

## ORDINARY MEETING OF COUNCIL

**Notice** is hereby given of the  
Ordinary Meeting of Council to be held at  
Council Chamber, 15 Stead Street, Ballan on  
Wednesday 4 May 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 April 2016**

**Recommendation:**

**That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 6 April 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 Council makes provision in the business of the Ordinary Meetings of the Council for the holding of a Public Question Time. It is provided to enable members of the public to submit questions to Council.

Public Question Time is conducted in accordance with Clause 57 in the Council's *Local Law No. 8 Meeting Procedure Local Law Division 8*.

The person asking the question is to stand and identify themselves by name and residential address before asking the question.

All questions are to be directed to the Mayor as Chairperson, who shall determine the appropriate person to respond to the question.

All questions and answers must be as brief as possible and no discussion may be allowed other than for the purposes of clarification. Three minutes is considered to be an appropriate time limit. The question is not to be debated.

At the discretion of the Mayor, a lengthy question may be required to be placed into writing by the person asking the question. The Mayor may accept a question on notice, in the event that research is required to provide a response. In the case of questions taken on notice, the question shall be recorded in the Minutes of the Meeting. The response to the question will also be recorded in the Minutes of the Ordinary Meeting when that response is provided to the Council.

Clause 57.6 of Local Law No. 8 outlines the circumstances when a question may be disallowed. It includes questions that the Chairperson determines to be defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance, or is aimed at embarrassing a Councillor or a member of Council staff.

**8. PETITIONS**

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

**9. PRESENTATIONS / DEPUTATIONS**

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

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

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

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

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

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

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

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

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

Item No	Description	Name	Position
-	-	-	-

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

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

Item No	Description	Name	Applicant/ Objector
-	-	-	-

## **10. OFFICER'S REPORTS**

### **10.1 CHIEF EXECUTIVE OFFICER**

#### **10.1.1 Rural Councils Victoria (RCV) - Incorporation**

##### **Introduction**

File No.: 02/06/004  
Author: Rob Croxford

##### **Background**

Rural Councils Victoria (RCV) has been operating for many years as an unincorporated association.

Over time, RCV has identified that this is an unsatisfactory means of conducting RCV's business – it exposes its members to liability and limits RCV's ability to enter into contracts.

As a result, RCV has been considering alternative vehicles for the conduct of its business.

RCV's Executive Committee has determined that RCV should apply to the Registrar for Incorporated Associations for incorporation as Rural Councils Victoria Incorporated.

This will not change the way that RCV operates, or its pursuit of outcomes that benefit all of its rural council members. It will simply ensure that RCV can operate more effectively when pursuing those outcomes.

##### **Proposal**

Rural Councils Victoria (RCV) is an unincorporated organisation which represents the interests of rural councils within Victoria and currently has 38 members, of which Council is one.

The RCV's work includes:

1. providing opportunities for networking and professional development;
2. activities directed at ensuring the sustainability of rural councils; and
3. activities to assist rural communities to remain sustainable.

This occurs via a number of mechanisms, including the:

1. organisation of forums and conferences for member councils;
2. engagement of consultants to undertake project work; and
3. applying for Government grants, particularly through Regional Development Victoria.

Given that the RCV is not a separate legal entity, it conducts its business through a 'Secretariat'. This involves the Executive appointing a willing council member to, essentially, act as its agent, providing administrative support and entering into contracts on its behalf.

## **Incorporation of RCV**

As the RCV is currently unincorporated, Council is, together with all other member councils, exposed to liability in respect of its operations.

To address this, and to enable the RCV to operate with greater independence and ease, it is proposed to incorporate the RCV as an incorporated association. It will be called 'Rural Councils Victoria Incorporated' and will operate in accordance with the draft Rules, attached to this report as 'Attachment 10.1.1(b)'.

The benefits of the RCV being incorporated include that it:

1. is recognised as a separate legal entity, with protection from debts for members and perpetual succession;
2. has the power to own and hold property, enter into contracts and otherwise act as any other legal entity would;
3. cannot distribute profit to its members;
4. must operate in accordance with a set of rules, including a statement of purpose – being the draft Rules attached to this report as 'Attachment 10.1.1(b)'; and
5. is operated by a Committee of Management and a Secretary, which are responsible for ensuring that all legislative obligations are complied with, and purposes are being achieved.

The RCV fulfils a number of functions that are important to rural councils in Victoria. Perhaps most importantly, it currently has responsibility for applying for Government grants, particularly through Regional Development Victoria, which are of benefit to rural councils.

It will be important that the RCV is incorporated to enable it to carry on those functions with greater independence and flexibility while still being subject to the views of its member councils.

It is not expected that the manner in which the RCV operates will be different from its current operations, although election to the Committee of Management will be based on slightly different zones, as set out in the draft Rules attached to this report as 'Attachment 10.1.1(b)'.

## **Exercise of Entrepreneurial Powers**

As Council will, if in favour of this proposal, be participating in the formation and operation of a separate legal entity, it is required, in accordance with s 193 of the *Local Government Act 1989* (LG Act), to have regard to the risks involved and comply with ss 193(5A) and (5B) of the LG Act.

Council is advised that:

1. the **total investment** involved in Council's participation in the formation of Rural Councils Victoria Limited is:

**\$0**

Council will be required to continue paying membership fees, as fixed by the Committee from time to time, but will not be required to invest anything in respect of the incorporation; and

2. the **total risk** involved in Council's participation in the formation of Rural Councils Victoria Limited is:

**\$0**

Any liability for the activities of Rural Councils Victoria Limited will attach to it, not to the individual members.

So, the total investment and risk exposure will be \$0, meaning that Council is not required to take any further action in relation to this matter under s 193(5C) of the LG Act.

Moorabool Shire Council did not make a Councillor appointment to the RCV at its statutory meeting in October 2015. It is noted that Cr Sullivan is the representative on the MAV and that the RCV was a sub set of its operations. It is suggested however that the Mayor, Cr Comrie be authorised to attend the RCV incorporation meeting and vote according to the council's resolution on this matter.

### **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.



## Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Governance	Inappropriate governance framework	Low	Participate in incorporation of RCV to minimise Council's exposure to the potential decisions of RCV.

## Communications and Consultation Strategy

Attached is correspondence from the RCV secretariat (Attachment 10.1.1(a)). The Council's decision on this matter will be communicated to the RCV via letter and attendance at the RCV Forum on 10 June 2016.

## 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.

*Author – Rob Croxford, CEO*

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

## Conclusion

If the RCV continues operating as an unincorporated association, there is a risk that its individual members, including Council, will be exposed to liability if the RCV fails to properly conduct its business. Furthermore, it will be unable to enter into contractual arrangements on its own behalf – instead relying on the Secretariat council to do so.

It is therefore recommended that Council accepts the analysis of Council's investment and risk exposure and votes in favour of the RCV being incorporated on the basis of the draft Rules attached to this report as 'Attachment 10.1.1(b)'.

It is proposed that a vote of all current members will be held at the next meeting of RCV to be held on 10 June 2016. The vote will, if a majority is in favour, authorise Jim Nolan, Chief Executive Officer of Pyrenees Shire Council (the current Secretariat council), to apply to the Registrar of

Incorporated Associations for the incorporation of RCV and approve the draft Rules.

**Recommendation:**


**That:**

1. the proposed incorporation of Rural Councils Victoria does not involve an investment and/or risk exposure that exceeds the thresholds set out in s 193(5C) of the *Local Government Act 1989*;
2. Council votes in favour of authorising Jim Nolan, Chief Executive Officer of Pyrenees Shire Council, to apply to the Registrar of Incorporated Associations for the incorporation of Rural Councils Victoria Incorporated;
3. Council approves the draft Rules attached to this report as 'Attachment 10.1.1(b)' as the Rules for Rural Councils Victoria Incorporated; and
4. Council authorises the Mayor Cr Allan Comrie, to vote on Council's behalf on this matter, in accordance with this resolution, at the meeting of RCV to be held on 10 June 2016.

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**Report Authorisation**

**Authorised by:**

**Name:** Rob Croxford   
**Title:** Chief Executive Officer  
**Date:** Tuesday, 26 April 2016.

# Attachment - Item 10.1.1(a)



21<sup>st</sup> April 2016

Allan Comrie  
Mayor  
Moorabool Shire Council  
PO Box 18  
BALLAN VIC 3342

**By email:**           acomrie@moorabool.vic.gov.au

Dear Allan

**RE:       STRUCTURE OF RURAL COUNCILS VICTORIA (RCV)**

RCV has been operating for many years as an unincorporated association.

Over time, RCV has identified that this is an unsatisfactory means of conducting RCV's business – it exposes its members to liability and limits RCV's ability to enter into contracts. As a result, RCV has been considering alternative vehicles for the conduct of its business.

After extensive consideration, RCV's Executive Committee has determined that RCV should apply to the Registrar for Incorporated Associations for incorporation as Rural Councils Victoria Incorporated.

This will not change the way that RCV operates, or the enthusiasm with which it will continue to pursue outcomes that benefit all of its rural council members. It will simply ensure that RCV can operate more effectively when pursuing those outcomes.

**What does your council need to do?**

As your council is currently a member of the unincorporated association, it must participate in RCV's incorporation. This involves:

1.   having regard to Council's investment and risk exposure in accordance with s 193 of the *Local Government Act 1989* – noting that there is no investment or exposure that RCV has identified;
2.   voting to authorise Jim Nolan, Chief Executive Officer of Pyrenees Shire Council (the current Secretariat) to make the application for incorporation; and
3.   approving the draft Rules for incorporation.

To assist you in this process, RCV has prepared and now provides a:

1.   template report, to be engrossed on Council's report format and put before Council for consideration and decision; and
2.   draft set of Rules, to be considered and approved by Council.

## Next steps

In order to apply for incorporation, at least 50 per cent of the current members of the unincorporated association that is RCV must vote in favour of it. To achieve this, RCV intends to put the matter to the vote at its next meeting of all members, to be held on **10 June 2016**.

I therefore ask that you:

1. put the attached template report and draft Rules before Council for consideration and decision prior to 10 June 2016; and
2. ensure that a representative of Council who is authorised to exercise Council's vote in this matter attends the meeting to be held on 10 June 2016 and votes according to Council's resolution.

If the representative authorised by Council is unable to attend, you may vote by proxy. Contact Pam Burns at Pyrenees Shire on 5349 1102 to discuss this process in more detail.

RCV looks forward to continuing to work with all of its rural council members to further their interests and causes. It is excited to enter this new chapter as an incorporated association, permitting greater flexibility for the future pursuit of its goals.

Yours sincerely



Councillor Rob Gersch  
Chairperson  
Rural Councils Victoria

# Attachment - Item 10.1.1(b)

# Associations Incorporation Reform Act 2012

## RURAL COUNCILS VICTORIA INCORPORATED RULES

### Associations Incorporation Reform Regulations 2012

#### Part 3

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## Model Rules for an Incorporated Association

### Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the Associations Incorporation Reform Act 2012, these Rules are taken to constitute the terms of a contract between the Association and its members.

## PART 1 PRELIMINARY

### 1 Name

The name of the incorporated association is "Rural Councils Victoria Incorporated".

#### Note

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

### 2 Purposes

The purposes of the association are to—

- (1) heighten awareness and understanding of issues that impact on rural communities;
- (2) assist with building the capacity of rural councils to face challenges;
- (3) provide leadership on local governance;
- (4) develop and support rural councils; and
- (5) develop policy and advocate for rural councils.

### 3 Financial year

The financial year of the Association is each period of 12 months ending on 30 June.

### 4 Definitions

In these Rules—

***absolute majority*** of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

***associate member*** means a member referred to in rule 14(1);

***CEO*** means the Chief Executive Officer of each member which is not an associate member;

***Chairperson*** of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46;

***Chairperson appointment meeting*** means a meeting of all of the CEOs, in accordance with rule 54;

**Committee** means the Committee having management of the business of the Association;

**committee meeting** means a meeting of the Committee held in accordance with these Rules;

**committee member** means a member of the Committee elected or appointed under Division 3 of PART 5;

**Council** has the same meaning as it has in section 3(1) of the *Local Government Act 1989* (Vic);

**Councillor** means a person who hold the office of a member of each member which is not an associate member;

**disciplinary appeal meeting** means a meeting of the members of the Association convened under rule 23(3);

**disciplinary meeting** means a meeting of the Committee convened for the purposes of rule 22;

**disciplinary subcommittee** means the subcommittee appointed under rule 20;

**Election Day** has the same meaning as it has in section 3(1) of the *Local Government Act 1989* (Vic);

**financial year** means the 12 month period specified in rule 3;

**general meeting** means a general meeting of the members of the Association convened in accordance with PART 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

**member** means a member of the Association;

**member entitled to vote** means a member who under rule 13(2) is entitled to vote at a general meeting;

**special resolution** means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

**Schedule** means a schedule to these Rules;

**the Act** means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

**the Registrar** means the Registrar of Incorporated Associations.

## PART 2 POWERS OF ASSOCIATION

### 5 Powers of Association

(1) Subject to the Act, the Association has power to do all things incidental or

conducive to achieve its purposes.

- (2) Without limiting subrule (1), the Association may—
  - (a) acquire, hold and dispose of real or personal property;
  - (b) open and operate accounts with financial institutions;
  - (c) invest its money in any security in which trust monies may lawfully be invested;
  - (d) raise and borrow money on any terms and in any manner as it thinks fit;
  - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - (f) appoint agents to transact business on its behalf;
  - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

## **6 Not for profit organisation**

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
  - (a) reimbursement for expenses properly incurred by the member; or
  - (b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

### **Note**

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

## **PART 3 MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**

### **Division 1 Membership**

#### **7 Minimum number of members**

The Association must have at least 5 members

#### **8 Who is eligible to be a member**

- (1) Subject to subrule (2), only Councils located in the State of Victoria and listed in Schedule 1 are eligible for membership.

- (2) Any other person who is approved by the Committee (at its absolute discretion) in accordance with rule 63 is eligible for associate membership.

## **9 Application for membership**

- (1) To apply to become a member or associate member of the Association, a person must submit a written application to a committee member stating that the person—
  - (a) wishes to become a member or associate member of the Association; and
  - (b) supports the purposes of the Association; and
  - (c) agrees to comply with these Rules.
- (2) The application—
  - (a) must be signed by the applicant; and
  - (b) may be accompanied by the joining fee (if any).

### **Note**

The joining fee is the fee (if any) determined by the Association under rule 12(3).

## **10 Consideration of application**

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

## **11 New membership**

- (1) If an application for membership is approved by the Committee—
  - (a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
  - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
  - (a) the Committee approves the person's membership; or

- (b) the person pays the joining fee (if any).

## **12 Annual subscription and fee on joining**

- (1) At each annual general meeting, the Association must determine—
  - (a) the amount of the annual subscription (if any) for the following financial year; and
  - (b) the date for payment of the annual subscription.
- (2) The Association may determine that a higher or lower annual subscription is payable by associate members.
- (3) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
  - (a) the full annual subscription; or
  - (b) a pro rata annual subscription based on the remaining part of the financial year; or
  - (c) a fixed amount determined from time to time by the Association.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

## **13 General rights of members**

- (1) A member of the Association who is entitled to vote has the right—
  - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
  - (b) to submit items of business for consideration at a general meeting; and
  - (c) to attend and be heard at general meetings; and
  - (d) to vote at a general meeting; and
  - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
  - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
  - (a) the member is a member other than an associate member; and
  - (b) more than 10 business days have passed since he or she became a member of the Association; and
  - (c) the member's membership rights are not suspended for any reason.

#### **14 Associate members**

- (1) Associate members of the Association include any members who are not listed in Schedule 1 to these Rules.
- (2) An associate member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

#### **15 Rights not transferable**

The rights of a member are not transferable and end when membership ceases.

#### **16 Ceasing membership**

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

#### **17 Resigning as a member**

- (1) A member may resign by notice in writing given to the Association.

##### **Note**

Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the committee.

- (2) A member is taken to have resigned if—
  - (a) the member's annual subscription is more than 12 months in arrears; or
  - (b) where no annual subscription is payable—
    - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
    - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

#### **18 Register of members**

- (1) The Secretary must keep and maintain a register of members that includes—
  - (a) for each current member—
    - (i) the member's name;
    - (ii) the address for notice last given by the member;
    - (iii) the date of becoming a member;
    - (iv) if the member is an associate member, a note to that effect;
    - (v) any other information determined by the Committee; and



- (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

**Note**

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

## **Division 2    Disciplinary action**

### **19    Grounds for taking disciplinary action**

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (1) has failed to comply with these Rules; or
- (2) refuses to support the purposes of the Association; or
- (3) has engaged in conduct prejudicial to the Association.

### **20    Disciplinary subcommittee**

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
  - (a) may be Committee members, members of the Association or anyone else; but
  - (b) must not be biased against, or in favour of, the member concerned.

### **21    Notice to member**

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
  - (a) stating that the Association proposes to take disciplinary action against the member; and
  - (b) stating the grounds for the proposed disciplinary action; and
  - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the ***disciplinary meeting***); and
  - (d) advising the member that he or she may do one or both of the following—
    - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;

- (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
  - (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

## **22 Decision of subcommittee**

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
- (a) give the member an opportunity to be heard; and
  - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
- (a) take no further action against the member; or
  - (b) subject to subrule (3)—
    - (i) reprimand the member; or
    - (ii) suspend the membership rights of the member for a specified period; or
    - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

## **23 Appeal rights**

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
- (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
  - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—

- (a) specify the date, time and place of the meeting; and
- (b) state—
  - (i) the name of the person against whom the disciplinary action has been taken; and
  - (ii) the grounds for taking that action; and
  - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

## **24 Conduct of disciplinary appeal meeting**

- (1) At a disciplinary appeal meeting—
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

### **Division 3 Grievance procedure**

## **25 Application**

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
  - (a) a member and another member;
  - (b) a member and the Committee;
  - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

## **26 Parties must attempt to resolve the dispute**

The parties to a dispute must attempt to resolve the dispute between themselves

within 14 days of the dispute coming to the attention of each party.

## **27 Appointment of mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
  - (a) notify the Committee of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
    - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
  - (a) has a personal interest in the dispute; or
  - (b) is biased in favour of or against any party.

## **28 Mediation process**

- (1) The mediator to the dispute, in conducting the mediation, must—
  - (a) give each party every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

## **29 Failure to resolve dispute by mediation**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **PART 4 GENERAL MEETINGS OF THE ASSOCIATION**

### **30 Annual general meetings**

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
  - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
  - (b) to receive and consider—
    - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
    - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with PART 7 of the Act;
  - (c) to elect the members of the Committee;
  - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

### **31 Special general meetings**

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit, but must do so at least once a year.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

#### **Note**

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

### **32 Special general meeting held at request of members**

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of

members.

- (2) A request for a special general meeting must—
  - (a) be in writing; and
  - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) include the names and signatures of the members requesting the meeting; and
  - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
  - (a) must be held within 3 months after the date on which the original request was made; and
  - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

### **33 Notice of general meetings**

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—
  - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
  - (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if a special resolution is to be proposed—
    - (i) state in full the proposed resolution; and
    - (ii) state the intention to propose the resolution as a special resolution; and
  - (d) comply with rule 34(7).

- (3) This rule does not apply to a disciplinary appeal meeting.

**Note**

Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

### **34 Delegates**

- (1) A member must appoint a Councillor or employee of that Council as his or her delegate to vote and speak on its behalf at a general meeting.
- (2) Appointment of a delegate must be notified to the Committee at least 24 hours before a general meeting.
- (3) A delegate, once appointed, will remain as the delegate until a member appoints a new delegate and notifies the Committee of that appointment.
- (4) A member may appoint another Councillor or employee of that Council as an alternate delegate to vote and speak on its behalf at a general meeting.
- (5) The appointment of an alternate delegate must be in writing and signed by the CEO member making the appointment.
- (6) The member appointing the alternate delegate may give specific directions as to how the alternate delegate is to vote on his or her behalf, otherwise the alternate delegate may vote on behalf of the member in any matter as he or she sees fit.
- (7) If the Committee has approved a form for the appointment of an alternate delegate, the member may use any other form that clearly identifies the person appointed as the member's alternate delegate and that has been signed by the member.
- (8) Notice of a general meeting given to a member under rule 33 must—
  - (a) state that the member may appoint another member as an alternate delegate for the meeting; and
  - (b) include a copy of any form that the Committee has approved for the appointment of an alternate delegate.
- (9) A form appointing an alternate delegate must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (10) A form appointing an alternate delegate sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.
- (11) Notice of appointment of an alternative delegate does not affect the continued appointment of the delegate originally notified to the Committee.

### **35 Use of technology**

- (1) A member not physically present at a general meeting may not participate in the meeting by the use of technology.

### **36 Quorum at general meetings**

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by delegate or alternate delegate of over 50% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
  - (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;

#### **Note**

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- (b) in any other case—
  - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
  - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (c) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

### **37 Adjournment of general meeting**

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
  - (a) if there is insufficient time to deal with the business at hand; or
  - (b) to give the members more time to consider an item of business.

#### **Example**

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the



meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

### **38 Voting at general meeting**

- (1) On any question arising at a general meeting—
  - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
  - (b) members may vote by their delegates or by alternate delegate; and
  - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

### **39 Special resolutions**

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by alternate delegate) vote in favour of the resolution.

#### **Note**

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

### **40 Determining whether resolution carried**

- (1) Subject to subrule (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
  - (a) carried; or
  - (b) carried unanimously; or
  - (c) carried by a particular majority; or
  - (d) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—

- (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
  - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

#### **41 Minutes of general meeting**

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
- (a) the names of the members attending the meeting; and
  - (b) alternate delegate forms given to the Chairperson of the meeting under rule 34(8); and
  - (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
  - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

### **PART 5 COMMITTEE**

#### **Division 1 Powers of Committee**

#### **42 Role and powers**

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may—
- (a) appoint and remove staff; and

- (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

#### **43 Delegation**

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
  - (a) this power of delegation; or
  - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

### **Division 2 Composition of Committee and duties of members**

#### **44 Composition of Committee**

The Committee consists of—

- (1) a Chairperson; and
- (2) a Deputy Chairperson; and
- (3) a Secretary; and
- (4) a Treasurer; and
- (5) ordinary committee members elected under rule 52.

#### **45 General Duties**

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
  - (a) in good faith in the best interests of the Association; and
  - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—

- (a) their position; or
- (b) information acquired by virtue of holding their position—

so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

**Note**

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

**46 Chairperson**

- (1) Subject to subrule (2), the Chairperson or, in the Chairperson's absence, the Deputy Chairperson is the Chairperson for any general meetings and for any committee meetings.
- (2) If the Chairperson and the Deputy Chairperson are both absent, or are unable to preside, the Chairperson of the meeting must be—
  - (a) in the case of a general meeting—a member elected by the other members present; or
  - (b) in the case of a committee meeting—a committee member elected by the other committee members present.

**47 Deputy Chairperson**

- (1) The Deputy Chairperson must:
  - (a) act as the Chairperson for any meeting from which the Chairperson is absent; and
  - (b) assist the Chairperson in furthering the purpose of the Association.

**Example**

The Deputy Chairperson might accompany the Chairperson when attending stakeholder meetings with Ministers or others responsible for furthering the interests of the members.

**48 Secretary**

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

**Example**

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must—
  - (a) maintain the register of members in accordance with rule 18; and

- (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
  - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

#### **49 Treasurer**

- (1) The Treasurer must—
- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
  - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
  - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
  - (d) ensure cheques are signed by at least 2 committee members.
- (2) The Treasurer must—
- (a) ensure that the financial records of the Association are kept in accordance with the Act; and
  - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

### **Division 3 Election of Committee members and tenure of office**

#### **50 Committee member composition and term**

- (1) The Committee is to be made up of:
- (a) six CEOs (**‘CEO member’**); and
  - (b) six Councillors (**‘Councillor member’**).
- (2) A CEO member holds office from the date of their election, to the date upon which the election of the next CEO members is completed, in accordance with rule 52.

- (3) A Councillor member holds office until they cease to be a Councillor or until the date upon which the election of the next Councillors members is completed, in accordance with rule 51, whichever is earlier.
- (4) For the time between each Election Day and the appointment of new Councillor members, in accordance with rule 52, the Committee is made up of only the CEO members and those Councillor members who remain eligible under rule 49(3).

## **51 Committee members based upon region**

- (1) One CEO member and one Councillor member will be elected from each of the six Municipal Association of Victoria Regions (**'Regions'**) listed in Schedule 2 by the Councils in that Region, in accordance with the process set out in rule 52.
- (2) The CEO member and Councillor member appointed by each Region must hold their relevant position at a Council which is listed in the same Region.

## **52 Committee member elections**

- (1) Within 10 weeks after each Election Day, the Committee must call for members listed in Schedule 1 to nominate eligible persons for election as CEO and Councillor members.
- (2) Each member may only nominate CEOs and Councillors who hold an office of that member.
- (3) On the date 10 business days after the date on which nominations are called for in accordance with subrule (1), the time during which members may nominate persons for election as CEO and Councillor members closes.
- (4) If, after the nominations close, there is only one CEO and one Councillor nominated for a Region, those persons are elected to the relevant position on the Committee.
- (5) If the number of CEOs and/or Councillors nominated for a particular Region is greater than one, a ballot must be conducted for that Region, in accordance with rule 53.

## **53 Ballot**

- (1) If a ballot is required for the election for a CEO Member or a Councillor member position in a particular Region, the Committee, within 3 business days of nominations closing, must send to each of the members listed under that Region, a ballot paper.
- (2) The ballot paper must list each of the nominated persons for the relevant Committee position in that Region.
- (3) Each member provided with a ballot paper must within 10 business days, mark it, indicating the single person for whom they wish to vote, and return the ballot paper to the Association.
- (4) Ballot papers that do not comply with subrule (3) are not to be counted.

- (5) Each ballot paper on which the name of a candidate has been marked counts as one vote for that candidate.
- (6) The Committee must declare elected the candidate who received the most votes.
- (7) If the returning officer is unable to declare the result of an election under subrule (6) because 2 or more candidates received the same number of votes, the Committee must decide by lot which of them is to be declared elected.

**Examples**

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

**54 Chairperson appointment meeting**

- (1) Within one month of the completion of the election of Committee members, a Chairperson appointment meeting must be held.
- (2) At the Committee appointment meeting separate elections must be held for each of the following positions—
  - (a) Chairperson; and
  - (b) Deputy Chairperson; and
  - (c) Secretary; and
  - (d) Treasurer.
- (3) Only Councillor members may be elected as Chairperson or Deputy Chairperson.
- (4) Only CEO members may be elected as Secretary.
- (5) If only one member is nominated for the position, that person is elected to the position.
- (6) If more than one member is nominated, a vote must be held, in accordance with this rule.
- (7) The vote is to be conducted by a show of hands of all the committee members present at the meeting, each of whom is entitled to one vote.
- (8) The committee member for whom the most votes are cast will be elected to the relevant position.
- (9) If the vote does not produce a result of an election under subrule (8) because 2 or more candidates received the same number of votes, it will be decided by lot which of them is to be declared elected.

**Examples**

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

## **55 Vacation of office**

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
  - (a) ceases to be a CEO or Councillor of a member of the Association; or
  - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 66; or
  - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

### **Note**

A Committee member may not hold the office of secretary if they do not reside in Australia.

## **56 Filling casual vacancies**

- (1) The Committee may appoint an eligible person under rule 50 to fill a position on the Committee that has become vacant under rule 55.
- (2) If the position of Chairperson, Deputy Chairperson Secretary or Treasurer becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 50 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

## **Division 4 Meetings of Committee**

## **57 Meetings of Committee**

- (1) The Committee must endeavour to meet once every month or with such other frequency as the Committee determines from time to time, provided that it meets at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the Chairperson or by any 4 members of the Committee.

## **58 Notice of meetings**

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.



- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

#### **59 Urgent meetings**

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 58 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

#### **60 Procedure and order of business**

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

#### **61 Use of technology**

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

#### **62 Quorum**

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 61) of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
  - (a) in the case of a special meeting—the meeting lapses;

- (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 58.

### **63 Voting**

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) A committee member may appoint another person as a proxy to vote and speak on its behalf at a general meeting, provided that a committee member who is a:
  - (a) Councillor member may only appoint another Councillor of that member of the Association as a proxy; and
  - (b) CEO member may only appoint another employee of that member of the Association as a proxy.

### **64 Conflict of interest**

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
  - (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.

#### **Note**

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
  - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

## **65 Minutes of meeting**

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
  - (a) the names of the members in attendance at the meeting;
  - (b) the business considered at the meeting;
  - (c) any resolution on which a vote is taken and the result of the vote;
  - (d) any material personal interest disclosed under rule 64.

## **66 Leave of absence**

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

## **67 Committee Resolution Outside Meeting**

- (1) Where an urgent matter arises for decision and cannot be the subject of a Special Committee meeting, the wording of the proposed resolution may be circulated to all committee members by email.
- (2) The resolution is made by a majority of the committee members replying to that email indicating that they are in favour of it.
- (3) Such a resolution must be ratified by votes in person at the next committee meeting.
- (4) This rule should not be relied upon except in cases of urgency, where the Chairperson forms the view that the matter cannot properly be left until the next committee meeting.

## **PART 6 FINANCIAL MATTERS**

### **68 Source of funds**

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

### **69 Management of funds**

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Secretary to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) The Committee may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

## **70 Financial records**

- (1) The Association must keep financial records that—
  - (a) correctly record and explain its transactions, financial position and performance; and
  - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorised by the Committee.

## **71 Financial statements**

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
  - (a) the preparation of the financial statements;
  - (b) if required, the review or auditing of the financial statements;
  - (c) the certification of the financial statements by the Committee;
  - (d) the submission of the financial statements to the annual general meeting of the Association;
  - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

## **PART 7 GENERAL MATTERS**

### **72 Common seal**

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
  - (a) the name of the Association must appear in legible characters on the common seal;
  - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
  - (c) the common seal must be kept in the custody of the Secretary.

### **73 Registered address**

The registered address of the Association is—

- (1) the address determined from time to time by resolution of the Committee; or
- (2) if the Committee has not determined an address to be the registered address— the postal address of the Secretary.

### **74 Notice requirements**

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
  - (a) by handing the notice to the delegate of a member personally; or
  - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
  - (c) by email or facsimile transmission to the delegate of the member.
- (2) Subrule (1) does not apply to notice given under rule 59.
- (3) Any notice required to be given to the Association or the Committee may be given—
  - (a) by handing the notice to a member of the Committee; or
  - (b) by sending the notice by post to the registered address; or
  - (c) by leaving the notice at the registered address; or
  - (d) if the Committee determines that it is appropriate in the circumstances—
    - (i) by email to the email address of the Association or the Secretary; or
    - (ii) by facsimile transmission to the facsimile number of the Association.

## 75 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
  - (a) the register of members;
  - (b) the minutes of general meetings;
  - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

### Note

See note following rule 18 for details of access to the register of members.

- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

**relevant documents** means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

## 76 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.

- (4) The body to which the surplus assets are to be given must be decided by special resolution.

## **77 Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the Association.

### **Note**

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

## **Schedule 1 Eligible Members**

Alpine Shire Council  
Ararat Rural City Council  
Bass Coast Shire Council  
Baw Baw Shire Council  
Benalla Rural City Council  
Buloke Shire Council  
Campaspe Shire Council  
Central Goldfields Shire Council  
Colac Otway Shire Council  
Corangamite Shire Council  
East Gippsland Shire Council  
Gannawarra Shire Council  
Glenelg Shire Council  
Golden Plains Shire Council  
Hepburn Shire Council  
Hindmarsh Shire Council  
Indigo Shire Council  
Loddon Shire Council  
Macedon Ranges Shire Council  
Mansfield Shire Council  
Mitchell Shire Council  
Moirra Shire Council  
Moorabool Shire Council  
Mount Alexander Shire Council  
Moyne Shire Council  
Murrindindi Shire Council  
Northern Grampians Shire Council  
Pyrenees Shire Council  
Borough of Queenscliffe  
South Gippsland Shire Council  
Southern Grampians Shire Council  
Strathbogie Shire Council  
Surf Coast Shire Council  
Swan Hill Rural City Council  
Towong Shire Council



Wellington Shire Council  
West Wimmera Shire Council  
Yarriambiack Shire Council

## **Schedule 2    Municipal Association of Victoria Regions**

### **Rural south-west:**

Ararat Rural City Council  
Colac Otway Shire Council  
Corangamite Shire Council  
Glenelg Shire Council  
Moyne Shire Council  
Southern Grampians Shire Council

### **Rural north-central:**

Campaspe Shire Council  
Central Goldfields Shire Council  
Gannawarra Shire Council  
Loddon Shire Council  
Macedon Ranges Shire Council  
Mount Alexander Shire Council

### **Rural south-central:**

Golden Plains Shire Council  
Hepburn Shire Council  
Moorabool Shire Council  
Pyrenees Shire Council  
Borough of Queenscliffe  
Surf Coast Shire Council

### **Rural north-west:**

Buloke Shire Council  
Hindmarsh Shire Council  
Northern Grampians Shire Council  
Swan Hill Rural City Council  
West Wimmera Shire Council  
Yarriambiack Shire Council

**Gippsland:**

Bass Coast Shire Council  
Baw Baw Shire Council  
East Gippsland Shire Council  
South Gippsland Shire Council  
Wellington Shire Council

**Rural north-east:**

Alpine Shire Council  
Benalla Rural City Council  
Indigo Shire Council  
Mansfield Shire Council  
Mitchell Shire Council  
Moirā Shire Council  
Murrindindi Shire Council  
Strathbogie Shire Council  
Towong Shire Council

**10.2 GROWTH AND DEVELOPMENT****10.2.1 PA2015-205 Development of four (4) dwellings and removal of vegetation on Lot 1 on TP 231842W, 70 Atkinson Street, Ballan VIC 3342.**

*This application went before the S86 Development Assessment Committee on 10 February 2016, however it was deferred to a future Ordinary Meeting of Council for consideration in accordance with the Terms of Reference for the Development Assessment Committee.*

<b>Application Summary:</b>	
Permit No:	PA2015-205
Lodgement Date:	4 September, 2015
Planning Officer:	Roger Cooper
Address of the land:	Lot 1 on TP 231842W, 70 Atkinson Street, Ballan VIC 3342
Proposal:	Development of four (4) dwellings and removal of vegetation
Lot size:	1,011 sqm
Why is a permit required?	Clause 32.08-2 – General Residential Zone – to construct more than one dwelling on a lot.  Clause 42.01-2 Environmental Significance Overlay – to remove vegetation.
Restrictions registered on title	Nil
<b>Public Consultation:</b>	
Was the application advertised?	The application was advertised due to the proposal's potential to cause material detriment.
Number of notices to properties:	Ten (10)
Notices on site:	One (1)
Notice in Moorabool Newspaper:	None
Number of Objections:	Two (2)
Consultation meeting:	26 November, 2015 at Ballan attended by the applicant, the land owner and one objector

<b>Policy Implications:</b>	
<b>Key Result Area</b>	Enhanced Infrastructure and Natural Built Environment.
<b>Objective</b>	Effective and efficient land use planning and building controls.
<b>Strategy</b>	Implement high quality, responsive, and efficient processing systems for planning and building applications Ensure that development is sustainable, resilient to change and respects the existing character.
<b>Victorian Charter of Human Rights and Responsibilities Act 2006</b>	
In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.	
<b>Officer's Declaration of Conflict of Interests</b>	
Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest. <i>Manager – Robert Fillisch</i> In providing this advice to Council as the Manager, I have no interests to disclose in this report. <i>Author – Mark Lovell</i> In providing this advice to Council as the Author, I have no interests to disclose in this report.	
<b>Executive Summary:</b>	
Application referred?	The application was referred to Central Highlands Water, Melbourne Water, Southern Rural Water, Western Water and internally to Council's Infrastructure Department.
Any issues raised in referral responses?	Central Highlands Water require a 3.0 metres wide easement (minimum width) over the sewer main located on the eastern boundary.
Preliminary Concerns?	The officer sought further information from the applicant to demonstrate how the proposed multi-unit development is in keeping with the existing neighbourhood character and/or contributes to a preferred neighbourhood character. Vehicle turning templates for four dwellings were also

	required to be shown on the design response, as the development must allow all vehicles to exit the site in a forward direction.
Any discussions with applicant regarding concerns	Further information in the form of an amended ResCode submission and development plans were requested via Section 54 of the Planning and Environment Act 1987.
Any changes made to the application since being lodged?	Initially amended plans/submission were included in public notice of the application. Council received an application to amend in process on 18 March 2016, which included amended plans generally in accordance with the Officer's condition 1 plan requirements in the original recommendation put to Council on 10 February 2016. The amended plans were sent to the two objectors and uploaded to Council's planning permit register greenlight for comment on 29 March 2016. The amended plans generally increase setbacks of the proposed development to the property boundaries and neighbouring private open space.
VCAT history?	None
Previous applications for the site?	Nil
General summary	<p>The application was originally considered at Council's DAC of 10 February 2016 and deferred to a future OMC.</p> <p>The proposal is for development of four (4) dwellings and removal of vegetation on a lot in a well serviced suburban area of Ballan.</p> <p>The proposal results in an increase in housing choice, more diverse and affordable housing in an area of Ballan close to the train station and within walking distance of the town's core commercial area.</p> <p>Surrounding streets are generally characterised by detached single storey post war homes in rows, consistent front and side setbacks, mature vegetation above roof lines and one vehicular crossover. The proposed layout is for two post war imitation weatherboard dwellings to front Atkinson Street, screening another two at the rear with a shared vehicular crossover in the middle and room for canopy landscaping. The proposal generally maintains a front and one side setback consistent with the established neighbourhood character, however results in an increase in dwelling density in a preferred urban location.</p> <p>Two objectors have raised concerns the proposed density and built form results in an overdevelopment which is not in keeping with the existing neighbourhood character (including the 'backyard-scape'), does not maintain setbacks consistent with the established neighbourhood</p>

	<p>and has minimal opportunity for appropriate landscaping.</p> <p>Officers believe while the proposal results in a higher than established dwelling density on a lot of 1,100m<sup>2</sup>, it is compliant with the objectives and standards (with minor modifications) of ResCode and is an acceptable increase in dwelling density and contribution to the existing neighbourhood character.</p> <p>The application is worthy of support subject to applying the permit conditions recommended in this report.</p>
<b>Summary Recommendation:</b>	
<p>It is recommended that Council issue a Notice of Decision to Grant a permit for this application in accordance with Section 61 of the Planning and Environment Act 1987, subject to conditions detailed at the end of this report.</p>	

**Public Notice**

The original application was advertised to adjoining and nearby landowners by mail on 29 September 2015 and a sign placed on site from 13 to 27 October 2015. Two (2) objections were received.

The amended application was advertised to the two objectors by mail on 29 March, 2016. No formal comments were received from objectors within a fourteen day notice period.

