	15,723	18,242	18,339	14,035
<b>Total non-current liabilities</b>	<b>16,578</b>	<b>17,372</b>	<b>20,002</b>	<b>20,213</b>	<b>16,026</b>
<b>Total liabilities</b>	<b>26,521</b>	<b>27,414</b>	<b>30,477</b>	<b>31,207</b>	<b>31,447</b>
<b>Net assets</b>	<b>470,066</b>	<b>514,406</b>	<b>521,115</b>	<b>568,025</b>	<b>584,477</b>
<b>Equity</b>					
Accumulated surplus	147,277	154,215	158,728	163,260	176,668
Asset revaluation reserve	314,680	350,362	350,362	389,839	389,839
Other reserves	8,108	9,829	12,025	14,926	17,970
<b>Total equity</b>	<b>470,066</b>	<b>514,406</b>	<b>521,115</b>	<b>568,025</b>	<b>584,477</b>

# STRATEGIC RESOURCE PLAN

## 3. Cashflow

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

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

### Statement of Cash Flows For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	31,174	32,550	33,047	34,184	35,382
Statutory fees and fines	692	877	898	919	940
User fees	1,904	2,476	2,633	2,827	2,975
Contributions - monetary	0	2,157	859	1,476	3,829
Grants - operating	9,776	9,477	9,872	10,303	10,738
Grants - capital	8,604	2,077	879	2,379	7,450
Interest received	362	444	522	601	745
Other receipts	3,669	1,013	1,033	1,054	1,075
Employee costs	(17,217)	(18,611)	(19,513)	(20,016)	(20,601)
Materials and consumables	(18,539)	(14,748)	(14,472)	(15,670)	(15,603)
Other payments	(705)	(755)	(770)	(785)	(801)
Net cash provided by operating activities	19,721	16,956	14,986	17,272	26,129
<b>Cash flows from investing activities</b>					
Payments for property, plant and equipment	(23,955)	(14,922)	(13,696)	(12,694)	(22,100)
Proceeds from sale of property, plant and equipment	1,334	370	377	385	393
Net cash used in investing activities	(22,621)	(14,552)	(13,318)	(12,309)	(21,708)
<b>Cash flows from financing activities</b>					
Finance costs	(790)	(876)	(901)	(877)	(823)
Proceeds from borrowings	2,790	1,806	3,639	824	500
Repayment of borrowings	(1,431)	(1,364)	(1,121)	(1,120)	(727)
Net cash provided by (used in) financing activities	569	(434)	1,617	(1,173)	(1,050)
<b>Net (decrease) increase in cash &amp; cash equivalents</b>	(2,331)	1,970	3,285	3,791	3,372
Cash and cash equivalents at beginning of the financial year	12,452	10,121	12,091	15,377	19,168
<b>Cash and cash equivalents at end of the financial year</b>	<b>10,121</b>	<b>12,091</b>	<b>15,377</b>	<b>19,168</b>	<b>22,539</b>

## 4. Capital Works

At Moorabool we face the challenge, as do all municipalities, of sustaining our built infrastructure. This is referred to as the infrastructure gap. It is a major focus of Council to reduce this gap, however this is not a problem that will be solved in the short term.

This statement sets out all expected capital expenditure in relation to non-current assets for the next five years. It also shows the amount of capital works expenditure which is expected for renewing, upgrading and expanding or creating new assets. This is important because each of these categories has a different impact on Council's future costs.

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

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

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

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

Council has a number of major projects that will be progressing over the next 5 years. These include:

- Bacchus Marsh Racecourse Recreation Reserve Upgrade
- Ballan Depot Relocation

## Statement of Capital Works

For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>					
Land	0	0	0	0	0
Buildings	3,857	2,864	2,629	2,437	6,242
Building improvements	0	0	0	0	0
<b>Total property</b>	<b>3,857</b>	<b>2,864</b>	<b>2,629</b>	<b>2,437</b>	<b>6,242</b>
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,688	1,820	1,670	1,816	2,941
Computers and telecommunications	0	0	0	0	0
Library books	99	0	0	0	0
<b>Total plant and equipment</b>	<b>1,787</b>	<b>1,820</b>	<b>1,670</b>	<b>1,816</b>	<b>2,941</b>
<b>Infrastructure</b>					
Roads	16,844	5,468	4,919	4,264	4,654
Bridges	408	881	809	750	1,305
Footpaths	349	879	807	748	1,302
Drainage	0	0	100	120	200
Recreational, leisure and community facilities	378	3,001	2,754	2,553	5,444
Parks, open space and streetscapes	165	0	0	0	0
Other infrastructure	167	8	7	7	12
<b>Total infrastructure</b>	<b>18,310</b>	<b>10,238</b>	<b>9,396</b>	<b>8,441</b>	<b>12,917</b>
<b>Total capital works expenditure</b>	<b>23,955</b>	<b>14,922</b>	<b>13,696</b>	<b>12,694</b>	<b>22,100</b>
<b>Represented by:</b>					
Asset renewal expenditure	9,744	9,981	9,161	8,491	14,782
New asset expenditure	10,336	3,983	3,656	3,388	5,899
Asset upgrade expenditure	3,875	958	879	815	1,418
Asset expansion expenditure	0	0	0	0	0
<b>Total capital works expenditure</b>	<b>23,955</b>	<b>14,922</b>	<b>13,696</b>	<b>12,694</b>	<b>22,100</b>

# STRATEGIC RESOURCE PLAN

## - NON-FINANCIAL RESOURCES

### - STATEMENT OF HUMAN RESOURCES

In addition to the financial resources to be utilised over the planning period, Council will also use non-financial resources, in particular human resources. The following table summarises the non-financial resources for the next four years.

Council takes a proactive approach to organisational development that aims to fully achieve the potential of all staff. Programs and internal support mechanisms are available to ensure that competencies are maintained or developed to ensure that staff have the current skill sets to effectively fulfil the expectation of the community.

### Statement of Human Resources

For the four years ending 30 June 2021

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2016/17	2017/18	2018/19	2019/20	2020/21
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	17,788	19,183	20,104	20,622	21,224
Employee costs - capital	920	930	975	1,000	1,029
<b>Total staff expenditure</b>	<b>18,708</b>	<b>20,113</b>	<b>21,078</b>	<b>21,622</b>	<b>22,253</b>
	EFT	EFT	EFT	EFT	EFT
<b>Staff numbers</b>					
Employees	207.9	208.4	210.4	211.9	213.4
<b>Total staff numbers</b>	<b>207.9</b>	<b>208.4</b>	<b>210.4</b>	<b>211.9</b>	<b>213.4</b>

# CONTACTING COUNCIL

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## COUNCIL OFFICES

**Ballan**, 15 Stead Street

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

**Darley**, Civic & Community Hub, 182 Halletts Way

## OPENING HOURS

**Weekdays:** 8.30am – 5.00pm (all offices)

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

## GENERAL INFORMATION

**Telephone:** 03 5366 7100

**Facsimile:** 03 5368 1757

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# Moorabool Vision 2021

VIBRANT AND RESILIENT COMMUNITIES  
WITH UNIQUE IDENTITIES

## 11.2 GROWTH AND DEVELOPMENT

### 11.2.1 Street Tree Strategy 2017-2031

#### Introduction

Author: Justin Horne  
 General Manager: Satwinder Sandhu

#### Background

On 1 June, 2016 Council adopted the Urban Tree Management Policy including the Moorabool Shire Council (MSC) Approved Street Tree Species Guide. This Policy provided the technical direction which aimed to balance amenity and risk in relation to daily operations for the planting and management of street trees. The existing policy will be a key reference document.

The Draft Strategy was presented to Council at the October 2017 Ordinary Meeting of Council and endorsed the Strategy for the purpose of community exhibition for a period of four weeks.

#### Proposal

The proposal is for Council to adopt the Strategy.

The Street Tree Strategy 2017-2031 aims to strengthen the Urban Tree Management Policy by outlining how to utilise street trees and to assist in improving the existing amenity and identity of Bacchus Marsh, Ballan, Gordon and small towns such as Wallace, Bungaree, Dunnstown, Elaine, Blackwood, Mt Egerton and Myrning now and to 2041 (figure 1).

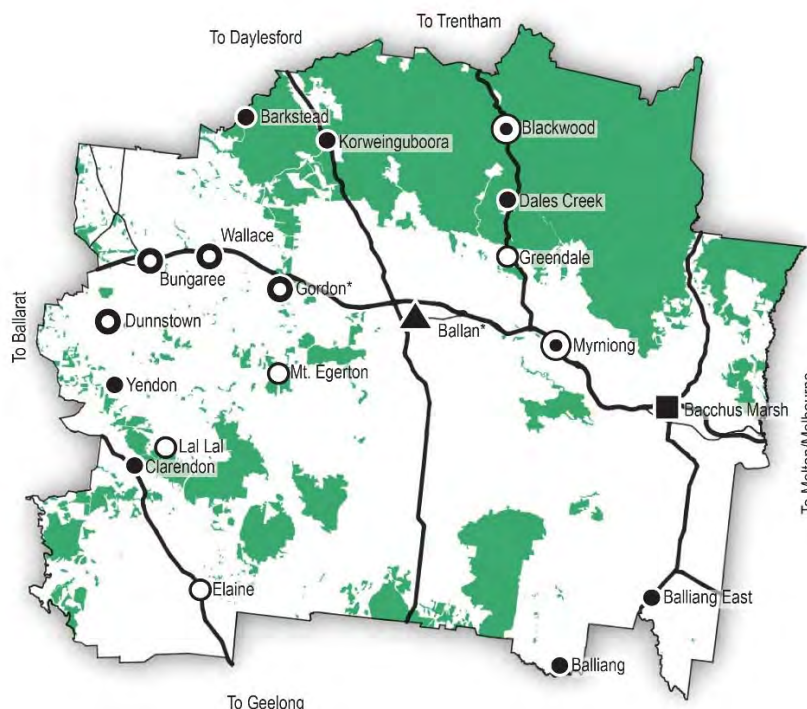


Figure 1: Towns and Settlements that the Street Tree Strategy applies to



**Figure 2:** Hierarchy of documents relating to Street Trees  
(Green: new documents, blue: existing documents)

The development of a Street Tree Strategy 2017-2031 is also supported as a targeted action in the following documents:

- Draft Bacchus Marsh Urban Growth Framework;
- Small Towns and Settlements Strategy 2016;
- Housing Bacchus Marsh to 2041 (Bacchus Marsh Housing Strategy) 2016; and
- Moorabool Sustainable Environment Strategy 2016-2025.

In addition, streetscapes and sense of place were consistent themes of the consultation process for the Bacchus Marsh Urban Growth Framework, Ballan Structure Plan and Small Towns and Settlements Strategy.

The Strategy will assist in providing a framework for the implementation of future urban design programs, maintenance (including replacement) of existing plantings and the establishment of new plantings, within existing urban areas and new subdivisions.

The Street Tree Strategy, will provide a strategic vision regarding the development and enhancement of streetscapes in Bacchus Marsh, Ballan, Gordon and selected small towns:

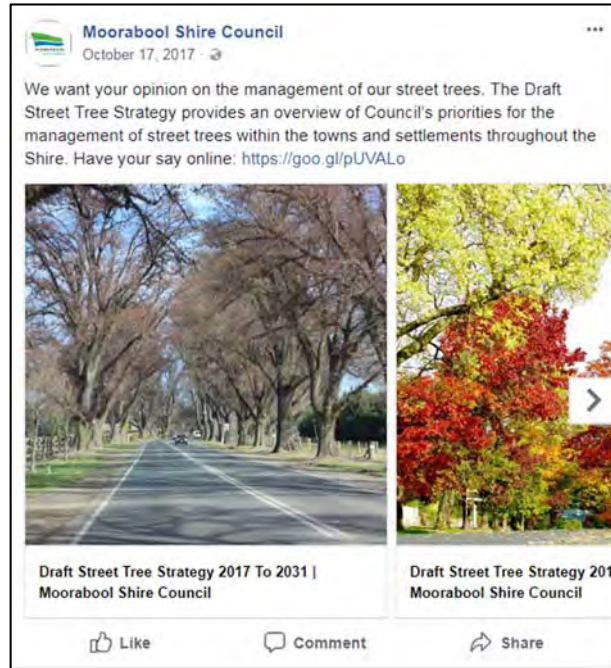
- The value of streetscapes to define the sense of place;
- The amenity, economic (including tourism), environmental and social value of improved streetscapes;
- A framework for upgrading, replacing and maintaining new and existing streetscapes; and
- Short, medium and long term implementation goals.

### Community Consultation

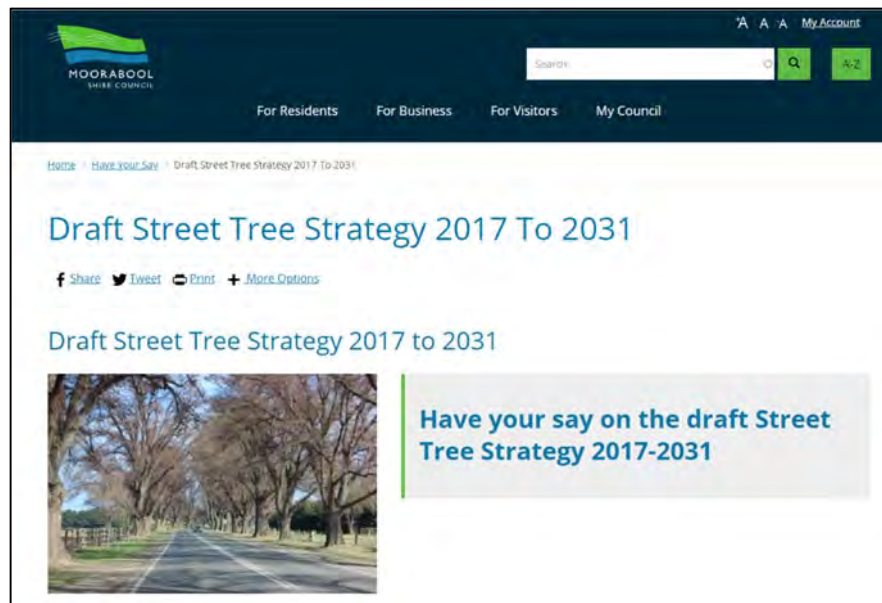
In accordance with the resolution at the October Ordinary Meeting of Council, the Draft Street Tree Strategy was made available for public comment for a period of four (4) weeks between 17 October and 14 November, 2017.

The Draft Strategy was made available to the public via:

- Council Website;
- Display copies at Darley and Ballan Council offices and Lerderderg Library;
- Facebook (image 1); and
- Have Your Say (image 2).



**Image 1:** Facebook post on Council page.



**Image 2:** Have Your Say screenshot

In total, 16 written responses were submitted. A detailed summary of the responses received on the Strategy is provided in Attachment 11.2.1a.

In summary, the feedback received was supportive of Council being more proactive in regards to the planting of street trees.



Of the responses received, there was particular interest in:

- Improved community engagement and consultation by Council regarding tree removal, maintenance and plantings;
- Tree selection – both for amenity and biodiversity;
- Equity in the implementation of tree planting programs across the Shire – including implementation of the cost recovery process when it is developed; and;
- Improved mapping and data collection both in regards to improved management of street tree assets but also to capture data on areas not covered in the initial mapping.

Many of the responses also raised matters regarding street tree management that are currently covered under the adopted Street Tree Policy.

In response to the submissions received the following changes were made to the strategy:

- General edits to text and referencing
- Edit to Key Action 4 from *“Retain and manage existing street trees: Ensure trees are maintained to a high standard to maximise longevity”* to *“Retain and manage existing street trees: Retain and maintain existing street trees for their amenity and ecological values”*
- Edit to the Action Plan (page 30) to remove year to implement action, and replaced with High (1-3 years), Medium (4-10 years) and Low (10+ years) priority ranking score.
- Edit to Action 3 in the Implementation Plan (page 30) from *‘Develop process for suitable replacement of street trees that are removed by residents for the construction of crossovers or subdivisions’* to *‘Develop a cost recovery process for replacement of street trees that are removed by or for entities other than council’*.
- Edit to Action 5 in the Implementation Plan (page 30) to include external funding as an opportunity to assist Council achieve the goal of obtaining the goal of a 5% vacancy rate by 2041.
- Change status of priority for Action 12 (Develop engagement process for street tree program) from medium to high.
- Inclusion of two components to Action 13 relating to database management to develop processes to:
  1. Publish key data findings (to assist the Council and the community better understand the state and condition of street tree assets)
  2. Mapping of tree canopy cover at key intervals
- Addition of Action 14: Mapping of habitat values to encourage planting of native tree species near environmentally sensitive areas such as waterways

### **Key aspects of the Street Tree Strategy 2017-2031**

#### **1. Strategy Vision:**

To assist in providing a direction for Council in relation to street trees, an overarching vision has been developed:

	<b>1. Enhance sense of place</b> Through the provision of attractive tree lined streets.
	<b>2. Ensure safe and functional streetscapes</b> Through the implementation of best practice street tree management – <b>the right tree in the right place.</b>
	<b>3. Ensure social equity</b> Through the equitable delivery of the street tree planting programs across all identified settlements
	<b>4. Retain and manage existing street trees</b> Ensure trees are maintained to a high standard to maximise longevity.
	<b>5. Engage the community</b> Raise awareness of the importance of street trees in influencing positive public health and wellbeing outcomes.
	<b>6. Improve the liveability of our settlements</b> Work together across Council, with the community and developers to ensure street tree benefits are maximised for the community and street trees are adaptable to future changes in climate.

**2. Key Actions:**

In reviewing the 2015 street tree data, seven (7) key actions have been identified to assist Council in commencing a successful street tree planting program now and into the future:

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Undertake an active tree planting program to reduce the total number of vacant spaces in existing streetscapes to less than 5% of tree locations by 2041.</li> <li>2. Identify areas and roads of high local character value that require unique design solutions above that of standard plantings e.g. gateways, view lines key entry points and streets.</li> <li>3. Develop and implement appropriate design solutions in line with appropriate strategic directions, strategies and plans.</li> <li>4. Work towards minimising conflicts with the built environment and to provide protection to and from tree growth.</li> <li>5. To implement a priority based program for the continual rejuvenation of street trees within Moorabool.</li> <li>6. To involve members of the community in the selection, planting and protection of street trees through programs of education, promotion and consultations.</li> <li>7. Improved management of tree database.</li> </ol> |
|--|

**3. Cost Recovery for Removal of Street Trees:**

When a resident or government agency makes a request to modify Council land which results in the removal of a Council street tree asset, a cost recovery fee will be charged by Council.

The fee is charged to ensure the community are compensated for the loss of the trees and also allows Council to replant new trees as required.

The fee structure is outlined in Table 1 and is structured such that small trees i.e. those less than 5m in height, attract a flat cost recovery fee of \$430.00 inclusive of GST. This is the Purchase + Planting + 2 summers establishment (e.g. watering and formative pruning) and forms the base value for street tree replacement.

However, cost recovery fees applicable for Council trees over this size are calculated using the following formula Revised Burnley Method (ATV) + Purchase + Planting + 2 summers establishment.

Revised Burnley Method (ATV) + Purchase + Planting (BASE VALUE) + two summers establishment.	
Street Asset	Current cost inc GST (2018/17)
Cost Recovery and Replacement Fee (New or Juvenile) ; 5m in height or less	\$430 (base value)
Cost Recovery and Replacement Fee (Other)	(ATV) + Purchase + Planting + 2 Summers Establishment

**Table 1:** Cost recovery fee structure associated with street tree replacement.

**4. Street Tree Road Hierarchy:**

In developing the planting programs, consideration of the primary function of the road as well as the road contribution to overall amenity value of the town or settlement is taken into account.

As such the Street Tree Implementation Plan, has identified roads into two categories:

- a. Road Management Plan 2017-21 classification; and
- b. Level of Significance.

In addition the type of planting to be undertaken is also taken into account.

In regards to ensuring that resources are distributed equitably across the Shire the towns and settlements as per the Small Town Strategy 2016 is also identified.

The Level of Significance is assessed based on the connection the road has to the surrounding landscape including key features (built and natural), visibility and historic significance and aims to assist in providing additional support for the implementation of street tree plantings based on amenity.



Road Management Plan 2017-21	Level of Significance	Level of Significance Street Tree Planting Type	Township definition
<ul style="list-style-type: none"> <li>Freeway (VicRoads)</li> <li>Highway (VicRoads) (5)</li> <li>Trunk Collector (5)</li> <li>Collector (4)</li> <li>Access Level 1 (3)</li> <li>Access Level 2 (2)</li> <li>Unsealed Level 1 (1)</li> <li>Unsealed Level 2 (1)</li> <li>Fire Access Track (1)</li> </ul>	<ul style="list-style-type: none"> <li>Entrance (10)</li> <li>Significant street (8)</li> <li>Retail/Main St (6)</li> <li>Level A (4)</li> <li>Level B (2)</li> <li>Level C (1)</li> </ul>	<ul style="list-style-type: none"> <li>Vacancy (6)</li> <li>Replacement (4)</li> <li>Infill (2)</li> </ul>	<ul style="list-style-type: none"> <li>Regional Centre (Bacchus Marsh)</li> <li>Town (Ballan)</li> <li>Small Town Consolidation growth investigation (Gordon, Wallace, Bungaree, Dunnstown)</li> <li>Small Town Incremental Growth (Myrniong, Blackwood)</li> <li>Small Town Consolidation (Elaine, Lal Lal, Mt Egerton, Greendale)</li> <li>Small Town Rural Settlement (Clarendon, Yendon, Balliang, Balliang East, Dales Creek, Korweinguboora, Barkstead)</li> <li>Other</li> </ul>

**Table 2:** Assessment criteria for Street Tree Plantings (work priority weighting shown in brackets).

To assist in the identification of the priority of works, the work priority weighting scoresheet will be utilised. Table 3 provides an example of how the proposed work priority weighting scoresheet will be used. Under the example, priority of planting would be given to Example Road as its total score (5+6+6 = 17) exceeds the score of Example Street (4+4+6 = 14).

	Road Management Plan Score	Level of Significance	Street Tree Planting Type	Score (total of the three columns)
Example Street, Example	4 (Collector)	4 (Level A)	6 (Vacancy)	14
Example Road, Example	5 (Trunk Collector)	6 (Significant Street)	6 (Vacancy)	17

**Table 3:** Work priority weighting scoresheet example.

**Policy Implications**

The 2017 – 2021 Council Plan provides as follows:

**Key Result Area**      Enhanced Infrastructure and Natural and Built Environment

**Objective**              Management of assets and infrastructure

**Strategy**                Proactive maintenance of Council owned and managed parks, gardens, trees, playgrounds, open space and town entrances.

The proposal is consistent with the 2017– 2021 Council Plan.

**Financial Implications**

There are no immediate financial implications associated with the consideration of this report. However, if the document is adopted by Council, some of the proposed initiatives would require consideration as part of future recurrent budget proposals, capital improvement programs or through external funding (e.g. state or federal government grants).

The Strategy will guide decision making in relation to street tree management over the long term (25 plus years), consequently it will require an ongoing staffing commitment across the organisation.

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

There are no direct risk or occupational health and safety issues 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 – Satwinder Sandhu*

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

*Author – Justin Horne*

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

## **Conclusion**

The Street Tree Strategy 2017-2031 aims to give further direction to the Urban Tree Management Policy by outlining how to utilise street trees and to assist in improving the existing amenity and identity of Bacchus Marsh, Ballan, Gordon and small towns such as Wallace, Bungaree, Dunnstown, Elaine, Blackwood, Mt Egerton and Myrniong into the future.

The Street Tree Strategy 2017-2031 includes four key aspects:

- Development of a vision for street trees in Moorabool;
- Seven key actions;
- Cost recovery proposal for trees removed by residents and government agencies; and
- Street tree hierarchy and weighting scoresheet.

**Recommendation:**

**That Council:**

1. **Acknowledges submissions received and the subsequent amendments to the draft Street Tree Strategy.**
2. **Adopts the Street Tree Strategy 2017-2031 (May 2018) for implementation.**

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**Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Thursday, 12 April 2018



# Attachment - Item 11.2.1a

**Attachment 11.2.1a: Detailed responses to community engagement**

	SUMMARY OF COMMENTS	RESPONSE
1.	<ul style="list-style-type: none"> <li>• This report is very Bacchus Marsh centric and lacks specific actions and ability to prioritise works.</li>   <li>• As we understand the assessment for Gordon is based on mapping of three (3) streets only:               <ul style="list-style-type: none"> <li>▪ Main Street between Gordon Recreation Reserve and Old Western Highway;</li> <li>▪ Old Western Highway to Western Freeway; and</li> <li>▪ Russell Street (which becomes the Gordon - Mt Egerton Road) from Main Street to Nightingale Road.</li> </ul> </li>   <li>• Any analysis of street trees in Gordon would arrive at recognising:               <ul style="list-style-type: none"> <li>▪ No street trees planted in a coordinated way in last 35 years;</li> <li>▪ Main Street deciduous trees need interplanting; and</li> <li>▪ 95% vacancy across the town.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Comments regarding the Strategy being Bacchus Marsh centric are noted.</li> <li>• The strategy aims to provide a high level, long term direction for Council in relation to the objectives to improving the streetscapes across the Shire. Specific actions regarding tree selection and prioritisation of yearly plantings are to be covered in the development of Township Improvement Plans and Street Tree Planting Implementation Plan. These plans will align with the species recommended in the adopted Moorabool Street Tree Species Guide.</li> <li>• To assist in the prioritisation of works, Council has developed an assessment criteria for Street Tree Plantings on page 24 of the document.</li>   <li>• Noted. With the funding available for the mapping, unfortunately not all streets and trees across the Shire were able to be captured. The Street Tree Strategy has identified the need to maintain and update this database, this is outlined in the action plan on page 30. In addition, this document intends to provide a broad snapshot of the current situation and challenges. More detailed and localised issues will be captured through projects such as the Gordon Main Street upgrade and the Township Improvement Plans, further information regarding street trees and localised issues will be captured and considered in their design and implementation.</li> <li>• Observations are noted. In the 2016/17 budget, Council allocated \$100,000 for street tree plantings to address this issue across the Shire. The localised issues will be further investigated in the Gordon Main Street works and the Gordon Township Improvement Plan.</li> </ul>

	SUMMARY OF COMMENTS	RESPONSE
	<ul style="list-style-type: none"> <li>The report mentions that there was extensive street tree mapping in 2015. With Gordon being the 3rd largest settlement in Moorabool Shire does this seem like a balanced assessment? Gordon was not included in the small towns process as indicated in report.</li> <li>To have only planted 228 new trees in 2016/17 shows a lack of strategy. This report only articulates a generic data base building action plan that has no specific locational planting actions.</li> <li>With the town of Gordon not having had a tree planted in a street environment for the past 35+ years and the increased level of infill development - we suggest priorities should be easier to determine and action plans more specific and linked with current design and capital works. Currently there are plans underway for some upgrades to Main Street Gordon - Street tree planting should be coordinated to correspond with those works. A broader based planting program is required as a high priority.</li> </ul>	<ul style="list-style-type: none"> <li>The mapping recorded over 16,500 trees and vacancies across 13 locations Shire wide. The number of trees mapped in Gordon was the third highest mapped across all locations, behind Bacchus Marsh and Ballan.</li> <li>The draft Strategy recognises the need to continue mapping of streets across the Shire so that the database is constantly updated and assisting in the planning for future planting programs.</li> <li>Specific actions regarding tree selection and prioritisation of yearly plantings is to be covered in the development of the Street Tree Planting Implementation Plan and future design projects such as the Township Improvement Plans.</li> <li>The Strategy aims to highlight the issue across the Shire of a historic inconsistency in regards to the planning and value of street trees – including capital works and town planning.</li> <li>In addition the strategy sets an overarching framework to ensure that street trees continue to be a primary consideration when planning for the current and future needs of the urban areas and townships across the Shire.</li> </ul>
2.	<ul style="list-style-type: none"> <li>Would love to see what would eventually grow into large pine or Cyprus or maple trees on the first Ballan exit just before you drive into town. At the moment it just has some apple trees and some random others. It's such a nice big hill to drive up, would be great if the council improved the scenery to make it feel more inviting. I even love seeing the cows in the side paddock.</li> </ul>	<ul style="list-style-type: none"> <li>The Strategy recognises the importance that entrances have in refining and defining the unique identities of the urban areas and townships across the Shire. As such one of the key tasks listed in Action Plan on page 30 of the Strategy is the development of an Entrance Way Strategy at which point detailed information regarding specific species would be discussed and considered.</li> </ul>

	SUMMARY OF COMMENTS	RESPONSE
3.	<ul style="list-style-type: none"> <li>I reside in Grantleigh Drive Darley. The tree we currently have in our nature strip is deciduous. I'm not sure of the botanical name of it. It prevents grass from being grown in Autumn it's leaves are a trip hazard on the footpath and are extremely messy. In Spring, the tree drops round seedling balls which also create a significant trip hazard and are extremely messy to maintain. I would like to suggest an evergreen species of tree implemented throughout Grantleigh Drive and broader Elms Estate.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. Issue has been forwarded to relevant department.</li> <li>The Street Tree Strategy aims for the choice of trees based on the 'right tree – right place' methodology. In choosing the street trees consideration is given to the natural environment (e.g. rainfall, soil type), nature strip width, above and below ground assets (e.g. powerlines) as well as the existing character of the area.</li> <li>As per Council's existing Street Tree Policy (2016) trees are to be inspected on a regular basis with management undertaken as appropriate.</li> </ul>
4.	<ul style="list-style-type: none"> <li>It appears that you have begun the street tree planting program already in Mount Egerton without consultation. Can you explain why non-native trees have been chosen given the existing street trees are native and the wider area is mostly native bushland ?</li> </ul>	<ul style="list-style-type: none"> <li>The plantings in Mt Egerton were undertaken as part of a capital works program completed in 2015 and prior to the development of this strategy.</li> <li>This strategy aims to provide high-level guidance for tree planting across the shire and to offer more clarity and a coordinated plan for tree selection within capital projects such as the Mt Egerton Main Street upgrade.</li> <li>The Street Tree Strategy aims to address the issues of community consultation and appropriate tree selection.</li> </ul>
5.	<ul style="list-style-type: none"> <li>Maintain all existing street trees, trimming only as needed for electricity/fire safety.</li> </ul>	<ul style="list-style-type: none"> <li>Page 11 of the Street Tree Strategy and the Moorabool Urban Tree Management Policy both outline the need for improved tree selection and maintenance to ensure that trees are maintained and retained for a long as possible without posing a risk to people and property. This includes the need for formative pruning as well as removing limbs that compromise the long term health of the tree.</li> <li></li> <li></li> </ul>



	SUMMARY OF COMMENTS	RESPONSE
	<ul style="list-style-type: none"> <li>Prevent land developers from removing street trees outside new building sites. Make them work AROUND the trees instead of wiping out everything in front of the block.</li> <li>Ensure all new subdivisions have suitable large street trees planted that will give shade in summer and some wind protection in winter.</li> <li>Since Autumn colour is a big part of the attraction in Gordon, Egerton and Ballan, a mixture of European deciduous trees with good variation of colour would be ideal.</li> <li>As our area is blessed with native wildlife including marsupials, street trees should be species known to be safe for wildlife. Therefore, do not plant toxic species such as <i>Acer Rubrum</i> (lovely red maples but deadly to possums) or <i>Nerium</i> (Oleander).</li> </ul>	<ul style="list-style-type: none"> <li>It is important to note that while Council works with the developers and authorities to ensure as many of the existing trees are retained as possible, some trees are required to be removed to allow for the construction of roads and the installation of services, such as electricity, water and sewage.</li> <li>The Strategy includes a consideration for the implementation of a cost recovery program (page 26). The objective of this program is to ensure that Council receives the remuneration for the loss of the tree to allow for further plantings so that there is a net benefit to the community.</li> <li>The Street Tree Strategy aims for the choice of trees based on the 'right tree – right place' methodology. Due to the width of nature strips and the placement of street lights, powerlines, gas and water above and below ground, it is not always possible to place large street trees in old and new streets. However, the objective of the strategy is to ensure that, in new subdivisions, street trees, regardless of size, are a primary consideration in the planning process.</li> <li>This document provides the broad overview regarding street trees and providing direction for the selection of tree species for specific locations will be part of further detailed planning such as Structure Plans, Urban Design Frameworks, Township Improvement Plans and annual tree planting implementation plans.</li> <li>Moorabool's Approved Street Tree Species Guide (2016) outlines the preferred trees to be planted by Council and Developers. Neither the <i>Acer rubrum</i> (Autumn Red) or <i>Nerium oleander</i> (Oleander) are included in the guide.</li> </ul>

	SUMMARY OF COMMENTS	RESPONSE
	<ul style="list-style-type: none"> <li>Ballarat's heritage zone has some lovely examples of street trees, as has Mt Macedon. Birches, Snow Pears, Japanese Maples, Liquidambars, Crimson Ash, Golden Ash, Manna Ash, Scarlet Oak, Crimson Oak, and of course Poplars and Elms.</li> <li>Areas with existing native vegetation on nature strips should continue to be planted with indigenous trees, to maintain wildlife corridors. As more and more houses are being built (especially in Gordon) the native habitat is being destroyed (by developers with a "bulldoze everything" attitude) and little space is being left on these new tiny blocks for gardens. There needs to be sheltered wildlife corridors to allow animals to move to older established gardens or bush blocks, and find new homes.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. This document provides the broad overview regarding street trees and providing direction for the selection of tree species for specific locations will be part of further detailed planning such as Structure Plans, Urban Design Frameworks, Township Improvement Plans and annual tree planting implementation plans.</li> <li>The Action Plan (page 30) of the Strategy has been updated to include the need for further work to undertake habitat mapping so that street trees may be chosen that can provide habitat for native fauna and enhance the connectivity between existing patches of native vegetation.</li> </ul>
6.	<ul style="list-style-type: none"> <li>There are many large, dangerous, messy trees lining Clarendon-Lal Lal at Lal Lal that are both falling hazards and huge fire hazards. There are also many dead and fallen trees in the same area that are an eyesore and fire risk. When a tree falls on the road which is a relatively regular occurrence, it is only cleared enough for vehicle access and bunting and warning tape remains for month following with no action to finish the clean up.</li> <li>We need the messy and dangerous trees lining the roadside to be cleaned up and replaced with some attractive, well maintained trees to bring out the best in Lal Lal as it welcomes many visitors to the area to view the Lal Lal falls and other sites.</li> </ul>	<ul style="list-style-type: none"> <li>When undertaking planned tree maintenance works, Council (including Council contractors) chip and remove as much of the cut material as is practical and to ensure that the road and surrounding area is as safe as possible. However, in the event of emergency works which may be required after a storm or wind event, this is not always possible due to the urgency and scale of the clean up works. Due to limited resources, the secondary clean up post emergency events, may take a significant period of time.</li> <li>The Strategy recognises the importance that entrances have in retaining and defining the unique identities of the townships and urban areas across the Shire. As such one of the key tasks listed in the Strategy is the development of an Entrance Way Strategy outlined in the Action Plan on page 30.</li> </ul>

	SUMMARY OF COMMENTS	RESPONSE
7.	<ul style="list-style-type: none"> <li>• Again Lal Lal has been left off. Nothing is done or followed through here, especially with dangerous trees. The shire marks them with white dots, and then waits for them to fall down. Then they don't do anything about them. Debris is left to pile up on sides of the roads, which is more fire fuel. Still disappointed in the lack of shire acknowledgement of this lovely town. Yes there is some land owners responsibilities, and a lot do their part. Council still does not. Time to take notice. If you are going to allow more subdivisions, you need to do your part as well.</li> </ul>	<ul style="list-style-type: none"> <li>• Council has recognised the need to improve the planning for and the management and maintenance of the street trees across the Shire, the strategy aims to provide the framework to ensure that planned ongoing tree management continues and improves. Unfortunately, due to the lack of resources available at the time, not all of the Shire could be mapped. However this document provides a shire-wide framework for tree planting and maintenance. Further localised issues will be discussed in the development of further programs such as Township Improvement Plans for areas identified in the Small Towns Strategy, which includes Lal Lal which will include community consultation to guide future tree plantings and other upgrades in selected small towns.</li> </ul>
8.	<ul style="list-style-type: none"> <li>• Firstly, I'd like to thank Council for how easy it was to have a street tree planted on our nature strip; a simple phone call was all it took to be put on the list and for it to happen in August.</li> <li>• This may already be happening now, I'm not sure, but I think there's an opportunity for Council for provide stricter guidelines to developers when developing new areas. In our area of Darley (Grantleigh Estate), we've got lots of bottlebrushes as street trees. Lovely when they flower, but useless for providing shade and much ambience/street appeal, and many were pulled out/knocked down when the houses were built. I think developers need to be given guidelines as to what constitutes appropriate street trees and a maintenance plan established. The newer areas desperately need shade.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> <li>• In 2016 Council adopted the Approved Street Tree Species Guide that outlines the preferred trees to be planted by Council and Developers. As part of the planning for new developments, a landscape plan, including street tree selection is provided to Council's Urban Design and Parks and Gardens teams for approval. Species selected must be from the Approved Street Tree Species Guide or approved by Councils Arborist.</li> <li>• Council has an existing process in place for handover of streetscapes in new developments. This process includes ensuring that street trees have been planted as per the approved subdivision plan and the health of individual trees. However, the Action Plan (page 30) has been updated to include a review of the current landscaping handover process.</li> </ul>

	SUMMARY OF COMMENTS	RESPONSE
	<ul style="list-style-type: none"> <li>There are many opportunities for street trees to be planted in some of the newer areas. Why not include a flyer with a rates notice early next year so people know they can have them planted and can be put on the list?</li> <li>I think your overall tree strategy is good, and appreciate a limited budget makes it difficult.</li> </ul>	<ul style="list-style-type: none"> <li>Proposal will be considered in developing the communication plan for future street tree plantings.</li> <li>Noted.</li> </ul>
9.	<ul style="list-style-type: none"> <li>I would like to see more trees alongside the road, Griffith Street, on the housing side, in areas that are missing trees.</li> <li>And the trees alongside on the nature strip in Bulbine Road, and other trees like it...I would like to see replaced. I have not noticed any growth in the 5 -6 years that they have been planted there!</li> </ul>	<ul style="list-style-type: none"> <li>Localised issues such as this will be considered in the development of the Street Tree Planting Implementation Plan.</li> <li>Issue has been forwarded to relevant department for inspection.</li> </ul>
10.	<ul style="list-style-type: none"> <li>I love trees planted in the nature strips of Bacchus Marsh, and living in Riversdale Crescent was always sad that no trees were planted in the newer part of the estate when it opened up. Clifton Drive have trees planted all along, apart from the beauty of the tress, it is great for the birds and the air quality I feel.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
11.	<ul style="list-style-type: none"> <li>I would love to see more trees on our streets, for The clear positive environmental and community impact. I also would like to see an improvement / growth of trees in the Darley parks! There is no shade cover for our children/ families to enjoy in this hot dry environment! Especially the grantleigh st/ Clark st park! It is horrible place for kids to play, easily improved with some trees!!</li> </ul>	<ul style="list-style-type: none"> <li>Comments regarding the support for more street trees is noted</li> <li>Issue of plantings in reserves is not covered in the Street Tree Strategy, however the site specific issue has been noted for further consideration.</li> </ul>

	SUMMARY OF COMMENTS	RESPONSE
12.	<ul style="list-style-type: none"> <li>Having moved to Maddingley last year after having lived in Mooroolbark for a long time, it was a very rude shock realising how hot and arid summer was! There is no respite from the heat or Sun as there aren't enough trees in this area! Please plant tons more trees along all residential streets, we need heaps more in Essence Estate.</li> </ul>	<ul style="list-style-type: none"> <li>Comments regarding the support for more street trees is noted.</li> <li>New developments, such as Essence Estate, have included tree plantings in their development plans to help establish canopy cover to provide protection from the elements and to create better environments for residents and visitors.</li> </ul>
13.	<ul style="list-style-type: none"> <li>Would like a street tree.</li> </ul>	<ul style="list-style-type: none"> <li>Request for planting has been recorded.</li> </ul>
14.	<ul style="list-style-type: none"> <li>The Street Tree Strategy report offers a clear overview of the current street tree situation in the Shire of Moorabool and captures clearly what's happening in our nature strips, verges and roadsides.</li> <li>Bacchus Marsh Avenue of Honour is highlighted as a significant street tree planting within the shire and some individual township are identified as having an identity in relation to their trees.</li> <li>The enormity of managing a vast collection of trees across the Shire is made apparent.</li> <li>Technical aspects for installing trees are clear.</li> <li>Numbers and projections of street tree planting are also made apparent.</li> <li>The Street Tree Strategy is helpful in understanding the numbers and broad categories of street trees at hand and the immense task in the tree management; however it focuses on tree management and policy development rather than critical thinking about trees and their contribution to our built environment.</li> </ul>	<ul style="list-style-type: none"> <li>Noted</li> <li>Sections 1.3 and 1.4 (pages 14 and 15) of the Strategy aim to address the value street trees can provide in enhancing the built environment.</li> </ul>



SUMMARY OF COMMENTS	RESPONSE
<ul style="list-style-type: none"> <li>The report offers a general comment based on numbers and tree data with no specific strategies for moving forward beyond statistics. It would benefit with more specific case studies with comprehensive detail to each case, as to the ambition of the strategies being offered and the desired outcomes.</li> <li>How does this strategic report help us imagine why living in Moorabool is so desirable?</li> <li>It should also reference and tie in with the Shire's mission statement? It should reflect the bigger picture through built environment and subsequent qualities trees make as a result of these strategies being implemented.</li> <li>The ambitions of the street tree program require more creative design forward thinking. Given the clear benefits of trees outlined in the report and further opportunities BAG has offered from Burnley Horticultural Colleges, Dr Greg Moore, we need to see these ambitions enriched and accommodated by design thinking, increased tree numbers and increased allocation of resources financial and other, to trees.</li> </ul>	<ul style="list-style-type: none"> <li>The Strategy aims to provide the framework within which future programs such as annual Street Tree Planting Implementation Program and Township Improvement Plans will need to consider when developing more site specific action plans.</li> <li>The objective of the Strategy is to identify the value that street trees can have in defining and enhancing our built environments and a direction for Council on how our street trees should be considered in current and future planning. It is not intended as a specific tool to promote Moorabool as a desirable place to live.</li> <li>Noted. Strategy has been updated to specifically reference Council's mission statement as per the 2017-2021 Council Plan (page 4)</li> <li>The Strategy aims to outline the current issues facing Council in maintaining our existing street trees and future planting. Figure 7 (page 14) has been amended to include site specific design responses via such mechanisms as Township Improvement Plans, Urban Design Frameworks as an outcome of the strategy.</li> </ul>

SUMMARY OF COMMENTS	RESPONSE
<ul style="list-style-type: none"> <li>• The selection criteria for trees, needs to be articulated. BAG would like to see the notion of the 'arboretum as township' as a broad driving force and be explored through species selection and critical design thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Aspirations of the Ballan Arboretum Group for Ballan as an arboretum are recognised by Council.</li> <li>• The Strategy promotes the selection of trees based on the right tree for the right place. Taking into consideration a variety of natural and built environmental features that assist in defining the character of townships and urban areas across the Shire. In the development of more detailed documents such as Structure Plans, Urban Design Frameworks, Township Improvement Plans and the annual Street Tree Planting Implementation plan localised issues / themes will be considered.</li> </ul>
<ul style="list-style-type: none"> <li>• Strategies such as; <ul style="list-style-type: none"> <li>▪ Investigation of a genus such as Quercus spp., as a collection approach, to build on existing specimens we have across the Shire.</li> <li>▪ Autumn foliage through sequencing of the genus Acer spp., be considered further to expose trees as a source or contribution to a space.</li> <li>▪ Cycles of flowering offered by the genus Malus spp. being considered as a gateway to seasons and possibly other Moorabool festive events.</li> <li>▪ Trees in the Myrtaceae family considered for endemic value, individual growth qualities and also for flowering sequencing.</li> <li>▪ Shade qualities of a range of exotic spp. to be considered in how we approach movement systems, parking at sports venues and use of school pedestrian ways being considered.</li> <li>▪ Internal township identity through tree selection, IE, Orchard drive, Wattle banks, ETC.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledged that tree species selection needs to consider the value the trees can provide in enhancing and defining existing places and spaces.</li> </ul>



SUMMARY OF COMMENTS	RESPONSE
<ul style="list-style-type: none"> <li>How is individual township identity explored across the Shire currently to expose rich histories etc., beyond the sense of place approach? What are these qualities and techniques undertaken through the practise of landscape architecture? We think this report should offer some design ideas for these merits and how they might manifest on the ground beyond the broad idea of exotic trees as identity.</li> <li>What are the relationships between new and existing landscape works; new strategy overlay plans for townships such as Ballan, and work by other groups such as Landcare, being considered and how are they accommodated through the decision making process in locating trees and captured by strategies that inform them.</li> <li>What are the Shires tree ambitions specifically on the ground? Can we have a list of these priorities as part of the strategic plan?</li> <li>What examples of 'well-treed', or tree-lined streets that the council offers as examples of 'best practice' for the environs of Moorabool' beyond the Bacchus Marsh Avenue of Honour? Can we see images of examples proposed for each category of carriageway within Moorabool shire?</li> <li>The time frame of the report is immense, 24 years. How can we achieve more than adding a small number of trees each year? Can irrigation be considered in priority areas?</li> </ul>	<ul style="list-style-type: none"> <li>The Street Tree Strategy aims to provide an overarching framework for the consideration of the value of existing street trees and the implementation of new plantings. Specific detail regarding township identity will be addressed in site specific plans such as Structure Plans, Township Improvement Plans and yearly planting programs.</li> <li>These matters are outside the scope of the Street Tree Strategy and are a consideration for other Council planning documents such as the Ballan Strategic Directions.</li> <li>The Street Tree Strategy outlines the broad objectives for the Shire regarding street trees. For example a reduction in the number of vacancies, retention of existing street trees and a cost recovery program. Specific yearly on-ground plans will be outlined in the Street Tree Implementation Plan which is currently under development.</li> <li>Locations such as the plantings at Roxburgh Park, Ballarat, several Melbourne suburbs and Kings Park in Western Australia were examples that were considered. Moorabool's Approved Street Tree Species Guide provides guidance regarding species selection based on a range of criteria including road widths and rainfall.</li> <li>The timeframe of the Strategy is intentionally long reaching so that a broader vision beyond the immediate was considered. This allows for future plantings to consider current known options such as irrigation and water sensitive urban design to be considered while allowing for potential new techniques to also be considered.</li> </ul>

SUMMARY OF COMMENTS	RESPONSE
<ul style="list-style-type: none"> <li>BAG would like to see 'canopy cover' over main streets, broad shade canopies, a range of blossoming trees, trees with interesting trunks and wind break trees considered and located in this report.</li> <li>What are the implications on infrastructure to create these out comes? I.E., putting Ballan's power lines underground in Inglis Street.</li> </ul>	<ul style="list-style-type: none"> <li>Mapping canopy cover has been included in the Action Plan as a future project (page 30). Selection of trees not currently included on the approved tree selection guidelines can be discussed during the development of township specific plans such as the Ballan Strategic Directions.</li> <li>The potential environmental, economic and social implications should be considered as part of the planning for any future planting program, including the options or impact the planting present on current or future infrastructure.</li> </ul> <p>Where power lines and other infrastructure are already present, the 'right tree, right place' mentality of this strategy would suggest that careful selection of the correct species is required so as not to impact on existing infrastructure.</p>
<ul style="list-style-type: none"> <li>How is the Ballan's Inglis Street powerlines accommodated beyond general maintenance? Are they a capital works item? How do we priorities these tasks to complement street tree aesthetic?</li> <li>Why aren't tree sponsorship's programs being considered.</li> </ul>	<ul style="list-style-type: none"> <li>Issue noted. This is a site specific issue which is outside the scope of the strategy. In 2016 Council adopted the Street Tree Species Guide to ensure that appropriate trees were planted to avoid future issues such as this.</li> <li>Comment is noted. Action Plan (page 30) has been amended to include an item to investigate alternate funding and management options for street trees.</li> </ul>
<ul style="list-style-type: none"> <li>More trees need to be planted across the time frame of 24 years. Perhaps this quantity needs to double each year, 400 a year is a minimum given the expanse of the municipality and given the number of new housing developments that are underway.</li> </ul>	<ul style="list-style-type: none"> <li>In 2021, a review of the planting programs completed since 2017 is scheduled to be undertaken. This will provide Council the opportunity to assess the number of trees planted annually, and financial and staffing resources that were required and the capacity to increase annual planting programs.</li> <li>In addition, New developments have an obligation to include street trees. These are counted on top of the proposed annual plantings by Council.</li> </ul>

	SUMMARY OF COMMENTS	RESPONSE
	<ul style="list-style-type: none"> <li>Climate change needs to be factored in to tree selection. If Melbourne will have the climate of Mildura in 50 years' time, should Moorabool be looking to Broken Hill for selection of tree species?</li> <li>Finally we didn't see any reference to other proposed landscape works for the Shire and how these ideas reflect and affect each other in the overall built environment of the Moorabool region.</li> <li>BAG looks forward to an ambitious Street Tree Strategy report that in the future will provide an enriching, high quality lifestyle for Moorabool inhabitants from its street tree contribution.</li> </ul>	<ul style="list-style-type: none"> <li>Action 10 of the Action Plan identifies the need to assess the impacts of climate change on existing street trees. This action has been expanded to include a review of the species listed in the Approved Street Tree Species Guide.</li> <li>This document provides the broad overview regarding street trees and providing direction for the selection of tree species for specific locations will be part of further detailed planning such as Structure Plans, Urban Design Frameworks, Township Improvement Plans and annual tree planting implementation plans.</li> <li>Noted.</li> </ul>
15.	<ul style="list-style-type: none"> <li>It is noted that the Moorabool Council is putting forward a draft street tree plan, it looks good on paper but will it have an effect on current practices?</li> <li>It is also noted there is no budget allocated for street tree replacement and/or planting. Is this a clayton's policy or what is it????? A picture policy, looks good on paper that is about it.</li> <li>We are still waiting, waiting, waiting, for the replacement of street trees in Gaynor Street and Parwan Road, there is no budget for street tree planting, but there is a budget for street tree removal, like the 2 trees that were removed in Gaynor Street last November and we could go on and on about trees removed in Bacchus Marsh and never replaced.</li> </ul>	<ul style="list-style-type: none"> <li>Comments noted.</li> <li>In the 2016/17 Council approved the annual budget of \$100,000 for tree plantings in reserves and roads.</li> <li>See response to above in relation to tree planting budget.</li> <li>The strategy identifies the need for improved communication to the community when tree removal is required.</li> <li>Request for planting has been recorded.</li> <li>One of the key issues that the strategy is attempting to address is the historical management of street trees within Moorabool and developing new policies and procedures to address issues such as those identified.</li> </ul>

	SUMMARY OF COMMENTS	RESPONSE
	<ul style="list-style-type: none"> <li>• Council's Gell Street carpark is a good point in question.....car park trees removed and replaced with yellow charity bins, hardly very shady in summer.</li> <li>• In the light industrial estate adjacent to Bacchus Marsh rail virtually all nature strip trees were removed so that cars associate with businesses are parking on nature strips, it looks rather like they were removed deliberately by whomever...the latest one to have landscaping removed is 'What Not'.</li> </ul>	<ul style="list-style-type: none"> <li>• Concern noted. However, planting of open space (including public carparks) is outside the scope of this strategy.</li> <li>• Noted. The strategy outlines the proposal for a cost recovery process for the permitted and non-permitted removal of street trees as well as including the cost of landscaping as a key component of road infrastructure upgrade such as this. In addition the enforcement of this cost recovery process will be supported by the Moorabool Local Law.</li> </ul>
16.	<p><b>Tree mapping is inadequate</b></p> <ul style="list-style-type: none"> <li>• The map on page 21 shows number of mature trees (those classified as ULE&lt;5 years), in parks such as the riverside walks, Peppertree Park and Maddingley Park -- none of which is a street.</li> </ul>	<ul style="list-style-type: none"> <li>• Concerns regarding accuracy of the mapping and the value that large old trees provide in defining much of Moorabool are noted.</li> <li>• As outlined in the document, regular mapping is a key action of the strategy (Action Plan page 30) to ensure that the maps are kept as up to date as possible to reflect management, planting and replacement of street trees and to rectify any errors with previous mapping undertaken.</li> </ul>
	<ul style="list-style-type: none"> <li>• The map is not adequate as it is impossible to tell exactly which actual trees in a street are indicated as ULE &lt; 5 years. A higher resolution map needs to be made available to residents to help with understanding the implications. Without further information, this submission will assume that the ULE&lt;5 trees identified here may include many of the mature, indigenous trees (such as the River Red Gums) that give the town its character and some enduring ecological values despite urbanisation.</li> <li>• The mature trees (including, but not only, the native/indigenous species, including some now very old and senescing) are a central part of the visual character of this area and need to be retained preferentially at least until replacements are mature (see also 2 below).</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. Under the current Moorabool Planning Scheme, ESO 8 provides protection for standing the River Red Gums of the Bacchus Marsh Valley regardless of their ULE. This ESO recognises both the ecological and amenity value the trees provide.</li> <li>• The Urban Tree Management Policy had previously identified the need for the development of a Significant Tree Register including the value of trees for their horticultural, location or contextual value. The Action Plan on page 30 has been updated to include the development of the register.</li> </ul>

SUMMARY OF COMMENTS	RESPONSE
<p><b>Question Useful Life Expectancy (ULE)</b></p> <ul style="list-style-type: none"> <li>Old trees provide crucial habitat for a wide range of native fauna, especially as they senesce, and this is not properly factored into the considerations in the report. Replacement trees take over 100 years (and likely much more than that) to provide the same level of habitat via the development of hollow branches. There is a conflict between ecological value of old trees and the values stated in the report of meeting stringent public safety (and/or insurance) standards (and maybe what some perceive as "neat" and visually attractive trees). In highly modified landscapes such as towns, retaining some indigenous vegetation as habitat can make a large difference to the ecology of the area (See also point 4 below).</li> <li>What constitutes nearing the end of ULE is not necessarily clear to non-professionals, causing conflict and concern, and open to debate in the case of indigenous trees which continue to be a valued part of ecosystems after their death and even after falling (in the case of trees in or adjacent to wildlife corridors in particular). (See also point 7 below).</li> </ul>	<ul style="list-style-type: none"> <li>Comments regarding the importance of old trees for their habitat values are noted. In 2016, Council adopted the Urban Tree Management Policy which outlines in further detail the processes regarding the management of street trees. Of note are the following considerations for tree pruning and removal: <ul style="list-style-type: none"> <li><i>All tree pruning shall be carried out in accordance with all relevant legislation which may include; Heritage Act 1995, Flora and Fauna Guarantee Act 1988, Catchment and Land Protection Act 1994, Planning and Environment Act 1987.</i></li> <li><i>All tree removal shall be carried out in accordance with all relevant Legislation.</i></li> </ul> </li> <li>The strategy has reinforced the existing requirement of the Urban Street Tree Management Policy to consult and inform the community about all major projects involving tree removal and plantings.</li> <li>Useful Life Expectancy (ULE) is one consideration in determining the health and potential hazard a tree presents to people and property. It is noted that there needs to be better communication with the community regarding tree maintenance, management and reasons for removal (if required). The development of a communication process has been identified in the Action Plan on page 30 of the document.</li> </ul>



SUMMARY OF COMMENTS	RESPONSE
<ul style="list-style-type: none"> <li>Where mature indigenous trees are considered a risk of falling branches etc, the strategy should look at alternative ways to retain them before lopping branches or removing whole trees. For example: creating garden beds of native species around them to prevent people walking into the danger zone; routing walking paths and footpaths away from them; and incorporating fallen or lopped branches into garden beds/landscaping instead of removal for chipping/firewood as is the current practice.</li> </ul>	<ul style="list-style-type: none"> <li>In June 2016, Council adopted the Urban Tree Management Policy which identified that Council: <ul style="list-style-type: none"> <li>has a requirement to mitigating risk to person and property, whilst also ensuring that amenity, environmental and heritage values are equally considered;</li> <li>will endeavour to ensure trees are protected from development, construction, temporary works and other activities that may have a negative impact upon tree health;</li> <li>Poor performing, dead and hazardous trees will be removed and/or replaced subject to funding. While all other options will be explored, tree removal may be required to ensure public health and safety, to protect infrastructure, to facilitate approved development and infrastructure improvements.</li> </ul> </li> <li>The Street Tree Strategy aims to reinforce this policy and the establishment of new procedures</li> </ul>
<ul style="list-style-type: none"> <li>Where significant old trees such as the red gums and other Eucalypts in Bacchus Marsh need to be removed due to unavoidable safety concerns, leaving the trunk (either standing, or felled on the ground) as a monument to the tree would be a good way to pay tribute to its presence while other trees are grown to replace it. Retaining lopped "stags" (standing dead trees) is already done in some cases such as in Peppertree Park (Meikle St side) and on Grant St in front of Bacchus Marsh College. This practice should be an explicit part of the policy.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. An additional action has been included to develop in Section 3.5 to</li> </ul>

SUMMARY OF COMMENTS	RESPONSE
<ul style="list-style-type: none"> <li>While current practice appears to be to try to retain old trees until they are an unacceptable risk, this should be made explicit rather than assumed.</li> </ul>	<ul style="list-style-type: none"> <li>Proposed change to Point 4 in the vision for the document is provided below: <i>All planning, management and decision making regarding Moorabool's street trees will be guided by the following principles...</i></li> <li>4. <i>Existing street trees will be retained and managed for their amenity and ecological values</i></li> </ul>
<p><b>Compensation to who?</b></p> <ul style="list-style-type: none"> <li>It is not factored into the report that for the resident community, removal of a mature tree from a street is not compensated in real terms by payment to council under any scheme, as it may take decades for a replacement to attain the stature that provides the "ecosystem services" or aesthetic and cultural benefits of the tree that it replaces -- assuming a replacement is even planted. The community who lose the tree should be compensated, not the council in their place.</li> </ul>	<ul style="list-style-type: none"> <li>Noted and Council staff will take this into consideration when developing the procedure for the establishment of the cost recovery process.</li> </ul>
<p><b>Ecological value and context</b></p> <ul style="list-style-type: none"> <li>The report makes some distinction between native and exotic trees and acknowledges the role of native plants in providing habitat for birds and animals. This section is deficient. In ecological terms "Native" is meaningless; indigenous (i.e. native to the site or local area) vs non-indigenous plants ought to be the categories (with deciduous, Australian native, evergreen etc being possible sub-categories within non-indigenous).</li> <li>A range of locally indigenous trees are currently under-appreciated and likely to make good candidates for street trees. A list of suggestions is provided in 8 below.</li> </ul>	<ul style="list-style-type: none"> <li>The mapping that was undertaken was inconsistent in regards to how native and indigenous trees were recorded. As such, staff determined that, for the purposes of the development of the Street Tree Strategy, combining these records was the most practical solution. And future mapping will better reflect the differences that are noted here.</li> <li>The action plan on page 30 has been amended to address this issue.</li> <li>Noted In June 2016, Council adopted the Approved Street Tree Species Guide. The guide is to be formally reviewed in 2021 at which point the suggested species will be considered for inclusion.</li> </ul>



SUMMARY OF COMMENTS	RESPONSE
<ul style="list-style-type: none"> <li>It needs to be acknowledged that even exotic species also provide valuable habitat for many animals (roosting/nesting space, nectar and pollen for insects, etc) especially when large/mature, and consider this before dismissing their ecological value when considering removal. Some trees are better than none, and if no (indigenous) replacements have grown to a reasonable size yet, it may be better to keep exotics (unless they are actively impeding the growth of replacements).</li> <li>Not all street trees are ecologically equal in terms of their context in the landscape. If selected and placed appropriately, they may enhance the function of native vegetation in reserves. This includes the rivers which are wildlife corridors, which benefit from a wider "buffer" around their narrow linear structure. Also, reserves of native vegetation surrounded by suburbs benefit from providing "stepping stone" connections to native vegetation outside town, providing connectivity to other native vegetation for fauna that does not move across suburbs readily such as some small birds, insects and marsupials. Telford Park in Darley and the old brickworks near to it are two examples.</li> <li>An ecological strategy for maintaining ecological connectedness and habitat around towns should be developed by council to ensure future urban development, including street trees, occurs with least ecological impact, and with planned mitigation such as indigenous street trees in strategic areas.</li> </ul>	<ul style="list-style-type: none"> <li>Noted</li> <li>Noted</li> <li>This has been included in the Action Plan on page 30 of the strategy.</li> </ul>

SUMMARY OF COMMENTS	RESPONSE
<ul style="list-style-type: none"> <li>There is undoubtedly an important place for some deciduous exotic trees such as oaks, elms etc. (but see 9 below re London Plane trees). For areas that benefit from extra sun in winter, especially, deciduous trees are a plus, as well as the aesthetic values for much of our population who look to Northern Hemisphere landscapes as a cultural reference.</li> </ul>	<ul style="list-style-type: none"> <li>Noted</li> </ul>
<ul style="list-style-type: none"> <li><b>Maintenance of existing trees</b></li> <li>Removal of mature indigenous Eucalypts has already begun in Maddingley with the construction of the new carpark at the railway station. A row of large trees was removed. Their removal impacts on the context and character of the street, and the amenity/comfort provided by their shade. No obvious replacement has been made.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. The Street Tree Strategy has been developed with the aim to assist address issues such as these. And to ensure that future capital works projects consider the impact of tree loss as a result of works and that landscaping is included in the scope of future projects.</li> <li>In addition, section 3 of the adopted Moorabool Urban Tree Management Policy includes the following: <ol style="list-style-type: none"> <li>Council will maintain urban street and park trees within the municipality with a particular emphasis on mitigating risk to person and property, whilst also ensuring that amenity, environmental and heritage values are equally considered, including...provide parameters for development sites as per AS 4970-2009 (Protection of Trees on Development Sites).</li> <li><i>As far as practicable, Council will endeavour to ensure trees are protected from development, construction, temporary works and other activities that may have a negative impact upon tree health.</i></li> </ol> <p><i>Whilst maintaining a balance between risk/safety and project outcomes, where possible, protection of Council managed trees is to be considered during civil works or maintenance activities that could place trees under stress or at risk. The retaining of trees will be an important factor when considering applications for new development or where implementing infrastructure works.</i></p> </li> </ul>

SUMMARY OF COMMENTS	RESPONSE
<ul style="list-style-type: none"> <li>• A number of mature, heritage Eucalypts are in this area, especially along Grant St between the river and the railway. These include River Red Gums, Yellow Box and Grey Box. Many are poorly cared for, for example with asphalt right up to their trunk in several cases front of the school.</li> <li>• A reasonably large Yellow Gum on the corner of Labilliere and Grant streets was killed by council workers a few years ago. Work to replace a gutter cut off all the roots on at least one side, and the tree toppled in the next high wind; the lopped roots were quite visible, all cut off neatly in a row. It was very lucky no person or property was injured. Council workers and contractors need to be trained in how to deal with trees to avoid this kind of accident. No replacements for these trees have been planted. Several smaller Australian natives around this intersection have also been removed (two Paperbarks and a Silky Oak) without replacement.</li> <li>• Replacement should be stipulated in the document for trees that are removed, unless the site is deemed unsuitable for a tree.</li> </ul> <p><b>Edible streets</b></p> <ul style="list-style-type: none"> <li>• In some local government areas residents are permitted to grow and harvest fruit from street trees. This already occurs informally in some areas in our shire, e.g. the olive trees in the reserve opposite the NAB branch in Main St, Bacchus Marsh. It is an important aspect of social justice and food sovereignty to allow access to growing food in these times of increasing wealth inequality and high prices for essential groceries like fresh food.</li> </ul>	<ul style="list-style-type: none"> <li>• This has been included as an action to investigate in both the Moorabool Health and Wellbeing Plan and the Moorabool Sustainable Environment Strategy.</li> </ul>

	SUMMARY OF COMMENTS	RESPONSE
	<ul style="list-style-type: none"> <li>It is established custom and practice in the shire for residents to garden their nature strip, especially in areas where proper pedestrian access was never constructed by council (e.g. Underbank Boulevard). While this sometimes hinders safe pedestrian thoroughfare, it need not necessarily do so, and allowing small fruit trees to be planted and tended by residents would not be substantially different.</li> <li>The strategy should explicitly allow residents to garden (including planting fruit trees) on nature strips, by providing basic guidelines to adhere to such as not obstructing pedestrians; not planting invasive weed species; consulting regarding the location of underground services that may require access or be harmed by some tree species' roots.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. In the Moorabool Council Plan 2017-21 there is the requirement for the development of a Nature Strip policy by 2021, this will be considered in this policy.</li> </ul>
	<p><b>Consultation and community input</b></p> <ul style="list-style-type: none"> <li>The residents' community needs to be respected and consulted more specifically about the character of trees for their street and/or suburb than a general strategy such as this document allows for. It is common for councils elsewhere to survey residents about the preferred species and locations of street trees in their street.</li> <li>Commonly, residents in some areas wake up to find a valued tree being removed before they know anything about it. Where a tree is not an immediate threat to public safety, this is disrespectful and creates distrust and resent against council (warranted or not). Tree removal should require consultation/notification in the same way as any other major alteration to the landscape. As per point 1, this document does not include enough resolution in maps to achieve the most minimal transparency in this regard.</li> </ul>	<ul style="list-style-type: none"> <li>It is recognised that there is a need to improve engagement with the community regarding Councils management and planting of street trees. As such the development of a community engagement plan as been identified as an action in the Street Tree Strategy.</li> </ul>

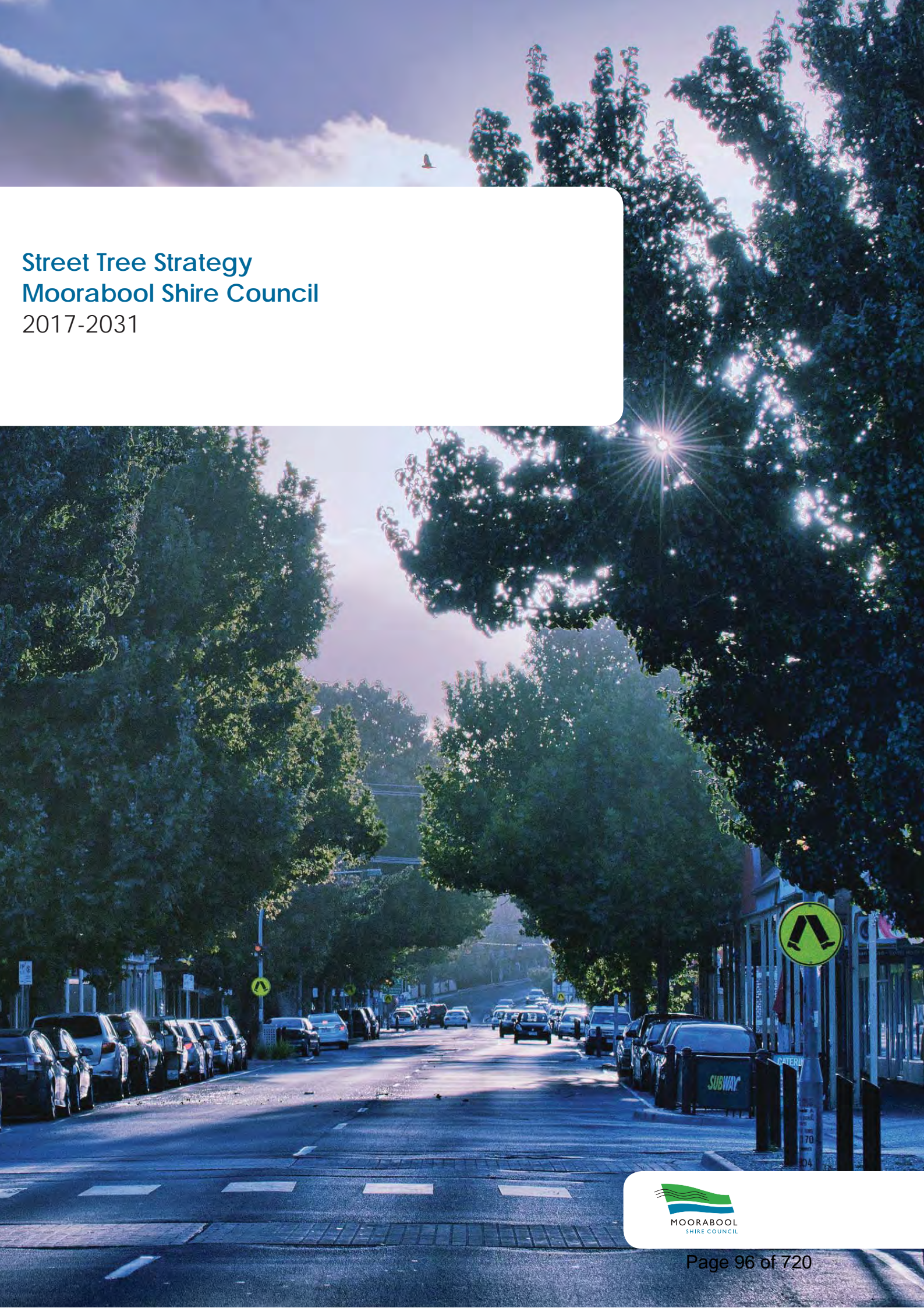
SUMMARY OF COMMENTS	RESPONSE
<p><b>Suggested indigenous trees for street planting</b></p> <ul style="list-style-type: none"> <li>These trees are indigenous to at least some areas of the shire, but what is appropriate and indigenous to one town or site may not be so in another. All of these trees are readily available from native nurseries. Notes indicate roughly whether they are likely to be most appropriate in drier areas (ie Bacchus Marsh) or wetter areas (Ballan and west).</li> </ul> <p>River Red Gums are probably not the best choice for further street planting (unless a lot of space is available around them) as they are notorious for dropping branches. An experienced arborist may reject some of these species on the basis of the likelihood of dropping branches, and such advice should be sought, but most should be appropriate.</p> <ol style="list-style-type: none"> <li>Blackwood (<i>Acacia melanoxylon</i>). Medium size tree. Wetter areas (eg Ballan, Gordon).</li> <li>Lightwood (<i>Acacia implexa</i>). Small to medium size tree. Dry areas (eg Bacchus Marsh).</li> <li>Silver Banksia (<i>Banksia marginata</i>). Small tree. Wetter areas.</li> <li>Bacchus Marsh Varnish Wattle (<i>Acacia rostriformis</i>). Large shrub to small tree. Drier areas.</li> <li>Drooping She-oak (<i>Allocasuarina verticillata</i>). Small to medium tree. Drier areas.</li> <li>Moonah (<i>Melaleuca lanceolata</i>). Large shrub to small tree. Drier areas.</li> <li>Grey Box (<i>Eucalyptus microcarpa</i>). Large tree. Drier areas.</li> <li>Yellow Box (<i>Eucalyptus melliodora</i>). Large tree. Most areas.</li> <li>Manna Gum (<i>Eucalyptus viminalis</i>). Large tree. Wetter areas and river flats.</li> <li>Yellow Gum (<i>Eucalyptus leucoxylon</i>). Large tree. Drier areas.</li> </ol>	<ul style="list-style-type: none"> <li>In June 2016, Council adopted the Approved Street Tree Species Guide which included the following species from this list for street trees: <ul style="list-style-type: none"> <li>Grey Box (<i>Eucalyptus microcarpa</i>). Large tree. Drier areas.</li> <li>Yellow Box (<i>Eucalyptus melliodora</i>). Large tree. Most areas.</li> <li>Yellow Gum (<i>Eucalyptus leucoxylon</i>). Large tree. Drier areas.</li> </ul> </li> <li>This guide is to be formally reviewed in 2021 at which point the suggested species will be considered for inclusion.</li> </ul>

SUMMARY OF COMMENTS	RESPONSE
<p><b>London Plane trees are a menace</b></p> <p>11. London Plane trees such as are planted in Main St, Bacchus Marsh are a menace due to their long season of shedding pollen and associated floral parts which cause a lot of discomfort to many people including coughing, sneezing, hayfever, aggravation of asthma, and grit in their eyes. Many people avoid the whole of inner Melbourne for months at a time on account of the numbers of these trees and we should not replicate this error in Moorabool. If deciduous trees are considered important for a site, there are plenty of alternative species that don't have the unpleasant effects of London Plane trees.</p>	<ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p>This document notes that the streetscape is not a 'blank canvas'. While plane trees, such as those in Main Street, have a number of issues, there is strong community connection to this avenue. Gradually replacing these species with species more suitable for high pedestrian traffic areas is a possible long-term action (that would be discussed in the development of Urban Design Frameworks or Location specific plans) which would involve community consultation.</p>
<p><b>Signage</b></p> <ul style="list-style-type: none"> <li>• Signage (such as "Red Gum Firewood for sale" or anything else) should not be allowed to be attached to street trees.</li> </ul>	<ul style="list-style-type: none"> <li>• This has been included in the draft Moorabool Local Law.</li> </ul>

# Attachment - Item 11.2.1b



Street Tree Strategy  
Moorabool Shire Council  
2017-2031





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

## VERSION CONTROL

Version Number	Prepared by	Reviewed by	Purpose	Date
A	Justin Horne Joe Morgan-Payler Jarryd Halnon Ross Holton	Parks Finance Capital Works Stat Planning	For internal comment	04.2017
B	Justin Horne Joe Morgan-Payler	Jarryd Halnon Ross Holton	For review	07.2017
1.00	Justin Horne Joe Morgan-Payler	Sam Romaszko Andrew Goodsell	Draft For Review	11.08.17
1.01	Justin Horne Joe Morgan-Payler	Exec Section 86 - Place Making	Draft For Review	22.08.17
1.02	Justin Horne Joe Morgan-Payler	Parks Finance Capital Works Stat Planning Assets Local Laws	Draft For Review	23.08.17
2.00	Justin Horne Joe Morgan-Payler	Exec	Draft For Approval	13.09.17
2.01	Justin Horne Joe Morgan-Payler	OMC	Draft For Approval	04.10.17
2.02	Justin Horne Joe Morgan-Payler	Community	Draft For community consultation	17.10.17
3.00	Justin Horne Joe Morgan-Payler	Exec	Final draft For Approval	10.04.18
3.01	Justin Horne Joe Morgan-Payler	OMC	Final For Adoption	02.05.18



# EXECUTIVE SUMMARY

## THE STRATEGY

Trees are an integral component of our built environments across the Shire and warrant careful and ongoing management and investment. In June 2016 Council adopted the Urban Tree Management Policy, including the Approved Street Tree Species Guide. This included an inventory of all existing street trees established within Bacchus Marsh, Ballan and selected towns

The Strategy comprises of two parts:

1. Street Tree Strategy 2018-2031: which sets the framework for Council's direction in relation to the maintenance, removal, replacement and plantings of street trees within the urban centre of Bacchus Marsh as well as settlements across the Shire.
2. Implementation Plan 2018-2021: outlines the annual actions that will be undertaken by Council each year from the 2017-18 financial year to the 2020-21 financial year. The Implementation Plan includes strategic planning (urban design) projects and annual planting programs.

## WHAT ARE THE KEY MOVES IN THE STRATEGY?

All planning, management and decision making regarding Moorabool's street trees will be guided by the following principles:



### 1. Enhance sense of place

Through the provision of attractive tree lined streets.



### 2. Ensure safe and functional streetscapes

Through the implementation of best practice street tree management – **the right tree in the right place.**



### 3. Ensure social equity

Through the equitable delivery of the street tree planting programs across all identified settlements



### 4. Retain and manage existing street trees

Retain and manage existing street trees for their amenity and ecological values.



### 5. Engage the community

Raise awareness of the importance of street trees in influencing positive public health and wellbeing outcomes.



### 6. Improve the liveability of our settlements

Work together across Council, with the community and developers to ensure street tree benefits are maximised for the community and street trees are adaptable to future changes in climate.



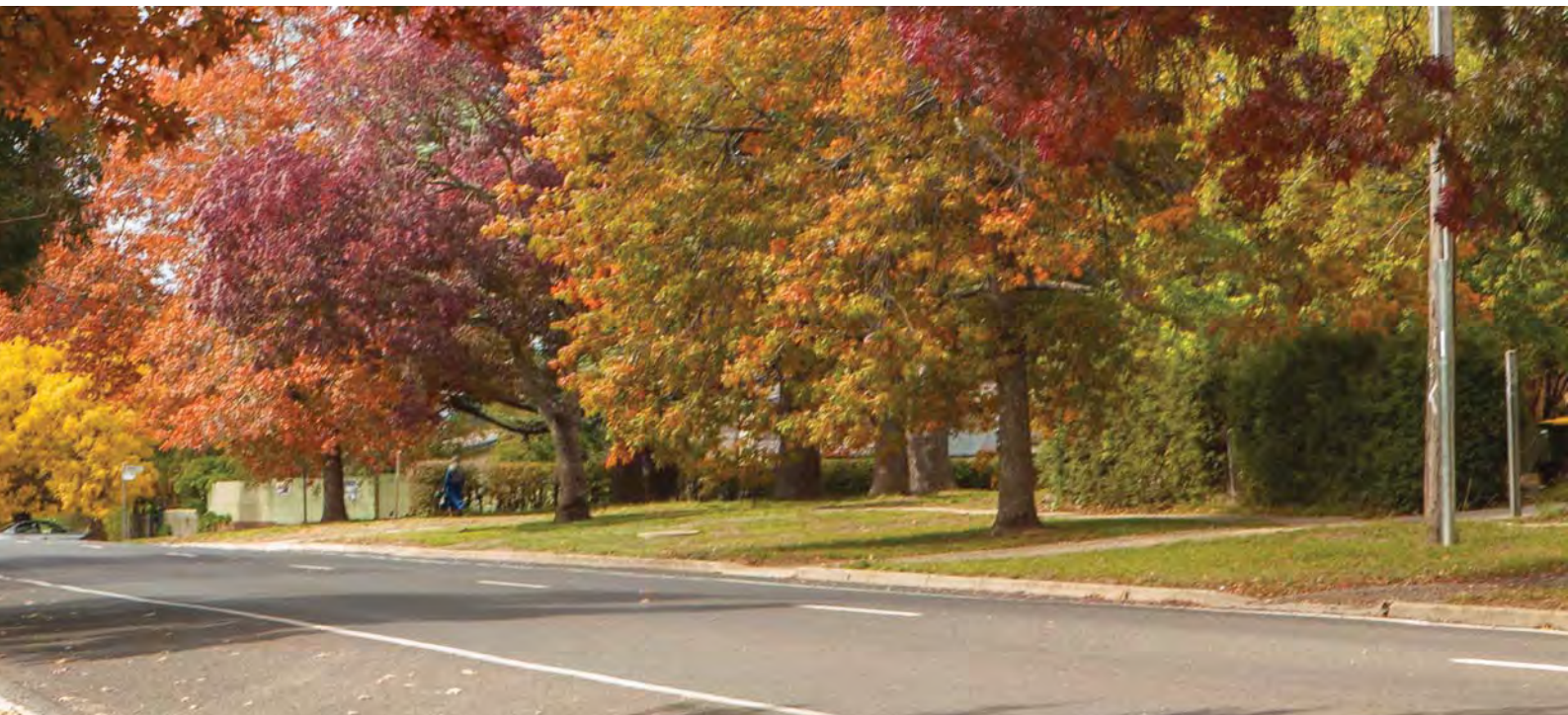


Figure 1 Ballan in Autumn

## THE CHALLENGES

The inventory highlighted that:

- 16% of the existing street tree population has a Useful Life Expectancy (ULE) of less than 10 years.
- 18% of street tree locations are vacant (ie there should be a tree but none exist).
- The health of 31% of streets trees are sub-standard (e.g. fair, poor, declining or dead).

The Street Tree Strategy aims to build upon the existing Street Tree Policy and the Approved Street Tree Species Guide by developing guiding principles for Council on:

- Management of the existing street tree population to ensure that they have a prolonged life.
- Replacement process for failing or dead trees.
- Street tree planting and streetscape upgrade processes.
- A communication strategy on street tree replacement or upgrades

## KEY ACTIONS

Key recommendations of the Strategy are as follows:

- Undertake an active tree planting program to reduce the total number of vacant spaces in existing streetscapes to less than 5% of tree locations by 2041.
- Identify areas and roads of high local character value that require unique design solutions above that of standard plantings e.g. gateways, view lines key entry points and streets.
- Develop and implement appropriate design solutions in line with appropriate strategic directions, strategies and plans.
- Work towards minimising conflicts with the built environment and to provide protection to and from tree growth.
- To implement a priority based program for the continual rejuvenation of street trees within Moorabool.
- To involve members of the community in the selection, planting and protection of street trees through programs of education, promotion and consultations.
- Improved management of tree database.

This document does not cover the management of trees on roadsides where mapping was not undertaken or outside of those of urban areas and townships.

## BUDGET IMPLICATIONS

Previously, Council has not maintained a dedicated street tree planting budget. Plantings have been undertaken in an ad hoc manner utilising a variety of funding streams including capital programs, grants and other recurrent budgets. In 2016/17 Council planted 228 trees across the shire.

In 2017/18 the first active street tree program will be implemented.

It is estimated that current funding of Council's Street Tree Planting Program will allow for the approximate planting of 400 trees across the Municipality per annum. At this rate, by 2041 the total number of vacancies would be 1,445 (6.23%) down from 3,417 (20.37%) in 2015.

The budget allocation will cover, planting and establishment works (e.g. watering and formative pruning) for two years.

However, as the urban and townships of the Shire grow over the next years, the number of street trees will also increase. As such Council will need to review the budget for street tree plantings, removal and maintenance every five years when the Street Tree Implementation Plan is updated.

# CONTENTS

## PART 01

Setting the scene

SECTION	TITLE	PAGE
1.0	VISION	10
1.1	BACKGROUND	10
1.2	STUDY AREA	12
1.3	HOW COUNCIL MANAGE STREET TREES	13
1.4	EXISTING STRATEGIES THAT SUPPORT COMPREHENSIVE STREET TREE MANAGEMENT	14
1.5	BENEFITS OF STREET TREES	14
1.6	AMENITY	15
1.7	FIELD ASSESSMENT	16

## PART 02

The challenges

SECTION	TITLE	PAGE
2.1	STREET TREE DIVERSITY	18
2.2	TREE STRUCTURE, HEALTH AND AGE	20
2.3	TREE PLANTING Vs. TREE REMOVAL	22

## PART 03

The solution

SECTION	TITLE	PAGE
3.1	STREET TREE PLANTING PROGRAM	24
3.2	QUALITY OF NURSERY STOCK	25
3.3	TREE ROOT DAMAGE	25
3.4	TREE CANOPY CONFLICT	25
3.5	TREE REPLACEMENT VALUE	26
3.6	COMMUNITY ENGAGEMENT	27
3.7	DATABASE MANAGEMENT	27

## PART 4 - OUTPUTS

Implementation.

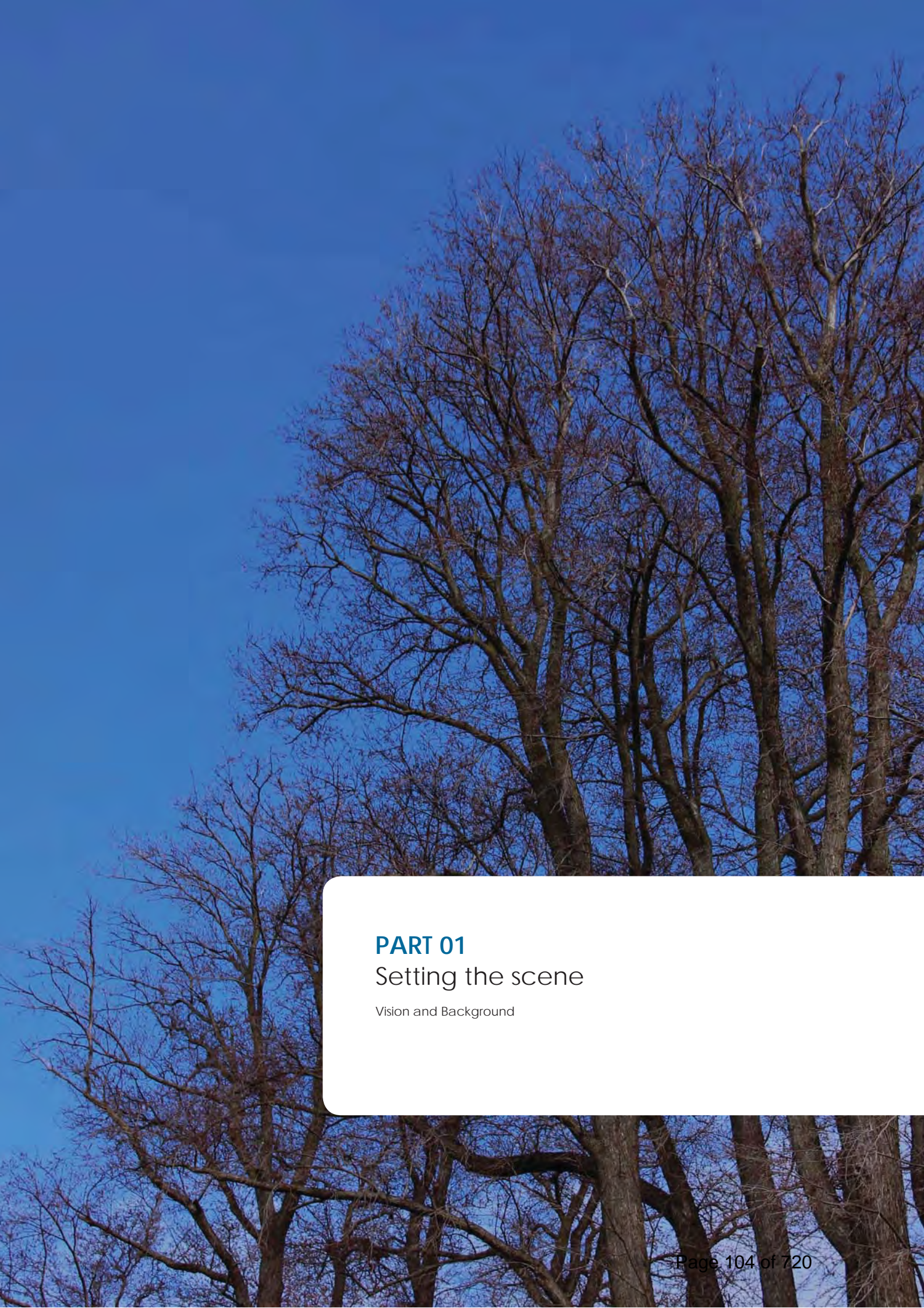
SECTION	TITLE	PAGE
4.0	IMPLEMENTATION PROGRAMME	30
4.1	GLOSSARY OF TERMS	31
4.2	APPENDICES	32







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## **PART 01**

# Setting the scene

Vision and Background



# 1.0 VISION

All planning, management and decision making regarding Moorabool's street trees will be guided by the following principles:

1. Enhance sense of place: through the provision of attractive tree lined streets in all identified settlements.
2. Ensure safe and functional streetscapes: through the implementation of best practice street tree management – the right tree in the right place.
3. Ensure social equity: through the equitable delivery of the street tree planting programs across all identified settlements.
4. Retain and manage existing street trees for their amenity and ecological values.
5. Engage the community and raise awareness of the importance of street trees in influencing positive public health and wellbeing outcomes.
6. Improve the liveability of our settlements by working together across Council, with the community and developers to ensure street tree benefits are maximised for the community and street trees are adaptable to future changes in climate.



Figure 2 The Avenue of Honour at Bacchus Marsh

## 1.1 BACKGROUND

Moorabool Shire is a naturally well vegetated environment. The landscape that we experience today is the result of both natural processes and human activity. The natural flooding events around Bacchus Marsh have assisted in the dominance of River Red Gums in the valley, while the use of fire by the Wathaurong and Wurundjeri people promoted the dominance of Acacia and Eucalyptus species throughout the rest of the Shire.

European settlement from 1836 onwards has seen the introduction of deciduous tree species that provide stunning autumn colours especially in Ballan, Myrning and Gordon.

Community expectations regarding street trees has changed greatly over 200 years. In the late 1800s and early 1900s street trees were planted for a variety of reasons, two of which were to create a sense of connection to Europe and to manage the diseases (miasmas) that were believed to be carried in the air. During the following decades trees were planted for different reasons, to develop a leafy green neighbourhood character or to reflect the Australian environment.

Australia wide for the last 40 years, street trees were not a focal point in the planning and development of new suburbs, towns and settlements. As such there was a lack of master planning, strategic direction, policy and funding for tree management and planting programs. Unfortunately, Moorabool was not immune to this and as such there is currently a significant number of streets.

In recent years, with the interest in developing unique neighbourhoods, managing the impacts of a changing climate and responding to the competitive nature of land development there has been a renewed interest in an improved approach street tree maintenance and plantings.

Street tree plantings in Moorabool have followed these patterns.

Today, the street trees in Moorabool settlements help define the characteristics of each of the towns, and help to tell the stories of Indigenous and European settlement and development patterns.

Works undertaken on tree assets include risk management, pests and diseases control, general maintenance practices resulting from damage to trees and street tree planting programs.

In the 2017/18 budget, Council has approved funding for an ongoing active street tree planting program. Initially this will be utilised to plant streets where there are currently a high vacancy of street trees. In time there will be the potential to investigate how this may be utilised to support plantings in infill development sites. Such planting also has significant potential as Council revisits the function and amenity of local streets, encourage pedestrian and cycle usage, and promote tourism and investment.

On-going funding for an active street tree planting program in existing residential developments by Council and new residential developments by private developers is required - to ensure that the number of vacant street tree spaces reduces from 18% in 2015 to 5% in 2041.

This program will help to improve local neighbourhood character, create a local street environment that promotes walking and cycling during the warmer months, increases local amenity and property values and assists in providing visual connections between residential, commercial and industrial precincts.

It is important that future street tree plantings continue this historic practice of ensuring a diverse street tree diversity. However, it is important at the local neighbourhood scale that individual tree and shrub species selected are consistent to provide a common visual link and character.

A well-managed tree population within any settlement requires holistic treatment. Effective maintenance, tree removal, planting programs and community engagement are all required to achieve appropriate outcomes (Figure 3).

Tree removal and replacement is an on-going process brought about by the inevitable ageing and death (senescing) of street trees and as a result of tree loss from vandalism, accidents, the occasional failure through environmental stress and removal for subdivision and installation of driveways (crossovers).

Active tree management, such as formative pruning, is essential for successful tree growth. It is one of the most important maintenance procedures, allowing the development of an effective tree canopy. Costs involved in managing tree assets should not be perceived as a liability but as a vital contribution to reduced long-term maintenance costs.

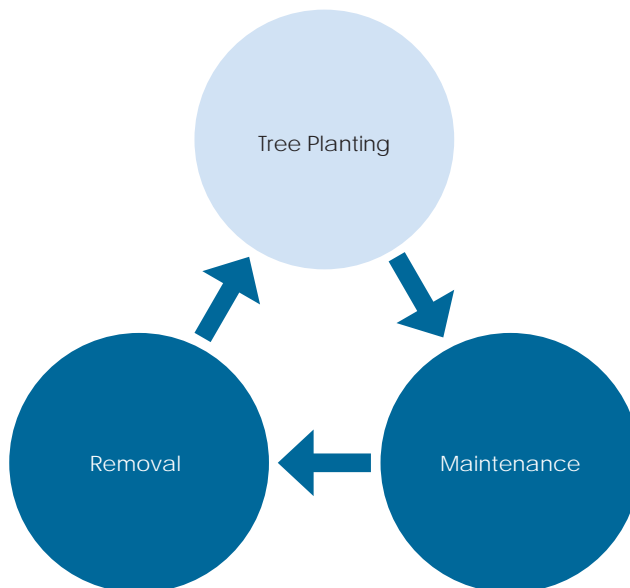


Figure 3 aspects to a holistic tree management program. Light blue = Street Tree Strategy, Blue = Street Tree Policy

In 2015, Moorabool Shire completed a detailed assessment of the existing street tree population. The survey found that while the general health, diversity and age of the existing population was good, some issues that needed to be addressed including the significant number of streets without any trees.

In response, a Street Tree Policy and Moorabool Urban Tree Species Guide was adopted by Council on 1 June 2016. The policy outlines the Council process for the active management of the existing street tree population. A copy of the policy is provided in Appendix 1.

The purpose of the Street Tree Strategy is to provide a framework for the management and planting of street tree populations in Bacchus Marsh, Ballan and smaller towns. The Strategy provides clear guidelines for the management of tree populations to street level.

In achieving this purpose, the Street Tree Strategy is required to:

- Enable preparation of guidelines on implementing street tree replacement and planting programs.
- Support preparation of innovative recommendations for dealing with the ageing tree population.
- Recommend methods for consulting with residents and key stakeholders regarding the implementation of street tree planting programs (capital works and recurrent).

The Street Tree Implementation Plan will direct the yearly actions of Council in relation to the strategic planning and implementation of street tree plantings across the Municipality.

Below outlines the structure of the four documents that relate to the management of street trees in Moorabool.



Figure 4 Hierarchy of documents relating to Street Trees Blue: new documents, Light blue:= existing



## 1.2 STUDY AREA

As further mapping of street trees occurs across the Shire small towns, thereby expanding the mapped street tree database, the number of settlements subject to the Strategy will expand. Ultimately, it would be expected that all identified settlements will be regulated under the Strategy.

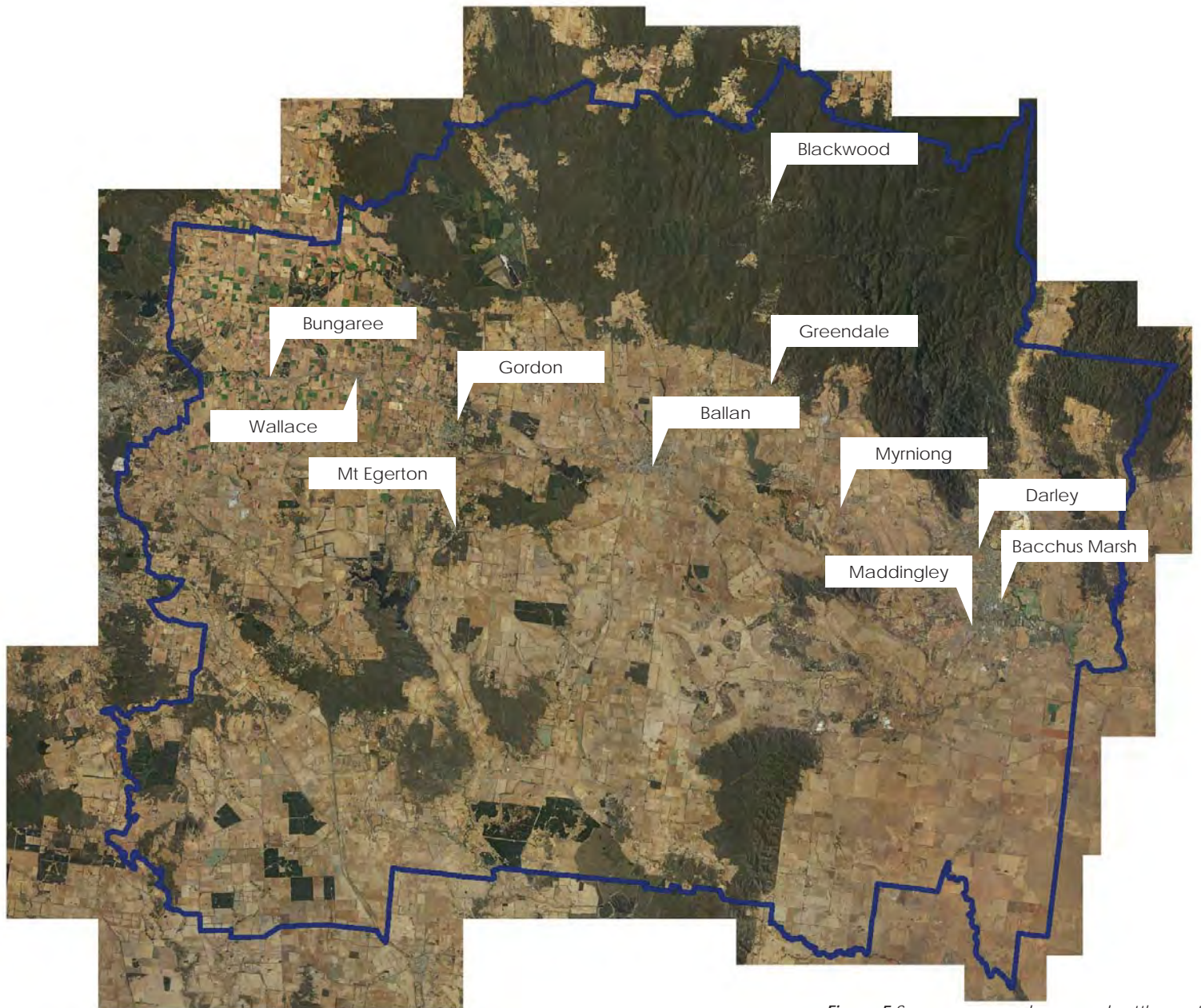


Figure 5 Survey area and mapped settlements

## 1.2 HOW COUNCIL MANAGE STREET TREES

Currently Council manages street trees in two ways:

1. Strategic Planning. This includes consideration of the value that street trees provide to existing and new street scapes. This is done via:

- Strategic documents such as the Council Plan 2017-21, Health and Well-Being Plan 2013-17, Moorabool Planning Scheme, Bacchus Marsh Urban Growth Framework and the Small Towns and Settlements Strategy.
- Development of masterplans for entrance ways and significant trees
- Urban design concept plans for pocket parks and civic improvement/streetscape enhancement plans being delivered as per the Small Towns and Settlements Strategy.

2. Operations:

- Planning and undertaking maintenance of the existing street tree asset.
- Assessing landscape designs for new subdivisions (both greenfield and infill) and planning permits that may require the removal of street trees.

The structure for how council manages street trees is outlined in table 1. Through continuous improvement there is the opportunity to further refine the alignment of how Council manages street trees.

The Moorabool Planning Scheme identifies the value of trees, both in the private and public realm in assisting to define the character of the Shire. These assist Council when developing strategic plans and assessing subdivisions and individual planning permits.

Specifically, Council currently uses the following planning controls to protect trees, both on public and private land:

- Heritage overlay – Avenue of Honour (HO47)
- Environmental Significance Overlay – River Red Gums in Bacchus Marsh (ESO 8)
- Design Development Overlay - Visual amenity (DDO5)

What (Context)	Who (Staff)	How (Implementation)
Placemaking	Infrastructure Strategic Planning Urban Design Parks and Gardens	Capital Streetscape upgrades
New Subdivision (Greenfield and Infill)	Statutory Planning Infrastructure Parks and Gardens Urban Design	Landscape design plans Street layout
Existing Streetscapes	Infrastructure Parks and Gardens Statutory Planning Urban Design	Design Capital works Planting Maintenance (watering, pruning and removal) Planning permits

*Table 1 Council departments involved in tree management*



*Figure 6 Active management is the key to healthy tree populations*



# 1.3 EXISTING STRATEGIES THAT SUPPORT COMPREHENSIVE STREET TREE MANAGEMENT

Within the hierarchy of Council strategic documents, the Street Tree Strategy is an Operational Service Plan (tier 4) as shown on figure 7.

The principles in the document are guided by the Council Plan and the Health and Wellbeing Plan. On completion of the open space strategy, the street tree strategy should be reviewed to ensure alignment between the two documents.

The following State and Council strategies identify the value that trees provide in assisting in defining towns and settlements in Moorabool Shire and the value they provide to individuals:

**State:**

- Central Highlands Regional Growth Plan
- South West Landscape Assessment Study

**Local:**

- Council Plan 2017-21
- Health and Wellbeing Plan 2013-17
- Bacchus Marsh Urban Growth Framework
- Small Towns and Settlements Strategy
- Ballan Structure Plan
- Housing Strategy - Housing Bacchus Marsh to 2041
- Moorabool Sustainable Environment Strategy 2016-26
- Avenue of Honour Management Plan

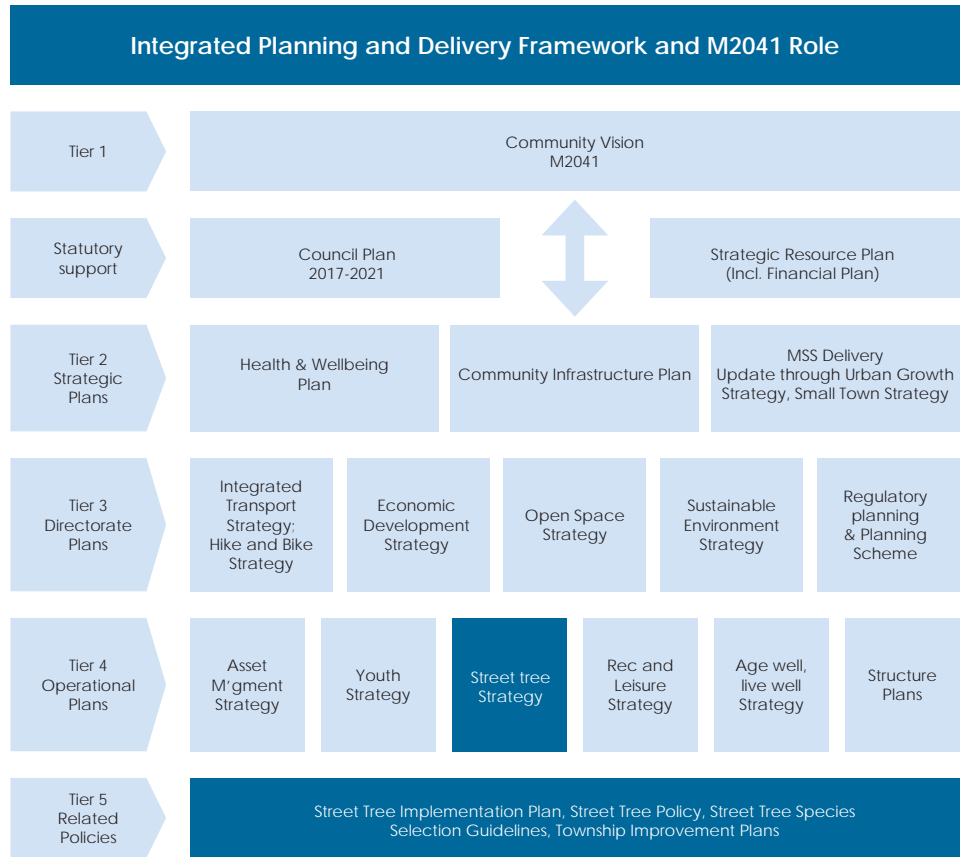


Figure 7 Street tree strategy in the context of other Council plans and strategies



Figure 8 Trees provide the backdrop for civic life

## 1.4 BENEFITS OF STREET TREES

To ensure that this continues into the future it is important that an active management, replacement and planting program occurs. The benefits of trees include:

- Trees provide a sense of place, offering drivers, pedestrians and residents an orientation or way-finding that assists movement and navigation. Trees can reinforce particular urban messages, providing city gateways, residential street character that helps slow traffic movement and signal commercial zones where shopping and gathering can be important activities.
- Street Trees help modify the visual scale of a place, reducing the impact of urban development and linking it to the human scale.
- Trees modify the ambient climate to the benefit of residents and pedestrians by providing summer shade and shelter from the environment.
- Trees add beauty to a streetscape in diverse ways. They possess intrinsic beauty in their foliage, flower, bark and fruit as well as providing such features as their shadow pattern and their response to wind movement.
- Street trees can enhance the marketability and tourist appeal of towns and settlements.
- Can improve property values. Research completed by the University of Western Australia and CSIRO found that in Perth, street trees increased median house prices by \$16,999 or 4.27% above the median house price (Pandit, R, Polyakov, M, Tapuswan, S, Moran, T. The effect of street trees on property value in Perth, Western Australia, Landscape and Urban Design 110 (2013) pp 134-142).
- The release of oxygen into the atmosphere and the associated removal of carbon dioxide have important implications for long-term environmental quality.
- By the selection of indigenous trees, tree planting can provide a connection between the natural and the built environments. The provision of habitat for wildlife in the built environment brings colour, interest and life.



Though the advantages of including trees in streetscapes outweigh disadvantages, the following should be recognised:

- Trees can impede the entry of winter sunlight especially where evergreen trees are selected.
- Tree roots may cause disturbance to underground services, paths and constructed elements and their canopies may conflict with overhead services.
- Some tree families produce flowers with pollen that can cause allergies. Others can be poisonous or produce leaves that can litter the ground and break down slowly.
- There is an inevitable on-going cost to the community in maintaining street trees. Costs are reduced by correct species selection and the implementation of an effectively programmed street tree maintenance strategy. Given the life expectancy of most street trees, their lifetime costs are small when compared to the benefits they provide.
- Some tree species have proved to have weed potential and can be invasive in native bushland areas.

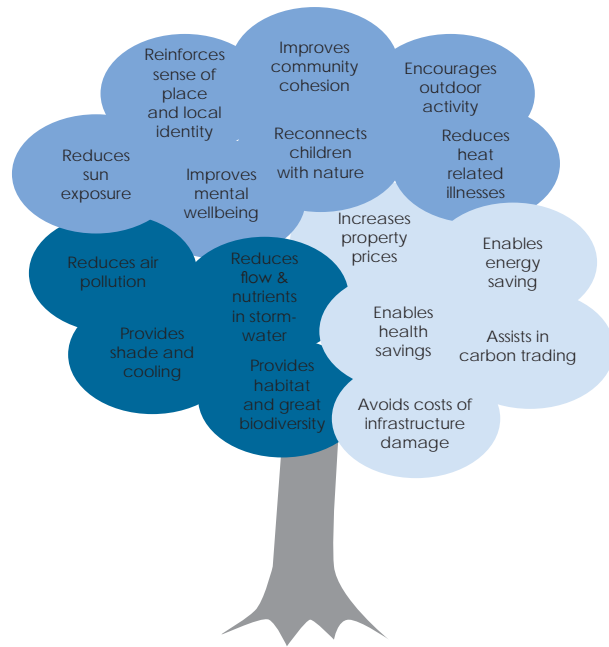


Figure 9 benefits of Street Trees

These disadvantages can be addressed through the implementation of the Moorabool Urban Tree Species Guide.

## 1.5 AMENITY

Established street trees have many positive impacts for the community by creating a sense of place and assisting to ‘soften’ the visual impact of the surrounding built environment. It is often seen as a drawcard for new residents moving into regional Victoria.

Recently planted street trees are generally too small to make an immediate contribution to the streetscape appearance. However, as trees mature, they achieve a size where their streetscape contribution is significant and amenity value becomes higher. Generally, trees retain this high amenity value for an extended period – a period frequently referred to as ‘maturity’.

The amenity values that street trees provide in these built environments have a finite life. It is important that Council continue to implement a program to actively manage the existing street tree population.

A program to actively plant new trees in existing streetscapes which do not currently have street trees is also required. Where the existing street tree population is at the end of their useful life expectancy an active replacement program is required in a manner that provides continuous amenity.

To assist in identifying the economic value of street trees, Council will utilise the Revised Burnley Method.

**Appraisal value = tree volume x base value x life expectancy x form and vigour x location**

Tree size is measured as volume of the tree approximated by an inverted cone. The tree volume is multiplied by the cost per cubic metre of retail nursery stock presumably of the same species. This maximum value is then reduced by factors for life expectancy (0.5 to 1.0), form and vigour (0.0 to 1.0), and location (0.4 to 1.0).



Figure 10 Well planted streets help identify unique character within settlements.

## 1.6 FIELD ASSESSMENT

A detailed survey was completed in 2015 on selected streets within Bacchus Marsh, Ballan, Gordon and selected small towns within Moorabool. The survey, undertaken by Homewood, involved inspecting each street and collecting specific information relating to the existing street trees within the selected areas.

The survey collected information covered:

- Species
- Health and structure
- Useful Life Expectancy
- Location
- Height and width
- Maintenance work required

In addition the detailed survey of the existing street tree populations, Council, as part of the Urban Growth Framework, Ballan Structure Plan and Small Town Strategy have also completed significant work investigating the value trees within the built environment provide to assist to define the local character of both at the street and township scale.

The assessments also included some significant open space parkland including Maddingley Park, Peppertree Park, Darley Park and the Ballan Recreation Reserve. The management of these trees is not covered in this document.

The key findings from the field assessment are outlined in Part 02



*Figure11 Mapped Street trees across Moorabool Shire*





## PART 02

### The Challenges

Moorabool's existing street tree population



## 2.1 STREET TREE DIVERSITY

### FINDINGS:

Within the mapped street tree population, there is currently a good combination of Australian and Victorian native species and exotic trees and shrubs. This diversity is important to assist in defining the individual character of each of the towns and the streets within the broader Shire.

The diversity of tree species ensures good protection against pest and disease, such as Myrtle Rust and Elm Leaf Beetle, that monoculture plantings are particularly susceptible.

However, plantings have historically been ad hoc and have resulted in many streets being planted inconsistently which has resulted in several streetscapes lacking continuity and therefore diminishing the overall visual amenity of the town or street.

Given the strong connection to the surrounding landscape, native species dominate the streetscapes of much of Moorabool. However the streetscapes of Ballan, Myrning and Wallace have a distinct feel due to the higher number of exotic trees. There is a good mix of native and exotic species in the existing street tree population which helps to provide visual diversity to the streetscapes.

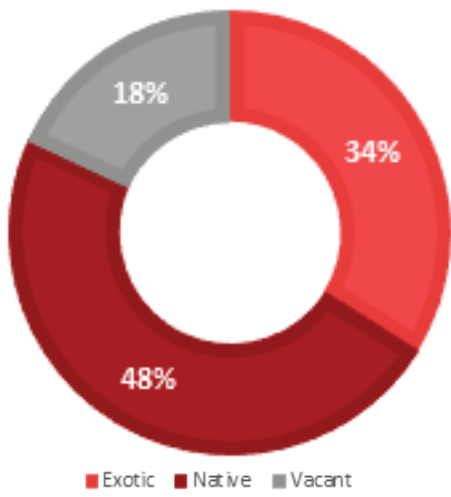


Figure 12 Origin of street trees

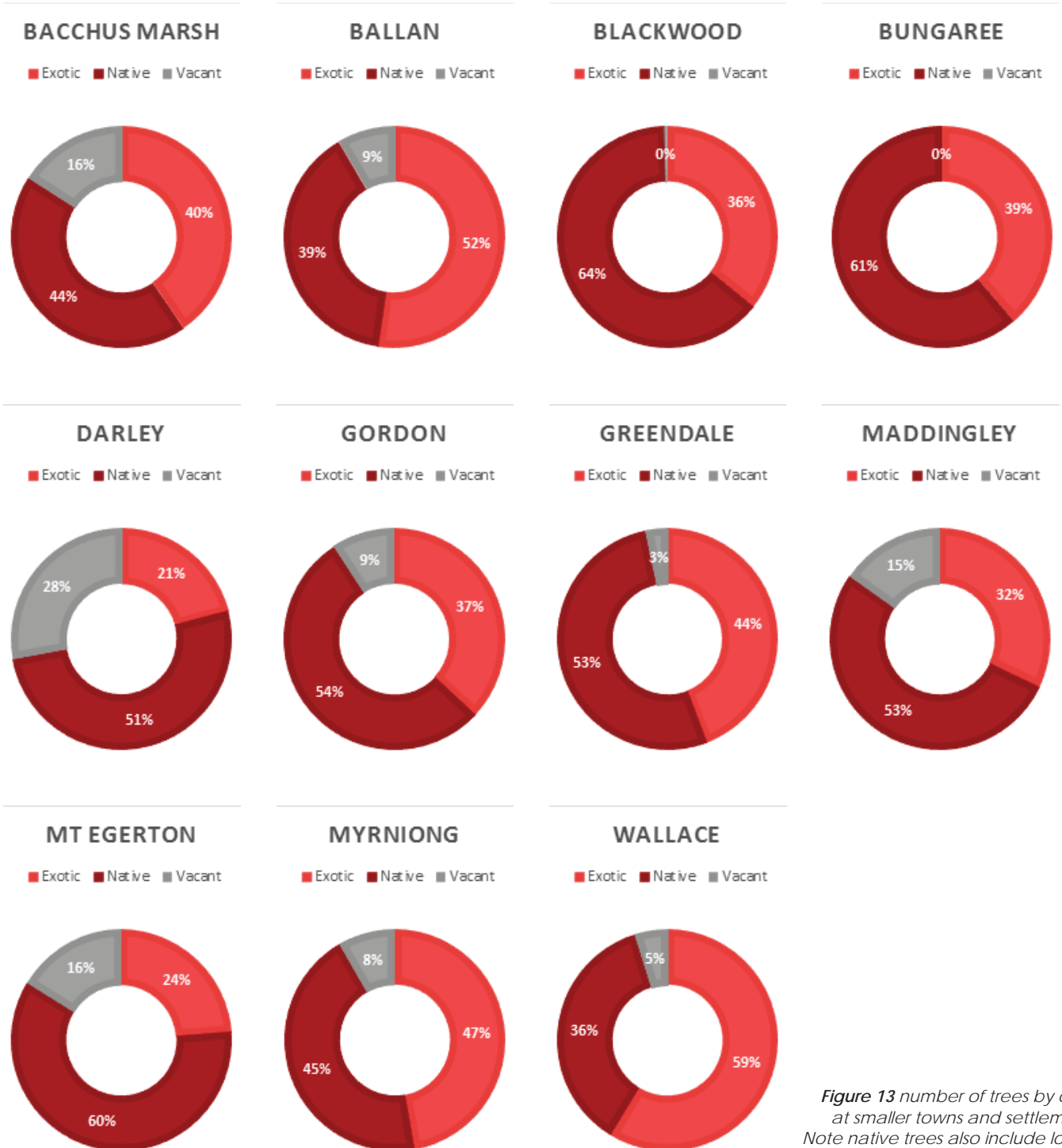


Figure 13 number of trees by origin at smaller towns and settlements. Note native trees also include locally indigenous species.



## RESPONSE:

There is an opportunity to address the significant number of streets that have few or any street trees within them. This appears to be a particular problem in:

- Jonathan Drive, Darley
- Grey Street, Darley
- Taylor Drive, Darley
- Fiskin Street, Maddingley
- Station Street, Maddingley
- Aitkinson Street, Ballan



*Figure 14 Bacchus Marsh street tree vacancies (shown by pink dots)*



## 2.2 TREE STRUCTURE, HEALTH AND AGE FINDINGS:

Overall the existing street tree population is of good structure and health. This is due to the selection of appropriate species and the management program Council has implemented. However 31% of the surveyed trees have an estimated useful life expectancy of less than 20 years – this will require active management including risk management and an active tree planting program.

Since the completion of the mapping project, Council has undertaken a targeted program to actively manage selected trees. This program resulted in the removal of 20 street trees of the 16,771 surveyed (0.12%) that were in poor health and posed an immediate risk to the community.

Approximately 51% of the existing street tree population has a Useful Life Expectancy (ULE) of less than 20 years. While some work has been undertaken since the completion of the assessment project to manage and remove these trees, this is still of concern – both in relation to the amenity values of the local areas and for risk management. Areas that require particular attention are Ballan, Darley and Maddingley.

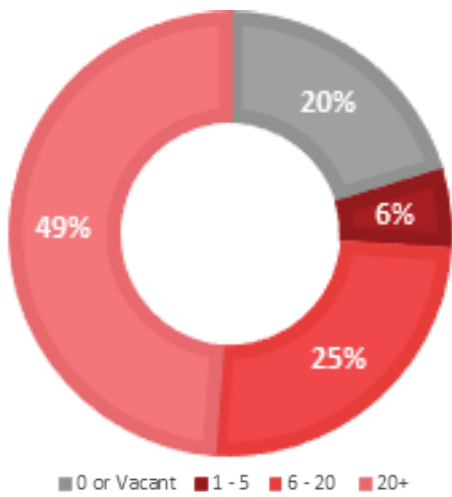


Figure 15 Useful Life Expectancy (ULE) of mapped street trees

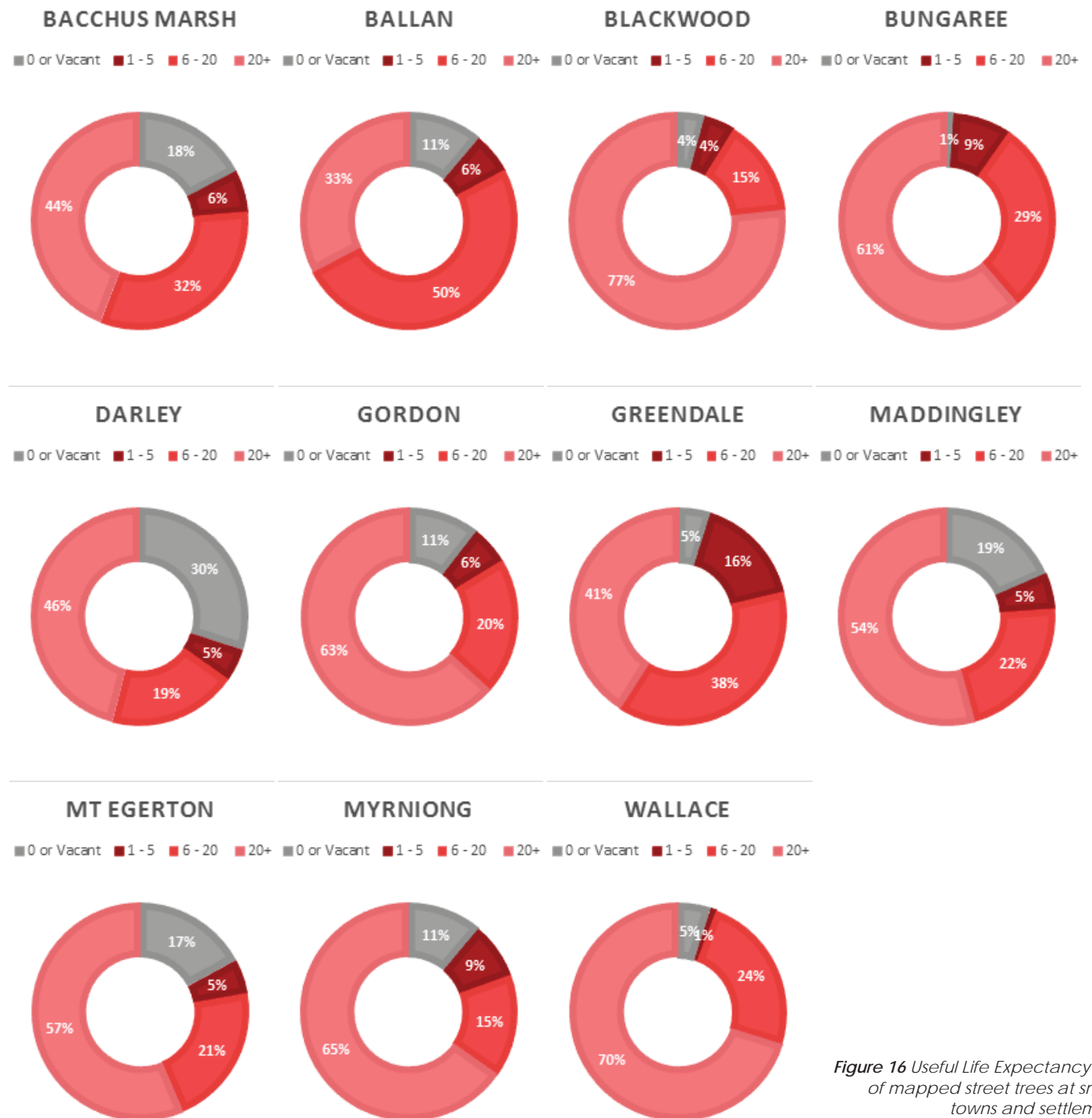


Figure 16 Useful Life Expectancy (ULE) of mapped street trees at smaller towns and settlements.



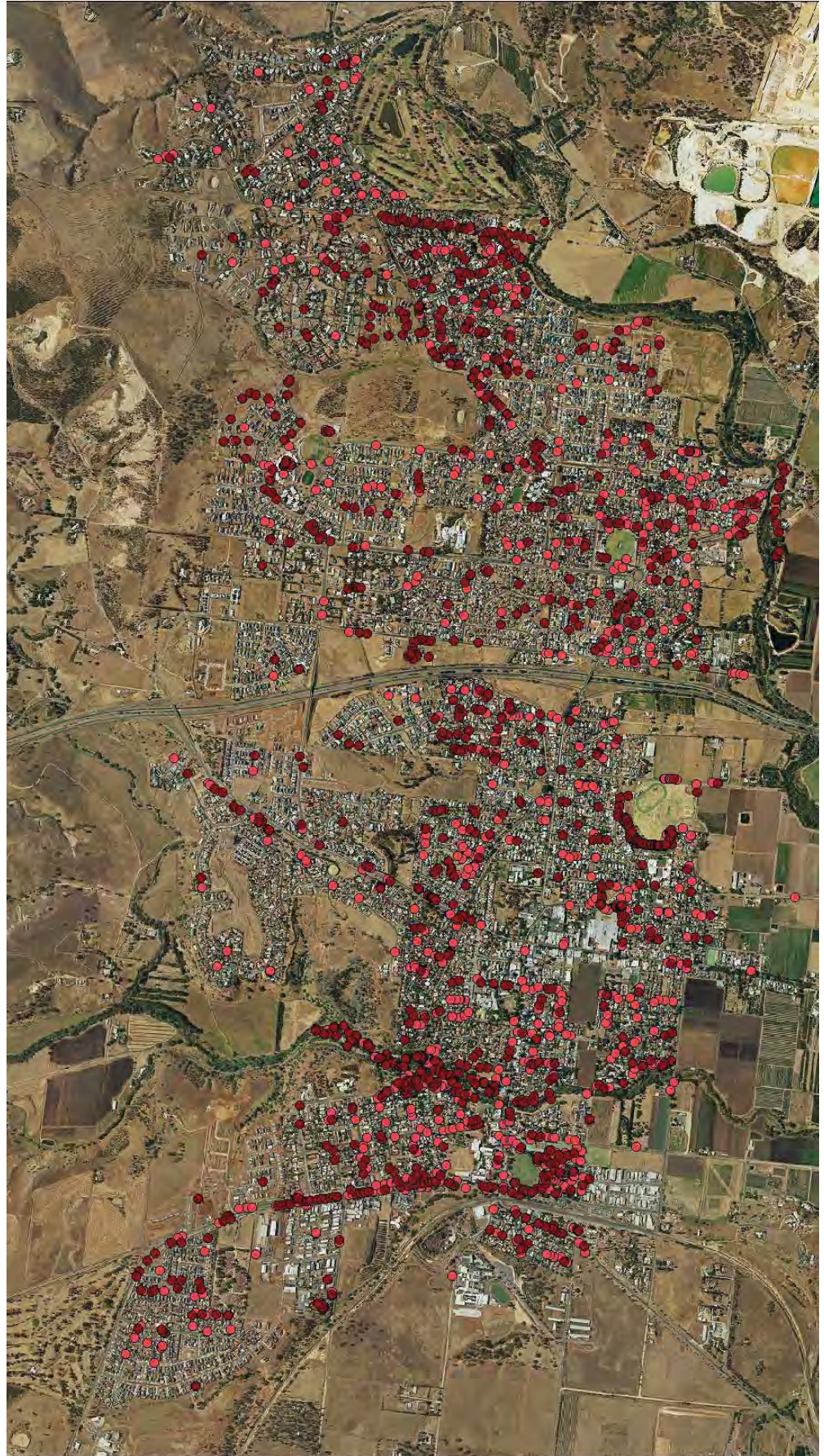
## RESPONSE:

Work is required to begin the planned replacement of trees that have poor structure, health or have a Useful Life Expectancy of less than 20 years. The opportunity exists for effective management in the future with the potential for phased removal and replacement program, with approximately 31% of the existing population with a Useful Life Expectancy (ULE) of less than 20 years.

This active tree management program should be developed to ensure that all trees are managed to ensure that their life expectancy is increased, and risk issues are managed. Maintenance costs increase as the health of the tree declines and Council will need to manage this appropriately.

In addition to the implementation of an active tree management program, a street tree planting strategy should be developed and funded, to ensure that the significant number of existing streets currently without street trees is reduced considerably.

It is important that these replacement and planting programs should not be at the cost of the management of the trees with ULE's greater than 20 years as these trees increase the overall amenity values of any given local area.



*Figure 17 (Right) Mapped trees in Bacchus Marsh (ULE less than 20 years)*

*Red – ULE less than 5 years*

*Pink – ULE 6-20 years*

*Note the concentrations of trees with ULEs less than 20 years in Darley and Maddingley*



## 2.3 TREE PLANTING Vs. TREE REMOVAL

### FINDINGS:

In the 2016-2017 financial year Moorabool Shire Council was able to plant 228 new trees. This number was a good increase on previous years and a result of good cross departmental co-ordination between the Capital Works and Parks and Gardens teams.

To further build upon this success, the Shire has been proposed to create an individual budget item for tree planting, which will guarantee a minimum yearly spend on replacements and new tree plantings of approximately 400 trees per year.

Unfortunately, even at these historically high funding rates and with the separated funding, we are in a position where over the next 50 years, trees will be reaching the end of their lives faster than they are being replaced.

Currently there are nearly 3,500 tree vacancies across the Shire in the mapped areas. It is important to note that most reserves and parks were not mapped and there are potentially additional vacancies that will be discovered as those areas are investigated.



*Figure 18 Tree removal*



*Figure 19 Planting*



*Figure 20 Establishment*

### RESPONSE:

While the provision of a dedicated street tree planting budget will allow for approximately 400 trees to be planted per year, this will see the number of vacancies to approximately drop to from 20% to 6.23% in 2041.

The budget will cover planting plus works over the first two years to assist in the establishment of the new trees. This establishment works will include watering, formative pruning and mulching. After this two year establishment period the tree will be maintained via the recurrent budget for tree maintenance.

However, as outlined previously in this report, the street tree population will continue to increase as Moorabool grows. Therefore the recurrent budget allocation for street maintenance and tree planting programs should be reviewed every five years when the Street Tree Implementation Plan is updated in 2021.

In addition, future capital improvement projects involving street upgrades, should consider street tree plantings in the design.





## PART 03

### The Solution

Key growth themes – housing, community infrastructure, employment, transport.

## 3.1 STREET TREE PLANTING PROGRAM

To tackle the issue of the significant number of tree vacancies, Council recently approved funding for a dedicated street tree planting program.

The current funding for Council's Street Tree Planting Program allows for the planting of approximately 400 trees across the Municipality, it is proposed that in 2017/18 that an active street tree program is implemented. This is a positive initiative that will see many streets transformed in the coming years.

The budget will cover planting plus works over the first two years to assist in the establishment of the new trees. This establishment works will include watering, formative pruning and mulching. After this two year establishment period the tree will be maintained via the recurrent budget for tree maintenance. Figure 18 outlines the budget allocation for planting and establishment of new trees.

However, there is currently no specific budget for an active street tree planting program that covers planning, community engagement and implementation.

The aim of future street tree planting programs should be to accelerate tree planting in streets where there are currently no trees, the quality of the existing tree planting is poor or inconsistent/inappropriate species. It should be managed independent of the regular infill and replacement programs.

In addition any street tree planting should consider the differing function of the road, whether arterial road or local street.

Roads provide major conduits not only for pedestrian, cycling and vehicles but also for other urban services and have a significant role in defining a sense of place. As such, roads demand a design solution that is robust in its ability to tolerate the impact of heavy traffic flows and be of a scale that aligns to the scale of the broader landscape setting.

Similarly, suitable street tree plantings in local streets assist in defining local character, assisting to create a sense of place and a safe environment for pedestrians and cyclists.

In developing the planting programs, consideration to the primary function of the road is considered. To assist the Street Tree Implementation Plan, has identified roads into two categories. How the road is identified in the Road Management Plan 2017-21, the Level of Significance and the Moorabool Shire hierarchy of Towns and settlements as per the Small Town Strategy 2016 (appendix 1).

Road Management Plan 2017-21	Level of Significance	Level of Significance Street Tree Planting Type	Township definition
<ul style="list-style-type: none"> <li>Freeway (VicRoads)</li> <li>Highway (VicRoads) (5)</li> <li>Trunk Collector (5)</li> <li>Collector (4)</li> <li>Access Level 1 (3)</li> <li>Access Level 2 (2)</li> <li>Unsealed Level 1 (1)</li> <li>Unsealed Level 2 (1)</li> <li>Fire Access Track (1)</li> </ul>	<ul style="list-style-type: none"> <li>Entrance (10)</li> <li>Significant street (8)</li> <li>Retail/Main St (6)</li> <li>Level A (4)</li> <li>Level B (2)</li> <li>Level C (1)</li> </ul>	Vacancy (6)  Replacement (4)  Infill (2)	<ul style="list-style-type: none"> <li>Regional Centre (Bacchus Marsh)</li> <li>Town (Ballan)</li> <li>Small Town Consolidation growth investigation (Gordon, Wallace, Bungaree, Dunnstown)</li> <li>Small Town Incremental Growth (Myrning, Blackwood)</li> <li>Small Town Consolidation (Elaine, Lal Lal, Mt Egerton, Greendale)</li> <li>Small Town Rural Settlement (Clarendon, Yendon, Balliang, Balliang East, Dales Creek, Korweinguboora, Barkstead)</li> <li>Other</li> </ul>

**Table 2** Assessment criteria for Street Tree Plantings (work priority weighting shown in brackets)

The Level of Significance is assessed based on the connection the road has to the surrounding landscape including key features (built and natural), visibility and historic significance and aims to assist in providing additional support for the implementation of street tree plantings based on amenity.

For example, Fiske St in Ballan is listed as an Access 1 road in the Road Management Plan. However due to its connection between Old Melbourne Rd and the Ballan Train Station it is listed as a significant road in the Level of Significance Hierarchy.

To assist in the identification of the priority of works the Work Priority Weighting scoresheet will be utilised (table 3).

	Road Management Plan Score	Level of Significance	Street Tree Planting Type	Score (total of the three columns)
Example Street, Example	4 (Collector)	4 (Level A)	6 (Vacancy)	14
Example Road, Example	5 (Trunk Collector)	6 (Significant Street)	6 (Vacancy)	17

**Table 3** Work Priority Weighting Scoresheet



The adopted Street Tree Guideline List identifies appropriate species to be planted within road reserves and outlines the aspects that should be considered when selecting species, including infrastructure (above and below ground) and street width.

While it is recognised that some residents may have desire to either plant trees in the nature strip or provide funds to assist in accelerating their planting. This is not the preference of Council. Due to the many complicating factors regarding species selection including soil, rainfall and underground assets and the need for on-going maintenance, it is important that new plantings are undertaken by Council to ensure correct selection and maintenance regimes are implemented.

### 3.2 QUALITY OF NURSERY STOCK

Good amenity trees grow from good stock. It can be the difference between successful and unsuccessful plantings and can reduce the ongoing maintenance costs into the life of the planting.

This can be managed both in new subdivisions and Council capital projects, replacement and renewal planting programs.

It is important that guidelines and standards for the supply of street trees are developed for inclusion in tender documents and for subdivision plans.

In addition, trees planted in subdivisions and by Council should be audited at the end of each planting season. Any non-compliant trees must be replaced at the contractor's expense.



Figure 21 Defective rootballs



Figure 22 A good root spread



Figure 23 Quality stock grows into quality trees

### 3.3 TREE ROOT DAMAGE

While tree roots may cause problems to services the implementation of new services can likewise cause very serious effects on existing trees such that street trees may age or die well in advance of expectation.

The potential for damage exists where path and road reconstruction occurs, where below ground services are renewed, repaired or constructed or where private individuals undertake works relevant to their property.

Given that trees already exist in many of these situations it is critical that engineering design considers appropriate measures to ensure that tree roots are protected during the construction process.



Figure 24 Root and pavement conflict



Figure 25 Correct species selection can avoid overhead power conflicts

### 3.4 TREE CANOPY CONFLICTS

Above ground conflicts between street trees and utilities are dominated by conflicts with overhead cables. However, pedestrian movement may also be compromised by low branch canopies.

The fundamental requirement for clearance is established by The Code of Practice for Power Line Clearance (Vegetation). Line clearance is predominantly completed on a 2 year cycle with branching removed to prevent limbs from falling on cables and causing faults. Works to keep overhead cables are undertaken by Council and by contractors appointed by power companies.

Selection of tree species for new plantings must aim to avoid these conflicts and or keep the ongoing maintenance costs resulting to a minimum.

### 3.5 TREE REPLACEMENT VALUE

Street trees will be financially valued proportionate with the many benefits that they provide to the community. Council will charge a cost recovery fee to ensure the community are compensated for the loss of street trees as a result of development.

When a resident or Government agency makes a request to modify Council land which results in the removal of a Council street tree asset, a cost recovery fee will be charged by Council.

The fee is charged to ensure the community are compensated for the loss of the trees and also allows Council to replant new trees as required. Typically, replacement planting occurs along the same property frontage where possible, and are maintained for a period of two summers following.

The fee structure is outlined in Table 4 and is structured such that small trees i.e. those less than 5m in height, currently attract a cost recovery fee of \$430.00 inclusive of GST. Cost recovery fees applicable to Council trees over this size however are calculated using the following formula:

**Revised Burnley Method (ATV) + Purchase + Planting (BASE VALUE) + two summers establishment.**



Figure 26 Routine maintenance

Street trees	Current cost inc GST (2016/17)
Cost Recovery and Replacement Fee (New or Juvenile) ; 5m in height or less	\$430 (base value)
Cost Recovery and Replacement Fee (Other)	(ATV) + Purchase + Planting + 2 Summers Establishment

Table 4 Cost recovery fee structure associated with street tree replacement

### ACTION:

- Develop guidelines to be utilised during the design phase of Capital Works projects to identify possible tree root issues and appropriate actions to minimise impacts.
- Develop process for the active replacement of ageing and compromised street tree populations.
- Develop process for suitable replacement of street trees that are removed by residents for the construction of crossovers or subdivisions.
- Develop procedure for street tree procurement and minimum nursery stock standards.
- Identify ongoing funding opportunities to assist in the implementation of an annual street tree planting program to achieve a reduction in the total number of vacant tree spaces from 18% in 2015 to 5% in 2041.
- Develop process to include street tree plantings as part of the scope of relevant future capital works programs.
- Identify areas and roads of high local character value that require unique design solutions above that of standard plantings e.g. gateways, key entry points and streets.
- Develop and implement appropriate design solutions in line with appropriate strategic directions, strategies and plans.
- Identify the total funds provided to Council for the implementation of street tree plantings in existing developments.
- Investigate impacts of climate change on existing health and useful life expectancy of street trees.
- Develop procedure for the reuse of hazardous trees removed for public safety for landscaping purposes in public parks



## 3.6 COMMUNITY ENGAGEMENT

As part of the management and planting programs it is important that the community, both at the local and broader level, are informed and engaged on the activities Council is undertaking to manage the street tree population.

This engagement will vary based on the level of works and the type of road where the program is being undertaken.

The aim of the community engagement is to ensure that residents are aware of the planned improvements, timelines and species selection and how it plays a role in the longer term plans of Council's street tree planting program.

This engagement program should also extend to works undertaken to manage powerlines.

Council also receives requests from residents for street trees. It is important that these requests are logged and considered in the development of the 5 year implementation plan, or when appropriate undertaken with available remaining funds and that the requesting residents are aware of this process.



Figure 27 Community consultation

### ACTION:

- Develop engagement process for street tree program, including notification to local residents, schools, businesses and the broader Moorabool community of the annual programs.
- Develop process for logging resident requests for street trees for consideration in the annual planting programs.

## 3.7 DATABASE MANAGEMENT

In 2015 an extensive mapping program was undertaken by Homewood on behalf of Moorabool Council.

The survey involved inspecting each street and collecting specific information relating to the existing street trees within the selected areas.

While the survey has provided Council excellent information on the existing street tree population, the database requires on-going maintenance.

Especially, as the urban and township areas of the Shire grow, so will the street tree population. As such, a regular review of the budget allocation for maintenance and planting should be undertaken. It is recommended that the review of the budget is completed every 5 years when the Street Tree Implementation Plan is updated

A review of the funding required to maintain the database should be undertaken, to ensure that essential data on activities undertaken to maintain the existing street tree population, replacement and future street tree plantings is up to date.

### ACTION:

Develop process for the on-going maintenance of the Street Tree database to include:

- Funding
- Replacement of failed trees
- Maintenance actions on existing trees
- Newly planted trees
- Publish key data findings
- Mapping of tree canopy cover at key intervals
- Mapping of habitat values to encourage planting of native tree species near environmentally sensitive areas such as waterways



Figure 28 Trees in the shire were mapped in 2015

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## **PART 04**

# Implementation

Action Plan, Glossary of Terms, Appendix



## 4.0 ACTION PLAN

Section	What	Who	Priority	Funding
Street tree planting, maintenance and removal	1. Develop guidelines to be utilised during the design phase of Capital Works projects to identify possible tree root issues and appropriate actions to minimise impacts	<b>Capital Works Parks &amp; Gardens Urban Design</b>	High	Recurrent budget
	2. Develop process for the active replacement of ageing and compromised street tree populations.	<b>Parks &amp; Gardens</b>	High	Recurrent budget
	3. Develop a cost recovery process for replacement of street trees that are removed by or for entities other than council.	<b>Parks &amp; Gardens Subdivisions</b>	High	Recurrent budget
	4. Develop procedure for street tree procurement and minimum nursery stock standards.	<b>Parks &amp; Gardens</b>	Medium	Recurrent budget
	5. Identify funding opportunities to assist in the implementation of an annual street tree planting program to achieve a reduction in the total number of vacant tree spaces to 5% in 2041.	<b>Parks &amp; Gardens Urban Design</b>	Medium	Recurrent + External budget
	6. Develop process to include street tree plantings as part of the scope of relevant future capital works programs.	<b>Parks &amp; Gardens Capital Works Urban Design Assets</b>	High	Recurrent budget
	7. Identify areas and roads of high local character value that require unique design solutions above that of standard plantings e.g. gateways, key entry points and streets.	<b>Urban Design Capital Works</b>	High	Recurrent budget
	8. Develop appropriate design solutions in line with strategic directions, strategies and plans.	<b>Urban Design</b>	Medium	Recurrent budget
	9. Identify the total funds provided to Council for the implementation of street tree plantings in existing developments.	<b>Parks &amp; Gardens Urban Design Finance</b>	Medium	Recurrent budget
	10. Investigate impacts of climate change on existing health and useful life expectancy of street trees.	<b>Environment Urban Design Parks &amp; Gardens</b>	Medium	External grant
Community engagement	11. Develop process for logging resident requests for street trees and considered in the annual planting programs.	<b>Parks &amp; Gardens</b>	High	Recurrent budget
	12. Develop engagement process for street tree program, including notification to local residents and the broader Moorabool community of the annual programs.	<b>Parks &amp; Gardens</b>	Medium	Recurrent budget
Database management	13. Develop process for the on-going maintenance of the Street Tree database to include: <ul style="list-style-type: none"> <li>Funding</li> <li>Replacement of failed trees</li> <li>Maintenance actions on existing trees</li> <li>Newly planted trees</li> <li>Publish key data findings</li> <li>Mapping of tree canopy cover at key intervals</li> </ul>	<b>Parks &amp; Gardens Urban Design Environment Assets</b>	High	Recurrent budget
	14. Mapping of habitat values to encourage planting of native tree species near environmentally sensitive areas such as waterways	<b>Environment</b>	Medium	External grant

*NOTE Departments in bold identifies project lead*

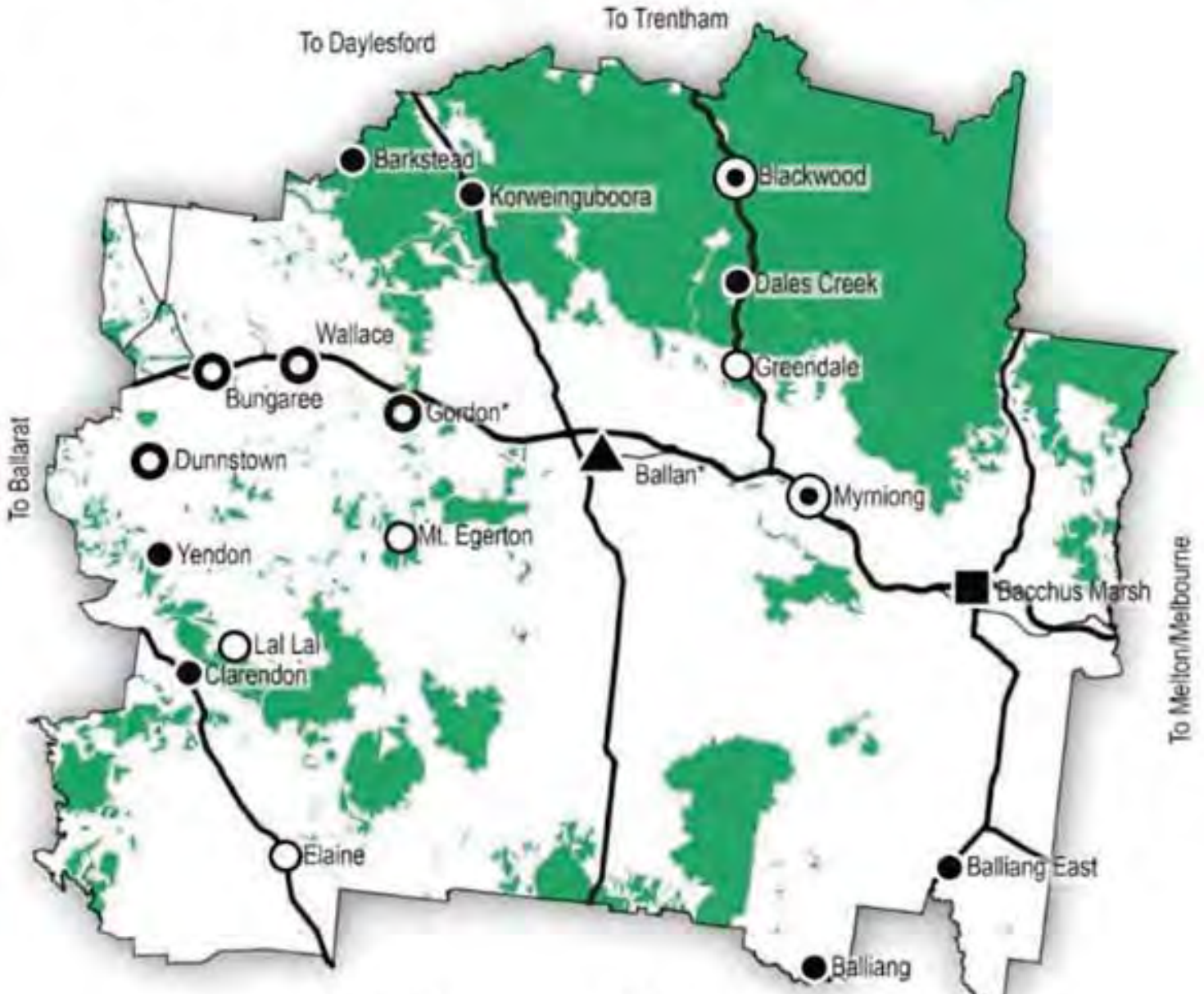




## 4.1 GLOSSARY OF TERMS

<b>ABC</b>	Aerial Bundle Cabling - Insulated overhead power cables.
<b>Abscission</b>	The shedding of leaves, foliage branches, fruit or bark by the laying down of a special layer of cells.
<b>Amenity Life</b>	The period of time for which a tree contributes aesthetically to the environment.
<b>Apical dominance</b>	Controlling influence of the apical bud (bud at the tip of the stem) over the growth of the stem, which restricts the development of lateral buds (buds forming a sideshoot).
<b>Auguring Techniques</b>	Mechanical methods of boring holes into the ground i.e. drilling.
<b>Callus tissue</b>	Protective tissue formed by plants over a wounded surface.
<b>Co- dominance</b>	Several large branches arising near the same level on the trunk.
<b>DBH</b>	Diametre at Breast Height (1.3m)
<b>Epicormic shoots</b>	Shoots that grow from latent buds (a bud that is more than one year old but has grown enough to remain at or near the bark surface) emerging from old branches, the trunk, or around pruning cuts of a tree.
<b>Fastigate</b>	Trees or shrubs with branches growing vertically and almost parallel with the main stem.
<b>Formative Pruning</b>	A method of pruning used to improve tree shape and structure.
<b>Local Distinctiveness</b>	The dynamic mix of landscape and culture that gives an area its character, separating it from neighbouring areas.
<b>Meristem</b>	A group of actively dividing cells.
<b>Scaffold Roots</b>	Major structural roots that grow horizontally from the base of the trunk.
<b>Senescence</b>	The process of ageing and dying in trees.
<b>Sinker Roots</b>	These grow vertically downwards into the soil profile from the scaffold roots.
<b>Stomata</b>	The pores in the outer cell layer of plants, most commonly found on leaves. They are involved in the exchange of gases.
<b>Sustained Amenity</b>	The maintenance of a high level of aesthetic return from trees for an essentially indefinite period.
<b>Tap Root</b>	Single downward-growing root of a plant.

