

## ORDINARY MEETING OF COUNCIL

**Notice** is hereby given of the  
Ordinary Meeting of Council to be held at  
the James Young Room, Lerderderg Library,  
215 Main Street, Bacchus Marsh on  
Wednesday 3 August 2016,  
commencing at 5:00 p.m.

### Members:

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

### Officers:

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

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

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**1. OPENING OF MEETING AND PRAYER**

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

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

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

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

**Amen**

**2. ACKNOWLEDGEMENT TO COUNTRY**

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

**3. PRESENT**

**4. APOLOGIES**

**5. CONFIRMATION OF MINUTES**

**5.1 Ordinary Meeting of Council – Wednesday 6 July 2016**

**Recommendation:**

**That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 6 July 2016.**



## 6. DISCLOSURE OF CONFLICT OF INTEREST

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

Definitions of the class of the interest are:

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

### Time for Disclosure of Conflicts of Interest

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

Section 79(6) of the Act states:

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

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

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

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

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

## 7. PUBLIC QUESTION TIME

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

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

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

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

A Councillor or Council officer may:

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

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

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

## 8. PETITIONS

Council has received a petition containing 45 names of residents, (representing 32 residential addresses) of Manning Boulevard, Darley, pertaining to a request for Council to install speed limiting devices in the 50kph zone in Manning Boulevard, to address the issue of noise at night from speeding cars.

It should be noted that Council's Meeting Procedures Local Law No. 9 in Clause 6.7 requires a petition to contain at least ten signatures. In this case the hand-written names and addresses of 45 residents of Manning Boulevard have been provided but not the signatures of these residents.

Never-the-less, it is recommended that the petition be received by the Council and a report prepared by Council officers.

### **Recommendation:**

**That the petition containing 45 names requesting that speed limiting devices be installed in Manning Boulevard, Darley be received by Council and that a report be prepared by officers for Council's consideration.**

# Attachment - Item 8

**RECEIVED**

18 JUL 2016

MOORABOOL SHIRE COUNCIL  
ABN 29 352 744 296

Barry Whelan  
24 Manning Blvd.  
Darley

MOORABOOL SHIRE COUNCIL  
CENTRAL RECORDS

July 16, 2016

Indi Gosh  
Assets Management Coordinator  
Moorabool Shire Council

18 JUL 2016

Dear Indi,

File No. 1159  
02/06/008

**Re Request for Traffic Calming Devices Manning Boulevard, Darley**

Thank you for your prompt response to my concerns on the traffic speeding and noise issue in Manning Boulevard. Coincidentally a traffic counter suddenly appeared a few days after my complaint to you, located about 50 metres from Whelan Court, placing one counter within the whole length of Manning Boulevard would hardly provide enough data to be relevant in a traffic study.

In the previous studies from which you have provided the following statistics, the vehicles measured 100 metres east of Egan Court 15% are above the 50kph limit as are the vehicles east of Whelan Court. To expect the police to be responsible to control the offending 15% while maintaining law and order throughout the shire is an abdication of the council's own responsibility to provide speed limiting devices where they are necessary and effective as displayed in Holt's Lane.

The so called factors you state that require consideration prior to installation of speed limiting devices such as street lighting, visibility, access for emergency vehicles and heavy trucks can all be accommodated with proper planning and to state that these calming devices increase noise and are not effective for hoon behaviour is not correct as they are used very effectively in Melton and many other local suburbs.

Your comment that these speed limiting devices are not popular with residents is not the response that I elicited in my discussions with them on the issues and when asking them to sign the attached petition, As for emergency vehicles they represent a very small percentage and cope with speed limiting devices wherever they are located.

The proposal that I should contact the police when the speeding and hoon driving occurs, well, for your information, the noise offences mainly occur at night and the local police do not have a direct phone contact, so I am obliged to contact 000, the emergency services and my calls are interrupting critical emergency phone calls and all because there are not proper traffic control devices on the local roads.

I have spoken with the local police officer responsible for traffic and while they do allocate some patrols in the area when notified, they are limited by resources which are best deployed on more serious matters and would be assisted with speed limiting devices in place.

Of the thirty five residents asked to sign the petition only three residents declined to sign, which is a strong indication in favour of speed limiting devices. From the commencement of Manning Boulevard to the existing end of the street all of the residents have serious concerns of noise and safety with speeding vehicles when emerging from their driveway. It is particularly relevant of vehicles descending the steep parts of the street and a detailed traffic study would show downhill speeds are significantly higher than the 50 kph prescribed limit and therefore its important any traffic study be conduct along the entire street length.

The attached residents petition and example of a typical speed limiting device are attached in support and a copies have been supplied to Councillor Alan Comrie and to the Bacchus Marsh Police Officer in Charge.

Yours Sincerely  
Barry Whelan

## PETITION BY THE RESIDENTS OF MANNING BVD. DARLEY

This petition to the Moorabool Shire Council is in respect to the issue of noise at night from speeding cars in Manning Boulevard and a request for consideration to install speed limiting devices in the 50 kph zone in Manning Boulevard; such as the photo attached which types are used with considerable success in other localities.

Name: B. J. & V. L. WHELAN  
Address: 24

Name: JANE STEVENSON  
Address: 13

Name: MARA + EUGENE  
MILONE  
Address: 31 MANNING BLVD  
BACCHUS MARSH

Name: M & M McHEANEY  
Address: 10

Name: DEBORAH BARNARD  
Address: 47 MANNING BLVD  
DARLEY

Name: L & B. SPITERI  
Address: 12

Name: TROY TOBY  
Address: 45 Manning Blvd  
Darley

Name: R. Redolgi  
Address: 35

Name: JOHN BRISTOW  
Address: 22 MANNING BLVD  
DARLEY.

Name: TOM BRENNAN  
Address: 51 MANNING BLVD

Name: W. J. & M. D. MCLEOD  
Address: 23 MANNING BVD

Name: Benny + Jackie  
Address: 49 MANNING

Name: F. A. & A. J. ADHOPER  
Address: 20 MANNING BVD

Name: CHRIS CARDWEN  
Address: 34 MANNING

Name: K. DANQUER  
Address: 21

Name: ROBIN + CAROLINE  
Address: 26 MANNING BLD.

Name: PHIL BUTT  
Address: 16

Name: Keith Miller  
Address: 27 MANNING BLVD.

Name: JUDY + BRIAN BRAMICH  
Address: 19

Name: Anne & Gerry Monaghan  
Address: 1 Whelan Cr



**PETITION BY THE RESIDENTS OF MANNING BVD. DARLEY**

This petition to the Moorabool Shire Council is in respect to the issue of noise at night from speeding cars in Manning Boulevard and a request for consideration to install speed limiting devices in the 50 kph zone in Manning Boulevard; such as the photo attached which types are used with considerable success in other localities.

Name: VANESSA + KEVIN  
DREVENSEK  
Address: NO 4. MANNING

Name: ANGUS HANSON  
Address: 55, MANNING BLVD

Name: BERNIE CORDON  
Address: 9 MANNING

Name: SAM BUTLER  
PAUL BUTLER  
Address: 48 MANNING BVD

Name: Pauline Lambron  
Address: 11 Manning

Name:  
Address:

Name: Neil Powrie  
Address: 43 Manning

Name:  
Address:

Name: MALCOLM CROOK  
Address: 25 TWENDY

Name:  
Address:

Name: Bree Manley  
Address: 30 Manning BLVD

Name:  
Address:

Name: BOB JOE CIANGURA  
Address: 38 MANNING BLVD

Name:  
Address:

Name: Sandoz Keri  
Address: 3

Name:  
Address:

Name: Jenny Jovanovic  
Address: 17

Name:  
Address:

Name: Sally Turner  
Address: 18 Manning

Name:  
Address:





**9. PRESENTATIONS / DEPUTATIONS**

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

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

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

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

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

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

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

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

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

Item No	Description	Name	Position
-	-	-	-

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

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

Item No	Description	Name	Applicant/ Objector
-	-	-	-

**10. OFFICER'S REPORTS**

**10.1 CHIEF EXECUTIVE OFFICER**

*No reports for this meeting.*

## 10.2 GROWTH AND DEVELOPMENT

### 10.2.1 Housing Bacchus Marsh to 2041

File No.: 13/01/014  
Author: Andrew Goodsell  
General Manager: Satwinder Sandhu

#### Executive Summary

At the Ordinary Council meeting held on 25 May 2016 it was resolved to place on public consultation the document *Housing Bacchus Marsh to 2041* (the Housing Strategy) for a period of 4 weeks.

During the public consultation process three (3) submissions were received from agencies (Western Water, the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) and Wyndham City Council. All were supportive of the Housing Strategy, with some suggested improvements made by DEDJTR concerning where increased housing density should be delivered. For reasons outlined in this report, those precincts are proposed to remain as either natural increase or minimal residential growth zones (17, 19, 20, 21, 30, 31). Precinct 32 comprises part Mixed Use Zone and part General Residential Zone, and is proposed to remain a natural residential growth precinct.

Three (3) public submissions were received, two brief statements on Have your Say and a more detailed submission by a local resident. All three are supportive of the Housing Strategy, but make some important statements on the role of heritage planning to protect important buildings and streetscapes, and the need for holistic planning to ensure areas of increased density benefit from appropriate public infrastructure.

Council has now completed the consultation process and has a final strategy for consideration and adoption. No substantive changes were made to the Housing Strategy as a result of the exhibition process.

Subject to adoption of the Strategy implementation of the recommendations will form the next phase of work.

#### The objectives of the Housing Strategy

The objectives of the Housing Strategy are set out on page 7 of the Strategy. These include to: -

- Provide an integrated body of work which captures the key aspects of housing supply and demand for Bacchus Marsh.
- Identify housing stock diversity targets and how these targets can be achieved.
- Provide a clear direction and policy guidance to enable orderly growth, managed change and retention of key elements of character including neighbourhood character mapping and character precinct brochures.
- Develop a strategy for residential growth that considers the specific pressures for housing in Bacchus Marsh and the desire to support investment and access to key activity centres throughout the settlement.

- Provide a basis for Council to develop a clear vision on housing issues across Bacchus Marsh and thus:
  - Update the planning scheme as appropriate to reflect that vision and strategic directions – zones, schedules, overlays.
  - Have a clear perspective on the likely issues of affordability and emergency care needs and establish key directions for future assessments and strategy development in these areas.

The Strategy addresses the above objectives, but also identifies the complexity of housing policy, including identifying that Local Government has limited control in managing housing diversity. Thus, the primary focus must be on what Council can reasonably control via regulation (the planning scheme) and advocacy and partnership development with key stakeholders.

### **Scope of the Housing Strategy**

The Housing Strategy makes the following key recommendations:

- Prepare an action plan based on a series of recommended actions as set out in the Strategy concerning housing diversity, affordability and accessibility (see Chapter 8).
- Update the Municipal Strategic Statement within the planning scheme, to build on the vision, objectives, strategies and actions for Bacchus Marsh as set out in the Housing Strategy.
- Update residential zones and schedules based on the strategic application of the General Residential Zone with schedules that encourage infill development in some precincts but not others, with Neighbourhood Residential Zone applied to areas where growth is to be minimised.
- Add '*Housing Bacchus Marsh to 2041*' (including existing and preferred character statements) to the list of Reference Documents in the planning scheme.
- Prepare guidelines/policy for urban design, landscaping and environmentally sustainable design. These guidelines could also be included as Reference Documents in the planning scheme.

It is evident from the community engagement that there is considerable support for a housing strategy in the form proposed. But equally it needs to be acknowledged that there are other tools or mechanisms also required to be implemented in Bacchus Marsh.

For instance, heritage conservation is best addressed via an adopted heritage strategy and amendment to the planning scheme. The work from 1995 has not been implemented and needs a likely gaps analysis to update with resourcing to complete an amendment. In turn this would upgrade the list of heritage places and what precincts, if any, are needed.

Issues such as community infrastructure planning and more integrated delivery of cycleways, footpaths and public transport accessibility are optimally delivered via the adopted Bacchus Marsh Integrated Transport Strategy. The Hike and Bike Strategy also provides guidance on priorities.

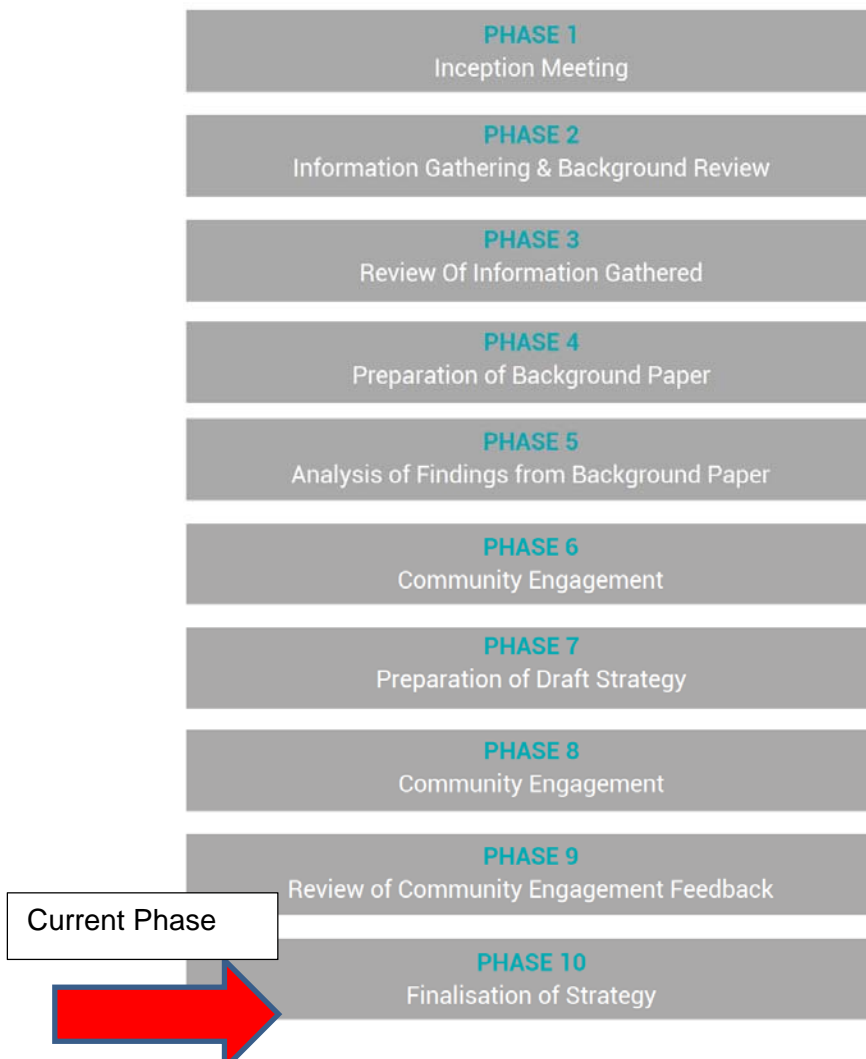
These initiatives, together with the housing strategy and a renewed focus on the service role of neighbourhood hubs in Darley, Bacchus Marsh and Maddingley as part of the Community Infrastructure Framework (and future

funding capture programmes) are critical if targeted investment to enhance sustainability is to occur.

The Housing Strategy cannot deliver all of these outcomes by itself. The challenge is therefore to communicate to the community, engage on priorities and integrate the now extensive set of strategies into a coherent implementation plan for Bacchus Marsh.

**Housing Strategy Methodology**

The Housing Strategy was developed via a 10 phase process, as per Figure 1.



**Figure 1** Housing Strategy Methodology (source: Mesh)

### Progress to Date

**Table 1** identifies progress to date and expected timelines to complete the Housing Strategy.

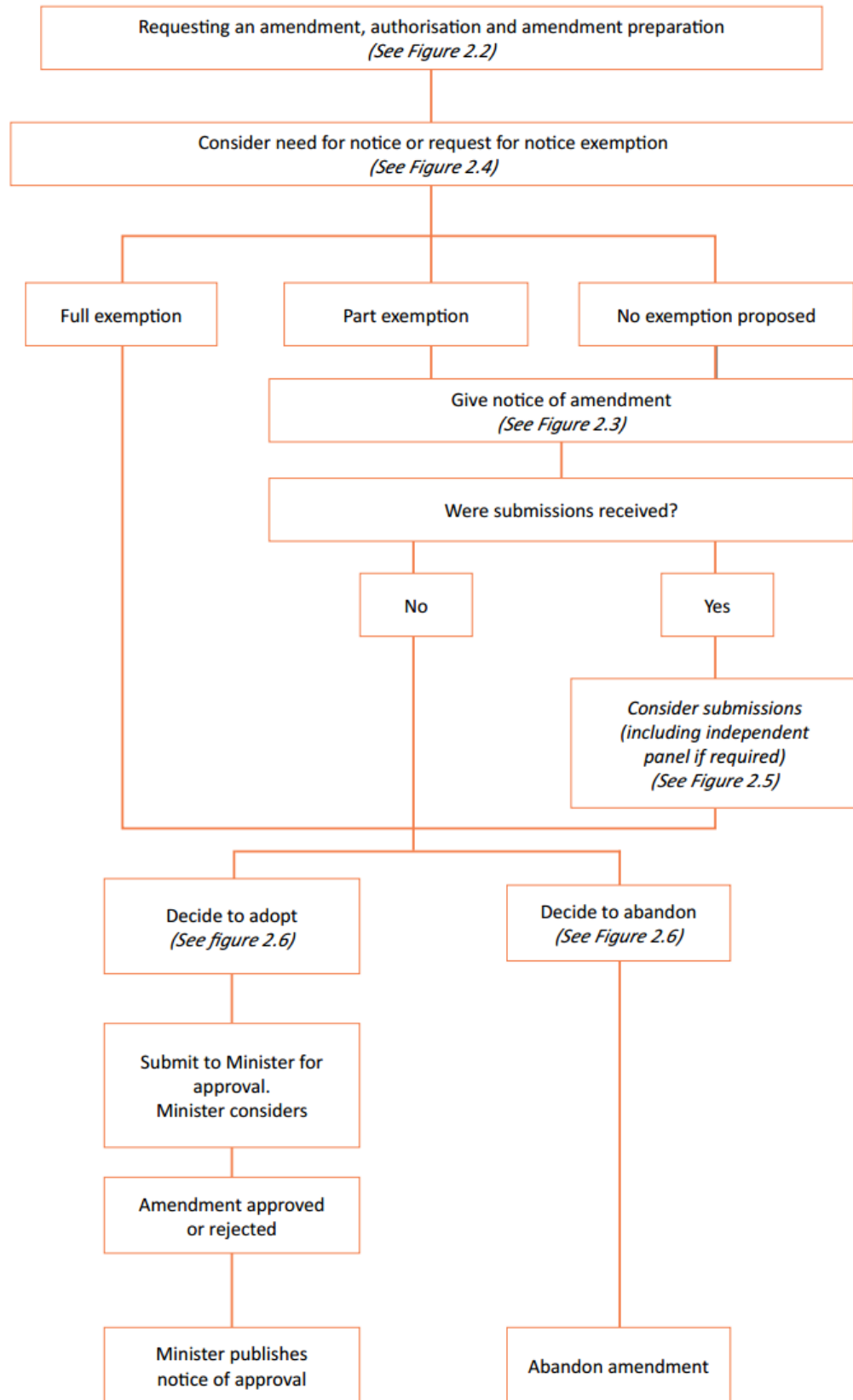
Key Dates	Task	Status
24 February 2016	Section 86 Committee – Mesh present findings of work to date.	Completed
March 2016	2 week consultation period to follow Section 86 meeting. Consultation to be completed by mid March.	Completed
Mid March – Mid April	Mesh to prepare draft Housing Strategy Report.	Completed
27 April 2016	Draft Housing Strategy Report tabled at Section 86 Urban Growth Committee.	Completed
25 May 2016	Special Meeting of Council to endorse public exhibition of the draft Housing Strategy.	Completed
31 May-1 July 2016	Exhibition period	Completed
1 July-8 July 2016	Final amendments to Housing Strategy completed	Completed
3 August 2016	Housing Strategy tabled at Council OMC for adoption.	Tabled

**Table 1** Timetable

### Future Steps

Subject to Council adopting the housing strategy the next steps will involve preparing the necessary planning scheme amendments. As per Figure 2 the amendment will also be required to undertake a public consultation process and likely a referral to Planning Panels Victoria, both steps which entail an opportunity to further engage on proposed zones and controls.





**Figure 2** Planning Scheme amendment process (source: DTPLI – Using Victoria’s Planning System, 2015)

## Engagement Feedback

Agency Response (copies of submissions at Attachment 10.2.1(b)).

### Western Water Submission

Feedback/Issue	Response
Note that the growth predicted, within existing town boundaries will generate additional drinking water and sewage treatment demands than is the case presently. Capacity to meet these demands exist via new infrastructure planned in the form of pumps, tanks, pipeline easements, sewer mining plants and buffer zones.	Noted.
It is requested by Western Water that appropriate zoning be provided to set these areas required by Western Water for infrastructure in Housing Strategy.	Issues such as zoning of Western Water infrastructure are outside the scope of the Housing Strategy but can be addressed in further discussions, possibly as part of the Urban Growth Strategy (in preparation) or via Western Water initiated amendments.
The submission also notes Western Water is assessing the opportunity to divert sewer flows from the centre of Bacchus Marsh and redirecting to the Grant Street SPS, which in turn will enable future infill housing in the centre of Bacchus Marsh.	Noted. These types of initiatives will be important as under-utilised land in Bacchus Marsh near Main Street is ultimately developed.
All other sewage flows are collected and transferred from the Avenue of Honour SPS to the Parwan treatment plant. Investigation of options to use these flows for other purposes is being considered including use within the irrigation district.	Council staff have been discussing these issues with Western Water as part of the Urban Growth Framework and other projects being driven by Western Water.
Western Water is keen to work with Moorabool Shire on these and other issues including promoting the reduction in drinking water usage into the future.	Council have been working with Western Water staff increasingly in the last 12 months examining a range of water cycle issues attached to the disposal and economic use of stormwater and treated effluent. It will also work on efficient use of drinking water within the district.

**Table 2**

Summary: The submission raises a number of issues but appears to broadly support the Housing Strategy in its present form. At the time of writing a meeting with the author of the submission has been requested to ensure the issues raised are effectively addressed in the Urban Growth Framework.

**DEDJTR Submission (whole of transport submission)**

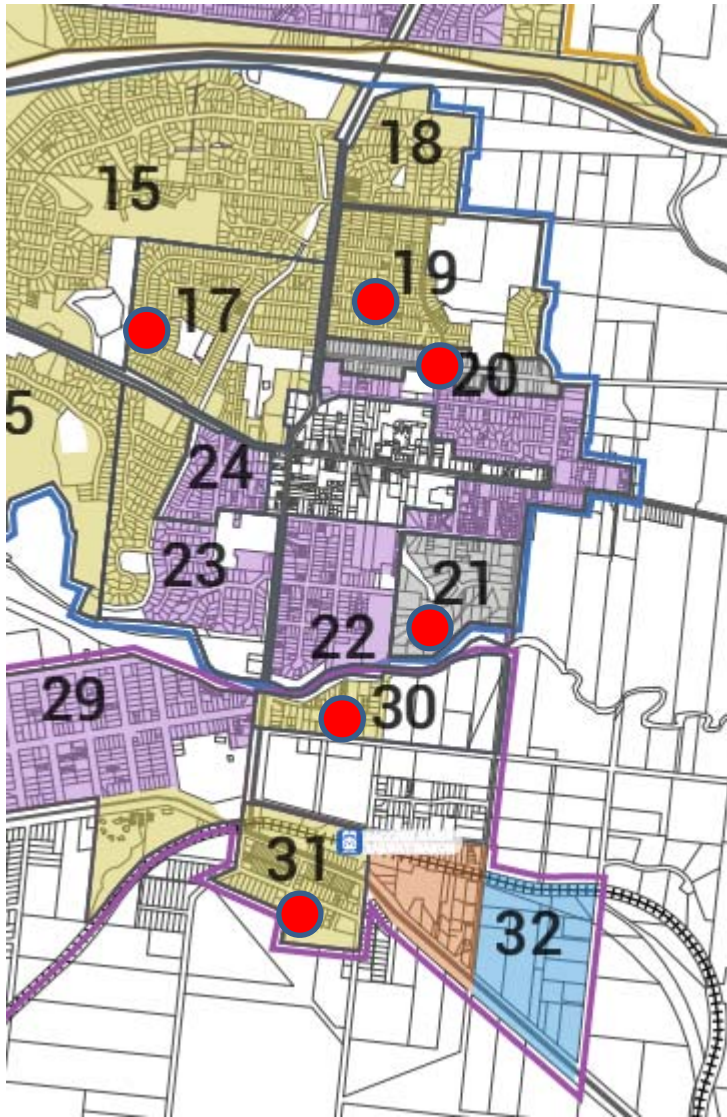
<b>Feedback/Issue</b>	<b>Response</b>
The encouragement of sustainable neighbourhoods near services is strongly supported.	Neighbourhood service hubs is a core component of the housing strategy, linked to the outcomes in the adopted Retail Strategy.
Increasing densities of housing near public transport is also advocated.	Increasing residential densities within close proximity to services is a key outcome of the strategy, consistent with State Policy.
Make reference to the Bacchus Marsh Integrated Transport Strategy where appropriate.	Now addressed.
Altered stabling arrangements for the train network are foreshadowed for 2018-19 reducing noise attenuation, noise vibration and light pollution close to the existing train station. A second platform, car park upgrade and provision of a pedestrian link between platforms is also explained. These changes are in DEDJTR's view a solid basis for more targeted growth in Precincts 17, 19, 20, 21, 30, 31 and 32.	Refer to response below.
Some errors have been noted of a generally typographic nature.	These issues have now been addressed.

**Table 3**

The precincts where DEDJTR wishes to promote increased density are identified in **Figure 3**.

Precinct 17 is identified as a natural growth area (zoning to remain General Residential) meaning applications for infill development will be assessed on merit. It does not target the area for growth but neither does it limit good development from obtaining a permit. No minimum lot sizes apply in the zone. A key consideration in this precinct is its landscape characteristics and a number of potential heritage buildings present (in the eastern portion of the precinct), St Bernard's Primary School being a key heritage site. Average lot size is 628 sq.m with site coverage at 29%. Front setback average is 7m. No change is recommended.

Precinct 19 is difficult to support as an increased residential growth area because it lies to the north of Lerderberg Street precinct (Precinct 20) which has a strong local streetscape and number of heritage significant buildings. Average lot size is 707sq.m and site coverage is 34%. Front setback average is 6m. Natural growth is the optimal outcome.



**Figure 3** Extract from precinct map (source: Mesh)

Precinct 20 comprises Lerderberg Street which is widely considered within Bacchus Marsh to be one of the more intact and coherent residential streetscapes in the town. St Bernard's Church is a key heritage building within Lederderg Street. Typical lot size is 840 sq,m and site coverage is 39%. Front setbacks average 8m and dwellings are modest and typically single storey.

Whilst Precinct 20 is within walking distance of the commercial centre of Main Street the overarching view is that the streetscape character lends itself to protection and conservation. Neighbourhood Residential Zone Schedule 2 will therefore apply in this area with a minimum lot size of 500 sq.m.

Precinct 21 is centred on McGrath Street and Lord Street. Average lot size is 2333 sq.m and site coverage is 20%. Front setback averages are 27m. Houses are located often in the centre of lots with large side and rear setbacks. Landscaping is a significant feature, often exotic. This area was established as a garden estate and remains largely intact. Scope for infill is feasible but it would detract significantly from the clear neighbourhood character apparent. If the strategy is to retain the idea of different housing offers and opportunities areas such as Precinct 21 should be retained.

Precinct 30 is flood prone according to Melbourne Water maps. Areas to the west around Boyce Close are substantially developed. Average lot size is 1141 sq.m and site coverage is 40%. Front setback average is 6m. Natural growth is the optimal outcome.

Precinct 31 is situated south of the railway line. Average lot size is 914 sq.m and site coverage is 30%. Average front setback is 9m. The train line and location of the station substantially sever this area from land north of the railway corridor. Buildings in many cases comprise former workers cottages. Rear lanes are found in some streets which is rare. A sense of space within the landscaped setting suggests a natural growth as opposed to increased residential growth outcome is preferable. At this stage, there is no strategic direction to expand/intensify development south of the railway line, and no services are proposed in this area.

Precinct 32 comprises part Mixed Use Zone and part General Residential Zone, and is proposed to remain a natural residential growth precinct. This precinct is also situated south of the railway line where there is currently no strategic direction to expand/intensify development.

Summary: The DEDJTR submission supports the Strategy and identifies the importance of integrated land use and transport planning. BMITS is referenced in the Strategy and the opportunities that may arise strategically from new infrastructure at the Bacchus Marsh Train Station will be monitored and further considered.

The changes proposed with respect to greater housing density in precincts 17, 19, 20, 21, 30, 31 and 32 have merit from a transport perspective but are not supported for the grounds stated above.

**Wyndham City Submission**

Feedback/Issue	Response
Wrote in support of the strategy, specifically the use of neighbourhood character mapping and delivering housing diversity to meet community needs.	Noted. The issues identified by Wyndham are key concerns for Council and are key drivers behind the Strategy prepared.

**Table 4** Summary: No change to the Strategy is required.

*Public Submissions (copies of submissions at Attachment 10.2.1(c))*

In total there were three (3) submissions received, two (2) from Have your Say and one (1) more detailed submission received via email.

**Respondent 1 - Have Your Say**

Feedback/Issue	Response
The table on page 78 is incorrect.	Agreed. Error now corrected.
Council could take a role in incentivising greater housing choice in the building industry to encourage home construction more suitable to the rapidly growing single person households demographic.	The point concerning what Council's role should be in encouraging housing diversity is a policy question that will become more pressing over time. Education and advocacy are likely key opportunities discussed in the Actions section of the Strategy (section 6.2).

**Table 5**

Summary: Beyond the changes required to page 78 of the Strategy no further changes are required.

**Respondent 2 – Have Your Say**

<b>Feedback/Issue</b>	<b>Response</b>
Agreed with the guiding principles stated and the goal of maintaining the character that draws residents to Bacchus Marsh.	The support for the guiding principles within the Strategy is acknowledged. The submission matches a pattern observed during the public drop in sessions where there was overwhelming support for the directions being suggested.
Specific examples of development that may have eroded neighbourhood character mentioned, being east of Fiskin Street within the irrigation district.	The examples mentioned of inappropriate development appear to be upon land within the Farming (FZ) Zone. The Strategy is limited only to existing residential zoned land. The point is noted however.
The submission supports the need for greenfield and infill to retain a country feel but seeks to avoid small block sizes typical of Caroline Springs.	Questions of lot size are noted. The Strategy seeks to direct where infill development is appropriate, linked to accessibility to key services and public transport. It is agreed that small lot sizes remote from services should be discouraged and the Strategy will be effective in this respect through its use of more defined zone boundaries and tailored minimum lot sizes. Lot sizes in the more remote areas of Darley for instance will be increased significantly (to 700 sq.m from no standard).
Roads in the area are identified as too narrow and there is concern about new guttering.	Road design is being carefully addressed in new major land releases such as Underbank and will receive renewed attention if other major land releases come 'on line' in future. There is a clear link between road reserve widths and landscape character in regional settings, the balance being between excessive width and too narrow to function.  Issues concerning drainage and civil works have been forwarded to appropriate staff for response but fall outside of this Strategy.

Support is provided to the use of overlays to address neighbourhood character. The protection afforded precincts 17, 19 and 20 is also supported.	Noted.
---	--------

**Table 6**

**Summary: No changes are required to the Strategy.**

**Respondent 3**

Feedback/Issue	Response
Strategy involves a great deal of research and is a timely initiative.	The project has been a significant undertaking and is strategically a high priority.
Objectives are discussed in the submission. 5 are identified of note.	
1. Address limits to growth of housing in Bacchus Marsh.	1. Bacchus Marsh has scope to meet 20 years demand within existing zones. The Urban Growth Framework will address infrastructure requirements (draft due end of 2016/early 2017).
2. Examine the nexus between infrastructure and housing supply and the role of developers.	2. A complex issue. All development plans involve significant developer contributions. It's the infill development and smaller land releases that have not paid for local infrastructure. Future funding models are being examined to address all scenarios.
3. Provide tactics to retain architectural diversity and building quality.	3. Likely best addressed by design guidelines – one of the next phases of work in implementation phase.
4. Housing affordability.	4. Bacchus Marsh is part of the metro housing market. Issues are less significant proportionately to metro average.
5. Makes note of conflict between clauses in current MSS and Strategy eg cl. 21.02, 21.06, 21.07	5. The MSS will be updated both as part of housing strategy implementation and urban growth framework. No identified conflicts exist with the clauses mentioned. Ultimately Bacchus Marsh is evolving and the MSS will

	<p>need to be upgraded to reflect the future directions taken. The housing strategy needs to be read along with the adopted retail strategy, industrial strategy, the integrated transport strategy and a host of other strategic documents – all of which will drive an entirely new MSS (likely through the Urban Growth Framework implementation)</p>
<p>Chapter 2 should consider passive housing design principles with sustainable neighbourhood objectives.</p>	<p>The comment will require further consideration as part of the design guidelines for Bacchus Marsh – the next phase of work.</p>
<p>Characteristics of Bacchus Marsh include heritage buildings, listed and otherwise should be protected.</p>	<p>There are two ways of examining this issue – zone controls with design guidelines; and heritage controls. The Strategy is focusing on zone and design controls but heritage gaps analysis is also relevant to resolve over time (resource dependent).</p>
<p>Chapter 4 would benefit from guidance on the form of future housing development.</p>	<p>It is not clear such guidance fits into Chapter 4. The first step is mapping preferred neighbourhood character (completed). The second step is to prepare statutory controls via zones and schedules (designed, yet to be implemented). The third step is design guidelines – to be funded separately.</p> <p>It is agreed however that clearer guidance on design for new development, much of which will remain single detached homes, is needed.</p>
<p>Strategies and actions in 4.7 of Strategy. The strategies are supported but do not go far enough. Key issues include:</p> <p>Walking and bicycle tracks in all growth areas.</p> <p>Specify the provision of public infrastructure such as schools and open space as well as planning to sustain biodiversity.</p>	<p>Walking and cycling routes are embedded in all endorsed development plans. Council is working closely on this for the Underbank DP now. Schools, open space and other infrastructure are key components in new masterplanned greenfield estates. The issue is that in many areas of Bacchus Marsh no development plans have been</p>



<p>Seems a contradiction to target increased density around activity centres and not targeted new greenfield releases for higher densities.</p>	<p>required and development has been less structured in terms of public infrastructure (legacies of the past which are difficult to resolve beyond remedial action eg compulsory acquisition for open space – costly. No contradiction in new major land releases which are subject to development plans (West Maddingley, Underbank). They are required to achieve minimum densities of 15 dw/ha gross which is well above the average in Bacchus Marsh. To achieve this some smaller lots and unit sites are required.</p>
<p>Under 8.1 implementation options Council should apply heritage overlay to protect key sites and precincts to avoid loss as new infill occurs.</p>	<p>The 1995 heritage assessment carried out by Council was not implemented through the planning scheme amendment process. It would be appropriate to consider a gaps analysis on heritage in Bacchus Marsh to update that work and implement necessary amendments. That would be consistent with the work now completed with this Housing Strategy. Council support via the budget would be required to complete this task.</p>
<p>Under 8.2 changes to the MSS should include regard to provision of community facilities in and around identified activity centres. Increased housing density should include strong protection of neighbourhood and heritage character.</p>	<p>Any investment in new housing will see change occur in neighbourhood character. The aim of the Housing Strategy is to map the existing character and key elements worth retaining as places evolve. Identified activity centres are nominated as these already benefit from better access (relative to other areas) in terms of public transport, open space and other facilities. This is not however to suggest further improvements should not be made. Thus, it is intended that activity centres such as Main Street Bacchus Marsh and Darley for instance be subject to further urban design framework assessment and meaningful on ground investment in public infrastructure. As these frameworks are developed funding for improvements will need to be further considered consistent with the visions developed.</p>

<p>Character Precinct 24 statement is incomplete.</p>	<p>The final version statement on Precinct 24 does reference heritage values. As indicated above, specific regard to heritage overlays would need to be considered in an updated heritage study for Bacchus Marsh, implemented into the planning scheme via amendment. Such an initiative needs to be costed as part of the annual budgetary cycle of priorities.</p>
<p>Preserving the neighbourhood character of Precinct 22.</p>	<p>Specific heritage protections are delivered via heritage listings and precincts incorporated into the planning scheme. A housing strategy cannot deliver that type of protection beyond referencing heritage as a significant consideration.</p>

**Table 7**

**Summary: No substantive changes are required to the Strategy.** There are a number of solid strategic arguments within the submission which warrant further consideration. In many cases these relate to heritage studies and planning scheme amendments – which require separate funding and Council commitment.

The issues concerning integrated neighbourhood planning are all entirely valid and present a challenge in the non-master planned areas of Bacchus Marsh (which comprise large sections of Darley and Bacchus Marsh – but not West Maddingley or Underbank). Council is modelling needs as part of the Community Infrastructure Framework, examining gaps and ultimately Council will examine how to remedy these issues. Much of this concern relates to legacy development and the Community Infrastructure Framework, paired to improved cycleways and footpaths (BMITS, Hike and Bike Strategy) and other initiatives will over time see improvement in how places function and therefore the liveability of neighbourhoods.

**Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Enhanced Infrastructure and Natural and Built Environment.
<b>Objective</b>	Effective and integrated strategic planning in place to create sustainable communities.
<b>Strategy</b>	Adoption of Moorabool 2041 Framework and vision. Development of Urban Growth Strategy in conjunction with other related plans. The Housing Strategy is a key input into the Urban Growth Strategy.

Undertake integrated infrastructure and land use planning to guide future growth and development of our towns and settlements. The preparation of the Bacchus Marsh Housing Strategy is consistent with the 2013-2017 Council Plan.

### Financial Implications

There are no financial implications associated with adopting the Housing Strategy.

Future costs will be generated when amendments to the planning scheme are progressed and implemented and these will be subject to separate budget processes. This may include Panel hearing costs. However these costs are budgeted in the financial year 2016/17.

Other tasks set out in the Housing Strategy may involve costs to Council but this will need to be further considered with priorities linked to capacity to complete over forthcoming budgets.

### Risk & Occupational Health & Safety Issues

There are no O H & S issues or risks associated with this Report.

### Communications and Consultation Strategy

Subsequent to the Council resolution to undertake a consultation process on the Housing Strategy the following activities took place:

- Advert in the Moorabool News on 31 May 2016.
- 3 drop in sessions attended by Council staff and personnel from Mesh.

Date	Location	Conversations
6/6/16	Bacchus Marsh Village Shopping Centre	25
20/6/16	Bacchus Marsh Village Shopping Centre	24
27/6/16	Bacchus Marsh Village Shopping Centre	22
	Subtotal	71

**Table 8** Drop in activity - summary

- Website engagement via Have your Say. In total there were 68 visits to the Housing Strategy listing on the website. 13 downloaded the document. Two responses were received - see 'engagement feedback' (report at Attachment 10.2.1(d)).
- Mail out to agencies, of which Western Water and the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) responded – see 'engagement feedback'.

## **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 – Andrew Goodsell*

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

### **Conclusion**

The Housing Bacchus Marsh Housing Strategy to 2041 presents Council with an opportunity to develop a consolidated and coordinated vision for how it will regulate and manage growth pressures in the town of Bacchus Marsh. Such a Strategy is an important step forward and the first such strategy for a settlement recognised in Plan Melbourne as a regional growth centre.

The Housing Strategy will provide the basis for updates to the planning scheme and give clear direction and input into the Bacchus Marsh Growth Framework, currently in preparation.

The next phase of work in Bacchus Marsh will involve preparing the necessary planning scheme amendments to implement the Housing Strategy.

### **Recommendation:**

**That Council resolves to:**

- 1. Receive the submissions in relation to the *Housing Bacchus Marsh to 2041*, as tabled in Attachments 10.2.1(b) and (c).**
- 2. Adopt the strategy *Housing Bacchus Marsh to 2041*, as tabled in Attachment 10.2.1(a) and authorises its publication on the Moorabool Shire Council web site.**
- 3. Seek authorisation from the Minister for Planning to prepare a planning scheme amendment to implement the recommendations of the *Housing Bacchus Marsh to 2041* Strategy by:**
  - modifying the Local Planning Policy Framework of the Moorabool Planning Scheme;**
  - updating the relevant Residential Zones and Schedules; and**

- **including the Strategy as a Reference Document in the Moorabool Planning Scheme;**

**pursuant to Section 8A(2) of the Planning and Environment Act 1987.**

4. **Following receipt of Ministerial authorisation, exhibit the amendment in accordance with the requirements of the Planning and Environment Act 1987.**

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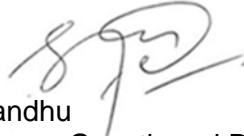
**Report Authorisation:**

**Authorised by:**

**Name:** Satwinder Sandhu

**Title:** General Manager Growth and Development

**Date:** Wednesday, 27 July 2016



# Attachment - Item 10.2.1(a)



# HOUSING BACCHUS MARSH to 2041



July 2016

# mesh

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18 July 2016



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## Executive Summary

The Shire of Moorabool is comprised of a series of towns, including Bacchus Marsh, that will come under increasing pressure to accommodate a share of the projected population growth across the State.

Bacchus Marsh has specifically been identified in *Plan Melbourne* and the *Central Highlands Regional Growth Plan* as a suitable location to accommodate growth due to its regional service centre role, its relative accessibility to Melbourne, Geelong and Ballarat, its well established town centre and the availability of greenfield and infill development opportunities.

Notwithstanding this recognition, the higher order metropolitan and local strategy and policy framework consistently identifies the need for Bacchus Marsh to meet emerging housing and other needs and to retain the intrinsic character and other qualities of the town.

The Bacchus Marsh Housing Strategy, *Housing Bacchus Marsh to 2041*, has been commissioned as one of six key projects that will be inputs into the preparation of *Moorabool 2041*.

*Moorabool 2041* is a wide ranging strategic initiative that will guide the future growth and development of the Shire as a whole and will include an *Urban Growth Strategy* and a *Rural Growth Strategy*.

*Housing Bacchus Marsh to 2041* examines the Bacchus Marsh housing situation in detail and assesses important issues such as supply and demand, housing mix, lot sizes, affordability and special housing needs.

The general findings of the analysis is that Bacchus Marsh has a relatively low level of housing diversity but that affordability levels are relatively good by comparison to other growth areas in the Outer Western Region.

Historical affordability levels and the dominance of separate dwellings may be challenged into the future due to changing household structures and underlying land and construction values. *Housing Bacchus Marsh to 2041* identifies a range of practical objectives, strategies and actions that will enable the Shire to respond to these challenges.

*Housing Bacchus Marsh to 2041* also addresses neighbourhood character in Bacchus Marsh and identifies a robust framework for the introduction of a suite of new residential zones and other controls including recommended changes to the current Municipal Strategic Statement. Introduction of these zones and other controls will direct development to preferred locations and away from other sensitive locations that cannot support development for a range of reasons.

*Housing Bacchus Marsh to 2041* acknowledges the complexity of housing issues and recognises that Local Government cannot directly deliver housing outcomes to meet all of the projected needs through the planning system. Accordingly various strategies and actions focus on the importance of other stakeholders and the importance of advocacy.

# CHAPTER 1

## Introduction

# 1.1

## SETTING THE SCENE

---

### Overview

Bacchus Marsh currently fulfills a number of important functions as a regional service centre, a peri-urban town and an increasingly popular alternative housing destination to the west of Melbourne. In order to provide strategic direction to respond to the various growth pressures and issues Bacchus Marsh will be facing, the Moorabool Shire Council is in the process of preparing *Moorabool 2041*.

*Moorabool 2041* is a framework which will establish a wide-ranging review and analysis of the future direction of the municipality and will comprise of an *Urban Growth Strategy* and a *Rural Growth Strategy*.

The *Urban Growth Strategy* will focus on Bacchus Marsh, which is forecast to accommodate over 30,000 residents by 2041 and has been identified as an emerging *regional centre* in both *Plan Melbourne* and the *Central Highlands Regional Growth Plan*. The *Urban Growth Strategy* will identify key challenges and opportunities and provide clear, positive direction regarding the future growth of Bacchus Marsh. The *Rural Growth Strategy* will focus on the smaller settlements, exploring their future and how they can remain viable towns.

Mesh Planning and Spatial Economics were commissioned by the Moorabool Shire Council to prepare a housing and neighbourhood character strategy for Bacchus Marsh. The Bacchus Marsh housing and neighbourhood character strategy, *Housing Bacchus Marsh to 2041*, was commissioned within the context of projected growth and in recognition of the increasingly important housing role Bacchus Marsh will play in accommodating a growing population.

*Housing Bacchus Marsh to 2041* is one of six key studies that will inform the preparation of the *Urban Growth Strategy*. Council has recently completed Retail, Economic Development, Transport and Industrial Strategies for Bacchus Marsh and it is understood that a Community Infrastructure Strategy will be completed in the short term.

## Objectives of Housing Bacchus Marsh to 2041

Within the context of existing pressure for a combination of greenfield and infill development and projected growth, the Shire of Moorabool defined the following important objectives for the project:

- > Provide an integrated body of work which captures the key aspects of housing supply and demand for Bacchus Marsh.
- > Identify housing stock diversity targets and how these targets can be achieved.
- > Provide a clear direction and policy guidance to enable orderly growth, managed change and retention of key elements of character including neighbourhood character mapping and character precinct brochures.
- > Develop a strategy for residential growth that considers the specific pressures for housing in Bacchus Marsh and the desire to support investment and access to key activity centres throughout the settlement.
- > Provide a basis for Council to develop a clear vision on housing issues across Bacchus Marsh and thus:
  - > Update the planning scheme as appropriate to reflect that vision and strategic directions – zones, schedules, overlays.
  - > Have a clear perspective on the likely issues of affordability and emergency care needs and establish key directions for future assessments and strategy development in these areas.

The Strategy has addressed Council's objectives, however the Strategy also identifies the complexity of housing diversity, including identifying that Local Government has limited control in managing housing diversity. Chapter 6 identifies a number of Strategies and Actions to assist in increasing the diversity of housing within Bacchus Marsh without setting specific diversity targets. This is considered an appropriate approach to addressing housing diversity within Bacchus Marsh.

# Methodology

*Housing Bacchus Marsh to 2041* was prepared in a multi-staged manner. Each stage of the process built upon learnings from the preceding stages using information inputs from Council, the community, technical consultants and State Government departments and agencies.



## Structure

*Housing Bacchus Marsh to 2041* sets out a long term vision for housing in Bacchus Marsh along with three guiding principles that underpin the vision. The vision and guiding principles are supported by a number of objectives, strategies and actions. *Housing Bacchus Marsh to 2041* is structured as follows:



# 1.2

## ENGAGEMENT

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Engagement with the community was an important component underpinning the preparation of *Housing Bacchus Marsh to 2041*.

*Housing Bacchus Marsh to 2041* undertook a two phase consultation process.

### PHASE 1: To inform

- > To inform stakeholders and the community of the purpose and commencement of the *Housing Bacchus Marsh to 2041* project.
- > To provide stakeholders and the community with the opportunity to contribute towards a vision for housing within Bacchus Marsh and to identify issues and opportunities for the draft Strategy to address.

### PHASE 1: How we informed

Phase 1 engagement was undertaken with the public over a two week period and included:

- > Two drop in sessions (approximately 20 people attended the sessions).
- > Promotion on Council's website (Have your say Moorabool). Published on 3 March for 2 weeks. 27 people aware of the project, 17 people informed and 1 engaged (responded).
- > Promotion via social media (Facebook and Twitter) – 24 posts that were clicked 175 times and retweeted twice and shared on facebook 4 times, reaching a potential audience of over 4,000 followers across both channels.
- > Advertisements in the Moorabool News.

### PHASE 2: To consult

- > To gather feedback on the draft *Housing Bacchus Marsh to 2041* and consider all submissions in its finalisation.

Phase 2 engagement was undertaken with the public over a four week period and included:

- > Three drop in sessions (approximately 71 people attended the sessions).
- > Promotion on Council's website (Have your say Moorabool). Published on 3 June for 4 weeks. 78 people aware of the project, 30 people informed, 27 downloaded the Strategy, 11 downloaded a flyer on the Strategy and 4 engaged (responded) (noting that 2 of the responses were blank).
- > Advertising at the Bacchus Marsh Library and Ballan and Darley Council Offices.
- > 3 written submissions were received.



# A summary of Community Engagement Feedback

## People and Housing



- > In regards to Lone Person Households the challenge for the Council is how to encourage investment for property developers to build this type of housing as the market value at the end is not significant enough for a profitable project. Ideas could include some form of rebate or incentive to cover the cost of the development so there is enough "fat" in the project for investors.
- > In the Guiding Principles the objective of Sustainable Neighbourhoods should specify the sustainability of passive housing design principles.

## Identity and Character



- > The Strategy represents a great deal of research and is a timely initiative by Moorabool Shire Council.
- > Support for the 'Vision' and 'Guiding Principles'.
- > Overwhelmingly positive and supportive feedback from the drop in sessions. Many people were complimentary of the Strategy and consider it is a much needed and overdue document to assist with protecting the character of Bacchus Marsh and ensuring future development is undertaken in an orderly manner.
- > Support for greenfield and infill development but, to maintain a country feel, we should avoid the small block sizes which have negatively defined some western suburbs such as Caroline Springs.
- > One of the important characteristics of Bacchus Marsh is the mix of building styles from different periods.... This mix of architecture establishes the character of the streets and the neighbourhood. They give the town its character and planning strategy should protect the street scape representing this mix.
- > Objectives need to call for tactics to retain diversity in architectural period and style and attention to tactics to maintain building quality.

## Settlement Framework



- > More precincts around the train station and Main Street should be included in the Increased Residential Growth Precincts.
- > The Strategy should limit the growth of housing for Bacchus Marsh.
- > A Settlement Framework Plan and its implementation could provide much needed guidance for improvement in the style and standard of future housing provision.
- > The proposed strategies are supported however some do not go far enough.
- > It appears that Increased Residential Growth areas have been targeted around existing Activity Centres. It is something of a contradiction to then allow that new and Greenfields sites cannot be targeted for increased housing density because of their distance from these centres.

## Infrastructure



- > The roads in the new areas are far too narrow for safe vehicle negotiation.
- > The Study should examine the nexus between infrastructure provision and housing supply especially as this at present appears to fall to local government rather than the developer

## Planning Scheme



- > Several of the Objectives of Housing Bacchus Marsh 2041 are in direct conflict with clauses in the Moorabool Municipal Strategic Statement. For example in clauses 21.02 'Protection of the Shire's natural environment', 21.06 re town character and heritage and 21.07 including heritage elements, protection of open space and scenic views. These seem to be at odds with the objectives related to increasing housing supply.
- > Where increased housing density is proposed the MSS should include strong provision for protection of neighbourhood character and heritage values of the neighbourhood, not just a few select buildings.
- > The suggestion that there are opportunities to broaden the application of the Heritage Overlay should be taken up by Council to help protect the areas of the town where the mix of housing and streetscape have heritage value. There is impending danger that through infill development much of this heritage will be lost as older houses are bulldozed to make way for townhouses, flats etc.
- > Proposed changes to the Municipal Strategic Statement should ensure that prior to permit for development a proposed neighbourhood has provision for an Activity Centre and for public open space, bike tracks and general provision for sustainability.

## Neighbourhood Character Brochures



- > Positive feedback on the Neighbourhood Character Brochures.
- > The 'Existing Character Statement' for Precincts 24 is incomplete and omits the heritage character of many of the buildings in Millbank Street. Many of these houses were built prior to 1930 and several were built in the 1890s. The statement does not acknowledge this.
- > While the Existing Character Statement for Precinct 22 recognises the heritage value and diversity of the housing there is no mention or specification to protect these values. This statement should specify stronger controls.

# 1.3

## POLICY & STRATEGY CONTEXT

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*Housing Bacchus Marsh to 2041* forms part of a broader set of plans, strategies and documents that apply to Bacchus Marsh.

*Housing Bacchus Marsh to 2041* provides detailed guidance with respect to how to respond to higher order regional and state level documents, and includes localised refinement of the objectives and principles they contain in relation to housing in Bacchus Marsh.

The objectives, strategies and actions contained within *Housing Bacchus Marsh to 2041* will be given effect and implemented through the Moorabool Planning Scheme, Councils *Urban Growth Strategy* (under preparation) and through other more topic-specific policies and strategies that will be used to inform local decision making.

It is important that there is a clear, direct and consistent 'line of sight' between the various documents within the hierarchy, and for this reason, *Housing Bacchus Marsh to 2041* adopts a number of themes contained within *Plan Melbourne* and the *Central Highlands Regional Growth Plan*.

Also of relevance to *Housing Bacchus Marsh to 2041* are two Federal Programs 'the *National Disability Insurance Scheme*' and the '*National Rental Affordability Scheme*'.

The *National Disability Insurance Scheme (NDIS)* is a national program that will provide a new way of delivering services and support for people with permanent and significant disability in Australia. With the NDIS, people with a disability can choose supports and services to meet their individual needs, rather than have to fit into a one-size-fits-all system. The NDIS will be rolled out progressively in Victoria over a three-year period from July 2016.

By July 2019, it is estimated that 105,000 Victorians will have transitioned into the NDIS scheme. This includes 76,000 clients from the existing Victorian specialist disability and mainstream systems. With time, these systems will be replaced by the NDIS.

The staged roll out of the NDIS in Victoria is based on a range of factors including:

- > the number and needs of adults and children with a disability living in the area;
- > the time to get the right support and services in place; and
- > national and local experience to date with NDIS trials.

This scheme is an important consideration of *Housing Bacchus Marsh to 2041* as it may assist some residents with a disability to remain in their home longer than would otherwise be possible. It is vital to ensure housing that can accommodate residents with a disability are available within Bacchus Marsh. This is further discussed in Chapters 6 and 7.

*The National Rental Affordability Scheme (NRAS)* is a partnership between the Australian, State and Territory governments to invest in affordable rental housing for low and moderate income earners. The properties are owned and managed privately by non-government organisations, like private developers. They are not government property. The properties are rented to people who are eligible and registered for the scheme.

From a housing perspective, it is important that residents who are reliant on the scheme have access to rental properties within Bacchus Marsh. This is further discussed in Chapter 7.

## Planning Policy Hierarchy



## State

### Plan Melbourne

*Plan Melbourne (2014)* is the current State Government's planning strategy. *Plan Melbourne* outlines the vision for Melbourne's growth to 2050, and also integrates planning for Victoria's regional and peri-urban areas, such as Bacchus Marsh.

*Plan Melbourne* specifically refers to Bacchus Marsh in the context of the State of Cities in which Bacchus Marsh is identified as a regional centre (as does the *Central Highlands Regional Growth Plan*). Bacchus Marsh has been identified as a regional centre in recognition of its historical service centre role and taking into account the potential for Bacchus Marsh to play a role in relieving population pressure on metropolitan Melbourne by absorbing a share of the projected housing growth.

In this context, Bacchus Marsh is one of a number of important peri-urban towns or settlements that *Plan Melbourne* has identified as being suitable for increased development and offers an alternative housing destination within easy reach of Melbourne.

Council recognises the important role Bacchus Marsh will play in a broader metropolitan Melbourne context. In this regard, Council has been working in partnership with the Metropolitan Planning Authority (MPA) to build on the directions of Plan Melbourne which will be implemented through Councils *Urban Growth Strategy* (under preparation). Further, *Housing Bacchus Marsh to 2041*, has identified a number of objectives, strategies and actions that complement *Plan Melbourne* directions. This includes the 20 minute neighbourhood concept (see Figure 1 on page 16 and Sustainable Neighbourhoods on page 55) and ensuring housing in Bacchus Marsh is accessible by all, by providing a diversity of housing choices, including a range of affordable housing options (see Chapters 6 and 7).

### Relevant Components of Plan Melbourne

Outcomes and Objectives:	Direction
<b>Housing Choice and Affordability</b>	
Provide a diversity of housing in designated locations that cater for different households and are close to jobs and services	2.1 Understand and plan for expected housing needs
	2.2 Reduce the cost of living by increasing housing supply near services and public transport
	2.3 Facilitate the supply of social housing
	2.4 Facilitate the supply of affordable housing
<b>Liveable Communities and Neighbourhoods</b>	
Create healthy and active neighbourhoods and maintain Melbourne's identity as one of the world's most liveable cities	4.1 Create a city of 20-minute neighbourhoods
	4.2 Protect Melbourne and its suburbs from inappropriate development
	4.3 Create neighbourhoods that support safe communities and healthy lifestyles
	4.4 Plan for future social infrastructure
	4.5 Make our city greener
	4.7 Respect our heritage as we build for the future
	4.8 Achieve and promote design excellence
	<b>A State of Cities</b>
Maximise the growth potential of Victoria by development of a State of Cities which delivers choice, opportunity and global competitiveness	6.2 Rebalance Victoria's population growth from Melbourne to Rural and Regional Victoria over the life of the Strategy.
	6.3 Integrate Metropolitan peri-urban and regional planning implementation

## Plan Melbourne Refresh Discussion Paper (October 2015)

*Plan Melbourne Refresh* intends to build on the extensive work and consultation which underpins *Plan Melbourne (2014)* and maintains the initial priorities, however, with a stronger focus on housing as a key concept. The Refresh intends to articulate long-term land use policies to address housing needs and choices through strategic planning.

Specifically relevant to the formulation of *Housing Bacchus Marsh to 2041* are the following recommendations:

- > The document refers to a 70/30 target in which established areas are to provide 70% of Melbourne's new housing and greenfield growth areas are to provide 30% in order to address the following aims:
  - > providing new housing close to existing jobs and services including transport;
  - > reducing the demand for new infrastructure on the fringe; and
  - > extending the number of years of greenfield land supply.

It is considered the intent of the 70/30 target is directed towards the established areas within inner Melbourne and not specifically relevant to Bacchus Marsh. In the Bacchus Marsh context, between July 2008 and September 2015, Bacchus Marsh had 30 lots per annum of infill lots constructed. Further with Bacchus Marsh being reasonably constrained from expanding the existing settlement boundary (see Figure 5, page 27), the two greenfield developments (Underbank and Stonehill) will see the most growth in Bacchus Marsh in the short-medium term. This is further discussed in Chapters 5 and 6.

Other relevant *Plan Melbourne Refresh* recommendations include:

- > the need to strengthen housing affordability and choice through strategic planning;
- > the importance of people in Melbourne's identity and place;
- > recognising and reinforcing the importance of partnerships with government in sub-regional planning; and
- > better defining and more robust articulation of the concept of '20-minute neighbourhoods'.





Note: There are opportunities for settlements such as Bacchus Marsh to apply an alternative relative time/distance reference that may not be 20 minutes. For Bacchus Marsh 10 minutes is a more likely goal. See Chapter 4.6 for further discussion.

Figure 1 : 20 Minute Neighbourhood - Plan Melbourne  
 Source: Department of Transport, Planning and Local Infrastructure, 2013

## State Planning Policy Framework

Key clauses within the State Planning Policy Framework relevant to *Housing Bacchus Marsh to 2041* include:

### Clause 11 (Settlement)

- > Clause 11 builds on many of the directions of Plan Melbourne and seeks to encourage a variety of uses including a diversity of housing within activity centres that reduces the need for car trips. Clause 11 also identifies the need to facilitate the supply of both social and affordable housing.
- > Clause 11.02 places an emphasis on ensuring there is sufficient supply of land available for residential, commercial, retail, recreational, institutional and other community uses.
- > Clause 11.04 sets out a vision of Melbourne being a global city of opportunity and choice. An objective of this clause is to provide a diversity of housing in defined locations that cater for different households that are close to jobs and services. This clause identifies a number of strategies to achieve the objective including understanding and planning for expected housing needs, reducing the cost of living by increasing housing supply near services and public transport and facilitating the supply of social and affordable housing. This clause also sets out objectives to create healthy and active communities and identifies as a strategy to create a city of 20 minute neighbourhoods.
- > Clause 11.05 emphasises the importance of ensuring that regions and settlements are well planned having regard to the regional growth plans and taking into account the municipal and regional context and relevant frameworks.

### Clause 15 (Built Environment and Heritage)

- > Clause 15 seeks to promote good urban design outcomes including ensuring buildings contribute to a sense of place. This clause also sets out the importance of ensuring the conservation of places which have architectural, cultural, aesthetic or some other form of significance.

### Clause 16 (Housing)

- > Clause 16 seeks to ensure planning provides for housing diversity and the efficient provision of supporting infrastructure. New housing should have access to services and be planned for long term sustainability, including walkability to activity centres, public transport, schools and open space. Planning for housing should also include providing land for affordable housing.
- > Clause 16.01 sets out a number of objectives, including an objective to promote housing that responds to community needs. This clause identifies several strategies to assist in achieving this objective including increasing the supply of housing in existing urban areas by facilitating increased housing yields in appropriate locations, ensuring that the planning system supports appropriate quantity, quality and types of housing (including the provision of aged care facilities), ensuring housing developments are integrated with infrastructure and services and the need to facilitate the delivery of high quality social housing to meet the needs of Victorians.
- > Additionally, clause 16.01 seeks to provide a range of housing types to meet increasingly diverse needs and identifies that this should be achieved through ensuring housing stock matches changing demand by widening housing choices, particularly in the middle and outer suburbs.

- > Clause 16.01 also seeks to deliver more affordable housing closer to jobs, transport and services and identifies a number of strategies to achieve this objective. These strategies include improving housing affordability by ensuring land supply continues to be sufficient to meet demand, increasing choices in housing type, including affordable and social housing in activity centres and ensuring the redevelopment and renewal of public housing stock better meets community needs.
- > Clause 16.02 includes an objective in regards to crisis accommodation and community care units and encourages the establishment of crisis accommodation and community care units in residential areas and to ensure that their location is kept confidential. Further this clause seeks to facilitate the timely development of residential aged care facilities to meet existing and future needs and to encourage well-designed and appropriately located residential aged care facilities.

## Regional

### Central Highlands Regional Growth Plan

The *Regional Growth Plan* reinforces all the principles set out in the State Planning Policy Framework and reiterates the need for "orderly and structured strategic initiatives that balance growth with the maintenance and enhancement of amenity and economic well being."

The *Regional Growth Plan* recognises that Bacchus Marsh performs a major regional centre role for the eastern half of the region, and identifies the highly productive horticultural areas of the Werribee River flats as a constraint to accommodating residential development in Bacchus Marsh.

The *Regional Growth Plan* identifies and supports significant population growth in Bacchus Marsh and sets out a number of future directions including:

- > supporting its growth as a regional centre;
- > maintaining its character and form;
- > encouraging development which protects surrounding environmental, heritage, landscape, resource and agricultural assets and considers natural hazards; and
- > retention of a green break between the edge of metropolitan Melbourne and Bacchus Marsh and maintenance of the distinctive rural character of the region.

Taking into account the increasing importance of Bacchus Marsh as an emerging regional centre and having regard to its potential to accommodate increased population growth (infill and greenfield), the *Regional Growth Plan* identifies the key challenge for Bacchus Marsh as "being able to manage development pressures through appropriate land use planning and focusing residential development within the urban boundary of Bacchus Marsh, while providing new services and infrastructure to support both an increase in housing supply and population."



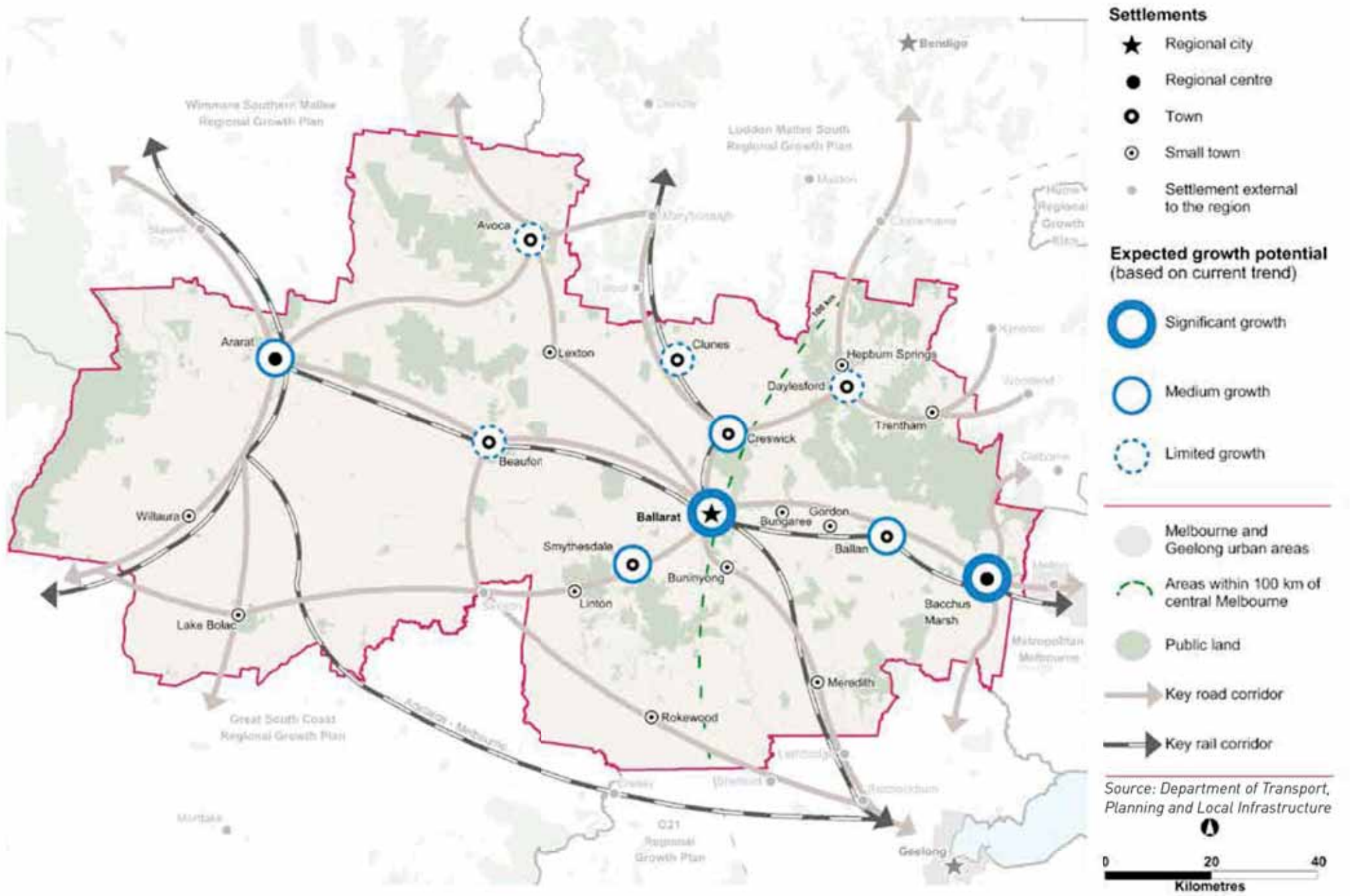


Figure 2 - Central Highlands Regional Growth Plan: Regional Settlement Framework Plan - Expected Growth Potential

# Local Planning Policy Framework

## Municipal Strategic Statement (MSS)

Key clauses within the Municipal Strategic Statement relevant to *Housing Bacchus Marsh to 2041* include:

### Clause 21.01 (Municipal Context)

This clause identifies Bacchus Marsh as the municipality's main centre for retail, service and employment activities. Bacchus Marsh has the most comprehensive community infrastructure in the Shire but there are shortfalls in infrastructure and service provision that require a larger population base for cost effective responses. Bacchus Marsh is the focus for economic and residential growth, with Ballan and potentially Gordon providing complementary roles.