**Summary of Objections**

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

<b>Objection</b>	<b>Any relevant requirements</b>
<p>Does not meet the objectives of Clause 55.02-1 Neighbourhood Character, including respecting the established neighbourhood character (country town setting).</p>	<p>Purposes of Clause 32.08 General Residential Zone                      Clause 55.02-1 Neighbourhood character</p>

<p><b>Officer's response -</b>                  Clause 55.02-1 Neighbourhood character objectives of the Moorabool Planning Scheme, requires a design response 'must' be appropriate to the neighbourhood and site AND respect an existing or preferred neighbourhood character.</p> <p>The established neighbourhood character streetscapes of Ballan is rows of consistent front setbacks (6-10 metres on average), single or double fronted single storey/low rise built form, one wall on or within 1.5 metres of a side boundary, mature vegetation above roof lines and a singular vehicle crossovers. The proposed streetscape is two single fronted single storey dwellings, ResCode compliant 5 metres front setbacks, 1.35 metre side setbacks on both external boundaries, canopy landscaping and a single shared vehicular crossover. These are generally consistent with the existing built form.</p> <p>The proposed 'backyard-scape' is another two dwellings which result in a marginal increase in dwelling density but have ResCode compliant height, side and rear setbacks, secluded private open space, access and car parking.</p> <p>A 2000 ResCode Advisory Committee Report defines neighbourhood character by built form in the context of its surroundings, vegetation and topographic characteristics, distinctive physical features. Consistent interpretation of neighbourhood character at VCAT is it is <i>not</i> related to dwelling density.</p> <p>Large backyards in established urban areas close to commercial services and public transport provides an opportunity to increase dwelling density in controlled manner. While it may be unusual for 'backyard-scapes' in this part of Ballan to feature dwellings, many do feature buildings such as large sheds built on or close to a boundary. Therefore it could be argued the proposed built form respects the existing neighbourhood character while contributing to Council's desire for infill development in a controlled manner.</p>	
<p>17m wide built form on north (rear) elevation is inappropriate.</p>	<p>Clause 55.02-1 Neighbourhood character                  Clause 55.04-1 Side and rear setbacks objective</p>
<p><b>Officer's response -</b>                  This objection was raised at the consultation meeting in November and relates to the roof line of the semi-detached mirror image rear dwellings. The rear walls are setback by around 500mm for a verandah, however the applicant has submitted amended plans with a break in the roofline for improved articulation of the north elevation.</p>	
<p>1.5m side setbacks to east and west cannot have meaningful landscaping.</p>	<p>Clause 55.33-8 Landscaping objectives</p>
<p><b>Officer's response -</b>                  The proposal has side setbacks of between 1.15-3.04 metres, which is not unusual for this suburban part of Ballan, however the intensity of the proposal dictates the side setbacks should apply to both external boundaries. The setbacks make planting large canopy trees along the side boundaries difficult, however the development does leave space for new canopy trees in the private open spaces of each dwelling. This requirement can be made a condition of permit.</p>	
<p>Walls on boundaries are a foreign element in Ballan.</p>	<p>Clause 55.02-1 Neighbourhood character                  Clause 55.04-2 Walls on boundaries objective</p>



<p><b>Officer's response -</b>                  The proposal has two single garage walls on a boundary setback approx. 25 metres from the street. This is due to the nature of the design with four units either side of a central driveway. The garage walls and height on a boundary comply with applicable ResCode Standards and Officers requested the four garages be attached to increase the area of north facing private open space for the front two dwellings.</p>	
<p>Dwellings encroach on adjoining private open space.</p>	<p>Clause 55.02-1 Neighbourhood character</p>
<p><b>Officer's response -</b>                  The increased dwelling density does result in secluded private open spaces (SPOS) located in close proximity to six neighbouring dwellings. ResCode does not have objectives and standards to assess encroachment of SPOS, however the design does meet the ResCode Standard for overlooking with internal and external visual amenity protected. Controlled urban infill development in Ballan is inevitable and increasing the stock of more diverse and affordable housing will result in some smaller more intimate and lower maintenance private gardens. This appeals to some residents who wish to downsize from a larger property. Amended plans lodged in March generally result in greater setbacks of the rear dwelling's 3 &amp; 4 to neighbouring private open space.</p>	
<p>Substantial increase in density versus surrounding pattern of development.</p>	<p>Clause 55.02-1 Neighbourhood character</p>
<p><b>Officer's response -</b>                  Consistent interpretation of neighbourhood character at VCAT is it is <i>not</i> related to dwelling density. The proposal results in a threefold increase in dwelling density, however does provide more diverse and affordable infill housing in an urban area of Ballan with all services and public transport available.</p>	
<p>Only one car park per dwelling provided which will inadequately service parking needs, particularly where the 'study' is modified for use as a bedroom.</p>	<p>Clause 52.06 Car parking</p>
<p><b>Officer's response -</b>                  The car parking requirements for a two bedroom dwelling under the Moorabool Planning Scheme (Clause 52.06 Car parking) is one space; and each dwelling has been provided with a single car garage. Previous plans with a study in each dwelling have been superseded and there is no longer a 'study' in each dwelling, which could be converted to a 'third' bedroom. Car parking provided on site is in accordance with Clause 52.06.</p>	
<p>Cars reversing from garages 3 &amp; 4 will collide with the wall of bedroom one of these dwellings.</p>	<p>Clause 52.06 Car parking</p>

<p><b>Officer's response -</b> The plans originally put on public notice show turning templates where cars reversing from garages 3 &amp; 4 towards bedroom 1 of these dwellings are inside the bedrooms. This is a drafting error as cars appear to have room to reverse within the common property driveway drive back towards the bedrooms of unit 3 &amp; 4 then pull towards the central driveway and safely exit in a forward direction. Amended plans showing modified turning templates were sent to each objector.</p>	
<p>Car parking provision does not adequately cover the needs of residents in a car dependent community like Ballan. The streets should not have to absorb the extra cars and on street parking is too far from the rear two dwellings.</p>	<p>Clause 52.06 Car parking</p>
<p><b>Officer's response -</b> In accordance with Clause 52.06 Car parking of the Moorabool Planning Scheme, adequate car parking for the development is provided on site. Relocating the single crossover to the centre of the site does not alter the possibility for two cars to park in front of the site on Atkinson Street. The location of the development is directly opposite the Ballan railway station so has excellent access to public transport.</p>	
<p>Secluded POS for dwelling's 1 &amp; 2 does not comply with the objective for solar access.</p>	<p>Clause 55.05-5 Solar access to open space objective</p>
<p><b>Officer's response -</b> The standard at Clause 55.05-5 Solar access to open space objective requires a setback of 4.88 meters should be provided for the private open spaces of dwelling's 1 &amp; 2, where as a lesser setback of 4.28 metres is shown. Relative to the size and scale of the proposal, the objective of Clause 55.05-5 is met. It should also be noted that the secluded private open space exceeds the minimum 25 meter requirement and the garage wall does not impede the full length of the north boundary.</p>	
<p>Lack of separation between habitable room windows abutting the access way.</p>	<p>Clause 55.03-10 Parking location objectives</p>
<p><b>Officer's response -</b> In accordance with the Scheme, shared access ways or car parks of other dwellings and residential buildings should be located at least 1.5 metres from the windows of habitable rooms. This setback may be reduced to 1 metre where window sills are at least 1.4 metres above the access way. This is recommended as a condition of permit to ensure the bedroom 1 windows of dwelling's 3 &amp; 4 meets the standard of this clause.</p>	
<p>Location of study walls next to garage entries (dwelling's 3 &amp; 4).</p>	

<b>Officer's response -</b> N/A. Previous plans with a study in each dwelling have been superseded and there is no longer a designated study space in each dwelling.	
Porches abutting a common driveway.	
<b>Officer's response -</b> Relative to the size and scale of the proposal, this design outcome is not contrary to any objective of ResCode.	
Dwellings are weatherboard not brick.	Clause 55.02-1 Neighbourhood character
<b>Officer's response -</b> Weatherboard clad dwellings are relatively common across the Ballan urban area and there is no requirement in the Moorabool Planning Scheme for the dwellings to be clad in brick.	
Minimal landscaping and open spaces for landscaping provision.	Clause 55.303-8 Landscaping objectives
<b>Officer's response -</b> A landscape plan with provision for new canopy trees is recommended as a condition of any permit issued.	
Large area of hard surface driveway.	Clause 55.02-1 Neighbourhood character Clause 55.03-4 Permeability objectives
<b>Officer's response -</b> Relative to the size and scale of the proposal, an access way of this nature is required. The standard for permeable surfaces at Clause 55.03-4 is at least 20% and the proposed development has 35% permeable surfaces, therefore the objective is met.	

## Proposal

It is proposed to develop four (4) dwellings and remove vegetation at 70 Atkinson Street, Ballan.

Dwelling 1 would be constructed towards the south-west (front) corner of the lot with a 5 metre street setback and consist of two bedrooms, living area, open plan kitchen/meals area, separate laundry, bathroom, toilet, north facing verandah and detached single garage. The dwelling has an area of 51m<sup>2</sup> of north facing secluded private open space with a minimum dimension of 4.28 metres. The minimum side setback is 1.35 metres and there is provision for landscaping in the front and rear setbacks.

Dwelling 2 is a mirror image of dwelling 1 would be constructed towards the south-east corner of the lot.

Dwelling 3 would be constructed towards the north-west (rear) corner of the lot and consist of two bedrooms, spacious open plan kitchen/meals/living area, separate laundry, bathroom, toilet, north facing verandah and attached single garage. This dwelling will share a common wall along the two bedrooms with dwelling 4. The dwelling has an area of 73m<sup>2</sup> of north facing secluded private open space with a min. dimension of 5.99 metres. Minimum side setback is 1.15 metres and there is provision for landscaping in rear setback.

Dwelling 4 is a mirror image of dwelling 3 dwelling towards the north-east corner of the lot with 105m<sup>2</sup> of secluded private open space. This dwelling will share a common wall along the two bedrooms with dwelling 3. Due to a sewerage easement requirement by Central Highlands Water, a 3 metre wide east setback has been provided. Amended plans provided detail the development has increased the side and rear setbacks to neighbouring back yards.

Shared access to the dwellings is provided by a single crossover towards the centre of the south boundary from Atkinson Street adjoining a 3 metre wide access way to the four garages at the rear of the site. The proposal has two adjoining garage walls on boundaries and two garage walls sharing an internal boundary, which all comply with ResCode requirements.

The maximum height of the proposed single storey dwellings to roof peak is 5.10 metres; site coverage is stated to be 47% and permeability is at 36%.

The dwellings would be of a modern post-war design, constructed of weatherboard cladding with a hipped Colorbond roof generally in keeping with some surrounding dwellings.

Major reticulated services are available to the site.

The vegetation proposed to be removed are four exotic trees/shrubs ranging in size but not considered significant to in the context of the site or surrounding area. Consent for their removal is required from the water authorities, in accordance with Clause 42.01-2 of the Environmental Significance Overlay.

The amended development plans are included at Attachment 1.

### **Site Description**

The land is known as Lot 1 on TP 231842W, on the northern side of Atkinson Street, Ballan. It is currently cleared including all vegetation and a single dwelling previously on the land. Atkinson Street is a local road towards the south of the Ballan township traversing from almost the end of the urban area in the east to the west. The nearest intersection is Stead Street approximately 50 metres to the east. A single gravel crossover exists from Atkinson Street towards the south-west corner of the site.

Surrounding development is predominantly single detached dwellings with a small number of multi-unit developments. Land to the south of Atkinson Street is in the Public Use Zone including the Ballan Railway Station as part of the Ballarat to Melbourne railway line.

The site is rectangular in shape with the following dimensions:

- A south street frontage of 20.12 metres
- An east side boundary of 50.29 metres
- A north rear boundary of 20.12 metres
- A west side boundary of 50.29 metres
- Overall site area of 1,011m<sup>2</sup>

There are no easements registered on the title to the property.

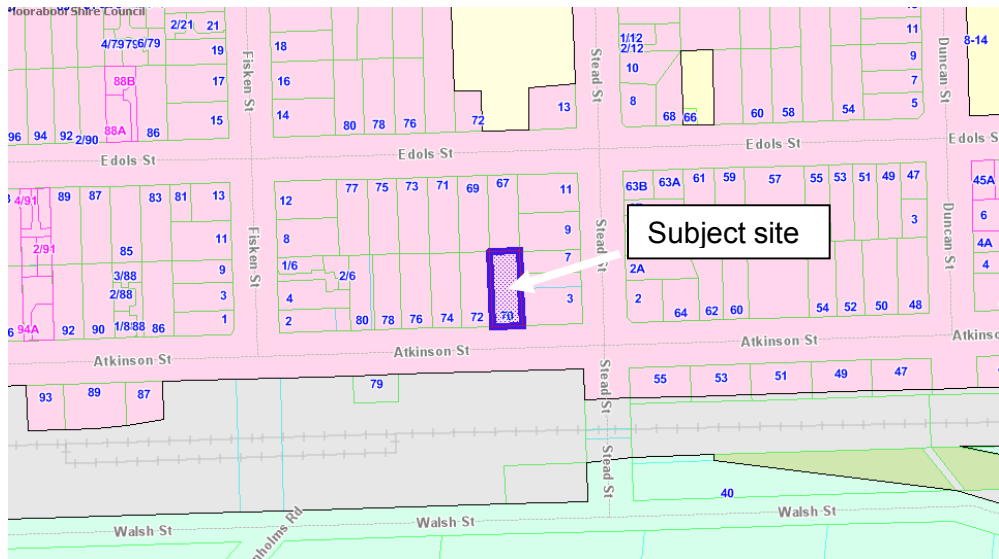
The subject site is in the General Residential Zone with an Environmental Significance Overlay Schedule 1.



The site is within walking distance of the commercial core of Ballan (500 metres), Ballan train station (50 metres), Ballan Primary School (500 metres); and 3.5km drive of the Western Freeway providing express access to Ballarat and Melbourne.

**Locality Map**

The map below shows the location of the subject site and the zoning of the surrounding area.



**Planning Scheme Provisions**

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

The relevant clauses are:

- 11 – Settlement
- 11.05-2 – Melbourne’s hinterland areas
- 11.06-1 – Planning for growth
- 15.01-5 – Cultural identity and neighbourhood character
- 16.01-1 – Integrated housing
- 16.01-2 – Location of residential development
- 16.01-4 – Housing diversity
- 16.01-5 – Housing affordability
- 21.03-2 – Urban Growth Management
- 21.03-3 – Residential Development
- 21.03-4 – Landscape and Neighbourhood Character
- 21.08 – Ballan

The proposal generally complies with the relevant sections of the SPPF and LPPF.

## **Zone**

### General Residential Zone

The subject site is in the General Residential Zone, Schedule 1 (GRZ1), and the provisions of Clause 32.08 apply.

- The purpose of the zone is to implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To encourage development that respects the neighbourhood character of the area.
- To implement neighbourhood character policy and adopted neighbourhood character guidelines.
- To provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport.
- To allow educational, recreational, religious, community and a limited range of other nonresidential uses to serve local community needs in appropriate locations.

Pursuant to Clause 32.08-4 of the General Residential Zone of the Moorabool Planning Scheme, a permit is required to construct more than one dwelling on a lot.

The development must meet the requirements of Clause 55 Two or More Dwellings on a Lot and Residential Buildings.

Before deciding on an application to develop two or more dwellings on a lot, in addition to the decision guidelines in Clause 65, the Responsible Authority must consider the following relevant decision guidelines:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- The purpose of this zone.
- The objectives, standards and decision guidelines of Clause 55.

Overall, the proposed development is considered to be consistent with the purpose and decision guidelines of the GRZ1, as discussed below.

### **Overlays**

The subject site is affected by the Environmental Significance Overlay – Schedule 1 (ESO1) at Clause 42.01 of the Moorabool Planning Scheme.

Pursuant to Clause 42.01-2, a permit is required to remove vegetation.

### **Relevant Policies**

Council's Urban Growth Policy, 2012 forecasts Ballan will become home to up to 4,500 residents by 2041 and promotes well designed and located infill development.

*“As unconstrained land in Bacchus Marsh becomes scarce Ballan and Gordon have the potential to accommodate further growth, which could absorb some of the pressure from Bacchus Marsh, and address the imbalance in growth, which is occurring in the municipality.”*

*“The Ballan Structure Plan should plan for initial development pressure and have an indicative urban growth boundary to provide certainty to 2041.”*

Council's Ballan Structure Plan still in draft form nominates the subject site as being within the yellow 'town centre infill' area encouraging good urban design.

### **Particular Provisions**

#### Clause 52.06 Car Parking

The proposal includes the required number of resident car spaces, being one space for each two (2) bedroom dwelling.

The minimum 3 metre width of the accessway meets the standard, as do the carport and garage dimensions under Clause 52.06-8 Design standards for car parking.

#### Clause 55 Two or more dwellings on a lot and residential buildings

Clause 55 provides objectives and standards for residential development of two or more dwellings on a lot. This clause requires the submission of detailed information. Residential development must meet all of the objectives and should meet all of the standards of this clause.

The proposal complies with ResCode (Clause 55) except for the following:

Clause ResCode	Title	Response
55.02-1	Neighbourhood character objectives (side and rear setbacks)	The streetscape has two side setbacks of 1.35 metres with another two virtually against the common property accessway. The rear setbacks are also generally less than what are found in this part of Ballan, however they do comply with another part of ResCode at Clause 55.04-1 and it is not uncommon for 'backyard-scapes' to include large sheds built close to a boundary. Given key elements of neighbourhood character are generally compliant including architectural style, building height, room for canopy trees, single crossover, buildings in rear yards close to the boundary, it is argued the objective is met.
55.03-10	Parking location objectives	The development complies for dwelling's 1 & 2. A condition of any permit issued should be the bedroom 1 windows of dwelling's 3 & 4, should be at least 1.4 metres above the accessway to comply with this standard.
55.05-5	Solar access to open space objective	<p>According to the standard B29, the southern boundary of SPOS should be set back from any wall on the north of the space at least <math>(2 + 0.9h)</math> metres, where 'h' is the height of the wall. The SPOS for dwelling's 1 &amp; 2 is setback 4.28 metres when the standard requires 4.88 metres. Amended plans were submitted to improve setbacks of dwelling's 3 &amp; 4 to the north, which has slightly compromised this space. The variation to the standard is relatively minor and the objective to allow solar access to this space is met.</p> <p>It should also be noted that the secluded private open space exceeds the minimum 25 meter requirement and the garage wall does not impede the full length of the north boundary.</p>



## Discussion

Overall, the proposal is deemed to comply with State and local planning policy. The *Central Highlands Regional Growth Plan* (Victorian Government 2014) identifies Ballan as regionally significant in terms of its role as a key service centre and location for increased population growth, partly due to high volume passenger road and rail links between Ballarat and Melbourne.

The proposal would facilitate consolidated growth within the existing township, take advantage of existing infrastructure and services and reduce pressure on outward growth. While the immediate area is dominated by single detached dwellings, the proposal makes a positive contribution to housing choice and affordability through incremental change. Growth must be balanced with the need for new development to respond positively to neighbourhood character.

The established neighbourhood character streetscapes of Ballan is rows of consistent front setbacks (6-10 metres on average), single or double fronted single storey/low rise built form, one wall on or within 1.5 metres of a side boundary, mature vegetation above roof lines and a single vehicular crossover.

While the proposal results in a higher dwelling density, it draws on a number of similarities with the surrounding built form including single fronted single storey façades, ResCode compliant front/side setbacks, walls and heights on boundaries, room for appropriate landscaping and single shared vehicular crossover. Officers consider the design response to be generally in keeping with the existing neighbourhood character and responding to the features of the site/surrounds, whilst allowing for an incremental change in dwelling density. In the context of key elements of neighbourhood character being compliant, the design response is considered appropriate and supportive of a range of relevant policy objectives.

## General Provisions

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

## Referrals

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

Authority	Response
Infrastructure	No objection subject to eleven (11) conditions
Central Highlands Water	No objection subject to four (4) conditions
Melbourne Water	No objection subject to one (1) condition
Southern Rural Water	No objection subject to two (2) conditions
Western Water	No objection no conditions

### **Financial Implications**

The recommendation of an approval of this development would not represent any financial implications to Council.

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

The recommendation of an approval of this development does not implicate any risk or OH & S issues to Council.

### **Communications Strategy**

Notice was undertaken for the application in the form of 10 letters to nearby property owners and one sign on site for a min. 14 days, in accordance with s.52 of the Planning and Environment Act 1987. Further correspondence is required to all interested parties to the application as a result of a decision in this matter.

### **Options**

An alternative recommendation would be to refuse the application on the grounds that the proposal is not appropriately responsive to the existing neighbourhood character.

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

### **Conclusion**

It is considered that the application is generally consistent with relevant State and local planning policy, the General Residential Zone, and the relevant Particular and General Provisions of the Moorabool Planning Scheme.

It is therefore recommended that the application be supported by Council.

### **Recommendation:**

**That, having considered all matters as prescribed by s.60 of the Planning and Environment Act 1987, Council issues a Notice of Decision to Grant a Planning Permit for PA2015-205 - Development of four (4) dwellings and removal of vegetation on Lot 1 on TP 231842W, 70 Atkinson Street, Ballan VIC 3342, subject to the following conditions:**

#### **Endorsed Plans:**

- 1. Before the development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three A3 size copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
  - a) Sill level of south facing bedroom windows of dwelling's 3 and 4 raised to at least 1.4 metres above the accessway;**
  - b) Landscape plan in accordance with Condition 2.**

Unless otherwise approved in writing by the Responsible Authority all buildings and works are to be constructed and undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of occupation.

2. Before the development starts, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
  - a) details of surface finishes of pathways and driveways;
  - b) a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;
  - c) landscaping and planting within all open areas of the site;
  - d) One canopy tree (minimum two metres tall when planted) in the following areas (min. four in total): front setback of dwelling's 1 and 2; and rear setback of dwelling's 3 and 4.

All species selected must be to the satisfaction of the responsible authority.

#### Building and works:

3. Any external lighting must be provided with suitable baffles and located so that no direct light is emitted outside the site.
4. All external plant and equipment must be acoustically treated or placed in soundproof housing to reduce noise emanating from the site.
5. All pipes, fixtures, fittings and vents servicing any building on the site, other than storm water down pipes, must be concealed in service ducts or otherwise hidden from view to the satisfaction of the responsible authority.

#### Landscape plans:

6. Before occupation of the development starts or by such later date as is approved by the responsible authority in writing, the landscaping works shown on the endorsed plans required at Condition 2 of this permit must be carried out and completed to the satisfaction of the responsible authority.
7. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority, including that any dead, diseased or damaged plants are to be replaced.

#### Infrastructure conditions

8. A standard urban residential vehicle crossing must be provided on Atkinson Street to the satisfaction of the Responsible Authority. Any redundant vehicle crossings must be removed, and the kerb and channel and nature strip reinstated to the satisfaction of the Responsible Authority. A vehicle crossing permit must be taken out for the construction of the vehicle crossing.

9. **The common property driveway must be constructed in reinforced concrete to a depth of 125 mm. The layout of the driveway must be designed to ensure that all vehicles are able to enter and exit the property in a forward direction in accordance with Clause 55.03-9 of the Planning Scheme.**
10. **The development must be provided with a drainage system constructed to a design approved by the Responsible Authority, and must ensure that:**
  - a) **The development as a whole must be self draining.**
  - b) **Volume of water discharging from the development in a 10% AEP storm shall not exceed the 20% AEP storm prior to development. Peak flow must be controlled by the use of a detention system located and constructed to the satisfaction of the Responsible Authority.**
  - c) **All units must be provided with a stormwater legal point of discharge at the low point of each potential lot, to the satisfaction of the Responsible Authority.**
11. **A Stormwater runoff must meet the “Urban Stormwater Best Practice Environmental Management Guidelines (CSIRO 1999)”.**
12. **The Storm water drainage from the development must be directed to a legal point of discharge to the satisfaction of the Responsible Authority. A legal point of discharge permit must be taken out prior to the construction of the stormwater drainage system.**
13. **Prior to the commencement of the development, design computations for drainage of the whole site must be prepared and submitted to the Responsible Authority for approval.**
14. **Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.**
15. **Sediment discharges must be restricted from any construction activities within the property in accordance with the relevant Guidelines including “Construction Techniques for Sediment Control” (EPA 1991) and “Environmental Guidelines for Major Construction Sites” (EPA 1995).**
16. **The Prior to the commencement of the development, notification including photographic evidence must be sent to Council’s Asset Services department identifying any existing change to council assets. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.**
17. **Prior to the commencement of the development, plans and specifications of all road and drainage works must be prepared and submitted to the responsible authority for approval, detailing but not limited to the following:**
  - a) **location of vehicle crossings**
  - b) **details of the underground drainage**
  - c) **location of drainage legal points of discharge**

- d) **standard details for vehicle crossing and legal point of discharge**
- e) **civil notes as required to ensure the proper construction of the works to the satisfaction of the responsible authority.**

**Melbourne Water:**

- 18. **Pollution and sediment laden runoff shall not be discharged directly or indirectly into Melbourne Water's drains or waterways.**

**Southern Rural Water:**

- 19. **The development must be connected to the town sewerage system approved drainage infrastructure.**
- 20. **Sediment control measures outlined in EPA's publication No 275, Sediment Pollution Control, shall be employed during construction works and maintained until the disturbed areas have been revegetated.**

**Central Highlands Water:**

- 21. **Reticulated sewerage facilities must be provided to each dwelling by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.**
- 22. **A reticulated water supply must be provided to each dwelling by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.**
- 23. **The owner will provide easements to the satisfaction of the Central Highlands Region Water Corporation, which will include easements for pipelines or ancillary purposes in favour of the Central Highlands Region Water Corporation, over all existing and proposed sewerage facilities within the proposal.**
- 24. **If the land is developed in stages, the above conditions will apply to any subsequent stage of the subdivision.**

**Expiry condition**

- 25. **This permit will expire if one of the following circumstances applies:**
  - a) **the development is not started within two years of the date of this permit;**
  - b) **the development is not completed within four years of the date of this permit;**

**Council may extend the periods referred to if a request is made in writing before the permit expires or in accordance with the timeframes as specified in Section 69 of the Planning and Environment Act 1987.**

**Permit Notes:**


If further information is required in relation to Melbourne Water's permit conditions shown above, please contact Melbourne Water on 9679 7517, quoting Melbourne Water's reference 262701.

Central Highlands Water require a 3.0 metre easement (minimum width) over the Sewer main located on the Eastern Boundary of the proposed dwelling number 4. Please contact Central Highlands Water Growth and Development Team for further information.

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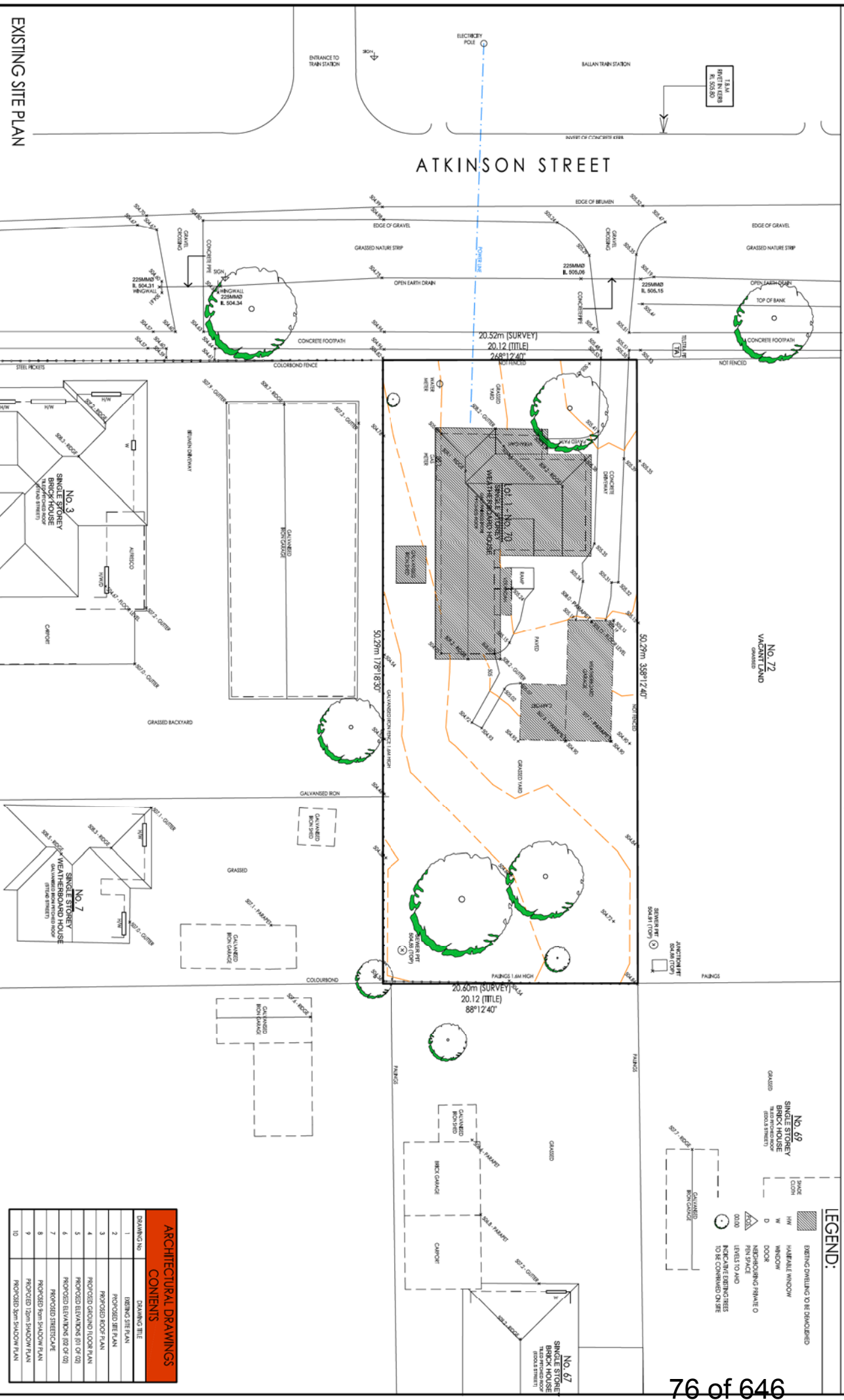
**Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu   
**Title:** General Manager Growth and Development  
**Date:** Thursday, 14 April 2016

# Attachment - Item 10.2.1(a)

# PROPOSED SINGLE STOREY DWELLINGS - LOT 1, No 70 ATKINSON STREET, BALLAN



**REVISIONS:**

26/10/21	14-ESBIE FOR TOWN PLANNING SUBMISSION - ADDED VEHICLE TURNING BURNOUTS
15/09/21	15-ESBIE FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER MAIL DATE 18TH SEPTEMBER 2021
23/07/21	15-ESBIE FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER MAIL DATE 18TH SEPTEMBER 2021
19/02/21	14-ESBIE FOR CLIENT APPROVAL REGARDING EAST SIDE EASEMENT
03/02/21	14-ESBIE FOR CLIENT APPROVAL REGARDING EAST SIDE EASEMENT
17/01/21	14-ESBIE FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER EAST SIDE EASEMENT

**CREWMN:** J.B. VIG

**SCALE:** 1:200 (A2)

**PAGE:** 01/10

**DATE:** 17/03/2014



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**ESSENDON, VIC. 3040**  
 TEL: 9098 0233  
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 www.ultimateddg.com.au  
 registration no.: DP-A0-22833

**PROJECT:** PROPOSED DWELLINGS (4 X SINGLE STOREY)  
**ADDRESS:** LOT 1, NO 70 ATKINSON STREET, BALLAN  
**CLIENT:** CCC HOMES PTY  
**DWG TITLE:** TOWN PLANNING

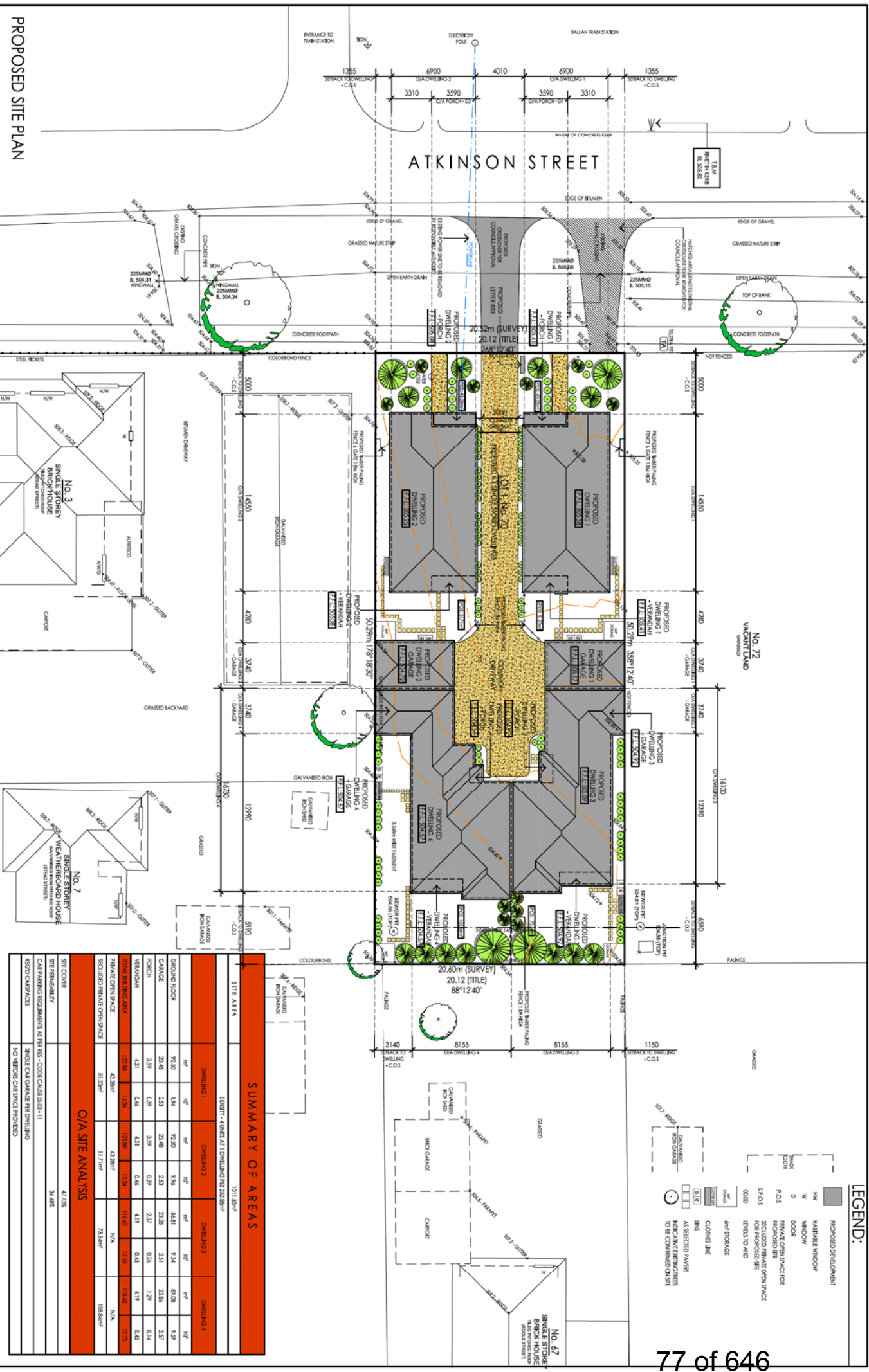
**JOB NO:**

**D - 4638**

**ARCHITECTURAL DRAWINGS CONTENTS**

DRAWING NO	DRAWING TITLE
1	EXISTING SITE PLAN
2	PROPOSED SITE PLAN
3	PROPOSED ROOF PLAN
4	PROPOSED GROUND FLOOR PLAN
5	PROPOSED ELEVATIONS (N OF 0/1)
6	PROPOSED ELEVATIONS (E OF 0/1)
7	PROPOSED TERRACE/EAVE
8	PROPOSED SHIM SHADOW PLAN
9	PROPOSED SHIM SHADOW PLAN
10	PROPOSED SHIM SHADOW PLAN





**PROPOSED SITE PLAN**

**REVISION:**

26/10/15	15-ESSE FOR TOWN PLANNING SUBMISSION
15/09/15	15-ESSE FOR TOWN PLANNING SUBMISSION - ADDED VEHICLE TURNING BAY PLAN
23/07/15	15-ESSE FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER DATE 18th SEPTEMBER 2015
19/02/14	14-ESSE FOR CLIENT APPROVAL REGARDING EAST SIDE EASEMENT
03/03/14	14-ESSE FOR CLIENT APPROVAL REGARDING EAST SIDE EASEMENT
17/03/14	14-ESSE FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER EAST SIDE EASEMENT

**DRAWN:** A.B. VO

**SCALE:** 1:200 (A2)

**PAGE:** 02/10

**DATE:** 17/03/2014



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 registration no.: DP - AD 22833

**PROJECT:** PROPOSED DWELLINGS  
 (4 X SINGLE STOREY)  
 ADDRESS: LOT 1, NO. 70 AMUNDON STREET,  
 BALLARAT

**CLIENT:** CCC HOMES PT.  
**DWG TITLE:** TOWN PLANNING

**JOB NO.:**  
**D - 4638**

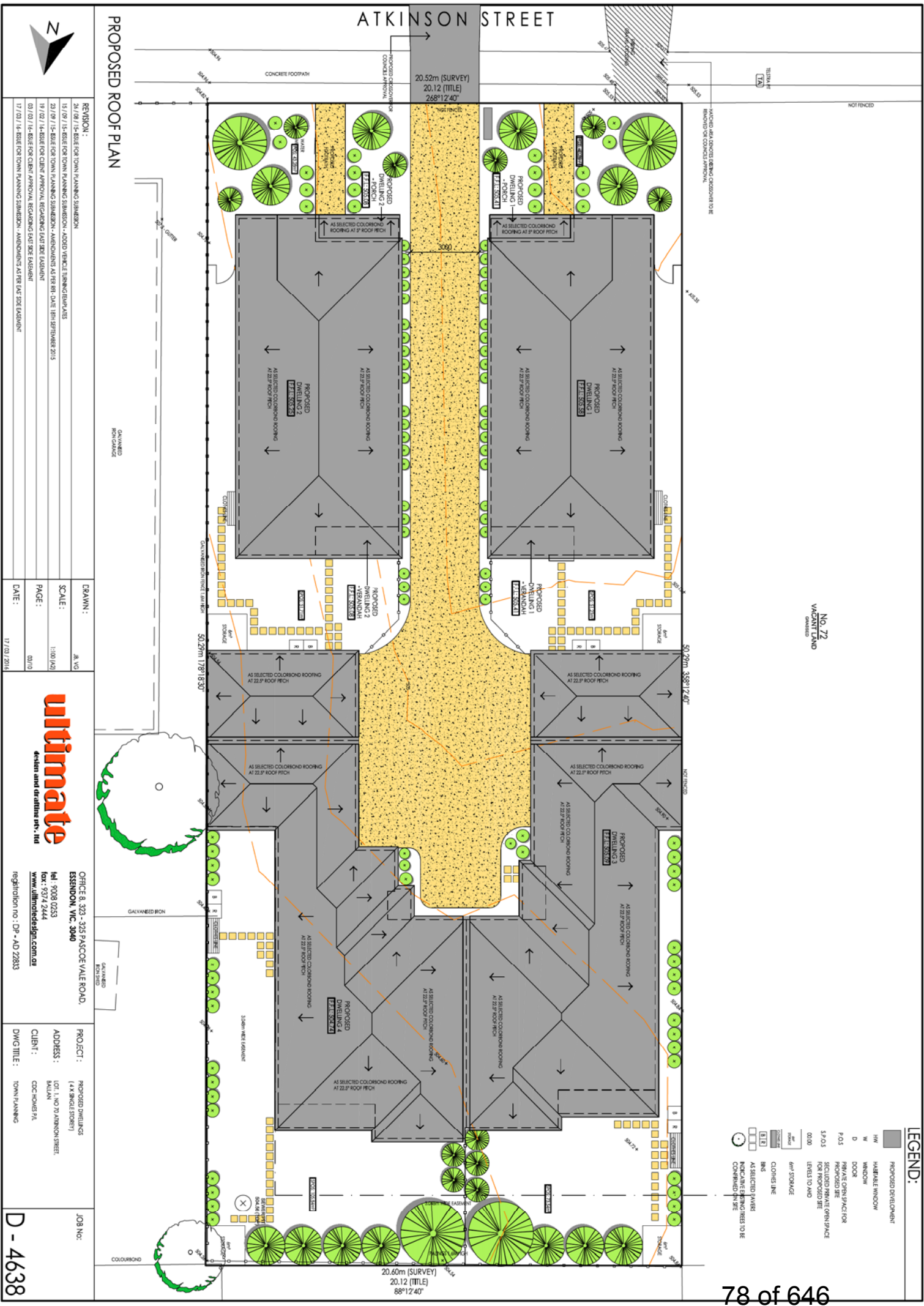
SUMMARY OF AREAS												
SITE AREA												
[ENRPT] - AREAS AT 1:200 SCALE PER 22/2014												
	DWELLING 1		DWELLING 2		DWELLING 3		DWELLING 4					
	m <sup>2</sup>	%	m <sup>2</sup>	%	m <sup>2</sup>	%	m <sup>2</sup>	%	m <sup>2</sup>	%	m <sup>2</sup>	%
GROUND FLOOR	92.50	5.64	92.50	9.95	64.81	9.34	89.28	9.29				
GARAGE	21.48	2.33	20.48	2.33	23.28	2.51	23.88	2.57				
PORCH	3.97	0.29	3.97	0.29	2.37	0.26	1.29	0.14				
VERANDAH	4.31	0.26	4.31	0.26	4.19	0.26	4.19	0.26				
<b>TOTAL BUILDING AREA</b>	<b>122.26</b>	<b>1.34</b>	<b>121.56</b>	<b>13.24</b>	<b>114.65</b>	<b>13.36</b>	<b>118.62</b>	<b>12.25</b>				
PRIVATE OPEN SPACE	43.28m <sup>2</sup>		43.28m <sup>2</sup>		N/A		N/A					
RECYCLED PRIVATE OPEN SPACE	51.29m <sup>2</sup>		51.29m <sup>2</sup>		73.54m <sup>2</sup>		73.54m <sup>2</sup>					
SITE COVER	47.2%											
SITE PENETRABILITY	34.45%											
CAR PARKING REQUIREMENTS AS PER 851 - CODE CLAUSE 43.01-11	1 SINGLE CAR GARAGE PER DWELLING											
REQD CAR/PARKING	NO VENDOR CAR SPACE PROVIDED											