# Moorabool Small Town Hierarchy Map



**Map 6-1** Moorabool Shire Hierarchy of Small Towns and Settlements

- Regional centre
- ▲ Town
- ⊙ Small Town - Consolidated growth investigation
- Small Town - Incremental change
- Small Town - Consolidation
- Small Town - Rural settlement

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## 11.2.2 Information Communications Technology (ICT) Strategy

### Introduction

Author: Chris Parkinson  
General Manager: Satwinder Sandhu

### Background

The purpose of this report is to recommend that the Council endorse the attached draft Information, Communication and Technology (ICT) Strategy 2018 which will provide the direction and governance framework to improve the ICT service delivery to staff and the community for the next five (5) years.

The long term success of any organisation is dependent on its strategic planning to provide a clear understanding of its direction, identify its needs and capabilities, identify weaknesses and mitigate risks.

The prime focus of developing the ICT Strategy was to provide a strategic plan to improve and enhance the operation of MSC's ICT systems and functions for staff to engage and support the community. The strategic plan had to focus on a short, medium and long term approach to the development of MSC's ICT systems, ensuring best practice and relevant industry benchmarking is considered. The strategy must also support and enhance ongoing business transformation within Council.

The strategy must ensure wherever possible that:

1. ICT decisions are made in the context of an appropriate ICT Governance Framework which ensures:
  - ICT systems continue to be maintained in accordance with business requirements;
  - ICT infrastructure can adapt to changes in circumstances and requirements;
  - The systems and infrastructure are managed in an environment which ensures continued alignment with the business requirements of the organisation;
  - Return on investment is demonstrated through productivity improvements or improved service levels.
2. ICT systems and infrastructure are of suitable standard that minimises basic maintenance and manual effort, releasing ICT resources to focus on value-adding to the business and focusing on continued improvement;
3. An appropriate and realistic Application Framework is established to ensure that current and future applications can meet and take advantage of current and future technologies as they may be relevant to MSC's operations. A key aspect of this is to ensure that undue demands are not placed on ICT resourcing to provide support for an ever-expanding set of technologies without adequate review, oversight and understanding of impacts.



Over an extended period of time, there has been an under investment in ICT to the level required to progressively enhance and improve Council’s systems and the resources and infrastructure supporting them.

The current ICT environment has become more complicated to support, has increased demands and expectations of the service delivered to staff and the community, and the real fact that many of our core systems are not meeting the current demands with some close to 20 years old.

Apart from some ad hoc improvement initiatives, Council is now in the position where it needs to replace many of its bespoke systems to be able to accommodate future growth, provide enhanced and new services to the community and enable staff to more easily access information in the office and in the field and minimising excessive duplication.

This underinvestment has also generated a higher level of risk that Council is now exposed to around a number of areas including system failures, vendor stability, obsolete technology, staff satisfaction and efficiency and security.

Council was presented with the draft ICT Strategy for consultation at an Assembly of Councillors on 13 December 2017 with further consultation undertaken throughout January and February 2018.

The draft ICT Strategy is now appended to this report for Council’s consideration.

**Proposal**

To enable Council to deliver on the ICT Strategy, the following 6 guiding principles or Strategic Business Areas have been used to support improved ICT service delivery through the strategy:

ICT Governance	• Management and Governance of ICT Operations and Service Delivery
Core Business Systems	• Deployment of, and support for, Core Business Systems.
Specific Business Systems	• Deployment of, and support for, Specific Business Systems
Digital First	• Effective support and management of service delivery via digital means.
ICT Infrastructure	• Provision of ICT Infrastructure to support the business systems and operations of MSC.
ICT Service Delivery	• Delivery of Service to the organisation, and the community, by the ICT Business Unit.

The strategy identifies 48 ICT initiatives linked to these categories. Out of the 48 distinct initiatives, 7 were identified and supported existing programmes to 'Continue to Do'. 20 initiatives were identified as 'Must Do', business critical initiatives to deliver over a five (5) year work plan to improve and enhance the ICT delivery and service.

The remaining 21 initiatives have not been included in the five (5) year work plan and have been identified as discretionary due to budget limitations.

The Strategy also provides a framework for the implementation of the initiatives and any future ICT related projects or opportunities.

### **The Need for Change**

There were a number of drivers identified during the consultation workshops with staff to mandate a need to change the way Council has been managing and investing in its ICT services. Some of the key ones are summarised below:

- Service capacity of organisation is being stretched.
- Organisational expectations of ICT are expanding and growing.
- ICT systems becoming more complex to manage.
- Small IT team and inability to meet expectations of the business.
- Minimal governance processes and controls.
- Historical under-investment in ICT.
- Many of the current systems are aged and not being developed.
- Regulatory functions reliant on manual spreadsheets and workarounds.
- Records Management not meeting PROV or organisational requirements.
- A need to move from manual, band aid systems to something that will support the organisation as it grows towards 2021 and beyond.
- Significant need to reduce risk exposure to system failures and inability to service business needs.
- Improve productivity across the business by reducing double and triple handling.

### **Meeting Future Requirements**

The current Council Plan 2017-2021 identifies that Moorabool is one of the fastest growing municipalities with an overall growth of 2% and lead by Bacchus Marsh with 3% by itself.

With this growth there needs to be a focus on better technology and new thinking. The way we provided technology services in the past will not meet the requirements and the expectations of the future and predominately both for staff, Councillors and the community, these expectations are moving to more online access, information and services.

This can only be achieved by providing the tools and allowing the organisation the freedom to be creative, innovative and ground breaking in approach.

A summary of this need and approach is presented in the following table:

Design	Take current systems, technology, processes and services and rebuild your thinking, maybe from scratch. Define and design new ways of working, simpler process and efficient workflow to support MSC, our culture and our customers
Challenge	Challenge the norms within which we work. Ask questions, especially WHY? Avoid procurement renewal without fresh consideration. Drive all decisions from business requirements, not from technical preferences.
Explore	Research should be the lifeblood of a technologist – use the power and resources at your fingertips to build and own the MSC of the future. Open your mind to new ideas, new technologies and new approaches with service excellence and efficiency always front-of-mind

And just as the current Council plans states that Moorabool will be “Open for Business” in terms of attracting new investments and job growth opportunities, so must Council be “Open for Business” for the community to engage and provide the services they need and when they want it.

**Cater for Growth to 2041**

The challenge of planning for the future of Moorabool is being driven by the significant population growth that is forecast for the Shire. By 2041, Moorabool's Shire's population will double to 54,418 residents and as Council plans for public infrastructure to cater for this growth, we need to ensure our office systems can also meet this growth and the demand placed on our services 24/7.

**Improving Services to the Community**

Aligning our customer service standards with current expectations of the community means investing in ICT governance, systems and process to achieve this. The community expectation is growing faster than Council can accommodate and the current disparate and aged systems are not allowing us to provide services such as SMS messaging of appointments, reminders of rate payments or animal registrations and online access to rates notices as some of many examples.

By providing staff with a more holistic view of the customer when they do make contact and having as much information about them in one central location means better customer service can be delivered and improved community satisfaction. At the moment, many of these system are segmented and there is no awareness of all services that a member of the public receives.

**Reduced Training for Staff when using more Common Industry Applications**

The complex range of systems currently used causes training and usage issues, compounded by their lack of integration. Council needs to strategically move away from the best-of-breed approach to business systems and implement a more corporate system approach which provides the core functions such as property, rating, building, planning and records management functions to simplify the level and amount of training for staff.

As new staff are recruited, the training effort required is significantly reduced as there is a higher chance that they have already used the same system at other Councils or if not from a Council background, completing one training session instead of six.

### **Benchmarking**

Such a broad investment in ICT services and systems is not unusual at this time with many Councils carrying out similar reviews and identifying shortfalls in their current corporate applications or finding their systems are dated and development has not kept pace with technological advances and online services. The below table provides examples of Councils that have been through, or going through a similar change in corporate systems and shows the expenditure that these have incurred to reach similar outcomes.

**Table 1: Council Benchmarks**

<b>Council</b>	<b>Est. Project Budget</b>
Surf Coast Shire	\$6.39M
Warrnambool City	\$3.08M

In both of these cases, Property & Regulatory services, Document Management and Statutory Planning were some of the key systems updated with the expenditure covering procurement, licencing, implementation and staff costs.

### **Project Initiatives**

In developing the ICT Strategy and its initiatives, both actual costs and high level budget estimates have been used to calculate the funding required to deliver the 5 year work plan.

All initiatives were assigned a rating by the project control group that provided a local perspective on the perceived status of each initiative. A simple approach was adopted being:

1. Continue to Do – Initiative is already being undertaken, and should continue
2. Must Do – Initiative must be undertaken to maintain service delivery
3. Should Do – Not mandatory, but should be undertaken
4. Could Do – Initiative could be undertaken, but should be assessed annually
5. Can't Do – Initiative is a possible item to be undertaken, but of a lower priority

Those projects that have been deemed Must Do and are of the highest priority and of a Business Critical nature fundamentally to reduce Council's risk exposure are presented below in Table 2:



**Table 2: Must Do Projects – Business Critical**

<b>ICT Governance Framework &amp; Standards</b>
Replacement of Lynx Property & Regulatory and Content+ Records Management system
ICT Policy Development
Network Penetration Testing
ICT Staffing & Investment
Increased Disaster Recovery Capacity
Process Improvement and Management
Consolidation of Phone Systems
Information Portals
CiAnywhere Deployment
Ongoing Development of GIS Implementation
Ongoing development and rollout of Asset Management functions
Statutory Planning systems update preparation
Update of Citrix Environment
Ongoing WAN Communications Developments
Mobile Computing Initiative and Development
Mobile Device Policy and Standardisation
HRP Functions and Improvements
Customer Service System Improvements

The remaining projects categorised as Should Do, Could Do and Can't Do are presented in Table 3 reiterating that these projects have not been included in the 5 year work plan.

**Table 3: Secondary Priority Should Do, Could Do and Can't Do Projects**

<b>Should Do</b>	<b>Online Collaboration Development</b>
	Implementation of Open Data Datasets
	Organisational Management System
	SMS Messaging
	Agendas and Minutes Management
	Emergency Management System Recovery Centres
	Waste Management Systems Support
	Fleet Maintenance Systems Consolidation
	ICT Consulting Services Budget
<b>Could Do</b>	Technology One Financials Improvements
	Governance Registers and Corporate Calendar
	Facilities Booking System Implementation/s
	Strategic Planning Systems Support
	Strategic Planning Community Infrastructure
	Rostering System/s Implementation
	Grant Funding Management
	Early Years Systems Support
	Image Management (Digital Asset Management) Systems
	Develop Improved Visitor Wi-Fi
	Systems for Marketing & Communications outside of Intranet/Internet
<b>Can't Do</b>	Capital Works and Project Management
	Events and Ticketing Systems

For all of these projects in Table 3, they will be assigned to the relevant service unit manager for detailed business cases to be developed and will be reviewed on merit through the annual budget initiative assessment process currently in place.

### Policy Implications

The Council Plan 2017 – 2021 provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1C:** Our Business & Systems

The proposed draft Moorabool ICT Strategy is consistent with the Council Plan 2017 – 2021.

### Financial Analysis & Initiative Costs

At a macro level, the IT Strategy has highlighted in total \$10.25M in projects (capital and operating). The initiatives identified as Continue to Do projects are fundamentally funded but acknowledge there is a small shortfall which will be addressed through operating efficiencies and reduced service costs.

The remaining initiatives funding requirements are summarised below in Table 4, with acknowledgement that the overall quantum of projects is not affordable in the current operating environment and constraints. Those projects assessed as 'Must Do' and are business critical are considered most important and total \$5.29M.

**Table 4: ICT Strategy Funding of New Projects Identified**

Council Priority	2018/19	2019/20	2020/21	2021/22	2022/23	Total
Must Do Projects	246,000	1,789,000	1,331,000	831,000	1,101,000	5,298,000
Should Do projects	40,000	410,000	390,000	425,000	195,000	1,460,000
Could Do Projects	10,000	182,000	307,000	177,000	95,000	771,000
Can't Do projects	-	-	142,000	122,000	-	264,000
<b>Total Identified Projects</b>	<b>296,000</b>	<b>2,381,000</b>	<b>2,170,000</b>	<b>1,555,000</b>	<b>1,391,000</b>	<b>7,793,000</b>

Council has the current financial capability to fund an additional \$2.4M of ICT projects through existing operational budget and the current strategic financial plan (SFP) allocations over a 5 year period. There remains therefore a shortfall still of \$2.89M to undertake all the 'Must Do' categorised projects.

While the focus of the Council needs to be at a minimum to provide for the delivery of the business critical, 'Must Do' projects, there are 3 strategic options presented below to further explore for adoption:

#### Strategic Option 1

Fund all of the business critical, Must Do initiatives of \$5.29M which is accepted to be beyond the current level of affordability. This would require an extra \$2.9M over and above what is in the existing SFP and most likely trigger the need to look at alternate finance options through a rate cap variation.

**Strategic Option 2**

Work within our current available SFP (no additional funding required) of \$2.4M. This would allow a very minimal approach to progressing the ICT Strategy but hinders the ability to fully resolve pressing issues and risks and does not meet any of the fundamental objectives of developing the strategy, namely to improve and enhance the operation of MSC’s ICT systems and functions for now and the future.

**Strategic Option 3**

This option provides for addressing those projects that remove the largest strategic risk issues to Council and a reasonable amount of the next priority business critical projects. The total investment for this option is \$3.44M comprised of the existing SFP and operational budget of \$2.4M and an additional \$1.04M which would need to be funded through increased loan borrowings. This total of \$3.44M equates to around 65% of the budget required to fully complete the Must Do projects.

A summary of the funding gap analysis and options is shown presented in Table 5.

**Table 5: Funding Gap Analysis**

	2018/19	2019/20	2020/21	2021/22	2022/23	Total
Funds set aside in Strategic Financial Plan	0	750,000	750,000	0	0	1,500,000
Funds contained within the existing Operating Budget	180,000	180,000	180,000	180,000	180,000	900,000
<b>Total Funds available</b>	<b>180,000</b>	<b>930,000</b>	<b>930,000</b>	<b>180,000</b>	<b>180,000</b>	<b>2,400,000</b>
<b>Strategic Option 1. (Rate Cap Variation required)</b>						
Do all Projects identified as "Must Do"	246,000	1,789,000	1,331,000	831,000	1,101,000	5,298,000
<b>Funding shortfall if all projects are completed</b>	<b>-66,000</b>	<b>-859,000</b>	<b>-401,000</b>	<b>-651,000</b>	<b>-921,000</b>	<b>-2,898,000</b>
<b>Strategic Option 2. (No additional funding required)</b>						
Work within current budget and Strategic Financial plan	180,000	930,000	930,000	180,000	180,000	2,400,000
<b>Funding shortfall</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Strategic Option 3. (Managed via additional loan borrowing)</b>						
If Council wishes to fund approximately 65% of business critical projects identified as "Must Do"	159,900	1,162,850	865,150	540,150	715,650	3,443,700
<b>Funding shortfall</b>	<b>20,100</b>	<b>-232,850</b>	<b>64,850</b>	<b>-360,150</b>	<b>-535,650</b>	<b>-1,043,700</b>

**Risk & Occupational Health & Safety Issues**

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial	Inadequate funds to fund initiatives	Medium	Assignment through SFP or additional borrowings of required funds

## Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Inform	Community	Media release, Education, Social Media	n/a	April 2018 and ongoing	Community awareness

## Communications and Consultation Strategy

In preparing this Strategy, initial workshops were held with Council management and staff across all service areas. Extensive reviews and prioritisation of the initiatives to determine the best outcome for Council and customers were carried out with the final outcomes presented to staff at briefings on 1 March, 2018.

Councillors were presented with a draft Strategy at an Assembly of Council on 13 December, 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 – Satwinder Sandhu*

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

*Author – Chris Parkinson*

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

## Conclusion

The Moorabool Shire ICT Strategy is a significant piece of work that outlines the priority and financial investment necessary for Council to reduce its technological risk, improve services to the community, make more informed decisions and provide staff with a much more integrated and relevant set of tools and systems to support the community. The recommended projects have been put forward in a constrained economic environment.



**Recommendation:**

**That Council, having considered the document titled Moorabool ICT Strategy 2018 resolves to:**

- 1. Adopts the document titled Moorabool Shire Council ICT Strategy 2018.**
- 2. Endorses Option 3 as the preferred approach as detailed in the report and summarised as follows:**
  - a. removes the largest strategic risk issues to Council by funding around 65% of the “must do” and business critical projects; and**
  - b. lists a total investment of \$3.44M comprised of the existing strategic financial plan and operational budgets of \$2.4M and an additional \$1.04M which would need to be funded through increased loan borrowings.**
- 3. Refers the funding options and projects to future budget and strategic financial plan considerations of Council.**

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

Satwinder Sandhu

**Title:**

General Manager Growth and Development

**Date:**

Thursday, 24 April 2018

# Attachment - Item 11.2.2



ICT Strategy 2018

Moorabool Shire Council

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Revision: 3.00  
April 18, 2018

## TABLE OF CONTENTS

<b>1</b>	<b>ICT STRATEGY OVERVIEW .....</b>	<b>1</b>
	VISION .....	1
	STRATEGY CONSTRUCTION.....	2
	GUIDING PRINCIPLES TO DELIVER VISION.....	3
	STRATEGIC POSITIONING .....	5
	STRATEGIC BUSINESS AREAS .....	10
<b>2</b>	<b>CURRENT BUSINESS POSITIONING.....</b>	<b>11</b>
	INVESTMENT CYCLE.....	11
	ADDRESSING STRATEGIC BUSINESS AREAS.....	12
<b>3</b>	<b>STRATEGIC INITIATIVES .....</b>	<b>19</b>
	INTRODUCTION .....	19
	FUNDING REQUIREMENTS .....	20
	INITIATIVES INCLUDED IN ROADMAP .....	22
	DISCRETIONARY STRATEGIC INITIATIVES .....	26
	ORGANISATIONAL INITIATIVES .....	28

## DOCUMENT CONTROL

Document Name	Moorabool Shire Council ICT Strategy 2018
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Document status	Update for Council Release
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Document author	Phil Bourke

## DOCUMENT HISTORY

	Version	Date
Initial Release	0.1	06/04/2017
Draft Release Completed Document	1.0	26/10/2017
Release to Council	2.0	16/04/2018
Inclusion of Funding Requirements	3.0	18/04/2018



## GLOSSARY

<i>Term</i>	<i>Description</i>
<b>Application Owner</b>	Under the terms of the ICT Governance Framework, the designated sponsor or owner of a core or specific purpose business application.
<b>Application Steering Committee</b>	The Committee that manages all aspects of the ongoing management of a business application, or group of business applications for a business unit or group of business units.
<b>Core Business Applications</b>	A term that encompasses business applications that will be used over a significant number of business units. In Council's case, applications such as Customer Requests and GIS are core business applications because they are used widely across most or all business units.
<b>Cloud</b>	A term that embraces IT services that can be provided via the Internet, from simple applications hosted by external organisations, through to full deployment of IT Infrastructure as a service from external organisations.
<b>eServices</b>	A general term to group the various services that can be provided to customers electronically, particularly but not limited to via the Council web site or Intranet.
<b>Foundation Applications</b>	Most organisations will have a series of key entities which are at the core of its business operations, without which effective management will place the organisation at significant risk. These entities are defined as foundation entities, and the applications that support them are known as Foundation Applications.
<b>MSC</b>	Moorabool Shire Council.
<b>ICT</b>	ICT means <b>Information Communications Technology</b> and is a term that reflects the convergence between Information Technology and Communications technologies. For the purposes of this strategy, ICT covers all services and systems relating to Information Technology, including all voice and data components of communications technologies.
<b>IT Governance Framework</b>	A framework to ensure the continued effective governance and management of all ICT systems and infrastructure.
<b>Lynx P&amp;R</b>	The current Property, Rating and Regulatory system being used by MSC
<b>Mobile Computing</b>	A specialist branch of the ICT industry which focuses on the use of mobile computing devices and services. Such devices include mobile phone (particularly so-called smart-phones which are mini computers that can act as a phone), Mobile devices and other module devices.

<i>Term</i>	<i>Description</i>
<b>Project Reference Group</b>	A group of staff members from across the entire organisation who have been involved in the review, validation and testing of the findings from CSS in the development of the strategy. During the development of the strategy, the group has assisted in providing the business requirements overlay from CSS's review, and have assisted in development of priorities applied to the initiatives in this strategy.
<b>Social Networking</b>	A series of new internet based technologies that offer a variety of forms of interaction for people using internet based tools. Such tools include Facebook, Twitter and a variety of other forms of social networking capabilities and tools.
<b>Specific Purpose Business Systems</b>	Applications that are vital to the operation of a specific business unit, but not widely used (if at all) outside the business unit. An example of this is the Aged Care systems.
<b>Technology One Financials</b>	The current financial system in use at MSC.
<b>Technology One HRP</b>	The current Human Resources & Payroll Management system being used by MSC
<b>Wide Area Network</b>	A term relating to the Computer network for Council, including all sites located outside of the main office such as Depot, Community Centres, Libraries, Maternal & Child Health Care Centres and council managed Kindergartens. These sites are connected to the network at the Civic Centre via a number of different technologies, when grouped together are referred to as the Wide Area Network (or WAN).

## 1 ICT STRATEGY OVERVIEW

### VISION

The vision of the ICT Strategy Project is:

Through consultation with the internal user community, as well as comparison with other like organisations, develop a Strategic Plan for the operations of MSC's ICT systems and functions. The ICT Strategic Plan will focus on a short, medium and long-term approach to the development of MSC's ICT systems, ensuring best practice and relevant industry benchmarking is taken into account. Furthermore, the ICT Strategy must support and enhance ongoing Business Transformation within MSC.

Key objectives of the strategy are that the ICT unit, and the underlying infrastructure and systems:

- Will act as an enabler to the organisation's objective/s
- Will act as an enabler to ongoing transformation of the way MSC does business and provides services to its stakeholders;
- Supports responsive customer service that 'closes the loop';
- Provides simple / effective / accessible ways for the community to interact with and use the Shire's services;
- Supports community input to decision making.

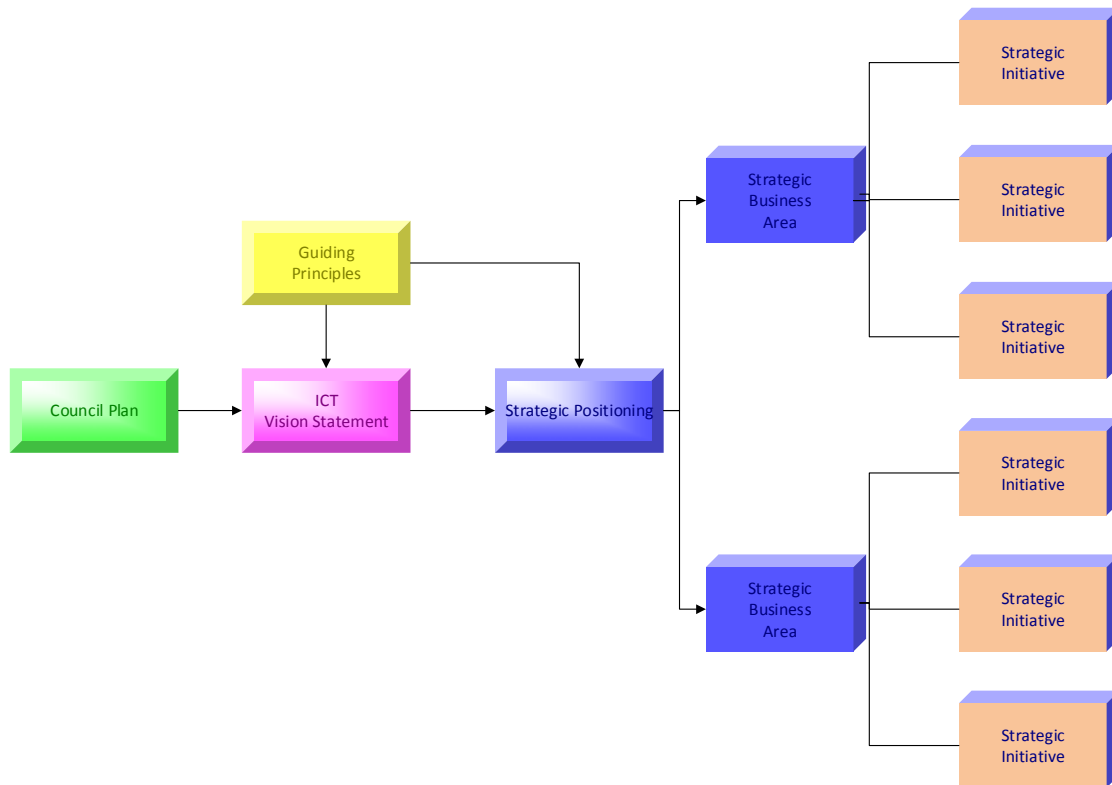
Furthermore, the strategy must ensure wherever possible that:

- ICT decisions are made in the context of an appropriate ICT Governance Framework which ensures:
  - ICT systems continue to be maintained in accordance with business requirements;
  - ICT infrastructure can adapt to changes in circumstances and requirements;
  - The systems and infrastructure are managed in an environment which ensures continued alignment with the business requirements of the organisation;
  - Return on investment is demonstrated through productivity improvements or improved service levels.
- ICT systems and infrastructure are of suitable standard that minimises basic maintenance and manual effort, releasing ICT resources to focus on value-adding to the business and focusing on continued improvement;
- An appropriate and realistic Application Framework is established to ensure that current and future applications can meet and take advantage of current and future technologies as they may be relevant to MSC's operations. A key aspect of this is to ensure that undue demands are not placed on ICT resourcing to provide support for an ever-expanding set of technologies without adequate review, oversight and understanding of impacts.

## STRATEGY CONSTRUCTION

### STRUCTURE

This strategy adopts several levels within its overall structure, as depicted below:



The Council Plan drives the ICT Vision Statement, which links the overall activities and approach for the delivery of services from the ICT unit into the Council Plan, and its community-focused service delivery.

Within the ICT Vision Statement, a series of *Guiding Principles* will be in place that will assist in providing overall direction to how the ICT Vision Statement is delivered, in conjunction with the ICT Strategy delivery.

The overall *Strategic Positioning* will drive the strategy itself, underpinning all aspects of the strategy delivery.

Supporting the ICT Vision Statement and the Strategic Positioning, several *Strategic Business Areas* are identified for ICT Service Delivery. Within each Strategic Business Area, the strategy identifies specific *Strategic Initiatives* that should be undertaken during the strategy period to improve and/or enhance ICT support for the ICT Vision Statement, and thus support for the Council Plan.



## GUIDING PRINCIPLES TO DELIVER VISION

Broken into key categories, MSC will be able to deliver on the ICT Strategy using the following guiding principles for ongoing ICT Service Delivery.



## Service Delivery

IT will deliver services to enable MSC to meet the agreed Community and Operational needs, when it is needed, with the level of service and reliability required.

IT staff are skilled and focused on the continual improvement of services, processes and innovations that provide efficiencies or improved service levels to Council and its stakeholders

The IT team will be skilled in core functions required of the team. Where the IT team does not have the skills or expertise and there is business benefit, outsourcing to specialist partners will be considered. Specialists may also be used to provide short-term resource capacity until arrangements that are more permanent are made.

Systems will have the capacity to grow to meet the demands on the organisation.

IT will have sufficient resources to support the continued operations of business systems, including support for business system users and administrators

IT will have sufficient resources to operation of support the IT will have multiple resources able to deliver core services to provide assurance of business continuity.

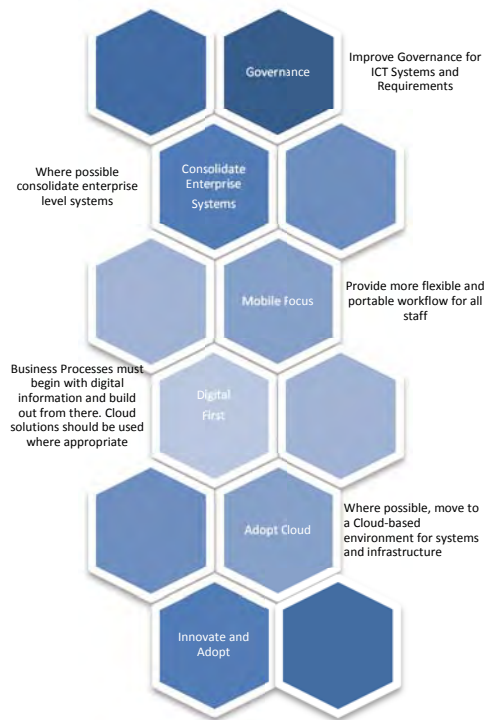
## Organisational

Business Units will work with other business units – as well as IT – in the delivery of projects and initiatives in a cooperative manner.

Business Units will consider the organisational 'whole' when participating in systems and IT related projects, ensuring that the best overall position for the organisation is achieved.

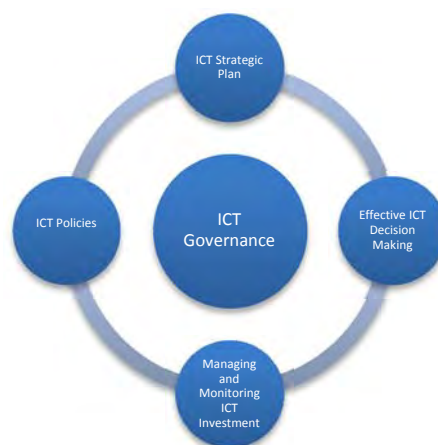
## STRATEGIC POSITIONING

### KEY PRINCIPLES



### GOVERNANCE

MSC recognises the importance of effective management of its investment in ICT systems and infrastructure, and will adopt a Governance Framework for ICT services:

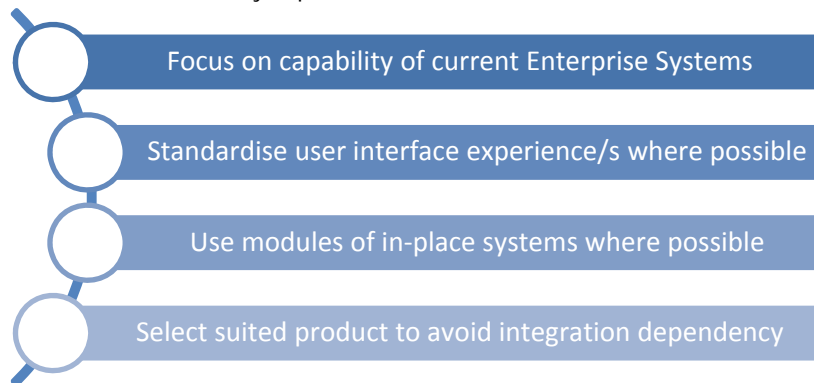


Governance focuses on ensuring that the ICT Strategy is delivered, whilst maintaining and enhancing standards for ICT operations.

## CONSOLIDATE ENTERPRISE SYSTEMS

Driven by an environment largely based on a best-of-breed approach to systems selection in the past, MSC now finds itself with large and diverse set of business systems across the organisation.

The complex range of systems causes training and usage issues, combined with integration issues across the organisation. MSC needs to strategically move away from the best-of-breed approach to business systems, and consolidate systems based on what is already in place:



Specifically, in this context, the strategy expects that MSC will:

- Consolidate the usage of Technology One modules for all services and functions supporting Financial Management and HR management systems;
- Update the Property, Rating, Regulatory, Planning, Customer Service and Records Management systems with state of the art solutions from the market, from a single integrated supplier if possible;
- Where possible, new business functionality will be sought first from existing software suppliers before considering the implementation of 3<sup>rd</sup> party systems outside these primary business systems.

The strategy recommends that this position is continually reviewed during the life of this strategy.

**IMPROVE AND REFINE BUSINESS PROCESSES**



In an environment where MSC is expected to be able to “do more with less”, it is imperative that savings and efficiencies from streamlined and improved business processes are made across the business.

Significant efficiencies can be gained through improved business processes, and eliminating unnecessary and often redundant processes. Whilst time savings are often measured in minutes for some processes, the repetitive nature of many processes can result in significant overall efficiency and productivity savings for the business.

This strategy envisages as an adjunct to the various strategic initiatives identified across the business, a program of business efficiency review and improvement is undertaken across the business.

**MOBILE FOCUS**

MSC wish to progress to more mobile friendly, focused applications:

		
<p><b>User</b></p> <ul style="list-style-type: none"> <li>• Consistent User Experience across locations and devices</li> <li>• Simple Support with self-service</li> <li>• Simplified interaction with business workflows</li> </ul>	<p><b>Application</b></p> <ul style="list-style-type: none"> <li>• Improved Application Experience</li> <li>• Unified Communications and collaboration</li> <li>• Core business applications mobilised</li> <li>• Cloud readiness</li> <li>• Scalable Architecture</li> <li>• Integrated Datasets</li> </ul>	<p><b>Device</b></p> <ul style="list-style-type: none"> <li>• Portability</li> <li>• Flexible working</li> <li>• Continuous Connectivity</li> <li>• Touch Enabled where appropriate</li> <li>• Fit-for-purpose</li> <li>• Choice</li> </ul>

Tablets and smartphones are changing how content is created, consumed and delivered.







## STRATEGIC BUSINESS AREAS

These Strategic Business Areas focus on the primary business activities of the IT unit in supporting the MSC business units in the delivery of services to the community.

This Strategy reviews the status of the services within each of these Strategic Business Areas, and has established a series of actions that should be undertaken within each area to effectively support the ICT Vision Statement. The Strategic Business Areas are:

ICT Governance	<ul style="list-style-type: none"> <li>• Management and Governance of ICT Operations and Service Delivery</li> </ul>
Core Business Systems	<ul style="list-style-type: none"> <li>• Deployment of, and support for, Core Business Systems.</li> </ul>
Specific Business Systems	<ul style="list-style-type: none"> <li>• Deployment of, and support for, Specific Business Systems</li> </ul>
Digital First	<ul style="list-style-type: none"> <li>• Effective support and management of service delivery via digital means.</li> </ul>
ICT Infrastructure	<ul style="list-style-type: none"> <li>• Provision of ICT Infrastructure to support the business systems and operations of MSC.</li> </ul>
ICT Service Delivery	<ul style="list-style-type: none"> <li>• Delivery of Service to the organisation, and the community, by the ICT Business Unit.</li> </ul>





## 2 CURRENT BUSINESS POSITIONING

### INVESTMENT CYCLE

For MSC to meet the strategic vision for ICT Services, there are several significant challenges that lay ahead.

To achieve the outcomes MSC will be required to make both catch-up investments in areas that have received insufficient targeted resourcing over years, while at the same time commit to an ongoing uplift in overall ICT annual spending. Therefore, the challenges are addressable within a tight regime of renewed investment commitment for strategic ICT within the overall financial restraints that the business operates in.

This strategy uses the following investment categorisation at the Strategic Business Area level, as well as at the individual strategic initiative level:

Catch Up		Those issues that need to be urgently addressed to get ICT systems and functions basics in a state that provides a reasonable state to move forward from.  Generally, these are capabilities most other Local Government organisations have in place, or are working towards putting in place.
Scale and Consolidate		Those issues which will assist in making effective use of existing systems without embarking on large-scale improvements or innovations.
Improvement		Points to issues which would provide significant benefits to the organisation, but which have been undertaken at other like organisations without introducing any specific technical or supplier risk to the specific projects.
Innovate		Items identified that would significantly benefit the organisation, but which would need to be carefully and effectively managed and planned as these items would be innovative when compared to similar organisations

Mature organisations will focus more on the Improvement and Innovate investment cycle, with less focus necessary on the Catch-up and Consolidate cycles. This strategy identifies that MSC will focus primarily on the consolidate and improvement cycles, with some innovation opportunities.

Appendix A contains a detailed analysis of the current business status for MSC.

## ADDRESSING STRATEGIC BUSINESS AREAS

### ICT GOVERNANCE

#### Strategic Business Area: ICT Governance

##### Strategic Focus

Effective Management and Governance of ICT Business Functions, supporting the implementation and ongoing refinement of the ICT Strategy.

##### Investment Status



Many Local Government businesses have effective Governance Frameworks in place. It is an imperative for MSC to implement an effective framework to ensure maximum return for ongoing ICT investments.

MSC must catch-up in this area.

##### Strategic Approach

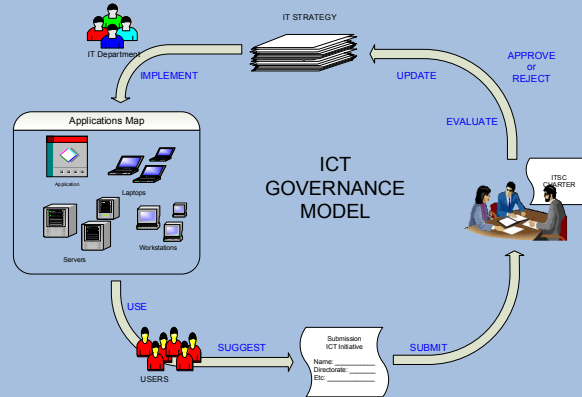
Implementation of an effective Governance Framework for the ICT services and functions within the business.

##### Implementation

Details of the recommended ICT Governance Framework is contained in Appendix 3 of this Strategy.

##### Key Activities

- 1 Establishment of management structures via an effective ICT Steering Committee, supported by appropriate support structures, to manage the ongoing implementation and refinement of the ICT Strategy.




- 2 Establishment of Application Steering Committees to support the ongoing development, use, enhancement and improvement of business areas.







**Strategic Business Area: ICT Governance**

		<p>Also where appropriate, establishment of specific Steering Committees for major business functions, such as Aged Care Services, where multiple business systems are required to support the activities of the business.</p>
3	<p>Establishment of appropriate structures for management of projects, via formalised Project Steering Committees constituted by, and reporting to, the ICT Steering Committee.</p>	<div style="text-align: center;">  </div> <p>As projects transition from implementation to operation, these Project Steering Committee/s needs to transform to the Application Steering Committee/s for the system/s implemented.</p>
4	<p>Implementation of formalised business case processes for all ICT activities. Such business cases to contain appropriate, business focused, scoring matrices for ranking like projects.</p> <p>Business Cases to be signed off by ICT Steering Committee for implementation, or consideration through the budget process.</p>	
5	<p>Scaling of the relevant Project and/or Application Committees to the size of the project and/or application will be vital. The ICT Steering Committee will sign off on variations to the standard committee based on business need review.</p>	
6	<p>Ensure that Business Cases – approved by the ICT Steering Committee – support all Capital Works Project Bids which impact on, or include, costs for ICT Services and/or equipment.</p>	
7	<p>Ensure related supporting strategies -such as GIS, Digital and Mobility – are consistent with the overall ICT Strategy and direction.</p>	
8	<p>Undertake a program of business process review and improvements across the business, aimed at ensuring the most efficient and effective business processes are supported by the most effective business implementation.</p>	

**BUSINESS SYSTEMS**


Strategic Business Area: Business Systems	
Strategic Focus	Application Frameworks deals with key aspects relating to the application/s being used within MSC. This includes the general approach to application review and purchase, as well as ensuring applications meet basic business integration and approaches.
Investment Status	<div style="display: flex; align-items: center;">  <p>MSC has traditionally informally adopted a 'Best of Breed' approach to application acquisition and implementation. This approach can work in an environment where appropriate integration, technical and infrastructure standards are in place.</p> </div>
Strategic Approach	Consolidation of systems to major core business systems where possible, combined with the reduction of different business systems across the organisation. New and/or replacement applications must meet the ICT Application Framework.
Implementation	A series of specific Strategic Initiatives have been developed which reference the strategic approach as outlined.
Key Activities	<p>1 Adoption of the core foundation elements approach to identification of organisational information needs, and the Foundation Entities that <b>must</b> be effectively managed.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>2 Establishment of standards to be applied to all ICT application projects to ensure compliance with, and support for, the Foundation Entity model for applications.</p> <p>3 Continued development of MSC's practical usage of key applications including:</p> <ul style="list-style-type: none"> <li>• Technology One Financials</li> <li>• MapInfo GIS</li> <li>• Assetic MyData and associated software components</li> </ul> <p>4 Seek replacement of the following applications during the life of the strategy:</p> <ul style="list-style-type: none"> <li>• Lynx Property, Rating, Cash Receipting, Building and Local Laws;</li> <li>• Open Office Customer Service</li> <li>• Content Plus Records Management system.</li> </ul>


**SPECIFIC BUSINESS SYSTEMS**

**Strategic Business Area: Specific Business Systems**


<b>Strategic Focus</b>	Specific Business Systems need to adhere to the overall application framework as well as core business systems.						
<b>Investment Status</b>	<div data-bbox="391 517 576 663" data-label="Image"> </div> <p>MSC has traditionally informally adopted a 'Best of Breed' approach to application acquisition and implementation. This approach can work in an environment where appropriate integration, technical and infrastructure standards are in place.</p>						
<b>Strategic Approach</b>	<p>Consolidation of systems to major core business systems where possible, combined with the reduction of different business systems across the organisation. New and/or replacement applications must meet the ICT Application Framework.</p>						
<b>Implementation</b>	<p>A series of specific Strategic Initiatives have been developed which reference the Specific Business Systems approach as outlined.</p>						
<b>Key Activities</b>	<table border="1"> <tr> <td data-bbox="368 929 478 1422">           1         </td> <td data-bbox="478 929 1441 1422"> <p>Adoption of the core foundation elements approach to identification of organisational information needs, and the Foundation Entities that <b>must</b> be effectively managed.</p> <div data-bbox="582 1032 1337 1391" data-label="Diagram"> </div> </td> </tr> <tr> <td data-bbox="368 1422 478 1601">           2         </td> <td data-bbox="478 1422 1441 1601"> <p>Continued development of MSC's practical usage of key applications including:</p> <ul style="list-style-type: none"> <li>• CDES Maternal &amp; Child Health</li> <li>• iHealth Aged and Disability Services system</li> </ul> </td> </tr> <tr> <td data-bbox="368 1601 478 1872">           3         </td> <td data-bbox="478 1601 1441 1872"> <p>Source systems or new processes to address where possible the following key functions:</p> <ul style="list-style-type: none"> <li>• Agenda Management</li> <li>• Events Management</li> <li>• Waste Management</li> <li>• Grants Management</li> </ul> </td> </tr> </table>	1	<p>Adoption of the core foundation elements approach to identification of organisational information needs, and the Foundation Entities that <b>must</b> be effectively managed.</p> <div data-bbox="582 1032 1337 1391" data-label="Diagram"> </div>	2	<p>Continued development of MSC's practical usage of key applications including:</p> <ul style="list-style-type: none"> <li>• CDES Maternal &amp; Child Health</li> <li>• iHealth Aged and Disability Services system</li> </ul>	3	<p>Source systems or new processes to address where possible the following key functions:</p> <ul style="list-style-type: none"> <li>• Agenda Management</li> <li>• Events Management</li> <li>• Waste Management</li> <li>• Grants Management</li> </ul>
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**Strategic Business Area: Electronic Service Delivery**

<b>Strategic Focus</b>	Development of strategic approaches to supporting digital service delivery is vital. These supporting strategies must be incorporated into the overall ICT Strategic Direction for the organisation.	
<b>Investment Status</b>		MSC has developed a detailed Digital Strategy, which was completed in 2014. MSC now needs to focus on delivery of the Digital Strategy.
<b>Strategic Approach</b>	Adoption of a Digital-First mantra across the organisation to the delivery of customer services, and ensure that the ICT systems can meet this objective.	
<b>Implementation</b>	Service Delivery initiatives are included in this strategic work-plan.	
<b>Key Activities</b>	1	Adoption of a specific strategic direction for Digital-First approaches to customer service.
	2	Deliver the initiatives identified in the MSC's Digital Strategy
	3	Adopt Digital Asset Management specific solutions for the effective management of specific Digital information.

Strategic Business Area: ICT Infrastructure									
Strategic Focus	ICT Infrastructure is in very good condition, with several areas needing to be addressed to improve support for the business.								
Investment Status	<div style="display: flex; align-items: center;">  <div> <p>Whilst in generally very good condition, the ICT Infrastructure needs several key areas addressed to more effectively support the scale, and the expectations, of the business units its support.</p> </div> </div>								
Strategic Approach	Consolidation of existing infrastructure, expanding the support particularly for mobile and remote users.								
Implementation	Service initiatives are included in the strategic work-plan detailed in this strategy.								
Key Activities	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td>Adoption of Infrastructure Standards for all ICT Technologies as per Appendix 5 of this Strategy.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Adoption of the <b>Cloud Where Possible</b> approach for ICT infrastructure, including planning for Cloud infrastructure deployment in the strategy period.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Ensure that the ICT Infrastructure can continue to deliver high levels of service and availability to the organisation.</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Refinement of ongoing IT equipment replacement and upgrade plans to ensure IT infrastructure remains of sufficient standard to serve the business</td> </tr> </table>	1	Adoption of Infrastructure Standards for all ICT Technologies as per Appendix 5 of this Strategy.	2	Adoption of the <b>Cloud Where Possible</b> approach for ICT infrastructure, including planning for Cloud infrastructure deployment in the strategy period.	3	Ensure that the ICT Infrastructure can continue to deliver high levels of service and availability to the organisation.	4	Refinement of ongoing IT equipment replacement and upgrade plans to ensure IT infrastructure remains of sufficient standard to serve the business
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3	Ensure that the ICT Infrastructure can continue to deliver high levels of service and availability to the organisation.								
4	Refinement of ongoing IT equipment replacement and upgrade plans to ensure IT infrastructure remains of sufficient standard to serve the business								



Strategic Business Area: ICT Service Delivery							
<b>Strategic Focus</b>	Realignment of ICT Service Delivery in accordance with overall strategic direction for ICT Services.						
<b>Investment Status</b>	<div style="display: flex; align-items: center;">  <div> <p>MSC has adopted a traditional infrastructure focus to service delivery for the organisation, which of recent times has been supplemented by additional of application specialists. The strategy has identified a need to move away from this traditional infrastructure focus to a broader business support and enabling focus.</p> </div> </div>						
<b>Strategic Approach</b>	Realignment of resourcing, skills and approach to adopt a broader business support function whilst maintaining current infrastructure support and services.						
<b>Implementation</b>	Service Delivery initiatives are included in the strategic work-plan detailed in this strategy.						
<b>Key Activities</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td>Review/Development of Service Level Agreements for the ICT Unit to incorporate new service levels.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Review of existing resourcing and capability within the ICT unit to transition to a new structure and focus for supporting the business initiatives.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Review options for resourcing for ongoing business process review and improvement across the business.</td> </tr> </table>	1	Review/Development of Service Level Agreements for the ICT Unit to incorporate new service levels.	2	Review of existing resourcing and capability within the ICT unit to transition to a new structure and focus for supporting the business initiatives.	3	Review options for resourcing for ongoing business process review and improvement across the business.
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2	Review of existing resourcing and capability within the ICT unit to transition to a new structure and focus for supporting the business initiatives.						
3	Review options for resourcing for ongoing business process review and improvement across the business.						

## 3 STRATEGIC INITIATIVES

### INTRODUCTION

### CLASSIFICATIONS

Each Strategic Initiative has been classified in several ways:

- All initiatives have been categorised within a specific Strategic Business Area, noting an additional Strategic Business Area of **Organisational** has been included to capture those initiatives outside the scope of the ICT Strategy, but impacting on ICT systems in some way;
- All initiatives have been scored using the **CSS Business Case Cost Benefit Matrix** Detailed Appendix 3 of the Strategy. Whilst not a complete cost-benefit analysis, the matrix aims at providing a base method of comparing initiatives, with a higher number showing an initiative that has greater benefits versus costs for implementation;
- MSC's Project Control Group has applied a **Council Rating** that provides a local perspective on the perceived status of each initiative. A simple approach was adopted being:
  1. Continue to Do – Initiative is already being undertaken, and should continue
  2. Must Do – Initiative must be undertaken to maintain service delivery
  3. Should Do – Not mandatory, but should be undertaken
  4. Could Do – Initiative could be undertaken, but should be assessed annually
  5. May Do – Initiative is a possible item to be undertaken, but is of a lower priority;
- Each initiative has been assessed with a **Funding Type** which indicates whether the funding is Capital or Operating in Nature;
- Each initiative has been allocated a specific **Investment Cycle** as per Investment Cycle above.

Summary information for initiatives is contained in this document. All initiatives are detailed in full in Document 03 to this Strategy.

### METRICS

A total of 52 specific strategic initiatives have been identified for this strategy, 4 of these being identified as organisational issues outside the scope of the ICT Strategy. A total of 48 initiatives relate specifically to the ICT Strategy.

The strategy road map recommends undertaking 27 specific initiatives to be undertaken over a 5-year program. These strategic initiatives cover a broad range of activities that MSC must consider improving and enhance its ICT delivery, and are detailed in the accompanying documentation.

The remaining 21 strategic initiatives which – due to organisational capability, business status and/or funding issues – have been included in the overall strategy, but not in the planned work-plan for the next 5 years. These initiatives are considered as Discretionary should be reviewed annually to determine whether they should be included.

The four Organisational initiatives need to be referred to the management of responsible business units for actioning in their strategic planning.

## FUNDING REQUIREMENTS

### CAPITAL FUNDING REQUIREMENTS

The overall capital funding that is necessary to support the initiatives developed in this strategy are:

Council Priority	No	2018/19	2019/20	2020/21	2021/22	2022/23	Total
1: Continue to Do	7	\$295,700	\$340,000	\$275,000	\$275,000	\$280,000	\$1,465,700
2: Must Do	20	\$105,000	\$1,370,000	\$1,115,000	\$385,000	\$605,000	\$3,580,000
3: Should Do	9	\$40,000	\$280,000	\$235,000	\$190,000		\$745,000
4: Could Do	10		\$110,000	\$240,000	\$110,000	\$90,000	\$550,000
5: Cant Do	2			\$130,000	\$110,000		\$240,000
<b>Grand Total</b>	<b>48</b>	<b>\$440,700</b>	<b>\$2,100,000</b>	<b>\$1,995,000</b>	<b>\$1,070,000</b>	<b>\$975,000</b>	<b>\$6,580,700</b>

### OPERATING FUNDING REQUIREMENTS

In addition to the capital requirements, operational expenditure has been identified:

Council Priority	No	2018/19	2019/20	2020/21	2021/22	2022/23	Total
1: Continue to Do	7	\$185,000	\$195,000	\$202,500	\$205,000	\$212,500	\$ 1,000,000
2: Must Do	20	\$141,000	\$419,000	\$216,000	\$446,000	\$496,000	\$ 1,718,000
3: Should Do	9		\$130,000	\$155,000	\$235,000	\$195,000	\$715,000
4: Could Do	10	\$10,000	\$ 72,000	\$67,000	\$67,000	\$ 5,000	\$221,000
5: Cant Do	2			\$12,000	\$12,000		\$24,000
<b>Grand Total</b>	<b>48</b>	<b>\$336,000</b>	<b>\$816,000</b>	<b>\$ 652,500</b>	<b>\$965,000</b>	<b>\$908,500</b>	<b>\$ 3,678,000</b>

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## INVESTMENT ASSUMPTIONS

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The financial investment needed to support this strategy is derived from the estimated investments for each of these strategic initiatives.

The investment requirements in the following table have several key assumptions that need to be understood:

- Funding for each initiative should be treated as estimates only, as these costs have been determined with brief consultation with possible suppliers and/or industry knowledge. Each initiative should be undertaken in accordance with appropriate procurement activities which will seek to confirm costs prior to commitment of the organisation to the initiative;
- Internal investments associated with the implementation of projects and initiatives have not been included in the estimates. Only direct external costs for implementation have been included, noting also that any backfill requirements have not been included at this point. Any such additional funding requirements should be reviewed and quantified as part of the project commissioning for each initiative;
- Investments not impacting the ICT budget have not been considered, except for where specific projects have identified that such costs have been included.

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## FUNDING ANALYSIS

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Extensive consultation has been undertaken with Council staff to ensure that the strategy road map can be funded effectively through Council's Strategic Financial Resource Plan.









Initiatives with a rating of 1: Continue to Do and 2: Must Do have been reviewed based on current funding sources available. This has resulted in categorising the work plan into one of:

1. Funded from current operating budgets;
2. Funded from current Strategic Financial Resource Plan commitments for ICT initiatives;
3. Initiatives requiring additional funding.

It should be noted that all initiatives are expected to be subject to the development of detailed business case/s which will be presented to Council as part of future budget deliberations, in accordance with normal business practice. The initiatives will guide the business cases to be developed, and their timing.

**INITIATIVES INCLUDED IN ROADMAP**


**FUNDED FROM CURRENT OPERATING BUDGETS**

No	Description	Council Priority	CSS Ranking	Investment Type	Start In	End In
1.01	ICT Governance Framework & Standards	2: Must Do	16		2018/19	2018/19
1.04	ICT Policy Development	2: Must Do	11		2019/20	2020/21
02.04.01	Ongoing rollout of interim Asset Management	2: Must Do	6		2018/19	2021/22
4.03	Customer Database Transition	1: Continue to Do	16		2018/19	2021/22
05.01.02	Network Penetration Testing	2: Must Do	29		2018/19	Ongoing
5.04	Ongoing replacement of server and storage	1: Continue to Do	7.78		2018/19	Ongoing
5.05	Ongoing IT Hardware Replacement Program	1: Continue to Do	15.6		2018/19	Ongoing
5.06	Managed Services for Printers	1: Continue to Do	26		2018/19	Ongoing



**FUNDED FROM STRATEGIC FINANCIAL PLAN ICT FUNDING**

Existing funds allocated within the Strategic Financial Plan, or specific budget initiatives that have been confirmed in the budget process, will fund the implementation of the following initiatives:

No	Description	Council Priority	CSS Ranking	Investment Type	Start In	End In
02.01.02	CiAnywhere Deployment	2: Must Do	22.95		2018/19	2020/21
04.01.01	Implementation of Digital Strategy: Intranet	1: Continue to Do	26.94		2018/19	2018/19
5.02	Consolidate Phone Systems	2: Must Do	21.94		2019/20	2019/20
5.03	Ongoing WAN Communications Developments	2: Must Do	22		2018/19	Ongoing
5.10	Disaster Recovery Development	2: Must Do	27.96		2018/19	2019/20
6.01	ICT Staffing & Investment	2: Must Do	12		2018/19	2021/22









**INITIATIVES REQUIRING ADDITIONAL FUNDING**





The following initiatives have been identified as '2: Must Do' but cannot be accommodated with current funding allowances. Current forward funding in the Strategic Financial Plan can accommodate some of these initiatives.

These initiatives will either:

1. Share the Strategic Financial Plan funding available;
2. Require additional funding from MSC's budget, either through rating cap variations, additional borrowings or other funding sources;
3. Compete with other new business initiatives in future budget development cycles.












The table shows the initiatives in priority order, based on Investment Type:


No	Description	Council Priority	CSS Ranking	Investment Type	Start In	End In
2.02	Replacement of Lynx Property & Regulatory and Content+ Records Management system	2: Must Do	10.03		2018/19	2022/23
2.03	Customer Service System Improvements	2: Must Do	13.96		2019/20	2021/22
3.07	Statutory Planning systems update preparation	2: Must Do	6		2019/20	2021/22
05.01.01	Update of Citrix Environment	2: Must Do	20		2019/20	2019/20
2.05	Ongoing Development of GIS Implementation	2: Must Do	34		2018/19	Ongoing
04.01.02	Implementation of Digital Strategy	1: Continue to Do	26.89		2019/20	Ongoing
5.07	Mobile Device Policy and Standardisation	2: Must Do	9.94		2018/19	2019/20
02.01.03	HRP Functions and Improvements	2: Must Do	2.9		2018/19	Ongoing

No	Description	Council Priority	CSS Ranking	Investment Type	Start In	End In
02.04.02	Potential implementation of Enterprise Asset Management	2: Must Do	5.48		2020/21	2022/23
1.02	Mobile Computing Initiative and Development	2: Must Do	8.62		2018/19	2022/23
1.05	Process Improvement and Management	2: Must Do	10		2018/19	Ongoing
1.07	Information Portals	2: Must Do	8.84		2019/20	2022/23

## DISCRETIONARY STRATEGIC INITIATIVES





The following initiative are not included in the recommended work plan for the strategy, but should be reviewed annually as part of ongoing ICT Governance processes:

No	Description	Council Priority	CSS Ranking	Investment Type	Start In	End In
1.03	Collaboration Development	3: Should Do	8.82		2019/20	2021/22
1.06	Implementation of Open Data Datasets	3: Should Do	8.97		2019/20	Ongoing
02.01.04	Technology One Financials Improvements	4: Could Do	12.87		2020/21	2022/23
2.06	Organisational Management System	3: Should Do	2.92		2017/18	2020/21
2.07	SMS Messaging	3: Should Do	18		2019/20	2019/20
2.08	Capital Works and Project Management	5: Cant Do	4.76		2018/19	2022/23
3.01	Governance Registers and Corporate Calendar	4: Could Do	20		2020/21	2021/22
3.02	Facilities Booking system implementation/s	4: Could Do	18		2019/20	2020/21
3.03	Agendas and Minutes Management	3: Should Do	12.93		2019/20	2020/21
3.04	Events and Ticketing systems	5: Cant Do	13		2020/21	2020/21
3.05	Emergency Management system Recovery Centres	3: Should Do	25.98		2019/20	2022/23

No	Description	Council Priority	CSS Ranking	Investment Type	Start In	End In
3.06	Waste Management Systems Support	3: Should Do	17.93		2019/20	2021/22
03.08.01	Strategic Planning Systems Support	4: Could Do	-14		2019/20	2020/21
03.08.02	Strategic Planning : Community Infrastructure	4: Could Do	-14		2018/19	2019/20
3.09	Rostering system/s implementation	4: Could Do	12.94		2019/20	2020/21
3.1	Grant Funding Management	4: Could Do	2.94		2019/20	2019/20
3.11	Fleet Maintenance Systems Consolidation	3: Should Do	0.71		2019/20	2021/22
3.12	Early Years Systems Support	4: Could Do	11.92		2018/19	Ongoing
4.04	Image Management (Digital Asset Management) systems	4: Could Do	7.86		2020/21	2021/22
5.08	Consulting Services Budget	3: Should Do	16		2018/19	2021/22
5.09	Develop Improved Visitor Wi-Fi	4: Could Do	13		2018/19	2019/20



## ORGANISATIONAL INITIATIVES

No	Description	CSS Ranking	Investment Type	Start In	End In
7.01	Enhanced Support for Remote Worker support.	8		Multi-Year Initiative	Multi-Year Initiative
7.02	Coordinated Management of CCTV activities	1		Multi-Year Initiative	Multi-Year Initiative
7.03	Library System Improvements	16		2017/18	2020/21
7.04	Systems for Marketing & Communications outside of Intranet/Internet	-6		2020/21	2021/22

Strategy Ends

## 11.3 SOCIAL AND ORGANISATIONAL DEVELOPMENT

### 11.3.1 Telecommunications Tower Facility Lease to Telstra Corporation Limited (Telstra) – Western Freeway and Dickson Road, Myrning

#### Introduction

File No.: 398980  
 Author: Ajay Ramdas  
 General Manager: Danny Colgan

#### Background

Moorabool Shire Council has held a lease with Telstra Corporation Limited for a telecommunications tower facility adjacent to Dicksons Road, Myrning since 2000. The initial term of the lease was 10 years and two further terms of 5 years each. The first further term was taken up in 2010. Upon looking to renew the Lease for a second further term, at the request of Telstra Corporation Limited, Council negotiated a new lease agreement for a longer term lease. The longer term will provide Moorabool Shire with a steady stream of annual income with an annual increment until the expiry of the lease (inclusive of further terms) in 2037.

Section 190 of the *Local Government Act 1989* (the Act) requires a Council to publish a public notice where lease terms are 10 years or greater. In accordance with section 190 of the Act, a public notice was placed in the local newspaper for a period of no less than 28 days to notify the public of Council's intention to enter into a lease agreement with Telstra Corporation Limited for a telecommunications tower facility. Under Section 223 of the Act, a person has a right to make a submission on the proposed lease. The deadline for submissions was Tuesday 20 March 2018.

#### Proposal

At the conclusion of the section 223 public submission period, no submissions to the Lease Agreement between Telstra Corporation Limited and Moorabool Shire Council for a telecommunications tower facility at the Western Highway and Dickson Road Myrning site were received by Council.

The terms of the lease agreement between Telstra Corporation Limited and Moorabool Shire Council are outlined below. Council's lawyers have assessed the Agreement which is now presented to Council for its consideration.

Rent Commencement as at 27 November 2017	<b>\$8,554.57 per annum (ex. GST)</b>
<b>Review of Rent</b>	The rent is to be increased on each review date by 3% per annum during the term and any further term.
<b>Lease Term</b>	Five (5) years with three (3) further terms of five (5) years each.
<b>Lease Expiry</b>	26 November, 2022 (Initial term of 5 years).

<b>Legal Costs</b>	Telstra will agree to reimburse Council's reasonable legal costs to a maximum of \$1,500 (+ GST) upon completion and return of the lease agreement.
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<p style="text-align: center;"><b><u>Benefits to Council</u></b></p> <ul style="list-style-type: none"> <li>• Council locks in a steady stream of annual income with an annual increment.</li> </ul>	<p style="text-align: center;"><b><u>Benefits to Telstra Corporation Limited (Telstra)</u></b></p> <ul style="list-style-type: none"> <li>• A long term lease is essential for Telstra to remain viable and the leasehold interest can be maintained with Council.</li> <li>• Customers are generally unwilling to invest money to upgrade equipment or to locate on towers once lease expiry approaches. Due to long term network planning and deployment lead-times this may be the case even if the lease has several years to run.</li> </ul>
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It is therefore recommended that Council enter into a lease agreement with Telstra Corporation Limited for a telecommunications tower facility for [Five (5) year term] based on an annual commencement rental of \$8,554.57 (ex GST) with an annual 3% increment. The lease expiry date would be 26 November, 2022 for the initial term of 5 years.

**Policy Implications**

The Council Plan 2017-2021 provides as follows:

**Strategic Objective 3:** Stimulating Economic Development

**Context 3B:** Investment and Employment

The proposal to enter into a lease arrangement with a telecommunications supplier on the site of Western Highway and Dickson Road Myrning, is consistent with the 2017-2021 Council Plan.

**Financial Implications**

Council will receive income of \$8,554.57 per annum, indexed at 3% per annum from 2014 to 2037.

**Risk & Occupational Health & Safety Issues**

There are no risk and occupational health and safety issues identified in this report.

## **Communications Strategy**

Where Council enters into a lease agreement for a term 10 years or greater then Council must comply with section 190 of the *Local Government Act 1989*. Council complied with section 190 of the Act by placing a public notice in the local newspaper with the closing date for public submissions being Tuesday 20 March 2018.

## **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 – Ajay Ramdas*

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


## **Recommendation:**

### **That Council:**

**Resolves to authorise the signing and sealing of the Lease Agreement with Telstra Corporation Limited for a site rental of \$8,554.57 per annum situated on the corner of the Western Highway and Dickson Road, Myrniong based on the following terms:**

- **New Lease Commencement Date – 27 November 2017**
- **Rental Commencement - \$8,554.57 per annum (ex. GST)**
- **Annual Increases – 3.00% increment**
- **Lease Term – Five (5) years with three (3) further terms of five (5) years each**
- **Lease Expiry Date – 26 November 2022 (initial term of 5 years)**
- **Legal Costs – Reimbursement of \$1,500 (+ GST) to Council.**

**Report Authorisation**

**Authorised by:**   
**Name:** Danny Colgan  
**Title:** General Manager Social & Organisational  
Development  
**Date:** Thursday, 12 April 2018



# Attachment - Item 11.3.1



STANDARD COUNCIL LEASE OF LAND

(Victoria)

Property: 36 Dicksons Road, Pentland Hills

Moorabool Shire Council

Telstra Corporation Limited  
ABN 33 051 775 556

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## CONTENTS

REFERENCE SCHEDULE	4
<b>1. INTERPRETATION</b>	<b>6</b>
1.1 Definitions	6
1.2 Rules for interpreting this Lease	8
1.3 Consents	9
<b>2. DEMISE</b>	<b>10</b>
2.1 Lessee Rights	10
2.2 Consent under section 90 of the Local Government Act,, 1989 (Vic)	11
2.3 Security	11
<b>3. LESSEE'S COVENANTS</b>	<b>11</b>
3.1 Rent and Rent Review	11
3.2 Market Review Method	12
3.3 Condition of Premises	13
3.4 Reinstatement and Make Good	14
3.5 Assignment	14
3.6 Services	15
3.7 Use of Premises	15
3.8 Compliance with laws	15
3.9 Nuisance	15
3.10 Licences and permits	15
3.11 Signs	15
3.12 Heavy equipment and inflammable substances	16
<b>4. LESSOR'S COVENANTS</b>	<b>16</b>
4.1 Quiet Enjoyment	16
4.2 Non-derogation from Grant	16
4.3 Subsequent Occupiers	16
4.4 Condition of Land	17
4.5 Permits and Approvals	18
4.6 Consent of Mortgagee or Chargee	18
4.7 Surrender	18
4.8 No Restriction on Commonwealth Legislation	19
4.9 Access Track and / or Power Connection	19
4.10 Lessee's Property	19
4.11 Contamination	19
4.12 Refund of Rent on Termination	20
4.13 Events Affecting Land	20
4.14 Dealing with the Premises	20
<b>5. MUTUAL COVENANTS</b>	<b>20</b>
5.1 Radio Interference	20
5.2 Default and Re-entry	21
5.3 Costs of Lease	21

5.4	Holding Over	22
5.5	Option to Renew	22
<b>6.</b>	<b>INSURANCE AND INDEMNITY</b>	<b>23</b>
6.1	Property Insurance - Lessee to self insure	23
6.2	Lessee to insure if self insurance ceases	23
6.3	Workers' Compensation Insurance	23
6.4	Public Liability Insurance	23
6.5	Not Invalidate Policies	23
6.6	Indemnity	24
<b>7.</b>	<b>NOTICES</b>	<b>24</b>
7.1	Authorised Representative	24
7.2	How to give a notice	24
7.3	Oral Notice	25
7.4	When a notice is given	25
7.5	Address for notices	25
<b>8.</b>	<b>GST</b>	<b>26</b>
8.1	Recovery of GST	26
8.2	Time for payment of GST amount	26
8.3	Indemnity and reimbursement payments	26
8.4	Adjustment events	26
8.5	Change in the GST law	26
8.6	Time limit on payment of the GST amount	26
8.7	Interpretation	26
<b>9.</b>	<b>Redevelopment</b>	<b>27</b>
9.1	Interpretation	27
9.2	Redevelopment and Relocation	27
<b>10.</b>	<b>EMR audits</b>	<b>28</b>
<b>11.</b>	<b>Special Conditions</b>	<b>29</b>
	<b>ANNEXURE A – PREMISES PLAN</b>	<b>31</b>
	<b>ANNEXURE B – ANTENNA PLAN</b>	<b>32</b>

## REFERENCE SCHEDULE

<b>Item 1</b>	<b>Lessor:</b>	<b>Name:</b> Moorabool Shire Council <b>Address:</b> 15 Stead Street BALLAN VIC 3342 <b>Tel:</b> 03 5366 7100 <b>Email:</b> info@moorabool.vic.gov.au <b>Facsimile:</b> 03 5368 1757
<b>Item 2</b>	<b>Lessee:</b>	<b>Name:</b> Telstra Corporation Limited <b>Director, Telstra Property</b> <b>Address:</b> c/- Jones Lang LaSalle Level 34, 242 Exhibition Street MELBOURNE VIC 3000 <b>Attention:</b> Property Management Director <b>Email:</b> Telstra.Notices@ap.jll.com and F0901953@team.telstra.com <b>Facsimile:</b> As advised by the Lessee from time to time
<b>Item 3</b> (Clause 1.1)	<b>Premises:</b>	That part of the Land hatched on the plan annexed to this Lease in Annexure "A" and situated at 36 Dicksons Road, Pentland Hills, Victoria.
<b>Item 4</b> (Clause 1.1)	<b>Land:</b>	Memorial No. 568 Book 749 part Crown Allotment 4, Section 2, Parish of Korkupperrimul.
<b>Item 5</b> (Clause 1.1)	<b>Term:</b>	Five (5) years
<b>Item 6</b> (Clause 1.1)	<b>Commencement Date:</b>	27 November 2017
<b>Item 7</b> (Clause 1.1)	<b>Terminating Date:</b>	26 November 2022
<b>Item 8</b> (Clause 1.1)	<b>Rent:</b>	\$8,554.57 per annum, subject to clause 3.1(c).
<b>Item 9</b> (Clause 3.1)	<b>Payment of Rent:</b>	Yearly in advance on each anniversary of the Commencement Date by way of electronic funds transfer.
<b>Item 10</b> (Clause 3.7)	<b>Permitted Use:</b>	Installation, inspection, maintenance, construction, excavation, replacement, repair, renewal, alteration, upgrade, cleaning, operation, access to and from and removal of the Facility on the Land in accordance with this Lease including the exercise of any rights as set out in the Act.
<b>Item 11</b> (Clause 5.5)	<b>Further Terms:</b>	Three (3) further terms of five (5) years each.



Item 12  
(Clause 3.1)

Review of Rent:

**Percentage Increase Method**

Fixed Increase Date: Each anniversary of the Commencement Date.

Method: The Rent is to be increased on Fixed Increase Date by 3% per annum during the Term and any Further Term.

**Market Review Method**

Market Review Date: Not Applicable.

Method: Not Applicable.

Item 13  
(Clause 0)

**Statutory provisions not applying:**

Sections 146(1), 146(1A) and 146(3) of the *Property Law Act 1958* (Vic) and section 67 of the *Transfer of Land Act 1958* (Vic)

## DATE

## PARTIES

The Lessor.

The Lessee.

## RECITALS

- A. The Lessor is the owner of the Land.
- B. The Lessor has agreed to grant and the Lessee has agreed to accept a lease of the Premises on the terms and conditions of this Lease.

## OPERATIVE PROVISIONS

### 1. INTERPRETATION

#### 1.1 Definitions

In this Lease:

**Act** means the *Telecommunications Act 1997* (Cth).

**Active Area** means those areas around the antennas marked red and yellow in the drawings contained in the RCSMB.

**Ancillary Equipment** means any associated fixtures, fittings and equipment required to maintain transmission and includes remote radio units, tower mounted amplifiers and associated mounts and supports.

**Business Day** means a day that is not a Saturday, Sunday or public holiday in the State.

**Carrier** has the same meaning as is contained in the Act and includes a party acting in reliance upon a nominated carrier declaration made under Part 3 of the Act.

**Carrier Requirements** means the Lessee's obligation to comply with legislation, by-laws, policies, industry standards or codes, community obligations and technical requirements.

**Commencement Date** means the date specified in Item 6.

**Emergency** means circumstances where access must be provided without delay to protect:

- (a) the integrity of the Lessee's telecommunications network or the Facility; or
- (b) the health or safety of persons; or
- (c) the environment; or
- (d) property; or

(e) maintenance of an adequate level of service or to prevent loss of transmission.

**Facility** means the telecommunications facility being the equipment housing, tower (if any), security fence, antennas, associated ancillary equipment and/or any other fixtures, fittings, structures, and cabling as altered, upgraded and/or added to in the Lessee's absolute discretion from time to time.

**Fixed Increase Date** means the date specified in Item 12 as the fixed increase date.

**Fixed Increase Method** means the method specified in Item 12 as the fixed increase method.

**Further Term** means a further term of this Lease, if any, as specified in Item 11.

**Interference** means radio frequency, electrical, microwave or other such interference which adversely affects the operation of equipment of the Lessor, or the Lessee, or any other occupant of the Land, and which was installed prior to the installation of the Facility.

**Item** means an item in the Reference Schedule.

**Land** means the land described in Item 4.

**Lease** means this lease and any equitable lease or common law tenancy evidenced by this lease.

**Lessee** means the party named in Item 2.

**Lessor** means the party named in Item 1.

**Licensed Area** means the area hatched on the plan attached at Annexure C.

**Market Review Date** means the date specified in Item 12 as the market review date.

**Market Review Method** means the method specified in clause 3.2.

**Permitted Use** means the use specified in Item 10.

**Premises** means the premises leased to the Lessee as described in Item 3.

**RCSMB** means the radio communications site management book (as updated from time to time), access to a copy of which has been or will be provided to the Lessor by the Lessee.

**Reference Schedule** means the reference schedule in this Lease.

**Related Body Corporate** means a related body corporate as defined in the *Corporations Act 2001* (Cth).

**Rent** means the amount specified in Item 8 as varied on any Review Date under this Lease.

**Repair Notice** means a notice served by the Lessor on the Lessee notifying the Lessee that the Lessor intends to carry out the repairs and maintenance required to be undertaken by the Lessee if the Lessee does not do so within 30 days of that notice.

**Review Date** means the date specified in Item 12.

**Services** means electricity and any telecommunications services.

**Special Conditions** means the terms and conditions set out in Annexure E

**State** means the state or territory in which the Land is located.

**Term** means the term of this Lease as specified in Item 5 which begins on the Commencement Date and ends on the Terminating Date.

**Terminating Date** means the date specified in Item 7.

**Valuer** means a valuer who is a full member of the Institute who has at least 5 years' experience in valuing telecommunications facility premises in the State.

## 1.2 Rules for interpreting this Lease

Unless the context otherwise requires:

- (a) A singular word includes the plural, and vice versa.
- (b) A word which suggests one gender includes the other genders.
- (c) If a word is defined, another part of speech using contextual variations of that word has a corresponding meaning.
- (d) Words of inclusion or example are not words of limitation.
- (e) Headings are for convenience only, and do not affect interpretation.
- (f) No rule of construction applies to the disadvantage of a party because that party was responsible for the preparation of this Lease or any part of it.
- (g) As far as possible all provisions will be construed so as not to be invalid, illegal or unenforceable.
- (h) If anything in this Lease is unenforceable, illegal or void then it is severed and the rest of this Lease remains in force.
- (i) A reference to:
  - (i) legislation (including subordinate legislation) is to that legislation as amended, re-enacted or replaced, and includes any subordinate legislation issued under it;
  - (ii) a document or agreement, or a provision of a document or agreement, is to that document, agreement or provision as amended, supplemented, replaced or novated;
  - (iii) a party to this document or to any other document or agreement includes an executor, an administrator, a permitted substitute or a permitted assign of that party and where the party is a corporation, includes the corporation, its successors and assigns;

- (iv) a person includes any type of entity or body of persons, whether or not it is incorporated or has a separate legal identity, and any executor, administrator or successor in law of the person; and
- (v) anything (including a right, obligation or concept) includes each part of it.
- (j) Unless the context otherwise requires, the terms *installation* and *maintenance* (and contextual variations of those terms) where they are used in this Lease, have the same meanings and include the same activities as are provided under the Act.
- (k) The word *agreement* includes an undertaking or other binding arrangement or understanding, in writing (and, only where expressly allowed by this Lease, includes oral agreement).
- (l) Where a party consists of two or more persons or a term is used in this Lease to refer to more than one party:
  - (i) an obligation of those persons is joint and several;
  - (ii) a right of those persons is held by each of them severally; and
  - (iii) any other reference to that party or that term is a reference to each of those persons separately, so that (for example):
    - (A) a representation, warranty or undertaking is given by each of them separately; and
    - (B) a reference to that party or that term in the default clause in this Lease is a reference to each of those persons separately.
- (m) Any right given to the Lessor or the Lessee (as the case may be) may where the context so permits be exercised by that party's employees, agents, contractors or others authorised (expressly or implicitly) by that party.
- (n) Any obligation on the Lessor or the Lessee (as the case may be) will, where the context so permits, extend to the actions of that party or its authorised employees, agents, contractors, licensees, invitees, or others claiming under or through that party.
- (o) Without limiting any other rights of the Lessee, all licence, appurtenant and ancillary rights created in favour of the Lessee under this Lease in respect of or in connection with the Land run with the leasehold interest granted to the Lessee and will bind all successors, executors, transferees, assigns and other persons having an interest in the Land or any part of it from time to time.
- (p) The statutory provisions in Item 14 (if any) do not apply to this Lease.4

### 1.3 Consents

Where the consent or approval of either party is required under this Lease, then the consenting party must:



- (a) not unreasonably withhold or delay its consent or approval;
- (b) not impose any conditions on any consent or approval which are inconsistent with the terms of this Lease; and
- (c) if withholding consent or approval, provide written reasons for this at the time the withholding is notified.

## 2. DEMISE

### 2.1 Lessee Rights

The Lessor leases the Premises to the Lessee for the Term and for the Permitted Use and grants a licence to the Lessee over the Land (which licence is coupled with and runs with the leasehold interest) to:

- (a) have unrestricted access to and from the Premises and the Facility at all times, with or without all necessary vehicles, equipment and workmen for the Permitted Use;
- (b) lay electricity cables over, under or within the Licensed Area to connect the Facility to the public electricity supply and to transmit electricity through those cables;
- (c) lay communication cables and any other cables through or within the Licensed Area in connection with the Permitted Use and to use those cables;
- (d) repair, replace, renew, alter, maintain and upgrade the cables referred to in clauses 2.1(b) and 2.1(c);
- (e) install any and all antennas and associated Ancillary Equipment where necessary, including, where applicable, as specified on the plan annexed to this Lease in Annexure "B", and alter the location of the antennas and associated Ancillary Equipment on the Land from time to time, in the Lessee's absolute discretion;
- (f) use the common areas and services on the Land (if any) as may be necessary for the Lessee's use and enjoyment of the Premises and the Facility; and
- (g) use so much of the Land notified by the Lessee to the Lessor adjoining and adjacent to:
  - (i) the Premises; or
  - (ii) any installation, improvement or property of the Lessee,

as is reasonably required during installation, erection, construction, repair, replacement, renewal, maintenance and operation of the Facility. The Lessee must restore the adjoining and adjacent Land as far as practicably possible to its condition prior to such use by the Lessee. In exercising these rights the Lessee will endeavour not to materially and substantially interfere with the rights of the other occupants of the Land.

## 2.2 Consent under section 190 of the Local Government Act, 1989 (Vic)

- (a) The Lessor must do all things necessary to under the *Local Government Act, 1989* (Vic) to enable it to properly and validly enter into this Lease and grant the rights to the tenant contained in it.

## 2.3 Security

- (a) In accessing the Premises and the Facility pursuant to clause 2.1(a), the Lessee must comply with any reasonable security arrangements of the Lessor of which the Lessee has received notice.
- (b) The Lessor must notify the Lessee of the Lessor's contact person for security purposes (including name, postal address, email address and phone number) who will be available 24 hours a day 7 calendar days a week. This person will be an Authorised Representative as contemplated by clause 7.1.
- (c) In an Emergency, the Lessor must arrange for its security staff or contractor to give the Lessee access to the Premises and the Facility within 2 hours of notification by the Lessee to the Lessor or the Lessor's contact person nominated under clause 2.3(b). The Lessee's notification may be given in person, by post, telephone or email.
- (d) As soon as practicable after the Commencement Date, the Lessor must:
  - (i) notify its contact person nominated under clause 2.3(b) of the obligation set out at clause 2.3(c); and
  - (ii) ensure that its contact person nominated under clause 2.3(b) and any relevant security staff or contractor have processes in place to facilitate the Lessor's access obligations in clause 2.3(c).
- (e) The Lessee will reimburse the Lessor the cost of the Lessor's reasonable security expenses in providing Emergency access under clause 2.3(c) within 20 Business Days of receipt of a tax invoice from the Lessor.

## 3. LESSEE'S COVENANTS

### 3.1 Rent and Rent Review

- (a) The Lessee must pay the Rent in the manner set out in Item 9.
- (b) The Rent is a gross rent inclusive of all outgoings.
- (c) If:
  - (i) "Market Review Method" appears at Item 12, the Rent is to be reviewed on each Market Review Date in accordance with Item 12;
  - (ii) "Fixed Increase Method" appears at Item 12, the Rent is to be reviewed on each Fixed Increase Date in accordance with the Fixed Increase Method.

### 3.2 Market Review Method

- (a) For the purposes of this clause 3.2:
  - (i) **Lessor's Notice** means a notice served on the Lessee specifying the market rent for the Relevant Lease Year;
  - (ii) **Relevant Lease Year** means the period of 12 months commencing on the Market Review Date and ending on the earlier of either the Terminating Date or the period of 12 months from the market Review Date (Relevant Lease Year).
- (b) The Lessor may give the Lessee the Lessor's Notice however, if served must be served not earlier than 6 months before and not later than 3 months before the Market Review Date and in this respect time is of the essence. The Lessee may serve a notice on the Lessor requiring the Lessor to serve the Lessor's Notice within the period specified in this clause 3.2(b).
- (c) If the Lessee serves a notice on the Lessor requiring the Lessor to serve the Lessor's Notice within the period specified in this clause 3.2(b), the Lessor must serve a Lessor's Notice within the period specified in clause 3.2(b).
- (d) If the Lessor does not give the Lessee a Lessor's Notice within the period specified in clause 3.2(b) and the Lessee does not serve a notice on the Lessor requiring the Lessor to serve the Lessor's Notice pursuant to clause 3.2(b), the Lessee must continue to pay the Rent payable immediately prior to the relevant Market Review Date.
- (e) The market rent nominated by the Lessor in the Lessor's Notice will be the Rent which the Lessee must pay from the commencement of the Relevant Lease year, unless the Lessee either:
  - (i) gives a written notice to the Lessor within 21 days of receipt of the Lessor's Notice (time is of the essence) objecting to the market rent specified by the Lessor in the Lessor's Notice; or
  - (ii) gives a written notice to the Lessor requiring the Lessor to serve a Lessor's Notice pursuant to clause 3.2(c).
- (f) If a Lessors Notice has been issued or requested and the parties do not agree on the market rent to apply from the relevant Market Review Date within 21 days after notices referred to in clauses 3.2(e)(i) or 3.2(e)(ii) are given by the Lessee, then the Rent must be determined by a valuer who:
  - (i) is appointed, instructed and whose costs are paid equally by the parties (but if the parties do not agree on who to appoint within six weeks after the notices referred to in clauses 3.2(e)(i) or 3.2(e)(ii), the valuer is to be nominated at either parties request by the President of the Australian Property Institute (Victorian Division) or its successor body (Institute); and
    - (A) is a full member of the institute; and

- (B) at the time of appointment has at least 5 years experience in and is actively engaged in valuing premises similar to the Premises.
- (g) The parties must instruct the Valuer, appointed under the preceding sub-clause 3.2(f)(i), to determine a market rent for the Premises for the Relevant Lease Year from the Market Review Date and in determining the market rent the Valuer must:
  - (A) assume that the Premises were unoccupied and available for the Permitted Use;
  - (B) disregard the value of the Facility;
  - (C) disregard the goodwill of the Lessee's business carried from the Premises;
  - (D) have regard to any other matter relevant to the assessment of the current annual market rent including any submission from the Lessor and Lessee; and
  - (E) give a written valuation setting out what was taken into account, what was disregarded, their respective weightings and any other adjustments within one month after being appointed.
- (h) In determining the Rent, the Valuer acts as an expert and not an arbitrator and the Valuer's decision is binding on the parties. The amount decided by the valuer is the rent payable by the Lessee from the relevant Market Review Date.
- (i) Until the Rent is agreed or has been determined by the Valuer, the Lessee must continue to pay to the Lessor the Rent payable immediately prior to the Relevant Lease Year by equal annual instalments on and from the Market Review Date.
- (j) Within 30 days following the parties agreeing on the Rent, or the Valuer's determination of the Rent pursuant to the preceding sub-clauses, the parties must make any necessary adjustments and payment or refund to ensure that as from the relevant Market Review Date the correct rental has been paid.

### 3.3 Condition of Premises

- (a) Subject to clause 3.3(b), the Lessee must keep the Premises in good repair and condition (having regard to the condition of the Premises as at the Commencement Date) excluding fair wear and tear, any damage caused by fire, flood, lightning, storm, war or act of God and repairs of any damage caused or contributed by the Lessor.
- (b) The Lessee is not obliged to carry out any capital or structural works under clause 3.3(a) unless the work is required because of the negligent act or omission of the Lessee.
- (c) If the Lessee does not carry out the repairs and maintenance required to be undertaken by the Lessee under this Lease within the time specified in this Lease (or if no time is specified, within a reasonable time) of receiving notice from the Lessor, the Lessor may serve a Repair Notice. If Lessee fails to carry out the repairs and maintenance specified in the Repair Notice within 30 days of that notice, the Lessor may subject to clause 4.1(b) and 4.1(c) carry out such works at the reasonable cost of the Lessor.

- (d) The Lessee must give the Lessor prompt written notice of any material damage to the Premises or anything likely to be a risk to the Premises or any person in the Premises upon the Lessee becoming aware of any such damage.

#### 3.4 Reinstatement and Make Good

- (a) Within 3 months after the Terminating Date or earlier determination of the Lease the Lessee must remove that part of the Facility located above the surface of the Land, and make good at its cost any damage to the Land or Premises caused by such removal.
- (b) The parties agree that the period of 3 months referred to in clause 3.4(a) is not regarded as holding over for the purposes of clause 5.4 and Rent is not payable by the Lessee during this period.
- (c) If the Lessee fails to remove that part of the Facility located above the surface of the Land or any part of it (Abandoned Facility) within 3 months after the Terminating Date, then the Abandoned Facility left will become the property of the Lessor.

#### 3.5 Assignment

- (a) The Lessee must not assign this Lease, sublet or part with possession of the whole or part of the Premises, without the consent of the Lessor. The consent of the Lessor will be granted if the Lessee:
  - (i) requests the Lessor in writing to consent to the assignment of the Lease, or the sub-lease of the Premises;
  - (ii) has remedied any breach of this Lease of which the Lessee has received with notice from the Lessor;
  - (iii) pays the Lessor's reasonable costs in connection with approving the new Lessee and the preparation, negotiation and stamping of any document required under this clause; and,
  - (iv) executes and procures the new Lessee to execute an assignment of lease or sub-lease (or other document as appropriate) in a form approved by the Lessor acting reasonably
- (b) Despite clause 3.5(a), the Lessee may assign the Lease, sublet, licence or part with possession of the whole or part of the Premises to a:
  - (i) Related Body Corporate; or
  - (ii) a Carrierwithout the Lessor's consent. The Lessee must notify the Lessor of any dealing referred to in this clause 3.5(b) within 3 months of its occurrence.
- (c) With effect from the date of assignment of this Lease by the Lessee, the assignor Lessee and the Lessor release each other from all obligations and liabilities under this Lease, but



without prejudice to any prior claim or remedy which either party may have against the other.

- (d) For the avoidance of doubt, and for the purposes of this clause 3.5 a reference to the 'Lease' includes any licence rights granted to the Lessee in this Lease and any rights which are appurtenant or ancillary to this Lease, and a reference to the 'Premises' includes any areas over which the Lessee holds licence, appurtenant or ancillary rights.

### **3.6 Services**

- (a) Subject to clause 3.6(b)(ii) the Lessee may install separate metering for the Services to the Premises if the Lessee complies with the Lessor's reasonable directions.
- (b) The Lessee must install separate metering for the Services to the Premises if:
  - (i) requested by the Lessor; and
  - (ii) it is reasonably able and permitted by any relevant authority to do so.
- (c) The Lessee will bear the cost of separate metering under clause 3.6(a) or under clause 3.6(b) and must pay to the suppliers all charges for the separately metered Services that are consumed or used by the Lessee.

### **3.7 Use of Premises**

- (a) The Lessee may carry out any structural work required for the installation of the Facility; and may only use the Premises for the Permitted Use.
- (b) Subject to the Lessor complying with its obligations under this Lease the Lessor does not (except in respect of the warranty specified in clause 4.11) warrant that the Premises are suitable for any purposes or uses of the Lessee.

### **3.8 Compliance with laws**

Subject to clauses 3.3(b) and 4.5, the Lessee must comply with all relevant laws and any requirements of any relevant authority in connection with the Premises and the Lessee's use and occupation of the Premises.

### **3.9 Nuisance**

Subject to clause 4.3, the Lessee must not do anything in connection with the Premises which may cause any significant nuisance or disturbance to any other occupant of the Land adjacent to the Premises.

### **3.10 Licences and permits**

The Lessee must maintain all licences and permits required for the Lessee's use of the Premises.

### **3.11 Signs**

Subject to clause 4.1(e), the Lessee must seek the prior written consent of the Lessor before displaying or affixing any signs, advertisements or notices to any part of the Premises except signs

which are required by law or for the purpose of complying with the Australian Safety Standards, the Lessee's identification and security requirements.

### 3.12 Heavy equipment and inflammable substances

The Lessee must obtain the Lessor's prior written consent before bringing any heavy equipment or inflammable substances into the Premises except to the extent to which it is consistent with the use of the Premises.

## 4. LESSOR'S COVENANTS

### 4.1 Quiet Enjoyment

- (a) So long as the Lessee pays the Rent and performs its obligations under this Lease, it is entitled to quiet enjoyment of the Premises and to undertake the Permitted Use on the Land without any interruption by the Lessor or any person lawfully claiming through the Lessor or in any other manner.
- (b) The Lessor must not manipulate, tamper with, interfere with, damage, deface, remove or destroy the Facility or any part of it or its operation and must comply with the Lessee's reasonable directions in relation to the Facility.
- (c) The Lessor may enter the Premises provided that it complies with clauses 4.1(b) and 4.1(d) to carry out any repairs or works required by any authority or law to be carried out to the Premises (but excluding the Facility).
- (d) The Lessor agrees that it must notify the Lessee, both in accordance with the contact details in Item 2 and any contact details provided on the signage referred to in clause 4.1(e) of any proposed access by the Lessor which requires entry to the Premises or approach to the Active Area so that the Lessee can ensure that the Lessor is aware of the Lessee's safety and security procedures. The Lessor must comply with the Lessee's safety and security procedures including without limitation being accompanied at all times by a representative of the Lessee.
- (e) The Lessee has the right to erect signage around the Premises and the Facility for the purposes of complying with Australian safety standards.

### 4.2 Non-derogation from Grant

The Lessor must not derogate from its grant of this Lease to the Lessee and this obligation of the Lessor is not excluded or in any way limited by any other provision of this Lease.

### 4.3 Subsequent Occupiers

- (a) The Lessor must not knowingly do anything on the Land or grant a right for any third party to occupy the Land in a manner which is likely cause materially adverse physical or radio interference with the Facility.
- (b) Notwithstanding clause 4.3(a) where the Lessor proposes to grant rights of occupancy on the Land to:

- (i) other Carriers or occupiers; or
- (ii) third parties and those rights include the right to operate radio communications and/or telecommunications equipment on the Land

the Lessor must first:

- (iii) promptly give notice to the Lessee of such a proposal; and
  - (iv) where the grant is likely to adversely affect, impair or interfere with (**Affect**) the Lessee's Permitted Use, the Lessor must also obtain the Lessee's consent to such a proposal.
- (c) In considering a request for consent under clause 4.3(b) the Lessee will determine, acting reasonably, if its Permitted Use will be Affected.
- (d) If the Lessee establishes during the Term that changes to other Carriers' or occupiers' facilities after the initial installation of the facility by the other Carrier or occupier Affect the Lessee's Permitted Use, the Lessor, immediately upon receipt of notice from the Lessee, must either:
- (i) arrange for the other Carrier or occupier to modify its facility or the operation of it so that it no longer Affects the Lessee's Permitted Use;
  - (ii) arrange for the relocation of the other Carrier's or occupier's facility so that it no longer Affects the Lessee's Permitted Use; or
  - (iii) terminate the arrangement with the other Carrier or occupier.
- (e) This clause 4.3 does not apply to:
- (i) any person who occupies the Land at the Commencement Date;
  - (ii) the Lessor acting in its capacity as responsible authority under the relevant planning scheme or statute affecting the Land; or,
  - (iii) any person or authority permitted or entitled to use or occupy any part of the Land pursuant to any statute, law, regulation or the order of any court, tribunal or other body exercising lawful authority.
- (f) The Lessor's obligations under clauses 4.3(b)(iv) and 4.3(d) are essential terms of this Lease. The Lessee may treat the Lessor's breach of an essential term as a repudiation of this Lease and may terminate this Lease for breach of this essential term and for repudiation. This clause does not prevent any other obligations under this Lease from being essential terms.

#### 4.4 Condition of Land

The Lessor must repair, maintain and keep in good and substantial repair the Land (including all fixtures and fittings of the Lessor if any) subject always to the obligations of the Lessee under this Lease.

#### 4.5 Permits and Approvals

The Lessor:

- (a) irrevocably authorises the Lessee, at the Lessee's expense, to make applications to any relevant authority for any necessary permits, consents and approvals to enable the development, construction and use of the Facility in accordance with the Permitted Use and to exercise and procure (at the Lessee's discretion) every right of appeal arising from the determination of any such application or the failure to determine such application; and
- (b) must sign all documentation and provide all assistance required by the Lessee, or any person nominated by the Lessee to obtain the permits, consents and approvals referred to in clause 4.5(a).

#### 4.6 Consent of Mortgagee or Chargee

If the Premises are subject to a mortgage or charge, the Lessor must obtain the unconditional mortgagee's or chargee's consent to this Lease and the Lessee must pay the mortgagee's or chargee's reasonable consent costs.

#### 4.7 Surrender

- (a) The Lessee may terminate this Lease on giving the Lessor no less than 20 Business Days' notice at any time where it is unable to comply with or satisfy any Carrier Requirements provided that this right to terminate is only available to the Lessee prior to completion of the initial installation of the Facility.
- (b) Despite any other provision of this Lease, the Lessor covenants that if factors affect the Lessee's use of the Premises to the extent that:
  - (i) the Lessee's carrier licence under the Act is terminated not due to an act or default of the Lessee and for reasons beyond the Lessee's control;
  - (ii) the Lessee is unable to obtain or renew its carrier licence except on terms or conditions which are not acceptable to the Lessee;
  - (iii) the Permitted Use is compromised to the extent that the Premises are no longer required by the Lessee; or
  - (iv) the level of service provided by the Lessee to its customers falls below the coverage level acceptable to the Lessee or as a result of significant network changes, the Facility ceases to operate as a part of the Lessee's telecommunications network; or
  - (v) there is an emergence of radio interference or physical interference which, in the Lessee's reasonable opinion, materially interferes with the Permitted Use or the performance of the Facility

then the Lessee may terminate this Lease on giving to the Lessor no less than 6 months' notice at any time.

- (c) If the Lessee exercises its right to terminate this Lease under clause 4.7(a) or clause 4.7(b):
  - (i) it must at its cost reinstate the Premises in accordance with clause 3.4; and
  - (ii) that termination is without prejudice to any prior claim or remedy which either party may have against the other.

#### 4.8 No Restriction on Commonwealth Legislation

- (a) Nothing in this Lease affects, restricts, limits or derogates from the rights, powers and immunity of the Lessee under and by virtue of the Act or any other applicable legislation and/or regulations of the Commonwealth.
- (b) The Lessor agrees pursuant to clause 17(5) Division 5 Part 1 of Schedule 3 of the Act to waive its right to:
  - (i) be given a notice under clause 17(1) Division 5 Part 1 of Schedule 3 of the Act of the Lessee's exercise of its powers to inspect and/or install a low impact installation and to maintain the Facility; and
  - (ii) object to an activity which would have been the subject of a notice if not for the operation of this clause.
- (c) The operation of this clause survives the expiry or termination of this Lease.

#### 4.9 Access Track and / or Power Connection

Where the Lessee installs, upgrades or maintains at its cost any access track or power connection then any other person (except the Lessor) who wishes to utilise the access track or power connection, must share in the cost of installation, upgrading and maintenance as apportioned by the Lessee. The Lessor must ensure that any subsequent grant of a lease or licence to a third party includes an obligation on that lessee or licensee to bear such apportioned costs.

#### 4.10 Lessee's Property

Subject to clause 3.4(c), the Facility remains at all times the property of the Lessee, even if it becomes attached to the Land.

#### 4.11 Contamination

The Lessor warrants that to the best of its knowledge at the Commencement Date, the Premises do not contain substances hazardous to health or safety.



#### 4.12 Refund of Rent on Termination

If this Lease is terminated by the Lessee prior to the Terminating Date pursuant to clause 5.2(c) the Lessor must, within 20 Business Days of the date of termination, refund to the Lessee any Rent paid in advance for that portion of the Term after the date of termination.

#### 4.13 Events Affecting Land

If:

- (a) the Lessor sells or otherwise disposes of its interest in the whole or any part of the Land;
- (b) the Lessor changes its address for notices; or
- (c) a mortgagee or any other person becomes entitled to the receipt of Rent and other payments under the Lease or becomes entitled to any of the rights and obligations of the Lessor under this Lease

the Lessor must give the Lessee prompt notice of the above circumstances. The Lessee will not be liable for any loss or damage or damages caused by the Lessor's failure to notify under this clause.

#### 4.14 Dealing with the Premises

Subject to compliance with clause 4.13 the Lessor may subdivide the Premises or grant easements except where it will adversely affect with the Lessee's use and occupation of the Premises or its rights under this Lease.

### 5. MUTUAL COVENANTS

#### 5.1 Radio Interference

If there is Interference:

- (a) the Lessor, must as soon as it is aware of the Interference, notify to the Lessee providing details of the Interference;
- (b) the Lessee must, within 5 days of receipt of the Lessor's notice, determine whether the operation of the Facility is the cause of the Interference and notify the Lessor of its determination;
- (c) if the Lessee determines that such Interference is caused by the operation of the Facility it must promptly cease operation of the Facility, eliminate the Interference and thereafter may recommence the operation of the Facility;
- (d) if the Lessee determines that the Interference is not caused by the operation of the Facility, it must immediately notify the Lessor of such determination and continue to use the Facility for the Permitted Use;
- (e) if the Lessor disagrees with the Lessee's determination under clause 5.1(d), either party may refer the matter for determination in accordance with Part 4.3 (Settlement of interference disputes) of the *Radiocommunications Act 1992* (Cth);

- (f) if pursuant to 5.1(e) it is determined that the Interference is caused by the operation of the Lessee's Facility the Lessee must immediately cease operation of the Facility and rectify the Interference and recommence transmission once remedied; and,
- (g) if the Lessee fails to stop the Interference within 14 days of the determination pursuant clause 5.1(d), the Lessor may determine this Lease by giving written notice to the Lessee 14 days notice.

## 5.2 Default and Re-entry

- (a) If the Rent is 1 month in arrears or if the Lessee fails to perform its other obligations under this Lease and the Lessee does not within:

- (i) 20 Business Days in the case of non-payment of Rent; and
- (ii) 60 Business Days in the case of all other breaches,

from the date of receipt of notice from the Lessor providing reasonable particulars of the default:

- (iii) remedy the default; or
- (iv) if the default cannot be remedied, pay reasonable compensation to the Lessor for the loss or damage suffered by the Lessor as a consequence of the default,

then the Lessor may re-enter upon the Premises without interfering with the Facility and subject to all laws relating to the Facility.

- (b) This Lease determines on the Lessor's re-entry but without prejudice to any prior claim or remedy which either party may have against the other.
- (c) If any of the Lessor's covenants and conditions contained or implied in this Lease are not punctually performed or observed, and such default continues for a period of 30 Business Days after notice specifying such default is served on the Lessor, then the Lessee may terminate this Lease by notice to the Lessor. On the serving of the notice of termination by the Lessee this Lease is at an end, but without prejudice to any prior claim or remedy which either party may have against the other.

## 5.3 Costs of Lease

- (a) The Lessee must contribute to the Lessor's reasonable legal fees and disbursements for the preparation, negotiation and execution of this Lease and any other document in connection with this Lease to an amount not exceeding \$1,500.00.
- (b) If stamp duty or registration fees are:
  - (i) payable on this Lease; and
  - (ii) the relevant law makes the Lessee liable to pay themthe Lessee will pay the applicable stamp duty or registration fees.

- (c) The Lessee must pay the Lessor's reasonable costs:
  - (i) in giving consent or approval under this Lease (including the Lessor's consultant's costs incurred by the Lessor in relation to assessing the Lessee's request for consent) up to a maximum of \$1,000.00 and,
  - (ii) the reasonable costs of obtaining mortgagee's consent to this Lease (if required).

#### 5.4 Holding Over

- (a) If the Lessee occupies the Premises after the Terminating Date without demand for possession by the Lessor and the Lessee is not entitled to or does not want a new lease, then the Lessee occupies the Premises under a yearly tenancy.
- (b) The Lessee occupies the Premises at the same Rent payable prior to the Terminating Date increased in accordance with the Fixed Increase Method as if the commencement date of the yearly tenancy was a Fixed Increase Date, and otherwise on the same terms as this Lease, so far as they can be applied to a yearly tenancy.
- (c) Either party may terminate the yearly tenancy by giving no less than 1 year's notice to the other (which notice may expire at any time).

#### 5.5 Option to Renew

- (a) Unless the Lessee gives to the Lessor either:
  - (i) at least 3 months' notice before the Terminating Date that the Lessee does not want a new lease of the Premises for a Further Term; or
  - (ii) notice before the Terminating Date that the Lessee does not want a new lease of the Premises for a Further Term but that it wishes to remain in possession of the Premises pursuant to clause 5.4,

then provided the Lessee is not then in breach of an essential term of this Lease of which it has been notified by the Lessor, the Lessor must grant to the Lessee a new lease of the Premises for that Further Term.

- (b) The new lease must be on the same terms and conditions as this Lease except that:
  - (i) **(Reference Schedule)** any necessary changes are made to Items 5, 6, 7 and 11 in the new lease;
  - (ii) **(Rent)** the rent to be inserted in Item 8 is the Rent payable on the Terminating Date of this Lease determined in accordance with clause 3.1(c); and
  - (iii) **(clause 5.3)** clause 5.3 is to be deleted and replaced with the following clause:

##### "5.3 Costs of Lease

- (a) Each party must bear their own legal fees and disbursements for the preparation, negotiation and execution of this Lease.

- (b) If stamp duty or registration fees are:
  - (i) payable on this Lease; and
  - (ii) the relevant law makes the Lessee liable to pay themthe Lessee will pay the applicable stamp duty or registration fees."

## 6. INSURANCE AND INDEMNITY

### 6.1 Property Insurance - Lessee to self insure

For so long as Telstra Corporation Limited (or its corporate successor) is the Lessee, the Lessor acknowledges that the Lessee will self insure the respective rights and interests of the Lessor and the Lessee for damage which must be repaired by the Lessee under this Lease.

### 6.2 Lessee to insure if self insurance ceases

If the Lessee:

- (a) elects to discontinue; or
- (b) is unable to continue,

the self insurance referred to in clause 6.1, the Lessee must effect such insurance with an insurer reasonably approved by the Lessor against the insurable risks required under this Lease.

### 6.3 Workers' Compensation Insurance

For so long as Telstra Corporation Limited (or its corporate successor) is the Lessee, the Lessor acknowledges that the Lessee holds a licence pursuant to the *Safety, Rehabilitation and Compensation Act 1988* (Cth).

### 6.4 Public Liability Insurance

- (a) For so long as Telstra Corporation Limited (or its corporate successor) is the Lessee, the Lessor acknowledges that the Lessee has a global insurance policy which includes public liability insurance in excess of \$20 million and which includes the Lessor as an insured to the extent required in this Lease.
- (b) If requested in writing by the Lessor, the Lessee will provide the Lessor with a letter confirming the Lessee's insurance as specified under this clause, such request not to be made more than once a year during the Term.

### 6.5 Not Invalidate Policies

The Lessee must not knowingly do anything which may make insurance effected by the Lessee or the Lessor invalid or which in respect of the Lessor's insurance, may increase such insurance premiums.

## 6.6 Indemnity

- (a) The Lessee indemnifies the Lessor against any liability, loss, damage, costs or expenses incurred or suffered by the Lessor which is caused solely and directly by:
  - (i) a breach of this Lease by the Lessee; or
  - (ii) the negligence of the Lessee or an employee or agent of the Lessee acting within the scope of their authority.
- (b) The indemnity provided by the Lessee under this clause 6.6 will not exceed \$30 million per event and in the aggregate.
- (c) The liability of the Lessee to indemnify the Lessor under this clause 6.6 must be reduced proportionately to the extent that any act or omission of the Lessor contributed to the liability, loss, damage, costs or expenses.
- (d) In defending or settling any claim, action or demand the subject of an indemnity under this clause 6.6, the Lessor must follow the Lessee's reasonable instructions.
- (e) The Lessor must not settle any claim, action or demand the subject of an indemnity under this clause 6.6 without obtaining the prior consent of the Lessee, and the Lessor must take reasonable steps to mitigate any liability, loss, damage, costs or expenses including taking reasonable court action to defend any claim, action or demand made against the Lessor.

## 7. NOTICES

### 7.1 Authorised Representative

In this clause 7.1 Authorised Representative:

- (a) *in the case of the Lessor* - means the Lessor, a director of the Lessor (if the Lessor is a company) or any other person (including an agent or lawyer) notified by the Lessor to the Lessee as its Authorised Representative; and
- (b) *in the case of the Lessee* - means the Property Management Director set out at Item 2, or any other person (including an authorised employee or officer of the Lessee, an agent or lawyer) notified by the Lessee to the Lessor as its Authorised Representative.

### 7.2 How to give a notice

Subject to clause 7.3, a notice, consent or other communication under this Lease is only effective if it is:

- (a) in writing, signed by or on behalf of the person giving it;
- (b) addressed to the person to whom it is to be given; and
- (c) either:
  - (i) delivered or sent by pre-paid mail (by airmail, if the addressee is overseas) to that person's address; or



- (ii) sent by facsimile transmission or email to that person's address (where they are specified in the Reference Schedule, or as notified to the other party in writing from time to time). Where more than one address is specified, the notice consent or other communication must be sent to all specified addresses.

### 7.3 Oral Notice

Where this Lease expressly permits that a notice may be given orally, then:

- (a) *in the case of a notice from the Lessor* - the notice can be given by the Lessor's Authorised Representative; and
- (b) *in the case of a notice from the Lessee* - the notice can be given by the Lessee's Authorised Representative.

### 7.4 When a notice is given

A notice, consent or other communication that complies with this clause is regarded as given and received:

- (a) where it is given by email:
  - (i) *if delivered by 5.00 pm on a Business Day* - at the time (local time in the place of receipt) specified in the delivery confirmation or receipt generated by the sender's email; or
  - (ii) *if delivered after 5.00 pm on a Business Day or on a day that is not a Business Day* - on the next Business Day after the time (local time in the place of receipt) specified in the delivery confirmation or receipt generated by the sender's email;
- (b) where it is sent by facsimile transmission upon receipt by the addressee evidenced by the sender's facsimile machine confirming the facsimile has been transmitted;
- (c) where it is sent by mail:
  - (i) within Australia - 3 Business Days after posting; or
  - (ii) to or from a place outside Australia - 7 Business Days after posting; and
- (d) if it is given orally - at the time it is given.

### 7.5 Address for notices

A person's address, facsimile address and email are those set out below that person's name in the relevant Item in the Reference Schedule in this Lease, or as the person notifies the sender.

## 8. GST

### 8.1 Recovery of GST

If one party (**supplying party**) makes a taxable supply and the consideration for that supply does not expressly include GST, the party that is liable to provide the consideration (**receiving party**) must also pay an amount (**GST amount**) equal to the GST payable in respect of that supply.

### 8.2 Time for payment of GST amount

Subject to first receiving a tax invoice or adjustment note as appropriate, the receiving party must pay the GST amount when it is liable to provide the consideration.

### 8.3 Indemnity and reimbursement payments

If one party must indemnify or reimburse another party (**payee**) for any loss or expense incurred by the payee, the required payment does not include any amount which the payee (or an entity that is in the same GST group as the payee) is entitled to claim as an input tax credit, but will be increased under clause 8.1 if the payment is consideration for a taxable supply.

### 8.4 Adjustment events

If an adjustment event arises in respect of a taxable supply made by a supplying party, the GST amount payable by the receiving party under clause 8.1 will be recalculated to reflect the adjustment event and a payment will be made by the receiving party to the supplying party, or by the supplying party to the receiving party, as the case requires.

### 8.5 Change in the GST law

If the GST law changes (including without limitation as a result of a change in the GST rate) after the date of this Lease, any consideration that expressly includes GST must be adjusted to reflect the change in the GST law.

### 8.6 Time limit on payment of the GST amount

Notwithstanding any other provision in this Lease, the receiving party is not required to pay the GST amount referred to in clause 8.2 unless it has received a tax invoice in respect of the supply (or, if section 156-5(1) of the GST Act applies to the supply, the periodic or progressive component of the supply) from the supplying party within three years and 11 months after the end of:

- (a) the first calendar month in which any of the consideration for the supply (or the periodic or progressive component of the supply) is provided; or
- (b) if an invoice is issued prior to the provision of any of the consideration for the supply (or the periodic or progressive component of the supply), the calendar month in which the invoice is issued.

### 8.7 Interpretation

In this Lease:

- (a) terms used that are defined in the A New Tax System (Goods and Services Tax) Act 1999 (Cth) (**GST Act**) have the meaning given in that Act, unless the context makes it clear that a different meaning is intended; and
- (b) consideration includes non-monetary consideration, in respect of which the parties must agree on a market value, acting reasonably; and
- (c) in addition to the meaning given in the GST Act, the term "GST" includes a notional liability for GST.

## 9. Redevelopment

### 9.1 Interpretation

In this clause:

**Consultation Period** means the period of 60 Business Days from the date of the end of the Response Period.

**New Premises** means the relevant Relocation Site to which the Lessee agrees to relocate to under this clause.

**Redevelopment** means any redevelopment of the Land by the Lessor that cannot be reasonably undertaken without the removal of the Facility or any part of it.

**Relocation Notice** means a notice in writing from the Lessor to the Lessee setting out reasonable particulars of the proposed Redevelopment and identifying suitable sites on the Land for the relocation of the Facility or the relevant part of it.

**Relocation Sites** means the suitable sites identified in the Relocation Notice or as otherwise identified as a suitable site during the Consultation Period.

**Response Period** means a period of six (6) months of receipt by the Lessee of the Relocation Notice.

### 9.2 Redevelopment and Relocation

If the Lessor proposes to carry out any Redevelopment then:

- (a) the Lessor will give the Lessee a Relocation Notice identifying the Relocation Sites;
- (b) following receipt of the Relocation Notice, the Lessee will notify the Lessor within the Response Period whether or not any of the Relocation Sites are suitable for the Lessee's purposes;
- (c) if the Lessee advises the Lessor that all of the Relocation Sites are unsuitable for the Lessee's purposes or the Lessee fails to respond to the Relocation Notice within the Response Period, the Lessor and the Lessee will consult to identify other Relocation Sites within the Consultation Period. If the parties cannot agree on a suitable Relocation Site by the end of the Consultation Period then the Lessor will be entitled to terminate this Lease by giving 12 months' notice of termination of this Lease to the Lessee;

- (d) if during the Response Period or the Consultation Period the Lessee notifies the Lessor that a Relocation Site is suitable for the Lessee's purpose, then the Lessee will relocate to that site within, either:
  - (i) 12 months of giving that notice, where the Lessee is not required to obtain a planning permit for the purposes of the relocation; or
  - (ii) 18 months of giving that notice, where the Lessee is required to obtain a planning permit for the purposes of the relocation;
- (e) the Lessor will allow the Lessee all necessary access to the Land for the purpose of relocation and provide any consents necessary to facilitate the relocation;
- (f) the Lessor will bear all necessary costs relating to any relocation, and the rent will abate for any period during any relocation that the Facility cannot operate adequately;
- (g) upon relocation:
  - (i) the Premises will be deemed to include the New Premises and will exclude the site from which the Lessee has relocated; and
  - (ii) the parties will do all things reasonably necessary, including the execution and registration of any documentation necessary for the surrender and regrant (where applicable) on the same terms as this Lease except that the Premises demised will include the New Premises and will exclude the site from which the Lessee has relocated;
- (h) the Lessor must not exercise its rights under this clause 9 at any time earlier than 5 years from the Commencement Date;
- (i) if the Lessor gives the Lessee a Redevelopment Notice, the Lessee at any time may give the Lessor not less than 3 months and not more than 12 months notice of the termination of this Lease; and
- (j) despite anything else contained in this Lease:
  - (i) in the event of Redevelopment the Lessee will not be required to remove all or any part of the Facility; and

the Lessee will not be required to repair or reinstate any part of the Premises in the event the Lessee elects to move to the New Premises or terminate this Lease.

#### 10. EMR audits

The Lessee must:

- (a) ensure that the level of electromagnetic radiation (EMR) emanating from the Facility is within the limits specified by the Australian Radiation and Nuclear Protection Agency (ARPANSA) (or any subsequent Australian Standard); and

- (b) reduce the level of EMR emanating from the Facility immediately in the event that the EMR exceeds the relevant Australian Standard (or any subsequent standard).

11. **Special Conditions**

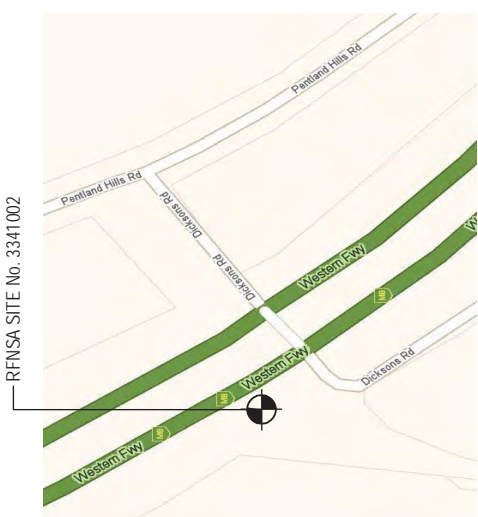
The Lessor and the Lessee must comply with the Special Conditions as if they were reproduced here in full.





ANNEXURE A - PREMISES PLAN

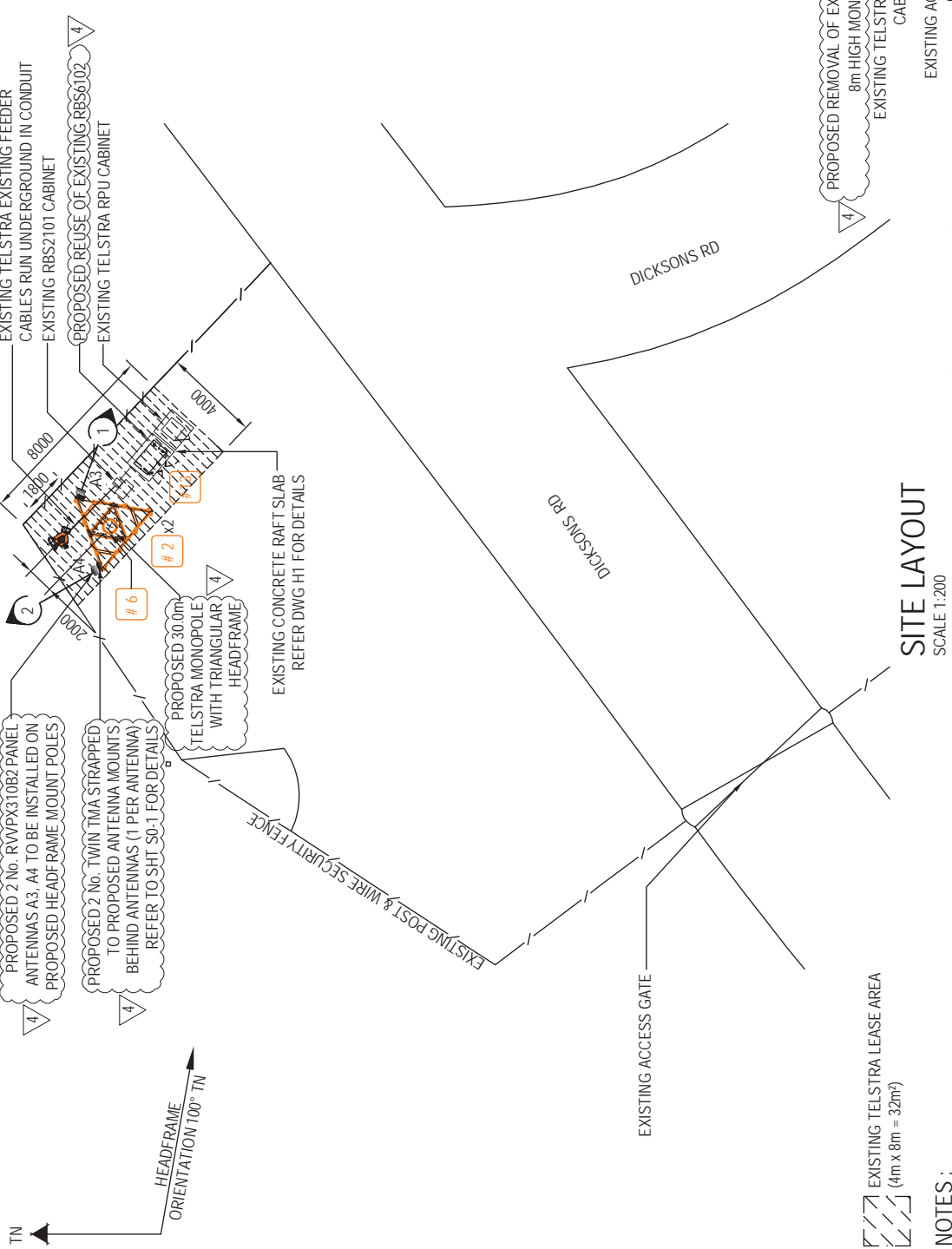
Premises Plan



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### LOCALITY PLAN

NOT TO SCALE



### SITE LAYOUT

SCALE 1:200

- NOTES:**
- ALL FEEDER ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615. (MONOPOLE SITES).
  - ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615. (TOWER / ROOFTOP SITES).
  - FOR SITE SPECIFIC NOTES REFER TO SHEETS S0 & S0-1.
  - ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED.
  - PROPOSED TELSTRA LEASE AREA (4m x 8m = 32m<sup>2</sup>)
  - DRAWING TO BE READ IN CONJUNCTION WITH RFSR DRAWING AND AUDIT REPORT.

**COMPLIANCE BOX**  
COMPLETED AS PER DESIGN   
ALTERATIONS IN RED   
NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

<b>SITE STRUCTURE CO-ORDINATES (GDA94)</b>	
GPS READING ACCURACY: ±10m	
CENTRE OF EXISTING POLE	
LATITUDE	-37.66151° (GDA94)
LONGITUDE	144.37496° (GDA94)

<b>PROPERTY DESCRIPTION</b>	
PART OF LOT (TBC) ON (TBC)	
PARISH OF (TBC)	
COUNTY OF (TBC)	

ORDER	DRAWN	CHKD	AMENDMENT
VT15724.01	SB	RA	JERSEY AS-BUILT CP952232MYGD
VT15724.01	PG	MT	LTE700 ADDITION - 30049635W0159KOR
VT17882.01	HH	MS	AS BUILT - 30049635W0159KOR - LTE700
	YH	MT	LTE700 ADDITION - 3006256W058KOR

EXAM	APPD	DATE	ISS
RA	DT	16.11.07	1
TR	FJ	11.08.15	2
MS	BB	09.02.16	3
TR	FJ	14.06.17	4

**Telstra**

MOBILE NETWORK SITE 59310  
MYRNIONG

SITE LAYOUT AND ACCESS  
36 DICKSONS ROAD, PENTLAND HILLS, VIC 3341

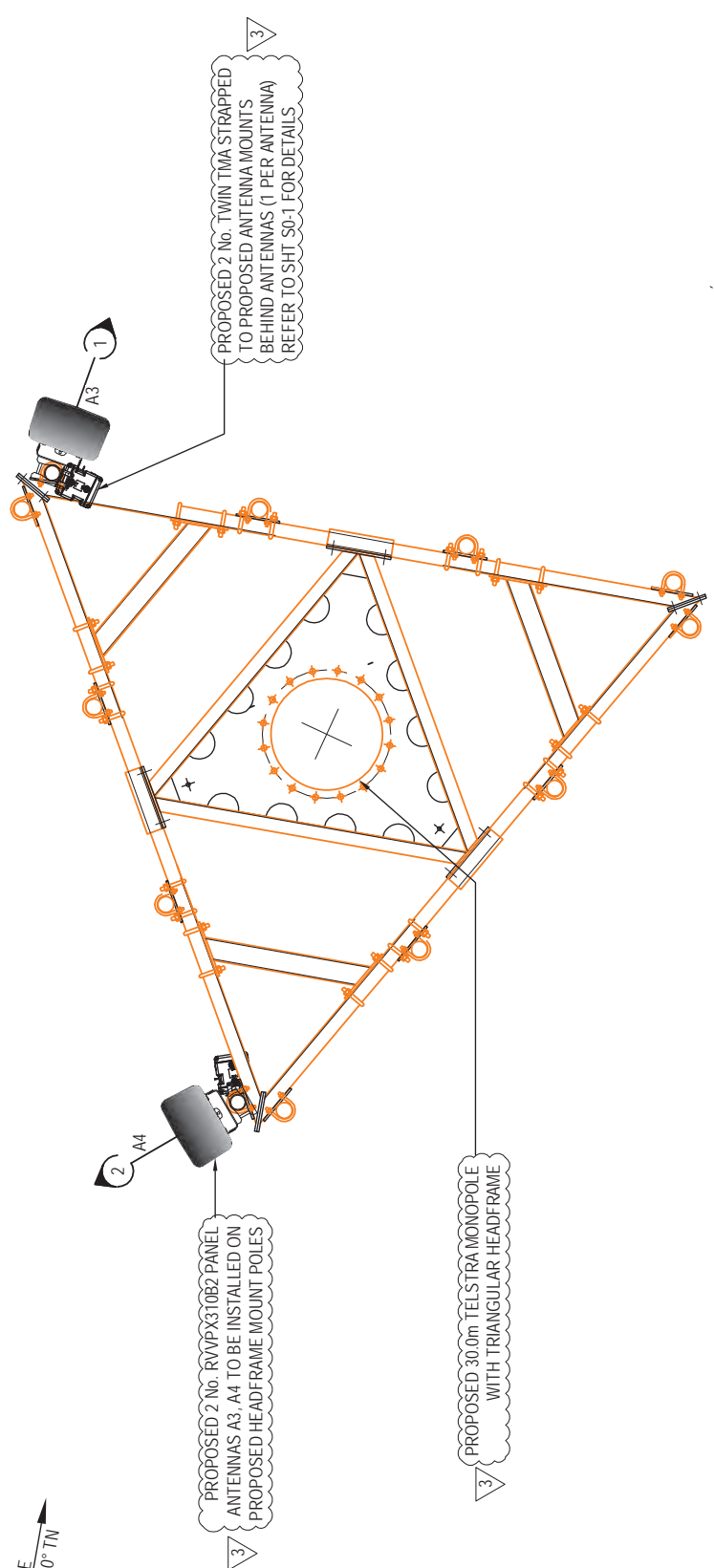
DWG NO. **V107296** SHT NO. **S1** INDEX

**FOR CONSTRUCTION**

**ANNEXURE B - ANTENNA PLAN**

**Antenna Plan**

TN  
HEADFRAME  
ORIENTATION 100° TN



ANTENNA LAYOUT DETAILS @ EL 30.0m

SCALE 1:25



**COMPLIANCE BOX**  
 COMPLETED AS PER DESIGN   
 ALTERATIONS IN RED   
 NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

FOR CONSTRUCTION

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
VT15724.01	PG	MT	LTE700 ADDITION - 30049835W0159KOR	TR	FJ	11.08.15	1
VT15724.01	HH	MS	AS BUILT - 30049835W0159KOR - LTE700	MS	BB	09.02.16	2
VT17682.01	YH	MT	LTE700 ADDITION - 30060256W035KOR	TR	FJ	14.06.17	3



MOBILE NETWORK SITE 59310  
MYRNIONG

ANTENNA LAYOUT DETAILS  
36 DICKSONS ROAD, PENTLAND HILLS, VIC 3341

DWG NO. V107296

SHT NO. S1-1  
INDEX



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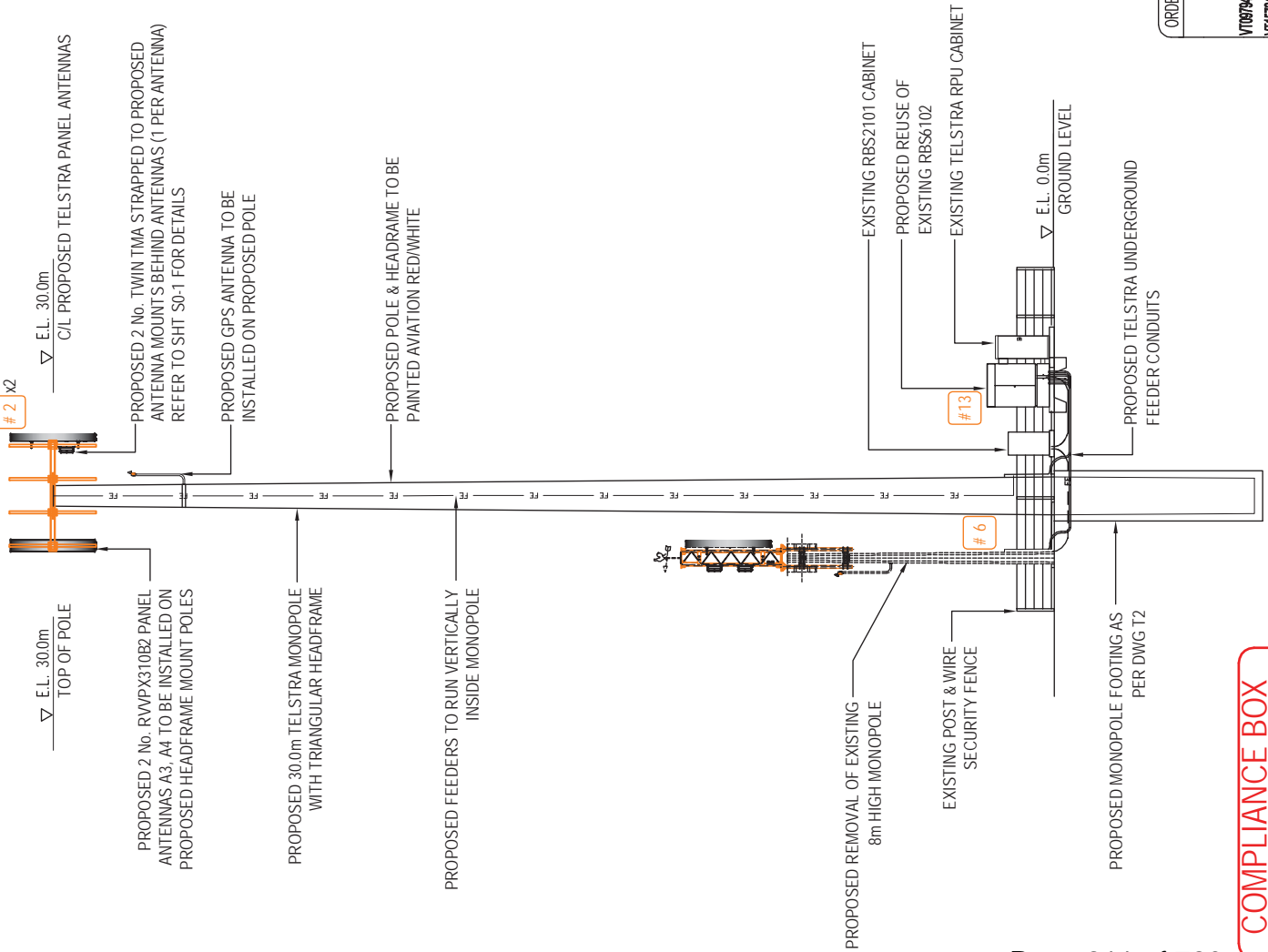
**NOTES :**

- ALL FEEDER ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615. (MONOPOLE SITES).
- ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615. (TOWER / ROOFTOP SITES).
- FOR SITE SPECIFIC NOTES REFER TO SHEETS S0 & S0-1.
- FOR EME SIGNS NOTED AS #X REFER TO 005486 DOCUMENTS FOR DETAILS.
- ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED.
- THE ANTENNA CONFIGURATION TABLE IS TO BE PRODUCED USING THE RFSR.
- DRAWING TO BE READ IN CONJUNCTION WITH RFSR DRAWING AND AUDIT REPORT.

# 2 EME TELSTRA #2 SIGN  
 PROPOSED SIGNS TO BE UV STABLE STICKERS  
 AND FIXED TO REAR OF ALL TELSTRA  
 PANEL ANTENNAS (2 OFF)

# 6 EME TELSTRA #6 SIGN  
 PROPOSED SIGN TO BE SECURED 1.5m AGL TO  
 PROPOSED MONOPOLE

# 13 EME TELSTRA #13 SIGN  
 EXISTING SIGN TO BE SECURED TO TELSTRA RBS6102



**FOR CONSTRUCTION**

**Telstra**

MOBILE NETWORK SITE 59310  
 MYRNIONG  
 SOUTH WEST ELEVATION  
 36 DICKSONS ROAD, PENTLAND HILLS, VIC 3341

DWG NO. **V107296** SH1 NO. **S3** INDEX

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
VT10794.01	SB	RA	JERSEY AS-BUILT CP96232MYGD	RA	DT	16.11.07	1
VT15724.01	KK	M/McM	MERCS COMPLIANCE A-4600075.1.4.08	BA	BA	01.06.09	2
VT15724.01	DL	JG	AS BUILT 3G950 2ND CARRIER UFG 71217365W001NG	DL	DL	06.12.11	3
VT171822.01	PG	MT	LTE700 ADDITION - 30046835W0159KOR	TR	FJ	11.08.15	4
	HH	MS	AS BUILT - 30046835W0159KOR - LTE700	MS	BB	09.02.16	5
	YH	MT	LTE700 ADDITION - 30046835W038KOR	TR	FJ	14.06.17	6

**kordia**  
 people & technology as one

**SOUTH WEST ELEVATION**  
 SCALE 1:150

**COMPLIANCE BOX**  
 COMPLETED AS PER DESIGN  
 ALTERATIONS IN RED  
 NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

ANNEXURE C - LICENSED AREA

Not Used

ANNEXURE E SPECIAL CONDITIONS

Not Used

### 11.3.2 Third Quarter (January – March) Council Plan Actions 2017-2018

#### Introduction

File No.: 02/02/002  
Author: Vanessa O'Toole  
General Manager: Danny Colgan

#### Background

The 2017-2021 Council Plan was adopted by Council in July 2017. 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 four Strategic Objectives or main themes that guide new initiatives and continuing services, these being:

1. Providing Good Governance and Leadership
2. Minimising Environmental Impact
3. Stimulating Economic Development
4. Improving Social Outcomes

Each Strategic Objective has a set of Contexts or desired outcomes with sets of Strategic Actions to be undertaken over the planned 4 years to achieve the objectives.

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

#### Discussion

The 2017/18 Council Plan Actions Third Quarter Progress Report contained in Attachment 1 shows each of the actions and their progress comments for the 2017/18 Financial Year. Overall there are 80 actions being reported in quarter 3, with 41 actions having reached 90% or greater of their target for the period, and 29 actions having achieved between 60 and 90% of target. 10 actions remain at less than 60% of their target.

The following table summarises the status of the 2017/18 Council Plan Actions for this quarter:

Strategic Objective	Not Started	In Progress	Deferred	Completed	Total
1. Providing Good Governance and Leadership	0	21	0	3	24
2. Minimising Environmental Impact	0	12	0	1	13
3. Stimulating Economic Development	0	13	1	3	17
4. Improving Social Outcomes	1	13	0	3	17
2016/17 actions carried over from the previous Council Plan	0	6	0	3	9
<b>Totals</b>	<b>1</b>	<b>65</b>	<b>1</b>	<b>13</b>	<b>80</b>

### Proposal

This report is to inform Council and the community on the progress of key Council Plan actions for the 2017/18 Financial Year.

### Policy Implications

The 2017–2021 Council Plan provides as follows:

**Strategic Objective** Providing Good Governance and Leadership

**Context** Our Business and Systems

**Strategic Action** Service Reviews

### 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

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 – Vanessa O'Toole*

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 third quarter. Overall there are 80 actions being reported in quarter 3, with 41 actions having reached 90% or greater of their target for the period, and 29 actions having achieved between 60 and 90% of target. The 10 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 Third Quarter (January - March) 2017/18 Council Plan Actions Progress Report.**

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## Report Authorisation

Authorised by:

Name:

Title:

Date:



Danny Colgan

General Manager Social & Organisational  
Development

Friday, 13 April 2018

# Attachment - Item 11.3.2



Moorabool Shire Council

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

July 2017 - March 2018

Report Filters:

Date From :01-07-2017

Date To :30-03-2018

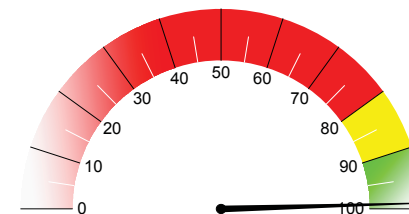
Display Task : No

Action Filter :Council Plan



2017/18 Council Plan Actions Second Quarter  
(January - March) Progress Report

## Action Progress Against Targets





- 80 Actions reported on
- 55 At least 90% of action target achieved
- 16 Between 60 and 90% of action target achieved
- 9 Less than 60% of action target achieved
- 0 Actions with no target set


**Strategic Objective: 1 Providing Good Governance and Leadership**

Context: 1.1 (1A) Our Assets and Infrastructure


**STRATEGIC ACTION:** 1.1.1 Asset Management

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.1.1 Undertake a road management plan review	Completed	1/07/2017	30/09/2017	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>	
Management	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
A review of Council's existing Road Management Plan and its associated registers was undertaken and following a public consultation process, the document was adopted on 07 June 2017.						
Last Updated - 02/10/2017						
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.1.2 Review Asset Policy and Strategy including Capitalisation and Revaluation Policy	In Progress	1/07/2017	31/03/2018	95%	88%	 GREEN
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	
Asset Management	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
Asset Management Policy was adopted at the July 2017 Ordinary Meeting of Council. The Asset Management Strategy, Capitalisation and Revaluation Policies will be presented to the Ordinary Meeting of Council in April 2018 for adoption.						
Last Updated - 14/03/2018						


**STRATEGIC ACTION: 1.1.4 Produce 10 Year Capital Improvement Programs**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.4.1 Produce 10 Year Capital Improvement Programs (2017-2021)	John Miller - Manager Asset Management In Progress	1/07/2017	31/12/2017	90%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Asset Management	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
A draft 10 Year Capital Improvement Program has been developed and will be presented to Council as part of the Annual Budgeting Process for 2018/2019						
Last Updated - 20/03/2018						

**STRATEGIC ACTION: 1.1.5 Deliver Annual Capital Improvement Programs**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.5.1 Deliver Annual Capital Improvement Programs (2017-2021)	Tristan May - Capital Works Coordinator In Progress	1/07/2017	30/06/2018	75%	66%	 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 Capital Improvement Program is progressing well with the majority of projects either fully constructed or currently under construction. The Capital Improvement Program quarterly progress report to Council provides further detail on each individual project.						
Last Updated - 26/03/2018						

**STRATEGIC ACTION: 1.1.9 Develop Infrastructure Policy**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.9.1 Develop Infrastructure Policy for traffic calming (2017-2021)	John Miller - Manager Asset Management In Progress	1/07/2017	31/03/2018	80%	88%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Asset Management	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
A draft Traffic Calming Policy has been developed and is scheduled to be presented to an Ordinary Meeting of Council in May 2018.						
Last Updated - 20/03/2018						



Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.1.9.2 Develop Infrastructure Policy for unmade road reserves (2017-2021)	John Miller - Manager Asset Management	Completed	1/07/2017	30/09/2017	100%	100%	 GREEN

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


**Linked action filters:** Council Plan

**Action Progress Comments**  
 The Unmade Road Reserve Policy was adopted at the Ordinary Meeting of Council in May 2017.  
 Last Updated - 11/10/2017




## Context: 1.2 (1B) Our People




**STRATEGIC ACTION:** 1.2.1 Councillor Development


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2.1.1 Councillor Development – induction and ongoing professional development (2017-2021)	Rob Croxford - Chief Executive Officer In Progress	1/07/2017	30/06/2018	75%	66%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
CEO's Office	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
The induction program has been completed for the Council elected in October, 2016. A report on resources and processes available for Councillors in relation to training, mentoring and support was provided to the July Ordinary Meeting of Council. Ongoing support and training opportunities are available to Councillors as required. A good governance review was completed with a report to Council on 20 December, 2017.						
Last Updated - 06/04/2018						

**STRATEGIC ACTION:** 1.2.4 PR Communication and Marketing

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2.4.1 Review the PR Communications and Marketing Strategy	Dianne Elshaug - Coordinator, Communications & Office of the CEO In Progress	1/07/2017	31/12/2017	90%	100%	 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>						
A report was submitted to the 4 April, 2018 Ordinary Meeting of Council for Council's consideration.						
Last Updated - 06/04/2018						

**STRATEGIC ACTION: 1.2.6 Risk and OHS Management**

<b>Action</b>		<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>
1.2.6.1 Develop an OHS Strategy	Vanessa O'Toole - Manager Governance & Organisational Development	In Progress	1/07/2017	31/05/2018	70%	70%	 GREEN
<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>							
Greencap the company engaged by Council for this project and is undertaking consultation with key stakeholders. These interviews will be followed in April by the development of draft documentation which will form the basis of the OHS strategy. The project is on target in respect to timelines and milestones with the strategy expected to be presented to Council in June this year.							
Last Updated - 24/04/2018							
<b>Action</b>		<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>
1.2.6.2 Enhance OHS systems and procedures (2017-2021)	Vanessa O'Toole - Manager Governance & Organisational Development	In Progress	1/07/2017	30/06/2018	50%	66%	 YELLOW
<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>							
A OHS system and safe working procedures have been developed in respect to the Infrastructure directorate . The next stage of this project will be to revise the safe working procedures developed across the organisation with work to be completed by June 2018.							
Last Updated - 11/04/2018							
<b>Action</b>		<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>
1.2.6.3 Review identified corporate, strategic and operational risks (2017-2021)	Vanessa O'Toole - Manager Governance & Organisational Development	In Progress	1/07/2017	30/06/2018	60%	66%	 GREEN
<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>							
All operational risks are reviewed on an annual basis by service unit managers. Council's Strategic Risk profile is reviewed twice yearly with a report being tabled at the May and November Audit & Risk Committee meetings. A report in relation to Corporate risks will be developed in May with any high or extreme risks reported to Council in June 2018.							
Last Updated - 11/04/2018							

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.2.6.4 Prepare and implement child safety standards across the organisation	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2017	30/06/2018	66%	66%	 GREEN


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

**Linked action filters:** Council Plan

**Action Progress Comments**  
 The draft policies were presented to the Ordinary Meeting of Council on the 4 April 2018 for endorsement for the purposes of community engagement, with a further report to be presented to the Ordinary Meeting of Council on the 2 May following the community exhibition period.  
 Last Updated - 24/04/2018

## Context: 1.3 (1C) Our Business &amp; Systems

## STRATEGIC ACTION: 1.3.1 Legislative and Regulatory

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.1.1 Review the Local Law	Robert Fillisch - Manager Statutory Planning & Community Safety	In Progress	1/07/2017	30/06/2018	50%	66%	 YELLOW


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Local Laws Compliance	Recurrent				

**Linked action filters:** Council Plan

**Action Progress Comments**

The final document for public consultation will be completed at the end of March 2018. Formal public consultation will be undertaken in March/April 2018. Final report will be presented to the Ordinary Council meeting in June 2018 with recommendation for approval to lay on the table. Final approval will be sought at the Ordinary Council meeting in July 2018.