The clause identifies a number of planning challenges in accommodating and servicing residential growth and demand for lifestyle housing, while protecting agricultural productivity, environmental values and significant landscapes.

Further clause 21.01 recognises the important characteristics within the Shire by its townships in rural settings and its distinctive rural landscapes which comprise a diversity of vast ranges, plains, ancient gorges and areas of intensive horticulture. The varied and rich topographical features are integral environmental, agricultural, and recreational resources for the Shire. These features, together with the existing built form, historic buildings and landscapes, contribute to the Shire's numerous places of natural and cultural heritage significance.

The importance of agriculture to the Municipality is recognised as the major sector in Moorabool's economy and also contributes to the rural landscape setting that typifies the Shire. Agricultural production is predominantly broadacre cropping and grazing with intensive horticulture on irrigated land around Bacchus Marsh.

### Clause 21.02 (Natural Environment)

This clause aims to protect the Shire's natural environment including its biodiversity and landscapes, managing land uses in an environmentally sustainable manner and to assist in reducing the ecological footprint of land within Moorabool Shire.

### Clause 21.03 (Settlement and Housing)

Clause 21.03 identifies the key challenges for the Municipality as being outward pressure from Melbourne's metropolitan area, the location of the Shire on one of the State's major regional transport corridors and proximity to Geelong and Ballarat.

The 'Urban Growth Management' objectives at clause 21.03-2 are supported by strategies which seek to ensure the supply of residential land is sufficient to accommodate accelerated rates of growth; facilitate and promote a range of residential development options (including high quality 'master-planned' developments); directing population growth to Bacchus Marsh with supporting growth in Ballan; and ensuring 10 – 15 years of appropriately zoned land is always available in Bacchus Marsh and Ballan to provide for a range of housing options.

The 'Residential Development' objectives of clause 21.03-3 are supported by strategies to facilitate the creation of integrated, liveable, walkable neighbourhoods in towns; and planning for a diversity of housing types and densities, particularly near activity centres and community focal points in Bacchus Marsh and Ballan.

The 'Landscape and Neighbourhood Character' objective at clause 21.03-4 is supported by strategies that seek to ensure that:

- > infill development protects and enhances the existing character, built form and natural environment of the Shire's towns and villages including the country town scale and rural atmosphere of each town;
- > development in growth areas achieves a strong sense of place that respects its landscape setting;
- > new development protects the visual, aesthetic, and environmental values of escarpments and ridgelines generally, and views from the Bacchus Marsh valley in particular;
- > new development is appropriately sited, designed and constructed to blend with the surrounding landscape and protects significant landscape values, native vegetation and rural settings; and
- > inappropriate development on scenic hilltops, ridge lines and areas of visual prominence are discouraged.

Clause 21.05 (Development and Community Infrastructure)

The 'Key Issues and Influences' at clause 21.05-1 demonstrate fundamental objectives and strategies for the development of community infrastructure for the Municipality and acknowledges the challenges associated with an ageing population and the pressure this places on social infrastructure. This clause recognises the need to facilitate diverse housing options to accommodate demographic change.

Clause 21.06 (Enhance and Preserve Cultural Heritage)

This clause recognises the importance of preserving, promoting, and enhancing places of heritage significance including those of historical, aesthetic, architectural, scientific, and/or social value.

Clause 21.07 (Bacchus Marsh)

This clause identifies Bacchus Marsh as the largest town in the Shire. It is closer to the centre of Melbourne than growth areas within Melbourne's designated urban growth boundary, such as Pakenham.

New residents have been attracted to Bacchus Marsh by a combination of its distinctive country lifestyle setting combined with attributes found in a metropolitan corridor such as well-established commercial, business, industry and community infrastructure.

Its character is defined by the following elements:

- > township character with a strong range of commercial and business enterprises set within a rural landscape and highly productive agricultural areas;
- > significant heritage buildings and trees including the Bacchus Marsh Avenue of Honour and Maddingley Park;
- > networks of open space throughout residential areas and adjoining forested areas;
- > undulating land with scenic views;
- > Werribee and Lerderderg Rivers and associated highly productive irrigated river flats;
- > strong industrial base providing local employment opportunities, particularly in the transport and value-adding agricultural industries; and
- > diverse residential areas based on residential layout, lot design and housing style and types.

Bacchus Marsh has been designated as the major urban growth centre in the Shire but expansion is constrained by topography, mineral and agricultural/horticultural resources. Bacchus Marsh appears to have a significant amount of land zoned for infill development but some is steep and/or in fragmented ownership which makes coordinated development very difficult.

The 'Consolidating Urban Growth' objective at clause 21.07-2 is to consolidate and enhance the development of the inner area of Bacchus Marsh.

The strategies to support this include:

- > promoting increased development between the railway station and Main Street and between Fiskens and Grant Streets;
  - > providing for high quality medium density housing that is well located in relation to retail, commercial, public transport, recreation and community services; and
  - > efficiently utilising land, particularly in the inner area which is close to the central business district and the railway station.
- The 'Accommodating Township Growth' objective at clause 21.07-3 is to promote coordinated, master-planned development of identified areas in and around Bacchus Marsh. The strategies to support this objective include:
- > planning for staged residential growth in accordance with the Bacchus Marsh Framework Plan, including high quality 'master-planned' estate development;
  - > that the form and design of new development in the township responds to walkability and neighbourhood design principles; and
  - > that PSPs for new growth areas identify the need and location of community and social infrastructure, neighbourhood shopping centres and schools.

#### Local Planning Policies

The Moorabool Planning Scheme does not currently contain any local policies that are relevant to the preparation of Housing Bacchus Marsh to 2041.

## Policies & Strategies

### 'Growing Moorabool' Economic Strategy and Action Plan (2006)

The overall goal of this strategy is to identify and seek innovative ways to encourage new investment opportunities and employment growth within targeted sectors of the Moorabool Shire economy. The strategic conditions include creating the conditions for population growth by (among other things) capitalising on the lifestyles offered by Moorabool's towns and villages.

This strategy acknowledges the retail potential of Bacchus Marsh in servicing the needs of the growing population and exploring opportunities to develop medium to high density housing around activity centres.

### Bacchus Marsh Activity Centre Structure Plan (2011)

This Structure Plan includes a series of core themes, of which 'Land Use and Urban Structure' is one. One of the key principles of this theme is the provision of a variety of housing in and around the Activity Centre to accommodate some of the future population growth in Bacchus Marsh (increase of 12,500 persons by 2031) as highlighted in the MSS in a managed and sustainable manner.

### Bacchus Marsh Intergrated Transport Strategy (2015)

This strategy identifies a number of principles and actions to guide future transport planning and development in Bacchus Marsh. This includes encouraging sustainable communities and balancing access needs without reducing the amenity of the surrounding areas or constrain business development.

### West Maddingley Development Plan

The land concerned is the Devine Ltd land in Griffith Street, West Maddingley. The Development Plan relates to the Stonehill Estate and provides for the delivery of in excess of 1500 conventional and medium density dwellings, a 'Neighbourhood Activity Centre', community facilities, an education centre (primary school) and a planned road network. The Development Plan is given effect by the Development Plan Overlay, Schedule 3 (West Maddingley).

### Draft Development Plan - Underbank Development

The land concerned is located at 174 Mortons Road, Pentlands Hill which consists of 153 hectares and proposes the delivery of a masterplanned residential community, including upgrades to some of the existing road network and a new active open space reserve. The details of the infrastructure to be included are still in the process of being finalised. Development Plan Overlay, Schedule 6 will give effect to the Development Plan.

### Bacchus Marsh Housing Strategy 2011 – 2041 (Context Report), March 2014

This report was the first phase in the preparation of the *Urban Growth Strategy* for Bacchus Marsh.

### Moorabool 2041 Framework

*Moorabool 2041* is a framework which will provide a wide-ranging review and analysis of the future direction of the municipality. *Moorabool 2041* requires preparation of an *Urban Growth Strategy* and a *Rural Growth Strategy* as discussed on Page 6.

## Overarching Strategy + Policy Implications

The overarching strategy and policy implications in relation to Bacchus Marsh establishes clear context for the preparation of *Housing Bacchus Marsh to 2041*.

The policy and strategy context consistently acknowledge the challenges associated with Bacchus Marsh adopting an increasingly important regional centre role into the future.

Key policy and strategy directions that are particularly relevant to the preparation of *Housing Bacchus Marsh to 2041* include:

- > the role of Bacchus Marsh as the major urban growth centre within the Municipality;
- > accommodating an increasing share of metropolitan and regional population growth including offering an alternative housing destination within easy reach of Melbourne;
- > balancing growth with the maintenance and enhancement of amenity and the economic well being of Bacchus Marsh;
- > directing growth to preferred locations and away from non-preferred locations;
- > balancing the proportion of infill and greenfield growth;
- > retaining the intrinsic character and other elements that define Bacchus Marsh;
- > the importance of creating healthy and active neighbourhoods;
- > improving the viability and investment in activity centres and infrastructure by supporting intensification of housing around Activity Centres; and
- > meeting the current and future housing needs of Bacchus Marsh residents, including ensuring affordable and social housing choices are available.

# 1.4

## DRIVERS OF CHANGE

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### Regional Context

Moorabool Shire is located to the west and north-west of Melbourne and is midway between Melbourne and Ballarat with primary access via the Western Freeway (see Figure 4, page 26).

Moorabool Shire forms part of the Outer Western Region of metropolitan Melbourne which also includes the municipalities of Brimbank, Wyndham and Melton (see Figure 4, page 26).

Bacchus Marsh is the largest town within the Shire and is located approximately 55km west of Melbourne. A number of smaller settlements exist to the west of Bacchus Marsh including Ballan which is located centrally within the Shire.

Being located approximately 1 hour's drive from Melbourne and having access to VLine services as well as being relatively accessible to the larger settlements of Ballarat and Geelong has increased the attractiveness of Bacchus Marsh as a housing destination.

### Urban Growth Pattern

As a small regional town in 1940 occupying 47 hectares, the urban footprint of Bacchus Marsh grew to 68 hectares by 1960. From 1960 to 1980 the urban footprint expanded by an additional 87 hectares, more than doubling the size of the town and covering 155 hectares. By 1990 the urban footprint had nearly doubled again to 296 hectares.

This trend has continued to recent times, with the last five years resulting in the addition of 290 hectares, meaning that the urban area of Bacchus Marsh has increased by over 40% in the last five years. Bacchus Marsh now covers 885 hectares and is growing at an increasing rate.

As of September 2015 there were approximately 6,840 dwellings within Bacchus Marsh. The continued housing growth and outward expansion of the town has led to a range of issues including:

- > **Connectivity:** Significant traffic and connectivity issues exist due to the historical development of the town and the Western Freeway that divides the town. These connectivity issues will be compounded if Bacchus Marsh continues to expand without the provision of additional infrastructure.
- > **Service Delivery:** The increasing urban footprint and growing population creates difficulties in delivering the appropriate services that new and existing residents require and expect. This includes lack of access to amenity, public transport, social infrastructure and activity centres, all of which contribute to Bacchus Marsh, for many residents, being a car dependent town.

- > **Physical Limits:** Bacchus Marsh sits within a unique natural landscape that has shaped the urban footprint and, in part, defines the character of the town. Continued outward expansion of the town is limited and potential longer term land supply options may change the role of Bacchus Marsh and create disconnected communities.

Continuing growth will see the urban footprint increase by another 50% or 475 hectares over the next 20 years as new broadhectare sites are developed. The anticipated broadhectare growth will generally occur within the identified greenfield development sites (Stonehill and Underbank) that have already been re-zoned for residential development.

Although the identified greenfield developments will increase the footprint of Bacchus Marsh, they are masterplanned developments that have had consideration to the long term requirements of future residents (servicing and facilities) and are not contributing to the town expanding through unplanned urban sprawl. The greenfield developments are considered a positive addition to the town that contribute to meeting the housing and infrastructure needs of Bacchus Marsh to 2041 (see page 22).

The changing urban footprint of Bacchus Marsh is included in Figure 3 (page 25), while Figure 5 (page 27) identifies some of constraints that have contributed to the challenges of the increasing urban footprint of Bacchus Marsh.



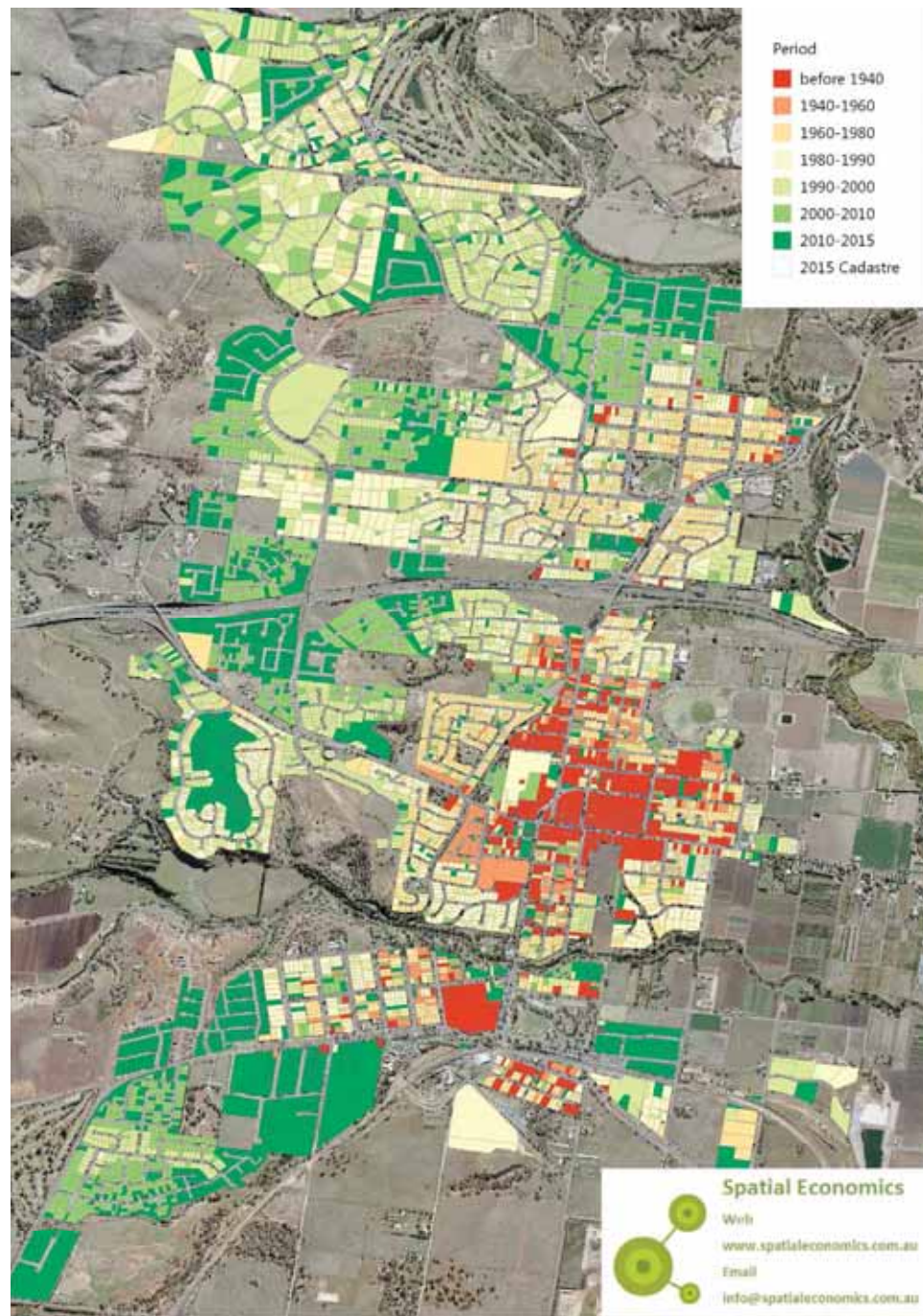


Figure 3: The Increasing Urban Footprint

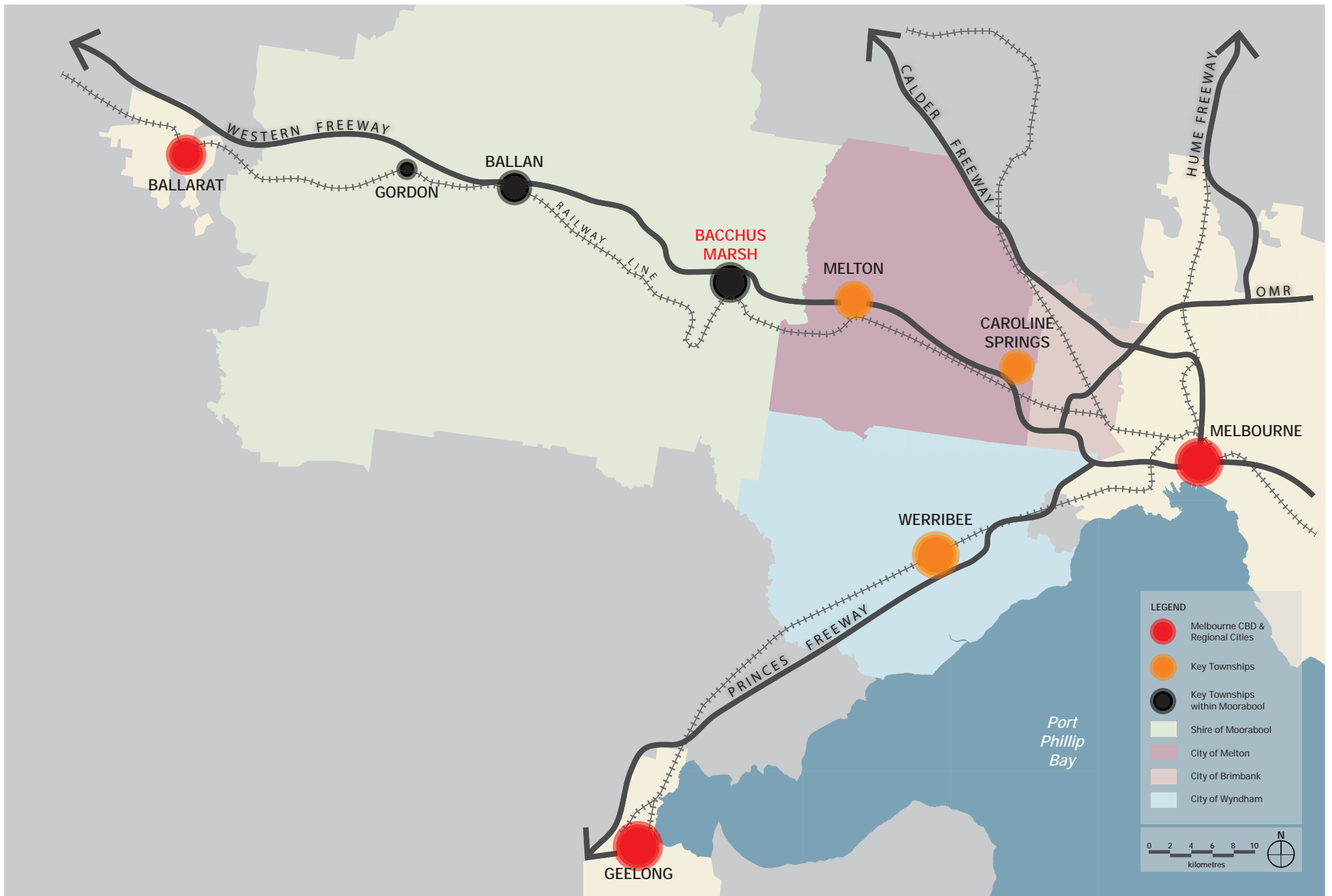


Figure 4: Regional Context Map



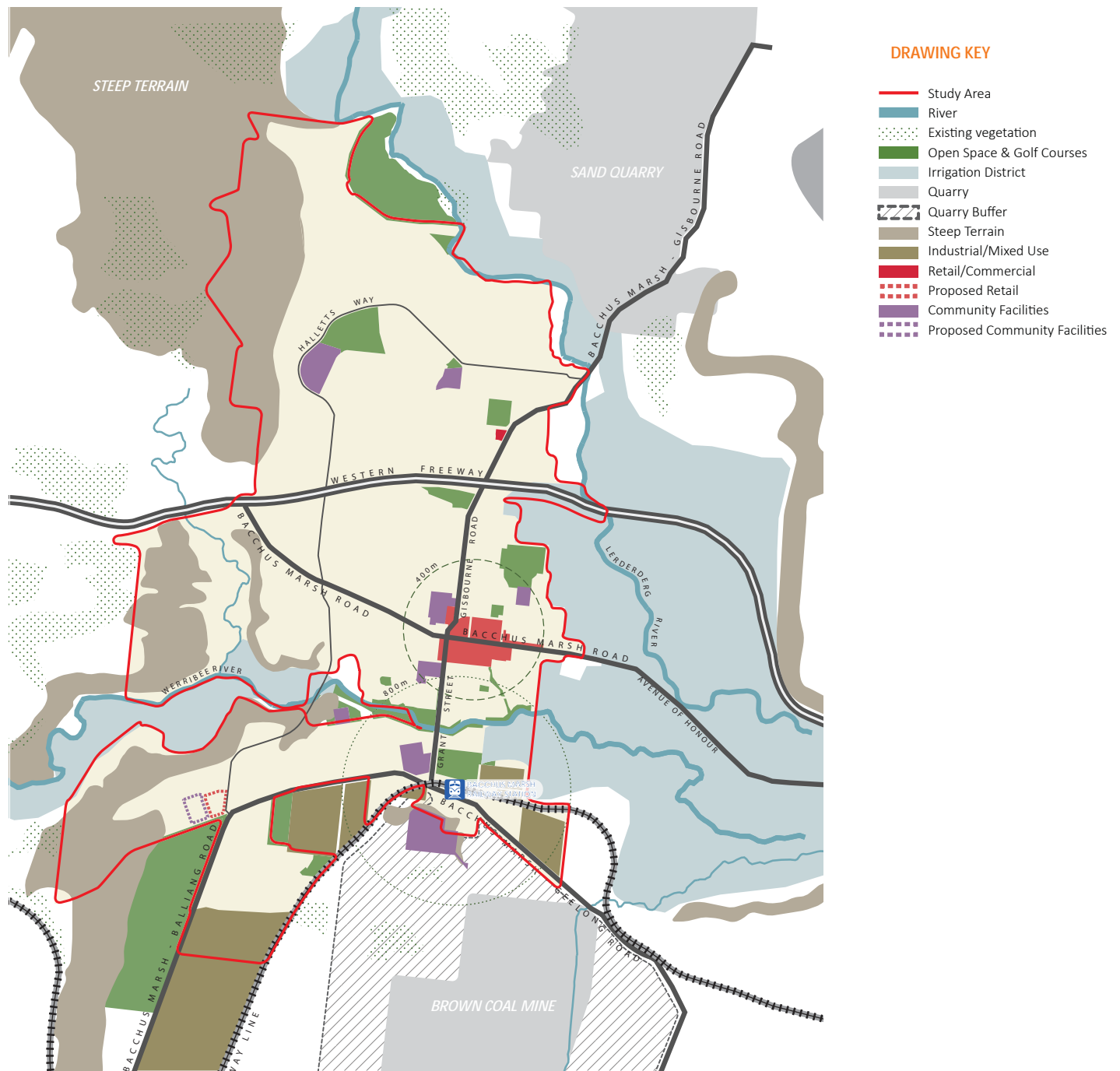


Figure 5: Bacchus Marsh Constraints Map

## Demand Drivers

A number of factors contribute to driving housing demand within a certain area. The Background Paper (Annexure A) provides a detailed overview of the relationship between the drivers of population and housing demand at a metropolitan and sub-regional level down to the influences of housing demand in Bacchus Marsh. Housing demand in Bacchus Marsh will generally be influenced by the following important drivers:

- > Population growth: Total housing demand will largely be influenced by macro level and regional population growth. This includes an ageing population, the increase in migration and increases in fertility (more babies being born).
- > Adjoining growth areas: The ongoing capacities and pricing of broadhectare lots released within the Growth Areas of Melton and Wyndham will continue to cater for large scale demand, although any shortage of land supply may increase demand in Bacchus Marsh.
- > Land Use Policies: National, State and Local Government land use policies affecting the Growth Areas will significantly impact the future of Bacchus Marsh, for example changes to the Urban Growth Boundary or policy direction to increase housing densities.
- > Household Types: Dwelling demand will not solely be generated by additional household growth, there will also be household lifecycle changes, preferences and needs. Additional dwelling demand will be generated via down/up-sizing, changing tenure (i.e. rental to purchaser). Other drivers of household types exist including economic pressures (including the increasing costs of housing and children living at home for longer) and social trends (higher rates of divorces and single parents). Figure 6 provides an overview of the complexity of household lifecycles.

## Population Projections

In Bacchus Marsh, id forecast and Victoria In Future (VIF) (2015) project similar rates of population growth in the 2011 to 2021 period (3.2% and 3.1% respectively). However in the 2021 to 2031 period, there is a noticeable difference with VIF maintaining stronger growth (2.7% per annum and a population of 31,085 by 2031) and id projecting a decline in growth (1.9% per annum and a population projection of 26,223). The id forecast sees the population growth rate in Moorabool drop further to 1.5% per annum between 2031 and 2041, (averaging 2.2% per annum for the period of 2011-41) with a projected population of 30,519 by 2041.

When reviewing the different projections, it is considered the forecasts can be viewed as a range of potential population growth that we need to plan for. Thus, considering both id and VIF, we are projected population growth in the order of 11,800 to 13,600 between 2021 and 2031 and around 14,500 (at least) by 2041.

Furthermore the population is ageing, that is, the proportion of older residents is increasing. From 2016 to 2041, it is projected there will be a 157% increase (an additional 2,633 persons) aged over 70.

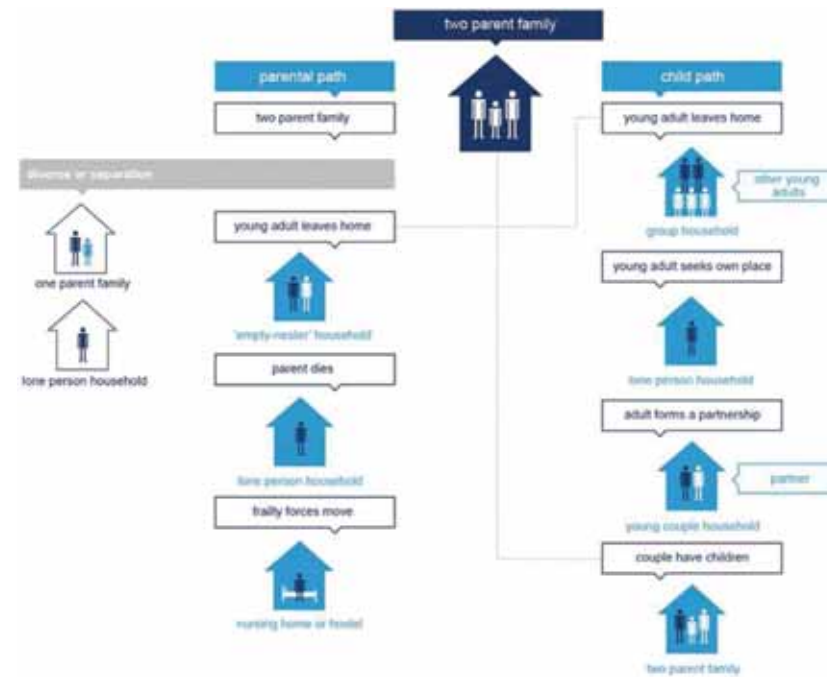


Figure 6: Household Lifecycle Changes

## Housing Implications

To understand the housing needs for Bacchus Marsh to 2041, consideration of the key projections that will drive housing demand in Bacchus Marsh is required. The Background Paper at Annexure 1 provides further detail in this regard, however the key housing demand projections have been identified as follows:

- > the increase in households, with an additional 6414 households projected between 2011 -2041 and a total of approximately 12,306 households by 2041;
- > lone person and couples without dependent households will make up more than 60 percent of the area's growth from 2011 to 2041 (approximately 1966 lone person households and 1922 couples without dependent households) which may have some impact on dwelling type demand. By 2041 there will be 3335 lone person households and 3368 couples without dependent households;
- > couple families with dependents will remain the largest household type with an additional 1661 households between 2011 -2041 and a total of 3731 households by 2041;
- > the projected household types are likely to have some impact on dwelling type demand. Together with the ageing population, smaller, affordable and low-maintenance dwellings may see increasing demand;
- > of the 6,840 (Sept 2015) residential dwellings within Bacchus Marsh, the majority (58%) are on lots between 500sqm to 1,000sqm, with a further 22% on lots greater than 1,000sqm. 18% of dwellings are on lots less than 500sqm which indicates there is limited diversity in the existing housing stock;
- > ensuring that housing in Bacchus Marsh remains affordable. The median price for a house in 2014 in Bacchus Marsh was \$342,700 which is well below the Melbourne metropolitan average of \$550,000. House prices in Bacchus Marsh have grown at 4.5% between 2004 - 2014 compared to 5.9% for metropolitan Melbourne;
- > the two demographic trends of an ageing population and increasing young families seeking affordable family housing will result in the need for additional supply opportunities to be realised;
- > the ageing population, who are ageing in place, may have higher propensities for alternative dwelling types, with lower maintenance options. Nevertheless, overall the demand is likely to remain small unless price pressures reduce the relative affordability of separate dwellings;
- > affordability in Bacchus Marsh is linked to the amount of land per dwelling and the type of construction. The less land per dwelling the more affordable the product, hence there will be an increasing demand for villa units/ townhouses as these dwelling types consume half to a quarter of the land previously occupied by a separate house; and
- > the need for a diversity of lot sizes within new broadacre estates and the facilitation of smaller dwellings (villa units/townhouses) across the established urban area.



# CHAPTER 2

## Vision

# 2.1

## VISION

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*“Over the next 26 years to 2041, Bacchus Marsh will progressively assume the role of a regional centre and assist in accommodating Greater Melbourne’s growing population. Bacchus Marsh will provide an affordable and diverse housing supply that accommodates a range of housing options for existing and future residents.*

*Directing housing to locations that are easily accessible to activity centres and public transport will be a priority.*

*This will assist in creating compact and sustainable neighbourhoods, while ensuring development complements the unique characteristics of the town, including the natural landscape, that contribute to Bacchus Marsh being an attractive place to live”*

To assist with achieving this vision, three guiding principles have been identified that underpin the Objectives, Strategies and Actions for *Housing Bacchus Marsh to 2041*. The Guiding Principles are:

- > Sustainable Neighbourhoods
- > An Attractive Place to Live
- > Housing for Everyone

## 1. GUIDING PRINCIPLE: Sustainable neighbourhoods

With regard to the broader spatial composition of Bacchus Marsh, it has become evident that the three suburbs comprising Darley, Maddingley and Bacchus Marsh have sufficient scale and physical separation due to infrastructure (Western Freeway) and natural features (Werribee River) to warrant adoption of planning and housing strategies to support their establishment as three sustainable neighbourhoods within the overall town.

This concept can deliver positive outcomes for the existing and future residents and creates opportunities to improve the liveability and prosperity of Bacchus Marsh.

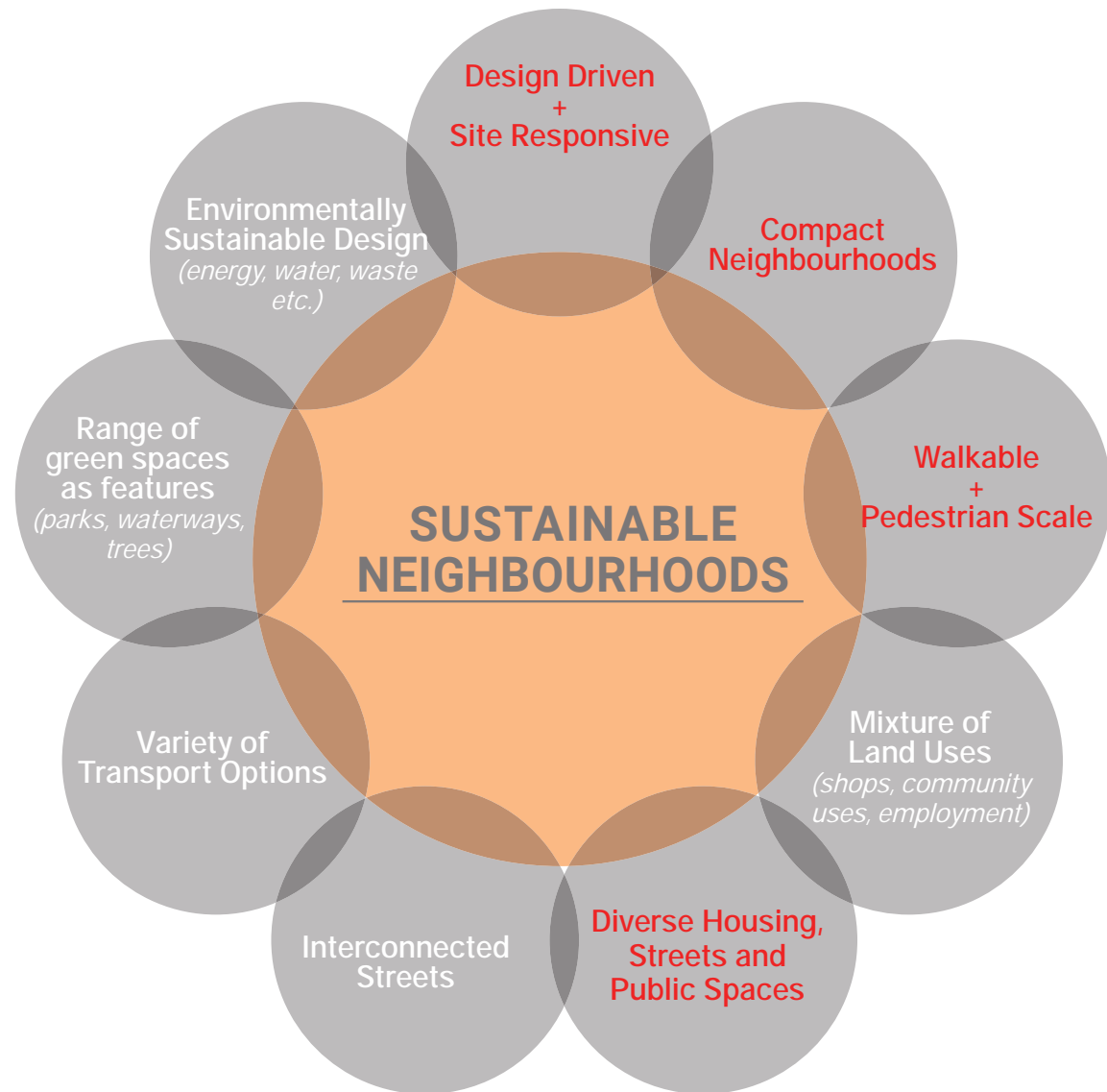


Figure 7: Elements of a Sustainable Neighbourhood

## 2. GUIDING PRINCIPLE: An attractive place to live

One of the most striking features of Bacchus Marsh is its natural landscape character and setting, including the historic Avenue of Honour and the rural environment that surrounds the town with orchards, market gardens and pastoral fields. These features complement a very well established township character, which is highly valued by residents and visitors. Retaining these characteristics is critical to ensuring Bacchus Marsh remains an attractive place to live.

Housing and subdivision development that recognises and complements the existing environment and has regard to the town's unique landform, as well as the likely existing and future market acceptance of housing forms, should be a primary influence for future development. It will also be essential to ensure that greenfield development does not become homogenous in terms of the type of housing that is provided and its physical form. The character and quality of newly developed streetscapes should reflect and contribute to the overall character of Bacchus Marsh.





### 3. GUIDING PRINCIPLE: Housing for everyone

A diversity of housing helps respond to the housing needs of communities at different stages of life, while also providing opportunities for residents to move home without leaving a neighbourhood.

With the growth of Bacchus Marsh expected to continue, planning for a diverse range of housing needs through a focus on strategies and policies that encourage a combination of new development and redevelopment is critical. These strategies and policies require an emphasis on providing a wide range of options in terms of housing typologies that are affordable and accessible which will most likely be the best way to maintain and encourage diversity.

Bacchus Marsh has an important strategic advantage in this regard due to having a vibrant and well established town centre and the availability of a range of greenfield and infill development sites. There is a need however to ensure a balanced approach between greenfield and infill development is achieved and that both forms of development incorporate a range of housing typologies.





# CHAPTER 3

## Neighbourhood Character

### Objective

*Maintain the country landscape character and point of difference that Bacchus Marsh offers whilst recognising the different roles it plays as a regional centre, peri urban town and a growth area to Melbourne. This includes ensuring future development (greenfield and infill) contributes to the preferred character of the area while achieving quality urban design (subdivision and built form) outcomes.*

# 3.1

## CONTEXT

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The purpose of undertaking a neighbourhood character analysis is to identify the existing characteristics within Bacchus Marsh that need to be retained within the context of pressure for infill development. This may mean protecting existing character in some locations and identifying a preferred character in others where change is anticipated to occur.

A range of design based strategies and actions have been formed to assist in achieving the neighbourhood character objective, which will contribute to Council's decision making framework for assessing residential development proposals.



# 3.2

## CHARACTER ANALYSIS

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What is neighbourhood character?

Neighbourhood character is essentially the combination of the public and private realms. Every property, public place or piece of infrastructure makes a contribution, whether great or small to the character of an area. It is the cumulative impact of all these contributions that establishes neighbourhood character.

The key to understanding character is being able to describe how the features of an area come together to give that area its own particular character.

Breaking up character into discrete features and characteristics misses out on the relationships between these features and characteristics. Understanding how these relationships physically appear on the ground is usually the most important aspect in establishing the character of the area.

What is not neighbourhood character?

In defining neighbourhood character, it is important to understand the difference between character and other factors such as heritage and amenity which are not considered neighbourhood character.

The State Government released a Practice Note in June 2015 'Understanding Neighbourhood Character.' The Practice Note states that:

*"...all areas have a history or a heritage, however not all areas are historically significant. Heritage significance is determined by recognised criteria set by Commonwealth, State and local agencies, with reference to the Burra Charter.*

*Cultural heritage is largely embodied in the fabric and setting of a building and place. It is important to manage and retain this fabric and setting to retain the cultural significance of a place. Heritage significance can't be improved, but the fabric of a place can be improved, restored or reinterpreted. In many areas building style is important to setting the character of the area. This includes not just typical form and massing, but may also include details, materials and colours. Buildings do not need to be old or historically significant to have a character that is important to people's understanding and enjoyment of an area. Character and amenity.*

*Amenity is about the pleasantness and good functioning of an area. Neighbourhood character is about its sense of place and community meaning. Regardless of the character of an area there are standards of residential amenity that apply to all residential development. These basic amenity standards include overlooking, overshadowing and solar access. Sometimes, these amenity standards can have an effect on neighbourhood character, but as a general principle, neighbourhood character and amenity should be treated separately".*

## Characteristics of Bacchus Marsh

Bacchus Marsh is uniquely placed with many attributes that contribute to the town being a special place. To understand what makes Bacchus Marsh attractive, these attributes, as relevant to *Housing Bacchus Marsh to 2041* have been identified as follows:

### Landscape Setting

One of the most striking features of Bacchus Marsh is its natural landscape character and setting. These features include:

#### Gorges, Reserves and Forests

A scenic backdrop that surrounds the town with Lerderderg Gorge, Werribee Gorge, Long Forest Nature Reserve and the tall timbers of the Lerderderg State Forest.

#### Undulating landforms

The landform undulates throughout Bacchus Marsh with the town surrounded by ridge lines/hills and plateaus. The changing topography of the township and surrounds provides for diverse landscapes and opportunities for views to the surrounding rural landscapes and to the skyline of Melbourne.

#### Creeks and Waterways

The Werribee and Lerderderg Rivers traverse through Bacchus Marsh which have, in some places, allowed linear walking paths and open space along the waterways.

#### Open feel

The rural and low density surrounds, wider streetscapes, large open space areas, farmlands, orchards and market gardens are at the heart of the town. These elements complement the natural features of the town that contribute to Bacchus Marsh having an open and country feel.

#### Gateway town entries

The township provides rural and natural gateway entries, in particular the entrance from the Western Freeway through the historical Avenue of Honour, which is complemented by experiencing the farmlands, market gardens and orchards as you arrive into the town.

### Township Character

Bacchus Marsh has a well established township character, which is highly valued by residents and visitors, including:

#### Cohesive and formal main street

The main street of Bacchus Marsh is the heart of the town, both as an access route to and from the historical Avenue of Honour, but also as the key activity hub of the town. Activity is focussed on both sides of the street, with attractive shops including a number of historical buildings.

#### Historic buildings and streetscapes

The main street comprises of a number of historic buildings. Historical streetscapes incorporating heritage buildings and plantings are located within the inner areas of the town and along the Avenue of Honour.





#### Wide road reserves

While street cross section elements vary throughout the town, a consistent theme is the use of wide road reserves, which contribute to the open feel of the township.

#### Informal and formal streetscape plantings

Landscaping within streetscapes vary from the informal to the formality of the elm trees on the Avenue of Honour and Grant Street.

#### Convenient Access

Bacchus Marsh is centrally accessed, less than one hour to Melbourne, Ballarat, Geelong and surrounding townships. The locality of the town, complemented by a range of tourism based businesses makes Bacchus Marsh a key tourist destinations and a popular place to live and visit.

#### Western Freeway

The Western Freeway provides quick and convenient access to both Melbourne and Ballarat in less than an hour.

#### Rail

The Ballarat to Melbourne Vline rail services enables visitors to utilise vline services to come to Bacchus Marsh and commuters access to Melbourne and Ballarat.

### Well Served Communities

Bacchus Marsh's historical service centre role, now identified as the Regional Centre within the Central Highlands, has resulted in the town being both a lifestyle and tourist destination with several services and facilities available.

#### Well serviced town centre

As previously noted, the main street is the retail core of Bacchus Marsh and in recent years has evolved through higher levels of retail and services on offer, including Bacchus Marsh Village shopping centre, professional services, shops, restaurants etc. To complement the main street retail core, an established Neighbourhood Activity Centre in Darley exists with an approved Neighbourhood Activity Centre proposed to be constructed in the Stonehill development in Maddingley.

#### Local employment

While many residents commute out of Bacchus Marsh for employment purposes, the township and surrounds also supports a high level of local employment in agriculture, tourism, construction and in more recent years health and education.

#### Community services and facilities

Bacchus Marsh is well serviced by a range of facilities and services. This includes a regional hospital, library, swimming pool, two secondary colleges and numerous other facilities which often would not be provided within a town the size of Bacchus Marsh, all of which also attract people from outside of the town.



## Character Impacts

With Bacchus Marsh continually growing, there are some residential development examples within the town that may be considered to be detracting from the distinctive characteristics of Bacchus Marsh.

This is a common issue for most peri-urban areas of Melbourne, however with the statistical re-defining of Greater Melbourne by the Australian Bureau of Statistics (ABS) which now includes Bacchus Marsh, the town is now providing a source of broadhectare land supply, along with its growing role as the Regional Centre within the Central Highlands. These roles bring additional challenges to the town in preserving its unique and valued characteristics.

As Bacchus Marsh continues to grow there is inevitably an increased tension between original and new development. There is a need to reduce this tension to ensure new development is positively contributing to the established character of Bacchus Marsh and to ensure that the town does not lose its valued characteristics. As part of the character analysis a number of issues and threats to the existing character have been identified, including:

- > new development that is not in harmony with the site and surrounding context. This includes the natural landscape qualities of the area, in particular the loss of rural views due to inappropriate development on surrounding ridgelines/hills and plateaus;
- > new developments that have minimal landscaping, in particular street tree plantings which are often inconsistently planted, not established or in some instances non-existent. The lack of landscaping has a significant impact on the character of the town, whilst also not achieving sustainable development outcomes which all developments should be aspiring to;
- > an expanding residential settlement boundary. This has resulted in development in more remote locations, including lots that have been developed too intensively for their location. This includes multi-unit developments on the fringe of town where access to services and facilities are poor and often with poor pedestrian connectivity due to a limited footpath network. Further, the expanding settlement boundary threatens the country landscape characteristic of the town, including the valued agricultural activities (orchards and market gardens) that Bacchus Marsh is renowned for;
- > inconsistent road cross sections being applied that:
  - > limit landscaping and street tree planting opportunities;
  - > often creates streets that are too narrow with several cul-de-sacs and dead ends, all of which provide poor vehicle access and manoeuvrability; and
- > overly wide streets. Although wide streets are often a feature of regional towns, there are a number of streets that have excessively wide road pavements. Such pavements do not contribute to sustainable design through significant amounts of hard surfaces and often a lack of landscaping. Further, excessively wide pavements encourage greater speed of vehicles and are often windswept if they are not heavily landscaped and therefore not contributing to creating pedestrian friendly environments.
- > multi-unit developments that lack passive surveillance and have no sense of address. Several multi-unit developments are dominated by hard paving, with insufficient soft landscaping and are inward focussed; and
- > a number of poor built form outcomes due to dwellings lacking articulation, not responding to the context they sit within or complementing the character of the area.



## Decision Making Framework

Under the Moorabool Planning Scheme residential development proposals (built form and subdivision) are required to be assessed against the following:

- > the State Planning Policy Framework;
- > the Local Planning Policy Framework, in particular the Municipal Strategic Statement (MSS) which provides detailed policy regarding Bacchus Marsh and residential developments (see page 21);
- > zones and overlays which provide triggers for planning permits and controls land use and development;
- > rescode which provides residential and subdivision design provisions; and
- > clause 65 - decision guidelines.

The character analysis and assessment of the existing decision making framework has identified a number of potential inconsistencies and concerns, including:

- > the MSS provides a framework for residential development in Bacchus Marsh, however the plan is outdated and provides limited direction in regards to the type and density of residential development that should occur where.
- > the MSS provides some discussion regarding character and design, however this is reasonably limited and could be more clearly articulated, in particular with regard to desired residential built form and subdivision design outcomes and how new development should complement the towns valued characteristics.

- > there is limited direction on the preferred character of Bacchus Marsh, which is critical due to the growth challenges the town is facing.
- > there is some concern that the implementation of the Moorabool Planning Scheme, including the MSS, may not be reflected through some more recent residential development approvals. For example, a substantial medium density development with a number of townhouses and units has been developed at the western end of Holts Lane, Darley. This development is likely inconsistent with the MSS which:
  - > encourages increased development between the railway station and Main Street and between Fiskens and Grant Streets;
  - > encourages high quality medium density housing that is well located in relation to retail, commercial, public transport, recreation and community services; and
  - > encourages consolidation and enhancement of development in the inner area of Bacchus Marsh.
- > the suite of residential zones have not been applied, with almost all residential land within Bacchus Marsh zoned General Residential, although it is recognised that three schedules to the General Residential Zone have been applied; and
- > Council does not have any Guidelines/ Council Policy in regards to Urban Design, Environmentally Sustainable Design or Landscaping requirements.

## Recommendations - Decision Making Framework

To address the inconsistencies and identified concerns, including consideration of how the existing decision making framework could be improved, a number of changes are recommended and are further articulated in Chapter 8. These improvements will assist in guiding future residential development and ensure development complements the preferred character of the area. The identified improvements have or are recommended to be undertaken include:

- > 'Character Precinct Brochures' have been prepared (see Annexure 4) that identify the existing and preferred character of each precinct (see page 45 and Figure 8);
- > a number of recommended strategies and actions (see pages 46 & 47), that should be included as part of Councils Action Plan to implement *Housing Bacchus Marsh to 2041*;
- > a Settlement Framework plan has been prepared that identifies areas for intensification and areas that are not recommended for increased development (see Chapter 4);
- > Council adopting the implementation recommendations set out in Chapter 8, which includes a number of changes to the Moorabool Planning Scheme; and
- > the preparation of Guidelines/Reference Documents /Council Policy in regards to Urban Design, Environmentally Sustainable Design and Landscaping requirements.

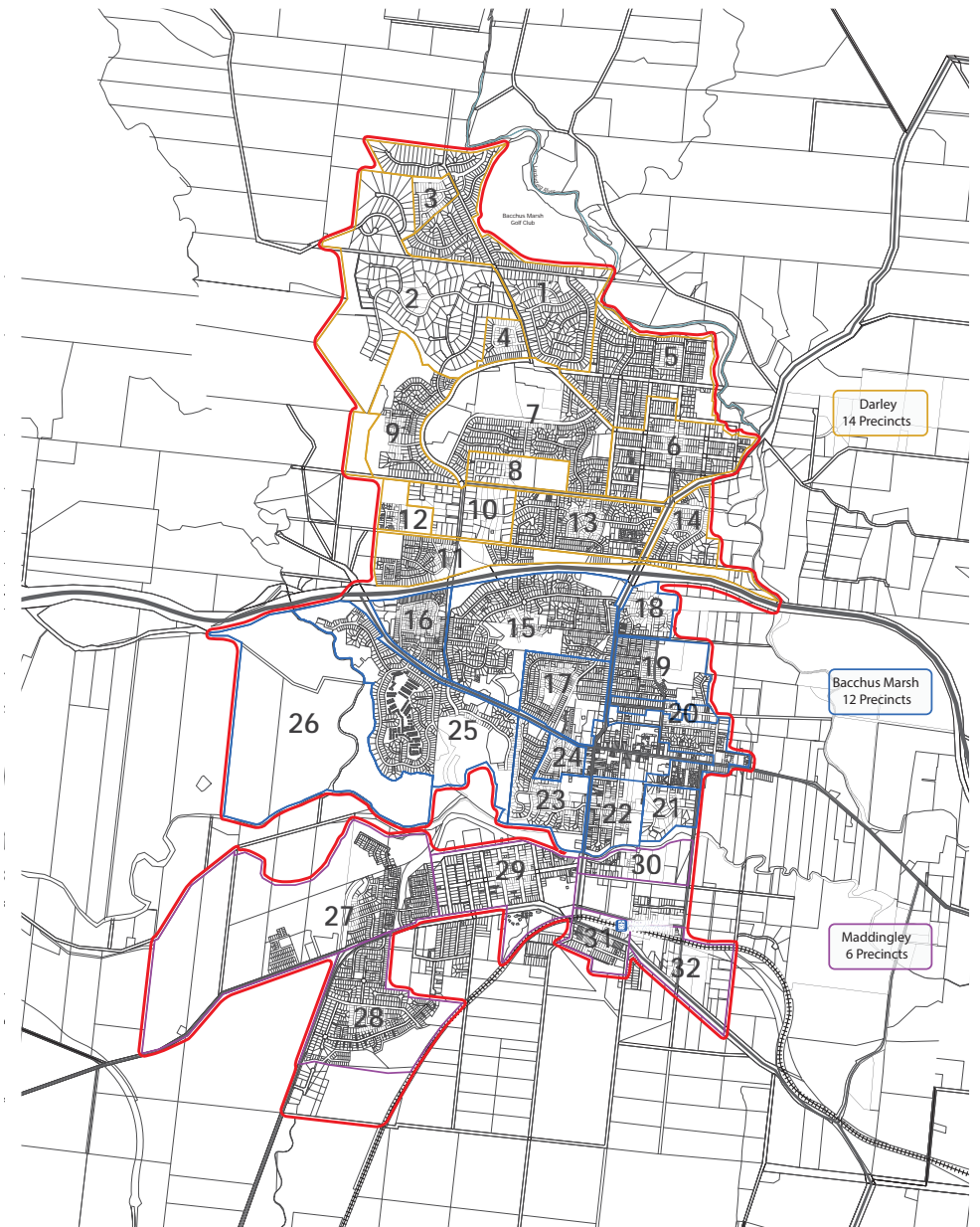
## Existing and Preferred Character Statements

As part of the character analysis, 32 character precincts have been identified across Bacchus Marsh (see Figure 8). The analysis identified the existing character of each precinct followed by consideration of what the preferred character should be.

Often Neighbourhood Character Study's will group precincts into 'Character Types' across a study area where common character is desired for the future. Although, some precincts do have a common desired future character, it is recognised that precincts also often have their own unique characteristics and attributes. This was particularly relevant within the Bacchus Marsh Study Area, where precincts although containing similar housing products, the landscape and topography of the precincts varied significantly and therefore the characters of the precincts, in reality is quite different.

Further, when considering the preferred character of an area, consideration should be had to a combination of housing needs and the preferred character. Some precincts may not be suitable for the same level of residential development (see Chapter 4) as another precinct. This is due to the locations of some precincts not being central to services and facilities, such as public transport and activity centres.

It is important to therefore consider both housing needs and character holistically. The Preferred Character Statements have therefore been prepared for each character precinct with a balance of addressing the housing needs of Bacchus Marsh and the preferred neighbourhood character of each precinct. This has included ensuring that any existing characteristics that have been identified as important to the character of Bacchus Marsh are retained, regardless of the precincts suitability for increased residential development. The Existing and Preferred Character Statements are included at Annexure 4.



— Study Area

Figure 8: Character Precincts

# 3.3

## STRATEGIES & ACTIONS

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### Strategies

- 
- 1 Actively discourage residential development outside of the clearly defined township boundary except if consistent with Councils Urban Growth Framework (under preparation) unless exceptional circumstances apply where rezoning of non-urban land for urban purposes can articulate the rezoning through demonstrating:
    - > minimal impact on the overall urban form of Bacchus Marsh and natural features;
    - > that the developments location, proximity and connectivity to existing or planned residential areas is appropriate;
    - > that the form of development proposed cannot be provided on land that is already zoned for urban purposes;
    - > that the development will result in a significant improvement in the standard of development within the Bacchus Marsh Study Area, including its environmental performance (i.e. beyond best practice water sensitive urban design);
    - > that the development incorporates a design response that achieves adherence to the principles of 'sustainable neighbourhoods' including providing key community facilities & infrastructure (where appropriate) that will benefit the community;
    - > the ability of the development to be provided with reticulated services; and
    - > the ability to retain Bacchus Marsh's intrinsic character elements.

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  - 2 Ensure a clear separation between urban development and farming activities is retained.

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  - 3 Encourage subdivision design that provides for diverse streetscapes, strong connectivity and public spaces and retains the values characteristics that make 'Bacchus Marsh' a special place.

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  - 4 Ensure residential development is in accordance with the preferred character statements.

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  - 5 Support housing design and development that is suitable for an ageing population and those with limited mobility.

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  - 6 Encourage innovation and best practice sustainable design and development outcomes.

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  - 7 Ensure that housing design allows space for tree plantings and improves landscaping as a priority on both public and private land.

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  - 8 Ensure the impact of small lot development in greenfield areas is minimized or offset by incorporating larger lots in other locations, incorporating widened road reserves with provision for enhanced street tree plantings and other design based initiatives to avoid emergence of a typical suburban character.

## Actions

1	Actively work with the community, development and building industry to increase the awareness and acceptance of well-designed developments that complement the preferred character of Bacchus Marsh. This may include forums, education workshops, study tours, etc.
2	Review and update the Municipal Strategic Statement to include policy and objectives for improving urban design outcomes that also considers the preferred neighbourhood character, while recognising the importance of the country landscape, to ensure the valued characteristics of Bacchus Marsh are protected.
3	Prepare Urban Design Guidelines for residential developments within Bacchus Marsh and use them to assist planners and applicants. The Guidelines should consider the public realm, built form, subdivision design, natural environment and landscape, front fencing and sustainability. These Guidelines may be included as a reference document to the Moorabool Planning Scheme. (See Chapter 8)
4	Prepare Street Tree Planting Guidelines that provide a vision for street tree planting and street design within Bacchus Marsh, particularly in relation to subdivision developments. These Guidelines may be included as a reference document to the Moorabool Planning Scheme. (See Chapter 8)
5	Prepare Environmentally Sustainable Design (ESD) Guidelines or a Council Policy to identify appropriate ESD principles for residential development within Bacchus Marsh. Should Council pursue the preparation of Guidelines these may be included as a reference document to the Moorabool Planning Scheme. (See Chapter 8)
6	Facilitate ongoing monitoring of the preferred neighbourhood character of a precinct as this may change over time (this could be in the form of a 5 yearly review).
7	Provide relevant Neighbourhood Character Brochures in pre-application meetings to assist in future development being in accordance with the preferred neighbourhood character.
8	Undertake a review of internal processes to ensure residential development approvals are being assessed in accordance with Councils decision making framework. This may include: <ul style="list-style-type: none"><li>&gt; improving quality assurance processes;</li><li>&gt; educating Council Officers in regards to good urban design outcomes; and</li><li>&gt; mentoring new planners.</li></ul>



# CHAPTER 4

## Settlement Framework Plan

### Objective

*To identify a Settlement Framework that can accommodate a diverse range of lot sizes and housing types that will support Bacchus Marsh developing as three sustainable neighbourhoods.*

# 4.1

## CONTEXT

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The location of housing affects residents' amenity, transport choices, housing affordability, access to employment, retail, community services, open spaces and health and wellbeing. It also has implications for the cost and provision of infrastructure. The following factors must be considered and balanced in determining appropriate locations and intensity of future residential development within Bacchus Marsh:

- > Bacchus Marsh's role in contributing additional housing to accommodate expected population growth in metropolitan Melbourne, while also balancing the roles of being a peri-urban town and a regional centre;
- > maximising access to public transport and activity centres;
- > protection of heritage and neighbourhood character values;
- > protection of significant environmental and ecological landscapes;
- > improving housing choice and affordability;
- > diversifying the mix of housing typologies and housing sizes across Bacchus Marsh; and
- > retaining a mix of residential lot sizes across the township.

Four 'settlement types' have been identified across Bacchus Marsh to assist in addressing the above factors, which comprise of:

- > Minimal Residential Growth Areas;
- > Natural Residential Growth Areas;
- > Increased Residential Growth Areas; and
- > Greenfield Residential Growth Areas.

Each 'settlement type' plays a different role in meeting Bacchus Marsh's current and emerging housing needs. Accordingly, different forms of growth and development will be appropriate within each settlement type, but collectively they will each contribute towards a sustainable community, that provides for a range of housing choices to meet the needs of current and future residents.

Figure 9 (page 56) identifies the proposed settlement type to be applied to each character precinct as set out in Figure 8 (page 45).



# 4.2

## MINIMAL RESIDENTIAL GROWTH AREAS

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### Definition:

*“Generally applies to residential land on the fringe of the township that does not have direct access to services and facilities and often has limitations to further development, e.g. topography, connectivity, existing development. May also include residential land that has been identified as having strong characteristics that requires protection from further development.”*

### Expected Housing Types

Future residential development within these areas will predominantly comprise of detached dwellings, generally of a modest scale, with dual occupancies, of one to two storeys only being supported where the intent of the settlement type and preferred character is not compromised.

#### Methodology to determine the locations of Minimal Residential Growth Areas:

- > Any specific neighbourhood character and/or heritage significance that requires protecting within the precinct.
- > Any significant infrastructure constraints within the precinct.
- > Any significant landscape constraints within the precinct.
- > The ability of the precinct to undergo change.
- > The ability of the precinct to access services and facilities, including public transport.
- > An assessment of the precinct against the change area matrix included at Annexure 2.

### Strategies

1. Encourage low density housing types, generally in the form of detached housing with dual occupancies only considered on sites that do not compromise the preferred neighbourhood character.
2. Conserve and enhance those elements that contribute to the environmental significance, heritage values and the preferred neighbourhood character of the precinct.
3. Encourage new dwellings to be setback from all boundaries a sufficient distance to accommodate adequate landscaping and to maintain the sense of spaciousness.
4. Encourage new dwellings to not exceed the predominant building height of the street.
5. Seek to avoid boundary to boundary development.

**Note:** The Actions set out at 4.7, page 58 build on the strategies identified above.

# 4.3

## NATURAL RESIDENTIAL GROWTH AREAS

### Definition:

*"Applies to residential land that has been identified for natural change over time. Appropriate well designed, infill development, including multi-unit developments that complement the preferred character of the area, while providing for a variety of housing options will be encouraged in suitable locations."*

### Expected Housing Types

These areas encompass the majority of Bacchus Marsh's established residential areas. The identified locations will allow for modest housing growth and a variety of housing typologies in the form of townhouses and multi-dwelling developments, with detached houses continuing to dominate.

Low scale medium density housing and alternative housing typologies (such as co-housing, retirement villages, aged care etc) may be appropriate in areas within the precincts that are more accessible to public transport, activity centres and open space than others.

Methodology to determine the locations of Natural Residential Growth Areas:

- > Precincts that are generally not within walking catchment of key public transport routes and activity centre catchments.
- > Precincts which are partially constrained by environmental or physical conditions, as identified in the planning scheme or other Council data, such as covenants, servicing etc.
- > Precincts that generally do not have significant heritage or neighbourhood character values.
- > The ability of the precinct to undergo change.
- > An assessment of the precinct against the change area matrix included at Annexure 2.

### Strategies

1. Encourage low scale medium density housing and alternative housing typologies (such as co-housing, retirement villages, aged care etc) on lots that are more accessible to public transport, activity centres and open space than other lots within the precinct.
2. Encourage new dwellings to not exceed the predominant building height of the street by more than one storey, unless an innovative design or housing typology is proposed that will complement the preferred character of the area.
3. Limit boundary to boundary development.

Note: The Actions set out at 4.7, page 58 build on the strategies identified above.

# 4.4

## INCREASED RESIDENTIAL GROWTH AREAS

### Definition:

*“Generally applies to residential land that is well located to services and facilities and has been identified as suitable for infill and increased densities of development. This will include a range of multi-units, townhouses and alternative housing typologies within a walkable catchment of residents daily needs.”*

### Expected Housing Types

These areas will provide for housing growth with increased densities. Housing development will generally be in the form of townhouse and multi-dwelling developments with opportunities for apartments and alternative forms of housing (co-housing, aged care, retirement villages, etc).

Methodology to determine the locations of Increased Residential Growth Areas:

- > Precincts that are within a walkable catchment of the Bacchus Marsh Railway Station and/or bus services.
- > Precincts that are generally within close proximity to activity centres or where access to some level of services and facilities are within a walkable catchment (i.e. Bacchus Marsh Town Centre, Darley Plaza, the proposed Activity Centre in the Stonehill development, Maddingley and the shopping strip on Grant Street).
- > The ability of the precinct to undergo change.
- > An assessment of the precinct against the change area matrix included at Annexure 2.

### Strategies

1. Prioritise support for intensification of development within areas identified for Increased Residential Growth.
2. Promote medium density housing that results in intensified development around the identified activity centres and key public transport services which reduces motor vehicle dependency and capitalises on public transport infrastructure while contributing to achieving the ‘sustainable neighbourhoods’ concept (see page 55).
3. Encourage the planning and provision of physical and social infrastructure to support growth within these areas.
4. Support increased development densities on ‘key development sites’ that have the capability to accommodate significant intensification.
5. Encourage infill development that provide innovative forms of housing typologies (such as co-housing or eco-villages), are community focused and builds on the concept of ‘sustainable neighbourhoods’.
6. Encourage development of two or more storeys where the preferred character of the area is not compromised.

Note: The Actions set out at 4.7, page 58 build on the strategies identified above.

# 4.5

## GREENFIELD RESIDENTIAL GROWTH AREAS

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### Definition:

*"Land that is generally located on the fringe of the established urban areas and has been identified as land suitable for future residential development or is in the process of being developed for residential purposes, often over a number of years."*

### Expected Housing Types

The Greenfield Residential Growth Areas encompass two broadhectare development sites on the western boundary of the Bacchus Marsh Study Area, namely Stonehill (which is currently under development, Precinct 27), and Underbank (which has not commenced development, however is expected to commence in the near future, Precinct 26). Both developments are subject to a Development Plan Overlay which requires the approval of a Development Plan prior to development commencing (see page 22).

Given the current status of these developments, with a number of approvals issued (or soon to be issued), as part of preparing *Housing Bacchus Marsh to 2041*, there is limited ability to redirect development within these areas. It is noted that these areas are a critical source of land supply for Bacchus Marsh to 2041, and will play a crucial role in meeting the housing needs of current and future residents.

This will include providing a diverse range of lot sizes that will be capable of accommodating a range of housing typologies. Further as these areas develop new infrastructure will also be delivered which will support new and existing residents (see page 22).

### Strategies

1. Recognise the importance of planning and development of new greenfield areas that are well managed and staged, can meet the existing and future housing needs of Bacchus Marsh and can bring forward key infrastructure and services to meet the community's needs.
2. Oppose interim subdivision of land identified as 'greenfield' to minimise further fragmentation and maintain its growth potential.
3. Seek an overall density target for new development that balances housing needs, whilst maintain a sense of place and retaining the characteristics of Bacchus Marsh that make it a unique and special place. This target is likely to be in the range of 10-15 dwellings per hectare, but may be reduced or increased as appropriate. This should include allowing some reduction to density targets where land is constrained (topography/landscape/vegetation) or where it can be demonstrated that appropriate diversity in housing forms can be delivered.
4. Favour flatter land in proximity to existing and planned activity centres to achieve increased densities.
5. Encourage a diversity of lot sizes and housing choices.

Note: The Actions set out at 4.7, page 58 build on the strategies identified above.

# 4.6

## SUSTAINABLE NEIGHBOURHOODS

Building on the elements that have contributed to identifying the residential settlement framework for Bacchus Marsh, consideration has also been given to the broader spatial composition of the town.

It is evident that the three suburbs comprising Darley, Maddingley and Bacchus Marsh have sufficient scale and physical separation to warrant adoption of planning and housing strategies to support their establishment as *three sustainable neighbourhoods* (see Figure 10, page 57).

In this context, the three neighbourhoods would be reliant on the Bacchus Marsh town centre for higher order retailing, goods and services but there is potential for each neighbourhood to become more sustainable in terms of housing options, accessibility and a sense of community.

The existing Neighbourhood Activity Centre in Darley and a proposed Neighbourhood Activity Centre within the Stonehill development in Maddingley, will assist in supporting the concept of sustainable neighbourhoods and reduce reliance on the Bacchus Marsh town centre for residents' daily needs.

Although the concept of achieving sustainable neighbourhoods is a consideration for the *Urban Growth Strategy, Housing Bacchus Marsh to 2041* has the ability to guide housing development that can assist in achieving this concept. Through the application of the 'settlement types' emphasis has been placed on directing different types of housing development to preferred and suitable locations. This has included consideration to Bacchus Marsh developing as three sustainable neighbourhoods where a framework has been built around encouraging compact neighbourhoods that

increase residential development around existing and proposed Activity Centres, where community infrastructure is available and public transport opportunities can be maximised. While this pattern of development will assist in supporting more walkable neighbourhoods, it will also encourage increased housing densities around activity centres which will assist in boosting the economic viability of the centres.

This approach draws on well-established urban design philosophies of New Urbanism and Traditional Neighbourhood Design and is being reflected in many new strategies and plans being developed across Victoria, for example, the '10 minute neighbourhood' in Ballarat and Bendigo, and the '20-minute Neighbourhood' in Plan Melbourne (see page 16).