**LEGEND:**

[Symbol]	PROPOSED DEVELOPMENT
[Symbol]	HABITABLE WINDOW
[Symbol]	W WINDOW
[Symbol]	D DOOR
[Symbol]	PRIVATE OPEN SPACE
[Symbol]	PROPOSED SITE
[Symbol]	RECYCLED PRIVATE OPEN SPACE
[Symbol]	FOR PROPOSED SITE
[Symbol]	LEVELS TO AHD
[Symbol]	6M <sup>2</sup> STORAGE
[Symbol]	CLOSET LINE
[Symbol]	RNS
[Symbol]	AS SELECTED FAYERS INDICATE BUILDING FEETERS TO BE COMBINED ON SITE

# ATKINSON STREET

## PROPOSED ROOF PLAN



No. 72  
VACANT LAND  
SHOWN

- ### LEGEND:
- PROPOSED DWELLING
  - ▨ HABITABLE WINDOW
  - W WINDOW
  - D DOOR
  - PRIVATE OPEN SPACE
  - PROPOSED PRIVATE OPEN SPACE
  - FOR PROPOSED BEE LEVELS TO AID
  - 6M<sup>2</sup> STORAGE
  - CLOTHES LINE
  - AS SELECTED PARKS
  - INDICATIVE DIMENSIONS TO BE CONFIRMED ON SITE

REVISION:	DATE:
24/10/15 - ISSUE FOR TOWN PLANNING SUBMISSION	17/03/2014
15/09/15 - ISSUE FOR TOWN PLANNING SUBMISSION - ADDED VEHICLE TURNING BAYS	
23/09/15 - ISSUE FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER DATE 18TH SEPTEMBER 2015	
19/02/14 - ISSUE FOR CLIENT APPROVAL REGARDING EAST SIDE EXHAUST	
03/03/14 - ISSUE FOR CLIENT APPROVAL REGARDING EAST SIDE EXHAUST	
17/03/14 - ISSUE FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER EAST SIDE EXHAUST	

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SCALE:	1:100 (A2)
PAGE:	03/10
DATE:	17/03/2014

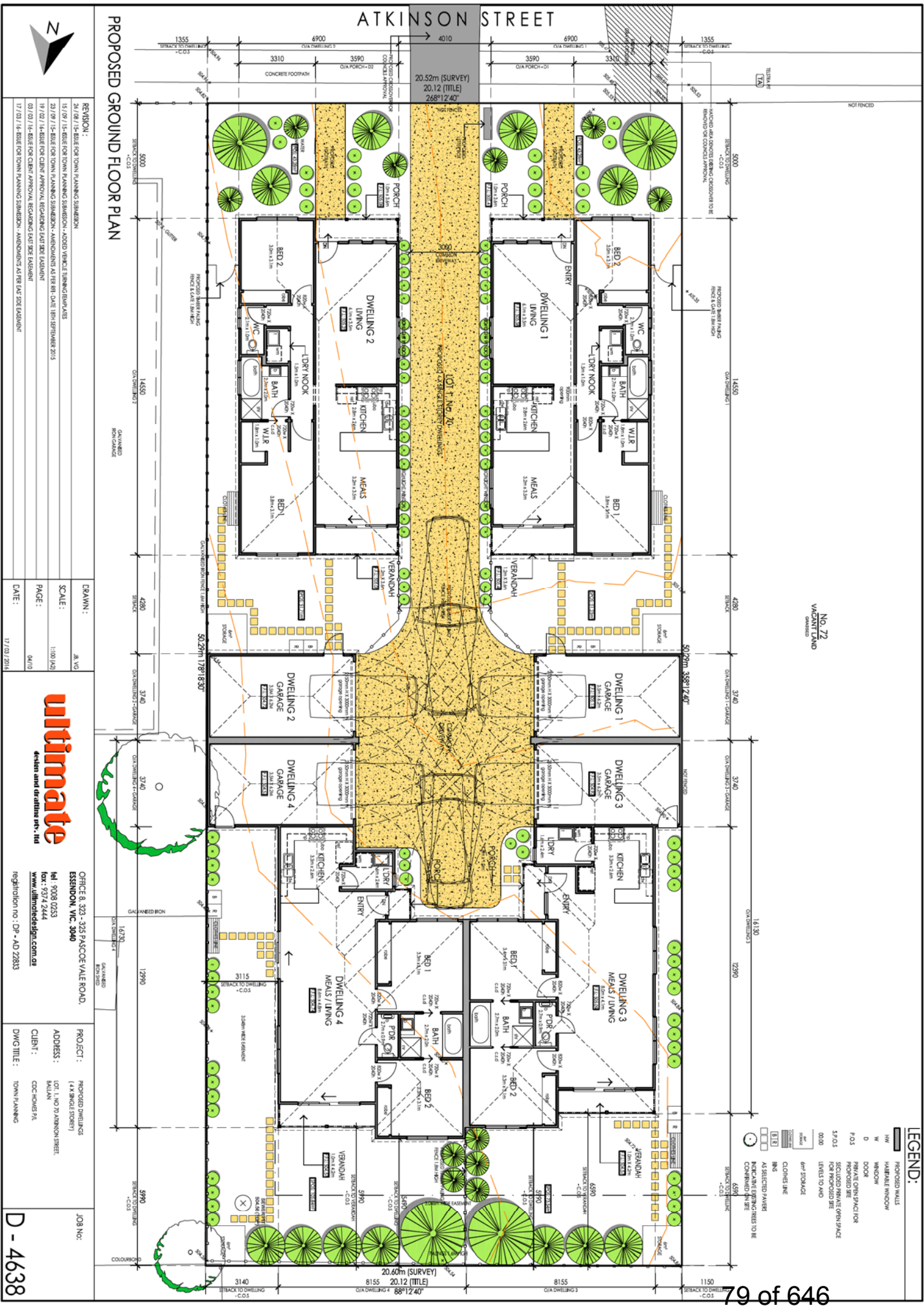
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registration no.: DP - AD 22833

PROJECT:	PROPOSED DWELLINGS (4 X SINGLE STOREY)
ADDRESS:	LOT 1, NO 70 AMMONSON STREET, BULLAN
CLIENT:	CCC HOMES PTY
DWG TITLE:	TOWN PLANNING

JOB NO:  
**D - 4638**





**PROPOSED GROUND FLOOR PLAN**

**ATKINSON STREET**



**REVISIONS:**

24/08/15	1-5-REVISION FOR TOWN PLANNING SUBMISSION
15/09/15	1-5-REVISION FOR TOWN PLANNING SUBMISSION - ADDED VEHICLE TURNING DIMENSIONS
23/09/15	1-5-REVISION FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER MAIL DATE 18TH SEPTEMBER 2015
19/02/16	1-6-REVISION FOR CLIENT APPROVAL REGARDING EAST SIDE EXHAUST
03/03/16	1-6-REVISION FOR CLIENT APPROVAL REGARDING EAST SIDE EXHAUST
17/03/16	1-6-REVISION FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER MAIL DATE 02ND SEPTEMBER

**DRAWN:** J.B. VIG

**SCALE:** 1:100 (A2)

**PAGE:** 04/10

**DATE:** 17/03/2014

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 WWW.ULTIMATEDESIGN.COM.AU  
 REGISTRATION NO.: DP - AD 22833

**PROJECT:** PROPOSED DWELLINGS (4 X SINGLE STOREY)  
 101, 1, NO. 70, ATKINSON STREET,  
 BALMAIN

**CLIENT:** CCC HOMES PTY. LTD




**DWG TITLE:** TOWN PLANNING

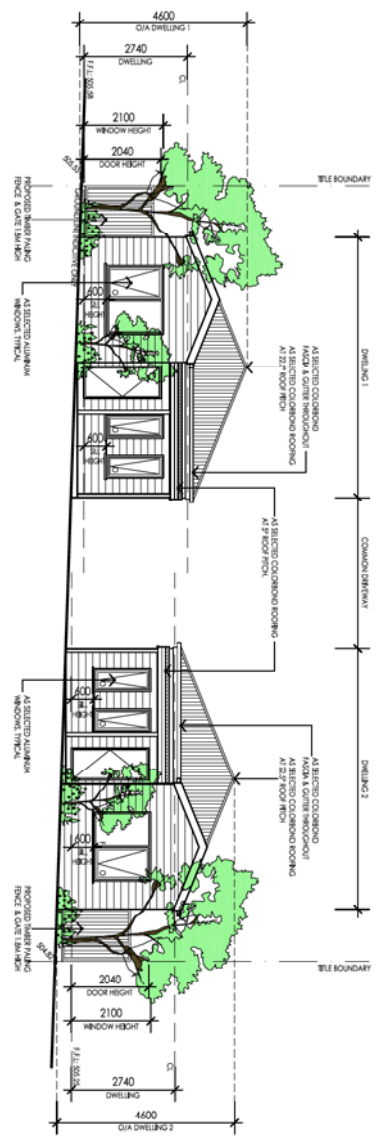
**JOB NO.:** D - 4638

**LEGEND:**

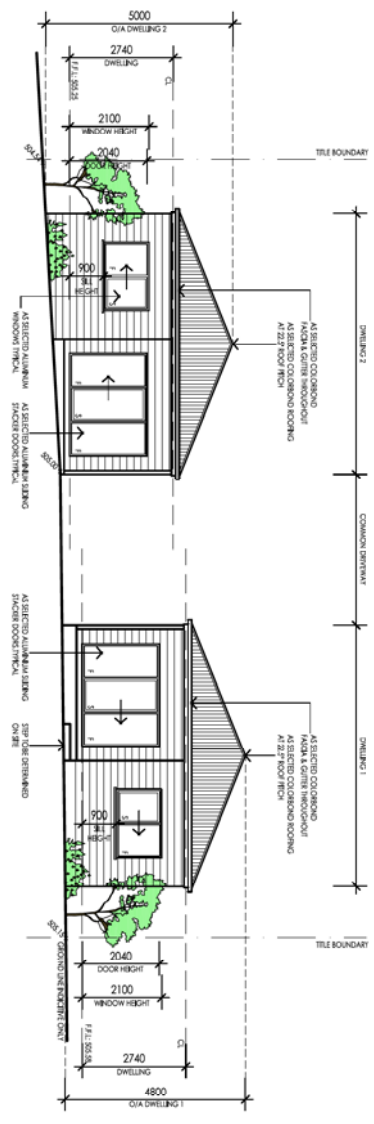
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[Symbol]	HABITABLE WINDOW
[Symbol]	W WINDOW
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[Symbol]	PRIVATE OPEN SPACIOR
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[Symbol]	600 STORAGE
[Symbol]	CLOTHES LINE
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[Symbol]	AS SELECTED FAVORS
[Symbol]	NON-COMPLIANCE DIMENSIONS TO BE COMBINED IN USE

**LEGEND:**

-  AS SELECTED WEATHERBOARD CLADDING
-  AS SELECTED BRICK FINISH
-  AS SELECTED COLOURBOND ROOFING
-  C. CHANGELINE
-  R. FLOOR LINE
-  OC. OBSCURED GLASS
-  O. AWNING WINDOWS
-  S. SLING WINDOWS
-  F. RED GLASS WINDOWS



**SOUTH ELEVATION - DWELLING 1 & DWELLING 2**



**NORTH ELEVATION - DWELLING 1 & DWELLING 2**

**PROPOSED ELEVATIONS - (01 OF 02)**

<b>REVISION:</b>	<b>DRAWN:</b>
26/09/15- EISE FOR TOWN PLANNING SUBMISSION	A.B. NG
15/09/15- EISE FOR TOWN PLANNING SUBMISSION - ADDED VEHICLE TURNING DIMENSIONS	<b>SCALE:</b>
23/09/15- EISE FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER MAIL DATE 18TH SEPTEMBER 2015	1:100 (A2)
19/02/16- EISE FOR CLIENT APPROVAL REGARDING EAST SIDE EASMENT	<b>PAGE:</b>
03/03/16- EISE FOR CLIENT APPROVAL REGARDING EAST SIDE EASMENT	08/10
17/03/16- EISE FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER EAST SIDE EASMENT	<b>DATE:</b>
	17/03/2016

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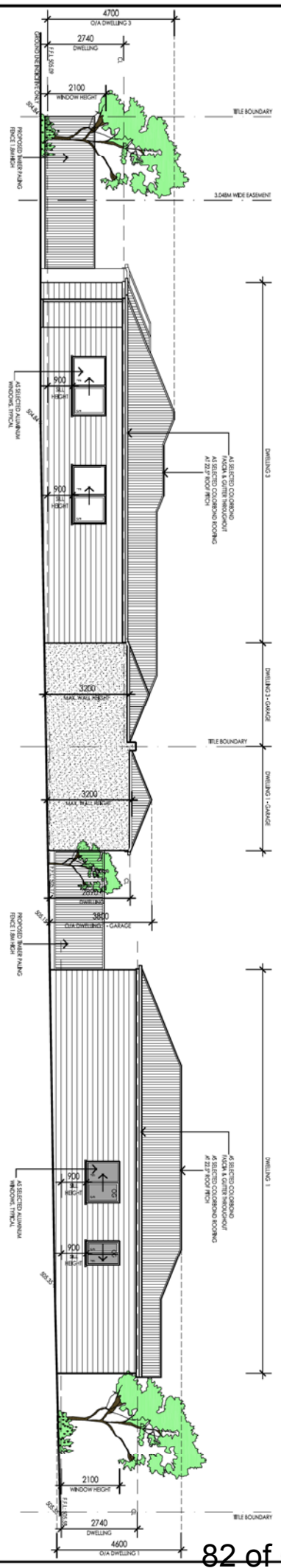
<b>PROJECT:</b>	PROPOSED DWELLINGS (4 X SINGLE STOREY)
<b>ADDRESS:</b>	LOT 1, NO 70 AMMONON STREET, BALILAN
<b>CLIENT:</b>	CCC HOMES PTY
<b>DWG TITLE:</b>	TOWN PLANNING

**JOB NO:**  
**D - 4638**

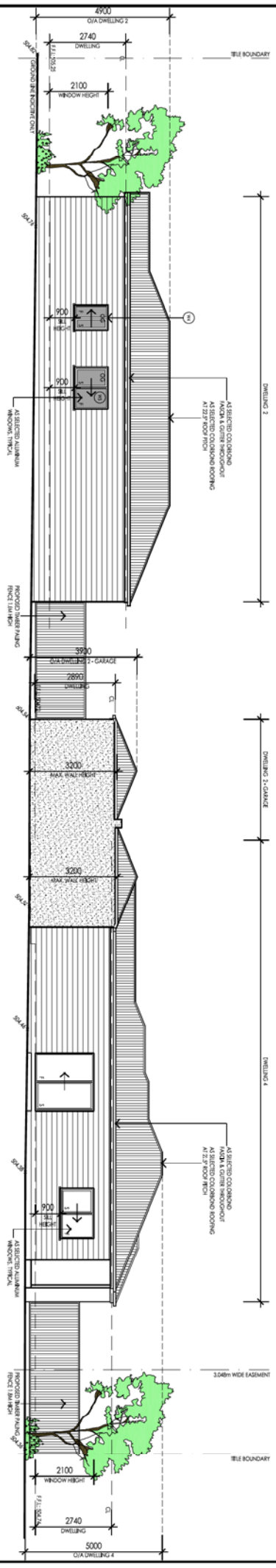
# Attachment - Item 10.2.1(b)

**LEGEND:**

-  AS SELECTED WEATHERBOARD CLADDING
-  AS SELECTED ROOFING
-  AS SELECTED COLOURBOND FACIA & GUTTER INFILTRATION
-  AS SELECTED ALUMINIUM WINDOW TYPICAL
-  AS SELECTED COLOURBOND FACIA & GUTTER INFILTRATION
-  AS SELECTED COLOURBOND FACIA & GUTTER INFILTRATION
-  AS SELECTED COLOURBOND FACIA & GUTTER INFILTRATION
-  AS SELECTED COLOURBOND FACIA & GUTTER INFILTRATION
-  AS SELECTED COLOURBOND FACIA & GUTTER INFILTRATION



**WEST ELEVATION - DWELLING 1 & DWELLING 3**



**EAST ELEVATION - DWELLING 2 & DWELLING 4**

**PROPOSED ELEVATIONS - (02 OF 02)**

<p><b>REVISION:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">26/08/15-REVISION FOR TOWN PLANNING SUBMISSION</td> <td style="width: 20%;">DRAWN: J.B. VIG</td> </tr> <tr> <td>15/09/15-REVISION FOR TOWN PLANNING SUBMISSION - ADDED VEGETATION BUFFER</td> <td>SCALE: 1:100 (A2)</td> </tr> <tr> <td>23/09/15-REVISION FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER MAIL DATE 18TH SEPTEMBER 2015</td> <td>PAGE: 06/10</td> </tr> <tr> <td>19/02/16-REVISION FOR CLIENT APPROVAL REGARDING EAST SIDE EASEMENT</td> <td>DATE: 17/03/2014</td> </tr> <tr> <td>03/03/16-REVISION FOR CLIENT APPROVAL REGARDING EAST SIDE EASEMENT</td> <td></td> </tr> <tr> <td>17/03/16-REVISION FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER EAST SIDE EASEMENT</td> <td></td> </tr> </table>	26/08/15-REVISION FOR TOWN PLANNING SUBMISSION	DRAWN: J.B. VIG	15/09/15-REVISION FOR TOWN PLANNING SUBMISSION - ADDED VEGETATION BUFFER	SCALE: 1:100 (A2)	23/09/15-REVISION FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER MAIL DATE 18TH SEPTEMBER 2015	PAGE: 06/10	19/02/16-REVISION FOR CLIENT APPROVAL REGARDING EAST SIDE EASEMENT	DATE: 17/03/2014	03/03/16-REVISION FOR CLIENT APPROVAL REGARDING EAST SIDE EASEMENT		17/03/16-REVISION FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER EAST SIDE EASEMENT		<p><b>OFFICE:</b> 303 - 325 PACIOEVALE ROAD, ESSINGTON, VIC. 3040</p> <p><b>PHONE:</b> 9008 0233</p> <p><b>FAX:</b> 7591 2444</p> <p><b>WWW:</b> ultimatedesign.com.au</p> <p><b>REGISTRATION NO.:</b> DP - AD 22833</p>
26/08/15-REVISION FOR TOWN PLANNING SUBMISSION	DRAWN: J.B. VIG												
15/09/15-REVISION FOR TOWN PLANNING SUBMISSION - ADDED VEGETATION BUFFER	SCALE: 1:100 (A2)												
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<p><b>PROJECT:</b> PROPOSED DWELLINGS (4 X SINGLE STOREY)</p> <p><b>ADDRESS:</b> LOT 1, NO 70 AMMONON STREET, BALILAN</p> <p><b>CLIENT:</b> CCC HOMES PTY LTD</p> <p><b>DWG TITLE:</b> TOWN PLANNING</p>	<p><b>JOB NO.:</b></p> <p style="font-size: 2em; font-weight: bold;">D - 4638</p>												



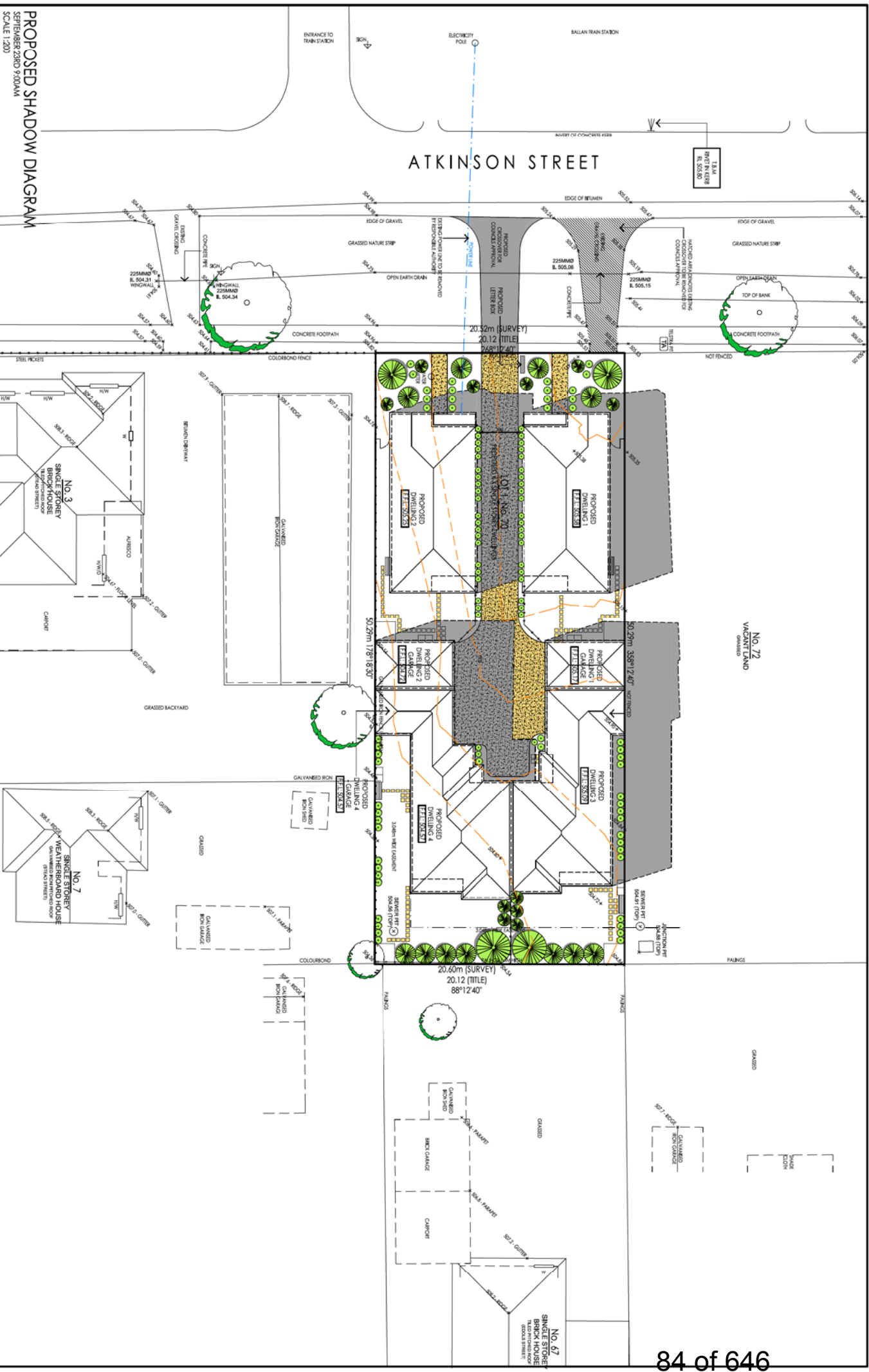
ATKINSON STREET

PROPOSED STREETScape

<b>REVISION:</b> 26/09/15-REVISION FOR TOWN PLANNING SUBMISSION 15/09/15-REVISION FOR TOWN PLANNING SUBMISSION-ADDED VEHICLE TURNING HEADWAYS 23/09/15-REVISION FOR TOWN PLANNING SUBMISSION-AMENDMENTS AS PER MAIL DATE 18TH SEPTEMBER 2015 19/02/16-REVISION FOR CLIENT APPROVAL REGARDING EAST SIDE EASIMENT 03/03/16-REVISION FOR CLIENT APPROVAL REGARDING EAST SIDE EASIMENT 17/03/16-REVISION FOR TOWN PLANNING SUBMISSION-AMENDMENTS AS PER EAST SIDE EASIMENT		<b>DRAWN:</b> J.B. NG <b>SCALE:</b> 1:100 (A2) <b>PAGE:</b> 07/10 <b>DATE:</b> 17/03/2016				OFFICE: 303-325 PASCOEVALE ROAD, ESSINGTON, VIC. 3040 TEL: 9008 0233 FAX: 7504 2444 <a href="http://www.ultimatedesign.com.au">www.ultimatedesign.com.au</a> registration no.: DP-AD 22833		<b>PROJECT:</b> PROPOSED DWELLINGS (4 X SINGLE STOREY) 101, 1, NO 70 AMNISON STREET, BALULAN <b>CLIENT:</b> CCC HOMES PTY <b>DWG TITLE:</b> TOWN PLANNING		<b>JOB NO:</b> D - 4638	
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# ATKINSON STREET



**PROPOSED SHADOW DIAGRAM**  
 SEPTEMBER 23RD 9:00AM  
 SCALE 1:200

REVISION:

24/09/15	1:45-ESSE FOR TOWN PLANNING SUBMISSION - ADDED VEHICLE TURNING HEADWAYS
15/09/15	1:45-ESSE FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER MAIL DATE 18TH SEPTEMBER 2015
23/09/15	1:45-ESSE FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER MAIL DATE 18TH SEPTEMBER 2015
19/02/14	ESSE FOR CLIENT APPROVAL REGARDING EAST SIDE PLANTING
03/03/14	ESSE FOR CLIENT APPROVAL REGARDING EAST SIDE PLANTING
17/03/14	ESSE FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER EAST SIDE PLANTING

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SCALE:	1:200 (A2)
PAGE:	08/10
DATE:	17/09/2014

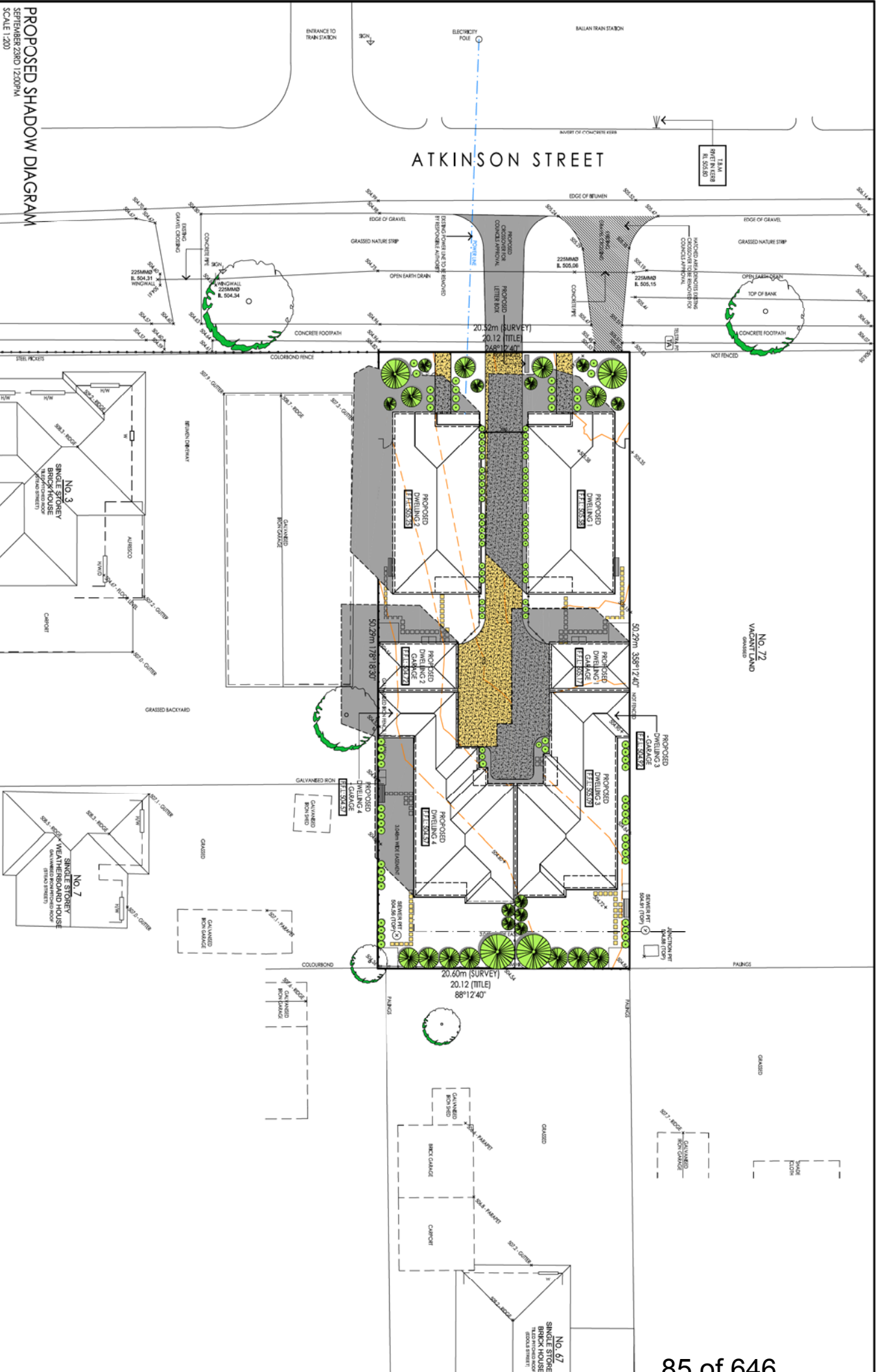
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 www.ultimateurban.com.au  
 registration no.: DP - AD 22833

PROJECT: PROPOSED DWELLINGS (4 X SINGLE STOREY)  
 ADDRESS: LOT 1, NO 70 ATKINSON STREET, BALLAN  
 CLIENT: CCC HOMES PTY  
 DWG TITLE: TOWN PLANNING

JOB NO:  
**D - 4638**



# ATKINSON STREET



**PROPOSED SHADOW DIAGRAM**  
 SEPTEMBER 23RD 1200PM  
 SCALE 1:200



**REVISION:**

24/09/15	1:45-REVISION FOR TOWN PLANNING SUBMISSION - ADDED VEHICLE TURNING HEADWAYS
15/09/15	1:45-REVISION FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER DATE 18TH SEPTEMBER 2015
19/02/14	1:45-REVISION FOR CLIENT APPROVAL REGARDING EAST SIDE PLANTING
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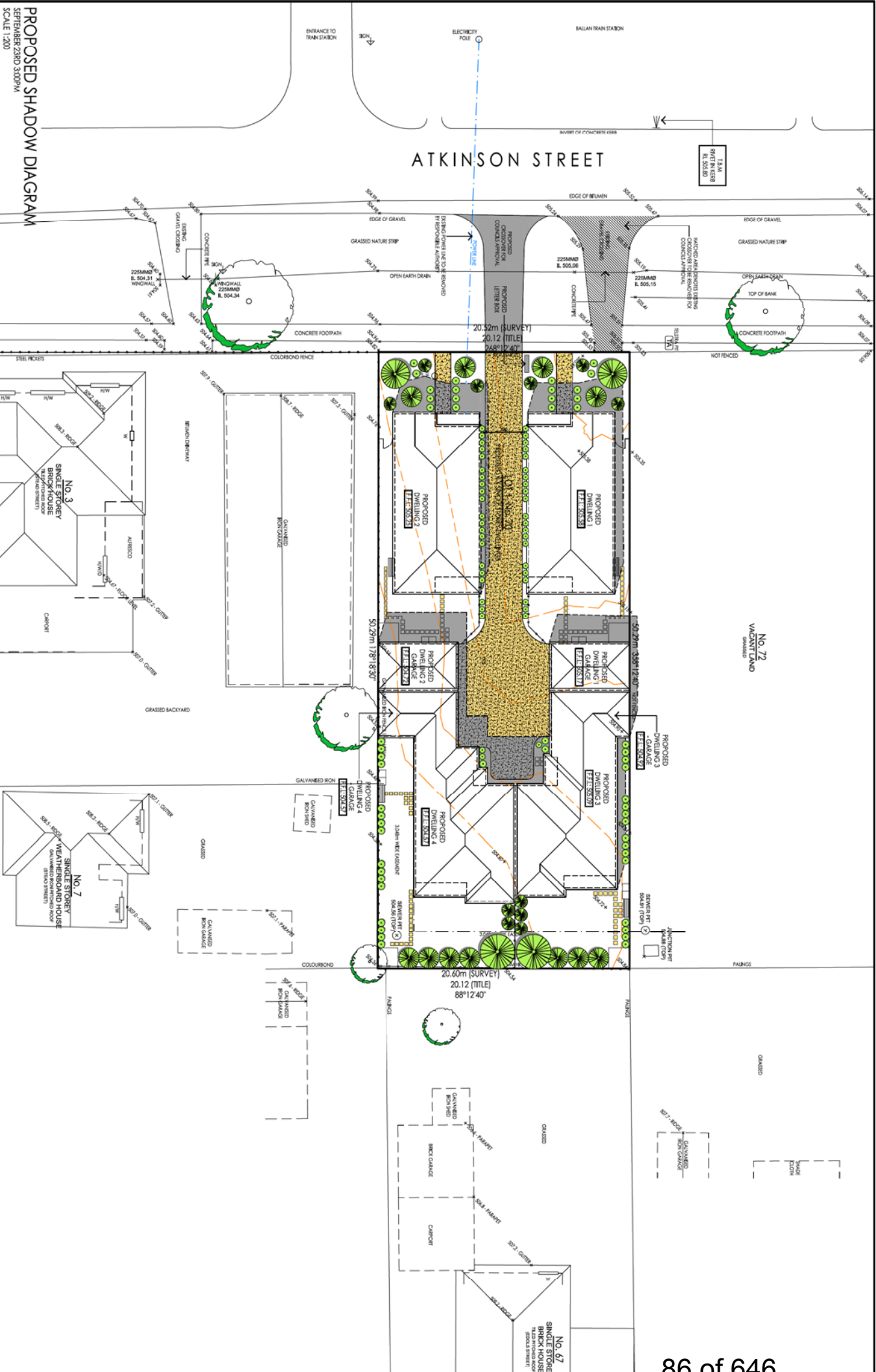
**DRAWN:** A.B. VO  
**SCALE:** 1:200 (A2)  
**PAGE:** 09/10  
**DATE:** 17/09/2014

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 registration no.: DP - AD 22833

**PROJECT:** PROPOSED DWELLINGS (4 X SINGLE STOREY)  
 ADDRESS: LOT 1, NO 70 ATKINSON STREET, BALLAN  
**CLIENT:** CCC HOMES PTY  
**DWG TITLE:** TOWN PLANNING

**JOB NO:**  
**D - 4638**

# ATKINSON STREET



**PROPOSED SHADOW DIAGRAM**  
 SEPTEMBER 23RD 3:00PM  
 SCALE 1:200



**REVISION:**

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15/09/15	1:45-REVISION FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER MAIL DATE 18th SEPTEMBER 2015
19/02/14	1:45-REVISION FOR CLIENT APPROVAL REGARDING EAST SIDE EASEMENT
03/03/14	1:45-REVISION FOR CLIENT APPROVAL REGARDING EAST SIDE EASEMENT
17/03/14	1:45-REVISION FOR TOWN PLANNING SUBMISSION - AMENDMENTS AS PER EAST SIDE EASEMENT

**DRAWN:** A.B. VO  
**SCALE:** 1:200 (A2)  
**PAGE:** 10/10  
**DATE:** 17/09/2014

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 www.ultimateurban.com.au  
 registration no.: DP - AD 22833

**PROJECT:** PROPOSED DWELLINGS (4 X SINGLE STOREY)  
 ADDRESS: LOT 1, NO 70 ATKINSON STREET, BALLAN  
**CLIENT:** CCC HOMES PTL  
**DWG TITLE:** TOWN PLANNING

**JOB NO:**  
**D - 4638**

**10.2.2 Extension of Time (E5) for Planning Permit Application PA2007-243; 483 Old Melbourne Road Ballan; Use and development of a staged residential village comprising 120 self-contained dwellings, residential centre and associated outdoor recreation facilities**

<b>Application Summary:</b>	
Permit No:	PA2007-243
Lodgement Date:	29 January, 2016
Planning Officer:	Roger Cooper
Address of the land:	Lot 2 on PS431329H 483 Old Melbourne Road, Ballan
Proposal:	Fifth extension of time (E5)
Lot size:	7.53ha
Why is a permit required?	The permit has expired as the development was not commenced by 25 January 2016
<b>Public Consultation:</b>	
Was the application advertised?	No
Objections received:	N/A
Consultation meeting:	N/A
<b>Policy Implications:</b>	
<b>Key Result Area</b>	Enhanced Natural and Built Environment.
<b>Objective</b>	Effective and efficient land use planning and building control.
<b>Strategy</b>	Implement high quality, responsive, and efficient processing systems for planning and building applications  Ensure that development is sustainable, resilient to change and respects the existing character.

<b>Victorian Charter of Human Rights and Responsibilities Act 2006</b>	
<p>In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.</p>	
<b>Officer's Declaration of Conflict of Interests</b>	
<p>Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.</p> <p><i>Manager – Robert Fillisch</i></p> <p>In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p><i>Author – Mark Lovell</i></p> <p>In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	
<b>Executive Summary:</b>	
Application referred?	Not required to be referred
Any issues raised in referral responses?	N/A
Preliminary concerns?	Nil
Any discussions with applicant regarding concerns	N/A
Any changes made to the application since being lodged?	Nil
VCAT history?	On 2 November 2012 VCAT varied Council's decision to amend the planning permit ordering a further amendment to the permit's conditions. The hearing was sought by J. Kowarsky against Council's decision to amend the permit.
Previous applications for the site?	Nil

**General Summary:**

The application is for a fifth extension of time of an approved development which has not commenced. The reasons given for the recent request is issues with building contracts and secure funding. Securing funds has been a pattern behind requesting the permit be extended, for which Officers have previously been accommodating.

No reasonable buildings and works have occurred on the site despite stage 1 dwelling footprints being pegged and evidence of some minor scraping of the site. Over eight years has lapsed since the permit was issued, which is ample time to commence the development in accordance with what the permit allows and the corresponding conditions.

As part of the *Kantor test* for extensions of time Officers can consider whether the permit may be being warehoused.

Officers consider the permit is being warehoused as no reasonable buildings and works in accordance with the permit have commenced in the eight years date of issue. A search of Council records indicate no building permits for the approved development have been applied for.

It is therefore considered that a fifth extension of time should not be supported and under the circumstances there is sufficient grounds for refusal of the extension, as per the recommendation section of this report.

**Summary Recommendation:**

That, having considered all relevant matters as required by the *Planning and Environment Act 1987*, Council refuse the application to extend the time for commencement of planning permit PA2007-243.

**Background**

An application for a staged retirement village with 120 self-contained units and associated buildings and works was received on 16 August 2007.

- The application was put on public notice and there were four (4) objections.
- A Notice of Decision to grant a permit was issued on 19 December, 2007.
- A Planning Permit was issued on 25 January 2008 with conditions including condition 1 plan requirements.
- A master plan for the estate was endorsed on 28 March 2011.
- At the time of issue, the expiry conditions were:
  - Development commencement by 25 January 2010; and
  - Development completion by 25 January 2012.

A first extension of time (E1) of two (2) years was granted on 2 December 2009.

- The reason given for the request was the current economic recession prevented commencement of stage 1, with the four stages expected to take up to 10 years to complete.
- The expiry conditions were extended to:
  - Development commencement by 25 January 2012; and
  - Development completion by 25 January 2014.

An application to amend the permit (A1) was granted on 28 March 2011.

- The amendments included changing the permit preamble to include removal of native vegetation and staging of the development from four to five.
- A condition 1 plan was also endorsed.

An application to amend the permit (A2) was granted on 3 January 2012.

- The amendment was to alter the use from 'retirement village' to 'residential village'.
- The application was put on public notice and there were no objections.
- New and amended conditions were put on the permit.

A second extension of time (E2) was granted for a further one (1) year to commence and six (6) years to complete on 6 February 2012.

- There is no documented reason for the request, however it is known the applicant was still having difficulty securing finance to commence.
- The expiry conditions were extended to:
  - Development commencement by 25 January 2013; and
  - Development completion by 25 January 2018.

An application to amend the permit (A3) was granted on 6 June 2012.

- The amendment was to alter permit conditions referring to residents of 'retirement age'.
- The applicant claimed association of the development with 'retirees' was a barrier to generating the necessary funding.
- The application was put on public notice and there was one (1) objection.
- New and amended conditions were put on the permit.

The objector Mr. J Kowarsky took Council's decision to grant an amendment to the planning permit to the Victorian Civil and Administrative Tribunal. On 2 November 2012, Council's decision was varied by the Tribunal, however the amendment was granted with revised conditions.

A third extension of time (E3) was granted for a further two (2) years to commence and twelve (12) years to complete on 1 March 2013.

- There is no documented reason for the request, however it is known the applicant was still having difficulty securing finance to commence.
- The expiry conditions were extended to:
  - Development commencement by 25 January 2015; and
  - Development completion by 25 January 2025.

On 8 December 2014, a fourth extension of time (E4) was granted for a further one (1) year to commence by 25 January 2016.

Reasons given for the delay in commencing were:

- A member of Management had been fraudulently diverting funds away from Linton Estate resulting in legal action and loss of focus on commencing the development.
- A successful tender process saw a builder appointed to stage 1 of the development with a view to commencing in March 2015.
- Building permits were applied for.
- The expiry conditions were extended to:
  - Development commencement by 25 January 2016; and
  - Development completion by 25 January 2025.