Last Updated - 15/03/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.1.2 Review the Municipal Strategic Statement (MSS) (2017-2019)	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	30/06/2018	20%	66%	 RED

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


**Linked action filters:** Council Plan

**Action Progress Comments**

The MSS review will be initiated once Amendment C79 (Bacchus Marsh Housing) and C81 (Urban Growth Framework) are completed. A report on project plan will be presented to Council at the May 2018 Ordinary Meeting of Council.

Last Updated - 19/12/2017

## STRATEGIC ACTION: 1.3.2 ICT

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.2.1 Implement Phases 2 and 3 of the Digital Strategy (2017-2019)	Chris Parkinson - Manager, Information & Communication Technology	In Progress	1/07/2017	30/06/2018	20%	66%	 RED

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


**Linked action filters:** Council Plan

**Action Progress Comments**

A public tender for an Intranet system was released in early March and closes at the end of that month. Evaluation of the submissions will be carried out by the project group to determine a preferred supplier and initiate the project.

For the second component of this action, development of a functional specification for a new Geographical Information System (GIS) is expected to commence in April with this work completed by the end of June.

Last Updated - 29/03/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.2.2 Streamline integrated corporate reporting systems and methods	Danny Colgan - GM Social and Organisational Development	In Progress	1/01/2018	30/06/2018	80%	34%	 GREEN

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

**Linked action filters:** Council Plan

**Action Progress Comments**

The project has been scoped with the scope endorsed by the Management Group. The current reporting undertaken by each service unit including the methods of reporting and systems being used has been collected. The information is being analysed with the intent to streamline reporting, eliminate duplicate reporting and inform the development of corporate reporting systems. A draft report is expected to be presented to the Executive Group in May.

Last Updated - 12/04/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.2.3 Implement the Maintenance Management System	John Miller - Manager Asset Management	In Progress	1/07/2017	30/06/2018	85%	66%	 GREEN

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


**Linked action filters:** Council Plan

**Action Progress Comments**

Implementation of the Maintenance Management System is progressing and now being used for road/footpath inspections and running live for several crews. The system is scheduled to be fully operational by the end of June 2018.

Last Updated - 26/03/2018

**STRATEGIC ACTION: 1.3.3 Service Reviews**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.3.1 Develop Service Plans for all services (2017-2019)	Danny Colgan - GM Social and Organisational Development	Completed	1/07/2017	30/06/2018	100%	66%	 GREEN

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


**Linked action filters:** Council Plan

**Action Progress Comments**


Service units have developed and are working to services plans for the 2017/2018 period.




Last Updated - 23/04/2018




Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.3.2 Undertake service reviews in accordance with the policy and framework and as determined by Council	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2017	30/06/2018	83%	66%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Services Governance	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
The Council at its meeting held on the 6 December 2017 endorsed a report into the review of Aged and Disability Services and the School Crossing Service .							
A revised final draft report on the Open Space Maintenance Management Plan and the Open Space Mowing Service Review was presented at the Ordinary Meeting of Council held in February 2018.							
At the Ordinary Meeting of Council held on the 7 March 2018, the Council resolved to review Governance, Cleaning of Public Toilets and the Visitor Information Centre over the next 12 months.							
Last Updated - 23/04/2018							

**STRATEGIC ACTION: 1.3.4 Financial Sustainability**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.4.1 Annually review the Long Term Financial Plan (2017-2021)	Steven Ivelja - Manager Finance	In Progress	1/07/2017	31/12/2017	85%	100%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Financial Service	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
A base model has been prepared for the commencement of the 2018/19 Annual Plan & Budget. The model will be used to facilitate high level discussions with Council in ongoing budget discussions and in reviewing the need to make a rate cap variation. The Long Term Financial Plan forms a critical component of the overall budget process .							
The long term financial plan will be refreshed as part of the current budget process to ensure that the 2018/19 budget fits within the established financial parameters based on a rate cap of 2.25%.							
Last Updated - 29/03/2018							

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3.4.2 Annually review the need to make a rate cap variation (2017-2021)	Steven Ivelja - Manager Finance	Completed	1/07/2017	31/12/2017	100%	100%	
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Financial Service	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
At its special meeting of Council on Wednesday 20 December Council considered a report and formally resolved to not apply for a rate cap variation for the 2018/19 financial year. The budget and long term financial plan will be prepared based on a set 2.25% rate cap.							
Last Updated - 29/03/2018							
Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3.4.3 Review the Rating Strategy (2017-2019)	Steven Ivelja - Manager Finance	In Progress	1/07/2017	31/03/2018	80%	88%	
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Financial Service	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
A draft Municipal Rate Strategy was presented to the 7 February 2018 Council meeting and was subsequently placed on public exhibition for four weeks seeking submissions. The exhibition period closed on 19 March 2018 and the draft strategy will be presented to the May Council Meeting responding to submissions and seeking adoption.							
Last Updated - 26/03/2018							
Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.3.4.4 Identify and develop shared services with other LGs, community and private sector organisations (2017-2021)	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2017	30/06/2018	75%	66%	
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Community Services Governance	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
A draft report is being prepared that identifies and develops other shared service opportunities. The project is being undertaken in phases over the four-year life of the Council Plan 2017-2021. Opportunities for shared services with Hepburn Shire Council and City of Ballarat Council are progressing in relation to waste, recycling and building surveying services.							
Last Updated - 12/04/2018							

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
1.3.4.5 Seek funding for new, upgrade and renewed community facilities (2017-2021)	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2017	30/06/2018	75%	66%	 GREEN

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

**Linked action filters:** Council Plan

**Action Progress Comments**

An application for funding for the upgrade of the lighting at Maddingley Park Reserve, Bacchus Marsh and resurfacing works at the Bacchus Marsh Tennis Club have been successful with \$100,000 awarded to the Council by the Victorian Government for the lighting project and \$100,000 for the Bacchus Marsh Tennis Court Project.


An application for funding for enhancements to the Council's Rural Library Van and service has been successful with \$39,000 awarded to the Council by the Victorian Government.

An application to the Department of Health and Human Services under the Changing Places Program has been successful with Council granted \$100,000 for the purchase of a Marveloo Changing Places Facility.


A funding application has been submitted to the Building Better Regions Fund for the Bacchus Marsh Racecourse & Recreation Reserve redevelopment.


Last Updated - 23/04/2018

**Strategic Objective: 2 Minimising Environmental Impact****Context: 2.1 (2A) Built Environment****STRATEGIC ACTION: 2.1.1 Develop frameworks for each small town & action plans to address components in (current) strategies**


<b>Action</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>	
2.1.1.1 Develop frameworks for each small town and action plans to address components identified in the Small Towns Strategy, Bacchus Marsh Urban Growth Framework, Ballan Structure Plan, Tree Strategy and Gateways Strategy. (2017-2021)	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	30/06/2018	91%	66%	 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 Elaine Township Improvement Plan was adopted November 2017. The Gordon Township Improvement Plan is in preparation. A report was tabled at Section 86 Rural Growth Committee Meeting 14 February 2018, where Council requested a further report be provided to full Council upon completion.							
Last Updated - 20/03/2018							

**STRATEGIC ACTION: 2.1.2 Implement the Gordon Infrastructure & Structure 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>	
2.1.2.1 Implement the Gordon Infrastructure Plan. (2017-2019)	Tristan May - Capital Works Coordinator	In Progress	1/07/2017	30/04/2018	75%	80%	 GREEN
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Infrastructure Subdivision Development	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Following a community engagement process in November and December 2017, Council adopted concept plans for Main St, Gordon. Detailed design work is well underway with further community information sessions were undertaken in late March 2018. These sessions will give the community the opportunity to view the proposed design which incorporates community feedback. Completion of the detailed design work is now expected in May 2018.							
Last Updated - 26/03/2018							


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.2.2 Implement the Gordon Structure Plan. (2017-2019)	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	30/11/2017	75%	100%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
A report was tabled at Section 86 Rural Growth Committee Meeting 14 February 2018, where Council requested a further report be provided to full Council upon completion.							
Last Updated - 20/03/2018							

**STRATEGIC ACTION: 2.1.3 Finalise a review of the Bacchus Marsh Aerodrome**


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.3.1 Finalise a review of the Bacchus Marsh Aerodrome	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	30/06/2018	50%	66%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Leasing and management issues are currently being addressed through a mediation process with Bacchus Marsh Aerodrome Management (BMAM). At the December Annual General Meeting of BMAM membership has changed and Council are continuing negotiations in 2018. Report to follow thereafter.							
Last Updated - 19/03/2018							

**STRATEGIC ACTION: 2.1.4 Work with relevant authorities to ensure that flooding and bushfire risks are addressed**


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.1.4.1 Incorporate flood mapping into the Planning Scheme (2017-2021)	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	30/06/2018	50%	66%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Environmental Management	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Peer review of Melbourne water's modelling is now complete. A report was tabled at an Assembly of Council on 21 February 2018. A further report will be presented to Ordinary Meeting of Council in June 2018.							
Last Updated - 19/03/2018							

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.1.4.2 Review Bushfire Management Overlays (BMO) (2017-2021)	Completed	1/07/2017	30/06/2018	100%	66%	 GREEN
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	
Environmental Management	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
DELWP has undertaken mapping and finalised a Planning Scheme amendment to include the Bushfire Management Overlay . Council officers have notified residents of the State Government Driven amendment in October 2017.						
Last Updated - 11/10/2017						

**STRATEGIC ACTION: 2.1.5 Review and implement a Bacchus Marsh Avenue of Honour Management Plan**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.1.5.1 Review and implement a Bacchus Marsh Avenue of Honour Management Plan	In Progress	1/07/2017	30/04/2018	30%	80%	 RED
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	
Roads Management	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
A Project Control Group has been established to review the existing draft of the plan . There are many factors associated with the management of the Avenue and a revised completion date end of 2018 calendar year is now anticipated.						
Last Updated - 26/03/2018						

**STRATEGIC ACTION: 2.1.7 Develop a resource plan for administration and enforcement of permits to windfarms**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.1.7.1 Develop a resource plan to act as responsible authority for administration and enforcement of permits in relation to windfarms.	In Progress	1/07/2017	30/06/2018	40%	66%	 YELLOW
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	
Statutory Planning	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
A formal meeting with all three wind farm operators and the Wind Farm Commissioner was undertaken in late January 2018. The meeting was positive with a future meeting set for early March to progress a consistent approach to handling any potential wind farm complaints or issues. A review of Council's current windfarm policy is to be undertaken by officers in April.						
Last Updated - 15/03/2018						



**STRATEGIC ACTION: 2.1.8 Prepare and revise a rolling cycle of Reserve Master Plans**

<i>Action</i>	<i>Action Status</i>	<i>Start Date</i>	<i>End Date</i>	<i>% Comp.</i>	<i>Target</i>	<i>% OnTarget</i>	
2.1.8.1 Prepare and revise a rolling cycle of Reserve Master Plans (2017-2021)	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2017	31/05/2018	70%	70%	 GREEN

<i>Activity</i>	<i>Budget Type</i>	<i>Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>YTD Variance</i>
Recreation Development	Recurrent				

**Linked action filters:** Council Plan


**Action Progress Comments**

The cycle of Reserve Master Plan development continues in 2017/18 with the Ballan Reserve Master Plan. The Ballan Recreation Reserve Master Plan project has commenced. A draft plan was presented to the Council for endorsement for the purpose of community engagement in April and a final draft plan will be presented for adoption in June.


Last Updated - 24/04/2018

## Context: 2.2 (2B) Natural Environment


**STRATEGIC ACTION: 2.2.1 Finalise and implement the action plan of the Moorabool Sustainable Environment Strategy**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.2.1.1 Finalise and implement the action plan of the Moorabool Sustainable Environment Strategy (2017-2021)	Justin Horne - Co-Ord Environmental Planning	In Progress	1/07/2017	30/06/2018	50%	66%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Sustainability	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
The Moorabool Sustainable Environment Strategy 2016-2016 was adopted by Council in April 2017 . An Energy Audit has been completed on three Council buildings (Darley Civic Hub, Ballan and Lerderderg Library). Quotes are being sought to undertake structural assessments at the 3 sites for solar installations. Preliminary research undertaken on the connectivity of environmental 'bush' reserves. Weed control programs are now being implemented.							
Last Updated - 19/12/2017							


**STRATEGIC ACTION: 2.2.2 Waste Management**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
2.2.2.1 Determine Council's position on hard waste	Daniel Smith - Manager Operations	In Progress	1/07/2017	30/04/2018	50%	89%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Waste Collection & Disposal	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
A review of hard waste options with previous community engagement, is currently in progress. A Council Report will be presented at the Ordinary Meeting of Council in June for consideration.							
Last Updated - 29/03/2018							


**STRATEGIC ACTION: 2.2.3 Develop an Open Space Integrated Water Management Plan**

<b>Action</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>
2.2.3.1 Develop an Open Space Integrated Water Management Plan	Corinne Jacobson - Coordinator - Capital Works In Progress	1/07/2017	28/02/2018	55%	100%	 RED
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	
Project Management	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
The Open Space Integrated Water Management Plan is a strategic document that informs the policy , infrastructure and systems required to improve amenity and functionality of the open space areas in Moorabool and manage water resources equitably. A preliminary review of all existing documentation and information has been completed . Development of the draft strategy is underway and is anticipated to be complete in mid 2018.						
Last Updated - 26/03/2018						

**STRATEGIC ACTION: 2.2.4 Develop and implement a policy on allocation use and trading of water for Council water assets**

<b>Action</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>
2.2.4.1 Develop and implement a policy on allocation, use and trading of water for Council water assets	Daniel Smith - Manager Operations In Progress	1/07/2017	31/03/2018	20%	88%	 RED
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	
Management	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
A Water Allocation, Use and Trading policy is currently being developed , alongside the open space integrated water management plan. It is anticipated that both these documents will be completed by mid 2018.						
Last Updated - 26/03/2018						

**Strategic Objective: 3 Stimulating Economic Development****Context: 3.1 (3A) Land Use Planning****STRATEGIC ACTION: 3.1.1 Incorporate strategic documents into the Planning Scheme**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.1.1 Incorporate strategic documents into the Planning Scheme - Ballan Structure Plan (2017-2021)	In Progress	1/07/2017	30/06/2018	75%	66%	 GREEN


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

**Linked action filters:** Council Plan

**Action Progress Comments**

The Ballan Strategic Directions document has been exhibited in Mid 2017 and was tabled and adopted at the November 2017 Ordinary Meeting of Council. Draft amendment to implement the Ballan Strategic Directions document into the Planning Scheme to be tabled at the April 2018 Ordinary Meeting of Council.

Last Updated - 19/03/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.1.2 Incorporate strategic documents into the Planning Scheme - Housing Strategy (2017-2021)	In Progress	1/07/2017	30/06/2018	75%	66%	 GREEN


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

**Linked action filters:** Council Plan

**Action Progress Comments**

Planning Scheme amendment C79 to implement the Housing Strategy was exhibited in December 2017. A report to be tabled on submissions to the Special Meeting of Council in March 2018.

Last Updated - 19/03/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.1.3 Incorporate strategic documents into the Planning Scheme - West Moorabool Heritage Study (2017-2021)	In Progress	1/07/2017	30/06/2018	75%	66%	 GREEN


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

**Linked action filters:** Council Plan

**Action Progress Comments**

Consultant has been engaged. Inception meeting has been held. The Planning scheme amendment to implement the Heritage Study will be tabled at the June 2018 Ordinary Meeting of Council.

Last Updated - 20/03/2018

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.1.4 Incorporate strategic documents into the Planning Scheme - C58 Cameron's Road (2017-2021)	Andrew Goodsell - Mgr, Strategic Planning & Development	Completed	1/07/2017	31/08/2017	100%	100%	 GREEN


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

**Linked action filters:** Council Plan

**Action Progress Comments**

This amendment was Completed and Gazetted on 04 May 2017

Last Updated - 11/10/2017

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.1.5 Incorporate strategic documents into the Planning Scheme - C73 Land Subject to Inundation (2017-2021)	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	30/06/2018	75%	66%	 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 presented to an Assembly of Council on 21 February 2018. A further report is being prepared for Council in June 2018

Last Updated - 20/03/2018

**STRATEGIC ACTION: 3.1.2 Implement the adopted Small Towns and Settlement Strategy**

Action		Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.2.1 Develop a program for services and utilities in small towns (2017-2021)	Satwinder Sandhu - General Manager Growth & Development	Deferred	1/07/2017	30/06/2018	1%	66%	 RED

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Growth & Development Governance	Recurrent				


**Linked action filters:** Council Plan

**Action Progress Comments**


Based on Small Town Strategy, a key common infrastructure plan will be developed.

Last Updated - 11/10/2017

**STRATEGIC ACTION: 3.1.3 Finalise the Bulky Goods investigation**

<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 Finalise the Bulky Goods investigation	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	31/05/2018	50%	70%	 YELLOW
<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 Bulky Goods Investigation for Bacchus Marsh identifying preferred precincts will be finalised via the Municipal Strategic Statement (MSS) review 2018.							
Last Updated - 11/10/2017							


**STRATEGIC ACTION: 3.1.4 Develop and finalise the Bacchus Marsh Urban Growth Framework Plan in partnership with the Victorian Planning Authority**

<b>Action</b>		<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>
3.1.4.1 Develop and finalise the Bacchus Marsh Urban Growth Framework Plan in partnership with the Victorian Planning Authority	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	31/03/2018	75%	88%	 YELLOW
<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>							
Planning Scheme amendment C81 to implement the Bacchus Marsh Urban Growth Framework was exhibited in December 2017. A report to be tabled on submissions at the Special Meeting of Council in March 2018.							
Last Updated - 19/03/2018							




## Context: 3.2 (3B) Investment &amp; Employment


**STRATEGIC ACTION:** 3.2.1 Implement the action plan of the Economic Development Strategy

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.2.1.1 Implement the action plan of the Economic Development Strategy (2017-2021)	In Progress	1/07/2017	30/06/2018	50%	66%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Sustainability	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
This is a four year work plan. A report is being prepared to assess the various models which could be implemented for the establishment of a trader/retailer group in Bacchus Marsh.						
Last Updated - 19/03/2018						




**STRATEGIC ACTION:** 3.2.2 Establish an Economic Development Taskforce


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.2.2.1 Establish an Economic Development Taskforce	In Progress	1/07/2017	31/03/2018	90%	88%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Sustainability	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
A report will be presented to the April 2018 Ordinary Meeting of Council.						
Last Updated - 19/03/2018						

**STRATEGIC ACTION:** 3.2.4 Facilitate Parwan Employment Precinct planning and marketing


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.2.4.1 Facilitate the Parwan Employment Precinct planning and marketing (2017-2021)	In Progress	1/07/2017	30/06/2018	75%	66%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance	
Strategic Land Use Planning	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
SED is undertaking a Planning Study that will be completed prior to end of December 2017. Other studies will also completed by this time including the Business Case (partially funded by Regional Development Victoria). The Origin-Destination Study and the Odour Study are now completed. Project Officer report synthesising findings to be tabled at the Ordinary Meetings Council in June 2018.						
Last Updated - 29/03/2018						

**STRATEGIC ACTION: 3.2.6 Advocate resource and implement the Bacchus Marsh Integrated Transport Strategy (BMITS) action plans**


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.6.1 Finalise the alignment for Bacchus Marsh Eastern Link Road (with VicRoads and VPA) (2017-2021)	Phil Jeffrey - General Manager Infrastructure	In Progress	1/07/2017	30/06/2018	10%	66%	 RED
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Management	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
The VicRoads North West Metro division has taken over the project with an initial meeting held in January 2018 to discuss community engagement. No other contact has been made since. It is expected that this project will take two to three years to complete.							
Last Updated - 21/03/2018							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.6.2 Pursue Gisborne Road/Grant Street capacity improvement projects (with VicRoads) (2017-2021)	Phil Jeffrey - General Manager Infrastructure	Completed	1/07/2017	30/06/2018	100%	66%	 GREEN
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Management	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Following the development of the Bacchus Marsh Integrated Transport Study, Council officers are continuing to liaise with VicRoads in relation to priority transport projects in Bacchus Marsh, including at Gisborne Road and Grant Street with a number of options recently investigated by VicRoads in preparation for future funding opportunities. Upgrades to the intersection at Gisborne Road and Holts Lane were also funded as part of the 2017/18 State budget, and has recently commenced construction with completion scheduled mid 2018.							
Last Updated - 21/03/2018							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.6.3 Implement east bound freeway ramps at Halletts Way (with VicRoads) (2017-2021)	Phil Jeffrey - General Manager Infrastructure	In Progress	1/07/2017	31/12/2018	60%	40%	 GREEN
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Management	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Construction of the freeway ramps has commenced with pavement construction currently in progress. In the coming months, the pedestrian bridge will be installed and Halletts Way reconstructed. Anticipated completion for the project is mid to late 2018.							
Last Updated - 21/03/2018							

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.6.4 Refer Council's BMITS infrastructure actions to the long term capital program (2017-2021)	Phil Jeffrey - General Manager Infrastructure	Completed	1/07/2017	31/12/2017	100%	100%	 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 infrastructure actions from the Bacchus Marsh Integrated Transport Strategy have been included in Council 's Long Term Capital Improvement Program for consideration , along with other priority projects, as part of each annual budget process.							
Last Updated - 02/10/2017							


**STRATEGIC ACTION: 3.2.7 Review and implement the action plan from the Destination Management Plan (Tourism) Review**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.7.1 Review and implement the action plan from the Destination Management Plan (Tourism) Review	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2017	31/05/2018	50%	70%	 YELLOW
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Tourism	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
The Destination Management Plan will be reviewed in March 2018 with the update and presentation to Council to follow after the review has been completed.							
Last Updated - 19/03/2018							

**STRATEGIC ACTION: 3.2.9 Advocate for improved Ballarat Line rail and integrated public transport outcomes through the Ballarat Line Action Committee (BRAC)**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
3.2.9.1 Advocate for improved Ballarat Rail Line and integrated public transport outcomes (2017-2021)	Rob Croxford - Chief Executive Officer	In Progress	1/07/2017	30/06/2018	75%	66%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
CEO's Office	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
The Ballarat Rail Action Committee (BRAC) has met on several occasions including a strategic planning session with Mayors and Officers . Since the inception of the Committee the Ballarat Line Upgrade Project (\$513 mil) was announced by the State Government.							
Moorabool Shire Council has some difficulties with aspects of the proposed Line Upgrade works and is working with other Councils in the rail corridor to plan for future stage two and three works. Rail Futures Consultancy has been engaged by BRAC to provide strategic advice on future upgrade works and advocacy.							
A report to the 4 April Ordinary Meeting of Council setting out advocacy positions on key aspects of future upgrades of the line is being prepared following community consultation.							
Last Updated - 06/04/2018							

**Strategic Objective: 4 Improving Social Outcomes****Context: 4.1 (4A) Health & Wellbeing****STRATEGIC ACTION: 4.1.1 Health & Wellbeing Plan**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.1.1 Prepare and implement an advocacy and partnership plan to attract investment in government and nongovernment services in the municipality. (2017-2021)	Danny Colgan - GM Social and Organisational Development	In Progress	1/02/2018	30/06/2018	60%	20%	 GREEN


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

**Linked action filters:** Council Plan

**Action Progress Comments**

A draft report has been prepared that outlines the advocacy to be undertaken over the next four years. The draft report will be presented to Council in June 2018 for endorsement for the purposes of community engagement. The project will be undertaken in phases over the life of the Council Plan 2017-2021. The report is being prepared as the first phase of the project; the second phase will be development of advocacy materials and campaign and the third phase evaluation of the advocacy materials and campaign.

Last Updated - 23/04/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.1.2 Adopt a leadership statement on the issue of violence against women to increase community awareness and demonstrate Council's commitment to the issues.	Ian Waugh - Mgr Community & Recreation Development	Completed	1/07/2017	30/06/2018	100%	66%	 GREEN


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

**Linked action filters:** Council Plan

**Action Progress Comments**

The Health and Wellbeing Plan 2017-2021 reflects Council's commitment to preventing violence against women by: working with existing services to assist victims of family violence; advocating for enhancement to existing and new services including the delivery of Men's Behavioural changes programs in Moorabool.

Last Updated - 05/01/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.1.3 Facilitate and support existing and emerging arts and cultural development groups and activities across the municipality. (2017-2021)	Danny Colgan - GM Social and Organisational Development	In Progress	1/07/2017	30/06/2018	75%	66%	 GREEN


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

**Linked action filters:** Council Plan

#### Action Progress Comments

Approval has been granted to the Bacchus Marsh Arts Council to establish a workshop at the Darley Civic & Community Hub. Ongoing support continues to be provided to the Arts Council in building the capacity of its group and examining opportunities for joint projects and funding. Support is being provided to the Arts Council to exhibit art work in the common areas/foyers of the building it is sharing with other groups at the Darley Civic & Community Hub. Council officers are working on a joint proposal with the Bacchus Marsh Arts Council to bring performers to Bacchus Marsh under the Victorian Regional Performers Grant. The Council at its meeting on the 6 December allocated \$8,800 in grants to support arts and cultural activities in Ballan and Gordon.

Last Updated - 12/04/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.1.4 Adopt a revised Health and Well Being Plan.	Ian Waugh - Mgr Community & Recreation Development	Completed	1/07/2017	31/12/2017	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Healthy Communities	Recurrent				


**Linked action filters:** Council Plan

#### Action Progress Comments

The Council adopted the Health and Wellbeing Plan 2017-2021 at its meeting held on the 6 December 2017.

Last Updated - 05/01/2018

### STRATEGIC ACTION: 4.1.3 Recreation and Leisure Strategy

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.3.1 Implement the Reserve Management Framework (2017-2021)	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2017	30/06/2018	60%	66%	 GREEN

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

**Linked action filters:** Council Plan

#### Action Progress Comments

The Council Fees and charges have been issued as per the adopted Recreation Reserve User Fees and Charges Policy. User agreements have been collected for summer tenants (October-March) and will be sent out for winter tenants (April-September). Annual Management Agreements (AMAs) have also been put in place and operational funding provided to committees as per the Recreation Reserve Funding Policy. Acquittals will be received for this funding at the end of the financial year. User/tenancy agreements have been created/completed for seasonal and annual clubs who utilise facilities directly managed by Moorabool Shire Council officers.

Last Updated - 29/03/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1.3.2 Prepare an indoor court feasibility study	In Progress	1/07/2017	30/04/2018	80%	80%	 GREEN

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

**Linked action filters:** Council Plan

**Action Progress Comments**

@Leisure Planners have also been appointed as the consultants to work with Council officers and a Project Control Group (PCG) to undertake the feasibility study.

The key indicative timelines are:

April 2018 - draft report presented to Council for endorsement for public exhibition

June 2018 – Presentation of final draft report to Council for adoption

The project is on track to be completed in accordance with the required time lines.

Last Updated - 10/04/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1.3.3 Plan and construct stage 1 of the Bacchus Marsh Racecourse Recreation Reserve (2017-2019)	In Progress	1/07/2017	30/06/2018	30%	66%	 RED


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

**Linked action filters:** Council Plan

**Action Progress Comments**

Stage 1 of the project includes the construction of pony club facilities, a BMX track, sports fields and a pavilion at the Bacchus Marsh Racecourse Recreation Reserve site. Following consultation with user groups, the site layout plan was finalised. The bulk earthworks contract was awarded in February 2018 with works on site commencing in March 2018. Detailed design documentation is in progress with the next construction tender anticipated to be advertised in May 2018. This is a two year action that continues into 2018/19.

Last Updated - 26/03/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1.3.4 Review feasibility of the timing of the proposed Bacchus Marsh Indoor Aquatic Centre and include a feasibility study on the construction and location of splash parks.	In Progress	1/07/2017	30/04/2018	80%	80%	 GREEN

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

**Linked action filters:** Council Plan

**Action Progress Comments**

@Leisure Planners have been appointed as the consultants to work with Council officers and a Project Control Group (PCG) to undertake the feasibility study.

The key indicative timelines are:


April 2018 - draft report presented to Council for endorsement for public exhibition

June 2018 – Presentation of final draft report to Council for adoption

The project is on track to be completed by the required timelines.

Last Updated - 10/04/2018



Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1.3.5 Prepare a Masterplan for the Ballan Recreation Reserve	In Progress	1/07/2017	30/04/2018	80%	80%	 GREEN

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

**Linked action filters:** Council Plan

**Action Progress Comments**

Insight Leisure Planning have been appointed as the consultants to work with Council officers and a Project Control Group (PCG).


The key indicative timelines are:

April 2018 - draft report presented to Council for endorsement for public exhibition

June 2018 Final Master Plan report endorsed by Council

The project is on track to be completed in accordance with the required time lines.

Last Updated - 10/04/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.1.3.6 Develop a plan to improve, update and beautify our neighbourhood, passive, recreation and other open spaces (2017-2019)	In Progress	1/07/2017	30/06/2018	50%	66%	 YELLOW

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

**Linked action filters:** Council Plan

**Action Progress Comments**


Public Consultation for the Draft Street Tree Strategy has closed. 14 submissions were received. The document is currently being updated to reflect the feedback received. Final Street Tree Strategy was presented to Council and adopted at the April 2018 Ordinary Meeting of Council.

Work has commenced on a Bald Hill Scoping Study. A report was presented to Council in March 2018 and is now on exhibition.

In addition, the Township Improvement Plans have been drafted for Elaine and Gordon. Public consultation has been completed. Elaine Township Improvement Plan has been adopted November 2017 and Parks and Gardens have commenced implementation.

Last Updated - 29/03/2018

**STRATEGIC ACTION: 4.1.5 Age Well Live Well Strategy and Access and Inclusion Plan**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.5.1 Prepare a directions paper to deliver Aged Services in a consumer directed care environment	Claire Conlon - Mgr Active Ageing & Community Access	Not Started	1/07/2017	30/06/2018	75%	66%	 GREEN


Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Home & Community Care Services	Recurrent				

**Linked action filters:** Council Plan

**Action Progress Comments**

The Commonwealth is currently consulting with the aged care sector as to what the funding reforms will look like post 2020. In the interim, a directions paper will guide Council's investment and delivery of aged services for the period 2018-2020 and will be completed by June 2018.

Last Updated - 10/04/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.5.2 Facilitate the transition of eligible clients to the NDIS	Claire Conlon - Mgr Active Ageing & Community Access	Completed	1/07/2017	30/11/2017	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Home & Community Care Services	Recurrent				


**Linked action filters:** Council Plan

**Action Progress Comments**

The roll out of the National Disability Insurance Scheme (NDIS) took place in Moorabool between January - June 2017. Most of the Council's clients aged under 65 have been assessed as eligible and have transitioned to the NDIS. The staff of the Active Ageing and Community Access Unit have been actively supporting clients to transition.

Last Updated - 27/03/2018

**STRATEGIC ACTION: 4.1.6 Youth Strategy**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.6.1 Advocate and support the development of programs and services to increase employment opportunities for young people (2017-2019)	Danny Colgan - GM Social and Organisational Development	In Progress	1/01/2018	30/06/2018	75%	34%	 GREEN


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

**Linked action filters:** Council Plan

**Action Progress Comments**

A draft report has been prepared that outlines the advocacy and support actions to be undertaken over the next four years. The draft report will be presented to Council in conjunction with the draft revised Youth Strategy. The report is being prepared as the first phase of the project; the second phase will be development of advocacy materials and campaign and the third phase evaluation of the advocacy materials and campaign.

Last Updated - 12/04/2018

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.6.2 Revise and adopt the Youth Strategy	Sharon McArthur - Manager Child, Youth & Family,	In Progress	1/07/2017	31/05/2018	69%	70%	 GREEN

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


**Linked action filters:** Council Plan

#### Action Progress Comments

The project scoping document for the development of a new Youth Strategy has been prepared and endorsed by the Management team and circulated to Councillors . The Youth Services team has completed the community engagement plan and consultation with the Community was completed between the 19 December 2017- February 2018. The draft strategy will be presented to the June 2018 Council meeting with the final strategy being presented to the July 2018 Council meeting.

Last Updated - 24/04/2018

#### STRATEGIC ACTION: 4.1.7 Library Strategic Plan

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
4.1.7.1 Revise and adopt the Library Strategic Plan inclusive of undertaking a feasibility study to inform the future provision of library services in Ballan	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2017	30/06/2018	60%	66%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Library Services Management	Recurrent				

**Linked action filters:** Council Plan

#### Action Progress Comments

Consultants have been appointed to work with Council officers to undertake the Library Strategic Plan ..

The key indicative timelines are:


Key suggested milestones to date:

- Phase Three engagement report to Project Manager April 2018
- Draft strategy to Working Group March 2018
- Staff workshops March 2018
- Final strategy to Working Group April 2018
- Presentation to Council and project completion May-June 2018

The project is on track to be completed by the required timelines..

Last Updated - 10/04/2018

**STRATEGIC ACTION: 4.1.8 Conduct a trial period of extended opening hours for the Lerderberg Library**

<b>Action</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>	
4.1.8.1 Conduct a trial period of extended opening hours for the Lerderberg Library	Ian Waugh - Mgr Community & Recreation Development	In Progress	1/07/2017	30/06/2018	90%	66%	 GREEN

<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Library Services Management	Recurrent				

**Linked action filters:** Council Plan

**Action Progress Comments**

The trial commenced on 2 October 2017 with the official launch by the Mayor. During the trial the Library has opened until 8pm on Monday and Thursday evenings and from 9am to 2pm on Saturdays. The trial continues until June 2018.

The trial extended opening hours has been well received and visits are being tracked on the Monday & Thursday evenings. Good feedback also received regarding the change to Saturday hours.

Last Updated - 24/04/2018

Context: 4.2 (4B) Community Connectedness and Capacity

STRATEGIC ACTION: 4.2.2 Emergency Management Plan

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
4.2.2.1 Deliver community emergency management education program (2017-2021)	Cherie Graham - Chief Emergency Officer In Progress	1/07/2017	31/03/2018	88%	88%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Municipal Emergency Management	Recurrent				

Linked action filters: Council Plan

Action Progress Comments


The Blackwood Community Emergency Planning Group held a Scenario Planning Community Session on 16 November 2017 based on a fire scenario and invited representatives from Scotsburn to give them an update on their preparation, response and recovery since the 2015 fires. The Scotsburn Community Recovery Committee and Leadership Program is progressing with the 2nd Anniversary Event held on the 15 December 2017 and the Leadership Program focusing on the fire game project. Fire Mitigation inspection process well underway and second round inspections will commence in the new year.

Last Updated - 09/03/2018

**Strategic Objective: 5 KRA 1. Representation and Leadership of our Community (2013-17)**

**Context: 5.1 Good governance through open and transparent processes and strong accountability to the community.**

**STRATEGIC ACTION: 5.1.1 Ensure policies and good governance are in accordance with legislative requirements and best practice.**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
5.1.1.43 Review & implement the after hours response system as approved by Council.	Robert Fillisch - Manager Statutory Planning & Community Safety	In Progress	1/07/2016	28/02/2018	65%	100%	 YELLOW

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

**Linked action filters:** Council Plan

**Action Progress Comments**


Cost have been established if we use an external provider. Further discussion with internal departments are to be arranged for March/April 2018.

Last Updated - 15/03/2018






Context: 5.3 Advocate for services and infrastructure that meet the Shire's existing and future needs.

STRATEGIC ACTION: 5.3.1 Advocate on behalf of the community to improve services and infrastructure within the Shire.

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
5.3.1.1 Investigate ways to increase TV and Radio availability in the shire to cover local issues.	Rob Croxford - Chief Executive Officer	In Progress	1/07/2016	30/06/2018	75%	67%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
CEO's Office	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
This project has proven difficult to scope. It is suggested that the project be removed from the Council Plan until budget resources are made available to understand and scope the technical aspects of program transmission.							
Last Updated - 06/04/2018							

**Context: 5.7 Effective strategic and business planning for a growing community.**


**STRATEGIC ACTION: 5.7.4 Critically review the services provided by Council**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
5.7.4.1 Implement the Council endorsed level of service review for 2016/17 year - Aged & Disability Services.	Danny Colgan - GM Social and Organisational Development	Completed	1/07/2016	31/12/2017	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Services Governance	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
This action can now be closed as it is captured in action 1.3.3.2. The service review report was adopted by the council at its meeting on the 1 November 2017.							
Last Updated - 21/12/2017							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
5.7.4.2 Implement the Council endorsed level of service review for 2016/17 year - Parks & Gardens.	Sam Romaszko - Manager Engineering Services	In Progress	1/07/2016	28/02/2018	85%	100%	 YELLOW
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 has been undertaken in relation to the management and maintenance of Council's parks and gardens. A draft management plan and service review was presented to the November 2017 Ordinary Meeting of Council and placed on public exhibition for the purpose of community consultation. The draft management plan and service review, was then presented to the Ordinary Meeting of Council in February 2018, at which an alternate report was requested. A further review and modelling is currently being undertaken and is anticipated to be presented to Council in May 2018 seeking adoption.							
Last Updated - 26/03/2018							
Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
5.7.4.3 Implement the Council endorsed level of service review for 2016/17 year - School Crossings.	Robert Fillisch - Manager Statutory Planning & Community Safety	Completed	1/07/2016	30/11/2017	100%	100%	 GREEN
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>							
The service review was presented at the Ordinary Meeting of Council on 6 December 2017 and accepted by Council.							
Last Updated - 29/03/2018							

**Strategic Objective: 7 KRA 3. Enhanced Infrastructure and Natural Built Environment (2013-17)**


Context: 7.2 Enhance and protect the long term integrity and biodiversity of the natural environment.

**STRATEGIC ACTION:** 7.2.4 Implement the Domestic Wastewater Management Plan in accordance with new ministerial guidelines.


<b>Action</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>	
7.2.4.1 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	30/11/2017	70%	100%	 YELLOW
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Environmental Health Investigation, Inspection & Education	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
A briefing note to the leadership group will be completed in April 2018 to outlining the option available for cost recovery.							
Last Updated - 15/03/2018							

**Context: 7.3 Ensure current and future infrastructure meets the needs of the community.**

**STRATEGIC ACTION: 7.3.1 Develop long term social and physical infrastructure plans and funding modelling as part of the Moorabool 2041 Framework including opportunities for development contributions.**


Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
7.3.1.1 Complete the Community Infrastructure Plan	Andrew Goodsell - Mgr, Strategic Planning & Development	In Progress	1/07/2015	30/09/2017	90%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Strategic Land Use Planning	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Public exhibition completed August 2017. Framework adopted at the Ordinary Meeting of Council in September 2017. The Social Infrastructure Planner is preparing the next iteration of the Framework by incorporating building condition audits, fitness or purpose assessments, and utilisation assessments ( due for adoption August 2018).							
Last Updated - 19/03/2018							

**STRATEGIC ACTION: 7.3.3 Construct physical infrastructure to appropriate standards.**

Action	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget	
7.3.3.7 Finalise key infrastructure projects: - Halletts Way	Phil Jeffrey - General Manager Infrastructure	Completed	1/07/2016	30/09/2017	100%	100%	 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, including road and bridge construction, reached practical completion in August 2017. An official opening and community event was held on Sunday 13 August 2017.							
Last Updated - 29/03/2018							

**Context: 7.7 Effective and efficient land use planning and building controls.**

**STRATEGIC ACTION: 7.7.1 Implement high quality, responsive, and efficient processing systems for planning and building applications.**

<b>Action</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>
7.7.1.11 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 & Communication Technology In Progress	1/07/2016	28/02/2018	90%	100%	 GREEN
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	
Information Communication & Technology	Recurrent					
<b>Linked action filters:</b> Council Plan						
<b>Action Progress Comments</b>						
The draft ICT Strategy will be presented to the May 2018 ordinary meeting of Council.						
Last Updated - 29/03/2018						

### 11.3.3 Child Safety Standards and Reportable Conduct Scheme Policies

#### Introduction

File No: 17/02/002  
Author: Sharon McArthur  
General Manager: Danny Colgan

The purpose of this report is to recommend that the Council adopt the Child Safety Standards and Reportable Conduct Scheme Policies.

#### Background

At the Ordinary Meeting of Council on Wednesday 4 April 2018, Council considered the Child Safety Standards Policy and Reportable Conduct Scheme Policy and the following was resolved:

Crs. Dudzik/Edwards

*That the Council in accordance with "Moorabool Shire Council Policy Protocol, Consideration of items which affect beyond the current year", the draft Child Safety Standards Policy and Draft Reportable Conduct Scheme Policy now lay on the table for further consideration at the next Ordinary Meeting of Council on the 2 May 2018.*

As part of the Council Plan 2017-2021 under strategic objective "Providing Good Governance and Leadership", an action is listed to, Prepare and implement child safety standards across the organisation.

In accordance with the resolution of Council on Wednesday 4 April 2018, the *Child Safety Standards Policy and Reportable Conduct Scheme Policy* are now presented to Council for adoption.

#### Proposal

The **Child Safety Policy** outlines:

- Council's commitment to child safety by creating and maintaining a child safe workplace that supports the health and wellbeing of all of children within Moorabool Shire.
- Council's commitment to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all Councillors, employees, contractors and volunteers.

The Policy reflects Council's legislative responsibility in meeting the requirements of the Victorian Child Safe Standards and our commitment to the community to create and sustain an environment where children are safe and protected from abuse.



The **Reportable Conduct Scheme Policy** outlines:

- Council's approach and commitment to managing appropriate responses to Reportable Allegations made against staff and others engaged by Council in relation to children.
- Council's responsibility for reporting any allegations of 'reportable conduct' raised against employees (and contractors, volunteers, and other office holders) who are 18 years or over to the Commission for Children and Young People (CCYP).
- The Reportable Conduct Scheme imposes new obligations on the heads of organisations (CEO). This includes requirements to:
  - Have in place systems to prevent child abuse and, if child abuse is alleged, to ensure allegations can be brought to the attention of appropriate persons for investigation and response
  - Ensure that the Commission is notified and given updates on the organisation's response to an allegation

The Policy reflects Council's legislative responsibility in meeting the requirements of the *Child Wellbeing and Safety Act 2005* Amendment.

### **Consideration**

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

### **Policy Implications**

The Council Plan 2017 – 2021 provides as follows:

**Strategic Objective 1:** Providing good governance and leadership

**Context 1B:** Our People

The proposed Child Safety and Reportable Conduct Scheme Policies are consistent with the Council Plan 2017 – 2021.

### **Financial Implications**

The policies were prepared within existing budgetary resources.

## Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
People & Reputational	Child Safe Standards reportable conduct scheme not adhered to by Council  Risk to children and possible action against Council	High	Policy adopted and applied. Staff training and education.
Financial	Fines associated with failure to adhere to Child Safe Standards & Reportable Conduct Scheme	High	Policy adopted and applied. Staff training and education

### Community Engagement Strategy

Feedback was sought on the draft policies through making them available on Have Your Say, Council's on-line engagement portal and advertising on Social Media; and hard copies available at the Bacchus Marsh Libraries and Service Centres and Child, Youth & Family Services sites. If adopted, policies will be available on the Council Website and at Child, Youth and Family Services sites.

### 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 – Sharon McArthur*

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

## Conclusion

The Child Safety Standards and Reportable Conduct Scheme policies provide information and procedures that assist Council in meeting legislative requirements. It ensures that Council operates within the best interests of children and young people.

Having resolved on the 4 April 2018 that the policy lay on the table for further consideration and adoption at the next Ordinary Meeting of Council, the Child Safety Standards and Reportable Conduct Scheme policies are now placed before the Council for adoption.

## Recommendation:

**That the Council in accordance with Moorabool Shire Council Policy Protocol, Consideration of items which affect beyond the current year, now adopt the Child Safety Standards Policy and Reportable Conduct Scheme Policy.**

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## Report Authorisation

**Authorised by:**



**Name:**

Danny Colgan

**Title:**

General Manager Social & Organisational  
Development

**Date:**

Monday, 23 April 2018

# Attachment - Item 11.3.3a

<b>Policy No.:</b>		<b>Child Safety Policy</b>
<b>Review Date:</b>	May 2018	
<b>Revision No.:</b>		
<b>Expiry Date:</b>	May 2021	
<b>Version No.:</b>		
<b>Adopted by:</b>		
<b>Responsible Officer:</b>	Manager, Child, Youth and Family Services	
<b>Authorised Officer:</b>	Chief Executive Officer	

## 1. Purpose

This Policy outlines Council's commitment to child safety by creating and maintaining a child safe workplace that supports the health and wellbeing of all of children within Moorabool Shire.

Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all Councillors, employees, contractors and volunteers. This Policy reflects Council's legislative responsibility in meeting the requirements of the Victorian Child Safe Standards and our commitment to the community to create and sustain an environment where children are safe and protected from abuse.

## 2. Scope

This Policy applies to all Councillors, employees including any person directly employed by Moorabool Shire Council or employed through an agency or on a contract basis, Council's volunteers and work experience/work placement students, irrespective of their involvement in child related duties.

## 3. Definitions

**Aboriginal & Torres Strait Islander Child** A person under the age of 18 who identifies as Aboriginal and/or Torres Strait Islander.

**Child** A person who is under the age of 18.

**Child abuse** For the purposes of the Child Safe Standards, abuse constitutes any act committed against a child involving:

- Physical violence
- Sexual offences
- Serious emotional or psychological abuse
- Serious neglect.

Further explanation of these types of abuse is provided in the section 'What is child abuse?'

<b>Child Related Work</b>	Work within one or more of the occupational fields defined in the Act where the contact with children is direct, unsupervised, and part of a person's duties, not incidental to their work.
<b>Child Safety</b>	In the context of the Child Safe Standards, child safety means measures to protect a child from abuse.
<b>Child Safe Organisation</b>	In the context of the Child Safe Standards, a child safe organisation is one that meets the Child Safe Standards by proactively taking measures to protect children from abuse.
<b>Cultural Safety for Aboriginal Children</b>	The positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity.
<b>Cultural Safety for Children from Culturally and / or Linguistically Diverse Backgrounds</b>	A child or young person who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of their parents' identification on a similar basis.
<b>Children with a Disability</b>	A disability can be any physical, sensory, neurological disability, acquired brain injury or intellectual disability or developmental delay that affects a child's ability to undertake everyday activities. A disability can occur at any time in life. Children can be born with a disability or acquire a disability suddenly through an injury or illness. Some disabilities may be obvious while others are hidden.
<b>Reasonable Belief</b>	<p>If an adult has a reasonable belief that an incident has occurred, then they must report the incident. Factors contributing to reasonable belief may be:</p> <ul style="list-style-type: none"><li>• A child states they or someone they know has been abused (noting the sometimes the child may in fact be referring to themselves)</li><li>• Behaviour consistent with that of an abuse victim is observed</li><li>• Someone else has raised a suspicion of abuse but is unwilling to report it</li><li>• Observing suspicious behaviour</li></ul>



#### 4. Definitions of Child Abuse

This policy acknowledges that there is a continuum of abuse of children. All such events, regardless of whether they are seen as 'harm' or 'abuse' are damaging. Expressing concern regarding behaviour where there is a risk of physical or emotional harm to a child will help in preventing more serious abuse<sup>1</sup>

##### **Physical**

Physical violence occurs when a child suffers or is likely to suffer significant harm from a non-accidental injury or injuries inflicted by another person. Physical violence can be inflicted in many ways including beating, shaking, burning or use of weapons (such as, belts and paddles).

##### **Sexual**

Sexual offences occur when a person involves a child in sexual activity, or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to his/her age and development. Child sexual abuse can involve a range of sexual activity including fondling, masturbation, penetration, voyeurism and exhibitionism. It can also include exposure to or exploitation through pornography or prostitution, as well as grooming behaviour.

##### **Emotional or Psychological**

Serious emotional or psychological abuse occurs when harm is inflicted on a child through repeated rejection, isolation, or by threats or violence. It can include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person, to the extent where the behaviour of the child is disturbed or their emotional development is at serious risk of being impaired. Serious emotional or psychological abuse could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risk behaviours.

##### **Neglect**

Serious neglect is the continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or likely to be, jeopardised. Serious neglect can also occur if an adult fails to adequately ensure the safety of a child where the child is exposed to extremely dangerous or life threatening situations.

##### **Grooming**

Grooming is an offence which targets communication by an adult, including online communication, with a child or their parents with the intent of committing child sexual abuse.

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<sup>1</sup> Sourced from Commission for children and young people – a guide for creating a child safe organisation.  
<http://www.ccp.vic.gov.au/downloads/creating-a-childsafe-organisation-guide.pdf>

## 5. Policy Context

On 17 April 2012, the Victorian Government initiated the Family and Community Development Committee's Inquiry into the Handling of Child Abuse by Religious and Other Organisations (Betrayal of Trust Inquiry). The Betrayal of Trust report was tabled in Parliament on 13 November 2013 and made 15 recommendations including compulsory minimum standards for creating child-safe environments. On 26 November 2015, the Victorian Parliament passed the Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (The Act) to introduce Child Safe Standards.

The seven Child Safe Standards support organisations that provide services to children to prevent child abuse, encourage reporting of abuse and increase the effectiveness of responses to allegations of child abuse. Council will support the Child Safe Standards through the review of the following Policy documents and their supporting documentation including Council plans, strategies along with training and induction of Council staff.

*The Child Wellbeing and Safety Act 2005* Amendment, requires all councils to adopt and maintain a 'Child Safe' policy and comply with compulsory Child Safe Standards.

The 'failure to disclose' offence introduced as part of the Crimes Amendment (*Protection of Children*) Act 2014 requires that any adult over 18 who holds a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child must disclose inform police. The criminal offence for 'failing to protect' a child imposes penalties for a 'person in authority' within Council if they know of the risk of abuse, have the power or responsibility to reduce or remove the risk, but failed to do so.

## 6. Legislative Responsibilities

While this policy focuses on the standards for Council, it is important to remember that every adult who reasonably believes that a child has been abused, whether in an organisation or not, has an obligation to report that belief. Moorabool Shire Council has processes in place that will enable all Councillors, employees, contractors, students and volunteers to be aware of the organisation's responsibilities as well as their own, regarding legal obligations relating to child abuse and reporting to appropriate authorities. This includes:

**Failure to Disclose:** Reporting child sexual abuse is a community-wide responsibility. Every adult in Victoria who has a reasonable belief that an adult has committed a sexual offence against a child under 16 has an obligation to report the information to the police – this applies whether the child is in their organisation or not.

**Failure to Protect:** People of authority within the Council will commit an offence if they have the power or responsibility to reduce or remove a substantial risk, where a child under the age of 16 years may become the victim of sexual abuse committed by an adult associated with the organisation; but negligently fail to do so.<sup>3</sup>

**Mandatory Reporting:** Any personnel who are **mandatory reporters** (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse, this policy will apply unless more onerous occupational standards exist.

**Grooming:** Grooming offence targets communication, including online communication, with a child under the age of 16 or their parents with the intent of committing child sexual abuse. This offence targets predatory conduct undertaken to prepare a child for sexual abuse at a later time with the groomer (aged 18 years old or over) or another adult.

**Reportable Conduct:** The Reportable Conduct Scheme is a child safety mechanism introduced as a result of the Betrayal of Trust report. Council has the responsibility for reporting any allegations of 'reportable conduct' raised against employees (and contractors, volunteers, and other office holders) who are 18 years or over to the Commission for Children and Young People (CCYP). The Reportable Conduct Scheme imposes new obligations on the heads of organisations (CEO). This includes requirements to:

- Have in place systems to prevent child abuse and, if child abuse is alleged, to ensure allegations can be brought to the attention of appropriate persons for investigation and response.
- Ensure that the Commission is notified and given updates on the organisation's response to an allegation.

#### ***Other reporting requirements***

Service Units operated, funded and/or regulated by Government may also have separate obligations to comply with departmental standards, program requirements and policies on preventing, reporting and responding to child abuse.

## **7. Statement of Commitment**

Moorabool Shire Council is committed to the safety and wellbeing of children and young people and the prevention of child abuse. Reducing and removing the risk of child abuse will be at the centre of our decision-making concerning children in our organisation.

Council has zero tolerance for child abuse and all allegations and safety concerns will be treated seriously and acted upon. As a child safe organisation we are committed to providing a child safe environment where children feel safe, are empowered, valued and protected. Council will actively listen to children and young people, ensuring their voices are heard and considered in decisions that affect their lives.

Council's approach to children and young people will be consistent with our commitment to strive to ensure our services are accessible and the people we deal with are treated with dignity and respect regardless of gender identity, sexual orientation, age, disability, ethnicity and cultural and socio-economic background.

Moorabool Shire Council is committed to the prevention of child abuse and is committed to promoting the safety of all children under the age of 18, including those from culturally and linguistically diverse backgrounds, indigenous and Torres Strait islander children and children with disabilities. Reducing and removing the risk of child abuse is at the core of our decision-making concerning children and young people in our organisation. Council has zero tolerance for child abuse and is committed to providing a child safe environment where children feel safe, are empowered, valued and protected.

### **Commitment to Children & Young People**

- We are committed to the wellbeing and safety of all children and young people who access our services.
- We are committed to providing children and young people with positive and nurturing experiences.
- We will support families and communities to promote children's development, education, health and wellbeing.
- We commit to the safety and wellbeing of all children and young people who access any of our programs, services or facilities.
- We commit to listening to children and young people and empowering them by taking their view seriously and addressing any concerns that they raise with us.
- We commit to take action to ensure that children and young people are protected from exploitation, abuse or harm.
- We commit to promoting the cultural safety of Aboriginal and Torres Strait Islander children.
- We commit to promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds.
- We commit to promoting the safety and wellbeing of all children and young people regardless of gender identity, sexual orientation, age, disability, ethnicity and cultural and socio-economic background.
- We commit to promoting the safety of children with a disability.
- We commit to providing environments, which are spiritually, socially and emotionally safe, as well as physically safe for children; where there is no assault, challenge or denial of their cultural or linguistic identity, of who they are and what they need.

### **Commitment to Families**

- We commit to supporting parents and carers to protect their children. We will offer assistance that builds on a family's strengths and empowers them to meet the changing needs of their children.
- We will support families and communities to promote children's development, education, health and wellbeing.
- We commit to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.
- We commit to engaging and listening to parents views in regards to our child protective practice policies and procedures.
- We commit to transparency in our decision-making with parents and carers where it will not compromise the safety of children or young people.
- We commit to providing where available information in relevant community languages.

### **Commitment to Staff, Students and Volunteers**

- We are committed to providing all staff, students and volunteers with the necessary supports to enable them to fulfil their role. This includes regular professional development opportunities and supervision.
- We have a management structure that supports and develops staff in their roles.
- We commit to provide regular opportunities to clarify and confirm policy and procedures in relation to child and young people's protection and welfare. This will include training with regards to understanding the principles and intent of this Policy.
- We commit to provide opportunities for our staff, students and volunteers to receive formal debriefing and counselling arising from incidents of child or young person abuse.

## 8. Policy

The Policy meets Council's obligations under Standard 2 of the Child Safe Standards – 'A child safe policy or statement of commitment to child safety' and provides the opportunity for Council to improve their existing processes and practices and enhance the culture of child safety for the Moorabool Shire.

The Victorian Government requires Council to implement the following Child Safe Standards<sup>2</sup>:

- |                    |   |
|--------------------|---|
| <b>Standard 1:</b> | Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.                     |
| <b>Standard 2:</b> | A child safe policy or statement of commitment to child safety.   |
| <b>Standard 3:</b> | A code of conduct that establishes clear expectations for appropriate behaviour with children.  |
| <b>Standard 4:</b> | Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel. |
| <b>Standard 5:</b> | Processes for responding to and reporting suspected child abuse.  |
| <b>Standard 6:</b> | Strategies to identify and reduce or remove risks of child abuse.   |
| <b>Standard 7:</b> | Strategies to promote the participation and empowerment of children.  |

This Policy shall be read and implemented in conjunction with Council's associated practices and procedures these are currently under development. This will guide councillors, staff and volunteers on requirements to meet Child Safe Standards.

Underpinning this policy are the rights that are outlined in the United Nations Conventions on the rights of the Child specifically recognises that children have a right to be protected from physical and mental harm and neglect and be able to enjoy the full range of human rights – civil, cultural, economic, political and social rights.

## 9. Supporting processes

### Training

Training and education is important to ensure that everyone understands that child safety is everyone's responsibility within our organisation. All Councillors, employees, contractors and volunteers will be made aware of their obligations and expectations of working in a Child Safe Organisation via Council's Code of Conduct, new employee induction, volunteer and contractor awareness and training sessions.

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<sup>2</sup> Department of Health & Human Services Webpage -Child Safety Standards Resources <http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards-resources>

### **Recruitment**

Our commitment to child safety will be further demonstrated in careful selection of people that we work with both through employment and in the provision of services to council. The engagement of resources and services will be subject to robust reference checking, interviews and where appropriate psychometric testing, working with children and criminal history checks.

### **Risk Management**

A risk management approach will be adopted to minimise or eliminate the potential for child abuse or harm to occur. Risk analysis and data is utilised to inform policy, procedures and activity planning, helping to facilitate ongoing continuous improvement.

Risk management strategies are outlined in our Risk Management Framework and Policy guidelines and these will be revised to identify, assess, and take steps to minimise child abuse risks. In addition to general occupational health and safety risk, assessments will include potential risks to child safety such as the physical environment and include the online environment (See also failure to protect under Legislative Responsibilities).

### **Retention of Records**

All records will be retained in accordance with Council's record keeping requirements under the *Public Records Act 1973* and privacy requirements under the *Privacy & Data Protection Act 2014* and Council's Privacy and Records Management Policies.

### **Reporting a Child Safety Concern or Complaint**

The Child Safety officer will have specific responsibility for initial support and education and awareness of employees to respond to any complaints made by staff, volunteers, parents, children or community members. The responsibilities of this position are outlined in the policy's roles and responsibilities section.

Council's concerns and complaints processes are outlined in our Child Safety Reporting procedure which can be referred to by any employee. Some departments will utilise alternative processes that meet additional department requirements where they are already subjected to more onerous or stringent requirements as part of their role.

Please note that you do not need to be absolutely certain that abuse has occurred to report. If you suspect a child is at risk of harm, there are several options and resources available.

## **10. Roles and Responsibilities**

The Chief Executive Officer (CEO) is responsible for appointing, directing and managing employees, contractors and volunteers. The Council will implement accurate and effective screening tools during the recruitment process to employ suitable employees, contractors and volunteers to minimise the risk of inappropriate individuals from entering the organisation. Moorabool Shire Council has processes in place to ensure employees, contractors and volunteers are trained in child safety, and that they practice appropriate behaviour. Council is responsible for ensuring that appropriate behaviour with children is clearly defined and expectations are accessible and understood by all employees, contractors and volunteers

Every person employed with, volunteering or acting on behalf of Moorabool Shire Council has a responsibility to understand their important and specific role, individually and collectively, to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make. Key roles and responsibilities have been outlined for the purpose of clarity and understanding as follows:



**Key Role**

**Key Responsibilities**

Head of Organisation

The head of an organisation is the person who is primarily responsible for an organisation's compliance with the Reportable Conduct Scheme (the Scheme). Depending on the particular structure or type of organisation, the head of the organisation may be:

- The Chief Executive Officer (CEO)
- The Secretary, if the organisation is a Victorian Government department, or their delegate
- The Principal Officer of the organisation.

While heads of organisations are responsible for ensuring their organisations comply with the Scheme, the Commission does not expect heads to carry out their responsibilities alone. While heads of organisations can seek internal support and assistance from within their organisations, it is ultimately their responsibility to ensure the Commission is notified of any reportable allegations they become aware of.

All Employees / Volunteers / Students

- Complete the compulsory employee, volunteer and student Induction training on commencement of employment with Council. For some service units who have more direct contact with children this will include specific training and induction.
- Conduct work according to the requirements of the Child Safe Policy, procedures and Staff Code of Conduct.
- Report all concerns regarding child safety or harm to their direct supervisor or the Child Safety Officer.
- Be aware of and participate in the annual review of Service Unit Risk Register which identifies, assesses and controls your workplace risk.
- Where a child is in immediate danger call 000.

Child Safety Officer

- The Manager, Child, Youth & Family is the designated Child Safety Officer
- Act as the first point of contact for child safety concerns or allegations of abuse within council and provide support to other personnel.
- Oversee the implementation of Child Safe policies and procedures.
- Engage the assistance of expert advice as required when the nature of the child safety issue is beyond experience, knowledge or qualifications.
- Confirm relevant authorities has been notified. I.e. Department Health & Human Services (DHHS) child protection, Police for imminent risk and the Commission for Children and Young People of reports of allegations of child abuse and misconduct towards children.
- Receive a higher level of training to support them in undertaking the Child Safety Officer role.

Managers & Supervisors

- Ensure that their direct reports obtain training and induction.
- Receive reports of child safety concerns or allegations of abuse within Council.
- Offer support to the child, the parents, the person who reports and the staff member or volunteer subject to allegations related to child safety.
- Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (in consultation with the Human Resources team if required).
- Decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and make report as soon as possible if required.

Hiring Managers

- Ensure employees and volunteers have access to and are aware of the Child Safe Policy and procedures.
- Ensure that new workers complete compulsory Induction on commencement with Council.
- Conduct recruitment practices in line with Council's recruitment and selection guideline requirements for child related work.

Governance & Organisational  
Development Unit

- Provide information (including Code of Conduct) relating to the Child Safe Standards and Policy via training / Induction material and make available to Councillors, managers, team leaders and coordinators for dissemination.
- Manage Council's disciplinary procedures as they apply to the Child Safe Standards and policy.
- Apply relevant recruitment and pre-employment screening processes to select appropriate staff to work with children.
- Support staff to build resilience and cope with child abuse incidences, for example through resilience training, Employee Assistance Program (EAP) counselling service.
- Reflect a culture of child safety in Learning and Development activities.

## 11. Related Legislation/Policies/Guidelines

- Charter of Human Rights and Responsibilities Act 2006
- Child Wellbeing and Safety Act 2005
- Children, Youth and Families Act 2005
- Commission for Children and Young People Act 2012
- Crimes Act 1958
- Privacy & Data Protection Act 2014
- Public Records Act 1973
- Working with Children Act 2005
- Staff Code of Conduct
- Councillor Code of Conduct
- Privacy Policy
- Recruitment Policy
- Discipline Policy
- Child Safety Commission, <https://ccyp.vic.gov.au/>

## 12. Council Plan Reference

**Council Plan 2017-2021 Strategic Objective 1:** Providing Good Governance and Leadership  
**Context 1C:** Our Business & Systems  
**Actions:** Legislative and Regulatory

## 13. Review

This policy will be reviewed every three years.

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**Robert Croxford**  
**Chief Executive Officer**

# Attachment - Item 11.3.3b

# Reportable Conduct Scheme Policy & Procedure (Child Safety)

<b>Policy No.:</b>		<b>Reportable Conduct Scheme Policy &amp; Procedure (Child Safety)</b>
<b>Review Date:</b>	May 2018	
<b>Revision No.:</b>		
<b>Expiry Date:</b>	May 2021	
<b>Version No.:</b>		
<b>Adopted by:</b>		
<b>Responsible Officer:</b>	General Manager Social & Organisational Development	
<b>Authorised Officer:</b>	Chief Executive Officer	

## 1. Purpose

This Policy sets out Moorabool Shire Council's approach and commitment to managing appropriate responses to Reportable Allegations made against staff and others engaged by Council in relation to children.

Moorabool Shire Council exercises a high degree of care, supervision and authority over children under the age of 18.

The Reportable Conduct Scheme is a child safety mechanism introduced as a result of the Betrayal of Trust report. Council has the responsibility for reporting any allegations of 'reportable conduct' raised against employees (and contractors, volunteers, and other office holders) who are 18 years or over to the Commission for Children and Young People (CCYP). The Reportable Conduct Scheme imposes new obligations on the heads of organisations (CEO). This includes requirements to:

- Have in place systems to prevent child abuse and, if child abuse is alleged, to ensure allegations can be brought to the attention of appropriate persons for investigation and response
- Ensure that the Commission is notified and given updates on the organisation's response to an allegation

This Policy reflects Council's legislative responsibility in meeting the requirements of the *Child Wellbeing and Safety Act 2005* Amendment.

## 2. Scope

This Policy applies to all councillors, employees including any person directly employed by Moorabool Shire Council or employed through an agency or on a contract basis, Council's volunteers and work experience/work placement students, irrespective of their involvement in child related duties.

There are five types of 'reportable conduct' listed in the *Child Wellbeing and Safety Act 2005*:

- Sexual offences (against, with or in the presence of, a child)
- Sexual misconduct (against, with or in the presence of, a child)
- Physical violence (against, with or in the presence of, a child)
- Behaviour that causes significant emotional or psychological harm
- Significant neglect.

### 3. Definitions<sup>1</sup>

#### ***What are sexual offences?***

In Victoria, it is an offence to engage in certain sexual behaviours against, with or in front of, a child. Many of these behaviours are reportable conduct under the Reportable Conduct Scheme. This includes:

- sexual assault
- indecent acts
- possession of child abuse material
- ‘grooming’ a child in order to commit a sexual offence.
- A full list of the relevant sexual offences is set out in clause 1 of Schedule 1 to the *Sentencing Act 1991*.

A person does not need to be charged with, or found guilty of, a sexual offence for their behaviour to be reportable conduct

#### ***What is sexual misconduct?***

‘Sexual misconduct’ captures a broader range of inappropriate behaviours of a sexual nature that are not necessarily criminal. Examples of sexual misconduct include:

- Developing an intimate relationship with a child, for example, through regular contact with the child without the knowledge or approval of the organisation’s management
- Inappropriately discussing sex and sexuality with a child
- Other overtly sexual acts that could lead an organisation to take disciplinary or other action

#### ***What is physical violence?***

Physical violence includes an act that causes physical injury or pain. Examples of physical violence can include:

- Hitting/kicking/punching
- Pushing/shoving/grabbing/throwing/shaking
- Using an object to hit or strike
- Using inappropriate restraint/excessive force.
- Physical violence does not include lawful behaviour. For example:
  - reasonable steps taken to protect a child from immediate harm, such as taking a child’s arm to stop them from going into oncoming traffic
  - medical treatment given in good faith by an appropriately qualified person, such as a senior first aid officer administering first aid.

Threats of physical violence that do not cause physical injury or pain may be covered by the Reportable Conduct Scheme as behaviour that causes significant emotional or psychological harm (see below).

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<sup>1</sup> Reportable Conduct Scheme information sheets <https://ccyp.vic.gov.au/child-safety/resources/reportable-conduct-scheme-information-sheets/>



***What is behaviour that causes emotional or psychological harm to a child?***

For behaviour to be reportable under this category:

- A child must have suffered significant emotional or psychological harm
- There must be a clear link between the alleged conduct and the harm suffered.
- The behaviour must cause emotional or psychological harm that is 'significant'.

Signs that a child may have been emotionally or psychologically harmed may include:

- Patterns of out-of-character behaviour
- Regression in behaviour
- Distress and anxious behaviours
- Other physical symptoms, such as self-harm.
- Emotional or psychological harm may also occur where an existing mental health disorder has been exacerbated or aggravated.

A professional psychological or medical assessment of the child may assist to determine whether a child has suffered emotional or psychological harm. However, a clinical diagnosis will not be required in every case.

For example:

- The alleged conduct is so serious and/or occurred over such a sustained period, that it can be reasonably inferred that the child has been harmed
- Requiring a child to be assessed may unreasonably re-traumatise or otherwise further harm the child.
- It is also important to stress that there must be a clear link between the emotional or psychological harm and the alleged conduct. In deciding if there is a clear link, organisations should consider the likelihood that the child would have been harmed, if the alleged conduct had not occurred.

Examples of emotional or psychological harm may include:

- Exposure to violence or threats of violence
- Self-destructive behaviour (Self destructive behaviours are any behaviours that negatively impact our mind or body by the life choices we make)
- Antisocial behaviour
- Persistent hostility/rejection
- Humiliation/belittling
- Scapegoating.
- Action, such sending a child to sit in 'time out' for a period of time.

**What is neglect?**

Neglect occurs when a person does not meet their obligations and responsibilities to keep a child safe and well. The neglect:

- Must be more than minor and insignificant
- Does not need to have a lasting or permanent effect
- May be an ongoing situation or a one off incident, as long as it is not minor in nature.

Examples of different types of neglect include:

- Supervisory neglect, which is the absence or inattention of a person which places the child at risk of physical harm or injury, sexual abuse or allows other criminal behaviour towards the child
- Physical neglect, which is the failure to provide basic physical necessities for a child, such as adequate food, clothing and housing
- Medical neglect, which is the failure to provide for appropriate medical care for a child, including a failure to acknowledge the seriousness of an illness or condition, or deliberately withholding appropriate care.

**What does 'significant' mean?**

The Reportable Conduct Scheme is concerned with significant allegations about worker behaviour or actions towards a child. Accordingly, allegations can only be made about emotional or psychological harm or neglect that is significant.

Allegations may be made about serious forms of harm or behaviours that have a lasting or permanent effect, however, this does not always need to be the case. It is enough that the alleged conduct is more than *trivial* or *insignificant* to fall within the definition of *significant* under the Reportable Conduct Scheme.

**What is a reasonable belief?**

A reportable allegation is made where a person makes an allegation, based on a reasonable belief, that a worker or volunteer has committed reportable conduct or misconduct that **may** involve reportable conduct. This includes where a reportable allegation is made against the head of the organisation.

- A reasonable belief is more than suspicion. There must be some objective basis for the belief. However, it is not the same as having proof and does not require certainty.

For example, a person is likely to have a reasonable belief if they:

- observed the conduct themselves
- heard directly from a child that the conduct occurred
- received information from another credible source (including another person who witnessed the reportable conduct or misconduct).
- Heads of organisations do not need to agree with or share the belief that the alleged conduct has occurred. They do not need to notify the Commission about the allegation if it is plainly wrong or had no basis at all in reality.

#### 4. Policy Context

On 17 April 2012, the Victorian Government initiated the Family and Community Development Committee's Inquiry into the Handling of Child Abuse by Religious and Other Organisations (Betrayal of Trust Inquiry). The Betrayal of Trust report was tabled in Parliament on 13 November 2013 and made 15 recommendations including compulsory minimum standards for creating child-safe environments. On 26 November 2015, the Victorian Parliament passed the Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (The Act) to introduce Child Safe Standards.

The 'failure to disclose' offence introduced as part of the Crimes Amendment (*Protection of Children*) Act 2014 requires that any adult over 18 who holds a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child must disclose inform police. The criminal offence for 'failing to protect' a child imposes penalties for a 'person in authority' within Council if they know of the risk of abuse, have the power or responsibility to reduce or remove the risk, but failed to do so.

The 'reportable conduct scheme is a child safety mechanism introduced as a result of the Betrayal of Trust report. Council has the responsibility for reporting any allegations of 'reportable conduct' raised against employees (and contractors, volunteers, and other office holders) who are 18 years or over to the Commission for Children and Young People (CCYP). The Reportable Conduct Scheme imposes new obligations on the heads of organisations (CEO). This includes requirements to:

- Have in place systems to prevent child abuse and, if child abuse is alleged, to ensure allegations can be brought to the attention of appropriate persons for investigation and response.
- Ensure that the Commission is notified and given updates on the organisation's response to an allegation.

#### 5. Policy

Moorabool Shire Council is committed to the protection, safety and wellbeing of children in its care, supervision and or authority. The safety of which is supported by the Victorian Child Safe Standards and Reportable Conduct Regime was introduced under the [Child Wellbeing and Safety Act 2005](#). This Policy and Procedure applies to all persons over the age of 18, who are employed or otherwise engaged by Moorabool Shire Council, including but not limited to staff, councillors, contractors, volunteers, students irrespective of whether or not that person's work, activities or services relates to or otherwise involves children and young people under the age of 18 and/or the reportable conduct or misconduct occurs within or outside of the Council.

This Policy supports Council systems designed to prevent and respond to child abuse, and should be read in conjunction with the Child Safety Policy.

#### 6. Supporting Processes

##### Reportable Allegations

- All staff, and other individuals engaged by Council are required to notify the Child Safety Officer immediately after forming a suspicion/reasonable belief that a person employed or otherwise engaged by the Council, has committed Reportable Conduct or misconduct that may involve Reportable Conduct.
- Immediately is defined as soon as reasonably practicable, within a period of 24 hours (or if after hours, the next business day). This is the case even if:
  - That person does not have direct contact with children; and/or
  - The conduct occurred outside of their work or other form of engagement with Council;

- Reportable Allegations may also be made by persons external to the Council, in the manner described above. If, however, a child is at immediate risk of abuse or danger the Police should be contacted without delay on 000; with subsequent notification to Child Safety Officer via the below process.

Individuals who are not employed or engaged by an organisation that is captured by the scheme may not be within scope of the scheme. This means that particular care should be taken when considering whether a reportable allegation can be made about an individual who performs services for Council under a labour-hire arrangement, as an agency worker, a secondment agreement or as a subcontractor. This is because those individuals may be employed or directly engaged by a third party rather than the organisation they work with. Council still has a responsibility to take all allegations of child abuse and child related misconduct seriously and respond appropriately, including reporting allegations of sexual offences or violence by an adult against a child to Victoria Police.

### **Oral Notification**

- An oral notification can be made in private and **may be made in person** by telephone to one of the persons set out below, including by leaving a voicemail message on that telephone number; or by some other form of non-written electronic communication. The oral disclosure **must** be made to one of the following persons:
  - The Child Safety Officer (Sharon McArthur, Manager Child Youth & Family Services) on 5366 1224 or 0407 306 231;
  - Danny Colgan, General Manager Social & Organisational Development on 5366 1276 or 0499 772 950.
  - Vanessa O’Toole, Manager Governance & Organisational Development on 5366 1262 or 0400 026 384
  - If the notification is made orally, the person receiving the notification will make notes at the time recording relevant information.

### **Written Disclosures**

- A written notification can be made directly to the Child Safety Officer via email or delegated person as follows:
  - Emailed directly to the Child Safety Officer (Sharon McArthur, Manager Child Youth & Family Services) at [smcarthur@moorabool.vic.gov.au](mailto:smcarthur@moorabool.vic.gov.au)
  - Emailed directly to Danny Colgan, General Manager Social & Organisational Development [dcolgan@moorabool.vic.gov.au](mailto:dcolgan@moorabool.vic.gov.au)
  - Emailed directly to Vanessa O’Toole, Manager Governance & Organisational Development, [votoole@moorabool.vic.gov.au](mailto:votoole@moorabool.vic.gov.au)
- Some areas of Council may have other reporting requirements due to additional legislation, this can include but is not limited to the Child, Youth & Family Services and Active Aging and Community Access Units.

### **Obligations on the Chief Executive Officer (CEO)**

Following receipt of a Reportable Allegation, the CEO (or their appointed delegate) undertakes to:

- Manage any immediate risks to children, which for allegations of suspected criminal misconduct, will involve reporting to Victoria Police.

- Ensure the Commission for Children and Young People (the Commission) is notified within 3 business days of becoming aware of the Reportable Allegation. Notifications can be made via this link: <https://ccyp.vic.gov.au/reportable-conduct-scheme/notify-and-update/>
- Engage an independent investigator (as appropriate) and initiate an investigation into the Reportable Allegation (subject to police clearance on criminal matters); and inform the Commission the details of the person undertaking the investigation;
- Provide the Commission (within the prescribed period of 30 calendar days) detailed information about the Reportable Allegation and any action taken or proposed by the Council;
- Notify the Commission of the investigation findings and any disciplinary action the Council has taken or the reason no action has been taken

### Reportable Conduct Allegation Investigations

Allegations of suspected criminal misconduct will be reported to Victoria Police as the first priority, who will maintain the primacy of an investigation. The CEO or delegated officer will work with Victoria Police and the Commission to ensure:

- Allegations of criminal conduct are dealt with appropriately; and
- Any internal workplace investigation, aimed at gathering and examining information to establish and make findings in relation to allegations of child abuse against an employee or other person engaged by the Council, does not interfere with police investigations.
- Any investigation initiated by Council, may include recommendations about what disciplinary or other action should be taken (if any). The determination of which will be made by the CEO, or their appointed delegate.
- In circumstances where Council is unable to investigate or otherwise engage an independent person or body to investigate a Reportable Allegation, Council will work with the Commission, to the greatest extent possible, to support the Commission's independent oversight and investigation into this matter.

### Procedural Fairness

- Determinations made with respect to a Reportable Allegation are required to be made on the balance of probabilities, following principles of procedural fairness. In response to a Reportable Allegation, Council undertakes to:
  - a) Obtain clearance from Victoria Police, if the allegation is criminal in nature, before initiating a workplace investigation; and
  - b) Before any findings are made or disciplinary action taken:
- Notify the subject of the allegation of details of any adverse information that is credible, relevant and significant. This need not be at the time Commission is notified so as to ensure an investigation is not compromised; or at all, in circumstances the allegations is fictitious.
- Provide the subject of the allegation a reasonable opportunity to respond to that information.
- Any person that is the subject of an allegation may choose (but is not obliged) during the course of an investigation, to give information or documents that support their version of events; or prove/disprove any fact or issue being investigated.
- In circumstances where other allegations or concerns are identified the additional information will be considered by the Investigator, and may add or change the nature and or scope of the allegation.
  - Interviews with witnesses, organisational management, other staff, the subject and/or victim of the allegation may be undertaken by: the Victoria Police; Council; an independent investigator engaged by Council; the Commission or other regulator; with expert opinion or advice (such as from a specialist medical practitioner or legal counsel) obtained during a workplace investigation, as deemed required.

## Support Services – Employee Assistance Program

Council recognises Reportable Conduct investigations can be stressful and demanding on all involved, and is committed to the welfare and support of staff and volunteers, with particular focus on any children who may be victim of alleged Reportable Conduct. Access to the Councils Employment Assistance Program or other counselling services will be made available, as required, in support of persons making a Reportable Conduct report.

## 7. Related Legislation/Policies/Guidelines

- Child Safety Standards Policy
- Charter of Human Rights and Responsibilities Act 2006
- Child Wellbeing and Safety Act 2005
- Children, Youth and Families Act 2005
- Commission for Children and Young People Act 2012
- Crimes Act 1958
- Privacy & Data Protection Act 2014
- Public Records Act 1973
- Working with Children Act 2005
- Staff Code of Conduct
- Councillor Code of Conduct
- Privacy Policy
- Recruitment Policy
- Discipline Policy
- Child Safety Commission, <https://ccyp.vic.gov.au/>



Key Role	Key Responsibilities
Head of Organisation	<p>The head of an organisation is the person who is primarily responsible for an organisation's compliance with the Reportable Conduct Scheme (the Scheme). Depending on the particular structure or type of organisation, the head of the organisation may be:</p> <ul style="list-style-type: none"> <li>• The Chief Executive Officer (CEO)</li> <li>• The Secretary, if the organisation is a Victorian Government department, or their delegate</li> <li>• The Principal Officer of the organisation.</li> </ul>
All Employees / Volunteers / Students	<p>While heads of organisations are responsible for ensuring their organisations comply with the Scheme, the Commission does not expect heads to carry out their responsibilities alone. While heads of organisations can seek internal support and assistance from within their organisations, it is ultimately their responsibility to ensure the Commission is notified of any reportable allegations they become aware of.</p> <ul style="list-style-type: none"> <li>• Complete the compulsory employee, volunteer and student Induction training on commencement of employment with Council. For some service units who have more direct contact with children this will include specific training and induction.</li> <li>• Conduct work according to the requirements of the Child Safe Policy, Reportable Conduct Scheme procedures and Staff Code of Conduct.</li> <li>• Report all concerns regarding child safety or harm to their direct supervisor or the Child Safety Officer.</li> <li>• Be aware of and participate in the annual review of Service Unit Risk Register which identifies, assesses and controls your workplace risk.</li> <li>• Where a child is in immediate danger call 000.</li> </ul>
Child Safety Officer	<ul style="list-style-type: none"> <li>• The Manager, Child, Youth &amp; Family is the designated Child Safety Officer.</li> <li>• Act as the first point of contact for child safety concerns or allegations of abuse within Council and provide support to other personnel.</li> <li>• Oversee the implementation of Child Safe policies and procedures.</li> <li>• Engage the assistance of expert advice as required when the nature of the child safety issue is beyond experience, knowledge or qualifications.</li> <li>• Confirm relevant authorities has been notified i.e. Department Health &amp; Human Services (DHHS) Child Protection, Police for imminent risk and the Commission for Children and Young People of reports of allegations of child abuse and misconduct towards children.</li> <li>• Receive a higher level of training to support them in undertaking the Child Safety Officer role.</li> </ul>

Managers & Supervisors

- Ensure that their direct reports obtain training and induction.
- Receive reports of child safety concerns or allegations of abuse within Council.
- Offer support to the child, the parents, the person who reports and the staff member or volunteer subject to allegations related to child safety.
- Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (in consultation with the Human Resources team if required).
- Decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and make report as soon as possible if required.

Managers

- Ensure employees and volunteers have access to and are aware of the Reportable Conduct Scheme and procedures.
- Ensure that new workers complete compulsory induction on commencement with Council.
- Conduct recruitment practices in line with Council’s recruitment and selection guideline requirements for child related work.

Governance & Organisational Development Unit

- Provide information (including Code of Conduct) relating to the Child Safe Standards and Policy via training / induction material and make available to Councillors, managers, team leaders and coordinators for dissemination.
- Manage Council’s disciplinary procedures as they apply to the Child Safe Standards, Reportable Conduct Scheme and Policy.
- Apply relevant recruitment and pre-employment screening processes to select appropriate staff to work with children.
- Support staff to build resilience and cope with child abuse incidences, for example through resilience training, Employee Assistance Program (EAP) counselling service.
- Reflect a culture of child safety in learning and development activities.

**8. Council Plan Reference**

<b>Council Plan 2017-2021 Strategic Objective 1:</b>	Providing Good Governance and Leadership
<b>Context 1C:</b>	Our Business & Systems
<b>Actions</b>	Legislative and Regulatory

**9. Review**

This policy will be reviewed every three years.

.....  
**Robert Croxford**  
**Chief Executive Officer**

## 11.4 INFRASTRUCTURE

### 11.4.1 Capital Improvement Program Quarterly Report – March 2018

#### Introduction

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 2017/2018 Capital Improvement Program to 31 March 2018.

#### Implementation of the 2017/2018 Capital Improvement Program

The 2017/2018 Capital Improvement Program currently consists of 48 projects, of which 3 are inactive and cannot commence. Therefore the table below reports on the 45 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 2016/2017 program
- 2017/2018 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 March 2018:

CIP Program Delivery Stage	Actual as of 31 March 2018	
	No. of Projects	%
Not Commenced (inactive)	3	
Not Commenced	1	2.2
Documentation/Design Preparation	3	6.5
Tender/Quote Stage	2	4.3
Project Awarded – Waiting Commencement	2	4.3
In Progress/Under Construction	21	45.7
Complete	17	37.0
<b>TOTAL</b>	46	100.00

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 tracking well with over 80% of the program is either complete or currently under construction.

#### Project Updates

##### *Fisken Street / Main Street intersection, Bacchus Marsh*

The 2017/18 CIP program included pavement rehabilitation works at the intersection of Fisken Street and Main Street, Bacchus Marsh. The project included a budget allocation of \$50,000 to rehabilitate the failing pavement which has deteriorated due to the increased volume and size of vehicles using the intersection.

The current layout of the intersection contains deficiencies which contributes to not only the pavement showing signs of distress but other infrastructure within the intersection. The existing kerb & channel in areas is in poor condition, certain drainage infrastructure is failing, the intersection layout isn't pedestrian friendly and particular vehicle movements through the intersection are problematic.

On review of the project, Council officers believe that a re-aligned scope of the project is necessary from a small pavement rehabilitation project to become a preplanning project. The project will now include a full scale review of the intersection and the preparation of design documentation for future CIP budget considerations that reflect an intersection layout which caters for current and future needs.

### *Dog Trap Gully Road, Rowsley – Bridge Works*

This project was funded through the 2017/18 CIP as a timber stringer (beam) replacement project. During detailed investigative works, it has been found that treating the timber stringers only is not a long term solution. Termites are evident in other timber components and would likely impact new timber elements if replaced. There are other substandard elements of the bridge that also require assessing and rectifying as part of a package of works.

Council officers have undertaken geotechnical testing, feature survey work and are currently in the process of preparing Design & Construct tender specification for the replacement of the bridge structure.

Following the preplanning phase and the associated costs currently underway, the remaining funds from the 2017/18 CIP will be carried forward with additional funding proposed for 2018/19 to deliver the replacement of the superstructure of this bridge.

### *Old Western Hwy, Gordon (Western Freeway interchange)*

The preplanning of a 155m section of Old Western Highway, Gordon is included in the 2017/18 CIP. The small section is located at the south west corner of the Western Freeway interchange at Gordon. During initial project scoping works, it was noted that the rectification works required were predominantly pavement works and weren't on a large scale.

Council officers determined that the initial funds allocated to undertake the preplanning works would be sufficient to rehabilitate the minimal area required. The contract for this work has been let and the works are expected to be complete by the end of April 2018.

### *Halletts Way, Darley*

The 2017/18 CIP program included \$250,000 for asphaltting works within the now VicRoads managed Halletts Way / Western Freeway Interchange project. At the time of budgeting for the 2017/18 CIP, Council was responsible for pavement areas within the project's limit of works.

Recent changes to the Road Management Act 2004 – 'Operation Responsibility for Public Roads' has resulted in VicRoads accepting greater responsibilities at Freeway interchanges. Therefore the budgeted \$250,000 isn't required for the original intended use and it is proposed to use the savings from this project to offset the anticipated overspend for the 2017/18 CIP.

Alternatively there is an option available to utilise approximately \$150,000 of these funds to rehabilitate the roundabout of Halletts Way / Holts Lane, immediately north of the current VicRoads project's limit of works. The pavement condition of the roundabout is showing signs of degradation and will require rectification works in the future. The rehabilitation of this pavement would further future proof the expected increase in traffic that Halletts Way will expected once the interchange works are complete. This option would exacerbate the projected program overspend and thus is not being recommended.

## Policy Implications

The Council Plan 2017 – 2021 provides as follows:

<b>Strategic Objective</b>	Providing Good Governance and Leadership
<b>Context</b>	Our Assets and Infrastructure
<b>Action</b>	Deliver Annual Capital Improvement Programs

The proposal is consistent with the Council Plan 2017 – 2021.

## Financial Implications

The current program is expected to be approximately \$80,000 to \$100,000 over budget. This includes the savings in the Halletts Way pavement works now being undertaken by VicRoads and the Inglis Street Streetscape works overspend.

Although the current forecast is an \$80,000 to \$100,000 program overspend, this figure could change as there are a number of large projects still under construction with unknown latent conditions.

In addition, there is \$2.65M estimated to be incomplete at year end and carried forward into the 2018/19 year. Some of the larger projects include; Bacchus Marsh Racecourse and Recreation Reserve, Haddon Drive Extension, and Maddingley Park Lighting Upgrade.

## 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 third quarter of the 2017/2018 period for the information of Councillors.

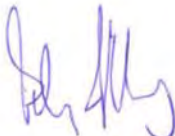
### **Recommendation:**

**That Council receives the Capital Improvement Program Quarterly Report to 31 March 2018.**

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### **Report Authorisation**

#### **Authorised by:**

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Thursday, 12 April 2018

# Attachment - Item 11.4.1

# SEALED ROADS PROGRAM

## Berry Street, Ballan - Road Rehabilitation

From Blackwood St to Old Ballanee Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Widening – Construction	09/10/2017	31/01/2018	100	\$500,000	

Project was awarded to Bitu-Mill (Civil) Pty Ltd and completed in January 2018.

## Carween Lane, Ballan – Road Rehabilitation

From Von Steiglitz Dr to Ballanee Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	23/10/2017	22/12/2017	100	\$208,026	

Project was carried out by the Operations Department and completed in December 2017.

## Butter Factory Road, Wallace - Road Rehabilitation

Ch 0.05 – 1.46km  
West of Moorabool River West Branch

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	16/10/2017	13/04/2018	95	\$492,716	

Project was awarded to Fulton Hogan Industries Pty Ltd. Works commenced on site in October 2017 and are scheduled for completion in April 2018.

## Egerton Ballark Road, Bungal – Road Rehabilitation

Ch 7.73– 9.52km  
South of Walsh Lane to Elaine Egerton Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	08/01/2018	20/04/2018	75	\$523,575	

Project is being carried out by the Operations Department with completion anticipated in April 2018.

## Triggs Road, Bungaree - Road Rehabilitation

Ch 0.00 – 1.6km  
From Lesters Rd to Murphys Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	12/02/2018	27/04/2018	65	\$612,971	

Project was awarded to Bitu-Mill (Civil) Pty Ltd. Works commenced on site in February 2018 and are scheduled for completion in April 2018.

## Woolpack Road, Bacchus Marsh - Road Rehabilitation

Ch 0.02 – 0.615km  
From Bacchus Marsh Rd to Werribee River

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	19/03/2018	18/05/2018	15	\$484,782	

Project was awarded to Bitu-Mill (Civil) Pty Ltd. Works commenced on site in March 2018 and are scheduled for completion in May 2018.

## Old Melbourne Road, Gordon – Road Rehabilitation

Ch 15.825 – 17.500km  
From Boundary Rd to Ryans Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	30/10/2017	19/01/2018	100	\$548,730	

Project was awarded to Bitu-Mill (Civil) Pty Ltd and completed in January 2018.

## Halletts Way, Darley – Pavement Rehabilitation

Western Freeway – New Interchange Ramps

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	07/05/2018	08/06/2018	50	\$250,000	

VicRoads is now the responsible authority for this section of road due to a recent code of practice amendment and will rehabilitate the pavement as part of the Halletts Way interchange ramps project.

## Fisken Street, Bacchus Marsh – Preplanning

Intersection of Main St, Bacchus Marsh

Task	Start Date	End Date	% Complete	Budget	Budget Status

Intersection Rehabilitation	26/03/2018	30/06/2018	5	\$50,000	
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Project is now recommended to be a preplanning project and has been awarded to Meinhardt Group Pty Ltd. Design works are currently in progress with completion anticipated for June 2018.

### Rear of Bacchus Marsh Public Hall – Asphalt Overlay

Lerderderg Library to Scout Hall

Task	Start Date	End Date	% Complete	Budget	Budget Status
Asphalt Overlay	07/05/2018	18/05/2018	0	\$25,000	

Quotation evaluation is currently underway with commencement anticipated for May 2018.

### Clarkes Road, Glen Park – Preplanning

Ch 1.26 to Ch 2.60km  
From Madderns Rd to Mannings Lane

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	11/12/2017	30/03/2018	100	\$35,000	

Preplanning was carried out by Engineering Services and completed in March 2018.

### Old Western Highway, Gordon – Pavement Rehabilitation

Western Freeway – Gordon interchange

Task	Start Date	End Date	% Complete	Budget	Budget Status
Pavement Rehabilitation	16/04/2018	20/04/2018	0	\$30,000	

Project amended to physical works rather than preplanning and has been awarded to The Road Doctor Pty Ltd, with commencement anticipated for April 2018.

### Myrning Korobeit Road, Myrning – Preplanning

Ch 0.0 – 0.29km  
North of Old Western Highway

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	21/07/2017	31/01/2018	100	\$30,000	

Project was awarded to Techrds Design Pty Ltd and completed in January 2018.

### Gordon Township Improvements Package – Preplanning

From Old Western Hwy to Stanley St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	25/09/2017	31/05/2018	65	\$50,000	

Project has been awarded to RMG Pty Ltd. Detailed design works are continuing following further community engagement sessions held in March and April with the Gordon community. Completion of the final detailed design is anticipated for May/June 2018.

### Station Street, Bacchus Marsh – Road Widening

From Grant Street to Bond Street

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Widening – Construction	08/01/2018	02/03/2018	100	\$305,430	

Project was awarded to Rustel Pty Ltd and completed in March 2018.

### Haddon Drive, Ballan – Road Construction

Ch 0.0 – 1.7km  
South of Gillespies Lane

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Construction	17/09/2018	23/11/2018	0	\$690,000	

Design works are currently underway with the tender period anticipated for May 2018. Construction works are scheduled to take place after the winter period for more favourable weather conditions.



## BRIDGES AND CULVERTS PROGRAM

### Old Melbourne Road, Ballan – Bridge Strengthening Works

Over Bostock Reservoir tributary

Task	Start Date	End Date	% Complete	Budget	Budget Status
Bridge strengthening works including concrete deck overlay, substructure repairs and road approach improvements.	23/10/2017	09/02/2018	100	\$300,000	

Project was awarded to Mad Cat Construction Pty Ltd and completed in February 2018. Over expenditure of 26% is due to the contract being awarded over and above the initial budget.

### 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	16/10/2017	13/04/2018	95	\$476,362	

Project was awarded to Fulton Hogan Industries Pty Ltd. Works commenced on site in October 2017 and are scheduled for completion in April 2018.

### Dog Trap Gully Road, Rowsley – Superstructure Replacement

North of Glenmore Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
Replacement of superstructure	05/02/2018	23/03/2018	0	\$80,000	

Detailed investigative works undertaken during the planning phase indicated there were further substandard elements which also require rectification. Design & construction tender documentation is currently being prepared for the full replacement of the superstructure. The draft 2018/19 CIP includes an allocation which will supplement the surplus construction dollars from this year to fund the full project in 2018/19.

### Yendon Egerton Road, Millbrook - Preplanning

West of Sullivans Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
Concrete invert lining - Preplanning Allocation	11/12/2017	13/04/2018	90	\$25,000	

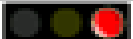
Project has been awarded to Greg Schofield & Associates Pty Ltd. Design works are currently in progress with completion anticipated for April 2018.



## PATHWAYS PROGRAM

### Inglis Street, Ballan – Streetscape Improvements

Stead Street to Fisken Street


Task	Start Date	End Date	% Complete	Budget	Budget Status
Streetscape improvements	12/02/2018	22/06/2018	25	\$773,735	

Project was awarded to Ace Landscaping Services Pty Ltd. Works commenced on site in February 2018 and are scheduled for completion in June 2018. Over expenditure of 27% was approved at the Special Meeting of Council in December 2017.

### Bennett Street, Bacchus Marsh – Pedestrian Crossing Upgrade

#### Upgrade


Opposite Shopping Centre Car Park

Task	Start Date	End Date	% Complete	Budget	Budget Status
Pedestrian Crossing Upgrade	19/02/2018	29/03/2018	100	\$114,905	

Project was awarded to Elite Roads Pty Ltd and completed in April 2017.

### Wittick Street, Darley – Footpath Construction


Halletts Way to Nicholson Street

Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of a new concrete footpath.	26/03/2018	27/04/2018	40	\$100,000	

Project was awarded to Renjen Group Pty Ltd. Works commenced on site in March 2018 and are scheduled for completion in April 2018.

### DDA Upgrade Program

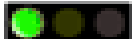
Various locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Upgrade pedestrian crossings and footpaths to ensure DDA compliance	02/04/2017	27/04/2018	0	\$20,000	

Document preparation is currently underway with project commencement scheduled for May 2018.

### Bacchus Marsh Road, Bacchus Marsh – Bus Bay Relocation

East of Halletts Way


Task	Start Date	End Date	% Complete	Budget	Budget Status
Bus Bay Upgrade	07/05/2018	25/05/2018	0	\$100,000	

Quotation evaluation is currently underway with commencement anticipated for May/June 2018.

## KERB AND CHANNEL PROGRAM

### Links Road – Kerb and Channel Replacement

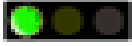
Between Augusta Place and Fairway Crescent

Task	Start Date	End Date	% Complete	Budget	Budget Status
Kerb and Channel replacement including drainage improvements and pavement rehabilitation works.	24/07/2017	15/09/2017	100	\$75,000	

Project was carried out by the Operations Department and completed in September 2017. The over expenditure of 39.7% was in part due to increased time on site due to challenging weather conditions.

### Duncan Street, Ballan – Kerb and Channel Replacement


From Steiglitz St to Edols St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Kerb and Channel replacement including formalisation of school crossing and angle parking	23/04/2018	15/06/2018	0	\$119,341	

Project will be carried out by the Operations Department and is scheduled to commence in April 2018.

### Dicker Street, Gordon – Urbanisation

From Stanley St to Gladstone St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Upgrade works including kerb and channel replacement, school crossing formalisation, angle parking and other associated works.	22/01/2018	13/04/2018	85	\$200,000	

Project is being carried out by the Operations Department with completion anticipated in April 2018.

## COMMUNITY LAND PROGRAM

### Bacchus Marsh Racecourse Recreation Reserve, Active Sports Precinct Design

Task	Start Date	End Date	% Complete	Budget	Budget Status
BMRRR - Active sports precinct	19/06/2017	30/06/2018	10	\$1,293,087	

The design consultancy services has been awarded to Group GSA Pty Ltd. Bulk earthworks commenced on site in March 2018 and are scheduled to be completed in June 2018. Further design works currently in progress with construction packages to be tendered in the coming months.

### Bacchus Marsh BMX Club, New Track Construction

Task	Start Date	End Date	% Complete	Budget	Budget Status
BMX Racetrack Development	19/06/2017	30/06/2018	10	\$125,000	

Formation of the new track is included as part of the bulk earthworks contract currently underway. Final scope and associated budget of the BMX construction is required to inclusion in upcoming construction packages.

### Masons Lane Recreation Reserve, Lighting Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status
Lighting Upgrade to Oval 1	24/08/2017	23/02/2018	95	\$249,178	

The project was awarded to Commlec Services Pty Ltd and completed in February 2018. The official opening of the new lighting infrastructure was on Tuesday 17 April 2018.

### Sports Field Lighting & Electrical Investigation


Various Reserves

Task	Start Date	End Date	% Complete	Budget	Budget Status
Sports lighting and electrical supply investigation of all recreation reserves within the municipality that host competitive sports.	12/03/2018	25/05/2018	20	\$60,000	

Project has been awarded to Martin Butcher Lighting Design Pty Ltd. Investigative works commenced in March 2018 and are scheduled for completion in May 2018.


## COMMUNITY BUILDINGS PROGRAM

### Bacchus Marsh Swimming Pool, Plant Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status
Plant and machinery testing/replacement	04/09/2017	24/11/2017	100	\$67,447	


The project was awarded to ASAP Aquatics Pty Ltd and completed in November 2017.

### Ballan Swimming Pool, Plant Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status
Plant and machinery testing/replacement & replacement of main pool pump	04/09/2017	24/11/2017	100	\$91,808	

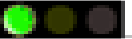
The project was awarded to ASAP Aquatics Pty Ltd and completed in November 2017.

### Maddingley Park Pavilion, Extension

Task	Start Date	End Date	% Complete	Budget	Budget Status
Refurbishment of social rooms	06/12/2017	13/04/2018	90	\$200,000	

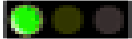
Project has been awarded to Blunt Building & Construction Pty Ltd. Works commenced on site in December 2017 and are scheduled for completion in April 2018.

### Masons Lane Recreation Reserve, Western Pavilion design

Task	Start Date	End Date	% Complete	Budget	Budget Status
Detailed design of Western Pavilion	05/06/2017	15/12/2017	100	\$75,000	

Project was awarded to Four18 Architecture Pty Ltd and completed in December 2017.

### Bungaree Community Hall – Entrance Canopy Replacement Works


Task	Start Date	End Date	% Complete	Budget	Budget Status
Conversion of umpires room into accessible toilet	19/02/2018	03/09/2018	0	\$25,000	

Project has been awarded to Jan Ulehla & Associates Pty Ltd, with commencement anticipated for April 2018.

## BUS SHELTER PROGRAM

### Bus Stop Upgrade Program


Various Locations throughout Bacchus Marsh

Task	Start Date	End Date	% Complete	Budget	Budget Status
Upgrade of high priority bus stop locations throughout Bacchus Marsh	03/04/2018	11/05/2018	0	\$200,000	

The bus stop upgrade program is set to commence in April 2018. Concrete pad upgrade works will be delivered by Andrew Gillespie Earthmoving Pty Ltd and are expected to be finalised in late April 2018. The bus shelter manufacturing and installation will be undertaken by ASCO Outdoor Space Pty Ltd and expected to be complete in early May 2018.

### Bus Shelter/Bus Route Development Program


Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Improve Bus Shelter locations within the Shire	03/04/2018	30/06/2018	0	\$8,000	

Installation of bus shelters are based on requests from residents and constructed as required throughout the year.

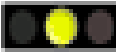
## NON COUNCIL LAND/BUILDINGS PROGRAM

### Clarendon Recreation Reserve, Community Hub

Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of a new Community Hub	12/03/2018	15/06/2018	10	\$330,000	

The Committee of Management with assistance from council officers are delivering the project. Site establishment and earthworks commenced in March with construction expected to be finalised in June 2018.

### Navigators Tennis Club, Fencing Improvements


Task	Start Date	End Date	% Complete	Budget	Budget Status
Fencing upgrade and retaining wall replacement	17/07/17	25/09/17	100	\$39,554.42	

The fencing upgrade component was awarded to Begonia City Fencing Pty Ltd and the retaining wall was delivered by BJE Constructions Pty Ltd, with both completed in September 2017.




## PROJECTS TO BE DELIVERED BY OTHERS

### Balliang Public Hall, Outdoor Space

Task	Start Date	End Date	% Complete	Budget	Budget Status
BBQ and seating improvements	4/09/2017	15/12/2017	100	\$28,000	

Project was delivered by the Balliang Public Hall Committee of Management and completed in December 2017.


### Maddingley Park Lighting Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status
Lighting Upgrade to Oval and Siberia			5	\$300,000	

The project is being delivered by the Bacchus Marsh Football Club. Design has commenced and an assessment of existing power supplies to Maddingley Park are required to determine if there is sufficient power for the new lights. The assessment will inform if a power supply upgrade is required and the associated implications.


## INACTIVE / ON HOLD PROJECTS

### Ballan Depot, Preplanning for New Facility

Task	Start Date	End Date	% Complete	Budget	Budget Status
Ballan Depot preplanning			0	\$179,350	

The project was deferred through the adoption of the 2017/18 budget process. The design contract has been suspended until a further report on the future of the existing depot is presented to council for consideration.

### Ballan Recreation Reserve, Netball/Tennis Court Reconstruction

Task	Start Date	End Date	% Complete	Budget	Budget Status
Reconstruction of Netball/Tennis courts and drainage improvements			0	\$40,000	

This project is currently on hold to allow the Ballan Recreation Reserve Masterplan development process to take place. The Masterplan will provide direction at a high level to feed the final scope of the project. This funding allocation will be carried forward to support further funding in 2018/19.

## 11.4.2 Hard Waste Collection Service Determination

### Introduction

File No.: 16/05/017  
Author: Daniel Smith  
General Manager: Phil Jeffrey

### Background

The Moorabool Waste Management and Resource Recovery Strategy sets the direction for management of waste by the Shire over the next 5 to 10 years. One of the recommendations within the implementation plan is to investigate options for a hard waste collection service, currently not provided by Council.

A survey of residents conducted to gauge community appetite, and a resolution to determine Council's position in relation to hard waste was also an action in the 2015 Council Plan. A survey was subsequently undertaken in August of that same year. It was conducted over four weeks, and was made available to the community electronically and in hard copy.

A range of hard waste service models provide residents with the opportunity to dispose of non-putrescible waste items (materials that do not emit offensive odours, attract vermin or other vectors, or readily decay). These items typically do not fit or belong in kerbside garbage or recycling services. Examples commonly include obsolete furniture, building materials, e-waste and large branches. It is notable that hard waste service provision tends to be offered predominantly by metropolitan councils.

The results of the Moorabool community survey (Attachment A) were presented to Council in April 2016, with Council resolving the following:

*That Council:*

- 1. Not proceed with the implementation of a new hard waste service at this time.*
- 2. Request officers write to Grampians Central West Waste and Resource Recovery Group in relation to a regional procurement approach for a potential future on call service.*

### Community Survey

The survey yielded 498 responses from members of the community. The majority of those (69%) identified themselves as living within the urban townships of Bacchus Marsh or Ballan. Options presented ranged from on call pickup to transfer station drop off, and all were listed on a full cost recovery basis.

A high number of responses opted for transfer station vouchers - provided via Council with Rate and Valuation Notices - rather than an on call collection. This is most likely reflective of the quoted price difference (\$10-\$20 versus \$40-\$60) and the awareness of "free" services offered by other councils. This preference was evident from urban, rural township and rural living respondents alike.

Feedback from the community within rural/farming areas indicated a lower level of support for any hard waste service model, with the majority of those residents indicating they would not utilise a service.

### **Servicing Options**

There are a number of hard waste disposal options available to communities, and the advantages and disadvantages of each were discussed in the April 2016 Council Meeting (refer Attachment B).

Options range from on call services for individual properties, through to a once-a-year precinct or universal collection. It is worth noting that interest and expectations for a hard waste service from metropolitan council communities differ markedly from regional/rural areas, the latter for which the following factors can be surmised:

- travel distance and limited operating hours of transfer stations
- existing waste disposal practices within properties (e.g. burning, burial)
- strong community links through local, informal and/or online buy/swap/sell arrangements.

### **Other councils**

The Grampians Central West Waste and Resource Recovery Group (GCWRRG) undertook a 2015-16 report on hard waste in the region. Of 42 metropolitan and regional/rural councils that provided data on their services, 14 offer an annual collection and 17 offer an on call service.

An excerpt of comments and methodology follows:

- *Hard waste collection every 2<sup>nd</sup> year for small towns with limited access to Transfer Stations. Cost \$17,000 per year. (Swan Hill)*
- *Not an efficient way to collect and recover waste and is unsightly. Cost is close to \$1 million/annum to provide the service. Community uses Facebook Buy Swap and Sell sites and garage sales. (Mildura)*
- *Free passes were misused for disposing of putrescible waste. (Buloke)*
- *Consideration was given for a limited on call service for health care card holders. This limited the potential cost whilst still providing a service to the vulnerable section of the community. (Greater Shepparton)*

Councils that do not currently provide any form of hard waste collection include Mount Alexander, Gannawarra, Buloke, Macedon Ranges, Goulburn Valley and the north east councils.

Regional/rural councils have widely stated that collecting from properties is an expensive way to manage hard waste.

## Proposal

A joint procurement option was flagged at a GCWWRRG eastern region network meeting on 16 March 2018. The objective was to potentially offset fiscal pressures and constraints on in-house resources, by collaborating with neighbouring councils. The outcome however was resounding disinclination, still due to likely costs and logistics.

In addition, a key consideration was what issue a hard waste service would resolve for councils and their communities. For Moorabool, the majority of interest in a collection service came from urban residents with reasonable existing access to transfer stations. (This is in contrast to Swan Hill's method of servicing outlying localities only, for whom access is an issue.) As Moorabool's non-urban residents have low desire for a hard waste service, introducing one would not serve a purpose on the grounds of accessibility.

Furthermore, a clear recurring theme from our residents was that cost is a deciding factor, most either expecting a "free service" like other (metropolitan) Councils offer, or not being prepared to pay more than a nominal fee.

The metropolitan councils of Wyndham and Greater Geelong were also contacted. The City of Wyndham has just signed onto a new contract and so would be unable to draw up a shared arrangement with Moorabool. The City of Greater Geelong (CGG) currently offers an at-cost pick up service specifically for mattresses and sofas.

CGG is considering a full hard waste service however community feedback suggests that most residents prefer the on call (booked) service over an annual universal collection. The final model is undecided and there could be the possibility of further discussions about a joint procurement model for a hard waste service.

For Moorabool Shire, an alternative to a costly full hard waste service could be Greater Geelong's model of offering a collection service, for items that are typically the most difficult to dispose of without access to a trailer or ute, such as mattresses and sofas. Other bulky items such as refrigerators tend to be less problematic as they can be collected by specialist recyclers, depending upon the 'going rate' for scrap metal and travel distance.

## Policy Implications

The 2017 - 2021 Council Plan provides as follows:

<b>Strategic Objective</b>	Minimising Environmental Impact
<b>Context</b>	Natural Environment
<b>Action</b>	Determine Council's position on hard waste.

The proposal is consistent with the 2017-2021 Council Plan.

### Financial Implications

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

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
OH&S	Manual handling risks	Low	Collection process is undertaken by contractors with Safe Operating Procedures in place
Financial	Loss of existing revenue through the gate entry fee	Low	Officers to monitor
Public Liability	Contractor	Low	Collection process is undertaken by contractors with Safe Operating Procedures in place

### Communications Strategy

The extensive consultation undertaken in late 2015 informed Council of community views on the provision of a hard waste service. Council may elect to publish the survey outcomes on its website, and its subsequent decision on the issue of hard waste.

### 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 – Daniel Smith*

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



## Conclusion

Council's Waste and Resource Recovery Strategy sought to investigate options for a hard waste collection service for Moorabool Shire.

The subsequent 2015 survey of residents identified that the majority of interest came from residents with reasonable access to Moorabool's transfer stations.

It was further determined that, with the possible exception of Greater Geelong, other regional/rural and peri-urban councils do not currently wish to engage in joint procurement for a hard waste service.

## Recommendation:


### That Council:

1. **Not proceed with the implementation of a full hard waste service at this time.**
2. **Continues its practice of enabling residents to dispose of their hard waste at its transfer stations for prescribed gate fees.**

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## Report Authorisation

### Authorised by:

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Friday, 20 April 2018

# Attachment - Item 11.4.2a

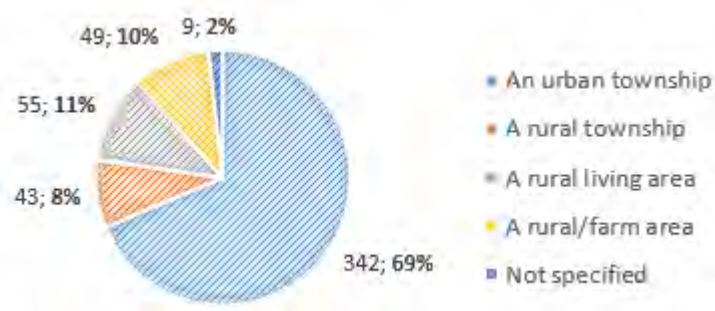
One of the recommendations of Council’s Waste & Resource Recovery strategy is to investigate options for greenwaste and hardwaste collection services. To assist in making a decision on these services, a community survey was undertaken to allow residents to provide feedback on the level of demand for different options. Here’s what you told us...

### YOUR LOCALITY

Bacchus Marsh	172	Clarendon	5	Ingliston		Navigators	8
Ballan	25	Claretown		Korobeit		Parwan	2
Balliang		Clarkes Hill		Korweinguboorra	3	Pentland Hills	
Balliang East		Coimadai	4	Lal Lal	6	Pootilla	
Barkstead		Colbrook		Leigh Creek	1	Rowsley	3
Barrys Reef		Dales Creek	4	Lerderderg		Scotsburn	4
Beremboke		Darley	76	Long Forest	6	Spargo Creek	
Blackwood	5	Dunnstown	3	Maddingley	32	Springbank	1
Blakeville		Durham Lead		Meredith		Trentham	
Bolwarrah	1	Elaine	2	Merrimu	3	Wallace	1
Bullarook		Fiskville		Millbrook	1	Warrenheip	1
Bullarto South		Glen Park		Mollonghip		Wattle Flat	
Bunding	2	Glenmore	1	Morrison's		Yendon	5
Bungal		Gordon	14	Mount Doran	1	Not specified	84
Bungaree	1	Greendale	8	Mount Egerton	4		
Buninyong	1	Grenville		Mount Wallace	1		
Cargerie	1	Hopetoun Park	4	Myrning	2		

\*Of the 84 responses not specifying a locality, 67 identified as people within 'an urban township (Bacchus Marsh/Ballan)

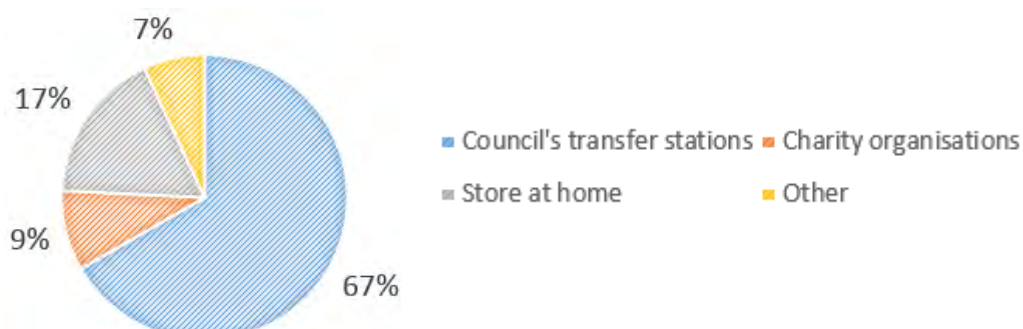
### YOUR LOCATION



**69% of responses** received were from residents living in an **urban township** (Bacchus Marsh or Ballan)

### THE RESPONSES

**QUESTION:** How do you currently dispose of hardwaste items?



**Your comments:**

*"I regularly clean up the rubbish dumped on Council land behind my house – dumped I assume because people can't afford the rates at the tip"*

*"Private contractor"*

*"Bacchus Marsh Buy Swap & Sell or eBay"*

*"It is closer for me to utilise Ballarat's facilities"*

*"Hire a skip or go to the tip with a trailer"*

*"Take metal items to the metal recycle place in Maddingley"*

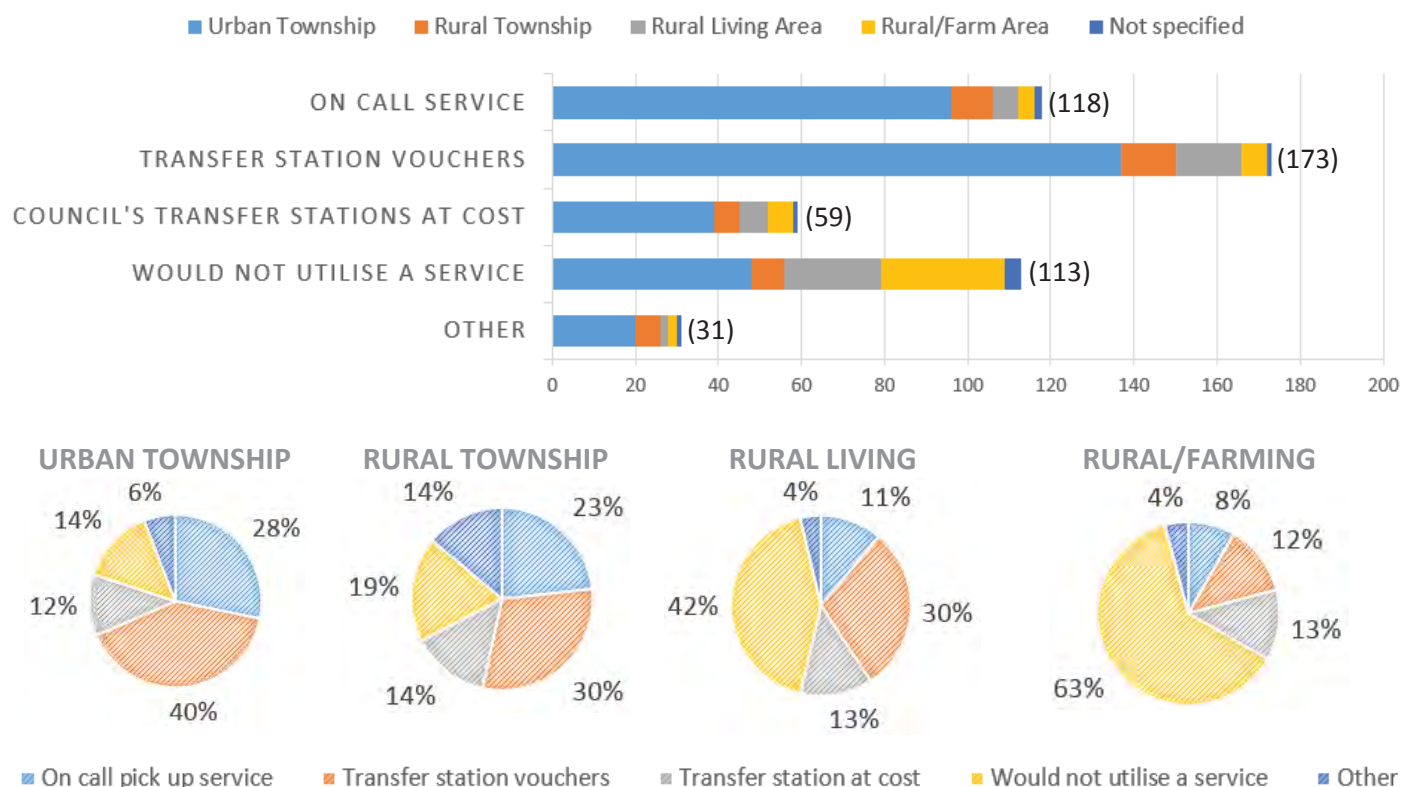
*"Skip"*

*"Use 2 free vouchers provided by Melton Council from another property we own"*

*"Bury in the garden, as an aged pensioner on a tiny income I cannot afford expensive transfer station fees"*

**QUESTION:** The introduction of a hardwaste service, if this were offered by Council, would be on a full cost recovery basis. Given this, please select one of the following:

- An on call pick up service (approx. \$40-60 per collection)
- Transfer station vouchers issued with Rate Notices (approx. \$10-20 added to the notice)
- Continue to use Council's transfer stations, paying the associated gate fees
- I would not utilise a hardwaste service
- Other (please specify)



**Your comments:**

*"A once-yearly date when the community at large puts out their hard rubbish to the curb for collection. Germany does this and people can recycle hard rubbish their neighbours aren't using because it's scheduled and the schedule reduces costs"*

*"I believe there should be at least 1 FREE hardwaste collection per year for residents"*

*"Possibly option 1 but would depend on the details of service - capacity, exclusions, flexibility"*

*"I think we should not have to pay. All other Councils have either a hard rubbish or tip pass with your rates*

*each year. For the amount of rates we pay it should be included. Would also probably solve all the dumped rubbish on the outskirts of Bacchus"*

*"Again why a fee, other councils offer to their residents for free"*

*"In the areas where kerbside hardwaste is available, the nature strips look like rubbish tips. I do not want that for Bacchus Marsh. In addition, I do not want to pay any more rates for others to use this service"*

*"Annual hard rubbish pick up would be good but not at that price!"*

# Attachment - Item 11.4.2b

## Appendix A: Analysis of hard waste collection service models

Collection system model	Advantages	Disadvantages	Comment
Do nothing/ business as usual	<ul style="list-style-type: none"> <li>Lowest/no cost</li> </ul>	<ul style="list-style-type: none"> <li>Does not meet a possible need or expectations for such a service</li> <li>May result in more dumping of goods as people moving from other areas expect a service and simply set materials out</li> </ul>	<ul style="list-style-type: none"> <li>Council needs to determine the level of community demand for a service before moving away from the business as usual model</li> </ul>
General precinct collection areas	<ul style="list-style-type: none"> <li>Generally high rate of use, reducing per tonne and per service costs</li> <li>More scope for a dual 'recycling' and 'landfill' runs to pick over set out items for recyclables before disposal</li> </ul>	<ul style="list-style-type: none"> <li>Greater potential for litter and 'messiness'/'unsightliness'</li> <li>Some public health risks</li> <li>Can get 'area creep' where streets neighbouring precinct set out materials even though they are not due for the service</li> <li>Can create a 'culture of dumping' /placing materials on nature strips in the expectation they will be collected</li> <li>Can get opportunistic dumpers from outside of collection areas</li> <li>Can get scavenging disputes over ownership of items, and also traffic hazards from scavengers</li> <li>Creates expectations of on-going service (hard to take the service away once it has been introduced)</li> <li>All streets in the collection area need to be inspected, and there is a chance households will set out materials immediately after collection and claimed they have been 'missed'.</li> <li>Not well suited to rural or lower density rural residential living properties</li> </ul>	<ul style="list-style-type: none"> <li>This is the 'traditional' service used in other areas.</li> <li>It can be an efficient way to service many premises, but has inherent inefficiencies.</li> </ul>
On-call booking	<ul style="list-style-type: none"> <li>Generally lower costs overall, but due to lower participation and yields</li> <li>Jobs can be scoped/scaled for efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Can have high per service and per tonne unless efficient collection runs can be developed</li> <li>More administratively complex</li> </ul>	<ul style="list-style-type: none"> <li>Levels of participation in such services vary widely from council to council, and depend</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Recyclable items can be identified</li> <li>▪ Households could be directed to 'Freebay' and other re-sale and charity options for reusable items so they do not have to use the council service</li> <li>▪ Compatible with user pays service model</li> <li>▪ Avoids public health and scavenging issues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide less certainty regarding annual cost – if there are many users costs could blow out</li> <li>▪ Demand can be seasonal and uneven, making it hard to resource and meet community expectations of a reasonably prompt service</li> </ul>	<p>on how well the availability of services is promoted.</p> <ul style="list-style-type: none"> <li>▪ Some councils have on-line booking services that allow users to detail the nature of materials (volume, type of items, etc.) that allow a tailored service and targeted recycling/salvage.</li> </ul>
<p>Hybrid precinct-booking service</p>	<ul style="list-style-type: none"> <li>▪ Avoids/reduces risks associated with seasonal demand, mess, scavenging and public health issues</li> <li>▪ Concentrates period during which particular areas can use the service</li> <li>▪ Limits the period of set out to no more than a few days</li> <li>▪ Allows users to detail items they have for collection so collection can be tailored to their needs</li> <li>▪ Economies of scale are better, with lower costs per service and tonne</li> </ul>	<ul style="list-style-type: none"> <li>▪ Can be administratively difficult to identify when those booking systems are eligible for collection</li> <li>▪ May still get 'edge' effect with people seeing set out materials and setting out materials without a booking.</li> </ul>	<ul style="list-style-type: none"> <li>▪ This option allows for targeted service provision.</li> <li>▪ On-line booking could be used.</li> </ul>

### 11.4.3 Adoption of Open Space Maintenance Management Plan and associated Mowing Service Review

#### Introduction

Author: Daniel Smith  
General Manager: Phil Jeffrey

#### Background

Council is responsible for the provision of maintenance services for a variety of Council assets, and seeks to provide clean, safe and fit for purpose recreation spaces for both residents and visitors. Council also provides a range of services in many other areas.

A draft Open Space Maintenance Management Plan (OSMMP) has been developed to define the service levels associated with open space within the Shire where previously a published management plan for the provision of this service to the community had not been in place. This document can be found in Attachment A.

A review of the provision of services has been prompted by an increased expectation from the community and the need to clearly identify maintenance priorities for an ever-increasing asset base. Previously, similar levels of service have been applied across other assets irrespective of need. This type of service provision can be inefficient, unsustainable and does not always reflect community expectation. The Open Space and Roadside Mowing Service Review (OSRMSR) can be found in Attachment B.

The draft OSMMP and OSRMSR was presented at the Ordinary Meeting of Council on 01 November 2017 where the following was resolved;

*Resolution:*  
*Crs. Sullivan/Toohey*

*That Council:*

1. *Endorses the draft Open Space Maintenance Management Plan for the purposes of public exhibition for a period of 6 weeks.*
2. *Endorses the draft Open Space Mowing Service Review for the purposes of public exhibition for a period of 6 weeks.*
3. *Receives a further report at the conclusion of the exhibition period for consideration of feedback and finalisation of the service review.*

**CARRIED.**

Subsequently, a report was presented at the Ordinary Meeting of Council on 07 February 2018 which detailed the submissions from the public consultation period, and recommended that Council formally adopt the OSMMP and the OSRMSR. During this Ordinary Meeting of Council the following was resolved;

Resolution:

Crs. Toohey/Sullivan

*That Officers prepare an alternate report in regards to the road slashing component of the Open Space Maintenance Management Plan and bring it back to Council.*

CARRIED.

### **Proposal**

As a result of the resolution at the Ordinary Meeting of Council on 07 February 2018, a further internal review has been completed, with the following changes proposed;

1. Retention of sealed roads currently slashed and removal of all Gravel (Unsealed) Road slashing representing a budget saving of \$17,412
2. Removal of urban roadside mowing that do not comply with the 'Fit to Principles' assessment as specified in the OSRMSR, representing a budget saving of \$19,238. These are mostly urban naturestrips.
3. Reducing expenditure on contractors to maintain Open Space assets by \$26,086 and utilising staff time to undertake this maintenance internally. Also, bring all open space maintenance in-house.
4. Reducing expenditure on contractors to perform roadside slashing for locations that have a maintenance frequency greater than once per year by \$12,000 and utilising staff time to undertake this maintenance internally.
5. Increasing the roadside slashing contractor budget by 7.5% to allow for expected rises in contractor rates as a result of an anticipated reduction in scale of efficiency, due to a reduced amount of roads being slashed.
6. Increasing the time estimates to accomplish Open Space maintenance tasks by 50% where the maintenance frequency has decreased, (i.e. less maintenance visits per year) to allow for higher vegetation growth and density levels.

By making the above proposed changes, the modelling has calculated that a compliment of 11 on-the-ground maintenance staff (not including the Team Leader – Open Space Maintenance) is required to deliver this level of service, of which matches the current organisational structure and 2018/19 financial year budget, therefore no staff increase is required.

The result of making these changes and undertaking the OSMMP and OSRMSR is as follows;

1. Ongoing operating budget saving of \$74,736 (proposed to be reallocated to other initiatives)
2. Making available the equivalent of 1.4 EFT staff hours during off peak periods (typically January-March and June-July) to allow for other maintenance tasks to be accomplished by the Parks and Gardens Unit
3. Establishing clear defined service levels for all Open Space assets, with the goal of providing clean, safe and fit for purpose recreation spaces for both residents and visitors.

The OSRMSR has been amended, with the above changes for consideration, which can be found in Attachment B.

The OSMMP has been amended, with one change for consideration, which can be found in Attachment A. The OSMMP registers will also need to be amended to reflect the revised outcomes in the review if adopted.

### **Policy Implications**

The 2017-2021 Council Plan provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1C:** Our Business & Systems

The proposal is consistent with the 2017-2021 Council Plan.

### **Financial Implications**

Implementation of the OSMMP and OSRMSR would provide budget savings of \$74,736 in isolation. However, it is proposed that these savings be reallocated as follows;

1. \$15,000 to fund a new Parks Furniture Maintenance budget
2. \$22,750 to establish a new Small Town and Reserve improvement budget. Note that a new initiative for the 2018/19 financial year was for consideration amounting to \$40,000.
3. Allocate \$37,000 to subsidise the new budget initiative 'Parks and Gardens Unit Resource Increase' for an additional staff member for new open space assets as part of new subdivisions and estates.

Overall, this would balance out the savings outlined in the report.

## Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Customer Satisfaction	Receipt of customer complaints due to amended frequencies of open space and roadside maintenance	Low	Ongoing monitoring of customer requests and officer feedback

## Communications Strategy

The review of the OSMMP and Service Review involved a 6 week public consultation process, as outlined below:

- Advertising in local newspapers
- Advertising on 'Have Your Say Moorabool' for the full public consultation period
- Link uploaded onto Council's website
- Social media posts

It is acknowledged that the implementation of the service review may cause some concern amongst residents used to receiving a slashing service in front of their properties, namely gravel roads and urban naturestrips. To allay up front angst, it is proposed that a phased implementation be adopted whereby if requests are received in the first year, that area will be maintained as a once off and staff explain to the requestor that it will be the last time it will be maintained.

## 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 – Daniel Smith*

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

## Conclusion

The OSMMP is an operational document that provides the community with an overview of Council's open space and roadside maintenance practices. Opportunities have also been explored through the service review that has been undertaken.

Having developed the OSMMP, undertaken a service review including a public consultation process, and completing a further review, it is recommended that Council now formally adopt the Open Space Maintenance Management Plan and Roadside Mowing Service Review.

## Recommendation

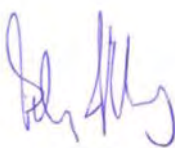
### That Council:

1. **Adopts the Roadside Mowing Service Review as attached, with tracked changes in the attachment.**
2. **Adopts the Open Space Maintenance Management Plan as attached, with tracked changes, and requests an update to the registers to reflect the Service Review.**
3. **Implements the outcomes of the Open Space Maintenance Management Plan and Roadside Mowing Service Review from 01 July 2018.**
4. **Makes the Open Space Maintenance Management Plan document publicly available by placing a copy on Council's website.**
5. **Notes that a periodic (at least annual) review of the associated registers within the Open Space Maintenance Management Plan be undertaken, as delegated to the General Manager Infrastructure.**

---

## Report Authorisation

### Authorised by:

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Friday, 13 April 2018



# Attachment - Item 11.4.3a

# MOORABOOL SHIRE COUNCIL OPEN SPACE MAINTENANCE MANAGEMENT PLAN

April 2018







# Contents

Executive Summary.....	5
<b>Introduction .....</b>	<b>6</b>
Purpose of the Open Space Management Plan .....	6
Relationship with Other Strategic & Operational Documents.....	6
Scope.....	7
Availability of the Plan .....	7
<b>Moorabool Shire’s Parks &amp; Open Space .....</b>	<b>8</b>
Moorabool Shire’s Open Space Assets .....	8
Open Space Register .....	9
Demarcation of Maintenance Responsibility.....	9
Demarcation Agreements .....	9
Maintenance of Naturestrips.....	10
<b>Levels of Service.....</b>	<b>11</b>
Asset Hierarchy .....	11
Community Levels of Service for Open Space .....	11
Technical Levels of Service for Open Space .....	12
Key Stakeholders.....	12
Customer Expectations .....	13
<b>Management Tactics.....</b>	<b>14</b>
Operations & Maintenance Tactics.....	14
Managing Risk .....	14
Events Beyond the Control of Council .....	15
Seasonal Fluctuations & Professional Judgement .....	15

Events.....	15
Emergency Response & Temporary Repair .....	15
<b>Reviewing the Plan.....</b>	<b>17</b>
Plan Review .....	17
Delegation .....	17
<b>References .....</b>	<b>18</b>
Supporting Documents & Technical References.....	18
Council Documents & Procedures .....	18
<b>Appendices.....</b>	<b>19</b>
List of Appendices .....	19
Appendix A; (Open Space) .....	20
Classification of Asset Type.....	20
Classification of Hierarchy.....	20
Table A.1 Classification of Open Space .....	21
Table A.2 Typical Maintenance Frequencies; Open Space .....	22
Appendix B; (Roadsides) .....	23
Classification of Asset Type.....	23
Classification of Hierarchy.....	23
Table B.1 Classification of Roadsides.....	23
Table B.2 Typical Maintenance Frequencies; Roadsides .....	24
Appendix C; (Garden Beds) .....	25
Classification of Asset Type.....	25
Classification of Hierarchy.....	25
Table C.1 Classification of Garden Beds.....	25
Table C.2 Typical Maintenance Frequencies; Garden Beds.....	26
Appendix D; (Play Space) .....	27
Classification of Asset Type.....	27
Classification of Hierarchy.....	27
Table D.1 Classification of Play Space .....	27
Table D.2 Typical Maintenance Frequencies; Play Space .....	28
Appendix E; (Public Amenities) .....	29
Classification of Asset Type.....	29
Classification of Hierarchy.....	29
Table E.1 Classification of Public Amenities.....	29
Table E.2 Typical Maintenance Frequencies; Public Amenities.....	30

Appendix F; Inspection Types & Frequencies .....	31
Table F.1    Open Space .....	31
Table F.2    Roadsides .....	32
Table F.3    Garden Beds.....	33
Table F.4    Place Space.....	33
Table F.5    Public Amenities.....	34
Appendix G; Intervention Levels & Response Times .....	35
Appendix H; Activity Specifications.....	37
H1. Grass Mowing.....	37
H2. Garden Bed Maintenance.....	39
H3. Sanitary Cleaning .....	41
H4. Playground Maintenance .....	44
H5. Furniture Maintenance.....	46
H6. Barbeque Maintenance .....	48
H7. Pest Control .....	50
H8. Weed Treatment .....	52
H9. Active Sportsground Maintenance.....	54
H10. Irrigation System Maintenance .....	56

## Document Control

VERSION	ADOPTED BY	DATE ADOPTED
1.0	Moorabool Shire Council	

## Executive Summary

Moorabool Shire Council is a fast growing, semi-rural municipality, responsible for the provision of maintenance services for a variety of Council assets and seeks to provide clean, safe and fit for purpose recreation spaces for residents and visitors alike. Council also provides a range of services in roads, waste and many other areas.

Council has recognised the anticipated growth rate and has produced an Open Space Maintenance Management Plan (OSMMP) to accommodate future growth within existing resources. The OSMMP identifies responsibilities, maintenance standards and inspection regimes required to manage the Shire's open space assets into the future.

Generally, the services under this plan are undertaken as programmed maintenance. This means they are scheduled to occur at set frequencies with some flexibility based on need. Generally, the objective of the plan is to provide the following benefits:

- Aesthetics                Areas that are well maintained
- Safety                     Areas that are safe and usable
- Cleanliness             Areas that kept neat and tidy
- Usability                 Areas that fit for purpose

The OSMMP is seen as a dynamic document and the document and associated registers will be formally reviewed and refined on an ongoing basis. Although it is not a legal requirement, it is Council's intention, where appropriate, to apply the standards developed for the plan across the Shire's open space assets.



# SECTION 1

## Introduction

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### Purpose of the Open Space Management Plan

Council is responsible for the provision of maintenance services for a variety of Council assets, and seeks to provide clean, safe and fit for purpose recreation spaces for both residents and visitors. Council also provides a range of services in waste, roads and many other areas.

A review of the provision of services has been prompted by an increased expectation from the community for improvement in service levels and the need to clearly identify maintenance priorities for an ever-increasing asset base. Previously, similar levels of service have been applied across other assets irrespective of need. This type of service provision can be inefficient, unsustainable and does not always reflect community expectation.

The Open Space Maintenance Management Plan aims to narrow the gap between current service levels and community expectations, remove ad hoc reactive service provision and provide the community with certainty and predictability in asset servicing. In addition, the plan seeks to provide a level of service that maintains the quality and condition of Council's assets.

The plan reinforces the need for all works to be undertaken in accordance with regulations and requirements as set out in the following legislations;

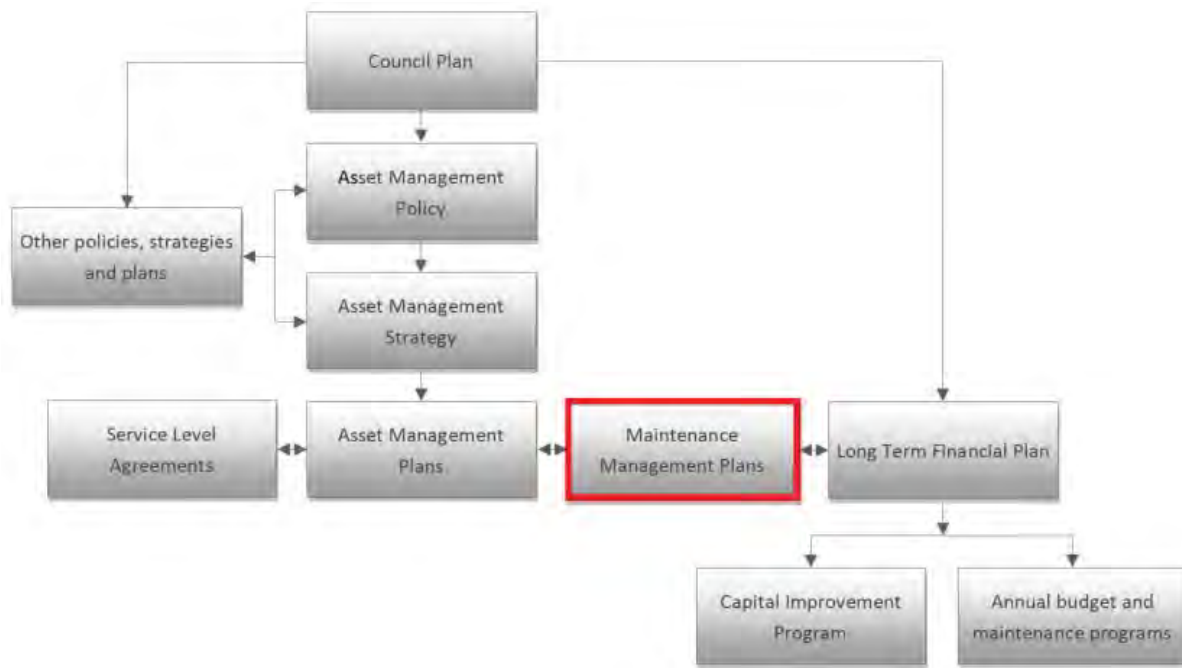
- Flora and Fauna Guarantee Act 2011
- Aboriginal Heritage Amendment Act 2016
- Heritage Act 1995
- Planning and Environment Act 1987
- Occupational Health & Safety Act 2004

The OSMMP clearly defines the routine services that can be provided by Council within ongoing financial, plant and human resource constraints. Assets have been categorised to reflect their similar use and intended purpose, and servicing levels have then been defined across each of those categories. A full explanation of those categories appears on the following pages.

### Relationship with Other Strategic & Operational Documents

Management Plans are key components of Council's planning and asset management process.

Figure 1 below illustrates the relationship between the Open Space Maintenance Management Plan and other strategic asset and operational documents of Council.



**Figure 1. Relationship between Open Space Maintenance Management Plan and Other Corporate Documents/Processes**

## Scope

In addition to defining asset service levels, this plan will:

- Provide a link to the total asset management system
- Provide a means of categorising future asset acquisitions
- Determine future human resource requirements
- Determine future maintenance equipment requirements
- Provide greater accuracy in determining budgets
- Comply with all necessary legislative requirements

## Availability of the Plan

The plan is available to download from Council’s website [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au).

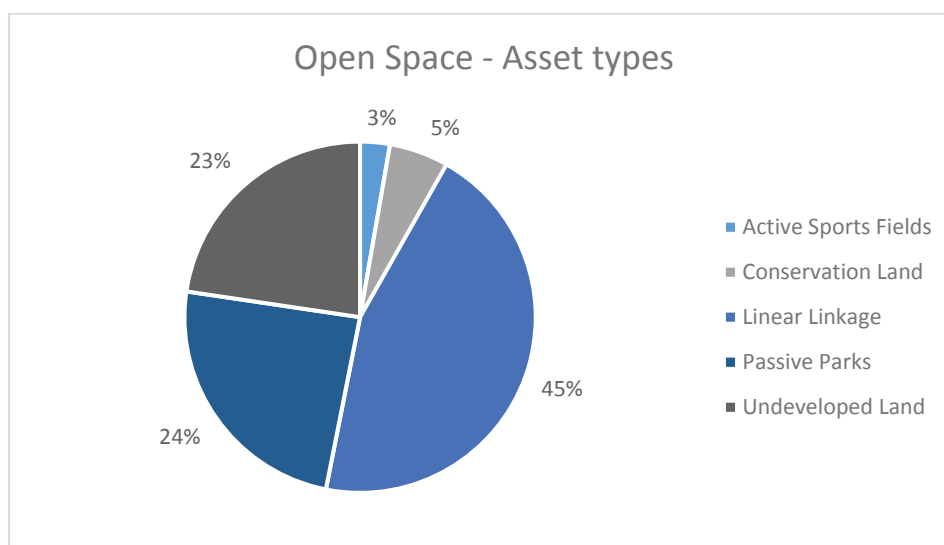
## SECTION 2

# Moorabool Shire's Parks & Open Space

## Moorabool Shire's Open Space Assets

### Public Land

Council maintains 214ha of public open space.



### Road Network

Of Council's 1440km road network, a total of 583km (or 41%) currently receive a roadside mowing or slashing service. This equates to 591 individual locations, with a combination of amenity mowing and fire prevention activities occurring.

### Other

Other assets within open space that are currently maintained by Council include;

ASSET	NO.
Garden Beds	78
Public Conveniences	16
Playgrounds	42
Barbeques	8
Dog Bag Units	22
Other ancillary items including irrigation systems and park furniture (seating, tables, bollards, drinking fountains)	

## Open Space Register

The Open Space Register (refer Appendix I) defines the open space which Council owns, and provides confirmation relating to maintenance responsibility.

The registers provide detail of those assets, including:

- Road, park or asset name
- Locality
- Hierarchy
- Demarcation responsibility
- Other assets within each open space reserve (playgrounds, public toilets, barbeques, irrigation systems etc)

The registers are updated on a frequent basis and are available for inspection at Council's service centres in Bacchus Marsh and Ballan, as well as on Council's website.

There are a number of other open space assets within Moorabool Shire that Council is not responsible for, and are managed by other authorities.

## Demarcation of Maintenance Responsibility

### Demarcation Agreements

Council is responsible for the management and maintenance of a number of Council owned Parks, Facilities and Open Space assets along with a number of Council and DELWP owned recreation reserves throughout the municipality. It may however enter into an agreement with a Committee or other authority's in relation to the maintenance of these assets.

Types of land covered by such agreements include:

- Crown land managed by Council as Committee of Management
- Crown land managed by a Council Section 86 Committee of Management
- Crown land managed by a DELWP Committee of Management
- Council land managed by a lessee
- Council land occupied by a facility
- Council land managed by a Council Section 86 Committee of Management

There are various maintenance agreements, including;

MAINTENANCE AGREEMENT TYPE	DESCRIPTION
Land Owned by Council – S86 Committee of Management	Management and maintenance of these assets is undertaken in accordance with requirements as set out in Council's Section 86 Committee of Management Agreement.