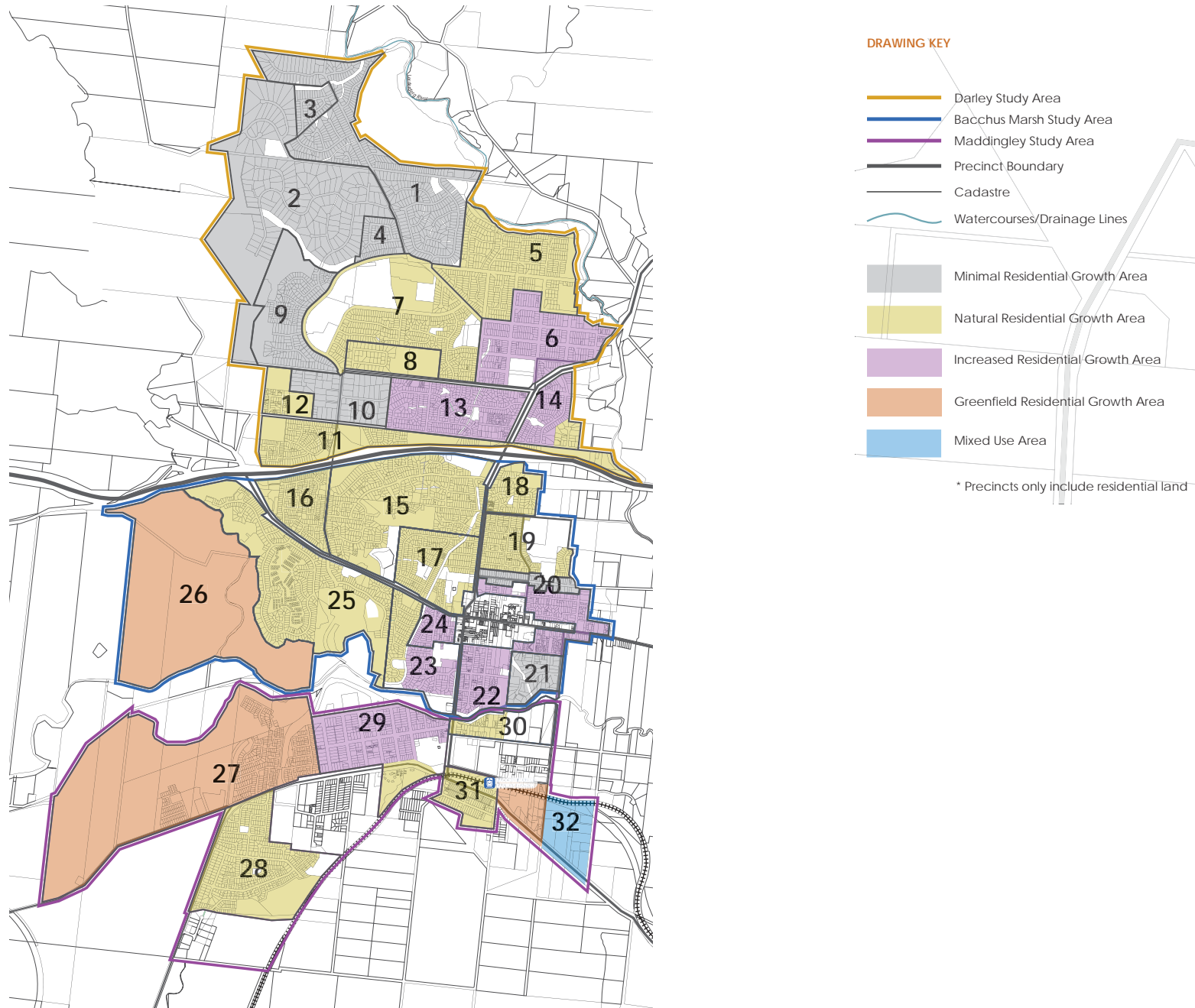
The intent of the 20 minute neighbourhood is that residents have the ability to obtain their daily goods and services within a 20 minute walk or cycle of their house. There are variations to this concept with a variety of ways to measuring liveability and walkability that can give you 5, 10 or a more precise number of minutes that your neighbourhood can deliver shops, exercise, school, library etc.

With the spatial composition of the three suburbs in Bacchus Marsh, the concept of a '10 minute neighbourhood' (or similar) is considered a realistic model that could be achieved within Bacchus Marsh and is identified in the Strategies and Actions on page 58 and 59 (including defining what a 10 minute, or similar neighbourhood means within the Bacchus Marsh context). This concept also builds on the vision of *Housing Bacchus Marsh to 2041* including the 'Sustainable Neighbourhoods' guiding principle.

### Strategies

1. Promote the establishment of Darley, Maddingley and Bacchus Marsh as three sustainable neighbourhoods.
2. Encourage infill development to assist in achieving compact neighbourhoods which create walkable and pedestrian scale environments and in turn sustainable neighbourhoods.
3. Encourage the development of 10 minute neighbourhoods (or similar) that ensures that residents can access some (not necessarily all) of their daily needs within a 10 minute walk or cycle from where they live.
4. Promote housing growth through encouraging higher density development close to activity centres that will support in enhancing the economic viability of activity centres.
5. Encourage quality design of dwellings, open space and the public realm as an important contributor to sustainable neighbourhoods. (See Chapter 3, Actions 3, 4 and 5)

Note: The Actions set out at 4.7, page 58 build on the strategies identified above.



**DRAWING KEY**

- Darley Study Area
  - Bacchus Marsh Study Area
  - Maddingley Study Area
  - Precinct Boundary
  - Cadastre
  - ~ Watercourses/Drainage Lines
  - Minimal Residential Growth Area
  - Natural Residential Growth Area
  - Increased Residential Growth Area
  - Greenfield Residential Growth Area
  - Mixed Use Area
- \* Precincts only include residential land

**Figure 9 - Settlement Framework Plan**



**DRAWING KEY**

- Study Area
- ⊞ Sustainable Neighbourhoods
- River
- ⋯ Existing vegetation
- Open Space & Golf Courses
- Quarry
- Industrial/Mixed Use
- Retail/Commercial
- ⊞ Proposed Retail
- Community Facilities
- ⊞ Proposed Community Facilities



**Figure 10 - Three Sustainable Neighbourhood Concept**

# 4.7

## ACTIONS

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These actions build on the strategies identified in 4.2 - 4.6.

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Update the Municipal Strategic Statement to include the Settlement Plan (Figure 9), that identifies the settlement types and their proposed locations:

- 1
  - > Increased Residential Growth Areas that are encouraged for increased densities of residential development close to activity centres and accessible to public transport.
  - > Natural Residential Growth Areas that generally achieve conventional densities with the ability to accommodate some increased densities on lots that are accessible to a reasonable level of services and amenity, such as open space, activity centres and/or public transport.
  - > Minimal Residential Growth Areas that are protected from inappropriate development due to their locations, significant and established neighbourhood character, landscape values or development constraints.
  - > Greenfield Residential Growth Areas to ensure these areas continue to provide an important source of land supply to accommodate a larger portion of the predicted growth of Bacchus Marsh.

- 
- 2 Identify and define a '10 minute neighbourhood' (or similar) building on the concept of Bacchus Marsh developing as 'three sustainable neighbourhoods'. This should include using appropriate tools (such as walkability and infrastructure models) to ensure a sound methodology is applied to determining the 10 minute (or similar) neighbourhoods.

- 
- 3 Translate the four 'settlement types' into residential zones, introducing Schedules, as appropriate, to reflect neighbourhood character and development objectives, in the following way:
    - > Neighbourhood Residential Zone and Low Density Residential Zone to be applied to Minimal Residential Growth Areas
    - > General Residential Zone to be applied to Natural Residential Growth Areas, Greenfield Areas and Increased Residential Growth Areas (noting that a range of schedules will be required to achieve the objectives of each settlement type and are detailed in Chapter 8).

- 
- 4 Update the Municipal Strategic Statement to include policy and objectives to encourage Bacchus Marsh developing as 'three sustainable neighbourhoods' including defining what a 10 minute (or similar) neighbourhoods means to Bacchus Marsh.

- 
- 5 Investigate opportunities to incentivise residential intensification within the Increased Residential Growth Areas (including key development sites) by:
    - > reducing or waiving payment of development and open space contributions, and/or
    - > reducing car parking requirements where it can be demonstrated that there is access to public transport and other community services within a walking distance.
-



6	Continue to advocate to State Government Departments for improved public transport and road infrastructure upgrades within Bacchus Marsh, including public transport to the identified greenfield developments where significant population growth will occur and existing and proposed Neighbourhood Activity Centres to assist in developing Bacchus Marsh as 'three sustainable neighbourhoods'.
7	Educate Council Officers in regards to sustainable neighbourhoods, including 10 minute (or similar) neighbourhoods.
8	Educate the community, developers and builders in regards to the concept of sustainable neighbourhoods including: <ul style="list-style-type: none"> <li>&gt; the desire to achieve a 10 minute (or similar) neighbourhoods;</li> <li>&gt; the facilities that make neighbourhoods sustainable; and</li> <li>&gt; how housing development can contribute to sustainable neighbourhoods through Environmentally Sustainable Design.</li> </ul>
9	Actively work with the community, development and building industry to increase the awareness and acceptance of well-designed developments that complement the preferred character of Bacchus Marsh. This may include forums, education workshops, study tours, etc.
10	Audit each neighbourhood and identify where opportunities may exist to provide new or upgraded infrastructure to assist in achieving sustainable neighbourhoods. This is particularly relevant to Darley Plaza where opportunities may exist for upgrading and rejuvenation of the Plaza.
11	Audit each neighbourhood and identify any 'key development sites' that have the ability to be redeveloped or significantly intensified for residential housing opportunities. As part of the Audit, consider updating the Municipal Strategic Statement to support the redevelopment or intensification of the identified 'key development sites'.
12	Review and update Councils Capital Works Program to ensure that it has consideration to local infrastructure requirements in accordance with residential growth outcomes (eg full network of footpaths in areas of facilitated urban growth).



# CHAPTER 5

## Housing Supply & Demand

### Objective

*To fulfil a metropolitan growth area and regional centre housing role whilst maintaining overall affordability levels via a combination of greenfield and infill development.*

# 5.1

## OVERVIEW OF SUPPLY & DEMAND

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### Context

Chapter 1 identified a number of projections that will contribute to driving housing demand in Bacchus Marsh to 2041. These projections included the population increasing by 500 residents per annum and an additional 6414 households.

Broadhectare lot construction has averaged 236 lots per annum between July 2008 and September 2015 and represents 86% of all residential lot construction activity. However these figures have significantly fluctuated over the years with a peak lot construction of 531 in 2009/10, reducing to 312 in 2010/11 and in recent years averaging around 200 lots per annum. Infill lot construction trends have averaged 30 lots per annum between July 2008 – September 2015.

Based on the demographic projections it is likely that housing demand in Bacchus Marsh will be largely driven by two key influences:

- > an ageing of the population; and
- > young families seeking affordable family housing who generally demand and consume traditional separate dwellings.

These influences will be explored in context of land supply needs, housing diversity (Chapter 6) and affordability (Chapter 7).

### Existing Supply

As at September 2015, there were 5,828 lots identified as residential land supply. This comprises of:

- > 5,003 zoned broadhectare lots (86% of supply);
- > 646 dispersed infill (11% of supply);
- > 150 designated future residential lots that require or are in the process of being rezoned for residential purposes (3% of supply); and
- > 29 vacant rural residential lots (0.5% of supply).

Of the 646 identified dispersed infill lots, 590 were identified as lots less than 1,200sqm, 41 between 1,200sqm and 2,000sqm and 15 lots between 2,000sqm and 5,000sqm.

Further there is a high capacity for dispersed infill redevelopment that is not captured in the analysis of vacant lot stock (large block sizes and the relatively low capital improvements of existing dwellings) and therefore these lots could accommodate addition infill development.

## Projected Demand

Predicting demand is complex and there are many factors that can change housing demand in a relatively short period of time. In this regard a number of scenarios have been undertaken to assist in determining what the likely housing demand for Bacchus Marsh will be and have considered projections for both dwellings and broadhectare land demand. These projections are discussed in detail in the Background Paper (Appendix 1).

In regards to dwelling projections VIF 2015 project that from 2016 to 2031 there will be a total dwelling requirement of 4,483 (299 average per annum or 3.0% growth rate). Projected dwelling requirements sourced from id Forecast indicate that from 2016 to 2031 there will be a total dwelling requirement of 3,389 (225 average per annum or 2.6% growth rate), while projecting from 2016 to 2041 there will be a dwelling requirement of 5,381 (215 average per annum or 2.2% growth rate).

A 3.5% dwelling growth demand scenario has also been undertaken and indicate that from 2016 to 2031 there will be a total dwelling requirement of approximately 5,150 (343 average per annum), while projecting from 2016 to 2041, based on an annual dwelling growth rate of 3.5% per annum there will be a total dwelling requirement of 10,395 (416 average per annum).

While these projections identify a range of dwelling requirements, consideration also needs to be had to where the projected demand will be (broadhectare or infill).

Similar to the dwelling projections, a number of scenarios projecting adequacy of broadhectare land supply have been undertaken. Graph 1 (page 64) sets out the projections in context with the identified broadhectare land supply within the Study Area based on the following scenarios:

### Scenario One:

Dwelling projections contained in the State Governments Population, Household and Dwelling projections (VIF2015) and assuming a constant (86%) of demand will be for broadhectare residential construction. Noting VIF projections are to 2031.

### Scenario Two:

Dwelling projections contained in the State Governments Population, Household and Dwelling projections (VIF2015) and assuming a decreased share of broadhectare development or in other words an increase demand and supply for dispersed infill redevelopment assumed at 70% for broadhectare demand and supply. Noting VIF projections are to 2031.

### Scenario Three:

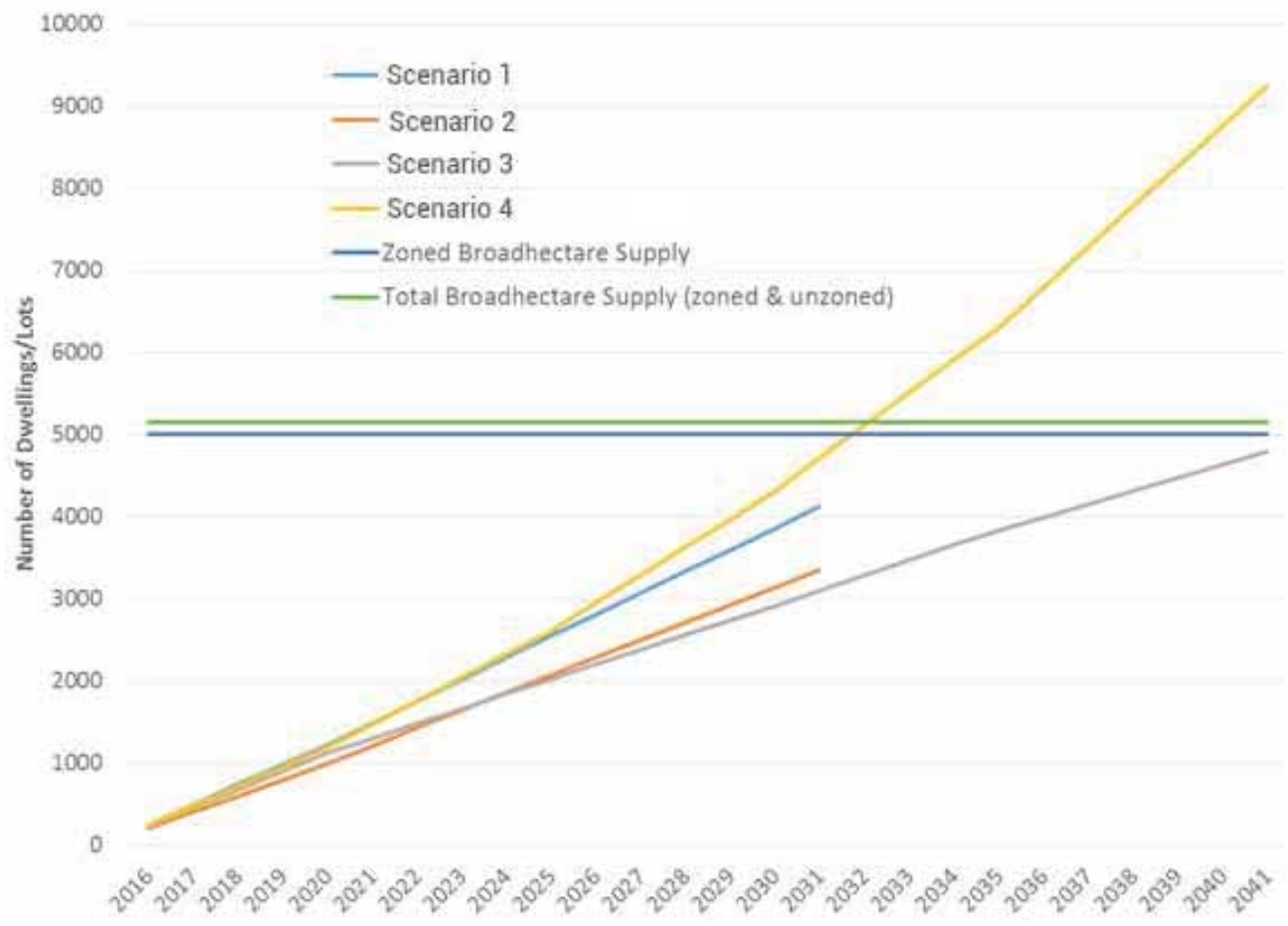
Dwelling projections sourced from id Consultants and undertaken for the Moorabool Shire Council and assuming a constant (86%) of demand will be for broadhectare residential construction. Noting id projections are to 2041.

### Scenario Four:

Dwelling projections assumed to grow from 2016 at a constant 3.5% annual growth rate and assuming a constant (86%) of demand will be for broadhectare residential construction.

*In terms of zoned broadhectare residential land stocks, it is estimated there are sufficient land stocks to satisfy between 16 and 27 years of demand, it is considered that 20 years of broadhectare supply is the most likely.*

It should also be recognised that dispersed infill as a housing supply source is likely to increase to cater for an increasing number of single and smaller households and as land values increase (see Chapter 7) properties with less land will be more affordable. There is a substantial amount of infill supply that could accommodate a significant number of dwellings.



Graph 1: Adequacy of Broadhectare Land Stocks – Bacchus Marsh Study Area, 2015

# 5.2

## STRATEGIES & ACTIONS

### Strategies

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1	Recognise that a combination of greenfield and infill opportunities will enhance the diversity of housing choices and affordability available to new and existing residents.
2	Encourage an increase of infill developments from the historical rates to assist in increasing housing densities around existing Neighbourhood Activity Centres to assist in Bacchus Marsh while concept building on the three sustainable neighbourhoods.
3	Promote the benefits of infill development to the community to assist in limiting community resistance to infill developments that are appropriately located. This may include identifying the benefits that infill development can have on healthy living (e.g. building on the 'Active Living' Heart Foundation principles, less car dependent and encouraging walking due to being located within proximate locations to services and facilities).

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### Actions

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1	Monitor the 'market' in regards to what is driving demand within Bacchus Marsh and the impact this may have on housing supply. This may include engaging with local real estate agents, developers, etc.
2	Create a database to assist in monitoring supply and demand (e.g. the database may track statutory approvals, statement of compliances and building permits issued).
3	Engage with other Outer Western Region Councils (Brimbank, Wyndham, Melton), in particular the City of Melton, to facilitate information sharing in regards to what is driving their housing demand, any changes in policy, development approvals etc. that may have an impact on housing demand within Bacchus Marsh.
4	Engage with the community, developers and builders about the need for housing diversity and the implications for housing supply, including promoting positive messages in regards to the benefits of infill development. This could include holding a facilitated workshop to discuss: <ul style="list-style-type: none"><li>&gt; the characteristics and features of good and bad infill housing examples; and</li><li>&gt; the importance of well-designed and sited medium density housing.</li></ul> The City of Melton is an example of a council that has engaged regularly with their developers through developer forums and newsletters.  This action could be undertaken concurrently with the recommended actions in Chapter 3, Action 1 and Chapter 4, Action 8.

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# CHAPTER 6

## Housing Diversity

### Objective

*To deliver a diverse range of lot sizes and housing options, to cater for the growing and evolving housing needs of Bacchus Marsh over time.*

# 6.1

## OVERVIEW

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In outer parts of Melbourne three quarters of the housing stock are typically separate dwellings. In the Growth Areas, this figure can climb up to 85% and in smaller towns and peri-urban areas this figure can be as high as 95%. 92% (1350) of the housing stock in Bacchus Marsh since 2001 has been separate dwellings, with an increase of 2.7% per annum. Townhouses and apartment type dwellings make up only a small proportion of housing in Bacchus Marsh and between 2001 to 2011 grew by just 110 dwellings.

These figures demonstrate consistency with what is occurring in comparable municipalities, however it also demonstrates there is a lack of housing diversity within Bacchus Marsh, notwithstanding that Bacchus Marsh has historically been more affordable than other locations.

Of the 6,840 (Sept 2015) residential dwellings within Bacchus Marsh, the majority (58%) are on lots between 500 to 1,000 sqm, with a further 22% on lots with an area greater than 1,000sqm. 18% of dwellings are on lots less than 500sqm. The percentage of lot sizes that are between 500sqm to 1,000sqm and larger than 1,000sqm is a key defining characteristic of Bacchus Marsh that is typically not found in areas this close to Melbourne. The presence of the larger lots provides an opportunity for intensification in desirable locations, but overall impact on neighbourhood character will need to be considered.

With a significant rate of growth and increase in smaller one and two person households (lone person and couples without dependents) projected, there is likely to be some impact on lot sizes and lot mix.

In this regard other comparable growth areas have recorded a consistent trend towards smaller, more affordable lot sizes which can still accommodate a broad range of housing options. This trend is likely to occur in Bacchus Marsh with positive implications, however the increase in density should be offset through various amenity initiatives as recommended previously and via the provision of larger lots.

Providing a wide range of options in terms of dwelling typologies which include affordable and accessible housing options, is recommended as the best approach to encourage housing diversity. Bacchus Marsh has an important strategic advantage in this regard due to having a vibrant and well established town centre and the availability of a range of greenfield and infill development sites.

Ensuring Bacchus Marsh provides a range of lot sizes and housing options should not be restricted to infill locations, as greenfield developments, particularly masterplanned developments, will play an increasingly important role in the provision of new housing options that may be more affordable than infill development.

The implications for planning for this diverse demand is, not being focussed on trying to cater for every type of household demand, but rather to focus on strategies and policies that encourage a mixture of development and redevelopment that allows the demand to be satisfied.

There are also a number of emerging diverse housing models that would be a positive addition to a regional centre. This includes co-housing and eco-villages which are small, mainstream, residential projects facilitating an intentional way of living together and doing it better. They often include the following features:

- > individual, private homes, space and ownership;
- > community relationships and generous, multi-use common facilities;
- > creates a culture of 'sharing and caring';
- > a healthy balance between community and privacy;
- > stronger sense of neighbourhood;
- > elements of self-management, trust and familiarity;
- > ecologically sustainable development; and
- > the ability to share household bills.

Two examples of co-housing are set out on page 69.

### Frankston Co-housing

A group of two families are seeking to develop a block of land in Frankston into 8 dwellings and 1 common house. They are looking to share material possessions, cook meals together, own less, and live together with 6 other households, whilst maintaining a level of autonomy through the design of each dwelling. Built to high Environmentally Sustainable Design standards, the dwellings are looking to incorporate PV panels, rammed earth construction, thermal mass principles, materials with low embodied energy and annualised geosolar heating.



Source: Social Design & Architecture

### Murundaka Co-housing Community

Murundaka is an all-rental, housing co-operative located in Melbourne's Heidelberg Height. Murundaka was established in 2001 and has 18 modern, sustainably designed apartments and two houses on 3,000 square metres. Murundaka has 35-40 residents ranging in age from infants to 60+ years.

The Vision for Murundaka is:

- > We live sustainably: Conscious of ourselves, our local community, the world and our legacy for the future through our individual and collective actions.
- > We live with integrity: Balancing rights and responsibilities and behaving with authenticity.
- > We are self-reflective and outward looking: Curious, courageous, collaborative, valuing the cohesion of the group and the wisdom of all.
- > We are part of our broader communities: Learning from and engaging in dialogue and action.
- > We have fun: Encouraging trust and harmony through play, spontaneity and creativity.



Source: [www.murundakacohousing.org.au](http://www.murundakacohousing.org.au)

# 6.2

## STRATEGIES & ACTIONS

### Strategies

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1	Support the provision of high quality, well designed, medium density residential development given the low levels of provision of this form of housing in Bacchus Marsh, the needs of an ageing population and the fact that one or two person households are expected to grow significantly.
2	Encourage subdivision patterns that provide a diversity of lot sizes.
3	Encourage the delivery of alternative housing models, such as co-housing or eco-villages to assist in improving the diversity of housing stock within Bacchus Marsh.

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### Actions

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1	Continue to advocate for a diversity of housing stock in new developments in negotiation with developers and builders.
2	Establish a process to capture information (database) on the diversity of housing being built and its location within Bacchus Marsh. This could form part of the database identified in Chapter 5, Action 2.
3	Investigate if there are any 'key development sites', including Council owned sites, that may offer opportunities for housing, in particular sites that have the ability to achieve a diverse range of housing models (such as co-housing and eco-villages). This could be undertaken in conjunction with Action 9, Chapter 4.
4	Investigate examples of alternative and more 'urban' infill development forms in similar urban regional housing markets (i.e. Warrnambool or Bendigo). This could include a 'study tour' of relevant example projects in other cities with Council staff and local developers.
5	Review and update the Municipal Strategic Statement to include objectives and policy to improve housing diversity, including identifying the ability for Bacchus Marsh to accommodate alternative housing typologies (such as co-housing & eco-villages) and recognising that the population is ageing and there will be a significant increase in lone person households which is likely to result in demand for smaller lots and dwellings.
6	Ensure all Development Plans for greenfield developments include objectives to achieve a diversity of housing stock.
7	Facilitate development that provides a genuine mix of dwelling types and sizes including 1, 2 and 3+ bedroom dwellings (eg development of clear policy and emphasis in pre application meetings in regards to Councils objective of providing diverse housing options).
8	Implement a co-ordinated development data collection and monitoring system to enable tracking of housing product that is being developed within Bacchus Marsh.

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# CHAPTER 7

## Housing Affordability

### Objective

*Encourage the delivery of affordable, diverse and accessible housing opportunities which are flexible, adaptable and cater for differing household types, housing tenures, lifecycles and incomes.*

# 7.1

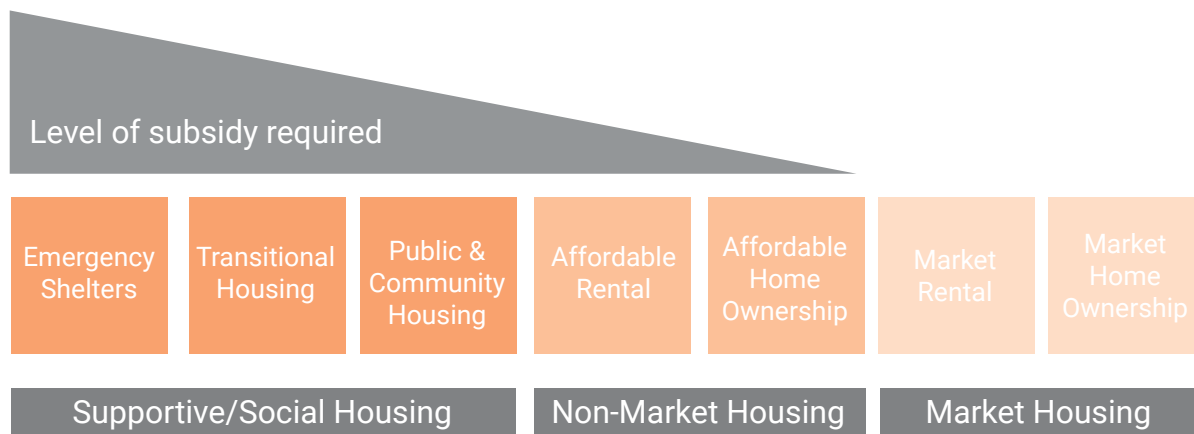
## CONTEXT

Affordability means that housing is accessible to a wide range of people on varying incomes. While some housing will be more or less affordable, encouraging affordable housing options to ensure housing that can accommodate a diverse range of needs is required. In particular, ensuring low to moderate income households have options to rent or buy a dwelling and that very low income households, often in social housing, have housing security and continue to have realistic housing options within Bacchus Marsh.

Affordable housing can be defined as *"that which does not cost (in rent or mortgage payments) more than 30% of gross household income for households in the bottom two quintiles of the areas (i.e. Greater Melbourne) median income."* (Transforming Housing: Affordable Housing for All, Whitzman, Newton, Sheko, 2015).

However it is important to distinguish between the issues of 'housing affordability' and 'affordable housing'. 'Housing affordability' relates to the general affordability of housing, including access to home ownership, for the broader population. It impacts on the wider economy as it affects the proportion of people's income that is spent on housing and their resultant disposable income. Meanwhile, 'affordable housing' refers to the availability of secure and appropriate housing for those in the lowest 40% (bottom two quintiles) of income earners.

Council's role in affordable housing is reasonably limited. Typically, State and Commonwealth Governments are expected to carry the major burden of supplying non-market housing and income support. Nevertheless, Council can make a significant contribution if it recognises this need in the community.



Source: Whitzman et al



## Bacchus Marsh - Affordability

For Bacchus Marsh middle income couples with children, there is a reasonable ability to purchase a home. However for other family types on middle incomes there is less ability to purchase a home, particularly single person and single parent households. This raises an affordability issue, which is particularly important with the projected increase of one parent families and lone person households. These households have a lesser ability (on average) to afford housing.

An increase in the availability of units/villas/townhouses may help these households purchase a home or better meet more diverse housing needs, however greenfield areas will also continue to play an important role in maintaining overall affordability levels. Of the low-income households renting or purchasing a dwelling in Bacchus Marsh, nearly 1,200 low income households are deemed to be in housing stress. The percentage of low income households in housing stress in Bacchus Marsh is slightly less than the Outer Western Region and the average for metropolitan Melbourne.

The projected increase in single person and single parent households and the ageing of the population will likely compound current levels of housing stress, therefore there is a need for more affordable and diverse dwelling types that will contribute to future levels of housing affordability.

While the private housing market will account for the vast bulk of future housing provision in Bacchus Marsh there is, and in future will continue to be, some individuals and households who are unable to find housing they can afford in the private market. For those who struggle to continue to meet the cost of private housing (either purchase or rental), accessing social housing represents a preferable alternative. Social housing in Bacchus Marsh has been provided by the State Government through the Department of Health and Human Service (DHHS). DHHS has only 218 dwellings in Bacchus Marsh, with a further 28 managed by the community housing sector.

The provision of and access to social and special needs housing is effectively supply not demand limited. Social housing supply in Bacchus Marsh has been somewhat 'opportunistic' rather than as part of a deliberate strategy. This primarily reflects the severe resource constraints faced by the public and community housing sectors.

To assist in addressing housing affordability, diversifying housing models will also contribute to improving housing options within Bacchus Marsh. Such models include co-housing and eco-villages which are considered to offer significant opportunities to assist in addressing affordability, diversity in housing products, achieving sustainable development outcomes while also encouraging interactive communities (as discussed in Chapter 6).

# 7.2

## STRATEGIES AND ACTIONS

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### Strategies

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1	Encourage the provision of affordable, diverse housing typologies across Bacchus Marsh.
2	Encourage the retention of the point of difference in the broadhectare land supply (compared to Melton & Wyndham) by retaining larger residential lots, in addition to diverse lot sizes.
3	Encourage small scale dispersed infill development as a mechanism to contribute to diverse housing types and affordable housing products for differing household types.
4	Promote Environmentally Sustainable Design principles to reduce the cost of living and improve liveability (e.g. providing natural light, orientating the building to the North to allow for solar gain in the winter, addressing the street for safety and access).
5	Encourage housing which is sufficiently flexible to account for age, temporary or permanent injury or impairment, and disability.

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### Actions

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1	Facilitate affordability by allowing for a diversity of lot sizes within new broadhectare estates and a diverse range of small dwellings across the established urban areas, in particular in areas identified for increased residential growth.
2	Undertake research into integrated single storey independent older persons dwellings that provide suitable housing options for the elderly to enable more effective ageing in place and how such housing products could be built in Bacchus Marsh.
3	Engage with the private sector, social housing providers and State Government on opportunities for pilot projects of social and affordable housing, including opportunities for alternative housing models such as co-housing.
4	Continually engage with the State and Federal Governments, social housing providers and the private sector, to improve access to social and affordable housing opportunities.
5	Undertake an audit of Council owned land (including car parks, vacant land, open space) to identify any underutilised or surplus land that may be suitable for the development of alternative housing models, such as co-housing or social housing.

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Note: Due to the complexity of the issues associated with affordable housing, Council may wish to undertake additional work which further develops and explores strategies and action that may assist in addressing the challenges of affordability. This work may include a review of the strategies and actions identified in this chapter.

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# CHAPTER 8

## Implementation

# 8.1

## IMPLEMENTATION OPTIONS

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Prior to determining what the best approach is to achieve the Vision and Objectives of *Housing Bacchus Marsh to 2041*, consideration is required as to what implementation options are available.

A summary of the implementation options are as follows:

### An Incorporated Document to the Moorabool Planning Scheme

*Housing Bacchus Marsh to 2041* could be included as an Incorporated Document in the Moorabool Planning Scheme. This approach would ensure the document was a consideration of the decision making process when assessing residential development proposals within Bacchus Marsh. Council would be required to undertake a Planning Scheme Amendment to incorporate the document into the Moorabool Planning Scheme. Once the document was incorporated into the Scheme, the document would not be able to be amended at any time, unless Council pursued a Planning Scheme Amendment.

### A Reference Document to the Moorabool Planning Scheme

*Housing Bacchus Marsh to 2041* could be included as a reference document to the Moorabool Planning Scheme. Reference documents provide background information to assist in understanding the context within which a particular policy or provision has been framed. A variety of different types of documents may perform this role.

This approach would require key objectives and strategies from *Housing Bacchus Marsh to 2041* to be included within the Moorabool Planning Scheme. The benefit of a Reference Document is the ability for Council to amend the document without the need to pursue a Planning Scheme Amendment.

### Local Planning Policy Framework

#### Municipal Strategic Statement (MSS)

The MSS sets the context for planning and development within the municipality. There is the ability within the MSS to set out objectives and provide policy direction in regards to residential development within Bacchus Marsh.

#### Local Planning Policies

A Local Planning Policy is often used to support neighbourhood character objectives. This Policy can provide performance based measures that must be considered as part of Councils assessment of certain planning permit applications.

## Residential Zones (& Schedules)

The Residential Zones provide a suite of zones that can be applied to assist in directing and controlling residential development. Under the Residential Zones there is the ability to make changes to permit triggers, permit requirements and include decision guidelines.

## Overlays

A number of Overlays are available to ensure areas are protected from inappropriate development and protect any significant features of an area, these include:

### **Development Plan Overlay (DPO)**

A DPO is most beneficial when applied to land that is going to be subdivided for residential purposes in the future. A DPO requires a Development Plan to be prepared prior to planning approval being granted to subdivide the land. This mechanism provides Council with the opportunity to inform the subdivision layout but also an opportunity for developing design requirements that any future development must comply with.

### **Design and Development Overlay (DDO)**

A DDO can be applied to specific sites or areas to ensure specific design and built form objectives are achieved.

### **Neighbourhood Character Overlay (NCO)**

A NCO could be applied to areas of special township character to ensure any future development respects the existing character.

### **Significant Landscapes Overlay (SLO)**

A SLO can be applied to land that has significant landscape attributes. This may include significant environmental values through to view lines or unique topography.

### **Vegetation Protection Overlay (VPO)**

A VPO can be applied to protect areas that contain significant vegetation and ensure that future development minimises the loss of vegetation.

## Council Policies and Guidelines

Council may also choose to prepare Policies and/or Guidelines which may be adopted by Council and/or included as a Reference Document to the Moorabool Planning Scheme. In a residential development context, the preparation of Guidelines such as Urban Design, Environmental Sustainable Design and/or Landscaping Guidelines can be beneficial and form part of Councils Decision Making Framework.

## Residential Zone Options

	Where will it be used?	What sort of housing is expected?	Does the Zone set a maximum building height for housing?	Can a planning permit be granted by Council to exceed the maximum building height?
<b>MIXED USE ZONE</b> Enables new housing and jobs growth in mixed use areas	In areas with a mix of residential and non-residential development. In local neighbourhood centres undergoing renewal and around train stations, where appropriate.	High and medium density housing. A mixture of townhouses and apartment style housing up to three storeys, and higher where appropriate.	No. But a maximum building height can be specified.	Yes. When approved by a council.
<b>RESIDENTIAL GROWTH ZONE</b> Enables new housing growth and diversity	In appropriate locations near activity areas, train stations and other areas suitable for increased housing activity.	Medium density housing. A mixture of townhouses and apartments with underground car parking.	Yes, 13.5 metres. But a higher or lower maximum building height can be specified.	Yes. Except when a higher or lower maximum building height has been set which cannot be exceeded.
<b>GENERAL RESIDENTIAL ZONE</b> Respects and preserves urban character while enabling moderate housing growth and housing diversity	In most residential areas where moderate growth and diversity of housing is provided, it is consistent with existing neighbourhood character.	Single dwellings and some medium density housing. A mixture of single dwellings, dual occupancies with some villa units and in limited circumstances town houses, where appropriate.	Yes, 9 metres. But a higher or lower maximum building height can be set by a Council.	Yes. Except when a higher or lower maximum building height has been set which cannot be exceeded.
<b>NEIGHBOURHOOD RESIDENTIAL ZONE</b> Restricts housing growth identified for urban preservation	In areas where single dwellings prevail and change is not identified, such as areas of recognised neighbourhood character or environmental or landscape significance.	Single dwellings and dual occupancies under some circumstances.	Yes, 8 metres mandatory. Can be varied by council with approval from the Minister for Planning.	No. Except when a higher or lower maximum building height has been set which cannot be exceeded.
<b>LOW DENSITY RESIDENTIAL ZONE</b> Enables low density housing	On the fringe of urban areas and townships where sewerage may not be available.	Single dwellings.	No.	No.

Note: The Township Zone has not been considered as part of the Residential Zone assessment as this Zone generally applies to smaller towns.



Residential Zone Options continued...

<b>Does Rescode apply?</b>	<b>Does the schedule to the Zone allow for minimum subdivision areas?</b>	<b>Do the Schedules to the Zones allow for Rescode variations?</b>	<b>Allows a Planning permit required to be specified for the construction or extension of one dwelling on a lot between 300 square metres and 500 square metres</b>
Yes (up to and including 4 storeys).	No.	<p>Yes. Allows the specification of different standards to Clause 54 or 55 for:</p> <p>Minimum street setbacks, site coverage, permeability, landscaping, side and rear setbacks, walls on boundaries, private open space, and front fence height.</p>	No.
Yes (up to and including 4 storeys).	No.	<p>Yes. Allows the specification of different standards to Clause 54 or 55 for:</p> <p>Minimum street setbacks, site coverage, permeability, landscaping, side and rear setbacks, walls on boundaries, private open space, and front fence height.</p>	No.
Yes.	No.	<p>Yes. Allows the specification of different standards to Clause 54 or 55 for:</p> <p>Minimum street setbacks, site coverage, permeability, landscaping, side and rear setbacks, walls on boundaries, private open space, and front fence height.</p>	Yes.
Yes.	Yes.	<p>Yes. Allows the specification of different standards to Clause 54 or 55 for:</p> <p>Minimum street setbacks, site coverage, permeability, landscaping, side and rear setbacks, walls on boundaries, private open space, and front fence height.</p>	Yes.
No.	Yes.	No.	Yes.

# 8.2

## IMPLEMENTATION OF HOUSING BACCHUS MARSH TO 2041

### Context

This section outlines the recommended approach to the implementation of *Housing Bacchus Marsh to 2041*, while also providing an explanation in regards to why one implementation tool is preferred over another. This section also explains the rationale for the statutory controls that are proposed to be applied across Bacchus Marsh. The diagram below provides a step by step recommended approach as to how to implement *Housing Bacchus Marsh to 2041*.

#### STEP 1: ACTION PLAN

Prepare an Action Plan that:

- Identifies the actions to be undertaken to implement *Housing Bacchus Marsh to 2041*.
- Identifies the role of Council in achieving the action as follows:
  - > Planner: In relation to its urban, strategic and social planning responsibilities.
  - > Advocator: Representing community needs and interest to Commonwealth and State Governments and the private sector.
  - > Partner/Facilitator: Working closely with developers, housing providers, residents and human service agencies.
  - > Educator: Provide information to housing suppliers, residents and interest groups.
  - > Regulator: Ensuring that housing meets statutory planning requirements.
- Identifies responsibility within Council.
- Identifies timeframes for actions to be completed (noting that some actions will be ongoing).

#### STEP 2: UPDATE MSS

Review and update the Municipal Strategic Statement. This will be undertaken as per the recommendation on page 85. The intent is for the MSS to build on the vision, objectives, strategies and actions within *Housing Bacchus Marsh to 2041* and provide policy direction in the Moorabool Planning Scheme.

#### STEP 3: RESIDENTIAL ZONES

The Residential Zones and Schedules should be updated in the Moorabool Planning Scheme as per the recommendations on pages 88 & 89.

#### STEP 4: REFERENCE DOCUMENT

Incorporate *Housing Bacchus Marsh to 2041* (including existing and preferred character statements) as a Reference Document to the Moorabool Planning Scheme.

It is recommended that Steps 2, 3 and 4 be undertaken as one Amendment to the Moorabool Planning Scheme.

#### STEP 5: GUIDELINES/ POLICY

Prepare Urban Design Guidelines & Street Tree Planting Guidelines.

Prepare an Environmental Sustainable Design Council Policy/or Guidelines.

Guidelines should be included as reference documents to the Moorabool Planning Scheme.

## Municipal Strategic Statement

To ensure there is strong policy guidance for residential development within Bacchus Marsh it is recommended that the key aspects of *Housing Bacchus Marsh to 2041* be included in the MSS. The Vision, Objectives and Strategies of *Housing Bacchus Marsh to 2041* should be recognised in the MSS, with particular reference to:

- > The Settlement Plan (Figure 9) that adapts the settlement framework for residential development to ensure:
  - > Increased Residential Growth Areas are encouraged for increased density of development close to activity centres and accessible to public transport.
  - > Natural Residential Growth Areas achieve conventional densities with the ability to accommodate some increased densities on lots that are accessible to a reasonable level of services and amenity, such as open space, activity centres and/or public transport.
  - > Minimal Residential Growth Areas are protected from inappropriate development due to their locations, significant and established neighbourhood character, landscape values or development constraints.
  - > Greenfield Residential Growth Areas to ensure these areas continue to provide an important source of land supply to accommodate a larger portion of the predicted growth in Bacchus Marsh.

## Local Policy

A Local Policy is not recommended. Taking into account the recommended approach to the MSS, accompanied by a recommended suite of residential zones (and schedules) and preferred character statements, it is not considered a local policy is required.

- > Objectives for improving housing diversity, including recognising that the population is ageing and there will be a significant increase in lone person households.
- > Objectives for improving housing affordability, including social housing and opportunities for innovative housing models.
- > Objectives for guiding sustainable development that builds on the concept of Bacchus Marsh developing as 'three sustainable neighbourhoods' including the concept of the 10 minute (or similar) neighbourhoods and environmentally sustainable design.
- > Objectives for improving urban design outcomes that also consider the preferred neighbourhood character of an area, while recognising the importance of the country landscape, which is to be retained to ensure the township characteristics are protected.

## Residential Zones

The Settlement Plan (Figure 9) provides the basis for the recommended application of the suite of residential zones. It is proposed to translate the four identified settlement types into residential zones, introducing schedules, as appropriate, to reflect housing, neighbourhood character and development objectives.

In determining what the most appropriate Zone to apply to each settlement type, consideration was given to the suite of Residential Zones. Table 1 identifies each Residential Zone with an assessment against its suitability to be applied to each settlement type. Consideration was also given to the Residential Zones Standing Advisory Committee (Amendment C78) which stated that despite requesting the Minister to apply the Neighbourhood Residential Zone to the majority of Bacchus Marsh, the Minister's decision on C72 applied the General Residential Zone. The RZSAC:

- > accepted that the Residential Growth Zone was not required for Bacchus Marsh; and
- > accepted that the General Residential Zone with tailored schedules would enable infill development in appropriate areas around the train station, Darley Plaza and Main Street.

However the RZSAC also stated that:

*“the Committee considers that the proposed widespread application of the NRZ to all other areas in Bacchus Marsh is inconsistent with the PN78 Table 1 ‘principles’ and the Table 2 ‘criteria’ for the following reasons:*

- > *The areas have not been adequately ‘identified’ as warranting the development limitation implicit in the NRZ.*
- > *There has been inadequate neighbourhood character analysis.*
- > *There is no adopted housing strategy.*
- > *Retention of the neighbourhood character in these areas is not identified through heritage overlays or neighbourhood character overlays.*
- > *In some cases (e.g Stonehill, Underbank) the inclusion of these areas in the NRZ is at odds with existing provisions.*
- > *The areas are not subject to identified landscape or environmental constraints.”*

## Residential Zones Assessments & Recommendations

ZONE	SUITABILITY
MIXED USED ZONE	<p><b>Not recommended:</b> It is not considered a zone that encourages a mix of residential and non-residential development is currently required, as there is sufficient residential areas abutting the commercial areas that could be further intensified. Precinct 32 already contains some mixed use and it is proposed to be retained. It is understood Council will be investigating the land uses and appropriateness of the zoning of this precinct in the future.</p>
RESIDENTIAL GROWTH ZONE	<p><b>Not recommended:</b> This zone is identified for more intensified growth than what is likely to occur within Bacchus Marsh in the short to medium term. This recommendation is consistent with the Minister's decision on C72 where it was accepted that the Residential Growth Zone was not required for Bacchus Marsh. It is considered the General Residential Zone, with appropriate schedules, would be a more suitable zone for areas identified for 'Increased Residential Growth'.</p>
GENERAL RESIDENTIAL ZONE	<p><b>Recommended:</b> Proposed to be applied to Increased Residential Growth Areas, Natural Residential Growth Areas and Greenfield Residential Growth Areas. This recommendation is consistent with the Minister's decision on C72 where it was accepted that the General Residential Zone, with tailored schedules, would enable infill development in appropriate areas around the train station, Darley Plaza and Main Street.</p>
NEIGHBOURHOOD RESIDENTIAL ZONE	<p><b>Recommended:</b> Proposed to apply to Minimal Residential Growth Areas (except Precinct 2), with tailored schedules, to address specific characteristics that have been identified with these precincts.</p>
LOW DENSITY RESIDENTIAL ZONE	<p><b>Recommended:</b> Proposed to apply to Minimal Residential Growth Area (Precinct 2 only). This precinct is already zoned low density and with its location on the fringe of Bacchus Marsh, significant land constraints and lots sizes, it is recommended this zone be retained.</p>

**Table 1: Residential Zones Assessment**

# PROPOSED ZONES AND SCHEDULE VARIATIONS

## Minimal Residential Growth Areas

Zones	Controls	Precincts that the Zone applies to (see Figure 7):	Additional Location Information	Rescode Variations	Justification for Variations to Zones and Schedules
<b>Neighbourhood Residential Zone, Schedule 1</b>	The minimum lot size for subdivision is 700 square metres	1, 3, 4, 9	Darley	Site coverage 30% Permeability 60% Front fences 1.2m	<p>These precincts are dominated by larger residential lots with low site coverage and with several of the lots located on the edge of hill. Based on locality and natural landscape these precincts are not considered suitable for intensification. The proposed controls will:</p> <ul style="list-style-type: none"> <li>&gt; Control building heights to 1-2 storeys to reflect neighbourhood character values.</li> <li>&gt; Create minimum lot sizes to reflect neighbourhood character values.</li> <li>&gt; Lower site coverage and higher permeability requirements to encourage landscaping and reflect neighbourhood character values.</li> <li>&gt; Reduce front fencing to reflect the neighbourhood character values that will allow for landscaping and sense of spaciousness to the street.</li> </ul>
<b>Neighbourhood Residential Zone, Schedule 2</b>	The minimum lot size for subdivision is 500 square metres	20	Lerderderg St, Bacchus Marsh	No Rescode Variations	<p>These controls are proposed for Lerderderg St, Bacchus Marsh, which is recognised as the most intact street within the Study Area and the intent is to retain the existing character. The proposed controls will:</p> <ul style="list-style-type: none"> <li>&gt; Control building heights to 1-2 storeys to reflect neighbourhood character values.</li> <li>&gt; Create a minimum lot size to reflect neighbourhood character values.</li> </ul>
<b>Neighbourhood Residential Zone, Schedule 3</b>	The minimum lot size for subdivision is 1200 square metres	21	Bacchus Marsh	Site coverage 30% Permeability 60% Front fences 1.2m	<p>These controls are proposed for Precinct 21 which is dominated by larger residential lots with low site coverage, within substantial landscaped garden settings. The proposed controls will:</p> <ul style="list-style-type: none"> <li>&gt; Control building heights to 1-2 storeys to reflect neighbourhood character values.</li> <li>&gt; Create minimum lot sizes to reflect neighbourhood character values.</li> <li>&gt; Lower site coverage and higher permeability requirements to encourage landscaping and reflect neighbourhood character values.</li> <li>&gt; Reduce front fencing to reflect neighbourhood character values that will allow for landscaping and sense of spaciousness to the street.</li> </ul>

Zones	Controls	Precincts that the Zone applies to (see Figure 7):	Additional Location Information	Rescode Variations	Justification for Variations to Zones and Schedules
<b>Neighbourhood Residential Zone, Schedule 4</b>	The minimum lot size for subdivision is 1500 square metres	10	Darley		<p>These controls are proposed for Precinct 10 which is dominated by larger residential lots with low site coverage, within substantial landscaped garden settings. The proposed controls will:</p> <ul style="list-style-type: none"> <li>&gt; Control building heights to 1-2 storeys to reflect neighbourhood character values.</li> <li>&gt; Create minimum lot sizes to reflect neighbourhood character values.</li> <li>&gt; Lower site coverage and higher permeability requirements to encourage landscaping and reflect neighbourhood character values.</li> <li>&gt; Reduce front fencing to reflect neighbourhood character values that will allow for landscaping and sense of spaciousness to the street.</li> </ul>
<b>Low Density Residential Zone Schedule 1</b>	Minimum subdivision area of 0.4ha.	2	n/a	No Rescode Variations	The LDRZ already applies to the relevant precinct (2), however the controls propose a minimum lot size to reflect neighbourhood character, landscape values and the precincts locality.

## Natural Residential Growth Areas & Greenfield Residential Growth Areas

Zones	Controls	Precincts that the Zone applies to (see Figure 7):	Additional Location Information	Rescode Variations	Justification for Variations to Zones and Schedules
<b>General Residential Zone, Schedule 1</b>	Standard Schedule applies	5, 7, 8, 11, 12, 15, 16, 17, 18, 19, part 23, 25, 26, 27,28, part 29, 30, 31, part 32	n/a	No Rescode Variations	These precincts will develop under the default Rescode requirements and no variations are proposed.

## Increased Residential Growth Areas

Zones	Controls	Precincts that the Zone applies to:	Additional Location Information	Rescode Variations	Justification for Variations to Zones and Schedules
<b>General Residential Zone, Schedule 2</b>	n/a	6, 13, 14, 22, part 23, 24, part 29	n/a	Front setback: 5m Site coverage: 70% Front fences: 1.2m	<p>These precincts are well located to activity centres and accessible to public transport. The proposed controls will:</p> <ul style="list-style-type: none"> <li>&gt; Allow for Council to increase building heights in excess of 9 metres where appropriate.</li> <li>&gt; Reduce front setbacks and increase site coverage to allow for increased intensification of a lot and activation of the street frontage.</li> <li>&gt; Reduce front fencing to reflect the neighbourhood character values that will allow for landscaping and sense of spaciousness to the street.</li> </ul>

# Application Requirements and Decision Guidelines for Schedules to Residential Zones (all Schedules except LDRZ)

- Application requirements**
- > A statement as to how the development responds to the Preferred Character Statement for the relevant precinct in *Housing Bacchus Marsh to 2041*.
  - > A Landscape Plan.
- 
- Decision Guidelines**
- > How the design, height, setbacks and appearance of the residential building appropriately responds to the Preferred Character Statement for the relevant precinct in *Housing Bacchus Marsh to 2041*.
  - > Whether adequate sized open space and setbacks are provided for the retention and growth of existing and new canopy trees.
- 

Note: Annexure 5 includes four case studies that have tested the proposed controls against recent planning permit applications as to whether the proposed controls would achieve improved residential outcomes in regard to location, proposed intensification and neighbourhood character. The case studies have demonstrated the significant benefit the proposed controls will generally have across the Bacchus Marsh Study Area.



## Overlays

No Overlays are recommended to be applied to implement *Housing Bacchus Marsh to 2041*. With the reformed residential zones, there is now more ability to apply controls under the Zones to ensure the desired development and character outcomes are achieved. Previously, overlays would have been relied upon to achieve these outcomes. Although the application of an overlay, in some instances may still be appropriate, the assessment undertaken of the Study Area determined that the application of any overlays was not required.

Development Plan Overlays apply to the two greenfield developments (Stonehill and Underbank) within the Study Area. The application of the DPO for these precincts is considered appropriate and it is recommended these controls be retained.

It is recognised that the Bacchus Marsh Study Area does contain a number of dwellings with heritage significance. The Heritage Overlay currently applies to few properties within the Study Area. It is considered there are opportunities to broaden the application of the Heritage Overlay, however this is outside the scope of *Housing Bacchus Marsh to 2041*.

## Incorporated/Reference Documents

It is recommended that *Housing Bacchus Marsh to 2041* be included as a Reference Document to the Moorabool Planning Scheme. This approach will also allow Council to review and update *Housing Bacchus Marsh to 2041* as required, without the need to undertake a formal Planning Scheme Amendment process.

## Council Policy & Guidelines

To assist with achieving the preferred character for Bacchus Marsh, Council would benefit from the preparation of the following guidelines, which could be included as Reference Documents to the Moorabool Planning Scheme:

- > Urban Design Guidelines.
- > Landscape Guidelines.
- > Environmental Sustainable Design Council Policy or Guidelines.

## Glossary

**Activity Centres:** Suburban centres that provide a focus for services, employment, housing, transport and social interaction.\*

**Affordable Housing:** Housing which does not cost (in rent or mortgage payments) more than 30% of gross household income for households in the bottom two quintiles of an areas (i.e. Greater Melbourne) median income.\*\*

**Ageing in Place:** Ageing in place is a term used to describe a senior living and remaining in the residence of their choice as they age, while being able to have any services (or other support) they might need over time as their needs change, for as long as they are able.

**Broadhectare:** Undeveloped land zoned for residential development on the fringe of the established metropolitan area. These areas are generally used for rural purposes until residential subdivision takes place. This type of land is also referred to as 'greenfield'.

**Community Housing:** Owned and/ or managed by not-for-profit or community groups.

**Greenfield:** Undeveloped land zoned for residential development on the fringe of the established metropolitan area. These areas are generally used for rural purposes until residential subdivision takes place. This type of land is also referred to as 'broadhectare'.

**Growth Areas:** Locations on the fringe of metropolitan Melbourne designated in planning schemes for large-scale transformation, over many years, from rural to urban use.\*

**Housing Affordability:** Relates to the general affordability of housing, including access to home ownership, for the broader population.

**Housing Density:** A measures that describes how intensively an urban area is developed.

**Housing Stress:** When housing is considered unaffordable as rent or mortgage payments exceed 30 percent of the households income for low and moderate income households.

**Housing Type:** The form of the house - if it is a townhouse, house or an apartment, the number of bedrooms and whether it is usable and accessible for all people.

**Inclusionary Zoning:** Relates to the mandatory contribution of development toward social housing needs through planning controls and provisions in the Planning Scheme.

**Infill:** Development of unused or underutilised land in existing urban areas. Most infill development sites are in inner and middle suburbs, offering the possibility of better utilising existing infrastructure to accommodate population growth.\*

**Infrastructure:** Basic urban facilities and networks needed for the functioning of a local community or broader society.\*

**Key Development Sites:** Sites within the established areas that have opportunities for significant intensification.

**Local Planning Policy:** A Local Planning Policy guides decision-making in relation to a specific discretion in a zone or overlay. It helps the responsible authority and other users of the scheme to understand how a particular discretion is likely to be exercised.

**Metropolitan Planning Authority:** A branch of State Government that was founded to plan for Melbourne's growth, maintain a steady supply of residential land and identify opportunities to create jobs and encourage investment.

**Moorabool Planning Scheme:** A legal document that sets out policies and provisions for the use, development and protection of land use in the Shire of Moorabool. It contains State and local planning policies, zones and overlays and other provisions that affect how land can be used and developed. It indicates if a planning permit is required to change the use of land, or to construct a building or make other changes to the land.

**Municipal Strategic Statement (MSS):** The MSS provides the broad local policy basis for making decisions under a planning scheme. Acting as a planning authority or responsible authority, a Council must aim to achieve the objectives and follow the strategies set out in the MSS.

**Peri Urban Regions:** Comprises the hinterland beyond the proposed metropolitan urban boundary.\*

**Public Housing:** Housing owned and managed by the Victorian government.

**Separate Dwelling:** A detached building comprising one dwelling on a site that has a frontage to a public road.

**Social Housing:** Public, community and transitional housing.

**State Planning Policy Framework:** Provides a context for spatial planning and decision making by planning and responsible authorities. The State Planning Policy Framework seeks to ensure that the objectives of planning in Victoria (as set out in Section 4 of the Planning and Environment Act 1987) are fostered through appropriate land use and development planning policies and practices which integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development.

**Victorian Planning Provisions (VPP):** A statutory document that provides a state-wide template from which planning schemes are constructed. The Victorian Planning Provisions provide planning tools such as zones and overlays for individual planning schemes to guide land use and development.

**Zones:** Relates to a particular use and is associated with a specific purpose such as residential, commercial or industrial. Each zone has policy guidelines that will describe whether a planning permit is required and sets out application requirements and decision guidelines. These requirements must be considered when applying for a permit. All land is covered by a zone in Victoria.

#### References

\* Plan Melbourne

\*\* Transforming Housing: Affordable Housing for All, Whitzman, Newton, Sheko, 2015



SPATIAL ECONOMICS  
BACCHUS MARSH HOUSING  
DEMAND & SUPPLY: BACKGROUND PAPER

## ANNEXURE 2

### PRECINCT CHANGE AREA MATRIX

KEY STATISTICS FOR  
CHARACTER PRECINCTS

## ANNEXURE 4

### NEIGHBOURHOOD CHARACTER BROCHURES



PROPOSED RESIDENTIAL  
ZONES: CASE STUDIES



# Attachment - Item 10.2.1(b)

**Fire and Emergency Management Headquarters**  
8 Lakeside Drive, Burwood East Vic 3151  
T: 9262 8614



1 July 2016

Strategic Planning Manager  
Moorabool Shire Council  
PO BOX 18  
**BALLAN VIC 3342**

Dear Sir/Madam,

### **SUBMISSION TO DRAFT HOUSING STRATEGY**

**Council:** Moorabool Shire Council  
**Proposal:** Draft Housing Bacchus Marsh to 2041 Strategy

Thank you for providing CFA with the opportunity to comment on the proposed *Draft Housing Bacchus Marsh to 2041 Strategy* (The Strategy) prepared by Mesh Consultants on behalf of Moorabool Shire Council (1 June 2016).

CFA has reviewed the proposed Strategy and generally supports the intent and objectives underpinning the document. However, CFA has identified a number of opportunities to better incorporate bushfire risk within the strategy. This includes identifying that the study area is at risk from bushfire and including bushfire as a relevant consideration in the actions and strategies that underpin the document. This will encourage the implementation of future planning decisions that increase the community's resilience to bushfire.

CFA would like to make the following comments on the Strategy:

#### **Bushfire Hazard**

The proposed strategy incorporates a specified study area as shown in Figure 8 (Page 43), with three separate hubs also being identified as Darley, Bacchus Marsh and Maddingley. Each hub includes a number of precincts as depicted in the Settlement Framework Plan.

The study area is at risk from bushfire and there is a high potential for grass fires in the immediate surrounding areas of the study. However the level of risk and proximity to the hazard varies across the study area.

The areas of higher bushfire risk are located towards the north/west of the study area where there is an immediate interface with the lower regions of the Lederberg State Park, which contains heavily forested vegetation and steeper terrain. The nearby Longforest Conservation Reserve and Werribee Gorge State Park are both within 4 kilometres of the study area.

The study area is likely to be at risk from significant ember attack, long fire runs and radiant heat from any fire front originating in Lederberg State Park. It is noted that there is some separation between the areas of highest risk and the interface areas of the study, however, these areas also pose a grassland fire risk. Most areas on the periphery of the study area have some level of grassland fire risk, this includes the two sites located in the urban growth area.

#### **1.3 Policy and Strategy Context**

The Strategy has included an assessment against relevant existing planning policy, including:

- Plan Melbourne
- Central Highlands Regional Growth Plan (RGP)
- State Planning Policy Framework (SPPF) ; and the
- Local Planning Policy Framework (LPPF) included the Municipal Strategic Statement (MSS)

#### Recommendation 1

CFA recommends that:

- Bushfire risks be discussed and incorporated within the wider introduction to the municipality and study area.
- Clause 13.05 should be included for discussion under the SPPF section.
- Bushfire should be discussed under the review of Clause 21.02 (Natural Environment).

### **3.3 Neighbourhood Character – Strategies and Actions**

#### Strategy 1

This strategy seeks to limit development outside of the township boundary unless exceptional circumstances exist. This strategy sets out a list of the criteria that should be demonstrated before development is approved outside of the designated boundary.

#### Recommendation 2

CFA recommends that:

- Additional criteria be added that ensures:
  - An applicant is required to demonstrate that any risks from bushfire can be reduced to an acceptable level; and
  - Any proposed bushfire protection measures can be implemented at the site.

#### Action 10

The following action has been included in the Strategy:

*Prioritise retention of positive site features, such as scattered vegetation, view lines, remnant vegetation, roadside vegetation and watercourses that will assist with the creation of urban character in new developments.*

CFA generally supports this action, given the level of bushfire risk across most of the study area and the current lack of Bushfire Management Overlay (BMO) coverage within the study area.

However, the phrasing of this action, particularly the use of the word 'prioritise' may create an unintended conflict between this action and the strategies contained at Clause 13.05. Of particular note is the following strategy of Clause 13.05:

*Prioritise the protection of human life over other policy considerations in planning and decision-making in areas at risk from bushfire.*

Clause 13.05 is the sole planning provision that is given any form of priority in the planning

controls. CFA is concerned that using 'priority' in the above action, particularly where vegetation is to be retained or encouraged could confuse decision makers. This becomes more relevant in the event that a final version of this strategy is adopted and incorporated into the planning scheme.

### Recommendation 3

CFA recommends that:

- The phrasing of Action 10 be amended to change the word 'priority' yet still maintain the weight given to the desired urban design outcomes.

## **4.2 Minimal Residential Growth Areas**

The proposed Minimal Residential Growth Areas (MRGA) are supported by CFA. The MRGAs shown in Figure 9, align with the areas at highest bushfire risk and include the precincts located closest to the bushfire hazard.

### Recommendation 4

CFA recommends that:

- Bushfire risk be included in the methodology to determine the Minimal Growth Area. This would better align the Strategy with the strategic planning outcomes sought in the Central Highlands RGP, Plan Melbourne and Clause 13.05 of the SPPF.

## **4.7 Strategies and Actions**

### Action 1

CFA supports the inclusion of the settlement framework plan within the MSS and changing or adding new zones to facilitate the outcomes of the strategy.

### Recommendation 5

CFA recommends that:

- Should *Recommendation 4* be adopted, that Action 1 be expanded to include reference to the location of the bushfire hazard.
- An additional action be included to review and update any Council fire management plans in accordance with the residential growth outcomes, including whether any new areas may be identified that will require fire management planning.
- An additional action be included to review the application of the Bushfire Management Overlay (BMO) in accordance with the mapping criteria of Advisory Note 46 - Bushfire Management Overlay Mapping Methodology and Criteria (August 2013).
- Should any area of the study meet the BMO mapping criteria, CFA suggests that the planning scheme should be updated to include the BMO covering any precincts that have been identified within the mapping exercise.
- Ensure that any impacts on implementing residential growth outcomes adequately consider:
  - the location and availability of existing emergency service infrastructure;
  - the ability to provide any new emergency service infrastructure as a consequence of growth; and

- that the urban design outcomes sought by the strategy are sympathetic to the access needs of emergency service vehicles.

## 8 Implementation

CFA has considered the comments contained in the Strategy regarding likely zones and how they would be applied to each precinct area. CFA supports the decision to avoid the use of the mixed use zone on the 'fringe' area of the study, including precincts 1,3,4 and 9.

CFA has recommended that Council undertake a review of the BMO within the Study Area (see Recommendation 5). CFA would be unlikely to offer any objection to the proposed zoning of precincts 1,2,3,4,9 and 10 within the minimal development area, regardless of whether the BMO mapping criteria has been met.

However, should the BMO mapping criteria be met and the BMO applied to the study area, further consideration should be given to variations on standard requirements, application requirements and decision guidelines, this includes lot size. For example, the minimum lot size should be required to ensure that planned bushfire protection measures could be implemented at the site.

Additionally, some precincts may be eligible for variations under the BMO, in the form of a schedule.

Given that some precincts have an immediate interface with high landscape bushfire risk areas, it is important to maintain the existing vegetation management separation between these areas.

### Recommendation 6

CFA recommends that:

- The Bushfire Management Overlay should apply to any precinct within the study area that meets the BMO mapping criteria.
- Any new BMO should consider the use of a schedule to provide varied bushfire protection measures based on location, vegetation and bushfire risk.
- The separation between the areas of highest bushfire risk and development should be maintained at current standards.
- The application requirements and decision guidelines for all zones that are associated with precincts that area located on the periphery of the study area should consider the risk from bushfire.

## Conclusion

CFA would welcome the opportunity to discuss our comments regarding the proposed Strategy and this submission. If you wish to discuss this matter in more detail, please do not hesitate to contact Anne Coxon on 9262 8614.

Yours sincerely



**Land Use Planning Co-ordinator**  
**CFA Headquarters**



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Jobs, Transport and Resources

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Wendouree Victoria 3355  
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Ref: DOC/16/224152

Mr Andrew Goodsell  
Acting Manager, Strategic and Sustainable Development  
Moorabool Shire Council  
PO Box 18  
BALLAN VIC 3342

Dear Mr Goodsell

**'HOUSING BACCHUS MARSH TO 2041' – WHOLE OF TRANSPORT SUBMISSION**

Thank you for the opportunity to provide comment on Moorabool Shire Council's draft housing strategy '*Housing Bacchus Marsh to 2041*'.

The Department of Economic Development, Jobs, Transport and Resources (DEDJTR) is working to achieve a more integrated approach to planning coordination and management of all transport modes. In particular, one of the Department's agendas is to improve productivity and liveability, and how these outcomes are delivered in a spatial context, i.e. through integrated transport and land use planning. Therefore these comments are informed from feedback across Public Transport Victoria (PTV), VicRoads and DEDJTR.

PTV, VicRoads and DEDJTR have reviewed the draft strategy '*Housing Bacchus Marsh to 2041*' and provide the following comments for consideration.

It is acknowledged that the development of the Housing Strategy has occurred over an extended period of time. Between October 2014 and January 2015, Moorabool Shire Council undertook the '*Talking 2041*' campaign - a comprehensive community engagement process to inform the Urban Growth Strategy focussing on Bacchus Marsh, a Rural Growth Strategy and a Housing Strategy. These strategic frameworks are intended to guide the future of urban and rural areas in Moorabool through to 2041. Feedback raised in these community sessions relating to housing and development has informed the draft Housing Strategy. It is also understood that further consultation undertaken in 2016 will shape the draft Housing Strategy document.

The vision outlined in the draft Housing Strategy states: '*Directing housing to locations that are easily accessible to activity centres and public transport will be a priority.*

*This will assist in creating compact and sustainable neighbourhoods, while ensuring development complements the unique characteristics of the town, including the natural landscape, that contributes to Bacchus Marsh being an attractive place to live.'*



The first of three guiding principles underpinning '*Housing Bacchus Marsh to 2041*' is the creation of sustainable neighbourhoods.