An application for a fifth extension of time (E5) was received by Council on 21 January 2016.

Reasons given for the application to extend the permit again were:

- Site works (pegging for stage 1 dwellings) have commenced but final development plans are not going to be ready for submission to Council until February 2016.
- The previous stage 1 builder was replaced and development plans for endorsement will not be completed until February 2016.
- Slow economic conditions in 2015 were still hampering sourcing of funding.

### **Details of the approved development**

The endorsed site plan is included as an attachment at the end of this report.

Amended plans following the appointment of a new builder were submitted for endorsement by secondary consent on 26 February 2016. A decision on the plans is pending the outcome of this application for an extension of time to commence the development.

### **The approved development has the following specifications:**

- 120 dwellings
- Residential care/community facilities (gym, swimming pool, beauty salon, store room, theatre, licensed restaurant)
- Recreation facilities (tennis courts, bowling green, lake)
- Cul-de-sacs servicing each dwelling
- Six different dwelling styles (2-3 bedrooms)
- Dual carriageway access from Old Melbourne Road

### **Assessment of Extension of time applications – *Kantor test***

There are no specific controls in the Planning Scheme relating to the assessment of an extension of time of a permit. However, there are some general guidelines or “tests” that can be applied to guide an assessment of an extension of time application.



Such guidance was provided by His Honour Mr. Justice Ashley in considering a number of Tribunal decisions in *Kantor v. Murrindindi Shire Council 18 AATR 285* where His Honour stated that a Responsible Authority “may rightly consider” the following:

- Whether there had been change in planning policy;
- Whether the landowner is seeking to “warehouse” the permit;
- Intervening circumstances as bearing upon grant or refusal;
- The total elapse of time;
- Whether the time limit originally imposed was adequate;
- The economic burden imposed on the landowner by the permit; and
- The probability of a permit issuing should a fresh application be made.

It is important to note that most of the above decisions do not necessarily provide clear direction on the “weighting” that should be applied to the various criteria and it is important that each proposal be assessed on the merits of the individual circumstances.

The *Kantor test* is generally used by the Moorabool Shire Planning Department to assess extension of time applications, and an assessment against the *Kantor* “test” questions is detailed later in this report.

### Public Notice

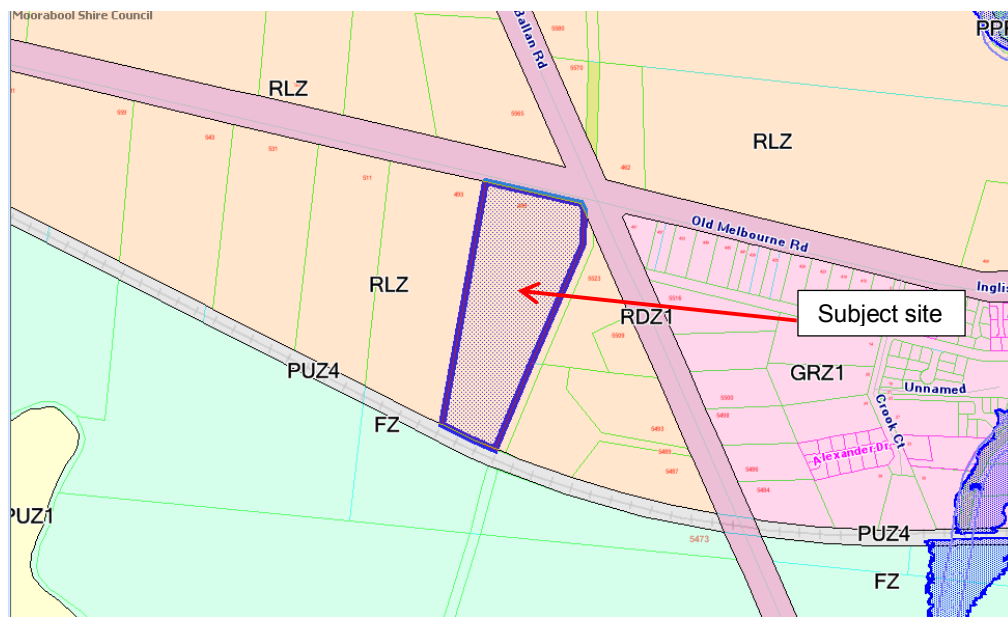
Nil - there is no requirement to advertise a request to extend the time of a planning permit under Section 69 of the Planning and Environment Act 1987.

**Locality Map** - aerial view of the subject site:





### Zone map of the subject site:



### Zone

The land is in the Rural Living Zone where a permit is required to use the land for more than one dwelling and associated buildings and works.

The purpose of the zone is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To provide for residential use in a rural environment.
- To provide for agricultural land uses which do not adversely affect the amenity of surrounding land uses.
- To protect and enhance the natural resources, biodiversity and landscape and heritage values of the area.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

The land is adjacent to a Road Zone Category 1. Pursuant to *Clause 52.29 Land Adjacent to a Road Zone, Category 1, or a Public Acquisition Overlay for a Category 1 Road*, a permit is required to create or alter access to a road in a road zone category 1.

The purpose of Clause 52.29 is:

- To ensure appropriate access to identified roads.
- To ensure appropriate subdivision of land adjacent to identified roads.

### Overlays

The land covered by an Environmental Significance Overlay – Schedule 1 where a permit is required for buildings and works.

The purpose of the overlay is:

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

The land covered by a Design and Development Overlay – Schedule 2 where a permit is required for buildings and works using reflective materials.

The design objectives of the overlay is:

- To enhance visual amenity in rural, township and vegetated areas of the Moorabool Shire.
- To encourage the use of external cladding, such as non-reflective materials for building construction.
- To discourage the use of materials, such as reflective cladding for building construction, which could have a detrimental effect on amenity.

### ***Kantor test***

#### **1. Whether there has been change in planning policy**

Since the grant of the permit, the following planning scheme amendments have been implemented.

VC103 gazetted on 5 December 2013 introduced reformed rural zones to the Victorian Planning Provisions including to the Moorabool Planning Scheme.

VC106 gazetted on 30 May 2014 introduced changes to State Planning Policy Framework (SPPF) including the introduction of the Central Highlands regional growth plan. VC101 gazetted on 29 October 2015 introduced further minor changes to the VPP, SPPF and some Particular Provisions.

VC95 introduced on 19 April 2013 introduced some minor changes to the Particular Provisions for ResCode and car parking. One of the changes at Clause 52.06-8 Design standards for car parking require:

*‘that where an accessway serves four or more car spaces OR connects to a road in a Road Zone, the accessway must be designed so that cars can exit the site in a forward direction’.*

It is not considered that these Planning Scheme amendments would materially alter the assessment of this application.

#### **2. Whether the landowner is seeking to “warehouse” the permit.**

It is considered that the land owner is warehousing the permit as this is a fifth (E5) request for an extension of time to commence the development.

The permit was originally required to commence by 25 January 2010.

Extensions of time to commence the permit were granted as follows:

- E1 – 25 January 2012 (two years)
- E2 – 25 January 2013 (one year)
- E3 – 25 January 2015 (two years)
- E4 – 25 January 2016 (one year)

It should also be noted Officers extended completion date of the permit in 2013 to the year 2025, giving the applicant ample opportunity to complete a large scale residential development.

An application for a fifth (5) extension of time was received by Council on 21 January 2016.

Reasons given for the application to extend the permit again were:

- Site works (pegging for stage 1 dwellings) have commenced but final development plans are not going to be ready for submission to Council until February 2016.
- The previous stage 1 builder was replaced and development plans will not be completed until February 2016.
- Slow economic conditions in 2015 were still hampering sourcing of funding.

Officers do not agree with the applicant's claim minor scraping of the site and pegging of dwelling footprints is satisfactory commencement of works. A search of Council records does not indicate a building permit for the development has been obtained.

Officers consider this is a pattern of requests consistent with warehousing the permit.

### **3. Intervening circumstances as bearing upon grant or refusal.**

There have been no intervening circumstances that would have a bearing on this decision.

### **4. The total elapse of time since the permit was issued.**

The permit was issued on 25 January 2008 or over eight years ago. It is not unreasonable for a permit to take some years to be acted upon especially when it is a larger sized development. That said no effort has been made since the permit was issued to commence development in any 'reasonable' manner. A recent site visit revealed the site is in its natural state other than for some pegs, ground markings and scattered piles of top soil.

### **5. Whether the time limit originally imposed was adequate.**

It is considered that the time originally imposed was adequate. In good faith Council extended the permit for two (2) years in the first instance (E1), one year in the second (E2), another two in the third (E3) and finally one further year in the fourth (E4) to encourage genuine commencement of works. The land owner has had ample time to commence the development.

**6. The economic burden imposed on the landowner by the permit.**

It is not considered that any economic burden was imposed on the landowner by the issue of a planning permit.

**7. The probability of a permit issuing should a fresh application be made.**

It is not considered that if this application was lodged with the responsible authority today that there have been material changes to the planning scheme that would prevent the issue of a permit.

It is generally considered that if a fresh application were to be accompanied by similar supporting documentation (and subsequent amendments), it would support the grant of a planning permit.

**Financial Implications**

If Council was to refuse the application it may result in the applicant appealing the decision at VCAT. There are unlikely to be additional costs to Council to defend the decision.

**Risk and Occupational Health and Safety Issues**

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

**Communications Strategy**

Pursuant to Section 69 of the Planning and Environment Act 1987 no advertising of the application was required to be given; and no appeal right is available to a person or persons to appeal a Responsible Authority Decision to extend a permit. The applicant has appeal rights if Council was to refuse the application.

**Options**

Council could support the application and determine to approve a further extension to commence the planning permit.

**Discussion**

The request is for a fifth extension of time for a lawfully approved planning permit.

While it is generally agreed if the planning permit application was received today, it would be supported in its current form, a more relevant deliberation of the application's status is to be made on the set of principles from the *Kantor test*, which is accepted as a planning tool for the assessment of extensions of time requests.

It is considered that a fifth extension of time to commence the development is warehousing of the permit, which ultimately provides reasonable grounds for refusal.

## Conclusion

The *Kantor test* provides reasonable grounds for refusal of the application including:

- No substantial commencement of the development has been undertaken.
- The applicant is warehousing the permit.

## Recommendation


**That, having considered all relevant matters as required by the *Planning and Environment Act 1987*, Council Refuse the application to extend the time for commencement of planning permit PA2007-243 on the following grounds:**

1. **The application does not meet the *Kantor test* including:**
  - a) **No substantial commencement of the development has been undertaken.**
2. **The applicant is warehousing the permit.**

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## Report Authorisation

Authorised by:

**Name:** Satwinder Sandhu   
**Title:** General Manager Growth and Development  
**Date:** Thursday, 14 April 2016

**10.2.3 PA2015-244; Buildings and Works associated with a major electricity transmission line and removal of vegetation at multiple addresses in Buninyong, Clarendon, Elaine, Navigators, Scotsburn, Warrenheip and Yendon**

*This application was listed to go before the S86 Development Assessment Committee on 13 April 2016, however it has been called in to be considered at an Ordinary Meeting of Council in accordance with the Terms of Reference for the Development Assessment Committee.*

<b>Application Summary:</b>	
Permit No:	PA2015-244
Lodgement Date:	8 October, 2015
Planning Officer:	Tom Tonkin
Address of the land:	Multiple addresses in Buninyong, Clarendon, Elaine, Navigators, Scotsburn, Warrenheip and Yendon.
Proposal:	Building and works associated with a major electricity transmission line and removal of vegetation.
Lot size:	N/A
Why is a permit required?	Clause 35.07 Farming Zone – Buildings and works Clause 36.01 Public Use Zone – Buildings and works Clause 42.01 Environmental Significance Overlay – Buildings and works Clause 45.05 Restructure Overlay - Buildings Clause 52.17 Native Vegetation – Vegetation removal
<b>Public Consultation:</b>	
Was the application advertised?	Yes
Notices on site:	No
Notice in Moorabool Newspaper:	No
Number of Objections:	One (1)
Consultation meeting:	Council sought Informal consultation with the objector who did not respond.

<b>Policy Implications:</b>	
<b>Key Result Area</b>	Enhanced Natural and Built Environment.
<b>Objective</b>	Effective and efficient land use planning and building control.
<b>Strategy</b>	Implement high quality, responsive, and efficient processing systems for planning and building applications  Ensure that development is sustainable, resilient to change and respects the existing character.
<b>Victorian Charter of Human Rights and Responsibilities Act 2006</b>	
<p>In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.</p>	
<b>Officer's Declaration of Conflict of Interests</b>	
<p>Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.</p> <p>Manager – Robert Fillisch</p> <p>In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p>Author – Tom Tonkin</p> <p>In providing this advice to Council as the Author, I have no interests to disclose in this report.</p>	
<b>Executive Summary:</b>	
Application Referred?	The application was referred to internal Council departments and externally.
Any issues raised in referral responses?	No
Preliminary Concerns?	The applicant did not originally provide the written consent of the public land manager for affected land in the Public Use Zone.
Any discussions with applicant regarding concerns	Yes. Written consent as per the above requirement was provided on 27 January, 2016.
Any changes made to the application since being lodged?	None

VCAT history?	None
Previous applications for the site?	None
General summary (Pro's/Con's of the proposal)	The application is for an upgrade of the existing major transmission line and the associated removal of vegetation, including native vegetation. The proposed buildings and works would utilise existing infrastructure and involve the installation of an additional 220kV transmission line. Vegetation removal would be to the extent needed for clearance from the line for safety and maintenance requirements.
<b>Summary Recommendation:</b>	
That, having considered all relevant matters as required by the Planning and Environment Act 1987, Council issue a Notice of Decision to Grant a Permit for this application in accordance with Section 61 of the Planning and Environment Act 1987, subject to conditions detailed at the end of this report.	

**Background**

Community consultation was done on behalf of the permit applicant prior to the application being submitted. This included meetings with Council officers, mail outs and phone calls and meetings with affected landowners, and information provided online. Further consultation during the construction phase of the project is intended.

**Public Notice**

Notice of the application was given by mail on 28 January 2016 to landowners of properties over which the existing transmission line easement runs.

**Summary of Objections**

One objection was received and is detailed below with officer's comments accompanying them:

Objection	Any relevant requirements
Notice of the application did not allow sufficient time to prepare an objection/ advice.	Planning & Environment Act
<b>Officer's response -</b> The application was advertised in accordance with Planning & Environment which requires a minimum of 14 days to advertise the application.	
Advice of the application flawed	Planning & Environment Act
<b>Officer's response -</b> Notice of the application was detailed in the prescribed form.	



Details of work insufficient	N/A
<b>Officer's response -</b> Detailed written report submitted with the application detailing the works. Location of the work pads can be confirmed by a condition 1 requirement.	
Details of vegetation removal insufficient	N/A
<b>Officer's response -</b> Detailed written report submitted with the application detailing the works. Location of all trees to be removed can be confirmed by a condition 1 requirement.	
Community consultation by AusNet has been misleading	N/A
<b>Officer's response -</b> The objector has been concerned about the prior conduct of AusNet of entering their property without landowner's permission and removal of trees without an offset. The applicant has advised they have met with the objector on site and went through the construction process and identified the trees to be removed from their property. The applicant has also given an undertaking that landowners will receive at least 1 month notice prior to the construction team accessing any landowner's property.	

### Proposal

It is proposed to install an additional 220kV transmission line between the Moorabool Terminal Station in Moorabool on the northwestern outskirts of Geelong and the Ballarat Terminal Station in Warrenheip. This application only concerns land in Moorabool Shire, with separate permit applications submitted to the other relevant Councils for land in their respective areas.

Currently two 220kV circuits extend between the abovementioned terminal stations, utilizing a series of incrementally spaced towers which were installed in 1985, and designed to accommodate future upgrades when required, as is now the case. The proposed upgrade is required to ensure a secure and reliable electricity power supply to north-west Victoria by increasing the capacity of the existing infrastructure.

The proposed upgrade would comprise installation of a third circuit by stringing three more dual conductors on the western side of the existing towers, to mirror the existing circuit on the other side of the cross arms. No additional towers would be required. Some vegetation removal would be required to maintain clearance distances in accordance with the Electricity Safety (Electric Line Clearance) Regulations 2010.

In addition, the upgrade would require the following works in Moorabool Shire:

- Several pads, typically 15.0m x 7.0m and located within the easement, for the stringing machines located where cables need to be joined or where the alignment changes directions. The pads would usually be located within the easement and generally 100-150m from the towers. The pads' exact location would be confirmed closer to the time of construction.
- Access tracks to each tower, as required.
- Vegetation removal at various locations.

### **Site Description**

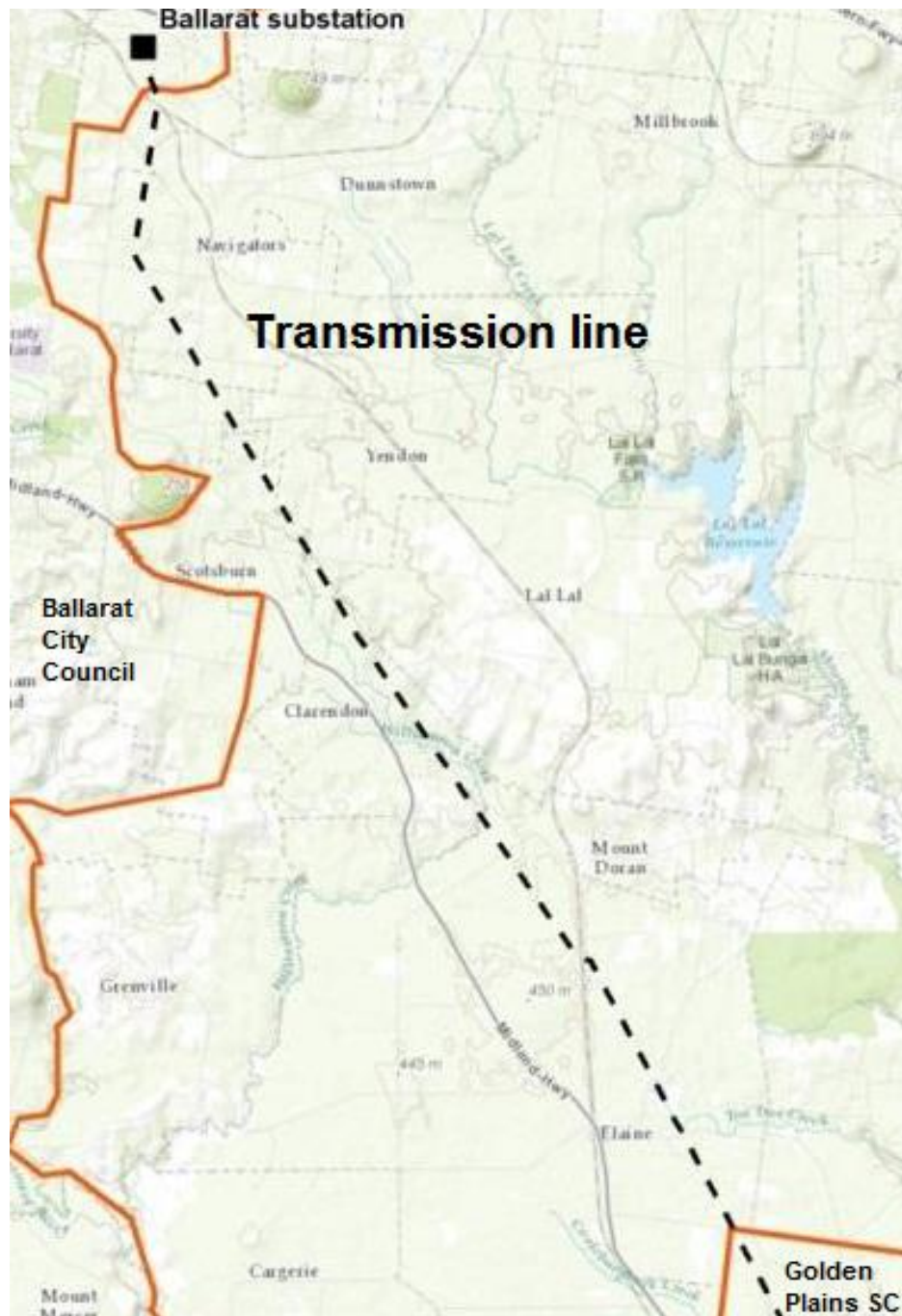
The proposal affects multiple land parcels held by more than 70 different landowners. The land affected is mostly privately owned land in rural or semi-rural areas of the Shire. Some publically owned land used for transport (railway) purposes would be affected.

All affected land is encumbered by an electricity transmission easement in which the proposed structure would be erected and in which most of the proposed works and vegetation removal would occur, or directly abut.

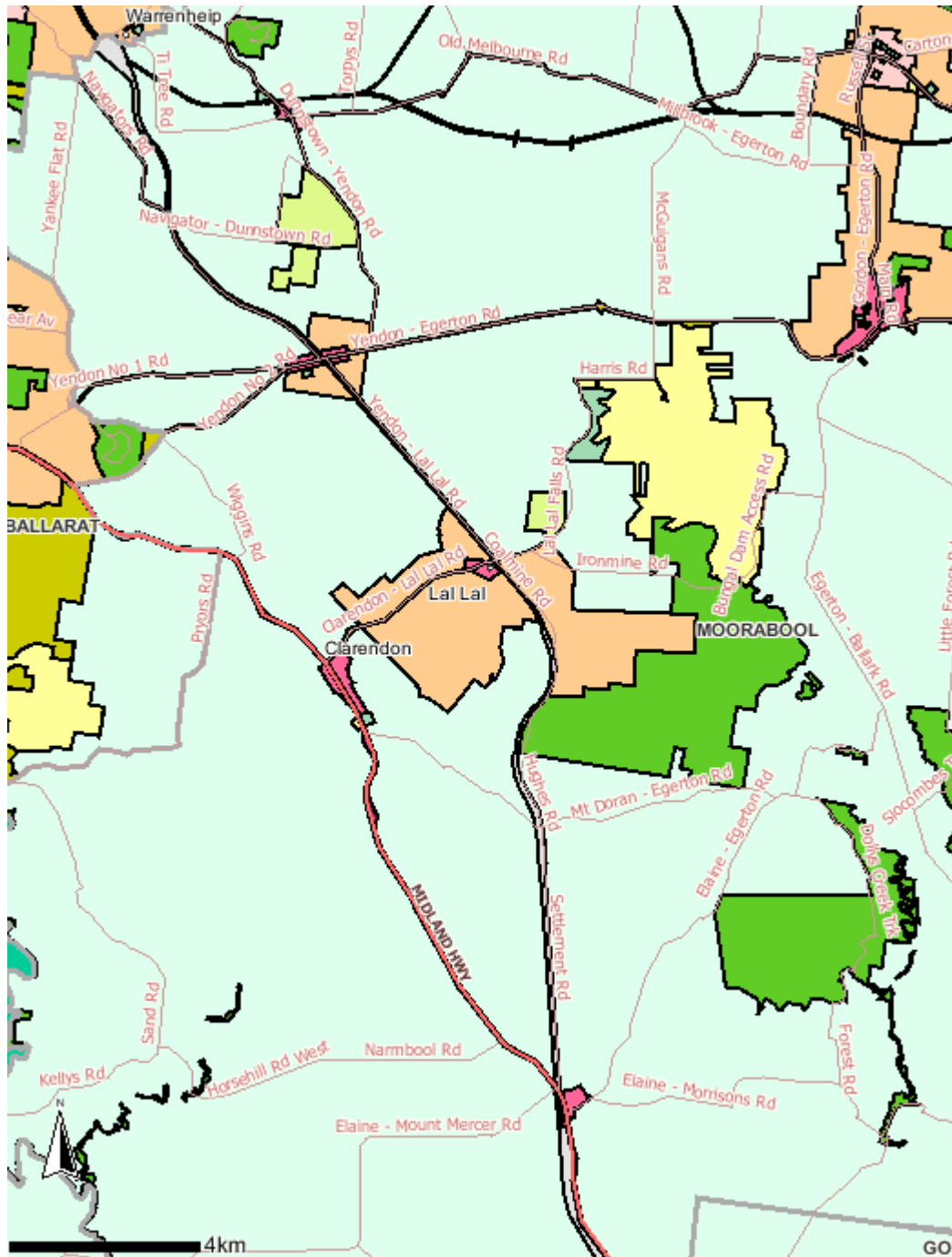
Land affected is used for a range of purposes, including agricultural and residential uses. Much of the land affected has been cleared of vegetation whilst other areas are more heavily vegetated, mostly with native vegetation.

### Locality Map

The site below indicates the location of the subject sites covering 152 properties) and the zoning applicable to the surrounding area. The transmission line traverses land in Buninyong, Warrenheip, Navigators, Scotsburn, Yendon, Clarendon and Elaine.



### Zoning Map



### Planning Scheme Provisions

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

The relevant clauses are:

- Clause 11.05-2 Melbourne’s hinterland areas.
- Clause 11.06-7 Environmental Assets.

- Clause 14.01-1 Protection of Agricultural Land
- Clause 14.02-1 Catchment Planning and Management.
- Clause 21.02-3 Water and Catchment Management.
- Clause 21.03-4 Landscape and Neighbourhood Character.

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

SPPF	Title	Response
Clause 11.05-2	Melbourne Hinterland area	The proposal does have regard complex to the landscapes and agricultural activities in the area.
Clause 11.06-7	Environmental Assets	The proposal minimises the impact from development on a water catchment by being limited to an existing major transmission line easement.
Clause 14.01-1	Protection of agricultural land	The proposed building and works will not adversely impact upon the continuation of primary production on the subject land or adjacent land.
Clause 14.02-1	Catchment Planning and Management	The proposal minimises the impact from development on a water catchment by being limited to an existing major transmission line easement.
<b>LPPF</b>		
Clause 21.03-3	Water and Catchment Management	The proposal minimises the impact from a development on a water catchment by being limited to an existing major transmission line easement.
Clause 21.03-4	Landscape and Neighbourhood Character	The proposal will not adversely the existing landscape area with the additional line contained within the existing major transmission line easement. Some trees will be required to be removed.

**Zone**

Affected land is contained is mostly in the Farming Zone, with smaller sections being in the Public Use Zone.

Under both Clauses 35.07 (Farming Zone) and 36.01 (Public Use Zone) a permit is required for buildings and works.

The proposal is considered to be generally consistent with the provisions of the Farming Zone and Public Use Zone.

### **Overlays**

Affected land is covered by various Overlays, as follows:

- Clause 43.02 Design and Development Overlay, Schedule 2
- Clause 42.01 Environmental Significance Overlay, Schedules 1 and 2
- Clause 44.06 Bushfire Management Overlay
- Clause 45.04 Road Closure Overlay
- Clause 45.05 Restructure Overlay

Of the above Overlays, the application would require a permit under Clause 42.01 (Environmental Significance Overlay) and Clause 45.05 Restructure Overlay only.

### **Relevant Policies**

There are no adopted Council policies or draft policies relevant to this application.

### **Particular Provisions**

#### Clause 52.17 Native Vegetation

The purpose of this particular provision is to ensure permitted clearing of native vegetation results in no net loss in the contribution made by native vegetation to Victoria's biodiversity.

This is achieved through the following approach:

- Avoid the removal of native vegetation that makes a significant contribution to Victoria's biodiversity.
- Minimise impacts on Victoria's biodiversity from the removal of native vegetation.
- Where native vegetation is permitted to be removed, ensure that an offset is provided in a manner that makes a contribution to Victoria's biodiversity that is equivalent to the contribution made by the native vegetation to be removed.

Under Clause 52.17-6 the biodiversity impacts of the removal of native vegetation are required to be offset, in accordance with the Permitted clearing of native vegetation – Biodiversity assessment guidelines (Department of Environment and Primary Industries, September 2013). The conditions on the permit for the removal of native vegetation must specify this offset requirement.

### **Discussion**

The existing major transmission line with support pylons has been designed to allow for additional lines to be added at a future date when additional electricity capacity is required. The operator has now identified that additional capacity is required and a new line needs to be added to the existing structure which connects Geelong and Ballarat.

The planning scheme encourages improvements to existing infrastructure, especially in support of the continued growth of the municipality. The additional electricity transmission line will involve some tree removal which needs to be clearly identified on the plans. This can be addressed through the submission of revised plans. The objector has raised concerns regarding previous access to their property without the landowner's permission. The applicant has given the undertaking to provide at least 1 month notice prior to any construction team accessing privately owned land. The proposal is considered worthy of support, subject to conditions.

### **General Provisions**

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

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

### **Referrals**

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

<b>Authority</b>	<b>Response</b>
Barwon Water	Consent with conditions
Central Highlands Water	Consent
DELWP	Consent with conditions
Infrastructure	Consent with conditions
Environmental Planning	Consent with conditions

### **Financial Implications**

The recommendation of approval of this application would not represent any financial implications to Council.

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

The recommendation of approval of this development does have any risk or OH & S implications for Council.

### **Communications Strategy**

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

## Options

There are no reasonable grounds on which to refuse the application.

Refusing the application would in all likelihood result in the proponent lodging an application for review of Council's decision with VCAT.

## Conclusion

The proposed building and works to a major transmission line satisfactorily addresses planning scheme controls and policies. The proposed development should be supported and issue a Notice of Decision to grant a permit.

## Recommendation

**That, having considered all matters as prescribed by Section 60 of the Planning and Environment Act, Council issue a Notice of Decision to grant a Planning Permit No. PA2015-244 for buildings and works associated with a major electricity transmission line and vegetation removal, subject to the following conditions:**

- 1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
  - a) Full details of all buildings and works to be undertaken including the location of work pads and any new access tracks.**
  - b) All trees to be removed clearly identified.****

**Unless otherwise approved in writing by the Responsible Authority, all buildings and works are to be constructed and or undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of the development.**

### Infrastructure conditions:

- 2. Sediment discharges must be restricted from any construction activities within the property in accordance with relevant Guidelines including Construction Techniques for Sediment Control (EPA 1991).**
- 3. Unless otherwise approved by the Responsible Authority there must be no buildings, structures, or improvements located over proposed drainage pipes and easements on the property.**
- 4. Any existing works affected by the development must be fully reinstated at no cost to and to the satisfaction of the Responsible Authority.**



**Environmental Planning conditions:**

5. In order to offset the total removal of 4.154 hectares of remnant native vegetation and 73 native scattered trees approved to be removed within Moorabool Shire, Golden Plains Shire and the City of Ballarat as part of this permit, the applicant must provide a native vegetation offset that meets the following requirements, and is in accordance with the DELWP publication 'Permitted clearing of native vegetation – Biodiversity assessment guidelines' and the 'Native vegetation gain scoring manual'.

**The offset of the losses within Moorabool Shire must:**

- a) Contribute gain of 0.610 general biodiversity equivalent units.
  - b) Be located within the Corangamite Catchment Management Authority boundary or Moorabool Shire Municipal District.
  - c) Have a minimum strategic biodiversity score of at least 0.158.
6. Before any native vegetation is removed, evidence that an offset has been secured must be provided to the satisfaction of the responsible authority. This offset must meet the offset requirements set out in this permit and be in accordance with the requirements of the DELWP publication 'Permitted clearing of native vegetation – Biodiversity assessment guidelines' and the 'Native vegetation gain scoring manual'. Offset evidence can be either:
    - a) A credit register extract from the Native Vegetation Credit Register (for more information refer to the DELWP publication 'Permitted clearing of native vegetation Meeting permit conditions – Third party offsets'); or
    - b) A security agreement, to the required standard, for the offset site or sites, including a ten (10) year offset management plan. Every year for ten (10) years, after the responsible authority has approved the offset management plan, the applicant must provide notification to the responsible authority of the management actions undertaken towards the implementation of the offset management plan. An offset site condition statement, including photographs must be included in this notification.

Revegetation must done in accordance with the minimum planting standard specified in Appendix 2 of DEPI's publication 'Native vegetation gain scoring manual' and revegetation sites must meet the following size requirements:

- i. At least 1 hectare in size
- ii. Have an average width of at least 20 metres
- iii. Have a perimeter to area ratio of 1:20. Perimeter to area ratio can be calculated by dividing the area (metres<sup>2</sup>) by the perimeter (metres).

In the event that the offsets for the removal of native vegetation within Moorabool Shire are sourced as part of a larger offset for

**the total removal of native vegetation across the municipalities, Moorabool Shire is to be notified and a copy of the total offset extract is to be provided.**

**Barwon Water condition:**

- 7. Sediment control measures outlined in the EPA's publication No 275, Sediment Pollution Control, must be employed and maintained until the disturbed area has been permanently stabilised and/or revegetated.**

**DELWP conditions:**

- 8. Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.**
- 9. Before works start, a plan to the satisfaction of the Responsible Authority, identifying all native vegetation to be retained and describing the measures to be used to protect the identified vegetation during construction, must be prepared and submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will form part of this permit. All works constructed or carried out must be in accordance with the endorsed plan.**
- 10. To offset the removal of 4.154 hectares of native vegetation and 73 scattered trees the permit holder must secure a native vegetation offset, in accordance with the Permitted clearing of native vegetation – Biodiversity assessment guidelines (DEPI 2013) and Native vegetation gain scoring manual (DEPI 2013) as specified below:**
  - a) A general offset of 0.664 general biodiversity equivalence units with the following attributes:**
    - be located within the Corangamite Catchment Management Authority boundary**
    - have a strategic biodiversity score of at least 0.162**
  - b) A specific offset(s) of 3.227 specific biodiversity equivalence units for 504484, Melbourne Yellow-Gum, Eucalyptus leucoxylon subsp. Connata.**
- 11. Before any native vegetation is removed, evidence that the required offset for the project has been secured, as per the supplied offset strategy (Moorabool – Ballarat Transmission Line Upgrade Offset Strategy, 10 September 2015), must be provided to the satisfaction of the Responsible Authority. The offset evidence can be:**
  - a) a security agreement signed by both parties, to the required standard, for the offset site or sites, including a 10 year offset management plan and/or**

- b) an allocated credit extract from the Native Vegetation Credit Register.

A copy of the offset evidence with the endorsement of the Responsible Authority will form part of this permit. Within 30 days of endorsement, a copy of the endorsed offset evidence must be provided to the Department of Environment, Land, Water and Planning.

12. In the event that a security agreement is entered into as per condition 10, the applicant must provide the annual offset site condition report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.

**Permit Expiry:**

13. This permit will expire if one of the following circumstances applies:
- a) the development is not started within two years of the date of this permit;
  - b) the development is not completed within four years of the date of this permit.

Council may extend the periods referred to if a request is made in writing before the permit expires or in accordance with the timeframes as specified in Section 69 of the Planning and Environment Act 1987.

**DELWP permit notes:**


Works or other activities on public land, which may impact on protected plants, will require a Protected Flora Licence or Permit under the Flora and Fauna Guarantee Act 1988 (FFG). All native vegetation likely to be impacted should be checked against the Protected Flora List (DEPI 2014) to determine whether FFG approvals are required. Protected Flora Permits can be obtained from the department's regional office.

Any adjoining Crown land is not to be used for access, storage of materials or rubbish. Any private use of Crown land requires consent and/or licensing from the Department of Environment, Land, Water and Planning.

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**Report Authorisation**

**Authorised by:**

**Name:** Satwinder Sandhu   
**Title:** General Manager Growth and Development  
**Date:** Thursday, 14 April 2016

## 10.2.4 Revised 2013-2017 Council Plan

### Introduction

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

### Background

Council adopted the Council Plan 2013-2017 at the Ordinary Meeting of Council held on 19 June 2013.

As part of a community engagement process to understand the community needs for the future, Council has embarked on the project known as, "*The Talking 2041*" community engagement process for Moorabool 2041. This process commenced in October 2014 and is the most comprehensive community engagement process ever undertaken by Moorabool Shire Council.

Within the engagement process two key elements of Moorabool 2041, being an Urban Growth Strategy and a Rural Small Towns Strategy, have focused on the urban areas of Bacchus Marsh and surrounds and separately, the rural areas of the Shire. The engagement for both the urban and rural areas has been very successful.

The outcomes of the engagement process will be presented to Council later in the year which will be reflected in future Council Plans.

### Proposal

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

The Council Plan has been reviewed by Councillors and officers and changes have been made to the projects under each Key Result Area to reflect the Council activities in each area. The actions supporting the Council Plan have been updated and the performance measures have been updated in accordance with the Local Government Performance Reporting Framework.

The reviewed 2013-2017 Council Plan (2016 revision) is shown in Attachment 10.2.4.

### Policy Implications

The 2013–2017 Council Plan provides as follows:

<b>Key Result Area</b>	Representation and Leadership of our Community
------------------------	--

**Objective** Good governance through open and transparent processes and strong accountability to the community.

**Strategy** Ensure policies and good governance are in accordance with legislative requirements and best practice.

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

### **Financial Implications**

In accordance with Section 126 of the Local Government Act 1989, Council has prepared the attached Strategic Resource Plan that details the resources required to achieve the objectives and strategies outlined in the 2013-2017 Council Plan.

The Strategic Resource Plan includes the following information in respect of next 4 financial years:

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

This four-year forecast outlines to the community the way it will deliver on the 3 key result areas as set out in the 2013-2017 Council Plan (2016 revision) being:

1. Representation and Leadership of our Community
2. Community Wellbeing
3. Enhanced Infrastructure and Natural and Built Environment

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

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

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

### **Communications and Consultation Strategy**

Under section 125 (9) of the Local Government Act 1989, a person has a right to make a submission under section 223 on a proposed adjustment to a Council Plan which relates to the following matters:

- the strategic objectives of the Council;
- strategies for achieving the objectives for at least the next 4 years;
- strategic indicators for monitoring the achievement of the objectives;

A communications plan has been developed to advise the community via Council's website, media release, social media, Council's community consultation website: haveyoursay.com.au and with hard copies available at all Council offices.

Public notice of the revised Council Plan will be placed in The Moorabool News and members of the community will have no less than 28 days to make a submission.

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

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

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

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

*General Manager – 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 2013-2017 Council Plan (2016 revision) and Strategic Resource Plan are presented for Council to place on public exhibition to commence public consultation.


### **Recommendation:**

- 1. That, having considered the details of the Council Plan 2013-2017 (2016 revision) appended to this report, Council, in accordance with the requirements of Part 6 Section 125 and 126 of Local Government Act 1989**
  - a) authorises the Chief Executive officer to give public notice that the Council Plan 2013-2017 (2016 revision) has been prepared and is available for public inspection; and**
  - b) gives public notice and have ready for public inspection all prescribed information to be available from 10 May 2016 until 7 June 2016.**

2. That Council resolves to allow no less than 28 days for submissions to be made by members of the public and that all submissions are to be made in the prescribed manner. Council will hear submissions on Wednesday, 22 June 2016 at a Special Meeting of Council at a destination to be confirmed.
3. That in accordance with Section 125 of the Local Government Act 1989, Council resolves to notify and place on public notice its intention to adopt the Council Plan 2013-2017 (2016 revision) on Wednesday 29 June 2016 at a Special Meeting of Council at a destination to be confirmed.

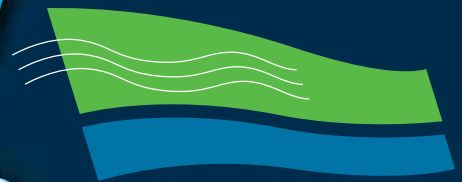
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**Report Authorisation****Authorised by:**

**Name:** Satwinder Sandhu   
**Title:** General Manager Growth and Development  
**Date:** Friday, April 15, 2016

# Attachment - Item 10.2.4





**MOORABOOL**  
SHIRE COUNCIL

**COUNCIL**  
**PLAN**  
**2013-2017**  
(2016 REVIEW)



# CONTENTS OF OUR PLAN

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The sculpture featured on the front cover of this Council Plan is titled "Fearless" by the artists Anuradha Patel and Velislav Georgiev.

Design and printing by Star Printing Terang & Warrnambool.

Photography by Tim Burder and Alonda Kmiec.

Council Plan 2013-2017 adopted 19/06/2013  
 Revised 2014 Council Plan adopted 02/07/2014  
 Revised 2015 Council Plan adopted 01/07/2015

# MAYOR AND CEO MESSAGE

We are pleased to present the 2016 and final review of the 2013 - 2017 Council Plan.

This final review by the current Council will form an important platform to be handed to the Council to be elected in October 2016 and the commencement of the development of a new plan for the next four years for Moorabool.

Looking back over the four year journey there have been significant advancements in strategic land use planning, recreation policy and development, community development and engagement and the scale of our capital works program. Importantly also our financial sustainability improved and will be a constant focus particularly in the context of the state government rate capping environment.