Land Owned by Council – Leased	Management and maintenance of these assets is undertaken in accordance with requirements as set out in the relevant lease agreement.
Committees of Management	<p>Council supports DELWP in the management of DELWP owned recreation reserves with operational funding to supporting broad community access and usage.</p> <p>Council's Recreation Reserve Funding Policy determines the level of service (and supporting funding) to provide an appropriate standard of facility required at each reserve to meet the community needs. Council's Recreation Development Unit develops an Annual Management and Maintenance Schedule for each reserve and manages the implementation of the schedule required at each reserve both internally and via S.86 Special Committees of Council under the guidance of Council's Appointment and Delegations Policy. Under this policy Council enters into an Annual Maintenance Agreement with the Reserve Committee of Management to guide the implementation of maintenance required at each reserve.</p>

## Maintenance of Naturestrips

Generally, it is the expectation that the resident or occupier maintain the nature strip adjoining their property. Normally this is by regular mowing, weeding and collecting litter. However, in particular instances Council carries out maintenance of nature strips at nominated locations including town entrances and town centres to enhance the amenity of the townships. Further information can be found in IS003-Urban Tree Management Policy and is available on Council’s website.

If the nature strip becomes damaged following service authority works, such as water, gas, electricity, telecommunications works or as a result of building works, the service authority or builder is responsible for nature strip repairs and reinstatement.

## SECTION 3

# Levels of Service

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### Asset Groups

Asset groups have been aligned with Council's OSMMP and annual budgets:

ASSET GROUP	MAINTENANCE ACTIVITY
Open Space	Grass Mowing Pest Control Weed Maintenance Active Sportsground Maintenance Irrigation System Maintenance
Roadsides	Grass Mowing
Garden Beds	Garden Bed Maintenance
Play Space	Playground Maintenance
Public Amenities	Sanitary Cleaning Furniture Maintenance Barbeque Maintenance

Differing service frequencies based on hierarchies (within the asset group) have been devised to ensure that similar or like assets are provided with the specific maintenance that they require for sustainable service life and to meet the needs of the community.

### Asset Hierarchy

All assets are classified according to a hierarchy that considers the specific function, types of users and user numbers. Service levels (including inspection frequency, intervention levels and maintenance frequency) are largely based on the respective asset hierarchies. The hierarchy classification is used to assist in prioritising works associated with the particular asset.

### Community Levels of Service for Open Space

A level of service is the defined service quality for a particular activity or service area against which service performance can be measured. Levels of service typically relate to quality, reliability, responsiveness, accessibility and cost. Levels of Service must be meaningful and address the issues customers believe to be important.

The community levels of service, or service objectives, relevant to this plan are outlined below and have been developed from:

- The Council's goals and strategies
- Knowledge of key issues regarding open space assets
- Standards and legislative requirements



- Management of risk
- Available resources (funding levels, staffing, asset capacity)
- Customer expectations (based on customer requests, surveys, Councillor feedback etc.)

CHARACTERISTICS	SERVICE OBJECTIVE
Aesthetics	Areas will be well maintained to ensure they are well presented for use by visitors.
Safety	Areas will be maintained in a safe and trafficable condition in order to minimise risk to users.
Cleanliness	Areas will be maintained in a neat and tidy condition, unrestricted by rubbish and graffiti etc.
Usability	Areas will be maintained to ensure they are fit for purpose at all times.

## Technical Levels of Service for Open Space

The technical levels of service are the operational or technical measures that are utilised in providing the service (eg. grass that is maintained to an agreed frequency or standard).

Technical levels of service include the parameters to meet the required function covering technical aspects, including;

- Legislative compliance
- Design standards
- Safety
- Maintainability
- Reliability
- Performance
- Capacity
- Environmental impacts
- Cost affordability
- Community requirements, including location & aesthetics

The technical levels of services are detailed within the appendices of this plan.

## Key Stakeholders

The following key customer groups of the Moorabool Shire's open space assets have been identified:

- The local community (ratepayers, community groups, sporting groups, business community, commercial and business interests, schools, developers)
- Open space users (pedestrians, dog owners, cyclists, visitors, sporting or community groups)

## Customer Expectations

Wherever practicable, input will be sought by way of stakeholder engagement. It is important that any decisions are made on the basis of what is deemed to be in the best interest of the community overall while not unreasonably disadvantaging specific groups.

The Council consults on all significant projects and each year engages an independent consultant to undertake an annual community satisfaction survey to determine community views.

## SECTION 4

# Management Tactics

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### Operations & Maintenance Tactics

Reactive and programmed inspections are carried out on Moorabool Shire assets to identify required remedial and maintenance works.

Reactive maintenance tasks are primarily identified through customer requests and are documented in Council's Customer Request Management System (CRMS). These tasks are assessed and responded to according to Council's service standards.

Council maintains a 24-hour callout service, and emergency issues can be actioned promptly assuming there are not multiple emergencies.

Programmed maintenance tasks are identified by a continuous inspection regime, documented and then recorded in a database. All recorded defects are ranked and work orders generated for action within a works schedule.

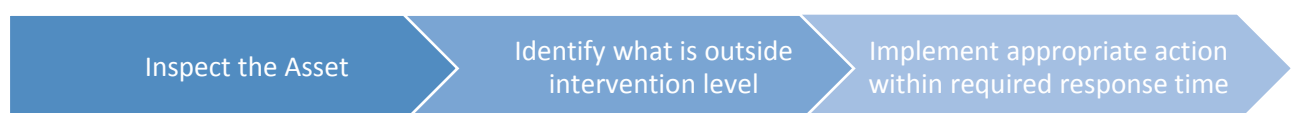
Routine maintenance is carried out according to scheduled works programs. Maintenance budgets are fixed at the start of each year, and routine maintenance schedules are adjusted depending on the amount of reactive or emergency maintenance required in any one year. The amount of emergency work required due to weather events may influence the quantity of routine maintenance work that is completed in any period.

### Managing Risk

The Moorabool Shire has a risk policy and assessment framework based on AS/NZS ISO 31000:2009 to document known risks and develop management strategies to prioritise and mitigate risks for Council work activities and capital projects.

Council uses methodology that incorporates both reactive and programmed inspections and has documented inspection frequencies and response periods that are designed to minimise and manage the overall risk rating.

To help mitigate risk to Council, there is generally a three step process in place as follows:



Noting that there are 240 parks located within the municipality, the risk assessment and responses have been developed on a broad scale. The risk process takes into account accident history and resources available.

Council investigates all reported incidents. Specific sites identified with a recurring trend are assessed for suitability for remedial treatment under a range of existing budget parameters.

## Events Beyond the Control of Council

Council will make every endeavour to meet all aspects of this plan. However, in the event of natural disasters or multiple emergency events, as well as human factors (such as but not limited to lack of Council staff or suitably qualified contractors), Council reserves the right to suspend compliance with this plan.

In the event that the Chief Executive Officer (CEO) of the Council has to consider the limited financial resources of Council and its other conflicting priorities, and determines that the plan's provisions cannot be met, the CEO will advise Council's officer in charge of the plan that some or all of the timeframes and responses are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will advise the Council's responsible officer which parts of the plan are to be reactivated and when.

## Seasonal Fluctuations & Professional Judgement

The proposed service levels presented within this plan have been developed following an extensive review of existing maintenance activities.

Given the seasonal variation associated with open space maintenance activities, it is noted that professional judgement may be exercised to ensure maintenance activities are undertaken in line with Council priorities.

## Events

Events that occur throughout the year that utilise Council's open space may require increased levels of service over and above those specified within this plan.

A number of sites within the municipality are utilised on a frequent basis by community groups and other organisations, such as the 'Village Green' in Main Street, Bacchus Marsh. Given this, there may be times that additional maintenance of these areas is required to ensure the open space remains safe and amenity is retained.

## Emergency Response & Temporary Repair

Emergency response is works that need to be undertaken as a result of an emergency incident outside the routine works programs to ensure the safety of the public. Emergency works include traffic incident management, response to fires, floods, storms and chemical spillages, and assistance under the Municipal Emergency Management Plan.

Temporary works are undertaken to reduce the risk of an incident, until such time as routine maintenance can be completed. Response times and safety measures are determined based on the risk to safety and the type, volume and nature of asset usage.

## SECTION 5

# Reviewing the Plan

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### Plan Review

A review of the plan will be undertaken, at a minimum, every four years. Any revision of the plan would be subject to community consultation processes and the revised document presented to Council for formal adoption.

A review will incorporate a review of the level of service applied within this document. Service reviews ensure that industry 'best practice' and the needs of the community continue to be met. In addition, changes can be made in order to address impacts on services due to changes in legislation and community expectations, and growth experienced through the introduction of new assets, bought about through developments or capital works.

### Delegation

The General Manager Infrastructure is authorised under delegation to amend any of the Appendices attached to this plan and to periodically change and update the registers. Reporting on the changes shall be in accordance with the powers of delegation.



## SECTION 6

# References

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### Supporting Documents & Technical References

The following supporting documents and technical references, whilst complimenting the plan **do not form** part of this plan. All supporting documents may change from time to time to reflect changes in Council policy, legislative changes, operational changes or as a result of audit findings. Supporting documents are not available for inspection but most may be downloaded from the relevant State Government, Council or organisation web sites.

- Bacchus Marsh Avenue of Honour Management Plan
- Moorabool Shire Council Road Management Plan 2017-21
- Moorabool Shire Council Open Space Strategy 2015
- Moorabool Shire Council Municipal Fire Management Plan 2011

### Council Documents & Procedures

- Open Space Asset Management Plan
- Council Plan 2017-21
- Risk Management Policy & Framework
- Tree Policy & Approved Species List

# SECTION 7

## Appendices

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### List of Appendices

- Appendix A Open Space
- Appendix B Roadsides
- Appendix C Garden Beds
- Appendix D Play Space
- Appendix E Public Amenities
- Appendix F Inspection Types and Frequencies
- Appendix G Intervention Levels and Response Timeframes
- Appendix H Activity Specifications
  - H1. Grass Mowing
  - H2. Garden Bed Maintenance
  - H3. Sanitary Cleaning
  - H4. Playground Maintenance
  - H5. Furniture Maintenance
  - H6. Barbeque Maintenance
  - H7. Pest Control
  - H8. Weed Treatment
  - H9. Active Sportsground Maintenance
  - H10. Irrigation System Maintenance
- Appendix I Register; Open Space and Associated Map
- Appendix J Register; Roadsides and Associated Map
- Appendix K Register; Garden Beds
- Appendix L Register; Play Space
- Appendix M Register; Public Amenities (public toilets, barbeques, dog bag units)



## Appendix A; (Open Space)

### Classification of Asset Type

All open space assets are classified according to their type. The asset types for open space, including parks and reserves is outlined below.

ASSET TYPE	DESCRIPTION
Active Sports Fields	A sports field that provides a range of facilities for practising and playing structured or organisation based sports for teams or individuals.
Passive Park	Open space which is used for recreational purposes that do not involve a large concentration of people or activity on a regular basis. A passive park is a park that is principally designed for use in an unstructured or informal way. It is less developed than an active park but may contain features such as walking tracks, gardens, seating, barbecues, picnic areas, playgrounds etc. It does not contain sports infrastructure or encourage strenuous physically activity.
Linear Linkages	A park that provides recreation and commuter connections which can include parks along waterways. These parks provide links between residential areas and community destinations such as school and shopping centres, sports parks and recreation parks. A linear park can also contain a drainage basin or open drain, which is a parcel of land set aside for drainage purposes.
Undeveloped Land	Ancillary land where the vegetation is managed to strategically reduce the risk of fire hazard material.
Conservation Land	A reserve with a primarily ecological purpose, being the protection of an area of significant environmental value. These parks protect and enhance biodiversity by providing habitat for flora and fauna. These parks are planned and managed to protect environmental values, but are also used to enable recreational use.

### Classification of Hierarchy

All open space assets are classified according to their hierarchy. The hierarchy for open space, including parks and reserves is outlined below.

HIERARCHY	DESCRIPTION
Primary	Open space areas that contain features that will be of significance as an attractor beyond the boundaries of the Shire. Primary open space areas will attract a large level of visitation from outside the Shire (in most cases a significant proportion of the visitation will be from outside the Shire) and will have a quality landscape and amenities.
Township	Open space areas that are located close to the town centre and are well serviced by roads and pathways. These areas typically contain seating, identification signage, access to drinking water, public toilets and lighting. Civic centres are included in this category and are a prominent land area within the community and typically contain a public/government building.
Local	Open space areas that are generally of greater significance to residents within the surrounding area than to visitors. Features and assets will vary and be of good to high quality.
Minor	Open space areas that primarily focus on the needs to the local area and where primary use is more local. Features and assets will be maintained, but not developed to a high standard.



Table A.1 Classification of Open Space

ASSET TYPE	HIERARCHY				
	Primary	Township	Local	Minor	
	1	2	3	4	
Active Sports Fields	A	A1	A2	-	-
Passive Parks	B	B1	B2	B3	B4
Linear Linkages	C	-	-	C3	C4
Undeveloped Land	D	-	-	D3	D4
Conservation Land	E	-	-	E3	E4

**Designated ‘Neighbourhood Safer Place’ (NSP)**

NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. Maintenance of potential NSPs is in accordance with CFA assessment criteria.

During the declared fire season, the designated NSP locations within the municipality are inspected and maintained on a weekly frequency. Outside the Declared Fire Danger Period the areas will revert to the standard maintenance period.



Table A.2 Typical Maintenance Frequencies; Open Space

ACTIVITY	ACTIVE SPORTS FIELD		PASSIVE PARK			
	Primary	Township	Primary	Township	Local	Minor
	A1	A2	B1	B2	B3	B4
Grass Mowing	GM1	GM2	GM1	GM2	GM3	GM3
Garden Bed Maintenance	-	-	GBM1	GBM2	GBM3	GBM3
Sanitary Cleaning	-	-	SC1	SC1	SC2	SC2
Playground Maintenance	-	-	PM1	PM1	PM2	PM2
Furniture Maintenance	-	-	FM1	FM1	FM2	FM2
Barbeque Maintenance	-	-	BM1	BM1	BM1	BM1
Dog Bag Unit Maintenance	-	-	DBM1	DBM1	DBM1	DBM1
Pest Control	-	-	As required	As required	As required	As required
Weed Treatment	As required	As required	As required	As required	As required	As required
Active Sportsground Maintenance	ASM1	ASM1	-	-	-	-
Irrigation System Maintenance	ISM1	ISM1	-	ISM1	-	-

ACTIVITY	LINEAR LINKAGE		UNDEVELOPED LAND		CONSERVATION LAND	
	Local	Minor	Local	Minor	Local	Minor
	C3	C4	D3	D4	E3	E4
Grass Mowing	GM3	GM4	GM5	GM6	GM4	GM5
Garden Bed Maintenance	-	-	-	-	-	-
Sanitary Cleaning	-	-	-	-	-	-
Playground Maintenance	PM3	PM3	PM3	PM3	PM3	PM3
Furniture Maintenance	FM2	FM2	FM3	FM3	FM3	FM3
Barbeque Maintenance	-	-	-	-	-	-
Dog Bag Unit Maintenance	-	-	-	-	-	-
Pest Control	As required	As required	As required	As required	As required	As required
Weed Treatment	As required	As required	As required	As required	As required	As required
Active Sportsground Maintenance	-	-	-	-	-	-
Irrigation System Maintenance	-	-	-	-	-	-

## Appendix B; (Roadsides)

### Classification of Asset Type

All roadside assets are classified according to their function. The asset types for roadsides is outlined below.

ASSET TYPE	DESCRIPTION
Town Centres	The central district is the focal point for commercial activities in the Moorabool Shire, and is typified by a concentration of retail and commercial buildings.
Town Entrances	A main entrance leading into a township, typically determined by the demarcation signs of 80km/hr.
Road Reserves	The area within which facilities such as a road or path and associated features may be constructed for public travel.
Roadends	Areas within a road reserve at the termination of a constructed road.
Fire Break; Priority Access/Egress Roads	Roads that provide single access and egress to high risk areas.
Fire Break; Strategic Fire Suppression Roads	Any natural or constructed discontinuity in a fuel bed used to segregate, stop, and control the spread of a wildfire, or to provide a fire line from which to suppress a fire.
Fire Break; Fire Control Line Roads	A natural or constructed barrier, or treated fire edge, used in fire suppression and prescribed burning to limit the spread of fire.

Note: Fire breaks are determined by the Municipal Emergency Management Committee each year and are slashed accordingly.

### Classification of Hierarchy

All roadsides assets are classified according to their hierarchy. The hierarchy for roadsides is outlined below.

HIERARCHY	DESCRIPTION
Urban	Roads within the urban township, as defined within the Road Management Plan
Rural (Townships)	Roads within the rural township, as defined within the Road Management Plan
Rural (Other)	Roads outside of the rural township, as defined within the Road Management Plan

Table B.1 Classification of Roadsides

ASSET TYPE		HIERARCHY		
		Urban	Rural (Townships)	Rural (Other)
		1	2	3
Town Centres	RA	RA1	RA2	-
Town Entrances	RB	-	RB2	-
Road Reserves	RC	RC1	RC2	RC3
Roadends	RD	RD1	RD2	-
Priority Access/Egress Roads	RE	-	RE2	-
Strategic Fire Suppression Roads	RF	-	RF2	-
Fire Control Line Roads		-	RG2	-

Table B.2 Typical Maintenance Frequencies; Roadsides

ACTIVITY	TOWN CENTRES			TOWN ENTRANCES		
	Urban	Rural (Townships)	Rural (other)	Urban	Rural (Townships)	Rural (other)
	RA1	RA2	RA3	RB1	RB2	RB3
Grass Mowing	GM2	GM4	-	GM3	GM4	-

ACTIVITY	ROAD RESERVES			ROADENDS		
	Urban	Rural (Townships)	Rural (other)	Urban	Rural (Townships)	Rural (other)
	RC1	RC2	RC3	RD1	RD2	RD3
Grass Mowing	GM4	GM5	GM6	GM3	GM5	-

ACTIVITY	PRIORITY ACCESS/EGRESS ROADS			STRATEGIC FIRE SUPPRESSION ROADS		
	Urban	Rural (Townships)	Rural (other)	Urban	Rural (Townships)	Rural (other)
	RE1	RE2	RE3	RF1	RF2	RF3
Grass Mowing	-	GM6	-	-	GM6	-

ACTIVITY	FIRE CONTROL LINE ROADS		
	Urban	Rural (Townships)	Rural (other)
	RG1	RG2	RG3
Grass Mowing	-	GM6	-



## Appendix C; (Garden Beds)

### Classification of Asset Type

All garden bed assets are classified according to their type and are outlined below.

ASSET TYPE	DESCRIPTION
Road Reserves (garden beds)	Garden beds that improve amenity within road reserves, including roundabouts and naturestrip plantings.
Passive Park (garden beds)	Garden beds that enhance the amenity of our passive parks.
Linear Linkages (garden beds)	Garden beds that enhance amenity of our recreation and commuter connections which can include parks along waterways. These parks provide links between residential areas and community destinations such as school and shopping centres, sports parks and recreation parks.

### Classification of Hierarchy

All garden bed assets are classified according to their hierarchy. The hierarchy for garden beds is outlined below.

HIERARCHY	DESCRIPTION
Primary	Garden bed areas that are within town centres and attract a large level of visitation from outside the Shire (in most cases a significant proportion of the visitation will be from outside the Shire) and will have a quality landscape and amenities.
Township	Garden beds that are located close to the town centre and are well serviced by roads and pathways. Garden beds within civic centres are included in this category and are a prominent land area within the community and typically contain a public/government building.
Local	Garden beds that are generally of greater significance to residents within the surrounding area than to visitors. Features and assets will vary and be of good to high quality.
Minor	Garden beds that primarily focus on the needs to the local area and where primary use is more local. Assets will be maintained, but not developed to a high standard.

Table C.1 Classification of Garden Beds

ASSET TYPE		HIERARCHY			
		Primary 1	Township 2	Local 3	Minor 4
Road Reserves	GBA	-	GBA2	GBA3	GBA4
Passive Parks	GBB	-	GBB2	GBB3	GBB4
Linear Linkages	GBC	-	-	-	GBC4

Table C.2 Typical Maintenance Frequencies; Garden Beds

ACTIVITY	ROAD RESERVE				PASSIVE PARK			
	Primary	Township	Local	Minor	Primary	Township	Local	Minor
	E1	E2	E3	E4	B1	B2	B3	B4
Garden Bed Maintenance	-	GBA2	GBA3	GBA4	-	GBB2	GBB3	GBB4

ACTIVITY	LINEAR LINKAGE			
	Primary	Township	Local	Minor
	C1	C2	C3	C4
Garden Bed Maintenance	-	-	-	GBC4

## Appendix D; (Play Space)

### Classification of Asset Type

All play space assets are classified according to their type and are outlined below.

ASSET TYPE	DESCRIPTION
Playground	A playground is an area used for outdoor play or recreation, particularly by children, and often contains recreational equipment such as slides and swings.
Fitness Circuit	A fitness circuit typically contains a range of equipment either in one location, or placed strategically along a walkway that provides the user with opportunities to enhance their fitness through the use of outdoor gym equipment.
Skate Park	A skate park is a purpose built recreational facility that is made for a range of uses, including skateboard, BMX, wheelchair and scooter activities.
BMX Track	A BMX track is a purpose built recreational facility that is made for BMX activities.

### Classification of Hierarchy

All play space assets are classified according to their hierarchy. The hierarchy is outlined below.

HIERARCHY	DESCRIPTION	ASSOCIATED OPEN SPACE HIERARCHY
Regional	<p>Play spaces that are within town centres and attract a large level of visitation from outside the Shire (in most cases a significant proportion of the visitation will be from outside the Shire) and will have a variety of activities.</p> <p>They can accommodate a wide range of age groups and often incorporate more adventurous structures, and are a destination point for families who will typically drive to the playground. Regional play space will be designed, where possible, to include specialised facilities for children with disabilities.</p>	Primary
District	Well utilised playgrounds that are located with other community facilities such as sporting complexes. The play space may be a focal point for children in the suburb. This category includes preschool playgrounds.	Township
Neighbourhood	Play space that generally have a few activities (often a climbing frame, swing and slide). They are usually used by children in the immediate area and cater for young children.	Local

Table D.1 Classification of Play Space

ASSET TYPE	HIERARCHY			
		Regional	District	Neighbourhood
		1	2	3
Playground	PSA	PSA1	PSA2	PSA3
Fitness Circuit	PSB	-	PSB2	-
Skate Park	PSC	-	PSC2	-
BMX Track	PSD	-	PSD2	-

Table D.2 Typical Maintenance Frequencies; Play Space

ACTIVITY	PLAYGROUND			FITNESS CIRCUIT		
	Regional	District	Neighbourhood	Regional	District	Neighbourhood
	A1	A2	A3	B1	B2	B3
Play Space Maintenance	PM1	PM1	PM2	-	PM1	-

ACTIVITY	SKATE PARK			BMX TRACK		
	Regional	District	Neighbourhood	Regional	District	Neighbourhood
	C1	C2	C3	D1	D2	D3
Play Space Maintenance	-	PM1	-	-	PM1	-

## Appendix E; (Public Amenities)

### Classification of Asset Type

All public amenities are classified according to their type and are outlined below.

ASSET TYPE	DESCRIPTION
Public Toilets	A public toilet makes an important contribution to MSC's liveability and supports increases in walking and the use of parks and public transport, and increased public involvement in local facilities, businesses, festivals and public spaces. Public toilets that are safe, clean and accessible also contribute to the positive perceptions of an area. This essential infrastructure promotes wellbeing by encouraging active community participation in economic, social and recreational activities.
Barbeques	Barbeques are used to cook meals outdoors and typically found where other amenities are located, including playgrounds and public toilets.
Park Furniture	Park furniture (in the form, seating, tables, bollards and drinking water fountains) can be found in most open space reserves within the Shire.

### Classification of Hierarchy

All public amenity assets are classified according to their hierarchy. The hierarchy is outlined below.

HIERARCHY	DESCRIPTION
Primary	Areas that are within town centres and attract a large level of visitation from outside the Shire (in most cases a significant proportion of the visitation will be from outside the Shire).
Township	Areas that are located close to the town centre and well services by roads and pathways.
Local	Areas that are generally of greater significance to residents within the surrounding area than visitors.

Table E.1 Classification of Public Amenities

ASSET TYPE	HIERARCHY		
	Primary	Township	Local
	1	2	3
Public Toilet	PCA1	PCA2	PCA3
Barbeque	-	BB2	BB3
Park Furniture	FU1	FU2	FU3
Dog Bag Units	DB1	DB2	-

Table E.2 Typical Maintenance Frequencies; Public Amenities

ACTIVITY	ACTIVE SPORTS FIELD		PASSIVE PARK			
	Primary	Township	Primary	Township	Local	Minor
	A1	A2	B1	B2	B3	B4
Sanitary Cleaning	-	-	SC1	SC1	SC2	SC2
Playground Maintenance	-	-	PM1	PM1	PM2	PM2
Furniture Maintenance	-	-	FM1	FM1	FM2	FM2
Barbeque Maintenance	-	-	BM1	BM1	BM1	BM1
Dog Bag Unit Maintenance	-	-	DBM1	DBM1	DBM1	DBM1

ACTIVITY	LINEAR LINKAGE		UNDEVELOPED LAND		CONSERVATION LAND	
	Local	Minor	Local	Minor	Local	Minor
	C3	C4	D3	D4	E3	E4
Sanitary Cleaning	-	-	-	-	-	-
Playground Maintenance	PM3	PM3	PM3	PM3	PM3	PM3
Furniture Maintenance	FM2	FM2	FM3	FM3	FM3	FM3
Barbeque Maintenance	-	-	-	-	-	-
Dog Bag Unit Maintenance	-	-	-	-	-	-





## Appendix F; Inspection Types & Frequencies

Table F.1 Open Space

		INSPECTION FREQUENCY (by open space category)			
		D = weekday, M = month, Y = year			
INSPECTION TYPE		Primary	Township	Local	Minor
PROACTIVE	Active Sports Fields	Not exceeding 6M	Not exceeding 6M	-	-
	Passive Park	Not exceeding 6M	Not exceeding 6M	Not exceeding 6M	Not exceeding 6M
	Linear Linkages	-	-	Not exceeding 12M	Not exceeding 12M
	Undeveloped Land	-	-	Not exceeding 12M	Not exceeding 12M
	Conservation Land	-	-	Not exceeding 12M	Not exceeding 12M
REACTIVE	Interim inspection as a result of notification or Customer Request	Not exceeding 10D	Not exceeding 10D	Not exceeding 15D	Not exceeding 15D

### Proactive Inspection

These inspections assess the asset for the presence of defects that may present a risk to the community. Programmed inspections must be recorded for all assets regardless of the identification of a defect or not. A visual inspection is undertaken on foot in order to identify defects.

### Reactive Inspection

These are undertaken following notification to Council of defects and safety issues. The inspection involves an assessment of the reported defect to determine if it poses a risk to the community and to determine whether a maintenance response is required.

### Inspection Frequency

This is the frequency of inspections to identify defects. The nominated time is not precise and a 10% margin is allowable. Where the required frequency would result in the inspection falling on a day other than a weekday (any day other than Saturday or Sunday, or a Public Holiday), the inspection may be undertaken on the first following weekday.

Table F.2 Roadsides

		INSPECTION FREQUENCY (by roadsides category)		
		D = weekday, M = month, Y = year		
INSPECTION TYPE		Urban	Rural (Townships)	Rural (other)
PROACTIVE	Town Centres	Not exceeding 6M	-	-
	Town Entrances	-	Not exceeding 6M	-
	Road Reserves	Not exceeding 12M	Not exceeding 12M	Not exceeding 12M
	Roadends	Not exceeding 12M	Not exceeding 12M	-
	Priority Access/Egress Roads	-	Not exceeding 12M	-
	Strategic Fire Suppression Roads	-	Not exceeding 12M	-
	Fire Control Line Roads	-	Not exceeding 12M	-
REACTIVE	Interim inspection as a result of notification or Customer Request	Not exceeding 15D	Not exceeding 15D	Not exceeding 15D

Table F.3 Garden Beds

		INSPECTION FREQUENCY (by open space category)			
		D = weekday, M = month, Y = year			
INSPECTION TYPE		Primary	Township	Local	Minor
PROACTIVE	Road Reserves	-	Not exceeding 6M	Not exceeding 6M	Not exceeding 6M
	Passive Parks	-	Not exceeding 6M	Not exceeding 6M	Not exceeding 6M
	Linear Linkages	-	-	-	Not exceeding 12M
REACTIVE	Interim inspection as a result of notification or Customer Request	Not exceeding 15D	Not exceeding 15D	Not exceeding 15D	Not exceeding 15D

Table F.4 Place Space

		INSPECTION FREQUENCY (by playgrounds category)		
		D = weekday, M = month, Y = year		
INSPECTION TYPE		Regional	District	Neighbourhood
PROACTIVE	Playground (Level 1 inspection)	Monthly	Monthly	Monthly
	Playground (Level 2 inspection)	Annually	Annually	Annually
	Fitness Circuit	-	Not exceeding 12M	-
	Skate Park	-	Not exceeding 12M	-
	BMX Track	-	Not exceeding 12M	-
REACTIVE	Interim inspection as a result of notification or Customer Request	Not exceeding 15D	Not exceeding 15D	Not exceeding 15D

Table F.5 Public Amenities

INSPECTION TYPE		INSPECTION FREQUENCY (by public toilet category)		
		Primary	Township	Local
PROACTIVE	Public Toilets	Not exceeding 6M	Not exceeding 6M	Not exceeding 12M
	Barbeques	-	Not exceeding 12M	Not exceeding 12M
	Park Furniture	Not exceeding 12M	Not exceeding 12M	Not exceeding 12M
REACTIVE	Interim inspection as a result of notification or Customer Request	Not exceeding 15D	Not exceeding 15D	Not exceeding 15D

## Appendix G; Intervention Levels & Response Times

INSPECTION TYPE (OPEN SPACE)	RESPONSE TIME			
	H = hours, D = weekday, M = month Y = year			
	Primary (Regional)	Township (District)	Local (N'hood)	Minor
<b>OPEN SPACE</b>				
Make safe; open space areas are damaged and unfit for use	1D	1D	1D	1D
Repairs to open space	10D	10D	4W	4W
<b>GARDEN BEDS</b>				
Make safe; garden bed areas are damaged	1D	1D	1D	1D
Repairs to garden beds	10D	10D	4W	4W
<b>PUBLIC TOILETS</b>				
Toilet or urinal is depleted of consumables or badly soiled.	1D	1D	1D	1D
Any component of a facility is operably and is danger of public health.	2D	2D	2D	2D
<b>PLAY SPACE</b>				
Make safe; equipment has been damaged and is unfit for use	2D	2D	2D	2D
Repairs to equipment	15D	15D	1M	1M
Topping up of softfall to ensure compliance to Australian Standards	5D	5D	5D	5D
<b>PARK FURNITURE</b>				
<b>SEATING, TABLES, BOLLARDS, DRINKING FOUNTAINS</b>				
Make safe; park furniture has been damaged and is unfit for use	1D	1D	1D	1D
Repairs to park furniture	10D	10D	21D	21D
<b>BARBEQUES</b>				
Make safe; barbeque is not working or in a condition of a potential health hazard	2D	2D	2D	2D
Barbeque is soiled and requires cleaning	2D	2D	2D	2D
Repairs to barbeque	10D	10D	10D	10D
<b>PEST CONTROL</b>				
Pest or disease infestation is present to an extent that is detrimental to plants or grassed areas	10D	10D	10D	10D
Noxious insects are present causing a hazard or demonstrably interfering with normal use of the park, recreation area or garden	2D	2D	2D	2D
Bees or wasp infestation	1D	1D	1D	1D
<b>WEED CONTROL</b>				
Weed growth covering more than 10% of grassed surface area	2W	2W	2W	2W
Weed growth within garden beds >100mm in height	2W	2W	2W	2W
Weed growth around park furniture > 150mm and unsightly in appearance	3W	3W	3W	3W
<b>SPORTSGROUNDS</b>				
Localised distressed area > 10m <sup>2</sup> or generally > 10% of the total area	10D	10D	10D	10D
Localised distressed area > 20m <sup>2</sup> or generally > 15% of the total area	15D	15D	15D	15D
Distressed area in key location causing safety hazard	10D	10D	10D	10D
<b>IRRIGATION SYSTEMS</b>				
Failure of irrigation system to deliver effective and timely supply of water to subject areas	2D	2D	2D	2D

## **Response Time**

This is the time allowed to respond to a hazard, which is based on consideration of the hazard type and severity. Response time is measured from the time that the hazard is identified by, or notified to, Moorabool Shire Council. The nominated time is not precise and a 10% margin is allowable.

## **Appropriate Warning**

Where, because of the nature of the work required, level of resources required or workload, it is not feasible to rectify a hazard within the time shown within the table above, appropriate warning of the hazard is to be provided until a suitable repair or treatment can be completed. Appropriate warning may include, but is not limited to the following:

- Provision of warning signage
- Installation of webbing/tape to prohibit access
- Closure of asset

# Appendix H; Activity Specifications

## H1. Grass Mowing

### Activity Definition

This activity covers mowing of all classifications of parks, recreation reserves, bushland, roadside areas and those areas classified by the Shire as “requiring management by mowing” as set out in Appendix I and J.

This activity includes edge trimming along footpath edges, around trees, shrubs, access chambers, hydrants, posts, poles, under and around seats, tables and fences.

### Activity Criteria

Grass mowing creates a neat appearance and provides for the safe usage of parks, roads and recreation areas and allows for enhanced safety for road users.

### Standards

Grassed areas are to be maintained at the following target growth limits at locations as set out in the table below.

ACTIVITY CODE	MOWING FREQUENCY		TECHNICAL LEVEL OF SERVICE
	Peak	Off Peak	
GM1	Every week	-	Grass height is not > 50mm and not < 25mm
GM2	Every 2 weeks	Every 3 weeks	Grass height is not > 75mm and not < 25mm
GM3	Every 3 weeks	Every 4 weeks	Grass height is not > 120mm and not < 25mm
GM4	Every 6 weeks	Every 8 weeks	Grass height is not > 300mm and not < 25mm
GM5	Every 6 months	-	Grass height is not > 450mm and not < 25mm
GM6	Annually	-	Grass height is not > 450mm and not < 25mm

### Specific Work Requirements

1. Litter retrievable by hand shall be removed prior to mowing and disposed of at the Shire’s Transfer Station.
2. Deciduous leaf accumulation retrievable by hand shall be removed weekly during peak season from all areas maintained in the town centres of Bacchus Marsh and Ballan and disposed of at the Shire’s Transfer Station.
3. Equipment will be maintained and operated so as to minimise the danger of projecting stones or debris in a dangerous fashion. Grass and other debris shall not be projected into open surface drains, grates or culverts.
4. Grass mowing on Roadsides shall consist of mowing to the specified classification from the edge of shoulder and/or kerb and channel for an average distance of 2m and shall include the adjacent drains and batters.

**Strategic Fire Breaks:** Vegetation managed from fence line to fence line where practicable. Grass will be slashed to a height of 100 mm or less. Elevated fine fuels will not surpass a ‘high’ fuel hazard rating as assessed in the Overall Fuel Hazard Assessment Guide - DSE.



**Priority Access/Egress Roads (PEAR):** The primary function of PEAR will be to determine what treatments are required along the nominated road to maintain access and egress to an isolated community prior to or after a bushfire event. All priority roads in the municipality will be assessed and treated in accordance with the VicRoads Road Bushfire Risk Assessment Guideline 2011.

**Fire Control Lines:** Will have the vegetation managed 3 m behind the guideposts where practicable. Vegetation will be slashed to a height of 100 mm or less.

**Neighborhood Safer Places:** NSPs are places of last resort during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. Maintenance of potential NSPs is in accordance with CFA assessment criteria. The grassed area is to be maintained at less than 100 mm during the Declared Fire Danger Period. Outside the Declared Fire Danger Period the areas will revert to a different maintenance period.

5. Hand mowing and/or trimming shall be undertaken along concrete edge strips, footpath edges, around trees, shrubs, access chambers, hydrants, posts, poles and around seats and tables. The maximum distance of uncut grass that shall be permitted around other obstructions is 50 mm except where the obstruction overhangs itself and the slashing unit cannot slash to within this distance.

## General Obligations

1. The operators shall be fully trained in the safety requirements contained in:  
AS 2657 Powered rotary lawnmowers;  
AS 3792 Ride-on lawnmowers; and  
AS 4057 Powered walk-behind and hand-held lawn trimmers and lawn edge trimmers as amended
2. The operator(s) shall be fully trained to carry out the works specified and briefed on requirements necessary to avoid damage to natural regeneration of indigenous vegetation or landscaped areas as identified.
3. Mowing shall cease during periods of Total Fire Ban.
4. Staff must note and report any defects identified during the mowing operations that require action.
5. Staff must take note of Aboriginal Cultural Heritage requirements when undertaking works at Lal Lal Falls Reserve

## H2. Garden Bed Maintenance

### Activity Definition

This activity includes the inspection, maintenance and progressive refurbishment of gardens, including annual, perennial and bedding plants, in areas provided in the Shire's roadsides, parks and recreation areas as set out in Appendix K.

Minor pruning and trimming of plants located in garden beds to maintain amenity of plants is included in this activity. Dumped or major litter shall be removed when required.

Areas of natural habitat with indigenous vegetation shall be maintained as required.

### Activity Criteria

Garden maintenance, including the planting of shrubs, perennial and annual bedding plants is required to keep the areas visually attractive in accordance with the intended landscape character and to promote an optimal growth condition of the garden.

### Standards

Gardens are to have weeds, rubbish, minor litter, pests and damaged or dead plants removed. Gardens are to have spent perennial and annual bedding flowers and plants removed, new beds prepared and be replanted with new plants.

Perennial plants will be maintained and replaced to ensure that they are at their optimum condition at all times. The following technical levels of service at various locations are set out in the table below.

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
GBM1	Every week	<ul style="list-style-type: none"> <li>▪ Weeds &lt;1% and not &gt;100mm in height</li> <li>▪ Mulch &gt;100-150mm in depth and coverage &gt;90%</li> <li>▪ Edging when &gt;25mm growth</li> <li>▪ &gt;1% pest or weed invasion of garden bed. Intrusion of rubbish on garden beds or constituting a health or environmental hazard.</li> </ul>
GBM2	Every 2 weeks	<ul style="list-style-type: none"> <li>▪ Weeds &lt;5% and not &gt;100mm in height</li> <li>▪ Mulch &gt;100-150mm in depth and coverage &gt;80%</li> <li>▪ Edging when &gt;50mm growth</li> <li>▪ &gt;5% pest or weed invasion of garden bed. Intrusion of rubbish on garden beds or constituting a health or environmental hazard.</li> </ul>
GBM3	Every 3 weeks	<ul style="list-style-type: none"> <li>▪ Weeds &lt;10% and not &gt;150mm in height</li> <li>▪ &gt;1% pest or weed invasion of garden bed. Intrusion of rubbish on garden beds or constituting a health or environmental hazard.</li> </ul>
GBM4	Every 4 weeks	<ul style="list-style-type: none"> <li>▪ Weeds &lt;15% and not &gt;200mm in height</li> <li>▪ &gt;25% of plants are either distressed or dying.</li> <li>▪ &gt;1% pest or weed invasion of garden bed. Intrusion of rubbish on garden beds or constituting a health or environmental hazard.</li> </ul>

**Note:** The above performance requirements for replacement of annuals may be varied by the Parks Coordinator according to seasonal conditions.

### **Specific Work Requirements**

1. All works on garden beds shall be carried out in accordance with approved Landscape Guidelines. Where no Landscape Guidelines exist staff shall prepare planting programs for the approval of the Coordinator.
2. Weeds, rubbish and damaged or dead plants are to be removed either by hand or mechanical means and disposed of off-site.
3. Water all nominated garden areas to maintain healthy plant stock.
4. Mulch to a depth of 50-100 mm averaging 75mm. Mulch shall be chipped branches and foliage with a particle size no greater than 50 mm, weed free and 100 % organic. Approved wood chips shall be no greater than 50 mm. Old mulch shall be removed to ensure that new mulch matches the level of any adjoining area.
5. Manage shrubs, trees and plants to control insect pests and/or fungus.
6. Adjacent paved areas, including crushed rock pathways are to be swept clean upon completion of garden activities.
7. All vegetable matter free of weeds removed from gardens shall be delivered to the Shire's Transfer Station or other approved location.
8. All other collected debris shall be removed and disposed of at a legal tipping facility.

### **Planting of Perennials and Annual Bedding Plants**

1. Remove spent annual plants by hand and deliver to the Shire's Transfer Station or other approved location.
2. Prepare garden beds as indicated in A2. Register, fertilise and leave fallow for 2-3 days or otherwise condition the soil as indicated prior to proceeding to replant with supplied annual plants.
3. Collect plants from the supplier and locate plant species within the garden layout in accordance with approved garden bed plans.
4. Water all garden areas to maintain healthy plants.
5. Sweep adjacent paved areas clean upon completion of planting activities

### H3. Sanitary Cleaning

#### Activity Definition

This activity covers all procedures necessary for the routine cleaning of sanitary facilities (public toilets) designated for public use located in separate buildings and facilities as detailed in Appendix M.

This activity covers all required activities such as the cleaning of toilets, hand basins and sanitary disposal units in addition to all related surface cleaning commonly required for the upkeep of such premises and immediate surrounds. Provision has been made within this specification for the routine replenishment of consumable supplies required to meet the requirements of this activity such as hand towels, soap and toilet paper.

The provision and servicing of sanitary bins in all female cubicles is undertaken by a specialist Contractor.

This activity may require the supply, siting and servicing of portable toilets during special events, or additional services of existing toilets as required.

This activity also includes the maintaining of sharps disposal units located in the toilets.

#### Activity Criteria

To maintain a safe, pleasant and healthy environment in public conveniences.

#### Standards

Carry out cleaning activities to ensure that public health standards are met and the facility possesses a clean appearance, including the monitoring and replenishment of consumables. Any malfunctioning equipment or building damage shall be reported to the Asset Management Team for repair or replacement. Graffiti shall be removed where practicable or reported to the Asset Management Team for rectification.

ACTIVITY CODE	CLEANING FREQUENCY	TECHNICAL LEVEL OF SERVICE
SC1	Daily	Public toilets are cleaned in accordance with the specific work requirements as set out below.
SC2	Twice per week	Public toilets are cleaned in accordance with the specific work requirements as set out below.

#### Specific Work Requirements

##### General

1. These work method requirements apply to all facilities nominated in Appendix M.
2. All work to be performed to achieve full hygienic standards regarding reduction of risk for possible transmittal of disease or infection.
3. Particular care and attention shall be paid to pick up and disposal of used syringes. Personnel are to be instructed and trained in pick up and disposal methods. A safe disposal method e.g. sharps containers, and location for disposal shall be maintained and if required, replaced by the Contractor.
4. All light bulbs and/or fluorescent tubes requiring replacement shall be noted and logged within the MMS.

5. Appropriate warning signage or other must be utilised in areas where a pedestrian slip hazard exists.
6. The operation of toilets, urinals, fixtures and so on are to be checked and any faults reported to the Asset Management Team.

### **Cycle A**

#### **Toilets**

- a) All toilets are to be cleaned and sanitised both inside and out with approved disinfectant cleaner and left free of stains to the seat, bowl and cistern. Cubicle floors that are concrete, vinyl, tile or other washable surface are to be cleaned with approved disinfectant cleaner. Clean fixtures in all disabled toilets.
- b) Care shall be taken to ensure that adjacent partitions, walls and doors are not splashed during the operation
- c) Excessive use of water and cleansers is to be avoided. Cleaned surfaces are to be dry within 30 minutes of the completion of cleansing

#### **Urinals**

- a) All surfaces of all urinals and plumbing fixtures are to be cleaned and sanitised.
- b) Any waste in the tray is to be removed
- c) Deodorising bars used in the tray must be replaced on a regular basis to provide continuous function at all sites. Deodorising bars must be approved by the Coordinator

#### **Floor**

- a) All wet areas of the toilet room floor including base/skirting boards are to be cleaned. The areas behind the toilets and underneath any removable object with a mass less than 30 kilograms shall be included.

#### **Change Rooms and Baby Change Rooms**

- a) All seats, hanging rails, benches and the like are to be kept clean by washing as required
- b) All mould and soap stains to be removed
- c) Empty all waste receptacles

#### **Fixtures**

- a) Toilet roll holders, sanitary napkin dispensers, sanitary napkin waste receptacles, handrails, hand towel dispensers and/or electric dryers are to be cleaned and sanitised with nominated disinfectant cleaner and left free of stains and streaks
- b) Mirrors and windows are to be cleaned and left dry and free of streaks
- c) Sharps containers are to be kept secure and cleaned and emptied as required or at least monthly

#### **Countertops and Related Appurtenances**

- a) All counter tops and hand basins are to be cleaned and sanitised with nominated disinfectant cleaner
- b) All plumbing fixtures adjacent to counter tops shall be cleaned and polished

#### **Consumables**

- a) Hand towel, liquid soap and toilet roll dispensers are to be filled with the appropriate replacement stock

### **Cycle B**

#### **Walls, Cubicle Partitions and Doors**

- a) All walls, ceilings, cubicle partitions and doors are to be cleaned and sanitised with nominated disinfectant cleaner and left free of stains and streaks. CAUTION: The staff are to ensure that paint is not damaged as a result of cleaning operations
- b) All horizontal surfaces comprising the cubicle partitions are to be cleaned and sanitised.
- c) All minor graffiti shall be removed from any wall or partition surface using the appropriate cleanser or product designed specifically for the purpose and approved by the Coordinator. Prior to using a new product, staff shall test a small inconspicuous area of wall to ensure that the product does not damage the surface.
- d) Remove build-up of dirt, cobwebs and the like on external surfaces of the building

**Fixtures**

- a) Ventilation and lighting fixtures are to be cleaned as required to prevent accumulation of dust or soiled areas

**Consumables**

- a) Replenish disinfectant dispenser where fitted

**Cycle C****Walls, Extraction Fans and Windows**

- a) High level cleaning requiring access by a ladder or scaffold (i.e. over 2 m in height) shall be undertaken on both internal and external areas on buildings nominated in A 9.Register

## H4. Playground Maintenance

### Activity Definition

This activity covers the general maintenance of play equipment in parks and recreation areas to ensure that they continue to provide the function for which they were installed and are safe at all times. This activity also includes the inspection and maintenance of nominated skate parks detailed in Appendix L.

Graffiti removal on play equipment is covered under this activity.

Bent, broken, faded, dislodged or defaced components of the play equipment or anything considered dangerous, unsuitable soft fall areas and graffiti.

### Activity Criteria

The play equipment is provided to ensure the comfort, protection and safety of playground users. Repairs are necessary to maintain the use of the play equipment and reduce the risk of injury to users caused by unsafe play equipment and surrounds.

### Standards

The play equipment is to be inspected and maintained (and painted where necessary) to ensure that it provides the function for which it was installed and does not become a hazard to playground users. All work is to be carried out in accordance with manufacturer's instructions in accordance with appropriate trade good practice, Australian Standards and Regulations.

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
PM1	Every week	<ul style="list-style-type: none"> <li>▪ Litter and rubbish is removed from within the playground and surrounds.</li> <li>▪ Graffiti from within the playgrounds and surrounds is removed (where practicable).</li> <li>▪ Soft fall areas around the equipment are compliant.</li> <li>▪ Report all issues that should come to the attention of the Supervisor.</li> </ul>
PM2	Every 2 weeks	
PM3	Every 3 weeks	

### Specific Work Requirements

- A Level 1 Inspection is a first level of monitoring of playgrounds and play equipment and supplements the detailed Level 2 annual inspection. These will be undertaken by internal staff and occur at the frequency specified in the table above. These inspections provide regular 'common sense' reporting of obvious breakages or vandalism and any obviously dangerous litter near the play equipment. A Level 1 inspection typically includes;
  - Identify and make safe or close to public use broken or obviously malfunctioning equipment;
  - Rake soft fall material to remove hollows, especially under swings and at the end of slides;
  - Remove sharp objects (eg glass or syringes), hard objects (eg rocks or timber) and litter;
  - Check timber borders for breakage, rot, protruding nails;
  - Check warning signs are in place & legible;
  - Check all moving components for the correct movement;
  - Identify & report graffiti or vandalism to playground or ancillary equipment or surrounds;
  - Remove weeds from softfall;
  - If grass/weeds on playground surrounds (1 metre around playground & on pathway to playground) are greater than 10cm, slash with whipper-snipper;
  - Identify & report the need for weed control on playground surrounds.



- In the event play equipment appears damaged or unsafe it should be taped up with Hazard Tape and one or more (depending on the size of the equipment). 'Damaged Equipment' signage should be fixed with cable ties. The damage should be documented and programmed for repair within the timeframes identified in the above table.
- Typical maintenance activities associated with playgrounds shall include, but not be limited to the following activities:
  - Check general condition and carry out maintenance as necessary.
  - Remove all litter and rubbish from within the playground and surrounds.
  - Remove all graffiti from within the playgrounds and surrounds.
  - Check and maintain the soft fall area around the equipment to AS NZS 4422: 1996.
  - Report all issues that should come to the attention of the Supervisor.
- All appropriate Australian Standards and Regulations will apply.
- A componentised playground register shall be maintained by the Asset Management team.

## H5. Furniture Maintenance

### Activity Definition

This activity covers the inspection and maintenance of public furniture such as seats, tables, bollards, plaques, water taps and free standing showers in parks, recreation areas and streetscapes to ensure that they continue to provide the function for which they were installed at locations as listed in open space register. This activity covers the immediate surrounds of each item of furniture.

Drinking fountains are maintained as part of this activity including freestanding taps and connecting U/G water pipes.

This activity also includes the cleaning and routine maintenance of flagpoles, tree guards, bin surrounds, memorials, statues and public sculptures including cenotaphs.

### Activity Criteria

The seats, tables and bollards are provided to ensure the comfort, protection and safety of park and recreation area users. Signs and plaques are provided to inform, advise and guide park users as to the regulations, facilities, attractions etc. of the parks and recreation areas. Repairs are necessary to maintain the use of the facility and reduce the risk of injury to users caused by unsafe public furniture

### Standards

The park furniture is to be inspected and maintained (and painted where necessary) to ensure that it provides the function for which it was installed and does not become a hazard to area users. All work is to be carried out in accordance with manufacturer's instructions and in accordance with appropriate trade good practice.

Where signs and plaques become faded and difficult to read, the necessary funding should be sought for any re-signing or replacement

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
FM1	Every week	<ul style="list-style-type: none"><li>▪ Litter and rubbish is removed from the furniture and surrounds.</li><li>▪ Furniture to be clean and free of graffiti.</li><li>▪ Graffiti on the furniture removed (where practicable).</li><li>▪ Drinking fountains to be free of leaks and functioning correctly.</li><li>▪ Report all issues that should come to the attention of the Supervisor.</li></ul>
FM2	Every 2 weeks	
FM3	Every 6 weeks	

### Specific Work Requirements

1. Inspect the public furniture during the formal inspection of the park, recreation areas and streetscapes.
2. Repair park furniture with materials of at least the same strength and quality, and which are similar in colour and appearance to the original materials.
3. Clean seats and tables of any debris or offensive waste.
4. Park furniture to be repainted on a programmed basis of between a 1 to 3-year cycle depending upon the degree of usage of the asset. A record of the brand and colour shall be maintained as a record of the works. Colours are to be approved by the Coordinator prior to use.

5. All drinking fountains will be regularly inspected and maintained in a clean, hygienic condition and kept operational at all times.
6. Preference shall be given to the use of recycled materials wherever possible.

## H6. Barbeque Maintenance and Dog Bag Maintenance

### Activity Definition

This activity covers the cleaning and maintenance of outdoor barbecues situated in parks and recreation areas as listed in the associated register. It also includes cleaning of the surrounding concrete apron.

Top plates, drip trays and barbecue surrounds including the concrete apron covered in food residues, fat or other deleterious material creating a potentially unhygienic facility.

This activity also includes the servicing and maintenance of dog bag units as listed in the associated register.

### Activity Criteria

To maintain a safe and presentable clean, hygienic facility that is fit for the cooking of food for human consumption.

### Standards

Hotplates, drip trays and barbecue surrounds including the concrete apron and hard standing surrounds to be cleaned. Operating mechanism, electrical connection and timer to be inspected and maintained in workable conditions.

ACTIVITY CODE	MOWING FREQUENCY		TECHNICAL LEVEL OF SERVICE
	Peak	Off Peak	
BM1	4 times per week	2 times per week	<ul style="list-style-type: none"> <li>▪ Barbeques are to be clean and operational</li> <li>▪ Drip tray emptied</li> </ul>
DBM1	Every week	-	<ul style="list-style-type: none"> <li>▪ Dog bag unit to be replaced</li> </ul>
DBM2	Every fortnight	-	<ul style="list-style-type: none"> <li>▪ Dog bag unit to be replaced</li> </ul>

### Specific Work Requirements

#### Barbeques

1. Top plates and barbecue surrounds and hard standing surrounds to be scraped to remove food residues and accumulated grease and fat.
2. Top plates, barbecue surrounds and structure to be cleaned with steam, high-pressure water or other similar process, so as to be completely hygienic. Care shall be taken to limit the amount of splatter onto surrounding surfaces during cleaning operations.
3. Clean out drip trays, drain pipes and surrounding mechanisms. Check condition/damage of water taps.
4. Inspect and maintain operating mechanisms and electrical connections.
5. Inspect and test heating timer switches and top plate heating levels.
6. Clean up and leave barbecue area for a distance of at least 2 m beyond the concrete surrounds or structure in neat and tidy condition.

7. Remove all collected waste matter including food residues and spent cleaning agent and dispose of responsibly at a legal tipping facility.
8. Safety requirement for electrical connections is to be in accordance with AS/NZS 3350.2.78, Outdoor Barbecues.
9. When top plates become nonoperational or are damaged beyond repair they shall be replaced.
10. Operating instructions to be checked for legibility and replaced immediately if illegible.

**Dog Bag Units**

1. Dog bag units to be replaced with new bags on a weekly/fortnightly basis.

## H7. Pest Control

### Activity Definition

This activity covers the management and control of pests and diseases to provide an insect/pest free area to parks, recreation areas and garden beds.

The use of pesticides and fungicides shall only be undertaken with the prior approval of the Coordinator. Biological methods shall always be pursued and promoted.

This activity covers the management and control of bees, wasps and termites in open space reserves that may impact on surrounding infrastructure.

### Activity Criteria

Pest/disease control is undertaken to ensure the provision of high quality grassed and garden areas for active and passive recreation use. Foliage on trees and shrubs shall be maintained. There should be no detriment to public health and safety.

### Standards

Garden areas, trees and lawn areas are to have controlled and minimal pest/disease infestation. Chemical spraying, biological control and direct chemical application shall meet the requirements of the EPA and shall be undertaken to manufacturers instructions. All spray operators undertaking chemical spraying shall hold licences issued by the appropriate Statutory Authorities.

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
All	Pest control is undertaken as required.	Pest or disease infestation is treated and risk minimised.

### Specific Work Requirements

#### Specific Obligations

1. Approval of submitted work plan is required for all disease and pest treatment prior to commencement of any pesticide spraying or direct chemical application activities.
2. Provide evidence of compliance to OHS and WorkCover requirements. Train all personnel in correct procedures and safety requirements, including safety clothing and safety apparatus.
3. Storage and handling of pesticides shall be in accordance with AS 2507, The Storage and Handling of Pesticides.
4. Ensure Material Safety Data Sheets, which detail the active chemical when spraying or applying chemicals, are available for operator. They shall include manufacturer's safe recommended spray/application rates.
5. Minimise spray drift and runoff affecting watercourses, natural systems or non-target species.
6. Terminate spraying in wet or windy conditions except where pest control method requires wet conditions.
7. Spraying shall not occur in the vicinity of people (e.g. 10 m). Spray equipment shall not be left unattended. Spray times shall take account of activities on adjoining properties.
8. Maintain all equipment in good working condition.
9. Display appropriate HAZCHEM code on equipment and storage containers.
10. Hold records of chemical applied, location and date of spraying to comply with Regulations.

### **General Obligations**

1. Check that alternative pest control measures have been fully considered before proceeding with chemical treatment.
2. Ensure appropriate licences or permits are obtained to cover pesticide use if required by law.

### **Nominated Hold Points**

1. The Work Plan will include all details of pest and disease control, chemical types, application rates, method of treatment and location of work. The plan shall indicate any recommended period for which the area should be quarantined from use (withholding period).



## H8. Weed Treatment

### Activity Definition

This activity covers the control of weeds using herbicides or by related treatments such as hand weeding and hot water or direct chemical application to provide a weed free surface area to parks and recreation areas, gardens, around park/area furniture, pathways, medians, kerb and channel, signs, guideposts, guardrail and earth drains as set out in open space register.

The use of herbicides shall only be undertaken with the prior approval of the Coordinator.

### Activity Criteria

Boundary fences are treated to prevent infestation to adjoining private property up to a maximum width of 150 mm. Pathways and other concrete jointing are treated to minimize spalling and improve appearance. Bituminous surfaces are treated to reduce deterioration. Weed treatment is undertaken to ensure the provision of high quality grassed areas for active and passive recreation uses and the re-establishment of indigenous/significant vegetation.

Weed Treatment is undertaken around signs, guideposts, post and rail fences and within garden beds to maintain a tidy appearance at all times.

### Standards

Garden areas and lawn areas are to have controlled and minimal weed infestation. Chemical spraying and direct chemical application shall meet with requirements of the Environment Protection Authority and shall be undertaken to manufacturer's instructions. All spray operators undertaking chemical spraying shall hold licenses issued by the appropriate Statutory Authorities.

Evidence of the re-establishment of indigenous species/significant vegetation at nominated sites.

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
All	Weed treatment is undertaken as required.	<ul style="list-style-type: none"><li>Removal of weeds and unwanted plants, inclusive of roots</li></ul>

### Specific Work Requirements

#### Specific Obligations

1. Remove weeds and unwanted plants by hand intact with root system and dispose off-site.
2. Provide evidence of compliance to OHS and WorkCover requirements. Train all personnel in the correct procedures and safety requirements including safety clothing and safety apparatus training.
3. Woody weeds may be eradicated by any of the following techniques:
  - Hand pull with root system intact
  - Cutting and pasting with selected herbicides
  - Drilling and filling with selected herbicides
4. Identify regeneration areas and avoid inadvertent treatment. Avoid disturbance to desirable indigenous vegetation and the application of chemicals on indigenous vegetation.
5. Hold records of chemical applied, location and date of spraying to comply with Regulations.

### **General Obligations**

1. Check that alternative weed control measures have been fully considered before proceeding with chemical treatment.
2. Mechanical weed removal around physical structures is encouraged.
3. Ensure appropriate licences or permits are obtained to cover herbicide use if required by law.
4. Ensure Material Safety Data Sheets, which detail the active chemical when spraying or applying chemicals, are available for operator. They shall include manufacturer's safe recommended spray/application rates.
5. Minimise spray drift and any runoff that may affect watercourses, natural systems and non-target species.
6. Terminate spraying in wet or windy conditions.
7. Spraying shall not occur within vicinity of people (e.g. 10 m).
8. Maintain all equipment in good working condition.
9. Display appropriate HAZCHEM code on equipment and storage containers

## H9. Active Sportsground Maintenance

### Activity Definition

This activity covers the inspection, reporting, watering, fertilising, soil aeration, thatch removal, top-dressing, over seeding and vandalism repair of sports field areas as listed in the open space register.

Grass mowing of the sportsgrounds is covered in the 'Grass Mowing' Activity Specification.

### Activity Criteria

Grassed or turfed sportsgrounds are maintained to provide a suitable level of services for users of these areas. They shall be in good condition and appropriate for the sporting/recreational activities of park users.

### Standards

The surfaces are to be inspected and remedial treatment provided as appropriate. Treatment may be for:

- Bare patches - turf replacement or seed and fertilise
- Compacted soil - aeration by spiking or coring
- Grass thatching - removal of dead material and fertilise
- Uneven surfaces - top-dressing with topsoil conforming to AS 4419 (Soils for Landscaping and Garden Use)
- Irrigated surfaces - removal of excess water and drainage
- Cricket wicket carpets - repair of minor damage. Goal Posts/Cricket Wickets are in good working order.

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
ASM1	Bi annually	<ul style="list-style-type: none"><li>▪ Ensure sportsground is suitably top aerated, seeded, fertilised and top dressed</li></ul>

### Specific Work Requirements

#### Specific Obligations Sports Ground Surfaces

1. Preparation and implementation of a turf management program.
2. Water grass and turf in accordance with the seasonal requirements of the grass type, soil and weather conditions and at the rate and frequency that maintains health and vigor.
3. Apply complete fertiliser or proprietary lawn food at approved spread rates and frequencies for areas detailed in the associated register.
4. Inspect and assess the health and growth of the grass and turf. In particular, check for soil compaction, thatching, uneven lawn surface and weed/disease infestation, and undertake remedial treatment.
5. Carry out soil aeration, thatching removal and top-dressing remedial treatment as approved.
6. Inspection and maintenance of all cricket wickets (in season), clean and repair as necessary.
7. Check PH levels and take steps to modify.

8. Undertake major topdressing of playing surface at the completion of the Winter sports season.
9. Inspect all hard sportsground surfaces, repair small defects to ensure surfaces are safe for use, in accordance with the associated specification, and report (in 'comments' section) large defects that will require a work order for full repair.
10. Inspect, clean and maintain synthetic grass surfaces in accordance with the manufacturer's instructions.
11. Mow all grass surfaces in accordance with Activity Specification GM (excluding turf cricket wickets).
12. Cover concrete or synthetic cricket pitches with plastic, soil or other material as approved by the Team Leader - Sportsgrounds, in accordance with the winter sports requirements in the schedule of programmed sports activities.
13. Uncover concrete or synthetic cricket pitches, and dispose of materials as directed by the Team Leader - Sportsgrounds, in accordance with the schedule of programmed sports activities.
14. Staff shall liaise with the user groups at each site to ensure that the works are programmed to suit the users' needs and do not interfere with regular programs of usage.
15. Maintain all sub-soil drains free of obstructions and free flowing to ensure maximum use of each oval at all times.
16. Wickets shall be kept clean, carpet surfaces free of rips and tears and all grass trimmed clear of the concrete surface, conducive to the safe playing of any sport or activity on the area.
17. Staff shall prepare a contingency plan to cater for any future water restrictions that may be introduced by the responsible Water Authority.

#### **General Obligations**

1. Where turf repairs are undertaken watering shall be carried out using a fine spray rotating or oscillating sprinkler or manually by travelling sprinkler with a slow watering rate to allow absorption without excessive runoff and to promote deep rooted growth. Watering to take place during early morning or late night to reduce loss due to evaporation and inconvenience to area users.
2. Manage for weed control as seasonally appropriate.
3. Display facility "open/closed" signs as required.
4. Where playing surfaces turf is degraded due to normal winter sport seasonal wear and tear, staff must ensure the affected areas are maintained in a safe condition. Reinstatement of turf in accordance with the conditions set out in the specification shall be undertaken at the completion of the winter sport season, in readiness for the commencement of the summer sports season.

#### **Committees of Management**

Staff shall cooperate with all Committees of Management/Sporting Clubs paying particular attention to the programming of works to suit usage programs for each individual sports ground.

## H10. Irrigation System Maintenance

### Activity Definition

This activity covers the inspection and maintenance of irrigation systems equipment in public parks, sportsgrounds, gardens and recreation areas and includes bore pumps (where applicable) and irrigation pumps.

This activity also includes the maintenance and management of irrigation control systems.

### Activity Criteria

Maintenance of irrigation system equipment is carried out to ensure the timely delivery of a full coverage of water to the subject areas in order to maintain the good health of the turf and vegetation.

### Standards

Carry out inspections, at the frequencies approved by the Team Leader - Sportsgrounds to the requirements of the manufacturer's instructions for inspection and maintenance provided for each item of the irrigation system.

Mains supply to deliver water at rates necessary to maintain grass growth at designated areas.

ACTIVITY CODE	MAINTENANCE FREQUENCY	TECHNICAL LEVEL OF SERVICE
ISM1	Bi annually	<ul style="list-style-type: none"><li>▪ Ensure sprinklers, valves, irrigation/standpipe controllers, timers, pump and pipes are fully functioning.</li><li>▪ Ensure all sprinkler heads and unobstructed by grass and other debris to provide full water distribution.</li><li>▪ Ensure all pumps are running efficiently.</li></ul>

**Note:** Response time refer to the non-operational period of equipment.

### Specific Work Requirements

#### Specific Obligations

1. The staff shall on an annual basis commencing each 1 July in consultation with the Coordinator, submit a detailed maintenance program and condition report.
2. Carry out system inspection and maintenance of sprinklers, valves, irrigation/standpipe controllers, timers, pumps and pipes to ensure that full operation is maintained at all times.
3. Ensure all heads for pop-up, fixed spray and dripper sprinklers are unobstructed by grass and other debris to provide full water distribution, solenoids are operational and the control systems are correctly set and operational.
4. Ensure that all pumps operate efficiently in a manner and to the capacity for which they were designed. Auxiliary pumping will be required when necessary to prevent damage to surrounding assets. Collected debris will be removed and disposed of to the Shire's Transfer Station or approved location.
5. Maintenance works shall include but not be limited to the following:
  - a. Attendance at callouts
  - b. Check for silting and blockages
  - c. Maintain all mechanical parts

- d. Maintenance of control gear and switchboard
- e. Setting of controller to reflect the water requirement of the area being irrigated.
- f. Annual reporting on condition

**General Obligations**

1. Inspections to be carried out by suitably trained personnel

## Appendix I; Open Space Register and Associated Maps



OPEN SPACE

Current GIS Map Ref	Reserve Name	Locality	Location	Prop No	Draft Category	Draft GM Code	Draft Freq.	Asst type	Owner	Committee?	Maintained By
2	Baillie Court/Walkway	Bacchus Marsh	Baillie Court/O'Hagan Place	800350	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
3	Barbara Court Reserve	Bacchus Marsh	Barbara Court	303550	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
4	Blacksmiths Cottage	Bacchus Marsh	100 Main Street	567100	B2	GM2	2	Passive Park (Township)	MSC	Y	MSC
5	Boyd Street Drainage Reserve	Bacchus Marsh	Boyd Street	303350	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
6	Clifton Drive Drainage Reserve	Bacchus Marsh	Clifton Drive / Masons Lane	807450	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
7	Clifton Drive Linear Reserve (north)	Bacchus Marsh	Cuthbertson Court/ Steele Ctr/Clifton Drive	801300	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
10	Connor Street Walkway	Bacchus Marsh	Connor Street to Wilson Place Combine 113/114	802500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
11	Cuthbertson Court Linear Reserve (1)	Bacchus Marsh	Cuthbertson Court/ Steele Ctr/Clifton Drive-Combine 81/8	801450	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
12	Dickie Street Walkway	Bacchus Marsh	Dickie Street	801050	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
13	Dickson Street Linear Reserve / Walkway	Bacchus Marsh	Dickson Street / Sutherland Street	807600	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
15	Eddie Toole Park	Bacchus Marsh	159 Main Street	507050	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
16	Finnin Street Drainage Reserve (1)	Bacchus Marsh	McCullagh Street / Clifton Drive	807450	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
17	Finnin Street Drainage Reserve (2)	Bacchus Marsh	Next to 64 Clifton Drive	900050	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
18	Gisborne Road / Boyd Street Linear Reserve	Bacchus Marsh	Gisborne Road / Boyd Street	800300	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
20	Higgins Court Linear Reserve	Bacchus Marsh	Higgins Court	806750	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
21	James Court Linear Reserve	Bacchus Marsh	James / Western Freeway	801550	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
22	James Court / Western Fwy Underpass	Bacchus Marsh	Rear of properties James Court & Steele Court	306745	C3	GM3	3	Linear Linkage (Local)	Private	N	MSC
23	Avenue of Honour (Rupert Vance Moon Reserve)	Bacchus Marsh	Avenue of Honour - Bacchus Marsh Road	802200	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
24	Lidgett Street Reserve	Bacchus Marsh	Lidgett Street	585500	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
26	Lyle Street Linear Reserve	Bacchus Marsh	Lyle Street / Shea Street	585500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
27	Masons Lane Reserve	Bacchus Marsh	Masons Lane/Dickie Street	801100	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
28	Masons Lane (Passive)	Bacchus Marsh	Masons Lane	435950	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
30	McCullagh Street Drainage Reserve (1)	Bacchus Marsh	McCullagh Street	346175	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
31	McCullagh Street Drainage Reserve (2)	Bacchus Marsh	McCullagh Street/Clifton Drive	346175	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
32	McCullagh Street Drainage Reserve (3)	Bacchus Marsh	North of McCullagh Street	807450	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
34	McGrath Street Linear Reserve North	Bacchus Marsh	McGrath Street	525150	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
35	McNicholl Court Walkway	Bacchus Marsh	McNicholl Court / Ryan Court	802350	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
37	The Village Green	Bacchus Marsh	193 - 197 Main Street	507550	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
38	Peppertree Park Walking Track (1)	Bacchus Marsh	Grant Street	800400	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
39	Peppertree Park Reserve (2)	Bacchus Marsh	Grant Street	552750	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
40	Peppertree Park (inc. Carpark) (3)	Bacchus Marsh	Grant Street - Combine 119/120/123/124	532850	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
41	Rotary Park	Bacchus Marsh	10 Bennett Street	541050	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
41	Senior Citizens Centre, Bacchus Marsh	Bacchus Marsh	10 Bennett Street	541050	B2	GM2	2	Passive Park (Township)	MSC	N	MSC
42	RSL Linear Reserve	Bacchus Marsh	George Street	320500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
43	Ryan Court Linear Reserve	Bacchus Marsh	Ryan Court Combine with 801250	801350	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
44	Ryan Court Walkway	Bacchus Marsh	Ryan Court / McNicholl Court	801400	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
45	Shea Street Linear Reserve	Bacchus Marsh	Shea Street	585500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
46	Steele Court Linear Reserve	Bacchus Marsh	Steele Court / Cuthbertson Court	802150	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
47	Steele Court Walkway	Bacchus Marsh	Steele Court Walkway	801500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
49	Underbank Walkway	Bacchus Marsh	Underbank Boulevard	800150	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
50	Graham Street Linear Reserve (Werribee River 1)	Bacchus Marsh	Graham Street	800500	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
51	McGrath Street Linear Reserve South (Werribee River 3)	Bacchus Marsh	McGrath Street	511100	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
52	White Avenue Reserve	Bacchus Marsh	White Avenue	602700	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
55	Mineral Springs, Ballan	Ballan	Shaws Road	189050	E4	GM5	26	Conservation Land (Minor)	MSC	N	Contractors
56	Bank Street Reserve	Ballan	Rear of Bank Street Properties	805600	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
57	Blake Court Walkway	Ballan	Moorabool Drive / Blake Court	55067	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
58	Caledonian Park Reserve	Ballan	Blackwood Street / Jopling Street	900004	B3	GM3	3	Passive Park (Local)	DELWP	N	MSC

OPEN SPACE

60	Connor Court Drainage Reserve	Ballan	End of Connor Court to Andrews Lane	36834	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
61	Crook Court - River Reserve	Ballan	Graham Street	806700	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
62	Fraser Court	Ballan	Rear of properties Fraser Court (20m)	31450	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors
63	Gingella Court Reserve	Ballan	Gingella Court	50462	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
64	Lay Court Drainage Reserve	Ballan	Lay Court	900087	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
65	Lay Street Walkway	Ballan	Sunline Court to Lay Street	807800	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
67	McLean Reserve	Ballan	24 Fiskien Street	121600	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
68	Mill Park No 1	Ballan	Simpson Street - Swimming Pool / Toilets	54650	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
69	Mill Park No 2	Ballan	Simpson Street	54600	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
70	Moorabool Drive Walkway (1)	Ballan	Moorabool Drive	806670	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
71	Moorabool Drive Walkway (2)	Ballan	Moorabool Drive from Valentine Court	806670	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
72	Moorabool Shire Council Ballan Office	Ballan	15 Stead Street	145000	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
73	Musgrave Street Reserve	Ballan	End of Musgrave Street East Side	805650	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
74	O Cock Street Reserve	Ballan	Rear of properties: Hall St / End of O'Cook St - East side	806550	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
76	64 Steiglitz Street Council Land	Ballan	64 Steiglitz Street	147800	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
77	Sunline Cr Walkway (1)	Ballan	Sunline Court	807810	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
79	Werribee River Reserve (1)	Ballan	Hogan Road	806650	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
80	Werribee River Reserve (2)	Ballan	Gingella Court	50470	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
82	Werribee River Reserve (4)	Ballan	Hogan Road	806660	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
83	Werribee River Reserve (5)	Ballan	Behind 182 Inglis Street	805550	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
84	Bungaree Historical Society	Bungaree	323 Bungaree - Wallace Road	281900	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
85	Old Police Station, Bungaree	Bungaree	Cnr of Bungaree-Creswick Rd & Lesters Road	245250	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
86	Cowans Drive Reserve	Dales Creek	Cowans Drive	64800	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
87	Dales Creek Avenue Reserve	Dales Creek	Cnr Dales Creek / Acacia Avenue	56650	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
88	MSC Darley Civic and Community Hub	Darley	182 Halletts Way	412600	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
90	Bald Hill Reserve (Fire Break)	Darley	End of Swans Road ( North East Side )	460000	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
91	Beresford Crescent Reserve	Darley	Beresford Crescent	402150	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
92	Robertsons Road Linear Reserve	Darley	Robertsons Road/Cairns Drive	802450	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
93	Cairns Drive Linear Reserve	Darley	Cairns Drive / Quaille Court	801800	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
94	Clarke Street Reserve	Darley	Clarke Street	801850	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
95	Darley Park - BMX Track	Darley	11 Fitzroy Street	328150	B4	GM3	3	Passive Park (Minor)	DELWP	N	MSC
96	Darley Pre School Walkway	Darley	75 Albert Street	300470	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
97	Wittick Street Scout Hall and Surrounds	Darley	88 Wittick Street	301151	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
98	Davies Street Linear Reserve	Darley	Davies Street	330450	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
99	Dunn Court Walkway	Darley	Dunn Court / Lilly Pilly Court	800850	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
100	Edward/McCormack Court Reserve	Darley	Tyson Ct / Edwards Ct / McCormack Court	345950	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
100	Jonathan Drive Linear Reserve (1)	Darley	Jonathan Drive / Tyson Court	345950	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
101	Federation Reserve	Darley	Gisborne Road	900024	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
102	Gleneagles Court Reserve	Darley	Gleneagles Court	800050	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
103	Grey Street Reserve	Darley	Maddison Court / Grey Street	900030	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
104	Grey Street Walkway	Darley	Grey Street / Ruddick Street	803950	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
105	Halletts Way / Ramsey Crescent Drainage Reserve (1)	Darley	Halletts Way / Ramsey Crescent	802750	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
106	Halletts Way Drainage Reserve (2)	Darley	Halletts Way	807100	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
107	Halletts Way Walkway	Darley	Halletts Way / Ruddick Place	801000	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
108	Harvey Street Reserve	Darley	Harvey Street	330500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
109	Hobler Place Reserve	Darley	Hobler Place / McLeod Drive	805200	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
110	Hogan Court Linear Reserve (1)	Darley	Hogan Court / Rae Court	801900	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
111	Hogan Court Linear Reserve (3)	Darley	Hogan Court / Quaille Court	801950	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
112	Hogan Court Linear Reserve(2)	Darley	Hogan Court / Lane Court	802000	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
113	Holts Lane Reserve	Darley	End of Holts Lane	415180	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
114	Holts Lane Western Freeway Underpass	Darley	Holts Lane / Western Freeway	333755	C4	GM4	6	Linear Linkage (Minor)	Private	N	MSC

OPEN SPACE

115	Horde Crescent / Rae Court	Darley	805850	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
116	Jonathan Drive / Taylor Drive	Darley	339350	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
118	Jonathan Drive / Grey Street	Darley	339300	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
119	Lane Court / Hogan Court	Darley	801750	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
121	Robertsons Road - Along river bank to Riverbend Drive	Darley	807500	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
122	Lilly Pilly Court	Darley	802850	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
123	Pamela Court to Links Road	Darley	800650	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
124	Links Road / Augusta Place	Darley	800550	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
125	Manning Boulevard / Swans Road Reserve	Darley	802900	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
126	Manning Boulevard / Vigor Court	Darley	805450	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
128	McLeod Drive	Darley	805300	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
129	McLeod Drive Walkway (1)	Darley	805250	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
130	McMahon Court Walkway	Darley	800250	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
131	Monven Way	Darley	611066	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
132	Myers Street Walkway (1)	Darley	441522	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
133	Myers Street Walkway (2)	Darley	441528	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
134	Nelson Street	Darley	808600	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
135	Nicholson Street Walkway	Darley	900086	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
136	Pamela Court Reserve (1)	Darley	800750	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
137	Pamela Court Reserve (2)	Darley	800750	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
138	Pamela Court Walkway	Darley	805700	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
139	Pippin Court Walkway	Darley	805150	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
140	Quaille Court Linear Reserve (2)	Darley	803850	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
141	Quaille Court Linear Reserve (1)	Darley	804300	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
142	Rae Court Linear Reserve (2)	Darley	804150	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
143	Rae Court Linear Reserve (1)	Darley	804200	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
144	Ramsley Crescent / Manning Blvd Drainage Reserve	Darley	802700	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
145	Riversdale Crescent Walkway (1)	Darley	900038	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
146	Riversdale Crescent Walkway (2)	Darley	900039	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
147	Riversdale Crescent / Swans Road Linear Reserve	Darley	805750	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
148	Riversdale / Carlogie / Gleneagles / Links Drainage Reserve	Darley	800050	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
149	Robertsons Road Reserve / Walkway	Darley	802400	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
150	Rodgers Reserve	Darley	801650	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
151	Ross Street Reserve	Darley	900033	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
152	Ruddick Place Walkway	Darley	807620	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
153	Shiela Mews Reserve	Darley	807750	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
154	Silverdale Drive Reserve	Darley	900032	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
155	Simon Court Reserve	Darley	800225	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
156	Swans Road Minor Reserve	Darley	805050	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
157	Swans Road / Manning Boulevard Drainage Reserve	Darley	805400	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
158	Swans Road / Riversdale Crescent Linear Reserve	Darley	806500	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
159	Swans Road / Links Road Drainage Reserve	Darley	800100	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
160	Taylor Drive Walkway	Darley	364100	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
161	Telford Park	Darley	301150	D3	GM5	26	Undeveloped Land (Local)	MSC	N	Contractors
162	Vigor Court / Manning Boulevard Walkway	Darley	800800	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
163	Gordon Hall	Gordon	174650	B2	GM2	2	Passive Park (Township)	MSC	N	MSC
164	Gordon Tennis Club	Gordon	173350	B3	GM3	3	Passive Park (Local)	DELWP	Y	MSC
165	Lyndhurst Dam Reserve	Gordon	171950	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
165	Paddock Creek Reserve	Gordon	171950	B3	GM3	3	Passive Park (Local)	DELWP	N	MSC
166	Pioneer Reserve	Gordon	185750	B3	GM3	3	Passive Park (Local)	DELWP	N	MSC
167	Egans Reserve	Greendale	78700	B3	GM3	3	Passive Park (Local)	MSC	N	MSC

OPEN SPACE

168	La Cote Road Reserve	Greendale	Cnr La Cote Road & Kangaroo Road	89900	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
170	Carberry Dr Reserve (1)	Hopetoun Park	Carberry Drive	401417	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
171	Carberry Dr Reserve (2)	Hopetoun Park	10 Carberry Drive	401411	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
172	Eyrie Court Reserve	Hopetoun Park	Eyrie Court	803320	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
173	Hammond Circuit Reserve (1)	Hopetoun Park	Hammond Circuit	803300	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
174	Hammond Circuit Reserve	Hopetoun Park	Hammond Circuit	803200	E4	GM3	3	Passive Park (Minor)	MSC	N	MSC
175	Hammond Circuit Walkway (1)	Hopetoun Park	Hammond Circuit	801150	B3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
176	Hammond Circuit Reserve (2)	Hopetoun Park	Hammond Circuit	806050	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
177	Hammond Circuit Walkway (2)	Hopetoun Park	Hammond Circuit	806100	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
178	Hopetoun Park - Fire Break	Hopetoun Park	Webb Court /Connell Close / Fuller Court	807720	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
179	Mia Bella Reserve	Hopetoun Park	22 Mia Bella Drive	401497	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
180	Parkside Drive Reserve	Hopetoun Park	Parkside Drive	807700	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
181	Riverview Drive Walkway	Hopetoun Park	Mia Bella Drive to Riverview Drive	900088	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
182	Riverview Drive Reserve (1)	Hopetoun Park	Riverview Drive	806000	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
183	Riverview Drive Reserve (2)	Hopetoun Park	Riverview Drive	803220	E3	GM4	6	Conservation Land (Local)	MSC	N	Contractors
184	Lal Lal Falls Reserve	Lal Lal	Lal Lal Falls Road / Harris Road	215120	B3	GM3	3	Passive Park (Local)	DELWP	N	MSC
185	Lal Lal Reserve Walking Track	Lal Lal	Lal Lal Falls Road	215120	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors
186	Leigh Creek Depot (Old Shire Office)	Leigh Creek	4 Black Swamp Road	288300	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
187	Long Forest Road Reserve (1)	LongForest	Long Forest Road	804750	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractor / R/S Slash
188	Long Forest Road Reserve (2)	LongForest	End Clematis Court	804900	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractor / R/S Slash
189	Long Forest Road Reserve (3)	LongForest	Cnr Long Forest Road & Sundew Avenue	804550	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractor / R/S Slash
190	Long Forest Road Reserve (4)	LongForest	Cnr Long Forest Road & Sundew Avenue	804850	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractor / R/S Slash
191	Darcy Street Reserve	Maaddingley	Rear of propertiesTilley Dr from Rydler Cr to Darcy St	808350	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
192	Guy Place Reserve	Maaddingley	Guy Place Hillview Estate	804670	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
193	Hegarty Place Walkway	Maaddingley	Hegarty Place	610963	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
195	Kennedy Place Reserve	Maaddingley	Kennedy Place	808400	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
196	Maaddingley Park (Passive areas)	Maaddingley	Grant Street/Taverner Street	534900	B2	GM2	2	Passive Park (Township)	DELWP	Y	MSC
198	Maaddingley Park (Siberia - surrounds only)	Maaddingley	Taverner Street	534920	B2	GM2	2	Passive Park (Township)	MSC	Y	MSC
199	McCrae Street Reserve	Maaddingley	McCrae Street	508950	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
200	McLennan Avenue Walkway	Maaddingley	McLennan Avenue	805950	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
201	Moon Court Walkway	Maaddingley	Moon Court	804560	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
202	Osborne Street Reserve	Maaddingley	Osborne Street	804700	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
203	Rutherford Court Walkway	Maaddingley	RutherfordCourt	804500	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
204	Ryder Close Walkway	Maaddingley	Ryder Close	900042	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
205	Sarino Park Estate Reserve	Maaddingley	Harry Vallence Drive	808200	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
206	Werribee River/Peelmans Lane Reserve	Maaddingley	Werribee River / Peelmans Lane Reserve	900021	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
207	Werribee Vale Reserve/Bacchus Street Reserve	Maaddingley	Werribee Vale Road / Meakie Street	512350	B4	GM3	3	Passive Park (Minor)	DELWP	N	MSC
209	Bences Road Reserve (1)	Merrimu	Dodemaide Circuit Reserve	803600	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
210	Bences Road Reserve (2)	Merrimu	Dodemaide Circuit Reserve	803650	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
211	Bences Road Reserve (3)	Merrimu	Dodemaide Circuit Reserve	803700	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
212	Dodemaide Circuit Reserve	Merrimu	Dodemaide Circuit Reserve	803750	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
213	Flanagans Dr Reserve (1)	Merrimu	Between Davies Cr & Drysdale Cr (West)	382519	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
214	Flanagans Dr Reserve (2)	Merrimu	Between Davies Cr & Drysdale Cr (East)	382581	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
215	Flanagans Dr Reserve (3)	Merrimu	Opp. Lindsay Ave	382580	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
216	Mt Egerton Council Property	Mt Egerton	Cnr Main Road & Steeley Lane East	175700	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
217	Mineral Springs, Spargo Creek	Spargo Creek	Spargo Creek Road	900000	E4	GM5	26	Conservation Land (Minor)	DELWP	N	Contractors
218	Wallace Hall	Wallace	5 Westcotts Road	241000	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
219	Wallace Kindergarten (surrounds - outside fence)	Wallace	729 Bungaree - Wallace Road	282850	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
220	MSC Darley Kindergarten	Darley	183 Halletts Way	412600	B1	GM1	1	Passive Park (Primary)	MSC	N	MSC
221	Iredell Court Walkway	Darley	Iredell Court / Fitzroy Street	900106	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
222	Duncan Street Walkway	Ballan	Ingils Street / Simpsom Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC

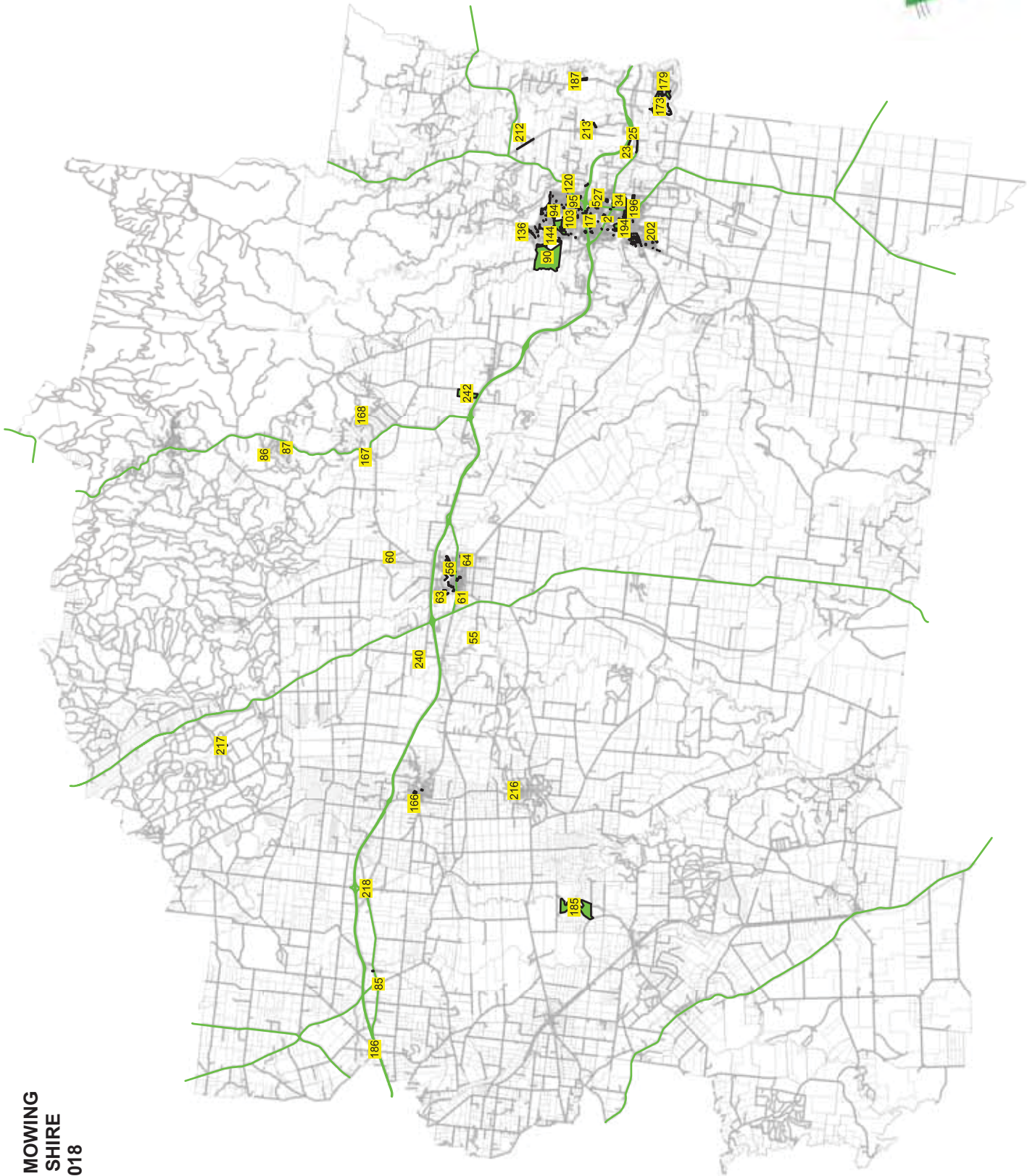
OPEN SPACE

223	Kyle Way Walkway	Bacchus Marsh	Kyle Way / McCullagh Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
224	Leahy Street Walkway	Maddingley	Leahy Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
225	Wellington Street Walkway	Darley	Wellington Street / Fitzroy Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
226	Wellington Street Walkway	Darley	Wellington Street / Nelson Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
227	Wellington Street Walkway	Darley	Wellington Street / Bourke Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
228	Raglan Street Walkway	Darley	Raglan Street / Fitzroy Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
229	Ruby Place Walkway	Darley	West end Ruby Place	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
230	Douglas Close Walkway (2)	Darley	Douglas Close / Arnpur Court	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
231	Arnpur Court Walkway	Darley	Arnpur Court	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
232	Douglas Close Walkway (1)	Darley	Douglas Close / Dundas Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
233	Judann Court Walkway	Darley	Judann Court / Nelson Street	900035	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
234	Janette Court Walkway	Darley	Janette Court - Benson Valley Road	807550	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
235	Benson Valley Road - River Walk	Darley	Benson Valley Road to Fitzroy Street	900107	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
236	Riverbend Drive	Darley	Morven Road / Riverbend Road	394300	C3	GM3	3	Linear Linkage (Local)	MSC	N	MSC
237	Holder Crescent Linear Reserve (3)	Darley	Holder Crescent / Links Road	801700	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
238	Densley Court Linear Reserve	Darley	Densley Court / Links Road	801700	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
239	Holder Crescent Linear Reserve (2)	Darley	Holder Crescent / Links Road / Albert Street	804350	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Avenue of Honour (Rupert Vance Moon Reserve including Lerderberg River walkway)	Bacchus Marsh	Avenue of Honour - Bacchus Marsh Road	802250	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
#N/A	Bacchus Street Reserve (Kel Shields)	Maddingley	Bacchus Street Behind Merrimu Centre	900111	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors
#N/A	Ball Street Walkway	Darley	Ball Street / Maddison Circuit	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
240	Balian Racecourse	Balian	105 Racecourse Road	50700	Unknown	Unknown	0	0	MSC	N	MSC
#N/A	Bank Street Walkway	Balian	Bank Street / Blackwood Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Bradys Lane road reserve (NSP)	Greendale	Balian - Greendale Road	N/A	Unknown	Unknown	0	0	MSC	N	MSC
#N/A	Cemetery/O'Cook Street Reserve	Balian	O'Cook Street Nth side of Cemetery	N/A	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
#N/A	Clifton Drive Linear Reserve (south)	Bacchus Marsh	Clifton Drive / Ladds Court	801250	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Closter Court Walkway	Bacchus Marsh	Closter Court	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Corner Millbrook-Egerton Road	Millbrook	Corner Millbrook-Egerton / Donnellans Roads	220600	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	MSC
#N/A	Egans Reserve Surrounds (private)	Greendale	Bradys Lane	N/A	Unknown	Unknown	0	0	Private	N	MSC
#N/A	Jonathan Drive Reserve	Darley	Jonathan Drive, Edwards Court, McCormack Court	807350	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
#N/A	Lerderberg Park Road Reserve	Merrimu	Behind No. 20 Lerderberg Park Road	N/A	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors
#N/A	Lomandra Avenue Reserve (Playground)	Maddingley	Lomandra Avenue	900091	B4	GM3	3	Passive Park (Minor)	MSC	N	Overtime/Contractor
#N/A	Manning Boulevard Reserve	Darley	End of Manning Blvd	900099	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
#N/A	McLeod Drive Reserve	Darley	McLeod Drive	804650	B4	GM3	3	Passive Park (Minor)	MSC	N	MSC
#N/A	Mill Park	Balian	Simpson Street to Spencer Street	900006	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
#N/A	Myers Street Reserve	Darley	End of Myers Street	441498	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
#N/A	O'Cook Street Walkway	Bacchus Marsh	End of O'Cook Street	N/A	D4	GM6	52	Undeveloped Land (Minor)	MSC	N	Contractors
#N/A	O'Hagan Place Walkway	Bacchus Marsh	O'Hagan Place to Baillie Court	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Old Western Highway - Car Sprint	Myrionong	Myrionong - Korobeit Road	72700	D4	GM6	52	Undeveloped Land (Minor)	Private	N	MSC
#N/A	Parkside Avenue Reserve	Maddingley	13 Parkside Avenue	900110	B4	GM3	3	Passive Park (Minor)	MSC	N	Overtime/Contractor
#N/A	Peppertree Park Reserve	Bacchus Marsh	Grant Street	802800	B3	GM3	3	Passive Park (Local)	MSC	N	MSC
#N/A	Pike Place Walkway	Bacchus Marsh	Main Street	N/A	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Porter Avenue Pondage	Maddingley	40 Porter Avenue	900109	C4	GM4	6	Linear Linkage (Minor)	MSC	N	Overtime/Contractor
#N/A	Pratia Close Walkway	Maddingley	Pratia Close	900119	C4	GM4	6	Linear Linkage (Minor)	MSC	N	Overtime/Contractor
#N/A	Roch Court Reserve	Balian	Roch Court	900005	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors
#N/A	Simpson St Walkway	Bacchus Marsh	Simpson Street / Old Depot	507600	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC
#N/A	Spencer Road Reserve	Balian	Spencer Road	900006	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors
#N/A	Stonehill Drive Pondage	Maddingley	75-77 Stonehill Drive	471894	C4	GM4	6	Linear Linkage (Minor)	MSC	N	Overtime/Contractor
#N/A	Stonehill Reserve - Water Basin	Maddingley	Stonehill Drive / Mimmulus Road	900066	C3	GM3	3	Linear Linkage (Local)	MSC	N	Overtime/Contractor
#N/A	Taverner Street Council Land	Maddingley	Corner Taverner Street and Fiskin Street	535000	D3	GM5	26	Undeveloped Land (Local)	MSC	N	Contractors
#N/A	Werrabee River Reserve (3) Fire Track	Balian	Fire track rear of houses Gingellia Court	N/A	D4	GM6	52	Undeveloped Land (Minor)	DELWP	N	Contractors

OPEN SPACE

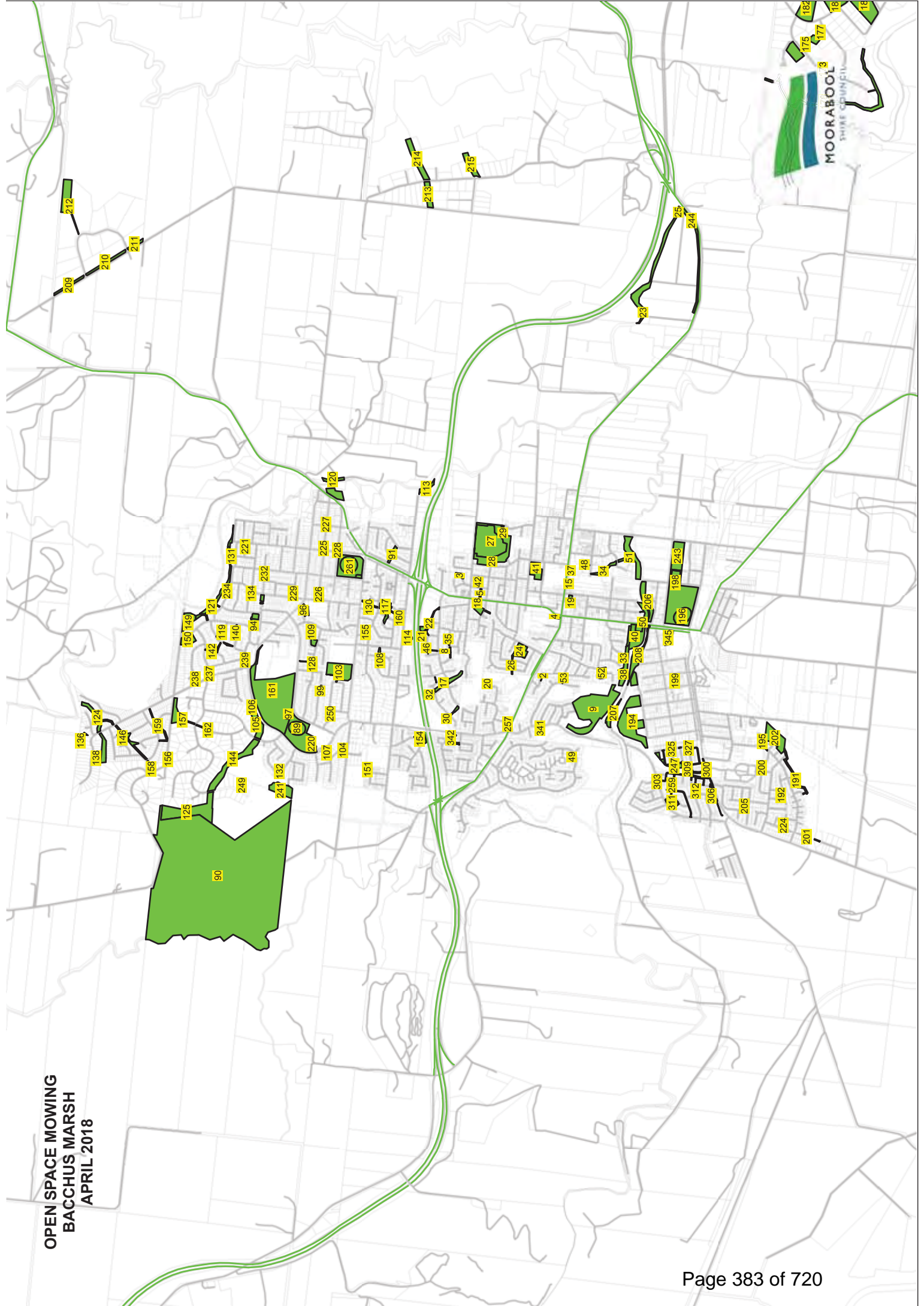
#N/A	Wilson Place Walkway	Bacchus Marsh	Wilson Place/Connor Street	802300	C4	GM4	6	Linear Linkage (Minor)	MSC	N	MSC	Overtime/Contractor
#N/A	Wimpara Crescent Reserve	Maddingley	Wimpara Crescent	900092	B4	GM3	3	Passive Park (Minor)	DELWP	Y	DELWP	CoM
	Bailan Racecourse	Bailan			Unknown	Unknown	0	0	DELWP	Y	DELWP	CoM
	Bailan Recreation Reserve	Bailan			Unknown	Unknown	0	0	DELWP	Y	DELWP	CoM
	Balling Recreation Reserve (and hall)	Balling			Unknown	Unknown	0	0	DELWP	Y	DELWP	CoM
	Berembroke Recreation Reserve	Berembroke			Unknown	Unknown	0	0	DELWP	Y	DELWP	CoM
	Blackwood Sports Ground	Blackwood			Unknown	Unknown	0	0	DELWP	Y	DELWP	CoM
	BM Racecourse and Recreation Reserve	Maddingley			Unknown	Unknown	0	0	DELWP	Y	DELWP	CoM
	Bullarook Recreation Reserve	Bullarook			Unknown	Unknown	0	0	DELWP	Y	DELWP	CoM
	Bungaree Recreation Reserve	Bungaree			Unknown	Unknown	0	0	DELWP	Y	DELWP	CoM
	Clarendon Recreation Reserve	Clarendon			Unknown	Unknown	0	0	DELWP	Y	DELWP	CoM
	Darley Park (Sportsground)	Darley	11 Fitzroy Street	328150	A1	GM1	1	Active Sports Field (Primary)	DELWP	Y	DELWP	CoM
	Dunnstown Recreation Reserve	Dunnstown			Unknown	Unknown	0	0	MSC	Y	MSC	CoM
	Elaine Sports Ground Recreation Reserve	Elaine Sportsground			Unknown	Unknown	0	0	MSC	Y	MSC	CoM
	Gordon Public Park (tennis courts)	Gordon			Unknown	Unknown	0	0	MSC	Y	MSC	CoM
	Gordon Recreation Reserve	Gordon			Unknown	Unknown	0	0	MSC	Y	MSC	CoM
	Greendale Reserve	Greendale			Unknown	Unknown	0	0	MSC	Y	MSC	CoM
	Korweinguboorra Recreation Reserve	Korweinguboorra			Unknown	Unknown	0	0	MSC	Y	MSC	CoM
	Maddingley Park Oval (Sportsground)	Maddingley	Grant Street / Taverner Street	534900	A1	GM1	1	Active Sports Field (Primary)	DELWP	Y	DELWP	CoM
	Maddingley Park Siberia (Sportsground)	Maddingley	Taverner Street	534920	A1	GM1	1	Active Sports Field (Primary)	DELWP	Y	DELWP	CoM
	Masons Lane Playing Surface (Athletics track)	Bacchus Marsh	Masons Lane	435950	A1	GM1	1	Active Sports Field (Primary)	MSC	N	MSC	MSC
	Masons Lane Playing Surface (informal playing field)	Bacchus Marsh	Masons Lane	435950	A1	GM1	1	Active Sports Field (Primary)	MSC	N	MSC	MSC
	Masons Lane Playing Surface (Sportsground)	Bacchus Marsh	Masons Lane	435950	A1	GM1	1	Active Sports Field (Primary)	MSC	N	MSC	MSC
	Millbrook Community Centre	Millbrook			Unknown	Unknown	0	0	MSC	N	MSC	MSC
	Morrison's Recreation Reserve	Morrison's			Unknown	Unknown	0	0	MSC	Y	MSC	CoM
	MSC Bacchus Marsh Civic Hub (Sportsground)	Darley	182 Halletts Way	412600	A1	GM1	1	Active Sports Field (Primary)	MSC	N	MSC	MSC
	Mt Egerton Recreation Reserve	Mt Egerton			Unknown	Unknown	0	0	MSC	Y	MSC	CoM
	Mt Wallace Hall	Mt Wallace			Unknown	Unknown	0	0	MSC	Y	MSC	CoM
	Myrning Recreation Reserve	Myrning			Unknown	Unknown	0	0	MSC	Y	MSC	CoM
	Navigators Community Centre Recreation	Navigators			Unknown	Unknown	0	0	MSC	Y	MSC	CoM
	Wallace Recreation Reserve	Wallace			Unknown	Unknown	0	0	MSC	Y	MSC	CoM
	Yendon Recreation Reserve (tennis)	Yendon			Unknown	Unknown	0	0	MSC	Y	MSC	CoM

OPEN SPACE MOWING  
WHOLE OF SHIRE  
APRIL 2018

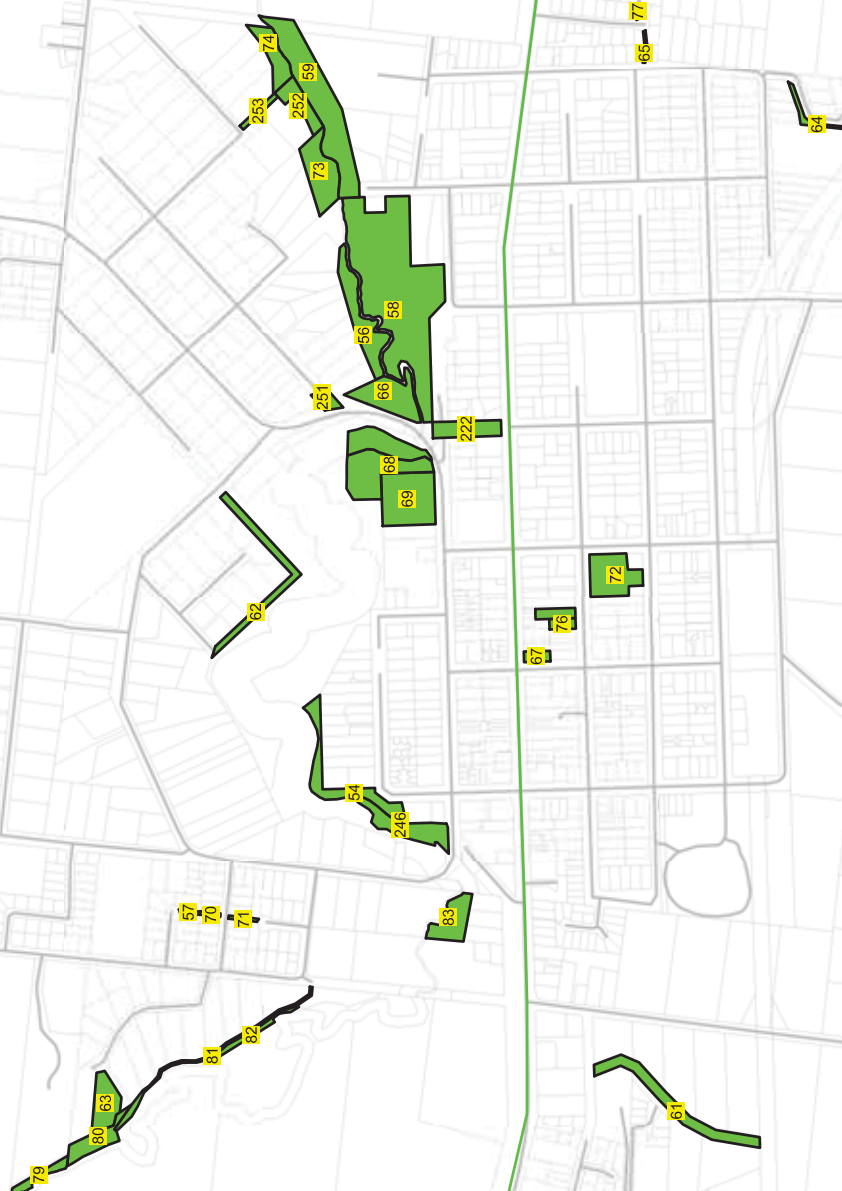




**OPEN SPACE MOWING  
BACCHUS MARSH  
APRIL 2018**



**OPEN SPACE MOWING  
BALLAN  
APRIL 2018**



## Appendix J; Roadsides Register and Associated Maps

# ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
239	Abbingdon Park Road	Gordon	Moorabool West Road	Molesworth Court	2.1m, both sides	RC3	GM6	52
FIRE	Acacia Avenue	Dales Creek	Messmate Street	Dales Creek Avenue	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
466	Adriana Court	Rowsley	Paces Lane	End	2.1m, both sides	RC3	GM6	52
448	Aerodrome Road	Parwan	Geelong-Bacchus Marsh Road	Cummings Road	2.1m, both sides	RC3	GM6	52
104	Agars Road	Balliang	Ballian Road	Moretons Road	2.1m, both sides	RC3	GM6	52
135	Albert Street	Blackwood	Golden Point Road	Clarendon Street	Full width	RC2	GM5	26
210	Albert Street/Links Road	Darley	Cairns Drive	Robertsons Road	Full width	RC1	GM4	6
188	Amstel Close Roadend	Darley	End Amstel Close	End	Full width	RD1	GM3	3
37	Andrews Lane	Ballian	Ballian-Greendale Road	Blakeville Road	2.1m, both sides	RC3	GM6	52
38	Atkinson Street	Ballian	Cowie Street	Lay Street	Full width	RC1	GM4	6
515	Atkinson Street	Ballian	Ballian Railway Station Boundary	Stead Street	Full width (south side)	RC1	GM4	6
495	Attwoods Road	Yendon	Wiggins Road	Skeltons Road	2.1m, both sides	RC3	GM6	52
230	Austins Road	Elaine	Elaine-Egerton Road	Pearsons Road	Full width	RC2	GM5	26
2	Bacchus Marsh Road (Avenue of Honour)	Bacchus Marsh	Crook Street	Western Freeway Interchange	Full width	RB1	GM2	2
1	Bacchus Marsh Road (Walkway)	Bacchus Marsh	557 Bacchus Marsh Road	Moon Reserve	Full width	RB1	GM2	2
106	Bacchus Marsh-Balliang Road	Balliang	Roads	Roads	Full width	RC2	GM5	26
106	Bacchus Marsh-Balliang Road	Balliang	Road/Primes Court	Roads	Full width	RC2	GM5	26
107	Bacchus Marsh-Balliang Road	Balliang	Roads	Roads	Full width	RC2	GM5	26
108	Bacchus Marsh-Balliang Road	Balliang	Intersection; Bacchus Marsh-Balliang/Davis Roads	Roads	Full width	RC2	GM5	26
322	Bacchus Marsh-Balliang Road	Maddingley	McCormacks Road	Rutherford Court	Full width	RB1	GM2	2
323	Bacchus Marsh-Balliang Road	Maddingley	Rutherford Court	Racecourse Reserve	Full width	RC3	GM6	52
FIRE	Bacchus Marsh-Balliang Road	Maddingley	McCormacks Road	Shire Boundary (Wyndham)	Full width (where practicable)	RF2	GM6	52
FIRE	Bacchus Marsh-Werribee Road	Maddingley	Shire Boundary (Wyndham)	Geelong-Bacchus Marsh Road	(Environmental Burn Golden Sun Moth)	RG2	GM6	52
3	Bacchus Street	Maddingley	Powlett Street	Werribee Vale Road	Full width	RC1	GM4	6
39	Ballan-Daylesford Road	Ballan	Drive	Drive	Full width	RC2	GM5	26
46	Ballanee Road	Ballan	Ballan-Greendale Road	End	Full width	RC1	GM4	6
FIRE	Ballan-Egerton Road	Ballan	Geelong-Ballan Road	Yendon-Egerton Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
40	Ballan-Greendale Road	Ballan	Intersection;Ballan-Greendale/Blakeville Roads	Roads	Full width	RC2	GM5	26
41	Ballan-Greendale Road	Ballan	Lane	Court	Full width	RC2	GM5	26
42	Ballan-Greendale Road	Ballan	Court	Roads	Full width	RC2	GM5	26
43	Ballan-Greendale Road	Ballan	Roads	Roads	Full width	RC2	GM5	26
44	Ballan-Greendale Road	Ballan	Myrtle Grove Road	Western Freeway	Full width (west side)	RC1	GM4	6
279	Ballan-Greendale Road	Greendale	Greendale - Myriong Road	Bridge (including standpipe)	Full width	RC3	GM6	52
FIRE	Ballan-Greendale Road	Greendale	Western Freeway	High Street	Full width (where practicable)	RF2	GM6	52
390	Ballan-Meredith Road	Morrison	Intersection; Ballan-Meredith/Gluepot Roads	Roads	Full width	RC2	GM5	26
391	Ballan-Meredith Road	Morrison	Roads	Roads	Full width	RC2	GM5	26
FIRE	Ballan-Meredith Road	Ballan	Bungeelap South Road	Ballan-Egerton Road	(Environmental Burn)	RG2	GM6	52
182	Ballar-at-Daylesford Road	Clarkes Hill	Bungeelap South Road	Grants Lane	Full width	RC3	GM6	52
231	Bamgamie Road	Elaine	Church Roads	Boundary Road	Full width	RC2	GM5	26
47	Bank Street	Ballan	Elaine-Mount Mercer Road	Myrtle Grove Road	2.1m, both sides	RC3	GM6	52
48	Bank Street Roadend	Ballan	Musgrave Street	Myrtle Grove Road	Full width	RC1	GM4	6
425	Banks Road	Mount Wallace	End Bank Street	Myrtle Grove Road	Full width	RD1	GM3	3
314	Banksia Court	Long Forest	Ballan-Meredith Road	End	2.1m, both sides	RC3	GM6	52
181	Barkstead Road	Claretown	Sundew Avenue	End	Full width	RC3	GM6	52
476	Barkstead Road	Bungaree	Intersection; Barkstead/Springbank Roads	Barkstead Township	Full width	RC2	GM5	26
324	Barry Street Laneway	Maddingley	Bungaree-Creswick Road	Rear of Barry Street Houses	2.1m, both sides	RC3	GM6	52
			Rear of Barry Street Houses	Rear of Barry Street Houses	Full width	RC1	GM4	6

# ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
325	Barry/Moore Street Laneaway	Maddingley	Barry/Moore Streets	Labilliere Street	Full width	RC1	GM4	6
392	Bayards Road	Morrison	Balian-Meredith Road	Gluepot Road	2.1m, both sides	RC3	GM6	52
FIRE	Bences Road		end	Diggers Rest Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
4	Bennett Street	Bacchus Marsh	Gisborne Road	Gell Street	Full width (north side)	RA1	GM2	2
128	Beremboke Road	Beremboke	Geelong-Balian Road	Shire boundary	2.1m, both sides	RC3	GM6	52
50	Berry Street	Balian	Balian-Greendale Road	Spencer Road	Full width	RC1	GM4	6
309	Black Swamp Road	Leigh Creek	Western Freeway	Springbank Road	2.1m, both sides	RC3	GM6	52
310	Black Swamp Road	Leigh Creek	Springbank Road	Boundary Church Road	2.1m, both sides	RC3	GM6	52
399	Blackhorse Lane	Mount Egerton	Main Road	Reserve Road East	Full width	RC2	GM5	26
129	Blacks Road	Beremboke	Geelong-Balian Road	Beremboke Road	2.1m, both sides	RC3	GM6	52
51	Blackwood Street	Balian	Berry Street	Simpson Street	Full width	RB1	GM2	2
FIRE	Blakeville Road	Blakeville		Georges Lane	Full width (where practicable)	RE2	GM6	52
FIRE	Blakeville Road	Blakeville	Balian-Greendale Road	End	Full width (where practicable)	RF2	GM6	52
52	Blow Court	Balian	Simpson Street	End	Full width	RC1	GM4	6
429	Blow Street	Myrniong	Western Freeway	Old Western Highway	Full width	RC2	GM5	26
5	Bond Street	Maddingley	Station Street	End	Full width (west side)	RC1	GM4	6
492	Boundary Church Road	Wattle Flat	Bungaree-Creswick Road	Black Swamp Road	2.1m, both sides	RC3	GM6	52
240	Boundary Road	Gordon	Intersection; Boundary Road/Greenes Lane		Full width	RC2	GM5	26
241	Boundary Road	Gordon	Millbrook-Egerton Road	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
FIRE	Boundary Road		Banganie Road	Midland Highway	Full width (where practicable)	RF2	GM6	52
190	Bourke Street Roadend	Darley	Albert Street	Victoria Street	Full width	RD1	GM3	3
326	Boyes Close Roadend	Maddingley	North end Boyes Close	North end Boyes Close	Full width	RD1	GM3	3
53	Bradshaw Street	Balian	Inglis Street	Simpson Street	Full width	RC1	GM4	6
281	Brady's Lane	Greendale	High Street	End of Egnans Reserve	Full width	RC3	GM6	52
282	Brady's Lane	Greendale	End of Egnans Reserve	Greenhills Road	2.1m, both sides	Remove	Remove	0
426	Brisbane Ranges Road	Mount Wallace	Geelong-Balian Road	Reids Road (Forest Boundary)	2.1m, both sides	RC3	GM6	52
FIRE	Brisbane Road		Bacchus Marsh – Balliang Road	End	Full width (where practicable)	RF2	GM6	52
FIRE	Britts-Howards Road		Torpys Road	Old Melbourne Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
292	Bronzewing Road	Lal Lal	Currawong Road	Kookaburra Road	2.1m, both sides	Remove	Remove	0
242	Brougham Street	Gordon	Old Melbourne Road	End	Full width	RC3	GM6	52
449	Browns Lane	Parwan	Parwan-Exford Road	Whelans Lane	2.1m, both sides	RC3	GM6	52
FIRE	Buckleys Road		Bences Road	Gisborne Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
159	Bungaree-Creswick Road	Bungaree	Western Freeway	Bungaree-Wallace Road	Full width	RB2	GM3	3
160	Bungaree-Wallace Road	Bungaree	Western Freeway	Torpys Road	Full width	RC2	GM5	26
161	Bungaree-Wallace Road	Bungaree	Torpys Road	200m east of Treated Pine Road	Full width	RB2	GM3	3
485	Bungaree-Wallace Road	Wallace	East of Ormond Road	End of Service Road	Full width	RB2	GM3	3
FIRE	Bungeekap South Road		Mt Wallace-Ballark Road	Balian-Meredith Road	break with spray – Environmental Burn	RC2	GM6	52
153	Burkes Road	Bullarook	Black Swamp Road	Mollonghip Road	2.1m, both sides	RC3	GM6	52
493	Bush Inn Road	Wattle Flat	Bungaree-Creswick Road	Barrys Road	2.1m, both sides	Remove	Remove	0
481	Butter Factory Road	Wallace	Westcotts Road	Old Western Highway	2.1m, both sides	RC2	GM5	26
136	Byres Road	Blackwood	Golden Point Road	Old Golden Point Road	Full width	RC2	GM5	26
137	Byres Road (Memorial Reserve)	Blackwood	Intersection Martin Street / Byres Road	Intersection Martin Street / Byres Road	Full width	RC2	GM5	26
243	Callaghans Lane	Gordon	Old Corbetts Road	Calway Lane	2.1m, both sides	RC3	GM6	52
	Calway Lane	Gordon	Callaghans Lane	Moorabool West Road	2.1m, both sides	RC3	GM6	52
130	Cameron's Lane	Beremboke	Beremboke Road	Shire boundary	2.1m, both sides	RC3	GM6	52
185	Cameron's Road	Coimadai	Lerderberg Gorge Road	Seerays Road	2.1m, both sides	Remove	Remove	0
FIRE	Cameron's Road	Coimadai			Full width (where practicable)	RE2	GM6	52

# ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
525	Camerons Road Memorial (monument)	Coimadai	Camerons Road (Naturestrip Prop. No 88 )	Camerons Road (Naturestrip Prop. No 88 )	Full width	RC3	GM6	52
245	Careys Road	Gordon	Chapmans Road	Boundary Road	2.1m, both sides	RC3	GM6	52
246	Careys Road West	Gordon	Careys Road	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
400	Carney Street	Mount Egerton	Main Street	Wesley Street	Full width	RC2	GM5	26
401	Carney Street West	Mount Egerton	Wesley Street	End	Full width	RC2	GM5	26
247	Cartons Road	Gordon	Rosenow Street	Moorabool West Road	Full width	RC3	GM6	52
402	Cemetery Road	Mount Egerton	Egerton-Ballark Road	End	Full width	Remove	Remove	0
248	Chapmans Road	Gordon	Western Freeway	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
6	Church Street	Bacchus Marsh	4 Church Street	Gell Street Carpark	Full width (east side)	RA1	GM2	2
403	Church Street	Mount Egerton	Malones Road	Mt Egerton Primary School	Full width	RC2	GM5	26
139	Clarendon Street	Blackwood	Albert Street	End	Full width	RC2	GM5	26
173	Clarendon-Blue Bridge Road	Clarendon	Midland Highway	Elaine-Blue Bridge Road	2.1m, both sides	RC3	GM6	52
174	Clarendon-Lal Lal Road	Clarendon	Midland Highway	Eaglehawk Road	2.1m, both sides	RC3	GM6	52
509	Clarke Street	Darley	Albert Street	Grantleigh Drive	Full width	RC1	GM4	6
183	Clarks Hill Road	Clarks Hill	Black Swamp Road	Shire Boundary	2.1m, both sides	RC3	GM6	52
315	Clematis Court	Long Forest	Sundew Avenue	End	Full width	RC3	GM6	52
249	Clohesy Road	Gordon	Ryans Road	Chapmans Road	2.1m, both sides	RC3	GM6	52
293	Coalmine Road	Lal Lal	Lal Lal Falls Road	Haywood Road	2.1m, both sides	RC3	GM6	52
294	Cockatoo Road	Lal Lal	Kingfisher Drive	End	2.1m, both sides	RC3	GM6	52
482	Coffeys Lane	Springbank	Barkstead Road	Spargo Creek Road	2.1m, both sides	RC3	GM6	52
54	Coles Lane	Greendale	Greenhills Road	To 200mtrs past Bridge	2.1m, both sides	Remove	Remove	0
131	Combridge Drive	Berenboke	Camerons Lane	End	2.1m, both sides	RC3	GM6	52
250	Con Careys Road	Gordon	Chapmans Road	Careys Road	2.1m, both sides	RC3	GM6	52
404	Condies Lane	Mount Egerton	Ballan-Egerton Road	Egans Road	2.1m, both sides	RC3	GM6	52
7	Condons Lane	Darley	Holts Lane	End	Full width	RC3	GM6	52
364	Condor Drive	Merrimu	Streeton Drive	End	2.1m, both sides	RC3	GM6	52
365	Condor Drive	Merrimu	Flanagans Drive	End	2.1m, both sides	RC3	GM6	52
191	Conn Court Roadend	Darley	Conn Court	Fitzroy Street	Full width	RD1	GW3	3
55	Connor Court	Ballan	Ballan-Greendale Road	End	Full width	RC3	GM6	52
483	Conroys Lane	Wallace	Western Freeway	Moorabool West Road	2.1m, both sides	RC3	GM6	52
56	Cooper Street	Ballan	Steiglitz Street	Edols Street	Full width	RC1	GM4	6
FIRE	Corbetts Road	Gordon	Old Western Highway	Cartons Road	Full width (where practicable)	RF2	GM6	52
192	Cotton Court Roadend	Darley	East end Cotton Court	End	Full width	RD1	GM3	3
FIRE	Cowans Drive	Dales Creek	141 Cowans Drive	Dales Creek Avenue	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
57	Crook Court	Ballan	Old Melbourne Road	End	Full width	RC1	GM4	6
122	Cummings Lane	Barrys Reef	Thurgoods Lane North	End	Full width	Remove	Remove	0
123	Cummings Lane Laneway	Barrys Reef	Cummings Lane	Cummings Lane	Full width	RC2	GM5	26
FIRE	Cummings Road	Gordon	Aerodrome Road	Geelong-Bacchus Marsh Road	2.1 metre Roadside Maintenance Cut	RC2	GM6	52
295	Currawong Road	Lal Lal	Eaglehawk Road	Eaglehawk Road	2.1m, both sides	Remove	Remove	0
450	Daisybank Lane	Parwan	Glenmore Road	End	2.1m, both sides	RC3	GM6	52
FIRE	Dales Creek Avenue	Dales Creek	115 Dales Creek Ave	Greendale-Trentham Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
366	Davies Court	Merrimu	Flanagans Drive	End	2.1m, both sides	RC3	GM6	52
109	Davis Road	Balling	Bacchus Marsh-Balling Road	Geelong-Bacchus Marsh Road	2.1m, both sides	RC3	GM6	52
327	Davison Court Roadend	Maddingley	Davison Court (south end)	Davison Court (south end)	Full width	RD1	GM3	3
467	Davisons Lane	Rowseley	Glenmore Road	End	2.1m, both sides	Remove	Remove	0
FIRE	Denherts Road	Bunding	Moorabool West Road	Ballan-Daylesford Road	Full width (where practicable)	RF2	GM6	52
58	Denholms Road	Ballan	Walsh Street	Kerrins Lane	Full width	RC3	GM6	52



# ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
151	Developmental Road	Bolwarrah	Spargo Creek Road	S Conroy Road	2.1m, both sides	RC3	GM6	52
251	Dicker Street	Gordon	Gladstone Street	Stanley Street	Full width	RC3	GM6	52
8	Dickson Street Roadend	Bacchus Marsh	End Dickson Street	End	Full width	RD1	GM3	3
458	Dicksons Road	Pentland Hills	Pentland Hills Road	End	2.1m, both sides	RC3	GM6	52
186	Diggers Rest Road (Coimadai Avenue)	Coimadai	Gisborne Road	Coimadai Avenue Signage	Full width	RC2	GM5	26
435	Ditchfield Road	Navigators	Navigators Road	Yendon - Egerton Road	2.1m, both sides	RC3	GM6	52
435	Ditchfield Road North	Navigators	Ditchfield Road	Howards Road	2.1m, both sides	RC3	GM6	52
FIRE	Dog Trap Gully Road		Glenmore Road	Ironbank Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
328	Dogherty Court Roadend	Maddingley	Dogherty Court (west end)	West end Dogherty's Court	Full width	RD1	GM3	3
393	Dollys Creek Road	Morrison	Balian-Meredith Road	Tableland Road	2.1m, both sides	RC3	GM6	52
9	Donald Street	Bacchus Marsh	Masons Lane	50m south of Clifton Drive	Full width (east side)	RC1	GM4	6
377	Donnellans Road	Millbrook	Millbrook-Egerton Road	Boundary Road	2.1m, both sides	RC3	GM6	52
232	Doyles Road	Elaine	Midland Highway	Bamganie Road	2.1m, both sides	RC3	GM6	52
367	Drysdale Court	Merrimu	Flanagans Drive	End	2.1m, both sides	RC3	GM6	52
110	Dukelows Road	Balling	Brisbane Road	End	2.1m, both sides	RC3	GM6	52
459	Dunbar Road	Pentland Hills	Palmer's Lane	End	2.1m, both sides	RC3	GM6	52
59	Duncan Street	Balian	Duncan/Steiglitz Street School Crossing	Duncan/Steiglitz Street School Crossing	Full width	RC1	GM4	6
61	Duncan Street Roadend	Balian	South of Atkinson Street	Railway Line	Full width	RD1	GM3	3
510	Dundas Street	Darley	Raglan Street	Grey Street	Full width (east side)	RC1	GM4	6
227	Dunnstown-Yendon Road	Dunnstown	Yendon-Egerton Road	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
496	Dunnstown-Yendon Road	Yendon	Intersection; Dunnstown-Yendon/Ryans Roads		Full width	RC2	GM5	26
195	Durham Street	Darley	Webster Street	Halletts Way	Full width (south side)	RC1	GM4	6
296	Eaglehawk Road	Lal Lal	Clarendon-Lal Lal Road	Kookaburra Road	2.1m, both sides	Remove	Remove	0
329	East Maddingley Road	Maddingley	Parwan Road	Kerrs Road	2.1m, both sides	RC3	GM6	52
62	Edols Street Roadend	Balian	Edols Street	Jopling Street	Full width	RD1	GM3	3
405	Egans Road	Mount Egerton	Egerton-Bungeelap Road	Condis Lane	2.1m, both sides	RC3	GM6	52
394	Egerton-Ballark Road	Morrison	Balian-Meredith Road	Fergusons Lane	2.1m, both sides	RC3	GM6	52
FIRE	Egerton-Ballark Road		Fergusons Lane	Egerton-Bungeelap Road	break for Environmental Burn	RG2	GM6	52
406	Egerton-Bungeelap Road	Mount Egerton	Egerton-Ballark Road	Balian-Meredith Road	2.1m, both sides	RC3	GM6	52
FIRE	Elaine-Blue Bridge Road	Mount Doran	Clarendon-Bluebridge Road	Midland Highway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
FIRE	Elaine-Egerton Road		Angees Road	Midland Highway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
395	Elaine-Morrison Road	Morrison	Intersection; Elaine-Morrison/Parkinsons Roads		Full width	RC2	GM5	26
396	Elaine-Morrison Road	Morrison	Forest Road	Tableland Road	2.1m, both sides	RC3	GM6	52
FIRE	Elaine-Morrison Road		Elaine-Egerton Road	Morrison's Fire Station	Full width (where practicable)	RF2	GM6	52
FIRE	Elaine-Mt Mercer Road		Meredith-Mt Mercer Road	Midland Highway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
175	Emery Street	Clarendon	Midland Highway	Cathcart Street	Full width	RC2	GM5	26
252	Evergreen Way	Gordon	Gordon-Egerton Road	End	2.1m, both sides	RC3	GM6	52
253	Faheys Road	Gordon	Corbetts Road	End	Full width	RC3	GM6	52
63	Fisken Street	Balian	Simpson Street	Inglis Street	Full width (west side)	RA1	GM2	2
63	Fisken Street	Balian	Inglis Street	40m south of Inglis Street	Full width	RA1	GM2	2
330	Fisken Street	Maddingley	Railway Line	Tilley's Road	Full width	RC3	GM6	52
331	Fisken Street	Maddingley	Werribee River (Excluding Business)	Railway Line	Full width	RC1	GM4	6
517	Fisken Street	Bacchus Marsh	Main Street	Werribee River	Full width (east side)	RC1	GM4	6
	Fitzroy Street	Darley	Raglan Street	Grey Street	Full width (west side)	RC1	GM4	6
64	Flack Street	Balian	Spencer Road	Ballanee Road	Full width	RC1	GM4	6
368	Flanagans Drive	Merrimu	Bacchus Marsh Road	Bences Road	2.1m, both sides	RC3	GM6	52
124	Flemings Lane	Barrys Reef	Grendale-Trentham Road	End	Full width	RC2	GM5	26



# ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
407	Fletchers Lane	Mount Egerton	Yendon-Egerton Road	End	Full width	RC2	GM5	26
FIRE	Footes Lane		End	Bacchus Marsh-Balling Road	2.1 metre Roadside Maintenance Cut	RC2	GM6	52
311	Forbes Road	Leigh Creek	Western Freeway	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
397	Forest Road	Morrissions	Elaine-Morrissions Road	Sailors Gully Road	2.1m, both sides	RC3	GM6	52
FIRE	Garrards Lane	Myrniong	End	Western Freeway	2.1 metre Roadside Maintenance Cut	RC2	GM6	52
332	Gaynor Street Roadend	Maddingley	Gaynor Street	East Maddingley Road	Full width	RD1	GM3	3
65	Gearys Lane	Ballan	Geelong-Ballan Road	Jaicomellis Lane	Full width	RC3	GM6	52
162	Geddies Road	Bungaree	Black Swamp Road	Barkstead Road	2.1m, both sides	RC3	GM6	52
333	Geelong-Bacchus Marsh Road	Maddingley	Fisken Street	Tillleys Road	Full width	RB1	GM2	2
468	Geelong-Bacchus Marsh Road	Parwan	Marsh/Glenmore/Nerowie Road		Full width	RC2	GM5	26
361	Geelong-Bacchus Marsh Road	Maddingley	Roads		Full width (north side)	RC2	GM5	26
67	Geelong-Ballan Road	Ballan	Roads		Full width	RC2	GM5	26
68	Geelong-Ballan Road	Ballan	Ballan-Egerton Road		Full width	RC2	GM5	26
	Geelong-Ballan Road	Ballan	Intersection; Geelong-Ballan Road/Mariel Court		Full width	RC2	GM5	26
10	Gell Street	Bacchus Marsh	Bennett Street	100m south of Bennett Street	Full width (east side)	RA1	GM2	2
518	Gell Street	Bacchus Marsh	7 Gell Street	9 Gell Street	Full width (west side)	RA1	GM2	2
497	Gillespie Street	Yendon	Pope Street	End	Full width	RC3	GM6	52
69	Gillespies Lane	Ballan	Ingliston Road	Old Geelong Road	Full width	RC3	GM6	52
11	Gisborne Road	Bacchus Marsh	Bennett Street	End	Full width (west side)	RA1	GM2	2
12	Gisborne Road	Bacchus Marsh	Bennett Street	35m north of Bennett Street	Full width	RA1	GM2	2
196	Gisborne Road	Darley	Western Freeway	Albert Street	Full width	RB1	GM2	2
514	Gisborne Road Roundabout	Darley	Gisborne Rd/Fitzroy St/ Grey St Roundabout		Full width	RB1	GM2	2
254	Gladstone Street	Gordon	Hopwood Street	End	Full width	RC3	GM6	52
255	Gleson Court	Gordon	Old Western Highway	End	Full width	RC3	GM6	52
FIRE	Glenmore Road	Rowsley	Spring Creek (Yaloak Vale)	Bacchus Marsh – Balliang Road	burn undertaken) as confirmed at December 2012	RF2	GM6	52
FIRE	Glenmore Road	Rowsley	Spring Creek (Yaloak Vale)	Geelong-Ballan Road	break for Environmental Burn	RG2	GM6	52
FIRE	Glenmore Road	Rowsley	Geelong-Bacchus Marsh Road	Bacchus Marsh-Balling Road	break for Environmental Burn	RG2	GM6	52
469	Glenmore Road (Rowsley Avenue)	Rowsley	Bacchus Marsh-Balling Road	600m west of Bacchus Marsh-Balling Road	Full width	RC1	GM4	6
140	Golden Point Road	Blackwood	Martin Street	End	Full width	RC2	GM5	26
176	Goldie Street	Clarendon	Midland Highway	Cathcart Street	Full width	RC2	GM5	26
256	Gordon-Egerton Road	Gordon	Way		Full width	RC2	GM5	26
257	Gordon-Egerton Road	Gordon	Intersection; Gordon-Egerton Road/Greenes Lane		Full width	RC2	GM5	26
FIRE	Gordon-Egerton Road	Gordon	Nightingale Street Gordon	Malones Road Mt Egerton	Full width (where practicable)	RF2	GM6	52
424	Gordon-Egerton Road/Main Road	Mount Egerton	Whipstick Road	Walkers Lane	Full width	RB2	GM3	3
70	Gorong Street	Ballan	Myrtle Grove Road	End	Full width	RC1	GM4	6
FIRE	Grace Road		Greendale-Trentham Road	Martin Street	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
13	Graham Street	Bacchus Marsh	Main Street	Waddell Street	Full width	RA1	GM2	2
71	Graham Street	Ballan	Geelong-Ballan Road	Old Geelong Road	Full width	RC1	GM4	6
15	Grant Street	Bacchus Marsh	Turner Street	Meikie Street	Full width (west side)	RB1	GM2	2
16	Grant Street	Bacchus Marsh	Main Street	Plimer Street	Full width (east side)	RB1	GM2	2
335	Grant Street	Maddingley	Meikie Street	Griffith Street	Full width	RB1	GM2	2
197	Grantleigh Drive	Darley	Corner Cairns/Grantleigh Drives	Corner Cairns/Grantleigh Drives	Full width	RC1	GM4	6
284	Greendale-Myrniong Intersection	Greendale	Intersection; Hastings/Greendale-Myrniong Roads		Full width	RC2	GM5	26
287	Greendale-Myrniong Road	Greendale	Ballan-Greendale Road	Napoleon Street	Full width	RB2	GM3	3
288	Greendale-Myrniong Road Laneway	Greendale	Next to 61 Greendale-Myrniong Road	Next to 61 Greendale-Myrniong Road	Full width	RC3	GM6	52
138	Greendale-Trentham Road	Blackwood	Road		Full width (west side)	RC2	GM5	26
FIRE	Greendale-Trentham Road		Shire Boundary (Hepburn)	Blackwood Township	2.1 metre Roadside Maintenance Cut	RG2	GM6	52

# ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
142	Greendale-Trentham Road Service Road	Blackwood	Service Road opposite Warner Street	Service Road opposite Warner Street	Full width	RC2	GM5	26
489	Greene Road	Warrenheip	Western Highway	Mahars Road	2.1m, both sides	RC3	GM6	52
258	Greenes Lane	Gordon	Boundary Road	Gordon-Egerton Road	2.1m, both sides	RC3	GM6	52
436	Greenhill Road	Navigators	Yankee Flat Road	Bell Avenue	2.1m, both sides	RC3	GM6	52
283	Greenhills Road	Greendale	Balian-Greendale Road	Coles Lane	2.1m, both sides	RC3	GM6	52
316	Greenhood Court	Long Forest	Sundew Avenue	End	Full width	RC3	GM6	52
132	Greens Lane	Beremboke	Brisbane Ranges Road	M Quigleys Lane	2.1m, both sides	RC3	GM6	52
177	Greeves Street	Clarendon	Midland Highway	Cathcart Street	Full width	RC2	GM5	26
317	Grevillea Court	Long Forest	Sundew Avenue	End	Full width	RC3	GM6	52
198	Grey Street	Darley	Halletts Way	Davis Street	Full width (north side)	RC1	GM4	6
513	Grey Street	Darley	Dundas Street	Fitzroy Street	Full width (north side)	RC1	GM4	6
508	Grey Street Median Strip	Darley	Davis Street	Hodgson Street	Full width	RC1	GM4	6
336	Griffith Street	Maddingley	Grant Street	McCormacks Road	Full width	RB1	GM2	2
337	Guillines Road	Maddingley	Kerrs Road	Rowsley Station Road	2.1m, both sides	RC3	GM6	52
72	Haddon Drive	Balian	Gillespies Lane	End	Full width	RC3	GM6	52
73	Hall Street	Balian	Bences Lane	O'Cock Street	Full width	RC1	GM4	6
18	Halletts Way	Darley	Western Freeway	Holts Lane	Full width	RC1	GM4	6
18	Halletts Way	Darley	Durham Street	Ramsay Crescent	Full width (east side)	RC1	GM4	6
18	Halletts Way	Darley	Ramsay Crescent	Links Road	Full width (south side)	RC1	GM4	6
199	Halletts Way/Grey Street Roundabout	Darley	Halletts Way/Grey Street	Halletts Way/Grey Street	Full width	RC1	GM4	6
427	Hamills Lane	Mount Wallace	Balian-Meredith Road	Geelong-Balian Road	2.1m, both sides	RC3	GM6	52
163	Hanrahans Road	Bungaree	Torpys Road	Lesters Road	2.1m, both sides	Remove	Remove	0
200	Hanson Street Roadend	Darley	Hanson Street	Grey Street	Full width	RD1	GM3	3
498	Harbours Road	Yendon	Yendon No 2 Road	Skeltons Road	2.1m, both sides	RC3	GM6	52
430	Hardy Street	Myrning	Short Street	Blackwood Street	Full width (north side)	RC2	GM5	26
378	Harris Road	Lal Lal	Old Racecourse Road	Yendon-Egerton Road	2.1m, both sides	RC3	GM6	52
338	Harry Vallence Drive	Maddingley	14 Harry Vallence Drive	18 Harry Vallence Drive	Full width (west side)	RC1	GM4	6
297	Haywood Road	Lal Lal	Coalmine Road	Edge of Forest Property 162.	2.1m, both sides	RC3	GM6	52
379	Henessys Road	Millbrook	Murphys Road	Westcotts Road	2.1m, both sides	RC3	GM6	52
74	Hogan Road	Balian	Densley Street	End	Full width	RC1	GM4	6
169	Hogarth's Road East	Scotsburn	Shaws Road	Yendon No 2 Road	2.1m, both sides	RC3	GM6	52
201	Holts Lane	Darley	Condons Lane	End	Full width (vacant sites only)	RC1	GM4	6
289	Hopetoun Park Road	Hopetoun Park	Western Freeway (Including Kyle Lane )	Hopetoun Park Roundabout	2.1m, both sides	RC3	GM6	52
290	Hopetoun Park Road/Riverview Drive R/A	Hopetoun Park	Hopetoun Park Road/Riverview Drive R/A	Roundabout	Full width	RC3	GM6	52
259	Hopwood Street	Gordon	Russell Street	Grose Road	Full width	RC3	GM6	52
298	Horsecrafts Road	Lal Lal	Kookaburra Road	Eaglesons Road	2.1m, both sides	RC3	GM6	52
FIRE	Horsehill Road		Narmbool Road	Midland Highway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
FIRE	Horsehill Road South		Elaine-Mt Mercer Road	Narmbool Road		RC2	GM6	52
437	Howards Road	Navigators	Navigators-Dunnstown Road	Ditchfield Road North	2.1m, both sides	RC3	GM6	52
75	Inglis Street	Balian	Cowie Street	Stead Street	Full width	RA1	GM2	2
76	Inglis Street	Balian	Old Geelong Road	Cowie Street	Full width	RB1	GM2	2
78	Inglis Street	Balian	Stead Street	Ingliston Road	Full width	RB1	GM2	2
77	Inglis Street Road Reserve	Balian	Opp.Old Geelong Road & Inglis Street Int.	Extension Hogan Road	Full width	RC1	GM4	6
FIRE	Ingliston Road		Ingliston-Settlement Road	Old Melbourne Road	Environmental Burn	RG2	GM6	52
291	Ingliston Settlement Road	Ingliston	Ingliston Road	Top of hill past 207 Ingliston Road	2.1m, both sides	RC3	GM6	52
470	Ironbark Road	Rowsley	Ingliston Road	Dog Trap Gully Road	2.1m, both sides	RC3	GM6	52
299	Ironmine Road	Lal Lal	Lal Lal Falls Road	End of Bitumen	2.1m, both sides	RC3	GM6	52

# ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	Locality	To	Description	Draft Category	Draft GM Code	Draft Freq.
79	Jacomellis Lane	Ballan	Ingliston Road	Ballan	End	Full width	RC3	GM6	52
FIRE	Jensz Road		Glenmore Road		Aerodrome Road	2.1 metre Roadside Maintenance Cut	RC2	GM6	52
125	Johnsons Road	Barrys Reef	Greendale-Trentham Road	Barrys Reef	End	Full width	RC2	GM5	26
389	Kanes Lane	Springbank	Barkstead Road	Springbank	Ormond Road	2.1m, both sides	RC3	GM6	52
499	Keams Lane	Yendon	End Keams Lane	Yendon	End	Full width	RC3	GM6	52
206	Kent Court Roadend	Darley	East end Kent Court	Darley	East end Kent Court	Full width	RD1	GM3	3
19	Kerr Street Roadend	Bacchus Marsh	End Kerr Street	Bacchus Marsh	End	Full width	RD1	GM3	3
80	Kerrins Lane	Ballan	Ingliston Road	Ballan	Denholms Road	Full width	RC3	GM6	52
339	Kerrs Road	Maddingley	Bacchus Marsh-Balliang Road	Maddingley	East Moorabool Road	2.1m, both sides	RC3	GM6	52
465	Kierces Road	Pootilla	Ralstons Road	Pootilla	Black Swamp Road	2.1m, both sides	RC3	GM6	52
490	Killarney Road	Warrenheip	Old Melbourne Road	Warrenheip	End	2.1m, both sides	RC3	GM6	52
300	Kingfisher Drive	Lal Lal	Kookaburra Road	Lal Lal	End	2.1m, both sides	RC3	GM6	52
301	Kookaburra Road	Lal Lal	Clarendon-Lal Lal Road	Lal Lal	Eaglehawk Road	2.1m, both sides	Remove	Remove	0
133	L Quigleys Lane	Beremboke	Beremboke Road	Beremboke	Brisbane Ranges Road	2.1m, both sides	RC3	GM6	52
285	La Cote Road	Greendale	Greendale-Myrionong Road	Greendale	Nolan Lane	2.1m, both sides	RC3	GM6	52
340	Labilliere Street	Maddingley	19 Labilliere Street	Maddingley	23 Labilliere Street	Full width (south side)	RC1	GM4	6
341	Labilliere/Franklin Street Roundabout	Maddingley	Labilliere/Franklin Street Roundabout	Maddingley	Labilliere/Franklin Street Roundabout	Full width	RC1	GM4	6
21	Ladds Court Roadend	Bacchus Marsh	End Ladds Court	Bacchus Marsh	End	Full width	RD1	GM3	3
302	Lal Lal Falls Road	Lal Lal	Yendon-Lal Lal Road	Lal Lal	Lal Lal Falls	2.1m, both sides	RC3	GM6	52
369	Lawson Road	Merrimu	Lerdererg Park Road	Merrimu	End	Full width	RC3	GM6	52
111	Lees Road	Balliang	Bacchus Marsh-Balliang Road	Balliang	Shire boundary	2.1m, both sides	RC3	GM6	52
238	Lennox Lane	Fiskville	Ballan-Meredith Road	Fiskville	Geelong-Ballan Road	2.1m, both sides	RC3	GM6	52
207	Lerdererg Gorge Road	Darley	Gisborne Road	Darley	McKenzie Flats Carpark	Full width	RC3	GM6	52
FIRE	Lerdererg Gorge Road	Coimadai	McKenzie Falls carpark	Coimadai	Gisborne Road	2.1 metre Roadside Maintenance Cut	RC2	GM6	52
208	Lerdererg Park Road	Darley	Gisborne Road	Darley	End	Full width	RC3	GM6	52
209	Lerdererg Park Road	Darley	Cnr Gisborne Road & Lerdererg Park Road	Darley	Cnr Gisborne Road & Lerdererg Park Road Full width (west side)	Full width	RC1	GM4	6
370	Lerdererg Park Road	Merrimu	Intersection; Lerdererg Park/Wells Road	Merrimu	Intersection; Lerdererg Park/Wells Road	Full width	RC2	GM5	26
22	Lerdererg Street	Bacchus Marsh	Crook Street	Bacchus Marsh	End	Full width	RC3	GM6	52
164	Lesters Road	Bungaree	Bungaree - Creswick Road	Bungaree	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
371	Lindsay Avenue	Merrimu	Flanagans Drive	Merrimu	End	2.1m, both sides	RC3	GM6	52
152	Linehans Road	Bolwarrah	Ormond Road	Bolwarrah	Spargo Creek Road	2.1m, both sides	RC3	GM6	52
211	Links Road Roadend	Darley	North end Links Road	Darley	North end Links Road	Full width	RD1	GM3	3
408	Little Forest Road	Mount Egerton	Egerton-Bungeelap Road	Mount Egerton	Witchwood Road	2.1m, both sides	RC3	GM6	52
343	Lodge Street Roadend	Maddingley	Lodge Street	Maddingley	Meikle Street	Full width	RD1	GM3	3
FIRE	Long Forest Road	Long Forest	Long Forest	Long Forest	Meikle Street	Full width (where practicable)	RE2	GM6	52
318	Long Forest Road Intersection	Long Forest	Intersection;Western Highway/Long Forest Road	Long Forest	Intersection;Western Highway/Long Forest Road	Full width	RC2	GM5	26
FIRE	Long Point Road	Long Forest	Smiths Lane	Long Forest	Mt Blackwood Road	2.1 metre Roadside Maintenance Cut	RC2	GM6	52
438	Longs Hill Road	Pootilla	Bungaree-Creswick Road	Pootilla	Ralstons Road	2.1m, both sides	RC3	GM6	52
260	Lyndhurst Street	Gordon	Faheys Road	Gordon	Urquhart Street	Full width	RC3	GM6	52
439	Lyons Road	Navigators	Navigators Road	Lyons Road	Butlers Road	2.1m, both sides	RC3	GM6	52
134	M Quigleys Lane	Beremboke	Beremboke Road	Beremboke	End	2.1m, both sides	RC3	GM6	52
23	Madden Drive	Bacchus Marsh	Main Street	Bacchus Marsh	Clairinda Street	Full width (east side)	RC1	GM4	6
494	Maddams Road	Wattle Flat	Ballarat-Daylesford Road	Wattle Flat	Clarks Road	2.1m, both sides	RC3	GM6	52
521	Maier Street Extension	Gordon	Palmerston Street	Gordon	Gladstone Street	Full width	RC3	GM5	26
491	Mahers Road	Leigh Creek	Greene Road	Leigh Creek	Reihsy Road	2.1m, both sides	RC3	GM6	52
24	Main Street	Bacchus Marsh	214 Main Street	Bacchus Marsh	220 Main Street	Full width (north side)	RA1	GM2	2
261	Main Street	Gordon	Old Western Highway	Gordon	Gordon Cemetery	Full width	RB2	GM3	3

# ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
25	Main Street (Western Entrance)	Bacchus Marsh	Clarinda Street (including guard rail)	Western Freeway Interchange	Full width (south side)	RB1	GM2	2
25	Main Street (Western Entrance)	Bacchus Marsh	Lidgett Street	Western Freeway Interchange	Full width (north side)	RB1	GM2	2
26	Maisie Court Roadend	Bacchus Marsh	Maisie Court	End	Full width	RD1	GM3	0
409	Malones Road	Mount Egerton	Gordon-Egerton Road	End Malones Road West	Full width	RC2	GM5	26
410	Malones Road East	Mount Egerton	Whipstick Road	End	Full width	RC3	GM6	52
212	Manning Boulevard	Darley	Links Road	50m west of Links Road	Full width	RC1	GM4	6
143	Martin Street	Blackwood	Golden Point Road	Greendale-Trentham Road	Full width	RB2	GM3	3
FIRE	Martin Street	Blackwood	Grace Road	Greendale-Trentham Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
27	Masons Lane	Bacchus Marsh	Simone Court	West end Masons Lane	Full width (north side)	RC1	GM4	6
112	McArthur Road	Balling	Bacchus Marsh-Balling Road	Shire boundary	2.1m, both sides	RC3	GM6	52
344	McCrae Street Roadend	Maddingley	McCrae Street	Bacchus Street	Full width	RD1	GM3	3
380	McGuigans Road	Millbrook	Old Melbourne Road	Yendon-Egerton Road	2.1m, both sides	RC3	GM6	52
411	McIntosh Lane	Mount Egerton	Gordon-Egerton Road	Sharrocks Road	Full width	RC3	GM6	52
412	McIntosh Lane East	Mount Egerton	Gordon-Egerton Road	End	Full width	RC3	GM6	52
484	McIvor Road	Wallace	Westcotts Road	Railway Crossing	Full width	RC3	GM6	52
113	McMahons Road	Balling	Brisbane Road	End	2.1m, both sides	RC3	GM6	52
385	McPhans Road	Mollonghip	Mollonghip Road	Gleasons Road	2.1m, both sides	RC3	GM6	52
345	Meikle Street Laneway	Maddingley	Meikle Street	Meikle Street	Full width	RC1	GM4	6
172	Mereditth-Mount Mercer Road	Cargerie	Elaine-Mount Mercer Road	Shire boundary	2.1m, both sides	RC3	GM6	52
178	Midland Highway	Clarendon	Road	Elaine-Egerton Road	Full width	RC2	GM5	26
233	Midland Highway	Elaine	Settlement Road	Elaine-Egerton Road	Full width	RB2	GM3	3
451	Miles Road	Parwan	Parwan South Road	Nortons Road	2.1m, both sides	RC3	GM6	52
376	Millbrook - Egerton Road	Millbrook	Corner Millbrook-Egerton/Domnellans Roads	Corner Millbrook-Egerton/Domnellans Roa	Full width	RC3	GM6	52
262	Millbrook-Egerton Road	Gordon	McGulgans Road	Gordon-Egerton Road	2.1m, both sides	RC3	GM6	52
381	Millbrook-Egerton Road	Millbrook	Roads	Gordon-Egerton Road	Full width	RC2	GM5	26
263	Millis Lane	Gordon	Moorabool West Road	Abbington Park Road	2.1m, both sides	RC3	GM6	52
81	Missens Lane	Ballan	Blakeville Road	Western Park Road	2.1m, both sides	RC3	GM6	52
346	Mitchem Street Laneway	Maddingley	South Maddingley Road	East Maddingley Road	Full width	RC1	GM4	6
264	Molesworth Court	Gordon	Abbington Park Road	End	2.1m, both sides	RC3	GM6	52
386	Mollonghip Road	Mollonghip	Barkstead Road	McPhans Road	2.1m, both sides	RC3	GM6	52
82	Monteville Lane	Ballan	Old Melbourne Road	End	2.1m, both sides	RC3	GM6	52
156	Moorabool West Road	Bunding	Old Western Highway	Old Corbetts Road	2.1m, both sides	RC3	GM6	52
157	Moorabool West Road	Bunding	Ballan-Daylesford Road	Old Corbetts Road	2.1m, both sides	RC3	GM6	52
265	Moorabool West Road	Gordon	Lane	End of seal	Full width	RC2	GM5	26
276	Moorabool West Road	Gordon	Intersection; Moorabool West/Carntons Roads	Vinecombes Road	Full width	RC2	GM5	26
FIRE	Moorabool West Road	Gordon	Old Corbetts Road	Shire boundary	Full width (where practicable)	RF2	GM6	52
114	Moretons Road	Balling	Agars Road	Shire boundary	2.1m, both sides	RC3	GM6	52
460	Moretons Road	Pentland Hills	Western Freeway	End	2.1m, both sides	RC3	GM6	52
FIRE	Morrison Lane	Myrning	Myrning-Korobeit Road	Mt Blackwood Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
FIRE	Mt Wallace-Ballark Rd	Mt Wallace	Ballan-Meredith Road	Bungeelkap South Road	Full width (where practicable)	RF2	GM6	52
FIRE	Mt Wallace-Ballark Road	Mt Wallace	Geelong-Ballan Road	Bungeelkap South Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
FIRE	Mt. Blackwood Road	Mt. Blackwood	Old Western Highway	Greendale-Trentham Road	Full width (where practicable)	RF2	GM6	52
432	Muddy Lane	Myrning	Main Street	Mount Blackwood Road	2.1m, both sides	RC2	GM5	26
FIRE	Muir Lane	Bungaree	Mt Blackwood Road	Morrison Lane	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
165	Murphys Road	Bungaree	Bungaree-Wallace Road	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
FIRE	Murphys Road	Bungaree	Elaine-Bluebridge Road	Midland Highway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
83	Musgrave Street	Ballan	Gorong Street	Myers Court	Full width	RC1	GM4	6

# ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
84	Musgrave Street Roadend	Ballan	Myers Court	End	Full width	RD1	GM3	3
85	Myers Court	Ballan	Musgrave Street	End	Full width	RC1	GM4	6
461	Myers Road	Pentland Hills	Pentland Hills Road	Werribee George State Park	2.1m, both sides	RC3	GM6	52
431	Myrniong Main Street	Myrniong	Dormar Lane	Myrniong-Korobeit Road	Full width	RB2	GM3	3
FIRE	Myrniong-Korobeit Road		Greendale - Myrniong Road	Old Western Freeway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
86	Myrtle Grove Road	Ballan	Gorong Street	Bences Lane	Full width	RC1	GM4	6
286	Napoleon Street	Greendale	Greendale-Myrniong Road	Lyons Street	2.1m, both sides	RC3	GM6	52
234	Narmbool Road	Elaine	Midland Highway	Horsehill Road	2.1m, both sides	RC3	GM6	52
500	Navigators Avenue	Navigators	Navigators Road	Navigators Road	Full width	RC3	GM6	52
500	Navigators Road	Yendon	Yendon - Egerton Road	Yankeeflat Road	2.1m, both sides	RC3	GM6	52
440	Navigators-Dunnstown Road	Navigators	Ballarat-Navigators Road	Dunnstown-Yendon Road	2.1m, both sides	RC3	GM6	52
213	Nelson Street	Darley	Grey Street (Excluding private property)	Ruby Place	Full width (east side)	RC1	GM4	6
FIRE	Nerowie Road		Nortons Road	Geelong-Bacchus Marsh Road	Environmental Burn	RG2	GM6	52
214	Nicholson Street Roadend	Darney	Lilly Pilly Court	End	Full width	RD1	GM3	3
266	Nightingale Street	Gordon	Gordon-Egerton Road	Cemetery Gates	Full width	RC3	GM6	52
144	Nolan Street	Blackwood	Golden Point Road	End	Full width	RC2	GM5	26
87	O'Cock Street	Ballan	Ballan-Greendale Road	Hall Street	Full width	RC1	GM4	6
267	Old Corbetts Road	Gordon	Callaghans Lane	Moorabool West Road	2.1m, both sides	Remove	Remove	0
FIRE	Old Geelong Road	Ballan	Geelong-Ballan Road Intersection	Inglis Street	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
145	Old Golden Point Road	Blackwood	Martin Street	Golden Point Road	Full width	RC2	GM5	26
141	Old Golden Point Road East Laneway	Blackwood	1.15m east of Old Golden point Road	1.15m east of Old Golden point Road	Full width	RC3	GM6	52
88	Old Melbourne Road	Ballan	Geelong-Ballan Road	Old Geelong Road	Full width	RB1	GM2	2
89	Old Melbourne Road	Ballan	Ingliston Road	Ballan Entrance Sign	Full width	RB1	GM2	2
228	Old Melbourne Road	Dunnstown	North / South of Britts & Howard Road	Outside No. 2914 Old Melbourne Rd	Full width (north side)	RC2	GM5	26
382	Old Melbourne Road	Gordon	Old Western Highway	St Patrick's School Boundary	Full width	RB2	GM3	3
382	Old Melbourne Road	Millbrook	Lesters Road	Brougham Street	2.1m, both sides	RC3	GM6	52
FIRE	Old Melbourne Road	Millbrook	Dunnstown-Yendon Road	Lesters Road	Full width (where practicable)	RF2	GM6	52
FIRE	Old Melbourne Road		Geelong-Ballan Road	Gordon Cemetery	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
FIRE	Old Melbourne Road	Millbrook	Dunnstown-Yendon Road	Kilarney Road	Full width (where practicable)	RF2	GM6	52
433	Old Western Highway	Myrniong	Myrniong-Korobeit Road	Greendale-Myrniong Road	Full width	RB2	GM3	3
485	Old Western Highway	Wallace	Ormond Road	End	2.1m, both sides	RC2	GM5	26
FIRE	Old Western Highway	Myrniong	Western Freeway	Muddy Lane	Full width	RG2	GM6	52
FIRE	Old Western Highway	Myrniong	Myrniong-Korobeit Road	Greendale-Trentham Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
FIRE	Old Western Highway	Gordon	Butter Factory Road	Main Street (Gordon Hotel)	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
FIRE	Ormond Road		Barkstead Road	Western Freeway	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
347	Osborne Street	Maddingley	Railway Line	Kerrs Road	2.1m, both sides	RC3	GM6	52
FIRE	Paces lane		Bacchus Marsh-Balliang Road	Dog Trap Gully Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
462	Palmers Lane	Pentland Hills	Pentland Hills Road	End	2.1m, both sides	RC3	GM6	52
303	Parkers Road	Lal Lal	Clarendon-Lal Lal Road	Yendon-Lal Lal Road	2.1m, both sides	Remove	Remove	0
524	Parkinson Road	Morrison	Elaine-Morrison Road	Tableland Road	2.1m, both sides	RC3	GM6	52
348	Parwan Road	Maddingley	Railway Line ( Excluding Private Property)	East Maddingley Road	Full width	RB1	GM2	2
349	Parwan Road	Maddingley	East Maddingley Road	Fisken Street	Full width	RB1	GM2	2
FIRE	Parwan South Road		Nerowie Road	Parwon-Exford Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
452	Parwan-Exford Road	Parwan	Intersection; Parwan-Exford/W/helans Roads		Full width	RC2	GM5	26
FIRE	Parwan-Exford Road		Shire Boundary (Melton)	Geelong-Bacchus Marsh Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
28	Patterson Street	Bacchus Marsh	Gisborne Road	Water channel	Full width (south side)	RC1	GM4	6
FIRE	Pattinson Lane		Mt Blackwood Road	Myrniong-Korobeit Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52

## ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
235	Pearsons Road	Elaine	Midland Highway	Elaine-Egerton Road	Full width	RC2	GM5	26
383	Peerwerth Road	Millbrook	Old Melbourne Road	End	2.1m, both sides	RC3	GM6	52
463	Pentland Hills Road	Pentland Hills	Old Western Highway	Sunny Hollows Lane	2.1m, both sides	RC3	GM6	52
30	Plimer/Sydney Street Laneway	Bacchus Marsh	Plimer Street	Sydney Street	Full width	RC1	GM4	6
FIRE	Pine Court	Dales Creek	end	Off Dales Creek Avenue	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
501	Pope Street	Yendon	Yendon No 2 Road	Keams Lane	Full width	RC2	GM5	26
FIRE	Portland Flat Road		Old Melbourne Road	Gordon-Egerton Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
372	Possumtail Run	Merrimu	Bences Road	End	2.1m, both sides	RC3	GM6	52
441	Pound Creek Road	Navigators	Yendon No 1 Road	Butlers Road	2.1m, both sides	RC3	GM6	52
268	Poverty Peak Court	Gordon	Moorabool West Road	End	2.1m, both sides	RC3	GM6	52
184	Powell's Road	Clarks Hill	Ballarat-Daylesford Road	Black Swamp Road	2.1m, both sides	RC3	GM6	52
350	Powlett Street Roadend	Maddingley	Powlett Street	Bacchus Street	Full width	RD1	GM3	3
115	Primes Court	Balling	Bacchus Marsh-Balling Road	End	2.1m, both sides	RC3	GM6	52
FIRE	Purcells Lane		Long Point Road	Mt Blackwood Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
434	Pykes Creek Road	Myrniong	Greendale-Myrniong Road	Pykes Reservoir Entrance	2.1m, both sides	RC3	GM6	52
116	Quakes Road	Balling	Bacchus Marsh-Balling Road	End	2.1m, both sides	RC3	GM6	52
90	Racecourse Road	Ballan	Ballan-Daylesford Road	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
511	Raglan Street	Darley	Dundas Street	Fitzroy Street	Full width (south side)	RC1	GM4	6
216	Raglan Street Roadend	Darley	Raglan Street (west end)	Raglan Street (west end)	Full width	RD1	GM3	3
FIRE	Raltons Road		Shire Boundary (Longs Hill Road)	Bungaree-Creswick Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
502	Ramsays Road	Yendon	Navigators Road	Yendon No 1 Road	2.1m, both sides	RC3	GM6	52
319	Red Box Court	Long Forest	Wattle Court	End	Full width	RC3	GM6	52
117	Reddens Road	Balling	Bacchus Marsh-Balling Road	Brisbane Road	2.1m, both sides	RC3	GM6	52
471	Reids Road	Rowley	Glenmore Road	Entrance to Brisbane Ranges	2.1m, both sides	RC3	GM6	52
312	Reids Road	Leigh Creek	Bungaree-Wallace Road	Torpys Road	2.1m, both sides	RC3	GM6	52
413	Reserve Road	Mount Egerton	Main Road	Wesley Street	Full width	RC2	GM5	26
414	Reserve Road East	Mount Egerton	Main Road	Mt Egerton Reserve	Full width	RC2	GM5	26
351	Richardson Court Roadend	Maddingley	Richardson Court (south end)	Richardson Court (south end)	Full width	RD1	GM3	3
91	Roch Court	Ballan	Simpson Street	End	Full width	RC1	GM4	6
92	Roch Court Roadend	Ballan	Roch Court	Blow Court	Full width	RD1	GM3	3
387	Romans Road	Springbank	Barkstead Road	Ormond Road	2.1m, both sides	RC3	GM6	52
304	Rosella Road	Lal Lal	Clarendon-Lal Lal Road	Bronzewing Road	2.1m, both sides	RC3	GM6	52
269	Rosenow Street	Gordon	Cartons Road	End	Full width	RC3	GM6	52
93	Rowett Lane	Ballan	Geelong-Ballan Road	Denholms Road	Full width	RC3	GM6	52
352	Rowley Station Road	Maddingley	Bacchus Marsh-Balling Road	Gullins Road	2.1m, both sides	RC3	GM6	52
219	Ruddick Place Roadend	Darley	East end Ruddick Place	East end Ruddick Place	Full width	RD1	GM3	3
270	Russell Street (entrance?)	Gordon	Main Street	Nightingale Street	Full width	RB2	GM3	3
2200	Russell Street Roadend	Darley	Russell Street (west end)	Russell Street (west end)	Full width	RD1	GM3	3
187	Russells Road	Coimadai	Gisborne Road	Start of second dip in road	2.1m, both sides	Remove	Remove	0
FIRE	Russells Road	Coimadai			Full width (where practicable)	RE2	GM6	52
503	Ryans Road	Yendon	Dunnstown-Yendon Road	Yendon-Egerton Road	2.1m, both sides	RC3	GM6	52
158	S Conroy Road	Bunding	Developmental Road	Ballan-Daylesford Road	2.1m, both sides	RC3	GM6	52
353	School Lane	Maddingley	Cummings Road	Geelong-Bacchus Marsh Road	2.1m, both sides	RC3	GM6	52
118	School Road	Balling	Geelong-Bacchus Marsh Road	End	2.1m, both sides	RC3	GM6	52
453	Schultz Road	Parwan	Geelong-Bacchus Marsh Road	End	2.1m, both sides	RC3	GM6	52
FIRE	Seerey's Track	Coimadai			Full width (where practicable)	RE2	GM6	52
FIRE	Settlement Road	Mount Doran	Midland Highway	Clarendon-Blue Bridge Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52

# ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
271	Sexton Court	Gordon	Moorabool West Road	End	2.1m, both sides	RC3	GM6	52
119	Sharkys Road	Balling	Agars Road	Shire boundary	2.1m, both sides	RC3	GM6	52
415	Sharrocks Road	Mount Egerton	Yendon-Egerton Road	Millbrook-Egerton Road	Full width	RC3	GM6	52
473	Shaws Road	Bunninyong	Whites Road East	Hoggarths Road East	2.1m, both sides	RC3	GM6	52
221	Silverdale Drive Roadend	Darley	Silverdale Drive (west end)	Silverdale Drive (west end)	Full width	RD1	GM3	3
146	Simmons Reef Road	Blackwood	Martin Street	End	Full width	RC2	GM5	26
146	Simmons Reef Road	Blackwood	Cnr Simmons Reef Road / Rec Reserve Road	Cnr Simmons Reef Road / Rec Reserve Rd	Full width	RC2	GM5	26
388	Simpsons Road	Springbank	Ormond Road	Edge of Forest	2.1m, both sides	RC3	GM6	52
305	Skeltons Road	Lal Lal	Parkers Road	Scotts Road	2.1m, both sides	Remove	Remove	0
354	Slattery Court Roadend	Maddingley	Slattery Court (south end)	Slattery Court (south end)	Full width	RD1	GM3	3
94	Smallmans Road	Ballan	Haddon Drive	End	Full width	RC3	GM6	52
428	Smiths Lane	Mount Wallace	Geelong-Ballan Road	End	2.1m, both sides	RC3	GM6	52
454	Smiths Road	Parwan	Cummings Road	End	2.1m, both sides	RC3	GM6	52
455	Smiths Road	Parwan	Geelong-Bacchus Marsh Road	Cummings Road	2.1m, both sides	RC3	GM6	52
355	Sonny Close Roadend	Maddingley	Sonny Close (west end)	Sonny Close (west end)	Full width	RD1	GM3	3
356	South Maddingley Road	Maddingley	Parwan Road	Gullines Road	2.1m, both sides	RC3	GM6	52
357	South Maddingley Road Laneway	Maddingley	South Maddingley Road	Rear of properties Gaynor Street	Full width	RC1	GM4	6
121	Spargo Creek Road	Barkstead	Intersection; Spargo Creek/Springbank Roads	Full width	Full width	RC2	GM5	26
477	Spargo Creek Road	Springbank	Intersection; Spargo Creek / Road Coffeys Lane	Full width	Full width	RC2	GM5	26
486	Spargo Creek Road	Wallace	Intersection; Spargo Creek Road/Conroys Lane	Full width	Full width	RC2	GM5	26
487	Spargo Creek Road	Wallace	Conroys Lane	Costello Track	2.1m, both sides	RC3	GM6	52
487	Spargo Creek Road	Wallace	South of Coffeys Lane	South of Coffeys Lane	Full width	RC3	GM6	52
95	Spencer Road	Ballan	Simpson Street	Flack Street	Full width	RC1	GM4	6
306	Spreadagle Road	Lal Lal	Yendon-Egerton Road	Old Melbourne Road	2.1m, both sides	Remove	Remove	0
474	Spring Lane	Scotsburn	Wiggins Road	End	2.1m, both sides	RC3	GM6	52
154	Springbank Road	Bullarook	Intersection; Springbank/Geddes Roads	Full width	Full width	RC2	GM5	26
478	Springbank Road	Springbank	Intersection; Springbank/Ormond Roads	Full width	Full width	RC2	GM5	26
FIRE	Springbank Road	Gordon	Bungaree-Creswick Road	Old Corbetts Road	Full width (where practicable)	RF2	GM6	52
456	Springhill Road	Parwan	Ballan Road	End	2.1m, both sides	RC3	GM6	52
222	St Andrews Way	Darley	Golf Club Naturestrip	Golf Club Naturestrip	Full width (east side)	RC1	GM4	6
31	Stamford Close	Bacchus Marsh	Main Street	55m north of Main street	Full width	RC1	GM4	6
272	Stanley Street	Gordon	Nightingale Street	Faheys Road	Full width	RC3	GM6	52
32	Station Street	Maddingley	Grant Street	Bond Street	Full width	RC1	GM4	6
416	Steetley Lane	Mount Egerton	Main Road	Wise Street	Full width	RC2	GM5	26
416	Steetley Lane	Mount Egerton	Steetley Lane	Carney Street ( South )	Full width	RC2	GM5	26
416	Steetley Lane	Mount Egerton	Steetley Lane	Malones Road ( North )	Full width	RC2	GM5	26
417	Steetley Lane East	Mount Egerton	Main Road	End	Full width	RC2	GM5	26
516	Steiglitz Street Naturestrip	Ballan	62 Steiglitz Street	62 Steiglitz Street	Full width	RC1	GM4	6
97	Steiglitz Street Roadend (1)	Ballan	Steiglitz Street	Lay Street	Full width	RD1	GM3	3
98	Steiglitz Street Roadend (2)	Ballan	Steiglitz Street	Jopling Street	Full width	RD1	GM3	3



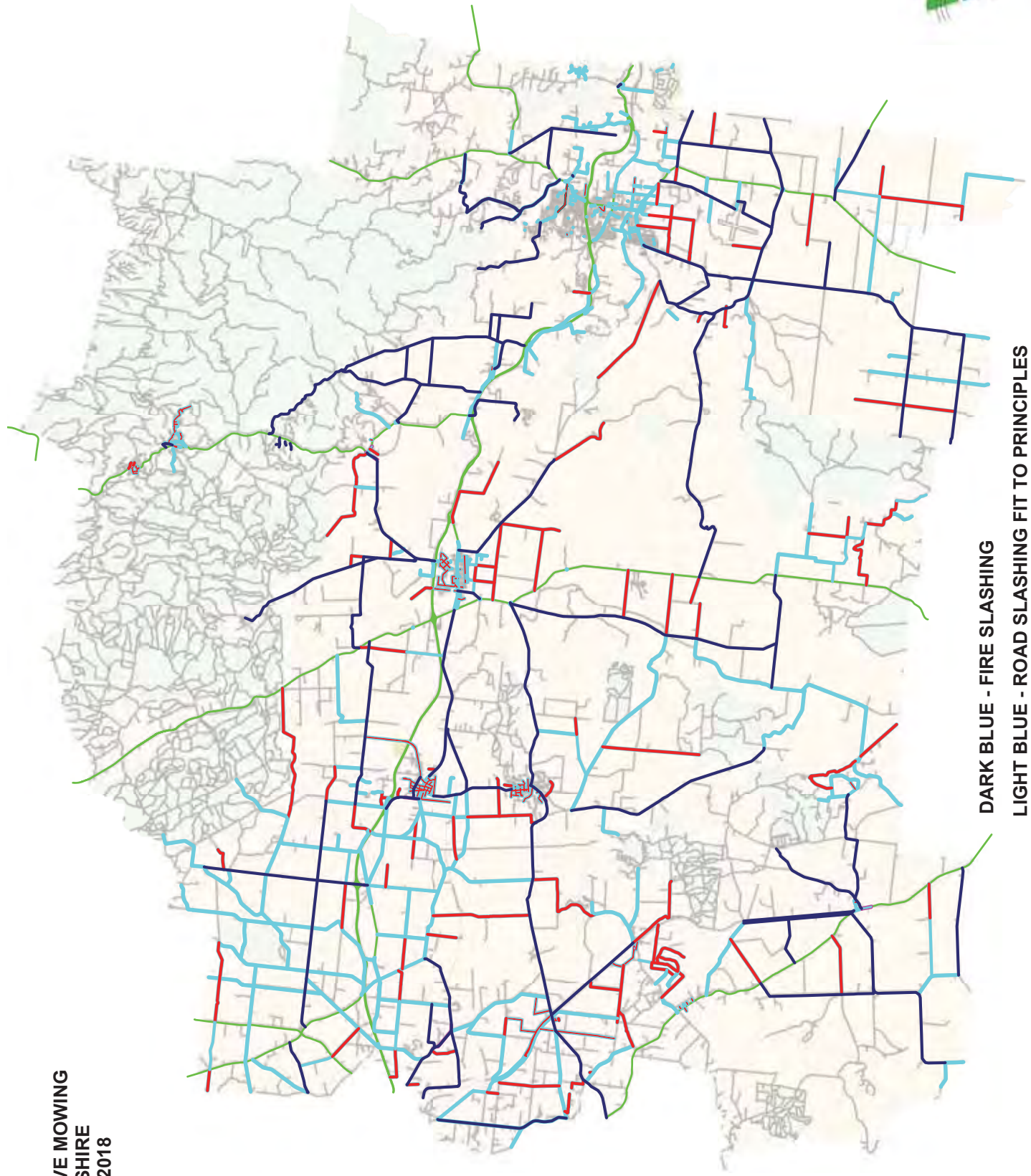
# ROADSIDES

Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
FIRE	Stone Hut Lane		Balian-Daylesford Road	Western Park Road	Full width (where practicable)	RF2	GM6	52
373	Streton Drive	Merrimu	Flanagans Drive	End	2.1m, both sides	RC3	GM6	52
320	Sundew Avenue	Long Forest	Long Forest Road	End	Full width	RC3	GM6	52
464	Sunny Hollow Lane	Pentland Hills	Pentland Hills Road	End	2.1m, both sides	RC3	GM6	52
33	Sutherland Street	Bacchus Marsh	Patterson Street	End (water course)	Full width	RC1	GM4	6
FIRE	Swans Road	Darley	Lerderberg State Park	Links Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
398	Tableland Road	Morrison	Elaine-Morrison Road	Forest Road	2.1m, both sides	RC3	GM6	52
34	Taverner Street	Maddingley	Grant Street	Fisken Street	Full width	RC1	GM4	6
358	Taverner Street	Maddingley	Fisken Street	End	Full width	RC3	GM6	52
273	Tennyson Street	Gordon	Tennyson Street (East of Palmerston Street)	Gladstone Street	Full width	RC3	GM6	52
273	Tennyson Street East	Gordon	Gladstone Street	Stanley Street	Full width	RC3	GM6	52
273	Tennyson Street Roadend	Gordon	End of Tennyson Street	End	Full width	RD2	GM5	26
147	Terrill Street	Blackwood	Martin Street	Byres Road	Full width	RC2	GM5	26
359	Tess Court Roadend	Maddingley	Tess Court (west end)	Tess Court (west end)	Full width	RD1	GM3	3
274	Thomas Court	Gordon	Moorabool West Road	End	2.1m, both sides	RC3	GM6	52
522	Thomas Drive	Hopetoun Park	240metres from View Gully Road	To 520metres from View Gully Road	Full width (east side)	RC2	GM4	26
523	Thomas Drive Roadend	Hopetoun Park	End of Thomas Drive	End of Thomas Drive	Full width	RD2	GM5	26
126	Thurgoods Lane North	Barrys Reef	Greendale-Trentham Road	Greendale-Trentham Road	Full width	RC2	GM5	26
127	Thurgoods Lane South	Barrys Reef	Greendale-Trentham Road	Greendale-Trentham Road	Full width	RC2	GM5	26
418	Thynes Road	Mount Egerton	Egerton-Ballark Road	End	2.1m, both sides	RC3	GM6	52
FIRE	Ti Tree Road		Dunnstown-Yendon Road	Tennis Court Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
229	Tierneys Road	Dunnstown	Old Melbourne Road	Ti Tree Road	2.1m, both sides	RC3	GM6	52
360	Tilleys Road	Maddingley	East Maddingley Road	Geelong - Bacchus Marsh Road	2.1m, both sides	RC3	GM6	52
374	Tipperary Flats	Merrimu	Bacchus Marsh Road	End	2.1m, both sides	RC3	GM6	52
479	Toohyys Road	Springbank	Spargo Creek Road	End	2.1m, both sides	RC3	GM6	52
166	Torpy's Road	Bungaree	Bungaree-Wallace Road	Old Melbourne Road	2.1m, both sides	RC3	GM6	52
167	Treated Pine Road	Bungaree	Bungaree-Wallace Road	End	2.1m, both sides	RC3	GM6	52
168	Triggs Road	Bungaree	Lesters Road	Murphys Road	2.1m, both sides	RC3	GM6	52
504	Triggs Road	Yendon	Yendon No 2 Road	Last property edge of forest	2.1m, both sides	RC3	GM6	52
375	Tucker Court	Merrimu	Lindsay Avenue	End	2.1m, both sides	RC3	GM6	52
35	Turner/Millbank Street Laneway	Bacchus Marsh	Turner Street	Millbank Street	Full width	RC1	GM4	6
179	Tylden Street	Clarendon	Midland Highway	Cathcart Street	Full width	RC2	GM5	26
275	Urquhart Street	Gordon	Brougham Street	Winter Street	Full width	RC3	GM6	52
361	Vallence Road	Maddingley	Geelong-Bacchus Marsh Road	End	Full width	RC3	GM6	52
362	Vallence Road North	Maddingley	Taverner Street	End	Full width	RC3	GM6	52
180	Vaughan Street	Clarendon	Midland Highway	End	Full width	RC2	GM5	26
307	Vaughan Street	Lal Lal	Clarendon-Lal Lal Road	Lal Lal Primary School	Full width	RC2	GM5	26
148	Victoria Street	Blackwood	Golden Point Road	Clarendon Street	Full width	RC2	GM5	26
419	Victoria Tile Lane	Mount Egerton	Yendon-Egerton Road	Trounces Lane	Full width	Remove	Remove	0
99	Von Steiglitz Drive	Balian	Carween Lane	End	Full width	RC3	GM6	52
420	Walkers Lane	Mount Egerton	Yendon-Egerton Road	Dalton Lane	Full width	RC2	GM5	26
149	Wall Street	Blackwood	Old Golden Point Road	End	Full width	RC2	GM5	26
100	Walsh Street	Balian	Lay Street	Cowie Street	Full width	RC1	GM4	6
101	Walsh Street Roadend	Balian	Walsh Street	Windle Streets	Full width	RD1	GM3	3
236	Wards Lane	Elaine	Elaine-Egerton Road	Pearsons Road	Full width	RC2	GM5	26
421	Water Tank Road	Mount Egerton	Main Street	End	Full width	RC2	GM5	26
422	Water Tank Road East	Mount Egerton	Water Tank Road	End	Full width	RC2	GM5	26
321	Wattle Court	Long Forest	Sundew Avenue	End	Full width	RC3	GM6	52
FIRE	Wells Road	Merrimu	Lerderberg Park Road	O'Connell Street	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
363	Werribee Vale Road	Maddingley	Franklin Street	End	Full width	RC3	GM6	52
384	Wescotts Road	Wallace	Old Western Highway	Old Melbourne Road	2.1m, both sides	RC2	GM5	26
313	Western Highway (Council Depot)	Leigh Creek	Corner Black Swamp Road	Corner Black Swamp Road (adjacent)	Full width (north side)	RC3	GM6	52
102	Western Park Road	Balian	Stonehut Lane	Missens Lane	2.1m, both sides	RC3	GM6	52

# ROADSIDES

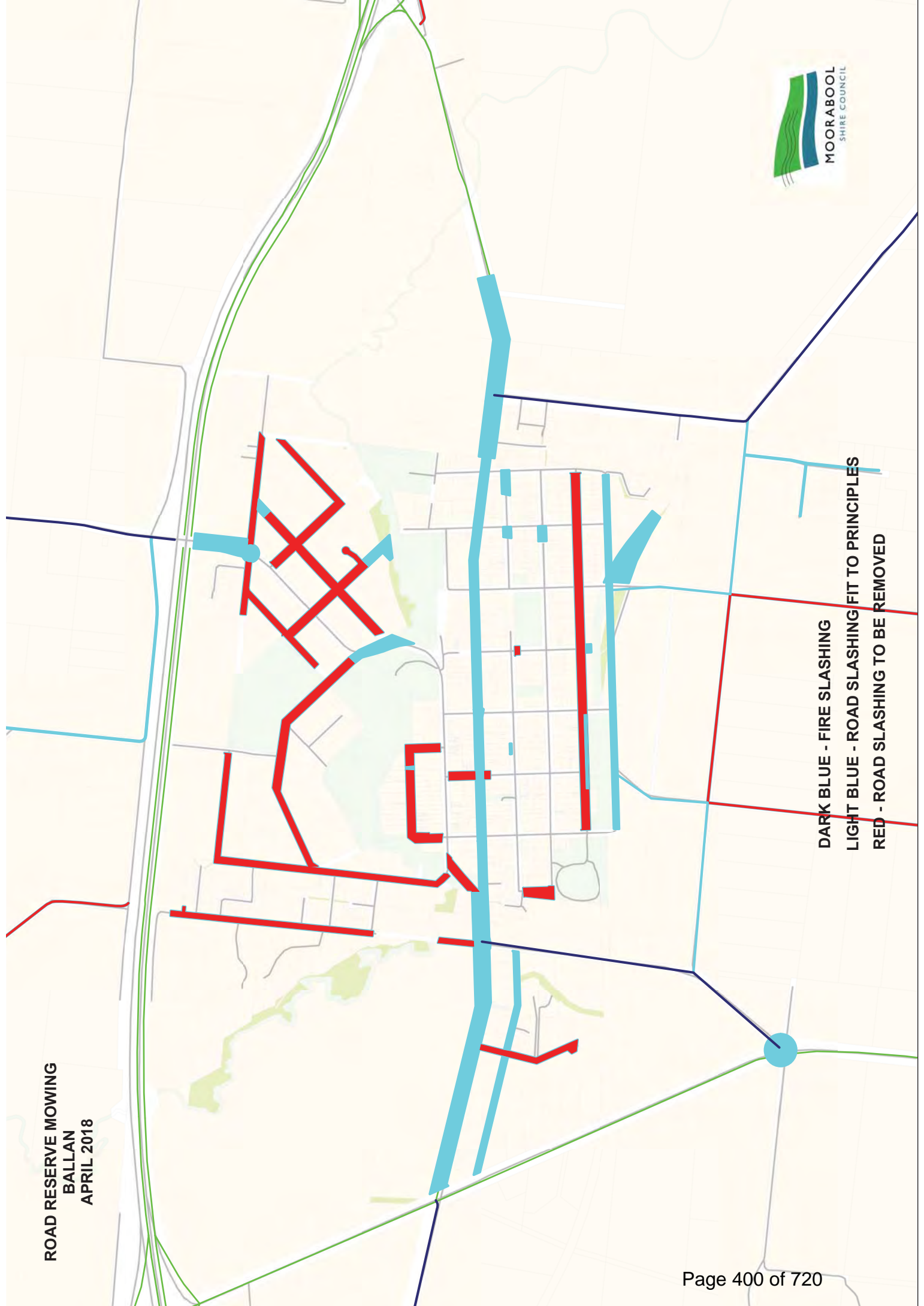
Current GIS Map Ref	Road Name	Locality	From	To	Description	Draft Category	Draft GM Code	Draft Freq.
FIRE	Western Park Road		Blakeville Road	Stonehut Lane	Full width (where practicable)	RF2	GM6	52
150	Whalebone Road	Blackwood	Corner Whalebone Road/Martin Street	Corner Whalebone Road/Martin Street	Full width	RC2	GM5	26
520	Whelans Lane	Parwan	Whelans Road	End	2.1m, both sides	RC3	GM5	52
457	Whelans Road	Parwan	Parwan-Exford Road	End	2.1m, both sides	RC3	GM6	52
423	Whipstick Road	Mount Egerton	Main Road	Malones Road East	Full width	RC3	GM6	52
472	Whitehorse Gully Road	Rowsey	Dog Trap Gully Road	End	2.1m, both sides	RC3	GM6	52
170	Whites Road	Bunniyong	Yendon No 1 Road	End	2.1m, both sides	RC3	GM6	52
171	Whites Road East	Bunniyong	Shaws Road	End	2.1m, both sides	RC3	GM6	52
475	Wiggins Road	Scotsburn	Yendon No 2 Road	Midland Highway	2.1m, both sides	RC3	GM6	52
277	Willunga Avenue	Gordon	Old Melbourne Road	End	Full width	RC3	GM6	52
155	Wilson's Road	Bullarook	Black Swamp Road	Barkstead Road	2.1m, both sides	RC3	GM6	52
103	Windle Street	Ballan	Walsh Street	Kerrins Lane	Full width	RC3	GM6	52
278	Winter Street	Gordon	Nightingale Street	Main Street	Full width	RC3	GM6	52
226	Wittick Street	Darley	Darley Primary School Boundary	Morrison Drive	Full width (north side)	RC1	GM4	6
308	Woodlands Road	Lal Lal	Skeltons Road	Stalkers Road	2.1m, both sides	RC3	GM6	52
36	Woolpack Road	Bacchus Marsh	Main Street	Werribee River	Full width	RC3	GM6	52
237	Woolshed Road	Elaine	Midland Highway Intersection; Yankee Flat/Butlers/McCarthy's Roads	Clarendon-Blue Bridge Road	2.1m, both sides	RC3	GM6	52
444	Yankee Flat Road	Navigators	Intersection; Yankee Flat/Ballarat-Navigators/Warrenheip	Roads	Full width	RC2	GM5	26
445	Yankee Flat Road	Warrenheip	Intersection; Yankee Flat/Ballarat-Navigators/Warrenheip	Roads	Full width	RC2	GM5	26
447	Yankee Flat Road	Bunniyong	Intersection; Yankee Flat/Yendon No 1 Roads	Ballarat-Navigators Road	Full width	RC2	GM5	26
FIRE	Yankee Flat Road		Yendon No. 1 Road	Ballarat-Navigators Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
505	Yendon No. 1 Road	Yendon	Yankee Flat Road	Yendon No 2 Road	2.1m, both sides	RC3	GM6	52
FIRE	Yendon No. 2 Road		Yendon-Lal Lal Road Intersection; Yendon-Egerton/Dunnstown-Yendon Roads	Midland Highway Shire Boundary	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
506	Yendon-Egerton Road	Yendon	Intersection; Yendon-Egerton/Ryans Roads		Full width	RC2	GM5	26
507	Yendon-Egerton Road	Yendon	Intersection; Yendon-Egerton/Ryans Roads		Full width	RC2	GM5	26
FIRE	Yendon-Egerton Road		Yendon-Lal Lal Road (rail crossing)	Ballan-Egerton Road	Full width (where practicable)	RF2	GM6	52
FIRE	Yendon-Lal Lal Road		Lal Lal Falls Road	Yendon-Egerton Road	2.1 metre Roadside Maintenance Cut	RG2	GM6	52
519	Young Street	Bacchus Marsh	Masons Lane	Dickson Street	Full width (east side)	RC1	GM4	6

**ROAD RESERVE MOWING  
WHOLE SHIRE  
APRIL 2018**



**DARK BLUE - FIRE SLASHING  
LIGHT BLUE - ROAD SLASHING FIT TO PRINCIPLES  
RED - ROAD SLASHING TO BE REMOVED**

ROAD RESERVE MOWING  
BALLAN  
APRIL 2018



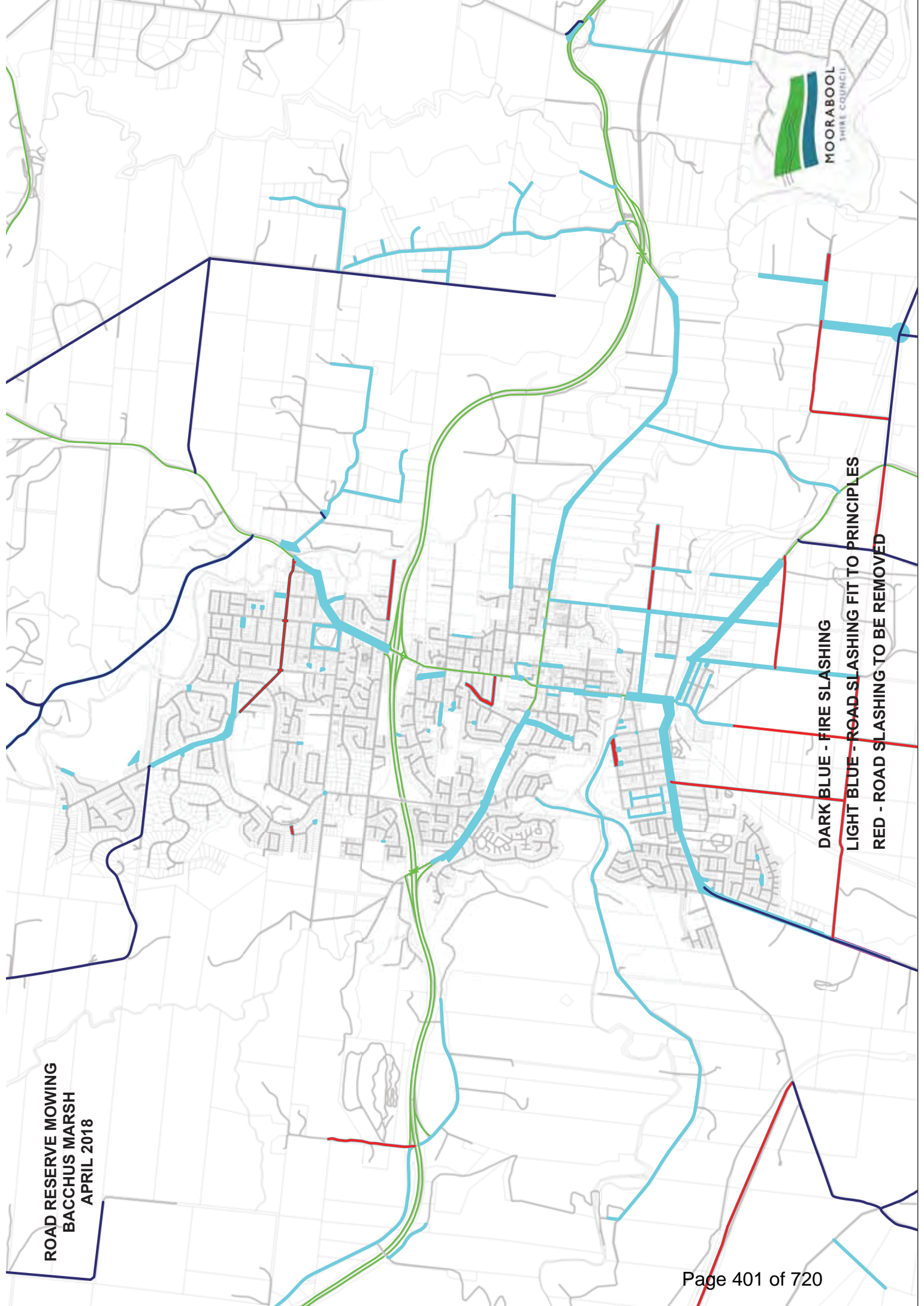
DARK BLUE - FIRE SLASHING  
LIGHT BLUE - ROAD SLASHING FIT TO PRINCIPLES  
RED - ROAD SLASHING TO BE REMOVED



ROAD RESERVE MOWING  
BACCHUS MARSH  
APRIL 2018



DARK BLUE - FIRE SLASHING  
LIGHT BLUE - ROAD SLASHING FIT TO PRINCIPLES  
RED - ROAD SLASHING TO BE REMOVED



## Appendix K; Garden Beds Register

# GARDEN BEDS

Current GIS Map Ref	Reserve Name	Locality	Location	Draft Category	Draft GM Code	Draft Freq.	Owner	Maintained By
	Church Street / Church Street Place	Bacchus Marsh	Main Street to Gisborne Road	GBA2	GBM2	2	MSC	MSC
	Church Street Carpark	Bacchus Marsh	Church Street	GBA2	GBM2	2	MSC	MSC
	Gell Street Carpark	Bacchus Marsh	9 Gell Street	GBA2	GBM2	2	MSC	MSC
	Gisborne Road	Bacchus Marsh	Main Street to Bennett Street	GBA2	GBM2	2	MSC	MSC
	Gisborne Road/Bennett Street (Roundabout)	Bacchus Marsh	Gisborne Road/Bennett Street	GBA2	GBM2	2	MSC	MSC
	Main Street / Gell Street Corner	Bacchus Marsh	Corner Gell Street & Main Street	GBA2	GBM2	2	MSC	MSC
	Main Street Garden Beds	Bacchus Marsh	Main Street	GBA2	GBM2	1	MSC	MSC
	Main Street Planter Boxes	Bacchus Marsh	Main Street	GBA2	GBM2	2	MSC	MSC
	Ballan Commercial Centre - Inglis St	Ballan	Cowie Street to Stead Street	GBA2	GBM2	2	MSC	MSC
	62 Steiglitz Street Carpark	Ballan	62 Steiglitz Street	GBA2	GBM2	2	MSC	MSC
	Bacchus Marsh Road/Ascot Avenue (Roundabout)	Bacchus Marsh	Bacchus Marsh Road/Ascot Avenue	GBA3	GBM3	3	MSC	MSC
	Bacchus Marsh Road/Halletts Way (Roundabout)	Bacchus Marsh	Bacchus Marsh Road/Halletts Way	GBA3	GBM3	3	MSC	MSC
	Gisborne Road / Leila Court	Bacchus Marsh	Masons Ln to Western Fwy East Side )	GBA3	GBM3	3	MSC	MSC
	Western Entrance - Bacchus Marsh Road	Bacchus Marsh	Cnr Bacchus Marsh Road & Burbridge Drive	GBA3	GBM3	3	MSC	MSC
	Western Entrance - CWA Rotunda	Bacchus Marsh	Bacchus Marsh Road	GBA3	GBM3	3	MSC	MSC
	Inglis Street/Stead Street (Roundabout)	Ballan	Inglis Street/Stead Street	GBA3	GBM3	3	MSC	MSC
	Simpson Street/Stead Street (Roundabout)	Ballan	Simpson Street/Stead Street	GBA3	GBM3	3	MSC	MSC
	Gisborne Road	Darley	Holts Lane to Jonathan Drive	GBA3	GBM3	3	MSC	MSC
	Gisborne Road	Darley	Gisborne Road	GBA3	GBM3	3	MSC	MSC
	Grant Street/Griffith Street (Roundabout)	Maddingley	Grant Street/Griffith Street	GBA3	GBM3	3	MSC	MSC
	Clifton Drive/Hamilton Court (Roundabout)	Bacchus Marsh	Clifton Drive/Hamilton Court	GBA4	GBM4	6	MSC	MSC
	Donald Street	Bacchus Marsh	Masons Lane	GBA4	GBM4	6	MSC	MSC
	Madden Drive	Bacchus Marsh	Main Street	GBA4	GBM4	6	MSC	MSC
	Millbank Street Traffic Island	Bacchus Marsh	Millbank Street	GBA4	GBM4	6	MSC	MSC
	Stamford Close	Bacchus Marsh	Main Street	GBA4	GBM4	6	MSC	MSC
	Simmons Reef Road	Blackwood	Intersection Simmons Reef Road	GBA4	GBM4	6	MSC	MSC
	Albert Street/Fitzroy Street (Roundabout)	Darley	Albert Street/Fitzroy Street	GBA4	GBM4	6	MSC	MSC
	Albert Street/Nelson Street (Roundabout)	Darley	Albert Street/Nelson Street	GBA4	GBM4	6	MSC	MSC
	Conn Court Roadend	Darley	Conn Court	GBA4	GBM4	6	MSC	MSC
	Grantleigh Drive	Darley	Corner Cairns/Grantleigh Drives	GBA4	GBM4	6	MSC	MSC
	Halletts Way/Holts Lane (Roundabout)	Darley	Halletts Way/Holts Lane	GBA4	GBM4	6	MSC	MSC
	Halletts Way/Links Road (Roundabout)	Darley	Halletts Way/Links Road	GBA4	GBM4	6	MSC	MSC
	Halletts Way/Wittick Street (Roundabout)	Darley	Halletts Way/Wittick Street	GBA4	GBM4	6	MSC	MSC
	Harry Vallence Drive	Maddingley	Harry Vallence Dr. Road Reserve - Opp 27	GBA4	GBM4	6	MSC	MSC
	Harry Vallence Drive/Duval Street (Roundabout)	Maddingley	Harry Vallence Drive/Duval Street	GBA4	GBM4	6	MSC	MSC
	Labilliere Street/Franklin Street (Roundabout)	Maddingley	Labilliere Street/Franklin Street	GBA4	GBM4	6	MSC	MSC
	Moon Court/Leahy Street (Roundabout)	Maddingley	Moon Court/Leahy Street	GBA4	GBM4	6	MSC	MSC
	Sonny Close Roadend	Maddingley	Sonny Close	GBA4	GBM4	6	MSC	MSC
	Tess Court Roadend	Maddingley	Tess Court	GBA4	GBM4	6	MSC	MSC
	Eddie Toole Park	Bacchus Marsh	159 Main Street	GBB2	GBM1	1	MSC	MSC
	Lerderberg Library / Supper Rooms	Bacchus Marsh	197 Main Street	GBB2	GBM1	1	MSC	MSC
	The Village Green	Bacchus Marsh	193 - 197 Main Street	GBB2	GBM1	1	MSC	MSC
	Rotary Park	Bacchus Marsh	10 Bennett Street	GBB2	GBM1	1	MSC	MSC
	Senior Citizens Centre, Bacchus Marsh	Bacchus Marsh	10 Bennett Street	GBB2	GBM1	1	MSC	MSC
	McLeans Reserve	Ballan	24 Fiskin Street	GBB2	GBM1	1	MSC	MSC
	Moorabool Shire Council Ballan Office	Ballan	15 Stead Street	GBB2	GBM1	1	MSC	MSC
	MSC Darley Civic and Community Hub	Darley	182 Halletts Way	GBB2	GBM1	1	MSC	MSC
	MSC Darley Hub Kindergarten	Darley	182 Halletts Way	GBB2	GBM1	1	MSC	MSC
	Maddingley Park ( Passive )	Maddingley	Grant Street	GBB2	GBM1	1	MSC	MSC
	Rupert Vance Moon Reserve	Bacchus Marsh	Bacchus Marsh Road	GBB3	GBM3	3	MSC	MSC



## GARDEN BEDS

Rupert Vance Moon Rotunda	Bacchus Marsh	Bacchus Marsh Road	GBB3	GBM3	3	MSC	MSC
Masons Lane (Passive)	Bacchus Marsh	Masons Lane	GBB3	GBM3	3	MSC	MSC
Peppertree Park (Inc. Carpark) (3)	Bacchus Marsh	Grant Street	GBB3	GBM3	3	MSC	MSC
Federation Reserve	Darley	Gisborne Road	GBB3	GBM3	3	MSC	MSC
Rodgers Reserve	Darley	Cnr Robertsons Road & Cairns Drive	GBB4	GBM4	6	MSC	MSC
Operations Depot, Maddingley	Maddingley	Kennedy Place	GBB4	GBM4	6	MSC	MSC
Sarino Park Estate Reserve	Maddingley	Harry Vallence Drive	GBB4	GBM4	6	MSC	MSC
Benson Valley Road - River Walk	Darley	Benson Valley Road to Fitzroy Street	GBC4	GBM4	6	MSC	MSC
Morven Way Walkway	Darley	Morven Way	GBC4	GBM4	6	MSC	MSC
Leahy Street Walkway	Maddingley	Leahy Street	GBC4	GBM4	6	MSC	MSC
Werribee River/Peelmans Lane Reserve	Maddingley	Werribee River / Peelmans Lane Reserve	GBC4	GBM4	6	MSC	MSC
Blackwood Garden Bed	Blackwood	Cnr Martin Street & Golden Point Road	GBA4	GBM4	6	MSC	MSC
Dunnstown Roundabout	Dunnstown	Dunnstown - Yendon Road	GBA4	GBM4	6	MSC	MSC
Midland Highway	Elaine	Midland Highway Service Road	GBA4	GBM4	6	MSC	MSC
Moonglow Crescent	Maddingley	12 Moonglow Crescent	GBA3	GBM3	3	MSC	Contractor
Griffith Street	Maddingley	Griffith Street Road Reserve	GBA3	GBM3	3	MSC	Contractor
Pratia Close Walkway	Maddingley	Pratia Close/Porter Avenue	GBC4	GBM4	6	MSC	Contractor
Porter Avenue Pondage	Maddingley	40 Porter Avenue	GBC4	GBM4	6	MSC	Contractor
Parkside Avenue Reserve	Maddingley	13 Parkside Avenue	GBB4	GBM4	6	MSC	Contractor
Stonehill Pondage	Maddingley	75-77 Stonehill Drive	GBA4	GBM4	6	MSC	Contractor
Lomandra Avenue Reserve (Playground)	Maddingley	Lomandra Avenue	GBB4	GBM4	6	MSC	Contractor
Stonehill Drive -Water Basin	Maddingley	Stonehill Drive / Mimulus Road	GBA4	GBM4	6	MSC	Contractor
Cassinia Boulevard - Water Basin (Surrounds)	Maddingley	5 Cassinia Boulevard	GBA4	GBM4	6	Melbourne Water	Contractor
Stonehill Drive Medium Strip	Maddingley	Stonehill Drive	GBA3	GBM3	3	MSC	Contractor
Triandra Court/Lomandra Avenue	Maddingley	Corner Triandra Court/Lomandra Avenue	GBA4	GBM4	6	MSC	Contractor
Bulbine Road /Stonehill Drive	Maddingley	Corner Bulbine Road /Stonehill Drive	GBA4	GBM4	6	MSC	Contractor
Wimpara Court/Stonehill Drive	Maddingley	Corner Wimpara Court/Stonehill Drive	GBA4	GBM4	6	MSC	Contractor
Stonehill Drive	Maddingley	Corner Stonehill Drive	GBA4	GBM4	6	MSC	Contractor

## Appendix L; Play Space Register

# PLAYGROUNDS

MAP REF	ASSET ID	PLAYGROUND NAME	ADDRESS	OWNERSHIP	MAINTAINED BY	HIERARCHY
	PLG_017415	Barbara Court Recreation Reserve Playground	4 BARBARA COURT BACCHUS MARSH 3340	MSC	MSC	PSA3
	PLG_017416	Beresford Crescent Recreation Reserve Playground	GISBORNE ROAD DARLEY 3340	MSC	MSC	PSA3
	PLG_017417	Clarinda Street Recreation Reserve Playground	WHITE AVENUE BACCHUS MARSH 3340	MSC	MSC	PSA3
	PLG_017418	Darley Park Playground	11 FITZROY STREET DARLEY 3340	MSC	MSC	PSA2
	PLG_017419	Darley BMX Park	11 FITZROY STREET DARLEY 3340	MSC	MSC	PSD2
	PLG_017420	Federation Park Playground	GISBORNE ROAD DARLEY 3340	MSC	MSC	PSA2
	PLG_017421	Gleneagles Court Recreation Reserve Playground	SWANS ROAD DARLEY 3340	MSC	MSC	PSA3
	PLG_017422	Hillview Estate Recreation Reserve Playground	GUY PLACE MADDINGLEY 3340	MSC	MSC	PSA3
	PLG_017423	Jonathan Drive Recreation Reserve Playground	31A JONATHAN DRIVE DARLEY 3340	MSC	MSC	PSA3
	PLG_017424	Lidgett Street Recreation Reserve Playground	13A SHEA STREET BACCHUS MARSH 3340	MSC	MSC	PSA3
	PLG_017425	Maddingley Park Adventure Playground	TAVERNER STREET MADDINGLEY 3340	MSC	MSC	PSA1
	PLG_017426	Maddingley Park Toddler's Playground	TAVERNER STREET MADDINGLEY 3340	MSC	MSC	PSA1
	PLG_017427	Maddingley Park liberty Swing Playground	TAVERNER STREET MADDINGLEY 3340	MSC	MSC	PSA1
	PLG_017428	Powlett Street Recreation Reserve Playground	MCCRAE STREET MADDINGLEY 3340	MSC	MSC	PSA3
	PLG_017429	Rogers Reserve Playground	2A CAIRNS DRIVE DARLEY 3340	MSC	MSC	PSA2
	PLG_017430	Rotary Park Playground	10 BENNETT STREET BACCHUS MARSH 3340	MSC	MSC	PSA2
	PLG_017431	Rotary Park Skate Park	10 BENNETT STREET BACCHUS MARSH 3340	MSC	MSC	PSC2
	PLG_017432	Young Street Preschool Playground	10 BENNETT STREET BACCHUS MARSH 3340	MSC	Other	PSA2
	PLG_017433	Caledonian Park Playground	BALLAN-GREENDALE ROAD BALLAN 3342	MSC	MSC	PSA2
	PLG_017434	McLean Reserve Playground	24 FISKEN STREET BALLAN 3342	MSC	MSC	PSA2
	PLG_017435	Mill Park Reserve Playground	SIMPSON STREET BALLAN 3342	MSC	MSC	PSA3
	PLG_017436	Timaru Estate Recreation Reserve Playground	17 SILVERDALE DRIVE DARLEY 3340	MSC	MSC	PSA3
	PLG_017437	Bacchus Marsh Civic and Community Hub Playground	182 HALLETTS WAY DARLEY 3340	MSC	MSC	PSA2
	PLG_017438	Grantleigh Estate Recreation Reserve Playground	34 GRANTLEIGH DRIVE DARLEY 3340	MSC	MSC	PSA3
	PLG_017439	Dunnstown Recreation Reserve Playground	2855 OLD MELBOURNE ROAD DUNNSTOWN 3352	MSC	MSC	PSA2
	PLG_017440	Elaine Recreation Reserve Playground	5213 MIDLAND HIGHWAY ELAINE 3334	MSC	MSC	PSA2
	PLG_017442	Paddock Creek Reserve Playground	14 LYNDHURST STREET GORDON 3345	MSC	MSC	PSA3
	PLG_017443	Greendale Recreation Reserve Playground	5 BRADYS LANE GREENDALE 3341	MSC	MSC	PSA2
	PLG_017444	Hopetoun Park Recreation Reserve Playground	HAMMOND CIRCUIT HOPETOON PARK 3340	MSC	MSC	PSA3
	PLG_017445	Lal Lal Falls Recreation Reserve Playground	LAL LAL FALLS ROAD LAL LAL 3352	MSC	MSC	PSA3
	PLG_017446	Millbrook Community Centre Playground	1980 OLD MELBOURNE ROAD MILLBROOK 3352	MSC	MSC	PSA3
	PLG_017447	Sarino Park Playground	HARRY VALLENCE DRIVE MADDINGLEY 3340	MSC	MSC	PSA3
	PLG_017448	Navigators Recreation Reserve Playground	344 NAVIGATORS ROAD NAVIGATORS 3352	MSC	MSC	PSA3
	PLG_017449	Wallace Kindergarten Playground	729 BUNGAREE-WALLACE ROAD WALLACE 3352	MSC	Other	PSA2
	PLG_017450	Wallace Recreation Reserve Playground	15 ORMOND ROAD WALLACE 3352	MSC	MSC	PSA2
	PLG_017451	McLeod Drive Recreation Reserve Playground	25A MCLEOD DRIVE DARLEY 3340	MSC	MSC	PSA3
	PLG_017452	Lerderberg Children's Centre Playground	75 ALBERT STREET DARLEY 3340	MSC	MSC	PSA2
	PLG_017453	Ballan Preschool Playground	88 SIMPSON STREET BALLAN 3342	MSC	MSC	PSA2
	PLG_017622	Carberry Drive Recreation Reserve Playground	CARBERRY DRIVE HOPETOON PARK 3340	MSC	MSC	PSA3
	PLG_017629	Stone Hill Estate Recreation Reserve Playground	LOMANDRA ROAD MADDINGLEY 3340	MSC	MSC	PSA3

PLG_038723	Maddingley Park Fitness Circuit	Fitness Circuit	TAVERNER STREET MADDINGLEY 3340	MSC	MSC	PSB1
PLG_040972	Essence Estate Playground		19 PARKSIDE AVENUE MADDINGLEY 3340	MSC	MSC	PSA3
PLG_017441	Gordon Public Park Playground		49 MAIN STREET GORDON 3345	DELWP	CoM	
PLG_017616	Ballan Recreation Reserve Playground		5 COWIE STREET BALLAN 3342	DELWP	CoM	
PLG_017617	Ballan Recreation Reserve Skate Park	Skate Park	5 COWIE STREET BALLAN 3342	DELWP	CoM	
PLG_017618	Baliang Recreation Reserve Playground		1265 BACCHUS MARSH-BALLIANG ROAD BALLIANG 3 DELWP	DELWP	CoM	
PLG_017619	Beremboke Recreation Reserve Playground		BLACKS ROAD BEREMBOKE 3342	DELWP	CoM	
PLG_017620	Bullarook Recreation Reserve Playground		SPRINGBANK ROAD BULLAROOK 3352	DELWP	CoM	
PLG_017621	Bungaree Recreation Reserve Playground		279 BUNGAREE-WALLACE ROAD BUNGAREE 3352	DELWP	CoM	
PLG_017623	Korweinguboora Recreation Reserve Playground		1399 BALLAN-DAYLESFORD ROAD SPARGO CREEK 34 DELWP	DELWP	CoM	
PLG_017624	Mount Wallace Hall Playground		32 MOUNT WALLACE HALL ROAD MOUNT WALLACE DELWP	DELWP	CoM	
PLG_017625	Myrniong Recreation Reserve Playground		SHUTER STREET MYRNIONG 3341	DELWP	CoM	
PLG_017626	Mount Egerton Community Hall Playground		69 MAIN ROAD MOUNT EGERTON 3352	DELWP	CoM	
PLG_017627	Mount Egerton Recreation Reserve Playground		RESERVE ROAD MOUNT EGERTON 3352	DELWP	CoM	
PLG_017628	Pykes Creek Reserve Playground		219 PYKES CREEK ROAD MYRNIONG 3341	SRW	SRW	
PLG_017630	Yendon Recreation Reserve Playground		POPE STREET YENDON 3352	DELWP	CoM	
PLG_017631	Merrimu Reservoir Playground		GISBORNE ROAD COIMADAI 3340	SRW	SRW	
PLG_017632	McDonalds Restaurant Playground		17 GISBORNE ROAD BACCHUS MARSH 3340	Private	-	

## Appendix M; Public Amenities Register

## PUBLIC CONVENIENCES

MAP REF	ASSET ID	ASSET NAME	ASSET TYPE	OWNERSHIP	MAINTAINED BY	HIERARCHY
	BLG_040047	Darley Park	Public Toilet	DELWP	MSC	PCA2
	BLG_040053	Eddie Toole Place	Public Toilet	MSC	MSC	PCA1
	BLG_040055	Federation Park	Public Toilet	MSC	MSC	PCA2
	BLG_040057	Gell St	Public Toilet	MSC	MSC	PCA1
	BLG_040074	Maddingley Park	Public Toilet	DELWP	MSC	PCA2
	BLG_040200	McLean Reserve	Public Toilet	MSC	MSC	PCA2
	BLG_040226	Mill Park	Public Toilet	DELWP	MSC	PCA3
	BLG_040244	Blackwood Recreation Reserve	Public Toilet	DELWP	MSC	PCA3
	BLG_040271	Pioneer Reserve	Public Toilet	DELWP	MSC	PCA3
	BLG_040273	Gordon Tennis Courts	Public Toilet	DELWP	MSC	PCA3
	BLG_040274	Egans Reserve	Public Toilet	MSC	MSC	PCA3
	BLG_040276	Lal Lal Falls Reserve	Public Toilet	DELWP	MSC	PCA3
	BLG_040307	Moon Reserve	Public Toilet	MSC	MSC	PCA1
	BLG_040324	Werribee Vale Road Toilets	Public Toilet	DELWP	MSC	PCA3
		Ballan Recreation Reserve	Public Toilet	DELWP	MSC	PCA3
		Myrniong Recreation Reserve	Public Toilet	DELWP	MSC	PCA3
	BLG_040150	Bacchus Marsh Racecourse & Recreation Reserve	Public Toilet	DELWP	CoM	
	BLG_040265	Elaine Recreation Reserve	Public Toilet	MSC	CoM	

## BARBEQUES

MAP REF	RESERVE NAME	ADDRESS	LOCALITY	OWNER	QUANTITY	HIERARCHY
	Rupert Vance Moon Reserve	Bacchus Marsh Road	Bacchus Marsh	MSC	1	BB2
	Rotary Park & Quamby Centre	10 Bennett Street	Bacchus Marsh	MSC	1	BB2
	Mill Park (2)	Simpson Street	Ballan	DELWP	1	BB2
	Bacchus Marsh Civic & Community Hub	182 Halletts Way	Darley	MSC	1	BB2
	Egans Reserve (NSP)	Ballan-Greendale Road	Greendale	MSC	1	BB2
	Lal Lal Falls Reserve	Harris Road	Lal Lal	DELWP	1	BB3
	Maddingley Park (Passive)	Grant Street	Maddingley	DELWP	1	BB2
	Myrniong Recreation Reserve	Shuter Street	Myrniong	DELWP	1	BB3

## DOG BAG UNITS

MAP REF	RESERVE NAME	ADDRESS	LOCALITY	OWNER	QUANTITY	HIERARCHY
	Eddie Toole Park	159 Main Street	Bacchus Marsh	MSC	1	DB1
	Lidgett St Reserve	Lidgett Street	Bacchus Marsh	MSC	1	DB2
	Masons Lane Reserve	Masons Lane	Bacchus Marsh	MSC	3	DB1
	Moon Reserve	Bacchus Marsh Road	Bacchus Marsh	MSC	1	DB1
	Peppertree Park	Grant Street	Bacchus Marsh	MSC	2	DB1
	Mill Park	Ballan - Greendale Road	Ballan	DELWP	1	DB1
	McLeans Reserve	24 Fischen Street	Ballan	MSC	1	DB1
	Ballan Recreation Reserve	5 Cowie Street	Ballan	DELWP	1	DB2
	Bacchus Marsh Civic & Community Hub	182 Halletts Way	Darley	MSC	1	DB2
	Darley Park	11 Fitzroy Street	Darley	DELWP	3	DB1
	Lerderberg Park Road	Int. Lerderberg Park Rd & (Darley	Darley	MSC	1	DB1
	Lerderberg River Walk	Holts Lane	Darley	MSC	1	DB1
	Gordon Tennis Club	45 Main Street	Gordon	DELWP	1	DB2
	Paddock Creek Reserve	14 Lyndhurst Street	Gordon	DELWP	1	DB2
	Maddingley Park	Taverner Street	Maddingley	DELWP	3	DB1





**Moorabool Shire Council**

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Version 1.0

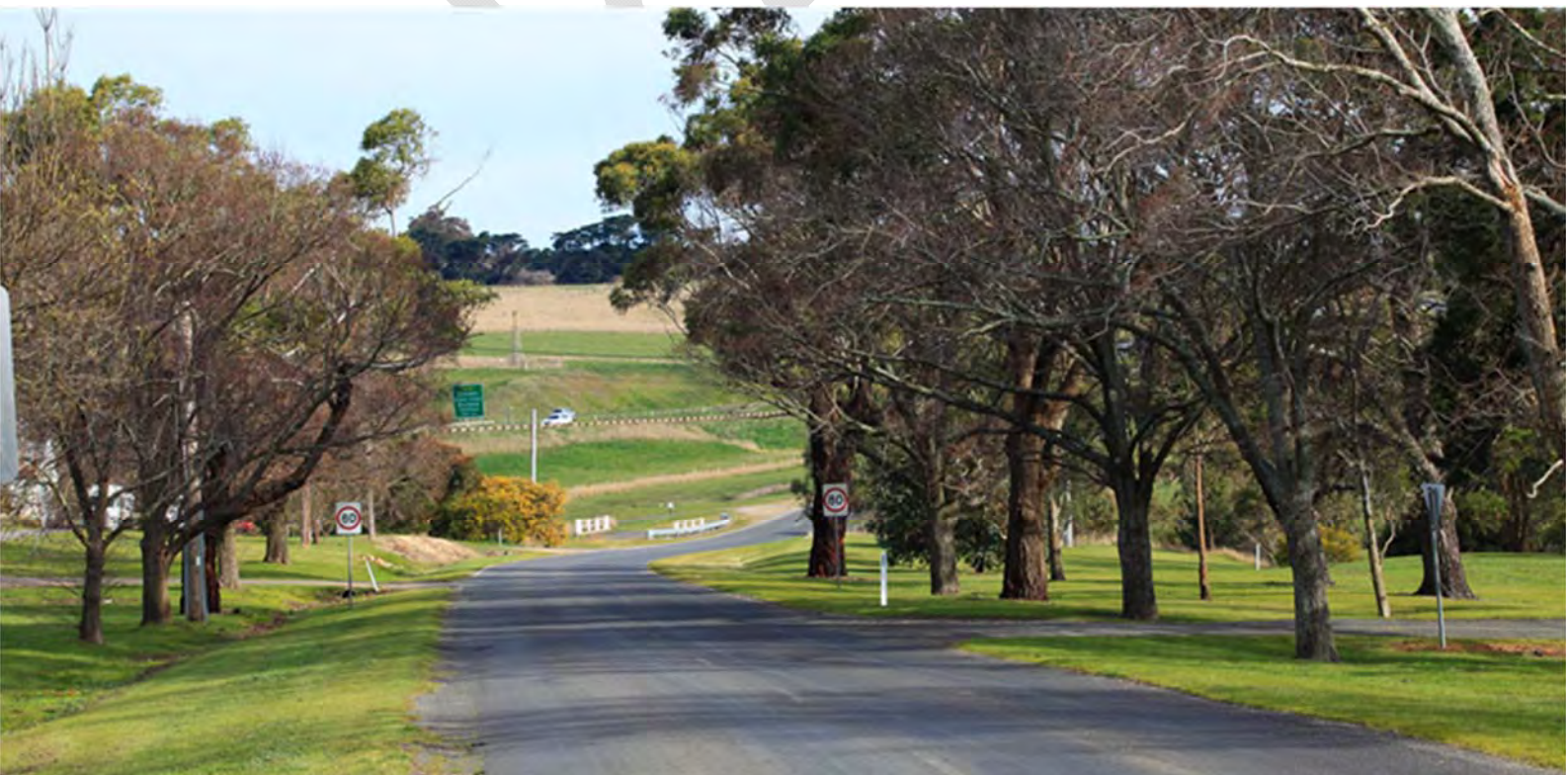
April 2018

# Attachment - Item 11.4.3b

# Open Space & Roadside Mowing Service Review

Operations Unit  
April 2018

SAFE



# Contents

Executive Summary .....	3
1.0 Scope .....	4
1.1 Project Team and resources .....	4
1.2 Project Scope .....	4
2.0 Open Space Maintenance .....	5
2.1 Purpose of service .....	5
2.2 Open Space Maintenance Management Plan (Draft) .....	5
2.3 Assessment of current practices .....	6
2.4 Documentation of Service Levels .....	6
2.5 Implementation of OSMMP (Draft) .....	7
2.6 Results of the Annual Community Satisfaction Survey 2017 .....	7
2.7 Survey of our Customers – Community Engagement .....	8
3.0 Service Delivery Options and Modelling .....	9
3.1 Open Space .....	10
Option 1; Implementation of peak/off peak maintenance frequencies .....	10
Option 2; Consideration of future development .....	11
3.2 Roadsides .....	11
Option 3; Implementation of Roadsides ‘Fit to Principles’ assessment .....	11
Option 4; Consideration of the Bushfire Management Overlay .....	12
4.0 Recommendations .....	13

## Executive Summary

### Background

Moorabool Shire Council is a fast growing, semi-rural municipality, responsible for the provision of maintenance services for a variety of Council assets and seeks to provide clean, safe and fit for purpose recreation spaces for residents and visitors alike. Council also provides a range of services in roads, waste and many other areas.

A Service review has been conducted of Council's Open Space maintenance delivered through the Council's Operations Unit to inform the recently drafted Open Space Maintenance Management Plan (OSMMP). The OSMMP identifies responsibilities, maintenance standards and inspection regimes required to manage the Shire's open space assets into the future.

A review of the provision of services has been prompted by an increased expectation from the community for improvement in service levels and the need to clearly identify maintenance priorities for an ever-increasing asset base. Previously, similar levels of service have been applied across other assets irrespective of need. This type of service provision can be inefficient, unsustainable and does not always reflect community expectation.

### Scope of the review

The purpose of this review is to provide an overview of the open space mowing services currently provided by Council and the options for Council in relation to service delivery into the future.

Typically a service review is undertaken to determine whether we wish to provide this particular service to the community, and the associated impacts with changes to service delivery. In this instance, it is widely accepted that Council provide the service of open space and roadside maintenance within the municipality. Given this, a number of options were explored with consideration to current staffing levels and service levels we are providing the community.

### Options

The following options were modelled in this service review:

OPTIONS	
Option 1	The implementation of peak/off peak maintenance frequencies that would allow amendments to the service levels due to seasonal variation.
Option 2	<p>Consideration has been given to open space maintenance requirements of land that will be gifted to Council in the near future. That is, open space that has been developed and is currently under maintenance control of the developer. Segments of open space that are due for handover in the next 12 months between April 2018 and the end of the 2018/19 financial year has been reviewed.</p> <p>As such, it is imperative staffing requirements are reviewed on an annual basis to ensure there is adequate capacity within the team to undertake maintenance activities and ensure service levels are maintained.</p>
Option 3	Implementation of roadsides 'fit to principles' assessment. An assessment of roadside slashing has occurred against the general 'principles for maintenance' within road reserves as detailed below;

OPTIONS	
	<ol style="list-style-type: none"> <li>1. Council owned/managed land will be maintained</li> <li>2. All road reserves adjacent to Council owned/managed land will be maintained in conjunction with the reserve</li> <li>3. All road reserves abutting public authority land will be maintained (urban)</li> <li>4. Land with no street frontages, where there are multiple adjoining private properties, will be maintained (urban)</li> <li>5. Road reserves where there is residential frontage will not be maintained</li> <li>6. Avenues of Honour on Council owned/managed land will be maintained</li> <li>7. Town entrances will be maintained</li> <li>8. Pre-existing rural sealed roads will be maintained</li> <li>9. Unsealed roads will not be maintained</li> <li>10. Roadsides meeting the principles above will be serviced as per the adopted classification</li> </ol> <p>The assessment of currently maintained roadsides against the maintenance principles above will see 210 roads of the 603 roads removed from the register (equating to 35%).</p>
Option 4	<p>Consideration of slashing roadsides in the Wildfire Management Overlay (WMO). The WMO is a planning control designed to ensure that protection measures are included where new development occurs, to reduce the risk of wildfire threat to people and property.</p> <p>The areas covered by the Overlay are generally identified by the Country Fire Authority (CFA) as being land capable of supporting a wildfire which would pose a significant threat to life and property. The main factors which determine the level of risk associated with wildfire include contour, orientation, vegetation density and type.</p> <p>An assessment has been undertaken that identifies an estimated 335km of our road network is within the WMO, of which we currently mow 115km.</p>

## 1.0 Scope

### 1.1 Project Team and resources

Project Owner – Phil Jeffrey, General Manager Infrastructure

Project Manager – Daniel Smith, Manager Operations

Project Contributors:

- Finance Staff
- Parks & Gardens Staff

The review of the service has been undertaken in-house.

### 1.2 Project Scope

The scope of this review includes:

- Historical and current service provision;
- Analysis of Council's current position;
- Options for consideration; and
- Financial implications.

## 2.0 Open Space Maintenance

### 2.1 Purpose of service

Council is responsible for the provision of maintenance services for a variety of Council assets, and seeks to provide clean, safe and fit for purpose recreation spaces for both residents and visitors. Council also provides a range of services in waste, roads and many other areas.

Open space maintenance generally consists of the following areas;

- Grass mowing (reserves)
- Grass mowing (roadsides)
- Garden Bed Maintenance
- Sanitary Cleaning
- Playground Maintenance
- Furniture Maintenance
- Barbeque Maintenance
- Pest Control
- Weed Treatment
- Active Sportsground Maintenance
- Irrigation System Maintenance

### 2.2 Open Space Maintenance Management Plan (Draft)

A draft Open Space Maintenance Management Plan (OSMMP) has been developed to define the service levels associated with open space within the Shire where previously a published management plan for the provision of this service to the community had not been in place.

A review of the provision of services has been prompted by an increased expectation from the community for improvement in service levels and the need to clearly identify maintenance priorities for an ever-increasing asset base. Previously, similar levels of service have been applied across other assets irrespective of need. This type of service provision can be inefficient, unsustainable and does not always reflect community expectation.

The OSMMP aims to narrow the gap between current service levels and community expectations, remove ad hoc reactive service provision and provide the community with certainty and predictability in asset servicing. In addition, the plan seeks to provide a level of service that maintains the quality and condition of Council's assets.

Specifically, the OSMMP defines:

- the assets which Council has maintenance and cleaning responsibilities on behalf of the community



- the responsibilities of Council in relation to management and maintenance of the assets for maintenance purposes
- the standards of performance and frequencies which Council can afford.
- cost effectiveness and best value

The OSMMP has been developed to:

- Define the hierarchy of maintenance services
- Mitigate risk and manage civil liability
- Demonstrate Council is responsibly managing the maintenance service
- Manage community expectations in relation to required maintenance services

### 2.3 Assessment of current practices

An assessment of our current maintenance activities has occurred throughout the development of the draft OSMMP, with a number of open space land parcels identified as not requiring a mowing service due to topography or lack of vegetation.

An assessment of roadside mowing has also occurred. A number of roadsides not requiring maintenance due to an absence of vegetation has been identified.

Further to this, the review has identified a number of open space areas that have a Committee of Management that we historically maintain and question whether our approach is consistent.

#### Staffing

Current staffing levels with the Parks team associated with mowing include 9 full time employees (9EFT) and 2 apprentices that provide support to the in-house teams, along with contractors who are engaged to perform particular activities that allows the organisation to sustain our current service levels. An estimated \$273,535 is spent on external contractors to achieve the current service levels we are providing the community.

#### Financial Overview - Current

	OPEN SPACE	ROAD RESERVES	GARDEN BEDS	TOTAL
Annual Cost Staff-time	\$355,943	\$262,303	\$47,651	\$665,897
Annual Plant Costs	\$209,770	\$160,632	\$39,598	\$410,000
Annual Contractor Charge	\$82,055	\$148,766	\$42,715	\$273,535
<b>Total (total)</b>	<b>\$647,769</b>	<b>\$571,701</b>	<b>\$129,964</b>	<b>\$1,349,433</b>

### 2.4 Documentation of Service Levels

One of the desired outcomes is for the organisation to achieve satisfaction from its community for the service levels and cost of the services it provides. The services provided must be financially sustainable and affordable.

Existing service levels have been reviewed and a hierarchy of open space and roadsides developed. Open Space and roadside assets have been classified based on their asset type and hierarchy, and are detailed below;

Table A.1 Classification of Open Space

ASSET TYPE	HIERARCHY				
		Primary	Township	Local	Minor
		1	2	3	4
Active Sports Fields	A	A1	A2	-	-
Passive Parks	B	B1	B2	B3	B4
Linear Linkages	C	-	-	C3	C4
Undeveloped Land	D	-	-	D3	D4
Conservation Land	E	-	-	E3	E4

Table B.1 Classification of Roadsides

ASSET TYPE	HIERARCHY			
		Urban	Rural (Townships)	Rural (Other)
		1	2	3
Town Centres	A	RA1	-	-
Town Entrances	B	-	RB2	-
Road Reserves	C	RC1	RC2	RC3
Roadends	D	RD1	RD2	-
Priority Access/Egress Roads	E	-	RE2	-
Strategic Fire Suppression Roads	F	-	RF2	-
Fire Control Line Roads	G	-	RG2	-

An associated maintenance frequency has then been applied to particular classifications and can be found in appendices to the draft OSMMP.

## 2.5 Implementation of OSMMP (Draft)

A review of current maintenance frequencies has occurred relating to open space (amenity) mowing and roadside mowing/slashing activities within the Shire.

Of Council's public land, a total of 214ha (or 32%) of open space is currently maintained by MSC with the internal parks team mowing 125ha and external contractors mowing 89ha.

Of Council's 1440km road network, a total of 583km (or 41%) currently receive a roadside mowing or slashing service. This equates to 591 individual locations, with a combination of amenity mowing and fire prevention activities occurring.

The draft OSMMP aims to define a classification of open space and roadsides based on their asset type and hierarchy, and apply an associated maintenance frequency to specific classifications.

## 2.6 Results of the Annual Community Satisfaction Survey 2017

The 2017 Community Satisfaction Survey showed a decline on the measures of appearance of public areas. This result is below both the state-wide and large rural council averages. However, while there is room for improvement on the rural and state-wide scale, appearance of public spaces ranked as the second best performing service that Council provides, behind waste management.

This service is rated as the fourth most important service by residents. There was an 11 point margin where stated importance exceeds rated performance (75 – 64). It was recommended that Council pay particular attention to areas where this margin exceeds 10 points.



Figure 1. Individual Service Areas Index Score Summary, Importance vs. Performance.

Source: JWS Summary of Research, Community Satisfaction Survey 2017 – Moorabool Shire Council.

## 2.7 Survey of our Customers – Community Engagement

Information obtained from Council’s Community Satisfaction Survey (2017) and a review of historic requests within Council’s Customer Request Management System have been used to inform the current service levels as detailed within the draft OSMMP.

Further community engagement on the draft OSMMP was undertaken in December 2017 to ensure community views on proposed service levels were considered.

At the conclusion of the public consultation period, 3 submissions were received. A summary of those submissions and an officer response is outlined in the table below.

Submission 1
<p><u>Summary:</u> The submission raises concerns in relation to the reduction of mowing in front of 22 Blackwood Street, Ballan. There are no driveways fronting this road reserve, and the resident has been appreciative of this mowing service in the past.</p> <p>The submission also requests consideration of increasing the mowing frequency at the northern entrance of Ballan from two cuts to four cuts (or more).</p>
<p><u>Response:</u> The OSMMP outlines Council’s responsibilities, maintenance standards and inspection regimes required to manage its open space assets.</p>

<p>The location in question is classified as a town entrance under the OSMMP and will receive a six weekly mow in peak times, and during off peak times will be mown every eight weeks.</p> <p>No amendments to the OSMMP are recommended as a result of this submission.</p>
<p><b>Submission 2</b></p>
<p><u>Summary:</u> The submission states that Council maintains around the Navigators memorial trees, and has requested if this is a service that could be extended to Yendon.</p>
<p><u>Response:</u> The OSMMP outlines Council’s responsibilities, maintenance standards and inspection regimes required to manage its open space assets.</p> <p>The avenue along Navigators Road currently receives a six weekly mowing service, and through the implementation of this plan will continue to receive a six weekly mowing service. Town entrances and the town centre of Yendon will also see a six weekly mowing service introduced.</p> <p>No amendments to the OSMMP are recommended as a result of this submission.</p>
<p><b>Submission 3</b></p>
<p><u>Summary:</u> The submission requests that Council consider mowing Racecourse Road (from Dehnerts Road to Daylesford Road), due to fire hazards and snakes entering their adjacent property.</p>
<p><u>Response:</u> Maintenance of roadsides (specifically grass mowing/slashing) has been reviewed and documented within the Roadside Mowing Service Review. A hierarchy has been applied that provides guidance relating to frequency of grass mowing.</p> <p>Racecourse Road is classified as a Rural Road (Other) within the rural township and currently receives roadside slashing once per year. Through this review, Racecourse Road meets the ‘fit for principles’ assessment that has been undertaken. Given it’s a sealed road, it is proposed to retain Racecourse Road on the mowing register.</p> <p>No amendments to the OSMMP are recommended as a result of this submission.</p>

It is recommended that no amendments to the plan or service review document are required as a result of the submissions.

### 3.0 Service Delivery Options and Modelling

Development of the draft OSMMP has provided an opportunity to undertake a service review relating to Open Space (amenity mowing) and Roadsides (grass slashing).

Typically a service review is undertaken to determine whether we wish to provide this particular service to the community, and the associated impacts with changes to service delivery. In this instance, it is widely accepted that Council provide the service of open space and roadside maintenance within the municipality. Given this, a number of options were explored in relation to service levels with consideration to current staffing levels and service levels we are providing the community.

The service delivery modelling undertaken includes a range of assumptions as detailed below;

- Estimate of mowing hours per site.
- Estimate of travel time to each site.
- Estimate of staff numbers per site.
- Estimated fleet costings.
- Estimated total workable hours. This is based on a 38 hour week and 52 week working year, less 4 weeks annual leave and 2 weeks sick leave, and a 5% allowance for staff meetings, training and servicing of plant and equipment.

Calibration of the model has occurred to reflect current staffing levels and external contractor usage.

### 3.1 Open Space

#### Option 1; Implementation of peak/off peak maintenance frequencies

Consideration has been given to the implementation of a peak and off peak maintenance frequency that would see frequencies amended due to seasonal requirements.

The peak mowing season is typically August-December and April-May (7 months in total). In the event an off peak frequency is introduced, frequencies would be lengthened by 1 week (i.e. – 2 weeks to 3 weeks) and see activities such as grass mowing and litter collection occur on a less frequent basis.

However, in the event peak and off peak maintenance frequencies were introduced, this would provide additional capacity during the off peak season to undertake activities including mulching, minor park improvements and tree maintenance activities that are typically undertaken on an infrequent basis.

	Total (Open Space, Roadsides, Garden Beds)		
	CURRENT	OSMMP	Peak/Off Peak frequencies
<b>Staff</b>			
FTE Required (Total)	11.0	10.54	9.45
<b>Costs</b>			
Annual Cost Staff-time (total)	\$665,897	\$638,246	\$572,313
Annual Plant Costs (total)	\$410,000	\$394,729	\$355,062
Annual Contractor Charge	\$273,535	\$337,839	\$334,540
<b>Total (total)</b>	<b>\$1,349,433</b>	<b>\$1,370,815</b>	<b>\$1,261,916</b>

The figures above include reserve mowing, roadside slashing, garden bed maintenance and sports field mowing services.

Although this is the model outcome above, what this demonstrates is that the implementation of off peak frequencies would see capacity built within the team and allow for some maintenance of open space reserves currently undertaken by contractors, maintained by council staff. More specifically, this model would reduce our expenditure on contractors to maintain Open Space assets by \$26,086,

and reduce our expenditure on contractors to perform roadside slashing for locations that have a maintenance frequency greater than once per year by \$12,000.

#### Recommendation;

- Option 1 '*Implementation of peak/off peak maintenance frequencies*' be implemented
- That a business case be developed to investigate undertaking sports field maintenance in house.

#### Option 2; Consideration of future development

Consideration has been given to open space maintenance requirements of land that will be gifted to Council in the near future. That is, open space that has been developed and is currently under maintenance control of the developer. Segments of open space within the following developments is due for handover between April 2018 and the end of the 2018/19 financial year;

- Mason Views Development
- Underbank Development
- Riverbend Development
- Essence Development
- Stonehill Development
- Darley Views Development
- Eclipse Development
- Bellevue Tops Development
- O'Leary Way Extension

As assessment has been undertaken that identifies an estimated 1.0EFT staffing requirement is essential following completion of works to maintain this open space.

As such, it is imperative staffing requirements are reviewed on an annual basis to ensure there is adequate capacity within the team to undertake maintenance activities and ensure service levels are maintained.

#### Recommendation;

- Approval of the new budget initiative 'Parks and Gardens Unit Resource Increase' for an additional staff member.

### 3.2 Roadsides

#### Option 3; Implementation of Roadsides 'Fit to Principles' assessment

An assessment has been undertaken of roadsides we currently mow in both rural and urban areas. Upon further discussion with staff as to why we mow various areas, it became apparent an adhoc approach has been applied in the past and activities being undertaken were historical agreements, locations that had multiple complaints from residents or councillor requests. It is viewed by officers that this model is unsustainable moving forward. Given this, officers have developed general principles for maintenance to streamline this process.

An assessment of roadsides has occurred against the proposed ‘principles for maintenance’ within road reserves as detailed below.

### Principles for Maintenance

1. Council owned/managed land will be maintained
2. All road reserves adjacent to Council owned/managed land will be maintained in conjunction with the reserve
3. All road reserves abutting public authority land will be maintained (urban)
4. Land with no street frontages, where there are multiple adjoining private properties, will be maintained (urban)
5. Road reserves where there is residential frontage will not be maintained
6. Avenues of Honour on Council owned/managed land will be maintained
7. Town entrances will be maintained
8. Pre-existing rural sealed roads will be maintained
9. Unsealed roads will not be maintained
10. Roadsides meeting the principles above will be serviced as per the adopted classification

The assessment of currently maintained roadsides against the maintenance principles above will see 210 roads of the 603 roads removed from the register (equating to 35%).

	Total (Roadsides)	
	CURRENT	Implementation of ‘Fit for Principles’
Annual Cost Staff-time (total)	\$262,303	\$254,651
Annual Plant Costs (total)	\$160,632	\$155,635
Annual Contractor Charge	\$148,766	\$112,116
<b>Total (total)</b>	<b>\$571,701</b>	<b>\$522,403</b>

Although this is the model outcome above, what this demonstrates is that the implementation of fit for principles would see fire management slashing and roadside slashing on sealed roads undertaken by contractors (no change), and township amenity mowing undertaken by in-house parks crews. This results in contractor cost savings of \$36,650.

### Recommendation;

- That Option 3 ‘Roadsides Fit to Principles assessment’ be implemented.
- That Option 2 ‘Consideration of future development’ be implemented, and approval of the new budget initiative ‘Parks and Gardens Unit Resource Increase’ for an additional staff member.

### Option 4; Consideration of the Bushfire Management Overlay

The Bushfire Management Overlay (BMO) is a planning control designed to ensure that protection measures are included where new development occurs, to reduce the risk of bushfire threat to people and property. As a result of heightened wildfire awareness municipalities across Victoria appear to be introducing more and more BMOs in areas previously not considered substantial fire risks.

The areas covered by the Overlay are generally identified by the Country Fire Authority (CFA) as being land capable of supporting a bushfire which would pose a significant threat to life and property. The



main factors which determine the level of risk associated with wildfire include contour, orientation, vegetation density and type.

An assessment has been undertaken that identifies an estimated 335km of our road network is within the BMO, of which we currently mow 115km. In the event consideration is given to maintain road reserves within the BMO and Municipal Fire Management Plan only, a saving of \$45,000 is estimated.

#### Recommendation;

- We do not recommend this option be pursued, as this is not a requirement under our Municipal Fire Management Plan 2014-2017.

## 4.0 Recommendations

The primary benefit of the OSMMP is to transparently establish service levels and standards. Two critical aspects to be considered when setting these standards are that they are reasonable and they are always achievable.

Inherent in the notion of reasonable is an acknowledgement that Council does not have unlimited resources or funds. Whilst aspiring to achieve better standards, the primary consideration is that Council sets reasonable standards and is able to meet those commitments.

Given this, a service review has occurred and taken into consideration various scenarios that influence internal staffing and external contractor requirements, with consideration given to current budget limitations and the level of service we provide to the community.

It is recommended that;

- Option 1 '*Implementation of peak/off peak maintenance frequencies*' be implemented, and current contractor budget allocation transferred to staff time.
- That Option 2 '*Consideration of future development*' be implemented and approval of the new budget initiative 'Parks and Gardens Unit Resource Increase' for an additional staff member. That Option 3 '*Roadsides Fit to Principles assessment*' be implemented following community engagement process.
- Bring all mowing services in house, other than fire slashing, sealed roadside mowing, sports fields and open spaces requiring specialised plant.
- That a business case be developed to investigate undertaking sports field maintenance in house.

## 11.4.4 Draft Municipal Rate Strategy 2018/19

### Introduction

Author: Jacinta Erdody/Steve Ivelja  
General Manager: Phil Jeffrey

### Background

Council's existing Rate Strategy was initially adopted in May 2014 for a period of two years. Since that time, annual reviews of the strategy have been undertaken and the document formally adopted on two further occasions. The existing strategy is due to expire in May 2018 and the Council Plan 2017-2021 identified an action to conduct a Rate Strategy Review.

During the review, a number of assemblies were held with Councillors, covering a broad spectrum of rate issues encompassing legislative requirements through to the specifics of the Moorabool rate structure. A thorough review of rate categories and associated levels was undertaken and subsequently modelled to understand the impact of change to the different rate categories.

At the 7 February 2018 OMC, a draft Municipal Rate Strategy was presented to Council where the following was adopted:

*That Council:*

- 1. subject to points 4 and 5, endorses the draft Municipal Rate Strategy 2018-2022 for the purposes of public exhibition for a period of four weeks.*
- 2. enhance the opportunity for the community to respond by all methods available to the community.*
- 3. receives a further report at the conclusion of the exhibition period for consideration of feedback and finalisation Municipal Rate Strategy 2018-2022.*
- 4. That the Municipal charge be removed from the proposed rate strategy.*
- 5. That the farming rate remains status quo.*

Moorabool's communities were subsequently consulted with the opportunity to provide feedback on the proposed Municipal Rate Strategy which progressively implements changes over the four year plan of the strategy.

It should also be noted, that with the issue of the 2018/19 Rate and Valuation Notices, the final biennial valuation (2018 General Revaluation) will be implemented. From the 2019/2020 financial year, ratepayers will then experience annual valuation changes through the recent amendments to the Valuation of Land Act 1960.

## Proposal

Below is a summary of the rate model that was put out for consultation with Moorabool's Community:

Model #	Summary of model	Change from existing
3	Consolidation of some vacant land categories and a change in levels for some categories	<p>Over a four year plan transition to the consolidation of vacant land categories with lower levels and reduce levels of other existing categories.</p> <p>Summary of Key Features</p> <ol style="list-style-type: none"> <li>1. Consolidation and reduction of some vacant land categories being;               <ol style="list-style-type: none"> <li>a. Vacant land General progressively reduced from 2.1 to 2.0</li> <li>b. Vacant land GRZ progressively reduces from 2.5 to 2.0</li> <li>c. Vacant land Commercial / Industrial progressively reduces from 2.6 to 2.0</li> </ol> </li> <li>2. Commercial / Industrial progressively reduces from 1.6 to 1.5</li> <li>3. Reduce the Residential Retirement level progressively from 0.90 to 0.82</li> </ol>

The community had the opportunity to either complete a survey with questions around:

- Whether the community felt the proposed categories resulted in an appropriate apportioning of rates across the municipality;
- What other categories they would like to see and why;
- Whether the community felt that the rate level of each category was appropriate;
- If no, what changes would they suggest and why;
- Further comments to assist Council with the review; and
- Whether they wanted to speak to their submission.

In addition to the survey, the community also had the opportunity to put a written submission. The draft Rating Strategy was initially advertised in the Ballarat Courier and Moorabool News (17 Feb 18 and 20 Feb 18) and at regular intervals throughout the consultation phase posted on the Council's Facebook page.

Community Consultation for the draft Strategy closed on 19 March 2018. At the time of closure the Council had received the following submissions:

- 8 Surveys completed online;
- 1 Survey completed and submitted in hard form;
- 3 written submissions (two further to completed surveys and another where no survey had been completed).

Of the nine surveys, all submissions were from property owners currently rated under the General differential rate and all were from the Bacchus Marsh district (Bacchus Marsh, Maddingley and Darley). Of these respondents:

- there were four respondents who believed that the proposed rate categories resulted in appropriate distribution of rates across the municipality, whilst a further four respondents felt the categories resulted in an inappropriate distribution of rates - one respondent did not answer the question;
- there were three respondents that felt the categories established had appropriate levels, whilst there were four respondents that believed that there were issues with the levels of the rate categories and one respondent did not answer the question;
- All submissions except one, had general comments around their responses which has been outlined below.

Below is a summary of the feedback received from the consultation including comments from completed surveys and stand-alone submissions:

Comments Submission	Officer Feedback	Speak to Submission
<p><b>Query 1</b></p> <p>Rates already ridiculously high, clients planning on moving as soon as they have no ties to the area – high rates are a huge determining factor the areas of growth and the reason why many leave.</p>	<p><b>Response 1</b></p> <p>The Rating Strategy does not determine or influence the overall increase in rates and charges. The focus of the Rating Strategy is to consider and adopt a differential rate structure that facilitates a fair and equitable distribution of rates and charges. It is the annual budget process that determines the overall percentage increase in rates revenue that will be applied to all rateable properties.</p> <p>In terms of rates affordability, the Council has acknowledged that rates affordability is a significant issue for many residents. For this reason, Council has chosen to operate within the confines of the rate cap (as set down by the Minister for Local Government). As a result, for 2018/19, the proposed rate increase is 2.25%.</p> <p>Average residential rates per residential property assessment in Moorabool Shire was \$1,512.85 as at the 30<sup>th</sup> June 2017. This compares favourably to the state average rates of \$1,571.58 and the average rates for similar sized councils of \$1,639.54 (source: <a href="http://www.knowyourcouncil.vic.gov.au">www.knowyourcouncil.vic.gov.au</a> - 2016/17 annual results).</p>	<p>No - Anonymous</p>
<p><b>Query 2</b></p> <p>Rates to high, should be based on income not property worth. As people get older they may not be able to afford to live out their days in their home due to sky rocketing house prices – not fair. We all deserve the right to make a home and live there without being rated out by investment.</p>	<p><b>Response 2</b></p> <p>The Council has acknowledged that rates affordability is a significant issue for many residents. For this reason, Council has chosen to operate within the confines of the rate cap (as set down by the Minister for Local Government). As a result, for 2018/19, the proposed rate increase is 2.25%.</p> <p>Average residential rates per residential property assessment in Moorabool Shire was \$1,512.85 as at the 30<sup>th</sup> June 2017. This compares favourably to the state average rates of \$1,571.58 and the average rates for similar sized councils of \$1,639.54 (source: <a href="http://www.knowyourcouncil.vic.gov.au">www.knowyourcouncil.vic.gov.au</a> - 2016/17 annual results).</p>	<p>No - Anonymous</p>

	<p>Any change in the basis of the rate calculation is controlled by the legislative constraints of the Local Government Act 1989 (LGA) and the calculation process is the same across the State of Victoria.</p> <p>Moorabool Shire has a range of payment options and formal Hardship provisions to assist residents remain in their homes for longer.</p>	
<p><b>Query 3</b></p> <p>Reduce rates and make cuts to the council expenditure. You don't need Ballan office – close it. Cut the jobs accordingly and then you will not need so much money. Also cut the amount of councillors – too many and they don't do enough – get rid of 4 and that's a saving of \$100k a year.</p>	<p><b>Response 3</b></p> <p>In terms of council expenditure, Moorabool Shire has an active program of annual service reviews and over the years has identified and implemented a number of saving and efficiency measures which has significantly improved councils long term financial sustainability.</p> <p>As a measure of its resource efficiency, Moorabool Shire spends \$2,798.23 per property assessment. This compares favourably with the state average expenses of \$3,076.54 and even more favourably to that of similar councils who spend \$3,276.34 per property assessment. (source: <a href="http://www.knowyourcouncil.vic.gov.au">www.knowyourcouncil.vic.gov.au</a> - 2016/17 annual results). Notwithstanding this, Council recognises the importance of ongoing resource efficiency and financial responsibility.</p>	<p>No - Anonymous</p>
<p><b>Query 4</b></p> <p>Please only increase rates if you're going to increase your service. Eg: Tip passes, weekly recycle collection, hard rubbish collection.</p>	<p><b>Response 4</b></p> <p>The Rating Strategy does not determine or influence the overall increase in rates and charges. The focus of the Rating Strategy is to consider and adopt a differential rate structure that facilitates a fair and equitable distribution of rates and charges. It is the annual budget process that determines the overall percentage increase in rates revenue that will be applied to all rateable properties and the services and initiatives that will be funded on an annual basis.</p>	<p>No - Anonymous</p>
<p><b>Query 5</b></p>	<p><b>Response 5</b></p>	<p>No - Anonymous</p>

There should be an online credit card payment option	Online credit card payments are available through both Bpay and Billpay payment channels	
<b>Query 6</b>  Supplementary rates notices need to have more information on them	<b>Response 6</b>  Current Supplementary Valuation Rate notices have all information required under the LGA with available space on the notice containing as much information as possible. Additional information regarding supplementary valuation notices can be found on Council's website ( <a href="https://www.moorabool.vic.gov.au/residents/house-and-property/rates-and-valuations/property-valuations-explained">https://www.moorabool.vic.gov.au/residents/house-and-property/rates-and-valuations/property-valuations-explained</a> )	No – Anonymous
<b>Query 7</b>  You should be able to update mailing address over the phone and not have to write in every request	<b>Response 7</b>  Council are obligated to operate within the provisions of the Information and Data Protection Act 2014 to ensure that changes to personal information is taken from the person themselves or nominated representatives. A change can be provided by the completion of a form or email to Council and is obtained in writing to protect the privacy and details of our ratepayers.	No – Anonymous
<b>Query 8</b>  Your website should show all payment dates and payment options	<b>Response 8</b>  Our website does currently show all payment dates and payment options ( <a href="https://www.moorabool.vic.gov.au/residents/house-and-property/rates-and-valuations/rate-payment-options-and-channels">https://www.moorabool.vic.gov.au/residents/house-and-property/rates-and-valuations/rate-payment-options-and-channels</a> )	No – Anonymous
<b>Query 9</b>  Text message reminders in the lead up to due dates would be helpful, due to the long timeframe between original notice being sent and 15 February payment date	<b>Response 9</b>  Council currently issues a reminder notice with no penalty interest applied to all property owners who have opted for the full payment option of 15 February.	No – Anonymous



<p><b>Query 10</b></p> <p>Email option for receiving notices</p>	<p><b>Response 10</b></p> <p>Constraints within existing software do not currently allow the direct issue of Rate and Valuation Notices via email. However, ratepayers can register with Bpay View to receive their Rate and Valuation Notices via email through this mechanism.</p>	<p>No – Anonymous</p>
<p><b>Query 11</b></p> <p>Allow the 10 alternative instalments to be opened to other methods Eg: credit card – great initiative, however, direct debit is not convenient for everyone</p>	<p><b>Response 11</b></p> <p>The implementation of the 10 Alternative Instalment payment option is additional to the legislative payment options Council is required to offer the community. This option has been implemented on the basis that there should be minimal additional work/resources to ensure collection of instalments and is currently a constraint within current software that this option can only be made via the direct debit payment channel.</p>	<p>No – Anonymous</p>
<p><b>Query 12</b></p> <p>If you are going to put rates up, then do things within the community to warrant it. Like a basketball stadium, an aquatic centre, youth drop in centre, better facilities for families. Don't claim that federal funds are your own and that federal projects are your own! Stop wasting money on wages/casual wages that aren't necessary and do something for the community.</p>	<p><b>Response 12</b></p> <p>The Rating Strategy does not determine or influence the overall increase in rates and charges. The focus of the Rating Strategy is to consider and adopt a differential rate structure that facilitates a fair and equitable distribution of rates and charges. It is the annual budget process that determines the overall percentage increase in rates revenue that will be applied to all rateable properties and the services and initiatives that will be funded on an annual basis.</p>	<p>No – Anonymous</p>
<p><b>Query 13</b></p> <p>Rates should be capped per household to \$2500. Property prices are increasing significantly and raising rates on this increase is greedy and unfair</p>	<p><b>Response 13</b></p> <p>A change in the basis of rate calculation is controlled by the legislative constraints of the Local Government Act 1989 (LGA) and the calculation process is no different across the State of Victoria.</p>	<p>No – Anonymous</p>

<p>when there is also a percentage increase and the same service for rates of \$1000 and \$5000.</p>	<p>The Rating Strategy does not determine or influence the overall increase in rates and charges. The focus of the Rating Strategy is to consider and adopt a differential rate structure that facilitates a fair and equitable distribution of rates and charges. It is the annual budget process that determines the overall percentage increase in rates revenue that will be applied to all rateable properties and the services and initiatives that will be funded on an annual basis.</p>	
<p><b>Query 14</b></p> <p>Incentivise 'farm' rate and remove reductions for Residential Retirement categories</p> <p>Remove Retirement Village as a category if the criteria is "low income". Residents in these villages are mostly 'well off'. If they are on a pension then they already get a concession</p> <p>Pensioners contribute to the community through volunteer work. We all have to qualify for reductions</p> <p>Farmers need to 'do something' (qualify) for their reduction such as provide proof of weed and rabbit control and any initiatives they use to save water and care for the environment</p>	<p><b>Response 14</b></p> <p>Ministerial Guidelines for Differential Rating specifically stipulates that Council must give consideration to reducing the rate burden through use of a reduced differential rate include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• Farm land (as defined by the Valuation of Land Act 1960); and</li> <li>• Retirement village land (as defined by the Retirement Villages Act 1986)</li> </ul> <p>The Draft Rate Strategy - Section 4 (The Decision Making Process) specifically states:</p> <ul style="list-style-type: none"> <li>• "Provide support to our ageing and vulnerable community members and choose to achieve this through advocating to the Government to increase the pensioner concession rebate and services to this sector of our communities. Additional to this advocacy, they will continue to consider and review targeted programs to support this sector of our community via the annual budget process"</li> </ul> <p>To be granted the farm rate, applicants need to apply and provide a range of information to substantiate that they qualify for the farm rate with the definition of a farm defined within the Valuation of Land Act 1960. Additional to the application form, Council's contract valuers also conduct site inspections of the property/s at the time of application.</p>	<p>Yes Margaret Scarff</p>

<p><b>Query 15</b></p> <p>This rate review misleads the community if approved (differential rates) it will result in an increase in rates for many residents. I suspect this is in response to the rate cap not being challenged this year</p>	<p><b>Response 15</b></p> <p>Moorabool Shire Council has levied rates with the use of differential rates for many years and attempts to recognise the diversity of property categories across the Municipality.</p>	<p>Yes Margaret Scarff</p>
<p><b>Query 16</b></p> <p>Please explain what sources of information are used to determine Council’s decision making process in relation to the Farm rate category?</p> <p>Below information demonstrates how easy it is to give a misleading picture of an individual rating category and the cumulative effects this has on the businesses that operate in this category</p> <ul style="list-style-type: none"> <li>• MSC Rate Category 1377 Properties (Nov 2017) – Average Rates paid \$2328</li> <li>• Remplan Data (2016) Registered Farm Businesses (owner of property must be registered farm business) – 430 – Average Rates paid \$7454</li> </ul> <p>Is Council satisfied they are using all the available information to ensure they are not discriminating against any one category? Please explain</p>	<p><b>Response 16</b></p> <p>Moorabool Shire levies rates and charges on rateable land parcels. A registered farming business may have multiple land parcels that forms part of a farming enterprise. For this reason, there is no correlation between Remplan data (Registered farm business numbers) and Moorabool Shires farm rate differential rate category (which is based on rateable land parcels)</p> <p>During the development of the 2013/14 Rate Strategy review there were queries raised in relation the number of true farming properties and the impact this would have on the distribution of rates from farming to residential rate categories.</p> <p>Council employs a process of progressively reviewing eligibility for the farm rate exemption as the properties changed ownership. Since this review process has been put in place, the number of farm properties has reduced from 1,507 farm properties to 1377 as at November 2017.</p> <p>A review of the 1,377 remaining farm land parcels indicates approximately 850 enterprises within the group of farm properties. This number is likely to further reduce into the future as council continues its progressive review of farm properties.</p>	<p>Yes Chris Sharkey</p>
<p><b>Query 17</b></p> <p>Mainly concerned with the rationale behind the differential rates – not convinced that the rationales</p>	<p><b>Response 17</b></p> <p>Noted</p>	<p>Yes John Spain</p>

<p>offered in the strategy are sufficiently strong and there is a lack of evidence supporting the proposed reasons for several differential rate categories. Additionally, of the opinion that the justification for several of the differential rate categories are actually in conflict with other Council Strategies.</p>		
<p><b>Query 18</b>  Context – Section 2 – reminds us that the review is aligned with the Council Plan</p>	<p><b>Response 18</b>  Noted</p>	<p>Yes John Spain</p>
<p><b>Query 19</b>  Principles – Section 4 – identifies 4 considerations summarised as:</p> <ul style="list-style-type: none"> <li>• Firm and consistent basis for rating vacant land;</li> <li>• Exploration of a Municipal Charge (though this was nullified in the recommended rating model by Council resolution at the February OMC</li> <li>• Support to ageing and vulnerable community through advocacy and budget processes</li> <li>• Recognition of the benefit and importance of the farming sector to MSC</li> </ul>	<p><b>Response 19</b>  Noted</p>	<p>Yes John Spain</p>
<p><b>Query 20</b>  Vacant Land</p>	<p><b>Response 20</b>  Historically Council has implemented a range of vacant land differential rates with varying levels to recognise the capacity/likelihood of the property being developed.</p>	<p>Yes John Spain</p>

<ul style="list-style-type: none"> <li>• Support strategy to consolidate vacant land categories</li> <li>• No documented evidence that the long standing practice of placing higher differential on vacant properties actually works</li> </ul>	<p>The implementation and intent of the varying and higher level differential rates has been to encourage development of vacant land within the Municipality. The higher level differential assumes development right as highly likely, versus where the rate level is lower, it recognises that there may be some restrictions with the development of the property.</p> <p>The highest of the vacant land differential rates (V/Land GRZ) is rated 2.50 times higher than our general rate. These properties represent all vacant land which is zoned in the General Residential zone. At the time of undertaking the current Rating Strategy, 36% of property owners in this category have owned the property for more than 3 years which indicates that the majority of these vacant properties are being developed within a reasonable timeframe.</p> <p>The draft Strategy has questioned whether this structure of 'significantly' higher rates for vacant land properties supports new property owners and first home buyers where finances can be tight and increased rates on yet to be developed properties can add to the pressure of a building and developing a home. Council has proposed a consolidation and a modest lowering of vacant land categories in the proposed Rating Strategy.</p>	
<p><b>Query 21</b></p> <p>Commercial / Industrial</p> <ul style="list-style-type: none"> <li>• Support proposed reductions – suggest reduction ought to be greater</li> <li>• Justification of higher rate (generally a higher capacity to pay due to income capacity of property) – not backed up by evidence</li> <li>• Also note same assumption could be made about properties to which the Farm rate is applied yet we have a generous discount applied in the case of the Farm rate</li> </ul>	<p><b>Response 21</b></p> <p>As part of the Rating Strategy review, the strategic benchmarking indicated that average rates for commercial / industrial properties within Moorabool Shire ranks amongst the highest of all the benchmark partners.</p> <p>Strategic advice from the Economic Development Unit broadly supported the principle of lower rate differentials for Commercial / Industrial / Vacant Commercial and Industrial Land. Support for the principle is based on the notion of equity and relativity (i.e. it is entirely appropriate to reduce the differentials to ensure we are comparable and competitive with other councils).</p>	<p>Yes John Spain</p>

<ul style="list-style-type: none"> <li>Further, discriminating against Commercial / Manufacturing properties would seem to be in conflict with the Council Plan being mindful of Stimulating local economic development</li> </ul>	<p>It should be noted however, that the lowering of rate differentials for Commercial / Industrial properties will likely have a negligible (if any) impact on job creation or increasing economic activity within the Shire. Any decision to lower rates for commercial and industrial properties on this premise would overlook the ‘whole of council’ approach required to facilitate economic development.</p> <p>Rather – the principle is proposed on the premise that it represents a serious intent on the part of the Council to engage with the business community and stakeholders. This is consistent with the Economic Development Strategy.</p> <p>In relation to the differences between Farm properties and Commercial /Industrial properties, the submitter’s comments are noted. Notwithstanding, Moorabool Shire has a long standing practice of supporting farm properties through a lower differential rate. The rate is currently set at 0.78 times the general rate is proposed to remain at the same level for duration of the proposed Rating Strategy. The farm rate differential recognises the benefit and importance of the farming sector to Moorabool Shire.</p> <p>In addition to this, it is consistent with the Ministerial Guidelines for Differential Rating which specifically stipulates that Council must give consideration to reducing the rate burden through use of a reduced differential rate for Farm Land (as defined by the Valuation of land Act 1960.</p>	
<p><b>Query 22</b></p> <p>Residential Retirement (summarised)</p> <ul style="list-style-type: none"> <li>Strategy proposes that, over 4 years, this category of properties get an increasing discount relative to the General (base) rate – do not support this strategy</li> <li>Justification is “Lower than base to recognise that ratepayers within this sector are generally on fixed/low income via a pension”</li> </ul>	<p><b>Response 22</b></p> <p>The proposed Rate Strategy recommends that the differential rate for residential retirement properties be progressively decreased from a rate of 0.90 to a rate of 0.82 over a 4 year period.</p> <p>The Ministerial Guidelines for Differential Rating specifically requires that Council must give consideration to reducing the residential retirement rate burden through use of a reduced differential rate.</p>	<p>Yes John Spain</p>

<p>– probably a fair assumption about incomes, but poor justification for subsequently giving a discount to properties in this category.</p> <ul style="list-style-type: none"> <li>• Reading between lines, referring to Background and Rate Model Review Report, of the opinion that the increased reduction of rate differential was developed to ensure that should a Municipal Charge be introduced, the total rate bill paid for this category of properties would roughly remain aligned with General rate category             <ul style="list-style-type: none"> <li>○ Strategy identifies 239 in this rate category, 2016 Census conducted by ABS indicates MSC has 4492 people over the age of 65 (pension age) – assumption 2 person households, 2246 households of pension age</li> <li>○ Based on above 239 of 2246 pension age households get significant rate break – hardly fair and equitable</li> <li>○ Increasing rate differential discount for this category should not be accepted</li> </ul> </li> </ul>		
<p><b>Query 23</b></p> <p><b>Farm</b></p> <ul style="list-style-type: none"> <li>• Do not argue for any change to the reduced differential rate applied to this category – note justification “to recognise benefit, culture and environment that genuine farm properties bring to the municipality”</li> </ul>	<p><b>Response 23</b></p> <p>The Proposed Rate Strategy is recommending that the farm rate differential remains unaltered at a rate of 0.78 times the general rate for the duration of the Proposed Rating Strategy.</p>	<p>Yes John Spain</p>



<ul style="list-style-type: none"> <li>• Would say there is an existing historical and cultural sentiment regarding the value of farming to MSC and that sentiment supports the reduced rate</li> <li>• However, there is little economic justification – may be social and cultural justification</li> <li>• Farming sectors is of reducing economic importance to MSC – this has been examined in the MSC 2015 Economic Development Strategy:             <ul style="list-style-type: none"> <li>○ Income delivered by farming sector into MSC runs at less than \$100 million per annum</li> <li>○ Income delivered by commuting workforce, who are in many (most) cases property owners in the General rate category, delivers about \$500 million per annum</li> <li>○ Farming sector ranks somewhere between 9<sup>th</sup> and 10<sup>th</sup> as source of employment for Moorabool citizens</li> </ul> </li> <li>• Do not propose reducing the rate for genuine farming properties/enterprises – more to life than economics and iconic nature of genuine farming enterprises is still important to many of us in MSC</li> </ul>		
<p><b>Query 24</b></p> <p>Extractive Industry</p> <ul style="list-style-type: none"> <li>• Justification for higher differential “recognise significant environmental impact and</li> </ul>	<p><b>Response 24</b></p> <p>Council supports the principle of maintaining the highest differential rate for extractive industry properties. It is proposed to remain at a rate of 3.12 for the duration of the Rating Strategy.</p>	<p>Yes John Spain</p>

<p>damage that may be caused to surrounding roads and infrastructure – plausible justification but no document evidence offered</p> <ul style="list-style-type: none"> <li>• Damage may occur is not revealed in Council reports or budget allocations</li> <li>• Other industry sectors using heavy vehicles appear to escape remediation costs via the rating system (Eg: Grain carriers, Waste Management Dump Trucks). In these cases are remediation contributions made via planning permits?</li> </ul>	<p>Council can seek other avenues to levy fees or implement agreements that seek to preserve or prevent damage to its roads or infrastructure. This is in the form of Section 173 agreements, planning permit conditions or asset protection permits.</p>	
<p><b>Query 25</b></p> <p>Benchmarked Councils – probably time to consider collecting a new group for benchmarking purposes – not clear what the relevance of Swan Hill or Ararat (to name two) has to MSC</p>	<p><b>Response 25</b></p> <p>The Council’s benchmarked as part of the 2013/14 were categorised as similar type Council’s to Moorabool and to ensure consistency in our comparisons we continued to benchmark against the same group of Council’s in our 2017/18 review.</p>	<p>Yes John Spain</p>
<p><b>Query 26</b></p> <p>Link to other Strategies – no strong link between other Council strategies and Rating Strategy. Believe there is conflict between Rating Strategy objectives and objectives of other strategies</p>	<p><b>Response 26</b></p> <p>During the development of the Proposed Rating Strategy Council gave due regard to other important council strategies in formulating its recommended proposals. Specifically, the Rating Strategy workshops considered the Council Plan, the Economic Development Strategy and the Age Well Live Well Strategy 2015- 2021.</p>	<p>Yes John Spain</p>

## Policy Implications

The Council Plan 2017 – 2021 provides as follows:

**Strategic Objective 1:** Providing Good Governance and Leadership

**Context 1C:** Our Business Systems

The proposal to conduct of Review of Council's Rate Strategy is consistent with the Council Plan 2017 – 2021.

## Financial Implications

The total amount of revenue generated as a result of the Fair Go Rates System controls the overall value of revenue generated and the rate model is the distribution tool. The below tables incorporates the minister approved rate cap (2.25%) for the 2018/19 financial year (noted as year 1 in below table).

The following table demonstrates the rate shifts that can be expected with the proposed changes to the rate differential levels and the implementation of the 2018 General Revaluation:

Differential Rate Category	Year 1	Year 2	Year 3	Year 4	Total proposed change
General	3.08%	0.63%	0.59%	0.54%	4.84%
Residential Retirement	-4.91%	-1.66%	-1.75%	-1.86%	-10.17%
Commercial/Industrial	-1.01%	-1.28%	-0.71%	-1.44%	-4.44%
Vacant Land Commercial/Industrial	7.54%	-7.42%	-8.16%	-4.25%	-12.29%
Extractive Industry	-7.16%	0.63%	0.59%	0.54%	-5.41%
Farm	-1.99%	0.63%	0.59%	0.54%	-0.24%
Vacant Land General	4.98%	0.63%	0.59%	-4.25%	1.95%
Vacant Land GRZ	3.44%	-7.42%	-8.16%	-4.25%	-16.39%
Vacant Land FZ or RCZ	5.36%	0.63%	0.59%	0.54%	7.11%

It should be noted that the above table does not show any valuation shifts or rate increases for years 2 through to 4. However, it does demonstrate how valuation shifts within some categories affects what happens within others.

## Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial	Non compliant rate structure in accordance with legislative and guideline frameworks	Medium	Adopted structure and levels of rate categories to ensure equitable distribution of rates

**Community Engagement Strategy**

<b>Level of Engagement</b>	<b>Stakeholder</b>	<b>Activities</b>	<b>Date</b>	<b>Outcome</b>
Collaborate and Consult	Councillors	Assemblies of Council – provide input into future structure and level of categories	Councillors provided feedback and direct guidance in formulating proposal	Applicants groups supported to submit applications
Collaborate	Revenue Services	Maintain project plan, prepare assembly and council meeting documentation	Prepare draft rate strategy in accordance with legislative and guideline constraints that can be administered within rating system.	
Consult and Involve	Community	Media – public notice within Ballarat Courier and Moorabool News	Feedback obtained from community in accordance with legislative requirements via formal written submissions and opportunity to present before meeting of Council in support of submission.	

## 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 – Jacinta Erdody/Steve Ivelja*

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

### Conclusion

That the Council adopt the Rating Strategy proposal.

### Recommendation:

#### That Council:

1. **Having considered the public submissions adopts the Municipal Rate Strategy 2018-2022 which incorporates the following rate structure and associated levels;**

Differential Rate Category	Current	Year 1	Year 2	Year 3	Year 4	Total proposed change
General	1.00	1.00	1.00	1.00	1.00	0.00
Residential Retirement	0.90	0.88	0.86	0.84	0.82	-0.08
Commercial/Industrial	1.60	1.58	1.55	1.53	1.50	-0.10
Vacant Land Commercial/Industrial*	2.60	2.50	2.30	2.10	2.00	-0.60
Extractive Industry	3.12	3.12	3.12	3.12	3.12	0.00
Farm	0.78	0.78	0.78	0.78	0.78	0.00
Vacant Land General*	2.10	2.10	2.10	2.10	2.00	-0.10
Vacant Land GRZ*	2.50	2.50	2.30	2.10	2.00	-0.50
Vacant Land FZ or RCZ	1.00	1.00	1.00	1.00	1.00	0.00

\* Consolidation of categories by year 3

2. **resolves not to declare a municipal charge for the period that the strategy remains in place.**
- 

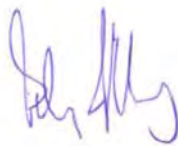
**Report Authorisation**

**Authorised by:**

**Name:** Phil Jeffrey

**Title:** General Manager Infrastructure

**Date:** Thursday, 12 April 2018



# Attachment - Item 11.4.4



# MOORABOOL SHIRE COUNCIL DRAFT MUNICIPAL RATE STRATEGY 2018-2022

Pursuant to the Local Government Act 1989





# Contents

Introduction .....	5
Alignment with Existing Plans and Strategies.....	6
Council Plan.....	6
Integrated Planning and Delivery Framework.....	6
<b>The Legislative and Rating Framework .....</b>	<b>8</b>
The Legislative Framework .....	8
Determining which Valuation (Section 157) .....	9
General Rates (Section 158).....	9
Municipal Charge (Section 159).....	9
Service Rates and Charges (Section 162) .....	9
Special Rates and Charges (Section 163) .....	10
Other Revenue Sources .....	10
Essential Services Commission (ESC) – Rate Cap (Part 8A).....	10
Valuation of Land Act 1960 (VLA) .....	10
Fire Services Property Levy Act 2012 (FSPL) .....	11
<b>Rating Framework.....</b>	<b>12</b>
The Rate Calculation .....	12
Rate Notice Components.....	12
Uniform or Differential Rates (Section 160 and 161) .....	12
Rebates and Concessions (Section 169 and 171).....	13
Ministerial Differential Rate Guidelines (Section 161 (2A) and 2(B)) .....	13
Cultural and Recreational Lands Consideration.....	13
<b>The Decision Making Process.....</b>	<b>14</b>
Review Factors .....	14
Principle Considerations .....	14
<b>Council’s Rate Structure.....</b>	<b>15</b>
Current Composition of Rates for 2017/2018 .....	15
Model Considerations.....	16
Proposed Rate Model .....	17

Rate Model Changes .....	17
Rate Model Revenue Shifts .....	18
<b>Community Consultation .....</b>	<b>19</b>
Community Feedback .....	19
Information to assist with feedback .....	19
Providing Feedback .....	20
Feedback Form.....	21

## Document Control

VERSION	ADOPTED BY	DATE ADOPTED
1.0	Moorabool Shire Council	

## SECTION 1

# Introduction

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One of the key strategies which underpins Council's Strategic Financial Plan is the Rating Strategy. The objectives of the Rate Strategy are to:

- Align with the Council Plan and Strategic Financial Plan;
- Consider the structure and distribution of rates and not the overall amount of rates to be levied;
- Define the rate categories and rationale behind the differential rate structures; and
- Investigate a range of models (currently allowed under the Local Government Act legislation and guidelines), ensuring equitable distribution of the rate burden.

Rate revenue currently contributes 58% of total income within Council's 2017/2018 budget. Although it is the largest individual revenue component, rates are one part of the overall revenue story with fees and charges, grants and other contributions making up the total revenue picture.

Whilst rate revenue is the largest contributor, it can also cause the most angst within our growing communities – with each section of the community having varying levels of understanding and perspective of where they believe some of the inequities within the rating structure fall.

By undertaking a Rating Strategy it provides the opportunity to;

- Consider whether current differential rate structures facilitate a fair and equitable distribution of rates and charges;
- Review and consider the various charges available to Council to levy under the Local Government Act 1989;
- Ensure consideration of the Differential Rate Guidelines; and
- Review Moorabool's rating comparability to similar type municipalities within Victoria.



## SECTION 2

# Alignment with Existing Plans and Strategies

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In developing this Strategy, Officers have reviewed and considered the Council Plan and Integrated Planning and Delivery Framework (IPDF).

## Council Plan

The Moorabool Shire Council Plan 2017-2021 and associated vision, strategic, planning and delivery frameworks, purpose and values have been considered to ensure alignment of the Rate Strategy. In particular, through the review of the Rate Strategy, we will focus on Council's purpose by being mindful of:

- Minimising environmental impact;
- Stimulating local economic development;
- Improving social outcomes; and
- Ensuring compliance with legislative responsibilities.

Strategic Objective 1: Providing Good Governance and Leadership

Context 1C: Our Business Systems

Action 4: Financial Sustainability – Review Rating Strategy

The Council Vision and Purpose has been applied and considered through this process.

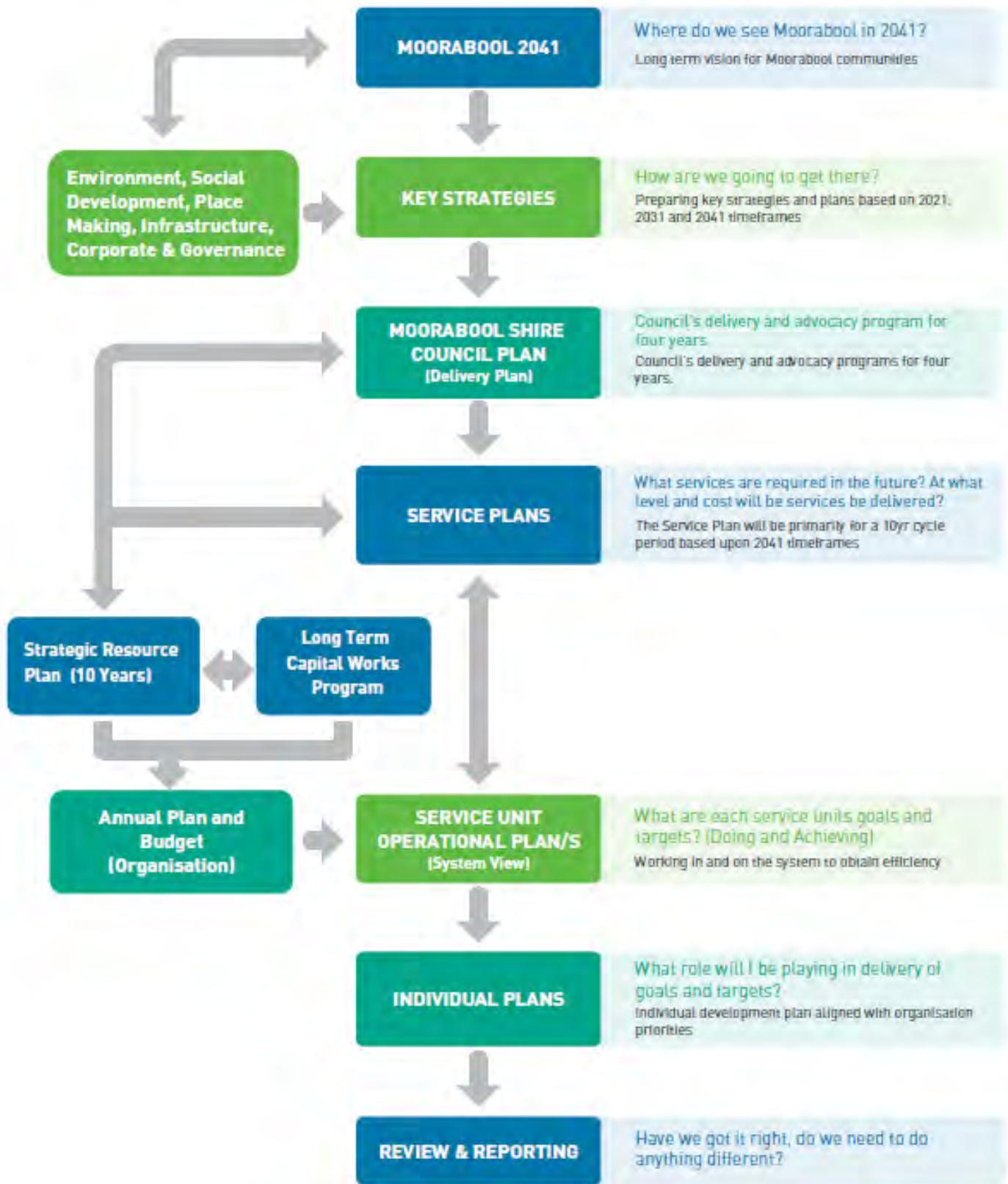
**Our Vision** Vibrant and resilient communities with unique identities.

- Our Purpose**
1. The Moorabool Shire Council exists to co-design local solutions that enable the Moorabool communities to prosper now and into the future. We do this by:
    - Providing good governance and leadership
    - Minimising environmental impact
    - Stimulating economic development
    - Improving social outcomes
  2. The Council exists to be in service to the communities of the Moorabool Shire
  3. The Council is accountable to the community and has legislative responsibilities

## Integrated Planning and Delivery Framework

This review has been undertaken in accordance with Council's adopted Integrated Planning and Delivery Framework (IPDF) as shown in the below image and this Strategy forms one of the Key Strategies progressing forward.

# INTEGRATED PLANNING & DELIVERY FRAMEWORK (IPDF)





## SECTION 3

# The Legislative and Rating Framework

## The Legislative Framework

The legislative framework is primarily set within the Local Government Act 1989 (LGA) and determines Council's ability to develop a rating system. However, there are a number of other legislative structures encompassing the data that underpins the Rating process (E.g.: Property Valuations) and how other charges are levied (E.g.: Fire Service Property Levy).

The LGA framework provides Council with significant flexibility to tailor a system to suit its requirements, with various sections of the LGA providing the guidelines to the types of charges that can be levied and how they are levied, which are summarised in Section 155 of the LGA, as follows:

- Determining which Valuation (Section 157);
- General Rates (Section 158);
- Municipal Charges (Section 159);
- Service Rates and Charges (Section 162); and
- Special Rates and Charges (Section 163).

Local Government Victoria have also developed a Local Government Better Practice Guide (2014) for Revenue and Rating Strategies which provides additional guidance to Council's when developing a Rate Strategy. The methodology set out in this document has been applied to this review and is outlined below:

Steps for developing a revenue and rating strategy	Result
1. Education process for councillors	Informed council that understands the underlying principles and the process for preparing a revenue and rating strategy
2. Discussion of the major revenue and rating principles	Formulation of a council view based around councillors' response to some common propositions
3. Proposition/discussion paper	Distillation of the views expressed by councillors and a statement of preferred principles (and priorities) to apply to the setting of rates, fees and charges and the basis of a council's pricing policy for its services
4. Costing of services and pricing options	Striking of the revenue balance between rates and other sources of revenue for funding the delivery services
5. Modelling of rating options	Proposed rating structure for the consideration of the council and community
6. Public consultation process	Expression of a council's rationale for the different options and a preferred approach
7. Preparation of the revenue and rating strategy	Strategy that informs the preparation of the budget
8. Monitoring and review	Review of the revenue and rating strategy at least every two years in line with the general revaluation of properties within the municipal district

## Determining which Valuation (Section 157)

Currently, Council can use one of three valuations for the purpose of levying their declared rates and charges:

- Site Value (SV); or
- Capital Improved Value (CIV); or
- Net Annual Value (NAV).

The proposed amendments to the LGA in 2018 will see SV and NAV abolished with CIV being the single uniform valuation system for Local Government.

The levying of rates on SV or NAV, would only allow rating under Uniform (Section 160) or Limited Differential Rates (Section 161A).

## General Rates (Section 158)

At least once within each financial year (by 30 June) a Council must declare:

- The amount which the Council intends to raise by general rates, municipal charges, service rates and charges; and
- Whether the general rates will be raised by the application of:
  - I. A uniform rate (Section 160); or
  - II. Differential rates (Section 161); or
  - III. Urban farm rates, farm rates or residential use rates (Section 161A).

## Municipal Charge (Section 159)

A municipal charge may be levied on all rateable properties within a municipality “to cover some of the administrative costs of the Council”.

The municipal charge in any one financial year must not exceed 20% of the total revenue raised from the combination of municipal charge and general rates.

The proposed amendments to the LGA proposes the municipal charge will be capped at a maximum of 10% of total revenue.

## Service Rates and Charges (Section 162)

Enables the Council to declare a service rate or an annual service charge for the following services:

- The provision of water supply;
- The collection and disposal of refuse;
- The provision of sewerage services;
- Any other prescribed service.

The charge may be declared on the basis of any criteria specified by the Council, but should be relative to the total cost of the service.

Currently, Council levies the Waste Management Service Charge and State Landfill Levy under this section of the LGA.

## Special Rates and Charges (Section 163)

A Council can declare a special rate or charge for the purpose of:

- Defraying any expenses; or
- Repaying (with interest) any advance made to or debt incurred or loan raised by the Council.

In relation to the performance of a function or the exercise of a power of the Council, if the Council considers that the performance of the function or the exercise of the power is or will be of special benefit to the persons required to pay the special rate or special charge.

Council cannot impose a special rate or charge without meeting certain public notice requirements as described within the LGA which provides opportunity for the affected person(s) to object to the special rate or charge.

## Other Revenue Sources

Whilst Rate revenue is the largest contributor (58% of total Revenue), rates are one part of the overall revenue story with fees and charges, grants and other contributions making up the total revenue picture.

Council over recent years has identified a range of savings that have not impacted on services provided to our communities and have applied a “user-pays” model which is cost reflective and inclusive of indirect costs, whilst ensuring delivery of high quality, responsive and accessible services to our communities.

Through already identified savings and ongoing reviews, Council’s long term financial sustainability will provide significant long term benefits to our communities in the form of improved infrastructure and expanded services.

## Essential Services Commission (ESC) – Rate Cap (Part 8A)

Although the Rating Strategy does not consider how much Council raises from rates, this section of the LGA stipulates what a Council’s annual rate increase will be, the provisions for applying for a variation above the stipulated cap and the calculation for determining annual rate revenue. This section of the LGA only applies to the differential rate charge that is levied to a property rate account.

## Valuation of Land Act 1960 (VLA)

Currently under the VLA (Section 13DC), Council is required, for rating purposes, to undertake a general revaluation of all properties within the municipality every two years. This process is currently under review by the State Government and the responsibility and intervals at which revaluations are completed is likely to change to an annual process.

As a result of revaluations being conducted, there is often varying levels of valuation movements across the municipality, which sometimes results in major shifts in the rate burden and can result in large movements in the value of rates applied to individual properties.

There is a common misconception that as property values increase, Council receives additional revenue – this is not the case. Total rates are determined by Council on an annual basis and take into consideration the ESC Rate Cap provisions and if there has been significant shifts in property valuations, the rate burden is distributed across all properties resulting in the same income being levied for the financial year in question.

Additional to General Revaluations of all properties, Council also conducts regular supplementary valuation batches to recognise changes within properties. Supplementary Valuations can be undertaken for a range of reasons including but not limited to:

- A new home or factory built on vacant land;
- Sale of parcel from development property;
- Extensions to existing buildings;
- Fire Damage to building; or
- Acquisition of adjoining land or disposition of a portion of land.

### Fire Services Property Levy Act 2012 (FSPL)

The State Government passed legislation following the Bushfire Royal Commission to have the Fire Services Levy charged via council rates notices, rather than added to home insurance policies. The State Government utilises the funding from the FSPL raised and collected by Victorian Councils to fund the Metropolitan Fire Brigade (MFB) and Country Fire Authority (CFA).



# Rating Framework

Part 1A, Section 3C of the LGA sets out the “Objectives of a Council”, which include objectives to ensure:

- That resources are used efficiently and effectively (sub section 2(b)); and
- The equitable imposition of rates and charges (sub section 2(f)).

In addition, under “Principles of sound financial management” in Section 136 (sub section 2(b)), “a Council must pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden.”

The Act provides Council with a number of choices in how rates are spread across the community.

## The Rate Calculation

Part 8 of the LGA outlines and describes the options of Council to determine, declare, levy and collect rates and charges.

The formula for determining a Council’s rate revenue is:

- The identification of rateable land (Section 154);
- What rates and charges may be declared (Section 155);
- Determining the valuation to be used for the levying of rates (Section 157);
- Multiplied by the rate declared by Council (Sections 158-163).

## Rate Notice Components

There are a number of charges on each properties annual Rate and Valuation Notice, below is a summary of the charge type, the charges origin and whether the rate cap applies to the charge:

Charge Type	Council Charge	State Government Charge	Does a Rate Cap apply?
Differential Rate	✓		✓
Garbage, Recycling and Greenwaste	✓		
Waste Management Service Charge	✓		
State Landfill Levy		✓	
Fire Service Property Levy		✓	

## Uniform or Differential Rates (Section 160 and 161)

Council can declare that general rates will be raised by the application of a uniform rate by specifying the percentage as the uniform rate and applying that to any rateable land by multiplying the percentage against the valuation of the land.