The encouragement of sustainable neighbourhoods near services and public transport is strongly supported by the transport portfolio and is recognised under the Transport Integration Act 2010 as central to effective integrated transport and land use planning. However, it is noted that the recently completed Bacchus Marsh Integrated Transport Strategy (December 2015) is not referenced under relevant policies and strategies on page 21 of the document. Desirably the Bacchus Marsh Integrated Transport Strategy should be referenced in this section, given that it identifies a number of principles and actions to guide future transport planning and development in Bacchus Marsh. Importantly, the Bacchus Marsh Integrated Transport Strategy seeks to encourage sustainable communities and balance access needs without reducing the amenity of the surrounding areas or constraining business development.

A critical element of a sustainable neighbourhood is its accessibility to public transport. This can be achieved by increasing residential densities and providing for appropriate land uses around existing public transport routes and services and ensuring residents are within walking distance of these services.

It has been announced in April 2016 that the Ballarat Line will be duplicated from Deer Park to Melton and additional passing loops (including one at Bacchus Marsh) will be built along the corridor, increasing the number of services along the Ballarat Line. A second platform will also be built at Bacchus Marsh station, including a car park upgrade and provision of a pedestrian link between platforms.

In addition, the existing train stabling facility at Bacchus Marsh will be relocated by 2018-19 subsequently removing the current restriction of noise attenuation, noise vibration and light pollution imposed on adjacent land, facilitating future development within closer proximity to the Bacchus Marsh rail station.

Many of the precincts immediately adjacent to Bacchus Marsh rail station have been nominated as areas of 'Natural Residential Growth' or 'Minimal Residential Growth' in the draft Housing Strategy. It appears there is a missed opportunity to capitalise on the above rail transport improvements to encourage higher density housing and promote sustainable neighbourhoods near the station. On this basis it is requested that the preferred neighbourhood character nominated for Precincts 17, 19, 20, 21, 30, 31, and 32 be reviewed, and consideration given to applying an 'Increased Residential Growth Area' to the Precincts around Bacchus Marsh rail station.

A new bus network for Bacchus Marsh was implemented in 2014, providing more direct and frequent services targeting commuters to/from Melbourne. Therefore no change to the network is planned of the near future with the exception of possibly extending bus services to new areas if required.

Some minor formatting issues have been identified in the draft document. There are a number of typographical errors in Chapter 1 where "*policy's*" should be corrected to read "*policies*".

The table on pages 78 & 79 is incorrect. The headings in the first column – from Mixed Use Zone through to Low Density Residential Zone - need to be shown in reverse order so that they match the comments presented in the adjacent columns.

DEDJTR, PTV and VicRoads look forward to continuing to work with the Moorabool Shire Council as the Housing Strategy is finalised. If you have any questions regarding this submission, please do not hesitate to contact Angela Daraxoglou, Senior Transport Planner at [angela.daraxoglou@ecodev.vic.gov.au](mailto:angela.daraxoglou@ecodev.vic.gov.au) or on 5333 8788.

Yours sincerely



**Maree McNeilly**  
Transport Coordination Manager  
Grampians Region

29/6/2016



30<sup>th</sup> June 2016



Andrew Goodsell  
Strategic Planning  
info@moorabool.vic.gov.au

Dear Andrew,

**RE: Housing Bacchus Marsh to 2041**

Thank you for your letter dated 31 May 2016 which provided Western Water with the opportunity to comment on the 'Housing Bacchus Marsh to 2041' report. Western Water reviewed the report and would like to provide the following comments.

The report indicates that the existing township has approximately 7,000 lots that will increase to approximately 13,000 lots by 2041. Based on this increase in number of lots, demand for water will increase from 3.5 ML/day to 8 ML/day and recycled water generated will be expected to increase from 1.5 ML/day to 4 ML/day. These increases in both the demand for drinking water and for the treatment of sewage will require new drinking water sources, increased water, sewage and recycled water transfer capacity, treatment plant and winter storage upgrades and securing demands for the recycled water generated..

It is noted that the expected growth is within areas already earmarked for expansion. These areas have been considered within Western Water master planning for Bacchus Marsh. We note that areas outside the existing growth areas are being considered to provide a residential supply post 2041. This will present both challenges and opportunities to Western Water in supplying these new growth areas. To fully develop our planning, Western Water would be interested in working with the Moorabool Shire Council to further explore these opportunities.

Western Water has earmarked areas for new pumps, tanks, pipeline easements, sewer mining plants and buffer zones to deliver the required water services to residents. It is requested that these areas can be incorporated into the Bacchus Marsh housing strategy so that land can be set aside where required to meet these demands and the appropriate zoning set.

Western Water has identified key locations within the sewer network that will require upgrading over time. Two major pump stations convey the sewer from Bacchus Marsh to the plant on Parwan South Road. These are a pump station on Grant St in Maddingley (next to the Werribee River) and at the Avenue of Honour (next to the Lerderderg River).

Western Water is assessing the opportunity to divert flows from the centre of Bacchus Marsh and redirecting these flows to the Grant St SPS. This concept will provide capacity within the centre of Bacchus Marsh that can be utilised by infill development. Grant St SPS is earmarked to be upgraded in the short term to increase the capacity from 35 L/s up to 145 L/s.

All other sewage flows are collected and transferred from the Avenue of Honour SPS. This is the major pump station within Bacchus Marsh. It is situated in the Bacchus Marsh Irrigation



District. The pump station is earmarked to be upgraded from its current capacity of 120 L/s to an ultimate size of 275 L/s.

Given the size of the pump station and its proximity, these flows can be utilised for other purposes. Innovative solutions may be able to support the Bacchus Marsh Irrigation District and reduce the demand for allocations from existing sources.

Where development takes place, Western Water would like to see it progress in a logical sequence. There are some significant infrastructure requirements that will be required to service the proposed growth and any developments that take place out of sequence may incur costs due to the bringing forward of necessary infrastructure.

Western Water will continue to review and update the master plans as more information becomes available with regards to the Housing Bacchus Marsh to 2041 and the new precinct structure plans. We will continue to liaise and update the Moorabool Shire Council as our information becomes available and as future areas get developed.

Western Water will be looking at working with the Moorabool Shire to investigate options for integrated water management to reduce the overall demand on the drinking water system. It is hoped that by implementing these techniques the overall liveability of these area as well as cost of services will improve resulting in a net benefit to the residents.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Shane Cowie".

Shane Cowie  
Manager, Planning





Civic Centre  
Postal  
Telephone  
Facsimile  
Email

45 Princes Highway, Werribee, Victoria 3030, Australia  
PO Box 197, Werribee, Victoria 3030, Australia  
(03) 9742 0777  
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DX 30258 Werribee Vic  
ABN: 38 393 903 860

Your Ref: 13/01/014

Our Ref: A1364276

A1382603

Andrew Goodsell  
Manager, Strategic and Sustainable Development  
Moorabool Shire Council  
PO Box 18  
BALLAN VIC 3342

**Re: Submission to Housing Bacchus Marsh to 2041**  
**Attention: SSD**

Dear Mr. Goodsell,

Thank you for the opportunity to comment on the draft Bacchus Marsh housing strategy, *Housing Bacchus Marsh to 2041*.

Wyndham City supports the draft Bacchus Marsh housing strategy – Housing Bacchus Marsh 2041. Upon reviewing the detail, there is nothing that adversely impacts on Wyndham or its strategic direction in relation to housing.

Local housing strategies are important in responding to specific issues such as population growth, changing demographics and dwelling demands. The Bacchus Marsh housing strategy will provide guidance on the growth in its assumption of the role of a regional centre. The neighbourhood character component of the Strategy will emphasise the unique features of the area that needs to be protected.

Wyndham City adopted its Housing and Neighbourhood Character Strategy in August 2015 and we are currently in the process of drafting schedules to the Residential Zones. Moorabool Shire will be notified once the schedules are out for public consultation.

If you wish to discuss the comments above, please call 8734 5463 or email [Maureen.Tesoro@wyndham.vic.gov.au](mailto:Maureen.Tesoro@wyndham.vic.gov.au)

Yours sincerely,

**Dee Gomes**  
**Planning Policy and Projects Coordinator**

# Attachment - Item 10.2.1(c)



**Q1. Please provide your submission in the space provided below.**

Hi there, I believe you got the table in page 78 of the Housing Bacchus Marsh to 2041 the other way round! It states high and medium density housing is expected in low density growth zones and that single dwellings are expected in Mixed used and residential growth zones. I also wanted to make a comment in respect to lone person household needs. I think the challenge for the council is how to encourage investment for property developers to build this type of housing as the market value at the end is not significant enough for a profitable project. Ideas could include some form of rebate or incentive to cover the cost of the development so there is enough "fat" in the project for investors. Cheers, Regina

**Q2. Alternatively, upload your submission from your own files.**  not answered

**Q1. Please provide your submission in the space provided below.**

Hello and thank you for the opportunity to comment on this Strategy. I agree with the Guiding Principles and the importance of maintaining the character that has drawn residents to Bacchus Marsh. Below are my comments. The "natural landscape character" mentioned in Section 2.2 seems to be eroded by allowing inappropriate use in some riverland flats. Two recent examples of this are on the East side of Fiskens St (eg1; a house and large shed recently built in Taverner Street opposite the Chicory Kiln. eg2; Heavy transport storage & loading on market garden land on the NE corner of Fiskens & Taverner St). I agree with the need for greenfield and infill development but, to maintain a country feel, we should avoid the small block sizes which have negatively defined some western suburbs such as Caroline Springs. In addition, the roads in the new areas are far too narrow for safe vehicle negotiation. Speaking of road widths, when Bacchus Marsh roads are having gutters replaced (eg; Lerderberg and William Streets recently), the contractor is making the new gutter at least 300mm towards the road centre on each side. This has the negative effect of narrowing the road by approx 600mm, which has made vehicle passing in these two streets much more difficult. For the sake of a little more contractor control, we residents will have to put up with this for probably another 50 years. I am very much in support of Overlays, specifically Neighbourhood Character Overlays, so I naturally agree with comments for Precincts such as #17, #19 and obviously #20. regards, Ron Geurts

**Q2. Alternatively, upload your submission from your own files.** not answered



# Attachment - Item 10.2.1(d)

30 June 2016

Mr Andrew Goodsell  
Senior Strategic Planner  
Moorabool Shire Council  
182 Halletts Way  
DARLEY  
Victoria, 3340

Dear Andrew,

**Response to Moorabool Shire Council Draft of 2 June 2016 'Housing Bacchus Marsh to 2041'**

The need for improved direction in planning the future of housing development in Bacchus Marsh is underlined by recent examples of poor design in infill development and in greenfield sites. The desire to preserve the amenity of the town and to keep the character of present neighbourhoods as they come under pressure from close development is an important objective. For these reasons the study and recommendations of 'Housing Bacchus Marsh to 2041' are welcome and in general have our support.

Thank you for the opportunity to read the report. It represents a great deal of research and is a timely initiative by Moorabool Shire Council. Below are comments relevant to the study that I ask you to consider.

**Support for objectives ...**

**Objectives of Housing Bacchus Marsh 2041**

1. An objective of the study should be to address limits to growth of housing for Bacchus Marsh.
2. The study should examine the nexus between infrastructure provision and housing supply especially as this at present appears to fall to local government rather than the developer.
3. Objectives need to call for tactics to retain diversity in architectural period and style and attention to tactics to maintain building quality.
4. In examining housing affordability the suggestion that Bacchus Marsh is now '... part of the metropolitan housing market ...'
5. Several of the Objectives of Housing Bacchus Marsh 2041 are in direct conflict with clauses in the Moorabool Municipal Strategic Statement. For example in clauses 21.02 'Protection of the Shire's natural environment', 21.06 re town character and heritage and 21.07 including heritage elements, protection of open space and scenic views. These seem to be at odds with the objectives related to increasing housing supply.

## Chapter 2

In the Guiding Principles the objective of Sustainable Neighbourhoods should specify the sustainability of passive housing design principles.

### Characteristics of Bacchus Marsh

One of the important characteristics of Bacchus Marsh is the mix of building styles from different periods. These include both heritage buildings and those not yet listed as heritage. For example there are streets in the older part of Bacchus Marsh that have a mix of 1870s handmade brick working man's cottages, Late Victorian and Federation style housing, 1920s and 1930s Californian Bungalows and Post-war Brick Veneer. This mix of architecture establishes the character of the streets and the neighbourhood. They give the town its character and planning strategy should protect the street scape representing this mix.

## Chapter 4

A Settlement Framework Plan and its implementation could provide much needed guidance for improvement in the style and standard of future housing provision. Recent examples of housing development in Bacchus Marsh provide cause for concern in that they embody poor design and offer occupants potential deterioration to slum housing levels. In particular these sites at present lack minimal outdoor space, have poor access, minimal and in one case no landscaping and poor functionality in floor plans.

### 4.7 Strategies and Actions

The proposed strategies are supported however some do not go far enough.

For the Greenfields areas there is a need to specify the provision of public infrastructure such as sites for schools and public open space as well as the planning needed to sustain biodiversity. For example the protection and preservation of open space and migration routes for wildlife as well as that needed for playing fields and passive recreation. This should be specified as part of this plan and not left to the vested interest of a developer. Contributions of developers should be directed toward achieving these objectives in the Moorabool Shire Planning Scheme as modified by this study. This would contribute to the sustainability of the development and reduce the pressure on the Moorabool Shire to provide these.

In order to contribute to sustainability all growth areas should contain plans to preserve both walking and bike tracks. This is listed in part in strategy 5.

It appears that Increased Residential Growth areas have been targeted around existing Activity Centres. It is something of a contradiction to then allow that new and Greenfields sites cannot be targeted for increased housing density because of their distance from these centres. If this is a planning document one of its tasks should be to dictate how to make these new neighbourhoods more sustainable by ensuring development of the neighbourhood as a whole, ie with its own Activity Centre. Urban growth should not be just about "... providing an important source of land supply ..." (4.7) It should be about good planning and urban design. A well planned development should be a 10 minute neighbourhood itself.

### **8.1 Implementation options**

Planning provisions should strengthen Moorabool Shire Councils hand in dictating high quality sustainable development with provision for public infrastructure with strong protection for neighbourhood character in established areas of Bacchus Marsh. To this end the use of a Neighbourhood Character Overlay and the incorporation of the *Housing Bacchus Marsh to 2041* into the Planning Scheme is an important strategy. The suggestion that there are opportunities to broaden the application of the Heritage Overlay (P87) should be taken up by Council to help protect the areas of the town where the mix of housing and streetscape have heritage value. There is impending danger that through infill development much of this heritage will be lost as older houses are bulldozed to make way for townhouses, flats etc.

### **8.2 ... Proposed changes to the Municipal Strategic Statement should include the following:**

The Statement should ensure that prior to permit for development a proposed neighbourhood has provision for an Activity Centre and for public open space, bike tracks and general provision for sustainability.

Where increased housing density is proposed include strong provision for protection of neighbourhood character and heritage values of the neighbourhood, not just a few select buildings.

### **Appendix: Neighbourhood Character Brochures**

The 'Existing Character Statement' for Precincts 24 is incomplete.

Precinct 24: the Existing Character Statement is far from complete and omits the heritage character of many of the buildings in Millbank Street. Many of these houses were built prior to 1930 and several were built in the 1890s. The statement does not acknowledge this.

Preservation of neighbourhood character for Precinct 22:

Precinct 22: While the Existing Character Statement recognises the heritage value and diversity of the housing there is no mention or specification to protect these values in the 'Preferred Character Statement' (P323) While the statement acknowledges that there are historic architectural styles in the precinct, building in proximity to complement these dwellings does not protect the heritage value of any dwelling. This statement should specify stronger controls.

Thank you for the opportunity to comment.

### 10.2.2 Proposed Discontinuation of a Portion of Government Road (deviation of Halletts Way, Darley)

#### Introduction

File No.: 10/02/C17-14/15  
 Author: John Whitfield  
 Chief Executive Officer: Satwinder Sandhu

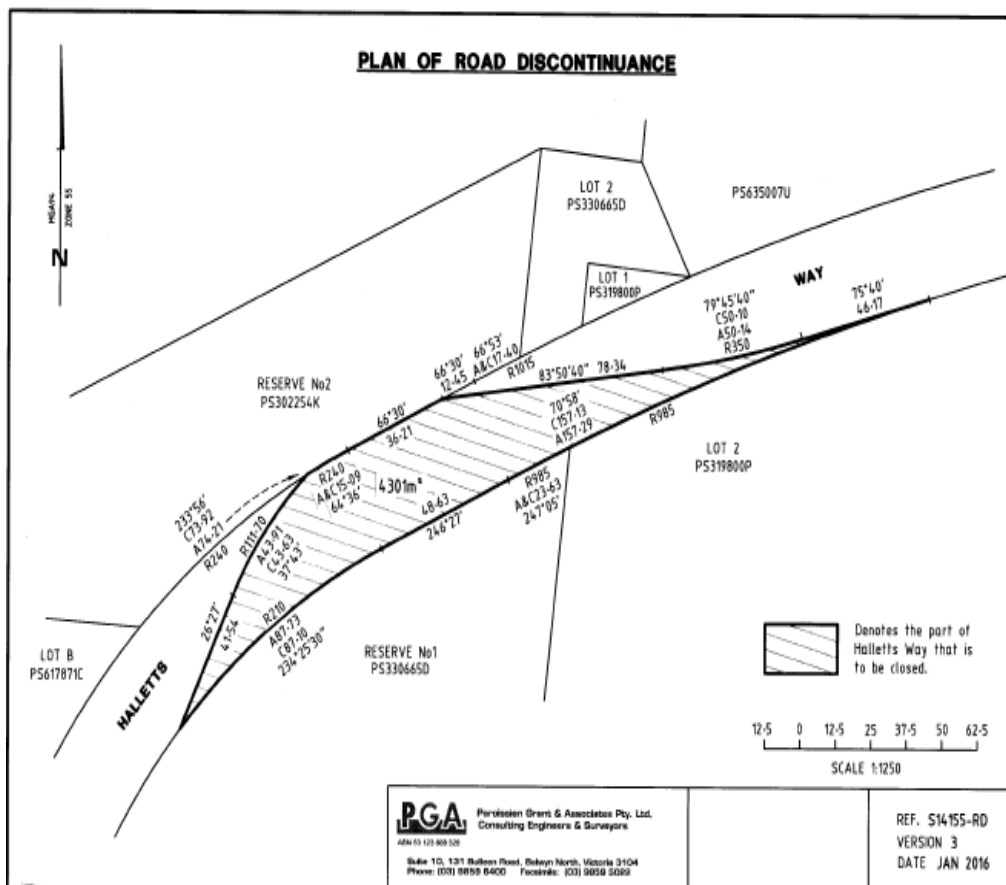
#### Background

The Halletts Way Northern Extension Project has been recently completed. Part of this extension involved an deviation of Halletts Way. This deviation requires an administrative process to discontinue part of the existing alignment of Halletts Way and create a new alignment just to the North.

Paroissien Grant & Associates Pty Ltd have forwarded plans they have prepared to facilitate the formal creation of this new alignment of Halletts Way, Darley. These include the final copies of the Plan of Road Discontinuance, Plan of Subdivision PS738000L, Plan of Subdivision PS738001J and Plan of Consolidation PC373473K.

The advice from the surveyor is that the discontinuation of the road needs to be completed prior to the other applications being lodged. Then the surveyor would lodge the subdivision applications to reflect the alignment of the 'as constructed' Halletts Way.

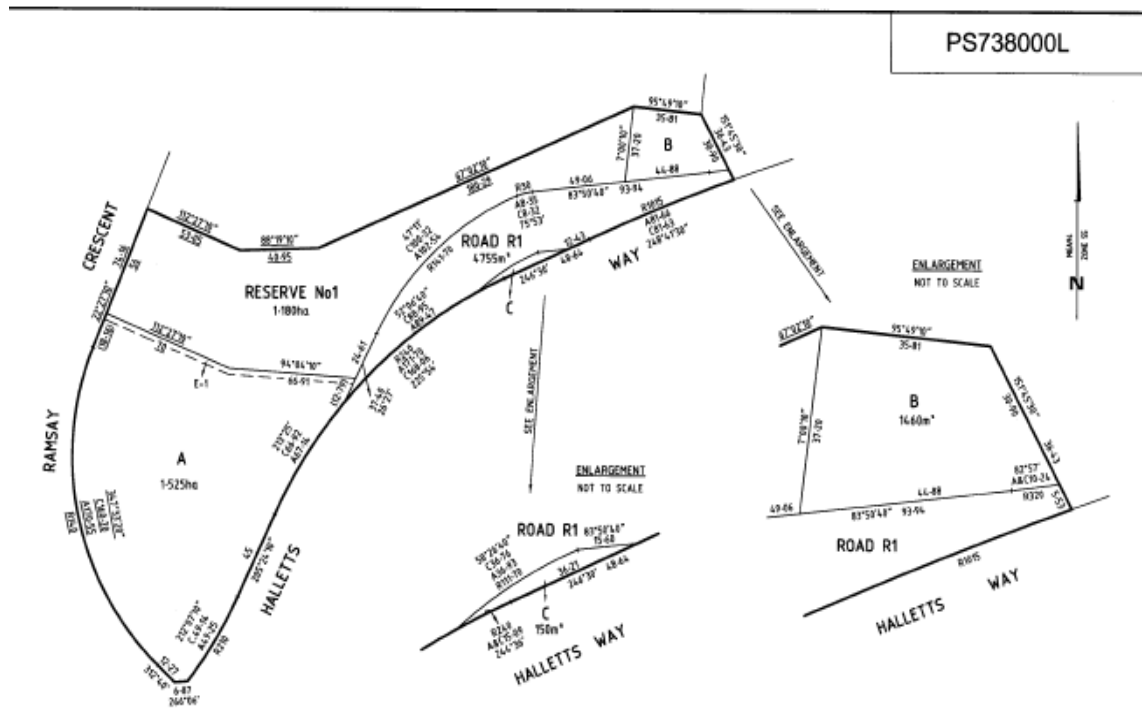
This report is to propose the discontinuance of the portion of Halletts Way shown in the shaded section below.



The following aerial photo is included in this report to provide another representation of the section of Halletts Way proposed to be discontinued. The current road reserve is below the constructed portion of the road.



Finally, the alignment of Halletts Way 'as constructed' is shown as ROAD R1 in the diagram below. This subdivision will be the subject of an application to the Council once the discontinuance is finalised.



## Proposal

Council, in accordance with Section 206 and Schedule 10 Clause 3 of *Local Government Act 1989* (the Act) has the power to discontinue a road, or part of a road, by a notice published in the Government Gazette.

Prior to making a decision to discontinue a road or part of a road, section 207A of the Act provides that a person may make a submission under section 223 on the proposed portion of road discontinuance being considered under schedule 10 clause 3 of the Act.

This report proposes that Council formally authorise officers to give public notice in accordance with section 297A of the Act of the intention to discontinue the portion of road under section 206 and Schedule 10 clause 3 of the *Local Government Act 1989*.

The area of the road to be discontinued (4301m<sup>2</sup>) adds to the Council reserve that it currently abuts. The area of the new road reserve (4755m<sup>2</sup>) is removed from the existing Council reserve. There is little change in the area of reserve involved in this process.

## Policy Implications

The 2013 - 2017 Council Plan (Revised 2016) provides as follows:

<b>Key Result Area</b>	Representation and Leadership of our Community
<b>Objective</b>	Advocate for services and infrastructure that meet the Shire's existing and future needs
<b>Strategy</b>	Advocate on behalf of the community to improve services and infrastructure within the Shire

The proposal for Council to discontinue a portion of Government Road (deviation of Halletts Way, Darley) is consistent with the 2013-2017 Council Plan (Revised 2016).

## Financial Implications

The cost in seeking public submissions at this stage of the process will be met by Council from the 2016-17 operational budget.

## Risk & Occupational Health & Safety Issues

There are no perceived risks or occupational health and safety issues related to this proposal.

## Communications Strategy

Under section 207(A) of the Act, a person has the right to make a submission under section 223 of the Act in respect of Council proposing to discontinue a road within its municipality.

Section 223 of the Act allows Council to advertise its intentions in a newspaper circulating generally within the Municipality inviting public submissions for a

period of no less than 28 days after the date of the publication of the public notice in the newspaper and on Council's website.

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

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

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

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

*General Manager – Satwinder Sandhu*

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

*Author – John Whitfield*

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

### **Conclusion**

It is recommended that Council consider formally authorising officers to give public notice in accordance with section 207A of the Act of its intention to discontinue the portion of road (deviation of Halletts Way, Darley) under section 206 and Schedule 10 clause 3 of the Act 1989, seek public submissions and to complete the remainder of the formal process of discontinuation.

### **Recommendation:**


#### **That Council:**

- 1. under Schedule 10 clause 3(a) of the Local Government Act 1989, authorises officers to give public notice in local and regional newspapers circulating generally throughout the municipality, of its intention to discontinue the deviated portion of the Halletts Way road reserve seeking public submissions under section 207A of the Local Government Act 1989 on the proposal of road discontinuance.**
- 2. delegate to the CEO the authority to complete the formal process of discontinuation of this portion of Halletts Way, after the completion of the notification period.**

---

### **Report Authorisation**

#### **Authorised by:**

**Name:** Satwinder Sandhu   
**Title:** General Manager Growth & Development  
**Date:** Tuesday, 12 July 2016



### 10.2.3 Policy Review – Rescinding Policies

#### Introduction

File No.: 02/06/007  
Author: John Whitfield  
General Manager: Satwinder Sandhu

This report recommends that Council rescind two policies that are now out-of-date and/or have been superseded by other policies or Council resolutions.

#### Background

A Council wide review of external policies is underway. For some policies it is pertinent to review, update or rescind prior to the general election in October this year and for some the review is best to take place after the general election. As part of that process this report deals with two policies that are out-of-date and need to be formally rescinded.

#### Proposal

This report seeks a Council resolution to rescind two policies:

- G004 -Councillor Reports; and
- G005 - Notices of Motion.

Both of these policies have been replaced by sections of the Council's Meeting Procedure Local Law No. 9.

#### Policy Implications

The 2013 - 2017 Council Plan provides as follows:

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

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

#### Financial Implications

There are no financial implications associated with the production and implementation of this Policy.

## Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Good governance	Miscommunicating the Council's policies to the organisation and to the community.	Low	Council to rescind the two policies listed in this report.

## Communications Strategy

Each policy will be removed from the Council's corporate website. Council staff will be notified of the decision to rescind these policies if the Council so resolves.

## Victorian Charter of Human Rights and Responsibilities Act 2006

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

## Officer's Declaration of Conflict of Interests

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

*General Manager – Satwinder Sandhu*

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

*Author – John Whitfield*

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

## Conclusion

The Council policies as listed below are now recommended to Council for rescission:

- G004 - Councillor Reports
- G005 - Notices of Motion

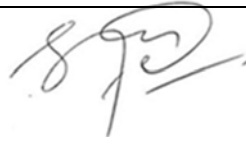
## Recommendation:

**That Council formally rescinds the following policies as they are out-of-date and no longer relevant:**

- **G004 - Councillor Reports**
- **G005 - Notices of Motion**

---

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



**Name:** Satwinder Sandhu  
**Title:** General Manager Growth & Development  
**Date:** Thursday 14 July 2016

# Attachment - Item 10.2.3(a)

<b>Policy No.:</b>	G004	<b><i>G004 - Councillor Reports</i></b>
<b>Review Date:</b>	As required	
<b>Revision No.:</b>	001	
<b>Policy Manual Version No.:</b>	001	
<b>Adopted by:</b>	Moorabool Shire Council	24 September 2003

## 1. Policy

That item 6 on the Council Agenda be retitled Councillors Reports and the following matters be dealt with under this portion of Council Business:

Reports from Councillors formally appointed as Delegates to other groups and organisations both informing the Council on decisions and activities undertaken as a delegate, and seeking to ascertain the Council's position on specific significant matters impacting upon the Council which the Delegate may be required to make a decision upon at a future meeting.

Reports from representatives formally appointed by Council to other groups and organisations both informing the Council on decisions and activities undertaken as a representative, and seeking to ascertain the Council's position on specific significant matters impacting upon the Council which the representative may be required to make a decision upon at a future meeting.

Reports from Councillors detailing activities undertaken as part of the advocacy and representative role of Councillor.

## 2. Review

This policy will be reviewed as required.

## 3. Attachment

Nil.

## 4. Revision Dates

Nil.

# Attachment - Item 10.2.3(b)

<b>Policy No.:</b>	G005	<b><i>G005 - Notices of Motion</i></b>
<b>Review Date:</b>	As required	
<b>Revision No.:</b>	001	
<b>Policy Manual Version No.:</b>	001	
<b>Adopted by:</b>	Moorabool Shire Council	24 September 2003

**1. Policy**

That, insofar as the matter does not fall within the definition of Urgent Business, motions raised by Councillors from the floor of the Council Chamber, that is not raised as a consequence of a Council Officer report, shall be by way of a Notice of Motion provided in the manner required by Moorabool Shire Council Local Law No. 5 Processes of Municipal Government.

In providing written Notice of Motion a Councillor shall also indicate in writing a brief explanation as to the intent and purpose of the Motion proposed.

**2. Review**

This policy will be reviewed as required.

**3. Attachment**

Nil.

**4. Revision Dates**

Nil.

## 10.2.4 2013-2017 Council Plan Actions Progress Report for 2015/16 Financial Year

### Introduction

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

### Background

The 2013-2017 Council Plan was revised and adopted by Council in July 2015 in accordance with section 125 of the *Local Government Act* 1989. As part of the development of the framework of the Council Plan, Council determines appropriate actions which will support the framework, delivering agreed outcomes for the Community.

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

- Representation and leadership of our community;
- Community Wellbeing; and
- Enhanced infrastructure and Natural and Built Environment.

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

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

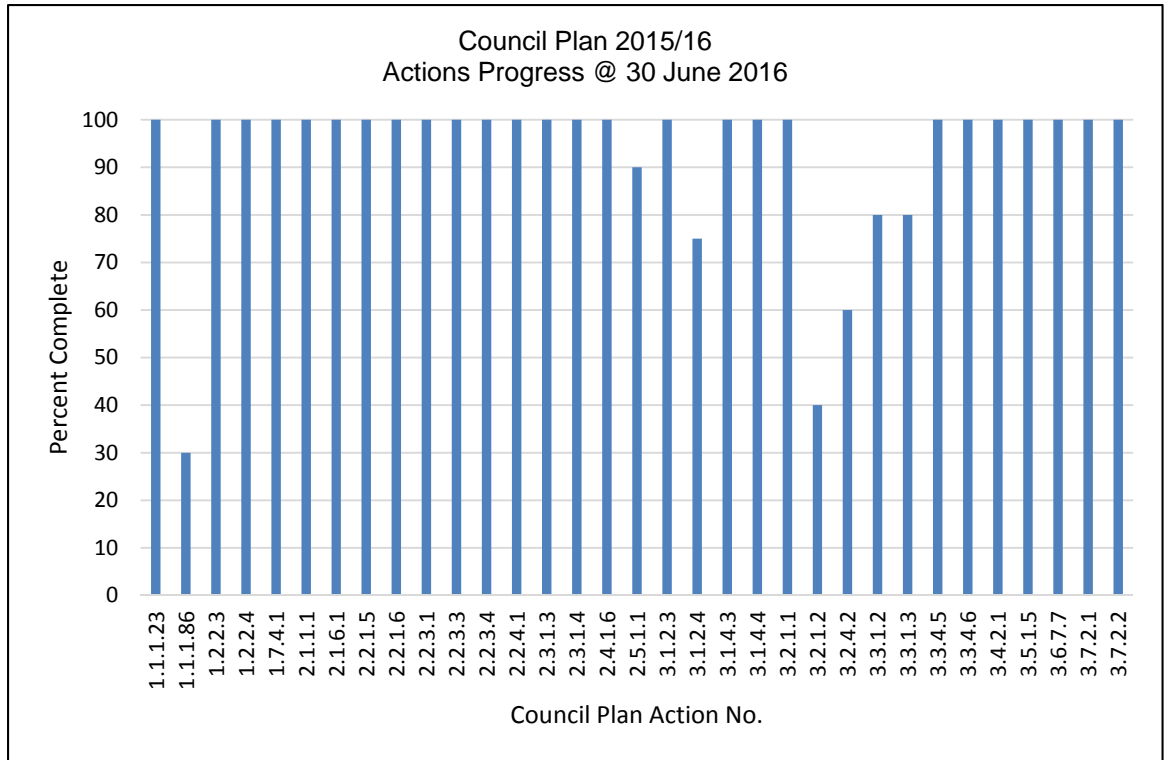
### Discussion

The attached 2015/16 Council Plan Actions Progress Report for the Fourth Quarter indicates the status of thirty-three (33) actions overall and the progress comments for the 2015/16 Financial Year.

Throughout the 2015/16 period, twenty six (26) actions were successfully completed with the remaining seven (7) actions currently still in progress. Of the seven actions in progress, one is near completion, four are progressing well, with two actions running at 60% or less than their projected target.

The graph on the following page shows the status of the thirty-three 2015/16 Council Plan actions as at 30 June 2016.





The seven actions still in progress are outlined below:

Action	Progress	Comments
1.1.1.86 Finalise General Local Laws	30%	Due to staff vacancies and other strategic work this project will be finalised by the end of the 2016/17 financial year.
2.5.1.1 Finalise the Digital Strategy and implement key actions including the corporate website and information management officer to improve communications and customer service outcomes.	90%	The Digital Strategy has been finalised, and the corporate website is near completion, and it is expected to go live by the end of July 2016. Council has engaged an Information Management Officer and is currently consolidating the position.
3.1.2.4 Undertake Bacchus Marsh Urban Zone review based on the Housing and Retail Strategies	75%	Retail Strategy - Adopted. Housing Strategy scheduled for adoption at OMC August 2016. Implementation to commence pending adoption.
3.2.1.2 Prepare a Water Asset Strategy including allocations for sports grounds and irrigation.	40%	A working group has been established to progress this action. The working group is currently finalising the project scope and plan to commence the project. Further Water Management initiatives including purchasing additional water rights has commenced along with auditing of existing irrigation requirements at reserves. This project is ongoing and will be completed in the 2016/17 financial year.

3.2.4.2 Investigate frameworks for cost recovery in terms of ongoing monitoring of Domestic Wastewater Management Plan	60%	Options have been investigated in reference to cost recovery, however in order to implement any changes this work has been undertaken in conjunction with the finalising of 'General Local Laws' which will be undertaken in 2016/2017.
3.3.1.2 Complete a Moorabool 2041 framework based on Council adopted work program	80%	Council has made significant progress with the M2401 framework. This includes completion of the housing strategy. Small towns has been prepared to go on exhibition on July 2016. Staff are working with the MPA on the Urban framework. The retail strategy was adopted on April 2016 and the activity amendment C51 was approved by the Minister for Planning in June 2016.
3.3.1.3 Complete the Community Infrastructure Plan	80%	The council are to be briefed on the methodology and progress of the Community Infrastructure Framework. There has been significant development of the framework including development of a partnership and financial support from the MPA and a number of Metropolitan Councils. A report will presented to Ordinary Meeting of Council in late 2016.

### Proposal

This report is to inform Council and the community on the progress of key Council Plan actions for the fourth quarter of the 2015/16 Financial Year.

### Policy Implications

The 2013–2017 Council Plan provides as follows:

**Key Result Area** Representation and Leadership of our community

**Objective** Effective strategic and business planning for a growing community

**Strategy** Development of service plans that link service delivery, asset management and business excellence.

### Financial Implications

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

### Risk & Occupational Health & Safety Issues

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

## Communications and Consultation Strategy

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

## Victorian Charter of Human Rights and Responsibilities Act 2006

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

## Officer's Declaration of Conflict of Interests

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

*General Manager – Satwinder Sandhu*

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

*Author – John Whitfield*

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

## Conclusion

The 2015/16 period has seen twenty six (26) actions out of thirty three (33) completed at this fourth and final quarter. The remaining seven (7) actions are at various stages of progress with all planned for completion by the end of the next financial year.

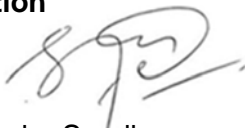
## Recommendation:

**That Council receives the 2013-2017 Council Plan Actions Progress Report for the fourth quarter of the 2015/16 Financial Year.**

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## Report Authorisation

Authorised by:



**Name:** Satwinder Sandhu  
**Title:** General Manager Growth & Development  
**Date:** Thursday 14 July 2016

# Attachment - Item 10.2.4



Moorabool Shire Council

*PREMIUM Action and Task Progress Report*

July 2015 - June 2016

Report Filters:

Date From :01-07-2015

Date To :30-06-2016



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Action Filter :Council Plan




**2015/16 Council Plan Actions Fourth Quarter  
(April - June) Progress Report**

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

<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>
1.1.1.23 Finalise Meeting Procedure Local Law.	Natalie Abbott - Manager Customer & Business Services	Completed	1/07/2014	30/06/2016	100%	100%	 GREEN
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Governance & Corporate Reporting	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
The finalised Local Laws Meeting Procedure was adopted by Council on 29 June 2016.							
Last Updated - 06/07/2016							
<b>Action</b>	<b>Responsibility</b>	<b>Action Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>% Comp.</b>	<b>Target</b>	<b>% OnTarget</b>
1.1.1.86 Finalise General Local Laws	Robert Fillisch - Manager Statutory Planning & Community Safety	In Progress	1/07/2014	30/06/2016	30%	100%	 RED
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Local Laws Compliance	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Due to staff vacancies and other strategic work this project will be finalised by the end of the 2016/17 financial year.							
Last Updated - 25/07/2016							

**Objective: 1.2 Leadership through best practice community engagement.**

**STRATEGY: 1.2.2 Pursue strategic alliances, stakeholder forums and advisory committees that assist Council in policy development and service planning.**

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2.2.3 Enhance strategic partnerships with other organisations, e.g.: Melbourne Planning Authority	Satwinder Sandhu - General Manager Growth & Development	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Growth & Development Governance	Recurrent				


**Linked action filters:** Council Plan

**Action Progress Comments**

Strategic Partnerships have been developed with:

- MPA
- Melton City Council
- Golden Plains Shire Council
- Wyndham City Council
- Hepburn Shire Council
- Water Authorities
- Vic Roads

Last Updated - 08/07/2016

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.2.2.4 Undertake a review and implement shared services with other organisations	Vanessa O'Toole - Manager People and Organisational Development	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Business Excellence	Recurrent				

**Linked action filters:** Council Plan


**Action Progress Comments**

Agreement reached in partnership with Hepburn Shire Council to trial shared services for Payroll functions this arrangement will commence in late July

Last Updated - 11/07/2016

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

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

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.7.4.1 Prepare and present to Council a service review policy, framework and prioritisation plan	Danny Colgan - GM Social and Organisational Development	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

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

**Linked action filters:** Council Plan


**Action Progress Comments**

The Council adopted the Service Review and Planning Policy and Framework at its Ordinary Meeting on the 6 April 2016.


Last Updated - 08/04/2016




**Key Result Area: 2 Community Wellbeing****Objective: 2.1 Community self reliance and resilience****STRATEGY:** 2.1.1 Provide community development support and partnership projects.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.1.1.1 Finalise the Community Development Strategy	Kate Diamond-Keith - Manager Community Development	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Development	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
The Community Development Strategy was presented to Council at the 7 October Ordinary Meeting of Council and adopted.							
Last Updated - 23/10/2015							

**STRATEGY:** 2.1.6 Undertake social, health and recreation planning that increases our understanding of the needs of our communities now and into the future and articulates the role of Council.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.1.6.1 Review the Community Engagement Policy and Framework	Renae Knight - Community Leadership Program Coordinator	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Community Engagement	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
The Community Engagement Framework and Policy were endorsed by the Council at its meeting on 2 March 2016.							
Last Updated - 11/04/2016							

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


Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2.1.5 Construct the Darley Civic and Community Hub Multi-Purpose facility	Sam Romaszko - Manager Engineering Services	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

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

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

The scope of this project includes the construction of a Multi purpose facility at the Darley Civic and Community Hub. The facility will support sporting and community activities on the site and include change space, amenities, social room and kitchenette. Work scheduled for 2015/16 has been completed on time.

Last Updated - 25/07/2016

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2.1.6 Construct the Darley Early Years Hub	Sam Romaszko - Manager Engineering Services	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN


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

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

The scope of this project includes the construction of Darley Early Years Hub at the Darley Civic and Community Hub . The integrated facility includes kindergarten, occasional care, multipurpose space, toy library, maternal and child health and staff offices. Work scheduled for 2015/16 has been completed on time.

Last Updated - 25/07/2016

**STRATEGY:** 2.2.3 Advocate, support and provide aged and disability services.


Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2.3.1 Finalise the Ageing Well Strategy (Live Well Age Well)	Robyn Salt - Manager Active Ageing and Community Access	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Health & Wellbeing	Recurrent				

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

The Age Well Live Well Strategy and Access and Inclusion Plan was adopted by the Council at its meeting in November 2015

Last Updated - 14/01/2016

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2.3.3 Prepare a Community Facilities Funding Policy	Troy Scoble - Manager Recreation & Youth Development	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN


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

**Linked action filters:** Council Plan

#### Action Progress Comments

The Community Facilities Funding Policy has been prepared as part of the new Reserve Management Framework. The Council at its Ordinary Meeting on the 6 April 2016 resolved to endorse the draft Community Facilities Funding Policy for the purpose of community exhibition for a period of 8 weeks. The final draft policy is being finalized and will be returned to Council at the August Ordinary Meeting of Council for consideration for adoption .

Last Updated - 04/07/2016

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2.3.4 Review the Appointments and Delegations Policy	Danny Colgan - GM Social and Organisational Development	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

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


**Linked action filters:** Council Plan

#### Action Progress Comments

A review of the Appointments and Delegation has been undertaken and will be presented to the Council for adoption at the meeting to be held on 3 August.

Last Updated - 01/07/2016

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

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2.4.1 Finalise the Access and Inclusion Plan	Robyn Salt - Manager Active Ageing and Community Access	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Assessment and Care Management	Recurrent				


**Linked action filters:** Council Plan

#### Action Progress Comments

The Access and Inclusion Plan has been combined with the Age Well, Live Well Plan and was adopted by the Council at its meeting in November 2015.

Last Updated - 14/01/2016

**Objective: 2.3 Increase and encourage participation in a range of sport, recreation and leisure activities****STRATEGY:** 2.3.1 Promote community health and well-being through the provision of recreation facilities, open space, programs and activities.


Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.3.1.3 Finalise the Recreation and Leisure Strategy	Troy Scoble - Manager Recreation & Youth Development	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

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

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

The Recreation and Leisure Strategy 2015-2021 was adopted by Council at the September 2015 Ordinary Meeting of Council.

Last Updated - 09/10/2015

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.3.1.4 Prepare a Fees and Charges Policy for Recreation Reserves	Troy Scoble - Manager Recreation & Youth Development	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

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


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

The Recreation Reserve User Fees and Charges Model has been prepared as part of the Recreation Reserve Management Framework. Council at its Ordinary Meeting on the 6 April 2016 resolved to endorse the draft Fees and Charges Policy for the purpose of community exhibition for a period of 8 weeks. It is proposed that the final draft policy will be presented to the August Ordinary Meeting of Council to be considered for adoption.

Last Updated - 04/07/2016


**Objective: 2.4 A safe community**

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

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.4.1.6 Undertake Community Emergency Management Planning (CEMP) Pilots in Moorabool	Cherie Graham - Municipal Emergency Manager	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Municipal Emergency Management	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
<p>The Blackwood Project is currently in progress. Identified localised risks through a community workshop. Businesses and other community groups have been involved in engagement. First draft Blackwood Community Emergency Plan developed. Bushfire Building Council of Australia and CSIRO representatives attending 3 December Meeting. A meeting was held on 4 February where scenario planning for an October township exercise was discussed. CEMP Community Plan Feedback has been provided by members of the Group for discussion at 7 April meeting for finalisation. Scenarios for October exercise being developed. Awaiting funding from EMV for printing of final Plan.</p> <p>Final Draft Plan being presented at the 7 July 2016 meeting ready to undertake wider community engagement and consultation. Planning for the annual phoenix modelling scenario training and education session for the full community commence.</p>							
Last Updated - 04/07/2016							

**Objective: 2.5 A strong and diverse local economy**

**STRATEGY:** 2.5.1 Investigate and plan areas for potential employment zones.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.5.1.1 Finalise the Digital Strategy and implement key actions including the corporate website and information management officer to improve communications and customer service outcomes.	Natalie Abbott - Manager Customer & Business Services	In Progress	1/07/2015	30/06/2016	90%	100%	 GREEN

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


**Linked action filters:** Council Plan

**Action Progress Comments**

The Digital Strategy has been finalised, and the corporate website is near completion, and it is expected to go live by the end of July 2016. Council has engaged an Information Management Officer and is currently consolidating the position.

Last Updated - 08/07/2016

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


Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.2.3 Develop the Urban Growth Framework in conjunction with Metropolitan Planning Authority	Andrew Goodsell - Mgr Strategic & Sustainable Development	Completed	1/07/2015	30/06/2016	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**

Development of the Bacchus Marsh Framework Plan is incorporated into the Metropolitan Planning Authority work plan and was endorsed by the Hon Richard Wynne , Minister for Planning.

Last Updated - 29/06/2016

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.2.4 Undertake Bacchus Marsh Urban Zone review based on the Housing and Retail Strategies	Andrew Goodsell - Mgr Strategic & Sustainable Development	In Progress	1/07/2015	30/06/2016	75%	100%	 YELLOW

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


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

Retail Strategy - Adopted.

Housing Strategy scheduled for adoption at OMC August 2016. Implementation to commence pending adoption.

Last Updated - 29/06/2016

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


Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.4.3 Finalise the Parwan Employment Strategy (Investment Attraction)	Andrew Goodsell - Mgr Strategic & Sustainable Development	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Sustainability	Recurrent				

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

The Parwan Employment Precinct Strategy adopted by Council its Ordinary Meeting on 2 December 2015.

Last Updated - 17/12/2015

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.1.4.4 Prepare amendment to Ballan Structure Plan for inclusion in the Planning Scheme	Lisa Gervasoni - Co-Ord Strategic Planning	Completed	1/01/2016	30/06/2016	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**  
 Council adopted the Ballan Structure Plan on 17 December, 2015. Amendment has been drafted and authorisation sought.  
 Last Updated - 22/04/2016



**Objective: 3.2 Enhance and protect the long term integrity and biodiversity of the natural environment.****STRATEGY: 3.2.1 Pursue initiatives to reduce greenhouse gases, energy and water consumption.**


Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.2.1.1 Resolve Council's position in relation to energy efficient street lighting	John Miller - Manager Asset Management	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

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

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

Over recent years, technology around street lighting has improved considerably, resulting in the opportunity for significant cost and greenhouse emission savings through the upgrade of the existing street lights to LED lamps. At the Ordinary Meeting of Council in May 2016, Council resolved to support the upgrade of street and public place lighting to LED technology where practicable, as part of the 2017/18 budget.

Last Updated - 12/07/2016

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.2.1.2 Prepare a Water Asset Strategy including allocations for sports grounds and irrigation.	Troy Scoble - Manager Recreation & Youth Development	In Progress	1/07/2015	30/06/2016	40%	100%	 RED


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

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

A working group has been established to progress this action. The working group is currently finalising the project scope and plan to commence the project. Further Water Management initiatives including purchasing additional water rights has commenced along with auditing of existing irrigation requirements at reserves. This project is ongoing and will be completed in the 2016/17 financial year.

Last Updated - 13/07/2016

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

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.2.4.2 Investigate frameworks for cost recovery in terms of ongoing monitoring of Domestic Wastewater Management Plan	Robert Fillisch - Manager Statutory Planning & Community Safety	In Progress	1/07/2015	30/06/2016	60%	100%	 YELLOW

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Environmental Health Investigation, Inspection & Education	Recurrent				


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

Options have been investigated in reference to cost recovery, however in order to implement any changes this work has been undertaken in conjunction with the finalising of 'General Local Laws' which will be undertaken in 2016/2017.

Last Updated - 26/07/2016

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

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

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.3.1.2 Complete a Moorabool 2041 framework based on Council adopted work program	Andrew Goodsell - Mgr Strategic & Sustainable Development	In Progress	1/07/2015	30/06/2016	80%	100%	 YELLOW


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

**Linked action filters:** Council Plan

**Action Progress Comments**

Council has made significant progress with the M2401 framework. This includes completion of the housing strategy. Small towns has been prepared to go on exhibition on July 2016. Staff are working with the MPA on the Urban framework. The retail strategy was adopted on April 2016 and the activity amendment C51 was approved by the Minister for Planning in June 2016.

Last Updated - 26/07/2016

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.3.1.3 Complete the Community Infrastructure Plan	Andrew Goodsell - Mgr Strategic & Sustainable Development	In Progress	1/07/2015	30/06/2016	80%	100%	 YELLOW

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


**Linked action filters:** Council Plan

**Action Progress Comments**

The council are to be briefed on the methodology and progress of the Community Infrastructure Framework. There has been significant development of the framework including development of a partnership and financial support from the MPA and a number of Metropolitan Councils. A report will presented to Ordinary Meeting of Council in late 2016.

Last Updated - 25/07/2016

**STRATEGY:** 3.3.4 Provision of effective and safe transport networks.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.3.4.5 Commence the construction of Halletts/O'Leary Way (south) Extension	Phil Jeffrey - General Manager Infrastructure	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

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

**Linked action filters:** Council Plan

#### Action Progress Comments

The scope of this project includes the construction of Halletts Way from the existing road termination south of Main Street , over Werribee River and through to the West Maddingley Estate. The detailed design is now complete, including the design of all civil engineering aspects, flood and drainage, street lighting, structural engineering, geotechnical investigation and procurement of all statutory and authority approvals for the project. Following a procurement process, a construction contractor has been appointed and commenced ground works on site. The project is anticipated to be complete by end 2016.

Last Updated - 15/04/2016

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.3.4.6 Complete the construction of Halletts Way (north) Extension	Phil Jeffrey - General Manager Infrastructure	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

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

**Linked action filters:** Council Plan

#### Action Progress Comments

The scope of this project included the construction of the extension of Halletts Way from the existing road termination at Ramsay Crescent through to Links Road in Darley . Following a lengthy process to align key stakeholders and funding contributions, the project was completed and opened to the community in November 2015.

Last Updated - 04/01/2016

**Objective: 3.4 Effective management of municipal waste and recycling.**

**STRATEGY:** 3.4.2 Promote recycling, reuse and minimisation of waste.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.4.2.1 Survey residents and resolve Council's position in relation to green waste and hard waste.	Glenn Townsend - Manager Operations	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Waste Collection & Disposal	Recurrent				

**Linked action filters:** Council Plan

**Action Progress Comments**


A community survey to ascertain the level of demand for greenwaste and hardwaste services in the Shire was made available to residents in late 2015. Informed by the results of that survey, Council resolved to introduce a non-compulsory kerbside greenwaste collection in the urban areas of the Shire on a trial basis. Residents will be able to opt to receive the fortnightly service, which will commence in January 2017.

Last Updated - 12/07/2016

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

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

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

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.5.1.5 Progress the West Moorabool Heritage Study	Andrew Goodsell - Mgr Strategic & Sustainable Development	Completed	1/07/2015	30/06/2016	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**  
 The West Moorabool Heritage Study is on exhibition for 3 months closing on 31 August 2016.  
 Last Updated - 25/07/2016

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

**STRATEGY:** 3.6.7 Proactive maintenance of Council owned and managed parks, gardens, trees, playgrounds, open space and town entrances.

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.6.7.7 Develop a Street Tree Policy	Glenn Townsend - Manager Operations	Completed	1/07/2015	30/06/2016	100%	100%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Parks and Gardens	Recurrent				

**Linked action filters:** Council Plan



**Action Progress Comments**

This policy was adopted by Council in June 2016 and provides the direction for the planting and continued management of trees located on Council managed land as well as a basis to make decisions on the management of trees. The policy also contains an approved street tree species list that have been selected to suit particular climate and soil zones within the Shire.

Last Updated - 12/07/2016

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

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

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.7.2.1 Finalise and endorse the Economic Development Strategy.	Peter Forbes - Manager Economic Development & Marketing	Completed	1/07/2015	30/06/2016	100%	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>							
The MSC Economic Development Strategy was adopted at the Ordinary Meeting of Council on Wednesday 2 September							
Last Updated - 14/12/2015							
Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
3.7.2.2 Undertake planning scheme amendments as per Council approved work plan	Andrew Goodsell - Mgr Strategic & Sustainable Development	Completed	1/07/2015	30/06/2016	100%	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>							
C69 Ballan Structure Plan - Authorisation has been received. Project is now progressing.							
C58 Camerons Road - Have received letter from Department concerning outstanding issues. SSD to progress over the next four weeks with intent of completion of documentation.							
C70 Anomalies - Approved.							
C71 Bunnings - abandoned							
C73 Land Subject to Inundation Overlay - abandoned. Meeting scheduled with Melbourne Water to resolve mapping issues.							
Last Updated - 25/07/2016							

## 10.2.5 Bungaree Water Supply Protection Area

### Introduction

File No.: 20/01/005  
Author: Justin Horne  
General Manager: Satwinder Sandhu

### Background

Southern Rural Water (SRW) has sought approval from the Minister for Environment, Climate Change and Water to remove three Water Supply Protection Areas (WSPA), to be replaced by local management plans.

### Proposal

The Department of Environment, Land, Water and Planning (DELWP) has contacted Council seeking comment of SRW's request. It is assumed that other users in the broader community have also been contacted by DELWP.

Correspondence has subsequently been received in response to questions on the impacts of the removal of the WSPA, copies of the correspondence from DELWP are attached. (Attachment 10.2.5(a))

The Bungaree WSPA is one of the three identified (Attachment 10.2.5(b)).

WSPA are declared under the Water Act 1989 to protect the groundwater resources through the development of a statutory management plan.

In the case of the three WSPAs identified to be removed by SRW, no statutory management plans have been created. However, local management plans have been developed by SRW to address matters such as:

- allocation and trading rules;
- metering provisions; and
- monitoring programs.

The Hopkins-Corangamite Groundwater Catchment Statement (Southern Rural Water, 2016) identifies that there are 107 groundwater licences in the Bungaree WSPA authorising access to 5,263ML of groundwater.

90% of the groundwater licenced within the Bungaree WSPA is for irrigation purposes. The remaining 10% is licenced for urban and industrial uses.

The WSPA only allow for the temporary transfer of water.

The proposal to abolish the Bungaree WSPA does not change the current boundary of the WSPA or increase the water already allocated. The Bungaree WSPA is already fully allocated, so no new groundwater licences can be issued.

However, by formally establishing the local management plan, SRW is proposing that temporary and permanent transfer of entitlements within the Bungaree WSPA.



## **Policy Implications**

The 2013 – 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Representation and leadership of our community.
<b>Objective</b>	Advocate for services and infrastructure that meets the Shire's existing and future needs.
<b>Strategy</b>	Advocate on behalf of the community to improve services and infrastructure within the Shire.

The proposal to write to Southern Rural Water in support of the removal of the Water Supply Protection Area, is consistent with the 2013 – 2017 Council Plan.

## **Financial Implications**

There are no immediate financial implications associated with the consideration of this report.

However, any future changes to water allocations may require staff and financial resources to assess the impacts on Council and the local community.

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

There are no direct Risk or Occupational Health and Safety issues associated with the recommendation within this report.

However, any future changes to water allocations may require staff and financial resources to assess the impacts on Council and the local community.

## **Communications and Consultation Strategy**

No communication or consultation strategy has been developed in response to this matter.

## **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

As a statutory management plan under the Bungaree WSPA has not been established, SRW have been managing the groundwater through local management plans for several years.

As such the abolishment of the WSPA, will formalise the existing processes.

It is expected that the introduction of permanent transfers will be a positive outcome for the area and local producers as it may allow primary producers to increase their access to groundwater for growth or to increase their water security during dry periods.

By establishing more secure access to water, it is expected that there will be a flow on benefit to the wider community as producers may be more confident to invest in new irrigation infrastructure and use of other inputs needed for agriculture and horticulture.

### Recommendation:

**That Council requests that the CEO writes to Southern Rural Water indicating Council has no objections for the abolishment of the Bungaree Water Supply Protection Area (WSPA) under the following conditions:**

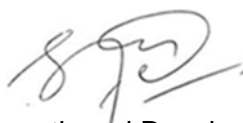
- **that there are no detrimental economic, social and environmental impacts to:**
  - **the existing rights of the community; and**
  - **the Moorabool River.**
- **the Bungaree Water Supply Protection Area is managed within the existing provisions of the Water Act 1989 and Ministerial Policies for Managing Take and Use Licences; and**
- **Council is kept informed of any future changes to the local management plan.**

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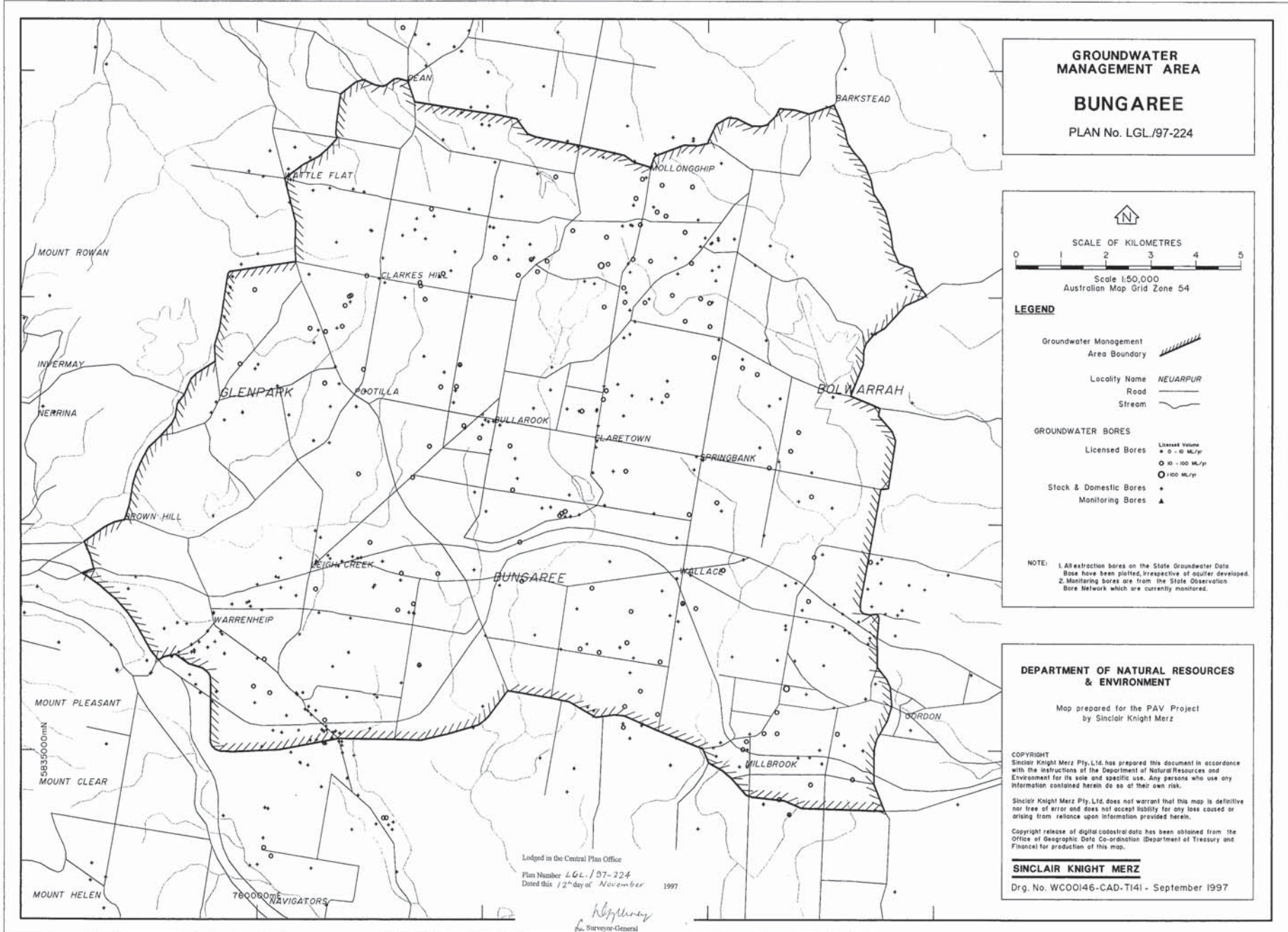
### Report Authorisation

**Authorised by:**

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Wednesday, 27 July 2016



# Attachment - Item 10.2.5



## **10.3 SOCIAL & ORGANISATIONAL DEVELOPMENT**

### **10.3.1 Recreation Reserve Management Framework**

#### **Introduction**

File No.: 12/09/021  
Author: Troy Scoble  
General Manager: Danny Colgan

#### **Background**

The purpose of this report is to recommend that the Council adopt the Recreation Reserve Management Framework, following the public exhibition and engagement period.

At the Ordinary Meeting of Council on 1 April 2016, the Council resolved to: (i) endorse the Draft Recreation Reserve Management Framework for the purpose of community exhibition for a period of eight weeks; and (ii) receive a further report at the conclusion of the community exhibition period seeking adoption of the Recreation Reserve Management Framework.

#### **Proposal**

The Recreation and Leisure Strategy 2015-2021 was adopted by the Council at Ordinary Meeting held on the 2 September 2015. A key recommendation of the strategy was the development of a Reserve Management Framework ("Framework") to ensure there is a coordinated, integrated, consistent approach to the management and operation of recreation reserves and facilities across Moorabool Shire.

The following principles consistent with those outlined in the Recreation and Leisure Strategy 2015 – 2021 underpin the development of the framework and its associated policies:

- Partnerships
- Accessibility
- Participation
- Equity and Fairness
- Financial Responsibility

The Framework outlines the key components that govern how Council will manage facilities in the future. The key components of the Framework are governance, management of use, financial management and accountability. Each of these components has a number of sub policies and procedures to support and ensure a consistent, efficient management process outlined as outlined in the framework.

The associated Framework policies are: draft Community Facilities Funding Policy; draft Recreation Reserve User Fees & Charges Policy; draft Recreation Reserve Leases & Licenses Occupancy Policy; draft Recreation Reserves Capital Works Contribution Policy and Revised draft Appointments and Delegations Policy.

The Framework contained in Attachment 10.3.1(a) has been developed to establish fair and equitable management framework for the provision of sporting, recreation and leisure facilities within the Shire.

The following activities were undertaken to seek community feedback on the draft Framework during the public exhibition period:

- A discussion forum and submissions through the Have Your Say website, the Council's online engagement portal;
- Copies were available at Council's Customer Service locations including the Lerderderg Library;
- Community Group and Committees of Management were provided with the draft Framework and Associated Policies and asked to provide feedback or a submission;
- The Recreation and Leisure Strategic Advisory Committee held two workshops to discuss key elements and recommendations of the strategy. These were held during the engagement period to workshop a range of scenarios and at the conclusion of the engagement period to workshop feedback received to inform the final Framework;
- The public exhibition period and submission process was also advertised in the local newspaper, on Council's Facebook Page, Youth Page and on Council's website;
- Individual meetings and discussions were held with The Chairperson Maddingley Park Committee of Management, the Masons Lane Recreation Reserve User Group Advisory Committee, Darley Park User Group Advisory Committee, President of the Bacchus Marsh Cricket Club, Chairperson of the Ballan Recreation Reserve Committee of Management, representative of the Elaine Recreation Reserve Committee of Management and AFL Victoria Goldfields Region representatives.
- A number of telephone calls were also conducted with members of community sporting groups to provide clarification on key elements of the draft Framework.

Sixty people visited the Have Your Say engagement portal to view the Framework and associated policies with 35 people downloading the document/s with more than 92 views/downloads undertaken. The feedback received is contained in Attachment 10.3.1(b).

### **Key Issues raised during the engagement period**

The key issues/feedback raised during the engagement period were:

- Support for the implementation of the new Framework;
- The Framework provides a fair, equitable, more efficient management model for the management of Recreation Facilities;
- The Framework provides suitable flexibility for a range of management models to operate within;

- The Framework should support further volunteer management of facilities in the West of the Shire;
- Support for standard usage agreement policies to be implemented across reserves
- Council needs to reconsider the funding provided for Recreation Reserves. The feedback was that not enough funding is provided toward these valuable assets and there needs a mechanism to advocate for increased funds.
- Should the Leisure Facilities be included in the User Fees and Charges model or should they be considered separately?
- Support provided for the acquittal processes for Reserve Operational Funding in the Community Facilities Funding Policy. The feedback was that all groups whether volunteers or not should be accountable for receiving public monies;
- Concern raised by one Committee of Management over the election of the executive for Committees of Management.

The majority of the feedback on specific policies within the Framework was regarding the fee level recommended to be recouped within the Reserve User Fee and Charges Policy. Whilst recouping a fee to create equity amongst users was supported in the range of 5 per cent to 10 per cent for open space assets there was feedback for Council to reconsider a 10% recoup.

There was also feedback provided as to whether Council should recoup anything at all on Buildings, and if so that the 0.5 of a percent is too high to commence with especially in some cases where the community had contributed significantly to the development of buildings. This feedback was addressed as part of finalising the Recreation Reserve User Fees and Charges Policy that will be presented to the August Ordinary Meeting of Council.

The feedback on the draft Framework and associated policies was presented to the Recreation and Leisure Strategic Advisory Committee at meetings held on the 20 June and 18 July 2016. The Committee discussed the framework including all associated policies which is now being presented to Council for adoption.

The feedback, recommendations, actions and changes to the Reserve Management Framework is contained in Attachment 10.3.1(b).

The Framework communicates to all stakeholders a model for the management and use of facilities, the procedures and management processes that will apply to their use, including how they will be supported by Council.

Council recognises that there is a mix of Recreation Reserve ownership and management arrangements currently in place across the Shire. Community user groups, sports clubs and organisations, Reserve Committees of Management, schools and other community not for profit groups play an important role in the management of facilities and the delivery of physical activity, sport and recreation activities and programs for the community.

The Framework will be implemented over the next three years. This will include Officer and Committee members training in the implementation of the Framework and associated policies.

**Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

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

The Framework is consistent with the 2013-2017 Council Plan and the Recreation and Leisure Strategy 2015 -2021.

**Financial Implications**

The development of the Framework has been undertaken within existing resources. Any future budget implications will be referred to Council’s budget process for consideration.

**Risk & Occupational Health & Safety Issues**

<b>Risk Identifier</b>	<b>Detail of Risk</b>	<b>Risk Rating</b>	<b>Control/s</b>
Community Needs	Service gaps if the framework is not consistently implemented across the Shire	High	Council to review outcomes of Framework implementation in partnership with Reserve Managers
Financial	Funding required to progress actions outlined in the Framework and associated policies	Medium	Business cases prepared for consideration in future Council budgets



### Community Engagement Strategy

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

Level of Engagement	Stakeholder	Activities	Date	Outcome
Consult	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	Two presentations and workshops on the draft framework	December 2015 and February 2016	Feedback provided to finalise the Draft document
Consult	Councillors	Presentation and workshop to the s.86 Social Development Committee of Council	16 <sup>th</sup> March 2016	Feedback provided to finalise the Draft Framework and associated policies

### Public Exhibition Period

Level of Engagement	Stakeholder	Activities	Outcome
Consult	Community          Community groups and Committees of Management	Pasted with dedicate page and submissions through the Have Your Say website  Public submission process advertised in local newspaper and Council's website  Copies were available at all Council's Customer Service locations Lerderberg Library.  Strategy posted on Council's Facebook page/s	35 downloaded the Framework and policies  60 people visited the page to view the Framework and Policies  Residents able to view the Framework  Ten submissions  Five meetings and 15 phone conversations held with specific groups

Level of Engagement	Stakeholder	Activities	Outcome
		Provided with the Draft Plan and asked to provide feedback.	
Consult	Internal Staff	Provided to Management Group and requests for feedback.	Multiple staff provided feedback via email and meetings.
Collaborate	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	Draft presented and all members provided with a copy and asked to provide feedback.  Further meeting held to workshop feedback at conclusion of the exhibition period	Two Committee workshops – attendees from external organisations, internal staff, Councillors and community representatives

### Communications Strategy

It is proposed that upon adoption of the Framework, Officers work collaboratively with the various management models/agencies to implement the framework over the next 12 months. This will include training for officers and committees of management involved the management of reserves in the implementation of the Framework and associated policies and processes.