This Plan also continues the 2041 journey embarked upon

in 2011. The urban strategy headed by the Bacchus Marsh Framework Plan is now under development in partnership with the Melbourne Planning Authority and the rural Small Towns and Settlement Strategy is drawing to a conclusion. Each of these pieces of work and the underlying strategies have been through rigorous consultation and review to ensure the communities of Moorabool are well placed to deal with growth, change and opportunity to 2041.

The 2013 - 2017 Council Plan will also see the completion of the largest capital program undertaken by Moorabool at \$23 mil and will include the construction of a western route (Halletts Way, O'Leary Way), the Darley Early Years Hub and Sports pavilion.

Our key achievements during this term of Council are set out below:

Key Achievements	
<ul style="list-style-type: none"> <li>Commenced the construction of Halletts/O'Leary Way (south) extension.</li> <li>Completed the construction of Halletts Way (north) extension.</li> </ul>	<p>Moorabool 2041 Framework. Continued development of the:</p> <ul style="list-style-type: none"> <li>Urban Growth Urban Growth Strategy for the Bacchus Marsh area</li> <li>Small Towns and Settlements Strategy for the rural towns and villages of the Shire.</li> </ul>
Announcement of funding for East facing freeway ramps at Halletts Way	Commenced the construction of the Darley Early Years Hub including receipt of a State Government grant of \$1.6m
Completion of the Bacchus Marsh Racecourse and Recreation Reserve Master Plan.	Adoption of the Ballan Structure Plan & commencement of the process for inclusion in the Planning Scheme.
Completion of an Integrated Transport Strategy for Bacchus Marsh	Adopted a service review policy, framework and prioritisation plan.
Resolved to commence a non-compulsory green waste service to urban areas in January 2017	Finalised and endorsed the Economic Development Strategy and Moorabool Industrial Areas Strategy.
Completion of a Domestic Wastewater Management Plan	Adoption of eight (8) key health, recreation and social plans and strategies: Health and Wellbeing Plan, Youth Strategy, Hike and Bike Strategy, Municipal Early Years Plan, Recreation and Leisure Strategy, Community Development Strategy, Volunteer Strategy, Ageing Well and Access and Inclusion Plan
Adoption of the retail strategy.	Completion of the Parwan Employment Precinct Strategy (Agribusiness Analysis)

# MAYOR AND CEO MESSAGE CONT.

From a financial perspective the Strategic Financial Plan included in this Plan shows an improvement in underlying deficits and cash levels over the past 4 years.

In relation to our financial performance going forward an underlying deficit of 5% is forecast for 2016/17 with a trend towards breakeven or small surpluses into the future. This of course is subject to the impacts of rate capping environment. It is also noted that our liquidity ratio will be around 1.3 and that our debt moves towards the maximum under state government guidelines at 53%.

The introduction of rate capping will result in financial indicators showing stress and the Council will continue

to reduce operating costs, review levels of service, share services, seek alternative revenue streams and continue our business excellence program.

We seek your feedback and support on the contents and delivery of this Plan and look forward to reporting to the community on a regular basis on progress and challenges we will face in delivery.

We are confident that by continuing to work together we can ensure Moorabool remains a progressive and vibrant Shire into the future and a highly sought after place to live, work, invest and visit.

**Cr Allan Comrie**  
Mayor



**Rob Croxford**  
Chief Executive  
Officer





# VISION

Vibrant and resilient communities with unique identities.

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# MISSION

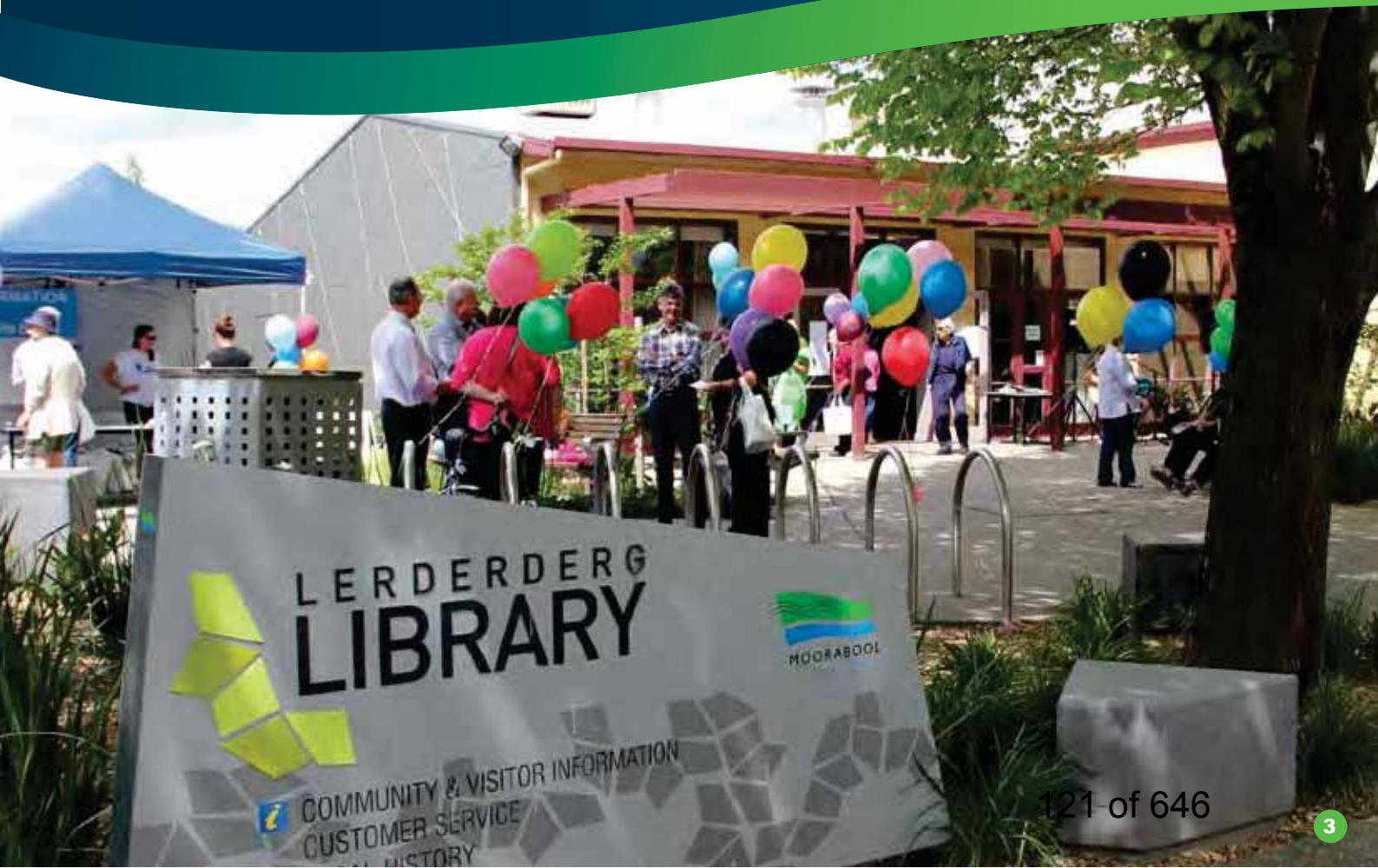
Working with our people to deliver valued outcomes that improve community wellbeing and are economically responsible.

---

# VALUES

Respect  
Integrity  
Practicality  
Excellence  
Equity

Treat others the way you want to be treated.  
Do what is right.  
Always be part of a solution.  
Continually improve the way we do business.  
Fair distribution of resources.



# OUR COUNCILLORS

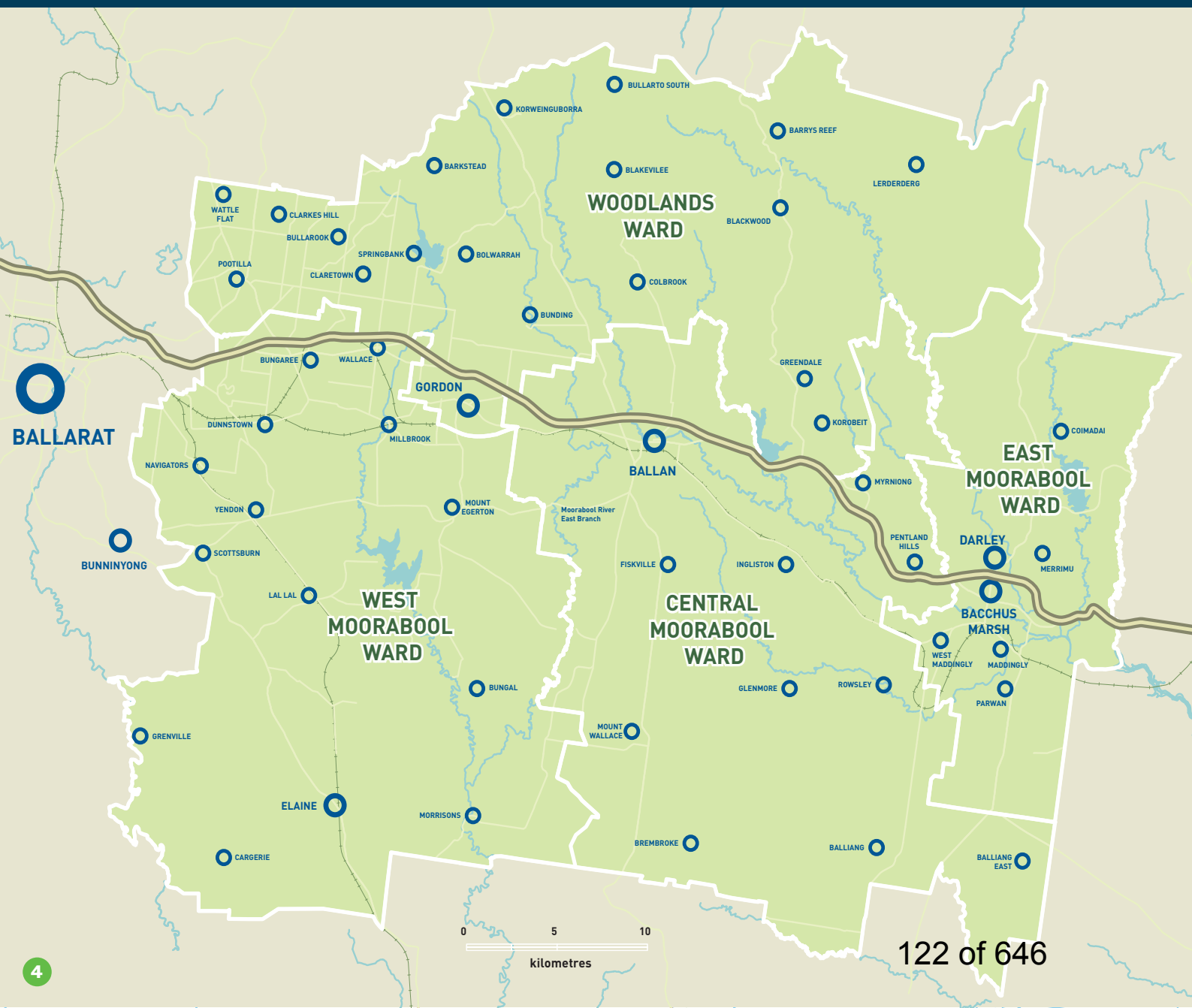
Moorabool Shire is represented by seven Councillors who are elected by residents to govern the municipality. Our Councillors for this four year term were elected in October 2012.

Councillors strive to determine the strategic direction for the Shire in terms of budget and Council Plan frameworks, economic growth; quality of life for the community; and broadening opportunities for all communities, urban and rural. A Councillor's time is often divided between family and work commitments whilst performing specific Council duties such as community involvement, advocacy, community leadership, debating and decision making at Council forums and meetings.

Moorabool Shire is divided into three single-Councillor wards and one ward which has four Councillors. Wards are the electorates a Councillor represents.

- Central Moorabool Ward – 1 Councillor
- East Moorabool Ward – 4 Councillors
- West Moorabool Ward – 1 Councillor
- Woodlands Ward – 1 Councillor

The election of the Mayor is conducted each year at a special meeting of Council and where it is the responsibility of the elected Councillors to elect one Councillor to become Mayor.



# OUR COUNCILLORS



**Cr. Allan Comrie (Mayor)**  
East Moorabool Ward  
Mobile: 0408 022 233  
acomrie@moorabool.vic.gov.au



**Cr. Tonia Dudzik**  
East Moorabool Ward  
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**Cr. John Spain**  
East Moorabool Ward  
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**Cr. David Edwards**  
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dedwards@moorabool.vic.gov.au

**Cr. Paul Tatchell**  
Central Moorabool Ward  
Mobile: 0407 108 025  
ptatchell@moorabool.vic.gov.au



**Cr. Pat Toohey**  
Woodlands Ward  
Telephone: 5334 0648 (preferred)  
Mobile: 0439 009 677  
ptoohey@moorabool.vic.gov.au



**Cr. Tom Sullivan**  
West Moorabool Ward  
Mobile: 0418 323 221  
tsullivan@moorabool.vic.gov.au







# OUR SHIRE

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

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

A stunning Shire spanning more than 2,110 square kilometres, Moorabool is made up of 64 localities, hamlets and towns. More than 74% of the Shire is comprised of water catchments, state forests and national parks. Moorabool boasts breathtaking landscapes, national parks, forests, gorges, mineral springs and tourism attractions. Some of its key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park and the Bacchus Marsh Avenue of Honour.

The district was settled by Europeans between 1830 and 1850 and the character of our towns and surrounding areas reflect this era.

Gold was discovered in the region and a timber industry quickly developed. The availability of water attracted many people and resulted in pastoral and agricultural development led by pioneers such as Sir William Henry Bacchus, who in 1834 settled on the fertile soil of what is now the township of Bacchus Marsh.

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

Moorabool's eastern boundary is located just 40km west of Melbourne's CBD and extends westwards to the City of Ballarat municipal boundary. The Shire straddles Victoria's Western Highway and has excellent transport access to Melbourne, Ballarat and Geelong.

Bacchus Marsh is equidistant to Melbourne and Avalon airports and close to the sea ports of Geelong and Melbourne.

## TRADITIONAL OWNERS

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



# OUR POPULATION

Moorabool Shire is a popular tree change destination, growing as fast as any other local government area in inland regional Victoria.

The official population of Moorabool Shire in 2015 is 31,737. This is estimated to grow to 32,620 by the end of 2016. More than half the population lives in Bacchus Marsh and surrounds (18,247). The Shire's second largest population can be found in and around Ballan (2,985). The remaining population is distributed throughout the large number of small towns, hamlets and farming areas within the Shire. The majority of people who relocate to Moorabool Shire are young families seeking a semi-rural lifestyle. Moorabool's demographic reflects this trend.

## POPULATION GROWTH

When considering future growth of Moorabool Shire, Council has identified three key residential locations where the majority of that growth will occur. These locations – Bacchus Marsh, Ballan and Gordon – already have established infrastructure to accommodate new growth. As part of the Moorabool 2041 (Small Towns and Clusters Settlement Strategy) framework, Council is also consulting with other settlements such as Wallace and Bungaree in reference to the growth opportunities.

The population of the Shire is estimated to increase by 72% between 2015 and 2041 to 54,418. The majority of growth during this period will come from the new estates in Maddingley which are forecast to increase by over 174% during this same period.

## AFFORDABILITY AND LIVEABILITY

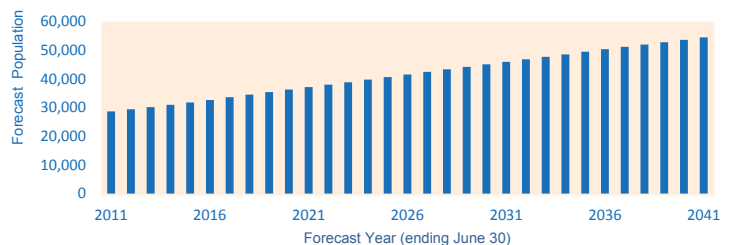
Moorabool offers diverse living options. Bacchus Marsh, Ballan, Gordon and the smaller Shire townships offer a vital array of community infrastructure, established social and sporting networks, combined with the charm and character only experienced in rural areas.

Bacchus Marsh ranks in the top three of regional Australia's housing markets that are likely to be the best suited for family living. Maintaining liveability for families is an important element for Council.

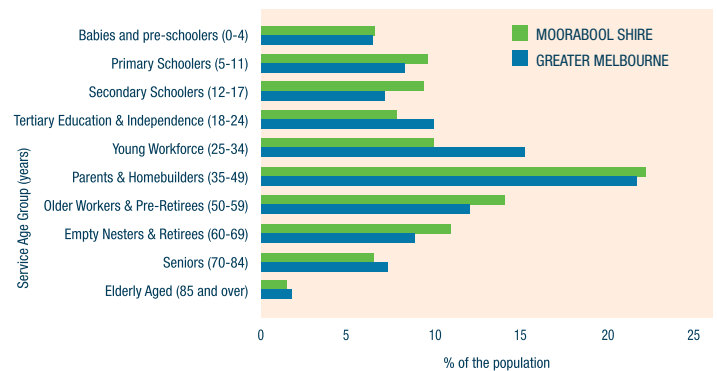
This national ranking was based on a range of factors including house prices, typical block size, average number of bedrooms, expected capital gains and a range of proximity attributes involving schools, health care facilities, child care centres and retail facilities. The analysis also includes socioeconomic wellbeing measures.

Bacchus Marsh was the first area in regional Victoria to receive the National Broadband Network's (NBN) super high-speed Fibre to the Premises (FTTP) service, with further NBN rollouts planned. Fixed wireless and satellite NBN services are already available in parts of western Moorabool.

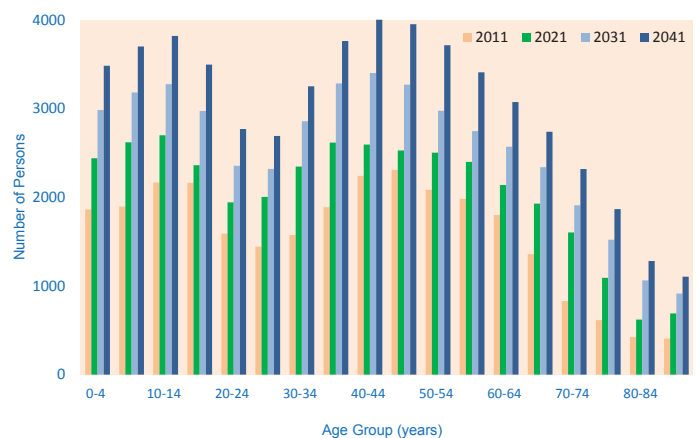
### FORECAST POPULATION – Shire of Moorabool



### AGE STRUCTURE – Service Age Groups 2011



### FORECAST AGE STRUCTURE



# OUR BUSINESS

## BUSINESS PROFILE

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

Residential growth, construction, retail and service industries, light manufacturing and tourism are emerging factors of growth.

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

The key drivers of Moorabool's regional economy in terms of regional exports, employment, value added and local expenditure on goods and services are: Agriculture, Forestry and Fishing (Output \$131.541m) ; Construction (Output \$196.656m); Health Care and Social Assistance (\$78.179m); and Education and Training (\$67.714m). Once all industry sectors are included, the total output, based on gross revenue generated by businesses and organisations within Moorabool, is estimated at \$1,442 million (REMPPLAN 2014, based on 2011 Census data).

## EMPLOYMENT PROFILE

Between the last two Census periods the employment base of Moorabool Shire changed substantially. The most significant shifts in employment by industry sector included a lower share of employment in agriculture, forestry and fishing (-84persons) manufacturing (-142persons); and a higher proportion of jobs in construction (+396persons), health care and social assistance (+251 persons), public administration and safety (+177 persons) and accommodation and food services (+166 persons).

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

- Construction (1,639 people or 12.3%)
- Health care and social assistance (1,397 people or 10.5%)
- Retail (1,307 people or 9.8%)
- Manufacturing (1,248 people or 9.4%)
- Education and training (1,115 people or 8.4%)
- Transport, postal and warehousing (1,018 people or 7.6%)

- Public administration and safety (935 people or 7.0%)
- Accommodation and food services (682 people or 5.1%)
- Professional, scientific and technical services (674 people or 5.1%)
- Agriculture, forestry and fishing (580 people or 4.4%)

More industry and commercial development is required to meet the needs of the rising population. The existing industrial estates, such as Ballan Industrial Estate and the Kennedy Place Industrial Estate in Bacchus Marsh are near capacity. To meet this need, Council is developing a plan for economic development over the next 10 years and investigating the future demand and supply for industrial land and how potential development locations like Parwan and Ballan will attract investment and cater for job growth.

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

## TRANSPORT

Moorabool Shire is well connected to Melbourne, Geelong and Ballarat, with easy access to major highways.

Improvements to the Western Highway, the main arterial road between Melbourne and Adelaide, upgraded with the recently completed Deer Park Bypass and the realignment of Anthonys Cutting east of Bacchus Marsh makes Moorabool increasingly accessible to Melbourne. The establishment of vehicle bypasses for Bacchus Marsh, in particular an alternative heavy vehicle north-south route, would dramatically increase the amenity of the town.

The rail link between Ballarat and Melbourne services Moorabool residents with scheduled stops at Ballan and Bacchus Marsh. Public Transport Victoria announced an expansion to bus services in Bacchus Marsh, adding increased frequency, new routes and improved coordination with the train network. Furthermore, Bacchus Marsh is included as part of an integrated metropolitan public transport ticketing system, providing seamless public transport access to metropolitan Melbourne. The trial V/Line bus service which serves the communities between Daylesford and Ballan, and

Mt Egerton and Gordon to Ballan has been extended till at least 2015.

# OUR COMMUNITY

Council recognises the need for further connections in the more remote communities to link up with the existing public service network and is advocating for new services. Council has implemented transport connections projects to provide practical solutions that relieve transport issues in many of Moorabool's smaller communities.

## LANDSCAPE AND NATURAL HERITAGE

Visitors are attracted to Moorabool for many reasons. The beauty of its landscape showcases mountain ranges, gorges, national and state parks, lakes and forests that are integral to the sense of place experienced in Moorabool Shire.

The rich volcanic and river delta soils nurture the landscape drawing many visitors to the farm gate stalls set up by local growers, producing everything from apples to truffles.

The South West Landscape Assessment study identified four state significant landscapes and four regional significant landscapes within Moorabool Shire.

State	Regional
• Lal Lal Falls	• Bacchus Marsh Agricultural Valley
• Werribee Gorge	• Mount Warrenheip
• Brisbane Ranges & Rowsley Scarp	• Wombat State Forest & Mineral Springs
• Parwan Valley	• Lerderderg Gorge & Park

Moorabool's history as a goldfield area and the main route to many others has left a treasure of historic buildings, bridges and infrastructure widely recognised for their heritage values. Council is currently working on documenting the history and heritage values of West

Moorabool following the successful implementation of the Bacchus Marsh Heritage Study.

## MOORABOOL IN A REGIONAL CONTEXT

Moorabool Shire Council borders Hepburn Shire, City of Melton, Macedon Ranges Shire, Golden Plains Shire, City of Wyndham, City of Greater Geelong and City of Ballarat. Council works strategically with local, state and federal governments in regional planning processes and projects via membership of bodies like the Central Highlands Mayors and CEOs Forum and the Peri-Urban Group of Rural Councils.

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

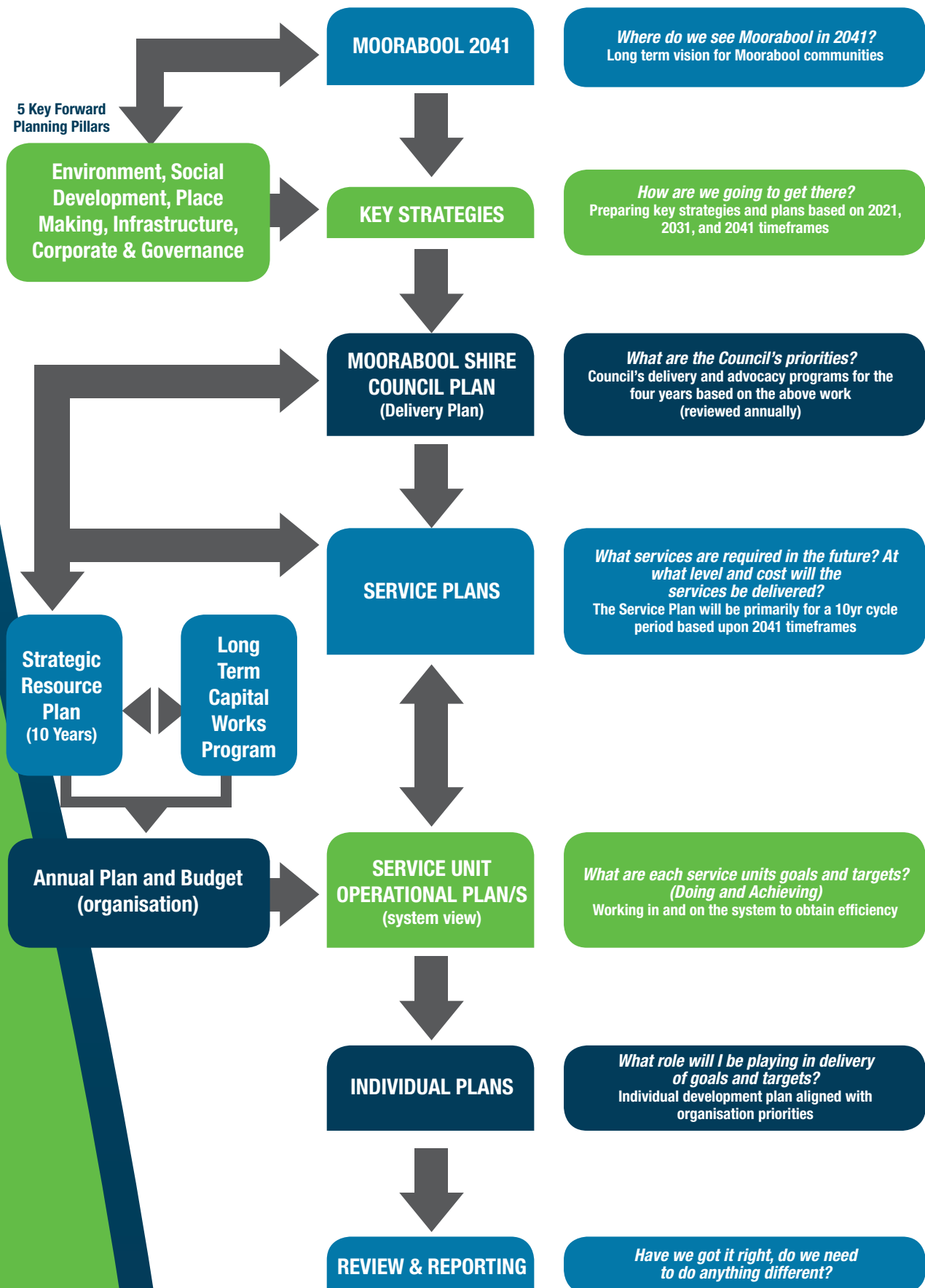
## LINK TO THE REGIONAL/ STATE GROWTH PLANS

Moorabool Shire is covered by the Central Highlands Regional Growth Plan. Along with Ballarat, Bacchus Marsh is defined as an area for significant growth. Furthermore, the Parwan area (south east of Bacchus Marsh) is identified as a potential area for an industry employment hub. Due to existing infrastructure capacity the township of Ballan is considered a desirable township for future growth.

Plan Melbourne identifies Bacchus Marsh and Ballan as Peri-Urban towns with potential to attract housing and population growth out of Melbourne.



# INTEGRATED PLANNING & DELIVERY FRAMEWORK (IPDF)







# KEY RESULT AREAS

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

# REPRESENTATION AND LEADERSHIP OF OUR COMMUNITY

In representing and leading our community, Council will continue to improve its understanding of community needs. We will listen to and recognise the diversity of expectations and priorities across Moorabool, whether in urban centres, small towns and hamlets, or rural areas. In building these relationships, we will communicate effectively and provide fair representation.

We will value our staff and community, supporting them with learning opportunities, leadership development, a safe and functional workplace and a sense of wellbeing.

We acknowledge that we need to continue to enhance our engagement with the community. In recognition of this, Council has revised its Community Engagement Policy and Framework (March 2016).

Council will build mutually beneficial partnerships with federal and state governments, municipalities in our region and other key agencies such as the Melbourne Planning Authority to gain acknowledgement, respect, understanding and support for the needs of its communities. Council will continue to advocate to federal and state governments and non-government organisations for greater investment in services and facilities in the Shire to meet the current and future needs of our communities.

We recognise that in representing our communities' interests we need to operate in a regional and state wide context. We are well placed to do this. As a Council in 2013 we provided strong input into the Central Highlands Regional Strategic plan and feature in the state government blueprint for Victoria. The Regional Plan identifies growth for the townships of Ballan, Bacchus Marsh and Gordon. Council has also made a submission to Plan Melbourne Refresh in order to promote the interests of the communities.

The towns of Bungaree and Wallace have been noted in the Regional Strategy and our Rural Policy as a settlement cluster closer to the regional City of Ballarat.

As a Shire we are well placed geographically being in close proximity to Melbourne's western suburbs, Geelong, Ballarat and, to a lesser degree, Bendigo. Our future planning needs to take into account of key transport links and our local land use planning in reference to these regional and capital centres.

We recognise that there are extraordinary pressures

on Moorabool Shire to deliver services and facilities appropriate for our diverse populations.

Council has established a Recreation and Leisure Strategy Advisory Committee to provide strategic advice into the planning and provision of active and passive recreation and leisure services and facilities across the municipality. The development of Council's Recreation and Leisure Strategy (2015-2021) will be informed through the input of the Advisory Committee.

The Council operates in a rapidly changing environment. Fiscally, the council needs to balance service demand from a growing population with reasonable levels of rates and debt. Grants from other levels of government cannot be relied upon.

Commencing on 1 July 2016, Victorian Councils are required to limit their increase in general rates to a cap imposed by the state government. For the 2016/17 financial year that rate cap is 2.5%. Working within the confines of the cap presents significant challenges for the way Council continues its business of delivering high quality services to its residents.

In December 2015, the Council notified the Essential Services Commission of its intention to submit an application for a higher rate cap. At a Special Meeting of Council held 23 March 2016, the Council resolved to submit an application to the Essential Services Commission for a rate cap variation of 3.50% (1.0% above the cap) for 2016/2017 based on other fees and charges increasing under a "user-pays" model to be cost reflective including indirect costs.

In order to address these challenges the Council uses the Integrated Planning and Delivery Framework that is set out on page 10 of this Plan.

The key aspects of the Framework are briefly explained below:

## **Moorabool 2041:**

Council is planning for the long term direction of our communities and has commenced Moorabool 2041 (M2041) which is a process/framework aimed at documenting the opportunities, pressures and challenges facing Moorabool.

M2041 will be a key framework to:

- Plan for the long term direction of our communities.

- Understand current and future opportunities, pressures and challenges in order to develop the future.
- Provide a holistic framework focussed on key strategic issues that prioritise land use planning activities, required infrastructure as well as service planning and delivery.

**Service Plans:**

Based on what we know from the initial M2041 work, Council will put in place plans that forecast the future level of service needed by our communities. This will be balanced by Council’s long term financial plan and explore innovation in service delivery.

**Operational Plans:**

Operational plans take a systems approach to the day to day operations of the organisation. The plans are drawn from the Australian Business Excellence Framework and are known as Systems Views. This snapshot of the current state is also used in the service planning element set out above.

**Business Excellence:**

The business excellence philosophy and framework is incorporated into everything we do at Moorabool and is the driver for continuous improvement, innovation and superior organisational performance. As a team we operate and drive the culture of the organisation using the “Fish” principles\*.

\* Make Their Day, Be Present, Play Have Fun and Choose Your Attitude are trademarks or service marks of ChartHouse Learning and used with permission. All rights reserved.

**Advocacy Priorities as reflected in the adopted Advocacy Plan**

**Community Projects:**

- Recreation Reserves for our growing communities
- Moorabool Regional Community Sports Hub (also known as Racecourse Reserve Upgrade (Bacchus Marsh))
- West Maddingley Early Years Hub
- Moorabool Indoor Aquatic Centre

**Transport Projects:**

- Bacchus Marsh Traffic Improvements
  - Bacchus Marsh Traffic Improvements Package (Package of Works)
  - Bacchus Marsh Western Link - Halletts Way / O’Leary Way
  - Bacchus Marsh Eastern Link
  - Integrated Transport Solutions for Bacchus Marsh
- Reopening of Gordon Railway Station

**Shire Development Projects:**

- Servicing for small towns
  - Sewerage and Water for small towns
  - Mobile phone blackspots
  - Extension of natural gas supply
- Bacchus Marsh Irrigation District
- Parwan Employment Precinct
- Advocate for the provision of primary and secondary schools for Bacchus Marsh, Ballan and the rest of the Shire

**Community Advocacy:**

- Supporting agriculture
- The Moorabool River
- Wind farms
- Continue to advocate for NBN to all parts of the Shire

**Strategic Objective:**

*Advocate for services and infrastructure that meets the Shire’s existing and future needs.*

**Strategy:**

Advocate on behalf of the community to improve services and infrastructure within the Shire.

Represent Council at a regional level to improve services and infrastructure within the Shire.

**Strategic Objective:**

*Good governance through open and transparent processes and strong accountability to the community.*

**Strategy:**

Ensure policies and good governance are in accordance with legislative requirements and best practice.

Support an Audit Committee to provide Council with pro-active management of corporate governance and risk.

**Strategic Objective:**

*Leadership through best practice community engagement.*

**Strategy:**

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

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



**Strategic Objective:**

*Provide quality customer services that respond to the needs of our whole community.*

**Strategy:**

Deliver responsive customer service in accordance with Customer Service Charter.

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

**Strategic Objective:**

*Sound, long term financial management.*

**Strategy:**

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

**Strategic Objective:**

*Professional and skilled staff in a safe and supportive environment.*

**Strategy:**

Develop a Workforce Plan that supports the future needs of Council.

Foster a motivated, responsive, innovative and performance oriented workforce.

Provide a safe and effective work environment.

**Strategic Objective:**

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

**Strategy:**

Plan for and manage Council's strategic and operational risks.

Refine and implement a project management framework and processes to guide project prioritisation and delivery.

Develop service plans consistent with Business Excellence principles that reflect systems thinking and value for the community.

Critically review the services provided by council.

**Strategic Indicators:**

Local Government Victoria has developed a new performance reporting framework to ensure that all councils are measuring and reporting on their strategic indicators in a consistent way. The framework became mandatory from 1 July 2014.

**Governance:**

- Council decisions made at Council meetings closed to the public as a percentage of overall decisions.
- Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community.
- Councillor attendance at Council Meetings (Ordinary and Special) as a percentage of overall meetings.
- Direct cost of delivering Governance service per Councillor.
- Community satisfaction with council decisions – rating out of 100.

**Financial Performance:****Efficiency**

- Residential rate revenue per residential property assessment.
- Total expenses per property assessment.
- Number of permanent staff resignations and terminations as a percentage of average number of permanent staff.

**Liquidity**

- Current assets as a percentage of current liabilities.
- Unrestricted cash as a percentage of current liabilities.

**Obligations**

- Asset renewal expenses as a percentage of depreciation.
- Interest bearing loans and borrowings as a percentage of rate revenue.
- Interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.
- Non-current liabilities as a percentage of own source revenue.

**Operating Position**

- Adjusted underlying surplus (or deficit) as a percentage of adjusted underlying revenue.

**Stability**

- Rate revenue as a percentage of adjusted underlying revenue.
- Rate revenue as a percentage of the capital improved value of rateable properties in the municipality.

**Capacity:**

- Total expenses per head of municipal population.
- Value of infrastructure per head of municipal population.
- Municipal population per kilometre of local road.
- Own source revenue per head of municipal population.
- Recurrent grants per head of municipal population.
- Relative socio-economic disadvantage of the municipality.



## 2016/17 Projects

### Projects to be completed

- Finalise the General Local Law review.

### New Projects

- Develop and implement a candidate information program in preparation for the October 2016 election.
- Develop and implement an induction program for the council elected in October 2016.
- Investigate ways to increase TV and Radio availability in the shire to cover local issues.
- Review & implement the after hours response system as approved by Council.
- Implement the Council endorsed level of service review for 2016/17 year.
- Continue to provide assistance to the people affected by the Scotsburn fire, including the provision of personal support, case management and all aspects of recovery for the community, individuals, stock and land management.

## 2015/16 Achievements

- ✓ Prepared and presented to Council a service review policy, framework and prioritisation plan.
- ✓ Undertook a review and implement shared services with other organisations; payroll services with Hepburn Shire, line-marking service with VicRoads.
- ✓ Enhanced strategic partnerships with other organisations, Melbourne Planning Authority and Central Highlands Water.





# COMMUNITY WELLBEING

We will support volunteers, recognising and celebrating their vital role in community participation and service delivery.

Council recognises the individuality, diversity and identity of each community. We will work together to strengthen each community's capacity to plan, develop and implement projects that build the community they envisage.

Council will monitor and plan for the needs and aspirations of our changing communities and opportunities to contribute to community life through enhancing our social, health and recreation planning.

In the past three years, Council has undertaken considerable social, health and recreation planning that will inform and be informed by the Moorabool 2041 Framework.

The following health, recreation and social plans have been adopted by Council:

- Health and Wellbeing Plan (December 2013) – Including a Health Profile;
- Youth Strategy (December 2013);
- Hike and Bike Strategy (August 2014);
- Municipal Early Years Plan (July 2015);
- Age Well Live Well & Access and Inclusion Plan (November 2015);
- Recreation and Leisure Strategy (September 2015);
- Community Development Strategy (October 2015); and
- Volunteer Strategy (October 2015)

Through increasing our understanding of the needs of our communities, Council places itself in a better position to improve the quality of life for the people who live, work and play/recreate in the municipality.

Council will plan, lead and facilitate high quality services to families and children, young people, the aged, people with disabilities and the disadvantaged. We will work with the community to plan and deliver services and facilities that are appropriate and affordable, reflecting the size, location and diversity of our communities.

Council will work with other levels of government and non-government organisations to increase their investment in services and facilities across the municipality.

We will protect the peace, wellbeing and safety of our communities by the fair and equitable management of local laws, fire prevention and animal control. Furthermore, Council will work closely with the Municipal Association of Victoria and the State Government in order to address potential wind farm issues that communities may be affected by during and post construction phase of wind turbine facilities.



To build the economic capacity of Moorabool Shire, along with its residential growth, Council will refocus its resources toward:

- ensuring the local investment climate supports and encourages local businesses;
- encouraging the formation of new enterprises and supporting the growth of particular clusters of businesses; and
- advocating and forming partnerships in delivering key infrastructure.

**Strategic Objective:**

*Community self-reliance and resilience.*

**Strategy:**

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

Provide community development support and partnership projects.

Support and recognise the vital role and contribution of volunteers in our communities.

Support community and cultural events.

Support advisory committees and committees of management to manage and develop community assets in accordance with the Appointments and Delegations Policy.

Pursue initiatives that promote lifelong learning, literacy and information needs of the community.

**Strategic Objective:**

*Inclusive, responsive and accessible community services.*

**Strategy:**

Work in partnership with government and non-government service providers to deliver early years facilities and services.

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

Advocate, support and provide aged and disability services.

Ensure Council's services and facilities are accessible.

**Strategic Objective:**

*Increase and encourage participation in a range of sport, recreation and leisure activities.*

**Strategy:**

Promote community health and wellbeing through the provision of recreation facilities, open space, programs and activities.

Provide and promote walking and cycling trails for recreation and commuter use.

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

**Strategic Objective:**

*A safe community.*

**Strategy:**

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

Respond to the Bushfire Royal Commission recommendations.

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

Support police and other community safety programs and initiatives.

Promote and administer Council's Local Laws and other relevant legislation.

Review Council's Wind Farm Policy in line with Council policy and legislative developments.

**Strategic Objective:**

*A strong and diverse local economy.*

**Strategy:**

Investigate and plan areas for potential employment zones.

Evaluate and implement support programs that assist the growth of existing business.

Collaborate with other agencies/business partners in pursuing agricultural value adding industries in the region.

Encourage tourism initiatives through local and regional groups.



## Strategic Indicators

Local Government Victoria has developed a new performance reporting framework to ensure that all councils are measuring and reporting on their strategic indicators in a consistent way. The framework became mandatory from 1 July 2014.

### Libraries

- Number of library collection loans per collection item
- Percentage of Library collection that has been purchased in last 5 years
- Cost of Library service per visit
- Percentage of the municipal population that are active library members.

### Home and Community Care (HACC)

- Average number of days taken for new client to commence HACC service
- Percentage of Community Care common standards outcomes met
- Cost of domestic care service per hour of service
- Cost of personal care service per hour of service
- Cost of respite care service per hour of service
- Percentage of the municipal target population that receive HACC service.
- Percentage of the municipal target population in relation to CALD people who receive a HACC service.