On the other hand, differential rates allow Council to apply different rates in the dollar for different types of property as long as Council “considers that the differential rate will contribute to the equitable and efficient carrying out of its functions”.

By declaring differential rates, Council must specify the objectives of each rate which must remain consistent with equitable and efficient carrying out of Council’s functions. When declaring differential rates, Council must ensure that the highest differential rate is no more than four (4) times higher than the lowest differential rate in the municipal district.

## Rebates and Concessions (Section 169 and 171)

Council may offer rebates or concessions for a number of reasons as described in Section 169, primarily “to assist the proper development of the municipal district” or to assist in the “preservation and/or restoration of places of historical or environmental interest”.

Additional to Council declared rebates, Section 171 provides for concessions applicable under the State Concessions Act 1986. Concessions under this provision are for the primary place of residence for eligible pensioners. This rebate is determined and funded by the State Government, with the administration and application of the rebate administered by Council.

## Ministerial Differential Rate Guidelines (Section 161 (2A) and 2(B))

This section provides that the Minister may, by notice published in the Government Gazette, make guidelines for or with respect to:

- The objectives of differential rating;
- Suitable uses of differential rating powers;
- The types or classes of land that are appropriate for differential rating.

Further, by reason of section 161(2A) a Council must have regard to any Ministerial guideline made under subsection (2B) before declaring a differential rate for any land.

## Cultural and Recreational Lands Consideration

Council has an adopted Cultural and Recreational Lands Policy which provides for eligible properties within the definition of ‘recreational land’ per the Cultural and Recreational Lands Act 1963 a partial waiver of their general rate component.



## SECTION 4

# The Decision Making Process

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The following is a summary of some of the key considerations formulated by the Council as a result of its rating strategy review, which Council is now seeking feedback from its communities.

## Review Factors

- Updated benchmarking was completed to check the relativity of existing rate categories and levels against the same Council's which were benchmarked during the establishment of the previous Rate Strategy.
- A review of the shifts in the valuation and property base were conducted and reviewed to understand what growth had occurred since the previous Rate Strategy.
- A review of the intent and objectives of existing differential rate categories and associated rate levels was completed – did they still align with Council's intent and provide for an equitable rate base?

## Principle Considerations

In developing this strategy the Council has formed a view that it wants to:

- Ensure a firm and consistent basis of rating vacant land which ensured all vacant land categories were considered on an equal footing. As a first order principle, Council wishes to continue to rate vacant land assessments at a higher rate to continue to promote the development of vacant land within the municipal district and deter land banking;
- Explore the option of the imposition of a municipal charge at a rate of up to 10% of total Rate Revenue to seek to ensure that all properties in the municipal district pay an equal amount to cover the governance costs of the Council;
- Provide support to our ageing and vulnerable community members and choose to achieve this through advocating to the Government to increase the pensioner concession rebate and services to this sector of our communities. Additional to this advocacy, they will continue to consider and review targeted programs to support this sector of our community via the annual budget process; and
- Recognise the benefit and importance of the farming sector to Moorabool Shire Council. Further, it also recognises historical rating issues which has resulted in some properties receiving the benefit of the farm rate who may not presently be entitled to receive the farm rate as per the Valuation of Land Act definition.

Through recognising this anomaly, Council will continue to explore and accelerate the review of farm rate properties moving into the future to ensure that only eligible properties received the benefit of the reduced differential rate.



# SECTION 5

## Council's Rate Structure

### Current Composition of Rates for 2017/2018

Moorabool Shire Council levies rates on the Capital Improved Value of property and at the commencement of this Rate Strategy had the following differential rate categories with varying levels of application:

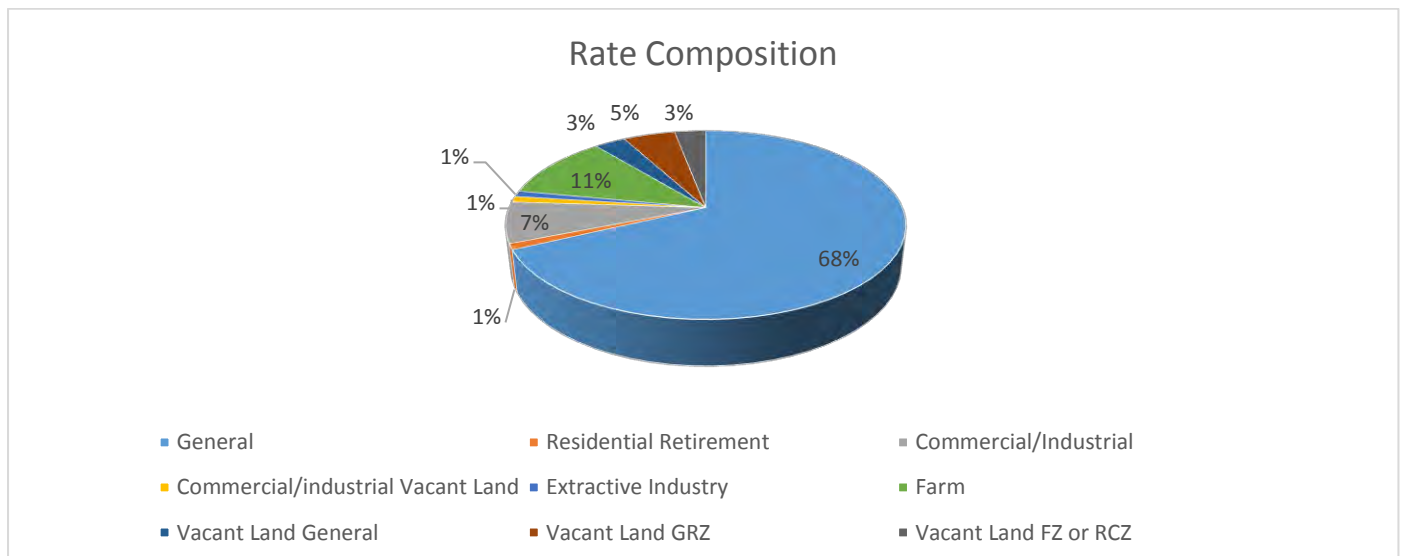
Rate Category	Current Level of Rate	Number of Properties**	% of Total Rate Revenue 17/18*
General	1.00	12,335	68%
Residential Retirement	0.90	239	1%
Commercial/Industrial	1.60	548	7%
Commercial/Industrial Vacant Land	2.60	62	1%
Extractive Industry	3.12	14	1%
Farm	0.78	1,377	11%
Vacant Land General	2.10	517	3%
Vacant Land GRZ	2.50	706	5%
Vacant Land FZ or RCZ	1.00	705	3%

\* As at 30 September 2017

\*\* As at 28 November 2017

When considering the level of rates for each of the categories, the only restriction under the LGA is that the highest level differential rate must not be more than four (4) times higher than the lowest level differential rate. Based on the above table, the lowest level rate is the Farm rate with a level of 0.78 whilst the highest rate is the Extractive Industry rate which a level of 3.12. This means that the rate for Extractive Industries is currently at the highest level allowed under Section 161 of the LGA.

In relation to current rating levels, the levels have historically been higher on the vacant land categories to try and encourage development of the assessments and discourage land banking within these categories, whilst the higher levels for the commercial and industrial type categories have been based on an assumption that these type of properties are making an income from the properties which would result in a higher capacity to pay.



## Model Considerations

Through this rate strategy review, Council considered four different rate models which took into consideration the principle considerations detailed within this document. Below is a summary of the model structure, what changes were applied and the results of the models.

All rate model analysis is based on the current property rate base and excludes any impacts as a result of Ministerial declarations regarding annual rate increases and does not consider any valuation shifts that may occur within the different rate categories.

Model	Structure Changes	Model Results
1	<ul style="list-style-type: none"> <li>There were no structure changes to this model</li> </ul>	<ul style="list-style-type: none"> <li>Retains 9 rate categories and associated levels</li> </ul>
2	<ul style="list-style-type: none"> <li>Implementation of a Municipal Charge – progressive % of total revenue over four year plan (5% -10%)</li> <li>Reduces the Residential Retirement rate level from 0.90 to 0.85</li> </ul>	<ul style="list-style-type: none"> <li>Minor rate increase (1.34%) to greater community (General)</li> <li>Vacant Land and Residential Retirement categories experience biggest rate increases*</li> <li>Reductions for Commercial / Industrial, Vacant Commercial / Industrial, Extractive Industry, Farm and Vacant Land GRZ rate categories</li> </ul>
3	<ul style="list-style-type: none"> <li>Consolidation and reduction of some vacant land categories</li> <li>Commercial / Industrial rate level progressively reduces from 1.6 to 1.5</li> <li>Residential Retirement rate level progressively reduces from 0.90 to 0.82</li> </ul>	<ul style="list-style-type: none"> <li>Reductions to the consolidated vacant land categories including Commercial / Industrial</li> <li>Minor increases to the General (1.88%), Farm (1.88% and Vacant Land FZ or RCZ (1.88%) categories</li> <li>Reductions to the Residential Retirement (-7.39%), Vacant Land General (-2.91%) and Vacant Land GRZ (-19.71%) categories</li> <li>Largest increase to the lower value, lower level vacant FZ or RCZ category (7.38%)</li> </ul>
4	<ul style="list-style-type: none"> <li>Implementation of a Municipal Charge – progressive % of total revenue over four year plan (1.25% - 5%)</li> <li>Consolidation and increase of some vacant land categories</li> <li>Reduced rate level for vacant land properties with approved building permit</li> <li>Commercial / Industrial rate level progressively reduces from 1.6 to 1.55</li> </ul>	<ul style="list-style-type: none"> <li>Minor reductions to Commercial / Industrial, Extractive Industry and Farm categories</li> <li>Significant increases to some vacant land categories where the property does not have an approved building permit</li> <li>Significant reductions to vacant land properties with approved building permit</li> <li>Minor increase (0.07%) to greater community (General)</li> <li>Moderate increase to Residential Retirement and Vacant Land FZ or RCZ categories</li> <li>This model has significant administration challenges and goes against benchmarking results for vacant land categories</li> </ul>

\* Generally lower value properties and by applying a fixed charge increases overall rate burden

The impact of each differential rate category in terms of rate level shift and rate revenue shift were considered for each of the above models.

## Proposed Rate Model

The below model is being presented to the community for consultation as adopted by Council on 7 February 2018. The model achieves many of the Rate Strategy review objectives, including:

- Consolidation of categories (Vacant Land General, GRZ and Commercial/Industrial);
- Progressive reduction of rate levels associated with vacant land categories; and
- Progressive reduction of Commercial/Industrial rate level.

Below is a summary of the model and the changes that occur over the proposed four year plan for the Rate Strategy.

Model #	Summary of model	Change from existing
3	Consolidation of some vacant land categories and change in levels of some categories	<p>Over a four year plan transition to the consolidation of vacant land categories with lower levels and reduce levels of other existing categories (Commercial / Industrial and Residential Retirement).</p> <p>Summary of Key Features</p> <ol style="list-style-type: none"> <li>1. Consolidation and reduction of some vacant land categories being;               <ol style="list-style-type: none"> <li>a. Vacant land General progressively reduced from 2.1 to 2.0</li> <li>b. Vacant land GRZ progressively reduces from 2.5 to 2.0</li> <li>c. Vacant land Commercial / Industrial progressively reduces from 2.6 to 2.0</li> </ol> </li> <li>2. Commercial / Industrial progressively reduces from 1.6 to 1.5</li> <li>3. Reduce the Residential Retirement level progressively from 0.90 to 0.82</li> </ol>

## Rate Model Changes

The following table demonstrates the proposed shift in the differential rate levels for each rate category over the proposed four year period of this strategy.

Differential Rate Category	Current	Year 1	Year 2	Year 3	Year 4	Total proposed change
General	1.00	1.00	1.00	1.00	1.00	0.00
Residential Retirement	0.90	0.88	0.86	0.84	0.82	-0.08
Commercial/Industrial	1.60	1.58	1.55	1.53	1.50	-0.10
Vacant Land Commercial/Industrial*	2.60	2.50	2.30	2.10	2.00	-0.60
Extractive Industry	3.12	3.12	3.12	3.12	3.12	0.00
Farm	0.78	0.78	0.78	0.78	0.78	0.00
Vacant Land General*	2.10	2.10	2.10	2.10	2.00	-0.10
Vacant Land GRZ*	2.50	2.50	2.30	2.10	2.00	-0.50
Vacant Land FZ or RCZ	1.00	1.00	1.00	1.00	1.00	0.00

## Rate Model Revenue Shifts

The following table demonstrates the revenue shift as a result of the rate level changes within the model.

Differential Rate Category	Year 1	Year 2	Year 3	Year 4	Total proposed change
General	0.15%	0.61%	0.60%	0.51%	1.88%
Residential Retirement	-2.09%	-1.68%	-1.73%	-1.88%	-7.39%
Commercial/Industrial	-1.42%	-0.99%	-1.02%	-1.14%	-4.57%
Vacant Land Commercial/Industrial	-3.70%	-7.44%	-8.14%	-4.27%	-23.57%
Extractive Industry	0.15%	0.61%	0.60%	0.51%	1.87%
Farm	0.16%	0.61%	0.60%	0.51%	1.88%
Vacant Land General	0.15%	0.61%	0.60%	-4.27%	-2.91%
Vacant Land GRZ	0.15%	-7.44%	-8.14%	-4.27%	-19.71%
Vacant Land FZ or RCZ	0.15%	0.61%	0.60%	0.51%	1.88%

## SECTION 6

# Community Consultation

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## Community Feedback

This is a draft rate strategy proposal, which Council is currently seeking community feedback on. The rating model presented in Section 5 is Council's current preferred model, however, other model's considered can be reviewed in Appendix A to the Draft Rate Strategy document. The following information is being provided to assist community members in providing feedback on the proposed rate structure.

### Information to assist with feedback

#### What is a Differential Rate?

In accordance with legislation, Council are able to adopt a range of different rates based on varying criteria to create a fair and equitable imposition of rates to each category/group of properties within the Municipality.

#### What is a Rate Level?

With each category, Council then apply a different level to create various rate in the dollar calculations from the base category.

#### What are the current categories, purposes and levels?

Differential Rate Category	Existing Rate Level	Purpose of Category and Level
General	1.00	<p>Summarised Criteria</p> <ul style="list-style-type: none"><li>Property with an occupancy permit which is primarily utilised for the purpose of residential living.</li></ul> <p>Level Justification</p> <ul style="list-style-type: none"><li>Base level of 1 – majority of property owners rated under this category</li></ul>
Residential Retirement	0.90	<p>Summarised Criteria</p> <ul style="list-style-type: none"><li>Properties which are defined as a Retirement Village under the <i>Retirement Villages Act 1986</i>.</li></ul> <p>Level Justification</p> <ul style="list-style-type: none"><li>Lower than base to recognise that ratepayers within this sector are generally on fixed/low income via a pension</li></ul>
Commercial/Industrial	1.60	<p>Summarised Criteria</p> <ul style="list-style-type: none"><li>Properties primarily being utilised for the purposes of retail, manufacturing or industry.</li></ul> <p>Level Justification</p> <ul style="list-style-type: none"><li>Higher than base to recognise that there is generally a higher capacity to pay due to the income capacity of the property</li></ul>

Extractive Industry	3.12	<p>Summarised Criteria</p> <ul style="list-style-type: none"> <li>Properties that extract or remove minerals, earth or stone including the treatment of minerals, earth or stone.</li> </ul> <p>Level Justification</p> <ul style="list-style-type: none"> <li>Higher than base to recognise the significant environmental impact and damage that may be caused to surrounding roads and infrastructure</li> </ul>
Farm	0.78	<p>Summarised Criteria</p> <ul style="list-style-type: none"> <li>Properties that meet the definition of a Farm from the <i>Valuation of Land Act 1960</i>.</li> </ul> <p>Level Justification</p> <ul style="list-style-type: none"> <li>Lower than base to recognise the benefit, culture and environment that genuine farm properties bring to the municipality</li> </ul>
<p>Vacant Land:</p> <ul style="list-style-type: none"> <li>Commercial/Industrial</li> <li>FZ or RCZ</li> <li>GRZ</li> <li>General</li> </ul>	<p>2.60</p> <p>1.00</p> <p>2.50</p> <p>2.10</p>	<p>Summarised Criteria</p> <ul style="list-style-type: none"> <li>All vacant land properties categorised by the zoning of the land.</li> </ul> <p>Level Justification</p> <ul style="list-style-type: none"> <li>Generally higher (with one exception) to encourage development and considers the opportunities or restrictions the zoning of the property allows</li> </ul>

Detailed definitions of each of Council's existing rate categories are available from Council's web site [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

### What is the Rate Strategy Review considering?

The rate strategy review is looking at the differential rate categories and associated levels. The review does not:

- Consider the valuation shifts that may occur within each of the differential rate categories;
- Consider the value of rates Council will generate on annual basis; and
- Include any of the charges levied to your annual rate and valuation notice.

### Providing Feedback

Feedback regarding the rate strategy review can be lodged through the following channels:



Formal written submissions regarding the proposed changes or completed surveys can be lodged with Council as follows:



By logging onto Council's website you can have your say regarding the proposed changes either by making an open written submission or completing the online survey

Mail

Chief Executive Officer,  
Moorabool Shire Council,  
PO Box 18, Ballan, Victoria, 3342

<https://www.moorabool.vic.gov.au/consultations>

Email

[info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au) –  
Subject: Rate Strategy Feedback

Remember that you must stipulate in your submission if you wish to speak to your submission.

All feedback must be lodged with Council by close of business **Monday 19 March 2018**.

## Feedback Form

### Rate Strategy Review Feedback

What locality within the Moorabool Shire do you currently own property? \_\_\_\_\_

What differential rate category is your property currently rated under?

- |  |  |   |
|--|--|---|
| <input type="radio"/> General                      | <input type="radio"/> Residential Retirement | <input type="radio"/> Commercial/Industrial |
| <input type="radio"/> Vacant Commercial/Industrial | <input type="radio"/> Extractive Industry    | <input type="radio"/> Farm                  |
| <input type="radio"/> Vacant Land General          | <input type="radio"/> Vacant Land FZ or RCZ  | <input type="radio"/> Vacant Land GRZ       |

Do you think the proposed rate categories result in an appropriate apportioning of rates across the municipality?  Yes  No

If no, what other categories would you suggest and why?

Do you think the level of each of the categories is appropriate?  Yes  No

If no, what changes would you suggest and why?

Do you have any further comments to assist Council with their Rate review?

Do you want to speak to your feedback on the Rate review at a Council Meeting?  Yes  No

If yes, please provide your contact details so that we can notify you of the Council meeting details

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**Completed Feedback forms must be returned to Council by close of business Monday 19 March 2018**





Moorabool Shire Council

## 11.4.5 Consideration of the Proposed 2018/19 Annual Budget

### Introduction

File No: 07/01/012  
Author: Steve Ivelja  
General Manager: Phil Jeffrey

### Background

This report relates to the commencement of the process for Council to adopt the 2018/19 Annual Budget, in accordance with Section 127 of the Local Government Act 1989 (as amended).

The process includes giving public notice to allow 28 days for submissions to be made by members of the public and such submissions will be heard prior to Council adopting the 2018/19 Annual Budget.

In accordance with Section 127 of the Local Government Act 1989 (the Act) and part 3 of the Local Government (Planning and Reporting) Regulations 2014 (the Regulations), Council is required to commence the statutory process to adopt the Proposed 2018/19 Annual Budget.

The proposed budget recognises the importance of setting a clear direction for the future, achieving measurable objectives, encouraging community input and consultation, and being financially responsible. It is part of a four year Strategic Financial Plan that aims to secure a viable and sustainable path to achieve the Shire's objectives.

The budget proposal is for a 2.11% rate increase for 2018/19. The rate increase is to fund the Capital Improvement Program, New Initiatives, service growth and Council operations. The budget document appended to this report (Appendix A) provides detailed information with regard to the major impacts for 2018/19. It also provides details with regard to Council's financial management principles to ensure a financially sustainable future.

### Proposal

#### Key Influencing Trends:

#### Revenue

The 2018/19 budget includes a 2.11% rate increase. For the 2018/19 financial year, Council has chosen to keep rate increases contained within the 2.25% rate cap as set down by the Minister for Local Government. In addition to the proposed rate increase, the 2018/19 budget is premised on an acceleration of fees & charges under a 'user pays' model. As a result, a number of Fees & Charges will be escalated in 2018/19 until full cost recovery is achieved. These include;

1. Animal Registration fees are proposed to increase on average by up to 15% pa until full cost recovery is achieved;
2. Septic Tank – New Installation fees are proposed to increase on average by 20% pa until full cost recovery is achieved

3. Progressively increase Transfer Station charges until recovery of the waste disposal and transport cost is achieved.
  - a. In 2018/19 it is proposed to increase Transfer Station Charges by 15% for residents
  - b. In 2018/19 it is proposed to increase Transfer Station Charges for non-residents so that they are higher than neighbouring Councils, reducing the possibility of non-resident's receiving a Council subsidy on waste disposal.

The proposal to increase Fees & Charges for these areas until full cost recovery is achieved will be monitored and reviewed each year.

Please refer to Appendix A of the Proposed 2018/19 Budget for a full listing of Council proposed Fees & Charges.

### **Expenditure**

Total operating expenditure is budgeted to decrease by 4.4% or \$2.222 million as compared to the 2017/18 Forecast Actual. The major changes by expenditure category are shown below;

- Total employee costs are budgeted to increase by 8.1% as compared to the 2017/18 Forecast Actual. This is larger than expected due to the 2017/18 Forecast containing significant savings for vacancies. The actual percentage increase compared to the 2017/18 Adopted Budget is only 4.54%, which relates to EBA increments, banding movements and the impact of proposed New Initiatives.
- Expenditure on Materials and Consumables is budgeted to decrease by 20.2% as compared to the 2017/18 Forecast Actual. This is primarily due to the Forecast for 2017/18 containing costs for the Blackwood Localised Septic Program and Flood/Storm Recovery. It can also be attributed to a focus on cost control of discretionary expenditure.
- Other expenses are budgeted to decrease by 25.0% as compared to the 2017/18 Forecast Actual due to Council no longer leasing Computers and Servers and moving these costs to the Capital Improvement Program.
- Depreciation charges are budgeted to increase by 1.8% as compared to the 2017/18 Forecast Actual.
- Borrowing costs are predicted to increase by 5.5% as compared to the 2017/18 Forecast Actual which reflects \$3.534 million in new borrowings for 2018/19.

In addition to planned delivery of recurrent services, the 2018/19 Annual Budget is proposing to fund a number of New Initiatives being:

Proposed Recommended	NET COST 2018/19
Bacchus Marsh Aerodrome - Updated Masterplan	\$ 20,000
Moorabool 2041 Amendments	\$ 50,000
Domestic Waste Water Management Plan Review	\$ 10,000
Parwan Employment Precinct - Marketing and Initiatives	\$ 20,000
Local Area Traffic Management Study, Bacchus Marsh; Stage 2	\$ 20,000
Ballarat Rail Line Action Committee (BRAC)	\$ 15,000
BM Racecourse Recreation Reserve - Increase of Maintenance Budget	\$ 24,000
Windfarm Officer	\$ 58,828
Bald Hill Feasibility Study	\$ 30,000
Maddingley Waste Hub	\$ 20,000
Youth Traineeship Revenue Unit	\$ 6,000
Food Safety Projects	\$ 29,216
Municipal Building Surveyor	Zero Net Cost
Small Town and Reserve Improvements	Zero Net Cost
Open Space Framework	\$ 15,000
ICT For Studio 22 (Youth Space)	\$ 22,195
Secure Cash Pick Up and Deposit	\$ 35,000
Building Inspector	Zero Net Cost
Providing Work Experience and Training Opportunities for Unemployed People - Commonwealth Employment Subsidies	\$ 38,280
Councillor Training	\$ 15,000
Sewer Upgrade Gordon Recreation Reserve	\$ 50,000
Heritage Planning Advice	\$ 10,000
Roadside Weed Control	\$ 11,000
Youth Services Casual Staff	\$ 4,918
Statutory Disclosure and Compliance Software	\$ 13,825
Update of profile.id and forecast.id	\$ 27,000
Ballan Men's Shed	\$ 8,000
Community Infrastructure Funding - Scoping Study	\$ 10,000
Economic Development Officer - Increase to Full Time	\$ 18,233
Health Promotion Officer - Increase to Full Time	\$ 34,035
Senior Infrastructure Planning Engineer	\$ 31,201
Revenue Department Resource Increase	-\$ 3,609
Property, Rating, Local laws, Stat Planning, Building and Records System Replacement	\$ 90,000
Masons Lane #2 Sportsground - Increase of Maintenance Budget	\$ 10,000
Parks and Gardens Unit Resource Increase	\$ 24,644
Community Grants Increase	\$ 20,000
Victorian Motor Sports Hub at Fiskville	\$ 100,000
	<b>\$ 887,767</b>

In total, Council has proposed to invest \$0.888 million in new service initiatives across service areas. The investment in New Initiatives of has been delivered whilst at the same time achieving minimal growth in overall expenditures.

### Capital projects

Council's Capital Works program maintains a mix between the need to maintain existing infrastructure and build new assets to meet community expectations. Included in the 2018/19 budget is \$18.165 million (includes \$3.427 million in projects carried forward from 2017/18) in funds set aside for the delivery of the Capital Improvement Program. Some of the projects proposed as part of the 2018/19 Capital Program include;

- Bacchus Marsh Racecourse and Recreation Reserve - (\$3.200 million)
- McCormacks Road Roundabout - (\$1.500 million)
- Woolpack Road, Maddingley - Pavement Rehabilitation (\$0.675 million)
- Wittick Street, Darley - Pavement Rehabilitation (\$0.642 million)
- Inglis Street, Ballan - Footpath (\$0.600 million)
- Ironbark Road, Ingliston - Gravel Road (\$0.521 million)
- Shoulder Resheet Program (\$0.428 million)
- Franklin Street, Maddingley - Pavement Rehabilitation (\$0.400 million)
- Old Melbourne Road, Millbrook – Pavement Rehabilitation (\$0.380 million)
- Main Street, Gordon - Kerb and Channel (\$0.350 million)
- Ballan Recreation Reserve - Netball Court Upgrade (\$0.340 million)
- Solar Panels and Lighting Upgrade to LED - Council Offices (\$0.250 million)
- Darley Park - Oval Lighting (\$0.250 million)
- Clarkes Road, Glen Park - Pavement Rehabilitation (\$0.250 million)
- Dog Trap Gully Road, Rowsley - Bridge Works (\$0.245 million)
- Coalmine Road, Lal Lal - Gravel Road (\$0.212 million)
- Maddingley Park Tennis Club Upgrade (\$0.150 million)
- Duncan Street, Ballan - Kerb and Channel (\$0.135 million)
- Haywood Road, Lal Lal - Gravel Road (\$0.126 million)
- Lidgett Street Reserve - Play Equipment (\$0.105 million)

### **Parameters**

The rate cap as set down by the Minister for Local Government is 2.25% for the 2018/19. After accounting for necessary adjustments in the rate calculation in the current year, the average rate increase for Moorabool Shire is 2.11%. In addition to this, the original budget parameters used in formulating the 2018/19 budget was a projected CPI increase of 2.25%, and population growth within the Shire of 2.4%. Council has made significant savings in Operating budget expenses to accommodate the proposed 2.11% rate increase in the face of a difficult fiscal environment with major areas of Operating budget expenses increasing at a rate significantly lower than the original budget parameters.

### **Rates**

Rates will increase by an average of 2.11% in the 2018/19 budget raising total rates and charges of \$33.889 million. This includes rates raised through supplementary valuations, the various waste management charges and any special rate schemes.

The Waste Management Service Charge will reduce from \$101.00 to \$87.00 and the overall Waste Collection Charge will increase from \$144.00 to \$179.00. The State Landfill Levy will increase by \$1.00 from \$35.00 to \$36.00 and the optional Kerbside Greenwaste service will be \$71.00 for 2018/19 (a reduction of \$9.00 from 2017/18).

### **Loan Funding**

The 2018/19 budget includes new borrowings of \$3.534 million which will be used to fund the 2018/19 CIP Program.

The 2018/19 budget also includes loan principle repayments of \$1.121 million.

## Cash Management

Overall, total cash and investments of \$20.042 million are forecast as at 30 June 2019.

## Policy Implications

The 2017-2021 Council Plan provides as follows:

<b>Strategic Objective</b>	Providing Good Governance and Leadership
<b>Context</b>	Our Business and Systems
<b>Action</b>	Financial Sustainability

The proposal "Consideration of the Proposed 2018/19 Annual Budget" is consistent with the 2017-2021 Council Plan.

## Financial Implications

The 2018/19 Budget contains details of the financial resources required to deliver the Council Plan.

## Communications Strategy

After Council has accepted the Proposed 2018/19 Budget, an advertisement will be placed in local newspapers. The process includes giving public notice to allow 28 days for submissions to be made by members of the public and such submissions will be heard prior to Council adopting the 2018/19 Annual Budget.

Copies of the Proposed 2018/19 Annual Budget will be available for inspection on weekdays between 8.30am and 5.00pm from Tuesday 8 May 2018 up to and including Tuesday 5 June 2018 at Council offices at:

- 15 Stead Street, Ballan;
- 215 Main Street, Bacchus Marsh; and
- 182 Halletts Way, Darley

Copies of the Proposed 2018/19 Annual Budget can also be viewed on Council's website: [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

Residents are invited to make submissions in relation to the Proposed 2018/19 Annual Budget until 5.00pm on Tuesday 5 June 2018.

Feedback should be made in writing and be addressed to:

The Chief Executive Officer  
Budget Submission  
Moorabool Shire Council  
PO Box 18  
Ballan VIC 3342

Alternatively, submissions can be emailed to [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au) or submitted online at [haveyoursaymoorabool.com.au](http://haveyoursaymoorabool.com.au)

Any person requesting that he or she be heard in support of a submission is entitled to appear before the Special Meeting of Council either personally or by a person acting on his or her behalf. Any person who wishes to be heard in support of a submission should indicate this request in their written submission. A special meeting to hear submissions is scheduled to occur on Wednesday 20 June 2018 at 5.00pm at a destination to be confirmed.

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

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

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

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

*General Manager – Phil Jeffrey*

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

*Author – Steve Ivelja*

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

### **Conclusion**

The proposed budget presents Council's immediate and longer-term financial strategy and links the actions set out in the Council Plan. It also identifies the capital works and services the community can expect from Council during the 2018/19 financial year and beyond.



**Recommendation:**

- 1.1 That having considered the details of the 2018/19 recurrent and capital budget appended to this report, which includes:**

- 1.1.1 – Link to the Council Plan**
- 1.1.2 – Services and Service Performance Indicators**
- 1.1.3 – Financial Statements**
- 1.1.4 – Notes to the Financial Statements**
- 1.1.5 – Financial Performance Indicators**
- 1.1.6 – Appendix A – Fees and Charges Schedule**

that the proposed operating and capital budget 2018/19 be the budget prepared for the purposes of section 127 of Act.

- 1.2 That in accordance Part 3 of the Regulations, Council declares its intention to borrow \$3.534 million. Loan redemption for 2018/19 will be \$1.121m.**

**1.3. General Rates**

**1.3.1 That in accordance with Section 158 of the Local Government Act 1989, Council declares a General Rate for the rating period commencing 1 July 2018 and ending 30 June 2019.**

**1.3.2 It be further declared that the general rate be raised by the application of differential rates.**

**1.3.3 A differential rate be respectively declared for rateable land having the respective characteristics specified in the Schedule to this resolution, which characteristics will form the criteria for each differential rate so declared:**

<b>Category</b>	<b>Cents/\$CIV</b>
Commercial & Industrial Rate	0.006097
Commercial & Industrial Vacant Land	0.009647
Extractive Industry Rate	0.012039
Farm Rate	0.003010
General Rate	0.003859
Vacant Land General	0.008103
Vacant Land FZ and RCZ	0.003859
Vacant Land GRZ	0.009647
Residential Retirement Villages	0.003396

**1.3.4 Each differential rate will be determined by multiplying the Capital Improved Value (CIV) of each rateable land (categorised by the characteristics described in the Schedule to this Resolution) by the relevant percentages.**

**1.3.5 It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that:**

- 1.3.5.1 the respective objectives of each differential rate be those specified in the Schedule to this Resolution; and**

- 1.3.5.2** the respective types or classes of land which are subject to each differential rate be those defined in the Schedule to this Resolution; and
- 1.3.5.3** the respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in the Schedule to this Resolution; and
- 1.3.5.4** the relevant
  - (a) uses of;
  - (b) geographical locations of; and
  - (c) Planning Scheme zonings of; and
  - (d) types of buildings on the respective types or classes of land be those identified in the Schedule to this Resolution.

#### **1.4. Municipal Charge**

- 1.4.1** It be confirmed that no municipal charge is declared in respect of the 2018/19 Financial Year.

#### **1.5. Annual Service Charge**

- 1.5.1** An annual service charge be declared in respect of the 2018/19 Financial Year.
  - 1.5.1.1** The annual service charge be declared in respect of the period 1 July 2018 to 30 June 2019.
  - 1.5.1.2** The annual service charge be declared for the collection and disposal and management of refuse from land.
  - 1.5.1.3** The annual service charge be in the sum of, and be based on the criteria, set out below:
    - (i) \$179 per annum for each property that is within the defined urban service area to which a domestic waste collection service is available;
    - (ii) \$179 per annum for each property that is within the defined rural service area to which a domestic waste collection service is available;
    - (iii) \$179 per annum for each property that is not within a defined service area, to which a domestic waste collection service is provided;
    - (iv) \$87 per annum for all rateable properties in all Wards including:
      - (a) each rateable land that is "farm land" within the meaning of section 2(1) of the Valuation of Land Act 1960 and is a 'single farm enterprise' within the meaning of Section 159(8) of the Local Government Act 1989; and

- (b) each other rateable land, from which there is capable of being generated waste which can be deposited by a ratepayer or resident at a landfill or waste transfer station or any other litter facility.
- (v) \$36 per annum for all rateable properties in all Wards including:
  - (a) each rateable land that is "farm land" within the meaning of section 2(1) of the Valuation of Land Act 1960 and is a 'single farm enterprise' within the meaning of Section 159(8) of the Local Government Act 1989; and
  - (b) each other rateable land, from which there is capable of being generated waste which can be deposited by a ratepayer or resident at a landfill or waste transfer station or any other litter facility.
- (vi) \$71 per annum non-compulsory and optional charge within the urban (residential and low density residential) areas of Bacchus Marsh and Ballan for kerbside greenwaste collection service.

The defined service areas outlined above and the designated routes are defined on a plan, which can be viewed at the Council offices.

## 1.6. Rebates & Concessions

1.6.1 It be recorded that Council grants to each owner of rateable land who is an "eligible recipient" within the meaning of the State Concessions Act 1986, a rebate of an amount determined by the Department of Human Services in respect of their principal place of residence. The criteria for "eligible recipient" is also determined by the Department of Human Services.

## 1.7. Payment

1.7.1 All rates and charges to be paid in four instalments, in accordance with Section 167 (1) and (2) of the Local Government Act 1989.

1.7.2 Unless Council resolves otherwise, a person may only pay rates and charges as a lump sum if payment is made on or before 15 February 2018.

**1.8. Consequential**

**1.8.1 It be confirmed that, subject to sections 171 and 172 of the Local Government Act 1989, Council will require a person to pay interest on any rates and charges which:**

**1.8.1.1 that person is liable to pay;**

**1.8.1.2 have not been paid by the date specified for their payment.**

**1.9 That it is proposed that an amount of \$33,888,870 be declared as the amount Council intends to raise from the general rates and charges (including Supplementary and Special Rates) for the period from 1 July 2018 to 30 June 2019.**

**1.10 That in accordance with Section 158 of the Act and Regulation 8 of the Regulations, detailed information concerning General Rates and Special Rates and charges is appended to this report.**

**1.11 That as part of the public presentation process for the proposed budget, the following actions will be undertaken in accordance with:**

**1.11.1 Sections 127 and 129 of the Act and Part 3 of the Regulations – that the proposed 2018/19 budget be made available for public inspection.**

**1.11.2 Section 129 of the Act and Part 3 of the Regulations – that the Chief Executive officer be authorised to give public notice that the Proposed 2018/19 Annual Budget has been prepared and is available for public inspection.**

**1.11.3 Sections 158 to 162 of the Act and Part 3 of the Regulations - that Council give public notice and have ready for public inspection all prescribed information to be available from 8 May until 5 June 2018.**

**1.12 That Council resolves to allow 28 days for submissions to be made by members of the public and that all submissions are to be made in the prescribed manner. Council will hear submissions on Wednesday 20 June 2018 at the Special Meeting of Council, at a destination to be confirmed.**

**1.13 That in accordance with Section 130 of the Act, Council resolves to notify and place on public notice its intention to adopt the 2018/19 Annual Budget on Wednesday 27 June 2018 at the Special Meeting of Council, at a destination to be confirmed.**

## **SCHEDULE**

### **Differential Rating Categories**

---

#### **General Developed Land**

##### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

##### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

##### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

##### **Geographic Location:**

Wherever located within the municipal district.

##### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

##### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

##### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

##### **Definition:**

###### **Any land:**

- on which a dwelling is lawfully erected and occupied for the principal purpose of physically accommodating persons; and
- which does not have the characteristics of:

- **Commercial and Industrial Land;**
- **Vacant Commercial and Industrial Land;**
- **Extractive Industry Land;**
- **Farm Land**
- **Residential Retirement Villages Land;**
- **Vacant General Land;**
- **Vacant FZ and RCZ Land; or**
- **Vacant GRZ Land.**

### **Commercial/Industrial Land**

#### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. **Construction and maintenance of public infrastructure; and**
2. **Development and provision of health and community services; and**
3. **Provision of general support services.**

#### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

#### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

#### **Geographic Location:**

Wherever located within the municipal district.

#### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

#### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

#### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

**Definition:****Any land which is lawfully used:**

- for the principal purpose of carrying out the manufacturing or productions of goods; or
- for the principal purpose of carrying out trade in goods or services.

**Vacant Commercial/Industrial Land****Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

**Definition:****Any land:**

- located within an Industrial or Business zone under the Moorabool Planning scheme; and
- which is vacant; or
- not lawfully developed for the principal purpose of carrying out the manufacturing or production of goods or trade in goods or services; and



- which does not have the characteristics of General Developed Land.

### **Extractive Industry Land**

#### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

#### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

#### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

#### **Geographic Location:**

Wherever located within the municipal district.

#### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

#### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

#### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

#### **Definition:**

##### **Any land:**

- which is used primarily for the extraction or removal of minerals, earth or stone including the treatment of minerals, earth or stone; or

- on which activities for the extraction or removal of minerals, earth or stone including the treatment of minerals earth or stone have been discontinued but which has not yet been rehabilitated to environmental standards as required by law.

### **Farm Land**

#### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

#### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

#### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

#### **Geographic Location:**

Wherever located within the municipal district.

#### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

#### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

#### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

#### **Definition:**

##### **Any land:**

- which is “farm land” within the meaning of section 2(1) of the Valuation of Land Act 1960.

## **Vacant General Land**

### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### **Definition:**

#### **Any land:**

- on which no building is lawfully erected; and
- which does not have the characteristics of;
  - Vacant Commercial and Industrial Land; or
  - Vacant FZ and RCZ Land; or
  - Vacant GRZ Land.

### **Vacant FZ or RCZ Land**

#### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

#### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

#### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

#### **Geographic Location:**

Wherever located within the municipal district.

#### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

#### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

#### **Definition:**

##### **Any land:**

- on which no building is lawfully erected; and
- which is located within the Farm Zone (FZ) or Rural Conservation Zone (RCZ) under the Moorabool Planning Scheme; and
- which does not have the characteristics of Farm Land.

### **Vacant GRZ Land**

#### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

#### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

#### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

#### **Geographic Location:**

Wherever located within the municipal district.

#### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

#### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

#### **Definition:**

##### **Any land:**

- on which no building is lawfully erected; and
- which is located within the General Residential Zone (GRZ) under the Moorabool Planning Scheme.

### **Residential Retirement Villages**

#### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and

2. **Development and provision of health and community services;  
and**
3. **Provision of general support services.**

**Types and Classes:**

**Rateable land having the relevant characteristics described in the below definition.**

**Use and Level of Differential Rate:**

**The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.**

**The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.**

**Geographic Location:**

**Wherever located within the municipal district.**

**Use of Land:**

**Any use permitted under the Moorabool Planning Scheme.**

**Planning Scheme Zoning:**

**The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.**

**Types of Buildings:**

**All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.**

**Definition:**

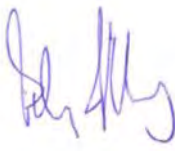
**Any land:**

- **Which is defined as a Retirement Village land under the *Retirement Villages Act 1986*.**

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**Report Authorisation**

**Authorised by:**

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Thursday, 12 April 2018

# Attachment - Item 11.4.5



# Moorabool Shire Council



## 2018/19 Proposed Annual Budget



<b>Contents</b>	<b>Page</b>
Mayors and CEO's Introduction	3
<b>Budget reports</b>	
1. Link to the Council Plan	6
2. Services and service performance indicators	12
3. Financial statements	27
4. Notes to the financial statements	34
5. Financial Performance Indicators	63
6. Appendix A - Fees and Charges	65

## Mayor and CEO's Introduction

It gives us great pleasure to recommend this Budget to the residents of Moorabool Shire Council.

Council has prepared a Budget for 2018/19 which is aligned to the vision in the Council Plan 2017/21. It seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community. The adopted budget details the resources required over the next year to fund the large range of services we provide to the community. It also includes details of adopted capital expenditure allocations to improve and renew our Shire's physical infrastructure, buildings and operational assets as well as funding proposals for a range of new initiatives.

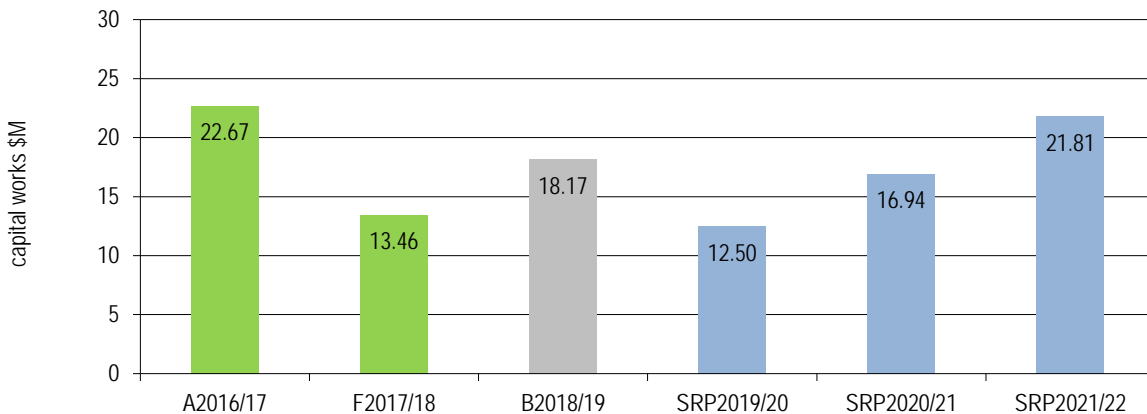
A great deal of work has been completed by Council officers to find cost savings and this is reflected in the 2018/19 annual budget. Rate increases have been capped at 2.25% in line with the Victorian Government's Fair Go Rates System. After accounting for a prior year error in the rate calculation, the average rate for Moorabool Shire has been increased by 2.11% for the 2018/19 financial year. Despite the financial challenge this poses, Council is determined to maintain and enhance its services, while working within the cap. Council is also determined in its efforts to keep financial pressure on the community to a minimum.

The 2018/19 budget is a continuation and follows through with strategic priorities that were identified in the previous Council Plan, such as the \$12.4 million upgrade of Halletts Way, Council's largest capital project to date. This budget is based on that feedback received and the resulting Strategic Resource Plan. Council plans to continue to seek community input and engage the Moorabool Shire Council community in its decision making. In addition to this, Moorabool Shire Council has seen significant growth in recent years and our capital program has been developed to meet community infrastructure needs now and into the future. Council will fund several new initiatives and will allocate additional funds to renew the Council's infrastructure. Some of the key projects adopted as part of the 2018/19 Capital Program include:

- Bacchus Marsh Racecourse and Recreation Reserve (\$3.200 million)
- McCormacks Road Roundabout (\$1.500 million)
- Woolpack Road, Maddingley - Pavement Rehabilitation (\$0.675 million)
- Wittick Street, Darley - Pavement Rehabilitation (\$0.642 million)
- Inglis Street, Ballan - Footpath (\$0.600 million)
- Ironbark Road, Ingliston - Gravel Road (\$0.521 million)
- Shoulder Resheet Program (\$0.428 million)
- Franklin Street, Maddingley - Pavement Rehabilitation (\$0.400 million)
- Old Melbourne Road, Millbrook – Pavement Rehabilitation (\$0.380 million)
- Main Street, Gordon - Kerb and Channel (\$0.350 million)
- Ballan Recreation Reserve - Netball Court Upgrade (\$0.340 million)
- Solar Panels and Lighting Upgrade to LED - Council Offices (\$0.250 million)
- Darley Park - Oval Lighting (\$0.250 million)
- Clarkes Road, Glen Park - Pavement Rehabilitation (\$0.250 million)
- Dog Trap Gully Road, Rowsley - Bridge Works (\$0.245 million)
- Coalmine Road, Lal Lal - Gravel Road (\$0.212 million)
- Maddingley Park Tennis Club Upgrade (\$0.150 million)

The table below provides a high level snapshot of the forward outlook for Capital Works for the next 4 years and demonstrates a high level of investment in community infrastructure and assets.

**Forward outlook for Capital Works \$M**



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

The Capital Works program for 2018/19 will be \$18.165 million (this includes \$3.427 million in works carried forward from 2017/18). New works for 2018/19 total \$14.738 million. Of the new works funded in the 2018/19 proposed budget, \$10.035 million will come from Council operations, \$1.169 million from external grants and contributions, and \$3.534 million to be funded by new borrowings. We acknowledge the contribution of State and Federal Government grants in our Capital Works and service delivery programs.

In addition to the planned Capital Works Program, the 2018/19 Annual Budget will fund a number of new initiatives some of them being:

- Ballarat Rail Line Action Committee (BRAC) (\$0.015 million net cost)
- Employment Subsidies for Eligible Job Seekers - (\$0.038 million net cost)
- Property, Rating, Building and Records System Replacement - (\$0.090 million net cost)
- BM Racecourse Recreation Reserve - Increase of Maintenance Budget - (\$0.024 million net cost)
- Masons Lane Sportsground - Increase of Maintenance Budget - (\$0.010 million net cost)
- Maddingley Waste Hub Investigation Study - (\$0.020 million net cost)
- Roadside Weed Control - (\$0.011 million net cost)
- Bacchus Marsh Aerodrome - Updated Masterplan - (\$0.020 million net cost)
- Bald Hill Feasibility Study - (\$0.030 million net cost)
- Open Space Framework - (\$0.015 million net cost)
- Community Infrastructure Funding - Scoping Study - (\$0.010 million net cost)
- Victorian Motor Sports Hub at Fiskville - (\$0.100 million net cost)
- Ballan Men's Shed - (\$0.008 million net cost)
- Secure Cash Pick Up and Deposit - (\$0.035 million net cost)
- ICT For Studio 22 (Youth Space) - (\$0.022 million net cost)
- Youth Services Casual Staff - (\$0.005 million net cost)
- Domestic Waste Water Management Plan Review - (\$0.010 million net cost)
- Food Safety Projects - (\$0.029 million net cost)
- Sewer Upgrade Gordon Recreation Reserve - (\$0.050 million net cost)

**In total, your Council is investing \$0.888 million in new service initiatives across service areas. Please refer to section 2, pages 12-23 of this document for a detailed description of each proposed initiative.**

We look forward to working with you in the community to deliver these exciting projects throughout the coming year.

*Financial Snapshot*

Key Statistics	2017/18 Forecast	2018/19 Budget
	<b>\$'000</b>	<b>\$'000</b>
Total Expenditure	50,332	48,110
Comprehensive Operating Surplus	7,673	11,176
Underlying operating surplus	392	1,362
Cash result	4,591	4,376
Capital Works Program	13,461	18,165
<b>Funding the Capital Works Program:</b>		
Council	6,294	12,667
Borrowings	3,148	3,534
Grants	4,018	1,964
<b>Budgeted expenditure by strategic objective:</b>	<b>Budget in '000</b>	<b>Budget %</b>
Providing Good Governance and Leadership	20,734	55%
Minimising Environmental Impact	4,740	13%
Stimulating Economic Development	3,239	9%
Improving Social Outcomes	8,713	23%

**Cr Paul Tatchell**  
Mayor

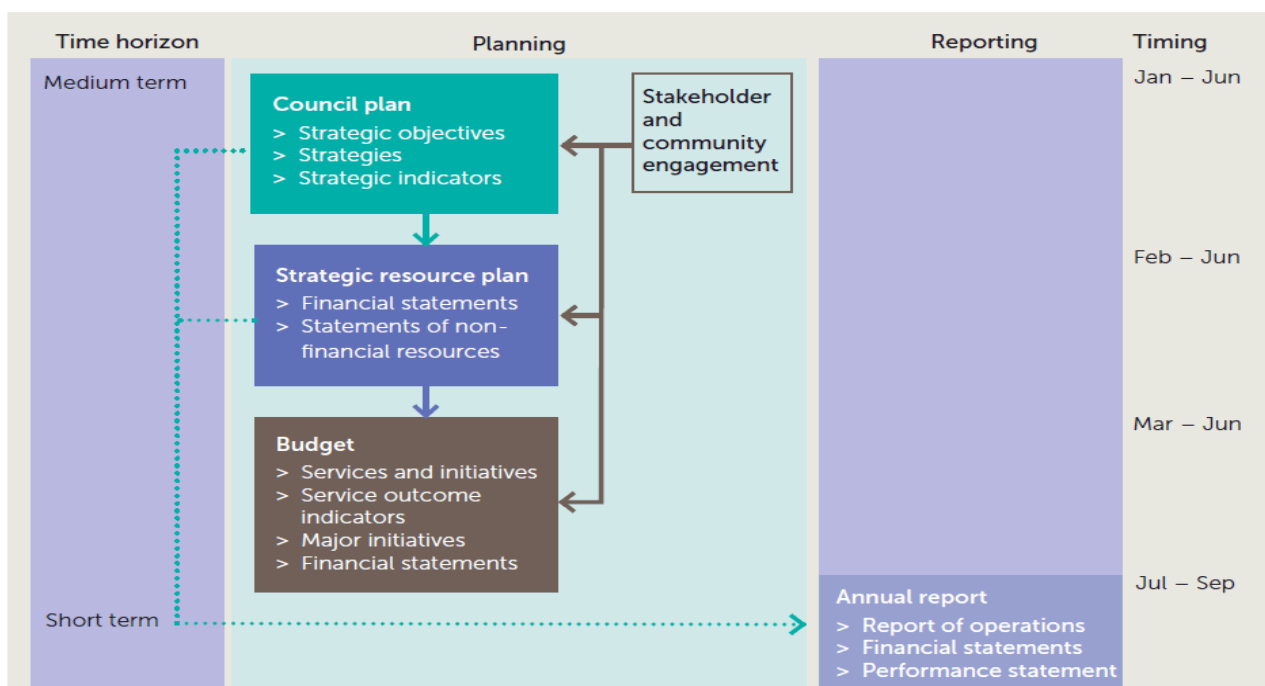
**Rob Croxford**  
Chief Executive Officer

## 1. Link to the Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning framework. This framework guides the Council in identifying community needs and aspirations over the long term (Moorabool 2041), medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).

### 1.1 Planning and accountability framework

The Strategic Resource Plan, is part of and prepared in conjunction with the Council Plan, and is a rolling four year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The Annual Budget is framed within the Strategic Resource Plan, taking into account the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning

In addition to the above, Council has a long term plan (Moorabool 2041) which articulates a community vision, mission and values. The Council Plan is prepared with reference to Council's long term Community Plan.

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes. The Council Plan, including the Strategic Resource Plan, is required to be completed by 30 June following a general election and is reviewed each year in advance of the commencement of the Annual Budget process.

## 1.2 Our purpose

### Our vision

By 2021 we will see vibrant and resilient communities with unique identities.

### Our mission

1. The Moorabool Shire Council exists to co-design local solutions that enable the Moorabool communities to prosper now and into the future. We do this by:

- Providing good governance and leadership
- Minimising environmental impact
- Stimulating economic development
- Improving social outcomes

2. The Council exists to be in service to the communities of the Moorabool Shire.

3. The Council is accountable to the community and has legislative responsibilities.

### Our values

By living these values Council is able to build strong relationships internally, with the community and with partners.

- **I**ntegrity - I say what I mean and always do what's right.
- **C**reativity - I consider situations from multiple angles and perspectives.
- **A**ccountability - I have courage to make decisions and take ownership for their outcomes.
- **R**espect - I seek to understand and treat people how I would like to be treated.
- **E**xcellence - I take calculated risks to seek out better ways of doing things.

These values translate to the acronym I CARE.

**I CARE / WE CARE** will form the basis of community and organisational communications and branding for the period of this plan.



### 1.3 Strategic objectives

Council delivers activities and initiatives under 44 major service categories. Each contributes to the achievement of one of the four Strategic Objectives as set out in the Council Plan for the 2017-21 years. The following table lists the three Strategic Objectives as described in the Council Plan.

Strategic Objective	Description
<b>1. PROVIDING GOOD GOVERNANCE AND LEADERSHIP</b>	<p><b><i>CONTEXT 1A - OUR ASSETS AND INFRASTRUCTURE</i></b></p> <p><u>Definition</u> - Our assets and infrastructure enable us to deliver services to our communities. In order to deliver these services we must maintain and invest in our infrastructure to ensure that it is fit for purpose.</p> <p><u>Challenges</u> - Poor community infrastructure and plans for each asset class results in:</p> <ul style="list-style-type: none"><li>» The incorrect level of investment in maintaining, renewing, upgrading and providing new assets</li><li>» Low facility utilisation rates</li><li>» Facilities that are not readily accessible</li></ul> <p><u>Benefits</u> -</p> <ul style="list-style-type: none"><li>» Asset renewal gap is reduced</li><li>» Assets are fit for the purpose they were intended for</li><li>» Increased community satisfaction with infrastructure</li><li>» Infrastructure keeping up with population growth</li><li>» Infrastructure aligned to community needs</li></ul> <p><b><i>CONTEXT 1B - OUR PEOPLE</i></b></p> <p><u>Definition</u> - Our people are our Councillors, staff, contractors and volunteers and are key to the planning and delivery of valued services to our communities and to the organisation. We will provide a workplace that is:</p> <ul style="list-style-type: none"><li>» Supportive</li><li>» Safe</li><li>» Highly regarded</li><li>» Innovative</li><li>» Striving for excellence</li></ul> <p>We will ensure that governance systems are:</p> <ul style="list-style-type: none"><li>» Robust</li><li>» Transparent</li><li>» Efficient</li><li>» Democratic</li><li>» Participatory</li><li>» Responsive</li><li>» Equitable and inclusive</li></ul> <p><u>Challenges</u> -</p> <ul style="list-style-type: none"><li>» Poor strategic directions.</li><li>» Poor decision making and outcomes for the community.</li><li>» A lack of accountability to the community.</li></ul>

Strategic Objective	Description
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**1. PROVIDING GOOD GOVERNANCE AND LEADERSHIP (CONT.)**

Benefits -

- » Resourced and trained Councillors
- » Employer of choice
- » Improve recruitment and retention levels of skilled and capable staff
- » Increased staff engagement, capacity and productivity
- » Improved staff and community satisfaction
- » Improved employment conditions
- » Safe workplace environment
- » Improved decision making frameworks
- » Reduced risk

**CONTEXT 1C - OUR BUSINESS & SYSTEMS**

Definition - Our systemised approach to planning and service delivery and our business excellence philosophy (SAI Global, 2011) work to ensure our communities receive high quality, valued and targeted services. Our approach also enables our staff to efficiently and effectively deliver services without risk, duplication of effort and resource wastage whilst leveraging the use of information and communications technology.

Challenges - Financial constraints coupled with increased community demand and expectations means that services need to be delivered in the most efficient and effective way. Outmoded operating models compromise Council's ability to proactively manage changes in service type or customer needs and expectations.

Benefits -

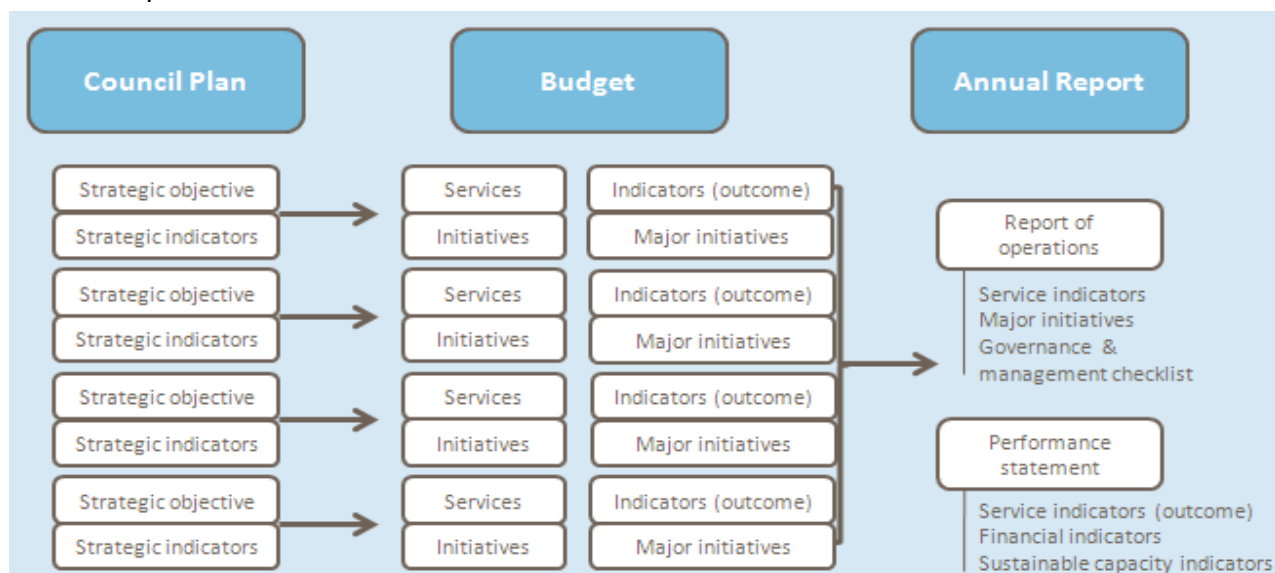
- » Value for money services
- » Less duplication of effort
- » Risk is understood and mitigated
- » Improved organisational intelligence for decision making
- » Improved integration and streamlining of systems and processes

Strategic Objective	Description
<b>2. MINIMISING ENVIRONMENTAL IMPACT</b>	<p><b>CONTEXT 2A - BUILT ENVIRONMENT</b></p> <p><u>Definition</u> - The Council plays a key role in the planning, developing and provision of services within the urban and commercial areas of the Moorabool Shire to enable communities to enjoy higher levels of amenity, economic development, social connectedness and ultimately a sense of place whilst minimising the impact on the environment.</p> <p><u>Challenges</u> - The built environment creates a sense of place and contributes to well-being and economic growth. Failure to plan and optimise investment may lead to a negative impact on the natural environment.</p> <p><u>Benefits</u> -</p> <ul style="list-style-type: none"> <li>» Increased health and wellbeing</li> <li>» Improved amenity</li> <li>» Great places to live</li> <li>» Community connectedness</li> <li>» Targeted economic investment</li> </ul> <p><b>CONTEXT 2B - NATURAL ENVIRONMENT</b></p> <p><u>Definition</u> - The Council through its actions, as well as working with other agencies and groups with an environmental stewardship role, focus to assist communities to live sustainably so that we leave a healthy and prosperous environment for the future generations.</p> <p><u>Challenges</u> - Land and water degradation, weed and pest invasion, increase incidence of natural disasters including fire, flood and heatwaves, combined with poor strategic direction, planning and investment to minimise environmental impacts in the natural environment, results in suboptimal community outcomes now and for future generations.</p> <p><u>Benefits</u> -</p> <ul style="list-style-type: none"> <li>» Community members can enjoy their experience of natural places</li> <li>» Threats to our local environment are reduced</li> <li>» Flow on benefits to our economy, productive agriculture, physical activity, well-being and community identity</li> </ul>
<b>3. STIMULATING ECONOMIC DEVELOPMENT</b>	<p><b>CONTEXT 3A - LAND USE PLANNING</b></p> <p><u>Definition</u> - The Council uses land use planning to manage the development of land within its jurisdictions and has a leadership role (along with other agencies) in land use planning, place making and guiding the amenity of our communities.</p> <p><u>Challenges</u> - To cater for communities with growing populations, land use planning needs to understand, consider and deliver on improved economic, social, and environmental outcomes, and an improved ability to access to employment and education opportunities across the Shire.</p> <p><u>Benefits</u> -</p> <ul style="list-style-type: none"> <li>» Master planned communities</li> <li>» Improved ability to access to employment and education</li> <li>» Improved liveability, securing the reason people moved to Moorabool</li> <li>» Designated land for the use of economic and educational activity</li> <li>» Effective engagement with community regarding the use of land within the community</li> </ul>

Strategic Objective	Description
<b>3. STIMULATING ECONOMIC DEVELOPMENT (CONT.)</b>	<p><b>CONTEXT 3B - INVESTMENT &amp; EMPLOYMENT</b></p> <p><u>Definition</u> - Council plays a role in a strong economy, local jobs, healthy businesses, inward investment and visitation that contributes to the livability of the Shire. It also works with the development of industry to develop key infrastructure for growing communities.</p> <p><u>Challenges</u> - Fiscal constraints directly impact on the amount of investment Council is able to independently contribute towards stimulating investment and economic growth. Without guidance and investment by business, government and the community, economies will stagnate and local jobs and education opportunities may not be created.</p> <p><u>Benefits</u> -</p> <ul style="list-style-type: none"> <li>» Increased economic investment and job growth</li> <li>» Improved lifestyles</li> <li>» Decreased travel</li> <li>» Increased community cohesion</li> <li>» Improved employment and education opportunities</li> <li>» Stimulated local economy and creating more resilient communities</li> <li>» Connect local people to local jobs</li> </ul>
<b>4. IMPROVING SOCIAL OUTCOMES</b>	<p><b>CONTEXT 4A - HEALTH &amp; WELLBEING</b></p> <p><u>Definition</u> - Enhanced community health and wellbeing is achieved through the intersection of enhanced economic, social, built and natural environments.</p> <p><u>Challenges</u> - The determinants of our health and wellbeing are influenced by a wide range of factors including individual, social, cultural, economic and environmental (World Health Organisation 2008). Social, economic and environmental factors include employment and housing, schools and education, social connections, conditions of work and leisure, and the state of housing, neighbourhoods and the environment.</p> <p><u>Benefits</u> -</p> <ul style="list-style-type: none"> <li>» Local services accessible to those in need</li> <li>» Healthier individuals and communities</li> <li>» Reduced social isolation and exclusion</li> <li>» Reduced anti-social behaviour</li> <li>» More resilient and self-reliant individuals and communities</li> <li>» Enhanced workforce numbers and capacity</li> </ul> <p><b>CONTEXT 4B - COMMUNITY CONNECTEDNESS AND CAPACITY</b></p> <p><u>Definition</u> - The creation of inclusive and engaged communities that provide opportunities for people across their life stages to participate in activities that improve the wellbeing of our communities.</p> <p><u>Challenges</u> - Supporting and strengthening of individuals, families and communities to identify needs and develop solutions at a local level. This may involve advocacy, empowering people in action, education, awareness raising and distribution of resources to individuals and communities.</p> <p><u>Benefits</u> -</p> <ul style="list-style-type: none"> <li>» Healthier individuals and communities</li> <li>» Reduced social isolation and exclusion</li> <li>» Reduced anti-social behaviour</li> <li>» More resilient and self-reliant individuals and communities</li> </ul>

## 2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2018/19 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes a number of major initiatives, initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify initiatives, major initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Environment, Land, Water and Planning

### 2.1 Strategic Objective 1: Providing Good Governance and Leadership

To achieve our objective of 'Providing Good Governance and Leadership', we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below:

#### Services

Activities	Description		2016/17 Actual \$'000	2017/18 Forecast \$'000	2018/19 Budget \$'000
Governance	This area, being Governance includes the Mayor, Councillors and Chief Executive Officer, General Managers and associated support which cannot be easily attributed to the direct service provision areas.	Exp	(2,351)	(2,319)	(2,330)
		Rev	51	51	0
		Net	(2,300)	(2,268)	(2,330)
Public Relations and Marketing	Provide an open and accessible communication network that is accurate, accessible, user friendly, relevant and timely.	Exp	(122)	(83)	(85)
		Rev	0	0	0
		Net	(122)	(83)	(85)

Activities	Description		2016/17 Actual \$'000	2017/18 Forecast \$'000	2018/19 Budget \$'000
Personnel Management	To provide, develop and implement strategies, policies and procedures through the provision of human resource and industrial relations services, that minimise the risk to Council.	<i>Exp</i>	(787)	(891)	(774)
		<i>Rev</i>	66	66	60
		<i>Net</i>	<u>(721)</u>	<u>(825)</u>	<u>(714)</u>
Risk Management	To develop, build and identify effective management of Council's exposure to all forms of risk and to foster safer work places and environments within the municipality.	<i>Exp</i>	(546)	(554)	(491)
		<i>Rev</i>	10	10	7
		<i>Net</i>	<u>(535)</u>	<u>(544)</u>	<u>(484)</u>
Finance	Financial management and accounting of Council's finances, including property rating and valuation services, collection of revenue and internal support and advice to internal departments. These services will be delivered by increasing the financial knowledge base of the whole of Council through customer awareness, consistency and clearly defined processes.	<i>Exp</i>	(1,163)	(1,606)	(1,476)
		<i>Rev</i>	9,723	9,723	11,059
		<i>Net</i>	<u>8,559</u>	<u>8,117</u>	<u>9,584</u>
Customer Service	Manage service provisions to provide an open and accessible communication network that is accurate, accessible, user friendly, relevant and timely.	<i>Exp</i>	(928)	(644)	(649)
		<i>Rev</i>	8	8	5
		<i>Net</i>	<u>(919)</u>	<u>(635)</u>	<u>(644)</u>
Document Management	Electronic document management of Council's external correspondence, maintain an effective and efficient electronic document management system and maintain Council's archive program.	<i>Exp</i>	(286)	(378)	(397)
		<i>Rev</i>	0	0	0
		<i>Net</i>	<u>(286)</u>	<u>(378)</u>	<u>(397)</u>
Information Communication and Technology	To provide a range of services to the organisation that supports its development through the effective management and expansion of Council's information systems and technology.	<i>Exp</i>	(1,948)	(2,083)	(2,055)
		<i>Rev</i>	0	0	0
		<i>Net</i>	<u>(1,948)</u>	<u>(2,083)</u>	<u>(2,055)</u>
Fleet Management	To provide fleet management services for Council's passenger and light commercial vehicles, buses, trucks, and earthmoving & roadwork machinery.	<i>Exp</i>	283	313	356
		<i>Rev</i>	619	619	555
		<i>Net</i>	<u>902</u>	<u>932</u>	<u>911</u>
Animal Management and Local Laws Compliance	Deliver and maintain a responsive and proactive animal management service throughout the Shire. Review, develop and implement local laws that promote peace and good order in Moorabool.	<i>Exp</i>	(681)	(636)	(621)
		<i>Rev</i>	446	446	601
		<i>Net</i>	<u>(235)</u>	<u>(190)</u>	<u>(21)</u>
Building Maintenance	This service prepares maintenance management programs for Council's property assets. These include municipal buildings, pavilions and other community buildings.	<i>Exp</i>	(1,119)	(1,220)	(1,289)
		<i>Rev</i>	1	1	18
		<i>Net</i>	<u>(1,118)</u>	<u>(1,219)</u>	<u>(1,271)</u>
Parks and Gardens	Maintain Council's parks and gardens assets and provide facilities for our residents for the future. Enhance and upgrade the aesthetic appearance of Moorabool townships.	<i>Exp</i>	(3,067)	(2,912)	(2,966)
		<i>Rev</i>	5	5	0
		<i>Net</i>	<u>(3,062)</u>	<u>(2,907)</u>	<u>(2,966)</u>

Activities	Description		2016/17	2017/18	2018/19
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
Road Safety	This service is for the provision of street lighting and bus stop maintenance.	<i>Exp</i>	(333)	(339)	(413)
		<i>Rev</i>	0	0	0
		<i>Net</i>	(333)	(339)	(413)
Asset Management	This service undertakes the design and coordination of Council's Capital Improvement Program.	<i>Exp</i>	(1,441)	(1,575)	(1,473)
		<i>Rev</i>	79	79	100
		<i>Net</i>	(1,362)	(1,495)	(1,373)
Road and Off Road Maintenance	To undertake maintenance to Council's road assets to ensure they are in a safe and serviceable condition for all users. This includes sealed and unsealed roads, bridges, kerb and channel, drainage, footpaths and signage.	<i>Exp</i>	(6,762)	(5,208)	(5,585)
		<i>Rev</i>	2	2	0
		<i>Net</i>	(6,760)	(5,205)	(5,585)
Geographical Information Services	Spatial maintenance of all land parcels.	<i>Exp</i>	(10)	(13)	(11)
		<i>Rev</i>	0	0	0
		<i>Net</i>	(10)	(13)	(11)
Public Toilets	Cleaning and general maintenance of all public toilets.	<i>Exp</i>	(190)	(221)	(198)
		<i>Rev</i>	0	0	0
		<i>Net</i>	(190)	(221)	(198)
Property Asset Management	To effectively manage Council land, property leases and licences as per the property register.	<i>Exp</i>	(1,214)	(36)	(25)
		<i>Rev</i>	1,032	1,032	155
		<i>Net</i>	(183)	996	130

### Initiatives

1) **Ballarat Rail Line Action Committee (BRAC)** - The Ballarat Rail Line Action Committee (BRAC) was formed in late 2015 with a brief to advance investment in the Ballarat rail line following concerns over congestion, reliability and predictions of rapid growth in passenger numbers. The Committee is a united voice for priority projects. The operation of BRAC is funded largely by the City of Melton who provide secretarial services on behalf of the group. (\$0.015 million net cost)

2) **Councillor Training** - An increase in existing budgets is required to facilitate further training and mentoring for Councillors. (\$0.015 million net cost)

3) **Youth Traineeship Revenue Unit** - This proposal is to offer a Youth traineeship within the Revenue Unit to an eligible school leaver through one of the many Commonwealth employment subsidy schemes that currently exist. This initiative is consistent with the council plan action to advocate and support the development of programs and services to increase employment opportunities for young people in Moorabool Shire. (\$0.006 million net cost)

4) **Additional Resources in Revenue Department** - This Initiative recommends the creation of a new Full Time Revenue Officer to assist with the day to day operations and current workload within the business unit. Updated analysis suggests that currently, the Revenue team has a shortfall of approximately 199 staffing hours per month based on current work volumes. This is primarily funded from savings from the net costs of current bi-annual revaluations and the processing of all valuation objections being transferred to the Valuer General. (\$0.004 million net improvement)

5) **Employment Subsidies for Eligible Job Seekers** - Proposal that a budget be allocated to engage eligible jobseekers through leveraging Commonwealth employment subsidies in roles that would provide them with experience and training. The roles would also add value to the respective service unit/s in which the people are engaged. (\$0.038 million net cost)

6) **Statutory Disclosure and Compliance Software** - Following an audit process undertaken in 2017 it was recognised by both our auditors and the Audit & Risk Committee that there were significant risks by a failure to ensure legislative compliance. This initiative is requesting funding to purchase cloud based software which will alert MSC to any changes in legislation that require alteration of policy or practice. (\$0.013 million net cost)



7) **Property, Rating, Local Laws, Stat Planning, Building and Records System Replacement** - This Initiative is for the replacement of Lynx Property & Regulatory and Content+ Records Management System. This is initiative 2.02 of the ICT Strategy and was listed as a business critical item. The amount for 2018/19 is the initial amount required to engage consulting assistance for tendering, evaluation and tender contract assistance. (\$0.090 million net cost)

8) **BM Racecourse Recreation Reserve - Increase of Maintenance Budget** - This initiative proposes an increase to the sportsground maintenance budget within the Parks and Gardens Unit to undertake the required programmed and reactive maintenance of a new sportsgrounds as part of the Bacchus Marsh Racecourse and Recreation Reserve development. (\$0.024 million net cost)

9) **Small Town and Reserve Improvements** - This initiative proposes a financial allocation to enable the improvement and amenity of existing small town entrances, open spaces, and reserves. Council has commenced a process of developing township improvement plans for small towns across the municipality. If Councils adopts the key recommendations of the Parks review, this project can be delivered within the existing Parks budget allocation. (\$0.000 million net cost)

10) **Masons Lane Sportsground - Increase of Maintenance Budget** - This initiative proposes a financial increase to the sportsground maintenance budget to undertake the seasonal covering of the cricket wicket pitch at Masons Lane No.2 sportsground, which will add capacity to allow for greater sporting participation opportunities at a currently underutilised sportsground during the winter season. (\$0.010 million net cost)

11) **Parks and Gardens Unit Resource Increase** - This initiative seeks to increase resources within the Parks and Gardens Unit to cope with significant growth in new subdivisions and reserves. These assets have progressively been handed over to Council's Parks and Gardens Unit from developers and contractors. Additional funds will be required to manage the programmed and reactive maintenance of these new open space areas. (\$0.025 million net cost)

12) **Local Area Traffic Management Study, Bacchus Marsh (Stage 2)** - In 2017/18 Council funded the development of a Local Area Traffic Management (LATM) study for an area in central Bacchus Marsh. This initiative seeks to build on that study by delivering a LATM for a further precinct within the township as a second stage to the project. (\$0.020 million net cost)

#### Service Performance Outcome Indicators

Service	Indicator	2016/17	2017/18	2018/19
		Actual	Forecast	Budget
Governance	Satisfaction	49	50	50
Roads	Satisfaction	43	45	45
Animal Management	Health and Safety	2	0	0

\* refer to table at section 2.5 for information on the calculation of Service Performance Outcome Indicators

## 2.2 Strategic Objective 2: Minimising Environmental Impact

To achieve our objective of 'Minimising Environmental Impact', we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

### Services

Activities	Description		2016/17 Actual \$'000	2017/18 Forecast \$'000	2018/19 Budget \$'000
Waste Management	This unit covers maintenance, collection and disposal of domestic wastes and waste related products, litter and litter bins around the Shire and cleaning of roads and other public places. The unit is responsible for managing recycling, the transfer stations and related services.	<i>Exp</i>	(3,862)	(4,185)	(4,558)
		<i>Rev</i>	682	682	602
		<i>Net</i>	<u>(3,180)</u>	<u>(3,503)</u>	<u>(3,956)</u>
Environmental Management	This service develops environmental policy, coordinates and implements environmental projects and works with other services to improve Council's environmental performance.	<i>Exp</i>	(222)	(268)	(151)
		<i>Rev</i>	104	104	0
		<i>Net</i>	<u>(118)</u>	<u>(164)</u>	<u>(151)</u>

### Initiatives

13) **Maddingley Waste Hub Investigation Study** - Planning study required to determine and confirm a full set of appropriate uses within and adjoining the Maddingley Brown Coal (MBC) site and surrounding area. Zone controls and overlays supported by potentially supplementary odour/dust/noise modelling, to consolidate and leverage off the State significant MBC site. (\$0.020 million net cost)

14) **Roadside Weed Control** - Proposed increased funding of recurrent roadside weed control budget so that a program targeting blackberry can be implemented. Currently there is a significant roadside blackberry issue throughout parts of Moorabool including; Gordon, Mt Egerton, Lal Lal and Barkstead. Unfortunately, due to limited available funds, Council programs have only been able to target Gorse, Serrated Tussock and rabbits. (\$0.011 million net cost)

### Service Performance Outcome Indicators

Service	Indicator	2016/17 Actual	2017/18 Forecast	2018/19 Budget
Waste Collection	Waste Diversion	36.91%	38.00%	38.00%

\* refer to table at section 2.5 for information on the calculation of Service Performance Outcome Indicators

## 2.3 Strategic Objective 3: Stimulating Economic Development

To achieve our objective of 'Stimulating Economic Development', we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

### Services

Activities	Description		2016/17 Actual \$'000	2017/18 Forecast \$'000	2018/19 Budget \$'000
Building Services	Ensure all building permits lodged by private building surveyors are registered in accordance with legislation, and all building department activities are undertaken within legislative timelines.	<i>Exp</i>	(227)	(222)	(154)
		<i>Rev</i>	123	123	150
		<i>Net</i>	(104)	(99)	(4)
Statutory Planning	Deliver statutory planning functions of Council to ensure responsible land use and development in Moorabool.	<i>Exp</i>	(1,129)	(1,044)	(1,051)
		<i>Rev</i>	558	558	628
		<i>Net</i>	(571)	(485)	(423)
Strategic Land Use Planning	Delivery of key strategic policies and projects that assist in the long-term development of the Shire.	<i>Exp</i>	(1,366)	(1,835)	(1,216)
		<i>Rev</i>	366	366	95
		<i>Net</i>	(1,000)	(1,469)	(1,121)
Infrastructure Subdivision Development	Provide infrastructure support services for subdivisions and developments, whilst developing guidelines for Council to improve and provide consistency in the planning and delivery of subdivision development.	<i>Exp</i>	0	0	0
		<i>Rev</i>	101	101	250
		<i>Net</i>	101	101	250
Economic Development and Tourism	The economic development service assists the organisation to facilitate an environment that is conducive to a sustainable and growing local business sector and provides opportunities for local residents to improve their skill levels and access employment. It also aims to develop strategies to bring tourists into Moorabool Shire.	<i>Exp</i>	(458)	(475)	(428)
		<i>Rev</i>	0	0	0
		<i>Net</i>	(458)	(475)	(428)

### Initiatives

15) **Windfarm Officer** - This initiative is for an additional planning officer for three days a week to manage the conditional requirements of the three windfarms located within the Shire. It is anticipated that the position may be required to become full time in the future as only one windfarm (Yallock) has been constructed, with turbines now operating in the testing phase. (\$0.059 million net cost)

16) **Municipal Building Surveyor** - This initiative is to increase the currently budgeted amount for the contracted Municipal Building Surveyor. The position is a legislated position that currently does not have a recurrent budget going forward. It is anticipated that this will be cost neutral due to increasing fees for building notices and orders. (\$0.000 million net cost)

17) **Building Inspector** - Appointment of a full time permanent building inspector to ensure Council complies with its legal obligations under the Building Act. Council's current service is provided by a contract Municipal Building Surveyor who works half a day each week. Council identified a gap in the service through a basic review undertaken in 2012. This review identified an issue with outstanding building notices and orders. The funding of this position will also enable Council to undertake an expected 120 Essential Service Inspections that are currently not undertaken. This is anticipated to be cost neutral due to increases in building lodgement fees. (\$0.000 million net cost)

- 18) **Senior Infrastructure Planning Engineer** - This initiative will assist the Engineering Services team deliver high quality outcomes including increased management of strategic infrastructure projects (e.g. windfarms, major developments including Underbank, Eastern Link Planning Study). This position will also support key strategic projects resulting from Moorabool 2041 and Urban Growth Framework including Parwan Employment Precinct and Merrimu. To be partially funded through anticipated increases in Subdivision fees. (\$0.031 million net cost)
- 19) **Bacchus Marsh Aerodrome - Updated Masterplan** - Council requires funds to deal with the finalisation of the Master Plan, along with legal operational management issues. (\$0.020 million net cost)
- 20) **Moorabool 2041 Amendments** - Recurrent funding bid for next 3 years to prepare and finalise amendments relating to Moorabool 2041. After spending the last 3-5 years preparing and adopting strategies a range of amendments now will need to be finalised and implemented. Key amendments include: Parwan PSP, West Moorabool Heritage, MBC/ South Maddingley C85 Amendment, Structure Plans for Small Towns e.g., Blackwood and Bungaree. (\$0.050 million net cost)
- 21) **Parwan Employment Precinct - Marketing and Initiatives** - On going funding to support initiatives for the development, marketing and growth of the Parwan Employment Precinct. The Parwan Employment Precinct (PEP) will provide future opportunities for the Shire's growing population to seek employment close to their residence. (\$0.020 million net cost)
- 22) **Bald Hill Feasibility Study** - Funding for the development of a feasibility study for Bald Hill with the aim to identify actions for increased participation in fitness activities, economic benefits and environmental values. In March 2018 Council approved the Bald Hill Activation Plan Scoping Report that identified the potential for increased use of the reserve that would promote an increased number of local residents becoming more active as well as potential economic benefits. (\$0.030 million net cost)
- 23) **Open Space Framework** - Development of an Open Space Framework to ensure better delivery of open space as part of Precinct Structure Planning across all settlements in Moorabool and will assist in the development of the Open Space Strategy in 2020/21. The need for improved open space planning has been identified in the Bacchus Marsh Urban Growth Framework and Ballan Strategic Directions. (\$0.015 million net cost)
- 24) **Heritage Planning Advice** - Funding for expert advice relating to potential impacts on historical assets listed under State legislation or the Moorabool Planning Scheme. Currently there is no recurrent budget for the assessment of applications that may impact upon historic features listed under either State Government legislation or the Moorabool Planning Scheme. While staff have the capacity and knowledge to provide advice in a majority of applications, it is a legislative requirement to provide professional heritage advice and the risks of providing incorrect advice are significant. (\$0.010 million net cost)
- 25) **Update of profile.id and forecast.id** - To fund updates to Council's profile.id and forecast.id online demographic products to take account of Census 2016 data. (\$0.027 million net cost)
- 26) **Community Infrastructure Funding - Scoping Study** - Development Contributions Planning (DCP) and levies for existing urban areas - determining a mechanism to collect efficiently moneys from infill development to fund community facilities in existing urban areas. High priority with Council resolution to address DCP opportunities in existing urban areas. (\$0.010 million net cost)
- 27) **Economic Development Officer - Increase to Full Time** - Additional resources required to help deliver the Economic Development Strategy, the Destination Management Plan, the Retail Strategy and other associated tasks such as Community Events. (\$0.018 million net cost)

28) **Victorian Motor Sports Hub at Fiskville** - Since the closure of the facility in 2015, the Shire has been working with the Victorian Government to stimulate local economic activity including through the partial re-establishment of CFA training activities. While the delivery of local economic activity is a broader policy matter for the Shire and the Victorian Government, the future use or development of the land at Fiskville provides an opportunity to stimulate local economic throughput and jobs. Among many things the use of the site for a motor sports hub has been proposed. The preliminary work undertaken by Ballarat City Council supports the case as well. However to progress the project further a business case is required to inform an investment decision, likely including local and the Victorian government, and potentially with private sector partners. The outcome of the preliminary business case will be to demonstrate whether a motor sports hub (or an alternative solution) represents the best strategic approach. (\$0.100 million net cost)

**Service Performance Outcome Indicators**

<b>Service</b>	<b>Indicator</b>	<b>2016/17 Actual</b>	<b>2017/18 Forecast</b>	<b>2018/19 Budget</b>
Statutory Planning	Decision Making	33.33%	0.00%	0.00%

\* refer to table at section 2.5 for information on the calculation of Service Performance Outcome Indicators

## 2.4 Strategic Objective 4: Improving Social Outcomes

To achieve our objective of 'Improving Social Outcomes' we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

### Services

Activities	Description		2016/17 Actual \$'000	2017/18 Forecast \$'000	2018/19 Budget \$'000
Aged and Disability Services	This service provides home and community care, assessment and care management, volunteer coordination, and senior citizen clubs.	<i>Exp</i>	(1,575)	(1,685)	(1,310)
		<i>Rev</i>	1,154	1,154	1,044
		<i>Net</i>	(421)	(531)	(266)
Planned Activity Groups	To provide social interactions for socially isolated residents in Moorabool Shire.	<i>Exp</i>	(507)	(465)	(385)
		<i>Rev</i>	362	362	342
		<i>Net</i>	(145)	(103)	(43)
Meals on Wheels	To assist residents at nutritional risk with meals that have been designed by a dietitian.	<i>Exp</i>	(159)	(168)	(203)
		<i>Rev</i>	186	186	236
		<i>Net</i>	27	18	33
Personal Care	To provide support and personal hygiene to residents that are unable to physically complete their own personal care.	<i>Exp</i>	(209)	(186)	(331)
		<i>Rev</i>	358	358	346
		<i>Net</i>	149	172	14
Aged and Disability Brokerage	To provide brokerages services to residents that have been allocated aged care packages with physical and social support.	<i>Exp</i>	(258)	(327)	(294)
		<i>Rev</i>	328	328	325
		<i>Net</i>	70	1	31
Respite	To provide support to carers of residents with high care needs.	<i>Exp</i>	(246)	(90)	(110)
		<i>Rev</i>	328	328	131
		<i>Net</i>	83	238	21
Property Maintenance	Property and home maintenance for residents of Moorabool includes; mowing, washers for taps, painting, ramps, rails and bathroom renovations.	<i>Exp</i>	(117)	(124)	(137)
		<i>Rev</i>	160	160	139
		<i>Net</i>	44	36	3
Community Development	Community Development is concerned with empowering and enabling the communities of Moorabool to be innovative, engaged, skilled and help them work together to improve their well-being through opportunities for partnerships, better relationships with Council and increased participation in community life.	<i>Exp</i>	(837)	(1,090)	(1,052)
		<i>Rev</i>	32	32	0
		<i>Net</i>	(805)	(1,057)	(1,052)
Emergency Management	Emergency Management works to ensure Moorabool has plans in place to engage with the community and assist with preparing resilient communities that can prepare and recover from emergencies.	<i>Exp</i>	(2,099)	(1,194)	(202)
		<i>Rev</i>	1,822	1,822	122
		<i>Net</i>	(278)	627	(80)

Activities	Description		2016/17 Actual \$'000	2017/18 Forecast \$'000	2018/19 Budget \$'000
Recreation Development	Provide leadership, strengthen networks and partnerships to plan, develop and deliver high quality recreation participation and engagement opportunities that enhance health and wellbeing. Includes Leisure and Pool Facilities.	<i>Exp</i>	(1,300)	(820)	(709)
		<i>Rev</i>	83	83	289
		<i>Net</i>	<u>(1,217)</u>	<u>(737)</u>	<u>(420)</u>
Library Services	Provision of fixed and rural mobile library services to key points throughout the Moorabool area.	<i>Exp</i>	(628)	(727)	(741)
		<i>Rev</i>	277	277	292
		<i>Net</i>	<u>(351)</u>	<u>(449)</u>	<u>(449)</u>
Youth Services	Enable youth within Moorabool to have a community voice and establish programs and activities that enhance and reward them as people.	<i>Exp</i>	(336)	(352)	(343)
		<i>Rev</i>	66	66	61
		<i>Net</i>	<u>(270)</u>	<u>(286)</u>	<u>(282)</u>
Environmental Health	Legislative Responsibilities (Food Act 1984 (food safety), Health Act 1958, Tobacco Act 1987, Residential Tenancies Act 1997 and Local Government Act 1989). Assessments and installations of septic tanks carried out in accordance with the Environmental Protection Act and the Septic Code of Practice 2003. Ensure children in the Australian Childhood Immunisation Register target group are fully immunised.	<i>Exp</i>	(1,019)	(2,314)	(484)
		<i>Rev</i>	943	943	295
		<i>Net</i>	<u>(77)</u>	<u>(1,372)</u>	<u>(189)</u>
Early Years Services	Ensure that services and infrastructure provided to children and families are well planned and respond in a way that meets the needs of the local community. Early Years Services delivers a small number of high quality family and children's programs and services that support, promote and strengthen family health and wellbeing.	<i>Exp</i>	(300)	(299)	(268)
		<i>Rev</i>	1	1	0
		<i>Net</i>	<u>(299)</u>	<u>(298)</u>	<u>(268)</u>
Maternal & Child Health	Provision of a universal service to families with children aged 0-6 years directed at improving outcomes by the prevention, early detection, and intervention of physical, emotional or social factors known to place children at risk of not reaching their potential.	<i>Exp</i>	(871)	(883)	(876)
		<i>Rev</i>	299	299	301
		<i>Net</i>	<u>(572)</u>	<u>(584)</u>	<u>(575)</u>
Best Start	A State Government funded early intervention program aimed at reducing disadvantage and enhancing the outcomes of children 0-8 yrs. Best Start supports communities, parents, families and service providers to improve local early years services and support.	<i>Exp</i>	(129)	(167)	(130)
		<i>Rev</i>	128	128	130
		<i>Net</i>	<u>(0)</u>	<u>(39)</u>	<u>(0)</u>



Activities	Description		2016/17	2017/18	2018/19
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
Education and Care Services	Occasional Care Service provides high quality care for children aged from six months to six years with the opportunity to explore a wide range of experiences, building upon their skills, interests and abilities through play in a calm and happy environment. Supported Playgroups provide support and connection to disadvantaged families through groups and in home support. Kindergarten liaison and support which includes the management of Council owned early years facilities, including kindergarten central enrolment for 4-year-old kindergarten programs and support and management of kindergarten cluster managers/kindergarten committees of management.	<i>Exp</i>	(294)	(324)	(320)
		<i>Rev</i>	157	157	210
		<i>Net</i>	(137)	(167)	(111)
Fire Prevention	Ensure safety around the Moorabool Shire through fire prevention inspections of vacant land in urban and rural living areas.	<i>Exp</i>	(362)	(385)	(364)
		<i>Rev</i>	157	157	59
		<i>Net</i>	(205)	(228)	(305)
School Crossings	Provide school crossing supervisors or staff at 13 locations in Ballan and Bacchus Marsh within designated hours.	<i>Exp</i>	(224)	(239)	(241)
		<i>Rev</i>	52	52	90
		<i>Net</i>	(173)	(187)	(151)

#### Initiatives

29) **Ballan Men's Shed** - The Shed provides an opportunity for men to build new skills or practise old ones in a positive and non-competitive environment. It also enables men to develop new friendships while working on either individual projects or in a team effort making materials to help community organisations. Previously funded by external grant programs, it will require funding from Council in 2018/19. (\$0.008 million net cost)

30) **Secure Cash Pick Up and Deposit** - This initiative is for the safe and secure pick up of cash from Council Offices. A cash handling audit and risk assessment undertaken in 2017 identified the high risk involved with staff taking large amounts of cash to the bank on a daily basis. The audit and risk assessment strongly recommended that options be explored for safe and secure pick up and deposit by an external security company. (\$0.035 million net cost)

31) **Health Promotion Officer - Increase to Full Time** - Increase the hours of the Health Promotion Officer to help lead the integration of health promotion principles on an organisation and municipal wide basis. The expanded role will lead the delivery of the Health and Wellbeing Plan across Council and the communities of Moorabool. (\$0.034 million net cost)

32) **ICT For Studio 22 (Youth Space)** - Council made a resolution to allocate Studio 22 as a Youth Space. Whilst existing resources have been allocated to opening the space, Studio 22 is without the technology of internet access (WI-FI) and computer access for young people. Wi-Fi access and computers are an essential tool in this day and age when working with young people. This initiative is to fund this technology as a one off cost and then an ongoing service cost. (\$0.022 million net cost)

33) **Youth Services Casual Staff** - The Moorabool Youth Strategy Recommended Council investigate the establishment of a casual youth services workforce that would enable youth services to meet peaks in demand and to strengthen an increasingly flexible delivery system. A large component of the Youth Service work is the delivery of Youth events outside of normal business hours, this requires additional staff to meet required ratios of staff to young people and ensure safety and positive engagement with young people. (\$0.005 million net cost)

34) **Domestic Waste Water Management Plan Review** - The Domestic Waste Water Management Plan is in need of review. The audit has already been undertaken and a review must now occur to ensure Council has an acceptable plan in place and one that the Water Authorities support. (\$0.010 million net cost)

35) **Food Safety Projects** - Additional resources to fund a number of initiatives to better protect community health. This would include; healthy food options which is an action under the Health and Wellbeing Plan; a water sampling program of all registered premises on non reticulated water; and increased food proprietor surveillance to ensure compliance with legislation. (\$0.029 million net cost)

36) **Sewer Upgrade Gordon Recreation Reserve** - This initiative would help fund the upgrade of the sewer system at Gordon Recreation Reserve. Council's Environmental Health Officers received a complaint that effluent from the existing facility was leaving the site through natural drainage lines and impacting on an adjoining land owner. Rectification works will be required. (\$0.050 million net cost)

37) **Community Grants Programs** - This initiative is to increase the community grants funding over a three year period, as per Councillor discussion in the October 2017 Ordinary Meeting of Council. (\$0.020 million net cost)

#### Service Performance Outcome Indicators

Service	Indicator	2016/17	2017/18	2018/19
		Actual	Forecast	Budget
Library Services	Participation	9.18%	12%	12%
Maternal and Child Health	Participation	77.28%	90%	90%
Food Safety	Health and Safety	94.74%	100%	100%
Pool Facilities	Utilisation	0.26	0.30	0.30

\* refer to table at section 2.5 for information on the calculation of Service Performance Outcome Indicators

## 2.5 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Animal Management	Health and Safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions
Waste Collection	Waste Diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Statutory Planning	Decision Making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Economic Development	Economic activity	Change in number of businesses (Percentage change in the number of businesses with an ABN in the municipality)	[Number of businesses with an ABN in the municipality at the end of the financial year less the number of businesses at the start of the financial year / Number of businesses with an ABN in the municipality at the start of the financial year] x100

## 2.5 Service Performance Outcome Indicators (Continued)

Service	Indicator	Performance Measure	Computation
Library Services	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100
Maternal and Child Health	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100
Maternal and Child Health	Participation	Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100
Food Safety	Health and Safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100
Pool Facilities	Utilisation	Utilisation of pool facilities (The number of visits to pool facilities per head of municipal population)	Number of visits to pool facilities / Municipal population

## 2.6 Reconciliation with budgeted operating result

	Net Cost (Revenue)	Expenditure	Revenue
	\$'000	\$'000	\$'000
Providing Good Governance and Leadership	8,174	20,734	(12,560)
Minimising Environmental Impact	4,138	4,740	(602)
Stimulating Economic Development	2,116	3,239	(1,123)
Improving Social Outcomes	4,302	8,713	(4,411)
<b>Total</b>	<b>18,730</b>	<b>37,426</b>	<b>(18,696)</b>
<b>Expenses added in:</b>			
Depreciation	9,842		
Finance costs	844		
<b>Deficit before funding sources</b>	<b>29,415</b>		
<b>Funding sources added in:</b>			
Rates and charges revenue	(29,323)		
Waste charge revenue	(4,566)		
Grants - Capital (non-recurrent)	(879)		
Contributions - monetary	3,990		
<b>Total funding sources</b>	<b>(30,777)</b>		
<b>Underlying (surplus)/deficit for the year</b>	<b>(1,362)</b>		
<b>Less</b>			
Grants - Capital (recurrent)	(1,085)		
Contributions - monetary	(3,990)		
Capital contributions	(4,739)		
<b>Operating (surplus)/deficit for the year</b>	<b>(11,176)</b>		
<b>Less</b>			
Additional rates funded Capex beyond depreciation	193		
Loan principal repayments	1,121		
Transfer from reserves to operating budget	(4,391)		
Transfer to reserves from operating budget	6,039		
<b>(Surplus)/Deficit funds for the year</b>	<b>(8,215)</b>		

### 3. Financial statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2018/19 has been supplemented with projection to 2021/22 extracted from the Strategic Resource Plan.

This section includes the following financial statements prepared in accordance with the Local Government Act 1989 and the Local Government Planning and Reporting regulations 2014.

- 3.1 Comprehensive Income Statement
- 3.2 Balance Sheet
- 3.3 Statement of Changes in Equity
- 3.4 Statement of Cash Flows
- 3.5 Statement of Capital Works
- 3.6 Statement of Human Resources

### 3.1 Comprehensive Income Statement

For the four years ending 30 June 2022

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2017/18	2018/19	2019/20	2020/21	2021/22
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>						
Rates and charges	4.1.1	32,370	33,889	35,434	37,218	38,950
Statutory fees and fines	4.1.2	866	885	909	933	959
User fees	4.1.3	2,445	2,895	2,893	3,029	3,168
Grants - Operating (recurrent)	4.1.4	8,939	9,157	9,564	10,013	10,469
Grants - Operating (non-recurrent)	4.1.4	428	213	206	218	230
Grants - Capital (recurrent)	4.1.4	1,452	879	879	900	900
Grants - Capital (non-recurrent)	4.1.4	2,566	1,085	0	650	1,450
Contributions - monetary	4.1.5	80	3,990	996	4,659	5,693
Contributions - non-monetary assets	4.1.5	4,635	4,739	4,858	4,979	5,104
Other income	4.1.6	3,779	990	1,015	1,040	1,066
Interest received		445	565	722	784	793
<b>Total income</b>		<b>58,006</b>	<b>59,286</b>	<b>57,474</b>	<b>64,424</b>	<b>68,781</b>
<b>Expenses</b>						
Employee costs	4.1.7	18,522	20,022	20,901	21,549	22,359
Materials and services	4.1.8	19,150	15,287	16,405	16,168	16,599
Depreciation and amortisation	4.1.9	9,664	9,842	10,762	11,531	12,613
Finance costs		800	844	872	819	697
Other expenses	4.1.10	722	541	555	569	583
Loss on disposal of property, infrastructure, plant and equipment	4.1.11	1,474	1,573	1,500	1,500	1,500
<b>Total expenses</b>		<b>50,332</b>	<b>48,110</b>	<b>50,996</b>	<b>52,136</b>	<b>54,351</b>
<b>Surplus (deficit) for the year</b>		<b>7,673</b>	<b>11,176</b>	<b>6,478</b>	<b>12,288</b>	<b>14,430</b>
<b>Other comprehensive income</b>						
<b>Items that will not be reclassified to surplus or deficit:</b>						
Impairment of fire impacted infrastructure		0	0	0	0	0
Net asset revaluation		35,682	0	39,687	0	43,929
Share of other comprehensive income of associates and joint ventures accounted for by the equity method		0	0	0	0	0
<b>Comprehensive result</b>		<b>43,355</b>	<b>11,176</b>	<b>46,165</b>	<b>12,288</b>	<b>58,358</b>



## 3.2 Balance Sheet

For the four years ending 30 June 2022

	Forecast Actual 2017/18	Budget 2018/19	Strategic Resource Plan Projections		
			2019/20	2020/21	2021/22
Notes	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	15,665	20,042	23,418	26,797	24,910
Trade and other receivables	6,138	4,811	4,973	5,164	5,341
Other assets	357	357	357	357	357
<b>Total current assets</b>	<b>4.2.1</b>	<b>22,159</b>	<b>25,210</b>	<b>28,748</b>	<b>32,317</b>
<b>Non-current assets</b>					
Trade and other receivables	112	112	112	112	112
Property, infrastructure, plant & equipment	520,470	531,654	576,122	584,687	641,084
<b>Total non-current assets</b>	<b>4.2.1</b>	<b>520,582</b>	<b>531,766</b>	<b>576,235</b>	<b>641,197</b>
<b>Total assets</b>		<b>542,742</b>	<b>556,976</b>	<b>604,982</b>	<b>671,804</b>
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	3,905	3,957	4,240	4,184	4,296
Trust funds and deposits	743	743	743	743	743
Provisions	4,490	5,019	5,567	6,131	6,716
Interest-bearing loans and borrowings	4.2.3	1,121	1,120	727	4,804
<b>Total current liabilities</b>	<b>4.2.2</b>	<b>10,258</b>	<b>10,839</b>	<b>11,276</b>	<b>15,862</b>
<b>Non-current liabilities</b>					
Provisions	1,607	1,668	1,732	1,797	1,864
Interest-bearing loans and borrowings	4.2.3	14,275	16,689	18,031	13,227
<b>Total non-current liabilities</b>	<b>4.2.2</b>	<b>15,883</b>	<b>18,358</b>	<b>19,763</b>	<b>15,460</b>
<b>Total liabilities</b>		<b>26,141</b>	<b>29,197</b>	<b>31,039</b>	<b>30,886</b>
<b>Net assets</b>		<b>516,601</b>	<b>527,778</b>	<b>573,942</b>	<b>586,230</b>
<b>Equity</b>					
Accumulated surplus	157,651	167,180	171,013	180,305	197,209
Asset revaluation reserve	350,362	350,362	390,049	390,049	433,978
Other reserves	8,588	10,235	12,880	15,876	13,402
<b>Total equity</b>		<b>516,601</b>	<b>527,778</b>	<b>573,942</b>	<b>644,588</b>

### 3.3 Statement of Changes in Equity

For the four years ending 30 June 2022

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2018 Forecast Actual</b>					
Balance at beginning of the financial year		473,246	151,333	314,680	7,232
Surplus (deficit) for the year		43,355	43,355	0	0
Net asset revaluation increment (decrement)		0	(35,682)	35,682	0
Transfer to other reserves		0	(1,628)	0	1,628
Transfer from other reserves		0	273	0	(273)
<b>Balance at end of the financial year</b>		<b>516,601</b>	<b>157,651</b>	<b>350,362</b>	<b>8,588</b>
<b>2019 Budget</b>					
Balance at beginning of the financial year		516,601	157,651	350,362	8,588
Surplus (deficit) for the year		11,176	11,176	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves	4.3.1	0	(6,039)	0	6,039
Transfer from other reserves	4.3.1	0	4,391	0	(4,391)
<b>Balance at end of the financial year</b>	4.3.1	<b>527,778</b>	<b>167,180</b>	<b>350,362</b>	<b>10,235</b>
<b>2020</b>					
Balance at beginning of the financial year		527,778	167,180	350,362	10,235
Surplus (deficit) for the year		46,165	46,165	0	0
Net asset revaluation increment (decrement)		0	(39,687)	39,687	0
Transfer to other reserves		0	(3,640)	0	3,640
Transfer from other reserves		0	996	0	(996)
<b>Balance at end of the financial year</b>		<b>573,942</b>	<b>171,013</b>	<b>390,049</b>	<b>12,880</b>
<b>2021</b>					
Balance at beginning of the financial year		573,942	171,013	390,049	12,880
Surplus (deficit) for the year		12,288	12,288	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,655)	0	7,655
Transfer from other reserves		0	4,659	0	(4,659)
<b>Balance at end of the financial year</b>		<b>586,230</b>	<b>180,305</b>	<b>390,049</b>	<b>15,876</b>
<b>2022</b>					
Balance at beginning of the financial year		586,230	180,305	390,049	15,876
Surplus (deficit) for the year		58,358	58,358	0	0
Net asset revaluation increment (decrement)		0	(43,929)	43,929	0
Transfer to other reserves		0	(7,913)	0	7,913
Transfer from other reserves		0	10,388	0	(10,388)
<b>Balance at end of the financial year</b>		<b>644,588</b>	<b>197,209</b>	<b>433,978</b>	<b>13,402</b>

### 3.4 Statement of Cash Flows

For the four years ending 30 June 2022

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
Notes	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	32,821	35,216	35,272	37,027	38,773
Statutory fees and fines	866	885	909	933	959
User fees	2,445	2,895	2,893	3,029	3,168
Grants - operating	9,367	9,370	9,770	10,230	10,698
Grants - capital	4,018	1,964	879	1,550	2,350
Contributions - monetary	0	3,990	996	4,659	5,693
Interest received	445	565	722	784	793
Other receipts	4,671	990	1,015	1,040	1,066
Employee costs	(17,950)	(19,431)	(20,291)	(20,920)	(21,706)
Materials and consumables	(19,290)	(15,235)	(16,123)	(16,224)	(16,488)
Other payments	(728)	(541)	(555)	(569)	(583)
<b>Net cash provided by operating activities</b>	<b>4.4.1 16,665</b>	<b>20,666</b>	<b>15,486</b>	<b>21,541</b>	<b>24,723</b>
<b>Cash flows from investing activities</b>					
Payments for property, plant and	(13,461)	(18,165)	(12,499)	(16,937)	(21,806)
Proceeds from sale of property, plant	396	305	313	320	328
and equipment					
<b>Net cash used in investing activities</b>	<b>4.4.2 (13,066)</b>	<b>(17,860)</b>	<b>(12,186)</b>	<b>(16,616)</b>	<b>(21,478)</b>
<b>Cash flows from financing activities</b>					
Finance costs	(794)	(844)	(872)	(819)	(697)
Proceeds from borrowings	3,148	3,534	2,069	0	369
Repayment of borrowings	(1,364)	(1,121)	(1,120)	(727)	(4,804)
<b>Net cash provided by (used in) financing activities</b>	<b>4.4.3 991</b>	<b>1,570</b>	<b>77</b>	<b>(1,546)</b>	<b>(5,133)</b>
<b>Net (decrease) increase in cash &amp; cash equivalents</b>	<b>4,591</b>	<b>4,376</b>	<b>3,376</b>	<b>3,379</b>	<b>(1,887)</b>
Cash and cash equivalents at beginning of the financial year	11,074	15,665	20,042	23,418	26,797
<b>Cash and cash equivalents at end of the financial year</b>	<b>15,665</b>	<b>20,042</b>	<b>23,418</b>	<b>26,797</b>	<b>24,910</b>

### 3.5 Statement of Capital Works

For the four years ending 30 June 2022

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2017/18	2018/19	2019/20	2020/21	2021/22
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>						
Land		0	0	295	0	0
Buildings		449	657	452	612	2,788
Building improvements		0	0	0	0	0
<b>Total property</b>		<b>449</b>	<b>657</b>	<b>747</b>	<b>612</b>	<b>2,788</b>
<b>Plant and equipment</b>						
Plant, machinery and equipment		1,518	1,960	1,344	2,096	2,353
Computers and telecommunications		0	529	364	493	635
Library books		102	105	77	98	126
<b>Total plant and equipment</b>		<b>1,620</b>	<b>2,594</b>	<b>1,785</b>	<b>2,687</b>	<b>3,114</b>
<b>Infrastructure</b>						
Roads		6,847	8,133	5,201	7,212	6,584
Bridges		870	326	225	304	392
Footpaths		1,417	638	439	595	766
Drainage		0	0	100	120	200
Recreational, leisure and community		1,656	5,779	3,797	5,213	7,723
Parks, open space and streetscapes		0	18	180	175	215
Other infrastructure		602	20	26	19	24
<b>Total infrastructure</b>		<b>11,392</b>	<b>14,914</b>	<b>9,967</b>	<b>13,638</b>	<b>15,903</b>
<b>Total capital works expenditure</b>		<b>13,461</b>	<b>18,165</b>	<b>12,499</b>	<b>16,937</b>	<b>21,806</b>
<b>Represented by:</b>						
Asset renewal expenditure		9,122	9,716	6,685	9,059	11,663
New asset expenditure		2,905	7,369	5,070	6,870	8,846
Asset upgrade expenditure		1,433	1,081	744	1,008	1,297
Asset expansion expenditure		0	0	0	0	0
<b>Total capital works expenditure</b>		<b>13,461</b>	<b>18,165</b>	<b>12,499</b>	<b>16,937</b>	<b>21,806</b>

### 3.6 Statement of Human Resources

For the four years ending 30 June 2022

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	18,522	20,022	20,901	21,549	22,359
Employee costs - capital	920	910	950	979	1,016
<b>Total staff expenditure</b>	<b>19,442</b>	<b>20,932</b>	<b>21,851</b>	<b>22,528</b>	<b>23,375</b>
	FTE	FTE	FTE	FTE	FTE
<b>Staff numbers</b>					
Employees	215	220	222	223	225
<b>Total staff numbers</b>	<b>215</b>	<b>220</b>	<b>222</b>	<b>223</b>	<b>225</b>

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget	Comprises			
		Permanent			
	2018/19 \$'000	Full Time \$'000	Part Time \$'000	Casual \$'000	Temporary \$'000
CEO's Office	422	422	0	0	0
Growth and Development	4,581	3,708	822	52	0
Community Services	6,999	2,442	3,938	620	0
Infrastructure Services	8,019	7,777	228	14	0
Total permanent staff expenditure	20,022	14,348	4,989	685	0
Capitalised labour costs	910				
<b>Total Expenditure</b>	<b>20,932</b>				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget	Comprises			
		Permanent			
	2018/19	Full Time	Part Time	Casual	Temporary
CEO's Office	3	3	0	0	0
Growth and Development	51	41	9	1	0
Community Services	77	27	44	7	0
Infrastructure Services	89	86	3	0	0
Total permanent staff expenditure	220	157	55	8	0

## 4. Notes to the financial statements

### 4.1 Comprehensive Income Statement

#### 4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's annual budget.

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2018/19 the FGRS cap has been set at 2.25%. After accounting for necessary adjustments in the rate calculations for the current year, the average rate increase for Moorabool Shire Council is set at 2.11%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate will increase by 2.11% for the current year, below the rate cap.

This will raise total rates and charges for 2018/19 to \$33.889 million.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as

	2017/18 Forecast Actual \$'000	2018/19 Budget \$'000	Change \$'000	%
General Rates*	27,870	<b>28,870</b>	1,000	3.6%
Waste / Garbage Charges	4,245	<b>4,566</b>	321	7.6%
Supplementary rates and rate adjustments	255	<b>363</b>	108	42.3%
Revenue in lieu of rates	0	<b>90</b>	90	100.0%
	<b>32,370</b>	<b>33,889</b>	<b>1,519</b>	<b>4.7%</b>

\*These items are subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year.

Type or class of land	2017/18 \$/CIV*	2018/19 \$/CIV*	Change
Commercial & Industrial Rate	0.006668	0.006097	-8.6%
Commercial & Industrial Vacant Land	0.010835	0.009647	-11.0%
Extractive Industry Rate	0.013002	0.012039	-7.4%
Farm Rate	0.003250	0.003010	-7.4%
General Rate	0.004167	0.003859	-7.4%
Vacant Land General	0.008751	0.008103	-7.4%
Vacant Land FZ and RCZ	0.004167	0.003859	-7.4%
Vacant Land GRZ	0.010418	0.009647	-7.4%
Residential Retirement Villages	0.003751	0.003396	-9.5%

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year.

Type or class of land	2017/18	2018/19	Change	
	\$'000	\$'000	\$'000	%
Commercial & Industrial Rate	1,948	<b>1,944</b>	(4)	-0.2%
Commercial & Industrial Vacant Land	184	<b>230</b>	45	24.7%
Extractive Industry Rate	288	<b>267</b>	(21)	-7.4%
Farm Rate	3,205	<b>3,031</b>	(175)	-5.4%
General Rate	18,901	<b>19,978</b>	1,076	5.7%
Vacant Land General	844	<b>865</b>	20	2.4%
Vacant Land FZ and RCZ	771	<b>854</b>	83	10.8%
Vacant Land GRZ	1,358	<b>1,501</b>	143	10.5%
Residential Retirement Villages	160	<b>202</b>	41	25.7%
<b>Total amount to be raised by general rates</b>	<b>27,661</b>	<b>28,870</b>	<b>1,209</b>	<b>4.4%</b>

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year.

Type or class of land	2017/18	2018/19	Change	
	Number	Number	\$'000	%
Commercial & Industrial Rate	545	<b>548</b>	3	0.6%
Commercial & Industrial Vacant Land	60	<b>62</b>	2	3.3%
Extractive Industry Rate	14	<b>14</b>	0	0.0%
Farm Rate	1,409	<b>1,369</b>	(40)	-2.8%
General Rate	12,128	<b>12,405</b>	277	2.3%
Vacant Land General	525	<b>513</b>	(12)	-2.3%
Vacant Land FZ and RCZ	698	<b>709</b>	11	1.6%
Vacant Land GRZ	625	<b>724</b>	99	15.8%
Residential Retirement Villages	189	<b>241</b>	52	27.5%
<b>Total number of assessments</b>	<b>16,193</b>	<b>16,585</b>	<b>392</b>	<b>2.4%</b>

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year.

Type or class of land	2017/18	2018/19	Change	
	\$'000	\$'000	\$'000	%
Commercial & Industrial Rate	292,142	<b>318,774</b>	26,632	9.1%
Commercial & Industrial Vacant Land	17,014	<b>23,823</b>	6,809	40.0%
Extractive Industry Rate	22,174	<b>22,172</b>	(2)	0.0%
Farm Rate	986,020	<b>1,006,868</b>	20,848	2.1%
General Rate	4,535,611	<b>5,177,234</b>	641,623	14.1%
Vacant Land General	96,476	<b>106,716</b>	10,240	10.6%
Vacant Land FZ and RCZ	185,093	<b>221,405</b>	36,312	19.6%
Vacant Land GRZ	130,387	<b>155,609</b>	25,222	19.3%
Residential Retirement Villages	42,748	<b>59,345</b>	16,597	38.8%
<b>Total value of land</b>	<b>6,307,665</b>	<b>7,091,946</b>	<b>784,281</b>	<b>12.4%</b>



4.1.1(g) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year.

Type of Charge	Per Rateable Property 2017/18	Per Rateable Property 2018/19	Change	
	\$	\$	\$	%
Waste Management	101	87	(14)	-13.9%
Domestic Waste Collection	144	179	35	24.3%
Kerbside Greenwaste *	80	71	(9)	-11.3%
State Landfill Levy Charge	35	36	1	2.9%
<b>Total</b>	<b>360</b>	<b>373</b>	<b>13</b>	<b>3.6%</b>

4.1.1(h) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year.

Type of Charge	2017/18	2018/19	Change	
	\$	\$	\$	%
Waste Management	1,576,206	1,417,261	(158,945)	-10.1%
Domestic Waste Collection	1,824,624	2,300,806	476,182	26.1%
Kerbside Greenwaste	144,000	162,134	18,134	12.6%
Commercial Garbage	100,320	110,000	9,680	9.6%
State Landfill Levy Charge	546,210	576,108	29,898	5.5%
<b>Total</b>	<b>4,191,360</b>	<b>4,566,309</b>	<b>374,949</b>	<b>8.9%</b>

4.1.1(i) The estimated total amount to be raised by all rates and charges compared with the previous financial year.

	2017/18	2018/19	Change	
	\$'000	\$'000	\$'000	%
General Rates	27,661	28,870	1,209	4.4%
Waste and garbage services	4,191	4,566	375	8.9%
Supplementary rates and charges	255	363	108	42.3%
Revenue in lieu of rates	0	90	90	100.0%
<b>Total Rates and charges</b>	<b>32,108</b>	<b>33,889</b>	<b>1,781</b>	<b>5.5%</b>

#### 4.1.1(j) Fair Go Rates System Compliance

Moorabool Shire Council is fully compliant with the State Government's Fair Go Rates System.

	2017/18	2018/19
Total Rates	\$ 27,661	\$ 28,870
Number of rateable properties	16,193	16,585
Base Average Rates - unadjusted	\$ 1,675	\$ 1,705
Base Average Rates - adjusted for prior year error *	\$ 1,672	\$ 1,702
Maximum Rate Increase (set by the State Government)	2.00%	2.25%
Maximum Rate Increase (set by Moorabool Shire) *	2.14%	2.11%
Capped Average Rate	\$ 1,708	\$ 1,743
Capped Average Rate - adjusted for prior year error *	\$ 1,706	\$ 1,741
Maximum General Rates and Municipal Charges Revenue	\$ 27,622,631	\$ 28,909,258
Budgeted General Rates and Municipal Charges Revenue *	\$ 27,661,230	\$ 28,870,240

\* In the 2017/18 year, Moorabool Shire incorrectly calculated the capped average rate which resulted in the capped average rates being \$2.36 greater than what is permissible under the Fair Go rates legislation. As a result, the 2018/19 capped average rates has been adjusted to correct the prior year error. As a result, budgeted total rates are reduced by \$39,018 or 0.14% of total rates in 2018/19.

#### 4.1.1(k) Any significant changes that may affect the estimated amounts to be raised by rates and charges.

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2018/19: estimated \$362,694 and 2017/18: \$254,910)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

#### 4.1.1(m) Differential rates

##### **Rates to be levied**

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

##### **General Developed Land**

###### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

###### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

###### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

###### Geographic Location:

Wherever located within the municipal district.

###### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

###### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

###### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

###### Definition:

Any land:

- on which a dwelling is lawfully erected and occupied for the principal purpose of physically accommodating persons; and
- which does not have the characteristics of:
  - Commercial and Industrial Land;
  - Vacant Commercial and Industrial Land;
  - Extractive Industry Land;
  - Farm Land;
  - Residential Retirement Villages Land;
  - Vacant General Land;
  - Vacant FZ and RCZ Land; or
  - Vacant GRZ Land.

## **Commercial / Industrial Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land which is lawfully used:

- for the principal purpose of carrying out the manufacturing or productions of goods; or
- for the principal purpose of carrying out trade in goods or services.

## **Vacant Commercial / Industrial Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land:

- located within an Industrial or Commercial zone under the Moorabool Planning scheme;
- which is vacant; or
- not lawfully developed for the principal purpose of carrying out the manufacturing or production of goods or trade in goods or services; and
- which does not have the characteristics of General Developed Land.

## **Extractive Industry Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land:

- which is used primarily for the extraction or removal of minerals, earth or stone including the treatment of minerals, earth or stone; or

## **Farm Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land:

- which is “farm land” within the meaning of section 2(1) of the Valuation of Land Act 1960.



## **Vacant General Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land:

- on which no building is lawfully erected; and
- which does not have the characteristics of;
  - Vacant commercial and Industrial Land; or
  - Vacant FZ and RCZ Land; or
  - Vacant GRZ Land.

## **Vacant FZ or RCZ Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land:

- on which no building is lawfully erected; and
- which is located within the Farm Zone (FZ) or Rural Conservation Zone (RCZ) under the Moorabool Planning Scheme; and
- which does not have the characteristics of Farm Land.

## **Vacant GRZ Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land:

- on which no building is lawfully erected; and
- which is located within the General Residential Zone (GRZ) under the Moorabool Planning Scheme.

## **Residential Retirement Villages**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land:

- which is defined as a Retirement Village land under the Retirement Villages Act 1986.

## 4.1.2 Statutory fees and fines

	Forecast Actual	Budget	Change	
	2017/18	2018/19	\$'000	%
	\$'000	\$'000	\$'000	%
Infringements and costs	171	154	(18)	-10.4%
Court recoveries	1	0	(1)	-100.0%
Town planning fees	616	650	34	5.5%
Land information certificates	43	50	7	16.3%
Permits	34	30	(4)	-11.8%
Freedom of Information	1	2	1	50.0%
<b>Total statutory fees and fines</b>	<b>866</b>	<b>885</b>	<b>18</b>	<b>2.1%</b>

### 4.1.2(a) Statutory fees and fines (\$0.018 million increase)

Includes statutory fees that relate to fees and fines levied in accordance with legislation and includes animal registrations, Health Act registrations, parking fines and other local law infringements. Increases in statutory fees are made in accordance with legislative requirements.

Statutory fees are forecast to increase by 2.1% or \$0.018 million compared to the 2017/18 forecast actual. The main increases relates to Statutory Planning (\$0.034 million).

A detailed listing of statutory fees is included in Appendix A.

## 4.1.3 User fees

	Forecast Actual	Budget	Change	
	2017/18	2018/19	\$'000	%
	\$'000	\$'000	\$'000	%
Aged and health services	748	705	(43)	-5.7%
Leisure centre and recreation	127	187	60	47.4%
Child care/children's programs	81	85	4	4.9%
Registrations and other permits	577	828	251	43.6%
Building services	380	490	111	29.1%
Waste management services	426	471	44	10.4%
Other fees and charges	107	129	23	21.2%
<b>Total user fees</b>	<b>2,445</b>	<b>2,895</b>	<b>450</b>	<b>18.4%</b>

### 4.1.3(a) User fees (\$0.450 million increase)

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include use of leisure and other community facilities and the provision of human services such as home care services. In setting the Budget, the key principle for determining the level of user charges has been to ensure that increases recognise equity issues and market levels.

User charges are projected to increase by 18.4% or \$0.450 million over the 2017/18 forecast actual. The main contributing factor to the increase is Registrations and other permits (\$0.251 million).

There are also other fees that have been identified that will progressively increase to recover the direct costs of the service and corporate overheads (a cost recovery basis). These fees relate to Animal Registrations (\$0.079 million) and Septic Tanks (\$0.008 million). For the transfer stations fees, the fee increase only covers waste transfer and waste disposal costs. In addition, Council plans to increase user charges for all other areas by 6% over the budget period to maintain parity between user charges and the costs of service delivery.

A detailed listing of fees and charges is included in Appendix A.

#### 4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

	Forecast Actual		Budget		Change	
	2017/18		2018/19			
	\$'000	\$'000	\$'000	\$'000	%	
<b>Grants were received in respect of the following:</b>						
Summary of grants						
Commonwealth funded grants	9,116	8,744	(373)	-4.1%		
State funded grants	4,269	2,590	(1,679)	-39.3%		
<b>Total grants received</b>	<b>13,386</b>	<b>11,334</b>	<b>(2,052)</b>	<b>-15.3%</b>		
<b>(a) Operating Grants</b>						
<i>Recurrent - Commonwealth Government</i>						
Victoria Grants Commission	5,985	6,206	221	3.7%		
Commonwealth Home Support Program	1,679	1,659	(21)	-1.2%		
<i>Recurrent - State Government</i>						
Aged care	243	265	22	8.9%		
School crossing supervisors	111	90	(21)	-19.1%		
Libraries	259	265	6	2.2%		
Maternal and child health	544	565	20	3.7%		
Recreation	0	0	0	0.0%		
Community safety	0	0	0	0.0%		
Other	117	108	(9)	-7.8%		
<b>Total recurrent operating grants</b>	<b>8,939</b>	<b>9,157</b>	<b>218</b>	<b>2.4%</b>		
<i>Non-recurrent - State Government</i>						
Emergency management	153	120	(33)	-21.6%		
Valuations	0	66	66	0.0%		
Strategic planning and tourism	30	0	(30)	-100.0%		
Families and youth	57	27	(30)	-52.3%		
Environment and health	44	0	(44)	-100.0%		
Community development	3	0	(3)	-100.0%		
Disability Access	141	0	(141)	-100.0%		
Other	0	0	0	0.0%		
<b>Total non-recurrent operating grants</b>	<b>428</b>	<b>213</b>	<b>(215)</b>	<b>-50.3%</b>		
<b>Total operating grants</b>	<b>9,367</b>	<b>9,370</b>	<b>3</b>	<b>0.0%</b>		
<b>(b) Capital Grants</b>						
<i>Recurrent - Commonwealth Government</i>						
Roads to recovery	1,452	879	(573)	-39.5%		
<i>Recurrent - State Government</i>						
<b>Total recurrent grants</b>	<b>1,452</b>	<b>879</b>	<b>(573)</b>	<b>-39.5%</b>		
<i>Non-recurrent - Commonwealth Government</i>						
Roads	0	0	0	0.0%		
<i>Non-recurrent - State Government</i>						
Recreational and Leisure	524	635	111	21.2%		
Local Roads	2,042	450	(1,592)	-78.0%		
<b>Total non-recurrent grants</b>	<b>2,566</b>	<b>1,085</b>	<b>(1,481)</b>	<b>-57.7%</b>		
<b>Total capital grants</b>	<b>4,018</b>	<b>1,964</b>	<b>(2,055)</b>	<b>-51.1%</b>		
<b>Total Grants</b>	<b>13,386</b>	<b>11,334</b>	<b>(2,052)</b>	<b>-51.1%</b>		

4.1.4(a) Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants has not changed significantly compared to the 2017/18 forecast actual.

4.1.4(b) Capital grants include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Overall the level of capital grants has decreased by 51.1% or \$2.055 million compared to 2017/18.

#### 4.1.5 Contributions

	Forecast Actual	Budget	Change	
	2017/18	2018/19	\$'000	%
	\$'000	\$'000	\$'000	%
Monetary	80	3,990	3,910	4887.5%
Non-monetary	4,635	4,739	104	2.3%
<b>Total contributions</b>	<b>4,715</b>	<b>8,729</b>	<b>4,014</b>	<b>85.1%</b>

##### 4.1.5(a) Contributions - monetary (\$3.910 million increase)

These contributions relate to monies paid by developers in regard to Public Open Space and other infrastructure in accordance with planning permits issued for property development.

Contributions are projected to increase by \$3.910 million compared to 2017/18 due to the timing of developer contributions relating to new subdivisions within the Shire.

##### 4.1.5(b) Contributions - non-monetary assets (\$0.104 million increase)

These contributions relate to assets transferred to Council for works done by developers on new subdivisions within the Shire. These assets include Road Infrastructure, Footpaths, and Drainage.

#### 4.1.6 Other income

	Forecast Actual	Budget	Change	
	2017/18	2018/19	\$'000	%
	\$'000	\$'000	\$'000	%
Interest	445	565	120	27.0%
Reimbursements, rebates and recoveries	2,966	455	(2,511)	-84.7%
Recycling income	147	0	(147)	-100.0%
Other rent	153	155	2	1.4%
Royalties	55	54	(1)	-1.5%
Peri-Urban contributions	90	90	0	0.0%
Insurance claims	8	6	(2)	-26.7%
Sales	61	64	3	4.2%
Other	299	166	(133)	-44.6%
<b>Total other income</b>	<b>4,224</b>	<b>1,554</b>	<b>(2,669)</b>	<b>-63.2%</b>

##### 4.1.6(a) Other income (\$2.669 million decrease)

Other income relates to a range of items such as lease income of Council properties, royalties, reimbursements, and other miscellaneous income items.

Other income is forecast to decrease by 63.2% or \$2.669 million compared to 2017/18. This mainly relates to income received in 2017/18 for Blackwood Localised Septic Program (\$1.686 million), and reimbursements for Flood/Storm Events from September 2016 (\$0.800 million).



#### 4.1.6(b) Interest (\$0.120 million increase)

Interest revenue relates to interest received on investments and rate arrears. Interest revenue is forecast to increase by \$0.120 million compared to 2017/18. This is due to an expected increase in the amount of cash assets held during 2018/19 compared to 2017/18.

#### 4.1.7 Employee costs

	Forecast Actual 2017/18 \$'000	Budget 2018/19 \$'000	Change	
			\$'000	%
Wages and salaries	16,181	17,690	1,509	9.3%
WorkCover	373	348	(24)	-6.5%
Casual staff	421	317	(104)	-24.7%
Superannuation	1,521	1,634	113	7.4%
Fringe Benefits Tax	27	33	6	22.2%
<b>Total employee costs</b>	<b>18,522</b>	<b>20,022</b>	<b>1,500</b>	<b>8.1%</b>

#### 4.1.7(a) Employee costs (\$1.500 million increase)

Employee costs include all labour related expenditure such as wages and salaries, and on-costs such as allowances, leave entitlements, employer superannuation, rostered days off, etc.

Employee costs are forecast to increase by 8.1% or \$1.500 million compared to 2017/18. This increase relates to three key factors:

- New Initiatives of \$0.457 million proposed in the 2018/19 Budget.
- Renegotiation of Council's Enterprise Bargaining Agreement (EBA) of between 1% to 2% (including salary banding movements).
- The comparison between 2017/18 Forecast and 2018/19 Budget is also distorted due to a significant amount of vacancies over a number of service activities during the 2017/18 financial year.

#### 4.1.8 Materials and services

	Forecast Actual 2017/18 \$'000	Budget 2018/19 \$'000	Change	
			\$'000	%
Materials and services	1,832	1,665	(167)	-9.1%
Contract payments	11,047	8,316	(2,731)	-24.7%
Building maintenance	402	472	70	17.5%
General maintenance	659	581	(78)	-11.8%
Utilities	522	684	162	31.0%
Office administration	596	602	5	0.9%
Information technology	941	907	(34)	-3.6%
Insurance	551	548	(3)	-0.5%
Consultants	1,400	539	(861)	-61.5%
Agency staff	344	158	(187)	-54.2%
Community grants and advances	857	816	(41)	-4.8%
<b>Total materials and services</b>	<b>19,150</b>	<b>15,287</b>	<b>(3,864)</b>	<b>-20.2%</b>

#### 4.1.8(a) Materials and services (\$3.864 million decrease)

Materials and consumables includes the payments to contractors for the provision of services and includes contracts for garbage collection, infrastructure maintenance, building maintenance, the purchases of consumables, insurances, and utility costs. Materials and services are forecast to decrease by 20.2% or \$3.864 million compared to 2017/18.

The decrease relates mainly to the forecast for 2017/18 containing \$1.692 million in expenditure for the Blackwood Localised Septic Program. This is a one off project that is fully funded externally. The forecast also contains the continuation of emergency works and asset restoration works for Flood/Storm events in September 2016 (\$0.850 million).

The 2017/18 forecast also includes both grant funded and carried forward projects from previous financial years. Any potential operating carry forwards have not been incorporated into the 2018/19 budget.

#### 4.1.9 Depreciation and amortisation

	Forecast Actual 2017/18 \$'000	Budget 2018/19 \$'000	Change	
			\$'000	%
Property	800	820	20	2.5%
Plant & equipment	1,010	1,060	50	5.0%
Infrastructure	7,854	7,962	108	1.4%
<b>Total depreciation and amortisation</b>	<b>9,664</b>	<b>9,842</b>	<b>178</b>	<b>1.8%</b>

#### 4.1.9(a) Depreciation (\$0.178 million increase)

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. Depreciation is expected to slightly increase in 2018/19.

#### 4.1.10 Other expenses

	Forecast Actual 2017/18 \$'000	Budget 2018/19 \$'000	Change	
			\$'000	%
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	58	69	11	19.8%
Auditors' remuneration - Internal	57	32	(25)	-43.8%
Councillors' allowances	254	254	0	0.0%
Operating lease rentals	247	70	(177)	-71.8%
Bank fees	56	58	2	3.4%
Other	50	58	8	16.7%
<b>Total other expenses</b>	<b>722</b>	<b>541</b>	<b>(180)</b>	<b>-25.0%</b>

#### 4.1.10(a) Other expenses (\$0.180 million decrease)

Other expenses relate to a range of unclassified items including Councillor allowances, Audit Committee sitting fees, audit expenses, bank fees, leases, bad debts and associated recovery costs.

#### 4.1.11 Net Loss on disposal of property, infrastructure, plant and equipment

	Forecast Actual 2017/18 \$'000	Budget 2018/19 \$'000	Change	
			\$'000	%
Proceeds of sale	396	305	(91)	-22.9%
Written down value of assets disposed	(1,870)	(1,878)	(8)	0.4%
<b>Loss on disposal of property, infrastructure, plant and equipment</b>	<b>(1,474)</b>	<b>(1,573)</b>	<b>(99)</b>	<b>6.7%</b>

##### 4.1.11(a) Net loss on sale of assets (\$0.099 million decrease)

Council's loss from the sale of assets is forecast to be \$1.573 million for 2018/19. The written down value of assets is \$1.878 million, with \$1.500 million of that relating to infrastructure assets replaced. Sale proceeds are expected to be \$0.305 million which relates to the sale of plant and vehicles.

## 4.2 Balance Sheet

### 4.2.1 Assets

#### 4.2.1(a) Current Assets (\$3.050 million increase) and Non-Current Assets (\$11.184 million increase)

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of three months or less.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are expected to decrease by \$1.327 million in the 2018/19 budget.

Other assets includes items such as prepayments for expenses that Council has paid in advance of service delivery, inventories or stocks held for sale or consumption in Council's services and other revenues due to be received in the next 12 months.

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment, etc. which has been built up by Council over many years. The increase in this balance is attributable to the capital works program (\$18.165 million), contributed assets (\$4.739 million), depreciation of assets (\$9.842 million), and the sale of property, plant and equipment (\$1.878 million).

### 4.2.2 Liabilities

#### 4.2.2(a) Current Liabilities (\$0.581 million increase) and Non Current Liabilities (\$2.475 million increase)

Trade and other payables are those to whom Council owes money as at 30 June. These liabilities are budgeted to increase from that of the 2017/18 forecast levels.

Provisions include accrued long service leave, annual leave and rostered days off owing to employees. These employee entitlements are only expected to increase marginally due to more active management of entitlements.

Interest-bearing loans and borrowings are borrowings of Council. The Council is budgeting to repay loan principal of \$1.121 million over the year, whilst borrowing \$3.534 million to help fund capital works.

### 4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	2017/18	2018/19
	\$	\$
Amount borrowed as at 30 June of the prior year	13,611,366	15,395,782
Amount proposed to be borrowed	3,148,400	3,534,000
Amount projected to be redeemed	(1,363,984)	(1,120,544)
<b>Amount of borrowings as at 30 June</b>	<b>15,395,782</b>	<b>17,809,238</b>

### 4.3 Statement of changes in Equity

#### 4.3.1 Equity

##### 4.3.1(a) Equity (\$11.176 million increase)

Total equity always equals net assets and is made up of the following components:

Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations.

Other reserves are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed. A net movement of \$1.648 million is budgeted for in 2018/19.

Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$9.528 million results directly from the operating surplus for the year of \$11.176 million, net the movement of \$1.648 million in other reserves.

### 4.4 Statement of Cash Flows

#### 4.4.1 Net cash flows provided by operating activities

##### 4.4.1(a) Operating activities (\$4.001 million increase)

The overall increase in cash inflows from operating activities is primarily due to an increase in Contributions - monetary (\$3.990 million). These are cash contributions from developers and the amount originally expected to be received in 2017/18 (\$2.077 million) will now be received in 2018/19.

The net cash flows from operating activities does not equal the surplus for the year as the expected revenues and expenses of the Council include non-cash items which have been excluded from the Cash Flow Statement. The budgeted operating result is reconciled to budgeted cash flows available from operating activities as set out in the following table.

#### 4.4.2 Net cash flows used in investing activities

##### 4.4.2(a) Investing activities (\$4.794 million decrease)

The decrease in net cash used in investing activities is due to an increase of \$4.704 million in capital works. The budget for 2018/19 contains \$3.427 million in carried forward works from 2017/18. These carried forward works and new projects contained in the 2018/19 budget are detailed in section 4.5.

#### 4.4.3 Net cash flows provided by/used in financing activities

##### 4.4.3(a) Financing activities (\$0.579 million increase)

For 2018/19 the total of principal repayments is \$1.121 million and finance charges is \$0.844 million. New borrowings for 2018/19 are expected to be \$3.534 million.

## 4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2018/19 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

The capital works projects are grouped by class and include the following:

- Current Budget
- Works carried forward from the 2017/2018 year.

### 4.5.1 Summary

	Forecast Actual 2017/18 \$'000	Budget 2018/19 \$'000	Change \$'000	%
Property	449	<b>657</b>	208	46.3%
Plant and equipment	1,620	<b>2,594</b>	974	60.1%
Infrastructure	11,392	<b>14,914</b>	3,522	30.9%
<b>Total</b>	<b>13,461</b>	<b>18,165</b>	<b>4,704</b>	<b>34.9%</b>

Capital spend has increased by \$4.704 million from the forecast actual for 2017/18. The forecast actual has been reduced due to \$3.427 million in carried forward works being included in the 2018/19 Budget. At the end of each financial year there are projects which are either incomplete or not commenced due to factors including planning issues, weather delays and extended consultation. For the 2017/18 year it is forecast that \$3.427 million of capital works will be incomplete and be carried forward into the 2018/19 year. A detailed listing of Carried Forward works can be seen in section 4.5.3.

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	<b>657</b>	429	47	181	-	-	657	-	
Plant and equipment	<b>2,594</b>	-	2,594	-	-	-	2,594	-	
Infrastructure	<b>14,914</b>	6,939	7,075	900	-	1,964	9,416	3,534	
<b>Total</b>	<b>18,165</b>	<b>7,369</b>	<b>9,716</b>	<b>1,081</b>	-	<b>1,964</b>	<b>12,667</b>	<b>3,534</b>	

The total Capital Improvement Program for 2018/19 is \$18.165 million (includes \$3.427 million in carried forward works from 2017/18). Of this total, \$7.369 million relates to new works, \$9.716 million relates to the renewal of assets, and \$1.081 million is for the upgrade of assets.

#### 4.5.1(a) Funding Sources

**Grants** - Capital grants include all monies received from State and Federal sources for the purposes of funding the capital works program. Grants and contributions are budgeted to be received for Roads to Recovery Projects (\$0.879 million), Darley Park Oval Lighting (\$0.125m), Maddingley Park Tennis Club (\$0.100 million), and Ballan Recreation Reserve Netball Courts (\$0.065 million). Contained in this total is \$0.795 million of carried forward grants from 2017/18.

**Council Cash** - Council generates cash from its operating activities, which is used as a funding source for the capital works program. It is forecast that \$12.667 million will be generated from operations to fund the 2018/19 capital works program.

**Borrowings** - It is proposed that Council will take up loan borrowings of \$3.534 million in 2018/19 to fund some of the Capital Improvement Program.