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

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

### Officer's Declaration of Conflict of Interests

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

*General Manager – Danny Colgan*

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

*Author – Troy Scoble*

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

**Conclusion**

The Recreation and Leisure Strategy 2015-2021 recommended that a Reserve Management Framework be developed to ensure that there is a coordinated, integrated, consistent approach to the management and operation of recreation reserves and facilities across Moorabool Shire.

The Framework outlines the key components that govern how Council will manage facilities in the future. The key components of the framework are governance, management of use, financial management and accountability. Each of these components has a number of sub policies and procedures to support and ensure a consistent, efficient management process outlined as outlined in the framework.

Council staff will support all models of management in the implementation of the Framework to promote a consistent equitable approach to Reserve Management is undertaken across the Shire.

**Recommendation:**

**That the Council adopts the Recreation Reserve Management Framework (August 2016).**

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

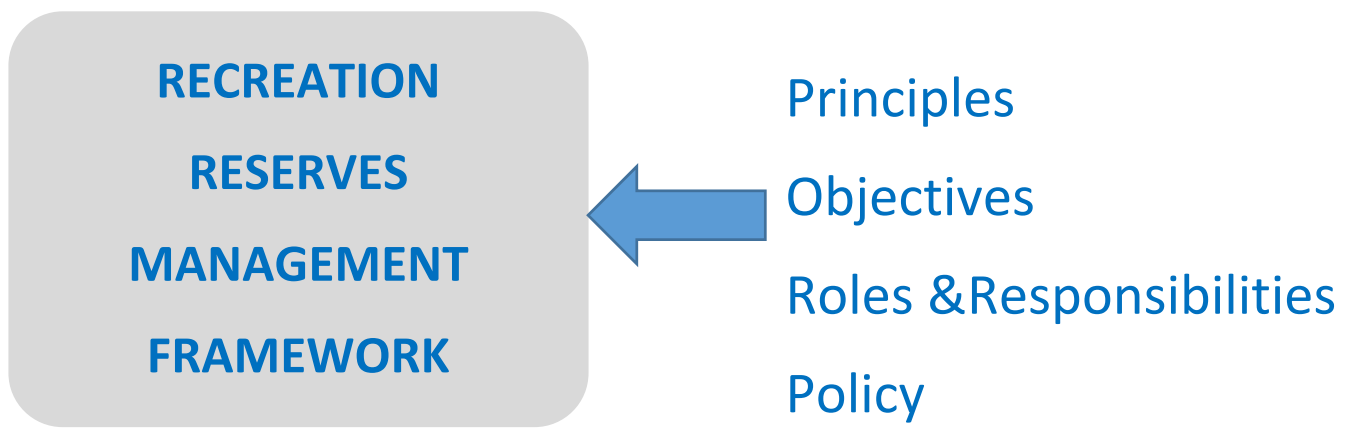
**Name:** Danny Colgan   
**Title:** General Manager Social & Organisational Development  
**Date:** Tuesday, 26 July 2016

# Attachment - Item 10.3.1(a)

# Recreation Reserve Management Framework

- Recreation Reserve Occupancy Leases and Licence Policy
- Recreation Reserve User Fees and Charges Policy
- Recreation Reserve Capital Works Contribution Policy
- Community Facilities Funding Policy
- Appointment and Delegations Policy





## 1. INTRODUCTION

The *Recreation Reserves Management Framework* has been developed to establish fair and equitable management framework for the provision of sporting, recreation and leisure facilities within Moorabool Shire. The Framework communicates to all stakeholders regarding the management and use of facilities, the procedures and management processes that will apply to their use, including how they will be supported by Council.

This framework will be implemented in conjunction with the Recreation and Leisure Strategy 2015-2021, Crown Land Reserves Act 1989, Appointment and Delegations Policy, Recreation Reserves Funding Policy, (Financial Allocations to DELWP Management Committees Procedure), Occupancy Agreements Policy, Capital Works Contribution Policy and User Fees and Charges Policy.

## 2. OBJECTIVES & PRINCIPLES

The Recreation and Leisure Strategy 2015-2021 established the following objectives and principles for Recreation and Leisure facility provision in the Shire.

<b>INCREASED PARTICIPATION</b>	<i>Capacity and capability of recreation and leisure facilities to increase the physical activity participation levels of residents and their health and wellbeing will influence Council's decisions to support new and upgraded facility projects.</i>
<b>DIVERSITY</b>	<i>Council will facilitate the provision of a range of recreation and leisure facilities and services across the Moorabool Shire to firstly, ensure that the community has access to a variety of different recreation and leisure opportunities, and secondly, to cater for different levels of abilities and needs.</i>
<b>MULTIUSE AND SHARED-USE</b>	<i>Council will advocate strongly for and optimise the provision of recreation and leisure facilities that are multiuse and can support shared use, where appropriate and practical. The development of single-use facilities will generally not be supported.</i>
<b>ACCESSIBLE AND INCLUSIVE</b>	<i>Recreation and leisure facilities will be accessible to and encourage people of all ages, genders, abilities and cultural backgrounds.</i>
<b>ENVIRONMENTALLY SENSITIVE AND SUSTAINABLE</b>	<i>Recreation and leisure facilities will be sited, designed and managed to enhance ecological values and biodiversity outcomes, and embrace ecologically sustainable development (ESD) Principles where appropriate and practical.</i>
<b>ADAPTABLE</b>	<i>Recreation and leisure facilities will be designed and managed to meet specific user requirements whilst also being flexible to meet changing community needs and aspirations.</i>
<b>PARTNERSHIPS</b>	<i>Council will adopt a collaborative and partnership approach with the community, schools, all levels of government, government agencies, peak sporting organisations and the private sector for the planning, provision and management of recreation and leisure facilities.</i>
<b>FINANCIALLY RESPONSIBLE</b>	<i>Financial viability and cost effectiveness of recreation and leisure facilities will be considered in all aspects of their planning, development and management.</i>

The Recreation and Leisure Strategy 2015-2021 recommended that a new **Reserve Management Framework** be developed to ensure that there is a coordinated, integrated, consistent approach to the management and operation of recreation reserves across Moorabool Shire.

The following principles have been developed to underpin the implementation of the Recreation Reserve Management Framework:

- **Partnerships**

Council will build positive relationships and partnerships with other land managers, sport and recreation providers, clubs and community groups to ensure that facilities are managed efficiently.

Partnerships, co-operation and collaboration are key factors in ensuring that recreation reserves are managed effectively and efficiently and deliver quality outcomes for the community.

- **Accessibility**

Facilities will be accessible to all sections of the community. Council supports the principle of shared multi-use of facilities and will encourage broad community access and use of facilities.

- **Participation**

The overarching objective is to support reserve users to increase community participation in sport, recreation and physical activity to positively influence the health and wellbeing of the community.

- **Equity & Fairness**

Reserve users will be treated equally and fairly in their dealings with Council and other land managers regardless of the specific land management and governance structures in place at different reserves.

- **Responsibility**

Council recognises that it is the primary agency involved in the provision of sport and recreation facilities and reserves, however there is shared responsibility with other agencies and groups regarding facility management and operation. Council is committed to working with other agencies to ensure that there is coordination and consistency in reserve management practices.

- **Agreed Service Levels**

Facilities will be managed and maintained to an agreed service level required to sustain use of facilities and meet the demand for use. Council's primary objective is to provide facilities maintained in a safe and acceptable condition for required usage.

### **3. POLICY STATEMENT**

Council will work collaboratively with various management agencies to establish fair and equitable management and use arrangements at all reserves to ensure consistency and equity regardless of the type of governance structure/s in place.

### **4. RECREATION RESERVE MANAGEMENT FRAMEWORK**

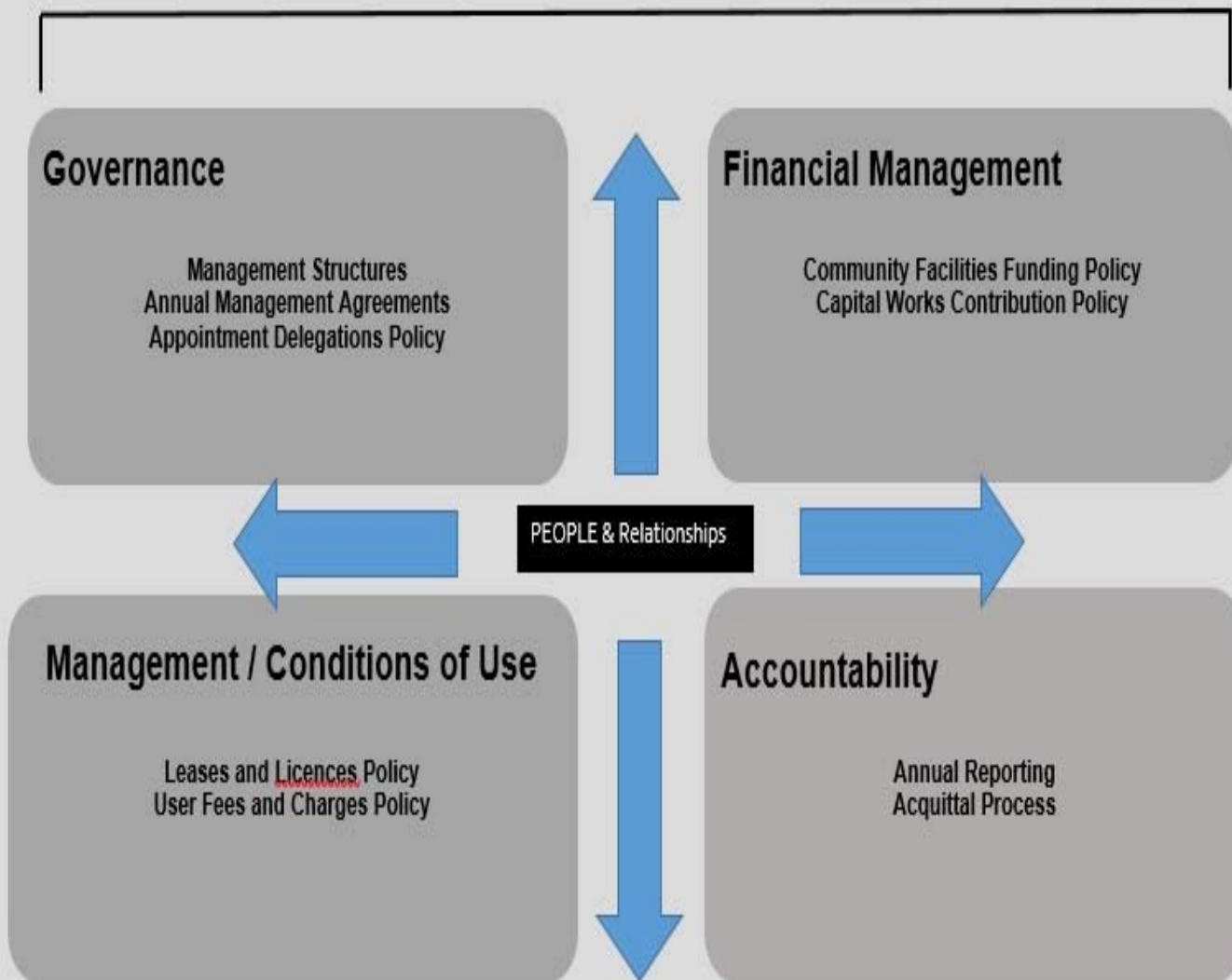
Moorabool Shire recognises that there is a mix of Recreation Reserve ownership and management arrangements currently in place across the Shire. Community user groups, sports clubs and organisations, Reserve Committees of Management, schools and other community not for profit groups play an important role in the management of facilities and the delivery of physical activity, sport and recreation activities and programs for the community.

The Recreation Reserve Management Framework has been developed in cooperation with these groups to provide Council and Recreation Reserve stakeholders with clarity regarding the use, management and operation of Recreation Reserves within the Shire. The Management Framework is summarised in the following diagram outlining key policies and procedures of each component of the framework.

# THE FRAMEWORK

Managing reserves / facilities has a number of different components that are interrelated outlined in the diagram below. The Reserve Management Framework outlines the key principles that govern all components of how Council will manage facilities in the future. Each key component has a number of sub policies and procedures to support the management process as outlined in this framework.

## RECREATION RESERVE MANAGEMENT







- Management Structures
- Partnerships
- Committee Agreements
- Roles & Responsibilities

## 5. MANAGEMENT STRUCTURES.

There is currently a range of management models in operation at Recreation Reserves across the municipality. Some reserves are owned and managed directly by Council, some by individual clubs or user groups under lease arrangements, and some by Crown Land Committees of Management.

Council acknowledges that the regular user groups, clubs and organisations, involved in the management and operation of Recreation Reserves contribute significantly to the health and wellbeing of the community through the provision of various physical activity, sport and recreation activities and programs.

It is therefore appropriate for Council to contribute to the maintenance and management at varying levels of Recreation Reserves within the Shire to ensure facilities are accessible, available to all sectors of the community in a safe condition and assist Council to deliver its strategic objectives.

The current management systems and processes at recreation reserves is complex for the community. Conditions of use, fees and charges, capital improvement processes, governance structures and asset management practices vary substantially between reserves. The current system has led to confusion for many stakeholders and uncertainty for Council, management agencies and user groups. This has also impacted on the ability to maximise the use of some facilities by the community. This framework seeks consistency across the Shire.

**Table 1: Current Reserve Management Structures.**

Reserve Name	Ownership Status	Mode of Management	Management Status
Ballan Racecourse and Recreation	DELWP	CoM	DELWP
Ballan Recreation Reserve	DELWP	CoM	DELWP
Balliang Recreation Reserve (and Hall)	DELWP	CoM	DELWP
Berembroke Recreation Reserve	DELWP	CoM	DELWP
Blackwood Sports Ground Crown Reserve	DELWP	CoM	DELWP
Bullarook Recreation Reserve	DELWP	CoM	DELWP
Bungaree Recreation Reserve	DELWP	CoM	DELWP
Clarendon Recreation Reserve	DELWP	CoM	DELWP
Gordon Public Park (Tennis courts)	DELWP	CoM	DELWP
Gordon Recreation Reserve	DELWP	CoM	DELWP
Korweinguboora Recreation Reserves	DELWP	CoM	DELWP
Morrisons Recreation Reserve	DELWP	CoM	DELWP
Mt Egerton Recreation Reserve	DELWP	CoM	DELWP
Mt Wallace Hall	DELWP	CoM	DELWP
Myrniong Recreation Reserve	DELWP	CoM	DELWP
Yendon Recreation Reserve (tennis)	DELWP	CoM	DELWP
BM Racecourse and Recreation Reservation	DELWP	s86CoM	MSC
Maddingley Park	DELWP	s86CoM	MSC
Darley Park	DELWP	Council	MSC
Darley Civic Community Hub	MSC	Council	MSC
Mason's Lane Reserve	MSC	Council	MSC
Dunnstown Recreation Reserve	MSC	s86CoM	MSC
Elaine Sports Ground Recreation Reserve	MSC	s86CoM	MSC

Greendale Reserves	MSC	s86CoM	MSC
Millbrook Community Centre	MSC	s86CoM	MSC
Navigators Community Centre Recreation	MSC	s86CoM	MSC
Wallace Recreation Reserve	MSC	s86CoM	MSC

## 6. PARTNERSHIPS

The Recreation Reserves Management Framework is predicated on cooperation and collaboration between Council, the community and the various management agencies responsible for managing and operating recreation reserves. The overarching objective is to ensure effective and efficient management of reserves to enable the community to participate in sport and recreation activities.

The 'framework' also recognises the mix of management approaches currently in place and the need to foster and develop partnerships between agencies.

## 7. COMMITTEE AGREEMENTS

Whether reserves are managed by Council (via a s.86 Committee of Management appointment under the Appointment and Delegations Policy) or agencies other than Council, **Annual Management Agreements** will be put in place to clearly articulate the terms and conditions for receiving Council financial support toward the maintenance of facilities.

The agreements will also outline the management and maintenance responsibilities of the parties, the annual works program and the level of Council financial support to be provided. An example **Annual Management Agreement** is contained within the Recreation Reserve Funding Policy.

## 8. ROLES AND RESPONSIBILITIES

Consistent with the Recreation and Leisure Strategy 2015-2021, the framework recognises the roles and responsibilities of management agencies and aims to build strong partnerships and relationships that benefit user groups and the community.

The roles and responsibilities of specific agencies is summarised below;

### COUNCIL

<b>PLAN</b>	<i>Facilitate the planning, development and management of recreation and leisure facilities and services to cater for identified current and future community needs.</i>
<b>PROVIDE</b>	<i>Provide recreation and leisure facilities and services through direct funding, shared funding, and facilitated funding arrangements.</i>
<b>SUPPORT</b>	<i>Support community groups and clubs, reserve committees, management entities, and other stakeholders with the development, management and maintenance of recreation and leisure facilities.</i>
<b>PARTNER</b>	<i>Work with the community, education, private and government sectors to ensure that recreation and leisure facilities, programs and services meet community needs and optimise investment opportunities.</i>

- Coordinating agency.
- Support and assist agencies to develop consistent management practices.
- Maximise use of facilities and resources.
- Encourage community participation in sport and recreation activities.
- Capital and facility development and grants.
- Sport and Recreation Development.
- Comply with requirements of the Local Government Act 1989.

## **DELWP/CROWN LAND COMMITTEES**

- Delegated management of crown land.
- Manage, promote and develop reserve in accordance with its classification and purpose.
- Comply with Crown Land Reserves Act 1978.
- Comply with Recreation Reserve Management Framework Conditions of Council Funding requirements.

## **USER GROUPS**

- Provide sport and recreation opportunities for the community.
- Comply with relevant legislation, and/or use agreements with land managers.
- Contribute to the management and maintenance of facilities.
- Work collaboratively with Council and other land managers.
- Encourage community participation.



## 9. TENANCY AGREEMENTS

The framework establishes standardised tenancy agreements for users at all reserves. The agreements will outline the conditions of use, times of use, fees & charges and responsibilities of the user group and responsible management structure.

Three types of tenancy agreements will be considered/implemented depending on the specific circumstances of the user group and reserve in use. Council supports the concept of shared access and multi-use of recreation reserves and facilities and will work with other land managers to ensure that facilities are available and accessible to the community.

### Leases

A lease agreement is used to provide sports clubs and/or associations with exclusive occupancy of sporting facilities for an agreed period. The lessee has use of the leased facility under clearly stated terms and conditions. Lease periods will be subject to negotiation, although the club/s is generally issued a 5 – 10 year period.

Under a Lease Agreement the Lessee:

- pays all costs associated with the operation of the leased area including minor and major maintenance, utility charges, water costs, rates, garbage charges, and any other costs associated with the normal operation of the leased area.

Due to the exclusive nature of this agreement, a Lease Agreement is only issued in exceptional circumstances as is an agreement best suited to single purpose activities E.g. Bowling Clubs, Golf Clubs, Equestrian Groups and in some circumstances Tennis Clubs.

### Licenses

A license agreement provides a sports club and/or association with a permit to use a facility for an agreed purpose for an agreed period of time providing certainty of tenancy. Licences **do not** provide user groups with exclusive occupancy rights to a facility. License periods will be subject to negotiation although a maximum term of up to three years is recommended.

Under a License Agreement the licensee pays sportsground and pavilion fees and charges as scheduled, utility charges and may be required to pay some maintenance cost where appropriate.

**As the terms of licence agreements are negotiable, many users will be allocated use of facilities on a seasonal licence basis.**

Seasonal sports ground allocations will be made on a 6-monthly or sport season basis for both training and match play purposes. A Seasonal Allocation does not provide clubs with exclusive use of sports facilities and recognises the shared multi-use nature of recreation facilities.

Seasonal Allocation applies to the following dates in each year.

Winter Season: 1 April – 30 September  
 Summer Season: 1 October – 31 March

Unless a longer term is agreed under a Licence Agreement, Seasonal Allocation of sportsgrounds is not guaranteed from year to year and will be subject to the Seasonal Application process or terms of the Licence Agreement. Seasonal Allocations are subject to sportsground fees and charges as scheduled, utility charges and costs relating to supporting infrastructure specific to their sport i.e. floodlighting, turf wickets.

### **Casual Use Agreement (CUA)**

A CUA is generally issued to a school, casual user, an event or user groups, to confirm a particular ground for specified activities, times, sportsground and pavilion fees and charges as scheduled. These agreements are normally best used for one off usage or a sequence of one off uses that are not permanent in nature.

## **10. OCCUPANCY CONDITIONS**

The tenancy agreement will specify the occupancy conditions of use and outline the roles and responsibilities of the user group and management agency. The term of the agreement and fees and charges will also be detailed in the agreement.

## **11. CROWN LAND MANAGEMENT**

Table 1 above highlights that the majority of Reserves are Crown Land managed by DELWP committees constituted under the Crown Land Reserves Act 1979. These committees have a responsibility to manage reserves in accordance with the act which contains specific requirements regarding use, fees and charges, development and improvements and leases/Licences for permanent users.

The Recreation Reserve Management Framework will use standardised documentation that is compatible with both Council requirements and the requirements of the Crown Land Reserves Act. This will provide consistency and certainty for users regardless of the management structure in place at the reserve they use.

Crown and Council Reserves require a specific lease / licence agreement approved for the use of Crown Land reserves. Council can issue a CUA for use on a Council managed Crown Land, however any permanent tenancy must use the Crown Land lease and licence template.

## **12. RECREATION RESERVE MAINTENANCE**

Council will contribute to the maintenance and upkeep of **all** Recreation Reserves within the Shire to ensure facilities are maintained in a safe, accessible condition to meet demand for use requirements.

It is recognised that different use types and activities have varying impacts on Recreation Reserve maintenance requirements. This framework using the Recreation Reserve Funding Policy sets out a consistent approach for determining the level of Council financial contribution for the maintenance of Recreation Reserves in different locations and with varied levels and types of use.

Council will work with key stakeholders to develop an **annual maintenance program** for each reserve. The annual plan will outline the works required to maintain the Reserves and surrounds in accordance with agreed required Service Levels and budget allocations. The aim of the annual plan is to ensure that reserves meet particular user requirements and are maintained in a safe condition in accordance with their intended use.

The level of maintenance works within the annual plan will be commensurate with the reserve classification (hierarchy) and demand/level of use outlined in Councils Recreation and Leisure Strategy. At reserves under Council management, Council will undertake regular audits (building and open space condition twice per year) to ensure that the service level required and funded is being met. At reserves managed by external agencies Council will undertake open space audits to ensure that facilities are being maintained to the service level required.

The Recreation and Leisure Strategy 2015 – 2021 outlines the hierarchy for Moorabool Shire Reserves indicating categorisation at local, district and regional level facilities. Whilst not always applicable, this categorisation provides guidance for intended level of usage at a reserve.



### 13. MAINTENANCE & MANAGEMENT AGREEMENTS

Reserves will be maintained in accordance with the agreed **Annual Management Agreement**, Council budgets and recreation reserve requirements for the purpose of their intended use. The annual works programs are developed in consultation between Council's Assets Department, Recreation Development Department, Recreation Reserve Committees and user groups. The work programs acknowledge both budget and other resource capacities, demand for use and usage schedule.

The level of Council financial contribution is determined by the size and scope of the reserve, number of summer and winter season users indicating usage, annual maintenance program required to meet that usage and Councils annual budget process.

### 14. FEES AND CHARGES

Council has an expectation that users will contribute towards the cost of maintaining and operating facilities via user fees and charges. Council will assist and encourage other Reserve Managers (i.e. Crown Land Committees of Management) to develop standardised fees and charges that are consistent across facilities to promote access and equity of use.

User Fees and Charges are collected to directly contribute to the cost of maintenance and are an important part of the reserve maintenance funding model that determines the operation funding provided to each reserve. At reserves that are not managed by Council directly, so Council do not collect the user fees and charges of user groups, it is vital that a user fees and charges system is in place as funding is determined on the assumption that an equitable level of fees and charges are being collected to supplement the costs required (funding provided by Council) to undertake maintenance at that reserve.

The Reserve Management Framework supports fees and charges policies for sportsgrounds and pavilions should underpinned by a clearly defined set of principles which include:

1. That Council establish a Fees and Charges Policy for application at ALL Moorabool recreation reserves, and which can be the basis by which the committees at other recreation reserves set annual user charges.
2. That the policy is consistent with the Principles outlined in Section 7.5 of the Recreation & Leisure Strategy 2015-2021 to underpin the policy.
3. Due consideration given to the viability and capacity of a user group toward contributing user fees for the management and maintenance of facilities.

This framework provides for management agencies being required to enter into a Management Agreement with Council confirming that they will apply a fees and charges system with their user groups to support the Recreation Reserve Funding Model for that reserve.

### 15. UTILITY COSTS

Council does not make any financial contribution towards user group operating utility costs at Reserves as this is seen as a responsibility of user groups in managing their ongoing operations and use of facilities. This position is clearly outlined in the Occupancy Agreements.

It is recommended that non Council land managers adopt this system to ensure consistency and equity at reserves across the Shire. Non Council committees will be encouraged to commit to this principle in their maintenance and management agreement to support the efficient implementation of the Reserve Management Framework. Council funding is not allocated for payment of a user's utility costs.

## **16. CAPITAL DEVELOPMENT**

During the next 15-20 years, to meet the increasing demand for facilities, there will be progressive upgrade of existing sporting facilities across the Shire, as well as the development of new facilities. Council requires a clear delineation and distinction between what might be the Moorabool Shire Council's responsibility to fund, what might be a club's or reserve committee's responsibility to fund. In some instances, there may be shared responsibility and these are identified throughout the Framework, or there may be an opportunity to explore private funding sources, such as public-private partnerships.

Capital development will be guided by the Capital Works Contribution Policy which outlines Council's standard provision for recreation and leisure facilities and potential funding models to drive future development opportunities.

Consistent with Council's Capital Improvement Program process this Policy acknowledges that a ten-year capital works program exists which includes proposed capital development works to both Council and non-Council Recreation Reserves. It is Council intent to secure where possible external funding and contributions to assist with the implementation of the Capital Improvement Program. This applies directly to capital works projects to be undertaken at Recreation Reserves which meet both state and federal government funding program objectives.

**ALL** Capital improvements or alterations to facilities owned and/or managed by Council are required to be approved by Council.



Council is obliged to ensure that resources and finances are used effectively and efficiently and support the implementation of its strategic objectives. It is therefore vital that Council financial contributions towards Recreation Reserve maintenance and development are managed responsibly to maximise the benefits and outcomes for the community and ensure accountability for the expenditure of public monies.

The framework establishes the management processes and procedures to appropriately track and account for Council expenditure without being overly onerous for users and committees.

## 17. ANNUAL REPORTING

At facilities where Council is the Reserve Manager, a summary of activities undertaken throughout the financial year will be provided to user groups to ensure user groups remain informed of the financial requirements to manage the facilities to a level that meets demand for use.

At facilities managed by external agencies or Reserve Committee of Managements, ALL groups that receive operational funding will be required to provide Council with an annual report of their activities during the preceding 12 month period. The report should outline the activities of the committee, how they have operated the facilities, what maintenance was undertaken against the service level that was funded in the Annual Management Agreement and what improvements and/or capital development has occurred and the outcomes/benefits for the community and users. The annual report should also contain a broad outline of planning for the next 12 month period by outlining the committees' objectives for the coming year.

Committee's that do not provide the required annual reporting in accordance with the timeline schedule within the Maintenance and Management Agreement will not receive further Council funding until the annual report is submitted.

## 18. COUNCIL FUNDING CONDITIONS

Council's financial contribution to Reserve Committees of Management will be provided based on the following terms and conditions:

1. The Committee has signed an **Annual Management Agreement** with Council.
2. The Committee works collaboratively with Council to develop the **Annual Maintenance Plan**.
3. All user groups have an appropriate **Tenancy/Occupancy Agreement** in place.
4. **Fees and charges** levied by Committees are fair, equitable and consistent at all reserves.
5. Committees provide a **Report** to Council with audited financial statements acquitting how the funding / service level contribution from Council was expended.

Council will support Committees of Management to ensure that the above terms and conditions are in place and management processes and procedures are developed and implemented.

## 19. ACQUITTAL OF COUNCIL FUNDS

The Annual Reporting process will include an acquittal process for committees to complete to account for how they have expended Council funds. Completion of the acquittal and declaration will be required to secure Council funding the following year.



## **20. IMPLEMENTATION AND REVIEW**

The Reserve Management Framework will be referred to the Moorabool Recreation & Leisure Advisory Committee to assist Council to develop an implementation plan for roll out of the framework across the Shire.

The framework will be reviewed in partnership with the Recreation and Leisure Advisory Committee with any recommendations improvements referred to Council for amendments and updates to the policy.

### **Other Policies and Strategies that support the implementation of the Reserve Management Framework:**

- Community Facilities Funding Policy
- Appointments and Delegation Policy
- Recreation Reserves User Fees and Charges Policy
- Recreation Reserves Leases & Licenses Occupancy Policy
- Recreation Reserves Capital Works Contribution Policy

# Attachment - Item 10.3.1(b)

**Summary of Submissions Received - Recreation Reserve Management Framework**

Submitter	Summary	Discussion / Recommendation for Amending the Strategy	Recreation & Leisure Advisory Committee Comments (from Workshop held 20 June & 18 July)
<p>1. Darley Park User Group Advisory Committee</p>	<p><b>Recreation Reserve Management Framework</b> Support for the Framework to be implemented to ensure equity across facility management and usage across the Shire.</p> <p><b>Recreation Reserve User Fees and Charges Policy</b></p> <ul style="list-style-type: none"> <li>• Feedback that that a junior club should not be paying any user fees at all.</li> <li>• Understood and excepted that a senior club, which has considerable annual revenue and employs professional players would pay user fees, articulated that this fee needs to be passed directly to the user and families in the area couldn't afford it.</li> <li>• Believe an area of concern is that the fee for a secondary facility, which in the club's cases is the Civic Hub Oval is exorbitant and subsidy for secondary facility could be applied.</li> <li>• In regards to the Pavilion or Building fees being proposed, outlined that clubs in general are happy to pay an oval / sportsground fee and they congratulate Council maintaining Darley Park to a very high standard with good management however expressed strong opposition to paying a facility fee. This is based on view that club has invested heavily into its development to a higher level than Council and believe there should be some acknowledge in reduced or no user fee for a period of time on the buildings.</li> </ul> <p><b>Capital Works Contribution Policy</b> Support for implementation to highlight standard guide to what Council will provide and encourages Council to apply this across the WHOLE Shire.</p> <p><b>Reserve Lease Licenses Occupancy Policy</b> Very supportive of standardize agreements being applied and support longer term tenancies for clubs that have been based at a facility for a significant period of time to acknowledge their previous investment and encourage future investment in facilities.</p>	<p>Recreation and Leisure Strategy section 7.5 and the Draft Reserve Management Framework recommends industry / local benchmark of 10%-20% for open space and Building of .75 of a % recoup for buildings. This supports ongoing investment into maintenance of facilities.</p> <p>Section 4 of the Fees and Charges Policy states model the fees on 10% which is the lower end for open space and .5 of a % for buildings which is lower than that recommended in the Recreation and Leisure Strategy. It is also recommended that a 20% subsidy apply to junior and establishment clubs.</p> <p>Section 3 page 4 of the policy recommends 20% subsidy with 3 year implementation.</p> <p>Currently no consideration for subsidies for secondary facilities in the policy consistent with previous discussions at the RLSAC.</p> <p>Policy recommends open space and building fee recoup marking today as a starting point in time and seeking to implement an equitable fee and charge model. The policy does not consider previous investment made by clubs to existing facilities.</p> <p><b>Recommendation – Update to Framework / Policies</b></p> <ul style="list-style-type: none"> <li>• Add flexibility into Framework document to read that whilst the industry benchmark and recommendation by Recreation and Leisure Strategy is a fee recoup of 10%-20% for open space and .5 of a % for buildings, that the fees will be determined by Council considering the local status of clubs and club growth patterns</li> <li>• In the Fees and Charges Policy: insert a line outlining the range for fees and charges recoup, with Council to make the final decision on the amount.</li> <li>• Consider reducing the fee recoup for buildings to .4 of a percent for year 1 to acknowledge the previous investment by clubs into facilities across the Shire. Provide an additional subsidy of 5% to apply for clubs using secondary facilities (separate reserve) to sustain and grow participation.</li> </ul>	<p>Remove reference to specific figures (dot point 3) of Section 14. Fees and Charges.</p> <p>Replace dot point 3 Section 14 with statement that consideration will be given to local clubs and their status including capacity to pay and participation growth / decline.</p> <p>Insert into Schedule 2 of the Appointment Delegations Policy the ability for Council to be involved in selection of Chairperson should it require.</p>

**Summary of Submissions Received - Recreation Reserve Management Framework**

Submitter	Summary	Discussion / Recommendation for Amending the Strategy	Recreation & Leisure Advisory Committee Comments (from Workshop held 20 June & 18 July)
<p>2. Masons Lane Recreation Reserve User Group Advisory Committee</p>	<p><b>Recreation Reserve Management Framework</b> Baseball club were happy with the framework, as the policies supported their wishes moving forward, including a much reduced user fee.</p> <p>All other user groups provided in general support for the whole framework being implemented and saw the benefit of a standardised system in place to govern the management and usage of all reserves across the Shire.</p> <p>The key policy the clubs had issues with was the Recreation Reserve User Fee and Charges Policy.</p> <p><b>Recreation Reserve User Fees and Charges Policy</b> The BM Dog Obedience Club, Soccer Club and the BM Little Athletics Club opposed the fee recoup level in the draft policy. They believed the fee recoup level was too high and would potentially send clubs into recess, as they would be unable to afford the fees.</p> <p>The Bacchus Marsh Baseball Club support the new fees and charges modelling and believe it is fair that all clubs are paying like fees for like facilities and representative of a club's usage.</p> <p>All clubs supported subsidies for junior clubs an establishment clubs.</p>	<p>Recreation and Leisure Strategy section 7.5 and the Draft Reserve Management Framework recommends industry / local benchmark of 10%-20% for open space and Building of .75 of a % recoup for buildings. This supports ongoing investment into maintenance of facilities.</p> <p>Section 4 of the Fees and Charges Policy states model the fees on 10% which is the lower end for open space and .5 of a % for buildings which is lower than that recommended in the Recreation and Leisure Strategy. It is also recommended that a 20% subsidy apply to junior and establishment clubs.</p> <p>Section 3 page 4 of the policy recommends 20% subsidy with 3 year implementation.</p> <p>Currently all users regardless of type of use are considered equally whether an active sport user or a more passive recreation user such as the Dog Club. This is consistent with previous discussions at the RLSAC.</p> <p>Policy recommends open space and building fee recoup marking today as a starting point in time and seeking to implement an equitable fee and charge model. The policy does not consider previous investment made by clubs to existing facilities.</p> <p><b>Recommendation – Update to Framework / Policies</b> Add flexibility into Framework document to read that whilst the industry benchmark and recommendation by Recreation and Leisure Strategy is a fee recoup of 10%-20% for open space and .5 of a % for buildings, that the fees will be determined by Council considering the local status of clubs and club growth patterns</p> <p>In the Fees and Charges Policy: insert a line outlining the range for fees and charges recoup, with Council to make the final decision on the amount. Consider reducing the fee recoup for buildings to .4 of a percent for year 1 to acknowledge the previous investment by clubs into facilities across the Shire.</p> <p>Insert additional subsidy of 10% for those users that are considered passive in nature.</p>	

## Summary of Submissions Received - Recreation Reserve Management Framework

Submitter	Summary	Discussion / Recommendation for Amending the Strategy	Recreation & Leisure Advisory Committee Comments (from Workshop held 20 June & 18 July)
3. Bacchus Marsh Cricket Club	<p><b>Recreation Reserve Management Framework</b> The Club note that the Framework is designed to get a fair and transparent system in place for all Reserves in the Shire and are supportive of the Framework being implemented. However it is noted that not all reserves across the Shire are not mentioned in the Framework and policies, was this an oversight or is the Framework already faulty?</p> <p><b>Recreation Reserve User Fees and Charges Policy</b> The current proposed fee to be recouped is generic across all facilities with the insured value determining what the actual fee will be. This does not reward or encourage users to invest in facilities as it is perceived that the higher the facility value resulting from investment the more fee that will be paid.</p> <p>The rooms at Maddingley have been built with a majority of the financial contribution coming from both the Cricket and Football Clubs, yet the club would be asked to pay the same fee that a new club coming into them would.</p> <p>The club believe that Users that have invested in facilities should be rewarded with a fee that is nominal at best and acknowledge their previous investment.</p> <p>Further issue is regarding the charging of fees for the use of the ovals. The club agree that there needs to be a system that can be implemented across all Reserves equally, but there should be considerations for the actual maintenance requirements for each season. For example: the wear and tear on an oval by Football and Soccer would be different to that of Cricket or Baseball.</p> <p>Does the Council see drought resistant ovals as a more viable option than winter grassed ones? If so, then the cost to sow winter grasses in for winter should be partially worn by those club using it at that time.</p> <p>The club would also expect to see some discounts given to clubs with: a Junior component, so that clubs are encouraged to increase their Junior participation levels.</p>	<p>It is noted the management models within the framework that is currently in existence across the Shire. The Framework also details how each policy applies to the differing reserve management models.</p> <p>The Framework will be implemented for Council owned and / or managed reserves. The framework outlines processes that non council owned and managed reserves need to evidence to continue to be provided with operational funding. The framework will be encouraged to be implemented by all reserves as a management tool to assist all reserve managers with managing facilities.</p> <p>Section 5.3 of the Rec User Fees Charge policy outlines basis of funding (5 steps) and user fee and charge principles for Non Council reserves.</p> <p>The policy does not consider previous investment made by clubs to existing facilities as it was felt it need to start from a point of time.</p> <p>Outlined in the policy what the fee and charges the community contribute toward. Maintenance committed is based on usage over a whole year and Council seeking to meet community need. It is recommended that with current usage all ovals should be over sewn with winter grasses.</p> <p><b>Recommendation – Update to Framework / Policies</b> Consider reducing the fee recoup for buildings to .4 of a percent for year 1 to acknowledge the previous investment by clubs into facilities across the Shire.</p> <p>Provide an additional subsidy of 5% to apply for clubs using secondary facilities (separate reserve) to sustain and grow participation.</p>	

**Summary of Submissions Received - Recreation Reserve Management Framework**

Submitter	Summary	Discussion / Recommendation for Amending the Strategy	Recreation & Leisure Advisory Committee Comments (from Workshop held 20 June & 18 July)
<p>4. Bacchus Marsh Dog Obedience Club</p>	<p><b>Recreation Reserve User Fees and Charges Policy</b></p> <p>The representative believed the proposed fee structure is not clear nor does it indicate the portion of fees that the various Users will be expected to pay.</p> <p>Had concern that the Bacchus Marsh Obedience Dog Club will have the following fees imposed on them:</p> <p>From page 7 of 8 in the section “Draft Recreation Reserve User Fees and Charges Policy” Category “B” facility at the draft policy recoup level of 10% and the annual fee for the No 1 Oval indicates that a User would be required to pay \$1,966.50 plus on top of this we also have an additional fee for the use of the Eastern Pavilion (shown on page 8 of 8) which indicates an annual fee of \$3,750. This would make our fees for the use of Oval No 1 and the Eastern Pavilion for the year come to \$4,716:50 without the electricity or water costs.</p> <p>Feedback continued that the club are indeed a small Club who have contributed greatly to the Eastern Pavilion and its facilities over the years ie. Lining of the ceiling, upgrade of the kitchen, installation of the server and roller shutter, co ordination and construction of the awning, construction of the concrete apron, Co ordination and construction of the storage shed with its own section fully self funded. And finally installation of the two oval flood towers which service the No 1 Oval.</p> <p>The club indicated they have a moving average membership base of around 95, most members leave within the first twelve months once they achieve their desired training competency. They meet on Tuesday evening from 6:30 to 9pm for the months of February to June and again for August to early December in total 10 months for 2.5 hours per week. Give the present proposal and say the electricity and water fees will be around \$1,200 this would make the Clubs total fees come to approximately \$6,000 without consideration for public liability and volunteers insurance and equipment and instructors needs; an additional \$2,000.</p> <p>So from the above you would appreciate for the Club to be able to sustain itself we would have to raise our present membership fees from \$30 to around \$100. If this would be the outcome we believe that the Dog Club would soon be forced to close.</p> <p>The club is keen to work with Council and Officers to develop a suitable fee representative of their usage to ensure sustainability of the club and continue to be a service to the region.</p>	<p>Recreation and Leisure Strategy section 7.5 and the Draft Reserve Management Framework recommends industry / local benchmark of 10%-20% for open space and Building of .75 of a % recoup for buildings. This supports ongoing investment into maintenance of facilities.</p> <p>Section 4 of the Fees and Charges Policy states model the fees on 10% which is the lower end for open space and .5 of a % for buildings which is lower than that recommended in the Recreation and Leisure Strategy. It is also recommended that a 20% subsidy apply to junior and establishment clubs.</p> <p>Section 3 page 4 of the policy recommends 20% subsidy with 3 year implementation.</p> <p>Policy recommends open space and building fee recoup marking today as a starting point in time and seeking to implement an equitable fee and charge model. The policy does not consider previous investment made by clubs to existing facilities.</p> <p><b>Recommendation – Update to Framework / Policies</b></p> <p>Consider reducing the fee recoup for buildings to .4 of a percent for year 1 to acknowledge the previous investment by clubs into facilities across the Shire.</p> <p>Provide an additional subsidy of 5% to apply for clubs using secondary facilities (separate reserve) to sustain and grow participation.</p> <p>Insert additional subsidy of 10% for those users that are considered passive in nature.</p>	

## Summary of Submissions Received - Recreation Reserve Management Framework

Submitter	Summary	Discussion / Recommendation for Amending the Strategy	Recreation & Leisure Advisory Committee Comments (from Workshop held 20 June & 18 July)
5. Maddingley Park Committee of Management	<p><b>Recreation Reserve Management Framework</b> Supportive of a framework to promote consistency across the Shire. Consistency and clarification is needed throughout the Framework when referring to Reserves. Framework shouldn't refer to leisure facilities because these facilities are managed by departments other than Recreation and Leisure.</p> <p><b>Recreation Reserve User Fees and Charges Policy</b> 1. Believe basing user fees on the asset values of the facilities is similar to the current rating policy on residential i.e. a percentage of CIV. In Maddingley Park the users built and paid for the pavilion and now they are to be taxed on this. Likewise many of the buildings like Bungaree were funded by Government grants. The clubs such as the tennis club and football/cricket clubs will be unable to fund an additional \$3750 (tennis) and \$3125 (cricket &amp; football). We are trying to attract users and then we do this. 2. Subsidies and incentive (page 4) are not necessary. They cannot and will not be managed by Council staff and will cause no end of confusion and time consuming debate between council and users. 3. The fees based on 10% of annual maintenance costs are unrealistic. Maintenance costs for grounds in the west that do their own maintenance will attract a lower charge than those where council are involved and while this is fair the grounds that are maintained by Council are poorly managed and overcharged for the services. It is much easier and fairer for a fee to be allocated across the different levels of reserves and this is common to all involved, e.g. Darley Park should attract the same as Maddingley Park and Masons Lane etc. Again we are looking at fundraising and not considering other issues. Why not have and oval charge fee of \$xxx/year and then this can be paid by the users on a use basis?</p> <p><b>Appointment and Delegations Policy</b> A good document that is a modification of the existing. Some concerns are: a. The issue of long term tenancy agreements that encourage Users to contribute funding for these reserves with surety of tenure do not exist except for "special users" such as Bacchus Marsh West Golf Club. How is this fair? This document states that Council will set fees annually. This results in protracted discussions, wasted officer time, Council being in dispute and unpopular with ratepayers who also happen to be users. Committees of Management at Maddingley Park have wasted many hours trying to get users to agree with increases and Council requirements. The result was no formal agreement for over 10 years. This can easily be resolved by longer term tenancies tied to agreed increases annually. b. The Committee believes the election of the executive for Committees of management is fraught with risk. Council has selected CoM chairs through a process that ensures competencies are suitable to manage these facilities. Considerable powers of delegation</p>	<p>Recreation and Leisure Strategy section 7.5 and the Draft Reserve Management Framework recommends industry / local benchmark of 10%-20% for open space and Building of .75 of a % recoup for buildings. This supports ongoing investment into maintenance of facilities.</p> <p>Section 4 of the Fees and Charges Policy states model the fees on 10% which is the lower end for open space and .5 of a % for buildings which is lower than that recommended in the Recreation and Leisure Strategy. It is also recommended that a 20% subsidy apply to junior and establishment clubs.</p> <p>Currently The BMLTC pay \$3,912 in user fees. This model recommends a user fee prior to subsidy of \$3,750. As the club fully maintain the courts a fee or agreement for lease arrangement of the courts is required.</p> <p>The Maddingley Park winter and season tenants are on 5 year licence agreements with a fixed annual increase of CPI based on a fee of little strategic basis. The new model recommends for equity purposes small increase to the football club fee, and a significant increase to the cricket, club, however this policy will not apply to these clubs until the current licence expires.</p> <p>To support continued increase in investment into maintenance of facilities, this costs is largely borne by Council however it is considered reasonable for user groups to contribute.</p> <p>Council is considering investing in a new facility management system to ensure much more efficient management of reserves. Management of subsidies and fees is apart of that system.</p> <p>Community Facility Funding Policy outlines that the service level and funding associated for each facility is not management model based.</p> <p>Agree that a strategic basis for equity is required (ie. Like fees like facilities)</p> <p>Framework recommends 3 forms of agreement to consider all types of usage that applies to a user. Facilities of single purpose nature lease themselves to lease agreement.</p> <p>Agree and policies outline need for a user fee and charge model with a strategic basis based on equity of usage.</p>	

## Summary of Submissions Received - Recreation Reserve Management Framework

Submitter	Summary	Discussion / Recommendation for Amending the Strategy	Recreation & Leisure Advisory Committee Comments (from Workshop held 20 June & 18 July)
	<p>are given to these chairs to be independent, manage, use and oversee ratepayer funds, and make decisions that are normally performed by paid Council officers. This document now allows these chairs to be appointed by the committee, NOT Council, without any process requiring competency, independence, references or experience being required. It then opens it up to user group "stacking" and poor outcomes. This will result in Council and Council officers being overlooked in this appointment but still having to delegate rate payer's money and responsibility to the committee appointed chair. This should not be allowed by any CEO who is ultimately responsible for all these facilities.</p> <p><b>Capital Works Contribution Policy</b> Committee agrees that this is necessary policy as the current system allows capital expenditure to be managed haphazardly. The current process is clearly unfair and biased by local, state and federal Government boundaries. The Bungaree upgrade clearly shows this and although you state on page (no numbers on my copy) Strategic Principles Item 4, first dot point, that you give "appropriate advice regarding overcapitalising" but there appears to be inconsistency with this.</p> <p>This document would also curtail capital expenditures because Council cannot effectively project manage these and they will never get done. Examples are numerous. Changerooms at rear of existing and kitchen upgrade, at Darley Park. Station St hedge removal and re fencing and painting of ANA gates at Maddingley Park are a few. Once this is adopted costs to undertake capital projects will blow out and therefore miss funding options through the CIP program.</p>	<p>The Appoint Delegations Policy support all Committees treated the same with election of office bearers.</p> <p><b>Recommendation – Update to Framework / Policies</b> No change to the basis of fees and charges. Insert into the framework the ability for Council where required / deemed appropriate to have the ability to undertake the selection process for a Council appointed Committee of Management Chairperson</p>	
6. BM Resident	The above feedback response was also submitted by BM Resident and is represented and addressed above.	As above	
6. West Moorabool Resident	Very supportive of the Reserve Management Framework. In regards to the Community Facilities Funding Policy, there needs to be opportunity for reserves to advocate for increased funding levels as the participation in club activities increases. More participation more maintenance = more costs.	The Community Facility Funding Policy outlines that annually each reserve is assessed for the service level required for the following year to maintain facilities to meet community need. This service level is costed and proposed to the Council budget process. This enable those reserves where issues such as growth in participation or capital infrastructure development has impacted maintenance to be considered. No change to policy or framework required.	
7. West Moorabool Resident	Supportive of the Reserve Management Framework in general provided there is opportunity for Reserves to increase amount of monies for maintenance. Currently there is not enough money to undertake all maintenance activities including buildings and sportsgrounds and courts, with increasing power costs and other utilities it is getting very hard to survive. Also how can Council apply user fees to reserves they do not manage. Want to make sure that the Framework support Volunteer committees of management to continue to add value to the community.	The framework acknowledges a commitment toward a range of management models going forward including volunteer committee of managements. The framework provides a tool for all Reserve Managers to better manage their resources. The framework outlines how it and each policy applies to those reserves not managed by Council. Council cannot control levying of user fees at non council managed or owned reserves however can ensure that to receive rate payer funded operational funding a management model is in place that collects fairly the fees and charges of users to contribute toward the overall maintenance and management of facilities	



**Summary of Submissions Received - Recreation Reserve Management Framework**

<b>Submitter</b>	<b>Summary</b>	<b>Discussion / Recommendation for Amending the Strategy</b>	<b>Recreation &amp; Leisure Advisory Committee Comments</b> (from Workshop held 20 June & 18 July)
8. Darley Resident	<p>Very supportive of the Reserve Management Framework and the key principles it is set out to achieve. Concerns that clubs that require second and third ovals will be asked to pay user fees at the maximum rate. This is difficult, especially for cricket clubs as they require multiple ovals and venues just to run their club with both big cricket clubs in the town having up to 8 junior and senior teams. There should be a subsidy to reduce the fee imposed for second and third facilities.</p> <p>The lease and licence policy is a positive step to secure tenancy and encourage future partnerships to develop facilities between Council and clubs.</p> <p>The capital works contribution Policy is a good document to set out what Council will fund as a standard guide and what the funding models for clubs to want above that standard is. There needs to be more money invested into the maintenance of the recreation facilities. This framework needs to provide for a process to lobby for increased funds.</p>	<p>The Community Facility Funding Policy outlines that annually each reserve is assessed for the service level required for the following year to maintain facilities to meet community need. This service level is costed and proposed to the Council budget process. This policy provides the process to facilitate advocacy for additional funds to be considered where required.</p> <p><b>Recommendation – Update to Framework or Policies</b> No change to the policies or framework is needed.</p>	
10. BM Resident	Supportive of the Framework and policies and congratulates Council on being proactive to ensure more effective management of Council facilities takes place.	Noted. No change required.	

## 10.3.2 Community Facilities Funding Policy

### Introduction

File No.: 12/09/021  
Author: Troy Scoble  
General Manager: Danny Colgan

### Background

The purpose of this report is to recommend that the Council adopt the Community Facilities Funding Policy ("Policy"), following the public exhibition and engagement period.

At the Ordinary Meeting of Council on 1 April 2016, the Council resolved to: (i) endorse the Draft Community Facilities Funding Policy for the purpose of community exhibition for a period of eight weeks; and (ii) receive a further report at the conclusion of the community exhibition period seeking adoption of the Community Facilities Funding Policy.

### Proposal

The preparation of a Community Facilities Funding Policy was a 2015/2016 Council Plan Action.

The Recreation and Leisure Strategy 2015-2021 was adopted by the Council at Ordinary Meeting held on the 2 September 2015. A key recommendation of the strategy was the development of a Reserve Management Framework to ensure there is a coordinated, integrated, consistent approach to the management and operation of recreation reserves and facilities across Moorabool Shire.

The following principles consistent with those outlined in the Recreation and Leisure Strategy 2015 – 2021 underpin the development of the framework and its associated policies:

- Partnerships
- Accessibility
- Participation
- Equity and Fairness
- Financial Responsibility

The associated policies are: draft Community Facilities Funding Policy; draft Recreation Reserve User Fees & Charges Policy; draft Recreation Reserve Leases & Licenses Occupancy Policy; draft Recreation Reserves Capital Works Contribution Policy and Revised draft Appointments and Delegations Policy.

The Policy contained in Attachment 10.3.2(a) provides guidelines regarding Council's role in supporting the management of community facilities (Reserves and Halls) through the provision of annual operational funding.

The Policy provides the foundation for facilities to be managed and maintained appropriately to meet community needs (demand for use) and transparency in the allocation of operational funding to support the achievement of the required service level for activities.

It is important to note that the Policy outlines that the service level for maintenance works is informed by the reserve classification (hierarchy) and demand/level of use outlined in Council's Recreation and Leisure Strategy, and specific to each Recreation Reserve. The Management model/ ownership does not impact service level requirements.

Council's role in the implementation of the policy as part of the Recreation Reserve Management Framework is to work collaboratively with various management models/agencies to establish fair and equitable management and use arrangements at all reserves to ensure consistency and equity regardless of the type of governance structure/s in place.

The Policy will be implemented over the next three years. This will include Officer and Reserve Manager training in the implementation of the associated policies using updated systems and processes.

A significant amount of engagement has been undertaken in the development of this policy. An initial community engagement process was undertaken with existing Committees of Management as a part of the review of the policy. The Community Engagement Activities included:

- Meetings with Committees of Management
- Emails to existing Committees of Management with a questionnaire
- Draft Policy provided to Committees of Management for feedback.

During the public exhibition period the following activities were undertaken to seek community feedback on the draft Policy.

- A discussion forum and submissions through the Have Your Say website, the Council's online engagement portal;
- Copies were available at Council's Customer Service locations including the Lerderderg Library;
- Community Groups and Committees of Management were provided with the draft Policy and asked to provide feedback or a submission;
- The Recreation and Leisure Strategic Advisory Committee held two workshops to discuss the draft Policy and at the conclusion of the engagement period to workshop feedback received to inform the final Policy;
- The public exhibition period and submission process was also advertised in the local newspaper, on Council's Facebook Page, Youth Page and on Council's website;
- At the request of the Committees, individual meetings and discussions were held with The Chairperson Maddingley Park Committee of Management, the Masons Lane Recreation Reserve User Group Advisory Committee, Darley Park User Group Advisory Committee, President of the Bacchus Marsh Cricket Club, Chairperson of the Ballan Recreation Reserve Committee of Management and representative of the Elaine Recreation Reserve Committee of Management.

Sixty people visited the Have Your Say engagement portal to view the Framework and associated policies with 10 views/downloads specific to the draft Policy.

### **Key Issues raised during the engagement period**

The feedback raised during the engagement period specific to the Policy contained in Attachment 10.3.2(b) were:

- Support for the Framework and how this policy integrates with the other policies
- Community members require a process to actively advocate for increased funding toward the management and maintenance of facilities through this policy. Examples cited were for increasing power costs and increased maintenance demands with growth of usage across the Shire
- Confidence that this framework and policy will continue to support volunteer committees of management and provide efficiencies and support for volunteers to manage reserves

The feedback on the draft Policy was presented to the Recreation and Leisure Strategic Advisory Committee at its meeting held on the 20 June 2016. The draft policy was further considered at the Recreation and Leisure Strategic Advisory Committee meeting on 18 July 2016. The Committee discussed the framework including all associated policies which are now being presented to Council for consideration.

The policy outlines:

- How Council will determine funding levels for each facility in the future
- The service level for each facility to ensure it meets its demand for use/ community need
- How the policy integrates with the Reserve Management Framework
- What activities/maintenance is funded
- The amount of funds to be allocated to the Reserve Manager for the management of facilities
- The process for the management and acquittal of the funds by the Reserve Manager
- Governance processes to be implemented to ensure ongoing funding.

The Policy will be implemented over the next three years. This will include Officer and Committee members training in the implementation of the Policy.

### **Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Community Well Being
<b>Objective</b>	Increase and encourage participation in a range of sport, recreation and leisure activities

**Strategy**

Promote community health and well-being through the provision of recreation facilities, open space, programs and activities

The Policy is consistent with the 2013-2017 Council Plan and principles outline in the Recreation and Leisure Strategy 2015 -2021.

**Financial Implications**

The development and implementation of the Policy was and will be undertaken within existing resources. Any future budget implications will be referred to Council's budget process for consideration.

**Risk & Occupational Health & Safety Issues**

<b>Risk Identifier</b>	<b>Detail of Risk</b>	<b>Risk Rating</b>	<b>Control/s</b>
Community Needs	Service gaps if the policy is not consistently implemented across the Shire	High	Council to review outcomes of policy implementation in partnership with Reserve Managers
Financial	Funding required to progress actions outlined in the policy and associated policies	Medium	Business cases prepared for consideration in future Council budgets

**Community Engagement Strategy**

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

<b>Level of Engagement</b>	<b>Stakeholder</b>	<b>Activities</b>	<b>Date</b>	<b>Outcome</b>
Consult	Committees of Management	Email questionnaire to Committees of Management (recreation)	2015	Feedback from five Committees
Involve	Committees of Management	Meetings with Committees of Management (Halls and Heritage)	2015	Meetings with nine Committees
Consult	Committees of Management	Email draft Policy to Committees for feedback.	2015	Feedback provided to finalise the Draft Policy
Consult	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	Presentation and workshop on the draft policy	February 2016	Feedback provided to finalise the Draft Policy

Level of Engagement	Stakeholder	Activities	Date	Outcome
Consult	Councillors	Presentation and workshop to the s.86 Social Development Committee of Council	16th March 2016	Feedback provided to finalise the Draft Framework and associated policies

**Public Exhibition Period**

Level of Engagement	Stakeholder	Activities	Outcome
Consult	Community	<p>Pasted with dedicate page and submissions through the Have Your Say website</p> <p>Public submission process advertised in local newspaper and Council's website</p> <p>Copies were available at all Council's Customer Service locations Lerderderg Library.</p> <p>Strategy posted on Council's Facebook page/s</p>	<p>14 Views/ Downloads of the Draft Community Facilities Funding Policy</p> <p>Residents able to view the Framework</p>
	Community groups and Committees of Management	<p>Provided with the Draft Documents and asked to provide feedback.</p>	<p>Three specific submissions received specific to the Policy</p> <p>Four meetings and 15 phone conversations held with specific groups</p>
Consult	Internal Staff	<p>Provided to Management Group and requests for feedback.</p>	<p>Multiple staff provided feedback via email and meetings.</p>
Collaborate	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	<p>Draft presented and all members provided with a copy and asked to provide feedback.</p> <p>Further meetings held to workshop feedback at conclusion of the exhibition period</p>	<p>3 Committee workshops – attendees from external organisations, internal staff, Councillors and community representatives</p>

## Communications Strategy

It is proposed that upon adoption of the Policy as part of the Recreation Reserve Management Framework, Officers will work collaboratively with various management models/agencies to implement over the next 12 months. This will include training for officers and committees of management involved the management of reserves in the implementation of the Framework and associated policies and processes.

## Victorian Charter of Human Rights and Responsibilities Act 2006

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

## Officer's Declaration of Conflict of Interests

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

*General Manager – Danny Colgan*

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

*Author – Troy Scoble*

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

## Conclusion

The preparation of the Policy was a 2015/2016 Council Plan Action.

The Policy provides guidelines regarding Council's role in supporting the management of community facilities (Reserves and Halls) through the provision of annual operational funding.

## Recommendation:

**That the Council adopts the Community Facility Funding Policy (August 2016).**

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## Report Authorisation:

### Authorised by:

**Name:** Danny Colgan  
**Title:** General Manager Social & Organisational Development  
**Date:** Tuesday 26 July 2016



# Attachment - Item 10.3.2(a)



<b>Policy No.:</b>	SOD012	<b><i>Community Facilities Funding Policy</i></b>
<b>Review Date:</b>		
<b>Revision No.:</b>	03	
<b>Policy Manual Version No.:</b>	03	
<b>Adopted by:</b>		Date: August 2016

### 1. Introduction and Purpose

The purpose of the Community Facility Funding Policy is to provide guidelines regarding the Council's role in supporting community facilities through the provision of annual operational funding.

The Moorabool Shire Council is committed to supporting the management and operation of community facilities across the Shire, including recreation reserves, community halls, community/neighbourhood houses, heritage facilities and other facilities that support community members. The operational funding for community facilities supports these facilities being managed and operated efficiently and effectively. The principles and rationale for the development of the Community Facility Funding Policy are derived from the *Moorabool Shire Council Plan 2013 – 2017*, *Recreation & Leisure Strategy 2015-2021*, and the *Recreation Reserves Management Framework*.

#### PURPOSE

The purpose of the Policy is to provide Council, and community stakeholders with clarity regarding the operational funding and service level required for the management and maintenance of use of the community facilities within the Shire. The Recreation and Leisure Strategy 2015-2021 recommended that a *new Reserve Management Framework* be developed to ensure that there is a coordinated, integrated, consistent approach to the management and operation of recreation reserves across Moorabool Shire. In the case of Recreation Reserves this policy is an integral component of the Reserve Management Framework.

#### DEFINITIONS

The following definitions are referred to throughout this Policy:

**Regular User Group:** refers to a body of people united for sporting or recreation purposes including sports clubs / associations, community organisations, and other groups that have an agreement with Council permitting use of the nominated community facility or an agreement with the Committee of Management for the use of the community facility. Typically, a regular user group is based at the nominated facility for a specific period.

**Council:** refers to the Moorabool Shire Council.

**Committee of Management (S.86):** Reserve or Building Committees of Council appointed by Council

**Non Council Committee of Management:** Reserve Committees of Management appointed by agencies other than Council.

**Recreation Reserve:** Open space containing facilities for recreational opportunities, such as sports fields, courts, pavilions, practice facilities, gardens, and playgrounds

**Facilities:** refers to the Community Facility itself and other support infrastructure at the location which are made available for use to the regular user group and casual hirers as per the use agreement.

## 2. Scope / Strategic Context

This Policy applies directly to all Community Facilities receiving operational facility funding from Council.

In regards specifically to Recreation Reserves, the *Moorabool Recreation & Leisure Strategy 2015- 2021* is the guiding strategic document for recreation and leisure provision and management. The strategy provides the principles and strategic rationale for Councils reserve management policies.

### Recreation Reserve Management Framework

The *Reserves Management Framework* has been formalised as a direct recommendation from the Recreation & Leisure Strategy recommendations and outlines the management and operational procedures regarding the management and use for Moorabool Shire recreation reserves.

Council recognises that there is a “mix” of management models in operation at Recreation Reserves across the municipality. This policy seeks to provide a consistent approach to providing operational funding support to community facilities consistent with all elements within the framework.

### Community Facility Maintenance

Council recognises that different activities and differing levels of participations influence maintenance requirements on community facilities to varying levels. Council will develop an annual management and maintenance plan with desired service levels for all community facilities to ensure that facilities meet particular user requirements and are maintained in a safe condition to support their intended use.

In the case specifically of Recreation Reserves, the service level for maintenance works within the annual plan will be commensurate with the reserve classification (hierarchy) and demand/level of use outlined in Councils Recreation and Leisure Strategy, and specific to each Recreation Reserve.

As user fees and charges are an integral component of the Community Facility Model that provides for facility maintenance, Council has an expectation that users of facilities will contribute towards the cost of maintaining and operating facilities via user fees. User fees are a key component of the funding model to support the maintenance of community facilities.

### 3.

The objectives of the Community Facilities Funding Policy are to:

- support the management of community facilities
- ensure that community facilities are maintained appropriately to meet community needs
- support Committees of Management to manage facilities
- improve community facilities
- allocate operational funding to support achievement of desired service level for key activities

### 4. Strategic Principles

- Council recognises the value of community facilities within the Shire and how community facilities provide opportunities for recreation, community activities, heritage recognition and support for the community and local residents.
- Funding for community facilities is determined/allocated according to 'defined' service standards and levels required to maintain a facility in a safe condition appropriate to meet its demand for use (usage hours)
- Funding for recreation reserves that maintain significant public facilities for passive community use will be considered as part of the operational funding model.
- The management structure of a specific community facility is not considered when funding allocations are determined.
- This policy acknowledges the invaluable contribution that volunteers have provided to Council in managing and maintaining community facilities and encourages this support to continue where volunteer capacity exists
- Funding is vital to the sustainability of community facilities across the Shire and is Council's commitment to the ongoing provision of community facilities to facilitate health and wellbeing benefits for the community.
- The Council recognises that community facilities across the Shire are owned differently i.e. Council owned, DELWP owned, Incorporated Associations and does not discriminate between different ownership for operational funding as some communities in the Shire do not have any Council owned facilities. However, accountability in the management of the funding provided is consistent across all facilities.
- Operational grants will be increase by CPI annually to ensure that the funding allocation is sufficient to meet external cost increases.
- It is recognised that some facilities may be able to source in kind works to substitute for funding allocated to some maintenance tasks. This practice will continue to be approved, as long as the appropriate service standards are maintained by the in kind contribution.
- Where a Committee of Management receives an operational grant, the committee will be required to submit an annual acquittal at the end of the funding period. It

the acquittal is not received by 31 July each year then operational grants for the following year will be put on hold until the acquittal is received.

- Council Section 86 Committees of Management must abide by the Council's Appointments and Delegations Policy when expending operational grant funds.
- All major building infrastructure maintenance and improvements at Council managed/owned facilities will be planned and managed by Council's Infrastructure Services Department in consultation with the Committee of Management and user groups. This includes structural modifications or improvements.
- Council acknowledges that the funding levels required for future management and maintenance of facilities may need to be increased during the life of this policy. Therefore, all operational grants will be reviewed annually and referred to the annual budget process for consideration.
- User fees and charges is a vital component of the funding model and it is assumed that user fees and charges consistent with the Reserve Management Framework are implemented at all reserves.

All management and maintenance activities and processes (including those undertaken by volunteer Committees of Management) must be consistent with Council policy and procedures including procurement, conflict of interest, occupational health and safety, risk management and privacy

### Insurance

## 5. Community Facility Funding

### Recreation Reserves

Council is committed to financially contributing toward the essential management and maintenance requirements for sport and recreation facilities to ensure facilities are accessible for all within the community. These requirements include:

- Sportsground maintenance including but not limited to mowing, aeration, top dressing, scarifying, spraying, maintenance of core infrastructure such as irrigation systems, over sowing of different turf species for each winter and summer season.
- Annual court maintenance
- General park (passive) maintenance
- Public utilities and lighting
- Fencing furniture and signage
- Tree maintenance
- Public toilet cleaning and maintenance
- Irrigation costs
- Public litter bin clearances
- Playground (BMX / Skate) inspections
- Building maintenance

### Community Buildings

Community buildings will be provided with an operational grant annually for the following expenses:

- Utilities (electricity, water, gas)
- Cleaning
- Consumables
- Committee expenses
- Minor breakages and equipment replacement
- Emergency service equipment
- Minor maintenance expenses

### **Funding to Council Managed Facilities**

Funding allocated to each facility for the financial year will be confirmed upon the adoption of the Council budget. Volunteer Committees of Management managing reserves will be notified of funding levels committed at this time. Council encourages volunteers to continue the invaluable in kind support provided to Council towards the maintenance of reserves.

Council will provide volunteers with the appropriate framework to undertake maintenance activities including the general maintenance of passive areas. However, maintenance of playgrounds, tree management, litter collection and public toilets on Council owned land will be managed by Council.