### Maternal and Child Health (MCH)

- Percentage of infants enrolled MCH service who receive the first home care service
- Percentage of infant enrolments in MCH service compared to birth notices
- Cost of MCH service per hour of service
- Percentage of children attending the Maternal and Child Health key ages and stages visits.
- Percentage of Aboriginal children attending the Maternal Child and Health key ages and stages visits.

### Food Safety

- Average days taken to action food complaints from public about safe handling of food for sale
- Percentage of registered class 1 and 2 premises that undertake an annual food safety assessment
- Cost of Food Safety Service per registered food premise
- Percentage of critical and major non-compliance outcome notifications that are followed up by Council.

### Animal Management

- Average number of days taken to action animal management related requests.
- Percentage of collected registered animals under the Domestic Animals Act 1994 reclaimed.
- Direct cost of animal management service per registered animal under the Domestic Animals Act 1994.
- Number of successful animal management prosecutions.

## Aquatic Facilities

- Number of health inspections by authorised officer per Council aquatic facility
- Number of WorkSafe reportable aquatic facility safety incidents
- Direct cost to Council (less any income) of outdoor aquatic facilities per visit
- Number of visits to aquatic facilities per head of municipal population.

## 2016/17 Projects

### Projects to be completed

- Construct the Darley Early Years Hub.
- Construct the Darley Civic and Community Hub Multi-Purpose facility.

### New Projects

- Implement a council adopted response to the roll out of the National Disability Insurance Scheme (NDIS).
- Implement the Reserve Management Framework and associated policies being the: draft Community Facilities Funding Policy; draft Recreation Reserve User Fees & Charges Policy; draft Recreation Reserve Leases & Licenses Occupancy Policy; draft Recreation Reserves Capital Works Contribution Policy and Revised draft Appointments and Delegations Policy.

## 2015/16 Achievements

- ✓ Finalised the Ageing Well Strategy (Live Well Age Well).
- ✓ Finalised the Access and Inclusion Plan.
- ✓ Finalised the Community Development Strategy.
- ✓ Finalised the Recreation and Leisure Strategy.
- ✓ Undertook Community Emergency Management Planning (CEMP) Pilots in Moorabool.
- ✓ Implemented key actions from the Digital Strategy including the Corporate Website and information management officer position to improve communications and customer service outcomes.
- ✓ Reviewed the Community Engagement Policy and Framework.
- ✓ Prepared a Fees and Charges Policy for Recreation Reserves.
- ✓ Prepared a Community Facilities Funding Policy.
- ✓ Reviewed the Appointments and Delegations Policy.

# ENHANCED INFRASTRUCTURE AND NATURAL AND BUILT ENVIRONMENT

Moorabool Shire is a peri urban area between Melbourne and Ballarat and is experiencing significant change in response to the pressures of growth. This provides many challenges for Moorabool given the scale of planning and development issues it faces and the limited rate base of the municipality. In addition, much of the municipality sits within potable water catchments and this presents difficulties associated with development within these areas, thus highlighting the importance of a Domestic Wastewater Management Plan.

Moorabool's Domestic Wastewater Management Plan (DWMP) was adopted by Council in October 2014. Moorabool became one of the first Council's in Victoria to develop and adopt a DWMP in accordance with the Minister's guidelines and has immediately commenced implementing the Plan. The DWMP will guide Council in the management of existing onsite wastewater systems and will assist in managing new housing development in water catchment areas. The adoption of DWMP has also played a major role in developing a localised solution for Blackwood. This project will not only resolve ongoing environmental issues but has also helped in providing a cost effective solution for both the local community and Central Highlands Water.

As previously mentioned, Council planning for the long term direction of our communities has commenced

with Moorabool 2041, a process/framework aimed at documenting the opportunities, pressures and challenges facing Moorabool.

At the same time, the municipality has vast rural expanses and significant existing infrastructure and Council needs to plan, create, renew and maintain its physical assets whilst balancing community expectations and the resource capacity of the growing Shire. As a principle, we will renew existing assets before constructing new assets and balance this with our communities' needs and growth pressures.

We will continue our commitment to invest in capital improvement by progressively increasing renewal expenditure as well as investing in new and upgrade projects as outlined in the strategic financial plan.

We will manage our physical assets such as roads, bridges, drains, footpaths, buildings, structures, community facilities, parks and sports grounds to meet a practical level of service in the most cost effective manner for present and future residents. We will advocate strongly for the resources, infrastructure and strategies required to sustain a quality future for Moorabool.

We will support state and federal environmental programs to continue to raise community awareness regarding waste minimisation, recycling and water management.



**Strategic Objective:**

*Effective and integrated strategic planning in place to create sustainable communities.*

**Strategy:**

Adoption of Moorabool 2041 Framework and vision.

Development of Urban and Rural Growth Strategies in conjunction with other related plans.

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

Advocate and lobby government for increased funding/ support for project implementation via the planning scheme amendment process.

Lobby government to significantly increase the planning scheme amendment fees to assist in cost recovery of an increasingly complex and time consuming process.

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

Proactive maintenance of buildings, structures, public amenities and community facilities.

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

**Strategic Objective:**

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

**Strategy:**

Pursue initiatives to reduce greenhouse gases, energy and water consumption.

Work with Landcare networks, government and community to implement and support environmental and sustainability initiatives.

Provide integrated stormwater infrastructure in accordance with the principles of water sensitive design.

Implement the Domestic Wastewater Management Plan in accordance with new ministerial guidelines.

**Strategic Objective:**

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

**Strategy:**

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

Plan and maintain a long term and annual capital improvement program.

Construct physical infrastructure to appropriate standards.

Provision of effective and safe transport networks.

**Strategic Objective:**

*Effective management of municipal waste and recycling.*

**Strategy:**

Implement the Moorabool Waste Management and Resource Recovery Strategy.

Promote recycling, reuse and minimisation of waste.

**Strategic Objective:**

*Management of assets and infrastructure.*

**Strategy:**

Develop Asset Management Plans for all asset classes.

Address the infrastructure renewal gap through prudent financial strategies and an accurate understanding of the renewal demand.

Management of gifted assets through development.

Delivery of the annual Capital Improvement Program.

Proactive maintenance of roads, bridges and footpaths to the documented standards in the Road Management Plan.

**Strategic Objective:**

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

**Strategy:**

Develop future planning policy to ensure it :

- preserves the unique character and sense of place
- maintains the rural setting of the Shire
- provides a sense of connection with the town's origins and familiarity with the country town feel
- ensures environmentally sensitive areas such as Lerderderg State Park and remnant vegetation are protected in accordance with relevant legislation.

Complete West Moorabool Heritage Study Stage 2A and include funding its implementation and the completion of Stage 2 in the Strategic Resource Plan. (2015/16 Budget initiative)



### Strategic Objective:

*Effective and efficient land use planning and building controls.*

### Strategy:

Implement high quality, responsive, and efficient processing systems for planning and building applications.

Ensure the Planning Scheme is reviewed and updated in order to facilitate land use and development to support the social, economic, environment and well-being of the Shire.

Ensure that development is sustainable, resilient to change and respects the existing character

### Strategic Indicators

*Local Government Victoria has developed a new performance reporting framework to ensure that all councils are measuring and reporting on their strategic indicators in a consistent way. The framework became mandatory from 1 July 2014.*

#### Statutory Planning

- Median number of days taken to decide planning applications from date of receipt to date of decision.
- Percentage of planning applications decided within 60 days to overall planning application decisions.
- Direct cost to Council of statutory planning service per planning application received.
- Percentage of planning application decisions subject to review by VCAT and that were upheld in favour of the Council.

#### Roads

- Number of sealed local road requests per 100km of sealed local road.
- Percentage of sealed local roads below the intervention level set by Council and not requiring renewal.
- Direct reconstruction cost to Council per square metre of sealed local road reconstructed.
- Direct resealing cost to Council per square kilometre of sealed local road resealed.
- Community satisfaction rating out of 100 how Council has performed on the condition of sealed local roads.

#### Waste Collection

- Number of kerbside bin collection requests per 1,000 kerbside bin collection households
- Number of kerbside bin collection bins missed per 10,000 scheduled kerbside collection bin lifts
- Direct cost of kerbside garbage bin collection service per kerbside garbage collection bin

- Direct cost of kerbside recyclable bin collection service per kerbside recyclable collection bin
- Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill.

### 2016/17 Projects

#### Projects to be completed

- Prepare a Water Asset Strategy including allocations for sports grounds and irrigation.
- Complete the construction of Halletts/O'Leary Way (south) extension.
- Complete a Moorabool 2041 framework based on the Councils adopted work program.
- Investigate frameworks for cost recovery in terms of ongoing monitoring of Domestic Wastewater Management Plan.
- Develop the Urban Growth Framework in conjunction with Melbourne Planning Authority.
- Undertake Bacchus Marsh Urban Zone review based on the Housing and Retail Strategies.
- Complete the Community Infrastructure Plan.

#### New Projects

- Participate in the Ballarat Rail-line Action Committee (BRAC) to advocate for improved rail services for our communities.
- Prepare and adopt 5 year Action Plan for Moorabool growth planning and development, which include following but not limited to:
  - Bacchus Marsh Future Framework plan
  - Small Town Strategy
  - Bacchus Marsh Civic square and Darley plaza Hub Urban Design Framework
  - Bulky goods Precinct Planning
  - Ballan Structure Plan incorporation into Planning Scheme
- Develop a State of the Assets Report and revision of Assets Policy.
- Complete an Information and Communication Technology (ICT) framework and systems review to produce Strategy and Service plans that will provide for services, systems and information management towards 2021.
- Finalise key infrastructure projects:
  - Halletts Way,
  - Early Years Hub, and
  - Sports pavilion development
- Prepare and implement Investment Attraction Plan for Parwan Employment Precinct, including incentives, agencies commitments and private funding models.
- Continue to advocate for funding of Stage 3 - Bacchus Marsh Traffic Improvements Package (Package of Works)

- Commence Stage 1 of the Moorabool Regional Community Sports Hub (formerly referred to as Racecourse Reserve Upgrade (Bacchus Marsh))-subject to successful grant applications.
- Work with Central Highlands Water to implement the Blackwood Localised Septic Program.
- Continue to advocate for the servicing of small towns across the shire.
- Advocate strongly for a solution for the rebuilding of Fiskville training facilities in the Ballan area.

### 2015/16 Achievements

- ✓ Commenced the construction of Halletts/O’Leary Way (south) extension.
- ✓ Completed the construction of Halletts Way (north) extension.
- ✓ Developed a Street Tree Policy.
- ✓ Progressed the West Moorabool Heritage Study.
- ✓ Finalised and endorsed the Economic Development Strategy.
- ✓ Resolved Council’s position in relation to energy efficient street lighting.
- ✓ Finalised the Parwan Employment Strategy (Investment Attraction).
- ✓ Prepared amendment to Ballan Structure Plan for inclusion in the Planning Scheme.
- ✓ Undertook a number of planning scheme amendments as per Councils approved work plan.
- ✓ Surveyed residents and resolved Council’s position in relation to green waste and hard waste.





# STRATEGIC RESOURCE PLAN

## Assumptions

The Financial Plan is based on the following key assumptions.

- CPI is based on 2.3% for 2016/17 and 2.5% there after
- Existing fees and charges will increase by 6.0% with the exception of fees set by legislation and certain charges accelerated under a user pays model
- Operating grants will increase by 2.3% per annum with an allowance for population growth
- Financial Assistance Grants indexation will be frozen for years 2016/17 to 2017/18 inclusive
- Employee costs indexed in line with Enterprise Bargaining Agreement of 3.5% and includes allowances for banding movements
- Other revenue will increase by 2.3% per annum with an additional allowance for population growth
- An allowance is made for service growth and new initiatives which is provided for in employee costs and materials and consumables
- General rate in the dollar will increase by 3.5% from 2016/17 to 2019/20 depending on the outcome of Councils Rate Cap Variation Application
- The SRP forecasts are subject to ongoing consideration of 'rate capping' by the State Government which may impact on Council's forward estimates

## Financial Position

### Standard Statements

#### 1. Comprehensive Income Statement – For the four years ending 30 June 2020

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

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>					
Rates and charges	29,334	30,902	32,346	33,889	35,538
Statutory fees and fines	608	642	664	684	705
User fees	1,786	1,921	2,153	2,290	2,459
Contributions - monetary	215	353	2,180	882	3,319
Contributions - non-monetary assets	4,500	4,635	4,751	4,870	4,991
Grants - Operating (recurrent)	5,932	8,930	9,224	9,673	10,143
Grants - Operating (non-recurrent)	1,451	120	120	127	134
Grants - Capital (recurrent)	2,510	2,899	879	879	879
Grants - Capital (non-recurrent)	6,337	2,190	3,973	3,752	1,792
Other income	1,134	1,381	1,391	1,426	1,462
Interest received	412	374	527	656	761
<b>Total income</b>	<b>54,220</b>	<b>54,346</b>	<b>58,208</b>	<b>59,127</b>	<b>62,183</b>
<b>Expenses</b>					
Employee costs	17,854	18,226	19,244	20,019	20,811
Materials and services	16,020	14,530	14,776	15,269	15,684
Depreciation and amortisation	8,595	9,961	10,847	11,353	11,867
Finance costs	864	912	884	852	794
Other expenses	758	770	788	808	828
Net gain on disposal of property, infrastructure, plant and equipment	1,442	1,337	1,500	1,500	1,500
<b>Total expenses</b>	<b>45,532</b>	<b>45,735</b>	<b>48,039</b>	<b>49,801</b>	<b>51,483</b>
<b>Surplus (deficit) for the year</b>	<b>8,688</b>	<b>8,610</b>	<b>10,169</b>	<b>9,326</b>	<b>10,700</b>
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to surplus or deficit:</b>					
Impairment of fire impacted infrastructure	0	0	0	0	0
Net asset revaluation increment/(decrement)	0	30,283	3,734	0	40,202
Share of other comprehensive income of associates and joint ventures accounted for by the equity method	0	0	0	0	0
<b>Comprehensive result</b>	<b>8,688</b>	<b>38,893</b>	<b>13,903</b>	<b>9,326</b>	<b>50,902</b>

(Subject to the outcomes of the state government review into rate capping).

## 2. Balance Sheet – For the four years ending 30 June 2020

The Balance Sheet provides a snapshot of the Council's expected financial position at the end of each of the next five years. It shows the total of what is owned (assets) less what is owed (liabilities). The bottom line of this statement is net assets which is the net worth of Council.

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	7,249	7,569	12,304	15,354	18,657
Trade and other receivables	4,573	4,383	4,550	4,728	4,915
Non current assets classified as held for sale	991	991	991	991	991
Other assets	327	327	327	327	327
<b>Total current assets</b>	<b>13,140</b>	<b>13,269</b>	<b>18,172</b>	<b>21,400</b>	<b>24,890</b>
<b>Non-current assets</b>					
Trade and other receivables	122	122	122	122	122
Property, infrastructure, plant & equipment	455,062	495,727	505,409	512,610	559,812
Other non-current assets	0	0	0	0	0
<b>Total non-current assets</b>	<b>455,184</b>	<b>495,849</b>	<b>505,531</b>	<b>512,732</b>	<b>559,934</b>
<b>Total assets</b>	<b>468,324</b>	<b>509,119</b>	<b>523,703</b>	<b>534,132</b>	<b>584,824</b>
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	4,029	3,825	3,891	4,019	4,128
Trust funds and deposits	493	493	493	493	493
Provisions	3,820	4,275	4,730	5,203	5,696
Interest-bearing loans and borrowings	1,431	1,364	1,121	1,120	727
<b>Total current liabilities</b>	<b>9,774</b>	<b>9,957</b>	<b>10,235</b>	<b>10,836</b>	<b>11,044</b>
<b>Non-current liabilities</b>					
Provisions	1,360	1,476	1,593	1,714	1,840
Interest-bearing loans and borrowings	13,611	15,213	15,499	15,879	15,336
<b>Total non-current liabilities</b>	<b>14,971</b>	<b>16,690</b>	<b>17,092</b>	<b>17,594</b>	<b>17,177</b>
<b>Total liabilities</b>	<b>24,745</b>	<b>26,647</b>	<b>27,327</b>	<b>28,430</b>	<b>28,221</b>
<b>Net assets</b>	<b>443,579</b>	<b>482,472</b>	<b>496,375</b>	<b>505,702</b>	<b>556,603</b>
<b>Equity</b>					
Accumulated surplus	139,291	148,139	154,045	160,866	168,803
Asset revaluation reserve	298,973	329,256	332,990	332,990	373,192
Other reserves	5,315	5,077	9,341	11,846	14,609
<b>Total equity</b>	<b>443,579</b>	<b>482,472</b>	<b>496,375</b>	<b>505,702</b>	<b>556,603</b>

(Subject to the outcomes of the state government review into rate capping).





### 3. Cash Flow – For the four years ending 30 June 2020

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

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

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	29,290	31,093	32,179	33,710	35,351
Statutory fees and fines	608	642	664	684	705
User fees	1,786	1,921	2,153	2,290	2,459
Contributions - monetary	0	353	2,180	882	3,319
Grants - operating	7,384	9,050	9,344	9,800	10,278
Grants - capital	8,847	5,088	4,852	4,631	2,671
Interest received	412	374	527	656	761
Other receipts	1,349	1,381	1,391	1,426	1,462
Employee costs	(17,412)	(17,655)	(18,672)	(19,424)	(20,192)
Materials and consumables	(16,107)	(14,733)	(14,710)	(15,141)	(15,575)
Other payments	(758)	(770)	(788)	(808)	(828)
<b>Net cash provided by operating activities</b>	<b>15,400</b>	<b>16,743</b>	<b>19,119</b>	<b>18,706</b>	<b>20,409</b>
<b>Cash flows from investing activities</b>					
Payments for property, plant and equipment	(23,804)	(17,460)	(13,917)	(15,566)	(15,768)
Proceeds from sale of property, plant and equipment	1,333	414	373	382	392
<b>Net cash used in investing activities</b>	<b>(22,471)</b>	<b>(17,045)</b>	<b>(13,544)</b>	<b>(15,184)</b>	<b>(15,376)</b>
<b>Cash flows from financing activities</b>					
Finance costs	(864)	(912)	(884)	(852)	(794)
Proceeds from borrowings	4,476	2,966	1,406	1,500	184
Repayment of borrowings	(1,464)	(1,431)	(1,364)	(1,121)	(1,120)
<b>Net cash provided by (used in) financing activities</b>	<b>2,147</b>	<b>623</b>	<b>(841)</b>	<b>(473)</b>	<b>(1,730)</b>
<b>Net (decrease) increase in cash &amp; cash equivalents</b>	<b>(4,924)</b>	<b>320</b>	<b>4,734</b>	<b>3,050</b>	<b>3,303</b>
Cash and cash equivalents at beginning of the financial year	12,173	7,249	7,569	12,304	15,354
<b>Cash and cash equivalents at end of the financial year</b>	<b>7,249</b>	<b>7,569</b>	<b>12,304</b>	<b>15,354</b>	<b>18,657</b>

(Subject to the outcomes of the state government review into rate capping).

#### 4. Capital Works – For the four years ending 30 June 2020

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

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

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

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

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

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

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

- Halletts Way / Western Route – Southern Connection
- Darley Children's Hub
- Bacchus Marsh Racecourse Recreation Reserve Upgrade

	Forecast	Budget	Strategic Resource Plan		
	Actual 2015/16	2016/17	Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>					
Land	0	0	0	0	0
Buildings	5,974	842	1,671	2,651	2,761
Building improvements	0	0	0	0	0
<b>Total property</b>	<b>5,974</b>	<b>842</b>	<b>1,671</b>	<b>2,651</b>	<b>2,761</b>
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,761	1,408	1,856	1,523	1,517
Computers and telecommunications	0	0	0	0	0
Library books	96	0	0	0	0
<b>Total plant and equipment</b>	<b>1,857</b>	<b>1,408</b>	<b>1,856</b>	<b>1,523</b>	<b>1,517</b>
<b>Infrastructure</b>					
Roads	12,749	12,365	7,022	5,736	7,722
Bridges	825	850	678	758	768
Footpaths	819	498	397	444	449
Drainage	90	0	100	120	200
Recreational, leisure and community facilities	1,220	1,395	2,112	4,244	2,260
Parks, open space and streetscapes	15	93	74	83	84
Other infrastructure	255	8	6	7	7
<b>Total infrastructure</b>	<b>15,973</b>	<b>15,209</b>	<b>10,389</b>	<b>11,392</b>	<b>11,491</b>
<b>Total capital works expenditure</b>	<b>23,804</b>	<b>17,460</b>	<b>13,917</b>	<b>15,566</b>	<b>15,768</b>
<b>Represented by:</b>					
Asset renewal expenditure	11,723	9,112	7,263	8,124	8,229
New asset expenditure	5,737	7,519	5,993	6,703	6,790
Asset upgrade expenditure	6,344	829	661	739	748
Asset expansion expenditure	0	0	0	0	0
<b>Total capital works expenditure</b>	<b>23,804</b>	<b>17,460</b>	<b>13,917</b>	<b>15,566</b>	<b>15,768</b>

(Subject to the outcomes of the state government review into rate capping).

# NON FINANCIAL RESOURCES

At Moorabool we believe in building and sustaining our relationships with our customers and stakeholders. Service to our community will be the key driver. This means becoming a flexible organisation where one mode of service delivery may not be applicable for all communities.

Moorabool Shire Council is committed to delivering public value and continuously improving and refining our service delivery. The wellbeing of our community is paramount.

As a team we operate using the nine business excellence principles and the broader Business Excellence Framework.

1. Clear direction and mutually agreed plans enable organisational alignment and a focus on the achievement of goals.
2. Understanding what customers and other stakeholders value, now and in the future, enables organisational direction, strategy and action.
3. All people work IN a system. Outcomes are improved when people work ON the system and it's associated with processes.
4. Engaging people's enthusiasm, resourcefulness and participation improves organisational performance.
5. Innovation and learning influence the agility and responsiveness of the organisation.
6. Effective use of facts, data and knowledge leads to improved decisions.

7. Variation impacts predictability, profitability and performance.
8. Sustainable performance is determined by an organisation's ability to deliver value for all stakeholders in an ethically, socially and environmentally responsible manner.
9. Leaders determine the culture and value system of the organisation through their decisions and behaviour.

Additionally as individuals we aim to:

- Choose our attitude.
- Make the customers day
- Be present in conversations, and
- Enjoy what we are doing.

\* Make Their Day, Be Present, Play, Have Fun and Choose Your Attitude are trademarks or service marks of ChartHouse Learning and used with permission. All rights reserved.

In delivering our services we will provide excellent customer service using our values, principles, policy and Customer Service Strategy.

We will value our staff and community, supporting them with learning opportunities, leadership development, a safe and functional workplace and a sense of wellbeing.

Our aim is to provide high level customer services, governance and leadership whilst managing our finance and human resources and ensuring the integrity of systems, data and processes to benefit the community.

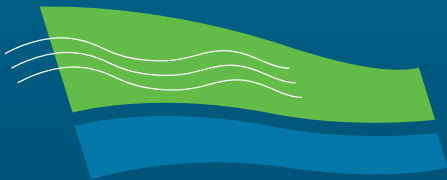
## STATEMENT OF HUMAN RESOURCES

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

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

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	17,854	18,226	19,244	20,019	20,811
Employee costs - capital	891	920	972	1,011	1,051
<b>Total staff expenditure</b>	<b>18,744</b>	<b>19,146</b>	<b>20,215</b>	<b>21,029</b>	<b>21,861</b>
	EFT	EFT	EFT	EFT	EFT
<b>Staff numbers</b>					
Employees	207.9	207.9	209.9	211.4	212.9
<b>Total staff numbers</b>	<b>207.9</b>	<b>207.9</b>	<b>209.9</b>	<b>211.4</b>	<b>212.9</b>

(Subject to the outcomes of the state government review into rate capping).



MOORABOOL  
SHIRE COUNCIL

# CONTACTING COUNCIL

## COUNCIL OFFICES

Ballan, 15 Stead Street

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

Darley, Civic & Community Hub, 182 Halletts Way

## OPENING HOURS

Weekdays: 8.30am – 5.00pm (all offices)

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

## GENERAL INFORMATION

Telephone: 03 5366 7100

Facsimilie: 03 5368 1757

Website: [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

Email: [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au)

Mail to: PO Box 18, Ballan, 3342

Interpreter and TTY service available



– moorabool shire council



– @mooraboolshire









## 10.2.5 Third Quarter (January – March) Report – 2015/16 Council Plan Actions

### Introduction

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

### Background

The 2013-2017 Council Plan was revised and adopted by Council in July 2015. 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 Third Quarter Progress Report indicates each of the actions and their progress comments for the 2015/16 Financial Year. Overall there are 33 actions with 26 actions being on or ahead of their target (including 10 completed) at 31 March 2016. There are 4 actions, as indicated by the yellow traffic light, that are a little behind target. Three actions, as indicated by the red traffic light, have not reached 60% completion compared to a target of 75% as at 31 March 2016. Resourcing issues have impacted their progress, which may require these actions to be carried over into the next period.

### Proposal

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

## Policy Implications

The 2013–2017 Council Plan provides as follows:

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

## Financial Implications

There are no financial implications from this report.

## Risk & Occupational Health & Safety Issues

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

## Communications and Consultation Strategy

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

## Victorian Charter of Human Rights and Responsibilities Act 2006

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

## Officer's Declaration of Conflict of Interests

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

*General Manager – Satwinder Sandhu*

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

*Author – John Whitfield*

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

## Conclusion

Council is making good progress in all areas of the Council Plan for this third quarter. Overall there are 33 actions with 26 actions being or ahead of their target as at 31 March 2015. There are 4 actions that are a little behind target; 60% to 90% complete for the 2015/16 financial year. Three actions have not reached 60% completion compared to a target of 75% as at 31 March 2016 due to resourcing issues impacting their progress, which may require these actions to be carried over into the next period.

## Recommendation:

**That Council receives the Third Quarter (January – March) 2015/16 Council Plan Actions Progress Report.**

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## Report Authorisation

### Authorised by:

**Name:** Satwinder Sandhu   
**Title:** General Manager Growth and Development  
**Date:** Tuesday, 26 April 2016

# Attachment - Item 10.2.5



Moorabool Shire Council

*PREMIUM Action and Task Progress Report*

July 2015 - March 2016

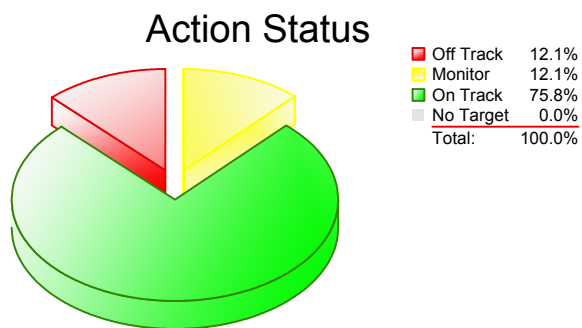
Report Filters:

Date From :01-07-2015

Date To :31-03-2016

Display Task : No

Action Filter :Council Plan



**Key Result Area: 1 Representation and Leadership of our Community**

**Objective: 1.1 Good governance through open and transparent processes and strong accountability to the community.**

**STRATEGY: 1.1.1 Ensure policies and good governance are in accordance with legislative requirements and best practice.**

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.1.23 Finalise Meeting Procedure Local Law.	Natalie Abbott - Manager Customer & Business Services	In Progress	1/07/2014	30/06/2016	75%	75%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Governance & Corporate Reporting	Recurrent				

**Linked action filters:** Council Plan

**Action Progress Comments**

The Local Laws meeting procedure review is currently in progress and will be presented at an Assembly of Councillors in April , and then at the Ordinary Meeting of Council scheduled in May 2016 for consideration.

Last Updated - 11/04/2016

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
1.1.1.86 Finalise General Local Laws	Robert Fillisch - Acting Manager Statutory Planning & Community Safety	In Progress	1/07/2014	30/06/2016	30%	75%	

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Local Laws Compliance	Recurrent				

**Linked action filters:** Council Plan


**Action Progress Comments**

Due to staff resourcing and workload it is recommended to Council; that this project be postponed until 2016/17.

Last Updated - 26/04/2016

**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	In Progress	1/07/2015	30/06/2016	83%	75%	 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 - 22/04/2016

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 Performance	In Progress	1/07/2015	30/06/2016	50%	75%	 YELLOW

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.

Last Updated - 26/04/2016

**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 - General Manager Community Services	Completed	1/07/2015	30/06/2016	100%	75%	 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%	75%	 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	Rena Knight - Community Leadership Program Coordinator	Completed	1/07/2015	30/06/2016	100%	75%	 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	In Progress	1/07/2015	30/06/2017	38%	38%	 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.

This project has been part funded through Council's Capital Improvement Program and is currently on hold pending an external funding contribution through Sport and Recreation Victoria. An application has been submitted, with an outcome yet to be advised. (Note: a report as part of the Capital Improvement Program will be presented to Council to proceed with the project, following an unsuccessful SRV grant outcome).

Last Updated - 26/04/2016

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	In Progress	1/07/2015	30/06/2017	5%	38%	 RED


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. The project has been awarded and has commenced on site in February, with completion likely in December 2016.

Last Updated - 15/04/2016

**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 - Aged & Disability	Completed	1/07/2015	30/06/2016	100%	75%	 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	In Progress	1/07/2015	30/06/2016	75%	75%	 GREEN

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

**Linked action filters:** Council Plan

**Action Progress Comments**

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. It is proposed that the final draft policy will be presented to the Ordinary Meeting of Council on the 6 July for adoption.

Last Updated - 11/04/2016

Action	Responsibility	Action Status	Start Date	End Date	% Comp.	Target	% OnTarget
2.2.3.4 Review the Appointments and Delegations Policy	Danny Colgan - General Manager Community Services	In Progress	1/07/2015	30/06/2016	75%	75%	 GREEN

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


**Linked action filters:** Council Plan

**Action Progress Comments**

The Council at its Ordinary Meeting on the 6 April 2016 resolved to endorse the revised draft Appointments and Delegations 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 Ordinary Meeting of Council on the 6 July for adoption.

Last Updated - 08/04/2016

**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 - Aged & Disability	Completed	1/07/2015	30/06/2016	100%	75%	 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%	75%	 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	In Progress	1/07/2015	30/06/2016	75%	75%	 GREEN

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


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

The 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 Ordinary Meeting of Council on the 6 July for adoption.

Last Updated - 11/04/2016

**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	In Progress	1/07/2015	30/06/2016	75%	75%	 GREEN

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

**Linked action filters:** Council Plan


**Action Progress Comments**

The Blackwood 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.


Last Updated - 06/04/2016

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

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

<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>
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.	Peter Forbes - Manager Economic Development & Marketing	In Progress	1/07/2015	30/06/2016	50%	75%	 YELLOW
<b>Activity</b>	<b>Budget Type</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>		
Marketing and Communications	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
Stage 1 of the project will be completed by 30 June, 2016.							
Last Updated - 22/04/2016							

**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	In Progress	1/07/2015	30/06/2016	45%	75%	 YELLOW

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 in late December 2015.

Last Updated - 30/03/2016

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%	75%	 GREEN

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

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

Preliminary draft Housing Strategy has been completed which includes:


- Undertaking demand analysis
- Character precincts

Retail Strategy has been updated and tabled for adoption at the April Ordinary Meeting of Council .

Last Updated - 22/04/2016

**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%	75%	 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	31/12/2017	100%	12%	 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	In Progress	1/07/2015	30/06/2016	75%	75%	 GREEN
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Management	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
A report has been prepared to be presented to the Place Making Advisory Committee on 20 April 2016							
Last Updated - 01/04/2016							


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	15%	75%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Recreation Development	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
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.							
Last Updated - 04/04/2016							

**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 - Acting Manager Statutory Planning & Community Safety	In Progress	1/07/2015	30/06/2016	30%	75%	 RED
Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance		
Environmental Health Investigation, Inspection & Education	Recurrent						
<b>Linked action filters:</b> Council Plan							
<b>Action Progress Comments</b>							
This is being performed in conjunction with the Finalise General Local Laws Council Plan action							
Last Updated - 08/04/2016							

**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	45%	75%	 YELLOW


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

**Linked action filters:** Council Plan

**Action Progress Comments**

Minister for Planning has endorsed the Metropolitan Planning Authority (MPA) working with Council on the Bacchus Marsh Futures Framework (BMFF).

Last Updated - 06/04/2016

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	75%	75%	 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 draft Community Infrastructure Plan will be presented to the Urban Growth Strategy Committee by 30 June, 2016. The draft will set out:

- the quantity, quality, accessibility and capacity gaps for each service and facility type
- recommendations for the improvements to provision that council should prioritise
- identification of potential new projects to fill the gaps, or existing projects (CIP, masterplans etc) that should be prioritised

Findings and recommendations will be grouped by services and facilities that are delivered by council, and then by those that are not council's responsibility but which we may fund or advocate to service providers for (e.g. primary schools).

Last Updated - 26/04/2016


**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	30/06/2017	100%	38%	 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%	75%	 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	In Progress	1/07/2015	30/06/2016	85%	75%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Waste Collection & Disposal	Recurrent				

**Linked action filters:** Council Plan

**Action Progress Comments**


A survey seeking in relation to the potential provision of greenwaste and hardwaste services was distributed to residents in late 2015, to obtain feedback on the likely uptake of such services by the community. The survey was available for a four week and available both online as well as hard copy, included in the September edition of Moorabool Matters. Following collation of the survey results, a report was presented to the Place Making Committee in March 2016 and reports on both greenwaste and hardwaste have been included in the April Ordinary Meeting of Council agenda for consideration.

Last Updated - 05/04/2016

**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 Lerderderg 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	Lisa Gervasoni - Co-Ord Strategic Planning	In Progress	1/07/2015	30/06/2016	95%	75%	 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 final study was received in February 2016 and a report prepared for the March 2016 OMC which was carried over to the April 2016 OMC

The West Moorabool Heritage Study ran to time and budget.

Council needs to undertake the consultation on the Study and prepare / exhibit the Planning Scheme Amendment to acquit the grant - or seek variation to the terms of grant.

A new action to undertake consultation on the Study and to prepare and exhibit a planning scheme amendment for its introduction will be required .

Last Updated - 04/04/2016

**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	In Progress	1/07/2015	30/06/2016	85%	75%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Parks and Gardens	Recurrent				

**Linked action filters:** Council Plan


**Action Progress Comments**

A draft Street Tree Policy and Strategy has been prepared by the working group, including tree data from urban street trees within the municipality, preferred species lists and urban precinct plans to inform future plantings and ongoing maintenance regimes. It is anticipated that the final draft will be presented to Council in June 2016 for adoption.

Last Updated - 05/04/2016

**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%	75%	 GREEN

Activity	Budget Type	Budget	YTD Budget	YTD Actual	YTD Variance
Marketing and Communications	Recurrent				


**Linked action filters:** Council Plan

**Action Progress Comments**

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	In Progress	1/07/2015	30/06/2016	75%	75%	 GREEN

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

**Linked action filters:** Council Plan

**Action Progress Comments**

C69 Ballan Structure Plan - Authorisation requested.

C58 Camerons Road - adopted.

C70 Anomalies - Amendment adopted at Ordinary Meeting of Council on 7 October 2015. Council Officers preparing documentation for Minister for Planning.

C71 Bunnings - abandoned

C73 Land Subject to Inundation Overlay - Public exhibition from 28 January to 11 March 2016. Currently reviewing submissions and drafting report to Council.

C53 - submitted for approval

Rezoning requests awaiting assessment in accordance with staff resources as per 2 December 2015 OMC resolution.

2 proposed amendments awaiting response from proponents.

1 proposed amendment placed on hold pending Growth Strategy outcome.

2 rezoning requests awaiting C69 finalisation for next step.

Last Updated - 05/04/2016

## 10.2.6 Making of new Local Law – Meeting Procedure Local Law No. 9 to replace Meeting Procedure Local Law No. 8

### Introduction

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

An updated Meeting Procedure Local Law has been prepared. Council must give notice in the Government Gazette and in a newspaper circulating within the municipality stating the intention of a proposed local law.

### Background

Section 91(1) of the *Local Government Act* 1989 (the Act) stipulates that Council's must make a Local Law governing the conduct of Council and Special Committee meetings to ensure the orderly function of Council business.

Council's existing Meeting Procedure Local Law No. 8 was adopted by Council in 2009. Since this time, there have been a number of amendments to the Act that has necessitated a review of Council's Meeting Procedure Local Law.

In line with a resolution of Council and Council's 2013-2017 Council Plan (Revised 2015), a review of Council's Meeting Procedure Local Law No. 8 has been undertaken.

The requirement of the Act and past practices of Moorabool Shire Council, where they do not conflict with any legislation in force, have been combined to prepare this proposed Meeting Procedure Local Law No.9 of 2016.

### Proposal

A copy of the proposed Meeting Procedure Local Law No. 9 is provided to Council as an attachment to this report.

It is recommended that Council gives notice in the Government Gazette and a public notice in a newspaper generally circulating within the Municipality of its intent to propose a new Meeting Procedure Local Law No. 9 stating –

- (i) the purpose and general purport of the proposed meeting procedure local law;
- (ii) that a copy of the proposed meeting procedure local law and explanatory document can be obtained from Council offices; and
- (iii) that any person affected by the proposed meeting procedure local law may make a submission relating to the proposed local law under section 223 of the *Local Government Act* 1989.

A Local Law Community Impact Statement (LLCIS) in support of the Local Law has been prepared to inform the community about the proposed Meeting Procedure Local Law No. 9. This is also attached to this report. The aim of the LLCIS is to assist any member of the public who may wish to make a submission to Council during the public consultation process required under section 223 of the *Local Government Act 1989* (the Act).

Part C of the LLCIS shows a table that provides cross references of all clauses within the existing Meeting Procedure Local Law No. 8 (2009) with the proposed Meeting Procedure Local Law No. 9-2016. The content does not comment on minor alterations or grammatical changes.

References to clauses that have been identified as new provisions, expanded or enhanced provide for greater transparency and clarity and are consistent with current and industry practices. In most cases where new provisions have been included these provisions are current practices that have now been documented to reflect these procedures.

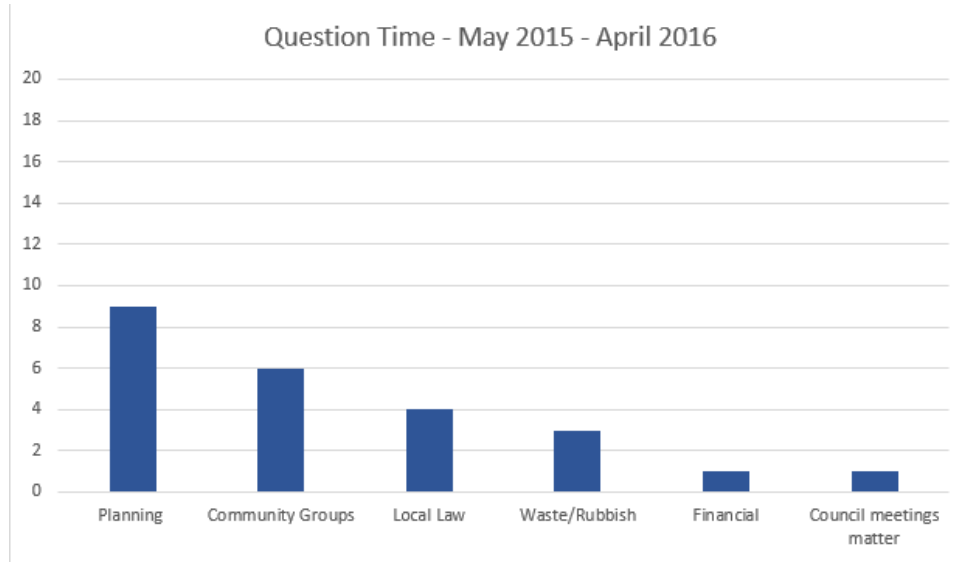
In order to ensure compliance with the Act, Council's legal advisor has reviewed and validated this proposed Meeting Procedure Local Law No.9.

Councillors were also provided with the opportunity to review and provide feedback on the proposed Meeting Procedure Local Law No.9 at an Assembly of Councillors held on Wednesday 20 April 2016.

As a result of discussions held at the Assembly of Councillors, the following amendments of significance have been made:

- Clause 6.5 – Speakers to an Item on the Agenda - inclusion of a 3.00pm timeframe
- Clause 6.7 – Petition and Joint Letters - inclusion of a process pertaining to a petition or joint submission to a planning application
- Clause 6.9 – Public Question Time – There is no provision in the new Meeting Procedure Local Law for Public Question Time. Its removal allows the structure of the Council meeting agenda to regulate the items dealt with at an Ordinary Meeting of Council. Members of the community who may wish to pose a question to Council will continue to be able to consult directly with their Ward Councillor, or contact Council via social media messaging, or via Council's online request system or by contacting Council on the phone or in person. The provision to Speak to an Item on the Council Agenda will remain.
- Clause 7.1 (c) – Addressing the meeting – removal of Deputy Mayor to automatically fill the position of Chairperson.
- Clause 15.2 – When Required. Sub clause (f) has been removed. Election of temporary chairperson is catered for in Clause 15.10
- Clause 15.10 – Absence of Mayor at Meetings - removal of reference to Deputy Mayor acting as Chairperson in the absence of the Mayor. Council to elect a temporary Chairperson.