#### 4.5.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib- utions \$'000	Council Cash \$'000	Borrowings \$'000
<b>PROPERTY</b>									
<b>LAND</b>									
<b>TOTAL LAND</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BUILDINGS</b>									
Ballan Swimming Pool - New Preimeter Fence	47	0	47	0	0	0	0	47	0
Solar Panels and Lighting Upgrade to LED - Council Offices	250	250	0	0	0	0	0	250	0
<b>TOTAL BUILDINGS</b>	<b>297</b>	<b>250</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>297</b>	<b>0</b>
<b>TOTAL PROPERTY</b>	<b>297</b>	<b>250</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>297</b>	<b>0</b>

#### 4.5.2 Current Budget (Continued...)

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib- utions \$'000	Council Cash \$'000	Borrowings \$'000
<b>PLANT &amp; EQUIPMENT</b>									
<b>PLANT, MACHINERY &amp; EQUIPMENT</b>									
Plant Replacement Program	1,289	0	1,289	0	0	0	0	1,289	0
<b>TOTAL PLANT, MACHINERY &amp; EQUIPMENT</b>	<b>1,289</b>	<b>0</b>	<b>1,289</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,289</b>	<b>0</b>
<b>COMPUTERS &amp; TELECOMMUNICATIONS</b>									
Computers and Servers	529	0	529	0	0	0	0	529	0
<b>TOTAL COMPUTERS &amp; TELECOMMUNICATIONS</b>	<b>529</b>	<b>0</b>	<b>529</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>529</b>	<b>0</b>
<b>LIBRARY BOOKS</b>									
Library Stock Replacement	105	0	105	0	0	0	0	105	0
<b>TOTAL LIBRARY BOOKS</b>	<b>105</b>	<b>0</b>	<b>105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>105</b>	<b>0</b>
<b>TOTAL PLANT &amp; EQUIPMENT</b>	<b>1,923</b>	<b>0</b>	<b>1,923</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,923</b>	<b>0</b>
<b>INFRASTRUCTURE</b>									
<b>ROADS</b>									
Pre-Planning - Various	50	0	50	0	0	0	0	50	0
Roads to Recovery	0	0	0	0	0	879	0	-879	0
Ballan-Greendale Road, Ballan - Sealed Roads Program	20	0	20	0	0	0	0	20	0
Blackwood Street, Ballan - Sealed Roads Program	20	0	20	0	0	0	0	20	0
Ballan-Meredith Road, Morrisons - Sealed Roads Program	75	0	75	0	0	0	0	75	0
Clarkes Road, Glen Park - Sealed Roads Program	250	0	250	0	0	0	0	250	0
Franklin Street, Maddingley - Sealed Roads Program	400	0	400	0	0	0	0	400	0
Franklin Street, Maddingley - Sealed Roads Program	25	0	25	0	0	0	0	25	0
Woolpack Road Stage 2, Maddingley - Sealed Roads Program	675	0	675	0	0	0	0	675	0



#### 4.5.2 Current Budget (Continued...)

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib- utions \$'000	Council Cash \$'000	Borrowings \$'000
<b>INFRASTRUCTURE - ROADS</b>									
Old Melbourne Road, Millbrook - Sealed Roads Program	380	0	380	0	0	0	0	380	0
Old Melbourne Road, Dunnstown - Sealed Roads Program	35	0	35	0	0	0	0	35	0
Werribee Vale Road, Maddingley - Sealed Roads Program	163	0	163	0	0	0	0	163	0
Ormond Road, Wallace - Sealed Roads Program	30	0	30	0	0	0	0	30	0
Myrniong-Korobeit Road, Myrniong - Sealed Roads Program	164	0	164	0	0	0	0	164	0
Werribee Vale Road, Maddingley - Sealed Roads Program	40	0	40	0	0	0	0	40	0
Wittick Street, Darley - Sealed Roads Program	642	0	642	0	0	0	0	642	0
McCormacks Road, Maddingley - Roundabout	1,500	1,500	0	0	0	0	0	1,500	0
Berry Street, Ballan - Reseal Program	25	0	25	0	0	0	0	25	0
Albert Street, Darley - Reseal Program	35	0	35	0	0	0	0	35	0
Camerons Road, Coimadai - Reseal Program	49	0	49	0	0	0	0	49	0
Camerons Road, Darley - Reseal Program	45	0	45	0	0	0	0	45	0
Camerons Road, Coimadai - Reseal Program	6	0	6	0	0	0	0	6	0
Egerton-Ballark Road, Bungal - Reseal Program	32	0	32	0	0	0	0	32	0
Hopetoun Park Road, Hopetoun Park - Reseal Program	4	0	4	0	0	0	0	4	0
Carween Lane, Ballan - Reseal Program	15	0	15	0	0	0	0	15	0
Butter Factory Road, Wallace - Reseal Program	43	0	43	0	0	0	0	43	0
Dicker Street, Gordon - Reseal Program	45	0	45	0	0	0	0	45	0
Hopetoun Park Road, Hopetoun Park - Reseal Program	5	0	5	0	0	0	0	5	0
Ingliston Drive, Ingliston - Reseal Program	15	0	15	0	0	0	0	15	0

#### 4.5.2 Current Budget (Continued...)

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib- utions \$'000	Council Cash \$'000	Borrowings \$'000
<b>INFRASTRUCTURE - ROADS</b>									
Ingliston Road, Ballan - Reseal Program	25	0	25	0	0	0	0	25	0
Ingliston Road, Ballan - Reseal Program	12	0	12	0	0	0	0	12	0
Ingliston Road, Ballan - Reseal Program	51	0	51	0	0	0	0	51	0
Old Melbourne Road, Gordon - Reseal Program	55	0	55	0	0	0	0	55	0
Spargo Creek Road, Wallace - Reseal Program	33	0	33	0	0	0	0	33	0
Ballan-Greendale Road, Ballan - Reseal Program	39	0	39	0	0	0	0	39	0
Carberry Drive, Hopetoun Park - Reseal Program	3	0	3	0	0	0	0	3	0
Carberry Drive, Hopetoun Park - Reseal Program	19	0	19	0	0	0	0	19	0
Connell Close, Hopetoun Park - Reseal Program	8	0	8	0	0	0	0	8	0
Cowans Road, Hopetoun Park - Reseal Program	5	0	5	0	0	0	0	5	0
Cowans Road, Hopetoun Park - Reseal Program	10	0	10	0	0	0	0	10	0
Eden Crescent, Hopetoun Park - Reseal Program	16	0	16	0	0	0	0	16	0
Eden Crescent, Hopetoun Park - Reseal Program	4	0	4	0	0	0	0	4	0
Eyrie Court, Hopetoun Park - Reseal Program	12	0	12	0	0	0	0	12	0
Kyle Lane, Hopetoun Park - Reseal Program	3	0	3	0	0	0	0	3	0
Riverview Drive, Hopetoun Park - Reseal Program	2	0	2	0	0	0	0	2	0
Riverview Drive, Hopetoun Park - Reseal Program	2	0	2	0	0	0	0	2	0
Riverview Drive, Hopetoun Park - Reseal Program	17	0	17	0	0	0	0	17	0
Riverview Drive, Hopetoun Park - Reseal Program	3	0	3	0	0	0	0	3	0
Riverview Drive, Hopetoun Park - Reseal Program	10	0	10	0	0	0	0	10	0
Riverview Drive, Hopetoun Park - Reseal Program	36	0	36	0	0	0	0	36	0
Riverview Drive, Hopetoun Park - Reseal Program	15	0	15	0	0	0	0	15	0
Webb Court, Hopetoun Park - Reseal Program	2	0	2	0	0	0	0	2	0
Station Street, Maddingley - Reseal Program	90	0	90	0	0	0	0	90	0
Springbank Road, Bullarook - Reseal Program	49	0	49	0	0	0	0	49	0
Springbank Road, Bullarook - Reseal Program	37	0	37	0	0	0	0	37	0
Triggs Road, Bungaree - Reseal Program	50	0	50	0	0	0	0	50	0
Woolpack Road, Bacchus Marsh - Reseal Program	18	0	18	0	0	0	0	18	0

#### 4.5.2 Current Budget (Continued...)

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>INFRASTRUCTURE - ROADS</b>									
Coalmine Road, Lal Lal - Gravel Road Resheet	212	0	212	0	0	0	0	212	0
Ironbark Road, Ingliston - Gravel Road Resheet	521	0	521	0	0	0	0	521	0
Ingliston Road, Ingliston - Gravel Road Resheet	80	0	80	0	0	0	0	80	0
Edols Street, Ballan - Gravel Road Resheet	32	0	32	0	0	0	0	32	0
Ironbark Road, Ingliston - Gravel Road Resheet	80	0	80	0	0	0	0	80	0
Haywood Road, Lal Lal - Gravel Road Resheet	126	0	126	0	0	0	0	126	0
Bacchus Marsh-Balliang Road, Rowsley - Shoulder Resheet	128	0	128	0	0	0	0	128	0
Glenmore Road, Rowsley - Shoulder Resheet	100	0	100	0	0	0	0	100	0
Glenmore Road, Rowsley - Shoulder Resheet	127	0	127	0	0	0	0	127	0
Bacchus Marsh-Balliang Road, Maddingley - Shoulder Resheet	73	0	73	0	0	0	0	73	0
Main Street, Gordon - Kerb & Channel	350	0	350	0	0	0	0	350	0
Duncan Street, Ballan - Kerb & Channel	135	0	135	0	0	0	0	135	0
Duncan Street, Ballan - Kerb & Channel	20	0	20	0	0	0	0	20	0
Sydney Street, Bacchus Marsh - Kerb & Channel	35	0	35	0	0	0	0	35	0
Sydney Street, Bacchus Marsh - Kerb & Channel	37	0	37	0	0	0	0	37	0
Grey Street, Darley - Kerb & Channel	15	0	15	0	0	0	0	15	0
Loan Borrowings	0	0	0	0	0	0	0	-3,534	3,534
<b>TOTAL ROADS</b>	<b>7,480</b>	<b>1,500</b>	<b>5,980</b>	<b>0</b>	<b>0</b>	<b>879</b>	<b>0</b>	<b>3,068</b>	<b>3,534</b>
<b>BRIDGES</b>									
Mount Doran Road, Elaine - Bridge Works	35	0	35	0	0	0	0	35	0
Dog Trap Gully Road, Rowsley - Bridge Works	245	0	245	0	0	0	0	245	0
<b>TOTAL BRIDGES</b>	<b>280</b>	<b>0</b>	<b>280</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>280</b>	<b>0</b>
<b>FOOTPATHS &amp; CYCLEWAYS</b>									
Inglis Street, Ballan - Footpath	600	0	600	0	0	0	0	600	0
Old Melbourne Road, Gordon - Footpath	38	0	38	0	0	0	0	38	0
<b>TOTAL FOOTPATHS &amp; CYCLEWAYS</b>	<b>638</b>	<b>0</b>	<b>638</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>638</b>	<b>0</b>

#### 4.5.2 Current Budget (Continued...)

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib- utions \$'000	Council Cash \$'000	Borrowings \$'000
<b>INFRASTRUCTURE</b>									
<b>RECREATIONAL, LEISURE &amp; COMMUNITY FACILITIES</b>									
Dunnstown Recreation Reserve - Netball Court Resurfacing	25	0	25	0	0	0	0	25	0
Lidgett Street Recreation Reserve - Play Equipment Renewal	105	0	105	0	0	0	0	105	0
Bacchus Marsh Racecourse and Recreation Reserve - Sports Facilities	3,200	3,200	0	0	0	0	0	3,200	0
Maddingley Park Tennis Club - Court Surfacing & Lighting	150	0	0	150	0	100	0	50	0
Darley Park - Oval Lighting	250	250	0	0	0	125	0	125	0
Darley Hub Oval - Coaches Boxes & Scoreboard	30	30	0	0	0	0	0	30	0
Ballan Recreation Reserve - Netball Court Upgrade	340	0	0	340	0	65	0	275	0
<b>TOTAL RECREATIONAL, LEISURE &amp; COMMUNITY FACILITIES</b>	<b>4,100</b>	<b>3,480</b>	<b>130</b>	<b>490</b>	<b>0</b>	<b>290</b>	<b>0</b>	<b>3,810</b>	<b>0</b>
<b>OTHER INFRASTRUCTURE</b>									
DDA Upgrade Program (Annual Program)	20	0	0	20	0	0	0	20	0
<b>TOTAL OTHER INFRASTRUCTURE</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>12,518</b>	<b>4,980</b>	<b>7,028</b>	<b>510</b>	<b>0</b>	<b>1,169</b>	<b>0</b>	<b>7,816</b>	<b>3,534</b>
<b>TOTAL NEW CAPITAL WORKS 2018/19</b>	<b>14,738</b>	<b>5,230</b>	<b>8,998</b>	<b>510</b>	<b>0</b>	<b>1,169</b>	<b>0</b>	<b>10,035</b>	<b>3,534</b>

#### 4.5.3 Works carried forward from the 2017/2018 year.

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>PROPERTY</b>									
<b>BUILDINGS</b>									
Ballan Depot Relocation	179	179	0	0	0	0	0	179	0
Clarendon Community Hub	181	0	0	181	0	0	0	181	0
<b>TOTAL BUILDINGS</b>	<b>360</b>	<b>179</b>	<b>0</b>	<b>181</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>360</b>	<b>0</b>
<b>TOTAL PROPERTY</b>	<b>360</b>	<b>179</b>	<b>0</b>	<b>181</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>360</b>	<b>0</b>
<b>PLANT &amp; EQUIPMENT</b>									
<b>PLANT, MACHINERY &amp; EQUIPMENT</b>									
Plant Replacement Program	672	0	672	0	0	0	0	672	0
<b>TOTAL PLANT, MACHINERY &amp; EQUIPMENT</b>	<b>672</b>	<b>0</b>	<b>672</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>672</b>	<b>0</b>
<b>TOTAL PLANT &amp; EQUIPMENT</b>	<b>672</b>	<b>0</b>	<b>672</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>672</b>	<b>0</b>
<b>INFRASTRUCTURE</b>									
<b>ROADS</b>									
Haddon Drive, Ballan - Extension	620	620	0	0	0	450	0	170	0
Griffith Street Upgrade - Design Works	32	0	0	32	0	0	0	32	0
<b>TOTAL ROADS</b>	<b>652</b>	<b>620</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>450</b>	<b>0</b>	<b>202</b>	<b>0</b>
<b>BRIDGES</b>									
Dog Trap Gully Road, Rowsley - Stringer Replacement	46	0	46	0	0	0	0	46	0
<b>TOTAL BRIDGES</b>	<b>46</b>	<b>0</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>46</b>	<b>0</b>

#### 4.5.3 Works carried forward from the 2017/2018 year (Continued...)

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>RECREATIONAL, LEISURE &amp; COMMUNITY FACILITIES</b>									
Maddingley Park - Sports Lighting Upgrade	300	0	0	300	0	135	0	165	0
Bacchus Marsh Racecourse and Recreation Reserve - Sports Facilities	1,339	1,339	0	0	0	210	0	1,129	0
Ballan Recreation Reserve - Netball Court Upgrade	40	0	0	40	0	0	0	40	0
<b>TOTAL RECREATIONAL, LEISURE &amp; COMMUNITY FACILITIES</b>	<b>1,679</b>	<b>1,339</b>	<b>0</b>	<b>340</b>	<b>0</b>	<b>345</b>	<b>0</b>	<b>1,334</b>	<b>0</b>
<b>PARKS, OPEN SPACE &amp; STREETSCAPES</b>									
Ballan Recreation Reserve - Playground	18	0	0	18	0	0	0	18	0
<b>TOTAL PARKS, OPEN SPACE &amp; STREETSCAPES</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>0</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>2,395</b>	<b>1,959</b>	<b>46</b>	<b>390</b>	<b>0</b>	<b>795</b>	<b>0</b>	<b>1,600</b>	<b>0</b>
<b>TOTAL CARRIED FORWARD WORKS 2017/18</b>	<b>3,427</b>	<b>2,139</b>	<b>718</b>	<b>571</b>	<b>0</b>	<b>795</b>	<b>0</b>	<b>2,632</b>	<b>0</b>

## 4. Financial performance indicators

### 4.3 Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives.

Indicator	Measure	Notes	Forecast	Budget	Strategic Resource Plan			Trend +/-
			Actual 2017/18	2018/19	Projections 2019/20	2020/21	2021/22	
<b>Operating position</b>								
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	0.80%	2.84%	1.25%	3.80%	3.97%	+
<b>Liquidity</b>								
Working capital	Current assets / current liabilities	2	216.02%	232.58%	254.93%	203.74%	260.39%	+
Unrestricted cash	Unrestricted cash / current liabilities		61.75%	83.62%	86.87%	64.17%	91.59%	+
<b>Obligations</b>								
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	3	47.56%	52.55%	52.94%	48.45%	34.91%	o
Loans and borrowings	Interest and principal repayments / rate revenue		6.57%	5.58%	5.65%	4.17%	14.19%	+
Indebtedness	Non-current liabilities / own source revenue		39.80%	46.80%	48.23%	34.93%	34.40%	-
Asset renewal	Asset renewal expenditure / depreciation	4	94.40%	98.72%	62.12%	78.56%	92.47%	-
<b>Stability</b>								
Rates concentration	Rate revenue / adjusted underlying revenue	5	65.73%	70.75%	70.70%	70.71%	70.77%	o
Rates effort	Rate revenue / property values (CIV)		0.0046	0.0048	0.0050	0.0050	0.0050	o
<b>Efficiency</b>								
Expenditure level	Total expenditure / no. of assessments		\$3,017	\$2,806	\$2,912	\$2,906	\$2,959	+
Expenditure level	Specific purpose grants expended / Specific purpose grants received		100.0%	100.0%	100.0%	100.0%	100.0%	o



### 4.3 Financial performance indicators (Continued...)

Indicator	Measure	Notes	Forecast	Budget	Strategic Resource Plan			Trend
			Actual 2017/18	2018/19	Projections			
					2019/20	2020/21	2021/22	+/-
Revenue level	Residential rate revenue / No. of residential assessments		\$1,558	\$1,610	\$1,634	\$1,658	\$1,682	+
Workforce turnover	No. of resignations & terminations / average no. of staff		15.81%	11.83%	11.73%	11.65%	11.57%	+

The table below provides a high level snapshot of the forward outlook for Capital Works for the next 4 years and demonstrates a high level of investment in community infrastructure and assets.

+ Forecast improvement in financial performance/financial position indicator

o Forecasts that Council's financial performance/financial position indicator will be steady

- Forecast deterioration in Council's financial performance/financial position indicator

#### Notes to indicators:

**1 Adjusted underlying result** – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance expected over the period.

**2 Working capital** – The proportion of current liabilities represented by current assets. Working capital is forecast to increase in the 2019/20 year. The trend in later years is to remain at an acceptable level.

**3 Debt compared to rates** - Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.

**4 Asset renewal** - This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.

**5 Rates concentration** - Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will become more reliant on rate revenue compared to all other revenue sources.

Appendix "A"

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Active Ageing and Community Access</b>								
<b>Commonwealth Home Support Program (over 65's) and HACC program (under 65's)</b>								
<b><u>Personal Care</u></b>								
Low	Council Fee (No GST)	6.65	0.00	6.65	Per Hour	7.00	0.00	7.00
Medium	Council Fee (No GST)	11.71	0.00	11.71	Per Hour	12.50	0.00	12.50
High	Council Fee (No GST)	46.35	0.00	46.35	Per Hour	50.00	0.00	50.00
<b><u>Domestic Assistance (Home Care)</u></b>								
Low	Council Fee (No GST)	9.30	0.00	9.30	Per Hour	10.00	0.00	10.00
Medium	Council Fee (No GST)	17.90	0.00	17.90	Per Hour	19.00	0.00	19.00
High	Council Fee (No GST)	46.35	0.00	46.35	Per Hour	50.00	0.00	50.00
<b><u>Home Modifications/Home Maintenance (general)</u></b>								
Flat rate	Council Fee (No GST)	17.50	0.00	17.50	Per Hour		\$18.55 + cost of materials	
<b><u>Home Maintenance (lawn mowing/brush cutting)</u></b>								
	Council Fee (No GST)	24.25	0.00	24.25	Per Hour	25.70	0.00	25.70
<b><u>Home Maintenance (general)</u></b>								
	Council Fee (No GST)	17.50	0.00	17.50	Per Hour	18.55	0.00	18.55
<b><u>Respite</u></b>								
Low	Council fee (No GST)	3.20	0.00	3.20	Per Hour	3.30	0.00	3.30
Medium	Council fee (No GST)	5.70	0.00	5.70	Per Hour	6.00	0.00	6.00
High	Council fee (No GST)	46.35	0.00	46.35	Per Hour	50.00	0.00	50.00
<b><u>Meals</u></b>								
Delivered Meals - Main meal only	Council Fee (No GST)	6.25	0.00	6.25	Main Meal	6.25	0.00	6.25
Delivered Meals - 2 course meal	Council Fee (No GST)	8.00	0.00	8.00	Per 2 Course Meal	8.00	0.00	8.00
Delivered meals - 3 course meal	Council Fee (No GST)	10.00	0.00	10.00	Per 3 Course	10.00	0.00	10.00
<b><u>Occupational Therapist / Dietician Assessment</u></b>								
Low	Council Fee (No GST)	9.90	0.00	9.90	Per Hour	10.50	0.00	10.50
Medium	Council Fee (No GST)	15.20	0.00	15.20	Per Hour	16.00	0.00	16.00
High	Council Fee (No GST)	100.40	0.00	100.40	Per Hour	100.40	0.00	106.00
<b><u>Social Support</u></b>								
Social Support (Day programs) Long day	Council Fee (No GST)	15.15	0.00	15.15	Per Day	16.00	0.00	16.00
Social Support (Day programs) Short day	Council Fee (No GST)	11.75	0.00	11.75	Per Hour (HIGH)	12.50	0.00	12.50
Social Support - Outing	Council Fee (No GST)	7.60	0.00	7.60	Per Trip			\$8.00 + lunch

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Shopping trip</b>	Council Fee (No GST)	7.60	0.00	7.60	Per Trip	8.00	0.00	8.00
<b>Brokerage Agency /Package Client Charges</b>								
Home/Respite/Personal Care - Core Hours	Council Fee (GST Applies)	48.18	4.82	53.00	Per Hour	53.18	5.32	58.50
Home/Respite/Personal Care - After Hours	Council Fee (GST Applies)	95.27	9.53	104.80	Per Hour	105.00	10.50	115.50
Home Maintenance	Council Fee (GST Applies)	72.27	7.23	79.50	Per Hour	79.55	7.95	87.50
<b>Day Programs (Includes transport, activities and meals)</b>								
Day Programs - Packages 1 + 2	Council Fee (GST Applies)	68.18	6.82	75.00	Per Day	75.00	7.50	82.50
Day Programs - Packages 3 + 4	Council Fee (GST Applies)	20.64	2.06	22.70	Per Hour	22.70	2.70	25.50
Occupational Therapist Assessment	Council Fee (GST Applies)	94.00	9.40	103.40	Per Hour	103.40	10.34	113.50
Meals on Wheels	Council Fee (GST Applies)		as per meals above **		Per Meal		as per meals above **	
<b>Asset Management</b>								
<b>Map Sales</b>								
Shire Maps	Council Fee (GST Applies)	28.18	2.82	31.00	Each	30.00	3.00	33.00
<b>Information and Permit Services for Assets</b>								
Property and Drainage Information	Statutory Fee (No GST)	97.80	0.00	97.80	Per Request	97.80	0.00	97.80
Storm Water Information Only (Other Design Income)	Statutory Fee (No GST)		as per regulations		Per Request		as per regulations	
Asset Protection Permit - Residential	Council Fee (No GST)	169.00	0.00	169.00	Per Permit	179.00	0.00	179.00
Asset Protection Permit - Commercial/Industrial	Council Fee (No GST)	217.50	0.00	217.50	Per Permit	230.00	0.00	230.00
<b>Standpipes</b>								
Security Deposit (All Key Types)	Council Fee (No GST)	50.00	0.00	50.00	Flat Rate	50.00	0.00	50.00
Permanent Account Administration Fee	Council Fee (GST Applies)	19.36	1.94	21.30	Per Account	20.45	2.05	22.50
Pre-Paid Account Administration Fee	Council Fee (GST Applies)	9.82	0.98	10.80	Per Account	10.45	1.05	11.50
Sale of Treated Water (Permanent or Pre Paid Account)	Council Fee (No GST)	5.40	0.00	5.40	Per KI	5.70	0.00	5.70
Sale of Untreated Water (Channel or Bore Water) (Permanent or Pre Paid Account)	Council Fee (No GST)	2.50	0.00	2.50	Per KI	2.70	0.00	2.70

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Other Asset Management</b>								
Vehicle Crossing Permit	Council Fee (No GST)	84.00	0.00	84.00	Per Permit	89.00	0.00	89.00
Road Opening Permit	Statutory Fee (No GST)			as per regulations	Per Permit			as per regulations
- Property boundary to kerb	Statutory Fee (No GST)			as per regulations	Per Permit			as per regulations
- Kerb to kerb (i.e. within road surface)	Statutory Fee (No GST)			as per regulations	Per Permit			as per regulations
Permit to occupy part of Roadway	Statutory Fee (No GST)			as per regulations	Per Permit			as per regulations
- Property boundary to kerb	Statutory Fee (No GST)			as per regulations	Per Permit			as per regulations
- Kerb to kerb (i.e. within road surface)	Statutory Fee (No GST)			as per regulations	Per Permit			as per regulations
Permit to Build Over Easement	Council Fee (No GST)	160.00	0.00	160.00	Per Permit	170.00	0.00	170.00
<b>Engineering Services</b>								
<b>Subdivision Fees</b>								
Checking of Engineering Plans - estimated Cost of Constructing Works	Statutory Fee (No GST)	0.75%		0.75%	Per \$100	0.75%		0.75%
Supervision of Works (of the cost of Constructing works subject to supervision)	Statutory Fee (No GST)	2.5%		2.5%	Per \$100	2.5%		2.5%
<b>Child, Youth and Family Services</b>								
<b>Early Years Services</b>								
Occasional Care (Per Hour) <i>Term prices available on request</i>	Council Fee (No GST)	9.00	0.00	9.00	Per Hr/Child	9.20	0.00	9.20
Kindergarten Central Enrolment (Per application)	Council Fee (no GST)	22.00	0.00	22.00	Per Application	23.00	0.00	23.00

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Community and Recreation Development</b>								
<b>Recreation User Fees</b>								
Darley Park - Darley Cricket Club	Council Fee (GST Applies)	757.50	75.75	833.25	Per Quarter	951.36	95.14	1,046.50
Darley Park - Darley Senior Football Netball Club	Council Fee (GST Applies)	599.43	59.94	659.38	Per Quarter	599.43	59.94	659.38
Darley Park - Darley Junior Football Club	Council Fee (GST Applies)	463.43	46.34	509.78	Per Quarter	514.14	51.41	565.55
Darley Park - Darley Pigeon Club	Council Fee (GST Applies)	118.77	11.88	130.65	Per Quarter	124.82	12.48	137.30
Darley Park - Tennis Courts	Council Fee (GST Applies)	61.36	6.14	67.50	Per Quarter	61.36	6.14	67.50
Darley Park - Auskick	Council Fee (GST Applies)	297.82	29.78	327.60	Per Annum	402.00	40.20	442.20
Maddingley Park - Bacchus Marsh Football Netball Club	Council Fee (GST Applies)	2,100.00	210.00	2,310.00	Qtrs 1 & 4	2,187.73	218.77	2,406.50
Maddingley Park - Bacchus Marsh Cricket Club	Council Fee (GST Applies)	510.00	51.00	561.00	Qtrs 2 & 3	531.38	53.14	584.52
Maddingley Park - Bacchus Marsh Junior Cricket Club	Council Fee (GST Applies)	290.00	29.00	319.00	Qtrs 2 & 3	302.15	30.22	332.37
Maddingley Park - Bacchus Marsh Lawn Tennis Club	Council Fee (GST Applies)	889.09	88.91	978.00	Per Quarter	889.09	88.91	978.00
Maddingley Park - Event - Park closed to the public	Council Fee (GST Applies)					750.00	75.00	825.00
Maddingley Park - Event - Park open to the public	Council Fee (GST Applies)					375.00	37.50	412.50
Maddingley Park - Event - Toilet cleaning	Council Fee (GST Applies)					350.00	35.00	385.00
Maddingley Park - Event - Security Deposit	Council Fee (No GST)					500.00	0.00	500.00
Masons Lane - Bacchus Marsh Baseball Club	Council Fee (GST Applies)	274.88	27.49	302.36	Per Quarter	274.88	27.49	302.36
Masons Lane - Bacchus Marsh Dog Obedience Club	Council Fee (GST Applies)	342.29	34.23	376.52	Qtrs 1 & 4	477.30	47.73	525.03
Masons Lane - Bacchus Marsh Cricket Club	Council Fee (GST Applies)	786.32	78.63	864.96	Qtrs 2 & 3	786.32	78.63	864.96
Masons Lane - Bacchus Marsh Little Athletics	Council Fee (GST Applies)	965.08	96.51	1,061.59	Qtrs 2 & 3	1,097.44	109.74	1,207.18
Masons Lane - Bacchus Marsh Soccer Club	Council Fee (GST Applies)	1,009.87	100.99	1,110.86	Per Year	1,871.57	187.16	2,058.73
Masons Lane - Darley Cricket Club	Council Fee (GST Applies)	527.20	52.72	579.92	Per Year	644.95	64.50	709.45
Darley Civic Hub - Darley Junior Football Club	Council Fee (GST Applies)	529.77	52.98	582.75	Per Year	529.77	52.98	582.75
Darley Civic Hub - Darley Cricket Club	Council Fee (GST Applies)	898.91	89.89	988.80	Per Year	1,006.00	100.60	1,106.60
Darley Civic Hub - Bacchus Marsh Soccer Club	Council Fee (GST Applies)	1,107.27	110.73	1,218.00	Per Year	1,423.64	142.36	1,566.00
<b>Darley Civic Hub Pavilion</b>								
Darley Civic Hub - Community Group room hire (per hour)	Council Fee (GST Applies)				Per hour	22.73	2.27	25.00
Darley Civic Hub - Community Group room hire (per day - up to 8 hours)	Council Fee (GST Applies)				Per day	100.00	10.00	110.00
Darley Civic Hub - Commercial/for profit group room hire (per hour)	Council Fee (GST Applies)				Per hour	36.36	3.64	40.00
Darley Civic Hub - Commercial/for profit group room hire (per day - up to 8 hours)	Council Fee (GST Applies)				Per day	175.00	17.50	192.50

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Recreation Reserve Oval Hire - Casual Hire</b>								
Moorabool Community Group - no floodlights (per hour)	Council Fee (GST Applies)				Per hour	25.00	2.50	27.50
Moorabool Community Group - floodlights (per hour)	Council Fee (GST Applies)				Per hour	35.00	3.50	38.50
Moorabool Community Group casual hire (per day - up to 6 hours)	Council Fee (GST Applies)				Per day	100.00	10.00	110.00
Moorabool Community Group - floodlights (per day - up to 6 hours)	Council Fee (GST Applies)				Per day	140.00	14.00	154.00
External Community Group - no floodlights (per hour)	Council Fee (GST Applies)				Per hour	40.00	4.00	44.00
External Community Group - floodlights (per hour)	Council Fee (GST Applies)				Per hour	50.00	5.00	55.00
External Community Group - no floodlights (per day - up to 6 hours)	Council Fee (GST Applies)				Per day	160.00	16.00	176.00
External Community Group - floodlights (per day - up to 6 hours)	Council Fee (GST Applies)				Per day	200.00	20.00	220.00
Moorabool commercial/for profit group - no floodlights (per hour)	Council Fee (GST Applies)				Per hour	50.00	5.00	55.00
Moorabool commercial/for profit group - floodlights (per hour)	Council Fee (GST Applies)				Per hour	60.00	6.00	66.00
Moorabool commercial/for profit group - no floodlights (per day - up to 6 hours)	Council Fee (GST Applies)				Per day	200.00	20.00	220.00
Moorabool commercial/for profit group - floodlights (per day - up to 6 hours)	Council Fee (GST Applies)				Per day	240.00	24.00	264.00
External commercial/for profit group - no floodlights (per hour)	Council Fee (GST Applies)				Per hour	80.00	8.00	88.00
External commercial/for profit group - floodlights (per hour)	Council Fee (GST Applies)				Per hour	90.00	9.00	99.00
External commercial/for profit group - no floodlights (per day - up to 6 hours)	Council Fee (GST Applies)				Per day	320.00	32.00	352.00
External commercial/for profit group - floodlights (per day - up to 6 hours)	Council Fee (GST Applies)				Per day	360.00	36.00	396.00
<b>Swimming Pool (Ballan and Bacchus Marsh)</b>								
Entry - Child	Council Fee (GST Applies)	3.27	0.33	3.60	Per Child	3.64	0.36	4.00
Entry - Adult	Council Fee (GST Applies)	4.36	0.44	4.80	Per Adult	4.55	0.45	5.00
Entry - Concession	Council Fee (GST Applies)				Per eligible person	3.64	0.36	4.00
Entry - Spectator	Council Fee (GST Applies)	1.18	0.12	1.30	Per Person	1.18	0.12	1.30
Entry - Child Season Ticket	Council Fee (GST Applies)	50.00	5.00	55.00	Child - Season	54.55	5.45	60.00
Entry - Adult Season Ticket	Council Fee (GST Applies)	62.73	6.27	69.00	Adult - Season	68.18	6.82	75.00
Entry - Family Season Ticket	Council Fee (GST Applies)	101.82	10.18	112.00	Family - Season	109.09	10.91	120.00
School Groups	Council Fee (GST Applies)	3.64	0.36	4.00	Per Student	2.27	0.23	2.50
Lane Hire	Council Fee (GST Applies)	31.82	3.18	35.00	Per Lane, Per Hour	33.64	3.36	37.00
Exclusive pool hire (up to 100 people)	Council Fee (GST Applies)				Per hour	154.55	15.45	170.00
Staffing charge (over 100 people)	Council Fee (GST Applies)				Per 100 people per hour	41.82	4.18	46.00
VicSwim	Council Fee (GST Applies)				per student	2.27	0.23	2.50

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Stadium Sports / Programs</b>								
Drama Hall Hire - Casual	Council Fee (GST Applies)	43.64	4.36	48.00	Per Hour	45.45	4.55	50.00
Drama Hall Hire - Regular booking by user group (10 or more times per year)	Council Fee (GST Applies)	34.55	3.45	38.00	Per Hour	36.36	3.64	40.00
<b>Netball &amp; Other Ball Sports</b>								
Court Hire - Peak (3pm till midnight; all day Sat and Sun)	Council Fee (GST Applies)	40.00	4.00	44.00	Per Court/Per Hour	42.73	4.27	47.00
Court Hire - Off Peak (6am till 3pm)	Council Fee (GST Applies)	31.36	3.14	34.50	Per Court/Per Hour	33.64	3.36	37.00
Court Hire - Training	Council Fee (GST Applies)	19.36	1.94	21.30	Per Court/Per Hour	20.91	2.09	23.00
Court Hire - Competition	Council Fee (GST Applies)	36.64	3.66	40.30	Per Court/Per Hour	39.09	3.91	43.00
Court Hire - Out of Hours (Hourly fee on top of normal court hire fee)	Council Fee (GST Applies)	34.41	3.44	37.85	Per Court/Per Hour	36.36	3.64	40.00
<b>Bacchus Marsh Basketball Association (resolution of Council - October 2017)</b>								
Court Hire - Peak (3pm till midnight; all day Sat and Sun)	Council Fee (GST Applies)	40.00	4.00	44.00	Per Court/Per Hour	25.00	2.50	27.50
Court Hire - Off Peak (6am till 3pm)	Council Fee (GST Applies)	31.36	3.14	34.50	Per Court/Per Hour	25.00	2.50	27.50
Court Hire - Training	Council Fee (GST Applies)	19.36	1.94	21.30	Per Court/Per Hour	25.00	2.50	27.50
Court Hire - Competition	Council Fee (GST Applies)	36.64	3.66	40.30	Per Court/Per Hour	25.00	2.50	27.50
Court Hire - Out of Hours (Hourly fee on top of normal court hire fee)	Council Fee (GST Applies)	34.41	3.44	37.85	Per Court/Per Hour	36.36	3.64	40.00
Seniors Fitness Classes	Council Fee (GST Applies)				Per class	5.45	0.55	6.00
Community Group room hire (per hour)	Council Fee (GST Applies)				Per hour	22.73	2.27	25.00
Community Group room hire (per day - up to 8 hours)	Council Fee (GST Applies)				Per day	100.00	10.00	110.00
Commercial/for profit group room hire (per hour)	Council Fee (GST Applies)				Per hour	36.36	3.64	40.00
Commercial/for profit group room hire (per day - up to 8 hours)	Council Fee (GST Applies)				Per day	175.00	17.50	192.50



Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Community Bus</b>								
Security Deposit (Payable by ALL categories)	Council Fee (No GST)	100.00	0.00	100.00	Flat	100.00	0.00	100.00
Category 1 Hire Fee	Council Fee (GST Applies)	25.91	2.59	28.50	Per Day	27.27	2.73	30.00
Category 1 Charge per Km	Council Fee (GST Applies)	0.86	0.09	0.95	Per km	0.91	0.09	1.00
Category 2 Hire Fee	Council Fee (GST Applies)	136.36	13.64	150.00	Per Day	145.45	14.55	160.00
Category 2 Charge per Km	Council Fee (GST Applies)	0.86	0.09	0.95	Per km	0.91	0.09	1.00
Category 3 Hire Fee	Council Fee (GST Applies)	327.27	32.73	360.00	Per Day	345.45	34.55	380.00
Category 3 Charge per Km	Council Fee (GST Applies)	0.86	0.09	0.95	Per km	0.91	0.09	1.00
<b>Definitions:</b>								
<i>Category 1 - Non profit groups operating largely within Shire, not funded by Government, including regular and frequent users.</i>								
<i>Category 2 - Non profit groups operating largely within Shire, but receive funding from State or Commonwealth Governments which enables them to pay for operation costs. Usually infrequent or casual hirers.</i>								
<i>Category 3 - Commercial Rates to apply to all other types of users</i>								
<b>Lerderberg Library</b>								
Fines (Per day, per item - max \$5 per item)	Council Fee (GST Applies)	0.36	0.04	0.40	Per day / Per item	0.41	0.04	0.45
Inter Library Loans (Public Library)	Council Fee (GST Applies)	2.27	0.23	2.50	Per Item	2.36	0.24	2.60
Inter Library Loans (Tertiary Institutions)	Council Fee (GST Applies)	20.45	2.05	22.50	Up to - Per Item	21.64	2.16	23.80
Replacement Card	Council Fee (GST Applies)	2.27	0.23	2.50	Per Card	2.36	0.24	2.60
Lost or damaged items	Council Fee (GST Applies)			Cost of Replacement				Cost of Replacement
Processing fee	Council Fee (GST Applies)	6.36	0.64	7.00		6.82	0.68	7.50
Debt Collection Charge	Council Fee (GST Applies)	17.27	1.73	19.00	Per Escalation	18.18	1.82	20.00
Book Sales	Council Fee (GST Applies)			As marked				As marked

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Land and Buildings</b>								
<b>Community Learning Centre - Lerderberg Library</b>								
Security Deposit	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
<b>Small Meeting Room - Geoffrey Hine Room</b>								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	12.73	1.27	14.00	Per Hour	13.64	1.36	15.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	6.36	0.64	7.00	Per Hour	6.82	0.68	7.50
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	20.00	2.00	22.00	Per Hour	20.91	2.09	23.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	112.73	11.27	124.00	Per Day	119.09	11.91	131.00
Hire fee with video conferencing facilities (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	30.91	3.09	34.00	Per Hour	32.73	3.27	36.00
Hire fee with video conferencing facilities (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	163.64	16.36	180.00	Per Day	173.64	17.36	191.00
<b>Medium Meeting Room - Jean Oomes Room</b>								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	18.18	1.82	20.00	Per Hour	19.09	1.91	21.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	11.82	1.18	13.00	Per Hour	12.73	1.27	14.00
Hire Fee (day or night - 8 hours) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	35.45	3.55	39.00	Per Day/Night (8 hrs)	37.27	3.73	41.00
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	26.36	2.64	29.00	Per Hour	28.18	2.82	31.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	132.73	13.27	146.00	Per Day	140.91	14.09	155.00
<b>Medium Meeting Room - James Young Room 1 or 2</b>								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	18.18	1.82	20.00	Per Hour	19.09	1.91	21.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	11.82	1.18	13.00	Per Hour	12.73	1.27	14.00
Hire Fee (day or night - 8 hours) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	35.45	3.55	39.00	Per Day/Night (8 hrs)	37.27	3.73	41.00
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	35.45	3.55	39.00	Per Hour	37.27	3.73	41.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	163.64	16.36	180.00	Per Day	173.64	17.36	191.00

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Large Meeting Room - James Young Rooms 1 and 2 combined</b>								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	18.18	1.82	20.00	Per Hour	19.09	1.91	21.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	11.82	1.18	13.00	Per Hour	12.73	1.27	14.00
Hire Fee (day or night - 8 hours) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	60.91	6.09	67.00	Per Day/Night (8 hrs)	64.55	6.45	71.00
Commercial/Profit-making groups								
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	66.36	6.64	73.00	Per Hour	70.00	7.00	77.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	306.36	30.64	337.00	Per Day	324.55	32.45	357.00
<b>All room bookings - Liability Insurance (Compulsory)</b>	Council Fee (GST Applies)	35.45	3.55	39.00	Per Hire	37.27	3.73	41.00
<b>Photocopying</b>								
<i>(To be applied in conjunction with the Community use of Council Services Policy)</i>								
Community Group - (Our Paper)	Council Fee (GST Applies)	0.27	0.03	0.30	Per Page	0.27	0.03	0.30
Other Groups and Private Individuals (A4 Page)	Council Fee (GST Applies)	0.32	0.03	0.35	Per Page	0.32	0.03	0.35
Larger Sized Documents (A3 Page)	Council Fee (GST Applies)	0.45	0.05	0.50	Per Page	0.45	0.05	0.50
Colour Printing	Council Fee (GST Applies)	0.91	0.09	1.00	Per Page	0.91	0.09	1.00
Plan Printing (A2 Page)	Council Fee (GST Applies)	9.09	0.91	10.00	Per Page	9.09	0.91	10.00
Plan Printing (A1 Page)	Council Fee (GST Applies)	10.91	1.09	12.00	Per Page	10.91	1.09	12.00
Fax - Sending	Council Fee (GST Applies)	2.27	0.23	2.50	First Page	2.27	0.23	2.50
Fax - Sending	Council Fee (GST Applies)	0.91	0.09	1.00	Subsequent Pages	0.91	0.09	1.00
Council Agenda - Business Papers plus non confidential attachments	Council Fee (No GST)	25.00	0.00	25.00	Per Issue	26.50	0.00	26.50
Council Agenda - Business Papers excluding attachments	Council Fee (No GST)	20.50	0.00	20.50	Per Issue	21.50	0.00	21.50
Council Agenda - CD Rom <i>(Provided by mail on subscription payable in advance)</i>	Council Fee (No GST)	8.00	0.00	8.00	Per Issue	8.50	0.00	8.50
<b>Cat Cages</b>								
Security Deposit - Cat Cage	Council Fee (No GST)	50.00	0.00	50.00	Flat	50.00	0.00	50.00
Hire Fee - Cat Cage (Maximum Hire period is 1 week)	Council Fee (GST Applies)	12.73	1.27	14.00	Per Week	13.64	1.36	15.00

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Land and Buildings</b>								
<b>Moorabool Shire Council Corporate Marquee</b>								
Security Deposit	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
Hire Fee	Council Fee (GST Applies)	112.73	11.27	124.00	Day or Weekend	119.09	11.91	131.00
<b>Quamby Rooms</b>								
Security Deposit	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
Quamby Rooms - Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	20.91	2.09	23.00	Per Hour	21.82	2.18	24.00
Quamby Rooms - Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	12.73	1.27	14.00	Per Hour	13.64	1.36	15.00
<b>Emergency Management</b>								
<b>Fire Prevention</b>								
Fine for Failure to comply with notice	Statutory Fee (No GST)			10 Penalty Units	Per Penalty			10 Penalty Units
Costs of Works to Clear Property	Council Fee (GST Applies)			At Contractors Cost	Per Property			At Contractors Cost
Administration Fee for Works Undertaken by Council	Council Fee (GST Applies)	81.82	8.18	90.00	Per Property	86.36	8.64	95.00
Administration Fee for additional works carried out by Municipal Fire Prevention Officer <i>(Reinspections / slashing contractor meetings on site and reinspection after works carried out)</i>	Council Fee (GST Applies)	150.00	15.00	165.00	Per Hour	159.09	15.91	175.00

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Community Safety</b>								
<b>Community Safety Administration with audit trail</b>								
Application for Permit Under Local Laws, includes the following:								
- A Frames	Council Fee (No GST)	178.00	0.00	178.00	Per Permit	189.00	0.00	189.00
- A Frames (Temporary Event Signage)	Council Fee (No GST)	61.00	0.00	61.00	Per Permit	65.00	0.00	65.00
- Outdoor Dining	Council Fee (No GST)	178.00	0.00	178.00	Per Permit	189.00	0.00	189.00
- Roadside Grazing (MSC Drought Declared)	Council Fee (No GST)	16.00	0.00	16.00	Per Permit	17.00	0.00	17.00
- Roadside Grazing	Council Fee (No GST)	178.00	0.00	178.00	Per Permit	189.00	0.00	189.00
- Recreational Vehicles	Council Fee (No GST)	178.00	0.00	178.00	Per Permit	189.00	0.00	189.00
- Heavy Vehicles	Council Fee (No GST)	178.00	0.00	178.00	Per Permit	189.00	0.00	189.00
- Itinerant Trader	Council Fee (No GST)	500.00	0.00	500.00	Per Permit	530.00	0.00	530.00
- Charity Clothing Bins	Council Fee (No GST)	178.00	0.00	178.00	Per Permit	189.00	0.00	189.00
- Street Stalls - Business	Council Fee (No GST)	178.00	0.00	178.00	Per Stall	189.00	0.00	189.00
- Street Stalls - Community Groups	Council Fee (No GST)			No Charge	Per Stall			No Charge
- Additional Animals	Council Fee (No GST)	178.00	0.00	178.00	Per Permit	189.00	0.00	189.00
Replacement of Disabled parking Permits (Replacement for lost or damaged permit)	Council Fee (No GST)	10.00	0.00	10.00	Per Permit	10.60	0.00	10.60
New or Renewal of Disabled Parking Permits	Council Fee (No GST)	10.00	0.00	10.00	Per Permit	10.60	0.00	10.60
Infringements - Traffic Fines for prescribed regulations	Council Fee (No GST)			as per regulations	Per Penalty			as per regulations
Legal costs for prosecutions (summons etc.)	Council Fee (GST Applies)			at cost	Per Penalty			at cost
<b>Gell Street Car Park</b>								
Organisation/Business parking permit (max one per business)	Council Fee (No GST)	200.00	0.00	200.00	Per Permit	212.00	0.00	212.00
Charity Organisation parking permit (max 5 per organisation)	Council Fee (No GST)	16.00	0.00	16.00	Per Permit	17.00	0.00	17.00
Applications for parking permits will only be accepted from businesses or charitable organisations that are in the immediate vicinity of the Gell Street car park (Main Street north side 116 - 154 and North side 105 - 139. Gell street 1 - 8 and church street east side 8, 10 and 10A)								
<b>Other Parking</b>								
Organisation/Business Parking Permits (All other areas)	Council Fee (No GST)	16.00	0.00	16.00	Per Permit	17.00	0.00	17.00
Residential Parking Permit	Council Fee (No GST)			No Charge	Per Permit			No Charge

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Impounded Items</b>								
Impounded Items release fees, includes the following:								
- Advertising Frames	Council Fee (No GST)	48.00	0.00	48.00	Per Day	51.00	0.00	51.00
- Supermarket Trolleys	Council Fee (No GST)	48.00	0.00	48.00	Per Day	51.00	0.00	51.00
- Other items	Council Fee (No GST)	48.00	0.00	48.00	Per Day	51.00	0.00	51.00
- Holding Fee	Council Fee (GST Applies)	25.45	2.55	28.00	Per Day	27.27	2.73	30.00
Impounded Vehicles								
- Impound Fee	Council Fee (No GST)	120.00	0.00	120.00	Per Vehicle	127.00	0.00	127.00
- Costs incurred by Council to Impound (i.e. Towing)	Council Fee (GST Applies)			At Contractors Cost	Per Vehicle			At Contractors Cost
- Holding Fee	Council Fee (GST Applies)	47.27	4.73	52.00	Per vehicle per week or part there of	50.00	5.00	55.00
<b>Animal Control - Registrations (Domestic)</b>								
Dog - Category 1 to 8	Council Fee (No GST)	55.00	0.00	55.00	Per Dog	63.00	0.00	63.00
Dog - Category 9	Council Fee (No GST)	170.00	0.00	170.00	Per Dog	195.00	0.00	195.00
Dog - Declared Dangerous, Restricted Breed	Council Fee (No GST)	575.00	0.00	575.00	Per Dog	650.00	0.00	650.00
Cat - Category 10 to 14	Council Fee (No GST)	50.00	0.00	50.00	Per Cat	57.50	0.00	57.50
Cat - Category 15	Council Fee (No GST)	170.00	0.00	170.00	Per Cat	195.00	0.00	195.00
Dog - Formal Foster Animal or Animal 3-12 months	Council Fee (No GST)	6.50	0.00	6.50	Per Dog	7.00	0.00	7.00
Cat - Formal Foster Animal or Animal 3-12 months	Council Fee (No GST)	6.50	0.00	6.50	Per Cat	7.00	0.00	7.00
<i>(Changes in Animal Registrations will not take effect until 10th April 2018)</i>								
Replacement Animal Tags	Council Fee (GST Applies)	4.18	0.42	4.60	Per Tag	4.55	0.45	5.00
<b>Animal Control (Feral)</b>								
Security Deposit - Anti Bark Bird Cages	Council Fee (No GST)	159.00	0.00	159.00	Flat	168.00	0.00	168.00
Hire Fee - Anti Bark Bird Cages	Council Fee (GST Applies)	53.64	5.36	59.00	Per Week	56.36	5.64	62.00
Hire in relation to ongoing complaint investigation	Council Fee (GST Applies)			No Charge	For two weeks			No Charge
Sale of Citronella Dog Collar	Council Fee (GST Applies)	153.64	15.36	169.00	Per Collar	162.73	16.27	179.00

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Animal Control - Administration</b>								
Animal Register Inspection	Council Fee (No GST)	33.00	0.00	33.00	Per Inspection	35.00	0.00	35.00
Issue of Certificate from Animal Register	Council Fee (No GST)	33.00	0.00	33.00	Per Certificate	35.00	0.00	35.00
Transfer of Domestic Animal Business Registration	Council Fee (No GST)	56.00	0.00	56.00	Per Transfer	60.00	0.00	60.00
Renewal of Domestic Animal Business registration (excluding Pounds and shelters)	Council Fee (No GST)	300.00	0.00	300.00	Per Business	320.00	0.00	320.00
Renewal of Domestic Animal Business registration (pounds and shelters)	Council Fee (No GST)			No Charge	Per Business			No Charge
Transfer of Domestic Animal Business Registration <i>(Increase will not take effect until 10th April 2019)</i> <i>(These are Statutory Fees but prices are set by Council)</i>	Council Fee (No GST)	56.00	0.00	56.00	Per Transfer	60.00	0.00	60.00
Domestic Animal Businesses registering for the first time will be charged an additional fee over their pro rata calculated registration for the processing of the application and up to two pre registration visits and any requested plan/application assessment (up to 3 hours of Community Safety Officer time)	Council Fee (No GST)				Per New Registration	200.00	0.00	200.00
<b>Animal Control - Pound Fees</b>								
Pound Impound Fee - Cattle & Horses	Council Fee (No GST)	107.00	0.00	107.00	Per Head	113.00	0.00	113.00
Pound Impound Fee - Stallions & Bulls	Council Fee (No GST)	162.00	0.00	162.00	Per Head	172.00	0.00	172.00
Pound Entry Fee - Sheep, Goats, miscellaneous animal (E.g.: Poultry)	Council Fee (No GST)	33.00	0.00	33.00	Per Head	35.00	0.00	35.00
Pound Impound Fee - Dog, Cat	Council Fee (No GST)	88.00	0.00	88.00	Per Head	93.00	0.00	93.00
Pound Maintenance Fee - Cattle, Bulls, Horses, Stallions	Council Fee (GST Applies)	34.09	3.41	37.50	Per Head/Day	36.36	3.64	40.00
Pound Maintenance Fee - Sheep, Goats, miscellaneous animal (E.g.: Emu, chicken, etc.)	Council Fee (GST Applies)	25.00	2.50	27.50	Per Head/Day	26.36	2.64	29.00
Pound Maintenance Fee - Dog, Cat	Council Fee (GST Applies)	25.00	2.50	27.50	Per Head/Day	26.36	2.64	29.00
Advertising of Impoundments	Council Fee (GST Applies)			Current Media Rates	Per Advert			Current Media Rates
Surrender of animal to Council	Council Fee (GST Applies)	58.18	5.82	64.00	Per Head	61.82	6.18	68.00
Euthanasia of Dog/Cat when related to Compliance Issue	Council Fee (GST Applies)	130.91	13.09	144.00	Per Head	138.18	13.82	152.00
Microchipping of Impounded, Unregistered pet	Council Fee (GST Applies)			At Cost	Per Pet			At Cost
Microchipping (in-house)	Council Fee (GST Applies)	25.45	2.55	28.00		26.82	2.68	29.50
Rehousing of Dog/Cat - Desexed (Vaccinated & Vet Checked)	Council Fee (GST Applies)				Per Head	268.18	26.82	295.00



Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<i>All rehousing costs include the registration of the Animal (for that period) if the dog is to reside in the Moorabool Shire Council area.</i>								
After Hours Ranger Call Out Fees	Council Fee (GST Applies)	130.00	13.00	143.00	Per Hour/Officer	138.18	13.82	152.00
After Hours Ranger Call Out Fees with Stock Trailer	Council Fee (GST Applies)	174.55	17.45	192.00	Per Hour/Officer	185.45	18.55	204.00
Contractor Livestock Cartage Fees	Council Fee (GST Applies)		At Contractors Cost		Per Cartage		At Contractors Cost	
Costs incurred by Council if stray pet is taken to Vet (includes any Vet bills and cost of housing)	Council Fee (GST Applies)		At Contractors Cost		Per Pet		At Contractors Cost	
<b>Environmental Health</b>								
<b>Environmental Health - Food Act Registrations and Renewals</b>								
Class 1 Food Registrations (E.g.: Hospital, Child Care Centre)*								
- 1 to 10 Full Time Equivalent Employees	Council Fee (No GST)	550.00	0.00	550.00	Annually	585.00	0.00	585.00
All food premises as above for additional people (over 10 full time equivalent employees involved in food handling)	Council Fee (No GST)	55.00	0.00	55.00	Annually	58.50	0.00	58.50
*Class 2 Food Registrations (E.g.: Take Away, Café, Restaurant)*								
- 1 to 10 Full Time Equivalent Employees	Council Fee (No GST)	550.00	0.00	550.00	Annually	585.00	0.00	585.00
All food premises as above for additional people (over 10 full time equivalent employees involved in food handling)	Council Fee (No GST)	55.00	0.00	55.00	Annually	58.50	0.00	58.50
- Community Group	Council Fee (No GST)	190.00	0.00	190.00	Annually	200.00	0.00	200.00
- Temporary or Mobile (1 vehicle)	Council Fee (No GST)	525.00	0.00	525.00	Annually	555.00	0.00	555.00
- Extra mobile food vehicles (per vehicle)	Council Fee (No GST)	165.00	0.00	165.00	Annually	175.00	0.00	175.00
- Single event temporary or mobile (no discount)	Council Fee (No GST)	75.00	0.00	75.00	Each event	80.00	0.00	80.00
Class 3 Food Registrations (E.g.: Bakery, Milk Bar, General Store)*								
- Commercial	Council Fee (No GST)	385.00	0.00	385.00	Annually	410.00	0.00	410.00
- Community Group	Council Fee (No GST)	125.00	0.00	125.00	Annually	135.00	0.00	135.00
- Bed and Breakfasts	Council Fee (No GST)	127.00	0.00	127.00	Annually	135.00	0.00	135.00
- Temporary or Mobile (up to 2 vehicles)	Council Fee (No GST)	385.00	0.00	385.00	Annually	410.00	0.00	410.00
- Extra mobile food vehicles (per vehicle)	Council Fee (No GST)	165.00	0.00	165.00	Annually	175.00	0.00	175.00
- Single event temporary or mobile (no discount)	Council Fee (No GST)	75.00	0.00	75.00	Each event	80.00	0.00	80.00

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Any class 1, 2 or 3 (excluding home based businesses) premises registering for the first time will be charged an additional fee over their pro rata calculated registration for the processing of the application and up to two pre registration visits and any requested plan/application assessment (up to 3 hours of EHO time)	Council Fee (No GST)	200.00	0.00	200.00	Per New Registration	200.00	0.00	200.00
Home Based Businesses					Per New Registration	100.00	0.00	100.00
Class 4 Food Registration (E.g.: Service Station, Video Shop, Pharmacy, Newsagent, Gift Shop)	Council Fee (No GST)			No Charge				No Charge
Additional Inspections	Council Fee (No GST)	165.00	0.00	165.00	Per Inspection	175.00	0.00	175.00
Transfer of Registration	Council Fee (No GST)	250.00	0.00	250.00	Per Transfer	265.00	0.00	265.00
Premises Pre Sale Inspection & Release of Documents (to be completed within 14 days of request)	Council Fee (No GST)	250.00	0.00	250.00	Per Inspection	265.00	0.00	265.00
Premises Pre Sale Inspection & Release of Documents (to be completed within 5 days of request)	Council Fee (No GST)	350.00	0.00	350.00	Per Inspection	370.00	0.00	370.00
Infringements - Fines as per Food Act 1984				as per regulations	Per Penalty			as per regulations
Pre Registration	Council Fee (No GST)	275.00	0.00	275.00	Per Registration	290.00	0.00	290.00
Community Group less than 12 Events	Council Fee (No GST)			No Charge				No Charge
Late Payment Fee	Council Fee (GST Applies)			50% of Registration				50% of Registration
Food Safety Program Templates	Council Fee (GST Applies)	50.00	5.00	55.00	Per Set	53.18	5.32	58.50
Sample Request	Council Fee (No GST)	116.00	0.00	116.00	Per Sample		Cost of sample plus 20%	
Reissuing of Documents/Permits	Council Fee (GST Applies)	50.00	5.00	55.00	Per Copy	53.18	5.32	58.50

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees			
		Pre GST	GST	Total		Pre GST	GST	Total	
<b>Environmental Health - Health Act Registrations and Renewals</b>									
Premises required to be registered pursuant to Public Health and Wellbeing Act 2008									
- Beauty Parlours and ear piercing	Council Fee (No GST)	377.00	0.00	377.00	Annually	400.00	0.00	400.00	
- Tattooists and skin penetration premises (not including ear piercing)	Council Fee (No GST)	500.00	0.00	500.00	Annually	530.00	0.00	530.00	
- Hairdressers (including Mobile)	Council Fee (No GST)	189.00	0.00	189.00	One off fee	200.00	0.00	200.00	
- Caravan Park - Statutory Requirement (Per Site)	Statutory Fee (No GST)	as per state government regulation			As per registration	as per state government regulation			
Prescribed Premises (E.g.: Accommodation Houses)	Council Fee (No GST)	377.00	0.00	377.00	Annually	400.00	0.00	400.00	
Transfer of Registration	Council Fee (No GST)	189.00	0.00	189.00	Per Transfer	200.00	0.00	200.00	
Premises Pre Sale Inspection & Release of Documents (to be completed within 14 days of request)	Council Fee (No GST)	168.00	0.00	168.00	Per Inspection	178.00	0.00	178.00	
Premises Pre Sale Inspection & Release of Documents (to be completed within 5 days of request)	Council Fee (No GST)	300.00	0.00	300.00	Per Inspection	318.00	0.00	318.00	
Late payment fee	Council Fee (GST Applies)		50% of Registration				50% of Registration		
Pre Registration Review of Plans	Council Fee (No GST)	238.00	0.00	238.00	Per Premise	250.00	0.00	250.00	
<b>Environmental Health - Septic Tank Fees</b>									
New Installation Permit & Inspection (Inc. Pre Installation Inspection (#5.25))	Council Fee (No GST)	900.00	0.00	900.00	Per Permit	1,080.00	0.00	1,080.00	
Alteration to Current Permit	Council Fee (No GST)	540.00	0.00	540.00	Per Alteration	575.00	0.00	575.00	
Extension of Current Permit	Council Fee (No GST)	315.00	0.00	315.00	Per Extension	335.00	0.00	335.00	
Additional Inspection Requests	Council Fee (No GST)	190.00	0.00	190.00	Per Inspection	200.00	0.00	200.00	
Grey Water Permit	Council Fee (No GST)	380.00	0.00	380.00	Per Permit	405.00	0.00	405.00	
Septic/Sewer Information Requests	Council Fee (No GST)	120.00	0.00	120.00	Per Request	125.00	0.00	125.00	
Sample Request	Council Fee (No GST)	125.00	0.00	125.00	Per Sample		Cost of sample plus 20%		
* Fees will be charged pro rata depending in the time of year the fee is paid (i.e. 50% for six months).									
Copies of documents	Council Fee (GST Applies)	63.64	6.36	70.00	Per Request	68.18	6.82	75.00	

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Finance</b>								
<b>Revenue - Other</b>								
Land Information Certificates	Statutory Fee (No GST)	25.40	0.00	25.40	Each	25.40	0.00	25.40
Land Information Certificates - Urgent Fee	Council Fee (GST Applies)	54.55	5.45	60.00	Each	60.00	6.00	66.00
Finance Invoice preparation costs	Council Fee (GST Applies)	31.82	3.18	35.00	Per Job	33.64	3.36	37.00
Record Searches - 30 Year Search Adverse Possession (Minimum Charge)	Council Fee (No GST)	135.00	0.00	135.00	Each	145.00	0.00	145.00
Record Searches - 30 Year Search Adverse Possession (Maximum Charge)	Council Fee (No GST)	466.00	0.00	466.00	Each	490.00	0.00	490.00
<b>Bungaree Public Weighbridge</b>								
Tray Truck	Council Fee (GST Applies)	21.36	2.14	23.50	Per Weighing	22.73	2.27	25.00
Semi Trailer Truck	Council Fee (GST Applies)	33.18	3.32	36.50	Per Weighing	35.00	3.50	38.50
B-Double Truck	Council Fee (GST Applies)	47.27	4.73	52.00	Per Weighing	50.00	5.00	55.00
<b>Governance and Organisational Development</b>								
<b>Freedom of Information</b>								
Freedom of Information Requests	Statutory Fee (No GST)	28.40	0.00	28.40	Each	29.00	0.00	29.00
Freedom of Information - Supervision Fee	Statutory Fee (No GST)	5.00	0.00	5.00	Per 1/4 Hour	5.50	0.00	5.50
Freedom of Information - Search Fee	Statutory Fee (No GST)	20.00	0.00	20.00	Per Hour	21.80	0.00	21.80

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Planning and Building</b>								
<b>Building Control - Permits &amp; Services</b>								
Building Notices and Orders	Council Fee (No GST)	375.00	0.00	375.00	Per Unit	550.00	0.00	550.00
Class 1A - New Dwellings - Construction Value \$99,999 and under	Council Fee (GST Applies)	3,695.45	369.55	4,065.00	Per Permit	3,916.36	391.64	4,308.00
Class 1A - New Dwellings - Construction Value \$100,000 to \$149,999	Council Fee (GST Applies)	3,695.45	369.55	4,065.00	Per Permit	3,916.36	391.64	4,308.00
Class 1A - New Dwellings - Construction Value \$150,000 to \$199,999	Council Fee (GST Applies)	3,695.45	369.55	4,065.00	Per Permit	3,916.36	391.64	4,308.00
Class 1A - New Dwellings - Construction Value \$200,000 to \$249,999	Council Fee (GST Applies)	4,159.09	415.91	4,575.00	Per Permit	4,409.09	440.91	4,850.00
Class 1A - New Dwellings - Construction Value \$250,000 and over	Council Fee (GST Applies)	5,090.91	509.09	5,600.00	Per Permit	5,396.36	539.64	5,936.00
Class 1B - Residential Building (To be assessed by MBS) Minimum	Council Fee (GST Applies)	4,159.09	415.91	4,575.00	Per Permit	4,409.09	440.91	4,850.00
Class 2 - Multi Unit Development (Each)	Council Fee (GST Applies)	3,681.82	368.18	4,050.00	Per Unit/Permit	3,902.73	390.27	4,293.00
Class 3 - Hostels, etc. (To be assessed) Minimum	Council Fee (GST Applies)	4,454.55	445.45	4,900.00	Per Permit	4,721.82	472.18	5,194.00
Class 4 - Dwellings associated with other classes (To be assessed) Minimum	Council Fee (GST Applies)	4,454.55	445.45	4,900.00	Per Permit	4,721.82	472.18	5,194.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value up to \$30,000	Council Fee (GST Applies)	5,386.36	538.64	5,925.00	Per Permit	5,709.09	570.91	6,280.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value \$30,000 to \$100,00	Council Fee (GST Applies)	5,386.36	538.64	5,925.00	Fee + 1.0%	5,709.09	570.91	6,280.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value \$100,001 to \$500,000	Council Fee (GST Applies)	5,386.36	538.64	5,925.00	Fee + 0.25%	5,709.09	570.91	6,280.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value \$500,001 to \$2 million	Council Fee (GST Applies)	6,890.91	689.09	7,580.00	Fee + 0.1%	7,304.55	730.45	8,035.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value over \$2 million	Council Fee (GST Applies)	10,727.27	1,072.73	11,800.00	Fee + 0.1%	11,370.91	1,137.09	12,508.00
Class 5 to 9 - Offices, Shops, Factories - Or to be assessed by Build Surv. (\$5m)	Council Fee (GST Applies)	16,545.45	1,654.55	18,200.00	Per Permit	17,538.18	1,753.82	19,292.00
Class 10A - Res Out Build (Garage, Carport) - Construction Value \$4,999 and under	Council Fee (GST Applies)	1,463.64	146.36	1,610.00	Per Permit	1,550.00	155.00	1,705.00
Class 10A - Res Out Build (Garage, Carport) - Construction Value \$5,000 to \$9,999	Council Fee (GST Applies)	1,613.64	161.36	1,775.00	Per Permit	1,709.09	170.91	1,880.00

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Class 10A - Res Out Build (Garage, Carport) - Construction Value \$10,000 and over	Council Fee (GST Applies)	1,772.73	177.27	1,950.00	Per Permit	1,881.82	188.18	2,070.00
Class 10B - Masts, Fences (To be assessed) Minimum	Council Fee (GST Applies)	1,545.45	154.55	1,700.00	Per Permit	1,636.36	163.64	1,800.00
Dwelling additions/alterations - Construction Value \$9,999 and under	Council Fee (GST Applies)	2,468.18	246.82	2,715.00	Per Permit	2,613.64	261.36	2,875.00
Dwelling additions/alterations - Construction Value \$10,000 to \$14,999	Council Fee (GST Applies)	2,468.18	246.82	2,715.00	Per Permit	2,613.64	261.36	2,875.00
Dwelling additions/alterations - Construction Value \$15,000 to \$19,999	Council Fee (GST Applies)	2,468.18	246.82	2,715.00	Per Permit	2,613.64	261.36	2,875.00
Dwelling additions/alterations - Construction Value \$20,000 to \$24,999	Council Fee (GST Applies)	3,090.91	309.09	3,400.00	Per Permit	3,272.73	327.27	3,600.00
Dwelling additions/alterations - Construction Value \$25,000 and above	Council Fee (GST Applies)	4,159.09	415.91	4,575.00	Per Permit	4,409.09	440.91	4,850.00
Regulation 312(2) - consent and Report (Dispensation) (Rescode, Projections & Flood) Maximum	Statutory Fee (No GST)			as per regulations	Per Certificate			as per regulations
Regulation 320 - Lodgement of Building Permits over \$5,000 (All Classes)	Statutory Fee (No GST)			as per regulations	Per Permit			as per regulations
Regulation 326(1) - Request for Information in relation to property sale	Statutory Fee (No GST)			as per regulations	Per Certificate			as per regulations
Regulation 326(1)(a,b,c)(2 & 3) - Request for Information for Building Permit (E.g.: Termite, Bushfire, Flood, etc.)	Statutory Fee (No GST)			as per regulations	Per Certificate			as per regulations
Building Permit Levy - WV (For applications over \$10,000)	Statutory Fee (No GST)			0.128% of construction cost	Per Permit			0.128% of construction cost
Building Permit Levy - HIH (Domestic Buildings over \$10,000)	Statutory Fee (No GST)			0.032% of construction cost	Per Permit			0.032% of construction cost
<i>Above fees must be paid in advance by Legislation to State Government</i>								
Security Deposit - Resided Dwelling (Deposit Bank Guarantee or Cash)	Statutory Fee (No GST)	5,300.00	0.00	5,300.00	Per Resiting	5,600.00	0.00	5,600.00
Building Permit for Demolition - Domestic Building	Council Fee (GST Applies)	1,545.45	154.55	1,700.00	Per Building	1,636.36	163.64	1,800.00
Building Permit for Demolition - Commercial Building	Council Fee (GST Applies)	2,763.64	276.36	3,040.00	Per Storey	2,931.82	293.18	3,225.00
Demolition permit under Section 29A	Statutory Fee (No GST)			as per regulations	Per Application			as per regulations
Re-activation of Lapsed Permit/Permit Extension (Minimum)	Council Fee (GST Applies)	231.82	23.18	255.00	6mth Extension	245.45	24.55	270.00
Re-activation of Lapsed Permit/Permit Extension (Minimum)	Council Fee (GST Applies)	459.09	45.91	505.00	12mth Extension	486.36	48.64	535.00
Inspection Appointments (Or Assessed by Building Surveyor)	Council Fee (GST Applies)	154.55	15.45	170.00	Per Inspection	163.64	16.36	180.00
Inspection Appointments (Or Assessed by Building Surveyor) - Commercial	Council Fee (GST Applies)	186.36	18.64	205.00	Per Inspection	197.27	19.73	217.00
Any Service/Inspection Not Otherwise provided for	Council Fee (GST Applies)	172.73	17.27	190.00	Minimum	181.82	18.18	200.00

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Request for copy of House Plans (Copying extra)	Council Fee (No GST)	155.00	0.00	155.00	Each	220.00	0.00	220.00
Request for copy of House Plans - On Site (Copying Extra)	Council Fee (No GST)	63.00	0.00	63.00	Each	66.50	0.00	66.50
Swimming Pool (Within Moorabool Shire) - Construction Value \$14,999 and under	Council Fee (GST Applies)	1,681.82	168.18	1,850.00	Per Permit	1,777.27	177.73	1,955.00
Swimming Pool (Within Moorabool Shire) - Construction Value \$15,000 to \$19,999	Council Fee (GST Applies)	2,000.00	200.00	2,200.00	Per Permit	2,113.64	211.36	2,325.00
Swimming Pool (Within Moorabool Shire) - Construction Value \$20,000 and over	Council Fee (GST Applies)	2,627.27	262.73	2,890.00	Per Permit	2,772.73	277.27	3,050.00
Place of Public Entertainment - Low impact (occupancy permit)	Council Fee (No GST)	795.00	0.00	795.00	Per permit	845.00	0.00	845.00
Place of Public Entertainment - High impact (occupancy permit)	Council Fee (No GST)	1,590.00	0.00	1,590.00	Per permit	1,685.00	0.00	1,685.00
Swimming Pool Inspection Fee	Council Fee (No GST)	177.00	0.00	177.00	Per permit	187.00	0.00	187.00
<b>Land Use Planning</b>								
Certificates of Compliance	Statutory Fee (No GST)			as per regulations	Each			as per regulations
Secondary Consent	Council Fee (No GST)	300.00	0.00	300.00	Each	318.00	0.00	318.00
Administration Fee	Council Fee (GST Applies)	58.18	5.82	64.00		61.82	6.18	68.00
Satisfaction Matter	Statutory Fee (No GST)			as per regulations	Each			as per regulations
<i>The fee for determining a matter where a planning scheme specifies that the matter must be done to the satisfaction of a responsible authority or a referral authority</i>								
Permit extension (1st)	Council Fee (No GST)	183.00	0.00	183.00	Each	194.00	0.00	194.00
Permit extension (2nd)	Council Fee (No GST)	362.00	0.00	362.00	Each	384.00	0.00	384.00
Permit extension (3rd and subsequent)	Council Fee (No GST)	543.00	0.00	543.00	Each	575.00	0.00	575.00
Processing S173 Agreements for Sealing	Statutory Fee (No GST)			As per regulatio	Each			As per regulations
Section 52 Public Notice - Application for Permits - Notice by Normal Mail	Council Fee (No GST)	9.80	0.00	9.80	Each	10.50	0.00	10.50
Section 52 Public Notice - Application for Permits - Notice in Newspaper	Council Fee (No GST)	236.00	0.00	236.00	Each	250.00	0.00	250.00
Section 52 Public Notice - Application for Permits - Notice for site	Council Fee (No GST)	34.00	0.00	34.00	Each	36.00	0.00	36.00



Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<i>Charges for Newspaper Notices to be cumulative based on actual notices required for project and charges are subject to change as reviewed by newspapers from time to time</i>								
Public notice erected and maintained on site for 14 days	Council Fee (No GST)	189.00	0.00	189.00	Each	200.00	0.00	200.00
Retrieval of Planning Files	Council Fee (No GST)	68.00	0.00	68.00	Per File	72.00	0.00	72.00
Planning Information Controls	Council Fee (No GST)	81.00	0.00	81.00	Each	86.00	0.00	86.00
Hopetoun Park Assessment	Council Fee (No GST)	138.00	0.00	138.00	Each	146.00	0.00	146.00
Advertising sign A3 (Laminated)	Council Fee (No GST)	34.00	0.00	34.00	Each	36.00	0.00	36.00
Advertising sign A2 (Laminated)	Council Fee (No GST)	67.00	0.00	67.00	Each	71.00	0.00	71.00
Advertising sign A1 (Laminated)	Council Fee (No GST)	101.00	0.00	101.00	Each	107.00	0.00	107.00
Additional A3 Signs	Council Fee (No GST)	20.50	0.00	20.50	Each	21.50	0.00	21.50
Copy of Permit	Council Fee (No GST)	71.00	0.00	71.00	Each	75.00	0.00	75.00
Copy of Endorsed Plans - Administration Cost <i>(Customer will be charged Administration Fee and then a cost per page)</i>	Council Fee (GST Applies)	6.91	0.69	7.60	Each	7.27	0.73	8.00
Copy of Endorsed Plans - A4	Council Fee (No GST)	1.60	0.00	1.60	Per Page	1.70	0.00	1.70
Copy of Endorsed Plans - A3	Council Fee (No GST)	2.40	0.00	2.40	Per Page	2.50	0.00	2.50
Copy of Endorsed Plans - A2	Council Fee (No GST)	16.50	0.00	16.50	Per Page	17.50	0.00	17.50
Copy of Endorsed Plans - A1	Council Fee (No GST)	25.50	0.00	25.50	Per Page	27.00	0.00	27.00
Copy of Endorsed Plans - A0	Council Fee (No GST)	32.50	0.00	32.50	Per Page	34.50	0.00	34.50

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Regulation 6 - Amendments to Planning Schemes</b>								
Subregulation 1 (Refer definition in Planning & Env (Fees) Regs 2000, section 6)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Subregulation 2 (Refer definition in Planning & Env (Fees) Regs 2000, section 6)								
Subregulation 3 (Refer definition in Planning & Env (Fees) Regs 2000, section 6)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
<i>The fee for Stage 4 is paid to the Minister by the person who requested the amendment.</i>								
<b>Regulation 7 - Application for Planning Permits</b>								
Class 1 - An Application for use only	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 2 - Development Cost > \$10,000 and < \$100,000 (Develop for single Dwelling)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 3 - Development Cost > \$100,000 (Develop for single Dwelling)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 4 - Development Cost Up to \$10,000 (To develop for other than a single dwelling)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 5 - Development Cost > \$10,000 & < \$250,000 (Other than Class 2, 3 or subdivide)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 6 - Development Cost > \$250,000 and < \$500,000 (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 7 - Development Cost > \$500,000 and < \$1 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 8 - Development Cost > \$1 million and < \$7 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 9 - Development Cost > \$7 million and < \$10 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 10 - Development Cost > \$10 million and < \$50 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 11 - Development Cost > \$50 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 12 - To subdivide an existing building	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 13 - To subdivide land into two lots	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 14 - Realignment of Boundary or Consolidation	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 15 - To subdivide land	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 16 - Remove restriction within meaning of Subdivision Act 1988	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 17 - Vary or remove a restriction, create or remove right of way	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 18 - Create, Vary or remove and Easement	Statutory Fee (No GST)		as per regulations		Each		as per regulations	

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<p><i>Reference should be made to the Planning &amp; Env Fees Regs 2000 for full wording</i></p> <p>Combined Permit Applications</p> <p><i>The fee for an application for any combination of the classes of applications is the sum arrived at by adding the highest of the fees which would have applied if separate applications had been made plus 50% of each of the other fees which would have applied if separate applications had been made.</i></p>								
<b>Regulation 8B - Applications for Amendments to Planning Permits</b>								
Class 1 - Application to amend a permit to change use	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 2 - (a) application to amend permit to change the statement of what the permit allows	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 2 - (b) Application to change any or all of the conditions which apply to the permit	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 2 - (c) Application to change a permit in any way not otherwise provided for	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 3 - Application to amend a permit >\$10,000 and <\$100,000 (Single Dwelling)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 4 - Application to amend a permit to develop and use land >\$100,000 (Single Dwelling)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 5 - Application to amend a permit to develop land, other than an application to amend a permit to develop land <\$10,000 (Single Dwelling), or an application to amend a permit to subdivide land <\$10,000	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 6 - Application (other than Class 3 or Class 4) >\$10,000 and <\$250,000	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 7 - Application (other than Class 4) >\$250,000 and <\$500,000	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 8 - Application (other than Class 4) >\$500,000	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 9 - (a) Application to amend a permit to subdivide an existing building	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 9 - (b) Application to amend a permit to subdivide the land into two lots	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 9 - (c) Application to amend a permit to realign a common boundary to consolidate two or more lots	Statutory Fee (No GST)		as per regulations		Each		as per regulations	

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees			
		Pre GST	GST	Total		Pre GST	GST	Total	
<b>Regulation 12 - Planning Scheme Amendments</b>									
Refer definition in Planning & Env (Fees) Interim Regs 2014, section 12	Statutory Fee (No GST)				as per regulations	Each		as per regulations	
<b>Subdivision Fees</b>									
Application to Certify a Plan of Subdivision	Statutory Fee (No GST)				as per regulations	Per Lot		as per regulations	
Application to Certify a Plan of Subdivision (per Lot fee)	Statutory Fee (No GST)				as per regulations	Per Lot		as per regulations	
Recertification	Statutory Fee (No GST)				as per regulations	Each		as per regulations	
Processing of new versions of Subdivision Plans	Council Fee (GST Applies)	101.82	10.18	112.00		Per New Plan	109.09	10.91	120.00
Subdivisions (Applications for land, removal of restrictions) - see above									
Property Valuation Fee (\$0 to \$199,999)	Council Fee (GST Applies)	545.45	54.55	600.00		Per Valuation	577.27	57.73	635.00
Property Valuation Fee (\$200,000 to \$399,999)	Council Fee (GST Applies)	609.09	60.91	670.00		Per Valuation	645.45	64.55	710.00
Property Valuation Fee (\$400,000 to \$499,999)	Council Fee (GST Applies)	677.27	67.73	745.00		Per Valuation	718.18	71.82	790.00
Property Valuation Fee (\$500,000 to \$599,999)	Council Fee (GST Applies)	740.91	74.09	815.00		Per Valuation	781.82	78.18	860.00
Property Valuation Fee (\$600,000 to \$699,999)	Council Fee (GST Applies)	804.55	80.45	885.00		Per Valuation	854.55	85.45	940.00
Property Valuation Fee (\$700,000 to \$799,999)	Council Fee (GST Applies)	872.73	87.27	960.00		Per Valuation	927.27	92.73	1,020.00
Property Valuation Fee (\$800,000 to \$899,999)	Council Fee (GST Applies)	1,009.09	100.91	1,110.00		Per Valuation	1,072.73	107.27	1,180.00
Property Valuation Fee (\$900,000 to \$999,999)	Council Fee (GST Applies)	1,136.36	113.64	1,250.00		Per Valuation	1,204.55	120.45	1,325.00
Property Valuation Fee (\$1,000,000 to \$1,499,999)	Council Fee (GST Applies)	1,272.73	127.27	1,400.00		Per Valuation	1,363.64	136.36	1,500.00
Property Valuation Fee (\$1,500,000 to \$2,000,000)	Council Fee (GST Applies)	1,400.00	140.00	1,540.00		Per Valuation	1,486.36	148.64	1,635.00
Property Valuation Fee (\$2,000,000 + )	Council Fee (GST Applies)				Per cost from contract valuer				Per cost from contract valuer
<b>Strategic and Sustainable Development (Economic Development &amp; Marketing)</b>									
<b>Signage Permits</b>									
Administration fee in relation to Tourist Sign Permit (Design, manufacture, installation and maintenance of sign/s, costs borne by applicants and will remain applicants full responsibility) Tourist Signing Guidelines 1998	Council Fee (GST Applies)	57.91	5.79	63.70		5 Year Permit	61.36	6.14	67.50

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Operations</b>								
<b>Events Trailer</b>								
Security Deposit to utilise Trailer	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
<b>Waste Management - Sales</b>								
Wheelie Bin 120 Litre - Only sold to residents in BM & Urban townships	Council Fee (No GST)	90.00	0.00	90.00	Per Bin	95.00	0.00	95.00
Wheelie Bin 240 Litre - Sold to all residents in Shire	Council Fee (No GST)	110.00	0.00	110.00	Per Bin	117.00	0.00	117.00
Wheelie Bin 120 Litre - Replacement Red Lid (If Bin purchased elsewhere)	Council Fee (No GST)	33.00	0.00	33.00	Per Lid	35.00	0.00	35.00
Wheelie Bin 240 Litre - Replacement Red Lid (If Bin purchased elsewhere)	Council Fee (No GST)	40.00	0.00	40.00	Per Lid	42.50	0.00	42.50
<b>Waste Management Service Charges</b>								
Waste Management Service Charge <i>Farming Enterprises only pay one service charge fee</i>	Council Fee (No GST)	101.00	0.00	101.00	Annual Charge	87.00	0.00	87.00
State Landfill Levy Charge <i>Farming Enterprises only pay one service charge fee</i>	Council Fee (No GST)	35.00	0.00	35.00	Annual Charge	36.00	0.00	36.00
<b>Waste Collection Services - Residential</b>								
Ballan & Bacchus Marsh - 120 Litre Bin - Weekly Collection - Compulsory	Council Fee (No GST)	100.00	0.00	100.00	Per Service	102.00	0.00	102.00
Ballan & Bacchus Marsh - Fortnightly Recycle Collection - Compulsory	Council Fee (No GST)	44.00	0.00	44.00	Per Service	77.00	0.00	77.00
<b>Total Waste Collection Fee</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>		<b>179.00</b>	<b>0.00</b>	<b>179.00</b>
Other Rural - 240 Litre - Fortnightly Collection - Compulsory	Council Fee (No GST)	100.00	0.00	100.00	Per Service	102.00	0.00	102.00
Other Rural - Fortnightly Recycle Collection - Compulsory	Council Fee (No GST)	44.00	0.00	44.00	Per Service	77.00	0.00	77.00
<b>Total Waste Collection Fee</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>		<b>179.00</b>	<b>0.00</b>	<b>179.00</b>
Non Compulsory Service - 120 Litre - Weekly Collection	Council Fee (No GST)	100.00	0.00	100.00	Per Service	102.00	0.00	102.00
Non Compulsory Service - Fortnightly Recycle Collection	Council Fee (No GST)	44.00	0.00	44.00	Per Service	77.00	0.00	77.00
<b>Total Waste Collection Fee</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>		<b>179.00</b>	<b>0.00</b>	<b>179.00</b>
Non Compulsory Service - 240 Litre - Fortnightly Collection	Council Fee (No GST)	100.00	0.00	100.00	Per Service	102.00	0.00	102.00
Non Compulsory Service - Fortnightly Recycle Collection	Council Fee (No GST)	44.00	0.00	44.00	Per Service	77.00	0.00	77.00
<b>Total Waste Collection Fee</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>		<b>179.00</b>	<b>0.00</b>	<b>179.00</b>

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Greenwaste Collection Services</b>								
Non Compulsory Service - Fortnightly Greenwaste Collection	Council Fee (No GST)	80.00	0.00	80.00	Per Service	71.00	0.00	71.00
Wheelie Bin 240 Litre - Sold to Residents Taking up Non Compulsory Service	Council Fee (No GST)	110.00	0.00	110.00	Per Bin	115.00	0.00	115.00
<b>Garbage Collection Services - Commercial</b>								
1 (Number of 240 Litre Bins)	Council Fee (No GST)	280.00	0.00	280.00	Annual Charge	297.00	0.00	297.00
2	Council Fee (No GST)	542.00	0.00	542.00	Annual Charge	575.00	0.00	575.00
3	Council Fee (No GST)	800.00	0.00	800.00	Annual Charge	848.00	0.00	848.00
4	Council Fee (No GST)	1,060.00	0.00	1,060.00	Annual Charge	1,124.00	0.00	1,124.00
5	Council Fee (No GST)	1,325.00	0.00	1,325.00	Annual Charge	1,405.00	0.00	1,405.00
6	Council Fee (No GST)	1,595.00	0.00	1,595.00	Annual Charge	1,690.00	0.00	1,690.00
7	Council Fee (No GST)	1,850.00	0.00	1,850.00	Annual Charge	1,961.00	0.00	1,961.00
8	Council Fee (No GST)	2,120.00	0.00	2,120.00	Annual Charge	2,247.00	0.00	2,247.00
9	Council Fee (No GST)	2,375.00	0.00	2,375.00	Annual Charge	2,517.00	0.00	2,517.00
10	Council Fee (No GST)	2,640.00	0.00	2,640.00	Annual Charge	2,798.00	0.00	2,798.00
11	Council Fee (No GST)	2,890.00	0.00	2,890.00	Annual Charge	3,053.00	0.00	3,053.00
12	Council Fee (No GST)	3,155.00	0.00	3,155.00	Annual Charge	3,344.00	0.00	3,344.00
13	Council Fee (No GST)	3,420.00	0.00	3,420.00	Annual Charge	3,625.00	0.00	3,625.00
14	Council Fee (No GST)	3,685.00	0.00	3,685.00	Annual Charge	3,905.00	0.00	3,905.00
15	Council Fee (No GST)	3,950.00	0.00	3,950.00	Annual Charge	4,185.00	0.00	4,185.00
16	Council Fee (No GST)	4,215.00	0.00	4,215.00	Annual Charge	4,465.00	0.00	4,465.00
20	Council Fee (No GST)	4,475.00	0.00	4,475.00	Annual Charge	4,745.00	0.00	4,745.00
Ballan & Bacchus Marsh - Weekly Service Rural Areas - Fortnightly Service								
Urban. E.g.: 2 bins for collection x 3 collections of each bin Per week = 6 pick ups								
Rural. E.g.: 2 bins for collection x 1 collection of each bin per fortnight = 2 pick ups								
(4 bins for rural collection per fortnight = 4 pick ups)								
<b>Commercial Recycling (Schools Only)</b>								
Fortnight Collection (maximum 4 bins per School)	Council Fee (No GST)	200.00	0.00	200.00	Per Bin	212.00	0.00	212.00

Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Bacchus Marsh, Ballan &amp; Mt Egerton Transfer Station &amp; Tips - Residents</b>								
Tyre Disposal - Motor Cycle	Council Fee (GST Applies)	10.91	1.09	12.00	Per Tyre	11.82	1.18	13.00
Tyre Disposal - Car	Council Fee (GST Applies)	10.00	1.00	11.00	Per Tyre	10.91	1.09	12.00
Tyre Disposal - Light Truck & 4WD	Council Fee (GST Applies)	13.64	1.36	15.00	Per Tyre	14.55	1.45	16.00
Tyre Disposal - Heavy Truck	Council Fee (GST Applies)	29.09	2.91	32.00	Per Tyre	31.82	3.18	35.00
Tyre Disposal - Heavy Truck Super Single	Council Fee (GST Applies)	40.91	4.09	45.00	Per Tyre	43.64	4.36	48.00
Tyre Disposal - Small Tractor	Council Fee (GST Applies)	81.82	8.18	90.00	Per Tyre	86.36	8.64	95.00
Tyre Disposal - Large Tractor	Council Fee (GST Applies)	162.73	16.27	179.00	Per Tyre	172.73	17.27	190.00
Tyre Disposal - Earthmover	Council Fee (GST Applies)	408.18	40.82	449.00	Per Tyre	431.82	43.18	475.00
Tyre Disposal - Car (tyres on rims)	Council Fee (GST Applies)	13.64	1.36	15.00	Per Tyre	14.55	1.45	16.00
Tyre Disposal - Light Truck & 4WD (tyres on rims)	Council Fee (GST Applies)	16.36	1.64	18.00	Per Tyre	17.27	1.73	19.00
Tyre Disposal - Heavy Truck (tyres on rims)	Council Fee (GST Applies)	23.64	2.36	26.00	Per Tyre	25.45	2.55	28.00
Car or Station Wagon	Council Fee (GST Applies)	23.64	2.36	26.00	Per Attendance	27.27	2.73	30.00
Small Trailer (1.8 x 1.2 x 0.3) or Utility	Council Fee (GST Applies)	34.55	3.45	38.00	Per Attendance	40.00	4.00	44.00
Small Trailer (Heaped Load)	Council Fee (GST Applies)	47.27	4.73	52.00	Per Attendance	54.55	5.45	60.00
Small Trailer (High Sides)	Council Fee (GST Applies)	60.91	6.09	67.00	Per Attendance	70.91	7.09	78.00
Large Trailer	Council Fee (GST Applies)	47.27	4.73	52.00	Per Attendance	54.55	5.45	60.00
Large Trailer (Heaped Load)	Council Fee (GST Applies)	75.45	7.55	83.00	Per Attendance	87.27	8.73	96.00
Large Trailer (High Sides)	Council Fee (GST Applies)	87.27	8.73	96.00	Per Attendance	100.00	10.00	110.00
Trucks	Council Fee (GST Applies)	52.73	5.27	58.00	Per Cubic Metre	59.09	5.91	65.00
Clean Green Waste	Council Fee (GST Applies)			1/2 Price				1/2 Price
Recyclable materials separated to the recyclable by the customer	Council Fee (GST Applies)			Free	Per Attendance			Free
Mattresses	Council Fee (GST Applies)	30.91	3.09	34.00	Each	32.73	3.27	36.00
Tip Vouchers (Book 26 Tickets)	Council Fee (GST Applies)	70.00	7.00	77.00	Book	74.55	7.45	82.00
<i>Available to residents who cannot be provided with a garbage collection service</i>								



Description	Type of Fee	2017/2018 Adopted Fees			Unit	2018/2019 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Bacchus Marsh, Ballan &amp; Mt Egerton Transfer Station &amp; Tips - Non Residents</b>								
Tyre Disposal - Motor Cycle	Council Fee (GST Applies)	10.91	1.09	12.00	Per Tyre	11.82	1.18	13.00
Tyre Disposal - Car	Council Fee (GST Applies)	10.00	1.00	11.00	Per Tyre	10.91	1.09	12.00
Tyre Disposal - Light Truck & 4WD	Council Fee (GST Applies)	13.64	1.36	15.00	Per Tyre	14.55	1.45	16.00
Tyre Disposal - Heavy Truck	Council Fee (GST Applies)	29.09	2.91	32.00	Per Tyre	31.82	3.18	35.00
Tyre Disposal - Heavy Truck Super Single	Council Fee (GST Applies)	40.91	4.09	45.00	Per Tyre	43.64	4.36	48.00
Tyre Disposal - Small Tractor	Council Fee (GST Applies)	81.82	8.18	90.00	Per Tyre	86.36	8.64	95.00
Tyre Disposal - Large Tractor	Council Fee (GST Applies)	162.73	16.27	179.00	Per Tyre	172.73	17.27	190.00
Tyre Disposal - Earthmover	Council Fee (GST Applies)	408.18	40.82	449.00	Per Tyre	431.82	43.18	475.00
Tyre Disposal - Car (tyres on rims)	Council Fee (GST Applies)	13.64	1.36	15.00	Per Tyre	14.55	1.45	16.00
Tyre Disposal - Light Truck & 4WD (tyres on rims)	Council Fee (GST Applies)	16.36	1.64	18.00	Per Tyre	17.27	1.73	19.00
Tyre Disposal - Heavy Truck (tyres on rims)	Council Fee (GST Applies)	23.64	2.36	26.00	Per Tyre	25.45	2.55	28.00
Car or Station Wagon	Council Fee (GST Applies)	31.82	3.18	35.00	Per Attendance	36.36	3.64	40.00
Small Trailer (1.8 x 1.2 x 0.3) or Utility	Council Fee (GST Applies)	60.91	6.09	67.00	Per Attendance	70.91	7.09	78.00
Small Trailer (Heaped Load)	Council Fee (GST Applies)	104.55	10.45	115.00	Per Attendance	120.91	12.09	133.00
Small Trailer (High Sides)	Council Fee (GST Applies)	134.55	13.45	148.00	Per Attendance	155.45	15.55	171.00
Large Trailer	Council Fee (GST Applies)	104.55	10.45	115.00	Per Attendance	120.91	12.09	133.00
Large Trailer (Heaped Load)	Council Fee (GST Applies)	164.55	16.45	181.00	Per Attendance	190.91	19.09	210.00
Large Trailer (High Sides)	Council Fee (GST Applies)	191.82	19.18	211.00	Per Attendance	222.73	22.27	245.00
Trucks	Council Fee (GST Applies)	104.55	10.45	115.00	Per Cubic Metre	118.18	11.82	130.00
Clean Green Waste	Council Fee (GST Applies)			1/2 Price				1/2 Price
Recyclable materials separated to the recyclable by the customer	Council Fee (GST Applies)			Free	Per Attendance			Free
Mattresses	Council Fee (GST Applies)	30.91	3.09	34.00	Each	32.73	3.27	36.00
<b>Works Department Services</b>								
Private Works will be Quoted depending on the nature of the job	Council Fee (GST Applies)			As Quoted for particular job	Per Job			As Quoted for particular job

## 11.4.6 Quarterly Financial Report March 2018

### Introduction

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

This Quarterly Report covers the period of 1 July 2017 to 31 March 2018. 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 a decrease in the surplus by \$1.846m. 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 – March 2018.

### Policy Implications

The adoption of the Quarterly Report – March 2018 meets Council's statutory obligations under section 138 – Quarterly Statements of the Local Government Act (1989).

The 2017-2021 Council Plan provides as follows:

<b>Strategic Objective</b>	Providing Good Governance and Leadership
<b>Context</b>	Our Business and Systems
<b>Action</b>	Financial Sustainability

The proposal to adopt the Quarterly Report – March 2018 is consistent with the Council Plan 2017-2021.

## **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 2016/17 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 \$5.526m 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	\$1.402m
Net 2015/16 CIP Carry Forwards	<u>\$4.124m</u>
<b>Total cash required</b>	<b>\$5.526m</b>

As at the 30 June 2017, Council held \$11.075m 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 \$0.208m.

Net Operating Surplus in the Adopted 2017/18 Budget	\$9.311m
Net New Initiatives / Grant Funded Projects	(\$1.406m)
2016/17 Carry Forward Capital Grants	<u>\$1.615m</u>
<b>Amended Operating Budget Surplus</b>	<b>\$9.519m</b>

### **Capital Budget**

The effect on the capital budget is an increase in expenditure of \$5.759m.

2017/18 Adopted Budget for Capital Expenditure	\$10.222m
Add:	
2016/17 Carry Forward Capital Projects	\$5.739m
Other Minor Adjustments	<u>\$0.020m</u>
<b>Amended Capital Budget</b>	<b>\$15.981m</b>

The attached Quarterly Financial Report, Attachment 1, 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 “Rates and Charges” (\$0.263m) which relates to a higher level of growth in property numbers than what was originally budgeted.
- Unfavourable in “Grants – Capital” (\$0.228m) mainly due to some funding being deferred to the 2018/19 financial year. This is partially offset by new funding received since the adoption of the budget.
- An unfavourable variance in “Contributions – monetary” (\$2.077m) due to a timing issue with Developer Contributions.
- Favourable in “Other Income” (\$2.767m) primarily due to forecast reimbursements for the Flood/Storm event of September 2016, and the Blackwood Localised Septic Program. These amounts represent the total value of expenditure claims that Council expected to lodge for the full year. The timing of the receipt of the claims is reliant on the timeliness of the claims being assessed by external agencies.
- Favourable in “Employee Costs” (\$0.798m) mainly due to predicted savings in Active Ageing and Community Access, plus various other Service Units. Most of this relates to vacancies and some of these funds have been used to fund the use of contracted/agency staff.
- Increase in “Materials and Services” (\$3.363m). The bulk of the expected overspend relates to costs associated with the Blackwood Localised Septic Program.

The net effect of these changes and other minor variances causes the total surplus for the year to decrease by \$1.846m to \$7.673m.

### **Cash**

The forecast cash balance at 30 June 2018 has increased by \$0.674m to \$15.665m in comparison to the amended budget.

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

The total cash expenditure forecast for the CIP at this stage has decreased by \$2.520m to \$13.461m. This is mainly due to some capital projects being deferred to the 2018/19 financial year.

### **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 2 May 2018, and to the Audit and Risk Committee meeting on 23 May 2018.

## **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 – March 2018 has been prepared in accordance with Section 138 – Quarterly Statements of the Local Government Act (1989) for review and receiving by Council.

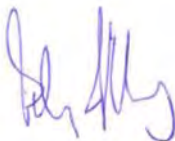
### **Recommendation:**

**That Council receives the Quarterly Report – March 2018.**

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### **Report Authorisation**

**Authorised by:**

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Thursday, 12 April 2018

# Attachment - Item 11.4.6

# MOORABOOL SHIRE COUNCIL

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



## 2017/18 Quarterly Financial Report - March 2018

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## CONTENTS

<b>1</b>	<b>Amended Budget</b>	<b>1</b>
<b>2</b>	<b>Operating Performance</b>	<b>2</b>
	Year to Date Operating Performance 31 March 2018	2
	Forecast Results for Year Ending 30 June 2018	4
<b>3</b>	<b>Balance Sheet</b>	<b>6</b>
<b>4</b>	<b>Forecast Cash Flows</b>	<b>8</b>
<b>5</b>	<b>Investment Activity Report</b>	<b>10</b>
<b>6</b>	<b>Rating &amp; Debtors Information</b>	<b>11</b>
<b>7</b>	<b>Financial Statements as at 31 March 2018</b>	<b>13</b>
	Income Statement	13
	Balance Sheet	14
	Cash Flow Statement	15
	Capital Works Statement	16



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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 2016/17 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 \$5.526m 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	\$1.402m
Net CIP Carry Forwards	\$4.124m
<b>Total Cash Required to Complete Carry Forwards</b>	<b>\$5.526m</b>

As at the 30 June 2017, Council held \$11.075m 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 \$0.208m.

Net Operating Surplus in the Adopted 2017/18 Budget	\$9.311m
Net New Initiatives / Grant Funded Projects	(\$1.406m)
2016/17 Carry Forward Capital Grants	\$1.615m
<b>Amended Operating Budget Surplus</b>	<b>\$9.519m</b>

## 1.3 Capital Budget

The effect on the capital budget is an increase in expenditure of \$5.759m.

2017/18 Adopted Budget for Capital Expenditure	\$10.222m
2016/17 Carry Forward Capital Projects	\$5.739m
Other Minor Adjustments	\$0.020m
<b>Amended Capital Budget</b>	<b>\$15.981m</b>

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## 2 Operating Performance

### Year to Date Operating Performance 31 March 2018

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#### 2.1 Overall:

For the nine months to 31 March, the Net Result is a Surplus of \$11.833m with a favourable variance of \$1.475m compared to the year to date amended budget.

#### 2.2 Operating Income [\$1.636m favourable]:

Rates and charges – As at the end of March is favourable by \$257,000 which relates to a higher level of growth in new property numbers than what was originally expected. Rates income is currently \$203,000 better off than budget. There is also an increase in income from Waste/Garbage Charges \$54,000.

Grants - capital – The year to date variance is favourable by \$221,000 due to new funding received since the adoption of the budget. Some of the new grants received so far include;

- Maddingley Park Sports Lighting - \$90,000
- Roads to Recovery - \$48,000
- Masons Lane Training Lighting - \$43,000
- Bennett Street Pedestrian Crossing - \$20,000
- Ballan Recreation Reserve Playground - \$17,000

Other income – Favourable variance of \$1.181m primarily due to the continuation of the Blackwood Localised Septic Program. This project will continue for the remainder of the 2017/18 financial year. This income relates to reimbursements for costs incurred by Moorabool Shire. Reimbursements received till the end of March total \$900,000.

Other variances include income for Election Fines (\$41,000), Insurance Claims (\$33,000), Lease Income (\$25,000), and various other minor increases. The Election Fines and Insurance Claims were not budgeted items and they have been adjusted in the year end Forecast.

#### 2.3 Operating Expenses [\$0.161m unfavourable]:

Employee costs – Favourable variance of \$767,000 which mainly relates to vacancies in various departments across Council (including; Asset Management, Information Services, Strategic Planning, Parks and Gardens, and Statutory Planning). Some of these savings have been used to fund the use of contractors engaged to cover the various vacant positions. This will result in an increase to 'Materials and services' and is included in the current forecast and discussed further in section 2.5.

There is also a decrease in Active Ageing and Community Access due to a reduction in certain State and Federal funding, primarily Respite services.

Materials and services – Unfavourable variance of \$915,000 which mainly relates to the continuation of costs for Flood/Storm Damage from September 2016 (\$704,000). The bulk of these works will be reimbursed to Council and the estimated overall cost is detailed further in section 2.5.

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There is also a variance for the Blackwood Localised Septic Program (\$554,000). The costs incurred by Council for this project will be fully reimbursed. This project is expected to continue into the 2018/19 financial year.

Offsetting these are favourable variances for various Council contracts and services. Some of these include; Bacchus Marsh Transfer Station, Roadside Slashing, Drainage Maintenance, and Recycling Collection. These are only timing issues at this stage and there have been no major savings identified, therefore no adjustments to the forecast have been made.

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## Forecast Results for Year Ending 30 June 2018

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As at 31 March, the Forecast Surplus for the year has decreased by \$1.846m. The Forecast is now expected to be a surplus of \$7.673m. Major variances are the following:

### 2.4 Operating Revenues [\$0.668m favourable]:

Rates and charges – Favourable by \$263,000 mainly due to an expected increase in Rates Income (\$209,000). There is also an increase expected for overall Waste/Garbage charges (\$54,000).

The growth in property numbers over the first nine months of the year has exceeded what was originally in the adopted budget.

Grants – capital – Forecast to be unfavourable by \$228,000 overall due to some funding being deferred to 2018/19. A number of projects will be carried forward to next year and therefore the funding will not be received in 2017/18. These projects include;

- Haddon Drive Extension - \$450,000
- Bacchus Marsh Racecourse and Recreation Reserve - \$210,000
- Ballan Recreation Reserve Netball Courts - \$125,000

The above unfavourable variances are partially offset by new funding received since the adoption of the budget. These total \$557,000 and some of these projects include;

- Bus Shelter Upgrades - \$200,000
- Bacchus Marsh Road Bus Bay - \$100,000
- Maddingley Park Sports Lighting Upgrade - \$90,000 (a portion of the grant has already been received, however the project will not commence until 2018/19)
- Roads to Recovery - \$48,000
- Bennett Street Pedestrian Crossing - \$48,000
- Masons Lane Lighting - \$43,000

Contributions – monetary – Unfavourable by \$2.077m due to an expected timing issue with Developer Contributions. These funds were originally expected to be received in 2017/18. However, it is now expected that Council will received these funds in 2018/19.

Other income – Expected to be \$2.767m favourable at year end mainly due to reimbursements for Blackwood Localised Septic Program (\$1.686m) and the Flood/Storm events of September 2016 (\$800,000). Council has already received significant funding for the Septic Project for the works that it has completed year to date (\$900k) and is forecast to lodge expenditure claims totalling \$1.686m for the full year. In relation to the Flood Storm works, it is unknown at this stage if all of the re-imbusement requests will be received this financial year as Council is reliant on the timeliness of the Flood/Storm claims being assessed and processed by the Department of Treasury and Finance.

Other favourable variances include lease income at Darley Civic and Community Hub (\$51,000), Leisure Services (\$46,000 – reclassification from “User fees”), Election Fines (\$41,000), and Insurance claims (\$33,000). There are also a number of other minor favourable variances.

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## 2.5 Operating Expenses [\$2.513m unfavourable]:

Employee costs – Forecast to be favourable by \$798,000 mainly due to a decrease in salary costs in Active Ageing and Community Access (\$230,000). This is primarily due to the reduction/restructure of certain State and Federal grant funding.

Other reductions relate to savings for numerous vacancies across various Council Service Units. Some of these include;

- Strategic Planning - \$143,000
- Asset Management - \$130,000
- Information Services - \$110,000
- Parks and Gardens - \$80,000
- Economic Development and Marketing - \$58,000
- Statutory Planning - \$56,000

Some of these identified savings will be used to fund the cost of contracted/agency staff to help backfill specific vacancies, with these costs being transferred to “Materials and services”.

Materials and services – Materials and services are forecast to be \$3.363m over budget at year end mainly due to costs associated with the Blackwood Localised Septic Program (\$1.685m) and Flood/Storm Events (\$850,000). The expenditure incurred by Council for these items will be reimbursed.

There are also savings identified in “Employee costs” due to vacancies that will be used to fund contractors/agency staff.

Other increases relate to new funding received since the adoption of the budget. These include;

- Roadside Weeds and Pest Management Program - \$35,700
- Parwan Precinct Structure Plan - \$30,000
- Scotsburn Community Leadership Program - \$30,000
- Graffiti Education Program - \$12,000

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## 3 Balance Sheet

### Forecast as at 30 June 2018

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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 (31 March 2018) compared to the same time last year (31 March 2017).

#### 3.1 Assets

Cash assets – the year to date cash balance is \$5.923m greater than the same time last year, mainly as a result of the year to date expenditure on the Capital expenditure program being lower than compared to March 2017. The previous financial year contained a significantly larger Capital Improvement Program. The first nine months of last financial year saw the continuation/completion of major projects for Halletts Way Extension and Darley Early Years Hub.

The overall improvement in cash (compared to same time last year) is not a surplus as such, as the funds are committed to the completion of the 2017/18 Capital Improvement Program, and also the repayment of Council borrowings.

Current receivables – the balance is \$1.027m less than the same time last year due to last years balance containing \$1.339m in grants debtors. The bulk of these grants related to the Halletts Way project and the funds have now been received, therefore reducing the balance of receivables.

Non-current assets classified as held for sale – the balance is now zero due to the sale of Council owned land in the last quarter of the 2016/17 financial year.

Other assets – the actual is \$0.576m more than March last year mainly due to the accrual of a large reimbursement for costs incurred by Council for the Flood/Storm events in the previous financial year.

Property, infrastructure, plant and equipment – the balance is \$4.982m more than last year primarily due to the significant capital works program completed in the 2016/17 financial year. This saw the completion and continuation of major projects for Darley Early Years Hub and Halletts Way Southern Connection.

The Forecast decrease of \$2.197m from the Budget represents the movements in the Capital Improvement Program for 2017/18. These variances are detailed further in section 4.3.

#### 3.2 Liabilities

Trust funds – the actual is \$638,000 more than March last year due to an increase in Refundable Building Deposits.

Interest-bearing liabilities – the net balance is less by \$1.380m overall (current and non-current) compared to the same time last year. This relates to the net impact of debt redemption in 2016/17, and the first three quarters of 2017/18. The deferral of new borrowings in 2016/17 has also reduced the current level of debt.

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### **3.3 Equity**

Accumulated surplus – the increase of \$8.406m since March last year reflects Council's operating result during the 2016/17 financial year and the first nine months of 2017/18.

Statutory and other reserves – the increase of \$1.705m relates to the net movement of transfers to and from Reserves at the end of the 2016/17 financial year.

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## 4 Forecast Cash Flows

### 4.1 Overall

The overall cash forecast for 30 June 2018 is \$15.342m and \$351,000 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 [\$1.872m unfavourable]:

Rates and charges – Favourable by \$263,000 mainly due to an expected increase in Rates Income (\$209,000) and Waste/Garbage charges (\$54,000).

Capital grants and contributions – Unfavourable by \$228,000 which mainly relates to the deferral of projects to the 2018/19 financial year (total of \$785,000). Offsetting this is new funding received since the adoption of the budget (total of \$557,000). These projects are detailed in section 2.4.

Other revenue – Forecast to be favourable by \$0.690m at year end mainly due to reimbursements for Blackwood Localised Septic Program (\$1.686m) and the Flood/Storm events of September 2016 (\$0.800m).

These are partially offset by the timing of Developer Contributions. It was originally budgeted that \$2.077m in Developer Contributions would be received in 2017/18. However, it is now forecast that these funds will be received in the 2018/19 financial year.

Employee costs – Favourable by \$798,000 mainly due to a decrease in salary costs in Active Ageing and Community Access. As mentioned earlier in section 2.5 other reductions relate to savings for numerous vacancies across various Service Units. These include; Strategic Planning, Asset Management, Information Services, and Parks and Gardens. Some of these identified savings will be used to fund the cost of contracted/agency staff, with these costs transferred to “Materials and services”.

Materials and services – Unfavourable by \$3.364m mainly due to costs associated with the Blackwood Localised Septic Program (\$1.685m) and Flood/Storm Events (\$850,000). There are also savings identified in “Employee costs” due to vacancies that will be used to fund contractors/agency staff.

### 4.3 Investing Cash Flows [\$2.222m favourable]:

Payments for property, plant and equipment, infrastructure – Decreased by \$2.196m overall mainly due to a number of projects being deferred to the 2018/19 financial year. These total \$3.427m and some of the larger projects include;

- Bacchus Marsh Racecourse & Recreation Reserve - \$1.339m
- Plant Replacement Program - \$672,000
- Haddon Drive Extension - \$620,000
- Maddingley Park Sports Lighting Upgrade - \$300,000
- Clarendon Community Hub - \$181,000
- Ballan Depot Relocation – Preplanning - \$179,000



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Partially offsetting this is new funding received/new projects approved since the adoption of the budget. All together these total \$719,000 and some of these include;

- Bus Shelter Upgrades - \$200,000
- Griffith Street Upgrade - \$106,000
- Bacchus Marsh Road Bus Bay - \$100,000
- Bennett Street Pedestrian Crossing - \$48,000

#### **4.4 Financing Cash Flows [no variance]:**

Although there has been no adjustments made to the Forecast, there is expected to be minor variances recorded later in the year when Council knows the details and timing of the new borrowings being taken up.

New borrowings for 2018/19 are expected to be drawn down in May/June 2018.

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## 5 Investment Activity Report

In line with Council's Investment Policy (adopted November 2017), 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: March 2018

#### On call balances:

Month ending	Amount	Rate	Interest Paid
January 2018	\$3,584,157	1.40%	Quarterly
February 2018	\$9,000,000	1.40%	Quarterly
March 2018	\$6,323,410	1.40%	Quarterly

Interest paid in the quarter: \$17,264

#### Term deposits:

Institution	Amount	Rate	Maturity Date
Suncorp	\$1,000,000	2.40%	5/02/2018
BOQ	\$1,000,000	2.40%	19/02/2018
IMB	\$1,000,000	2.40%	6/03/2018
Suncorp	\$1,000,000	2.35%	24/04/2018
IMB	\$1,000,000	2.00%	4/05/2018
Suncorp	\$1,000,000	2.45%	8/05/2018
BOQ	\$1,000,000	2.35%	21/05/2018
BOQ	\$1,000,000	2.35%	22/05/2018
IMB	\$1,000,000	2.35%	22/05/2018
Suncorp	\$1,000,000	2.32%	28/05/2018
BOQ	\$1,000,000	2.55%	26/06/2018
IMB	\$1,000,000	2.45%	4/07/2018

Interest paid in the quarter: \$16,815

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## 6 Rating & Debtors Information

### 6.1 General Rating Information

The Total Rates and Charges raised for the 2017/18 year, as at 31 March, is \$32.353m, compared to the year to date Amended Budget of \$32.096m.

### 6.2 Rates & Sundry Debtors Outstanding

For the year to date, 78.9% of the 2017/18 Rates & Charges raised have been collected. In addition, the level of Sundry and Other Debtors has decreased from \$2.507m (1 July 2017) to \$1.042m (31 March 2018).

Current Receivables as at 31 March 2018, as shown in the Balance Sheet, consist of:

• Rates & Charges*	\$	9.142m
• Sundry Debtors	\$	0.863m
• GST Receivable	\$	0.179m
	\$	<b>10.184m</b>

The outstanding Rates & Charges\* consist of:

• Current Year Rates and Charges	\$	6.734m
• Arrears (prior to 2017/18)	\$	2.113m
• Pensioner Rebate Claim (DHS)	\$	0.295m
	\$	<b>9.142m</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 March 2018, 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



## 7 Financial Statements as at 31 March 2018

### Income Statement

	Last Year \$'000	Year to Date		Annual Forecast \$'000	Variance \$'000	%
		Amended \$'000	Actual \$'000			
<b>Income</b>						
Rates and charges	30,987	32,096	32,353	32,370	263	1%
Statutory fees and fines	744	681	671	866	(12)	-1%
User fees	1,909	1,716	1,687	2,445	(37)	-1%
Grants - operating	12,858	5,040	4,987	9,367	(10)	0%
Grants - capital	8,385	2,629	2,850	4,018	(228)	-5%
Contributions - monetary	190	60	67	80	(2,077)	-96%
Contributions - non-monetary assets	4,978	0	0	4,635	0	0%
Other income	3,540	755	1,936	3,779	2,767	273%
Interest received	402	214	278	444	1	0%
<b>Total Income</b>	<b>63,992</b>	<b>43,192</b>	<b>44,828</b>	<b>58,006</b>	<b>668</b>	<b>1%</b>
<b>Expenses</b>						
Employee costs	17,602	14,002	13,235	18,522	798	4%
Materials and services	18,081	10,963	11,878	19,150	(3,363)	-21%
Depreciation	8,209	7,248	7,248	9,664	0	0%
Finance costs	790	425	425	794	0	0%
Other expenses	620	437	393	728	27	4%
Net gain (loss) on disposal of property, infrastructure, plant and equipment	3,866	(242)	(185)	1,474	26	2%
<b>Total Expenses</b>	<b>49,169</b>	<b>32,833</b>	<b>32,994</b>	<b>50,332</b>	<b>(2,513)</b>	<b>-5%</b>
<b>Surplus (deficit) for the year</b>	<b>14,823</b>	<b>10,358</b>	<b>11,833</b>	<b>7,673</b>	<b>(1,846)</b>	<b>-19%</b>

## Balance Sheet

	Last Year \$'000	Last Year \$'000	Current \$'000	Year to Date \$'000	Change \$'000	Change %	Amended \$'000	Forecast \$'000	Annual Variance \$'000	Variance %
<b>Assets</b>										
<b>Current Assets</b>										
Cash assets	11,075	9,843	15,766	5,923	5,923	60%	14,991	15,342	351	2%
Receivables	5,521	11,211	10,184	(1,027)	(1,027)	-9%	6,127	6,138	11	0%
Non-current assets classified as held for sale	0	991	0	(991)	(991)	-100%	0	0	0	0%
Other assets	2,935	168	744	576	576	343%	357	357	0	0%
<b>Total current assets</b>	<b>19,530</b>	<b>22,212</b>	<b>26,694</b>	<b>4,482</b>	<b>4,482</b>	<b>20%</b>	<b>21,474</b>	<b>21,836</b>	<b>362</b>	<b>2%</b>
<b>Non-current assets</b>										
Receivables	133	132	131	(1)	(1)	-1%	133	112	(21)	-16%
Other non-current assets	0	0	0	0	0	0%	0	0	0	0%
Property, infrastructure, plant and equipment	478,226	472,567	477,549	4,982	4,982	1%	522,990	520,793	(2,197)	0%
<b>Total non-current assets</b>	<b>478,359</b>	<b>472,699</b>	<b>477,680</b>	<b>4,981</b>	<b>4,981</b>	<b>1%</b>	<b>523,123</b>	<b>520,906</b>	<b>(2,217)</b>	<b>0%</b>
<b>Total Assets</b>	<b>497,890</b>	<b>494,911</b>	<b>504,374</b>	<b>9,463</b>	<b>9,463</b>	<b>2%</b>	<b>544,598</b>	<b>542,742</b>	<b>(1,856)</b>	<b>0%</b>
<b>Liabilities</b>										
<b>Current liabilities</b>										
Payables	5,674	793	769	(24)	(24)	-3%	3,828	3,905	77	2%
Trust funds	736	619	1,257	638	638	103%	735	743	8	1%
Provisions	4,165	4,134	4,209	75	75	2%	4,543	4,490	(53)	-1%
Interest-bearing liabilities	1,364	367	351	(16)	(16)	-4%	1,121	1,121	0	0%
<b>Total current liabilities</b>	<b>11,939</b>	<b>5,914</b>	<b>6,586</b>	<b>672</b>	<b>672</b>	<b>11%</b>	<b>10,226</b>	<b>10,258</b>	<b>32</b>	<b>0%</b>
<b>Non-current liabilities</b>										
Provisions	457	419	462	43	43	10%	1,649	1,607	(42)	-3%
Interest-bearing liabilities	12,247	13,611	12,247	(1,364)	(1,364)	-10%	14,275	14,275	0	0%
<b>Total non-current liabilities</b>	<b>12,705</b>	<b>14,030</b>	<b>12,710</b>	<b>(1,320)</b>	<b>(1,320)</b>	<b>-9%</b>	<b>15,925</b>	<b>15,883</b>	<b>(42)</b>	<b>0%</b>
<b>Total Liabilities</b>	<b>24,644</b>	<b>19,944</b>	<b>19,296</b>	<b>(648)</b>	<b>(648)</b>	<b>-3%</b>	<b>26,151</b>	<b>26,141</b>	<b>(10)</b>	<b>0%</b>
<b>Net Assets</b>	<b>473,246</b>	<b>474,967</b>	<b>485,079</b>	<b>10,112</b>	<b>10,112</b>	<b>2%</b>	<b>518,447</b>	<b>516,601</b>	<b>(1,846)</b>	<b>0%</b>
<b>Represented by:</b>										
Accumulated surplus	151,333	154,772	163,178	8,406	8,406	5%	158,621	156,775	(1,846)	-1%
Asset revaluation reserve	314,680	314,680	314,680	0	0	0%	350,362	350,362	0	0%
Statutory and other reserves	7,232	5,515	7,220	1,705	1,705	31%	9,464	9,464	0	0%
<b>Total Equity</b>	<b>473,246</b>	<b>474,967</b>	<b>485,079</b>	<b>10,112</b>	<b>10,112</b>	<b>2%</b>	<b>518,447</b>	<b>516,601</b>	<b>(1,846)</b>	<b>0%</b>

## Cash Flow Statement

	Last Year	Year to Date		Annual		
	\$'000	Amended \$'000	Actual \$'000	Forecast \$'000	Variance \$'000	Variance %
<b>Cash flows from operating activities</b>						
<b>Receipts</b>						
Rates and charges	30,627	26,062	26,382	320	32,821	1%
Operating grants	12,858	5,040	6,451	1,411	9,377	28%
Capital grants and contributions	8,385	2,629	2,850	221	4,018	8%
User fees and charges	2,283	1,716	1,675	(41)	2,445	-2%
Statutory fees and charges	618	681	671	(10)	866	-1%
Other revenue	4,635	815	3,957	3,142	4,671	385%
Interest received	402	214	278	64	445	30%
Net GST refund/payment	2,920	0	0	0	0	0%
	<b>62,726</b>	<b>37,158</b>	<b>42,265</b>	<b>5,107</b>	<b>54,633</b>	<b>14%</b>
<b>Payments</b>						
Employee costs	(18,053)	(14,002)	(13,186)	816	(18,748)	-6%
Materials and services	(21,311)	(12,584)	(14,594)	(2,010)	(19,290)	16%
Other expenses	(1,073)	(437)	(393)	44	(755)	-10%
	<b>(40,437)</b>	<b>(27,023)</b>	<b>(28,173)</b>	<b>(1,150)</b>	<b>(37,968)</b>	<b>4%</b>
<b>Net cash provided by (used in) operating activities</b>	<b>22,290</b>	<b>10,135</b>	<b>14,092</b>	<b>3,957</b>	<b>16,665</b>	<b>39%</b>
<b>Cash flows from investing activities</b>						
Proceeds from sale of property, plant and equipment, infrastructure	1,229	242	185	(57)	396	7%
Payments for property, plant and equipment, infrastructure	(22,674)	(9,834)	(8,147)	1,687	(15,981)	-17%
	<b>(21,445)</b>	<b>(9,592)</b>	<b>(7,962)</b>	<b>1,630</b>	<b>(13,389)</b>	<b>-17%</b>
<b>Cash flows from financing activities</b>						
Borrowing costs	(790)	(425)	(425)	0	(794)	0%
Proceeds from interest bearing liabilities	0	0	0	0	3,148	0%
Repayment of interest bearing liabilities	(1,431)	(1,013)	(1,013)	0	(1,364)	0%
	<b>(2,222)</b>	<b>(1,438)</b>	<b>(1,439)</b>	<b>0</b>	<b>991</b>	<b>0%</b>
<b>Net cash provided by (used in) financing activities</b>	<b>(2,222)</b>	<b>(1,438)</b>	<b>(1,439)</b>	<b>0</b>	<b>991</b>	<b>0%</b>
Net increase (decrease) in cash and cash equivalents	(1,377)	(895)	4,691	5,587	4,267	-624%
Cash and cash equivalents at the beginning of the financial year	12,452	11,075	11,075	0	11,075	0%
<b>Cash and cash equivalents at the end of the financial year</b>	<b>11,075</b>	<b>10,179</b>	<b>15,766</b>	<b>5,587</b>	<b>15,342</b>	<b>55%</b>

## Capital Works Statement

	Last Year \$'000	Amended		Year to Date		Variance		Annual			
		\$'000	\$'000	Actual \$'000	Variance \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%	
<b>Property</b>											
Land	50	0	0	0	0	0%	0	0	0	0%	
Buildings	3,744	315	328	(13)	(13)	-4%	909	449	460	51%	
<b>Total Property</b>	<b>3,794</b>	<b>315</b>	<b>328</b>	<b>(13)</b>	<b>(13)</b>	<b>-4%</b>	<b>909</b>	<b>449</b>	<b>460</b>	<b>51%</b>	
<b>Plant and equipment</b>											
Plant, machinery and equipment	1,285	775	596	179	179	23%	2,131	1,518	613	29%	
Computers and telecommunications	59	0	0	0	0	0%	0	0	0	0%	
Library books	93	0	0	0	0	0%	102	102	0	0%	
<b>Total plant and equipment</b>	<b>1,438</b>	<b>775</b>	<b>596</b>	<b>179</b>	<b>179</b>	<b>23%</b>	<b>2,233</b>	<b>1,620</b>	<b>613</b>	<b>27%</b>	
<b>Infrastructure</b>											
Roads	16,032	5,262	4,109	1,153	1,153	22%	7,716	7,171	545	7%	
Bridges	504	541	669	(128)	(128)	-24%	916	870	46	5%	
Footpaths and cycleways	409	326	102	224	224	69%	894	1,417	(523)	-59%	
Drainage	0	0	0	0	0	0%	0	0	0	0%	
Recreational, leisure and community facilities	251	807	577	230	230	29%	2,969	1,656	1,313	44%	
Parks, open space and streetscapes	124	0	0	0	0	0%	0	0	0	0%	
Other infrastructure	123	232	190	42	42	18%	344	602	(258)	-75%	
<b>Total infrastructure</b>	<b>17,442</b>	<b>7,168</b>	<b>5,646</b>	<b>1,522</b>	<b>1,522</b>	<b>21%</b>	<b>12,839</b>	<b>11,715</b>	<b>1,124</b>	<b>9%</b>	
<b>Total capital works expenditure</b>	<b>22,674</b>	<b>8,258</b>	<b>6,571</b>	<b>1,687</b>	<b>1,687</b>	<b>20%</b>	<b>15,981</b>	<b>13,785</b>	<b>2,196</b>	<b>14%</b>	
<b>Represented by:</b>											
New	10,253	1,890	1,642	248	248	13%	4,878	2,905	1,973	40%	
Renewal	8,598	5,632	4,181	1,451	1,451	26%	9,666	9,446	220	2%	
Expansion	0	0	0	0	0	0%	0	0	0	0%	
Upgrade	3,823	736	747	(11)	(11)	-1%	1,437	1,433	4	0%	
<b>Total Capital Works</b>	<b>22,674</b>	<b>8,258</b>	<b>6,571</b>	<b>1,687</b>	<b>1,687</b>	<b>20%</b>	<b>15,981</b>	<b>13,785</b>	<b>2,196</b>	<b>14%</b>	



## 12. OTHER REPORTS

### 12.1 Assembly of Councillors

File No.: 02/01/002

Section 76(AA) of the Local Government Act 1989 defines the following to be Assemblies of Councillors; an advisory committee of the Council that includes at least one Councillor; a planned or scheduled meeting of at least half the Councillors and one member of council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a Council function, power or duty by a person or committee acting under Council delegation.

It should be noted, an assembly of Councillors does not include an Ordinary Council meeting, a special committee of the Council, meetings of the Council's audit committee, a club, association, peak body or political party.

Council must ensure that the written record of an assembly of Councillors is, as soon as practicable –

- a) reported to the next ordinary meeting of the Council; and
- b) incorporated in the minutes of that council meeting. (s. 80A(2))

Council also records each Assembly of Councillors on its website at [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

A record of Assemblies of Councillors since the last Ordinary Meeting of Council is provided below for consideration:

- Assembly of Councillors – Wednesday 28 March 2018 – Review of Draft Budget 2018/2019 (Meeting 1)
- Assembly of Councillors – Wednesday 28 March 2018 – Review of Draft Council Plan (Meeting 1)
- Assembly of Councillors – Wednesday 4 April 2018 – Western Irrigation Network

#### **Recommendation:**

**That Council receives the record of Assemblies of Councillors as follows:**

- **Assembly of Councillors – Wednesday 28 March 2018 – Review of Draft Budget 2018/2019 (Meeting 1)**
- **Assembly of Councillors – Wednesday 28 March 2018 – Review of Draft Council Plan (Meeting 1)**
- **Assembly of Councillors – Wednesday 4 April 2018 – Western Irrigation Network**

# Attachment - Item 12.1

# Assembly of Councillors

Date:	Wednesday 28 March, 2018
Venue:	Supper Room, Main Street, Bacchus Marsh
Councillors:	Cr. Tatchell (Mayor) Cr. Bingham Cr. Dudzik Cr. Edwards (3.30pm) Cr. Keogh
Officers:	Rob Croxford; Phil Jeffrey; Danny Colgan; Satwinder Sandhu; Steve Ivelja
Apologies:	Cr. Sullivan, Cr. Toohey

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**1. Assembly opened at: 3.18pm**

**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:**

**Review of Draft Budget 2018/19 (Meeting 1)**

**Assembly closed at: 5.12pm**

Signed:



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

Date: 28.03.18

# Assembly of Councillors

Date:	Wednesday 28 March, 2018
Venue:	Supper Room, Main Street, Bacchus Marsh
Councillors:	Cr. Tatchell (Mayor) Cr. Bingham
Officers:	Rob Croxford; Phil Jeffrey; Danny Colgan; Satwinder Sandhu; Michelle Morrow
Apologies:	Cr. Dudzik, Cr. Edwards, Cr. Keogh, Cr. Sullivan, Cr. Toohey

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**1. Assembly opened at: 5.15pm**

**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:**

**Review of Draft Council Plan (Meeting 1)**

**Assembly closed at: 5.24pm**

Signed:



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

Date: 28.03.18

# Assembly of Councillors

Date:	Wednesday 4 April, 2018
Venue:	Council Chambers, Ballan
Councillors:	Cr. Tatchell (Mayor) Cr. Bingham Cr. Dudzik Cr. Edwards Cr. Keogh
Officers:	Rob Croxford; Phil Jeffrey; Satwinder Sandhu
Apologies:	Cr. Sullivan; Cr. Toohey; Danny Colgan

- 1. Assembly opened at: 4.35pm**
- 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:**

**Western Irrigation Network**

**Assembly closed at: 5.09pm**

Signed:



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

Date: 04.04.18

## 12.2 Section 86 – Delegated Committees of Council – Reports

Section 86 Delegated Committees are established to assist Council with executing specific functions or duties. By instrument of delegation, Council may delegate to the committees such functions and powers of the Council that it deems appropriate, utilising provisions of the Local Government Act 1989. The Council cannot delegate certain powers as specifically indicated in Section 86(4) of the Act.

Section 86 Delegated Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Section 86 – Delegated Committees of Council present the reports of the Committee Meetings for Council consideration.

<b>Committee</b>	<b>Meeting Date</b>	<b>Council Representative</b>
Section 86 Urban Growth Strategy Committee Meeting	Wednesday 14 March 2018	Cr Keogh Cr Bingham Cr Dudzik
Lal Lal Soldier's Memorial Hall Committee Meeting	Tuesday 20 March 2018	
Section 86 Development Assessment Committee Meeting  To download these minutes, go to councils website: <a href="https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees">https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees</a>	Wednesday 21 March 2018	Cr Tatchell Cr Keogh Cr Dudzik Cr Bingham Cr Edwards
Navigators Community Centre Committee Meeting	Wednesday 21 March 2018	
Bacchus Marsh Blacksmith's Cottage & Forge Special Committee	Tuesday 27 March 2018	

**Recommendation:**

**That Council receives the reports of the following Section 86 - Delegated Committees of Council:**

- **Section 86 Urban Growth Strategy Committee Meeting - Wednesday 14 March 2018.**
- **Lal Lal Soldier's Memorial Hall Committee Meeting – Tuesday 20 March 2018**
- **Section 86 Development Assessment Committee Meeting - Wednesday 21 March 2018.**
- **Navigators Community Centre Committee Meeting – Wednesday 21 March 2018**
- **Bacchus Marsh Blacksmith's Cottage & Forge Special Committee - Tuesday 27 March 2018**

# Attachment - Item 12.2a



# MINUTES

## SECTION 86 URBAN GROWTH STRATEGY COMMITTEE MEETING

**Wednesday 14 March, 2018**  
North Wing Room 2 & 3  
Darley Civic and Community Hub,  
182 Halletts Way, Darley  
5.00pm

### 1. MEETING OPENING

The Chair welcomed all and opened the meeting at 5.00 pm.

### ATTENDANCE

Cr. John Keogh (Chair)	Councillor – East Moorabool Ward
Cr. Jarrod Bingham	Councillor – East Moorabool Ward
Cr Dudzik	Councillor – East Moorabool Ward
Mr. Rob Croxford	Chief Executive Officer
Mr. Satwinder Sandhu	General Manager, Growth & Development
Mr. Andrew Goodsell	Manager Strategic and Sustainable Development
Mrs. Jacquie Younger	Minute Taker

### APOLOGIES

Cr. David Edwards	Councillor – East Moorabool Ward
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### 2. RECORDING OF MINUTES

As well as the Council for its minute taking purposes, the following organisations have been granted permission to make an audio recording of this meeting:

- The Moorabool News; and
- The Star Weekly.

### 3. APPOINTMENT OF CHAIR

Moved: Cr Dudzik  
Second: Cr Bingham

That Cr Keogh be appointed as Chair of the Section 86 Urban Growth Strategy Committee.

CARRIED.

### 4. CONFIRMATION OF THE PREVIOUS MINUTES

Resolution:

Moved: Cr Bingham  
Second: Cr Dudzik

That the Minutes of the Section 86 Urban Growth Strategy Committee Meeting for 26 April, 2018 be confirmed as a true and correct record.

CARRIED.

### 5. CONFLICTS OF INTEREST

None.



## 6. GROWTH & DEVELOPMENT REPORTS

### 6.1 Bacchus Marsh Urban Growth Framework Update

Cr Bingham left the meeting at 5.15pm and returned at 5.18pm.

#### Resolution

Moved: Cr Bingham

Second: Cr Dudzik

That the report be noted.

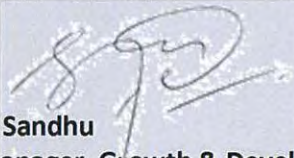
#### Report Authorisation

Authorised by:

Name: Satwinder Sandhu

Title: General Manager, Growth & Development

Date: 14 March, 2018



### 6.2 Parwan Employment Precinct Program Update

#### Resolution

Moved: Cr Bingham

Second: Cr Dudzik

That the Committee:

1. Notes the report;
2. Supports the way forward as proposed in this report; and
3. Requests a further report be presented to full Council which outlines Councils contribution towards the infrastructure for Stage 1 (i.e. gas) as per Councils adopted Advocacy Document, Parwan Employment Precinct.

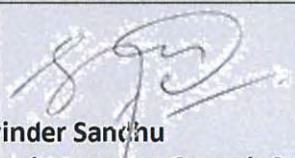
#### Report Authorisation

Authorised by:

Name: Satwinder Sandhu

Title: General Manager, Growth & Development

Date: 14 March, 2018



## 7. 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.

## 8. NEXT MEETING

To be confirmed.

## 9. MEETING CLOSURE

The Chair thanked all and closed the meeting at 5.47pm.

A handwritten signature in blue ink, appearing to be 'A. R. G.', is written in a cursive style.

# Attachment - Item 12.2b

## Minutes: LAL LAL SOLDIER'S MEMORIAL HALL COMMITTEE

### MEETING: 20 March 2018

Meeting opened: 7.05 pm

Present: Engels Leoncini, Geoff Hewitt, John McAuliffe, Colleen Henriksen, John Crick, Ursula Diamond-Keith, Graeme Diamond-Keith

Apologies: Kristina Kitchingman

Minutes of last meeting:

Amendments:

1. Under Treasurer's Report: 2. Accounts submitted: change BJ to DEJ Party Supplies.

Resolution: That the minutes of the meeting dated 20/2/18 be approved as amended.

Moved: G. Hewitt      Seconded: J. McAuliffe      Carried

### BUSINESS ARISING

1. Shire communication with the local community (4 Sept 2017 Minutes)

- Issues: (i) Public notices for local notice board (ii) Access to Moorabool Matters for Lal Lal items
- Tom Sullivan was to arrange Communications personnel contact with Secretary
- Contact with Andrew Waugh and correspondence circulated regarding possible Lal Lal tourist sites for inclusion in amended brochure and publication details for *Moorabool Matters*.
- Request for follow up regarding public notices is pending.

2. Avenue of Honour history (Michael Taffe presentation) (4 Sept 2017 Minutes)

- Defer until June meeting

3. Community priorities (Refer to General Business)

4. Grant applications:

(i) Community Development Fund:

- Infrastructure: Twice yearly / site open all yearly / \$100 000 max / March 1
- Environment & Sustainability: \$12 400 / water & power saving improvements/purchase
- Economic Development (Andy Waugh): (a) Tourism (b) Business / \$ 12 500

Decision: Prepare plan and costing for installation of solar power as a potential grant application.

### TREASURER'S REPORT (Refer to Attachment 1)

That the Treasurer's Report as attached be accepted and the expenditures pending be passed for payment.

Moved: C. Henriksen      Seconded: J. McAuliffe      Carried

- Ursula gave notice that receipts for expenses related to the upcoming *Coffee Party* were yet to be submitted.

### CORRESPONDENCE IN

25/2/18: A. Crick, contacting Michael Menzies

: A. Crick, confirming contact with M. Menzies

25/2/18: C. Henriksen, request to authorize payments  
: C. Henriksen, amendment to Minutes 20/2/18  
2/3/18: A. Beggs-Sunter, Buninyong Historical Society walk  
13/3/18: A. Waugh, Communication issues  
14/3/18: C. King, Electorate visit  
18/3/18: M. Cauchi, Thanks for Committee support, 17/3  
19/3/18: A. Waugh, Shire promotional pamphlets  
: U. Diamond-Keith, John Harrison landscape ideas  
, B&B brochure  
20/3/18: S. Lewin, Community Grants application deadline

### **CORRESPONDENCE OUT**

14/3/18: Members, forwarded A Waugh correspondence 13/3  
15/3/18: Members & contacts, Minutes 1 Feb 2018 meeting  
: Contacts, Buninyong Historical Society brochure  
: Members, draft Action Plan update  
: Members, Small Towns and Settlements Strategy draft (extract)  
16/3/18: A. Waugh, seeking response to use of notice boards for public notices

### **BUSINESS ARISING FROM CORRESPONDENCE**

None

### **REPORTS**

#### **1. Maintenance**

(i) Stage upgrade: (Refer to Attachment 2)

- Materials and tradesmen costs: \$2770.50
- Related issues addressed:
  - (a) Installation of additional power points and lighting
  - (b) Wall surface, plaster or plaster & boards to limit scuffing
  - (c) Projector use
  - (d) Retention or removal of curtains

Agreement: That the initial renovation can be undertaken with arrangements for lighting and power points taken at a later date.

(ii) Foyer panelling: (Refer to Attachment 3)

- Materials cost: \$ 335.50

(iii) Funding the projects:

Resolution: That both the stage upgrade and foyer panelling projects be undertaken and funded by the Committee

(iii) General maintenance:

- (a) Routine grass cutting undertaken
- (b) Fly screen costing/ replacement pending

#### **2. Hall Hire**

(i) Geelong Rail Group/Buninyong Historical Society 17 March

(ii) Line dancing has re-commenced each Monday.

#### **3. Maker's & Grower's Market**

- Noted that the railway authors had booked a site and requested placement in the foyer

#### **4. ANZAC Park**

##### **(i) ANZAC books**

- Katrina agreed to revising booklet with the sub-committee
- Pat Dobbin and Pauline Holloway have been given a copy of the first edition to include the names of family members, etc., to be included in the second edition.

##### **(ii) ANZAC Day ceremony**

- Tom Sullivan agreed to participate; details forwarded to him 26/2/17
- School: Engels still to contact re participation and sharing purchase of wreath
- Wreath: Cost of last year's wreaths noted. Colleen to arrange purchase of one wreath.
- Ceremony: Proposed reading from the poetry provided for 2017, playing of the Last Post and National Anthem as per 2017 ceremony. Engels to contact Tom Sullivan to discuss arrangements and his role.

#### **5. Social Committee**

##### **(i) Coffee Party: 24 March, 11am -1pm**

- Initial set up: Friday 23 March, 5-6.30 pm
- Food preparation: Saturday 24, 9am onward
- Committee members co-opted to provide slices, prepare food/beverages, collect entry fee, serve and clean up.
- Additional community members identified to assist.

#### **6. History Committee**

- Pauline Holloway has indicated her willingness to transfer her historical material to a Lal Lal historical Group once it is formally established.
- The first meeting is scheduled for Sunday 15 April.
- An issue is creating a secure facility for storage.
- The proposed initial focus is recording the oral memories of local families and collecting related materials and on developing the organisational arrangements and infrastructure to support that effort.
- The Lal Lal History Group was inaugurated at the Hall Committee meeting 31/7/2017 with the following resolution:  
That the Lal Lal History Group joins the Soldier's Memorial Committee as a sub-committee.
- The wording does not reflect the movers' intention to create a group so the following resolution was tabled:

Resolution:

That the Lal Lal History Group be formed as a sub-committee of the Hall Committee:

1. That the first meeting of the sub-committee determine its operating name: The Lal Lal & District Historical Association is suggested.
2. The Association is to be chaired by a Hall Committee member.
3. The Association can determine its own membership and/or co-opt individuals as required for specific purposes.
4. The Association can create particular roles for the management and operation of its business as required.
5. As a sub-committee of a Section 86 committee, the Association must maintain its own records of business, report to the Hall Committee and provide a report for the AGM.



6. The Association is free to determine its own priorities and projects related to local history.

Moved: G. Hewitt                      Seconded: G. Diamond-Keith                      Carried

- The Hall Committee reaffirmed its original recommendation (31/7/17) that one of the Group's (association's) initial priorities be the copying, collection and storage of material held by Pauline Holloway and other community members, including the collection of oral memories.
- Anne Beggs-Sunter has been approached regarding the initial storage of material with the Buninyong Historical Society and has agreed to that arrangement.

Resolution:

That the Association investigate appropriate storage facilities for the Hall Committee to purchase, costing up to \$1000.

Moved: U. Diamond-Keith                      Seconded: J. Crick                      Carried

## **7. Friends of the Lal Lal Railway Station**

- Noted that the group had not responded to the earlier request to exchange minutes.

## **GENERAL BUSINESS**

### **1. Action Plan update**

- Proposed amendments for 2016 and 2017 have been circulated among members for information and review.
- Note was made of the proposed removal of appendix three and the inclusion of its items as additional elements in Section 3: Community Extension.
- It was also proposed that the following be included in Section 3 as an additional action under Objective 4:  
Development of historical signage for relevant sites in the township area

Resolution: That the Committee endorses the changes and the proposed additions to Section 3.

Moved: G. Hewitt                      Seconded: C. Henriksen                      Carried

### **2. Community priorities**

1. Agreement: That the further development of ANZAC Park should be the Committee's first priority:

- John Harrison's landscape plan accords with the Committee's original proposal in the following respects:
  - (i) The removal of the existing avenue trees because of their general degradation and road hazard.
  - (ii) The installation of a feature tree as a replacement for the avenue
- The Committee accepted the proposal to vegetate the slope off Lal Lal-Clarendon Road, including planting rosemary, and recognised that other species selected must be able to cope with the conditions.

Arising: (i) The Secretary is to contact Justin Horne and Ross Holton regarding the removal of the avenue trees.

(ii) That Ursula provide a design sketch so that an onsite inspection can identify tree and vegetation removal /issues for the landscape plan.

2. The Committee agreed that the matter of identifying suitable town sites for historical markers be referred to the newly formed History group for action.

**NEXT MEETING: 7 pm, Tuesday 12 June**

Meeting closed: 9pm

**Attachment 1: Treasurer's Report; 28 February 2018**

**LAL LAL SOLDIERS' MEMORIAL HALL  
COMMITTEE OF MANAGEMENT**

**Statement of financial position as at 28 February 2018**

<b>Balance at Bank 01 February</b>			<b>8398.15</b>
<b>Income</b>			
Interest Received Bendigo Bank	3.99	3.99	
			<b>8,402.14</b>
<b>Expenditure</b>			
Origin Energy - Electricity	207.41		
Mitre 10 - Hall Maintenance - Herbicide & Door Stop	59.85		
		267.26	
			<b>8,134.88</b>
<b>Balance at Bank 31 January 2018</b>			<b>8134.88</b>
<b>Expenditures Pending</b>			
Reject Shop - End Of Year Breakup	71.50		
DeJ's Packaging, Party Supplies & Cleaning Supplies - Hall Consumables	192.83		
Moorabool Shire GST Payment	27.89		
Woolworths - Geelong & South Western Railway Heritage Society - Morning Tea	17.09		
			<b>309.31</b>
<b>Income Pending</b>			
Hall Hire - Line Dancing	99.9		
Hall Hire/Morning Tea - Geelong & South Western Railway Heritage Society	50		
			<b>149.9</b>





## Attachment 4: John Harrison's landscape plan

Below is some notes taken from a meeting with John Harrison 12 Sept, 2017- re the Lal Lal Anzac Memorial Garden with some ideas about what our Hall Committee could do in planning a memorial garden for our Anzac Park.

1. John says first job is to check with council about the Avenue trees at the side nearest main road. What is their policy on possible removal and replanting of new ones in their place but within the park boundary and how would community feel about this possibility?

Need an assessment of the Avenue trees by an arborist as some branches etc. may fall on the trees we plant within the Anzac Park boundary.

Shire to be involved - need to find out what the potential life span of the existing cypresses are likely to be.

John took some photos of the area for planning purposes.

Possible planting of one yew tree as a feature or focus of the proposed Anzac garden- as this tree grows in a column type form.

Need to meet with Tom Sullivan about the trees in the park

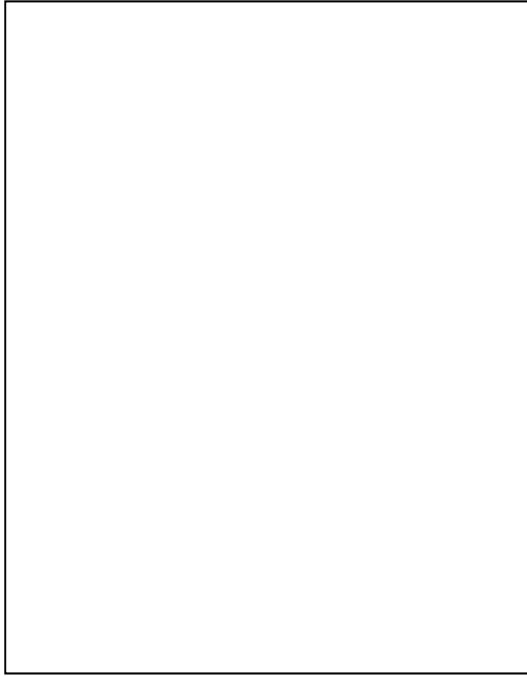
Need boundary pegs to know where our boundaries are

Using the slope opposite the hall- we could possibly plant in the following way.

Use a Yew tree as a focus planting.

1. Rosemary hedge
2. Anzac red roses in back layer.
3. Second layer- Prostrate rosemary bushes -
4. In between Rosemary we can plant Flanders poppies annually
5. Maybe a carved cypress on the left looking towards the school
6. With weeping grevillea and weeping wattle around the Yew tree at the head of the garden looking towards the memorial tablet.
7. I have a sketch plan that I will try to make a bit clearer.
8. Special thanks to John Harrison for his input at this meeting as he had excellent ideas.