It is acknowledged that the technical knowledge and hours required to maintain and manage sportsground facilities continues to increase and the capacity of a volunteer committee to undertake these responsibilities will vary depending on the skills and expertise of its volunteers. Therefore, to protect the sportsground assets of all reserves governed by this policy framework, as part of preparing the Annual Management and Maintenance Agreement, the agreement will outline which of the following two management models will be adopted for the reserve for the financial year:

- a. Council to manage the maintenance of the sportsground facilities with support and assistance provided by Reserve Committees of Management; or
- b. Committee of Management to manage the maintenance of the sportsground facilities with support and assistance provided by Council.

These options acknowledge that a one size fits all management model is not appropriate for all reserves and provides opportunities where volunteer expertise and capacity exists for the community to continue to maintain the sportsground facilities. The Annual Management and Maintenance Plan will be signed off by Council officers and the Committee of Management and provide a reference to the accountabilities to the maintenance of the reserve throughout the year.

Funding payments made directly to Committees of Management will be made in August and December each financial year.

### **Funding to Non Council Managed Facilities**

*Council financial contributions* to Community Facility Committees of Management are made based on the following terms and conditions;

1. The Committee has signed an *Annual Management Agreement* with Council.
2. All user groups have an appropriate *Tenancy/Occupancy Agreement* in place.

3. *Fees and charges* levied by Committees are *fair, equitable and consistent* at all reserves.
4. Committees provide *annual reporting* to Council with audited financial statements outlining how the contribution was expended against the service level in the agreement.
5. At all Non Council directly managed reserves collecting user fees, the user fees total will be deducted from the gross amount of Facility Funding determined required as user fees form part of the money allocated toward reserve / hall management and maintenance.

Council's funding allocated for Council managed recreation reserves will include maintaining the reserve for both active and passive recreation use.

Council funding allocated for recreation reserves managed by Department of Environment Land Water and Planning (DELWP) will include maintaining the sportsgrounds (ovals and courts) for active recreation use but not for facilities used specific for passive recreation usage.

Council will support Committees of Management to ensure that the above terms and conditions are in place and management processes and procedures are developed and implemented.

### 6. Implementation and Review of Policy

The Moorabool Recreation & Leisure Strategic Advisory Committee acts as the driving group in relation to the implementation of the Recreation and Leisure Strategy, and plays a significant role in the development and review of Council Recreation & Leisure Policies.

The committee will make recommendations to Council for amendments and updates to this Policy every three years.

### 7. Related Legislation

This Policy and the associated appendices relate to the *Crown Land (Reserves) Act 1978* as some reserves are located on Crown Land and managed by either Council or a delegated community Committee of Management.

This Policy is strategically supported by the Moorabool Recreation & Leisure Strategy 2015-2021 and should be implemented in the strategic context of the Recreation Reserves Management Framework.

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

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

**9. References**

<b>Department</b>	Department
<b>Council</b>	Moorabool Shire Council
<b>LG Act</b>	<i>Local Government Act</i> 1989 and supporting regulations
<b>Section 86</b>	Section 86 of the <i>Local Government Act</i> 1989

**Attachments**

- Schedule 1: Recreation Reserve and Hall Ownership and Management Structures
- Schedule 2: Recreation Reserve Management Service levels
- Schedule 3: Halls and Reserve Committee of Management Annual Management and Maintenance Agreement Template
- Schedule 4: Community House/Neighbourhood House Funding Schedule including Heritage and Welfare Facilities Funding Schedule



**Schedule 1: Current Reserve Management Structures**

Reserve Name	Ownership Status	Mode of Management	Management Status
Ballan Racecourse and Recreation	DELWP	CoM	DELWP
Ballan Recreation Reserve	DELWP	CoM	DELWP
Balliang Recreation Reserve (and hall)	DELWP	CoM	DELWP
Berembroke Recreation Reserve	DELWP	CoM	DELWP
Blackwood Sports Ground Crown Reserve	DELWP	CoM	DELWP
Bullarook Recreation Reserve	DELWP	CoM	DELWP
Bungaree Recreation Reserve	DELWP	CoM	DELWP
Clarendon Recreation Reserve	DELWP	CoM	DELWP
Gordon Public Park (Tennis courts)	DELWP	CoM	DELWP
Gordon Recreation Reserve	DELWP	CoM	DELWP
Korweinguboorra Recreation Reserves	DELWP	CoM	DELWP
Morrison's Recreation Reserve	DELWP	CoM	DELWP
Mt Egerton Recreation Reserve	DELWP	CoM	DELWP
Mt Wallace Hall	DELWP	CoM	DELWP
Myrning Recreation Reserve	DELWP	CoM	DELWP
Yendon Recreation Reserve (tennis)	DELWP	CoM	DELWP
BM Racecourse and Recreation Reservation	DELWP	s86CoM	MSC
Maddingley Park	DELWP	s86CoM	MSC
Darley Park	DELWP	Council	MSC
Darley Civic Community Hub	MSC	Council	MSC
Mason's Lane Reserve	MSC	Council	MSC
Dunnstown Recreation Reserve	MSC	s86CoM	MSC
Elaine Sports Ground Recreation Reserve	MSC	s86CoM	MSC
Greendale Reserves	MSC	s86CoM	MSC
Millbrook Community Centre	MSC	s86CoM	MSC
Navigators Community Centre Recreation	MSC	s86CoM	MSC
Wallace Recreation Reserve	MSC	s86CoM	MSC



**Current Community Facility / Hall Management Structures**

<b>Reserve Name</b>	<b>Ownership Status</b>	<b>Mode of Management</b>	<b>Management Status</b>
<b>Ballan &amp; District Community Centre</b>	DELWP	CoM	DELWP
<b>Balliang Public Hall</b>	DELWP	CoM	DELWP
<b>Blackwood Hall</b>	DELWP	CoM	DELWP
<b>Elaine Hall</b>	DELWP	CoM	DELWP
<b>My Edgerton Hall</b>	DELWP	CoM	DELWP
<b>Myrniong Hall</b>	DELWP	CoM	DELWP
<b>Rowsley Public Hall</b>	DELWP	CoM	DELWP
<b>Lerderderg Library</b>	MSC	Council	MSC
<b>Bacchus Marsh Public Hall</b>	MSC	s86CoM	MSC
<b>Bungaree Town Hall</b>	MSC	s86CoM	MSC
<b>Gordon Public Hall</b>	MSC	s86CoM	MSC
<b>Lal Lal Soldiers Memorial Hall</b>	MSC	s86CoM	MSC
<b>Millbrook Community Centre</b>	MSC	s86CoM	MSC
<b>Navigators Community Centre</b>	MSC	s86CoM	MSC
<b>Wallace Public Hall</b>	MSC	S86CoM	MSC

## Schedule 2: Recreation Reserve Existing Service Levels 2016

Designated Level of Service to Maintain Sportsground	Darley Park	Maddingley Park	Masons Lane	BM Civic Community Hub	BM Racecourse Rec Reserve
Oval mowing	Weekly	Weekly	Weekly	Weekly	As required for events
Irrigation usage costs (water bill)	As required	As required	As required	As required	As required
Maintenance of automatic sprinkler	As required	As required	As required	As required	N/A
Aerate, Top Dress and Scarify	Twice Yearly	Twice Yearly	Twice Yearly	Twice Yearly	N/A
Spray broadleaf oval	Twice Yearly	Twice Yearly	Twice Yearly	Twice Yearly	Per event
Seed & Fertilise oval	Twice Yearly	Twice Yearly	Twice Yearly	Twice Yearly	N/A
Spray weeds around park	Monthly	Monthly	Monthly	Monthly	Per Event
<b>Subtotal</b>					
<b>Designated Service Level (other than Ground Maintenance) for Specific Reserves.</b>					
Building maintenance *	As required	As required	As required	As required	As required
General park mowing and maintenance	Fortnightly	Fortnightly	Fortnightly	Fortnightly	Monthly
Road / path maintenance (gravel)	Annually	Annually	Annually	Annually	Twice Yearly
Tennis/netball court maintenance	Annually	Annually	Annually	N/A	N/A
Public utilities / lighting	Fully funded	Fully funded	Fully funded	Fully funded	Fully funded
Public toilets (maintenance & cleaning)	Twice week	Twice week	N/A	Twice Week	N/A
Fencing , furniture & signage	Yearly	Yearly	Yearly	Yearly	As required
Tree maintenance	Planned twice yearly	As required (ongoing)	Planned annually	N/A	As required
Public litter bin clearances	Twice Weekly	Twice Weekly	Twice Weekly	Twice Weekly	Twice Weekly
BMX track Adventure playground maintenance/inspections	Monthly	Monthly	N/A	N/A	N/A
<b>Subtotal</b>					
<b>Total Funds Allocated to Reserve</b>					

**NOTE:**

**Council owned / Council managed** Funding provided for sport facility maintenance, general passive reserve maintenance  
**DELWP owned/ Council Managed** Funding provided for sport facility maintenance, general passive reserve maintenance

Designated Level of Service to Maintain Sportsground	Reserves Service Level				
	Ballan Rec Reserve	Dunnstown Rec Reserve	Wallace Rec Reserve	Bungaree Rec Reserve	Gordon Rec Reserve
Oval mowing	Weekly	Weekly	Weekly	Weekly	Weekly
Irrigation usage costs	As required	As required	As required	As required	As required
Maintenance of automatic sprinkler	As required	As required	N/A	N/A	N/A
Aerate, Top Dress and Scarify	Annually	Annually	Annually	Annually	Annually
Spray broadleaf oval	Twice Yearly	Twice Yearly	Twice Yearly	Twice Yearly	Twice Yearly
Seed & Fertilise oval	Annually	Annually	Annually	Annually	Annually
Spray weeds around park	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
<b>Subtotal</b>					
<b>Designated Service Level (other than Ground Maintenance) for Specific Reserves.</b>					
Building maintenance *	N/A	As required	As required	N/A	N/A
General park mowing and maintenance	N/A				
Road / path maintenance (gravel)	N/A	Annually	Annually	N/A	N/A
Tennis/netball court maintenance	Annually	Annually	Annually	Annually	Annually
Public utilities / lighting	N/A	As required	As required	N/A	N/A
Public toilets (maintenance & cleaning)	Twice Week	N/A	N/A	N/A	N/A
Fencing , furniture & signage	N/A	N/A	N/A	N/A	N/A
Tree maintenance	N/A	As required	As required		
Garden bed and surrounds maintenance	N/A	N/A	N/A	N/A	N/A
Public litter bin clearances	TBC	TBC	TBC	TBC	TBC
<b>Subtotal</b>					
<b>Total Funds Allocated to Reserve</b>					

**NOTE:**

There is no summer sportsground tenant at Bungaree or Gordon Rec Reserve, therefore mowing service level can drop to fortnightly if required throughout summer prior to any casual usage.

**Council owned / Council (CoM) managed** Funding provided for sport facility maintenance, general passive reserve maintenance  
**DEWLP Owned / DEWLP Managed** Funding provided for sportsground maintenance

Reserves Service Level							
Designated Level of Service to Maintain Sportsground	Ballan Racecourse Reserve	Blackwood Reserve	Elaine Rec Reserve	Greendale Rec Reserve	Korweinguboora Rec Reserve	Mt Egerton Rec Reserve	Myrniong Rec Reserve
Oval mowing	As required for events	Fortnightly (seasonal)	Fortnightly	Fortnightly	As required	As required	As required
Irrigation usage costs							
Maintenance of automatic sprinkler							
Aerate, Top Dress and Scarify		Annually	Annually	Annually			
Spray broadleaf oval		Annually	Annually	Annually			
Seed & Fertilise oval		Annually	Annually	Annually			
Spray weeds around park	Annually	Annually	Annually	Annually	Annually	Annually	Annually
<b>Subtotal</b>							
Designated Service Level (other than Ground Maintenance) for Specific Reserves.							
Building maintenance *			As required	Annually			
General park mowing and maintenance							
Road / path maintenance (gravel)	Annually		Annually	Annually	Annually	Annually	Annually
Tennis/netball court maintenance		Annually	Annually	Annually			
Public utilities / lighting			Funded	Funded			
Public toilets (maintenance & cleaning)			TBC	Weekly			
Fencing , furniture & signage			As required	As required			
Tree maintenance			As required	As required			
Garden bed and surrounds maintenance				Monthly			
Public litter bin clearances				TBC			
<b>Subtotal</b>							
<b>Total Funds Allocated to Reserve</b>							

<b>NOTE:</b>	
Council Owned / Council CoM Managed	Funding provided for sport facility maintenance, general passive reserve maintenance
DEWLP Owned / DEWLP Managed	Funding provided for sport ground maintenance

Designated Level of Service to Maintain Sportsground	Beremboken Rec Reserve	Bullarook Rec Reserve	Clarendon Rec Reserve	Gordon Public Park tennis Courts	Millbrook Rec Reserve	Morrison's rec Reserve	Mt Wallace Hall	Navigators Rec Reserve	Yendon Rec Reserve	Ballaing Rec Reserve
Oval mowing										
Irrigation usage costs										
Maintenance of automatic sprinkler										
Aerate, Top Dress and Scarify										
Spray broadleaf oval										
Seed & Fertilise oval										
Spray weeds around park										
Collection of loose litter park										
<b>Subtotal</b>										
Designated Service Level (other than Ground Maintenance) for Specific Reserves.										
Building maintenance *					As required			As required		
General park mowing and maintenance	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
Road / path maintenance (gravel)										
Tennis/netball court maintenance				Annually						
Public utilities / lighting					Funded			Funded		
Public toilets (maintenance & cleaning)										
Fencing , furniture & signage					As required			As required		
Tree maintenance					As required			As required		
Garden bed and surrounds maintenance										
Public litter bin clearances										
<b>Subtotal</b>										
<b>Total Funds Allocated to Reserve</b>										

<b>NOTE:</b>	
Council Owned / Council CoM	Funding provided for sport facility maintenance, general passive reserve maintenance
DEWLP owned / DEWLP Managed	Funding provided for sport ground maintenance

**Schedule 3: HALL/RESERVE COMMITTEE OF MANAGEMENT  
ANNUAL MANAGEMENT & MAINTENANCE AGREEMENT**

Council allocates funding toward the essential management and maintenance requirements for facilities under the Moorabool Shire Community Facilities Funding Policy.

This Annual Management and Maintenance Agreement details the funding committed to the XXXXXXXXXXXX Committee of Management and the essential management and maintenance requirements to be undertaken at the hall during the XXXX financial year.

The funding allocated to undertake the XXXXXX maintenance of the XXXX including the roles and responsibility of the Committee of Management and Council are detailed in Appendix 1.

The operational funding for all facilities will be reviewed annually and considered as part of Council's budget process. The roles and responsibilities agreed for the Committee of Management and Council will also be reviewed annually.

**SECTION A: COUNCIL PROJECT MANAGER DETAILS**

Name of Service Unit: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Telephone: (W) \_\_\_\_\_ (M) \_\_\_\_\_  
Email: \_\_\_\_\_  
\_\_\_\_\_

**SECTION D: DECLARATION**

The Committee of Management and Council agrees the information within this agreement is true and correct.

**XXXXXXXXXXXXXXXXXXXXXXX**  
Signature: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

Position (if applicable): \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_

**MOORABOOL SHIRE COUNCIL**  
Signature: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

Position (if applicable): \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_

The Maintenance Schedule clearly articulates the maintenance responsibilities by Council and the Committee of Management at the XXXXXXXXXXXXXXX.

The following factors have been considered in determining the level of maintenance provided by Council at the facility.

- Maintenance Ability: Capacity of the Committee to maintain the facility
- Revenue potential: Hire fees, financial support already provided
- Grants/Funding: Access to MSC Community Grant Program as well as external funding opportunities
- Other: Any special or unique maintenance needs incurred by Council or the Committee

### MAINTENANCE SCHEDULE

	Committee of Management	Council	Estimated Cost / Comments
<b>GENERAL MAINTENANCE</b>			
General - cleaning			
General - maintenance			
Hall Equipment and fixtures (Cutlery, kitchen equipment, tables and chairs)			
Pest Control			
Waste Removal			

	Committee of Management	Council	Estimated Cost / Comments
<b>BUILDING MAINTENANCE BREAKDOWN</b>			
<b>Structure</b>			
Roof			
Gutter and Spouting			
External and Internal Walls			
Floor			

	Committee Management	of Council	Estimated Cost / Comments
Stumps, footing			
<b>Services</b>			
Electrical wiring			
Plumbing (including sewerage)			
Sub surface drain pipes			
Drainage service pits			
<b>Fittings</b>			
Air conditioning and/or heating			
Curtains/ drapes/ blinds			
Electrical fittings and lights			
External Lighting			
Plumbing fittings (toilet, sink, taps )			
Floor surfaces and coverings			
Plate glass			
Windows			
Keys and locks			
Internal wall surfaces (paint, wallpaper)			
External wall surfaces			
Skylight			
Doors			
Hot Water System			
Non-fixed appliances (microwave, fridge, kettle)			
Fixed appliances (e.g. stove, dishwasher)			
Testing and Tagging of fixed and non-fixed electrical items			
<b>Essential Services</b>			
Fire extinguishers / fire blankets			
Fire service levee			

	Committee Management	of Council	Estimated Cost / Comments
Emergency exits			
<b>Other</b>			
Car park & driveway			
Pest Control			
Waste removal			
Signage			
<b>OPEN SPACE</b>			
Paths			
Loose litter / leaves			
Garden beds			
Irrigation			
Trees			

### Definitions

- Maintain:** Clean and maintain. Keep in good condition. Inspect. Service. Maintain to Australian Standard. Maintain to Council standards.
- Replace:** Fix if broken. Replace or Repair.
- Full Maintenance:** Clean, maintain, repair, replace.
- Blank:** No Maintenance
- Undertake:** Carry out specified activity

The Committee of Management must notify Council immediately where a building maintenance issue arises whereby Council has primary responsibility. Committee representatives can contact Council after hours by calling 53667100 and following the out of hours instructions provided.

The replacement of certain items may be dependent upon budget provisions.

The annual maintenance activities for the Hall/Reserve are to be agreed upon by the Committee and Council. Activities are to be set out in the XXXXXXXX Maintenance Plan. This document is to be developed by Council in consultation with the appointed Committee of Management. It provides a framework for annual maintenance activities and is intended as a tool to enable productive discussion between Council and the Committee of Management in determining the annual priorities for the Hall, as well as outlining estimated costs and responsibility. The plan is to be agreed upon and signed off by both parties at the beginning of each financial year.

**Schedule 4:**

**Community and Neighbourhood Houses Funding**

**Community and Neighbourhood Houses will be provided with an annual operational grant for:**

- Rent expenses
- Utilities (electricity, water, gas, phone)
- Cleaning
- Committee expenses
- Administration costs
- Minor maintenance expenses

**Funding guidelines**

- Operational grant will be increased by CPI annually
- Grants will be paid in August annually
- Community and Neighbourhood House Committees are required to submit an annual acquittal in July each year, if this acquittal is not submitted the next years grant payment will not be provided until the acquittal is completed

**Funding Agreement**

An annual 'funding agreement' will be developed to be signed by the Council and the Community/Neighbourhood House that stipulates the funding guidelines and requirements

**Insurance**

The Council will not provide any insurance coverage for Community and Neighbourhood Houses

(\* Note: The Ballan Community House is a part of the Ballan Mechanics Institute and therefore covered for building insurance under their coverage)

**Funding amounts 2016/17**

<b>Community/Neighbourhood Houses</b>	<b>2016/17 grant</b>
Darley Neighbourhood House	\$ 9,382
Ballan Community House	\$ 8,132
The Laurels	\$ 16,200
<b>TOTAL</b>	<b>\$ 33,713</b>



## Schedule

### 2. Heritage and Welfare Facilities Funding

**Heritage and Welfare Facilities will be provided with an annual operational grant for:**

- Rent expenses
- Utilities (electricity, water, gas, phone)
- Cleaning
- Committee expenses
- Administration costs
- Minor maintenance expenses
- Rate Rebate (The Neighbours Place only)

Ballan Shire Historical Society is provided with an annual grant to offset water utility expenses, this is due to a past arrangement when the Council was Committee of Management for this facility. The Council handed back Committee of Management responsibilities to the former DEPI in 2011 but continued to support the Historical Society to fund this utility cost.

### Funding guidelines

- Operational grant will be increased by CPI annually
- Grants will be paid in August annually
- Organisations receiving funding are required to submit an annual acquittal in July each year, if this acquittal is not submitted the next years grant payment will not be provided until the acquittal is completed

### Insurance

The Council will provide Building and Contents Insurance and Public Liability Insurance for the Blacksmith Cottage only. All other Heritage and Welfare facilities must provide their own insurance at their own cost.

# Attachment - Item 10.3.2(b)

**Summary of Submissions Received - Community Facilities Funding Policy**

Submitter	Summary	Discussion / Recommendation for Amending the Strategy	Recreation & Leisure Advisory Committee Comments (from Workshop held 20 June & 18 July)
West Moorabool Resident	Very supportive of the Reserve Management Framework. In regards to the Community Facilities Funding Policy, there needs to be opportunity for reserves to advocate for increased funding levels as the participation in club activities increases. More participation more maintenance = more costs.	<p>The Community Facility Funding Policy outlines that annually each reserve is assessed for the service level required for the following year to maintain facilities to meet community need. This service level is costed and proposed to the Council budget process. This enable those reserves where issues such as growth in participation or capital infrastructure development has impacted maintenance to be considered. No change to policy or framework required.</p> <p><b>Recommendation / Update to Policy</b> No change to framework or policy required</p>	No Changes to the Draft Policy
West Moorabool Resident	Supportive of the Reserve Management Framework in general provided there is opportunity for Reserves to increase amount of monies for maintenance. Currently there is not enough money to undertake all maintenance activities including buildings and sportsgrounds and courts, with increasing power costs and other utilities it is getting very hard to survive. Also how can Council apply user fees to reserves they do not manage. Want to make sure that the Framework support Volunteer committees of management to continue to add value to the community.	The framework acknowledges a commitment toward a range of management models going forward including volunteer committee of managements. The framework provides a tool for all Reserve Managers to better manage their resources. The Policy and framework outlines how it and each policy applies to those reserves not managed by Council. Council cannot control levying of user fees at non council managed or owned reserves however can ensure that to receive rate payer funded operational funding a management model is in place that collects fairly the fees and charges of users to contribute toward the overall maintenance and management of facilities	
Darley Resident	<p>Very supportive of the Reserve Management Framework and the key principles it is set out to achieve. Concerns that clubs that require second and third ovals will be asked to pay user fees at the maximum rate. This is difficult, especially for cricket clubs as they require multiple ovals and venues just to run their club with both big cricket clubs in the town having up to 8 junior and senior teams. There should be a subsidy to reduce the fee imposed for second and third facilities.</p> <p>The lease and licence policy is a positive step to secure tenancy and encourage future partnerships to develop facilities between Council and clubs.</p> <p>The capital works contribution Policy is a good document to set out what Council will fund as a standard guide and what the funding models for clubs to want above that standard is.</p> <p>There needs to be more money invested into the maintenance of the recreation facilities. This framework needs to provide for a process to lobby for increased funds.</p>	<p>The Community Facility Funding Policy outlines that annually each reserve is assessed for the service level required for the following year to maintain facilities to meet community need. This service level is costed and proposed to the Council budget process. This policy provides the process to facilitate advocacy for additional funds to be considered where required.</p> <p><b>Recommendation – Update to Framework or Policies</b> No change to the policies or framework is needed.</p>	

### 10.3.3 Revised Appointments and Delegations Policy

#### Introduction

File No.: 12/09/021  
Author: Troy Scoble  
General Manager: Danny Colgan

#### Background

The purpose of this report is to recommend that the Council adopt the Revised Appointments and Delegations Policy ("revised Policy"), following the public exhibition and engagement period.

At the Ordinary Meeting of Council on 1 April 2016, the Council resolved to: (i) endorse the Draft Revised Appointment and Delegations Policy for the purpose of community exhibition for a period of eight weeks; and (ii) receive a further report at the conclusion of the community exhibition period seeking adoption of the Revised Appointment and Delegations Policy.

#### Proposal

The Recreation and Leisure Strategy 2015-2021 was adopted by the Council at Ordinary Meeting held on the 2 September 2015. A key recommendation of the strategy was the development of a Reserve Management Framework to ensure there is a coordinated, integrated, consistent approach to the management and operation of recreation reserves and facilities across Moorabool Shire.

The following principles consistent with those outlined in the Recreation and Leisure Strategy 2015 – 2021 underpin the development of the framework and its associated policies:

- Partnerships
- Accessibility
- Participation
- Equity and Fairness
- Financial Responsibility

The associated policies are: draft Community Facilities Funding Policy; draft Recreation Reserve User Fees & Charges Policy; draft Recreation Reserve Leases & Licenses Occupancy Policy; draft Recreation Reserves Capital Works Contribution Policy and Revised Appointments and Delegations Policy.

The revised Policy contained in Attachment 10.3.3(a) governs the Council's Committees of Management appointed under Section 86 of the *Local Government Act 1989*. The Act stipulates the roles and responsibilities required for Section 86 Committees of Management.

The Council currently delegates the management responsibilities of some Recreation Reserves, Halls and Heritage Facilities to Committees of Management pursuant to Section 86 of the *Local Government Act 1989*. These Committees, referred to as Section 86 Committees of Management are appointed by an Instrument of Delegation and Council resolution.

A significant amount of engagement has been undertaken in the development of the revised Policy. An initial community engagement process was undertaken with existing Committees of Management as a part of the review of the policy. The Community Engagement Activities included:

- Meetings with Committees of Management
- Emails to existing Committees of Management with a questionnaire
- Draft Revised Policy provided to Committees of Management for feedback

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

- A discussion forum and submissions through the Have Your Say website, the Council's online engagement portal;
- Copies were available at Council's Customer Service locations including the Lerderderg Library;
- Community Groups and Committees of Management were provided with the Draft Revised Policy and asked to provide feedback or a submission;
- The Recreation and Leisure Strategic Advisory Committee held two workshops to discuss the draft revised policy and at the conclusion of the engagement period to workshop feedback received to inform the final Policy;
- The public exhibition period and submission process was also advertised in the local newspaper, on Council's Facebook Page, Youth Page and on Council's website;
- At the request of the Committees, individual meetings and discussions were held with The Chairperson Maddingley Park Committee of Management, the Masons Lane Recreation Reserve User Group Advisory Committee, Darley Park User Group Advisory Committee, President of the Bacchus Marsh Cricket Club, Chairperson of the Ballan Recreation Reserve Committee of Management and representative of the Elaine Recreation Reserve Committee of Management.

Sixty people visited the Have Your Say engagement portal to view the Framework and associated policies with 10 views/downloads specific to the Revised Appointment and Delegations Policy undertaken.

### **Key Issues raised during the engagement period**

The feedback raised during the engagement period specific to the revised draft Policy and contained in Attachment 10.3.3(b) were:

- This is a positive update on the existing policy to further support volunteer Committees of Management.
- Disagreement that Council should set fees annually as part of the budget process consistent with the Reserve Management Framework and associated Recreation Reserve User Fee and Charge Policy. The feedback was that user groups should have longer term tenancies tied to agreed standard increases annually.

- Concern over the proposed election of the executive positions for Committees of Management in the new policy. The new policy recommends consistency across the board however feedback that Council should still elect some Chairs at certain reserves.

The feedback on the draft Policy was presented to the Recreation and Leisure Strategic Advisory Committee at its meeting held on the 20 June 2016. The draft policy was further considered at the Recreation and Leisure Strategic Advisory Committee meeting on 18 July 2016.

The revised Policy outlines the:

- Purpose of the policy
- Policy conditions that apply to Committees
- Role of the Committee of Management
- Powers and Responsibilities
- Committee Processes
- Support for delegated Committees
- Council resolution and schedule
- Instrument of Delegation

The Revised Policy will be implemented over the next three years. This will include Officer and Committee members training in the implementation of the policy.

### **Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Community Well Being
<b>Objective</b>	Community Self-reliance and resilience
<b>Strategy</b>	Actively support committees of management in the management of community assets

The revised Policy is consistent with the 2013-2017 Council Plan and principles outlined in the Recreation and Leisure Strategy 2015 -2021.

### **Financial Implications**

The revision of the Policy was undertaken within existing resources. Any future budget implications will be referred to Council's budget process for consideration.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Community Needs	Service gaps if the policy is not consistently implemented across the Shire	High	Council to review outcomes of policy implementation in partnership with Reserve Managers
Council Plan Action to revise policy	Council Plan action not completed	Low	Council to revise and adopt the revised Appointments and Delegations Policy

### Community Engagement Strategy

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

Level of Engagement	Stakeholder	Activities	Date	Outcome
Consult	Committees of Management	Email questionnaire to Committees of Management (recreation)	2015	Feedback from five Committees
Involve	Committees of Management	Meetings with Committees of Management (Halls and Heritage)	2015	Meetings with nine Committees
Consult	Committees of Management	Email draft Policy to Committees for feedback.	2015	Feedback provided to finalise the Draft Policy
Consult	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	Presentation and workshop on the draft policy	February 2016	Feedback provided to finalise the Draft Policy
Consult	Councillors	Presentation and workshop to the s.86	16th March 2016	Feedback provided to finalise the

<b>Level of Engagement</b>	<b>Stakeholder</b>	<b>Activities</b>	<b>Date</b>	<b>Outcome</b>
		Social Development Committee of Council		Draft Framework and associated policies

**Public Exhibition Period**

<b>Level of Engagement</b>	<b>Stakeholder</b>	<b>Activities</b>	<b>Outcome</b>
Consult	Community         Community groups and Committees of Management	<p>Pasted with dedicate page and submissions through the Have Your Say website</p> <p>Public submission process advertised in local newspaper and Council’s website</p> <p>Copies were available at all Council’s Customer Service locations Lerderberg Library.</p> <p>Strategy posted on Council’s Facebook page/s</p> <p>Provided with the Draft Documents and asked to provide feedback.</p>	<p>10 Views/Downloads of the Revised Appointment and Delegations Policy</p> <p>Residents able to view the Framework</p> <p>Two submissions received specific to the Revised Appointment Delegations Policy</p> <p>Four meetings and 15 phone conversations held with specific groups</p>
Consult	Internal Staff	Provided to Management Group and requests for feedback.	Multiple staff provided feedback via email and meetings.



Collaborate	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	Draft presented and all members provided with a copy and asked to provide feedback.  Further meetings held to workshop feedback at conclusion of the exhibition period	3 Committee workshops – attendees from external organisations, internal staff, Councillors and community representatives
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**Communications Strategy**

It is proposed that upon adoption of the Revised Policy as part of the Recreation Reserve Management Framework, Officers will work collaboratively with various management models/agencies to implement over the next 12 months. This will include training for officers and committees of management involved the management of reserves in the implementation of the Framework and associated policies and processes.

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

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

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

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

*General Manager – Danny Colgan*

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

*Author – Troy Scoble*

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

**Conclusion**

The revised Policy governs the Council's Committees of Management appointed under Section 86 of the Local Government Act 1989. The Act stipulates the roles and responsibilities required for Section 86 Committees of Management

**Recommendation:**

**That the Council adopts the Revised Appointment and Delegations Policy (August 2016).**

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

**Name:** Danny Colgan   
**Title:** General Manager Social & Organisational Development  
**Date:** Tuesday 26 July 2016

# Attachment - Item 10.3.3(a)

<b>Policy No.:</b>	SOD005	<b>Appointment and Delegations Policy 2015 (Section 86 Delegated Committees of Council for Public Halls, Heritage facilities and Recreation Reserves)</b>
<b>Review Date:</b>		
<b>Revision No.:</b>	03	
<b>Policy Manual Version No.:</b>	03	
<b>Adopted by:</b>		Date: August 2016

### 1. Introduction and Purpose

The purpose of this Policy is provide a policy statement about the Council's section 86 Delegated Committees of Council established pursuant to Section 86 of the *Local Government Act 1989 (Act)*.

The Policy applies to section 86 Special Committees (referred to as '**Committees of Management**') established for the purpose of managing:

- Public Halls;
- Recreation Reserves; and
- Heritage Facilities (**Facilities**).

The Policy will ensure that the Committees of Management manage and operate the Facilities efficiently and effectively.

### 2. Objectives

The objectives of this Policy are to:

- support the Committees of Management to manage the Facilities.
- ensure that community facilities are managed in accordance with the Act; and

### 3. Schedules

To ensure that this Policy is relevant to each of the Facilities, the following schedules are attached:

- Schedule One - Recreation Reserves
- Schedule Two - Public Halls and Heritage Facilities

Each schedule outlines the specific requirements for that type of facility under the policy.

### 4. Policy conditions that apply to all Committee

The following policy conditions apply to the Committees of Management for Public Halls, Heritage Facilities and Recreation Reserves operating under Instrument of Delegation from Council.

This Policy has been developed for the guidance of: Special Committees of Council established under section 86 of the Act to which special functions and powers have

been delegated by Council to assist in the management and operation of community assets and Council activities.

#### **4.1 Role of the Committee of Management**

The role of the Committee of Management is to:

- Manage the operation of the Facilities on behalf of the Council;
- Act in accordance with this Policy and the Instrument of Delegation;
- Communicate with facility users and the broader community regarding the management and access of the Facilities; and
- Generally act in the best interest of the user groups.

#### **4.2 Powers and Responsibilities**

The Committee of Management acts as an agent of Council (not as an independent entity) in managing the Council assets entrusted in the Committee's care by:

- Undertaking the management of the Facilities on Council's behalf;
- Undertaking improvements to the Facilities subject to the Council's approval;
- Ensuring the Facilities are available for public use;
- Collecting rentals and charges from the users of the Facilities for casual hire;
- Expending funds on maintaining and improving the Facilities for the better use and enjoyment by the community and public; and
- Consult and collaborate with Council on all major works and capital works development to ensure compliance with legislative requirements.

#### **The Committee may not:**

- Borrow money;
- Enter into contracts for an amount exceeding an amount previously determined by Council;
- Incur an expenditure exceeding an amount previously determined by Council;
- Employ staff without Council approval;
- Declare a rate or charge outside the principles of Council User Fees and Charges Policies; or
- Delegate any of its responsibilities to others, including a single committee member or employee.

In the event of an emergency or natural disaster (i.e.; flood, fire, earthquake), Council will assume management of all facilities at a reserve for a non-defined period.

#### **Committees are required to adhere to the following Council policies, in particular:**

- Councillor Code of Conduct;
- Procurement Policy;
- Bullying and Harassment Policy;
- Code of Conduct for Council Staff;
- Occupational Health and Safety;
- Working during Fire Danger Days & Flood & Storm Events
- Recreation Reserve Management Framework and all associated Policies

### **4.3 Committee members:**

The members of the Committee are exempted pursuant to section 81(2A) of the Act, from being required to submit a primary return or ordinary return.

### **4.4 Committee Processes**

**4.4.1 Establishing a new Committee** – New Committees are established by a Council Resolution, in the form of a template Resolution, which is attached at Schedule Three. The Resolution establishing a Committee can be made at either an ordinary or special meeting of Council.

**4.4.2 Removing an existing Committee** – Council may determine at the Annual Statutory Meeting of Council or at an Ordinary Meeting of Council to remove an existing committee.

#### **Reasons for removal could include:**

- Council deems that it would be more beneficial to the community to have Council staff manage directly the role previously undertaken by the Committee;
- Council is unable to manage the risks associated with the activity being undertaken by the Committee;
- there is evidence of support for disbandment of the Committee at a local level;
- the Committee is not performing the required function or adhering to the reporting requirements;
- an incorporated body approaches Council about undertaking the role of the Committee;
- the function previously undertaken by the Committee is no longer required.

#### **Removal of a Committee Member**

The Council may remove individual members of the Committee at any time for reasons including if it is deemed they are acting outside the best interests of the Committee, or outside the powers that have been delegated to the Committee.

### **4.4.3 Confirmation of appointment of existing Committees**

- At the annual Statutory Meeting of Council, Council will decide whether to resolve to re-appoint each Committee.
- Following 'each Committees' biennial general meeting, a report will be presented to the Council with the updated Instrument of Delegation to appoint new or re-appoint existing members of each Committee.

**4.4.4. Monitoring the performance of a Delegated Committee** - The operating performance of a Committee will be monitored through the following report:

The Committee must submit to Council no later than the third week of September each year:

- Annual Reports and Financial Statements (to include details of all income and expenditure) to be reviewed by the Council's Finance Department.
- The Committee must submit to Council, through the Nominated Council Liaison Officer, the minutes (inclusive of financial statements) of any meeting of the Committee within 10 business days following confirmation of the minutes of such meeting at the following Committee meeting.
- Council may also monitor the performance of a committee through the Audit and Risk Committee of Council and the Internal Audit Process.

#### **4.4.5 Committee Size and Term**

- Committee Members shall be appointed for a term of two years at the biennial general meeting. There is no restriction on the number of terms a Committee Member may serve.
- Committees shall generally consist of a minimum of five and a maximum of 11 representatives.
- Please refer to Schedules One and Two for additional conditions.

#### **4.4.6 Appointment of Committee Members**

- Please refer to Schedules One and Two for specific conditions for the composition of a committee.
- General conditions:
  - A Councillor may be appointed to each Committee of Management as a non-voting advisory member only.
  - Only those who reside or work within the municipality may be appointed to a Committee, except where Council has granted approval of a particular person.

#### **4.4.7 Nomination process:**

Prospective committee members must complete a nominee declaration form to qualify to be a member of the Committee. Each nominee for Committee membership will be required to confirm that they:

- Have not been convicted of any indictable offence;
- Have not been convicted of fraud;
- Have not been disqualified from acting as a director or acting in the management of a company; and
- Are not facing court proceedings for any criminal proceedings, including bankruptcy.

#### **4.4.8 Councillors and Council Officers**

Councillors may act as a temporary chairperson for a defined period in the event that an elected chairperson is absent for an extended period, or has resigned and a suitable replacement is not available from within the committee.

If a Committee member is elected as a Councillor during their term on a committee, that individual must resign their membership.

Council officers are not permitted to hold office or be considered a voting member on a committee. Council may appoint an officer to be a supportive non-voting member of the Committee for a specified period of time if a position becomes vacant for an extended period.

#### **4.4.9 Appointment of a new Committee member outside the biennial general meeting process:**

If a Committee wishes to fill a vacant committee position outside the biennial general meeting schedule, then the following process must be followed:

- Proposed committee member to complete a nomination form;
- Form to be provided to Committee secretary for the agenda of the next meeting;
- Committee to consider the nomination and make a recommendation to the Council in the minutes of the meeting;
- Forward the nomination form to Council;
- Council Officers to submit confirmed minutes to the next Council Agenda, and include in the agenda a recommendation to Council in relation to the new nomination; and
- New Committee members will be appointed until the next biennial general meeting.

#### **4.4.10 Biennial General Meeting**

Committees will hold a biennial general meeting to:

- Elect a new committee and appoint committee office bearers.
- To receive the annual report;
- To receive a report on the programme of activities proposed for the following year;
- To receive and adopt the annual financial statement;
- Confirm the recommended casual fees and charges for the next financial year;
- Set the meeting dates for the coming year;
- Review facility occupancy agreements (if relevant);
- Plan and discuss the annual building maintenance program.
- The biennial meeting must be advertised to the community at least 2 weeks prior to the meeting date.



The Biennial general meeting shall be held by the third week of September, according to the following schedule:

**Year 1 – starting 2016**

• Bacchus Marsh Racecourse & Recreation Reserve
• Bacchus Marsh Public Hall
• Navigators Community Centre
• Bungaree Public Hall
• Wallace Recreation Reserve
• Elaine Recreation Reserve
• Millbrook Community Centre

**Year 2 – starting 2017**

• Maddingley Park
• Greendale Recreation Reserve
• Dunnstow Recreation Reserve
• Lal Lal Soldiers Memorial Hall
• Gordon Hall
• Wallace Hall
• Blacksmith Cottage and Forge

Following the receipt of minutes of the biennial general meetings, Council officers will prepare a report updating the Instrument of Delegation for the Annual Statutory Meeting of Council.

Please refer to Committee of Management Guidelines (under development) for further information about biennial general meeting procedures.

**4.4.11 Appointment of Committee Office Bearers** – Please refer to Schedules One and Two.

• **Committee meetings:**

General Meetings

- The Committee shall hold at least four other meetings during the year on such dates as determined at the biennial or annual general meeting.
- Committee of Management meetings must be advertised to the public at least 2 weeks prior to the meeting (including Council page of the local papers).

- The secretary must submit copies of meeting minutes to Council at [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au), once they have been confirmed by the Committee.
- A quorum for the Committee is half of the appointed committee members plus one member.
- All members of each Committee have voting rights on the Committee, and each member has the right to one vote. The Chairperson shall have a casting vote as well as a vote as a member of the Committee.
- Committee meetings must be open to the public, unless relating to the following matters:
  - 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.
- The reason for taken from the above list, for closing the meeting to the public must be recorded in the minutes of the meeting.
- Notwithstanding anything else contained herein, a Committee member who is absent from three consecutive committee meetings without approval by the Committee shall cease to be a member of the Committee.

#### **4.4.12 Insurance and Risk Management**

- The Committee members are insured under Council's Public Liability Insurance Policy.
- The facility/building is covered under Council's Building Insurance Policy.
- Council owned contents should be covered by Council's Contents Insurance Policy however specific coverage should be clarified to ensure correct level of coverage is in place.
- The Committee must ensure that all hirers have their own public liability insurance, or that casual hirers take up the Council's one-off public liability insurance program by correctly booking the facility.
- All activities shall be undertaken in a manner which reduces the risk of harm or material loss occurring to the users or Council owned assets.

#### **4.4.13 Conflict resolution**

- Please refer to the Councillor Code of Conduct for conflict resolution procedures. Those procedures also apply to delegated Committees of Council.

#### 4.4.14 Support for Delegated Committees:

- Council shall nominate a Council Liaison Officer to be the primary point of contact for the committee to the Council.
- Council shall provide the Committee of Management Guidelines (under development) to the members of Committees.
- Council shall provide an induction for all new and existing Committee members, in accordance with the Volunteer Policy.
- Council shall provide relevant training to Committees (subject to Council budget processes).

#### 5. Related Legislation/policies/Guidelines

- Local Government Act 1989 and supporting regulations
- Committee of Management Guidelines (under development)

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

<b>Key Result Area</b>	Community Well-Being
<b>Objective</b>	Community Self Reliance and Resilience
<b>Strategy</b>	Actively support Committees of Management in the management of community assets.

#### 7. Review

This policy will be reviewed every five years.

#### 8. References

<b>Department t</b>	Department
<b>Council</b>	Moorabool Shire Council
<b>LG Act</b>	<i>Local Government Act</i> 1989 and supporting regulations
<b>Section 86</b>	Section 86 of the <i>Local Government Act</i> 1989

#### Attachments

Schedule One - Recreation Reserves

Schedule Two - Public Halls and Heritage Facilities

Schedule Three - Council Resolution and Schedule

Schedule Four - Instrument of Delegation

## **Schedule One: Recreation Reserves**

The following schedule items only apply to Recreation Reserve Committees of Management:

**Annual User Fees** – Council will set annual user fees for all recreation reserves consistent with the principles and objectives of the Recreation Reserve Management Framework - User Fees and Charges Policy.

**Committee size and term** – Each recreation reserve committee will consist of one representative of each of the main users of the facility (main user refers to the organisation(s) that is/are regular users of facilities), plus up to three general representatives, to a committee size of a maximum of 11 people. However, where additional user groups are present at a reserve, the Committee will reflect representation of all user groups of that reserve, even if this exceeds the maximum committee size of 11 persons.

**Appointment of Committee Office Bearers** – Each Delegated Committee shall at the Biennial General Meeting appoint from its own members, office bearers to the positions of Chairperson, Secretary and Treasurer. The Committee may also appoint members to other positions that the Committee chooses from time to time for the better operation of the Committee, i.e. Vice-chairperson, promotions, bookings.

Council may exercise its right to determine where required if a CoM nominates its Chairperson for appointment of or Council be involved in the process.

If necessary the Delegated Committee shall appoint from its own members a replacement office bearer to fill a casual vacancy. That office bearer so appointed will serve in that office until the subsequent Biennial General Meeting of the Delegated Committee.

## **Schedule Two: – Public Halls and Heritage Facilities**

- **Committee size and term** – Each committee will consist of community representatives to a committee size of a maximum of 11 people. However where additional suitable nominations are received the Committee, the committee may appoint additional members, even if this exceeds the maximum committee size of 11 persons
- **Appointment of Committee Office Bearers** – Each Delegated Committee shall at the Biennial General Meeting appoint from its own members, office bearers to the positions of Chairperson, Secretary and Treasurer. The Committee may also appoint members to other positions that the Committee chooses from time to time for the better operation of the Committee, i.e. Vice-chairperson, promotions, bookings. \

Council may exercise its right to determine where required if a CoM nominates its Chairperson for appointment of or Council be involved in the process.

If necessary to fill a casual vacancy the Delegated Committee shall appoint from its own members a replacement office bearer. That office bearer so appointed will serve in that office until the subsequent Biennial General Meeting of the Delegated Committee.

**Schedule Three - – Council Resolution  
Appointments and Delegations (Special Committees)**

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In exercise of the powers conferred by sections 86 of the *Local Government Act 1989* (the Act), Council resolves that:

- 1. From the date of this resolution, there be established as a Special Committee, the **[Name]** Special Committee known as the **[Name]** ('the Committee').
- 2. The purposes of the Committee are those set out in the schedule to this resolution.
- 3. The members of the Committee are:

**Chairperson**

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**Secretary**

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**Treasurer**

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**TOTAL**

- 4. There be delegated to the Committee the powers, duties and functions set out in the attached Instrument of Delegation (**the Instrument**).
- 5. The Instrument:
  - 5.1 comes into force immediately; and
  - 5.2 remains in force until Council determines to vary or revoke it.
- 6. The members of the Committee must adhere to the conditions contained in the Council's Policy -HS005 – Section 86 Delegated Committees of Council for Public Halls, Heritage facilities and Recreation Reserves Policy 2015 (attached)
- 7. The powers, duties and functions conferred on the Committee by the Instrument must be exercised in accordance with any guidelines or policies Council may from time to time adopt.
- 8. Committees will be appointed for a term of 2 years.

# Schedule Four - – Instrument of Delegation and Schedule (Special Committee)

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## Moorabool Shire Council Instrument of Delegation [Name] Special Committee

Moorabool Shire Council delegates to the Special Committee established by resolution of Council passed on **[date]** and known as the "**[Name]** Special Committee" (or [Name] Committee of Management) (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on **[date]**;
2. the delegation:
  - 2.1 Comes into force immediately;
  - 2.2 Remains in force until Council resolves to vary or revoke it; and
  - 2.3 Is to be exercised in accordance with HS005 – Section 86 Delegated Committees of Council for Public Halls, Heritage facilities and Recreation Reserves Policy 2015 and other guidelines or policies which Council from time to time adopts; and
3. all members of the Committee will have voting rights.

CHIEF EXECUTIVE OFFICER:  
PRINT NAME:  
**DATE:**

# SCHEDULE TO INSTRUMENT OF DELEGATION

## Powers and functions

To exercise Council's functions and powers to perform Council's duties in relation to the management of the **[Name]** facility, and for those purposes:

1. To do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers in accordance with the Council Resolution and associated Schedule and all guidelines as amended from time to time.
2. Facilitate the entering into user agreements with users of the Facility.
3. To manage the facility on a day to day basis and to resolve any disputes between various users of the facility.
4. To prepare draft forward plans for the development and improvement of the facility for consideration by Council when approving its budgets.

## Exceptions, conditions and limitations

The Committee must adhere to the Council's Appointments and Delegations Policy  
The Committee is not authorised by this Instrument to:

5. Enter into contracts, or incur expenditure, for an amount which exceeds in total the amount approved in Council's annual budget and allocated to the **[Name]** Committee of Management as an annual operating grant together with other income including grants, sponsorship, unless done so with prior approval in writing by the Council.
6. Exercise the powers which, pursuant to Section 86(4) of the Act, cannot be delegated.
7. Enter into any employment agreement with any individual without prior approval from Council.



# Attachment - Item 10.3.3(b)

**Summary of Submissions Received - Appointment and Delegations Policy**

Submitter	Summary	Discussion / Recommendation for Amending the Strategy	Recreation & Leisure Advisory Committee Comments (from Workshop held 20 June & 18 July)
Maddingley Park Committee of Management	<p><b>Appointment and Delegations Policy</b></p> <p>A good document that is a modification of the existing. Some concerns are:</p> <p>a. The issue of long term tenancy agreements that encourage Users to contribute funding for these reserves with surety of tenure do not exist except for "special users" such as Bacchus Marsh West Golf Club. How is this fair?</p> <p>This document states that Council will set fees annually. This results in protracted discussions, wasted officer time, Council being in dispute and unpopular with ratepayers who also happen to be users. Committees of Management at Maddingley Park have wasted many hours trying to get users to agree with increases and Council requirements. The result was no formal agreement for over 10 years. This can easily be resolved by longer term tenancies tied to agreed increases annually.</p> <p>b. The Committee believes the election of the executive for Committees of management is fraught with risk. Council has selected CoM chairs through a process that ensures competencies are suitable to manage these facilities. Considerable powers of delegation are given to these chairs to be independent, manage, use and oversee ratepayer funds, and make decisions that are normally performed by paid Council officers. This document now allows these chairs to be appointed by the committee, NOT Council, without any process requiring competency, independence, references or experience being required. It then opens it up to user group "stacking" and poor outcomes. This will result in Council and Council officers being overlooked in this appointment but still having to delegate rate payer's money and responsibility to the committee appointed chair. This should not be allowed by any CEO who is ultimately responsible for all these facilities.</p>	<p>The Appoint Delegations Policy support all Committees treated the same with election of office bearers.</p> <p><b>Recommendation – Update to Framework / Policies</b></p> <p>Insert change to the appointment of Chairpersons by the Committee's themselves. Insert into the framework the ability for Council where required / deemed appropriate to have the ability to undertake the selection process for a Council appointed Committee of Management Chairperson.</p>	<p>Insert into Schedule One: Appointment of Office Bearers that Council may exercise its right to determine where required if a CoM nominates its Chairperson for appointment of or Council be involved in the process</p>
BM Resident	<p>The above feedback response was also submitted by BM Resident and is represented and addressed above.</p>	<p>As above</p>	

### 10.3.4 Recreation Reserve Capital Works Contributions Policy

#### Introduction

File No.: 12/09/021  
Author: Troy Scoble  
General Manager: Danny Colgan

#### Background

The purpose of this report is to recommend that the Council adopt the Recreation Reserve Capital Works Contribution Policy, following the public exhibition and engagement period.

At the Ordinary Meeting of Council on 1 April 2016, the Council resolved to: (i) endorse the Draft Recreation Reserve Capital Works Contribution Policy for the purpose of community exhibition for a period of eight weeks; and (ii) receive a further report at the conclusion of the community exhibition period seeking adoption of the Recreation Reserve Capital Works Contribution Policy.

#### Proposal

The Recreation and Leisure Strategy 2015-2021 was adopted by the Council at Ordinary Meeting held on the 2 September 2015. A key recommendation of the strategy was the development of a Reserve Management Framework to ensure there is a coordinated, integrated, consistent approach to the management and operation of recreation reserves and facilities across Moorabool Shire.

The following principles consistent with those outlined in the Recreation and Leisure Strategy 2015 – 2021 underpin the development of the framework and its associated policies:

- Partnerships
- Accessibility
- Participation
- Equity and Fairness
- Financial Responsibility

The associated policies are: draft Community Facilities Funding Policy; draft Recreation Reserve User Fees & Charges Policy; draft Recreation Reserve Leases & Licenses Occupancy Policy; draft Recreation Reserves Capital Works Contribution Policy and Revised draft Appointments and Delegations Policy.

The Recreation Reserve Capital Works Contribution Policy contained in Attachment 10.3.4(a) provides the principles and objectives for Council's standard provision for recreation and leisure facilities and potential funding models to drive future development opportunities. The Policy applies to all reserves/facilities regardless of ownership and management model that are available for community access.

Key objectives of this Policy are:

- Future facility development is informed by the Recreation and Leisure Strategy Facility Hierarchy
- Council will provide and maintain quality infrastructure to meet the needs of sporting and community clubs.
- Council's role in encouraging active participation is in the provision of facilities to a standard level, which is suitable for training and/or active competition.
- In order to provide clarity to clubs on Council's standard infrastructure provision, the Provision Standards adopted by the Council in the Recreation and Leisure Strategy have been developed to guide this policy.

The Policy outlines key infrastructure provision and funding ratios to drive future development.

Council's role in the implementation of the Policy as part of the Recreation Reserve Management Framework is to work collaboratively with various management models/agencies to establish fair and equitable management and use arrangements at all reserves to ensure consistency and equity regardless of the type of governance structure/s in place.

The Policy will be implemented over the next three years. This will include Officer and Reserve Manager training in the implementation of the associated policies using updated systems and processes.

A significant amount of engagement has been undertaken in the development of this Policy. An initial community engagement process was undertaken with existing Committees of Management as a part of the development of the Policy. The Community Engagement Activities included:

- Meetings with Committees of Management
- Emails to existing Committees of Management with a questionnaire
- Draft Revised Policy provided to Committees of Management for feedback

During the public exhibition period the following activities were undertaken to seek community feedback on the draft Policy.

- A discussion forum and submissions through the Have Your Say website, the Council's online engagement portal;
- Copies were available at Council's Customer Service locations including the Lerderderg Library;
- Community Groups and Committees of Management were provided with the Draft Policy and asked to provide feedback or a submission;
- The Recreation and Leisure Strategic Advisory Committee held two workshops to discuss the draft Policy and at the conclusion of the engagement period to workshop feedback received to inform the final Policy;
- The public exhibition period and submission process was also advertised in the local newspaper, on Council's Facebook Page, Youth Page and on Council's website;

- At the request of the Committees, individual meetings and discussions were held with The Chairperson Maddingley Park Committee of Management, the Masons Lane Recreation Reserve User Group Advisory Committee, Darley Park User Group Advisory Committee, President of the Bacchus Marsh Cricket Club, Chairperson of the Ballan Recreation Reserve Committee of Management, representative of the Elaine Recreation Reserve Committee of Management.

Sixty people visited the Have Your Say engagement portal to view the Framework and associated Policies with 9 views/downloads specific to the Draft Recreation Reserve Capital Works Contribution Policy.

### **Key Issues raised during the engagement period**

The feedback raised during the engagement period specific to the Policy is contained in Attachment 10.3.4(b) and in summary was:

- Support to implement the policy and ensure it is referenced across the whole Shire and for all facilities
- Good document to set out what Council will fund as a standard guide and the funding models for clubs should they wish to develop facilities above the standards
- Provides clarity on what Council standards are for funding and the expectation on community for partnership projects in the future.
- This clarity is a positive so community and Council do not waste each other's time talking about projects or upgrades that are never going to happen

The feedback on the Draft Recreation Reserve Capital Works Contribution Policy was presented to the Recreation and Leisure Strategic Advisory Committee at its meeting held on the 20 June 2016. This was further considered at the Recreation and Leisure Strategic Advisory Committee meeting on 18 July 2016 and is now presented to Council for consideration.

The Policy will be implemented over the next three years. This will include Officer and Committee members training in the implementation of the Policy.

### **Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

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

The Policy is consistent with the 2013-2017 Council Plan and the Recreation and Leisure Strategy 2015 -2021.

## Financial Implications

The development and implementation of the Policy will be undertaken within existing resources. Any future budget implications will be referred to Council's budget process for consideration.

## Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Community Needs	Service gaps if the policy is not consistently implemented across the Shire	High	Council to review outcomes of the policy implementation in partnership with Reserve Managers
Financial	Funding required to progress actions outlined in the policy and associated policies	Medium	Business cases prepared for consideration in future Council budgets

## Community Engagement Strategy

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

Level of Engagement	Stakeholder	Activities	Date	Outcome
Consult	Committees of Management	Email questionnaire to Committees of Management (recreation)	2015	Feedback from five Committees
Involve	Committees of Management	Meetings with Committees of Management (Halls and Heritage)	2015	Meetings with nine Committees
Consult	Committees of Management	Email draft Policy to Committees for feedback.	2015	Feedback provided to finalise the Draft Policy
Consult	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	Presentation and workshop on the draft policy	February 2016	Feedback provided to finalise the Draft Policy

Consult	Councillors	Presentation and workshop to the s.86 Social Development Committee of Council	16 March 2016	Feedback provided to finalise the Draft Framework and associated policies
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**Public Exhibition Period**

Level of Engagement	Stakeholder	Activities	Outcome
Consult	Community          Community groups and Committees of Management	<p>Pasted with dedicate page and submissions through the Have Your Say website</p> <p>Public submission process advertised in local newspaper and Council's website</p> <p>Copies were available at all Council's Customer Service locations Lerderderg Library.</p> <p>Strategy posted on Council's Facebook page/s</p> <p>Provided with the Draft Documents and asked to provide feedback.</p>	<p>9 Views/ Downloads of the Draft Recreation Reserve Capital Works Contribution Policy</p> <p>Residents able to view the Framework</p> <p>Five specific submissions received specific to the Policy</p> <p>Four meetings and 15 phone conversations held with specific groups</p>
Consult	Internal Staff	Provided to Management Group and requests for feedback.	Multiple staff provided feedback via email and meetings.
Collaborate	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	<p>Draft presented and all members provided with a copy and asked to provide feedback.</p> <p>Further meetings held to workshop feedback at conclusion of the exhibition period</p>	3 Committee workshops – attendees from external organisations, internal staff, Councillors and community representatives

<b>Level of Engagement</b>	<b>Stakeholder</b>	<b>Activities</b>	<b>Date</b>	<b>Outcome</b>
Consult	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	Presentation and workshop on the draft policy	February 2016	Feedback provided to finalise the Draft document

### **Communications Strategy**

It is proposed that upon adoption of the Policy as part of the Recreation Reserve Management Framework, Officers will work collaboratively with various management models/agencies to implement over the next 12 months. This will include training for officers and committees of management involved the management of reserves in the implementation of the Framework and associated policies and processes.

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

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

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

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

*General Manager – Danny Colgan*

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

*Author – Troy Scoble*

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

### **Conclusion**

The Policy provides the principles and objectives for Council's standard provision for recreation and leisure facilities and potential funding models to drive future development opportunities. The Policy applies to all reserves/facilities regardless of ownership and management model that are available for community access.



**Recommendation:**

**That the Council adopts the Recreation Reserve Capital Works Contribution Policy (August 2016).**

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**Report Authorisation:**

**Authorised by:**

**Name:** Danny Colgan   
**Title:** General Manager Social & Organisational Development  
**Date:** Tuesday 26 July 2016

# Attachment - Item 10.3.4(a)

<b>Policy No.:</b>	SOD013	<b><i>Recreation Reserve Capital Works Contribution Policy</i></b>
<b>Review Date:</b>		
<b>Revision No.:</b>	03	
<b>Policy Manual Version No.:</b>	03	
<b>Adopted by:</b>		Date: August 2016

### 1. Introduction and Purpose

During the next 15-20 years, to meet the increasing demand for facilities, there will be progressive upgrade of existing sporting facilities across the Shire, as well as the development of new facilities. Council requires a clear delineation and distinction between what might be the Moorabool Shire Council's responsibility to fund, what might be a club's or reserve committee's responsibility to fund. In some instances, there may be shared responsibility and these are identified throughout the Framework, or there may be an opportunity to explore private funding sources, such as public-private partnerships.

Capital development will be guided by the Capital Works Contribution Policy that outlines Council's standard provision for recreation and leisure facilities and potential funding models to drive future development opportunities.

The *Capital Works Contribution Policy (an important component of the Recreation Reserve Management Framework)* applies to all reserves and sporting facilities located within the Moorabool Shire, including outdoor facilities, playing surfaces (ovals, courts, greens), buildings, other supporting infrastructure, such as car parks, floodlights, and perimeter fences, and to the open space areas within a recreation reserve or immediately surrounding a specific sporting facility. It applies to all Council owned and managed facilities and reserves, and all DELWP owned and managed sporting and recreation facilities that are publicly accessible.

Council acknowledges that it has a responsibility for the provision of appropriate infrastructure at public sporting and recreation facilities that is required for the "sport to be played" (i.e. the playing surface/area, change amenities, support infrastructure & training facilities) in order to encourage and support participation in Recreation and Leisure activity.

Sporting and recreation facilities will have a basic provision of core infrastructure (minimum requirement) suitable for a sport to be played at the level consistent with the sport facility's hierarchical classification of either Local, District or Regional, as determined by Councils Recreation & Leisure Strategy 2015-2021 (incorporating the Recreation Facility Hierarchy and classification system). Council supports the provision of standard sporting pavilions and sportsground infrastructure for the use of sporting and community clubs within the municipality.

This policy provides clear delineation and distinction between what is Council's standard provision responsibility and what is a club's or user group's responsibility in relation to the provision of associated infrastructure at Recreation Reserves and sporting facilities within Moorabool Shire.

Consistent with the Reserve Management Framework principles and objectives, Council's primary objective is to increase broad based participation and encourage access for all, in sport and recreation activity to enhance the physical and social wellbeing of the community.

### PURPOSE

Provide guidance to Council and sporting and community clubs about future funding arrangements for the development of new, or improvements to existing sports reserve infrastructure.

Provide a clear direction in relation to the level of financial contribution provided by Council and clubs towards sports reserve infrastructure projects.

Ensure all clubs are treated fairly, equitably and consistently concerning future facility development.

Specify the facility provision standards and level of infrastructure provision at Council sports grounds and reserves.

Effectively communicate the provisions of the draft policy with sporting and community groups and enhance positive user attitudes and a feeling of ownership to Council owned facilities.

## 2. Scope

This policy directly applies to all future infrastructure development projects that are proposed to be undertaken at Recreation Reserves that will be considered by Council.

Where existing Council owned sports ground infrastructure does not currently meet the proposed standard provision, remedial projects will be referred to Councils capital works development program and future budget processes for upgrading.

The initial focus will be on reserves anywhere in the Shire that are experiencing participation and usage pressures. As the policy evolves and is reviewed, other sporting and community facilities will be included.

## 3. Objectives

The key objectives of this policy are to:

- clearly outline and communicate to the community Councils standard provision for core sport and recreation infrastructure at recreation reserves; and provide guidelines regarding funding models for future capital works and upgrades on key sporting infrastructure.

The policy will also:

- provide Council with a clear process for determining priorities when allocating capital works funding for the development and upgrading of sports reserve infrastructure. establish effective partnerships with sporting and community groups to provide suitable facilities for the community;
- ensure equity for groups to develop new and/or upgrade existing sports ground infrastructure on Council owned or managed land. Ensure transparency by

improving communication between Council and sporting clubs and community groups concerning expectations and responsibilities in respect to capital works development and funding requirements.

#### 4. Strategic Principles

Sporting and recreation facilities will have a basic provision of infrastructure suitable for a sport to be played at the level consistent with the sport facility's hierarchical classification of Local, District or Regional, as determined by Councils Recreation and Leisure Strategy 2015 – 2021.

All new sporting and recreation facilities will provide access for people of all abilities, and it shall be the aim of Council and user groups to have all existing facilities made accessible.

Council recognises the value of, and may provide incentives for, user group contributions to the capital development of facilities, the maintenance of facilities, and the replacement of artificial (or specialist) playing surfaces.

User groups will be required to finance (in some cases in partnership) any Capital Works that are determined to be above the Provision Standards adopted by Council, or over and above a normal club's operational requirements.

Examples include reserve perimeter fences (for the purpose of charging a ground admittance), extensions to canteens, larger than standard coaching boxes, additional practice facilities and development of and improvements to social club areas.

Council will enhance the long-term viability of sports facilities (and user groups), by ensuring that:

- Clubs are provided with appropriate advice regarding overcapitalising on developments.
- Clubs are able to demonstrate a sound history of fiscal responsibility, and develop appropriate and achievable funding plans, prior to approval being granted for large capital improvement projects. **Council will not support capital development project partnerships with clubs that are in arrears on any user fees and charges or unpaid contributions to previous projects.**
- Facilities are located and designed to strengthen the sport and the existing club membership base.

Floodlights will be approved (subject to Town Planning approval) where an increase in sports participation is likely to result and/or to minimise risk of injury through improved management of the use of playing fields. The focus for Sports Lighting will be on provision of lighting that meets the relevant Australian Standards to **training level only** for specific sports. **Clubs will be required to fully fund lighting beyond the Standard Provision Standard.**

All Capital Works development requiring Council partnership should be consistent with Council's primary objective to increase broad based participation in sport and recreation activity to enhance the physical and social wellbeing of the community.

#### 5. Facility Hierarchies

The Recreation and Leisure Strategy 2015-2021 establishes a framework for sports facility provision that recognises that various sports and reserves will be required to provide for different requirements for infrastructure provision. The framework (or *sports facility hierarchy*) will assist to delineate between the different standards of facility provision for each of the nominated sports at each reserve. A three tier hierarchy (regional, District and Local) for sports facilities will guide the future provision and development sporting facilities so the appropriate level of provision can be provided at the appropriate facility.

### 6. Proposed Infrastructure Standards

Council will provide and maintain quality infrastructure to meet the needs of sporting and community clubs. Council's role in encouraging active participation is in the provision of facilities to a standard level, which is suitable for training and / or active competition. In order to provide clarity to clubs on Council's standard infrastructure provision, the Draft Provision Standards, (Appendix 1 page 89 of the Recreation & Leisure Strategy 2015-2021) have been developed to guide this policy.

### 7. Project Management

Management of cooperative capital works projects between Council and a community club/group is the responsibility of Council and will be managed by an internal team in partnership with the community. This will generally involve the establishment of a Project Steering Group with Council and Club/Community representatives. To facilitate communication a prime point of contact for Council and for the club will be agreed. In most circumstances this will be a nominated Council officer and one club representative respectively.

Even if the organisation is contributing significantly to the project Council will be responsible for project management and appointing qualified staff/contractors in collaboration with the Project Steering Group where appropriate.

Any alterations / development of facilities must be approved by Council prior to the work being undertaken. Council will not approve retrospective works or contribute to any works commenced prior to approvals being given. Should this occur, Council may require any works undertaken be removed or reinstated to the original or former condition at the clubs / groups expense. Breaches of this occurring could result in clubs / groups forfeiting their user agreement of the asset.

### 8. Related Documents

- Recreation Reserve Management Framework
- Recreation Reserve Lease and Licence Occupancy Policy
- Moorabool Shire Recreation and Leisure Strategy 2015- 2021

### 9.

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

<b>Key Result Area</b>	Community Well-Being
<b>Objective</b>	Increase and encourage participation in a range of sport, recreation and leisure activities

### Strategy

Promote community health and well - being through the provision of recreation facilities, open space, programs and activities

### 11. Review

This policy will be reviewed every five years.

### 12. References

<b>Department</b>	Department
<b>Council</b>	Moorabool Shire Council
<b>LG Act</b>	<i>Local Government Act</i> 1989 and supporting regulations
<b>Section 86</b>	Section 86 of the <i>Local Government Act</i> 1989

### Attachments

Schedule One – Facility Hierarchy

Schedule Two – Capital Works Contribution Framework

### **Schedule One: Facility Hierarchy**

The Recreation and Leisure Strategy 2015-2021 establishes a framework for sports facility provision that recognises that various sports and reserves will be required to provide for different requirements for infrastructure provision. The framework (or *sports facility hierarchy*) will help delineate between the different standards of facility provision for each of the nominated sports at each reserve. A three tier hierarchy for sports facilities is recommended to guide the future provision and development sporting facilities so the appropriate level of provision can be provided at the appropriate facility.