Further to the removal of Public Question Time in the proposed new Local Law, a review of the types of questions received by Council over the last twelve months in Public Question Time has been undertaken, the graph below shows the categories that the questions fall within.



The majority of the questions raised in Public Question Time over the last twelve months could have been addressed through other methods of contacting the Council. In some cases the matters raised in question time had already been addressed by Council staff.

**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 (Revised 2015) Council Plan.

**Financial Implications**

The only financial implications to Council are administrative and advertising costs.

**Risk & Occupational Health & Safety Issues**

There are no risk and occupational health and safety issues associated with the preparation of the proposed Local Law No. 9.

## Communications Strategy

Initial consultation has been undertaken with Councillors, staff and Council's legal advisor. Amendments in legislation have also necessitated changes to the proposed Meeting Procedure Local Law.

Public consultation will be open on 7 May 2016 and close on 7 June 2016. During this time the community will be invited to make a written public submission in accordance with section 223 of the *Local Government Act 1989*.

The Meeting Procedure Local Law No. 9 will be advertised in local and regional newspapers circulating within the Municipality, online via the Have Your Say website and as required by the Act, in the Victorian Government Gazette. Copies can also be viewed on Council's website: [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

Copies of the Proposed Meeting Procedure Local Law will be available for inspection on weekdays between 8.30am and 5.00pm from Monday 9 May 2016 up to and including Monday 7 June 2016 at Council offices at:

- 15 Stead Street, Ballan;
- 215 Main Street, Bacchus Marsh; and
- 182 Halletts Way, Darley

Feedback should be made in writing and be addressed to:

The Chief Executive Officer  
Meeting Procedure Local Law Submission  
Moorabool Shire Council  
PO Box 18  
Ballan VIC 3342

Alternatively, submissions can be emailed to [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au) or submitted online at [haveyoursaymoorabool.com.au](http://haveyoursaymoorabool.com.au)

Any person requesting that he or she be heard in support of a submission is entitled to appear before the Special Meeting of Council either personally or by a person acting on his or her behalf. Any person who wishes to be heard in support of a submission should indicate this request in their written submission. A special meeting to hear submissions is scheduled to occur on Wednesday 22 June 2016 at 5.00pm at a venue to be confirmed.

## 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

Having reviewed and prepared a proposed Meeting Procedure Local Law and a Local Law Community Impact Statement to inform the community, Council must give notice its intention to propose a new Meeting Procedure Local Law.

It is recommended that Council gives notice that the Meeting Procedure Local Law No. 9 will be advertised in local and regional newspapers circulating within the Municipality, online via the Have Your Say website and as required by the Act, in the Victorian Government Gazette.

### Recommendation:

That Council resolves to:

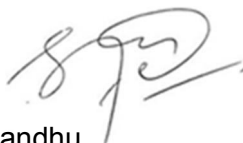
1. (i) **advertise in the Government Gazette and by public notice in the local and regional newspapers circulating within the Municipality, its intention to make a new local law titled *Meeting Procedure Local Law No.9* in the form and content as detailed in the attachment to this report;**
- (ii) **seek public submissions under section 223 of the *Local Government Act 1989* relating to the making of the proposed Meeting Procedure Local Law No.9; and**
- (iii) **make copies of the draft Meeting Procedure Local Law No.9 available to the community at each Council office in Ballan, Darley and Bacchus Marsh.**
2. **Consider a further report from Council officers considering all public submissions received under section 223 of the *Local Government Act 1989* before determining on the adoption of the new *Meeting Procedure Local Law No.9*.**

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### Report Authorisation

Authorised by:

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Tuesday, 26 April 2016



# Attachment - Item 10.2.6(a)

## Local Law Community Impact Statement (LLCIS)

### Moorabool Shire Council

#### *Proposed Local Law Meeting Procedure No.9 – 2016*

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### PART A – General Comments

#### Introduction

This Community Impact Statement has been prepared to inform the community about the proposed Local Law Meeting Procedure No. 9 – 2016. Its aim is to assist a member of the public who may wish to make a submission to Council during the public consultation process required under section 223 of the *Local Government Act* 1989 (the Act).

#### Background

The Local Government Act 1989 (the Act) section 91(1) states that council's must make a Local Law governing the conduct of Council and Special Committee meetings to ensure the orderly function of Council business. The act dictates a range of compulsory inclusions in a Meeting Procedure Local Law established by Council and provides that any local law is automatically revoked ten years after the day the Local Law came into operation.

Council's existing Meeting Procedure Local Law was adopted by Council in 2008. Since this time, there have been a number of amendments to the Act that necessitated a review of Council's Local Law.

The requirement of the Act and past practices of Moorabool Shire Council, where they do not conflict with any legislation in force, have been combined to prepare this proposed Local Law No.9 of 2016.

#### Objectives

The proposed Local Law contains the following objectives:

- a) regulate proceedings and provide for orderly and fair conduct at all Council Meetings, Special Committee Meetings and Advisory Committee Meetings.
- b) provide for the administration of the Council's powers and functions;
- c) regulate proceedings for the election of the Mayor/Deputy Mayor and Chairperson/Deputy Chairperson of the committees referred to in (a) above;
- d) regulate the use and prohibit unauthorised use of the common seal or any device resembling the common seal; and
- e) revoke Council's Meeting Procedure Local Law No 8 effective 3 June 2009.



## PART B – Comments on Proposed Local Law overall

### Measures of success of proposed Local Law

The success of this proposed Local Law will be best measured by the extent to which it enhances the governance framework and decision making processes of the Council including:

- that Council meetings operate openly and transparently;
- that the overall objectives of the Local Law are met;
- that compliance with the Act is achieved.

As the Act and regulations may be amended from time to time, Council will ensure the Local Law Meeting Procedures comply.

The annual Community Satisfaction Survey will measure Council's success of its ability to meet the provisions of the Local Law.

### Existing legislation that might be used instead

There is no existing legislation that might be used instead of this Local Law.

The proposed Local Law has been prepared in accordance with the requirements of section 91(1) of the Act which requires Council to make a local law governing the conduct of Council meetings and Special Committee meetings and to regulate the use of the Common Seal.

Except as provided in the Act, the conduct of meetings is at the Council's discretion.

This Local Law incorporates actions that Councillors and officers must adhere to as a result of requirements in the Act.

### State legislation more appropriate

Not applicable. State Legislation compels Council to make local laws governing the conduct of meetings of Council and Special Committees and regulating the use of the Common Seal.

### Overlap of existing legislation

Not applicable. It is not considered that the Local Law overlaps existing legislation, rather it operates in conjunction with the requirements of the Act.

### Overlap of planning scheme

There is no overlap with the Moorabool Planning Scheme.

### Risk Assessment

The development of the proposed Local Law ensures compliance with the Act and adheres to the principles of good governance within Council.

Decisions of the Council could be declared null and void if the provisions of the Act and this Local law are not adhered to.

This may be viewed as a medium risk due to the Council having been in breach of the *Local Government Act 1989*.

The Local Law provides a template to the Council, its staff and the public in how Council will operate its meetings in conformity with the Act and other generally accepted meeting procedure guidelines and past practice.

Restriction of competition	Council has conducted a review of this proposed Local Law in accordance with National Competition Principles and believes that because of the nature of content of this Local Law that there is not restriction of competition in any form.
Penalties	A comparison of penalties provided for this Meeting Procedures Local Law are of a similar nature and amount to Moorabool.
Permits and Fees	There are no permits or fees applicable under this Local Law.
Comparison with neighbouring and like Councils	<p>Each Council in Victoria is entitled under the Act to set its own meeting procedures.</p> <p>Part of the process in reviewing the Local Law included a review of Meeting Procedure Local laws for neighbouring and like Councils. The proposed Local Law is not substantially different from the meeting procedure Local Laws of other Victorian Councils.</p>
Charter of Human Rights	<p>The Charter of Human Rights and Responsibilities Act 2006 (the Charter) contains twenty basic rights that promote and protect the values of freedom, respect, equality and dignity. Councils must not knowingly and disproportionately limit these rights and must always consider them when they create laws, develop policies and deliver services.</p> <p>The proposed Local Law has been reviewed for compatibility with the Charter. Particular attention was given to the following rights under the charter:</p> <ul style="list-style-type: none"> <li>• Right to recognition and equality before the law</li> <li>• Right to privacy and reputation</li> <li>• Right to freedom of expression</li> <li>• Right to take part in public life</li> <li>• Right to a fair hearing.</li> </ul> <p>The proposed Local Law is considered to be compatible with the Charter of Human Rights.</p>

### *Public Participation*

The proposed Local Law provides for participation by the public in Council meetings through the hearing of petitions and joint letters and deputations and presentations.

The proposed Local Law provisions regulate public participation with procedural limitations regarding the form, content and processes to be followed. These provisions again engage the freedom of expression right and the right to participate in public life provisions of the Charter however it is considered the proposed Local Law does so in a manner comparable to the purpose and objectives of the proposed Local Law to provide for the efficient and orderly conduct of meetings.

### *Conduct and Behaviour*

The proposed Local Law regulates the conduct and behaviour of Councillors and members of the public/visitors at Council and Committee meetings.

These provisions again engage the freedom of expression right and the right to participate in public life provisions of the Charter however it is again considered the proposed Local Law does so in a manner comparable to the purpose and objectives of the proposed Local Law to provide for the efficient and orderly conduct of meetings as well as the objectives of preserving public order and ensuring safety.

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#### Consultation meetings

Initial consultation has been undertaken with Councillors, members of Council staff and Council's legal advisors. Amendments in legislation have also necessitated changes.

Public consultation will be undertaken in accordance with sections 119(2) and 223 of the Act.

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#### Submissions

Pending Council resolution, public consultation will be open on 7 May, 2016 and close on 7 June, 2016. During this time members of the public are invited to make a written submissions in accordance with section 223 of the Act.

All submissions received must be considered by Council prior to the Local Law being made. Council will receive and consider all written submissions, and hear any person making a submission if a person so requests at a meeting of Council. Council will set a time and place for submissions to be heard.

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## PART C – Comments on specific parts or provisions of the proposed Local Law

The content set out in the table below shows the restructure of the proposed Local Law No.9. The proposed Local Law No.9 has been completely reviewed to reflect the process of in preparing for meetings, the requirements for the business of the meeting and meeting procedures.

The content in the table provides cross references of all clauses within the existing Meeting Procedure Local Law No. 8 (2009) with the proposed Meeting Procedure Local Law No. 9 (2016). The content does not comment on minor alterations or grammatical changes.

References to clauses that have been identified as new provisions, expanded or enhanced provide for greater transparency and clarity and are consistent with current and industry practices.

Local Law No. 9	Local Law No. 8 (Existing)
<b>Part 1 Introduction</b>	
1.1 Title	Clause 1 - no change
1.2 Purpose	Clause 2 - no change
1.3 Authorising Provisions	Clause 3 - updated
1.4 Commencement date and Area of Operation	Clause 4 - updated
1.5 Revocation Dates	Clause 5 - updated
1.6 Definitions	Clause 6 - updated
1.7 Explanation of Words used in this Local Law	Clause 6.2 - enhancement
<b>Part 2 Notices and Agendas</b>	
2.1 Date, Time and Place of Meetings	Clause 12 - expanded
2.2 Altering Meeting Dates	Clause 13 - expanded
2.3 Cancellation of a Meeting	New provision
2.4 Notice of Meeting - Public	Clauses 15.2 and 15.3 - enhancement
2.5 Notice of Meeting - Councillors	Clause 15.1
2.6 Meetings Open To The Public	New provision
2.7 Meetings Closed to the Public	Explanatory note under Clause 68
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3.3 Failure to Raise a Quorum	Clause 18
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4.1 Call of the Council	New provision (Section 85 of the Act)
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5.2 Confirmation of Minutes	Clause 71
5.3 Objection to Confirmation of Minutes	Clause 71.3
5.4 Deferral of Confirmation of Minutes	Clause 73
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6.2 Apologies (Including Leave of Absence)	New provision
6.3 Changes to the Order of Business	Clause 24
6.4 Deputations	Clauses 59 - 65
6.5 Speakers to an Item on the Agenda	New provision
6.6 Declaration of Any Pecuniary Interest, Other Interest or Conflict of Interest	Clause 25 - expanded
6.7 Petition and Joint Letters	Clause 58 - enhancement

6.8 Resumption of Debate or other Business Carried Over from a Previous Meeting	Clause 42
6.9 Notices of Motion	Clause 28
6.10 Motions Without Notice	New provision
6.11 Urgent Business	Clause 26 - expanded
6.12 Confidential Business	Refer 2.7
6.13 Time Limit for Meetings	Clause 22 - expanded
<b>Part 7 Addressing the Meeting</b>	
7.1 Addressing the Meeting	Clause 44 and Clause 75
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8.2 Voting – By Show of Hands	Clause 68
8.3 Request for a division	Clause 69.1
8.4 Procedure for a Division	Clause 69.3
8.5 Changing Votes for a Division	New provision
8.6 Vote to be taken in silence	New provision
8.7 Recount of Vote	New provision
8.8 Declaration of Vote	New provision
8.9 Casting Vote	Clause 67
8.10 Recording of Opposition or Abstention to a Motion	Clause 70.1 and 71.3(8)
8.11 Motion to be read again	Clause 41
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8.13 Form of Motion	New provision
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8.15 Moving a Motion	Clause 30 - enhancement
8.16 Right of Reply	Clause 31
8.17 Moving a motion or Amendment	Clause 32
8.18 Agreed Alterations to a Motion	New provision
8.19 No Right of Reply of Amendments	New provision
8.20 Who May Propose an Amendment	Clause 33
8.21 Who May Debate an Amendment	New provision
8.22 How many amendments may be proposed	Clause 34
8.23 Separation Of Motions and Amendments	Clause 37
8.24 Chairperson May Separate or Aggregate Motions and Amendments	Clause 38
8.25 Second or Subsequent Amendments	Clause 34.2
8.26 An Amendment once carried	Clause 35
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8.28 Right to Ask Questions	Clause 46
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8.39 Speaking Times	43 - enhancement
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8.43 Priority of Address	Clause 39
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# Attachment - Item 10.2.6(b)



Moorabool Shire Council

Meeting Procedure Local Law No. 9

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## **PART 1 INTRODUCTION**

### *Overview:*

*The introductory part of the Local Law outlines the title, purpose, authority and the application of the Local Law. It also defines key terms used throughout the Local Law.*

### **1.1 TITLE**

This Local Law will be known as the Moorabool Shire Council Meeting Procedure Local Law No. 9-2016.

### **1.2 PURPOSE**

The purpose of this Local Law is to:

- a) regulate proceedings and provide for orderly and fair conduct at all Council Meetings, Special Committee Meetings and Advisory Committee Meetings.
- b) provide for the administration of the Council's powers and functions;
- c) regulate proceedings for the election of the Mayor/Deputy Mayor and Chairperson/Deputy Chairperson of the committees referred to in (a) above;
- d) regulate the use and prohibit unauthorised use of the common seal or any device resembling the common seal; and
- e) revoke Council's Meeting Procedure Local Law No 8 effective 3 June 2009.

### **1.3 AUTHORISING PROVISIONS**

The Council's power to make this Local Law is contained in sections 5, 91(1) and 111(1) of the *Local Government Act 1989*.

### **1.4 COMMENCEMENT DATE AND AREA OF OPERATION**

This Local Law:

- a) comes into operation on the day following notice of the making of this Local Law published in the Victoria Government Gazette, and
- b) operates throughout the whole of the municipal district of Council.

## 1.5 REVOCATION DATES

Upon the coming into operation of this Local Law, Council's Meeting Procedure Local Law No 8 effective 3 June 2009 is revoked.

This Local Law ceases to operate on the 10<sup>th</sup> anniversary of the day on which it commenced operation unless revoked sooner by Council resolution.

## 1.6 DEFINITIONS

the Act:	means the <i>Local Government Act 1989</i> (as amended from time to time).
Advisory Committee	means an Advisory Committee established by the Council.
Agenda	means a document containing the date, time and place of a meeting and a list of business to be transacted at the meeting.
Assembly of Councillors	means a meeting at which matters are considered that are intended or are likely to be the subject of a Council decision or the exercise of a delegated authority and which is either of the following: <ul style="list-style-type: none"><li>i) A meeting of an Advisory Committee where at least one (1) Councillor is present; or</li><li>ii) A planned or scheduled meeting that includes at least half the Councillors and at least one (1) Council Officer.</li></ul>
Authorised Officer	means a person appointed by Council under section 224 of the Act.
Call of the Council	A Call of the Council Meeting is a Special Meeting of Council. Chair refers to the Chairperson.
Chairperson	means the person who chairs a meeting of the Council.
Chief Executive Officer	means the person who is the Chief Executive Officer of the Council or any person acting in that position. Clause means a clause of this Local Law.
Committee	means a Special Committee established under section 86 of the Local Government Act or an advisory committee.
Common Seal	means the Common Seal of the Council. Council means the Moorabool Shire Council.
Councillor	means a Councillor of the Council.
Mayor	means the Mayor of the Council and any person acting as Mayor.
Meeting	means an Ordinary Meeting, Special Meeting, Statutory meeting or Committee Meeting.



Member	means a Councillor or a member of a Committee who is entitled to vote on motions (other than on matters in which he or she has a pecuniary interest) that are dealt with at meetings. Minutes means the record of proceedings of a Council Meeting.
Minutes	means the record of proceedings of a Council Meeting.
Notice of Motion	means a notice setting out the text of a motion which a member proposes to move at a Meeting.
Officer	means an employee of the Council.
Offence	means an act or default contrary to this Local Law. Ordinary Meeting means an Ordinary Meeting of Council.
Petition	means a letter or a document which is addressed to or is obviously intended for the Council and is signed by ten (10) or more persons.
Special Committee	means a Special Committee established by the Council under section 86 of the Act.
Special Meeting	means a Special Meeting of the Council.
Visitor	means any person other than a Councillor or Member of Council staff present at a Meeting.
Written or in Writing	includes duplicated, lithographed, photocopied, photographed, facsimiles, transmitted electronically, printed, typed, or emailed.

## **1.7 EXPLANATION OF WORDS USED IN THIS LOCAL LAW**

Introductions to Parts, headings and notes are explanatory only and do not form part of this Local Law. They are provided to assist understanding.

Unless the contrary intention appears, words in the singular include the plural and words in the plural include the singular.

## **PART 2 NOTICES AND AGENDAS**

### **Overview:**

*Ordinary meetings are held each month to conduct the ongoing business of the Council with Special Meetings being held from time to time for specific purposes. The Act provides for confidential information to be considered at a Meeting closed to members of the public.*

*The Act also provides that the Council must at least (7) days before the holding of an Ordinary Meeting, a Special Meeting or a Meeting of a Special Committee comprised solely of Councillors, give public notice of the Meeting (s89(4)). If urgent or extraordinary circumstances prevent the Council from giving the prescribed notice, the Council must give such public notice as is practicable and specify in the Minutes of the Meeting the urgent or extraordinary circumstances which prevented the Council from complying (s89(4A)). In the case of Special Committees that are not comprised solely of Councillors, the Chair must provide reasonable notice to the public of Meetings of the Special Committee (s89(5)). The Council must ensure that the public notice of any Meeting is also published on the Website (s89(2A)).*

### **2.1 DATE, TIME AND PLACE OF MEETINGS**

- a) Council will fix the dates, times and places of all Council Ordinary Meetings for a twelve month period at the Statutory Meeting of Council which is to be held no earlier than the last Saturday in October and no later than 30 November in each year.
- b) The date, time and place of all Council Ordinary Meetings are to be made available to the public.

### **2.2 ALTERING MEETING DATES**

Council may, by resolution, at an Ordinary Meeting or Special Meeting, alter the day, time and place upon which an Ordinary or Special Meeting shall be held, and must provide reasonable notice of the change to the public.

### **2.3 CANCELLATION OF A MEETING**

- a) In the case of an emergency or in other justifiable circumstances, the Chief Executive Officer may call or postpone a meeting of the Council, without the necessity to comply with clause 2.4 or 2.5 provided reasonable attempts are made to notify every Councillor.
- b) The Chief Executive Officer must submit a written report of the circumstances requiring this action to the next Ordinary Meeting of the Council.

## **2.4 NOTICE OF MEETING - PUBLIC**

- a) Reasonable notice of Council Meetings must be given to the public by advertising on the Council website and in local newspapers generally circulating within the municipality unless time does not permit.
- b) Advertising can be done as a schedule of meetings either annually or at various times throughout the year, or just prior to each meeting unless extraordinary circumstances exist.
- c) Reasonable notice of Council Meetings is considered to be at least forty-eight (48) hours before a meeting.

## **2.5 NOTICE OF MEETING - COUNCILLORS**

- a) The notice for any meeting must state the date, time and place and the business to be dealt with and must be delivered to each Councillors' place of residence (or other nominated destination advised by Councillors in writing to the Chief Executive Officer) by courier, post, electronic medium or other agreed mechanism.
- b) A notice of any meeting incorporating or accompanied by an agenda of the business to be dealt with must be served on every Councillor at least forty-eight (48) hours before a meeting unless impossible due to extraordinary circumstances.
- c) A notice of a meeting will be served on a Councillor who has been granted leave of absence unless the Councillor has requested in writing to the Chief Executive Officer to discontinue the giving of notice of any meeting to be held during his or her absence.

## **2.6 MEETINGS OPEN TO THE PUBLIC**

In accordance with section 89(1) of the Act, all meetings of Council or Special Committees must be open to the public unless a resolution is made to close the meetings to members of the public pursuant to section 89(2) of the Act.

## **2.7 MEETINGS CLOSED TO THE PUBLIC**

Council may resolve that a Council Meeting be closed to the public if the meeting is discussing:

- 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 Council or the Special Committee considers would prejudice Council or any person;
- i) a resolution to close the meeting to members of the public.

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## **PART 3 QUORUM**

### **Overview:**

*No business can be transacted at a Meeting unless a Quorum, that is, a majority of the Councillors is present. If there is no Quorum at the commencement of a Meeting, or if a Quorum cannot be maintained during a Meeting, the Meeting is to be adjourned to another time and/or date.*

### **3.1 QUORUM – COUNCIL MEETING**

The quorum for any Council Meeting shall be the majority of the total number of Councillors.

### **3.2 QUORUM – ADVISORY OR SPECIAL COMMITTEE**

The quorum for a meeting of an Advisory Committee or a Special Committee is a majority of the members who comprise the Advisory Committee or Special Committee or such other number as Council specifies when establishing the Advisory or Special Committee. The number cannot be less than a majority.

### **3.3 FAILURE TO RAISE A QUORUM**

If a quorum is not present within thirty (30) minutes of the time appointed for the commencement of any meeting or adjournment, those Councillors present, or if there are no Councillors present the Chief Executive Officer, or in his or her absence, a Senior Officer, may adjourn the meeting for a period not exceeding seven (7) days from the date of the adjournment.

### **3.4 INABILITY TO MAINTAIN A QUORUM**

If during any meeting a quorum cannot be achieved and maintained, those Councillors present, the Chief Executive Officer, or in his or her absence, a Senior Officer, may adjourn the meeting for a period not exceeding seven (7) days from the time of the adjournment.

### **3.5 INABILITY TO MAINTAIN A QUORUM DUE TO DECLARATIONS OF INTERESTS**

If a quorum cannot be achieved or maintained due to the disclosure of conflicts of interest by the majority of Councillors, the Chief Executive Officer, or, in his or her absence, an authorised officer, must adjourn the meeting for a length of time sufficient to enable dispensation for the affected Councillors to be obtained from the Minister administering the Act.

## PART 4 CALL OF THE COUNCIL

### Overview:

The Chief Executive can convene a "Call of the Council" which will be treated as a Special Meeting. This is provided for in section 85 of the Act. It is generally reserved for occasions on which all Councillors are required to attend and remain throughout a Council meeting lest Council be deprived of a quorum and be unable to transact an item of business which has, in the past, not been transacted because of some Councillors absenting themselves from the Chamber prevents proper consideration of the matter.

### 4.1 CALL OF THE COUNCIL

- a) If a quorum of Councillors cannot be formed and maintained due to the absence of Councillors, the Minister responsible for administering the Act or the Chief Executive Officer may require all Councillors to attend a call of the Council Meeting.
- b) A call of the Council Meeting must be treated as a Special Meeting.
- c) The Minister responsible for administering the Act (or a person appointed by the Minister) is entitled to attend and speak at a call of the Council Meeting which he or she has required Councillors to attend.
- d) If a call of the Council Meeting has been required, immediately after the opening of the meeting, the Chief Executive Officer must call the name of:
  - i) the Mayor; and
  - ii) each Councillor in alphabetic order.
- e) Each person present must answer to his or her name, all excuses for absence must be considered and to each excuse the question:

*"Is the excuse of Cr\_\_ a reasonable excuse to the satisfaction of Council?"*

must be put to the vote.
- f) If a Councillor does not attend within thirty (30) minutes after the time fixed for a Call of the Council Meeting, or remain at the Meeting, the Chief Executive Officer must immediately advise the Minister responsible for administering the Act in writing.
- g) The Minister will then determine whether the Councillor's excuse for not attending is reasonable, and will also determine whether the Councillor is capable of remaining in office.

## **PART 5 MINUTES**

### **Overview:**

*The Chief Executive is required to arrange for Minutes of a Council meeting to be kept in accordance with Section 93 of the Act. The Minutes must contain details of the proceedings and resolutions made, be clearly expressed, be self-explanatory and incorporate relevant reports or a summary of the relevant reports considered in the decision making process. The Minutes of a Council meeting must be submitted to the next appropriate Council meeting for confirmation. Part 5 also outlines the provisions for the recording of Council meetings.*

### **5.1 CONTENT OF MINUTES**

The Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the meeting and to take the minutes of such meeting) must keep minutes of each Council Meeting and those minutes must record:

- a) the date and time the meeting was commenced, adjourned, resumed and concluded;
- b) the names of Councillors and whether they are present, an apology, or leave of absence or other details as provided;
- c) the names of members of Council staff in attendance with their organisational titles;
- d) arrivals and departure times (including temporary departures) of Councillors during the course of the meeting;
- e) questions upon notice;
- f) each motion and amendment moved, including the mover and seconder of the motion;
- g) the outcome of every motion, whether it was put to the vote and the result to indicate whether the motion was carried, lost, withdrawn, lapsed or amended.
- h) where a division is called, the names of every Councillor and the way their vote was cast (either for or against or abstention);
- i) the vote cast by an Councillor who has requested that his or her vote or abstention be recorded in the minutes;
- j) details of a failure to achieve a quorum and any adjournment whether as a result or otherwise;
- k) Committee or deputation attendance reported by each respective Councillor;
- l) the time and reason for any adjournment of the meeting or suspension of standing orders;
- m) closure of the meeting to members of the public and the reason for such closure;

- n) any disclosure of the existence and nature, and, where applicable, class, of a conflict of interest made by a Councillor, and when such disclosure occurred.
- o) any other matter which the Chief Executive Officer deems should be recorded to clarify the intention of the meeting or the reading of the minutes.

## **5.2 CONFIRMATION OF MINUTES**

- a) Advice that the minutes are available must be provided to all Councillors no later than ninety-six (96) hours before the next scheduled meeting.
- b) At every meeting of Council the minutes of the previous meeting are to be listed on the agenda for confirmation and a resolution of Council must confirm the minutes.
- c) The Chairperson of the meeting at which the minutes were confirmed, with or without amendment, must subsequently sign the confirmed minutes.
- d) Unless otherwise resolved or required by law, minutes of Special Committee Meetings and Advisory Committee Meetings requiring confirmation by Council must not be available to the public until confirmed by Council.
- e) The minutes must be entered in the minute book and each item in the minute book must be entered consecutively.

## **5.3 OBJECTION TO CONFIRMATION OF MINUTES**

- a) If a Councillor is dissatisfied with the accuracy of the minutes then he or she must:
  - i) state the item or items with which he or she is dissatisfied; and
  - ii) propose a motion clearly outlining the alternative wording to amend the minutes.
- b) The item(s) objected to must be considered separately in the order in which it (or they) appear on the minutes.
- c) No discussion or debate on the confirmation of the minutes will be permitted, except where their inaccuracy as a record of the proceedings of the meeting to which they relate is questioned.

## **5.4 DEFERRAL OF CONFIRMATION OF MINUTES**

The Council may defer the confirmation of minutes until later in the meeting or until the next meeting as appropriate.



## **PART 6 BUSINESS OF A MEETING**

### **6.1 ORDER OF BUSINESS LISTED ON AN AGENDA**

- a) The order in which business is listed on the agenda is determined by the Chief Executive Officer and should be kept consistent from meeting to meeting. This should not preclude the Chief Executive Officer from altering the order of business from time to time to enhance the fluent and open process of the government of the Council.
- b) The Chief Executive Officer may include any matter on the agenda that he or she believes should be considered by Council.
- c) In the absence of any changes as directed by the Chief Executive Officer, the default order of business is as follows:
  - i) Opening of Meeting and Prayer
  - ii) Acknowledgement to Country
  - iii) Present
  - iv) Apologies
  - v) Confirmation of Minutes
  - vi) Disclosure of Conflict of Interest
  - vii) Petitions
  - viii) Presentations/Deputations
  - ix) Officers Reports
  - x) Other reports
  - xi) Notices of Motion
  - xii) Mayors Report
  - xiii) Councillors' Reports
  - xiv) Urgent Business
  - xv) Closed Session of the meeting to the Public
  - xvi) Meeting closure

### **6.2 APOLOGIES (INCLUDING LEAVE OF ABSENCE)**

A Councillor is required to seek a leave of absence from the Council if they will knowingly be absent from a scheduled Ordinary Meeting of Council.

### **6.3 CHANGES TO THE ORDER OF BUSINESS**

Once an agenda has been prepared and sent to Councillors, the order of business for that meeting may only be altered by resolution of the Council. This includes a request for an item to be brought forward.

## 6.4 DEPUTATIONS

- a) Deputation to be referred to Mayor  
A deputation wishing to be heard by Council may make a request to the Chief Executive Officer who must refer the request to the Mayor.
- b) Consideration of Request  
The Mayor may direct the Chief Executive Officer as to the meeting at which the deputation will be heard or, alternatively, ask the Chief Executive Officer to place a request before Council.
- c) Notification of Hearing  
If the Mayor asks for a deputation to be heard, the Chief Executive Officer must notify all Councillors of that direction, and also notify a member of the deputation of the date, time, and place at which the deputation will be heard.
- d) Summary of Submissions  
A deputation may lodge with the Chief Executive Officer, a written submission detailing the subject matter of the deputation prior to the deputation addressing Council.
- e) Limitations upon Speakers  
Council will not hear more than 2 speakers on behalf of any deputation, and may set time limits on the length and address of each speaker.
- f) Questions but no discussion permitted  
Councillors and members of Council staff may question the deputation on matters raised by it for purposes of clarification but no discussion will be allowed.
- g) Matter to be Determined at a subsequent meeting  
No motion must be allowed on any deputation until the next Ordinary meeting after the deputation has been heard unless Council, by resolution, decides otherwise.

## 6.5 SPEAKERS TO AN ITEM ON THE AGENDA

- a) The Council has made provision in the business of the Ordinary Meetings of the Council for speakers to address Council in relation to matters presented on the agenda for Council consideration.
- b) Persons wishing to address Council on a matter included in the agenda shall inform Council **prior to 3.00pm on the day of the meeting** by contacting the Chief Executive Officer's office and registering their name and agenda item being spoken to.
- c) At the meeting the Mayor will invite the persons wishing to speak to an item to address the Council on the agenda item.
- d) **The person may elect to sit or stand to address Council, and** state their name and address before commencing. No debate on the item is permitted between the person addressing Council and the Council.

- e) A maximum of three minutes per person will be allocated. An extension of time may be granted at the discretion of the Mayor.
- f) Councillors, through the Mayor, may ask the person addressing Council for clarification of matters presented.
- g) The Mayor may direct that a member of the gallery ceases speaking if the above procedure is not followed.

## **6.6 DECLARATION OF CONFLICT OF INTEREST**

- a) Councillors, Officers and members of Special Committees must comply with the conflict of interest provisions outlined in section 77A of the Act.
- b) The onus is on a Councillor, Officer or members of Special Committees to identify any conflict of interest, whether it is of a direct or indirect nature, which he or she may have.
- c) If a Councillor has a conflict of interest in a matter which the Council is to consider at a meeting of the Council, the Councillor must fill in a Disclosure of Conflict of Interest form setting out the conflict of interest and lodge it with the Chief Executive Officer prior to the commencement of the meeting.
- d) The disclosure must include the class type and nature of the relevant conflict of interest.
- e) A Councillor who has a conflict of interest in a matter before Council must:
  - i) disclose the nature of the conflict of interest immediately before the consideration of the matter;
  - ii) leave the Chamber for the duration of the Council's deliberation, voting and resolution of the matter;
  - iii) remain outside of the Chamber and any gallery, room or other area this is in view or hearing of the Chamber until recalled to the Chamber.
- f) The Councillor must be called back into the room before the meeting can advance to the next item of business unless the Councillor declares a further conflict of interest in the next item of business as listed on the agenda and state the type of conflict of interest for consecutive items before vacating the Chamber.

## 6.7 PETITION AND JOINT LETTERS

### Overview:

*Petitioning is a long established process for members of the community wishing to make a request or present their views on a matter directly to the Council. In order to ensure a petition is valid for presentation to the Council, the procedures set out in the clause must be followed.*

- a) Petitions or joint letters received by Councillors and/or Council Officers can be lodged with the Chief Executive Officer within the appropriate time for inclusion in the agenda, unless the matter which is the subject of the petition has already been acted upon.
- b) Councillors may table a petition or joint letter received directly by them at any Council Meeting.
- c) Council may resolve to receive the petition or joint letter and to refer the matter for a report or appropriate action as required to the next appropriate meeting of the Council, unless the Council agrees to deal with it earlier.
- d) A petition or joint letter must:
  - i) be in legible and permanent writing and be signed by at least 10 people;
  - ii) be signed by the persons whose names are appended to it by their names or marks, and , except in cases of incapacity or sickness, by no one else and the address of every petitioner or signatory must be clearly stated;
  - iii) not be defamatory, indecent, abusive or objectionable in language or content;
  - iv) not relate to matters beyond the powers of Council;
  - v) bear the whole of the petition or request upon each page of the petition; and
  - vi) consist of single pages of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper.
- e) Any petitions or joint letters that do not comply with this Local Law will not be tabled at a Council Meeting.
- f) A petition or joint letter may nominate a person to whom a reply must be sent, but if no person is nominated or there is no obvious intended contact person, Council may reply to the first signatory which appears on the petition.
- g) Any person who fraudulently signs a petition or joint letter which is presented to the Council is guilty of an offence.
- h) A petition or joint submission to a planning application will be treated as a joint submission to the planning application; therefore the provisions under Clause 6.7 will not apply.

See clause 12.1

## **6.8 RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING**

See clause [8.31](#)

## **6.9 NOTICES OF MOTION**

- a) A Notice of Motion must be in writing, dated and signed by the intending mover and lodged with the Chief Executive Officer at least 96 hours before the meeting.
- b) A Notice of Motion cannot be accepted by the Chairperson unless the full text of any such motion has been listed on the agenda for the Council Meeting at which it is proposed to be moved.
- c) Where a Notice of Motion seeks to substantially affect the level of Council services, commit Council to significant expenditure not included in the adopted budget or commit Council to any contractual arrangement, as determined by the Chief Executive Officer, then a formal report must be prepared and presented to Council in response to the Notice of Motion. Where practicable the report should be presented to the next Ordinary Meeting of Council.
- d) Except by leave of the Council, Notices of Motion before a Council Meeting must be considered in the order in which they were entered in the Notice of Motion register.
- e) If a Councillor who has given a Notice of Motion:
  - i) is absent from the meeting; or
  - ii) fails to move the motion when called upon by the Chairperson, any other Councillor may himself or herself move the motion
- f) If a Councillor proposing the motion wishes to amend the Notice of Motion he or she may do so by seeking leave of Council to amend the Notice of Motion prior to it being seconded.
- g) If a notice of motion is not moved at the meeting at which it is listed, it lapses
- h) Another Councillor can put forward an amendment for consideration, which must be dealt with in accordance with clauses 8.17, 8.20, 8.21, 8.22, 8.23, 8.24 and 8.25 of this Local Law, except for confirmation of a previous resolution.
- i) If a Notice of Motion, whether amended or not, is lost, a similar motion cannot again be put before Council for a period of three (3) calendar months from the date it was lost.
- j) A Notice of Motion cannot be submitted in relation to a matter that is the subject of a Rescission Motion within three (3) calendar months of the Rescission Motion having been dealt with.
- k) The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered into the notice of motion book in the order in which they were received

See clause [8.32](#)

### **6.10 MOTIONS WITHOUT NOTICE**

- a) At every Ordinary meeting, a Councillor may move a motion for consideration at the following Ordinary Meeting.
- b) If such a motion is moved, it:
  - i) must not be seconded, spoken to or debated at the Ordinary Meeting at which it is first moved; and
  - ii) will be deemed to be a Notice of Motion for the purposes of the next Ordinary Meeting following the Ordinary Meeting at which it was moved.

### **6.11 URGENT BUSINESS**

Business which has not been listed on the Agenda may only be raised as urgent by resolution of Council.

- a) Notwithstanding anything to the contrary in this Local Law, a Councillor (with the agreement of the meeting) may at a Council Meeting submit or propose an item of business if the matter relates to business which does not:
  - i) substantially affect the levels of Council service;
  - ii) commit Council to significant expenditure not included in the adopted budget;
  - iii) establish or amend Council policy;
    - i) commit Council to any contractual arrangement; and
    - ii) require, pursuant to other policy determined by Council from time to time, the giving of prior notice.
- b) Business must not be admitted as urgent business unless it:
  - i) relates to or arises out of a matter which has arisen since distribution of the agenda; and
  - ii) cannot safely or conveniently be deferred until the next Council Meeting.

### **6.12 CONFIDENTIAL BUSINESS**

See *clause [2.7](#)*

### **6.13 TIME LIMIT FOR MEETINGS**

- a) Unless Council resolves to the contrary a Council Meeting or Committee Meeting shall not continue beyond four (4) consecutive hours.
- b) Any business not reached or dealt with at the time the meeting closes shall be held over until the next Council or Committee Meeting.
- c) Council may resolve to extend the meeting by one (1) forty-five (45) minute interval only if deemed necessary.
- d) Any business not dealt with that is adjourned until the next Council or Committee Meeting shall be recorded in the minutes of the meeting.

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## PART 7 ADDRESSING THE MEETING

### 7.1 ADDRESSING THE MEETING

- a) Any Councillor or person who addresses the meeting must direct all remarks through the Chairperson.
- b) The Chairperson may address a meeting, however if the Chairperson wishes to debate a particular motion or move any motion or amendment, or address any matter under discussion, the Chairperson must advise the Council of that intention and vacate the Chair on such occasions for the duration of the item under discussion.
- c) If the Chairperson vacates the Chair, Councillors will appoint a Councillor to act as temporary Chairperson until the item has been voted on.

See clauses 6.4, 6.5, 15.10

- d) Any person addressing the Chair should refer to the Chairperson as:  
  
Mr. Mayor; or  
Madam Mayor; or  
Mr. Chairperson; or  
Madam Chairperson; as the case may be.
- e) Councillors and Officers in speaking shall address each other by the titles of Councillor or Officer as the case may be.

See clause [8.39](#)



## **PART 8 MEETING PROCEDURES**

### **DIVISION 1 - VOTING**

#### **8.1 VOTING – HOW DETERMINED**

- a) Voting is pursuant to the motion procedure set out in clause [8.15](#).
- b) To determine a motion that is put to a meeting, the Chairperson will first ask for those in favour of the motion, then those opposed to the motion, then those abstaining from the vote and will then declare the results to the meeting.
- c) The motion is determined in the affirmative by a majority of the Councillors or members of the Special Committee present at a meeting at the time the vote is taken voting in favour of the question.

#### **8.2 VOTING - BY SHOW OF HANDS**

Unless the Council resolves otherwise, voting on any matter will be by show of hands as stated in Section 90(1)(c) of the Act.

#### **8.3 REQUEST FOR A DIVISION**

- a) Immediately after any motion is put to a meeting and before the next item of business has commenced, a Councillor may call for a division.
- b) The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken, but cannot be requested after the next item of business has commenced.