**LAL LAL SOLDIERS' MEMORIAL HALL ACTION PLAN**



**2018**

## LAL LAL SOLDIERS' MEMORIAL HALL ACTION PLAN

Originally drafted as the Lal Lal Community Action Plan 2009  
Linked to MCiA Yendon Community Action Plan 2009 and Moorabool CEP Communities linked by Rail Community Engagement Action Plan 2011  
Revised November 2012  
Reviewed and amended Feb & March 2013  
Amended December 2014  
Reviewed and reconfirmed March 2015  
Reviewed and upgraded April 2016  
Reviewed for upgrade April 2017  
Reviewed and upgraded March 2018

### Contents

LAL LAL SOLDIERS' MEMORIAL HALL ACTION PLAN.....	2
SECTION 1: HALL.....	4
SECTION 2: GROUNDS.....	5
SECTION 3: COMMUNITY EXTENSION.....	7
The Hall Committee supports the broad expectations expressed at the Lal Lal 'Talking 2041' community meeting, as outlined in the draft Small Towns and Settlements Strategy 2016, p159.....	9
APPENDICES.....	10
1. Maintenance Register.....	10
2. Purchase Register.....	11





**SECTION 1: HALL**

<b>OBJECTIVE</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>TIME FRAME</b>	<b>RESOURCES</b>	<b>STATUS</b>
<p>1. To provide a facility for community groups to conduct meetings.</p>	<p>1. Monitor building structural and maintenance requirements.                  2. Establish and maintain toilet facilities in accordance with current standards.                  3. Provide and maintain furniture provision for group and community meeting requirements.                  4. Monitor and maintain heating provision.                  5. Monitor, maintain and upgrade power supply as required.</p>	<p>1-5. Hall Committee, delegated officers or sub committees identified in Committee minutes                   4. Relevant service provider and qualified electrician                  5. Qualified electrician</p>	<p>1-2. Ongoing                   3. Annual review                   4 Ongoing and as required                  5. 2016</p>	<p>1. Nil                   2. Annual funding Capital works grants Shire                  3. Annual funding Grants                   4. Annual funding                   5. Committee budget</p>	<p>1. Hall Maintenance monitoring template (June 2017)                  2. Ongoing.                   3. Refer to Purchase Register (Appendix 2)                   4. Ongoing                   5. Upgraded Nov-Dec 2016</p>
<p>2. To provide and maintain facilities suitable for community social activities and hire.</p>	<p>1. Maintain kitchen facilities in accordance with standard requirements.                  2. Upgrade kitchen equipment to meet activity requirements.                  3. Maintain stage facility.                  4. Maintain and extend storage facilities for furniture, maintenance and related equipment.                  5. Monitor toilet and sewerage requirements.</p>	<p>Hall Committee, delegated officers or sub committees identified in Committee minutes</p>	<p>1-5 Ongoing</p>	<p>1-5. Annual funding Capital works or other grants                  Hall hire income</p>	<p>1-5. Ongoing.                  Refer to Maintenance Register (Appendix 1) and Purchase Register (Appendix 2)                  2. CIP priority 2014&gt;                  3. CIP priority 2014&gt;/Grant application draft 2018                  4. CIP priority 2014&gt;                  5. Sewerage upgrade 2017</p>
<p>3. To facilitate use of the venue for fund raising community based activities.</p>	<p>1. Promote hall usage for family, group and community functions.                  2. Facilitate hall usage by recognized community groups.</p>	<p>Hall Committee, delegated officers or sub committees identified in Committee minutes</p>	<p>1-2. Ongoing</p>	<p>1. Community groups                   2. Community groups Annual Funding Shire                  Hall hire income</p>	<p>1. Social sub-committee to organize community activities                  2.1 Ongoing hire                  2.2 Annual local producers market</p>

## SECTION 2: GROUNDS

OBJECTIVE	ACTION	RESPONSIBILITY	TIME FRAME	RESOURCES	STATUS
<p>1. To enhance usage as an extension of the Hall as a community facility.</p>	<p>1. Maintain lawn areas. 2. Establish and maintain garden area 3. Maintain and upgrade fencing as required. 4. Install outdoor lighting. 5. Encourage use by community groups as per section 1 objective 1.3. 6. Organisation of local producers market</p>	<p>1-3. Hall Committee  4.-6 Hall Committee, delegated officers or sub committees</p>	<p>1-2. Ongoing 3. Regular review 4. 2013-14 5. Ongoing</p>	<p>1-3. Volunteers 3. Annual funding Capital works/other grants 4. Capital works grants 5. Community groups Annual Funding Shire Hall hire income</p>	<p>1. Ongoing 2. Done/ongoing 3. Completed 2017  4. Undercover completed/ gateway pending 5. Ongoing rental  6. October - annual</p>
<p>2. To establish outdoor facilities to extend site usage as a community facility.</p>	<p>1. Design outdoor entertainment area. 2. Install BBQ. 3. Plan and install covered outdoor multi -purpose area. 4. Install outdoor sink and servery 5. Installation of information board including newspaper drop off 6. Designate permanent disabled parking area with signage</p>	<p>1- 2. Hall Committee  3. Hall Committee in liaison with relevant tradesmen and Shire officers 4. Hall Committee 5. Shire 6. Shire</p>	<p>1. 2013-14 2. 2015 3. 2013-14  4. 2016-17 5.? 6. 2012</p>	<p>1-2 Committee  3. Capital works /other grants  4. Committee /grants 5. Departmental budget 6. Departmental budget</p>	<p>1. Done 2. Upgraded Oct 2015 3. Completed July 2015  4. Pending 5. Done/ drop off pending 6. Pending</p>
<p>3. Acquire the land directly behind the Hall to provide space for a children's recreation area with access from the school road.</p>	<p>1. Investigate land purchase and transfer history to determine original boundaries. 2. Determine current title arrangements for land in question and related public titles for potential transfers. 3. Ascertain current owner's willingness to transfer /sell land in question.</p>	<p>Hall Committee</p>	<p>2013-14</p>	<p>Dependent on title and related investigations</p>	<p>Completed</p>



### SECTION 3: COMMUNITY EXTENSION

OBJECTIVE	ACTION	RESPONSIBILITY	TIME FRAME	RESOURCES	STATUS
1. To promote the rehabilitation of the Lal Lal railway station	<ol style="list-style-type: none"> <li>Collaborate with the Lal Lal Falls Advisory Committee in the MCiA/CEP program to identify community priorities</li> <li>Support celebrations of the 150 Geelong-Ballarat rail link</li> <li>Facilitate creation of a committee to determine feasibility of community lease</li> <li>Ongoing liaison with committee</li> </ol>	<ol style="list-style-type: none"> <li>Chairperson of each Committee</li> <li>Hall Committee</li> <li>Chairperson with chair of Lal Lal Falls Advisory Committee</li> <li>Hall committee officers</li> </ol>	<ol style="list-style-type: none"> <li>2008-13</li> <li>2012-13</li> <li>2013</li> <li>Ongoing</li> </ol>	<ol style="list-style-type: none"> <li>Nil</li> <li>Hall</li> <li>Hall</li> <li>Nil</li> </ol>	<ol style="list-style-type: none"> <li>Action Plan 2009/Yendon CAP 2009-11</li> <li>Done (10/5/12)</li> <li>Done (17/6/12)</li> <li>Ongoing</li> </ol>
2. To restore and maintain the Avenue of Honour	<ol style="list-style-type: none"> <li>Include objective in rail communities MCiA/CEP Community Action Plan (CAP)</li> <li>Liaise with RSL</li> <li>Liaise with relevant Shire officer(s)</li> <li>Draft proposal to create a memorial park with provision of plaques.</li> <li>Liaise with relevant officers to implement project</li> <li>Create working party to maintain facility when established.</li> </ol>	<ol style="list-style-type: none"> <li>Representative to MCiA/CEP</li> <li>1-3. Chairperson / sub-committee</li> <li>Hall Committee</li> <li>Hall Committee</li> <li>Hall Committee</li> <li>Hall Committee</li> </ol>	<ol style="list-style-type: none"> <li>2009</li> <li>2-3. 2009-15</li> <li>2014-15</li> <li>2014-16</li> <li>2015 onward</li> </ol>	<ol style="list-style-type: none"> <li>Nil</li> <li>2-3. Nil</li> <li>Nil</li> <li>Community Development Grant 2015</li> <li>Hall Maintenance grant/community</li> </ol>	<ol style="list-style-type: none"> <li>Yendon CAP 2009-11</li> <li>Done</li> <li>Ongoing</li> <li>Completed July 2015</li> <li>Memorial installed Jan 2017</li> <li>Ongoing</li> </ol>
3. To promote the development of a playground in the village	<ol style="list-style-type: none"> <li>Liaise with other community groups</li> <li>Assist with site identification (See also Grounds, 2.3)</li> </ol>	<ol style="list-style-type: none"> <li>Hall Committee</li> </ol>	2012-13	<ol style="list-style-type: none"> <li>Nil</li> </ol>	<ol style="list-style-type: none"> <li>Ongoing</li> <li>Yendon CAP 2009-11 / Pending</li> </ol>

4. Promote local facilities and tourist attractions	<p><u>1. Town Plan:</u> 1. Develop overall plan for town beautification and site development incorporating relevant elements of Section 3 objectives, 1, 2, 3, 4.2, 4.3 2. Conduct community meeting(s) to ratify proposals before incorporation into Action Plan and implementation</p> <p><u>2. Information board/s:</u> 1. Develop and install an information map with scenic, historic and facility overlay. 2. Negotiate installation site with relevant Shire officers and in accordance with Town Plan (4.1)</p> <p><u>3. Landscaping:</u> 1. Negotiate removal of dangerous trees / old stumps 2. Develop plan for tree planting along relevant roadsides consistent with Section 3 objectives 1, 2, 3, 4.1 and 4.2.2</p> <p><u>4. Bus stop shelter(s):</u> 1. Install all weather shelters over Geelong bound bus stop pad incorporating a community information board</p> <p><u>5. Public toilets:</u> 1. Identify installation site 2. Install toilets with appropriate gender, child, disabled access and baby change facility 3. Routinely clean and maintain facility to designated contemporary standards</p>	1. Hall Committee / designated sub-committee Shire officers/ community  2. Hall Committee	2015-16  2016	1. Hall budget /community contributions  1. Hall Committee budget	1. Hosted 'Talking 2041' community meeting 2015 2. Community meeting March 2017
		1. Shire officers and relevant committees 2. Hall Committee and relevant officers	2015-16	1. Shire Grants	1-2.Discussions underway with Shire 2018
		1. Hall Committee, Shire officers and contractors 2. Hall Committee	2014-15 2015-18	Shire: Parks and Gardens Hall Committee/ Shire: Parks and Gardens	1. Commenced Nov. 2014 2. Pending
		Shire V Line	Pending usage review	Shire: capital works V Line	Pending
		Shire		Shire: capital works	Pending

The Hall Committee supports the broad expectations expressed at the Lal Lal 'Talking 2041' community meeting, as outlined in the draft Small Towns and Settlements Strategy 2016, p159.

Within that framework, and in addition to those projects identified in Section 3, the Committee has identified the following projects as suitable for grant application within the village area

	6. Pedestrian crossing at railway line.	Shire	To be determined	Shire budget	Pending
	7. Bridge over drain in Vaughn St.	Shire	To be determined	Shire budget	Pending
	8. Bike path extension through township to identified points of access	Shire	To be determined	Shire budget	Pending
	9. Development of the water tower area as a picnic site with appropriate information signage.	Shire and Committee	To be determined	Shire budget and / or grants	Pending
	10. Identification and development of a playground area.	Shire, Committee and community	To be determined	Shire and grants	Pending
	11. Development of historical signage for relevant sites in the township.	Committee/ history sub-committee	2018-19	Grants	Referred to sub-committee to identify sites March 2018

## APPENDICES

### 1. Maintenance Register

YEAR	DATE	HALL	ACTION	GROUND	ACTION
2013	22 Apr	Tiles re-laid at Hall entrance	✓		
		Leaking taps in storage room	✓		
		Male toilet blockage	✓		
		Female toilet gasket leak	✓		
		Spring clean	19 May		
2014	26 May	Floor bearer repair	replaced		
	1 Sept	Ant infestation: kitchen	baited		
2015	16 Mar	Exit sign & emergency light			
	20 Jul	Septic light			
		Bike path			
	24 Aug			Relocate outside tap	✓
	24 Nov			Gate installed	✓
				BBQ installed and drip tray modified	✓
	Nov	Undercover extension completed	✓		
2016	Mar	Front door handle	✓		
	Aug			Weeds poisoned	✓
	Sep	Septic warning light	✓		
	Nov	Corridor entrance pelmet	✓		
		Hole in wall, male toilet	✓		
		Floor board replacement	partial ✓		
				Sewerage upgrade	✓
2017	Feb	Additional floor boards		BBQ area concreted	✓ Jan
		Emergency back-up light: female toilet		Trench backfilled	✓ Jan
	June	Floor refurbished	✓		
	July	Kitchen roller door charger unit replaced	✓		
	September	Delay switch installed	✓		
		Back & male toilet doors repaired	✓		

From September 2017 maintenance records are to be kept on the Hall Maintenance monitoring template

## 2. Purchase Register

	DATE	HALL				Verandah	GROUNDS	UTILITIES
		Furniture	Fittings	Cleaning				
2012	Sep		Roof fans installed					
2015	Mar			Buckets, mops, brushes		Rear extension		
	Jun		LED lights (inst Aug)					
	Nov		Oren lights					
2016	Mar		Hall lights					
	Jul	20	Trestle tables					
	Nov							Upgrade power board, add outlets (inside/outside) exterior extension
2017	March		Purchase of chairs					



# Attachment - Item 12.2c



# MINUTES

## SECTION 86 DEVELOPMENT ASSESSMENT COMMITTEE MEETING

**Wednesday 21 March, 2018**  
North Wing Room 2 & 3  
Darley Civic and Community Hub,  
182 Halletts Way, Darley  
5.00pm

### MEETING OPENING

Councillor Tatchell as the Chair welcomed all and opened the meeting at 5.02pm.

### ATTENDANCE

Cr. Paul Tatchell (Mayor)	Councillor – Central Moorabool Ward
Cr. John Keogh (Deputy Mayor)	Councillor – East Moorabool Ward
Cr. Jarrod Bingham	Councillor – East Moorabool Ward
Cr. Tonia Dudzik	Councillor – East Moorabool Ward
Cr David Edwards	Councillor – East Moorabool Ward
Mr. Satwinder Sandhu	General Manager Growth & Development
Mr. Robert Fillisch	Manager Statutory Planning and Community Safety
Ms. Bronwyn Southee	Coordinator Statutory Planning
Mrs. Jacquie Younger	Minute taker

### APOLOGIES

Ms. Sam Romaszko	Manager Engineering Services
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### 2. RECORDING OF MEETING

As well as the Council for its minute taking purposes, the following organisations have been granted permission to make an audio recording of this meeting:

- The Moorabool News; and
- The Star Weekly.

### 3. CONFIRMATION OF PREVIOUS MEETING MINUTES

Resolution:

Moved: Cr. Keogh  
Seconded: Cr. Dudzik

That the Minutes of the Section 86 Development Assessment Committee for 21 February, 2018 be confirmed as a true and correct record.

CARRIED.

#### 4. CONFLICT OF INTEREST

Cr Sullivan declared an indirect conflict in relation to item 5.1 and item 5.4 of the agenda by email prior to this the meeting.

Cr Tatchell declared a indirect conflict in relation to item 5.3 of the agenda.

#### 5. GROWTH & DEVELOPMENT REPORTS

- |     |  |         |
|-----|--|---------|
| 5.1 | Planning Permit Application PA2016 257 - 22 Lot Staged Subdivision & Removal of Easements at Lot S2 on PS 312999Y, Leila Court, Bacchus Marsh VIC 3340.  | Page 4  |
| 5.2 | Planning Permit Application PA2016 295 – Development and Use of 15 Warehouses, Display of Business Identification Signage and a Reduction of Car Parking (26 Spaces) at 26 Rutherford Court, Maddingley. | Page 22 |
| 5.3 | Planning Application PA2017 240 - Reduction in the standard car parking requirement for the use of the land as a restaurant and a liquor licence at 122 Inglis Street, Ballan.                           | Page 26 |
| 5.4 | Planning Permit Application PA2017 198 – Staged Four (4) Lot Subdivision and Removal of Vegetation (15 trees) 6 Berry Street, Ballan.  | Page 29 |
| 5.5 | Planning Permit Application PA2017 099 – Five (5) lot subdivision at 3 Corbetts Road Gordon.   | Page 40 |
| 5.6 | Planning Permit Application PA2017 234 –Development and Use of an Ambulance Station, Creation of an Access to a RDZ1, Business Identification Signage at 102 Gisborne Road, Bacchus Marsh.               | Page 54 |

## PRESENTATIONS/DEPUTATIONS

### 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
5.1	Planning Permit Application PA2016 257 - 22 Lot Staged Subdivision & Removal of Easements at Lot S2 on PS 312999Y, Leila Court, Bacchus Marsh VIC 3340.	Wayne Daniel and Martin Cornfoot	Application
5.3	Planning Application PA2017 240 - Reduction in the standard car parking requirement for the use of the land as a restaurant and a liquor licence at 122 Inglis Street, Ballan.	Helen Tatchell	Objector
5.4	Planning Permit Application PA2017 198 – Staged Four (4) Lot Subdivision and Removal of Vegetation (15 trees) 6 Berry Street, Ballan.	Vincent Smoors	Objector
5.4	Planning Permit Application PA2017 198 – Staged Four (4) Lot Subdivision and Removal of Vegetation (15 trees) 6 Berry Street, Ballan.	Cheryl and Dennis	Objector
5.6	Planning Permit Application PA2017 234 – Development and Use of an Ambulance Station, Creation of an Access to a RDZ1, Business Identification Signage at 102 Gisborne Road, Bacchus Marsh.	Sam Johnston	Applicant

## GROWTH & DEVELOPMENT REPORTS

**Item 5.1 Planning Permit Application PA2016 257; 22 Lot Staged Subdivision & Removal of Easements at Lot S2 on PS 312999Y, Leila Court, Bacchus Marsh VIC 3340.**

*Consideration of Deputations – Planning Permit Application No. PA2016 257.*

*Wayne Daniel and Martin Cornfoot addressed Council as the applicants to the granting of a planning permit for the application.*

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

### **Resolution:**

**Moved:** Cr. Dudzik  
**Seconded:** Cr. Bingham

**That Planning Application PA2016257 be deferred to the end of this agenda to allow for further discussions to be held.**

**CARRIED.**

### **Adjournment of Meeting – 6.12pm:**

**Moved:** Cr. Bingham  
**Seconded:** Cr. Keogh

**That the meeting now stand adjourned for a period of 15 minutes.**

**CARRIED.**

### **Resumption of Meeting – 6.32pm:**

**Moved:** Cr. Edwards  
**Seconded:** Cr. Bingham

**That the meeting now be resumed.**

**CARRIED.**

### **Recommendation**

**That, having considered all matters as prescribed by the Planning and Environment Act, Council issue a Notice of Decision to Grant a Permit for PA2016257 for a twenty-two (22) Lot Subdivision at Lot S2 on PS 312999Y, Leila Court Bacchus Marsh, subject to the following conditions:**

#### **Endorsed Plans**

- 1. Before the use and/or development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:**

- a. Lots 19-22 designated as a Public Open Space Reserve – this land is to be developed to the satisfaction of the Responsible Authority.
- b. A landscaping plan for the public open space reserve to be approved and undertaken to the satisfaction of the responsible authority.

Unless otherwise approved in writing by the Responsible Authority, all buildings and works are to be constructed and or undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of the use.

#### **Subdivision**

2. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of the Act.
3. Before the statement of compliance is issued under the Subdivision Act 1988, the applicant or owner must pay to the responsible authority a sum equivalent to five (5) per cent of the site value of all the land in the subdivision. This can be in the form of land set aside for the purpose of public open space.

#### **Telecommunications**

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

#### **Infrastructure**

6. Prior to the development commencing, a "Stormwater Management Strategy" must be prepared and submitted to the responsible authority for approval, based on the objectives and standards of the Moorabool Planning Scheme and the "Urban Stormwater Best Practice Environmental Management Guidelines – CSIRO 1999". The Strategy must:
  - a. Encompass the entire area of the development.
  - b. Propose techniques to manage the quantity and quality of stormwater emanating from the site during construction and after completion of the development in accordance with the Best Practice Guidelines.

- c. Provide for outfall drainage from the site connecting to an approved discharge point.
- d. Propose techniques to manage the overland flow paths within the development for the 1% AEP storm for the catchment.

Once approved, the stormwater strategy will form the basis for preparation of detail design documentation of a stormwater system for the development.

- 7. The subdivision must be provided with drainage system to a design approved by the Responsible Authority and must ensure that:
  - a. The subdivision as a whole must be self draining.
  - b. All drainage courses within the subdivision must pass through easements or reserves shown on the plan of subdivision.
  - c. All outfall drainage passing through other land must be provided at the cost of the developer and be constructed within easements shown on the plan of subdivision.
  - d. Volume of water discharging from the subdivision in a 10% AEP storm shall not exceed the 20% AEP storm prior to development. Peak flow must be controlled by the use of retardation basin(s) located and constructed to the satisfaction of the Responsible Authority.
  - e. Flow paths of the 1% AEP storm must be determined and the subdivision designed so that no property is inundated by such a storm. The flow paths must be indicated on the engineering plans.
  - f. The drainage system must be designed to include provision to intercept litter.
  - g. All lots must be provided with a stormwater legal point of discharge at the low point of the lot, to the satisfaction of the Responsible Authority.
  - h. The drainage design must take into account any applicable drainage or flood management strategy.

If required, the layout of the subdivision must be modified based on the approved stormwater design.

- 8. Design computations for drainage of the whole site must be prepared and submitted to the Responsible Authority for approval, and must include analysis of the existing stormwater drainage system in the area to determine:
  - a. the requirements for drainage of the whole site.
  - b. if the existing drainage network has sufficient capacity to cater for the additional runoff from the ultimate development.
  - c. If additional outfall drainage or upgrading of the existing drainage network is required.
- 9. The internal road network layout, including the unconstructed portion of Leila Court adjacent to the Western boundary of the subject land, must be designed and constructed to the standards detailed in the Infrastructure Design Manual, to the satisfaction of the Responsible Authority.
- 10. Design computations for all road pavement construction, based on a geotechnical investigation of the site, must be prepared and submitted to the Responsible Authority for approval.
- 11. Plans and specifications of all road, traffic and drainage works must be prepared and submitted to the responsible authority for approval prior to the commencement of such works and all such works must be carried out in accordance with the approved plans to the satisfaction of the Responsible Authority.

12. Prior to the issue of a statement of compliance for the relevant stage of the subdivision, the proponent must, at their cost, construct a 1.5 metre wide reinforced concrete footpath from the Western boundary of the subject land to Gisborne Road, to the satisfaction of the responsible authority.
13. Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.
14. An Environmental Management Plan for the road construction works must be submitted to the Responsible Authority for approval prior to the commencement of construction. All works must be performed in accordance with the approved Environmental Management Plan.
15. Sediment discharges must be restricted from any construction activities within the property in accordance with the relevant Guidelines including "Construction Techniques for Sediment Control" (EPA 1991) and "Environmental Guidelines for Major Construction Sites" (EPA 1995).
16. Traffic management treatments must be provided in the form of linemarking, signage and pavement markers at intersections and vehicle turning areas, to the satisfaction of the Responsible Authority.
17. Prior to the issue of a Statement of Compliance for the subdivision, indented parking bays must be constructed along the internal roads as detailed in layout plan provided with the updated Traffic Impact Assessment Report prepared by Driscoll and Associates dated April 2017, to the satisfaction of the responsible authority.
18. Prior to the issue of Statement of Compliance for each stage, street lighting must be provided in accordance with the requirements of AS1158 – Lighting for Roads and Public Places, to the satisfaction of the Responsible Authority. All lighting fittings must be "Standard" fittings maintained by the electricity network provider at no additional cost to Council. All lights must utilise LED type luminaires where available.
19. The development must be provided with open access underground conduits to carry optical fibre at the development stage. (This may be waived if the responsible authority considers provision is unwarranted.) A development plan must show the conduit network for the subdivision, to the satisfaction of the responsible authority. Conduits must be provided in accordance with a plan approved by the responsible authority. Ownership of a conduit is to be vested in Council and may be transferred to another agency or telecommunications carrier at such time as it may be required. Where the conduit crosses private land an easement is required in favour of Moorabool Shire Council.
20. Street names and street signs must be provided to the satisfaction of the responsible authority.
21. Permanent survey marks must be provided at a maximum spacing of 200 metres and registered, to the satisfaction of the Responsible Authority.
22. Street trees must be provided at approved locations in all internal roads of the subdivision at a rate of one tree per lot frontage and one tree per lot sideage, with an approved species to the satisfaction of the responsible authority. All street trees must have an existing height of 1.5 metres upon planting, must be planted to an approved standard incorporating two hardwood stakes, tree ties, Ag pipe, water crystals, 100 mm of mulch and initial watering, to the satisfaction of the responsible authority.



23. Street trees must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the responsible authority.
24. A security deposit equal to 150% of the cost of planting street trees must be lodged with the Council. The deposit will be returned after the final inspection of street trees, 18 months after the completion of planting of the trees, only if Council requires no further maintenance of the trees to be undertaken.
25. Landscaping within the development must be provided in accordance with an approved landscape plan, to the satisfaction of the responsible authority.
26. Landscaping must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the responsible authority.
27. A security deposit equal to 150% of the cost of the landscaping must be lodged with the Council. The deposit will be returned after the final inspection of landscaping, 18 months after the completion of landscaping, only if Council requires no further maintenance of the landscaping to be undertaken.
28. Prior to the issue of a Statement of compliance for each stage of the subdivision, the developer must pay:
  - a. 0.75 % of the total estimated cost of works for the checking of engineering plans associated with that stage of the development.
  - b. 2.50 % of the total estimated cost of works for the supervision of works associated with that stage of the development.
29. After all engineering works pertaining to each stage of the subdivision have been completed, the following "as constructed" details must be submitted in the specified format to the Responsible Authority:
  - a) Drainage construction details in "D-Spec" format.
  - b) Roadworks construction details in "R-Spec" format.
30. All road and drainage works must be maintained in good condition and repair for a minimum of 3 months after completion of the works, to the satisfaction of the Responsible Authority.
31. Prior to the issue of a Statement of compliance for each stage of the subdivision, a security deposit of 5% of the total value of engineering works for that stage as approved by the Responsible Authority must be lodged with the Responsible Authority, to cover the maintenance of all works. The deposit will be returned after the final inspection of works, 3 months after the completion of works, subject to the satisfactory completion of all required maintenance and rectification works.
32. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Services department identifying any existing damage to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.

#### **Melbourne Water**

33. Prior to the issue of a Statement of Compliance, the Owner shall enter into and comply with an agreement with Melbourne Water Corporation for the acceptance of surface and storm water from the subject land directly or indirectly into Melbourne Water's drainage systems and waterways, the provision of drainage works and other matters in accordance with the statutory powers of Melbourne Water Corporation.

- 34.**A stormwater management and drainage strategy must be submitted and approved by Melbourne Water. This strategy must provide details of the outfall/s for the development and calculate the appropriate flow volumes and flood levels for the 100-year ARI storm event and demonstrate how stormwater runoff from the subdivision will achieve State Environment Protection Policy (Waters of Victoria) objectives for environmental management of stormwater. The strategy should also include information regarding the future ownership and maintenance requirements of any proposed assets.
- 35.**Prior to certification, the Plan of Subdivision must show building envelopes, as approved by Melbourne Water, on each new lot. The building envelopes must not be altered or moved in any way within the prior written consent of Melbourne Water.
- 36.**Prior to the issue of a Statement of Compliance, all proposed building envelopes must be filled to a minimum height of 300mm above the applicable flood level.
- 37.**All filling must be contained within the approved building envelope areas including any battering of fill.
- 38.**Prior to the issue of a Statement of Compliance, a certified survey plan prepared by or under the supervision of a licensed land surveyor, showing levels reduced to the Australian Height Datum, must be submitted to Melbourne Water to demonstrate that the building envelopes have been filled in accordance with Melbourne Water's requirements.
- 39.**A restrictive covenant must be recorded on the certificate of title requiring any future dwelling to be constructed with finished floor levels a minimum of 300mm above the applicable flood level and garages must be constructed with finished floor levels a minimum of 150mm above the applicable flood level.
- 40.**A restrictive covenant must be recorded on the certificate of title requiring any external fencing to be constructed of an open-style design or wood paling style and any internal fencing must be constructed of an open-style.
- 41.**Any road or access way intended to act as a stormwater overland flow path must be designed and constructed to comply with Melbourne Water's floodway safety criteria.
- 42.**Prior to the commencement of works a separate application, direct to Melbourne Water, must be made for any new or modified storm water connection to Melbourne Water's drains or watercourses.
- 43.**Prior to Certification, the Plan of Subdivision must be referred to Melbourne Water, in accordance with Section 8 of the Subdivision Act 1988.
- 44.**Prior to the issue of Statement of Compliance, engineering plans of the subdivision (in electronic format) are to be forwarded to Melbourne Water for review.
- 45.**Pollution and sediment laden runoff shall not be discharged directly or indirectly into Melbourne Water's drains or waterways.

**Powercor**

- 46.**The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.

**47. The applicant shall:**

- a. Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor (A payment to cover the cost of such work will be required).
- b. Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor.
- c. Any construction work must comply with Energy Safe Victoria's "No Go Zone" rules.
- d. Set aside on the plan of subdivision for the use of Powercor Australia Ltd reserves and/or easements satisfactory to Powercor Australia Ltd where any electric substation (other than a pole mounted type) is required to service the subdivision.
- e. Provide easements satisfactory to Powercor Australia Ltd, where easements have not been otherwise provided, for all existing Powercor Australia Ltd electric lines on the land and for any new powerlines required to service the lots and adjoining land, save for lines located, or to be located, on public roads set out on the plan. These easements shall show on the plan an easement(s) in favour of "Powercor Australia Ltd" for "Power Line" pursuant to Section 88 of the Electricity Industry Act 2000.
- f. Where buildings or other installations exist on the land to be subdivided connected to supply prior to 1992 and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor and provide to Powercor Australia Ltd a completed Electrical Safety Certificate in accordance with Electricity Safe Victoria's Electrical Safety System. The requirements for switchboard and cable labelling contained in the Electricity Safety (Installations) Regulations are to apply.
- g. Obtain for the use of Powercor Australia Ltd any other easement external to the subdivision required to service the lots.
- h. Adjust the position of any existing easement(s) for powerlines to accord with the position of the line(s) as determined by survey.
- i. Obtain Powercor Australia Ltd's approval for lot boundaries within any area affected by an easement for a powerline and for the construction of any works in such an area.
- j. Provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.

**Downer Utilities Australia Pty Ltd**

**48. The plan of subdivision submitted for certification must be referred to AusNet Services (Gas) in accordance with Section 8 of the Subdivision Act 1988.**

**Western Water**

**49. Payment of new customer contributions for each lot created by the development, such amount being determined by Western Water at the time of payment.**

**50. Provision of reticulated water mains and associated construction works to front each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of Western Water.**

51. Any existing water service which crosses any of the proposed allotment boundaries within the proposed development must be disconnected and relocated at the developer's expense, to be wholly within one allotment only and to the satisfaction of Western Water.
52. Provision of reticulated sewerage and associated construction works to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of Western Water.
53. Provision of easements in favour of Western Water over all existing and proposed sewer mains located within private property. The easement shall be 3.0 metres wide for combined sewer and drainage easements and 2.5m wide for a dedicated sewerage easement.
54. Preparation of a digitised plan of subdivision and ancillary requirements in accordance with Western Water's drafting standards and practices.
55. The operator under this permit shall be obliged to enter into an Agreement with Western Water relating to the design and construction of any sewerage or water works required. The form of such Agreement shall be to the satisfaction of Western Water. The owner/applicant shall make a written request to Western Water for the terms and conditions of the agreement.
56. All contractors engaged on construction of Subdivision Infrastructure obtain a Water Carters Permit from Western Water and comply with that permit at all times. The permit will include a requirement for the Water Carter Permit holder to:
- a. Own a metered hydrant approved by Western Water;
  - b. Meter and pay for all water taken;
  - c. Display a Western Water Permit Number Sticker on the tanker;
  - d. Only take water from nominated hydrants or standpipes;
  - e. Only use water for the purpose approved in the Water Carters Permit;
  - f. Avoid wastage of water on site; and
  - g. Comply with any water restrictions imposed by Western Water at the time water is used.

For the purpose of this condition, Subdivision Infrastructure includes new and alterations to existing: roads, drains, water mains, sewer mains, power supply, telephone, gas and any other service infrastructure required by this permit and dust suppression during construction of the same. Notwithstanding the above, a Water Carters Permit is not required if the permit holder and contractors engaged by the permit holder can demonstrate to the satisfaction of Western Water that water is not required from Western Water's town water supply systems to construct Subdivision Infrastructure as defined above.

#### **VicRoads**

57. Before the plan of subdivision is submitted to the Responsible Authority for certification under the Subdivision Act 1988, a functional layout plan for Gisborne Road at its intersection with Leila Court Bacchus Marsh must be submitted and accepted by the Responsible Authority:
- a. Auxiliary Left Turn (AUL) lane on major road (two lane/two way road).

#### **Permit Expiry**

58. This permit will expire if the plan of subdivision is not certified within two (2) years of the date of issue of the permit.

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

Statement of Compliance must be achieved and certified plans registered at Titles office within five (5) years from the date of certification.

**Notes:**

**Melbourne Water**

If further information is required in relation to Melbourne Water's permit conditions shown above, please contact Melbourne Water on 9679 7517, quoting Melbourne Water's reference 171678.

**Powercor**

It is recommended that, at an early date, the applicant commences negotiations with Powercor for supply of electricity in order that supply arrangements can be worked out in detail, so prescribed information can be issued once all electricity works are completed (the release to the municipality enabling a Statement of Compliance to be issued). Prospective purchasers of lots in this subdivision should contact Powercor Australia Ltd to determine the availability of a supply of electricity. Financial contributions may be required.

**Western Water**

Where the land is to be developed in stages, the above conditions will, in general, apply to any subsequent stage of the estate development. However, as any future stages of the development will be connected to Western Water's water supply and sewerage systems independently of this stage, Western Water reserves the right to revise any conditions applicable to any subsequent stages lodged.

**VicRoads**

Noise assessment relating to potential freeway traffic noise impacts on the subdivision is encouraged.

Provision of footpath(s) to facilitate pedestrian access is strongly encouraged.

**Resolution:**

**Moved:** Cr. Edwards  
**Seconded:** Cr. Bingham

That, having considered all matters as prescribed by the Planning and Environment Act, Council issue a Notice of Decision to Grant a Permit for PA2016257 for a twenty-two (22) Lot Subdivision at Lot S2 on PS 312999Y, Leila Court Bacchus Marsh, subject to the following conditions:

**Endorsed Plans**

1. Before the use and/or development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
  - a. The creation of a restriction for Lots 19-22 in accordance with Condition 3.

Unless otherwise approved in writing by the Responsible Authority, all buildings and works are to be constructed and or undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of the use.

**Subdivision**

2. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of the Act.
3. The plan of subdivision to include a creation of restriction. The wording of the creation of restriction shall be as follows:
  - i. Land to be Burdened: All lots on this plan.
  - ii. Land to Benefit: All lots on this plan.
  - iii. Creation of Restriction: Upon registration of this plan, the following restriction is created.
  - iv. Description of Restriction: Fencing along the boundaries adjoining the road must not be higher than 1.2 meters, must not be less than 50% permeable. No internal fencing not on a boundary permitted within 3 meters from the boundary adjoining the road way. Any other boundary fence must not be greater than 1.2 meters within 3 meters of the road boundary.
4. Before the statement of compliance is issued under the Subdivision Act 1988, the applicant or owner must pay to the responsible authority a sum equivalent to five (5) per cent of the site value of all the land in the subdivision. This can be in the form of land set aside for the purpose of public open space.

**Telecommunications**

5. The owner of the land must enter into an agreement with:
  - a. A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
  - b. A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant

can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

6. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
  - a A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
  - b A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

#### Infrastructure

7. Prior to the development commencing, a "Stormwater Management Strategy" must be prepared and submitted to the responsible authority for approval, based on the objectives and standards of the Moorabool Planning Scheme and the "Urban Stormwater Best Practice Environmental Management Guidelines – CSIRO 1999". The Strategy must:
  - a Encompass the entire area of the development.
  - b Propose techniques to manage the quantity and quality of stormwater emanating from the site during construction and after completion of the development in accordance with the Best Practice Guidelines.
  - c Provide for outfall drainage from the site connecting to an approved discharge point.
  - d Propose techniques to manage the overland flow paths within the development for the 1% AEP storm for the catchment.

Once approved, the stormwater strategy will form the basis for preparation of detail design documentation of a stormwater system for the development.

8. The subdivision must be provided with drainage system to a design approved by the Responsible Authority and must ensure that:
  - a The subdivision as a whole must be self draining.
  - b All drainage courses within the subdivision must pass through easements or reserves shown on the plan of subdivision.
  - c All outfall drainage passing through other land must be provided at the cost of the developer and be constructed within easements shown on the plan of subdivision.
  - d Volume of water discharging from the subdivision in a 10% AEP storm shall not exceed the 20% AEP storm prior to development. Peak flow must be controlled by the use of retardation basin(s) located and constructed to the satisfaction of the Responsible Authority.
  - e Flow paths of the 1% AEP storm must be determined and the subdivision designed so that no property is inundated by such a storm. The flow paths must be indicated on the engineering plans.
  - f The drainage system must be designed to include provision to intercept litter.
  - g All lots must be provided with a stormwater legal point of discharge at the low point of the lot, to the satisfaction of the Responsible Authority.
  - h The drainage design must take into account any applicable drainage or flood management strategy.

If required, the layout of the subdivision must be modified based on the approved stormwater design.



9. Design computations for drainage of the whole site must be prepared and submitted to the Responsible Authority for approval, and must include analysis of the existing stormwater drainage system in the area to determine:
  - a the requirements for drainage of the whole site.
  - b if the existing drainage network has sufficient capacity to cater for the additional runoff from the ultimate development.
  - c If additional outfall drainage or upgrading of the existing drainage network is required.
10. The internal road network layout, including the unconstructed portion of Leila Court adjacent to the Western boundary of the subject land, must be designed and constructed to the standards detailed in the Infrastructure Design Manual, to the satisfaction of the Responsible Authority.
11. Design computations for all road pavement construction, based on a geotechnical investigation of the site, must be prepared and submitted to the Responsible Authority for approval.
12. Plans and specifications of all road, traffic and drainage works must be prepared and submitted to the responsible authority for approval prior to the commencement of such works and all such works must be carried out in accordance with the approved plans to the satisfaction of the Responsible Authority.
13. Prior to the issue of a statement of compliance for the relevant stage of the subdivision, the proponent must, at their cost, construct a 1.5 metre wide reinforced concrete footpath from the Western boundary of the subject land to Gisborne Road, to the satisfaction of the responsible authority.
14. Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.
15. An Environmental Management Plan for the road construction works must be submitted to the Responsible Authority for approval prior to the commencement of construction. All works must be performed in accordance with the approved Environmental Management Plan.
16. Sediment discharges must be restricted from any construction activities within the property in accordance with the relevant Guidelines including "Construction Techniques for Sediment Control" (EPA 1991) and "Environmental Guidelines for Major Construction Sites" (EPA 1995).
17. Traffic management treatments must be provided in the form of linemarking, signage and pavement markers at intersections and vehicle turning areas, to the satisfaction of the Responsible Authority.
18. Prior to the issue of a Statement of Compliance for the subdivision, indented parking bays must be constructed along the internal roads as detailed in layout plan provided with the updated Traffic Impact Assessment Report prepared by Driscoll and Associates dated April 2017, to the satisfaction of the responsible authority.
19. Prior to the issue of Statement of Compliance for each stage, street lighting must be provided in accordance with the requirements of AS1158 – Lighting for Roads and Public Places, to the satisfaction of the Responsible Authority. All lighting fittings must be "Standard" fittings maintained by the electricity network provider at no additional cost to Council. All lights must utilise LED type luminaires where available.



20. The development must be provided with open access underground conduits to carry optical fibre at the development stage. (This may be waived if the responsible authority considers provision is unwarranted.) A development plan must show the conduit network for the subdivision, to the satisfaction of the responsible authority. Conduits must be provided in accordance with a plan approved by the responsible authority. Ownership of a conduit is to be vested in Council and may be transferred to another agency or telecommunications carrier at such time as it may be required. Where the conduit crosses private land an easement is required in favour of Moorabool Shire Council.
21. Street names and street signs must be provided to the satisfaction of the responsible authority.
22. Permanent survey marks must be provided at a maximum spacing of 200 metres and registered, to the satisfaction of the Responsible Authority.
23. Street trees must be provided at approved locations in all internal roads of the subdivision at a rate of one tree per lot frontage and one tree per lot sideage, with an approved species to the satisfaction of the responsible authority. All street trees must have an existing height of 1.5 metres upon planting, must be planted to an approved standard incorporating two hardwood stakes, tree ties, Ag pipe, water crystals, 100 mm of mulch and initial watering, to the satisfaction of the responsible authority.
24. Street trees must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the responsible authority.
25. A security deposit equal to 150% of the cost of planting street trees must be lodged with the Council. The deposit will be returned after the final inspection of street trees, 18 months after the completion of planting of the trees, only if Council requires no further maintenance of the trees to be undertaken.
26. Landscaping within the development must be provided in accordance with an approved landscape plan, to the satisfaction of the responsible authority.
27. Landscaping must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the responsible authority.
28. A security deposit equal to 150% of the cost of the landscaping must be lodged with the Council. The deposit will be returned after the final inspection of landscaping, 18 months after the completion of landscaping, only if Council requires no further maintenance of the landscaping to be undertaken.
29. Prior to the issue of a Statement of compliance for each stage of the subdivision, the developer must pay:
  - a 0.75 % of the total estimated cost of works for the checking of engineering plans associated with that stage of the development.
  - b 2.50 % of the total estimated cost of works for the supervision of works associated with that stage of the development.
30. After all engineering works pertaining to each stage of the subdivision have been completed, the following “as constructed” details must be submitted in the specified format to the Responsible Authority:
  - a Drainage construction details in “D-Spec” format.
  - b Roadworks construction details in “R-Spec” format.

31. All road and drainage works must be maintained in good condition and repair for a minimum of 3 months after completion of the works, to the satisfaction of the Responsible Authority.
32. Prior to the issue of a Statement of compliance for each stage of the subdivision, a security deposit of 5% of the total value of engineering works for that stage as approved by the Responsible Authority must be lodged with the Responsible Authority, to cover the maintenance of all works. The deposit will be returned after the final inspection of works, 3 months after the completion of works, subject to the satisfactory completion of all required maintenance and rectification works.
33. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Services department identifying any existing damage to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.

#### Melbourne Water

34. Prior to the issue of a Statement of Compliance, the Owner shall enter into and comply with an agreement with Melbourne Water Corporation for the acceptance of surface and storm water from the subject land directly or indirectly into Melbourne Water's drainage systems and waterways, the provision of drainage works and other matters in accordance with the statutory powers of Melbourne Water Corporation.
35. A stormwater management and drainage strategy must be submitted and approved by Melbourne Water. This strategy must provide details of the outfall/s for the development and calculate the appropriate flow volumes and flood levels for the 100-year ARI storm event and demonstrate how stormwater runoff from the subdivision will achieve State Environment Protection Policy (Waters of Victoria) objectives for environmental management of stormwater. The strategy should also include information regarding the future ownership and maintenance requirements of any proposed assets.
36. Prior to certification, the Plan of Subdivision must show building envelopes, as approved by Melbourne Water, on each new lot. The building envelopes must not be altered or moved in any way within the prior written consent of Melbourne Water.
37. Prior to the issue of a Statement of Compliance, all proposed building envelopes must be filled to a minimum height of 300mm above the applicable flood level.
38. All filling must be contained within the approved building envelope areas including any battering of fill.
39. Prior to the issue of a Statement of Compliance, a certified survey plan prepared by or under the supervision of a licensed land surveyor, showing levels reduced to the Australian Height Datum, must be submitted to Melbourne Water to demonstrate that the building envelopes have been filled in accordance with Melbourne Water's requirements.
40. A restrictive covenant must be recorded on the certificate of title requiring any future dwelling to be constructed with finished floor levels a minimum of 300mm above the applicable flood level and garages must be constructed with finished floor levels a minimum of 150mm above the applicable flood level.

41. A restrictive covenant must be recorded on the certificate of title requiring any external fencing to be constructed of an open-style design or wood paling style and any internal fencing must be constructed of an open-style.
42. Any road or access way intended to act as a stormwater overland flow path must be designed and constructed to comply with Melbourne Water's floodway safety criteria.
43. Prior to the commencement of works a separate application, direct to Melbourne Water, must be made for any new or modified storm water connection to Melbourne Water's drains or watercourses.
44. Prior to Certification, the Plan of Subdivision must be referred to Melbourne Water, in accordance with Section 8 of the Subdivision Act 1988.
45. Prior to the issue of Statement of Compliance, engineering plans of the subdivision (in electronic format) are to be forwarded to Melbourne Water for review.
46. Pollution and sediment laden runoff shall not be discharged directly or indirectly into Melbourne Water's drains or waterways.

**Powercor**

47. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.
48. The applicant shall:
  - a Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor (A payment to cover the cost of such work will be required).
  - b Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor.
  - c Any construction work must comply with Energy Safe Victoria's "No Go Zone" rules.
  - d Set aside on the plan of subdivision for the use of Powercor Australia Ltd reserves and/or easements satisfactory to Powercor Australia Ltd where any electric substation (other than a pole mounted type) is required to service the subdivision.
  - e Provide easements satisfactory to Powercor Australia Ltd, where easements have not been otherwise provided, for all existing Powercor Australia Ltd electric lines on the land and for any new powerlines required to service the lots and adjoining land, save for lines located, or to be located, on public roads set out on the plan. These easements shall show on the plan an easement(s) in favour of "Powercor Australia Ltd" for "Power Line" pursuant to Section 88 of the Electricity Industry Act 2000.
  - f Where buildings or other installations exist on the land to be subdivided connected to supply prior to 1992 and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor and provide to Powercor Australia Ltd a completed Electrical Safety Certificate in accordance with Electricity Safe Victoria's Electrical Safety System. The requirements for switchboard and cable labelling contained in the Electricity Safety (Installations) Regulations are to apply.

- g Obtain for the use of Powercor Australia Ltd any other easement external to the subdivision required to service the lots.**
- h Adjust the position of any existing easement(s) for powerlines to accord with the position of the line(s) as determined by survey.**
- i Obtain Powercor Australia Ltd's approval for lot boundaries within any area affected by an easement for a powerline and for the construction of any works in such an area.**
- j Provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.**

**Downer Utilities Australia Pty Ltd**

- 49. The plan of subdivision submitted for certification must be referred to AusNet Services (Gas) in accordance with Section 8 of the Subdivision Act 1988.**

**Western Water**

- 50. Payment of new customer contributions for each lot created by the development, such amount being determined by Western Water at the time of payment.**
- 51. Provision of reticulated water mains and associated construction works to front each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of Western Water.**
- 52. Any existing water service which crosses any of the proposed allotment boundaries within the proposed development must be disconnected and relocated at the developer's expense, to be wholly within one allotment only and to the satisfaction of Western Water.**
- 53. Provision of reticulated sewerage and associated construction works to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of Western Water.**
- 54. Provision of easements in favour of Western Water over all existing and proposed sewer mains located within private property. The easement shall be 3.0 metres wide for combined sewer and drainage easements and 2.5m wide for a dedicated sewerage easement.**
- 55. Preparation of a digitised plan of subdivision and ancillary requirements in accordance with Western Water's drafting standards and practices.**
- 56. The operator under this permit shall be obliged to enter into an Agreement with Western Water relating to the design and construction of any sewerage or water works required. The form of such Agreement shall be to the satisfaction of Western Water. The owner/applicant shall make a written request to Western Water for the terms and conditions of the agreement.**
- 57. All contractors engaged on construction of Subdivision Infrastructure obtain a Water Carters Permit from Western Water and comply with that permit at all times. The permit will include a requirement for the Water Carter Permit holder to:**
- a. Own a metered hydrant approved by Western Water;**
  - b. Meter and pay for all water taken;**
  - c. Display a Western Water Permit Number Sticker on the tanker;**
  - d. Only take water from nominated hydrants or standpipes;**
  - e. Only use water for the purpose approved in the Water Carters Permit;**
  - f. Avoid wastage of water on site; and**
  - g. Comply with any water restrictions imposed by Western Water at the time water is used.**

For the purpose of this condition, Subdivision Infrastructure includes new and alterations to existing: roads, drains, water mains, sewer mains, power supply, telephone, gas and any other service infrastructure required by this permit and dust suppression during construction of the same. Notwithstanding the above, a Water Carters Permit is not required if the permit holder and contractors engaged by the permit holder can demonstrate to the satisfaction of Western Water that water is not required from Western Water's town water supply systems to construct Subdivision Infrastructure as defined above.

#### VicRoads

58. Before the plan of subdivision is submitted to the Responsible Authority for certification under the Subdivision Act 1988, a functional layout plan for Gisborne Road at its intersection with Leila Court Bacchus Marsh must be submitted and accepted by the Responsible Authority:

- a Auxiliary Left Turn (AUL) lane on major road (two lane/two way road).

#### Permit Expiry

59. This permit will expire if the plan of subdivision is not certified within two (2) years of the date of issue of the permit.

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

Statement of Compliance must be achieved and certified plans registered at Titles office within five (5) years from the date of certification.

#### Notes:

#### Melbourne Water

If further information is required in relation to Melbourne Water's permit conditions shown above, please contact Melbourne Water on 9679 7517, quoting Melbourne Water's reference 171678.

#### Powercor

It is recommended that, at an early date, the applicant commences negotiations with Powercor for supply of electricity in order that supply arrangements can be worked out in detail, so prescribed information can be issued once all electricity works are completed (the release to the municipality enabling a Statement of Compliance to be issued). Prospective purchasers of lots in this subdivision should contact Powercor Australia Ltd to determine the availability of a supply of electricity. Financial contributions may be required.

#### Western Water

Where the land is to be developed in stages, the above conditions will, in general, apply to any subsequent stage of the estate development. However, as any future stages of the development will be connected to Western Water's water supply and sewerage systems independently of this stage, Western Water reserves the right to revise any conditions applicable to any subsequent stages lodged.

**VicRoads**

Noise assessment relating to potential freeway traffic noise impacts on the subdivision is encouraged.

Provision of footpath(s) to facilitate pedestrian access is strongly encouraged.

**CARRIED.**

**Report Authorisation:**

**Authorised by:**

**Name: Satwinder Sandhu**

**Title: General Manager Growth and Development**

**Date: 21 March, 2018**

**Item 5.2 Planning Permit Application PA2016-295 – Development and Use of 15 Warehouses, Display of Business Identification Signage and a Reduction of Car Parking (26 Spaces) at 26 Rutherford Court, Maddingley**

**Resolution:**

**Moved:** Cr. Dudzik

**Seconded:** Cr. Keogh

That, having considered all matters as prescribed by Section 60 of the Planning and Environment Act, Council issues Planning Permit No. 2016-295 for Development and Use of 15 Warehouses, Display of Business Identification Signage and a Reduction of Car Parking (26 Spaces) at Lot 9 on PS 317065E, 26 Rutherford Court, Maddingley, subject to the following conditions:

**Endorsed Plans**

1. Before the use and development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies provided. The plans must be generally in accordance with the plans prepared by Draft Comps Services, identified as Job No. 16355, Sheet Numbers TP02.1, rev. B & TP03.1, rev. B, TP03.2, rev. B, TP03.3, rev B, TP04.1 rev. A and TP04.2 rev A but modified to show:
  - a. The building containing warehouses 1-9 with setbacks from the north title boundary as follows:
    - i. Warehouses 1, 2 and 5 by 3.35 metres;
    - ii. Warehouses 3 and 4 by 2.35 metres;
    - iii. Warehouses 6-9 by 4.0 metres.
  - b. The north-facing wall of warehouses 1-9 with a textured finish and muted colours to blend with the surroundings.
  - c. Warehouses 1 and 9 be setback 2 metres from the respective west and east title boundaries to provide access to the landscaped areas at the rear of warehouses 1-9.
  - d. A landscape plan in accordance with Condition No. 10.

**Amenity**

2. The walls on the boundary of the adjoining properties must be cleaned and finished to the satisfaction of the responsible authority.
3. Goods, equipment or machinery must not be stored or left exposed in a position that can be seen from the street.
4. Any public address system installed must not be audible beyond the boundaries of the site.
5. External lighting must be provided with suitable baffles and located so that no direct light is emitted outside the site.
6. Any security alarm or similar device installed must be of a silent type.
7. Mechanical noise emanating from the premises must comply with the State Environment Protection policy N-1 'Control of Noise from Commerce, Industry and Trade.'
8. The loading and unloading of goods from vehicles must only be carried out on the land.

9. Provision must be made on the land for the storage and collection of garbage and other solid waste and the area screened from public view to the satisfaction of the responsible authority.

#### Landscaping

10. Before the development starts, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions. The plan must show:

- a. Details of surface finishes of pathways and driveways;
- b. A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;
- c. Landscaping and planting within all open areas of the site; and
- d. The area contained in the north setback with both low level and high level screening vegetation to substantially obscure views of the building.

Species selection shall be to the satisfaction of the responsible authority.

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

12. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

#### Advertising Signs

13. The location, design, content, colours and materials of all advertising signs must not be altered without the written consent of the Responsible Authority.

14. The advertising signs must be not contain any moving parts or flashing lights.

15. The signs must not be illuminated by external or internal light.

16. The signs must be constructed and maintained to the satisfaction of the responsible authority.

17. Unless no permit is required under the Moorabool Planning Scheme, other signs must not be constructed or displayed without a further permit.

#### Infrastructure

18. A standard urban industrial vehicle crossing must be provided on Rutherford Court to the satisfaction of the Responsible Authority. A vehicle crossing permit must be taken out for the construction of the vehicle crossing.

19. Prior to the development and use commencing, engineering drainage plans and computations must be submitted to the Responsible Authority for approval and shall incorporate the following:

- a. The development as a whole must be self draining and must be connected to an approved point of discharge in an approved manner to the satisfaction of the Responsible Authority.
- b. Underground piped drainage for the whole development shall cater for 10% AEP storm.



- c. Overland 1% AEP flow path(s) for the development must be shown on layout plans and shall ensure that no property is subject to inundation by such a storm to the satisfaction of the Responsible Authority.
20. Storm water drainage from the proposed buildings and impervious surfaces must be directed to the legal point of discharge to the satisfaction of the Responsible Authority. A legal point of discharge permit must be taken out prior to the construction of a stormwater drainage system.
21. Sediment discharges must be restricted from any construction activities within the property in accordance with relevant Guidelines including Construction Techniques for Sediment Control (EPA 1991).
22. Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.
23. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Services department identifying any existing damage to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.
24. Prior to the use commencing, the car park areas must be constructed with a sealed surface, line-marking and drainage to the satisfaction of the responsible authority, and shall incorporate the following:
- a. Parking bays and aisle widths of the car park shall comply with Australian Standard AS 2890.1:2004 Off-Street car parking. Disabled Parking bays shall comply with Australian Standard AS2890.1:2009 Off-Street Parking for People with Disabilities.
  - b. Designated loading areas shall be shown on layout plans.
  - c. The parking areas shall be provided with an asphalt or concrete surface and associated drainage.
  - d. Concrete kerb of a minimum height of 150mm must be provided between landscaped areas and areas provided for parking and the passage of vehicles.
  - e. The car park must provide sufficient space for a service truck to enter and exit the site in a forward direction. The service truck shall comply with the medium rigid vehicle detailed in AS2890.2 section 2.2. Turning templates shall be submitted for approval.
25. The building shall be provided with disabled access in accordance with the provisions of AS1428 – Design for Access and Mobility.

#### Permit Expiry

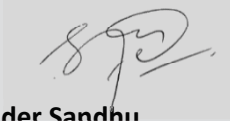
26. This permit will expire if one of the following circumstances applies:
- a. The development and the use are not started within two years of the date of this permit; and
  - b. The development is not completed within four years of the date of this permit.

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

CARRIED.

**Report Authorisation:**

Authorised by:



Name: Satwinder Sandhu

Title: General Manager Growth and Development

Date: 21 March, 2018

**Item 5.3 Planning Permit Application PA2017-240 – Reduction in the standard car parking requirement for the use of the land as a restaurant and a liquor licence at 122 Inglis Street, Ballan.**

Cr Tatchell declared a Conflict in relation to item 5.3 Planning Permit Application PA2017-240 of the agenda.

The Chair Cr Tatchell adjourned from the meeting at 5.41pm and did not take part in considering item 5.3 Planning Permit Application PA2017-240.

**Acting Chair**

Moved: Cr. Edwards

Seconded: Cr. Bingham

That Councillor Keogh be appointed acting Chair for consideration of item 5.3 Planning Permit Application PA2017-240.

**CARRIED.**

***Consideration of Deputations – Planning Permit Application No. PA2017-240.***

*Helen Tatchell addressed Council as the objector to the granting of a planning permit for the application.*

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

**Resolution:**

Moved: Cr. Edwards

Seconded: Cr. Bingham

That, having considered all matters as prescribed by the Planning and Environment Act, Council issue a Notice of Decision to grant a planning permit for the use of the land as a restaurant and a liquor license at Lot 5 on Title Plan 605512A, 122 Inglis Street, Ballan, with the following conditions:

**Endorsed plans**

1. Before the use and/or development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application or some other specified plans but modified to show:
  - a. Nominate the exact location of the 30 seats on the floor plan.
  - b. Site plan to show 12 car park spaces in accordance with Condition 8.

Unless otherwise approved in writing by the Responsible Authority, all buildings and works are to be constructed and or undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of the use.

## **Amenity**

- 2. The amenity of the area must not be detrimentally affected by the use or development, through the: (a) Transport of materials, goods or commodities to or from the land; (b) Appearance of any building, works or materials; (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; (d) Presence of vermin; (e) Any other way.**
- 3. The owner, the occupier or the manager of the premises must make reasonable endeavours to ensure that people associated with the site do not create a nuisance and annoyance to neighbours or otherwise disturb the amenity of the area**

## **Liquor License**

- 4. The layout of the licensed area on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 5. Without the prior written consent of the Responsible Authority, the sale and consumption of liquor shall only occur within the licensed area(s) between the following hours: a) 11am to 11pm Monday to Sunday.**
- 6. No more than 30 seats are to be permitted within the licensed area at any one time except with the further written consent of the Responsible Authority.**
- 7. During all hours (whether or not liquor is served) in which the business is open to the public, there must be present on the premises a person above the age of 18 years, responsible for the good conduct of the premises ("the Manager").**

## **Infrastructure**

- 8. Prior to the use commencing, the car park areas must be constructed with an all weather surface, markings and drainage to the satisfaction of the responsible authority, and shall incorporate the following:**
  - i Parking bays and aisle widths of the car park shall comply with Australian Standard AS 2890.1:2004 Off-Street car parking. Disabled Parking bays shall comply with Australian Standard AS2890.1:2009 Off-Street Parking for People with Disabilities.**
  - ii. The parking areas shall be provided with an all-weather surface and associated drainage.**
  - iii. Concrete kerb of a minimum height of 150mm must be provided between landscaped areas and areas provided for parking and the passage of vehicles.**
  - iii. 12 Car park spaces must be provided.**
- 9. The building shall be provided with disabled access in accordance with the provisions of AS1428 – Design for Access and Mobility.**

**Permit Expiry**

10. This permit will expire if one of the following circumstances applies: a) The use is not started within two years of the date of this permit. Council may extend the periods referred to if a request is made in writing before the permit expires or in accordance with the timeframes as specified in Section 69 of the Planning and Environment Act 1987.

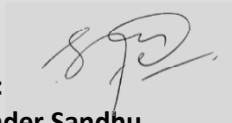
**Permit Note:**

Unless exempt from obtaining a planning permit, no advertising signs may displayed on the land.

**CARRIED.**

**Report Authorisation:**

**Authorised by:**



**Name: Satwinder Sandhu**

**Title: General Manager Growth and Development**

**Date: 21 March, 2018**

Councillor Keogh adjourned from the role of acting chair at 5.55pm.

**Item 5.4 Planning Permit Application PA2017 198 – Staged Four (4) Lot Subdivision and Removal of Vegetation (15 trees) at 6 Berry Street, Ballan.**

*Consideration of Deputations – Planning Permit Application No. PA2017 198.*

*Cheryl and Dennis addressed Council as objectors to the granting of a planning permit for the application.*

*Vincent Smoors addressed Council as an objector to the granting of a planning permit for the application.*

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

**Resolution:**

Moved: Cr. Dudzik  
Seconded: Cr. Bingham

That Planning Application PA2017 198 be deferred to the end of this agenda to allow for further discussions to be held.

**CARRIED.**

**Recommendation**

That, having considered all relevant matters as required by the Planning and Environment Act 1987, Council issue an Approval to Grant a Planning Permit for the Staged Four (4) Lot Subdivision and Removal of Vegetation (15 trees) at 6 Berry Street, Ballan, otherwise known as Crown Allotment 9, Section A, Parish of Ballan, subject to conditions.

**Endorsed Plans**

1. Prior to statement of compliance, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies provided. The plans must be generally in accordance with the plans prepared by T.G. Sullivan & Associates Pty Ltd but modified to show:
  - a. Development setbacks – 12m from the primary boundary and two (2) metres off each side boundary.
  - b. A fencing restriction, requiring fencing to be semi permeable and constructed to a maximum height of 1.2 metres along the primary street boundary.
  - c. Creation of a restriction in accordance with Condition 2.

**Subdivision**

2. The plan of subdivision to include a creation of restriction. The wording of the creation of restriction shall be as follows:
  - i. Land to be Burdened: All lots on this plan.
  - ii. Land to Benefit: All lots on this plan.
  - iii. Creation of Restriction: Upon registration of this plan, the following restriction is created.

- iv. **Description of Restriction:** No buildings are permitted within two (2) metres of side boundaries and 12m from primary street frontage to each lot. Front fencing shall be no greater than 1.2 metres in height and must not be greater than 50% impermeable.
3. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of the Act.
  4. Before the statement of compliance is issued under the Subdivision Act 1988, the applicant or owner must pay to the responsible authority a sum equivalent to five (5) per cent of the site value of all the land in the subdivision.

#### Telecommunications

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

#### Infrastructure

7. The subdivision must be provided with drainage system to a design approved by the Responsible Authority and must ensure that:
  - a. The subdivision as a whole must be self draining.
  - b. All drainage courses within the subdivision must pass through easements or reserves shown on the plan of subdivision.
  - c. All outfall drainage passing through other land must be provided at the cost of the developer and be constructed within easements shown on the plan of subdivision.
  - d. Volume of water discharging from the subdivision in a 10% AEP storm shall not exceed the 20% AEP storm prior to development. Peak flow must be controlled.
8. by the use of retardation basin(s) located and constructed to the satisfaction of the Responsible Authority.

9. Flow paths of the 1% AEP storm must be determined and the subdivision designed so that no property is inundated by such a storm. The flow paths must be indicated on the engineering plans.
  - a. The drainage system must be designed to include provision to intercept litter.
  - b. All lots must be provided with a stormwater legal point of discharge at the low point of the lot, to the satisfaction of the Responsible Authority.
  - c. The drainage design must take into account any applicable drainage or flood management strategy.
  - d. If required, the layout of the subdivision must be modified based on the approved stormwater design.
  - e. Design computations for drainage of the whole site must be prepared and submitted to the Responsible Authority for approval, and must include analysis of the existing stormwater drainage system in the area to determine:
    - i. The requirements for drainage of the whole site.
    - ii. If the existing drainage network has sufficient capacity to cater for the additional runoff from the ultimate development.
    - iii. If additional outfall drainage or upgrading of the existing drainage network is required.
10. The civil works specified in this permit must be designed and constructed to the standards detailed in the Infrastructure Design Manual, to the satisfaction of the Responsible Authority.
11. Design computations for all road pavement construction, based on a geotechnical investigation of the site, must be prepared and submitted to the Responsible Authority for approval.
12. Plans and specifications of all road, traffic and drainage works must be prepared and submitted to the responsible authority for approval prior to the commencement of such works and all such works must be carried out in accordance with the approved plans to the satisfaction of the Responsible Authority.
13. Prior to the issue of Statement of Compliance for the relevant stage of the subdivision, Old Ballanee Road must be widened to provide a carriageway width of 6.2 metres, from the Northern Boundary of the subject land to the intersection of Old Ballanee Road and Berry Street to the satisfaction of the responsible authority.
14. Prior to the issue of Statement of Compliance for the relevant stage of the subdivision, a 1.5 metre wide reinforced concrete footpath must be constructed along the frontage of the subject land in Old Ballanee Road, from the Northern boundary of the subject land to the footpath on the Southern side of Berry Street, to the satisfaction of the responsible authority.
15. Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.
16. Sediment discharges must be restricted from any construction activities within the property in accordance with the relevant Guidelines including "Construction Techniques for Sediment Control" (EPA 1991) and "Environmental Guidelines for Major Construction Sites" (EPA 1995).
17. Traffic management treatments must be provided in the form of linemarking, signage and pavement markers at intersections and vehicle turning areas, to the satisfaction of the Responsible Authority.



- 18. Prior to the issue of Statement of Compliance for each stage, street lighting must be provided in accordance with the requirements of AS1158 – Lighting for Roads and Public Places, to the satisfaction of the Responsible Authority. All lighting fittings must be “Standard” fittings maintained by the electricity network provider at no additional cost to Council. All lights must utilise LED type luminaires where available.**
- 19. Prior to the issue of a Statement of Compliance for the relevant stage of the subdivision, after all engineering works pertaining to the stage have been completed, the following “as constructed” details must be submitted in the specified format to the Responsible Authority:**
  - a. Drainage construction details in “D-Spec” format.**
  - b. Roadworks construction details in “R-Spec” format.**
- 20. Subject to the consent of the responsible authority, the data may be provided prior to the end of the maintenance period for the relevant stage of the subdivision.**
- 21. All road and drainage works must be maintained in good condition and repair for a minimum of three (3) months after completion of the works, to the satisfaction of the Responsible Authority.**
- 22. Prior to the issue of a Statement of compliance for each stage of the subdivision, a security deposit of 5% of the total value of engineering works for that stage as approved by the Responsible Authority must be lodged with the Responsible Authority, to cover the maintenance of all works. The deposit will be returned after the final inspection of works, three (3) months after the completion of works, subject to the satisfactory completion of all required maintenance and rectification works.**
- 23. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council’s Asset Service department identifying any existing damage to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.**
- 24. Street trees must be provided at approved locations on all road frontages of the subdivision at a rate of one tree per lot frontage and one tree per lot sideage, with an approved species to the satisfaction of the responsible authority. All street trees must have an existing height of 1.5 metres upon planting, must be planted to an approved standard incorporating two hardwood stakes, tree ties, Ag pipe, water crystals, 100 mm of mulch and initial watering, to the satisfaction of the responsible authority.**
- 25. Street trees must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the responsible authority.**
- 26. A security deposit equal to 150% of the cost of planting street trees must be lodged with the Council. The deposit will be returned after the final inspection of street trees, 18 months after the completion of planting of the trees, only if Council requires no further maintenance of the trees to be undertaken.**
- 27. Landscaping within the development must be provided in accordance with an approved landscape plan, to the satisfaction of the responsible authority.**
- 28. Landscaping must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the responsible authority.**

29. A security deposit equal to 150% of the cost of the landscaping must be lodged with the Council. The deposit will be returned after the final inspection of landscaping, 18 months after the completion of landscaping, only if Council requires no further maintenance of the landscaping to be undertaken.

**Powercor**

30. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.

31. The applicant shall:

- a. Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor (a payment to cover the cost of such work will be required).
- b. Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor and provide to Powercor Australia Ltd a completed Electrical Safety Certificate in accordance with Electricity Safe Victoria's Electrical Safety System.
- c. Provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.
- d. Any buildings must comply with the clearances required by the Electricity Safety (Installations) Regulations.
- e. Any construction work must comply with Energy Safe Victoria's 'No Go Zone' rules.

**Downer Utilities Australia Pty Ltd**

32. The plan of subdivision submitted for certification must be referred to AusNet Services (Gas) in accordance with Section 8 of the Subdivision Act 1988.

**Central Highlands Water**

33. Any plan lodged for certification will be referred to the Central Highlands Region Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.

34. Reticulated sewerage facilities must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.

35. A reticulated water supply must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.

36. The owner will provide easements to the satisfaction of the Central Highlands Region Water Corporation, which will include easements for pipelines or ancillary purposes in favour of the Central Highlands Region Water Corporation, over all existing and proposed sewerage facilities within the proposal.

37.If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision.

#### Southern Rural Water

38.The plan of subdivision must be referred to Southern Rural Water in accordance with Section 8 of the Subdivision Act 1988.

39.Each allotment must be connected to the reticulated sewerage system and storm water infrastructure

#### Permit Expiry

40.This permit will expire if the plan of subdivision is not certified within two (2) years of the date of issue of the permit.

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

Statement of Compliance must be achieved and certified plans registered at Titles office within five (5) years from the date of certification.

#### AMENDMENT

Moved: Cr. Bingham  
Seconded: Cr. Keogh

That, having considered all relevant matters as required by the Planning and Environment Act 1987, Council issue an Approval to Grant a Planning Permit for the Staged Four (4) Lot Subdivision and Removal of Vegetation (15 trees) at 6 Berry Street, Ballan, otherwise known as Crown Allotment 9, Section A, Parish of Ballan, subject to conditions.

#### Endorsed Plans

1. Prior to statement of compliance, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies provided. The plans must be generally in accordance with the plans prepared by T.G. Sullivan & Associates Pty Ltd but modified to show:
  - a. Development setbacks – 12m from the primary boundary and two (2) metres off each side boundary.
  - b. A fencing restriction, requiring fencing to be semi permeable and constructed to a maximum height of 1.2 metres along the primary street boundary.
  - c. The creation of a restriction for subdivision in accordance with Conditions 2 and 3.

#### Subdivision

2. The plan of subdivision to include a creation of restriction. The wording of the creation of restriction shall be as follows:
  - i. Land to be Burdened: All lots on this plan.
  - ii. Land to Benefit: All lots on this plan.

- iii. **Creation of Restriction:** Upon registration of this plan, the following restriction is created.
  - iv. **Description of Restriction:** No buildings are permitted within two (2) metres of side boundaries and 12m from primary street frontage to each lot. Front fencing shall be no greater than 1.2 metres in height and must not be greater than 50% impermeable.
3. The plan of subdivision to include a creation of restriction. The wording of the creation of restriction shall be as follows:
- i. **Land to be Burdened:** Lot 4 on this plan.
  - ii. **Land to Benefit:** All lots on this plan.
  - iii. **Creation of Restriction:** Upon registration of this plan, the following restriction is created.
  - iv. **Description of Restriction:** No dwelling to be constructed greater than single story in height on lot four (4).
4. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of the Act.
5. Before the statement of compliance is issued under the Subdivision Act 1988, the applicant or owner must pay to the responsible authority a sum equivalent to five (5) per cent of the site value of all the land in the subdivision.

#### Telecommunications

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

#### Infrastructure

8. The subdivision must be provided with drainage system to a design approved by the Responsible Authority and must ensure that:
- a. The subdivision as a whole must be self draining.
  - b. All drainage courses within the subdivision must pass through easements or reserves shown on the plan of subdivision.

- c. All outfall drainage passing through other land must be provided at the cost of the developer and be constructed within easements shown on the plan of subdivision.
  - d. Volume of water discharging from the subdivision in a 10% AEP storm shall not exceed the 20% AEP storm prior to development. Peak flow must be controlled.
9. by the use of retardation basin(s) located and constructed to the satisfaction of the Responsible Authority.
10. Flow paths of the 1% AEP storm must be determined and the subdivision designed so that no property is inundated by such a storm. The flow paths must be indicated on the engineering plans.
- a. The drainage system must be designed to include provision to intercept litter.
  - b. All lots must be provided with a stormwater legal point of discharge at the low point of the lot, to the satisfaction of the Responsible Authority.
  - c. The drainage design must take into account any applicable drainage or flood management strategy.
  - d. If required, the layout of the subdivision must be modified based on the approved stormwater design.
  - e. Design computations for drainage of the whole site must be prepared and submitted to the Responsible Authority for approval, and must include analysis of the existing stormwater drainage system in the area to determine:
    - i. The requirements for drainage of the whole site.
    - ii. If the existing drainage network has sufficient capacity to cater for the additional runoff from the ultimate development.
    - iii. If additional outfall drainage or upgrading of the existing drainage network is required.
11. The civil works specified in this permit must be designed and constructed to the standards detailed in the Infrastructure Design Manual, to the satisfaction of the Responsible Authority.
12. Design computations for all road pavement construction, based on a geotechnical investigation of the site, must be prepared and submitted to the Responsible Authority for approval.
13. Plans and specifications of all road, traffic and drainage works must be prepared and submitted to the responsible authority for approval prior to the commencement of such works and all such works must be carried out in accordance with the approved plans to the satisfaction of the Responsible Authority.
14. Prior to the issue of Statement of Compliance for the relevant stage of the subdivision, Old Ballanee Road must be widened to provide a carriageway width of 6.2 metres, from the Northern Boundary of the subject land to the intersection of Old Ballanee Road and Berry Street to the satisfaction of the responsible authority.
15. Prior to the issue of Statement of Compliance for the relevant stage of the subdivision, a 1.5 metre wide reinforced concrete footpath must be constructed along the frontage of the subject land in Old Ballanee Road, from the Northern boundary of the subject land to the footpath on the Southern side of Berry Street, to the satisfaction of the responsible authority.
16. Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.

17. Sediment discharges must be restricted from any construction activities within the property in accordance with the relevant Guidelines including “Construction Techniques for Sediment Control” (EPA 1991) and “Environmental Guidelines for Major Construction Sites” (EPA 1995).
18. Traffic management treatments must be provided in the form of linemarking, signage and pavement markers at intersections and vehicle turning areas, to the satisfaction of the Responsible Authority.
19. Prior to the issue of Statement of Compliance for each stage, street lighting must be provided in accordance with the requirements of AS1158 – Lighting for Roads and Public Places, to the satisfaction of the Responsible Authority. All lighting fittings must be “Standard” fittings maintained by the electricity network provider at no additional cost to Council. All lights must utilise LED type luminaires where available.
20. Prior to the issue of a Statement of Compliance for the relevant stage of the subdivision, after all engineering works pertaining to the stage have been completed, the following “as constructed” details must be submitted in the specified format to the Responsible Authority:
  - a. Drainage construction details in “D-Spec” format.
  - b. Roadworks construction details in “R-Spec” format.
21. Subject to the consent of the responsible authority, the data may be provided prior to the end of the maintenance period for the relevant stage of the subdivision.
22. All road and drainage works must be maintained in good condition and repair for a minimum of three (3) months after completion of the works, to the satisfaction of the Responsible Authority.
23. Prior to the issue of a Statement of compliance for each stage of the subdivision, a security deposit of 5% of the total value of engineering works for that stage as approved by the Responsible Authority must be lodged with the Responsible Authority, to cover the maintenance of all works. The deposit will be returned after the final inspection of works, three (3) months after the completion of works, subject to the satisfactory completion of all required maintenance and rectification works.
24. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council’s Asset Service department identifying any existing damage to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.
25. Street trees must be provided at approved locations on all road frontages of the subdivision at a rate of one tree per lot frontage and one tree per lot sideage, with an approved species to the satisfaction of the responsible authority. All street trees must have an existing height of 1.5 metres upon planting, must be planted to an approved standard incorporating two hardwood stakes, tree ties, Ag pipe, water crystals, 100 mm of mulch and initial watering, to the satisfaction of the responsible authority.
26. Street trees must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the responsible authority.

27. A security deposit equal to 150% of the cost of planting street trees must be lodged with the Council. The deposit will be returned after the final inspection of street trees, 18 months after the completion of planting of the trees, only if Council requires no further maintenance of the trees to be undertaken.
28. Landscaping within the development must be provided in accordance with an approved landscape plan, to the satisfaction of the responsible authority.
29. Landscaping must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the responsible authority.
30. A security deposit equal to 150% of the cost of the landscaping must be lodged with the Council. The deposit will be returned after the final inspection of landscaping, 18 months after the completion of landscaping, only if Council requires no further maintenance of the landscaping to be undertaken.

#### **Powercor**

31. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.

32. The applicant shall:

- a. Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor (a payment to cover the cost of such work will be required).
- b. Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor and provide to Powercor Australia Ltd a completed Electrical Safety Certificate in accordance with Electricity Safe Victoria's Electrical Safety System.
- c. Provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.
- d. Any buildings must comply with the clearances required by the Electricity Safety (Installations) Regulations.
- e. Any construction work must comply with Energy Safe Victoria's 'No Go Zone' rules.

#### **Downer Utilities Australia Pty Ltd**

33. The plan of subdivision submitted for certification must be referred to AusNet Services (Gas) in accordance with Section 8 of the Subdivision Act 1988.

#### **Central Highlands Water**

34. Any plan lodged for certification will be referred to the Central Highlands Region Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.

35. Reticulated sewerage facilities must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.



36. A reticulated water supply must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.

37. The owner will provide easements to the satisfaction of the Central Highlands Region Water Corporation, which will include easements for pipelines or ancillary purposes in favour of the Central Highlands Region Water Corporation, over all existing and proposed sewerage facilities within the proposal.

38. If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision.

#### Southern Rural Water

39. The plan of subdivision must be referred to Southern Rural Water in accordance with Section 8 of the Subdivision Act 1988.

40. Each allotment must be connected to the reticulated sewerage system and storm water infrastructure

#### Permit Expiry

41. This permit will expire if the plan of subdivision is not certified within two (2) years of the date of issue of the permit.

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

Statement of Compliance must be achieved and certified plans registered at Titles office within five (5) years from the date of certification.

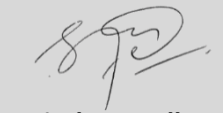
The Amendment was voted upon and was determined to be CARRIED on a Casting Vote by the Mayor.

CARRIED.

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#### Report Authorisation

Authorised by:

  
Name: Satwinder Sandhu  
Title: General Manager Growth and Development  
Date: 21 March, 2018



**Item 5.5 Planning Permit Application PA2017-099 – Five (5) lot subdivision at 3 Corbetts Road Gordon.**

**Recommendation**

That, having considered all matters as prescribed by the Planning and Environment Act, Council issue a Notice of Decision to Grant a Permit PA2017099 for a five lot subdivision at Crown Allotment 4, Section 20 Township of Gordon, Parish of Kerrit Bareet otherwise known as 3 Corbetts Road, Gordon, subject to the following conditions.

**Endorsed plans**

1. Before the subdivision starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application or some other specified plans but modified to show:
  - a. Re-establishment survey to confirm exact boundaries of the subject land in comparison to the location of existing fences and buildings located on adjacent road reserves.
  - b. Nominate the location and total percentage of garden space that must achieve at 35% of the lot area in accordance with Clause 32.09-3.
  - c. The Cartons Road frontage width to Lot 5 increased from 9.14 metres to 20.00 metres. The rear boundary of Lot 4 can be altered if required. Both amended lots 4 and 5 must maintain a minimum area of 800 square metres.

Unless otherwise approved in writing by the Responsible Authority, all buildings and works are to be constructed and or undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of the use.

**Subdivision**

2. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.
3. Before the statement of compliance is issued under the Subdivision Act 1988, the applicant or owner must pay to the responsible authority a sum equivalent to 5 per cent of the site value of all the land in the subdivision for public open space purposes. The permit holder/developer must pay the reasonable costs of Council in having the land valued for this purpose.
4. Prior to the issue of Statement of Compliance the existing dwelling in Lot 1 and the existing shed in Lot 2 must be demolished to the satisfaction of the Responsible Authority.
5. The plan of subdivision submitted for certification must include a creation of restriction. The wording of the creation of restriction shall be as follows:
  - Land to be Burdened - All lots on this plan.
  - Land to Benefit - All lots on this plan.
  - Creation of Restriction - Upon registration of this plan, the following restriction is created.
  - Description of Restriction - No buildings, no roofed structures, no driveways, and no car spaces are permitted within the hatched area as shown on the endorsed plans attached to Planning Permit number PA2017099 issued by Moorabool Shire Council.

- Variation - The restriction can only be varied with the written consent of Moorabool Shire Council.

#### Telecommunications

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

#### Barwon Water

8. Each lot created in the development must be connected to a reticulated sewerage system.
9. No stormwater is to be discharged less than 100 metres from a waterway unless into an approved drainage system.

#### Central Highlands Water

10. Any plan lodged for certification will be referred to the Central Highlands Region Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.
11. Reticulated sewerage facilities must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.
12. A reticulated water supply must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.
13. The owner will provide easements to the satisfaction of the Central Highlands Region Water Corporation, which will include easements for pipelines or ancillary purposes in favour of the Central Highlands Region Water Corporation, over all existing and proposed sewerage facilities within the proposal.

14.If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision.

#### Infrastructure

15.Prior to the issue of a Statement of Compliance for the subdivision, lot 1, 2 and 3 abutting Corbetts Road must be provided with a standard rural residential vehicle crossing to the satisfaction of the Responsible Authority. Any redundant vehicle crossings must be removed, and nature strip reinstated to the satisfaction of the Responsible Authority. A vehicle crossing permit must be taken out for the construction of the vehicle crossings.

16.Prior to the issue of a Statement of Compliance for the subdivision, lots 4 and 5 abutting Cartons Road must be provided with a standard rural residential vehicle crossing to the satisfaction of the Responsible Authority, inclusive of minimum 1200X300 mm box culverts and associated structures to the satisfaction of the Responsible Authority. Any redundant vehicle crossings must be removed, and nature strip reinstated to the satisfaction of the Responsible Authority. A vehicle crossing permit must be taken out for the construction of the vehicle crossings.

17.The property access and the internal driveways to each lot must be constructed in accordance with the requirements specified in Table 5 of Clause 52.47-3 of the Moorabool Planning Scheme, to the satisfaction of the responsible authority.

18.The Stormwater Management Strategy submitted by the proponent, dated October 2017 must be revised as follows:

- i. Reference to the use of "SPEL" stormwater treatment systems must be removed, and an alternative method of treatment such as bioretention be investigated further;
- ii. Reference to the provision of detention storage for 1% AEP storm events be deleted; and
- iii. The amended Storm Water Management Strategy must be resubmitted for approval by the responsible authority.

19.Prior to the issue of a Statement of Compliance for the subdivision, the development must be provided with a drainage system constructed to a design approved by the Responsible Authority, and must ensure that:

- i. The development as a whole must be self draining. Moorabool Shire Council Engineering Services.
- ii. Volume of water discharging from the development in a 10% AEP storm shall not exceed the 20% AEP storm prior to development. Peak flow must be controlled by the use of a detention system located and constructed to the satisfaction of the Responsible Authority.
- iii. Each lot must be provided with a stormwater legal point of discharge at the low point of the lot, to the satisfaction of the Responsible Authority.
- iv. Stormwater runoff must meet the "Urban Stormwater Best Practice.

20.The civil works specified in this permit must be designed and constructed to the standards detailed in the Infrastructure Design Manual, to the satisfaction of the Responsible Authority.

21.Design computations for all road pavement construction, based on a geotechnical investigation of the site, must be prepared and submitted to the Responsible Authority for approval.

- 22. Plans and specifications of all road, traffic and drainage works must be prepared and submitted to the responsible authority for approval prior to the commencement of such works and all such works must be carried out in accordance with the approved plans to the satisfaction of the Responsible Authority.**
- 23. Prior to the issue of Statement of Compliance for the relevant stage of the subdivision, Corbetts Road must be widened to provide a carriageway width of 6.2 metres, from the intersection of Cartons Road to the western property boundary, to the satisfaction of the responsible authority.**
- 24. Prior to the issue of Statement of Compliance for the relevant stage of the subdivision, Cartons Road must be widened to provide a carriageway width of 6.2 metres, from the intersection of Corbetts Road to the southern property boundary, to the satisfaction of the responsible authority.**
- 25. Prior to the issue of Statement of Compliance for the relevant stage of the subdivision, a 1.5 metre wide reinforced concrete footpath must be constructed along the frontage of the subject land in Corbetts Road, from the intersection of Cartons Road to the western property boundary, to the satisfaction of the responsible authority.**
- 26. Prior to the issue of Statement of Compliance for the relevant stage of the subdivision, a 1.5 metre wide reinforced concrete footpath must be constructed along the frontage of the subject land in Cartons Road, from the intersection of Corbetts Road to the southern property boundary, to the satisfaction of the responsible authority.**
- 27. Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.**
- 28. Sediment discharges must be restricted from any construction activities within the property in accordance with the relevant Guidelines including "Construction Techniques for Sediment Control" (EPA 1991) and "Environmental Guidelines for Major Construction Sites" (EPA 1995).**
- 29. Traffic management treatments must be provided in the form of linemarking, signage and pavement markers at intersections and vehicle turning areas, to the satisfaction of the Responsible Authority.**
- 30. Prior to the issue of Statement of Compliance for each stage, street lighting must be provided in accordance with the requirements of AS1158 – Lighting for Roads and Public Places, to the satisfaction of the Responsible Authority. All lighting fittings must be "Standard" fittings maintained by the electricity network provider at no additional cost to Council. All lights must utilise LED type luminaires where available.**
- 31. Prior to the issue of a Statement of Compliance for the relevant stage of the subdivision, after all engineering works pertaining to the stage have been completed, the following "as constructed" details must be submitted in the specified format to the Responsible Authority:**
  - a. Drainage construction details in "D-Spec" format.**
  - b. Roadworks construction details in "R-Spec" format.**
- 32. Subject to the consent of the responsible authority, the data may be provided prior to the end of the maintenance period for the relevant stage of the subdivision.**

33. All road and drainage works must be maintained in good condition and repair for a minimum of three (3) months after completion of the works, to the satisfaction of the Responsible Authority.
34. Prior to the issue of a Statement of compliance for each stage of the subdivision, a security deposit of 5% of the total value of engineering works for that stage as approved by the Responsible Authority must be lodged with the Responsible Authority, to cover the maintenance of all works. The deposit will be returned after the final inspection of works, three (3) months after the completion of works, subject to the satisfactory completion of all required maintenance and rectification works.
35. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Service department identifying any existing damage to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.
36. Street trees must be provided at approved locations on all road frontages of the subdivision at a rate of one tree per lot frontage and one tree per lot sideage, with an approved species to the satisfaction of the responsible authority. All street trees must have an existing height of 1.5 metres upon planting, must be planted to an approved standard incorporating two hardwood stakes, tree ties, Ag pipe, water crystals, 100 mm of mulch and initial watering, to the satisfaction of the responsible authority.
37. Street trees must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the responsible authority.
38. A security deposit equal to 150% of the cost of planting street trees must be lodged with the Council. The deposit will be returned after the final inspection of street trees, 18 months after the completion of planting of the trees, only if Council requires no further maintenance of the trees to be undertaken.
39. Landscaping within the development must be provided in accordance with an approved landscape plan, to the satisfaction of the responsible authority.
40. Landscaping must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the responsible authority.
41. A security deposit equal to 150% of the cost of the landscaping must be lodged with the Council. The deposit will be returned after the final inspection of landscaping, 18 months after the completion of landscaping, only if Council requires no further maintenance of the landscaping to be undertaken.
42. Prior to the issue of a Statement of Compliance for the relevant stage of the subdivision, after all engineering works pertaining to the stage have been completed, the following "as constructed" details must be submitted in the specified format to the Responsible Authority:
- a. Drainage construction details in "D-Spec" format.
  - b. Roadworks construction details in "R-Spec" format.
43. Subject to the consent of the responsible authority, the data may be provided prior to the end of the maintenance period for the relevant stage of the subdivision.

44. All road and drainage works must be maintained in good condition and repair for a minimum of three (3) months after completion of the works, to the satisfaction of the Responsible Authority.
45. Prior to the issue of a Statement of compliance for each stage of the subdivision, a security deposit of 5% of the total value of engineering works for that stage as approved by the Responsible Authority must be lodged with the Responsible Authority, to cover the maintenance of all works. The deposit will be returned after the final inspection of works, three (3) months after the completion of works, subject to the satisfactory completion of all required maintenance and rectification works.
46. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Service department identifying any existing damage to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.

Environmental Management Guidelines (CSIRO 1999)".

47. Prior to the commencement of the development design computations for drainage of the whole site must be prepared and submitted to the Responsible Authority for approval.
48. Storm water drainage from the development must be directed to a legal point of discharge to the satisfaction of the Responsible Authority. A legal point of discharge permit must be taken out prior to the construction of the stormwater drainage system.
49. Sediment discharges must be restricted from any construction activities within the property in accordance with relevant Guidelines including Construction Techniques for Sediment Control (EPA 1991).
50. Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.
51. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Services department identifying any existing damage to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.
52. Prior to the commencement of the development, plans and specifications of all road and drainage works must be prepared and submitted to the responsible authority for approval, detailing but not limited to the following:
- i. Location of vehicle crossings;
  - ii. Details of the underground drainage;
  - iii. Location of drainage legal points of discharge;
  - iv. Standard details for vehicle crossings and legal points of discharge; and
  - v. Civil notes as required to ensure the proper construction of the works to Council standard.

Powercor Australia

53. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.

**54. The applicant shall:**

- a. Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor.
- b. Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor and provide to Powercor Australia Ltd a completed Electrical Safety Certificate in accordance with Electricity Safe Victoria's Electrical Safety System.
- c. The applicant shall provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.
- d. Any buildings must comply with the clearances required by the Electricity Safety (Installations) Regulations.
- e. Any construction work must comply with Energy Safe Victoria's "No Go Zone" rules.

**Permit Expiry**

**55. This permit will expire if the plan of subdivision is not certified within two (2) years of the date of issue of the permit.**

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

Statement of Compliance must be achieved and certified plans registered at Titles office within five (5) years from the date of certification.

**PowerCor Note**

It is recommended that, at an early date, the applicant commences negotiations with Powercor for supply of electricity in order that supply arrangements can be worked out in detail, so prescribed information can be issued once all electricity works are completed (the release to the municipality enabling a Statement of Compliance to be issued).

Prospective purchasers of lots in this subdivision should contact Powercor Australia Ltd to determine the availability of a supply of electricity. Financial contributions may be required.



## Resolution

Moved: Cr. Edwards

Seconded: Cr. Bingham

That, having considered all matters as prescribed by the Planning and Environment Act, Council issue a Notice of Decision to Grant a Permit PA2017099 for a five lot subdivision at Crown Allotment 4, Section 20 Township of Gordon, Parish of Kerrit Bareet otherwise known as 3 Corbetts Road, Gordon, subject to the following conditions.

### Endorsed plans

1. Before the subdivision starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application or some other specified plans but modified to show:
  - a. Re-establishment survey to confirm exact boundaries of the subject land in comparison to the location of existing fences and buildings located on adjacent road reserves.
  - b. Nominate the location and total percentage of garden space that must achieve at 35% of the lot area in accordance with Clause 32.09-3.
  - c. The Cartons Road frontage width to Lot 5 be increased from 9.14 metres to 20.00 metres, providing a minimum of 20 metres street frontage to both lots. The rear boundary of Lot 4 can be altered if required. Both amended lots 4 and 5 must maintain a minimum area of 1200 square metres.
  - d. Development setbacks – Ten (10) metres from the front boundary and five (5) metres off each side boundary.

Unless otherwise approved in writing by the Responsible Authority, all buildings and works are to be constructed and or undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of the use.

### Subdivision

2. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.
3. Before the statement of compliance is issued under the Subdivision Act 1988, the applicant or owner must pay to the responsible authority a sum equivalent to 5 per cent of the site value of all the land in the subdivision for public open space purposes. The permit holder/developer must pay the reasonable costs of Council in having the land valued for this purpose.
4. Prior to the issue of Statement of Compliance the existing dwelling in Lot 1 and the existing shed in Lot 2 must be demolished to the satisfaction of the Responsible Authority.
5. The plan of subdivision submitted for certification must include a creation of restriction. The wording of the creation of restriction shall be as follows:
  - Land to be Burdened - All lots on this plan.
  - Land to Benefit - All lots on this plan.
  - Creation of Restriction - Upon registration of this plan, the following restriction is created.



- Description of Restriction No 1 - No buildings, no roofed structures, no driveways, and no car spaces are permitted within the hatched area as shown on the endorsed plans attached to Condition 1b) of Planning Permit number PA2017099 issued by Moorabool Shire Council.
- Description of Restriction No.2 - No buildings to be constructed within Ten (10) metres of the front boundary and two (2) metres of side boundaries.
- Variation - The restriction can only be varied with the written consent of Moorabool Shire Council.

#### Telecommunications

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

#### Barwon Water

8. Each lot created in the development must be connected to a reticulated sewerage system.
9. No stormwater is to be discharged less than 100 metres from a waterway unless into an approved drainage system.

#### Central Highlands Water

10. Any plan lodged for certification will be referred to the Central Highlands Region Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.
11. Reticulated sewerage facilities must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.
12. A reticulated water supply must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.

**13. The owner will provide easements to the satisfaction of the Central Highlands Region Water Corporation, which will include easements for pipelines or ancillary purposes in favour of the Central Highlands Region Water Corporation, over all existing and proposed sewerage facilities within the proposal.**

**14. If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision.**

#### **Infrastructure**

**15. Prior to the issue of a Statement of Compliance for the subdivision, lot 1, 2 and 3 abutting Corbetts Road must be provided with a standard rural residential vehicle crossing to the satisfaction of the Responsible Authority. Any redundant vehicle crossings must be removed, and nature strip reinstated to the satisfaction of the Responsible Authority. A vehicle crossing permit must be taken out for the construction of the vehicle crossings.**

**16. Prior to the issue of a Statement of Compliance for the subdivision, lots 4 and 5 abutting Cartons Road must be provided with a standard rural residential vehicle crossing to the satisfaction of the Responsible Authority, inclusive of minimum 1200X300 mm box culverts and associated structures to the satisfaction of the Responsible Authority. Any redundant vehicle crossings must be removed, and nature strip reinstated to the satisfaction of the Responsible Authority. A vehicle crossing permit must be taken out for the construction of the vehicle crossings.**

**17. The property access and the internal driveways to each lot must be constructed in accordance with the requirements specified in Table 5 of Clause 52.47-3 of the Moorabool Planning Scheme, to the satisfaction of the responsible authority.**

**18. The Stormwater Management Strategy submitted by the proponent, dated October 2017 must be revised as follows:**

- iv. Reference to the use of "SPEL" stormwater treatment systems must be removed, and an alternative method of treatment such as bioretention be investigated further;**
- v. Reference to the provision of detention storage for 1% AEP storm events be deleted; and**
- vi. The amended Storm Water Management Strategy must be resubmitted for approval by the responsible authority.**

**19. Prior to the issue of a Statement of Compliance for the subdivision, the development must be provided with a drainage system constructed to a design approved by the Responsible Authority, and must ensure that:**

- i. The development as a whole must be self draining. Moorabool Shire Council Engineering Services.**
- ii. Volume of water discharging from the development in a 10% AEP storm shall not exceed the 20% AEP storm prior to development. Peak flow must be controlled by the use of a detention system located and constructed to the satisfaction of the Responsible Authority.**
- iii. Each lot must be provided with a stormwater legal point of discharge at the low point of the lot, to the satisfaction of the Responsible Authority.**
- iv. Stormwater runoff must meet the "Urban Stormwater Best Practice.**

**20. The civil works specified in this permit must be designed and constructed to the standards detailed in the Infrastructure Design Manual, to the satisfaction of the Responsible Authority.**

- 21. Design computations for all road pavement construction, based on a geotechnical investigation of the site, must be prepared and submitted to the Responsible Authority for approval.**
- 22. Plans and specifications of all road, traffic and drainage works must be prepared and submitted to the responsible authority for approval prior to the commencement of such works and all such works must be carried out in accordance with the approved plans to the satisfaction of the Responsible Authority.**
- 23. Prior to the issue of Statement of Compliance for the relevant stage of the subdivision, Corbetts Road must be widened to provide a carriageway width of 6.2 metres, from the intersection of Cartons Road to the western property boundary, to the satisfaction of the responsible authority.**
- 24. Prior to the issue of Statement of Compliance for the relevant stage of the subdivision, Cartons Road must be widened to provide a carriageway width of 6.2 metres, from the intersection of Corbetts Road to the southern property boundary, to the satisfaction of the responsible authority.**
- 25. Prior to the issue of Statement of Compliance for the relevant stage of the subdivision, a 1.5 metre wide reinforced concrete footpath must be constructed along the frontage of the subject land in Corbetts Road, from the intersection of Cartons Road to the western property boundary, to the satisfaction of the responsible authority.**
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- 27. Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.**
- 28. Sediment discharges must be restricted from any construction activities within the property in accordance with the relevant Guidelines including "Construction Techniques for Sediment Control" (EPA 1991) and "Environmental Guidelines for Major Construction Sites" (EPA 1995).**
- 29. Traffic management treatments must be provided in the form of linemarking, signage and pavement markers at intersections and vehicle turning areas, to the satisfaction of the Responsible Authority.**
- 30. Prior to the issue of Statement of Compliance for each stage, street lighting must be provided in accordance with the requirements of AS1158 – Lighting for Roads and Public Places, to the satisfaction of the Responsible Authority. All lighting fittings must be "Standard" fittings maintained by the electricity network provider at no additional cost to Council. All lights must utilise LED type luminaires where available.**
- 31. Prior to the issue of a Statement of Compliance for the relevant stage of the subdivision, after all engineering works pertaining to the stage have been completed, the following "as constructed" details must be submitted in the specified format to the Responsible Authority:**
  - a. Drainage construction details in "D-Spec" format.**
  - b. Roadworks construction details in "R-Spec" format.**

- 32. Subject to the consent of the responsible authority, the data may be provided prior to the end of the maintenance period for the relevant stage of the subdivision.**
- 33. All road and drainage works must be maintained in good condition and repair for a minimum of three (3) months after completion of the works, to the satisfaction of the Responsible Authority.**
- 34. Prior to the issue of a Statement of compliance for each stage of the subdivision, a security deposit of 5% of the total value of engineering works for that stage as approved by the Responsible Authority must be lodged with the Responsible Authority, to cover the maintenance of all works. The deposit will be returned after the final inspection of works, three (3) months after the completion of works, subject to the satisfactory completion of all required maintenance and rectification works.**
- 35. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Service department identifying any existing damage to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.**
- 36. Street trees must be provided at approved locations on all road frontages of the subdivision at a rate of one tree per lot frontage and one tree per lot sideage, with an approved species to the satisfaction of the responsible authority. All street trees must have an existing height of 1.5 metres upon planting, must be planted to an approved standard incorporating two hardwood stakes, tree ties, Ag pipe, water crystals, 100 mm of mulch and initial watering, to the satisfaction of the responsible authority.**
- 37. Street trees must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the responsible authority.**
- 38. A security deposit equal to 150% of the cost of planting street trees must be lodged with the Council. The deposit will be returned after the final inspection of street trees, 18 months after the completion of planting of the trees, only if Council requires no further maintenance of the trees to be undertaken.**
- 39. Landscaping within the development must be provided in accordance with an approved landscape plan, to the satisfaction of the responsible authority.**
- 40. Landscaping must be maintained for a minimum period of 18 months including watering, mulching, weeding and formative pruning, to the satisfaction of the responsible authority.**
- 41. A security deposit equal to 150% of the cost of the landscaping must be lodged with the Council. The deposit will be returned after the final inspection of landscaping, 18 months after the completion of landscaping, only if Council requires no further maintenance of the landscaping to be undertaken.**
- 42. Prior to the issue of a Statement of Compliance for the relevant stage of the subdivision, after all engineering works pertaining to the stage have been completed, the following "as constructed" details must be submitted in the specified format to the Responsible Authority:**
  - a. Drainage construction details in "D-Spec" format.**
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43. Subject to the consent of the responsible authority, the data may be provided prior to the end of the maintenance period for the relevant stage of the subdivision.

44. All road and drainage works must be maintained in good condition and repair for a minimum of three (3) months after completion of the works, to the satisfaction of the Responsible Authority.

45. Prior to the issue of a Statement of compliance for each stage of the subdivision, a security deposit of 5% of the total value of engineering works for that stage as approved by the Responsible Authority must be lodged with the Responsible Authority, to cover the maintenance of all works. The deposit will be returned after the final inspection of works, three (3) months after the completion of works, subject to the satisfactory completion of all required maintenance and rectification works.

46. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Service department identifying any existing damage to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.

Environmental Management Guidelines (CSIRO 1999)".

47. Prior to the commencement of the development design computations for drainage of the whole site must be prepared and submitted to the Responsible Authority for approval.

48. Storm water drainage from the development must be directed to a legal point of discharge to the satisfaction of the Responsible Authority. A legal point of discharge permit must be taken out prior to the construction of the stormwater drainage system.

49. Sediment discharges must be restricted from any construction activities within the property in accordance with relevant Guidelines including Construction Techniques for Sediment Control (EPA 1991).

50. Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.

51. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Services department identifying any existing damage to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.

52. Prior to the commencement of the development, plans and specifications of all road and drainage works must be prepared and submitted to the responsible authority for approval, detailing but not limited to the following:

- i. Location of vehicle crossings;
- ii. Details of the underground drainage;
- iii. Location of drainage legal points of discharge;
- iv. Standard details for vehicle crossings and legal points of discharge; and
- v. Civil notes as required to ensure the proper construction of the works to Council standard.

## Powercor Australia

53. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.

54. The applicant shall:

- a. Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor.
- b. Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor and provide to Powercor Australia Ltd a completed Electrical Safety Certificate in accordance with Electricity Safe Victoria's Electrical Safety System.
- c. The applicant shall provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.
- d. Any buildings must comply with the clearances required by the Electricity Safety (Installations) Regulations.
- e. Any construction work must comply with Energy Safe Victoria's "No Go Zone" rules.

## Permit Expiry

55. This permit will expire if the plan of subdivision is not certified within two (2) years of the date of issue of the permit.

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

Statement of Compliance must be achieved and certified plans registered at Titles office within five (5) years from the date of certification.

## PowerCor Note

It is recommended that, at an early date, the applicant commences negotiations with Powercor for supply of electricity in order that supply arrangements can be worked out in detail, so prescribed information can be issued once all electricity works are completed (the release to the municipality enabling a Statement of Compliance to be issued).

Prospective purchasers of lots in this subdivision should contact Powercor Australia Ltd to determine the availability of a supply of electricity. Financial contributions may be required.

**CARRIED.**

## Report Authorisation

Authorised by:

Name:  Satwinder Sandhu  
Title: General Manager Growth and Development  
Date: 21 March, 2018

**Item 5.6 Planning Permit Application PA2017 234 –Development and Use of an Ambulance Station, Creation of an Access to a RDZ1, Business Identification Signage at 102 Gisborne Road, Bacchus Marsh.**

*Consideration of Deputations – Planning Permit Application No. PA2017 198.*

*Sam Johnston addressed Council as the applicant to the granting of a planning permit for the application.*

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

**Resolution:**

**Moved:** Cr. Keogh  
**Seconded:** Cr. Dudzik

**That, having considered all matters as prescribed by the Planning and Environment Act, Council issue a Notice of Decision to Grant a planning permit PA2017234 for Development and Use of an Ambulance Station, Creation of an Access to a RDZ1, and Business Identification Signage for Lot 1 on Plan of Subdivision 113191, otherwise known as 102 Gisborne Road, Bacchus Marsh subject to following conditions:**

**Endorsed Plans**

- 1. Before the use and development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application or some other specified plans but modified to show:
  - a. Amend the landscape plan to show an additional trees facing the Lelia Court frontage and replacement trees for Tree 6 and 7 to be removed.**
  - b. Amend the landscape plan to show an evergreen tree to replace Tree 8 which is marked 'Tree to be removed'. This new tree must not exceed a maturity height of 15 metres.**
  - c. The new western boundary fence adjacent to 19 Lelia Court, Bacchus Marsh to be a solid 2.0 metres in height, comprised of Colorbond with a dark grey color tone.**
  - d. The new front fence facing Lelia Court to be a solid structure.**
  - e. Plans annotated that the Gisborne Road service road will be sealed to the satisfaction of VicRoads and in accordance with condition 17 contained herein.****

**Unless otherwise approved in writing by the Responsible Authority, all buildings and works are to be constructed and or undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of the use.**

**Materials and Colours**

- 2. All external walls and roof areas of the proposed building/s are to be clad with non-reflective materials (zincalume prohibited) to the satisfaction of the Responsible Authority.**



### **Amenity**

- 3. The amenity of the area must not be detrimentally affected by the use or development, through the:**
  - a. Transport of materials, goods or commodities to or from the land;**
  - b. Appearance of any building, works or materials;**
  - c. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;**
  - d. Presence of vermin; and**
  - e. Any other way.**
- 4. Mechanical noise emanating from the premises must comply with the State Environment Protection policy N-1 'Control of Noise from Commerce, Industry and Trade.'**
- 5. External lighting must be provided with suitable baffles and located so that no direct light is emitted outside the site.**

### **Infrastructure**

- 6. The proposed vehicle crossings must be constructed to urban standard to the satisfaction of the Responsible Authority. A vehicle crossing permit must be taken out for the construction of the vehicle crossings.**
- 7. The service road abutting the western boundary of the property must be constructed in reinforced concrete to a depth of 150 mm, from Leila Court to the Southern boundary of the property, to the satisfaction of the responsible authority.**
- 8. The development must be provided with a drainage system constructed to a design approved by the Responsible Authority, and must ensure that:**
  - i. The development as a whole must be self-draining; and**
  - ii. Volume of water discharging from the development in a 10% AEP storm shall not exceed the 20% AEP storm prior to development. Peak flow must be controlled by the use of a detention system located and constructed to the satisfaction of the Responsible Authority.**
- 9. Storm water drainage from the development must be directed to a legal point of discharge to the satisfaction of the Responsible Authority. A Stormwater Point of Discharge permit must be obtained from the responsible authority prior to the commencement of the works associated with the permit.**
- 10. Prior to the commencement of the development, design computations for drainage of the whole site must be prepared and submitted to the Responsible Authority for approval.**
- 11. Storm water drainage from the proposed buildings and impervious surfaces must be directed to the legal point of discharge to the satisfaction of the Responsible Authority. A Stormwater Point of Discharge permit must be obtained from the responsible authority prior to the commencement of the works associated with the permit.**
- 12. Sediment discharges must be restricted from any construction activities within the property in accordance with relevant Guidelines including Construction Techniques for Sediment Control (EPA 1991).**



13. Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.

14. Prior to the commencement of the development and post completion, notification including photographic evidence must be sent to Council's Asset Services department identifying any existing damage to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.

15. Prior to the use commencing, the car park areas must be constructed with a sealed surface, line-marking and drainage to the satisfaction of the responsible authority, and shall incorporate the following:

- i. Parking bays and aisle widths of the car park shall comply with Australian Standard AS 2890.1:2004 Off-Street car parking. Disabled Parking bays shall comply with Australian Standard AS2890.1:2009 Off-Street Parking for People with Disabilities.
- ii. Designated loading areas shall be shown on layout plans.
- iii. The parking areas shall be provided with an asphalt or concrete surface and associated drainage.
- iv. Concrete kerb of a minimum height of 150mm must be provided between landscaped areas and areas provided for parking and the passage of vehicles.
- v. The car park must provide sufficient space for a service truck to enter and exit the site in a forward direction. The service truck shall comply with the medium rigid vehicle detailed in AS2890.2 section 2.2. Turning templates shall be submitted for approval.

16. The building shall be provided with disabled access in accordance with the provisions of AS1428 – Design for Access.

#### **VicRoads**

17. Prior to the issuing of the Statement of Compliance, the applicant is to seal the service road along Gisborne Road to the satisfaction of, and at no cost to, the Responsible Authority/VicRoads.

18. All vehicle access is to be via Leila Court.

19. Prior to the works on the service road along Gisborne Road commencing, the applicant must enter into a Works Agreement with VicRoads, confirming design plans, and works approvals process, including the determination of fees and the level of VicRoads' service obligations.

#### **Advertising Signs**

20. The location, design, content, colours and materials of all advertising signs must not be altered without the written consent of the Responsible Authority.

21. The signs must not be illuminated by external or internal light except with the written consent of the responsible authority.

22. The advertising sign must not contain any moving parts or flashing light.

23. The sign must be constructed and maintained to the satisfaction of the responsible authority.

### Landscaping

24. Before the use/occupation of the development starts or by such later date as is approved by the responsible authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.

25. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

### Permit Expiry

26. This permit will expire if one of the following circumstances applies:

- a. The development and the use are not started within two years of the date of this permit;
- b. The development is not completed within four years of the date of this permit.

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

CARRIED.

### Report Authorisation

Authorised by:



Name:

Satwinder Sandhu

Title:

General Manager Growth and Development

Date:

21 March, 2018

## **UPDATE ON TRENDS, ISSUES AND OTHER MATTERS**

Robert Fillisch, Manager Statutory Planning and Community Safety provided the Committee with a verbal update on various other Planning Permit Applications that are currently in the system.

## **DATE OF NEXT MEETING**

Wednesday 18 April, 2018

5.00pm

North Wing Room 2 & 3

Darley Civic and Community Hub, 182 Halletts Way, Darley

## **MEETING CLOSURE**

The Chair thanked all Committee members and attendees and closed the meeting at 6.59pm.



# Attachment - Item 12.2d



Incorporated no. - A0022451E.

## **1 Navigators Community Meeting Wednesday 21<sup>st</sup> March 2018**

### Terms

- NCC – Navigators Community Centre
- MSC - Moorabool Shire Council

### **1.1 Office Holders**

1. Wayne Austin – President
2. Debbie Barnett – Vice President
3. Ken Turner – Treasurer
4. Ole Kelderman – Secretary
5. Tarsha Gore – Tennis Club Representative

### **1.2 Committee Members**

6. Michael Clarke
7. David Tatman
8. Marita Austin
9. Paul Mullane
10. David Reyne

### **1.1. Present**

1. Wayne Austin
2. Debbie Barnett
3. David Reyne
4. Paul Mullane
5. Ken Turner
6. Michael Clarke
7. Ole Kelderman

### **1.2. Apologies**

Marita, David Tatman, Tarsha.

Apologies Moved to be Accepted, by Michael Clarke. Carried

### 1.3. Next Meeting: NCC hall, Wednesday 16<sup>th</sup> May 2018 .

#### Meeting Schedule

- To be determined

## 2 Navigators Community Centre Minutes

Meeting Started 8:02 pm

Meeting Concluded 9:42 pm

### 2.1 Minutes for NCC Meeting 24Oct 2017

Minutes circulated.

**Motion** that Minutes for meeting 24Oct2017 be accepted

Moved Debbie Barnett, Seconded Michael Clarke. Carried

### 2.2 Business Arising from Minutes

- 1) Work in Progress on contacting MSC with respecting Mowing of front verge and removal of Hawthorn bushes from road prior to Avenue of Honour
- 2) Selling Tennis Fencing at clearance sales
- 3) Clarification of boundary of NCC site been addressed by Council

### 2.3 Correspondence

#### 2.3.1 In>

1. Certificate of Appreciation from Moorabool Shire Council
2. Letter from History Group inviting community to ANZAC Day Community Services.
3. Letter from History Group supporting upgrade of Tennis Pavilion and Toilets
4. Letter from Tennis Club supporting upgrading of Tennis Pavilion and Toilets
5. Letter from Glen Low and family supporting upgrading of Tennis Pavilion and Toilets
6. Quote for replacement of Tennis Pavilion and Toilets with new facility.
7. Wayne held discussion with MSC representative Raeph Cummings on the review of the Tennis Pavilion and Toilet facilities.

#### 2.3.2 Out>

Nil

### 2.4 Business Arising from Correspondence

1. Certificate of Appreciation was received from MSC when Wayne and Michael received the grant for Honour Board and Chairs on behalf of NCC.
2. Discussion on ANZAC commemoration resulted in donation of \$200 to the History Group from Navigators Community Centre help with costs.

**Motion** to donate \$200 to History Group proposed by David Reyne. Seconded by Paul Mullane. Motion passed ( Note Wayne and Michael abstained as they are members of the History Group) .

## 2.5 Treasurer's Report

Short term investment of \$5200 rolled over and \$10,000 added to it

Moorabool Shire grant received of \$2781 for Honour Board and Chairs and paid out.

\$1750 additional from NCC funds paid for Honour Board and Chairs paid out.

Momentum Energy contract renewed.

### 2.5.1 Current Balance;

Treasurer's Summary

Balance at 28Feb/2018 in General Account = \$9,400

Balance at 30/9/2017 in Investment Account =\$15,200

**Motion** for Acceptance moved by Ken, Seconded by David Reyne... Carried

## 2.6 General Reports

### 2.6.1 Tennis club

1. Team in grand final appearance in weekend of 24<sup>th</sup> March

### 2.6.2 History Club

1. Recommend Remove Hawthorn bush on Avenue of Honour Treescape as was overshadowing the view of the Avenue
2. Discussion on proposed Anzac Day Commemoration at Avenue of Honour .

## 2.7 General Business

### 2.7.1 Multi Event Community Hub

1. Requirement to write letter to Shire requesting consent to demolish Tennis Pavilion and Toilet facility at such time when a replacement facility is funded and approved. Wayne and Ole.
2. Replacement toilets to have unisex/ambulant toilet open for public use and Male/Female toilets available for planned users of facilities (otherwise locked).
3. BioRecycle ( Toilet septic tanks) need review to ensure can cope with proposed new Toilet facility. Michael to organise.
4. Soil analysis required to allow planning for new facility. Wayne to organise
5. **Motion** to approve reasonable expenditure for inspection of BioRecycle facility, Soil testing for planning of new facility and Planning and Building Permits for replacement of Tennis Pavilion and Toilet facility. Motion moved by Ole, Paul seconded. Passed

6. Investigate grants to pay for architect works, other works and permits. Wayne to action
7. Provide latest floor plan for replacement facility to committee. Wayne to action
8. Obtain quotes for Solar panels. Wayne to action

### **2.7.2 Banking Considerations**

1. Companies such as OfficeWorks will not accept cheques anymore, and as such Treasurer was required to pay cash for goods. Banks such as NAB and Bendigo to support organisations that need dual signature propose that a Debit Card be issued. To transfer funds to those debit cards an internal cheque/transfer system is used that requires 2 signatures.

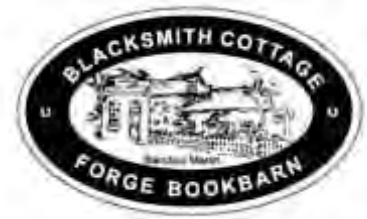
**Motion** proposed that either NAB or Bendigo account be created that allows a Debit Card, that requires dual signature to transfer funds from the working accounts. That 2 of these cards be issued to Ken Turner in his role of Treasurer and Marita Austin in her role of day to day management of the facility. Motion moved by Ole Kelderman, seconded by Michael Clarke . Passed.

### **2.7.3 Other General business**

1. Fundraising and also to assist in community involvement such as trivia night. Debbie to investigate.



# Attachment - Item 12.2e



## Minutes

**Committee of Management:** Bacchus Marsh Blacksmith's Cottage & Forge Special Committee

**Date of Meeting:** Tuesday, 27<sup>th</sup> March 2018

**Meeting Opened:** 7.30 p.m.

**Venue:** Jean Oomes Room, Lerderderg Library, 215 Main Street, Bacchus Marsh

<b>Minute taker:</b>	Betty Charge
<b>Apologies:</b>	Peter Richards.
<b>Absent:</b>	-
<b>Attendees:</b>	Allan Comrie, (Chair), Helen Whiteley, Chris Stancliffe, Geoff Stancliffe, Simon Fisher, Heather Robson, Lyn Egan, Margaret Simpson, Ron Geurts, David Edwards, Betty Charge.

Confirmation of quorum    yes     no

**Apologies:** Moved: D. Edwards; Seconded: L. Egan; Carried.

<b>Item A      Business Arising.</b>	
<b>Discussion:</b>	<b>Action Items:</b>
<p>1. Cottage &amp; BB Tours pp charge – M. Simpson advised sub-committee concluded current \$5pp was insufficient. Checked other similar sites for tour pricing. Our most recent tour made \$185 for 20 people, plus book sales. Pricing suggested is: \$8 for Seniors; \$10 for adults; school groups free.</p> <p>2. Office printer – proposed replacement - H. Whiteley advised replacement necessary due to difficulty in obtaining correct ink cartridges. B. Charge suggested her printer be offered to Office as replacement – Epson 7610, able to print on A3 – was purchased in January 2017. Printer offered in settlement of replacement of 2 sets ink cartridges.</p> <p>3. Cottage Garden update – M. Simpson advised sub-committee H. Robson, B. Manly, C. Stancliffe and herself interviewed (i) Jeanette Simpson – local, new business, has designed indigenous gardens but not heritage; (ii) Ben Waight of ROGUE Landscape Design – has designed specialty heritage gardens, currently at Larundel Gardens – was very interested. Each toured gardens, saw soil state. We want to retain driveway. Each supplied with site maps. Only design is sought at this time. ROGUE suggested grant application is common with heritage gardens. Quotes: (i) Simpson: \$5,040; (ii) Rogue: \$1920. Ben Waight mentioned with cold weather conditions at site, he'll refer to Diggers for advice. S. Fisher asked if damage at the cellar was noted. Current consideration is Mr. Ben Waight, Rogue Landscape Design, as heritage specialist to undertake Garden upgrade – decision to be deferred to next Committee meeting. Shall ask both Jeanette Simpson and Ben Waight to supply Master Plan for Garden Upgrade.</p>	<p>Upon discussion, Committee agreed. Moved: M. Simpson; Seconded: L. Egan; Carried.</p> <p>Moved: L. Egan; Seconded: M. Simpson; Carried.</p> <p>Moved: D. Edwards; Seconded: R. Geurts; Carried.</p>

<b>Item: B Correspondence – C. Stancliffe.</b>				
<b>Discussion:</b>		<b>Action items:</b>	<b>Resp</b>	<b>Due</b>
<b>Inward Correspondence March 2018</b>		*passed to S. Fisher.		
Holy Trinity Church account - photocopying	23.02.18*			
Ron Geurts Maintenance account	28.02.18*			
CHHA Newsletter	01.03.18			
Quotes from Rogue Landscaping & Jeanette Simpson Landscaping	14.03.18			
Telstra account	14.03.18*			
Denise Dickinson cleaning account	22.03.18*			
Bendigo Bank statement	23.03.18*			
Email query – Wendy Baker (Gateway Community Services) re cottage/forge visit	24.03.18			
Heritage Festival 2018 – Vic. Program	27.03.18			
<b>Outwards Correspondence</b>		Moved: H. Robson;		
NIL.		Seconded: L. Egan; Carried		

**C. Treasurer's Report - S. Fisher.**

**Bendigo Bank General Account – 27 March 2018**

Particulars	Reference	Debit	Credit	Balance
<b>27.02.18 Opening Balance</b>				<b>\$22,054.46</b>
01.03.18 Interest			28.59	22,083.05
20.03.18 Holy Trinity - printing	00151	73.92		22,009.13
20.03.18 R. J. Geurts - Maintenance	00152	240.00		21,673.57
20.03.18 Telstra	00153	95.56		21,760.13
23.03.18 Cottage - Probus			185.00	21,858.57
23.03.18 Cottage – Altona group.			66.00	21,924.57
23.03.18 Book Barn			708.05	22,632.62
<b>27.03.18 Closing Balance</b>				<b>\$22,632.62</b>
<b>Bendigo Bank Term Deposit - 157553157</b>				<b>Balance</b>
27.03.18 Balance held				<b>\$20,719.65</b>

Treasurer's Report Moved: S. Fisher; Seconded: H. Whiteley; Carried.

**Item: D Other Reports.**

<b>Discussion:</b>		<b>Action items:</b>	<b>Resp</b>	<b>Due</b>
<p><b>Cottage</b>– H. Robson (interim reporter).</p> <ul style="list-style-type: none"> <li>Harvest Festival open day, Sunday, 11 March: TY to M. Simpson &amp; Shirley Neylon for set-up, to Joneses for produce on display and volunteers who helped. Well attended, w/18 visitors signing in – true numbers were probably higher.</li> <li>Tuesday, 20 March – Bendigo Probus Club visit - TY to M. Simpson, S. Neylon, B. Manly, M. Smith &amp; J. Archer (Bookbarn) for help. Visitors most impressed with complex and appreciative of volunteers' efforts. Bookbarn proved popular, with book sales of \$74.</li> <li>Cottage Garden: M. Simpson, C. Stancliffe, B. Manly &amp; I met with Jeanette Simpson (local landscape designer) and Ben Waight of ROGUE Landscape Design, from Ballarat. We showed them around garden and met with them to explain our requirements. We provided each with copies of site plans, drainage maps and Joyce Lane's garden memories. They agreed to get back to us with their initial proposal and cost estimate before our next meeting. Following receipt of these, M. Simpson, C. Stancliffe &amp; I met to discuss proposals. We will give our findings and recommendations during the March meeting.</li> <li>M. Simpson advised re Porch: no work to date, had hoped for Easter completion. Have had no contact with builder; R. Geurts confirmed no contact either. Builder did not expect to start before end March. R. Geurts suggested refer to W. Jacobs for news of builder.</li> </ul>		M. Simson to follow up after Easter.		
<p><b>Bookbarn</b> – H. Whiteley</p> <ul style="list-style-type: none"> <li>New volunteers are operating solo.</li> <li>New takings system in place. B. Charge commented that</li> </ul>				

<p>emptying cash tin of previous day's takings is impractical when loose change is necessary during book sales.</p> <ul style="list-style-type: none"> <li>• New displays for April Open day/ANZAC theme in production.</li> <li>• Book donations continue – good quality books.</li> <li>• Harvest Festival – outside display and advertising on Facebook was successful.</li> </ul>			
<p><b>Website</b> – L. Egan.</p> <ul style="list-style-type: none"> <li>• Website is working well..</li> </ul>			
<p><b>C.H.H.A. Report.</b>– C. Stancliffe</p> <ul style="list-style-type: none"> <li>• Meeting, Saturday, 3 March 2018, H. Robson, G. Stancliffe, myself, w/Jenny &amp; John Couper from BM Hist.Soc. attended at Talbot – first 2018 meeting</li> <li>• Talbot Arts &amp; Historical Museum complex contains 3 museums – local Social History Museum, opened in 1984 (former 1870 bluestone Primitive Methodist Church), Communications Museum, and Dunach State School. Many historic buildings feature in photo displays in the Museum, which has a collection of documents, photographs, as well as school, cemetery and Amherst Hospital records and artefacts presenting history of pioneers and early settlers of the district. Talbot Arts &amp; Historical Museum has developed some unique and inventive display aids such as moveable screens, a flexible picture-hanging system for the height of items to be hung and have casters on all display cabinets making it easier to change positioning of displays.</li> <li>• The Communications Museum next to the main building holds a collection of telegraph, early telephone, radio and television equipment as well as some movie and photographic material. Of special interest was transmission equipment and cameras from BTV6 Ballarat, BCV8 Bendigo and recreated radio studio of 3CV Maryborough.</li> <li>• Next meeting: Saturday, 2<sup>nd</sup> June 2018, hosted by Carisbrook Historical Society.</li> </ul>			
<p><b>Building Works</b> – R. Geurts.</p> <ul style="list-style-type: none"> <li>• Cottage front hedge trimmed as well as branches encroaching pathways.</li> <li>• Awaiting advice from Porch builder before entry bricks are removed.</li> <li>• Laying bricks around cellar entrance will be done within next few weeks.</li> <li>• Wheelwright verandah post still to be repaired/replaced.</li> <li>• Looking for appropriate sheeting to cover large rusted section of paint shed south-west wall.</li> <li>• H. Robson advised bricks previously obtained from Darley Brick Refractory and donated to a local, Cathy, are surplus and being donated back to site.</li> </ul>			
<p><b>Heritage Advisory Committee</b> – M. Simpson</p> <ul style="list-style-type: none"> <li>• Next Meeting, 18 April 2018.</li> </ul>			
<b>Item E: General Business</b>			
<ul style="list-style-type: none"> <li>• H. Whitley, re porch re-construction – passed photos to M. Simpson to assist.</li> <li>• S. Fisher inquired about Grant St. roundabout – D. Edwards advised roadworks at railway station will be first; believe other projects are needed to be completed. Grant St. parking near roundabout might be removed if/when replaced by traffic lights.</li> <li>• S. Fisher asked for “Inverloch” news – D. Edwards advised is deferred due to right of access laws. Have reviewed budget papers and note there is “no need for</li> </ul>			

<p>heritage consideration". Would recommend HAC write to Shire stating heritage consideration be part of budget recognition. M. Simpson advised will raise matter at next HAC meeting and stress heritage should have "equal" priority.</p> <ul style="list-style-type: none"> <li>• M. Simpson raised advice re Stage 1 local traffic urgent study covering freeway to Main Street and along to Lerderderg River; with speeds, increased traffic, pedestrian safety and large vehicles, should we raise matter of our site encountering vibration from heavy vehicle traffic? D. Edwards noted that traffic will change with Merrimu and Parwan residential plans.</li> <li>• H. Robson advised Guest Speaker for BM Hist. Soc. meeting will speak re rail station upgrade – 5 April, James Young Room.</li> <li>• H. Robson advised retirement village has requested significant (Freemason) names for their streets – a work in progress.</li> <li>• C. Stancliffe advised Bills Horse Trough at Cottage is in poor condition, needs repair. Only 2 in Bacchus Marsh, the other at The Royal. Need to source an expert.</li> <li>• M. Simpson noted paling fence is leaning over, with hose pipe near Peppercorn tree pushing it. R. Geurts suggested fence needs to be shaped around the tree.</li> </ul>	<p>M. Simpson to write to Shire re heavy vehicles causing damage to heritage building at Grant St./Gisborne Rd. intersection.</p> <p>C. Stancliffe to confer with Bills Horse Trough group.</p>		
<p><b>Next Meeting Date: Tuesday, 24 April 2018,</b></p>			
<p><b>Time: 7.30 pm.</b></p>			
<p><b>Venue: Jean Oomes Room, Lerderderg Library, Main Street.</b></p>			
<p><b>Meeting closed at: 8.45p.m.</b></p>			
<p><b>Forward Meeting Dates: Tuesday, 22 May 2018, Tuesday, 26 June 2018.</b></p>			

**12.3 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>
Lal Lal Falls Reserve Advisory Committee	Thursday 05 April 2018	Cr. Sullivan

**Recommendation:**

**That Council receives the report of the following Advisory Committee of Council:**

- **Lal Lal Falls Advisory Committee – Thursday 05 April 2018**

# Attachment - Item 12.3

## Agenda

## Lal Lal Falls Advisory Committee

**Date:** 5 April 2018

**Attendance:** Geoff Hewitt (chair), John McAuliffe, Tracey Ward (Wind Farms), Tammy Gilson (Wathaurung), Colleen Henriksen, Anne Beggs-Sunter

**Apologies:** Phil Kinghorn, Tom Sullivan

### **1. Guest:** Tracey Ward, Community Engagement Manager, Lal Lal Windfarms

- Outlined construction timeline commencing April 2018
- Requirement to offer landscaping works to mitigate visual impact
- Offer of indigenous signage
- Obligated to liaise with Shire.
- Contact with Advisory Committee a first step in liaison process

Discussion:

The following issues were noted by the Committee:

- The original permit application significantly misrepresented the potential visual impact from the Recreation Reserve by including photographs clearly taken from the lowest points in the park, not from the usual visitor viewing points; the rotunda, the viewing platform or the seat at the bend of the creek below the Falls. This formed the basis of the Committee's input to the Shire prior to the initial consultation process.
- The Moorabool Falls walk from Harris Rd runs parallel to the southern part of the Yendon section, which has an increased number of turbines in the amended array.
- The reduction from 64 to 60 turbines has resulted in the removal of two turbines close to Racecourse Rd but the redesigned spread has not reduced the visual impact because other turbine sites have been added to the section west of the Recreation and Conservation sections of the Reserve.
- The Committee already has an agreement with Parks/Gardens for annual planting to the west of the recreation zone designed to frame but not obstruct the view towards Mt. Buninyong.
- Screening planting from the park area would, by its very nature, compromise that view
- The positioning of turbines in that viewing arc will also inevitably compromise that view.

Arising:

Tracey Ward will provide photograph images of the visual impact from the park for the next meeting and forward a copy of the latest site map.

### **2. Reception of minutes:**

That the minutes of the meeting dated 1 February 2018 be accepted.

Moved: G. Hewitt

Seconded: A. Beggs-Sunter

Carried

### **3. Business arising from the minutes:**

#### **3.1 Annual Attendance Report (5.1 ii)**

- Forwarded as required. (Correspondence 3.2.6)



### **3.2 Rasmussen's hut proposal (5.2 ii)**

1 Onsite with Kristian Brudenell 6/2/18

- Agreed to start with discussion re grant application protocols & procedures

2 Discussion with Peter Field 6/2/18

- Reaffirmed CHW commitment to project.
- Awaiting funding /grant application suggestions from Shire.
- Not in favour of additional fencing for path
- Agreeable to joint meeting to discuss grant application responsibilities & protocols
- Committed to follow up with Simon Cornwell re pine removal

3 Meeting with Peter Field, Kristian Brudenell & Stephanie Lewin 28/2/18

- Confirmed CHW interested in project
- Project outline and funding arrangements discussed
- Track definition: onsite view required/ bollards delineate boundaries preferred to fencing
- Shire officers to follow up bollards costing

### **3.3 Fencing off access to the Falls (6.2)**

- Initial inquiry 13/2 (Correspondence 3.2.9)
- Temporary fencing clearly inadequate and a waste of Shire money
- Issue discussed with K. Brudenell & S. Lewin 28/2/18
- Emphasis on removing existing steps, wire, etc and provision of appropriate signage warning that further access at own risk
- Shire officers to follow up.
- Cr. Tom Sullivan to follow up on status of review process

### **3.4 Bacchus Marsh Botanic Gardens arrangements (6.3a)**

- Email Ross Holton 13/2 (Correspondence 3.2.12)
- Part of the Committee of Management: two small flower gardens
- Friends of the Werribee River linked to Melbourne Water for funding, etc.

### **3.5 Matt Pywell & new season planting (6.3b)**

Refer to Reports 5.2.3 (ii)

### **3.6 Working party (March) ((6.3c/d)**

Refer to Reports 5.2.3 (iii)

### **3.7 Moorabool 2041 correspondence (6.4b)**

- Initial contact with other groups 13/2 (Correspondence 3.2.10)
- Hall Committee agreement 20/2
- No other responses to date

## **4. Correspondence:**

### **4.1 In**

1. 5/2/18, A. Beggs-Sunter, late apology for meeting
2. 6/2/18, B. Powell, new Gen Manager details, Wathaurung Corporation
3. 7/2/18, J. Horne, query re minutes attachment
4. , K. Brudenell, query re minutes attachment
5. , K. Brudenell, Shire promotion pamphlets
6. 2/9/18, K. Brudenell, meeting with P. Field

7. 13/2/18, J. Cairns, apology for working party
8. 14/2/18, S. Lewin, request for meeting dates
9. , A. Beggs-Sunter, commitment to working party
10. 18/2/18, P. Kinghorn, Landcare Minutes (5/2)
11. 23/2/18, K. Brudenell, Meeting Peter Field (Wed, 28/2)
12. 26/2/18, T. Barry, Moorabool Library planning
13. 27/2/18, Tracey Ward, Lal Lal Wind Farms, request to meet
14. 19/3/18, John McMahon, Wind Farms landscaping obligations
15. , T. Ward, presentation to April meeting
16. 31/3/18, P. Kinghorn, meeting apology
17. 4/4/18, K. Brudenell, bollard costing
18. , P. Field, absent till 9/4/18
19. , H. McMahon, Lal Lal Environment Protection Association meeting 10/4/18

#### 4.2 Out

1. 6/2/18, Committee & contacts, Minutes 1/2/18
2. 7/2/18, Committee & contacts, Minutes re-issue
3. , P. Davis, Minutes & invitation to attend meetings
4. , K. Brudenell, Peter Field contact details
5. , K. Brudenell, response to pamphlets
6. , R. McCallum, annual traffic count report
7. 13/2/18, K. Brudenell, Committee membership 2018
8. , M. Pywell, requests for 2018 planting season
9. , T. Sullivan, queries re fencing at Fall's viewing platform
10. , CFA, Hall, Landcare Committees/Rail Sub-Committee, auctioning community issues
11. , Committee & volunteers, working party 3/3/18
12. , R. Holton, query re Bacchus Marsh Botanic Gardens group
13. , P. Kinghorn, request for LandCare replacement in his absence
14. /2/18, P. Kinghorn, possible replacement during absence
15. 14/2/18, S. Lewin, meeting dates schedule
16. 24/2/18, K. Brudenell, Issues to raise with P. Field
17. 17/3/18, T. Ward, Committee meeting dates
18. 19/3/18, T. Ward, agenda arrangement for April meeting
19. 3/4/18, T. Sullivan, seeking update on status of public access review
20. , K. Brudenell, seeking update on bollards costing for Rasmussen's walk
21. , P. Field, seeking update on Rasmussen's viewing and pine removal time frame.

#### 5. Business arising from the correspondence:

- Noted Land Care haven't responded re replacement representative for Phil Kinghorn

#### 6. Reports:

##### 6.1 Public use of Reserve (J. McAuliffe)

Item/Month	Jan	Feb	Mar
Cars	113	201	226
Harris Rd	8	11	8
BBQs	19	14	12

- 3/2/18: Ute dumped into Lal Lal gorge (Refer to 6.2.3(i))

- 6/3/18: Fence at point of entry fixed
- 18/3/18: Septic overflowed
- 28/3/18: Septic fixed (pipes not connected properly when installed)

## **6.2 Park zones:**

### **1. Eastern**

No report

### **2. Western**

No report

### **3. Recreation Reserve**

#### **(i) Car dumping**

- Friday 2/2 – Sat 3/2 car pushed into gorge below Falls. Discovered and reported to police Sat 3/2.
- Wed 7/2 Shire officer asked to open gate by tow truck operator to access dump site
- Neither Shire nor CHW contacted re this or responsible for removal decision
- Thursday 8/2 Bacchus Marsh towing failed attempt to remove car. Left upright on old Fall's track.
- Monday 12/2 Discussion with Justin Horne
  1. Need to have coordination between police and other stakeholders
  2. Shire needs to be consulted re removal process given the nature of the site and related overlay obligations
  3. Justin to follow up re this issue and developing protocols for like events.
- Car removed Thursday 15/2. Some damage to cliff reported

#### **(ii) Matt Pywell & new season planting**

- Contacted 13/2 (correspondence 3.2.8)
- Recommends later planting for poa than mid-Winter
- Agrees that earlier Spring planting worthwhile
- Will contact him early September to organize collection of plants

#### **(iii) Working party, 3 March**

- Working party volunteers contacted 13/2 (Correspondence 3.2.11)
- Five volunteers attended: Geoff, Anne Beggs-Sunter, Colleen Henriksen, Josie and Russell Parks. Latter to be included on minutes distribution list.
- Weeded both season's plantings, replaced or removed stakes/guards as required. Collection of stakes and guards for next season's planting.

### **4. Moorabool Falls**

No report

## **6.3 Landcare**

No report

### **(i) Ballarat Region Tree Growers**

No Report

### **(ii) Friends of the Lal Lal Railway Station**

No report

#### **6.4 Lal Lal Soldier's Memorial Hall (C. Henriksen)**

- Support notion of reviewing broader issues to action them
- Focus on township area/upgrading ANZAC Park
- Successful Coffee Morning Tea
- History Committee formalized as sub-committee of Hall Committee
- Funding stage and foyer renovations from own budget
- Planning for rear extension

### **7. Business arising from reports**

#### **7.1 Car dumping**

Resolution:

That the Shire approach Police and other services, including CHW, to develop process of co-ordination, information and related protocols regarding activities such as the removal of stolen vehicles from Shire properties and parks with designated environmental and cultural overlays.

Moved: C. Henriksen

Seconded: A. Beggs-Sunter

Carried

#### **7.2 Children's Memorial**

- Noted that visitor's climb over the fence to leave floral tributes
- Clearly at odds with the Shire's concern about safety and access to the gorge cliff face

Resolution:

That the Shire either installs a security fence around the Children's Memorial with access from the park or gains family support to re-situate the memorial inside the existing fence.

Moved: J. McAuliffe

Seconded: C. Henriksen

Carried

### **8. General business:**

#### **8.1 Terms of Reference**

- The draft Terms of Reference were discussed and amended for discussion with the Shire.
- Refer to Attachment 1 for finalized draft.

#### **8.2 Wind Farm landscape proposals**

- The Committee noted that the map of turbine sites related to the amended planning permit PL-SP/05/046/A suggests that the visual impact of turbines from the Falls Park will not be reduced. The increase in turbine/rotor blade height and the redesigned array counterbalances the removal of the two turbines close to Racecourse Rd.
- The Wind Farm offer of landscaping to the west of the Recreation Reserve 'to mitigate the visual impact' is based on a notion of screening or reducing visual impact.
  - Both elements of that offer contradict the underpinning strategy of the Committee's Action Plan to link the park with its physical surroundings based on the Reserve Management Plan focus to reduce introduced impacts on landscape and cultural heritage.
  - The Committee's policy of replacing introduced trees with locally sourced trees/plants to link with the surrounding environment is based on enhancing the visual link between the park and Mt Buninyong, not screening the park from the view.

- The increased height of turbines increases rather than decreases the likelihood of visual impact for the western landscape view along much of the Moorabool Falls walk section adjacent to Harris Rd.
  - To date the Wind Farm discussion has centred on the Recreation section and not addressed the potential impact on the Moorabool Walk.
- It was noted that the Wathaurung Aboriginal Corporation sign-off focused on impacts on artifact sites rather than the visual element of cultural landscape and story line links between Mt Buninyong and the Lal Lal Falls.

Concerns:

1. No amount of landscaping will reduce the visual impact of the Wind Farm development on the visual amenity of the Reserve.
2. The suggested offer of indigenous or other signage should not become a basis for the Reserve, or more particularly its Park section, providing a site for that signage.

Arising:

Tammy to follow up with the Wathaurung Aboriginal Corporation re aspects of the sign-off.

**9. Next meeting:**

**Date:** Thursday, 21 June  
**Venue:** Lal Lal Soldier's Memorial Hall  
**Time:** 7.30pm

## **Attachment 1: Proposed amendments to and restructure of the Lal Lal Falls Advisory Committee of Council: Role and Terms of Reference 2003.**

### **1. INTRODUCTION**

**1.1** Council values local input and formalizes that by establishing an Advisory Committee of relevant groups and community members in accordance with Section 6 of the Lal Lal Falls Reserve Management Plan (April 2003).

**1.2** The Committee will provide advice in accordance with the Management Plan and undertake appropriate management tasks under the guidance of Council acting as the Committee of Management.

**1.3** The Committee will operate according to the Terms of Reference.

**1.4** Establishment of the Committee - as is

### **2. TERMS OF REFERENCE**

#### **2.1 Role**

As is

#### **2.2 Conditions & limitations**

- As is
- As is
- Council will value and respect the advice provided by the Committee and use it, together with information from other sources, to inform its practices, policies and procedures.
- Council will not necessarily be bound by the Committee's recommendations and retains the right to prioritise initiatives in accordance with budget and Community Plan processes.

#### **2.3 Membership**

- The Committee will have a maximum of eleven (11) members, including four (4) organisational representatives, a member of the Wathaurung community, five (5) community members and a Council member.
- One representative will be invited from each of the following:
  - (i) A peak indigenous organization (eg. Wathaurung Aboriginal Corporation),
  - (ii) CHW,
  - (iii) A local historical society
  - (iv) LandCare.
- The Wathaurung community member selected by a process agreed to in negotiation with community representatives, the Ballarat and District Aboriginal Cooperative and the Wathaurung Aboriginal Corporation
- Community representatives must be residents of Moorabool Shire
- The Committee will have the right to co-opt additional members for short and agreed periods with specific skills or expertise relevant to particular projects or activities.

## **2.4 Terms of Appointment**

- Community members will be appointed for a period of three (3) years.
- Casual vacancies for community membership will be appointed by the Committee as required in accordance with the following selection criteria:
  - Demonstrated commitment to the implementation of the Management Plan and Action Plan
  - Commitment to developing an understanding of the values underpinning the Management Plan and Action Plan and of the key issues within them.

## **2.5 Selection Processes for Appointment**

- Expressions of interest will be sought through public process for casual and end of term vacancies.
- Applicants will need to complete the information requested on the prescribed form.

## **2.5 Voting**

- Only the appointed community members, the Councilor and nominated organisational representatives shall have voting rights.
- Visitors, short term seconded members and Council officers shall not have voting rights.

## **2.6 Meetings**

- Meetings will be held bi-monthly
- The Committee may determine additional meetings as required
- A schedule of meeting dates and times for the forthcoming year will be decided at the final meeting of the preceding calendar year.

## **2.7 Reporting**

- The Committee will provide Council and relevant officers with a copy of the minutes following each meeting.
- The Committee will provide Council with a list of community members for approval at Council's Statutory Meeting in March.

## **2.8 Executive positions and functions**

- The Committee may determine its own executive structure within the following guidelines.
  - (i) A chairperson will be elected annually from the Committee membership at the first meeting of each calendar year.
  - (ii) Other roles as determined by the Committee, for example:
    - (a) Deputy Chairperson
    - (b) Secretary
    - (c) Project officer or manager for particular projects or activities
- The Chairperson's main responsibilities are as follows:
  - Follow the agenda
  - Ensure that motions and amendments are unambiguous and otherwise in order
  - Ensure that all members are given the opportunity to speak
  - Conduct a vote
  - Give a casting vote when necessary
  - Clearly announce the result of all votes
  - Manage discussion and avoid members dominating to the exclusion of others.

- The Secretary's main responsibilities are as follows:
  - Arrange the meeting
  - Prepare and distribute the agenda and other related documents one week in advance of the meeting
  - Organise inward and outward correspondence
  - Prepare and distribute the minutes of the previous meeting and other related documents
  - Take notes that will enable clear and accurate minutes to be written up
  - Carry out the follow-up action arising from the business of the meeting

## **2.9 Administration**

- **Council support for the Committee** (As is under current 3.1.)
- Council officers may attend meetings for specific requirements and subject to availability.



**13. NOTICES OF MOTION**

**No notices of motion have been received for consideration as part of this Agenda.**

**14. MAYOR'S REPORT**

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

**Recommendation:**

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

**15. COUNCILLORS' REPORTS**

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

**Recommendation:**

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

**16. URGENT BUSINESS**

**17. 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.

**18. MEETING CLOSURE**