Some sporting associations are currently undertaking facility planning which will also inform the required level of provision at specific reserves also. This will inform the strategic decision making process for prioritisation of capital works development at reserves across the Shire.

#### **Local level**

Local level sports facilities primarily cater for junior training and competition, and in some instances may be used as overflow facilities for senior teams. Local level sports facilities are generally built and maintained to a basic level, and could be school facilities being used as joint-use facilities with the community.

#### **District level**

District level sporting facilities are designed and maintained to cater primarily for club training and competition, and are usually regarded as the “headquarter” facility for clubs and/or associations. They usually comprise of playing surfaces and a pavilion or clubroom, and can include a range of supporting infrastructure, such as floodlighting, practice facilities and formal car parking.

District level sporting facilities are typically multipurpose in nature and are generally designed and managed to cater for at least two sports, where appropriate and practical. A majority of the sporting facilities in Moorabool Shire are considered to be District level facilities.

#### **Regional level**

Regional level sporting facilities are designed and maintained to service the whole Shire, and beyond. They are typically specialist sporting facilities catering for one and sometimes two sports and are provided to a sufficient standard to enable them to host regional and State events.

Regional level sporting facilities may support a centralised sporting competition that draws teams or competition from throughout the Shire, and sometimes beyond. Moorabool Shire presently has only a handful of examples of Regional level facilities, including the Bacchus Marsh Lawn Tennis Club and the cross country course at the Bacchus Marsh Racecourse and Recreation Reserve.



### Schedule Two: Capital Works Contribution Framework

Responsibilities for the development, improvement and replacement of recreation and sporting facilities

Infrastructure Component	Responsibility		
	Council (100% of costs)	Community (100% of costs)	Shared Funding
<b>Pavilion and Surrounds</b> (Refer Facility Standards for each specific Association)			
Player change rooms, toilets, showers	✓ Basic provision that meet Association Facility Guidelines		✓ Extensions where change in facility guidelines requires increased amenity
Social Rooms and Bars	✓ Space allowed for in the design and the building footprint	✓ Construction, extensions and fit-out beyond facility guidelines requirements	✓ Extensions (Council may contribute where general community use is a specific outcome)
Canteen	✓ Basic provision to sell packaged foods	✓ Equipment / extensions	
Meeting Room	✓ Basic provision	✓ Fit-out / extensions	✓ Extensions (Council may contribute where general community use is a specific outcome)
Office	✓ Space allowed for in the building footprint design	✓ Construction, extensions and fit-out	
Umpires/ Referees change rooms (provision for males/females)	✓ Basic provision	✓ Extensions	
Player Shelters & Coaches Boxes	Basic provision, Single storey	✓ Supply and installation above standard provision	
Storage	✓ Basic provision	✓ Extensions	
Time Keeping/ Scorers Area	✓ Basic provision	✓ Extensions	
Spectator Areas	✓ Provided in the form of pavilion verandas In Regional facilities covered seating		✓ Other shade and shelters (committees/ clubs 25%)
Public Toilets	✓		

Infrastructure Component	Responsibility		
	Council (100% of costs)	Community (100% of costs)	Shared Funding
Reserve Fencing	✓ In circumstances where personal safety is a consideration, e.g. adjacent to roads, water bodies	✓ Repair and maintenance on non-Council owned reserves	✓ Repair and maintenance on non-Council owned reserves where personal safety is a consideration, e.g. adjacent to roads, water
Scoreboard	✓ Basic provision manual operated	✓ Supply and installation above standard including all electronics	
Off-street car parking	✓ For District and Regional only		✓ Beyond basic provision, where approved by Council e.g. sealing (Sports group 25%)
Sports ovals and rectangular fields (includes irrigation and drainage infrastructure)	✓	✓ Improvements to surface and sub-surface infrastructure beyond hierarchy level	
All sports goal infrastructure	✓ At new ovals/ fields/ courts Renewal / replacement at Council owned	✓ Infrastructure beyond standard requirements	
Outdoor netball courts (as part of new football netball club sites)	✓ District: First 2 courts Regional: First 4 courts	✓ District: additional courts beyond 2 courts Regional: additional courts beyond 4 courts	✓ District: 2nd court (committee/ club minimum 50%)
Tennis courts	✓ District: First 4 courts Regional: First 6 courts	✓ District: all courts beyond 6 Regional: all courts beyond 10	✓ District: courts 5 & 6 Regional: courts 7 – 10 (Committee/ club minimum 50%)
Centre cricket pitch	✓ Installation of concrete slab and synthetic surfaces at new reserves Replacement and maintenance of synthetic surface Renewal of	✓ Turf wicket installation and maintenance	

Infrastructure Component	Responsibility		
	Council (100% of costs)	Community (100% of costs)	Shared Funding
	concrete slabs		
Cricket practice nets	✓ First 3 practice wickets at new reserves, including concrete slab, synthetic surfaces and netting  Renewal of concrete slabs	✓ Additional practice wickets  Turf wicket installation and maintenance	
Athletic Tracks (grass)	✓ 8 Lane track	✓ Line-marking	Beyond 8 lane where demand benefits community
Athletic Field Event Facilities	✓ Discuss, Shot put – 2 Long jump pits -2 Javelin -1	✓ Beyond standard provision	✓
Lawn Bowls Green		✓ Additional greens beyond 2	✓ 1st green (committee/ club minimum 25%) 2nd green (committee/ club minimum 75%)
Infrastructure Component	Responsibility		
	Council (100% of costs)	Reserve Committee/ User Group (100% of costs)	Shared
Floodlighting  All Floodlighting to comply to Australian Standard 2560 Series	<b>For District level facilities, all upgrades for floodlighting from training standard to competition standard will be 100% responsibility for reserve committees and sports groups to fund</b>		
	<u>Football</u> Main oval at new reserves, floodlights to training standard (50 lux)	<u>Athletics</u> Training and competition standard  <u>Football</u> Upgrades to competition standard  <u>Baseball</u> Upgrades to competition standard  Additional fields to training and/or	<u>Baseball</u> Main field to training standard (Club minimum 15%)

Infrastructure Component	Responsibility		
	Council (100% of costs)	Community (100% of costs)	Shared Funding
		<p>competition standard</p> <p><u>Cricket</u> Installation of floodlights on practice nets</p> <p><u>Lawn Bowls</u> 1<sup>st</sup> green to pennant competition standard (Club 100%) 2<sup>nd</sup> &amp; 3<sup>rd</sup> greens to training or competition standard</p> <p><u>Netball</u> 1<sup>st</sup> &amp; 2<sup>nd</sup> courts to competition standard</p> <p><u>Soccer</u> Upgrades to competition standard</p> <p><u>Tennis</u> District: Additional courts beyond 4 to competition standard  Regional: Additional courts beyond 6 to competition standard</p>	<p><u>Lawn Bowls</u> 1<sup>st</sup> green to training (social competition) standard (Club minimum 30%)</p> <p><u>Netball</u> Upgrades to existing floodlights and 2<sup>nd</sup> court at new reserves to training standard (Club minimum 15%)</p> <p><u>Soccer</u> Floodlights for 2<sup>nd</sup> field to training standard (Club minimum 15%)</p> <p><u>Tennis</u> District: Courts 3 &amp; 4 to competition standard (Club minimum 25%)  Regional: Courts 5 &amp; 6 to competition standard (Club minimum 75%)</p>
	<p><u>Netball</u> 1<sup>st</sup> court at new reserves, floodlights to training standard</p> <p><u>Soccer</u> Main field at new reserves, floodlights to training standard</p> <p><u>Tennis</u> District: First 2 courts at new reserves to competition standard  Regional: First 4 courts to competition standard</p>		

# Attachment - Item 10.3.4(b)

**Summary of Submissions Received - Capital Works Contribution Policy**

Submitter	Summary	Discussion / Recommendation for Amending the Strategy	Recreation & Leisure Advisory Committee Comments (from Workshop held 20 June & 18 July)
Darley Park User Group Advisory Committee	<b>Capital Works Contribution Policy</b> Support for implementation to highlight standard guide to what Council will provide and encourages Council to apply this across the WHOLE Shire.	<b>Recommendation – Update to Framework / Policies</b> No change to policy required.	No Change to the Draft Policy
Maddingley Park Committee of Management	<b>Capital Works Contribution Policy</b> Committee agrees that this is necessary policy as the current system allows capital expenditure to be managed haphazardly. The current process is clearly unfair and biased by local, state and federal Government boundaries. The Bungaree upgrade clearly shows this and although you state on page (no numbers on my copy) Strategic Principles Item 4, first dot point, that you give “appropriate advice regarding overcapitalising” but there appears to be inconsistency with this. This document would also curtail capital expenditures because Council cannot effectively project manage these and they will never get done. Examples are numerous. Changerooms at rear of existing and kitchen upgrade, at Darley Park. Station St hedge removal and re fencing and painting of ANA gates at Maddingley Park are a few. Once this is adopted costs to undertake capital projects will blow out and therefore miss funding options through the CIP program.	<b>Recommendation – Update to Framework / Policies</b> No change required to any elements of the policy	
BM Resident	The above feedback response was also submitted by BM Resident and is represented and addressed above.	As above	
Darley Resident	The capital works contribution Policy is a good document to set out what Council will fund as a standard guide and what the funding models for clubs to want above that standard is.	<b>Recommendation – Update to Framework or Policies</b> No change to the policies or framework is needed.	
West Moorabool Resident Phone conversation Feedback	The policy provides clarity on what Council standards are for funding and the expectation on community for partnership projects in the future. Finally some clarity so we do not waste each others time talking about projects or upgrades that are never going to happen. I just hope this applies to all clubs and all facilities as in the past there has been inconsistencies, especially out in the West.	<b>Recommendation – Update to Framework or Policies</b> No change to the policies or framework is needed.	

### 10.3.5 Recreation Reserve User Fees and Charges Policy

#### Introduction

File No.: 12/09/021  
Author: Troy Scoble  
General Manager: Danny Colgan

#### Background

The purpose of this report is to recommend that the Council adopt the Recreation Reserve User Fees and Charges Policy ("Policy"), following the public exhibition and engagement period.

At the Ordinary Meeting of Council on 1 April 2016, the Council resolved to: (i) endorse the Recreation Reserve User Fees and Charges Policy for the purpose of community exhibition for a period of eight weeks; and (ii) receive a further report at the conclusion of the community exhibition period seeking adoption of the Recreation Reserve User Fees and Charges Policy.

#### Proposal

The Recreation and Leisure Strategy 2015-2021 was adopted by the Council at Ordinary Meeting held on the 2 September 2015. A key recommendation of the strategy was the development of a Reserve Management Framework to ensure there is a coordinated, integrated, consistent approach to the management and operation of recreation reserves and facilities across Moorabool Shire.

The following principles consistent with those outlined in the Recreation and Leisure Strategy 2015 – 2021 underpin the development of the framework and its associated policies:

- Partnerships
- Accessibility
- Participation
- Equity and Fairness
- Financial Responsibility

The associated policies are: draft Community Facilities Funding Policy; draft Recreation Reserve User Fees & Charges Policy; draft Recreation Reserve Leases & Licenses Occupancy Policy; draft Recreation Reserves Capital Works Contribution Policy and Revised draft Appointments and Delegations Policy.

The Policy contained in Attachment 10.3.5(a) provides the principles and objectives for fees collected from users of Recreation Reserves within Shire for the purposes of recreation, sport, events and other community activities and create equity and access of like facilities. Key principles driving the development of the policy are that:

- user fees are a vital component to the operational/facility funding process

- users are expected to contribute in partnership with Council toward the management and maintenance of community facilities; and
- core principles of 'like fees for like facilities' and 'access' and 'equity' should apply for community use of facilities.

The Policy outlines a range of fee categories for sportsground/court usage as well as a fee category range for pavilion/facility usage. These ranges are consistent with the principles for fees and charges outlined in the Recreation and Leisure Strategy 2015-2021.

Other components of the model include:

- consideration of subsidies to be applied to those groups who assist Council in achieving its Health and Well Being objectives such as junior clubs or start up groups.
- consideration of subsidies for clubs requiring secondary facilities to support competition participation
- consideration of a passive use fee for use of active open space in certain circumstances
- that usage of community facilities for a commercial outcome be levied a higher user fee.
- The guideline that fees be collected by the Reserve Manager whether Volunteer Committee of management or Council.
- That user fees are a vital component of the facility operational funding mix, therefore the amount of user fees be deducted from the gross facility funding amount allocated toward a reserve for distribution.
- It is imperative for the efficient implementation of the Reserve Management Model that Non-Council owned and managed reserves across the Shire receiving operational funding, demonstrate that fees and charges are being applied and encourage those reserves to implement a consistent method.

A proposed model is recommended as part of the Policy which categorizes facilities and the maintenance required to each category to ensure like facilities levy like fees and charges.

Council's role in the implementation of the Policy as part of the Recreation Reserve Management Framework is to work collaboratively with various management models/agencies to establish fair and equitable management and use arrangements at all reserves to ensure consistency and equity regardless of the type of governance structure/s in place. The Policy provides a strategic starting point and flexibility required to levy fees with users on a case by case basis.

The Policy is recommended to be implemented over the next three years. This will include Officer and Reserve Manager training in the implementation of the associated policies using updated systems and processes. A new online Reserve Management system is also to be introduced to improve efficiencies for managing reserves.



A significant amount of engagement has been undertaken in the development of the Policy. An initial community engagement process was undertaken with existing Committees of Management as a part of the review of the policy. The Community Engagement Activities included:

- Meetings with Committees of Management
- Emails to existing Committees of Management with a questionnaire
- Draft Policy provided to Committees of Management for feedback.

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

- A discussion forum and submissions through the Have Your Say website, the Council's online engagement portal;
- Copies were available at Council's Customer Service locations including the Lerderderg Library;
- Community Groups and Committees of Management were provided with the draft Policy and asked to provide feedback or a submission;
- The Recreation and Leisure Strategic Advisory Committee held two workshops to discuss the revised draft policy and at the conclusion of the engagement period to workshop feedback received to inform the final Policy;
- The public exhibition period and submission process was also advertised in the local newspaper, on Council's Facebook Page, Youth Page and on Council's website;
- At the request of the Committees, individual meetings and discussions were held with The Chairperson Maddingley Park Committee of Management, the Masons Lane Recreation Reserve User Group Advisory Committee, Darley Park User Group Advisory Committee, President of the Bacchus Marsh Cricket Club, Chairperson of the Ballan Recreation Reserve Committee of Management and representative of the Elaine Recreation Reserve Committee of Management.

Sixty people visited the Have Your Say engagement portal to view the Framework and associated policies with 11 views / downloads specific to the draft Policy.

Upon conclusion of the public exhibition period, due to specific feedback being provided, all user groups were provided with a further opportunity to provide feedback on the draft policy. Officers provided all user groups using Council owned/managed reserves with another copy of the draft Policy, and a schedule outlining how fees (including amounts) would be levied under the proposed model. A series of questions were also posed and each of the groups were contacted by telephone for specific feedback to inform the development of the final policy.

### **Key Issues raised during the engagement period**

The feedback raised during the engagement period specific to the Policy were:

- That consideration should be given for junior clubs not be levied fees at all.
- It was acknowledged by key stakeholders that a standardised approach to fees and charges is required to eliminate the inequity in existing system.
- That clubs like cricket who require multiple venues to provide competition should be able to hire second and third facilities at a reduced rate as they only require them for competition day and not during the week for training. Therefore, full fee should not be applied.
- Users who are a passive user of active open space in nature should be afforded a subsidy.
- Concern that the recommended recoup levy on Buildings was too high and would compromise user groups sustainability.
- The building fee must recognise the prior investment by community and the fee being levied should be reduced.
- Support for a policy with like fees being applied to like facilities.
- Questions seeking clarification of how Council staff and Reserve Managers will manage the fee and charge policy.
- Needs to be further information provided outlining how lease fees are proposed to be calculated.
- In principle support provided by some community members as they see it as a transparent process to hire of facilities and levying fees.
- The policy provides adequate flexibility and is used as a starting point in the fee negotiation process. For example, the policy must still provide conversations to be had with user groups to ensure fees and usage reflect specific types of use as not all usage can be put in a tick the box model.
- Feedback was requested as to how the policy would be implemented to deal with groups whose fees increase.

The feedback on the Draft Policy was presented to the Recreation and Leisure Strategic Advisory Committee at its meeting held on the 20 June 2016. Additional engagement was then undertaken with all user groups in the Shire using Council managed reserves and this feedback was further considered at the Recreation and Leisure Strategic Advisory Committee meeting held on the 18 July 2016. The Draft policy is now presented to the Council for adoption.

The feedback, recommendations, and proposed changes to the draft Policy is contained in Attachment 10.3.5(b).

The Policy is recommended to be implemented over the next three years commencing July 2017. A community training and awareness program that will include Officer and Committee members training in the implementation of the policy will be undertaken.

It is proposed that any introduction of fee increases for existing user groups be staged over a three-year period as follows:

- Year 1: 40% of the new increased component of the fee be applied
- Year 2: 80% of the new increased component of the fee be applied
- Year 3: 100% of the new fee be applied.

### Policy Implications

The 2013 - 2017 Council Plan provides as follows:

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

The Policy is consistent with the 2013-2017 Council Plan and principles outline in the Recreation and Leisure Strategy 2015 -2021.

### Financial Implications

The development of the draft Policy was undertaken within existing resources. Any future budget implications will be referred to Council's budget process for consideration.

The Council currently recoups directly \$27,221 annually in user fees from community user groups for active recreation facility usage at Council owned/managed active recreation reserves. This would increase to approximately \$33,774 at the forecast Draft recoup levels.

There is also an amount of \$13,000 that would be expected to be collected by Reserve Volunteer Committee of Managements to be used for facility management and maintenance at Dunnstown, Wallace and Elaine Recreation Reserves. Currently, Officers do not collect annual tenant user fees from these facilities nor have an accurate understanding of the user fees being levied.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Community Needs	Service gaps if the policy is not consistently implemented across the Shire	High	Council to review outcomes of policy implementation in partnership with Reserve Managers
Financial	Funding required to progress actions outlined in the policy and associated policies	Medium	Business cases prepared for consideration in future Council budgets

**Community Engagement Strategy**

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

<b>Level of Engagement</b>	<b>Stakeholder</b>	<b>Activities</b>	<b>Date</b>	<b>Outcome</b>
Consult	Committees of Management	Email questionnaire to Committees of Management (recreation)	2015	Feedback from Committees
Involve	Committees of Management	Meetings with Committees of Management (Halls and Heritage)	2015	Meetings with nine Committees
Consult	Committees of Management	Email draft Policy to Committees for feedback.	2015	Feedback provided to finalise the Draft Policy
Consult	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	Presentation and workshop on the draft policy	February 2016	Feedback provided to finalise the Draft Policy
Consult	Councillors	Presentation and workshop to the s.86 Social Development Committee of Council	16th March 2016	Feedback provided to finalise the Draft Framework and associated policies

**Public Exhibition Period**

<b>Level of Engagement</b>	<b>Stakeholder</b>	<b>Activities</b>	<b>Outcome</b>
Consult	Community	<p>Pasted with dedicate page and submissions through the Have Your Say website</p> <p>Public submission process advertised in local newspaper and Council's website</p> <p>Copies were available at all Council's Customer Service locations Lerderderg Library.</p> <p>Strategy posted on Council's Facebook page/s</p>	<p>11 Views/ Downloads of the Draft Policy</p> <p>Residents able to view the Framework</p> <p>Six specific submissions received specific to the Policy</p>

Level of Engagement	Stakeholder	Activities	Outcome
	Community groups and Committees of Management	Provided with the Draft Documents and asked to provide feedback.	Four meetings and 15 phone conversations held with specific groups
Consult	Internal Staff	Provided to Management Group and requests for feedback.	Multiple staff provided feedback via email and meetings.
Collaborate	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	Draft presented and all members provided with a copy and asked to provide feedback.  Further meetings held to workshop feedback at conclusion of the exhibition period	3 Committee workshops – attendees from external organisations, internal staff, Councillors and community representatives

### Further Club/User Specific Engagement

Level of Engagement	Stakeholder	Activities	Outcome
Consult	User Groups	Letters sent with Draft policy and schedule of proposed fees specific to club usage and asked to provide feedback.  Follow up phone calls to each group requesting feedback	8 additional submissions received specific to the Policy
Collaborate	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	All feedback presented to the Committee for final workshop at the July 18 2016 meeting	Committee workshop – attendees from external organisations, internal staff, Councillors and community representatives

## **Communications Strategy**

It is proposed that upon adoption of the Recreation Reserve User Fees and Charges Policy as part of the Recreation Reserve Management Framework, Officers will work collaboratively with various management models/agencies to implement over the next 12 months.

This will include training for officers and committees of management involved in the management of reserves to support the implementation of the Framework and associated policies and processes. Introduction of an online reserve management system will also be implemented.

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

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

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

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

*General Manager – Danny Colgan*

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

*Author – Troy Scoble*

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

## **Conclusion**

The Policy outlines the principles and objectives for fees collected from users of Recreation Reserves within Shire for the purposes of recreation, sport, events and other community activities and create equity and access of like facilities.

## **Recommendation:**

### **That the Council:**

- 1. Adopts the Recreation Reserve User Fees and Charges Policy (August 2016).**
- 2. Introduces any fee increases for existing user groups over a three-year period as follows:**
  - Year 1: 40% of the new increased component of the fee be applied**
  - Year 2: 80% of the new increased component of the fee be applied**
  - Year 3: 100% of the new fee be applied.**

3. **Endorses the conduct of information sessions across the municipality to ensure awareness of the policy with the context of the Recreation Reserve Management Framework.**
- 

#### **Report Authorisation**

**Authorised by:**

**Name:** Danny Colgan   
**Title:** General Manager Social & Organisational Development  
**Date:** Tuesday 26 July 2016

# Attachment - Item 10.3.5(a)



<b>Policy No.:</b>	SOD015	<b><i>Recreation Reserve User Fees and Charges Policy</i></b>
<b>Review Date:</b>		
<b>Revision No.:</b>	03	
<b>Policy Manual Version No.:</b>	03	
<b>Adopted by:</b>		Date: August 2016

### 1. Introduction

The Recreation Reserve User Fees and Charges Policy outlines the principles and objectives for fees collected from users of Recreation Reserves within Moorabool Shire for the purposes of recreation, sport, events and other community activities. The principles and rationale for the development of the User Fees and Charges Policy are derived from the *Recreation & Leisure Strategy 2015-2021*, and the Draft *Recreation Reserves Management Framework*.

The Moorabool Shire Council is committed to supporting the management and operation of community facilities across the Shire. The user fees and charges collected by Reserve Managers contributes towards the operation funding required to support these facilities being managed and operated efficiently and effectively.

#### DEFINITIONS

The following definitions are referred to throughout this Policy:

**Casual Hirer:** refers to a body of people united for sporting or recreation purposes for one-off or irregular use that have a Casual Hire Agreement with Council for City Reserve use and with the Committee of Management for the Regional Recreation Reserve use.

**Committee of Management (S.86):** Reserve Committees of Council appointed by Council

**Council:** refers to the Moorabool Shire Council.

**Facilities:** refers to the clubrooms building, sportsgrounds or other support infrastructure at a Recreation Reserve which is made available for use to the regular user group and casual hirers as per the use agreement.

**Non Council Committee of Management:** Reserve Committees of Management appointed by agencies other than Council.

**Recreation Reserve:** refers to the nominated reserve as detailed in the agreement.

**Regular User Group:** refers to a body of people united for sporting or recreation purposes including sports clubs, community organisations, sport associations and other groups that have an agreement with Council permitting use of the nominated Reserve or an agreement with the Committee of Management for the use of the Recreation Reserve. Typically, a regular user group is based at the nominated ground for a specific season or period of tenure.

### 2. Scope / Strategic Context

This Policy applies directly to all Community Facilities receiving operational facility funding from Council.

In regards specifically to Recreation Reserves, the *Moorabool Recreation & Leisure Strategy 2015- 2021* is the guiding strategic document for recreation and leisure provision and management. The strategy provides the principles and strategic rationale for Councils reserve management policies.

#### Recreation Reserve Management Framework

The *Reserves Management Framework* has been formalised as a direct recommendation from the Recreation & Leisure Strategy recommendations and outlines the management and operational procedures regarding the management and use for Moorabool Shire recreation reserves.

Council recognises that there is a “mix” of management models in operation at Recreation Reserves across the municipality. This policy seeks to provide a strategic approach to the levying of user contributions toward the maintenance of facilities, consistent with all elements within the framework.

#### Recreation Reserve Facility Maintenance

Council recognises that different activities and differing levels of participation influence maintenance requirements on facilities. Council will develop an annual management and maintenance plan for all active recreation reserves to ensure that reserves meet particular user requirements and are maintained in a safe, “fit for purpose” condition in accordance with their intended use.

The level of maintenance works within the annual plan will be commensurate with the reserve classification (hierarchy) and demand/level of use outlined in Councils Recreation and Leisure Strategy, and specific to each Recreation Reserve.

User fees and charges are an integral component of the Recreation Reserve Funding Model that provides for reserve maintenance.

### 3. Objectives / Purpose

The purpose of the Policy is to provide Council and Recreation Reserve stakeholders with clarity regarding the fees and charges applied for the use of the Recreation Reserves within the Shire. The Recreation and Leisure Strategy 2015-2021 recommended that a *Reserve Management Framework* be developed to ensure that there is a coordinated, integrated, consistent approach to the management and operation of recreation reserves across Moorabool Shire. The User Fees & Charges Policy is a vital component of the Reserve Management Framework.

### 4. Strategic Principles

Council has an expectation that users of facilities will contribute towards the cost of maintaining and operating facilities via user fees.

#### 4.1 Principles.

The following principles, used in best practice policy implemented by other local governments and endorsed through the Recreation and Leisure Strategy 2015-2021 underpin the user fees and charges policy for the Moorabool Shire Council.

- I. Council should manage all costs associated with the maintenance and renovation of sportsgrounds and pavilions to agreed standards for which it is responsible.
- II. Council should in partnership with Reserve Manager manage the setting and collection of fees and charges at Council managed reserves, and they should be reviewed annually via Council's budget process.
- III. All user groups on Council-owned or Council-managed reserves should be levied appropriate fees and charges.
- IV. Sportsground and associated infrastructure user fees be based on recovering a percent of the operational maintenance costs.
- V. Consider providing reduced fees and charges for selected target groups that use reserves as a means to encourage participation in physical participation. For example, to encourage junior or female participation. Conversely, it is expected that additional fees be applied for use of council facilities by commercial groups or other for-profit organisations.
- VI. Reserves/sportsgrounds have a residual benefit to the community as open space, and as a consequence, the cost of providing the resource should be shared between Council, sports clubs and ratepayers where the general public have access to the reserve.
- VII. Costs to be contributed by the community should focus on a percentage contribution towards the direct costs of maintaining the sportsground and associated infrastructure resulting from usage.
- VIII. The cost of capital works to upgrade playing fields and pavilions should not be taken into consideration in determining annual reserve user fees and charges.
- IX. Seasonal fees and charges levied for use of a sportsground and pavilion should be levied consistently and equitably between tenants, when more than one seasonal user group shares a facility.
- X. Users of a higher standard sportsgrounds and pavilions that require a higher level of maintenance, should contribute more than users of lower standard grounds and facilities (links to the sports facility hierarchy described in Section 3.3), to ensure equity and access for all to facilities.
- XI. Seasonal fees and charges at Council owned reserves will be developed by Council and should be consistent for the same grade and quality of sportsgrounds and pavilions across the Shire.
- XII. Casual user fees at Council owned reserves will be developed by the reserve manager and should ensure cost recovery of any impact of the nature of the facility hire.
- XIII. Commercial organisations, semi-commercial clubs, or user groups generating revenue from Council-owned or Council-managed sportsgrounds and pavilions should be required to pay a negotiated rate for use of the facilities.

Council's method for determining an annual pavilion charge is based on the insured value of the asset. This method is considered the most equitable for levying a charge as the higher the value of the asset, presumably the better the quality of the facility and

higher level of maintenance, so it should incur a higher fee. The annual fee be calculated at a per cent of the insured value of the pavilion category to be determined by Council annually.

### 5.2 Council Managed Reserves

User fees and charges at Council managed reserves will consider the following:

- Maintenance requirements for Council at the Reserve to provide a facility that meets its demand for usage
- Reserve Hierarchy, maintenance classification
- Level and type of use including what infrastructure is included in the usage

User group fees consist of the following components:

#### 1: Ground Use Fee

The ground fee is calculated based on a percent of the annual maintenance cost to Council for that type of facility. Facilities are categorised reflective of their demand for use. It is recommended to commence the policy with User groups required to contribute 10% of maintenance costs for that type of facility (Category of Facilities are attached based on existing demand for use and maintenance requirements) in year 1 of this policy. The user fee contributes directly toward sportsground specific maintenance, general maintenance, water supply and management, court/ practice area maintenance. Council will determine annually the percentage recoup on the maintenance of facilities.

#### 2: Pavilion / Facility Use Fee

The pavilion fee is calculated as a percent of the insured value of the building category whis is to reflect amenity. It is recommended a 0.50% of the insured value be implemented to commence the policy. The facility user fee contributes to essential services, proactive and reactive building maintenance. Council will determine annually the percentage of the insured value to be recouped.

#### 3: Subsidies and Incentives

Council has a number of Health and Well Being objectives for the community which active sport participation largely contributes toward. Therefore, a discount (subsidy) to the gross (normal) user fee will be granted to junior clubs and clubs in the first three years of their establishment to support them growing into a stable club. A 20% reduction in the gross user fees will be applied for these clubs in year 1, a 15% reduction in year 2, and a 10% reduction in year 3.

Subsidies will also be provided for:

- User groups who demonstrate that usage of secondary facilities (under 10 hours per week) is required to sustain participation in club activities. A 30 per cent subsidy for usage will be applied per facility.
- User groups who demonstrate that their usage is passive in nature. A 30 per cent subsidy for usage will be applied.

Council heavily subsidises predominately facilities predominantly used by the general community. Where a commercial organisation wishes to use a community facility, an additional 20% of the gross user fee will be added.

#### 4: Lease Fees

Users entering into a lease agreement for a Council owned / managed sports facility will be subject to the annual rental fees determined by market rental. In finalising the annual rental fees, the market value of the property will be assessed under the following three categories of rental (Peppercorn, Discounted Market Rental and Market Rent) with the two categories of rent subsidy based on the extent to which organisations meet the essential and desirable eligibility criteria.

It is proposed that the performance of groups or organisations be reviewed annually against these criteria and eligibility for rent subsidy.

A: Peppercorn rent

B: Discounted market rent

C: Market rent

The eligibility criteria for each category are summarised below.

#### Rent Subsidies

Category	Annual Rent	Eligibility
A: Peppercorn rent	\$1 per annum rent	<ul style="list-style-type: none"> <li>▪ Use approved by Council <u>and</u></li> <li>▪ Meets all relevant eligibility criteria <u>and</u></li> <li>▪ Provides significant community benefit <u>and</u></li> </ul> <p>Has limited revenue-raising ability</p>
B: Discounted market rent	Full market rent with a reduction from this rate to be negotiated based on community benefit criteria, level of maintenance responsibility and capital contributions made by tenant, on a sliding scale basis providing discounts of between 30% and 70%	<ul style="list-style-type: none"> <li>▪ Use approved by Council <u>and</u></li> <li>▪ Meets three out of the five eligibility criteria, <u>or</u></li> <li>▪ Has revenue raising capacity or receives external funding assistance, e.g. receives some State Government funded</li> </ul>
C: Market Rent	Full market rent	<ul style="list-style-type: none"> <li>▪ Use approved by Council <u>and</u></li> <li>▪ Does not meet eligibility criteria for rent categories A and B,</li> <li>▪ Provides services that are not targeted to the Moorabool community <u>or</u></li> <li>▪ Is substantially funded by other agencies or governments</li> <li>▪ Government Departments and agencies</li> </ul>

Discounted market rents will be negotiated with eligible community organisations after consideration of various factors, including but not limited to the following factors:

- Consistency with Council Objectives
- Use of volunteers
- Service and program fees
- Access by Moorabool residents
- Extent of external funding
- Track record as Council tenant (if applicable)

### 5.3 Utility Costs

Council does not make any contribution toward direct utility consumption cost by users at Reserves as this is seen as a responsibility of user groups in managing their ongoing operations and use of facilities. This position is outlined further in the User Group Tenancy Agreements.

It is recommended that non Council land managers adopt this system to ensure consistency and equity at reserves across the Shire. Non Council committees will be encouraged to commit to this principle in their maintenance and management agreement to support the efficient implementation of the Reserve Management Framework. Council funding is not provided for payment of utility costs.

### 5.3 User Fees / Council Funding to Non Council Managed Reserves

Council has no direct management or maintenance responsibilities at non council owned and managed reserves. However, at active recreation reserves receiving operational funding toward the maintenance of community facilities, Council will assist and encourage other Reserve Managers to develop standardised fees and charges that are consistent across facilities to promote access and equity.

Committees will be encouraged to adopt the same or similar system as Council to determine user group fees and charges to ensure fairness and consistency across the Shire, regardless of the management governance structure in operation at the reserve. It is important to note the collection of user fees and charges is a vital component in the facility funding model (how Council determines funding levels for recreation reserves) for the ongoing maintenance of facilities.

*Council financial contributions* to Reserve Committees of Management are made based on the following terms and conditions:

1. The Committee has signed a Recreation Reserve Committee of Management Agreement with Council.
2. The Committee works collaboratively with Council to develop the annual maintenance plan.
3. All user groups have an appropriate Tenancy/Occupancy Agreement in place.
4. Fees and charges levied by Committees are fair, equitable and consistent at all reserves.



5. Committees provide annual reporting to Council with audited financial statements outlining how the contribution was expended.

Council will support volunteers in the Committees of Management model to ensure that the above terms and conditions are in place and management processes and procedures are developed and implemented.

## 6 Related Legislation

This Policy and the associated appendices relate to the *Crown Land (Reserves) Act 1978* as some reserves are located on Crown Land and managed by either Council or a delegated community Committee of Management.

This Policy is strategically supported by the Moorabool Recreation & Leisure Strategy 2015-2021 and should be implemented in the strategic context of the Recreation Reserves Management Framework.

## 7 Council Plan Reference – Key Performance Area

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

## 8. Implementation and Review of Policy

The collection of fees and charges will be undertaken by the Reserve Manager (Council or Reserve Committee of Management). Where a reserve is managed by a Reserve Committee of Management CoM, consistent with principles of the Reserve Management Framework, the CoM will be required to show evidence of the fees and charges model in place.

At all Non Council directly managed reserves collecting user fees, the user fees total will be deducted from the Gross Reserve Facility Funding allocated to a reserve as user fees form part of the money allocated toward reserve management and maintenance.

The Moorabool Recreation & Leisure Strategic Advisory Committee acts as the driving group in relation to the implementation of the Recreation and Leisure Strategy 2015 - 2021, and plays a significant role in the development and review of Council Recreation & Leisure Policy.

The committee will make recommendations to Council for amendments and updates to the Fees & Charges Policy on an annual basis.

**9 References**

<b>Department</b>	Department
<b>Council</b>	Moorabool Shire Council
<b>LG Act</b>	<i>Local Government Act</i> 1989 and supporting regulations
<b>Section 86</b>	Section 86 of the <i>Local Government Act</i> 1989

**Attachments**

- Schedule 1: Council owned / managed active recreation reserves  
 Schedule 2: Council owned / managed active recreation reserves facility categorisation



**Schedule 1: Council Owned / Managed Active Recreation Reserves  
Categorisation at July 2016**

This table outlines the current categorisation of Council owned / managed facilities (including current funding levels as per the Facilities Funding Policy). This table will be required to be updated annually to inform the fees and charges being levied for usage.

<b>Council Facilities - Active Open Space Assets</b>				
Category	Facilities	Current Funding	Total	Recoup 10%
A	Civic Hub Sportsground	\$ 33,000.00		
	Darley Park Sportsground	\$ 40,000.00		
	Maddingley Park Sportsground 1	\$ 38,000.00	<b>\$ 111,000.00</b>	<b>\$ 11,100.00</b>
			Ave fee per facility	\$ 3,700.00
			Ave fee per season	\$ 1,850.00
Category B	Dunnstown Sportsground	\$ 17,650.00		
	Wallace Sportsground	\$ 17,650.00		
	Masons Lane Oval 1	\$ 22,600.00		
	Masons Lane Sportsground 2	\$ 15,255.00		
	Siberia Sportsground	\$ 15,000.00		
	Masons Lane Athletics Track	\$ 10,170.00	<b>\$ 98,325.00</b>	<b>\$ 9,832.50</b>
			Ave fee per facility	\$ 1,638.75
			Ave fee per season	\$ 819.38
Category C	Greendale Reserve Sportsground	\$ 4,500.00		
	Masons Lane Baseball Field	\$ 8,475.00		
	Elaine Sportsground 1	\$ 4,200.00	<b>\$ 17,175.00</b>	<b>\$ 1,717.50</b>
			Ave fee per facility	\$ 572.50
			Ave fee per season	\$ 286.25
Cricket Nets	Darley Civic Hub x 2	\$ 1,000.00	Ave per season	\$ 100.00
	Darley Park x3	\$ 1,500.00		\$ 150.00
	Masons Lane x 3	\$ 1,500.00		\$ 150.00
	Maddingley Park x5	\$ 2,500.00		\$ 250.00
	Wallace Recreation Reserve x2	\$ 1,000.00		\$ 100.00
	Dunnstown Rec Reserve x2	\$ 1,000.00		\$ 100.00
	Masons Lane Batting Cage	\$ 500.00		\$ 50.00
	Masons Lane Long / Triple Jumps	\$ 500.00		\$ 50.00
	Masons Lane Discuss Cages x 2	\$ 1,000.00		\$ 100.00
			<b>\$ 10,500.00</b>	
Courts	Darley Park (1 netball - 3 tennis)	\$ 1,500.00	Ave per season	\$ 150.00
	Maddingley Park x 1 netball - 2 Tennis	\$ 1,000.00		\$ 100.00
	Maddingley Park: 9 Hard courts	\$ 4,500.00		\$ 450.00
	Wallace Rec Reserve x 2 netball - 3 Tennis	\$ 1,500.00		\$ 150.00
	Dunnstown Rec Reserve x 1 netball - 2 Tennis	\$ 1,000.00		\$ 100.00
	Elaine Tennis Courts x 2	\$ 1,000.00		\$ 100.00
			<b>\$ 10,500.00</b>	
		<b>TOTAL</b>	<b>\$ 247,500.00</b>	<b>\$ 24,750.00</b>

This table above requires updating annually to reflect the maintenance and funding required at each recreation reserve and the recoup level set by Council. These figures are used as a guide to determine the appropriate fees and charges for users at each recreation reserve.

### Schedule 1: Council Owned / Managed Active Recreation Reserves Facility Categorisation

This table outlines the current categorisation of Council owned / managed facilities (including current sum insured values). This table will be required to be updated annually to inform the fees and charges being levied for usage.

Category of Facility (as per sum insured)	Reserve	Facilities	Annual Fees Per Facility
Greater than \$2m			Based on a fee calculated at 0.5 of a percent. % to be confirmed by Council annually.
Greater than \$1.5m but less than \$2m			
Greater than \$1m but less than \$1.5m	Darley Park	Sportsground change amenity and community room	\$6,250 annually \$3,125 per season
	Dunnstown Recreation Reserve	Community Centre / Change amenity	
	Maddingley Park	Sportsground 1 Pavilion and Community Rooms	
Greater than \$500,000 but Less than \$1m	Maddingley Park	Tennis Pavilion	\$3,750 annually \$1,875 per season
	Masons Lane	Western Pavilion Eastern Pavilion	
	Wallace Recreation Reserve	Sportsground Pavilion Community Rooms	
Less than \$500,000	Masons Lane	Baseball Club Pavilion	\$1,250 annually \$625 per season
	Darley Park	Eastern Pavilion (Pidgeon club)	
	Dunnstown Recreation Reserve	Tennis / Netball Pavilion	
	Elaine Recreation Reserve	Tennis Club Facility Cricket club facility	
	Navigators	Public Hall – Community centre Tennis Pavilion	
	Wallace Recreation Reserve	Netball Pavilion	
	BM Racecourse Reserve	Camp Draft Facility Pony Club Facility Poultry Club Facility Harness Racing Toilet Facilities CampDraft Toilet Facilities	

This table above requires updating annually to reflect any capital upgrade that has been undertaken at a reserve which impacts the sum insured value and the maintenance required to maintain. These figures are used as a guide to determine the appropriate fees and charges for users at each recreation reserve. Council will ultimately set the recoup level considering key principles within the policy.

# Attachment - Item 10.3.5(b)

**Summary of Submissions Received - Recreation Reserve User Fees and Charges Policy**

Submitter	Summary	Discussion / Recommendation for Amending the Strategy	Recreation & Leisure Advisory Committee Comments (from Workshop held 20 June & 18 July)
Darley Park User Group Advisory Committee	<p><b>Recreation Reserve User Fees and Charges Policy</b></p> <ul style="list-style-type: none"> <li>Feedback that that a junior club should not be paying any user fees at all.</li> <li>Understood and excepted that a senior club, which has considerable annual revenue and employs professional players would pay user fees, articulated that this fee needs to be passed directly to the user and families in the area couldn't afford it.</li> <li>Believe an area of concern is that the fee for a secondary facility, which in the club's cases is the Civic Hub Oval is exorbitant and subsidy for secondary facility could be applied.</li> <li>In regards to the Pavilion or Building fees being proposed, outlined that clubs in general are happy to pay an oval / sportsground fee and they congratulate Council maintaining Darley Park to a very high standard with good management however expressed strong opposition to paying a facility fee. This is based on view that club has invested heavily into its development to a higher level than Council and believe there should be some acknowledge in reduced or no user fee for a period of time on the buildings.</li> </ul>	<p>Recreation and Leisure Strategy section 7.5 and the Draft Reserve Management Framework recommends industry / local benchmark of 10%-20% for open space and Building of .75 of a % recoup for buildings. This supports ongoing investment into maintenance of facilities.</p> <p>Section 4 of the Fees and Charges Policy states model the fees on 10% which is the lower end for open space and .5 of a % for buildings which is lower than that recommended in the Recreation and Leisure Strategy. It is also recommended that a 20% subsidy apply to junior and establishment clubs.</p> <p>Section 3 page 4 of the policy recommends 20% subsidy with 3 year implementation.</p> <p>Currently no consideration for subsidies for secondary facilities in the policy consistent with previous discussions at the RLSAC.</p> <p>Policy recommends open space and building fee recoup marking today as a starting point in time and seeking to implement an equitable fee and charge model. The policy does not consider previous investment made by clubs to existing facilities.</p> <p><b>Recommendation – Update to Framework / Policies</b></p> <ul style="list-style-type: none"> <li>Add flexibility into Framework document to read that whilst the industry benchmark and recommendation by Recreation and Leisure Strategy is a fee recoup of 10%-20% for open space and .5 of a % for buildings, that the fees will be determined by Council considering the local status of clubs and club growth patterns</li> <li>In the Fees and Charges Policy: insert a line outlining the range for fees and charges recoup, with Council to make the final decision on the amount.</li> <li>Consider reducing the fee recoup for buildings to .3 or .4 of a percent for year 1 to acknowledge the previous investment by clubs into facilities across the Shire. Provide an additional subsidy of 10% to apply for clubs using secondary facilities (separate reserve) to sustain and grow participation.</li> </ul>	<p>Changes made to the Draft Policy</p> <p>Remove dot point 3 in section 14 Fees and Charges in the Reserve Management Framework.</p> <p>Insert a new dot point 3 in the Reserve Management Framework to include consideration of the viability, sustainability of clubs, their capacity to pay and participation trends.</p> <p>Section 4.1 Principles: Number IV. Remove change reference from 10% to a %. This supports the principle that whilst benchmark figures are outlined, Council will ultimately determine the recoup levels each year.</p> <p>Insert provision into the policy (4.1 principles, 5.2 number 3 subsidies and incentives) to provide subsidy's and incentives for:</p> <ul style="list-style-type: none"> <li>- Clubs requiring secondary facilities</li> <li>- Clubs considered passive in nature using active open space</li> </ul> <p>In Section 5.2 remove specific figures for recoup and just outline the principle of a percent recoup.</p> <p>In section 5.2 insert dot point 4 regarding leases and how calculated based on market value with 3 types of lease fee being applied. It is recommended based on benchmarking and consistency with lease hire arrangements set out for the Darley Civic Community Hub that initial lease fee be based on market rental. Then categories be considered being peppercorn, discounted market rent or full market rent based on the extent to which organizations meet the essential and desirable eligibility criteria. Table outlining the criteria for each is recommended to be inserted into the policy.</p> <p>Update Schedule 1 with latest tables.</p>
Masons Lane Recreation Reserve User Group Advisory Committee	<p><b>Recreation Reserve User Fees and Charges Policy</b></p> <p>The BM Dog Obedience Club, Soccer Club and the BM Little Athletics Club opposed the fee recoup level in the draft policy. They believed the fee recoup level was too high and would potentially send clubs into recess, as they would be unable to afford the fees.</p> <p>The Bacchus Marsh Baseball Club support the new fees and charges modelling and believe it is fair that all clubs are paying like fees for like facilities and representative of a club's usage.</p> <p>All clubs supported subsidies for junior clubs an establishment clubs.</p>	<p>Recreation and Leisure Strategy section 7.5 and the Draft Reserve Management Framework recommends industry / local benchmark of 10%-20% for open space and Building of .75 of a % recoup for buildings. This supports ongoing investment into maintenance of facilities.</p> <p>Section 4 of the Fees and Charges Policy states model the fees on 10% which is the lower end for open space and .5 of a % for buildings which is lower than that recommended in the Recreation and Leisure Strategy. It is also recommended that a 20% subsidy apply to junior and establishment clubs.</p> <p>Section 3 page 4 of the policy recommends 20% subsidy with 3 year implementation.</p> <p>Currently all users regardless of type of use are considered equally whether an active sport user or a more passive recreation user such as the Dog Club. This is consistent with previous discussions at the RLSAC.</p> <p>Policy recommends open space and building fee recoup marking today as a starting point in time and seeking to implement an equitable fee and charge model. The policy does not consider previous investment made by clubs to existing facilities.</p> <p><b>Recommendation – Update to Framework / Policies</b></p> <ul style="list-style-type: none"> <li>Add flexibility into Framework document to read that whilst the industry benchmark and recommendation by Recreation and Leisure Strategy is a fee recoup of 10%-20% for open space and .5 of a % for buildings, that the fees will be determined by Council considering the local status of clubs and club growth patterns.</li> <li>In the Fees and Charges Policy: insert a line outlining the range for fees and charges recoup, with Council to make the final decision on the amount.</li> <li>Consider reducing the fee recoup for buildings to .3 or .4 of a percent for year 1 to acknowledge the previous investment by clubs into facilities across the Shire. Provide an additional subsidy of 10% to apply for clubs using secondary facilities (separate reserve) to sustain and grow participation.</li> <li>Insert additional subsidy of 10% for those users that are considered passive in nature.</li> </ul>	<p>Initial lease fee be based on market rental. Then categories be considered being peppercorn, discounted market rent or full market rent based on the extent to which organizations meet the essential and desirable eligibility criteria. Table outlining the criteria for each is recommended to be inserted into the policy.</p> <p>Update Schedule 1 with latest tables.</p>

<p>Bacchus Marsh Cricket Club</p>	<p><b>Recreation Reserve User Fees and Charges Policy</b>  The current proposed fee to be recouped is generic across all facilities with the insured value determining what the actual fee will be. This does not reward or encourage users to invest in facilities as it is perceived that the higher the facility value resulting from investment the more fee that will be paid.</p> <p>The rooms at Maddingley have been built with a majority of the financial contribution coming from both the Cricket and Football Clubs, yet the club would be asked to pay the same fee that a new club coming into them would.</p> <p>The club believe that Users that have invested in facilities should be rewarded with a fee that is nominal at best and acknowledge their previous investment. Suggest a sliding scale of recoup depending on significance of investment.</p> <p>Further issue is regarding the charging of fees for the use of the ovals. The club agree that there needs to be a system that can be implemented across all Reserves equally, but there should be considerations for the actual maintenance requirements for each season. For example: the wear and tear on an oval by Football and Soccer would be different to that of Cricket or Baseball. Does the Council see drought resistant ovals as a more viable option than winter grassed ones? If so, then the cost to sow winter grasses in for winter should be partially worn by those club using it at that time.</p> <p>The club would also expect to see some discounts given to clubs with:  - a Junior component, so that clubs are encouraged to increase their Junior participation levels.  - Club like theirs that has multi venue requirements and would like to see some discount given to those clubs that have the need to have the use of multiple ovals and facilities</p>	<p>It is noted the management models within the framework that is currently in existence across the Shire. The Framework also details how each policy applies to the differing reserve management models.</p> <p>The Framework will be implemented for Council owned and / or managed reserves. The framework outlines processes that non council owned and managed reserves need to evidence to continue to be provided with operational funding. The framework will be encouraged to be implemented by all reserves as a management tool to assist all reserve managers with managing facilities.</p> <p>Section 5.3 of the Rec User Fees Charge policy outlines basis of funding (5 steps) and user fee and charge principles for Non Council reserves.</p> <p>The policy does not consider previous investment made by clubs to existing facilities as it was felt it need to start from a point of time.</p> <p>Outlined in the policy what the fee and charges the community contribute toward. Maintenance committed is based on usage over a whole year and Council seeking to meet community need. It is recommended that with current usage all ovals should be over sewn with winter grasses.</p> <p><b>Recommendation – Update to Framework / Policies</b>  Consider reducing the fee recoup for buildings to .3 to .4 of a percent for year 1 to acknowledge the previous investment by clubs into facilities across the Shire.</p> <p>Provide an additional subsidy of 10% to apply for clubs using secondary facilities (separate reserve) to sustain and grow participation.</p>
<p>Bacchus Marsh Dog Obedience Club</p>	<p><b>Recreation Reserve User Fees and Charges Policy</b>  The representative believed the proposed fee structure is not clear nor does it indicate the portion of fees that the various Users will be expected to pay. Had concern that the Bacchus Marsh Obedience Dog Club will have the following fees imposed on them:  - From page 7 of 8 in the section "Draft Recreation Reserve User Fees and Charges Policy" Category "B" facility at the draft policy recoup level of 10% and the annual fee for the No-1 Oval indicates that a User would be required to pay \$1,966.50 plus on top of this we also have an additional fee for the use of the Eastern Pavilion (shown on page 8 of 8) which indicates an annual fee of \$3,750. This would make our fees for the use of Oval No-1 and the Eastern Pavilion for the year come to \$4,716:50 without the electricity or water costs.  - Feedback continued that the club are indeed a small Club who have contributed greatly to the Eastern Pavilion and its facilities over the years ie. Lining of the ceiling, upgrade of the kitchen, installation of the server and roller shutter, co-ordination and construction of the awning, construction of the concrete apron, Co-ordination and construction of the storage shed with its own section fully self funded. And finally installation of the two oval flood towers which service the No-1 Oval.  The club indicated they have a moving average membership base of around 95, most members leave within the first twelve months once they achieve their desired training competency. They meet on Tuesday evening from 6:30 to 9pm for the months of February to June and again for August to early December in total 10 months for 2.5 hours per week.  Give the present proposal and say the electricity and water fees will be around \$1,200 this would make the Clubs total fees come to approximately \$6,000 without consideration for public liability and volunteers insurance and equipment and instructors needs; an additional \$2,000.  So from the above you would appreciate for the Club to be able to sustain itself we would have to raise our present membership fees from \$30 to around \$100. If this would be the outcome we believe that the Dog Club would soon be forced to close.  The club is keen to work with Council and Officers to develop a suitable fee representative of their usage to ensure sustainability of the club and continue to be a service to the region.</p>	<p>Recreation and Leisure Strategy section 7.5 and the Draft Reserve Management Framework recommends industry / local benchmark of 10%-20% for open space and Building of .75 of a % recoup for buildings. This supports ongoing investment into maintenance of facilities.</p> <p>Section 4 of the Fees and Charges Policy states model the fees on 10% which is the lower end for open space and .5 of a % for buildings which is lower than that recommended in the Recreation and Leisure Strategy. It is also recommended that a 20% subsidy apply to junior and establishment clubs.</p> <p>Section 3 page 4 of the policy recommends 20% subsidy with 3 year implementation.</p> <p>Policy recommends open space and building fee recoup marking today as a starting point in time and seeking to implement an equitable fee and charge model. The policy does not consider previous investment made by clubs to existing facilities.</p> <p><b>Recommendation – Update to Framework / Policies</b>  Consider reducing the fee recoup for buildings to .4 of a percent for year 1 to acknowledge the previous investment by clubs into facilities across the Shire.</p> <p>Provide an additional subsidy of 10% to apply for clubs using secondary facilities (separate reserve) to sustain and grow participation.</p> <p>Insert additional subsidy of 10% for those users that are considered passive in nature.</p>
<p>Maddingley Park Committee of Management</p>	<p><b>Recreation Reserve User Fees and Charges Policy</b>  1. Believe basing user fees on the asset values of the facilities is similar to the current rating policy on residential i.e. a percentage of CIV. In Maddingley Park the users built and paid for the pavilion and now they are to be taxed on this. Likewise many of the buildings like Bungaree were funded by Government grants. The clubs such as the tennis club and football/cricket clubs will be unable to fund an additional \$3750 (tennis) and \$3125 (cricket &amp; football). We are trying to attract users and then we do this.  2. Subsidies and incentive (page 4) are not necessary. They cannot and will not be managed by Council staff and will cause no end of confusion and time consuming debate between council and users.  3. The fees based on 10% of annual maintenance costs are unrealistic. Maintenance costs for grounds in the west that do their own maintenance will attract a lower charge than those where council are involved and while this is fair the grounds that are maintained by Council are poorly managed and overcharged for the services. It is much easier and fairer for a fee to be allocated across the different levels of reserves and this is common to all involved, e.g. Darley Park should attract the same as Maddingley Park and Masons Lane etc. Again we are looking at fundraising and not considering other issues. Why not have an oval charge fee of \$xxx/year and then this can be paid by the users on a use basis?</p>	<p>Recreation and Leisure Strategy section 7.5 and the Draft Reserve Management Framework recommends industry / local benchmark of 10%-20% for open space and Building of .75 of a % recoup for buildings. This supports ongoing investment into maintenance of facilities.</p> <p>Section 4 of the Fees and Charges Policy states model the fees on 10% which is the lower end for open space and .5 of a % for buildings which is lower than that recommended in the Recreation and Leisure Strategy. It is also recommended that a 20% subsidy apply to junior and establishment clubs.</p> <p>Currently The BMLTC pay \$3,912 in user fees. This model recommends a user fee prior to subsidy of \$4,200. As the club fully maintain the grass courts a fee or agreement for lease arrangement of the courts is required.</p> <p>The Maddingley Park winter and season tenants are on 5 year licence agreements with a fixed annual increase of CPI based on a fee of little strategic basis. The new model recommends for equity purposes small increase to the football club fee, and a significant increase to the cricket, club, however this policy will not apply to these clubs until the current licence expires.</p> <p>To support continued increase in investment into maintenance of facilities, this costs is largely borne by Council however it is considered reasonable for user groups to contribute.</p> <p>Council has funded the implementation of a new facility management system to ensure much more efficient management of reserves. Management of subsidies and fees is apart of that system.</p> <p>Agree that a strategic basis for equity is required (ie. Like fees like facilities). Who does the maintenance has not impact on the amount Council funds under the Community Facilities Funding Policy.</p> <p>Agree and policies outline need for a user fee and charge model with a strategic basis based on equity of usage.</p> <p><b>Recommendation – Update to Framework / Policies</b>  No change to the basis of fees and charges.</p>

BM Resident	The above feedback response was also submitted by BM Resident and is represented and addressed above.	As above	
BM Resident	In the User fees and Charges Policy there needs to be further information provided regarding leasing including calculation of fees.	It is outlined what the lease is and what type of facilities are suitable for lease consideration under the Policy and Framework. However research was being conducted as to the best way to levy a fee for lease arrangements going forward.  <b>Recommendation / Update to Framework and Policies</b>  It is recommended to insert a section into the policy outlining how a lease fee will be calculated. It is recommended based on benchmarking and consistency with lease hire arrangements set out for the Darley Civic Community Hub that initial lease fee be based on market rental. Then 3 categories be considered being peppercorn, discounted market rent or full market rent based on the extent to which organizations meet the essential and desirable eligibility criteria. Table outlining the criteria for each is recommended to be inserted into the policy.	
Bacchus Marsh Cricket Club	Question why a user would have to pay for facility that they built. Better to encourage clubs to invest in facilities by running a sliding scale depending on how much has been invested. I.e. no investment = 0.5% Large investment = 0.1% fee. Similarly secondary facilities need to be levied at a different rate, as cricket by nature requires additional facilities.	The policy does provide for opportunity for users to negotiate a fee to offset investment that provides a significant community benefit. A figure is not stated, more a guiding principle as all cases would be recommended to be considered individually. Agree with discount provided for secondary facilities required to sustain growth of clubs	
BM Football Netball Club	Question why a user would have to pay for facilities that they funded but provide in principal support for the policy, as the basis is equity across all users, not financial return. Would like to see the flexibility for negotiation based investment into facilities.	Response is as above, no recommended change to the policy.	
BM Dog Obedience Club	Support fees and charges model in principle and believe the process is being transparent. Believe however for the type of usage they have that a few as applicable to active sport users is not fair and reasonable so support a passive user subsidy of active open space. Also believe they are going to be paid additional fees due to upgrades and amenity increases in the eastern pavilion and the oval which they were using prior to the upgrades which they did not need or require. They have asked for some further clarification of the modelling and contact made to explain.	Facilities require development to enhance the provision for a range of user groups across the Shire and to ensure buildings continue to meet required standards for usage. This is driven by participation demand not revenue collection. Agree that the Dog Club require flexibility in fee levying as they effectively use the space for passive purposes and recommended a passive user fee to be negotiated. Officers believe the model is equitable and provides user groups with choice as to how they wish to operate their club, and when and where commensurate with the facilities required.	
Darley Junior Football Club	Havent discussed it as a club and this stage but stand by previous comments made that junior clubs should not pay fees and clubs should not have to pay Council 'rent' for facilities that they have built.	Council values the contribution to facility development by user groups across the Shire. Once facilities are developed they require ongoing management and maintenance and Council in partnership with clubs have funded development and maintenance for many years. This is ongoing and user fees and charges is a users contribution to this process. Council on a 10% recoup will still be outlaying 90% of costs required.	
Dunnstown Football Netball / Cricket Club	Currently provide a similar recoup rate to the Committee of Management and operate fairly consistently with the Reserve Management Framework and Policies being recommended. It is expected that minimal impact would be imposed on clubs. However it is vital to ensure that the management and maintenance being contributed toward is delivered to a standard expected.	Agree. No change required.	
Elaine User Groups	Supportive of the principal of achieving equity across the shire. Would like to see local CoM still able to collect own fees, allowing for a barter system to remain in place. I.e. Cricket Club provide \$6000 worth of mowing to entire reserve (not just oval) in exchange for user fees and Tennis Club paying reserve power bill on behalf of all users in exchange for user fees.	Agree. The model is designed to provide guiding principles and required levels of service. Negotiation is a key component of the flexibility of the process.	
Darley Cricket Club	Supportive of the principal of achieving equity across the shire. Currently they are paying fees in excess of the other similar clubs, yet have access to less training facilities. The club specifically does not echo other clubs concerns that they should not have to pay fees for built amenity, where capital contributions from the clubs were present.	Agree. No change required.	
Wallace Recreation Reserve	Committee of Management intend to discuss the draft policy with users at their next half yearly meeting, where they will draft a formal response to Council. However their initial concerns are that the recoup rate will be set too high and have a considerable impact on the club in the first year or two of implementation. The CoM are also fearful that the recoup rate will be increased regularly, making it unaffordable for the tenant clubs.	Await future feedback from CoM. The model is designed to provide guiding principles and required levels of service. Negotiation is a key component of the flexibility of the process.	

### 10.3.6 Recreation Reserve Leases and Licence Occupancy Policy

#### Introduction

File No.: 12/09/021  
Author: Troy Scoble  
General Manager: Danny Colgan

#### Background

The purpose of this report is to recommend that the Council adopt the Reserve Leases and License Occupancy Policy ("Policy") following the community exhibition period.

#### Proposal

The Recreation and Leisure Strategy 2015-2021 was adopted by the Council at Ordinary Meeting held on the 2 September 2015. A key recommendation of the strategy was the development of a Reserve Management Framework to ensure there is a coordinated, integrated, consistent approach to the management and operation of recreation reserves and facilities across Moorabool Shire.

The following principles consistent with those outlined in the Recreation and Leisure Strategy 2015 – 2021 underpin the development of the framework and its associated policies:

- Partnerships
- Accessibility
- Participation
- Equity and Fairness
- Financial Responsibility

The associated policies are: draft Community Facilities Funding Policy; draft Recreation Reserve User Fees & Charges Policy; draft Recreation Reserve Leases & Licenses Occupancy Policy; draft Recreation Reserves Capital Works Contribution Policy and Revised draft Appointments and Delegations Policy.

The Policy contained in Attachment 10.3.6(a) provides a management and usage model for the allocation of use of recreation reserve facilities across the Moorabool Shire.

Key objectives of this policy include:

- Support Reserve Managers (Council and Committees of Management) in the management and allocation of usage at reserves;
- Provide a consistent equitable approach to the management of reserve facilities;
- Minimise Councils and user groups risk exposure;
- Provide user groups with a tenure for usage of facilities, and
- Outline roles and responsibilities for all parties relating to use of facilities.

The Policy outlines three types of agreements for implementation at reserves and facilities: leases, licenses and casual use agreements. The Policy recommends the type of usage that would apply to each the agreement types. The Policy also recognises that each usage should be managed on a case by case basis. Therefore, there is flexibility in the management agreements to ensure the agreement is tailored toward the type of usage. The Policy also outlines that different agreements are required to be implemented depending the ownership of the facility.

Council's role in the implementation of the Policy as part of the Recreation Reserve Management Framework is to work collaboratively with various management models/agencies to establish fair and equitable management and use arrangements at all reserves to ensure consistency and equity regardless of the type of governance structure/s in place.

The Policy will be implemented over the next three years. This will include Officer and Reserve Manager training in the implementation of the associated policies using updated systems and processes.

A significant amount of engagement has been undertaken in the development of this policy. An initial community engagement process was undertaken with existing Committees of Management as a part of the review of the policy. The Community Engagement Activities included:

- Meetings with Committees of Management
- Emails to existing Committees of Management with a questionnaire
- Draft Policy provided to Committees of Management for feedback.

During the public exhibition period the following activities were undertaken to seek community feedback on the draft Policy.

- A discussion forum and submissions through the Have Your Say website, the Council's online engagement portal;
- Copies were available at Council's Customer Service locations including the Lerderderg Library;
- Community Groups and Committees of Management were provided with the draft Policy and asked to provide feedback or a submission;
- The Recreation and Leisure Strategic Advisory Committee held two workshops to discuss the draft Policy and at the conclusion of the engagement period to workshop feedback received to inform the final Policy;
- The public exhibition period and submission process was also advertised in the local newspaper, on Council's Facebook Page, Youth Page and on Council's website;
- At the request of the Committees, individual meetings and discussions were held with The Chairperson Maddingley Park Committee of Management, the Masons Lane Recreation Reserve User Group Advisory Committee, Darley Park User Group Advisory Committee, President of the Bacchus Marsh Cricket Club, Chairperson of the Ballan Recreation Reserve Committee of Management and representative of the Elaine Recreation Reserve Committee of Management.

Sixty people visited the Have Your Say engagement portal to view the Framework and associated policies with 10 views/downloads specific to the draft Policy.



### **Key Issues raised during the engagement period**

The feedback raised during the engagement period specific to the Policy contained in Attachment 10.3.6(b) were:

- Support by the community for a policy outlining a standardised set of agreements to apply for facility usage.
- Support for agreements that encourage longer term tenancy as it could translate into more investment by the community into the facilities

The feedback on the draft Policy was presented to the Recreation and Leisure Strategic Advisory Committee at its meeting held on the 20 June 2016. The draft policy was further considered at the Recreation and Leisure Strategic Advisory Committee meeting on 18 July 2016 and is now being presented to the Council for adoption.

The Policy will be implemented over the next three years. This will include Officer and Reserve Manager training in the implementation of the associated policies using updated systems and processes.

### **Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

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

The Policy is consistent with the 2013-2017 Council Plan and the Recreation and Leisure Strategy 2015 -2021.

### **Financial Implications**

The preparation of the Policy was undertaken within existing resources. Any future budget implications will be referred to Council's budget process for consideration.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Community Needs	Service gaps if the policy is not consistently implemented across the Shire	High	Council to review outcomes of policy implementation in partnership with Reserve Managers
Financial	Funding required to progress actions outlined in the policy and associated policies	Medium	Business cases prepared for consideration in future Council budgets

### Community Engagement Strategy

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

Level of Engagement	Stakeholder	Activities	Date	Outcome
Consult	Committees of Management	Email questionnaire to Committees of Management (recreation)	2015	Feedback from five Committees
Involve	Committees of Management	Meetings with Committees of Management (Halls and Heritage)	2015	Meetings with nine Committees
Consult	Committees of Management	Email draft Policy to Committees for feedback.	2015	Feedback provided to finalise the Draft Policy
Consult	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	Presentation and workshop on the draft policy	February 2016	Feedback provided to finalise the Draft Policy
Consult	Councillors	Presentation and workshop to the s.86 Social Development Committee of Council	16th March 2016	Feedback provided to finalise the Draft Framework and associated policies

### Public Exhibition Period

Level of Engagement	Stakeholder	Activities	Outcome
Consult	Community	<p>Pasted with dedicate page and submissions through the Have Your Say website</p> <p>Public submission process advertised in local newspaper and Council's website</p> <p>Copies were available at all Council's Customer Service locations Lerderderg Library.</p> <p>Strategy posted on Council's Facebook page/s</p>	<p>9 Views/ Downloads of the Draft Community Facilities Funding Policy</p> <p>Residents able to view the Framework</p>
	Community groups and Committees of Management	<p>Provided with the Draft Documents and asked to provide feedback.</p>	<p>Two specific submissions received specific to the Policy</p> <p>Four meetings and 15 phone conversations held with specific groups</p>
Consult	Internal Staff	<p>Provided to Management Group and requests for feedback.</p>	<p>Multiple staff provided feedback via email and meetings.</p>
Collaborate	Moorabool Shire Recreation and Leisure Strategic Advisory Committee	<p>Draft presented and all members provided with a copy and asked to provide feedback.</p> <p>Further meetings held to workshop feedback at conclusion of the exhibition period</p>	<p>3 Committee workshops – attendees from external organisations, internal staff, Councillors and community representatives</p>

### Communications Strategy

It is proposed that upon adoption of the Policy as part of the Recreation Reserve Management Framework, Officers will work collaboratively with various management models/agencies to implement over the next 12 months. This will include training for officers and committees of management involved the management of reserves in the implementation of the Framework and associated policies and processes.

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

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

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

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

*General Manager – Danny Colgan*

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

*Author – Troy Scoble*

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

### **Conclusion**

The Policy outlines three types of agreement recommended for implementation at reserves and facilities. These are leases, licenses and casual use agreements. The Draft policy recommends the type of usage that would apply to each the agreement types. The draft policy also recognises that each usage should be managed on a case by case basis. Therefore, there is flexibility in the management agreements to ensure the agreement is tailored toward the type of usage.

### **Recommendation:**

**That the Council adopt the Recreation Reserves Occupancy Lease and Licenses Policy.**

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### **Report Authorisation:**

**Authorised by:**   
**Name:** Danny Colgan  
**Title:** General Manager Social & Organisational Development  
**Date:** Tuesday 26 July 2016

# Attachment - Item 10.3.6(a)

<b>Policy No.:</b>	SOD014	<b><i>Recreation Reserve Leases and Licenses Occupancy Policy</i></b>
<b>Review Date:</b>		
<b>Revision No.:</b>	03	
<b>Policy Manual Version No.:</b>	03	
<b>Adopted by:</b>		Date: August 2016

### 1. Introduction and Purpose

In September 2015, Council adopted the **Moorabool Recreation & Leisure Strategy 2015-2021**. The strategy provides a framework for the future planning, development and management of recreation and sporting facilities, open space and services within the Shire.

The strategy recommended the development of the **Recreation Reserve Management Framework**. The framework documents and reviews existing recreation and leisure facility management arrangements for Council owned and managed facilities, and recommends a management framework model that encourages equitable maintenance responsibilities and cost recovery principles for the various tenancy arrangements, including commercial and community leases, seasonal allocations/licences, and school use across all reserves.

The purpose of this policy is to provide a consistent and sustainable approach to the management and usage of Council recreation reserve facilities that is equitable, easily understood and maximises available resources. This policy is consistent with principles outlined in the Recreation and Leisure Strategy 2015-2021 and the Recreation Reserve Management Framework.

### 2. Scope

This policy directly applies to all Council owned / and or managed Recreation Reserves.

#### DEFINITIONS

**Casual Usage** - Casual usage is typically a 'one off' allocation of Council's sports fields and pavilions. However casual use may be for a number of dates provided that the use is not on a consistent and regular basis.

**Committees of Management** – Section 86 Committees appointed by Council or DELWP appointed committees, undertaking the management and maintenance of recreation reserves.

**In-competition sports** - Traditional seasons for competition of sport, e.g. AFL, netball and soccer competition during winter season and cricket competition during summer season.

**Lease Agreement** – A lease agreement is a right to use the property exclusively on an ongoing basis for the term of the agreement.

**Licence Agreement** – A licence agreement is a right to use the property on dates and times specified, but is not ongoing exclusive access.

Pavilions - Buildings associated with sports fields to support the provision of activity. Includes clubrooms, change rooms, grandstands.

Seasonal Usage - Seasonal Usage is either 1 April – 30 September (winter season) or 1 October - 31 March (summer season).

Recreation Reserve – Open space containing facilities for recreational opportunities, such as sportsground ovals, courts, pavilions, practice facilities gardens and playgrounds.

Sports fields – Recreation reserve area used for active recreation, such as AFL, soccer, cricket, equestrian, netball, fitness activities etc.

Sports Facility – Sports Fields and associated facilities such as pavilions, practice facilities.

### 3. Objectives

The objective of this policy is to provide a management and usage model for the recreation reserve facilities across the Moorabool Shire consistent with the key principles and objectives of the Moorabool Shire Reserve Management Framework. The policy aims to:

- Support Reserve Managers (Council and Committees of Management) in the management and allocation of usage at reserves;
- Provide a consistent equitable approach to the management of reserve facilities;
- Minimise Councils and user groups risk exposure;
- Provide user groups with a tenure for usage of facilities, and
- Outline roles and responsibilities for all parties relating to use of facilities

### 4. Strategic Principles

#### Management of Facilities

The Recreation Reserve Management Framework establishes the principles for the implementation of standardised tenancy agreements for users at all reserves. The agreements will outline the conditions of use, times of use, fees & charges and responsibilities of the user group.

Three types of tenancy agreements will be considered depending on the specific circumstances of the user group and reserve that they use.

#### 1: Leases

A lease agreement is used to provide sports clubs and/or associations with **exclusive occupancy** of a sports facility for an agreed period. The lessee has use of the leased facility under clearly stated terms and conditions. Lease periods will be subject to negotiation, although the club/s is generally issued a 5 – 10 year period.

Under a Lease Agreement the Lessee pays all costs associated with the operation of the facilities it leases including minor and major maintenance, utility charges, water

costs, rates, garbage charges, and any other costs associated with the normal operation of that leased space. Due to the exclusive nature of this agreement, a Lease Agreement is only recommended to be issued in exceptional circumstances or for single purpose activities E.g. Bowling Clubs, Golf Clubs and Tennis Clubs and the lessee must be able to demonstrate / evidence a clear financial and technical expertise capacity to manage and maintain the facility at an acceptable standard.

### 2: Licences

A licence agreement provides a sports club and/or association with a permit to use a sports facility for an agreed purpose for an agreed period of time providing certainty of tenancy. Licences do not provide user groups with exclusive occupancy rights to a facility except on dates and times specified in the licence. Licence periods will be subject to negotiation although a maximum term of up to three years is recommended.

Under a Licence Agreement the licensee pays sportsground and pavilion fees and charges as scheduled, utility charges and may be required to pay some maintenance cost where appropriate.

This type of use is non-exclusive to encourage multi use of facilities including by the general public at times outside those stated in the agreement. This agreement allocates usage on a consistent basis at specific dates and times during the period of the agreement.

Typically a licence agreement will apply to facilities that have an annual schedule of activities.

To be eligible to enter into a licence agreement for use of Council's recreation reserve facilities user groups must be a registered business or incorporated identity, as per the Associations Incorporation Act 2014 and have Public Liability Insurance to the value of \$10,000,000 or as otherwise determined by Council's insurers.

As the terms of licence agreements are negotiable, many users will be allocated use of facilities on a seasonal licence basis.

Seasonal sports ground allocations will be made on a 6-monthly or sport season basis for both training and match play purposes. A Seasonal Allocation does not provide clubs with exclusive use of sports facilities and recognises the shared multi-use nature of recreation facilities outside those times stated in the agreement.

Seasonal Allocation applies to the following dates in each year.

Winter Season: 1 April – 30 September  
Summer Season: 1 October – 31 March

This type of use is non-exclusive and allocated on a consistent basis at specific dates and times during a **seasonal** period. Typical use would be Tuesday and Thursday evenings for training and Saturday/Sunday afternoons for competition. This allocation also includes club events and representative matches.

To be eligible to enter into a licence agreement for use of Council's sports fields and pavilions, user groups must:



- Be a registered business or incorporated identity, as per the Associations Incorporation Act 1981;
- Have public liability insurance to the value of \$10,000,000 or as otherwise determined by Council's insurers; and
- Not be in arrears with fees and charges or payments stipulated in an agreed repayment plan.

Unless a longer term is agreed under a Licence Agreement, Seasonal Allocation of sportsgrounds is not guaranteed from year to year and will be subject to the Seasonal Application process or terms of the Licence Agreement. Seasonal Allocations are subject to sportsground fees and charges as scheduled, utility charges and costs relating to supporting infrastructure specific to their sport i.e. floodlighting, turf wickets.

### 3: Casual Use Agreement (CUA)

A CUA is generally issued to a school, casual user, an event or user groups, to confirm a particular ground for specified activities, times, sportsground and pavilion fees and charges as scheduled. These agreements are normally best used for one off usage or a sequence of one off uses that are not permanent in nature.

Casual or one off use will be managed via a Casual Use Agreement. Casual use applicants must hold current public liability insurance to the value of \$10,000,000 or as otherwise determined by Council's insurer.

When allocating casual usage of Council's sports fields and pavilions the following criteria will be considered:

- Applicant's history within the municipality;
- Applicant's history of use and treatment of requested facilities; and
- Not-for-profit organisations will have preference above commercial agencies.

Applications for casual usage will be assessed on a case by case basis.

School usage refers to use of Council's sports fields and pavilions by schools or school sporting associations located within or external to Moorabool Shire and will be managed via a Casual Use Agreement.

Schools must hold current public liability insurance to the value of \$10,000,000 or as otherwise determined by Council's insurer. Priority for allocation will be given to schools located within or school sporting associations servicing the Moorabool Shire area.

### **Reserve Committees of Management including Non-Council Owned Reserves**

Council appointed Reserve Committees of Management will be provided with the suite of user agreements required to implement user agreements for the users of the reserves. Copies of user agreements should be made available upon request as Council is regularly audited to ensure usage agreements are in place.

Council appointed Committees of Management on Non Council Owned reserves are also required to enter into tenancy agreements with reserve users as per the terms and conditions of their appointment. On all Crown Land Reserves the Department of Environment Land Water and Planning Lease and Licence Agreements are required to

be used to confirm tenancy and usage at a reserve as per the Crown Land Reserves Act 1989. These agreements include terms consistent with Council agreements. A Standard template for these agreements is provided in Attachment 2.

Recreation Reserve Committees at Non Council owned or Managed reserves, are still encouraged to utilise the standardised tenancy processes and to establish fees and charges outlined in Council's Recreation Reserve Management Framework (Recreation Reserve User Fees and Charges Policy) as this is a vital process in funding model for reserve management.

It should be noted that Council's Casual User Agreement has been approved for ALL reserves regardless of ownership or management. The Council process has been modelled on the requirements of the Crown Land Reserves Act 1989, so that there is consistency between Council managed reserves and non-Council reserves.

### 5. Related Documents

- Recreation & Leisure Strategy 2015-2021
- Recreation Reserves Management Framework
- Recreation Reserve User Fees & Charges Policy
- Recreation Reserves Capital Works Contributions Policy
- Community Facilities Funding Policy
- Appointment and Delegations Policy

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

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

### 7. Review

The Recreation Reserve Leases and Licence Occupancy Policy will be reviewed consistent with the review of the Recreation Reserve Management Framework in partnership with the Moorabool Shire Recreation and Leisure Strategic Advisory Committee with any recommendations improvements referred to Council for amendments and updates to the policy.

### 8. References

<b>Department</b>	Department
<b>Council</b>	Moorabool Shire Council
<b>LG Act</b>	<i>Local Government Act</i> 1989 and supporting regulations
<b>Section 86</b>	Section 86 of the <i>Local Government Act</i> 1989

# Attachment - Item 10.3.6(b)

**Summary of Submissions Received - Recreation Reserve Lease Licences Occupancy Policy**

<b>Submitter</b>	<b>Summary</b>	<b>Discussion / Recommendation for Amending the Strategy</b>	<b>Recreation &amp; Leisure Advisory Committee Comments (from Workshop held 20 June &amp; 18 July)</b>
Darley Park User Group Advisory Committee	Very supportive of standardize agreements being applied and support longer term tenancies for clubs that have been based at a facility for a significant period of time to acknowledge their previous investment and encourage future investment in facilities.	No changes required to the framework or policy	No Changes required to the Policy
Darley Resident	The lease and licence policy is a positive step to secure tenancy and encourage future partnerships to develop facilities between Council and clubs.	No change to the policies or framework is needed.	

## 10.4 INFRASTRUCTURE SERVICES

### 10.4.1 Capital Improvement Program Quarterly Report – June 2016

#### Introduction

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

#### Background

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

#### Proposal

This quarterly report provides Council with an overview of the progress of Council's 2015/16 Capital Improvement Program to 30 June 2016.

#### Implementation of the 2015/2016 Capital Improvement Program

The 2015/16 Capital Improvement Program consists of 79 projects. Of these 79 projects, 13 are inactive and cannot commence. Further to this, there are a number of projects that span multiple years and will be completed in 2016/17.

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

- Projects carried forward from 2014/15 program
- 2015/16 Council budgeted projects
- Grant funded projects

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

The Engineering Services Unit nominates 6 key stages of the project delivery process and will report with reference to these stages in regard to the overall program status.

The table below summarises the overall program status as at 30 June 2016:

CIP Program Delivery Stage	Actual as of 30 June 2016	
	No. of Projects	%
Not Commenced (inactive)	13	-
Multi-year projects currently underway	4	-
Not Commenced	0	0
Documentation/Design Preparation	0	0
Tender/Quote Stage	0	0
Project Awarded – Waiting Commencement	0	0
In Progress/Under Construction	4	6.6
Complete	57	93.4
<b>TOTAL</b>	<b>61</b>	<b>100.00</b>

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

#### Program Status and Financial Year Performance

Of the 79 projects, there are 13 projects that have not commenced and are deemed inactive due to either unsuccessful funding applications, recent funding announcements or scheduled for completion in the 2016/17 CIP. An overview of these projects and a comment on the status are included in the attached report.

There are also 4 projects within the CIP that span multiple years. These include;

- Halletts Way / O'Leary Way Southern Extension
- Bacchus Marsh Balliang Road / Glenmore Rd, Rowsley Roundabout Construction
- Darley Early Years Hub, Darley
- Darley Sporting Pavilion, Darley (included within DEYH contract)

The inactive projects and multiple year projects account for 17 projects listed in the 2015/16 CIP. These projects have not been included in the overall end of year performance calculations as they were unable to be completed during 2015/16.

Of the 61 projects that could be completed, there are 4 projects that will be carried forward into the 2016/17 CIP. The table below outlines each of these projects and their current status;

<b>Project Name</b>	<b>Project Status</b>
Acoustic treatment to the Lerderderg Library, Bacchus Marsh	This project has been awarded to Soundfix Acoustics Pty Ltd with completion scheduled for August /September 2016.
Dunnstown Recreation Reserve, Dunnstown – Lighting Upgrade	This project has been awarded to Ben Clark Electrical Pty Ltd with anticipated completion in August/September 2016.
Bacchus Marsh Racecourse Recreation Reserve – active sports precinct design	This project is awaiting the NSRF outcome anticipated in July/August 2016.
Darley Lift Replacement, Darley Civic Hub	This project has been included in the Darley Early Years Hub contract.

Taking these into account, 57 of a possible 61 projects were completed resulting in 93% of the program being completed in the financial year.

#### Projects yet to commence

Of the 13 projects that are considered 'Not Commenced', there have been a number of updates to these projects in recent months. An overview is provided below;

<b>Project Description</b>	<b>Project Status</b>
Gordon Recreation Reserve - Kitchen Upgrade	This project was funded through the 2015/16 Community Development Fund and a recent Notice of Motion at the May OMC. These funds will be provided to the Committee of Management in the form of a grant and removed from the inactive list.
Lal Lal Anzac Memorial Park	Funding for the Lal Lal Falls Memorial Park project has recently been successful through the Department of Veteran Affairs. This project will now be delivered in the 2016/17 CIP.
Masons Lane Recreation Reserve – Lighting Upgrade	This project was funded through the 2015/16 CIP and is currently on hold pending external funding contribution through SRV. A funding application has been submitted, with an outcome known in November 2016.
Maddingley Park lighting	A project allocation was funded through the 2014/15 CIP. An external funding application was unsuccessful and as a result, Council funded the remaining balance in the 2016/17 budget. This project will be delivered in the 2016/17 CIP.

Darley Neighbourhood House walking path	This project was funded through the 2014/15 Community Development Fund. External funding applications have not been supported to date and as a result, a revised scope of works and further budget allocation is being proposed.
Korweinguboorra Recreation Reserve	This project was funded through the 2015/16 Community Development Fund. External funding applications have not been supported to date and as a result, a further budget allocation to complete this project is proposed.
Bacchus Marsh Avenue of Honour – Footpath feasibility study	This project was funded through the 2013/14 CIP. External funding applications have not been supported to date and as a result, a revised scope of works and further budget allocation is proposed.
Ballan Recreation Reserve pavilion kitchen improvements	This project has been funded through the 2014/15 CIP. External funding applications have not been supported to date and as a result, a revised scope of works and further budget allocation is proposed.
Ballan Depot - conceptual design	This project has been hold pending CFA investigations and the NSRF outcome. The project will now be completed in 2016/17.
Bacchus Marsh BMX Club	This project was funded through the 2015/16 Community Development Fund and is currently on hold pending an external funding contribution through SRV. A funding application has been submitted, with an outcome known in November 2016.
Balliang Public Hall	This project has been funded through the 2014/15 CIP. External funding applications have not been supported to date and as a result, a revised scope of works and further budget allocation is proposed.
Mt Wallace Hall and Recreation Reserve	This project has been funded through the 2014/15 CIP. External funding applications have not been supported to date and as a result, a revised scope of works and further budget allocation is proposed.
Ballan Mechanics Institute improvements	This project has been funded through the 2014/15 CIP. External funding applications have not been supported to date and as a result, a revised scope of works and further budget allocation is proposed.



### Program Financial Status

A review of the financial aspect of the program has been completed through comparison of expenditure against the available budget. The final expenditure has been confirmed and the program has come in under budget by a total of \$169,469 representing a 1% under spend.

There are multiple options available with the under spend. The first would be to retain the funds as consolidated revenue to improve Council's cash position. The second option would help address Council's funding gap by carrying forward the funds to additional renewal projects as has been the case in previous years. The third option is to redirect surplus funds to inactive projects which have not received the external funding required to complete them.

It is recommended that option three be implemented to complete projects that have been sitting on the books for multiple years. The projects identified below have not received the external funding required to deliver the project outcomes. They have been reviewed in terms of project readiness to ensure delivery could be completed in the 2016/17 financial year. The proposed revised project and additional funding is outlined below;

- *Bacchus Marsh Avenue of Honour – feasibility study (\$25,000)*  
A \$10,000 allocation for this project was funded through the 2013/14 CIP and advice received indicates external funding is not available for studies of this type. With an additional funding allocation of \$25,000, this would complete a feasibility study to review the complexities associated with construction of a pathway along the Avenue of Honour, including planning and heritage implications.
- *Jonathan Drive to Holts Lane – construction of shared path (\$45,000)*  
A \$25,000 allocation towards this project was funded through the 2014/15 CIP and included the construction of pathways and ancillary items such as seating, shade sail and community art in the vicinity of Darley Neighbourhood House. To date, funding has not been received. A revised scope of works is proposed comprising a shared path constructed from Jonathan Drive, to Holts Lane along the irrigation channel alignment and replacement of bollards.
- *Korweinguboorra Recreation Reserve (\$10,000)*  
A \$6,366 Council contribution for this project was funded through the 2015/16 Community Development Fund and external funding has not been successful. This proposal includes an additional allocation of \$10,000 to complete the improvements projects including a shade sail, seating and fencing.
- *Ballan Recreation Reserve kitchen improvements (\$12,969)*  
A \$10,000 Council contribution for this project was funded through the 2014/15 CIP and external funding has not been successful. An additional \$12,969 would deliver a revised scope including the replacement of joinery and benchtops throughout the kitchen, replacement of plaster and supply of new cabinets throughout the storeroom and internal painting to these areas. Various trades will contribute in kind labour to the project to deliver the desired project outcome.

- *Mt Wallace Hall improvements (\$30,000)*  
 A \$20,000 Council contribution for this project was funded through the 2014/15 CIP that included a toilet refurbishment, BBQ installation and seating improvements. External funding has not been successful. A revised scope of works has been developed based on CoM current priorities. Given the current risks associated with the toilets, it is proposed to fund an additional \$30,000 that will include restumping of the amenities and refurbishment of the male, female and disabled toilets.
- *Balliang Hall outdoor space enhancements (\$20,000)*  
 An \$8,000 Council contribution for this project was funded through the 2014/15 CIP for the installation of a BBQ, seating improvements and pergola adjacent to the playground. External funding has not been successful. A revised scope of works has been developed based on CoM current priorities, to include enhancement the outdoor space and provide external decking at the hall for use by community groups.
- *Ballan Mechanics Institute improvements (\$26,500)*  
 A \$30,000 Council contribution for this project was funded through the 2014/15 CIP for heating and cooling upgrades, kitchen improvements and stage lighting upgrades. External funding has not been successful. A revised scope of works has been developed based on CoM current priorities to include heating and cooling improvements and painting of the Hall within the facility.

An alternative to redirecting funds into the projects above would be to abandon the projects or leave them as inactive and redirect the funds elsewhere.

**Policy Implications**

The 2013-2017 Council Plan provides as follows:

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

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

**Financial Implications**

There are no financial implications from this report. All projects identified for funding are from existing budget allocations.

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

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

## **Communications Strategy**

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

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

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

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

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

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

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

*General Manager – Phil Jeffrey*

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

*Author – Sam Romaszko*

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

## **Conclusion**

This report provides a summary of the progress of the Capital Improvement Program for the final quarter of the 2015/2016 period for the information of Councillors.

A review of the overall 2015/16 Capital Improvement Program (CIP) expenditure has occurred in comparison to the available budget. The final expenditure has come under budget by a total of \$169,469.

It is being recommended that the left over funds be directed into the current inactive projects within the CIP to complete the projects that have not obtained external grant funding.

**Recommendation: -**

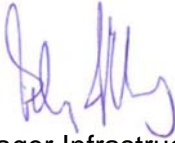
**That Council;**

1. **Receives the Capital Improvement Program quarterly report to 30 June 2016.**
2. **Allocates Capital Carry Forward surplus of \$169,469 to fund the following projects;**
  - a) **Bacchus Marsh Avenue of Honour – feasibility study (\$25,000)**
  - b) **Jonathan Drive to Holts Lane – construction of shared path (\$45,000)**
  - c) **Korweinguboorra Recreation Reserve (\$10,000)**
  - d) **Ballan Recreation Reserve kitchen improvements (\$12,969)**
  - e) **Mt Wallace Hall improvements (\$30,000)**
  - f) **Balliang Hall outdoor space enhancements (\$20,000)**
  - g) **Ballan Mechanics Institute improvements (\$26,500)**

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**Report Authorisation**

**Authorised by:**




**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Wednesday 27 July 2016

# Attachment - Item 10.4.1



2015/16  
Capital Improvement Program  
Quarterly Report  
June 2016

**BUDGET LEGEND**

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

## SEALED ROADS PROGRAM

### Halletts Way/O'Leary Way, Bacchus Marsh - Construction

From Stonehill Estate to existing Halletts Way

Task	Start Date	End Date	% Complete	Budget	Budget Status
New Road & Bridge Construction (Southern Extension)	04/04/2016	31/03/2017	10	\$10,000,000	

Project was awarded to Winslow Constructors Pty Ltd. Works commenced on site in April 2016 and scheduled for completion in March 2017. This project will be carried forward to the 2016/2017 financial year.

### Halletts Way, Darley - Construction

From Ramsay Crescent to Links Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
New Road Construction (Northern Extension)	11/05/2015	11/11/2015	100	\$632,844	

Project was awarded to All Equip Pty Ltd and completed in November 2015.

### Gordon Egerton Rd, Mount Egerton - Road Rehabilitation

Ch 4.74 - 5.40km  
From Malones Rd to Reserve Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	22/02/2016	17/06/2016	100	\$592,911	

Project was awarded to Patten Pavement Services Pty Ltd and completed in June 2016.

### Springbank Rd/Ormond Rd - Intersection Improvements

Ch 2.48 - 2.55km  
Intersection of Springbank Rd and Ormond Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Intersection Improvements	22/02/2016	27/5/2016	100	\$97,500	

Project was awarded to Enoch Civil Pty Ltd and completed in May 2016. Over expenditure of 63% was due to a number of latent conditions including relocation of Telstra assets and rectification of deficient pavement within the intersection.

### Yankee Flat Road, Navigators - Road Rehabilitation

Ch 1.07 - 1.64km  
North of Woodward's Lane

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	14/12/2015	26/02/2016	100	\$320,000	

Project was awarded to Bitu Mill Pty Ltd and completed in February 2016.

### Yankee Flat Road, Navigators - Road Rehabilitation

Ch 2.20 - 3.29km  
From Donnelly's Lane to south of McCarthy's Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	14/12/2015	26/02/2016	100	\$545,000	

Project was awarded to Bitu Mill Pty Ltd and completed in February 2016.

### Yankee Flat Road/Navigators Road - Intersection Resurfacing

Ch 0.0 - 0.12km  
Intersection of Yankee Flat Rd and Navigators Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	11/04/2016	22/04/2016	100	\$50,000	

Project was awarded to Bitu Mill Pty Ltd and completed in April 2016.

### Clarkes Hill Road, Clarkes Hill - Road Rehabilitation

Ch 3.48 - 4.53km  
From Powells Road to Boundary Church Road

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	05/10/2015	18/12/2015	100	\$460,000	

Project was carried out by the Operations Department and was completed in December 2015.

### Egerton Ballark Road, Mt Egerton - Road Rehabilitation

Ch 5.32 - 6.01km  
North from Magnus Lane

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	08/02/2016	25/03/2016	100	\$270,000	

Project was carried out by the Operations Department and was completed in March 2016.

### Thomas Court, Gordon - Road Rehabilitation

Ch 0.0 – 0.34km  
From Moorabool West Rd to the end

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	18/01/2016	19/02/2016	100	\$105,167	

Project was carried out by the Operations Department and was completed in February 2016. Over expenditure of 17% was due to unsuitable subgrade conditions which required stabilisation.

### Links Rd, Darley - Road Rehabilitation

Ch 0.0 - 0.49km  
From Halletts Way to Manning Boulevard

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation	01/02/2016	31/03/2016	100	\$274,240	

Project was awarded to Patten Pavement Services Pty Ltd and completed in March 2016.

### McFarland St, Bacchus Marsh – Asphalt Overlay

Gisborne Rd to Young St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Asphalt overlay to compliment kerb & channel replacement in 14/15	30/09/2015	1/10/2015	100	58,520.00	

Project was awarded to Elite Roads Pty Ltd and completed in October 2015. Over expenditure of 30% was due to the volume of regulation material required.

### George St, Bacchus Marsh – Asphalt Overlay

Lerderderg St to McFarland St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Asphalt overlay to compliment kerb & channel replacement in 14/15	30/09/2015	1/10/2015	100	\$13,667.50	

Project was awarded to Elite Roads Pty Ltd and completed in October 2015.

### William St, Bacchus Marsh – Asphalt Overlay

Gisborne Rd to End

Task	Start Date	End Date	% Complete	Budget	Budget Status
Asphalt overlay to compliment kerb & channel replacement in 15/16	06/06/2016	10/06/2016	100	\$30,318	

Project was awarded to Fulton Hogan Pty Ltd and completed in June 2016. Over expenditure of 31% was due to the volume of regulation material required.

### Egerton Ballark Road, Mt Egerton – Preplanning

Ch 6.02 - 7.11km  
South of Magnus Lane to South of Walsh Lane

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	30/07/2015	29/01/2016	100	\$33,000	

Project was awarded to TAC Design Pty Ltd and completed in January 2016.

### Ballan Meredith Rd, Morrisons – Preplanning

Ch 21.40 – 23.21km  
Egerton Bungeeltap Rd to Bungeeltap South Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	30/07/2015	29/01/2016	100	\$33,000	

Project was awarded to Techrds Design Pty Ltd and completed in January 2016. Over expenditure of 27% was due to the inclusion of additional stages along Ballan Meredith Rd in preparation for the large Sealed Roads Program in 2016/17.

### Navigators Rd, Navigators – Preplanning

Ch 2.22 – 3.22km  
North of Mullanes Rd


Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	30/07/2015	29/01/2016	100	\$33,000	

Project was awarded to Techrds Design Pty Ltd and completed in January 2016.



**Bacchus Marsh Balliang Road / Glenmore Rd  
Roundabout Construction, Rowsley –  
Blackspot**


Intersection of Glenmore Rd and Bacchus Marsh-Balliang Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
New Roundabout Construction	2/5/2016	12/08/2016	40	\$1,234,080	

Project has been awarded to Bitu-Mill Pty Ltd. Works commenced on site in May 2016 and scheduled for completion in August 2016. This project will be carried forward to the 2016/2017 financial year.

**Lerderderg Gorge Rd, Merrimu - Blackspot**


Gisborne Rd to Camerons Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Safety Improvements	16/05/2016	24/06/2016	100	\$385,000	

Project was awarded to Bitu-Mill Pty Ltd and completed in June 2016.


**Clarendon Blue Bridge Rd, Clarendon – Blackspot**

Ch 1.20 – 2.20km

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Safety Improvements	01/07/2015	24/6/2016	100	\$250,000	


Project was awarded to Bitu-Mill Pty Ltd and completed in June 2016.

**Berry St, Ballan - Preplanning**

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	01/03/2016	31/07/2016	35	\$25,000	


Project has been awarded to Techrds Design Pty Ltd. Design works are currently in progress with completion anticipated for August 2016.

**Inglis St, Ballan – Preplanning**

Task	Start Date	End Date	% Complete	Budget	Budget Status
Kerb and channel replacement (north side) from Stead Street to Duncan Street - Preplanning Allocation	01/03/2016	31/07/2016	50	\$25,000	

Project has been awarded to CRE Consulting Engineers Pty Ltd. Design works are currently in progress with completion anticipated for July 2016

**Lesters Rd, Bungaree – Preplanning**


Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Widening – Preplanning Allocation	01/03/2016	30/06/2016	100	\$20,000	

Preplanning was undertaken in-house and completed in June 2016.

## RESEAL PROGRAM

### Reseal Contract


Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Reseal works on various roads	09/11/2015	20/11/2015	100	\$984,682	

Project was awarded to Primal Surfacing Pty Ltd and completed in November 2015.

### Final Seals

Various Locations


Task	Start Date	End Date	% Complete	Budget	Budget Status
Final Sealing of various roads	09/11/2015	20/11/2015	100	\$127,526	

Project was awarded to Primal Surfacing Pty Ltd and completed in November 2015.

## SHOULDER RESHEETING PROGRAM

### Shoulder Resheeting Program

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Resheeting of road shoulders throughout the Shire	14/03/2016	24/06/2016	100	\$295,440	


Project was carried out by the Operations Department and completed in June 2016. The program consisted of 16 roads covering 14.7km of the sealed road network.

- Atkinson Street, Ballan Complete
- Austins Rd, Elaine Complete
- Ballan Egerton Rd, Mount Egerton Complete
- Ballanee Rd, Ballan Complete
- Cummings Rd, Parwan Complete
- Elaine Morrisons Rd, Elaine Complete
- Gillespies Lane, Ballan Complete
- Ingliston Rd, Ballan Complete
- Kookaburra Rd, Lal Lal Complete
- La Cote Rd, Greendale Complete
- Mollonghip Rd, Springbank Complete
- Myrniong Korobeit Rd, Greendale Complete
- Old Melbourne Rd, Dunnstown Complete
- Roch Court, Ballan Complete
- Windle St, Ballan Complete
- Yendon No 1 Rd, Buninyong Complete

## UNSEALED ROADS PROGRAM

### Gravel Road Resheeting Program

Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Resheeting of gravel roads through the Shire	07/09/2015	24/6/2016	100	\$753,500	

Project was carried out by the Operations Department and completed in June 2016. The program consisted of 11 roads covering 16km of the unsealed road network.

- Beremboke Rd, Beremboke Complete
- Camerons Lane, Beremboke Complete
- Harbours Rd, Yendon Complete
- Mahars Rd, Leigh Creek Complete

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▪ McDonalds Lane, Mount Egerton	Complete
▪ Osborne St, Maddingley	Complete
▪ Sand Rd, Grenville	Complete
▪ Skeltons Rd, Lal Lal	Complete
▪ Spargo Blakeville Rd, Blakeville	Complete
▪ South Maddingley Rd, Maddingley	Complete
▪ Stone Hut Rd, Ballan	Complete

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## BRIDGES AND CULVERTS PROGRAM

### Butter Factory Rd, Wallace – Preplanning


Over Moorabool River West Branch

Task	Start Date	End Date	% Complete	Budget	Budget Status
Bridge structural assessment and preplanning of replacement structure	18/01/2016	30/06/2016	100	\$70,000	

Project was awarded to Pitt & Sherry Pty Ltd and completed in June 2016.

### Clarendon Blue Bridge Rd, Clarendon – Structural Improvements


2km east of Midland Highway

Task	Start Date	End Date	% Complete	Budget	Budget Status
Structural improvements	18/04/2016	17/6/2016	100	\$25,000	

Project was awarded to Bitu Mill Pty Ltd and completed in June 2016. This project has been combined with the Clarendon-Blue Bridge road widening project. Overall, the total project is under budget.

### Beremboke Rd, Beremboke – Preplanning


700m north of Leveretts Lane

Task	Start Date	End Date	% Complete	Budget	Budget Status
Bridge structural assessment and preplanning of replacement structure	15/02/2016	30/06/2016	100	\$40,000	

Project was awarded to Driscoll Engineering Pty Ltd and completed in June 2016.

### Bacchus Marsh Balliang Rd, Rowsley - Preplanning


1.2km north of Glenmore Rd

Task	Start Date	End Date	% Complete	Budget	Budget Status
Bridge structural assessment and preplanning of replacement structure	1/11/2015	24/12/2015	100	\$40,000	

Project was awarded to Pit & Sherry Pty Ltd and completed in December 2015. A level 3 structural assessment was undertaken which identified no further works required.

### Bridge Improvements Package


Various locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Bridge improvement works including minor maintenance and renewal items	18/04/2016	30/06/2016	100	\$400,000	

Project was awarded to Niche Industries Pty Ltd and completed in June 2016.

### Lees Rd, East Balliang

1.2km south of Bacchus Marsh Balliang Rd


Task	Start Date	End Date	% Complete	Budget	Budget Status
Replacement of timber bridge	03/07/2015	27/11/2015	100	\$250,000	

This project was delivered by City of Greater Geelong and completed in November 2015.

## PATHWAYS PROGRAM

### Links Rd, Darley – Shared path upgrade


Halletts Way to Cairns Drive

Task	Start Date	End Date	% Complete	Budget	Budget Status
Asphalt overlay of existing path	01/02/2016	31/03/2016	100	\$41,250	

Project was awarded to Patten Pavement Services Pty Ltd and completed in March 2016.

### Fitzroy St, Darley – Shared path upgrade


Grey St to Raglan St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Asphalt overlay of existing path Concrete	11/04/2016	13/05/2016	100	\$55,687	

Project was awarded to Rustel Pty Ltd and completed in April 2016.

### Fitzroy St, Darley – New footpath


Raglan St to Albert St

Task	Start Date	End Date	% Complete	Budget	Budget Status
New footpath construction	05/10/2015	30/10/2015	100	\$30,000	

Project was carried out by the Operations Department and was completed in October 2015. Over expenditure of 75% was due to the addition of connections to the existing footpath network.

### Labilliere St, Maddingley – New footpath


Adjacent to Bacchus Marsh Leisure Centre

Task	Start Date	End Date	% Complete	Budget	Budget Status
New footpath construction	24/8/2015	28/8/2015	100	\$15,000	

Project was carried out by the Operations Department and was completed in August 2015.

### DDA Upgrade Program


Various locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Upgrade pedestrian crossings and footpaths to ensure DDA compliance at the roundabout of Labilliere St and Franklin St, Maddingley	26/04/2016	29/6/2016	100	\$20,000	

Project was carried out by the Operations Department and completed in June 2016.

### Halletts Way, Darley – Shared Path upgrade


Grey St to Ramsay Crescent

Task	Start Date	End Date	% Complete	Budget	Budget Status
Upgrade footpath to shared path status	05/01/2016	10/6/2016	100	\$172,000	

Project was awarded to Rustel Pty Ltd and completed in June 2016. Over expenditure of 20% is due to service alterations required to construct the footpath.

### Main St, Bacchus Marsh


Gell St to Young St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Bacchus Marsh Streetscape project Stage 3	14/01/2016	27/5/2016	100	\$320,236	

This project was awarded to Rustel Pty Ltd and completed in May 2016. Over expenditure of 20% is due to the costs of Telstra amendments and costs associated with the contractor undertaking night works to limit the disruption to traders and the community. Some of this overexpenditure is partly offset by the underspend in Gell Street as it was undertaken as one project.

**Gell St, Bacchus Marsh**


Main St to Car Park entrance (East side only)

Task	Start Date	End Date	% Complete	Budget	Budget Status
Bacchus Marsh Streetscape project Stage 3	14/01/2016	27/5/2016	100	\$50,000	

This project was awarded to Rustel Pty Ltd and completed in May 2016.

**KERB AND CHANNEL PROGRAM****William St, Bacchus Marsh**

Gisborne Rd to End


Task	Start Date	End Date	% Complete	Budget	Budget Status
Kerb and Channel replacement and drainage improvements	02/11/2015	24/12/2015	100	\$175,000	

Project was carried out by the Operations Department and completed in December 2015.

# DRAINAGE PROGRAM

## Cowie St, Ballan


Between Atkinson St and Edols St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of new drainage	15/02/2016	3/6/2016	100	\$50,000	

Project was carried out by the Operations Department and completed in June 2016. Over expenditure is due to service alterations including relocation of an existing water main and rectification of maintenance issues identified during the project including kerb and channel replacement and pavement regulation.

## Hall St, Ballan – Preplanning


Hall St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Upgrade of existing culvert	01/10/2015	24/6/2016	100	\$20,000	

Project was awarded to TGM Pty Ltd and completed in June 2016.

## Crook St, Bacchus Marsh – Preplanning

Cnr Crook St and Lerderberg St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Drainage improvements	01/10/2015	27/5/2016	100	\$20,000	

Project was awarded to TGM Pty Ltd and completed in May 2016.

## COMMUNITY LAND PROGRAM

### Masons Lane Recreation Reserve, Bacchus Marsh

Task	Start Date	End Date	% Complete	Budget	Budget Status
Replacement of baseball diamond fencing	22/02/2016	04/03/2016	100	\$20,000	

Project was awarded to Fenceworks Pty Ltd and completed in March 2016.

### Bacchus Marsh Civic and Community Hub, Darley

Task	Start Date	End Date	% Complete	Budget	Budget Status
Cricket net rectification works	15/10/2015	16/12/2015	100	\$30,000	

Project was awarded to Rustel Pty Ltd and completed in December 2015. Over expenditure of 60% was due to latent conditions found at the site.

### Moon Reserve, Bacchus Marsh

Task	Start Date	End Date	% Complete	Budget	Budget Status
Design and Construction of toilet facility	19/10/2015	29/01/2016	100	\$152,191	

Project was awarded to Shee oak Ridge Pty Ltd and completed in January 2016. Over expenditure of 22% was due to the costs associated with servicing the toilets.

### Masons Lane Recreation Reserve, Bacchus Marsh

Task	Start Date	End Date	% Complete	Budget	Budget Status
Replacement of Athletics Run Ups	24/08/2015	09/09/2015	100	\$42,000	

Project was awarded to Gecko Surfacing Solutions. Works commenced on site in August 2015 and completed in September 2015.

### Dunnstown Recreation Reserve, Dunnstown

Task	Start Date	End Date	% Complete	Budget	Budget Status
Installation of Lighting to Tennis/Netball court including power upgrade	30/06/2016	29/07/2016	10	\$90,000	

Project has been awarded to Ben Clark Electrical Pty Ltd with anticipated completion in August/September 2016. This project will be carried forward in the 2016/17 financial year.

### Bacchus Marsh Racecourse Recreation Reserve, Maddingley

Task	Start Date	End Date	% Complete	Budget	Budget Status
Completion of masterplan and preliminary design of active sports precinct	01/01/2015	31/12/2016	50	\$385,000	

Project was awarded to Land Design Partnership Pty Ltd. The masterplan has been adopted by Council and the preliminary design has been on hold due to the recent NDRF application. The project will be delivered in the 2016/17 financial year.

### ANA Memorial Gates, Maddingley Park


Task	Start Date	End Date	% Complete	Budget	Budget Status
Restoration of the ANA Memorial Gates	26/04/2016	13/05/2016	100	\$7,500	

Project was awarded to Action Alliance Pty Ltd and completed in May 2016.




## COMMUNITY BUILDINGS PROGRAM

### Senior Citizens/Quamby Rooms, Bacchus Marsh

Task	Start Date	End Date	% Complete	Budget	Budget Status
Roof replacement including gutters and downpipes	19/10/2015	06/11/2015	100	\$100,000	


Project was awarded to Bacchus Marsh Plumbing Service Pty Ltd and completed in November 2015.

### Bacchus Marsh Public Hall, Bacchus Marsh

Task	Start Date	End Date	% Complete	Budget	Budget Status
Internal and external painting of hall and supper room	30/06/2015	30/09/2015	100	\$100,000	


Project was awarded to Mascon Construction Pty Ltd and completed in conjunction with the hall upgrade. This component was completed in September 2015.

### Bacchus Marsh Public Hall, Bacchus Marsh - Kitchen Upgrade

Task	Start Date	End Date	% Complete	Budget	Budget Status
Upgrade of kitchen and toilet facilities	30/06/2015	9/10/2015	100	\$345,000	


Project was awarded to Mascon Construction Pty Ltd. Works commenced on site in June and completed in October 2015. Over expenditure of 12% was due to unforeseen structural works and additional building surveyor requirements throughout the project.

### Federation Park Toilet Facility, Darley

Task	Start Date	End Date	% Complete	Budget	Budget Status
Refurbishment of public toilet	7/09/2015	16/10/2015	100	\$40,000	


Project has been awarded to GJW Construction Pty Ltd and completed in October 2015.

### Darley Early Years Hub and Sporting Pavilion, Darley - Preplanning

Task	Start Date	End Date	% Complete	Budget	Budget Status
Detailed design allocation	01/01/2015	22/12/2015	100	\$308,148	


Detailed design is complete and construction commenced in February 2016.

### Darley Early Years Hub, Darley

Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of Early Years Hub	01/02/2016	31/12/2016	30	\$3,650,000	

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


### Darley Sporting Pavilion, Darley

Task	Start Date	End Date	% Complete	Budget	Budget Status
Construction of Sporting Pavilion	01/02/2016	31/12/2016	15	\$908,500	

Project was awarded to MacNeil Group Pty Ltd. Works commenced on site in May 2016 and are scheduled for completion in December 2016.


## CORPORATE BUILDINGS PROGRAM

### Lerderderg Library Acoustics

Task	Start Date	End Date	% Complete	Budget	Budget Status
Improvements to acoustics within the library	01/07/2016	31/07/2016	0	\$55,000	

Project has been awarded to Soundfix Acoustics Pty Ltd with anticipated completion in August 2016. This project will be carried forward into the 2016/17 financial year.

### Darley Office Lift Improvements


Task	Start Date	End Date	% Complete	Budget	Budget Status
Provision of a compliant lift	01/05/2016	30/10/2016	30	\$250,000	

Project was awarded to MacNeil Group Pty Ltd. Works commenced on site in May 2016 and are scheduled for completion in October 2016.

# BUS SHELTER PROGRAM

## Bus Shelter/Bus Route Development Program


Various Locations

Task	Start Date	End Date	% Complete	Budget	Budget Status
Improve Bus Shelter locations within the Shire	01/04/2016	17/6/2016	100	\$8,000	

A new bus shelter was incorporated into the pavement rehabilitation and widening project on Gordon-Egerton Rd, Mt Egerton.


## NON COUNCIL LAND/BUILDINGS PROGRAM

### Gordon Tennis Court Reconstruction

Task	Start Date	End Date	% Complete	Budget	Budget Status
Reconstruction of Tennis Courts	6/7/2015	31/3/2016	100	\$108,250	

Project was awarded to Rustel Pty Ltd and completed in March 2016. Over expenditure of 29% was due to less than anticipated grant funding for the project.

### Ballan Recreation Reserve Oval Pitch Installation

Task	Start Date	End Date	% Complete	Budget	Budget Status
Cricket Pitch Installation	01/09/2015	30/09/2015	100	\$15,000	

Project was awarded to SmartGrass Pty Ltd and completed in September 2015.

## INACTIVE / ON HOLD PROJECTS

### Darley Neighbourhood House

Task	Start Date	End Date	% Complete	Budget	Council contribution
Construction of walking paths between Grey Street and Holts Lane			0	\$85,000	\$25,000

This project has been funded through the 2014/15 Community Development Fund. Advice received indicates external funding is not available for this project.

### Gordon Recreation Reserve

Task	Start Date	End Date	% Complete	Budget	Council contribution
Kitchen Upgrade			0	\$52,615	\$25,000

This project has been funded through the 2015/16 Community Development Fund and the recent Notice of Motion resolved at the May OMC. These funds will be provided to the Committee of Management in the form of a grant and removed from the inactive list.

### Lal Lal Anzac Memorial Park

Task	Start Date	End Date	% Complete	Budget	Council contribution
New memorial at the intersection of Lal Lal Clarendon Rd and Parkers Rd			0	\$35,000	\$15,000

Funding for the Lal Lal Falls Memorial Park project has been successful through the Department of Veteran Affairs. This project will be delivered in the 2016/17 CIP.

### Ballan Vintage Machinery Museum

Task	Start Date	End Date	% Complete	Budget	Council contribution
Ronald and Tippett Heritage Museum at Ballan Racecourse			0	\$147,580	\$25,000

The council contribution for this project is now a grant to the committee and will be managed through Community Development. As a result this project will be removed from the program.

### Korweinguboorra Recreation Reserve

Task	Start Date	End Date	% Complete	Budget	Council contribution
Recreation Reserve Improvements			0	\$21,100	\$6,366

This project has been funded through the 2015/16 Community Development Fund. Advice received indicates external funding is not available for this project.

### Masons Lane Recreation Reserve, Bacchus Marsh

Task	Start Date	End Date	% Complete	Budget	Council contribution
Installation of Training Lighting to Oval 1 including a power upgrade			0	\$200,000	140,000

This project has been funded through the 2015/16 CIP and is currently on hold pending an external funding contribution through SRV. A funding application has been submitted, with an outcome known in November 2016.

### Maddingley Park - Lighting

Task	Start Date	End Date	% Complete	Budget	Council contribution
Lighting of pathway			0	\$140,000	\$45,000

A project allocation was funded through the 2014/15 CIP. An external funding application was unsuccessful and as a result, Council funded the remaining balance of \$93,000 in the 2016/17 budget. This project will be delivered in the 2016/17 CIP.

### Avenue of Honour, Bacchus Marsh

Task	Start Date	End Date	% Complete	Budget	Council contribution
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Feasibility Study into the Avenue of Honour			0	\$30,000	\$10,000
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This project has been funded through the 2013/14 CIP. Advice received indicates external funding is not available for projects of this type, and as a result Council officers are working on a revised scope of works.

### Ballan Recreation Reserve

Task	Start Date	End Date	% Complete	Budget	Council contribution
Pavilion Kitchen Upgrade			0	\$60,000	\$10,000

This project has been funded through the 2014/15 CIP. Advice received indicates external funding is not available for this project.

### Bacchus Marsh BMX Club

Task	Start Date	End Date	% Complete	Budget	Council contribution
Bacchus Marsh BMX race track development			0	\$127,840	\$25,000

This project has been funded through the 2015/16 Community Development Fund and is currently on hold pending an external funding contribution through SRV. A funding application has been submitted, with an outcome known in November 2016.

### Balliang Public Hall

Task	Start Date	End Date	% Complete	Budget	Council contribution
Seating improvements and BBQ upgrade			0	\$28,000	\$8,000

This project has been funded through the 2014/15 CIP. Advice received indicates external funding is not available for this project.

### Ballan Mechanics Institute

Task	Start Date	End Date	% Complete	Budget	Council contribution
Improvements to Kitchen, Stage lighting and heating and cooling upgrades			0	\$90,000	\$30,000

This project has been funded through the 2014/15 CIP. Advice received indicates external funding is not available for this project.

### Mt Wallace Hall

Task	Start Date	End Date	% Complete	Budget	Council contribution
Restumping of toilet, BBQ installation and shade sail construction			0	\$65,000	\$20,000

This project has been funded through the 2014/15 CIP. Advice received indicates external funding is not available for this project.

### Ballan Depot

Task	Start Date	End Date	% Complete	Budget	Council contribution
Preplanning for new Ballan Depot			0	\$64,000	\$64,000

This project has been hold pending CFA investigations and the NSRF outcome. The project will now be completed in 2016/17.

## 11. OTHER REPORTS

### 11.1 Assembly of Councillors

File No. 02/01/002

Section 76(AA) of the Local Government Act 1989 defines the following to be Assemblies of Councillors; an advisory committee of the Council that includes at least one Councillor; a planned or scheduled meeting of at least half the Councillors and one member of council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a Council function, power or duty by a person or committee acting under Council delegation.

It should be noted, an assembly of Councillors does not include an Ordinary Council meeting, a special committee of the Council, meetings of the Council's audit committee, a club, association, peak body or political party.

Council must ensure that the written record of an assembly of Councillors is, as soon as practicable –

- a) reported to the next ordinary meeting of the Council; and
- b) incorporated in the minutes of that council meeting. (s. 80A(2))

Council also records each Assembly of Councillors on its website at [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

A record of Assemblies of Councillors since the last Ordinary Meeting of Council is provided below for consideration:

- Assembly of Councillors – Wednesday 25 May 2016 – Confidential Matter
- Assembly of Councillors – Wednesday 13 July 2016 – Community Infrastructure Planning Framework

#### **Recommendation:**

**That Council receives the record of Assemblies of Councillors as follows:**

- **Assembly of Councillors – Wednesday 25 May 2016 – Confidential Matter**
- **Assembly of Councillors – Wednesday 13 July 2016 – Community Infrastructure Planning Framework.**

# Attachment - Item 11.1



# Assembly of Councillors



Date:	13 July, 2016
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh
Councillors:	Cr. Comrie (Mayor) Cr. Dudzik Cr. Edwards (left 5.15pm) Cr. Spain Cr. Tatchell Cr. Toohey
Officers:	Rob Croxford; Phil Jeffrey; Satwinder Sandhu; Danny Colgan; Raeph Cumming; Andrew Goodsell
Apologies:	Cr. Sullivan

## 1. Assembly opened at: 5.50pm

## 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:

**Community Infrastructure Planning Framework**

**Assembly closed at: 6.02pm**

Signed:

A handwritten signature in blue ink, appearing to read "Rob Croxford".

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

Date: 13.07.2016

**11.2 Section 86 - Delegated Committees of Council - Reports**

Section 86 Delegated Committees are established to assist Council with executing specific functions or duties. By instrument of delegation, Council may delegate to the committees such functions and powers of the Council that it deems appropriate, utilising provisions of the Local Government Act 1989. The Council cannot delegate certain powers as specifically indicated in Section 86(4) of the Act.

Section 86 Delegated Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Section 86 – Delegated Committees of Council present the reports of the Committee Meetings for Council consideration.

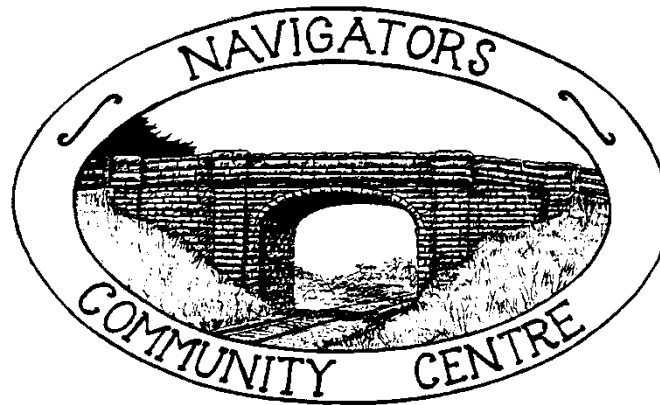
<b>Committee</b>	<b>Meeting Date</b>	<b>Council Representative</b>
Navigators Community Centre	20 July 2016	Community Members

**Recommendation:**

**That Council receives the reports of the following Section 86 - Delegated Committees of Council:**

- **Navigators Community Centre committee meeting of Wednesday, 20 July 2016**

# Attachment - Item 11.2



## **1 Navigators Community Meeting 20<sup>th</sup> July 2016**

### Terms

- NCC – Navigators Community Centre
- MSC – Moorabool Shire Council

### **1.1 Office Holders**

1. Marita Austin – President
2. Debbie Barnett – Vice President
3. Ken Turner – Treasurer
4. Ole Kelderman – Secretary

### **1.2 Committee Members**

5. Michael Clarke
6. Tarsha Gore
7. David Tatman
8. David Reyne
9. Wayne Austin
10. Paul Mullane

### **1.3 Present**

1. Marita Austin
2. Debbie Barnett
3. Wayne Austin
4. Ken Turner
5. Ole Kelderman
6. Michael Clarke
7. David Tatman

### **1.4 Apologies**

1. David Reyne
2. Paul Mullane
- 3.

## 1.5 Next Meeting: NCC hall , September AGM – date to be determined

## 2 Navigators Community Centre Minutes

Meeting Started 7:35 pm

Meeting Concluded 9:00 pm

### 2.1 Minutes for NCC Meeting 4<sup>th</sup> May 2016

Minutes circulated.

Minutes agreed as accurate with one proviso the title referenced the incorrect date;

Debbie Barnett Moved , Wayne Austin Seconded. Carried

### 2.2 Business Arising From Minutes

#### 2.2.1 Miscellaneous

1. Marita needs to complete Consumer Affairs Statement
2. Michael Clarke and Ken Turner to open Bendigo Bank Account.

#### 2.2.2 Ground improvements

1. Working Bee successful . Cleaned up vegetation and tree line. Much improvement. Thanks to all the willing participants.
2. Michael suggested damaged panel and post of front fence be removed.
3. Thanks to Michael for cutting grass

### 2.3 Correspondence

#### 2.3.1 In>

1. MSC – Advising of Winter 2016 Grants – Request need to be completed

#### 2.3.2 Out>

1. Nil .

### 2.4 Treasurer's Report

#### 2.4.1 Report

- Current Balance 20<sup>st</sup> July 2016 \$20,153.09
- Transactions from last month
  - Chq deposit from MSC for periodic funding \$1100.00
  - Reimbursement to Marita for repairs \$57.00
  - Power Bill \$123.51

Ken Turner Proposed acceptance , Wayne Austin seconded . Carried

## General Reports

### 2.4.2 Tennis club

1. Nil

### 2.4.3 History Club

1. Nil

### 2.4.4 Miscellaneous

1. Red cross using grounds on 10<sup>th</sup> August. Due to Community Involvement and Non Profit nature of Red Cross , the usage entails no charges. Also to be mindful that the NCC facility to be best presented in respect for the Red Cross .
2. Brian Jones of DuraSteel commented on how well the cladding ( which I presume is of DuraSteel) is looking. Discussion of age of cladding in the range of 15 20 years.

## 2.5 General Business

### 2.5.1 Bendigo Bank Account at Ballan

Open account at Bendigo Bank branch at Ballan.

Ken Turner and Michael Clarke to action with opening deposit of \$5000.

Action approved as per motion in previous council minutes.

### 2.5.2 Trial fixed meeting dates

Motion proposed that fixed meeting dates be trialled for the year from 2016 AGM to 2017 AGM.

Dates proposed

September AGM – date has to be finalised in conjunction with MSC.

The first Wednesday of the following months ; November, March, May, July .

So the following dates will be used. Meetings starting at 7:30 pm.

- September – TBA
- 2 Nov 2016
- 1 Mar 2017
- 3 May 2017
- 5 July 2017

Debbie Barnett Moved the Motion, Michael Clarke Seconded. Carried.

### 2.5.3 Miscellaneous

1. Set date of September AGM in conjunction with MSC . Suggested dates Tue 6<sup>th</sup>, Tue 13<sup>th</sup> or Thu 15<sup>th</sup> September.
2. Problems advised by Treasure regarding difficulty with Central Highlands Water to redirect invoices.
3. Discussion of community Movie night. Target is September .
4. Discussion of “circle works/Donuts” on gravel, and whether speed humps may discourage such behaviour. Discussion on the damage / ill effect to the facility that this causes.

### 11.3 Advisory Committees of Council - Reports

Advisory Committees are established to assist Council with executing specific functions or duties.

Advisory Committees of Council currently have no delegated powers to act on behalf of Council or commit Council to any expenditure unless resolved explicitly by Council following recommendation from the Committee. Their function is purely advisory.

Advisory Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Advisory Committees of Council present the reports of the Committee Meetings for Council consideration.

<b>Committee</b>	<b>Meeting Date</b>	<b>Council Representative</b>
Social Development Committee	18 May 2016	Cr. Comrie, Cr. Dudzik, Cr. Edwards
Moorabool Recreation and Leisure Strategic Advisory Committee	20 June 2016	Cr. Dudzik Cr. Edwards Cr. Spain

**Recommendation:**

**That Council receives the reports of the following Advisory Committees of Council:**

- **Social Development Committee meeting of Wednesday, 18 May 2016.**
- **Moorabool Recreation and Leisure Strategic Advisory Committee meeting of Monday, 20 June 2016**

# Attachment - Item 11.3(a)



# **MINUTES**

## **SECTION 86 SOCIAL DEVELOPMENT COMMITTEE**

**WEDNESDAY 18 May 2016**  
**Council Chambers, Stead Street**  
Ballan  
3.30pm – 4.30pm

### **MEETING OPENING**

Cr Tonia Dudzik welcomed all and opened the meeting at 3.40pm.

### **1. PRESENT**

Cr Tonia Dudzik	Councillor - East Moorabool Ward
Cr Allan Comrie	Councillor - East Moorabool Ward
Cr David Edwards	Councillor - East Moorabool Ward
Danny Colgan	General Manager Community Services
Troy Scoble	Manager Youth and Recreational Development

### **APOLOGIES**

Nil

### **CONFIRMATION OF THE PREVIOUS MINUTES**

**Resolution:**

**That the Social Development Advisory Committee confirm the minutes of the meeting held on Wednesday 18 November, 2015.**

**Moved: Cr. Edwards**

**Seconded: Cr. Dudzik**

**CARRIED**

**That the Social Development Advisory Committee confirm the minutes of the meeting held on Wednesday 16 March, 2016.**

**Moved: Cr. Dudzik**

**Seconded: Cr. Comrie**

**CARRIED**

## **2. CONFLICT OF INTEREST**

No conflicts of interest were declared at the meeting.

## **3. STRATEGIC PROJECTS UPDATE**

### **3.1 Community Services Strategic Projects**

Danny Colgan tabled an updated report on Community Services Directorate strategic projects, noting that most projects have been completed. The Ballan Early Years Feasibility Study report will be presented to the July meeting of the Committee.

## **4. COMMUNITY SERVICES REPORTS**

### **4.1 Draft Youth Spaces Feasibility Study**

#### **RECOMMENDATION**

**That the S86 Social Development Committee:**

- 1. Receives the Draft Youth Spaces Feasibility Study for the purpose of review and feedback to Officers.**
- 2. Requests that the Youth Spaces Feasibility Study (with any identified amendments) be presented to the June 2016 Ordinary Meeting of Council for endorsement for the purposes of community exhibition for a period of eight weeks.**

#### **RESOLUTION**

**That the S86 Social Development Committee:**

- 1. Receives the Draft Youth Spaces Feasibility Study for the purpose of review and feedback to Officers.**
- 2. Requests that the Youth Spaces Feasibility Study (with any identified amendments) be presented to an Ordinary Meeting of Council for endorsement for the purposes of community exhibition for a period of eight weeks.**

**Moved: Cr. Edwards**

**Seconded: Cr. Comrie**

**CARRIED**

## **DATE OF NEXT MEETING**

20 July 2016 – James Young Room, Lerderderg Library, Main Street, Bacchus Marsh

## **CLOSE OF MEETING**

The meeting closed at 4.45pm.

# Attachment - Item 11.3(b)

## Moorabool Shire Recreation and Leisure Strategic Advisory Committee



<b>Date:</b> Monday 20 <sup>rd</sup> June 2016	<b>Time:</b> 4.30pm – 6pm	<b>Venue:</b> Lerderderg Library
<b>Committee Members:</b> Cr John Spain, Cr Tonia Dudzik, Ms Marg Scarff, Mr Pat Griffin, Ms Patricia Binks, Mr Darran Fowlie		<b>Apologies:</b> Rod Ward, Cr David Edwards, Phil Jeffrey, Satwinder Sandhu, Danny Colgan, Anthony McGrath
<b>Council Staff:</b> Mr Troy Scoble Manager Recreation		
<b>Chairperson:</b> Cr Tonia Dudzik		

No	Item	Who	Time
1.	Welcome and introductions	Chairperson	5 minutes
2.	Apologies: as listed above	Chairperson	5 minutes
3.	Acceptance of previous minutes  <b>Discussion</b>  Minutes of both February 2016 and May 2016 were accepted.  February Moved Patricia Binks, Seconded Marg Scarf, and April Moved Marg Scarf Seconded Darran Fowlie.	Chairperson	5 minutes
4.	Presentation / Workshop on Feedback from the Draft Reserve Management Framework Public Exhibition Process  Troy Scoble presented summary snapshot of the Reserve Management Framework, the status and the planned staged presentation back to Council over the next 3 months.  A table of public exhibition feedback was presented with some initial Officer Recommendations for discussion.  Majority of the Feedback was surrounding the fees and charges model, and not the model itself more the amount being recommended to be levied which many clubs feel will put pressure on their clubs sustainability if not implemented over a period of time. The RLSAC had concerns with the Building recoup level and the model being based on Sum Insured values of buildings.	Troy Scoble	1 hour 20 minutes

In regards to the Overarching Reserve Management Framework the RLSAC support the Framework as previously. However, want the entire Framework and associated policies to be completed prior to any of it going to Council. It was also recommended by the RLSAC that the entire framework all be presented to Council in one bundle as it is all interrelated.

In regards to the Appointment and Delegations Policy feedback the RLSAC recommend all Committee are treated equally in appointing Chairpersons and the Committee should appoint their own Chair as per majority of reserves. However rather than have Council responsible for interviewing Chairs at Maddingley Park and the BMRRR only and not others as per current policy, a clause be inserted to provide Council with the right to determine where required if a CoM appoints the Chairperson or Council be involved in the process.

It was felt by the RLSAC that further work be undertaken on the Fees and Charges Policy prior to finalizing the entire framework and presenting to Council.

**Key Actions requested include:**

1. Officers to Draft a letter regarding the current fees and charges model to Council owned and managed reserve Committees and users again outlining the impact that a new fee and charge policy will have on them. Give community two weeks to respond and bring back to committee in a month time.
2. Officers to develop an implementation plan for staging any impacts a fees and charges policy will have on existing users
3. Officers to send to all members of the RLSAC again the spreadsheet of fees and charge modelling. This time make it per user as opposed to providing a whole of user spreadsheet which is harder to read and understand. This should show current fee model to proposed fee model. Also include a fee recoup level at 5%, 10% and 15%.
4. Officers to look at modeling building fees on percentages of maintenance required for buildings for next meeting.
5. Officers to send again the scenario modelling presentation that was previous presented at the April meeting to all members of the RLSAC for further background.
6. Hold another meeting in 1 month to finalise the entire framework, implementation plan and how it will be presented back to Council.

5.	Other Business The members request Officers now advertise for new members and reappoint existing members through appropriate process.	ALL	5min
6.	Next Meeting Date – To be middle July 2016.	All	5 min
7.	Close of Meeting		
8.			

**12. NOTICES OF MOTION****12.1 Cr. Dudzik: N.O.M. No. 257 - Maddingley Park Clubrooms Extension Project****Motion**

That Council:

1. Allocates \$24,000 from the Recreational Facilities Reserve Fund – East Moorabool towards the Maddingley Park Clubrooms extension as additional to the \$56,000 previously identified in the budget.
2. That Council writes to Maddingley Park Committee of Management and advises that Council will contribute \$24,000 towards the extension of the Maddingley Park Clubrooms in additional to the \$56,000 allocated previously in the budget and that the project commence at the end of the current football season.

**Preamble**

With increased utilisation by both the cricket and football clubs the proposal is to expand the clubrooms and construct additional toilets to cater for the large attendances at game days and functions held at Maddingley Park.

This involves a westerly extension of 12 metres with a depth of 16.5 metres including toilets at the rear. An elevated floor will match that of the existing clubroom and abut this allowing for plumbing to be under floor level and match up to existing. This will be an open plan extension allowing cover for spectators during inclement weather with easy wash down floors for toilets and viewing areas. Provision for underfloor storage will also be provided as well as an electric barbecue for junior football match use.

The project costings for the Maddingley Park Clubroom extension project are as follows:

Football and Cricket Club Cash Contribution	\$50,000
Seed Funding from the current Council Budget (confirmed)	\$56,000
In-kind Funding from User Groups”	
• Project Management (including design drawings)	\$6,500
• Earthworks and equipment	\$1,500
• Steel supply and fabrication	\$5,000
• Paint and labour	\$2,000
• Electrical works – labour	\$2,500
• Plumbing – labour	\$2,500
Maddingley Park Committee of Management Cash	\$10,000
Moorabool Shire Council – Recreation Facilities Reserve Fund (East Moorabool)	\$24,000
<b>TOTAL PROJECT COST</b>	<b>\$160,000</b>

It is proposed that Moorabool Shire allocate \$24,000.00 towards the project from the Recreational Facilities Reserve Fund.

# Attachment - Item 12.1



Mr Rob Croxford  
Chief Executive Officer  
Moorabool Shire Council  
PO Box 18  
BALLAN VIC 3342

28 July, 2016  
Ref: TD:de

Dear Rob,

### Notice Of Motion – Maddingley Park Clubroom Extension Project

In accordance with the Council's Meeting Procedure Local Law No. 9-2016 – Notices of Motion, please accept this Notice of Motion for placement on the agenda of the Ordinary Meeting of Council to be held on 3rd August, 2016.

#### Background

With increased utilisation by both the cricket and football clubs the proposal is to expand the clubrooms and construct additional toilets to cater for the large attendances at game days and functions held at Maddingley Park.

This involves a westerly extension of 12 metres with a depth of 16.5 metres including toilets at the rear. An elevated floor will match that of the existing clubroom and abut this allowing for plumbing to be under floor level and match up to existing. This will be an open plan extension allowing cover for spectators during inclement weather with easy wash down floors for toilets and viewing areas. Provision for underfloor storage will also be provided as well as an electric barbecue for junior football match use.

The project costings for the Maddingley Park Clubroom extension project are as follows:

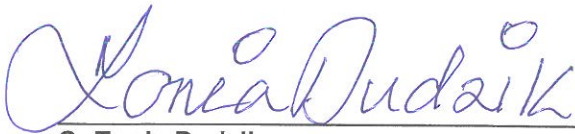
Football and Cricket Club Cash Contribution	\$50,000
Seed Funding from the current Council Budget (confirmed)	\$56,000
In-kind Funding from User Groups"	
• Project Management (including design drawings)	\$6,500
• Earthworks and equipment	\$1,500
• Steel supply and fabrication	\$5,000
• Paint and labour	\$2,000
• Electrical works – labour	\$2,500
• Plumbing – labour	\$2,500
Maddingley Park Committee of Management Cash	\$10,000
Moorabool Shire Council – Recreation Facilities Reserve Fund (East Moorabool)	\$24,000
<b>TOTAL PROJECT COST</b>	<b>\$160,000</b>

It is proposed that Moorabool Shire allocate \$24,000.00 towards the project from the Recreational Facilities Reserve Fund.

**Motion**

That Council:

1. Allocates \$24,000 from the Recreational Facilities Reserve Fund – East Moorabool towards the Maddingley Park Clubrooms extension as additional to the \$56,000 previously identified in the budget.
2. That Council writes to Maddingley Park Committee of Management and advises that Council will contribute \$24,000 towards the extension of the Maddingley Park Clubrooms in additional to the \$56,000 allocated previously in the budget and that the project commence at the end of the current football season.



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**Cr Tonia Dudzik**  
**East Moorabool Ward**

**13. MAYOR'S REPORT**

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

**Recommendation:**

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

**14. COUNCILLORS' REPORTS**

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

**Recommendation:**

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

**15. URGENT BUSINESS**

**16. CLOSED SESSION OF THE MEETING TO THE PUBLIC****16.1 Confidential Report****Recommendation:**

That pursuant to the provisions of the Local Government Act 1989, the meeting now be closed to members of the public to enable the meeting to discuss matters, which the Council may, pursuant to the provisions of Section 89(2) of the Local Government Act 1989 (the Act) resolve to be considered in Closed Session, being a matter contemplated by Section 89(2) of the Act, as follows:

- (a) personnel matters;
- (b) the personal hardship of any resident or ratepayer;
- (c) industrial matters;
- (d) contractual matters;
- (e) proposed developments;
- (f) legal advice;
- (g) matters affecting the security of Council property;
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;
- (i) a resolution to close the meeting to members of the public

**17. MEETING CLOSURE**