#### **8.4 PROCEDURE FOR A DIVISION**

- a) When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or amendment.
- b) When a division is called for, the Chairperson will:
  - i) first ask each Councillor wishing to vote in the affirmative to stand and, upon such request being made, each Councillor wishing to vote in the affirmative must stand or, if a Councillor is prevented from standing, raise 1 of his or her hands. The Chairperson must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) must record in the minutes, the names of those Councillors voting in the affirmative; and

- ii) then ask each Councillor wishing to vote in the negative to stand and, upon such request being made, each Councillor wishing to vote in the negative must stand or, if a Councillor is prevented from standing, raise 1 of his or her hands. The Chairperson must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) must record in the minutes, the names of those Councillors voting in the negative; and
- iii) then ask any Councillor wishing to abstain from the vote to stand and, upon such request being made, each Councillor wishing to abstain from voting must stand or, if a Councillor is prevented from standing, raise 1 of his or her hands. The Chairperson must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) must record in the minutes, the names of those Councillors who abstained from voting.

### **8.5 CHANGING VOTES FOR A DIVISION**

No Councillor is prevented from changing his or her original vote when voting on the division.

### **8.6 VOTE TO BE TAKEN IN SILENCE**

Except that a Councillor may demand a division, Councillors must remain seated in silence while a vote is being taken.

### **8.7 RECOUNT OF VOTE**

The Chairperson may direct that the vote be re-counted as often as may be necessary to be satisfied of the result.

### **8.8 DECLARATION OF VOTE**

The Chairperson must declare the result of the vote or division as soon as it is taken.

### **8.9 CASTING VOTE**

If the number of votes in favour of the question, motion or amendment is half the number of Councillors or members of the special committee present at the meeting at the time the vote is taken, the Chairperson has a second vote, except in cases where the Act provides that a matter or amendment is to be determined by lot.

Section 90(1)(e) and 90(2) of the Act

## 8.10 RECORDING OF OPPOSITION OR ABSTENTION TO A MOTION

Any Councillor, before the next item of business is considered, may ask that his or her opposition or abstention regarding a motion adopted by the meeting be recorded in the minutes of the meeting.

## 8.11 MOTION TO BE READ AGAIN

- a) Before any matter is put to the vote, a Councillor may require that the question, motion or amendment be read again.
- b) The Chairperson, without being so requested, may direct the Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the meeting and take the minutes of such meeting) to read the question, motion or amendment to the meeting before the vote is taken.

## DIVISION 2 – MOTIONS AND AMENDMENTS

### *Overview:*

*This Division describes the process for introducing a motion, the rules of debate, an amendment or foreshadowing motion and the duty of the Chief Executive and Chair in relation to accepting motions and amendments. It also describes the process for a Councillor lodging a Notice of Motion for consideration.*

## 8.12 NOTICE OF MOTION

See clause [6.9](#)

## 8.13 FORM OF MOTION

- a) A motion or amendment must:
  - i) relate to the powers or functions of Council; and
  - ii) except in the case of urgent business, be relevant to an item of business on the agenda.
- b) The Chairperson may request that the motion or amendment be put in writing and suspend the meeting while the motion is being written, or may request Council defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.
- c) The minute taker may be requested to read a motion or amendment to the meeting.
- d) A motion or amendment must not be defamatory or objectionable in language or nature.
- e) The Chairperson may refuse to accept any motion or amendment which contravenes this clause.

#### **8.14 MOTION NOT TO BE WITHDRAWN WITHOUT CONSENT (LEAVE OF COUNCIL)**

A motion or amendment cannot be withdrawn without Council consenting to the withdrawal by resolution.

#### **8.15 MOVING A MOTION**

The procedure for any motion or amendments is:

- a) the mover must, in not more than thirty (30) seconds, state the nature of the motion or amendment, and then move it without speaking to it;
- b) the Chairperson will call for a seconder unless the motion is a call to enforce a Point of Order;
- c) if the motion is not seconded, the motion will lapse for want of a seconder.
- d) once seconded the Chairperson will call for any Councillor wishing to speak to the motion;
- e) if any Councillor indicates they wish to speak to the motion, the Chairperson must invite the mover to address Council upon it;

*Time Limit – five (5) minutes*

- f) after the mover has spoken the Chairperson must call upon any Councillor wishing to oppose the motion to address the meeting;

*Time Limit – three (3) minutes*

- g) after an opposing speaker has addressed the meeting (or after the mover if an opposing argument is not proffered) the Chairperson must call;
  - i) the seconder to address the meeting; then
  - ii) any Councillor wishing to abstain to address the meeting;

*Time Limit – two (2) minutes respectively*

- h) after the mover, first opposition, seconder, and first abstention have had the opportunity to address the meeting, the Chairperson will call speakers for, against and abstaining in alternate sequence until all Councillors wishing to speak to the motion have had opportunity;

*Time Limit – two (2) minutes respectively*

- i) a Councillor may speak once on the motion

*Time Limit – two (2) minutes*

- j) Motions must be clear and unambiguous and not be defamatory or objectionable in language or nature.

- k) A Councillor calling the attention of the Chairperson to a Point of Order is not regarded as speaking to the motion.

#### **8.16 RIGHT OF REPLY**

- a) The mover of an original motion which has not been amended may, once debate has been exhausted, has a right of reply to matters raised during the debate.

*Time Limit – two (2) minutes*

- b) After a right of reply has been taken, the motion must be immediately put to the vote without any further discussion or debate.

#### **8.17 MOVING A MOTION OR AMENDMENT**

- a) A motion having been moved and seconded may be amended by the minute taker by leaving out, inserting or adding words which must be relevant to the original motion or amendment and framed as to complement it as an intelligible and consistent whole.
- b) Any Councillor moving an amendment to a motion will be allocated thirty (30) seconds to explain the reasons for the amendment.
- c) The statement must be an explanation only and will not entertain the benefits or detriments of the amendment or substantive motion.

#### **8.18 AGREED ALTERATIONS TO A MOTION**

- a) With the leave of the Chairperson, both the mover and seconder of a motion may agree to an alteration to the original motion proposed by any other Councillor. This does not necessitate the recording of an amendment into the minutes of the meeting as the alteration would then form part of the substantive motion.
- b) No notice need be given of any amendment, however if any Councillor intends to move an amendment, it must be done prior to the right of reply.

#### **8.19 RIGHT OF REPLY - AMENDMENTS**

No right of reply is available where an amendment is before Council.

#### **8.20 WHO MAY PROPOSE AN AMENDMENT**

An amendment may be proposed or seconded by any Councillor, other than the mover or seconder of the original motion.

### **8.21 WHO MAY DEBATE AN AMENDMENT**

A Councillor may address the meeting once on any amendment, whether or not they have spoken to the original motion, but debate must be confined to the amendment.

### **8.22 HOW MANY AMENDMENTS MAY BE PROPOSED**

Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chairperson at any one time.

### **8.23 SEPARATION OF MOTIONS AND AMENDMENTS**

Where a motion or amendment contains more than one part, a Councillor may request the Chairperson to put the motion or amendment to the vote in separate parts.

### **8.24 CHAIRPERSON MAY SEPARATE OR AGGREGATE MOTIONS AND AMENDMENTS**

The Chairperson may decide to put any motion to the vote in:

- i) several parts; or
- ii) its aggregate form.

### **8.25 SECOND OR SUBSEQUENT AMENDMENTS**

- a) A second or subsequent amendment cannot be moved until the preceding amendment is disposed of.
- b) If any Councillor intends to move a second or subsequent amendment he or she must give notice of the intention prior to the right of reply being exercised.
- c) A Councillor cannot move more than two (2) amendments in succession.

### **8.26 AN AMENDMENT ONCE CARRIED**

If an amendment is adopted it becomes the substantive motion and, as such, will be put to the vote by the Chairperson but only after Councillors who did not speak to the original motion have exercised their right to do so.

### **8.27 FORESHADOWING A MOTION**

- a) At any time during debate, a Councillor may foreshadow a motion to inform the Council of his or her intention to move a motion at a later stage in the meeting. This does not extend any special rights to the foreshadowed motion.

- b) A foreshadowed motion may be prefaced with a statement that in the event a particular motion is resolved in a certain way a Councillor intends to move an alternative or additional motion.
- c) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting, however, upon a motion being foreshadowed, the Chairperson may request the Councillor who foreshadowed it to move that motion immediately or after the business currently before the meeting is disposed of.
- d) The Chief Executive Officer or other person authorised by the Chief Executive Officer is not expected to record a foreshadowed motion in the minutes until the foreshadowed motion is formally moved, but may do so if thought appropriate.

### **8.28 RIGHT TO ASK QUESTIONS**

A Councillor may, at any time when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.

### **8.29 WITHDRAWAL OF A MOTION OR AMENDMENTS**

- a) Before any motion or amendment is put to the vote, it may be withdrawn by the mover and seconder with the leave of council.
- b) If the majority of Councillors object to the withdrawal of the motion or amendment, it may not be withdrawn.

### **8.30 MOTIONS AND AMENDMENTS IN WRITING**

- a) A Councillor wishing to move a complex or detailed motion or amendment other than the recommendation must submit their motion or amendment in writing.
- b) The Chairperson may suspend the meeting while the motion or amendment is being written or may request the Council defer the matter until the motion or amendment has been written, allowing the meeting to proceed uninterrupted.

### **8.31 DEBATING A MOTION**

- a) Debate must always be relevant to the question before the Chair, and if not, the Chairperson will request the speaker to confine debate to the subject matter.
- b) If after being told to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chairperson may disallow the speaker any further comment in respect to the matter before the Chair.
- c) A speaker to whom a direction has been given under clause 8.31(b) must comply with that direction.

*See clause 8.39 and 8.42*



### **8.32 ADJOURNED DEBATE**

- a) A motion, *'That the motion or amendments now before the meeting be adjourned until a later hour or date'*;
  - i) is a procedural motion which if carried to an original motion or amendment, requires that the meeting dispose of the matter so that debate can resume at a later hour and or date and the meeting move on to the next business; or
  - ii) if lost, allows debate to continue unaffected.
- b) If it is not the intention of a motion to adjourn debate until a time or date stated in the motion, debate can be adjourned indefinitely.
- c) The effect of the motion is that the particular matter being debated is adjourned, but that the meeting still continues to deal with all other business.
- d) If debate is adjourned indefinitely, some indication must be given to the Chief Executive Officer as to when the matter should be relisted, otherwise it will be decided at the discretion of the Chief Executive Officer, or upon the subsequent resolution of the Council, whichever occurs first. The Chief Executive Officer must not relist the item until at least the next Ordinary Meeting of Council in the event of notification of a proposed relisting not being provided.

### **8.33 RESUMPTION OF ADJOURNED DEBATE**

- a) The business to which the debate relates must be placed on the agenda paper of the meeting to which it is adjourned. Adjourned business should have priority over any other business except formal business.
- b) If a debate is adjourned by motion, the Councillor moving the adjournment has the right to be the first speaker upon the resumption of debate unless he or she has already spoken to the motion or amendment.

### **8.34 WHEN A RESOLUTION IS ACTED UPON**

- a) A resolution, or part thereof, will be considered as having been acted on:
  - i) once its details have been formally communicated in writing (which includes electronic communications) to either internal or external parties affected by or reliant on the resolution; or
  - ii) where a statutory procedure has been carried out so as to vest enforceable rights in or obligations on Council or any other person.
- b) The Chief Executive Officer or a relevant delegate may initiate action or cause action to be initiated on any Council resolution, or part thereof, at any time after the meeting at which it was carried.



### 8.35 RESCISSION NOTIFICATION

- a) A notice of motion to rescind or alter a previous resolution of Council:
- i) Must be given to the Chief Executive in sufficient time to enable the Chief Executive Officer to give ninety-six (96) hours' notice to all Councillors;
  - ii) Is deemed to have been withdrawn if not moved at the next meeting at which such business may be transacted;
  - iii) Cannot be considered at a meeting unless the number of Councillors in attendance at the meeting is at least equal to the number of Councillors in attendance when the resolution of Council was adopted; and
  - iv) If it is a second or subsequent notice to rescind or alter an earlier resolution, it must not be accepted by the Chief Executive until a period of three (3) months has elapsed since the date of the meeting at which the first or last motion of rescission or alteration was dealt with.
- b) A Councillor may propose a motion to amend or rescind a decision of the Council provided:
- i) the decision has not been acted upon; and
  - ii) a notice is delivered to the Chief Executive Officer by the close of business on the day following the meeting at which the decision of Council was made stating;
    - the decision proposed to be amended or rescinded; and
    - the meeting and date when the decision was made.
- c) The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:
- i) has not been acted on; and
  - ii) is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with clause 8.35(a).

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

See *clause 8.34*

## DIVISION 3 – PROCEDURAL (FORMAL) MOTIONS

### 8.36 MOVING A PROCEDURAL MOTION

Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson.

### 8.37 WHO CAN MOVE A PROCEDURAL MOTION

- a) The mover/seconded of a procedural motion must not have moved, seconded or spoken to the motion or any amendment of it before the Chair.
- b) A procedural motion cannot be moved by the Chairperson.
- c) Notwithstanding any other provision in this Local Law, procedural motions must be dealt with in accordance with the procedures set out in **Appendix 1** of the Meeting Procedure Local Law.

## DIVISION 4 – SPEAKING TO THE MEETING

### 8.38 RISING WHEN SPEAKING

- a) Except in cases of sickness or infirmity or as determined by the Chairperson, a Councillor must rise when speaking at a Council meeting.
- b) The Chairperson may remain seated when speaking at a Council meeting.
- c) It is unnecessary to rise when speaking at a Committee meeting.

### 8.39 SPEAKING TIMES

A Councillor must not speak longer than the times set out below, unless granted an extension by the Chairperson:

- a) a mover of a motion – *five (5) minutes*;
- b) the seconder of a motion – *three (3) minutes*;
- c) any other Councillor – *two (2) minutes*; and
- d) the mover of a motion when exercising their right of reply – *two (2) minutes*.
- e) the mover of an unopposed motion if granted leave by the Chairperson – *two (2) minutes*; and
- f) the mover of a motion and any other Councillor once confirmed, if granted leave by the Chairperson – *two (2) minutes*.

#### **8.40 EXTENSION OF SPEAKING TIME**

An extension of speaking time may be granted by the Chairperson but only one (1) extension is permitted for each question.

#### **8.41 LENGTH OF EXTENSION**

Any extension of speaking time must not exceed two (2) minutes.

#### **8.42 INTERRUPTIONS, INTERJECTIONS AND RELEVANCE**

- a) A Councillor must not be interrupted except by the Chairperson or upon a Point of Order or personal explanation.

See *clause [8.45](#)*

- b) A Councillor must not digress from the subject matter of the motion or business under discussion.

See *clause [8.31](#)*

- c) The mover of a motion must not introduce fresh matter when exercising any right of reply.

#### **8.43 PRIORITY OF ADDRESS**

In the case of competition for the right to speak, the Chairperson must decide the order in which Councillors will be heard.

#### **8.44 COUNCILLORS NOT TO SPEAK TWICE TO SAME MOTION OR AMENDMENT**

Except that the mover of an unamended motion has the right of reply and that any Councillor may take a Point of Order or offer a personal explanation, a Councillor must not speak more than once to the same motion or amendment.

### **DIVISION 5 – POINTS OF ORDER**

#### **Overview:**

A Point of Order is taken when a Councillor draws the attention of the Chair to an alleged irregularity in the proceedings of a Meeting. This Division describes valid Points of Order, the process for raising and ruling on a Point of Order, and the procedure if there is dissent on the Chair's ruling.

#### **8.45 POINT OF ORDER**

- a) A Councillor who is addressing the meeting must not be interrupted unless a Point of Order is called, at which time he or she must remain silent until the Councillor raising the Point of Order has been heard and the question disposed of.
- b) A Councillor raising a Point of Order must:
  - i) state the Point of Order; and
  - ii) state any section, clause, paragraph or provision relevant to the point of order before resuming his or her seat.
- c) A Point of Order may be raised in relation to:
  - i) a motion, which, under clause 8.13(d) or a question which, under clause 6.9(e) should not be accepted by the Chairperson;
  - ii) a question of procedure; or
  - iii) any act of disorder.

#### **8.46 CHAIRPERSON TO DECIDE POINT OF ORDER**

- a) The Chairperson shall decide on all Points of Order by stating the provision, rule, practice or precedent which he or she considers applicable to the point raised without entering into any discussion or comment.
- b) The Chairperson may adjourn the meeting to consider a Point of Order but must otherwise rule upon it as soon as it is taken.
- c) All matters before the Council are to be suspended until the Point of Order is decided.
- d) A Point of Order cannot be taken for the sole purpose of:
  - i) expressing a mere difference of opinion; or
  - ii) contradicting a speaker; or
  - iii) disrupting the meeting.

#### **8.47 DISAGREEING WITH CHAIRPERSON'S RULING**

The decision of the Chairperson in respect to a Point of Order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present at the meeting move a motion of dissent.

- a) A motion of dissent requires no seconder, and the Chairperson must immediately stand down.
- b) A Temporary Chairperson takes the chair for discussion on the motion of dissent following the process outlined in Clause 15.10.
- c) The Chairperson is given the opportunity to explain their decision and the mover also puts forward their reason for dissent.
- d) The meeting then votes on the motion: if the motion is upheld, the Chairperson must reverse their decision. If the motion is lost, the meeting continues as before.

#### **8.48 CRITICISM OF MEMBERS OF COUNCIL STAFF**

- a) The Chief Executive Officer may make a brief statement at a Council meeting in respect of any statement by a Councillor made at the Council meeting criticising him or her or any member of Council staff.
- b) A statement under clause 8.48(a) must be made by the Chief Executive Officer, through the Chairperson, as soon as is practicable after the Councillor who made the statement has resumed his or her seat.

#### **8.49 ORDERING WITHDRAWAL OF REMARK**

- a) Whenever any Councillor makes use of any expression or remark that is disorderly or capable of being applied offensively to any other Councillor or Officer, the offending Councillor will be required by the Chairperson to withdraw the expression or remark and to make a satisfactory apology to the meeting.
- b) The Chairperson may require a Councillor to withdraw any remark that is defamatory, indecent, abusive or offensive in language or substance.
- c) A Councillor required to withdraw a remark must do so immediately without qualification or explanation.
- d) Any Councillor using defamatory, indecent, abusive or offensive language, and having been twice called to order or to apologise for such conduct and refusing to do so will be guilty of an offence.

See clause [12.1](#)

#### **8.50 CALL FOR SUPPORTING DOCUMENTATION**

- a) A Councillor may request prior to a Council Meeting any documents kept in the municipal offices and relevant to the business being considered.

- b) Reasonable notice must be given and upon the request being made, the Chief Executive Officer must use best endeavours to make available the documents.
- c) Reasonable notice is considered to be at least forty-eight (48) hours before a meeting.

## **DIVISION 6 – SUSPENSION OF STANDING ORDERS**

### **Overview:**

*Standing Orders are the rules made to govern the procedure at Meetings contained in this Local Law. The Standing Orders cover a range of matters including the order of business, rules of debate, procedural motions and election procedures. Standing Orders can be suspended to facilitate the business of a Meeting but should not be used purely to dispense with the processes and protocol of the government of Council.*

### **8.51 SUSPENSION OF STANDING ORDERS FOR THE PURPOSE OF DISCUSSION**

- a) The provisions of this Local Law may be suspended for a particular purpose by resolution of the Council.
- b) The suspension of Standing Orders will be used to enable full discussion of any issues without the constraints of formal meeting procedure.
  - i) An appropriate motion would be *“That Standing Orders be suspended to enable discussion on \_\_\_”*.
- c) Once the discussion has taken place and before any motion can be put the resumption of Standing Orders will be necessary.
  - i) An appropriate motion would be *“That Standing Orders are resumed”*.
- d) No motion may be accepted by the Chair or be lawfully dealt with during any suspension of standing orders.

## **DIVISION 7 – ADJOURNMENTS**

### **8.52 ADJOURNING THE MEETING**

- a) Once a meeting is declared open, Council or the Chairperson may, from time to time, resolve or decide to adjourn the meeting;
  - i) if a quorum is not present within thirty (30) minutes after the time appointed for the meeting;

- ii) if at any time throughout a meeting a quorum is lost;
  - iii) if the meeting becomes excessively disorderly and order cannot be restored;
  - iv) to allow for additional information to be presented to a meeting; and
  - v) in any other situation where adjournment could aid the process of the meeting.
- b) A meeting cannot be adjourned for a period exceeding seven (7) days from the date of the adjournment.
- c) An appropriate motion would be:
- “That the meeting be adjourned until \_\_\_”. (Time and date to be specified which does not exceed seven (7) days.)*
- d) No discussion is allowed on any motion for adjournment of the meeting, but if the motion is lost, the subject then under consideration or any other matter that may be allowed precedence must be resolved before any subsequent motion for adjournment is made.

#### **8.53 NOTICE FOR ADJOURNMENT OF MEETING**

- a) If a meeting is adjourned, the Chief Executive Officer will ensure that the agenda for such a meeting is identical to the agenda for the meeting which was adjourned.
- b) Except where a meeting is adjourned until later on the same day, the Chief Executive Officer must give all Councillors written notice of a new date for the continuation of the adjourned meeting and every reasonable attempt must be made to advise the public of the new meeting date.
- c) Where it is not practical to provide written notice to Councillors because time does not permit that to occur then provided a reasonable attempt is made to contact each Councillor, contact by telephone, electronic medium, or in person will be sufficient.

#### **8.54 LAPSED MEETING**

A meeting is deemed to have lapsed if a meeting does not commence and therefore no resolution can be carried to adjourn the meeting.

#### **8.55 UNDISPOSED BUSINESS OF A LAPSED MEETING**

- a) If a Council Meeting lapses, the undisposed business will, unless it has already been disposed of at a Special Meeting, be included in the agenda for the next Ordinary Meeting.
- b) The business of the lapsed meeting must be dealt with prior to any other business, and in the same order as the original meeting papers.

## **PART 9 BEHAVIOURAL CONDUCT DURING MEETINGS**

### **DIVISION 1 – COUNCILLOR BEHAVIOUR DURING COUNCIL MEETINGS**

#### **9.1 CODE OF CONDUCT - COUNCILLORS**

During the course of any Council Meeting, Councillors must comply with the Councillor Code of Conduct. A copy of the code is available on the Moorabool Shire Council website, or can be obtained by contacting the Chief Executive Officer.

#### **9.2 SUSPENSION**

Council may suspend from a meeting, and for the balance of the meeting, any Councillor whose actions are disruptive to the business of Council, or impedes its orderly conduct.

*Penalties may be enforced. See clause 12.1*

#### **9.3 REMOVAL FROM CHAMBER**

The Chairperson may ask any member of Victoria Police to remove from the Chamber any Councillor who acts in breach of this Local Law.

*Penalties may be enforced. See clause 12.1*

### **DIVISION 2 – PUBLIC BEHAVIOUR DURING COUNCIL MEETINGS**

#### **9.4 GALLERY TO BE SILENT**

- a) Visitors must not interject or take part in the debate.
- b) Silence must be maintained by members of the public in the gallery at all times.

*Penalties may be enforced. See clause 12.1*

#### **9.5 EJECTION OF DISORDERLY VISITORS**

- a) If any visitor is called to order by the Chairperson and again acts in breach of this Local Law, the Chairperson may order that person to remove themselves from the Chamber.
- b) If necessary, the Chairperson may ask any member of Victoria Police to remove that person from the Chamber.

*Penalties may be enforced. See clause 12.1*



## **9.6 CHAIRPERSON MAY ADJOURN DISORDERLY MEETING**

If the Chairperson is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the meeting, the Chairperson may adjourn the meeting to a later time on the same day, or to some later day prior to the next Ordinary Meeting, at a time and date and venue to be fixed as the Chairperson thinks proper.

*See clause 8.52 and 8.53*

## **9.7 CONDUCT OF PUBLIC MEETING**

- a) The provisions of this Local Law applicable to Ordinary Meetings apply to meetings of ratepayers, residents and/or citizens and other public meetings called by the Mayor or Council, with appropriate modifications.
- b) This clause does not prevent any person from addressing a meeting if permitted to do so by the Chairperson.

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## **PART 10 PROCEDURE NOT PROVIDED IN LOCAL LAW**

### **10.1 PROCEDURE NOT PROVIDED IN LOCAL LAW**

Where a situation has not been provided for in this Local Law, the Council may determine the matter by resolution.

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## PART 11 PROVISIONS TO RECORD COUNCIL MEETINGS

### 11.1 WEBCASTING AND RECORDING PROCEEDINGS

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

*Penalty: 5 penalty units.*

## **PART 12 OFFENCES AND PENALTIES**

### **12.1 OFFENCES AND PENALTIES**

It is an offence:

- a) For a Councillor to not withdraw an expression which is considered by the Chairperson to be defamatory, indecent, abusive, disorderly or objectionable and to not satisfactorily apologise when called upon twice by the Chairperson to do so.

*Penalty: 2 penalty units.*

- b) For any person, not being a Councillor, who is guilty of any improper or disorderly conduct to not leave the meeting when requested by the Chairperson to do so.

*Penalty: 5 penalty units.*

- c) For any person to fail to obey a direction of the Chairperson relating to the conduct of the meeting and the maintenance of order.

*Penalty: 2 penalty units.*

- d) For a suspended Councillor to refuse to leave the Chamber.

*Penalty: 5 penalty units.*

- e) For any person to fraudulently sign a petition or joint letter which is presented to the Council.

*Penalty: 5 penalty units.*

- f) For any person who uses the common seal or any device resembling the common seal without authority.

*Penalty: 5 penalty units.*

### **12.2 SERVICE OF NOTICES**

- a) Any infringement notice to be served on or given to a person under this Local Law may be served on or given to the person by:

- i) delivering the notice to the person;
- ii) leaving the notice at his or her usual or last known place of residence or business with a person apparently over the age of 16 years and apparently residing or employed at that place; or
- iii) sending the document by post addressed to the person at his or her last known place of residence or business.

- b) The relevant authorised officer may withdraw the infringement notice within twenty- eight (28) days of its date by sending a notice to the person on whom the infringement notice was served.
- c) If the person pays the penalty before the infringement notice is withdrawn, the person is entitled to a refund of the penalty
- d) If the person pays the penalty within the time specified in the notice or, if the relevant authorised officer allows, before a summons is served on the person in respect of the infringement, the following provisions apply:
  - i) further proceedings for an offence are not to be taken against the person; and
  - ii) there is to be no conviction recorded against the person for the infringement.
- e) A penalty paid under this clause must be applied as if the person who paid it was found guilty of the infringement in a Magistrates Court on the information of an authorised relevant person.
- f) If a person served with an infringement notice has not paid the penalty within the time specified in the notice or any extension of that time or if an infringement notice is not withdrawn, proceedings may still be taken or continued to prosecute the alleged offence.

### **12.3 PAYMENT OF PENALTY**

- a) A person issued with an infringement notice may pay the penalty indicated to:
  - i) 15 Stead Street, Ballan, 182 Halletts Way, Darley, 215 Main Street, Bacchus Marsh
  - ii) Moorabool Shire Council, PO Box 18, Ballan, Victoria 3342;
- b) To avoid prosecution, the penalty indicated must be paid within twenty-eight (28) days after the day on which the infringement notice is issued.
- c) A person issued with an infringement notice is entitled to disregard the notice and defend the prosecution in court.

### **12.4 EVIDENCE OF SERVICE**

A statutory declaration by a person who has served or given notice in accordance with this Local Law is evidence of the notice having been served or given as described in that declaration.

*Some (but not all) breaches of this Local Law result in an offence being committed. Those breaches which result in an offence being committed are to be found in clause 12.1 and those clauses where a penalty and 'penalty units' appear below the text (e.g. clause 11.1(e)). At the time of making this Local Law, each penalty unit is equal to \$151.67. A penalty of 5 penalty units is therefore a penalty of \$758.35.*

*The penalty units shown are the maximum penalty units which a Court can impose. It is always open to a Court to impose no penalty or a lessor fine.*

## **PART 13 SPECIAL MEETINGS**

### **13.1 SPECIAL MEETINGS**

- a) The Mayor or at least three (3) Councillors may, by written notice, call a Special Meeting.
- b) The notice must specify the date, time and place of the Special Meeting and the business to be transacted.
- c) The notice is to be delivered to the Chief Executive Officer and the Chief Executive Officer must convene the Special Meeting and the business to be transacted, giving at least forty-eight (48) hours' notice of the Special Meeting to members of the public and Councillors. A period less than 48 hours may, however, be justified if exceptional circumstances exist.
- d) Unless all Councillors are present and unanimously agree to deal with another matter, only the business specified in the notice is to be transacted.
- e) Subject to any resolution providing otherwise, the order of business of any Special Meeting must be in the order in which such business stands in the agenda for the meeting.

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## **PART 14 ADVISORY AND SPECIAL COMMITTEES**

### **14.1 APPLICATION TO COMMITTEES**

This Local Law applies to Special Committee Meetings, Advisory Committee Meetings and other meetings where Council has resolved that the provisions of this Local Law must apply, with any necessary modifications.

For the purposes of Special Committee and Advisory Committee Meetings, a reference of this Local Law to

- i) a *Council meeting* is to be read as a reference to a meeting of the respective *Special and Advisory Committee*;
- ii) a Councillor is to be read as a reference to a member of the respective *Special and Advisory Committee*; and
- iii) the *Mayor* is to be read as a reference to the *Chairperson* of the respective *Special and Advisory Committee*.

### **14.2 RECORDING MINUTES OF COMMITTEES**

- a) The Chief Executive Officer (or other person authorised by the Chief Executive Officer) must record **(document)** the minutes of all meetings of Special and Advisory Committees of Council.
- b) If the minutes of any meeting of a Special or Advisory Committee of Council disclose a recommendation to Council, the Chief Executive Officer must ensure that such recommendation is reported to the next practicable meeting of Council for consideration and possible adoption.

### **14.3 QUORUM – ADVISORY OR SPECIAL COMMITTEES**

See clause 3.2 - *Quorum – Advisory or Special Committees*

## PART 15 ELECTION OF THE MAYOR

### Overview:

*This Part is concerned with the election of the Mayor. It describes how the Mayor and temporary Chair are to be elected. It also provides for the establishment of the role of a Deputy Chair (optional). The Act contains specific provisions governing the election of the Mayor and the term of office for the Mayor:*

### Section 71 - Election of Mayor

- (1) *At a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.*
- (2) *Before a Mayor is elected under this section, the Council may resolve to elect a Mayor for a term of two (2) years.*
- (3) *The Mayor is to be elected—*
  - (a) *after the fourth Saturday in October but not later than 30 November in each year; or*
  - (ab) *if under subsection (2), the Mayor is elected for a term of two (2) years, the next election of Mayor is two (2) years after the fourth Saturday in October but not later than 30 November in the second year after the election; or*
  - (b) *as soon as possible after any vacancy in the office of Mayor occurs.*
- (4) *The election of a Mayor after the period specified in this section does not invalidate the election.*

### Section 72 - Term of office

- (1) *The office of Mayor becomes vacant—*
  - (a) *at 6 a.m. on the day of the election of the Mayor; or*
  - (b) *if he or she dies or ceases to be a Councillor; or*
  - (ba) *if his or her office as a Councillor is suspended for any period under this Act; or*
  - (c) *if he or she resigns In Writing which is given at a Council meeting or to the Chief Executive; or*
  - (ca) *if he or she becomes ineligible to hold office under section 81K; or*
  - (d) *if he or she is ousted from office.*
- (2) *For the avoidance of doubt, the office of Mayor becomes vacant under subsection (1)(b) at 6 a.m. on the day of a general election whether or not the Mayor has completed his or her term of office as resolved by the Council under section 71(1).*
- (3) *Any Councillor is eligible for election or re-election to the office of Mayor.*

### 15.1 ELIGIBILITY

Any Councillor is eligible for election or re-election to the office of Mayor.

### 15.2 WHEN REQUIRED

- a) The Councillors must elect a Councillor either annually or biennially to be Mayor of the Council at a Special Meeting of Council which is to be held after the fourth Saturday in October and no later than 30 November in the necessary year as set out under section 71 of the Act.
- b) Before nominations for the office of Mayor are invited by the Chief Executive, the Council must resolve if the term of the Mayor is to be for one (1) year or two (2) years.



- c) Additional meetings may be required from time to time if the office of the Mayor becomes vacant for reasons set out under section 72 of the Act.
- d) The Mayor is to be elected as soon as possible after any vacancy in the office of Mayor occurs.
- e) Council may also decide to elect a Deputy Mayor. If the Council resolves to elect a Deputy Mayor the provisions contained in this part for the election of the Mayor will apply to the election of the Deputy Mayor except the Mayor will replace the temporary chairperson for the election of the Deputy Mayor.

### **15.3 TEMPORARY CHAIRPERSON**

The Chief Executive Officer will be temporary Chairperson of the Special Meeting at which the election of the Mayor is to be conducted, but will have no voting rights.

### **15.4 RETURNING OFFICER**

The Chief Executive Officer will be the Returning Officer for the election of the Mayor.

### **15.5 NOMINATIONS FOR THE OFFICE OF MAYOR**

The Chief Executive Officer will invite nominations for the position of Mayor.

### **15.6 METHOD OF VOTING**

The Election of the Mayor will be carried out by show of hands.

### **15.7 DETERMINING THE ELECTION OF THE MAYOR**

- a) If there is only one nomination for the position of Mayor, that person is deemed to be elected Mayor.
- b) If there is more than one (1) nomination (each of which must be seconded), the Councillors present at the meeting must vote for one (1) of the candidates by a show of hands.
- c) In the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected.
- d) In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate.
- e) The Councillors present at the meeting must then vote for one (1) of the remaining candidates.

- f) If one (1) of the remaining candidates receives an absolute majority of the votes, the candidate is declared to have been elected.
- g) If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidate with the fewest number of votes a defeated candidate and voting for the remaining candidate must be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate will then be declared to have been duly elected.
- h) In the event of two (2) or more candidates having equal votes and one (1) of them having to be declared a defeated candidate or duly elected, and the result will be determined by lot.
- i) Any Councillor nominated may refuse nomination.

### **15.8 DETERMINING BY LOT**

If a lot is required, the Chief Executive Officer will conduct the lot and the following provisions will apply:

- a) each candidate shall draw one (1) lot;
- b) the order of drawing lots shall be determined by the alphabetical order of the last name of the Councillors who received an equal number of votes, except that if two (2) or more such Councillors last names are identical, the order shall be determined by the alphabetical order of the Councillors' first name;
- c) as many identical pieces of paper as there are Councillors who receive an equal number of votes shall be placed in a receptacle provided by the Chief Executive Officer;
- d) the lot being conducted is to determine which candidate is to be duly excluded. The word "Defeated" shall be written on one (1) of the pieces of paper and the Councillor who draws the paper with the word "Defeated" written on it shall be declared to have been defeated.
- e) The remaining candidates will then be subject to the processes of clause 15.7.

### **15.9 MAYOR TO TAKE CHAIR**

- a) After the election of the Mayor is determined, the Mayor must take the Chair.
- b) The Mayor must take the Chair at all meetings of Council at which he or she is present unless precluded from doing so because of a conflict of interest.

### **15.10 ABSENCE OF MAYOR AT MEETINGS**

- a) If the Mayor is absent, incapable of acting, or not present within fifteen (15) minutes an acting Chairperson is to be elected.
  - i) The Chief Executive Officer will invite nominations for a temporary Chairperson for the period the Mayor is to be absent.
  - ii) If there is more than one (1) nomination, the Councillors present at the meeting must vote for one (1) of the candidates by a show of hands and the candidate receiving a majority of the votes will be declared to have been duly elected.
- c) In the event that there is prior knowledge that the Mayor will require a leave of absence for a period of time, then a report will be provided to Council for resolution regarding a temporary Chairperson for the duration of that leave of absence.

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## **PART 16 THE COMMON SEAL**

### **Overview:**

*The common seal is a device which formally and solemnly records the collective will of Council. The provisions in this part are designed to protect the integrity of the common seal, and describe when it may be affixed to a document.*

### **16.1 USE OF COMMON SEAL**

- a) Everyday documents to which the common seal is affixed must be signed by one (1) Councillor and the Chief Executive Officer or,
- b) In the absence of the Chief Executive Officer, one (1) Councillor and any other member of staff acting as the Chief Executive Officer or authorised by Council.

### **16.2 AUTHORITY FOR USE OF COMMON SEAL**

The Common Seal may only be used on the authority of the Council.

### **16.3 WHO KEEPS THE COMMON SEAL**

For security purposes, the Chief Executive Officer or other member of Council staff to whom this duty has been delegated must keep the common seal in safe custody.

### **16.4 UNAUTHORISED USE OF THE COMMON SEAL**

Any person who uses the common seal or any device resembling the common seal without authority is guilty of an offence.

*Penalty 20 penalty units*

*See clause 12.1*

## PART 17 COUNCIL RESOLUTION

### 17.1 RESOLUTION

Resolution for the making of this Local Law was agreed to by Moorabool Shire Council at the Ordinary Meeting of Council on xxx, and

**The Common Seal of the Moorabool Shire Council** was hereunto affixed in the presence of:

.....Councillor

.....Chief Executive Officer

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## Attachment 1 – Meeting Procedure Local Law No.9

### DIVISION 3 - PROCEDURAL MOTIONS



Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of a <i>Chairperson</i> ; (b) When another Councillor is speaking	Motion and amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of a <i>Chairperson</i> ; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the <i>Council</i> has been made for that meeting in accordance with section 85 of the <i>Act</i> ; or (d) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes

<b>Procedural Motion</b>	<b>Form</b>	<b>Mover &amp; Seconder</b>	<b>When Motion Prohibited</b>	<b>Effect if Carried</b>	<b>Effect if Lost</b>	<b>Debate Permitted on Motion</b>
3. The closure	That the motion be now put	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	During nominations for <i>Chairperson</i>	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	Debate continues unaffected	No
4. Laying question on the table	That the question lie on the table	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a)During the election of a <i>Chairperson</i> ; (b)During a meeting which is a call of the <i>Council</i> has been made for that meeting in accordance with section 85 of the <i>Act</i> ; or (d)When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and amendment is not further discussed or voted on until: (a) <i>Council</i> resolves to take the question from the table at the same meeting; or (b)The matter is placed on a subsequent agenda and <i>Council</i> resolves to take the question from the table	Debate continues unaffected	No

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
5. Previous question	That the question be not now put	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a)During the election of a <i>Chairperson</i> ; (b)When another Councillor is speaking; (c)When the matter is one in respect of which a call of the <i>Council</i> has been made for that meeting in accordance with section 85 of the <i>Act</i> ; (d)When an amendment is before <i>Council</i> ; or (e)When a motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	(a)No vote or further discussion on the motion until it is placed on a subsequent agenda for a later meeting; and (b)Proceed to next business	Motion (as amended up to that time) put immediately without further amendment or debate	Yes



<b>Procedural Motion</b>	<b>Form</b>	<b>Mover &amp; Seconder</b>	<b>When Motion Prohibited</b>	<b>Effect if Carried</b>	<b>Effect if Lost</b>	<b>Debate Permitted on Motion</b>
6. Proceeding to next business	That the meeting proceed to the next business Note: This motion: (a) may not be amended; (b) may not be debated; and (c) must be put to the vote as soon as seconded	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of a <i>Chairperson</i> ; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the <i>Council</i> has been made in accordance with section 88 of the <i>Act</i> ; or (d) When a motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	If carried in respect of: (a) An amendment, <i>Council</i> considers the motion without reference to the amendment; (b) A motion - no vote or further discussion on the motion until it is placed on an agenda for a later meeting	Debate continues unaffected	No

## 10.2.7 Local Law Application – Keeping of an animal (one ram) in an Urban area – 4 Love Close, Maddingley

### Introduction

File No.: 517600  
Author: Robert Fillisch  
General Manager: Satwinder Sandhu

### Background

A permit is required for the keeping of certain animals under clause 38 of Council's General Local Law 2010. This application is for the keeping of a ram on an urban property and therefore clause 38.1(b)[(l) in the table] states a permit is required for keeping of any sheep.

The matter of keeping a sheep on this land has previously been determined at a full Council meeting on 20 March, 2013. Subsequently Permit No. A022-2013 was issued on 12 April, 2013 with specific conditions in accordance with the resolution of the Council meeting.

Issues with the ram have escalated in the last four months which caused a review of the previous permit A022-2013.

The review identified that the permit was issued to a person who is no longer a resident of 4 Love Close. Clause 81 of General Local Law 2010 states a permit is not transferable without the written consent of Council. No such consent was applied for and therefore the permit is no longer valid.

The review also identified that permit A022-2013 was not issued with a specific expiry condition. Clause 80 of General Local Law 2010 states a permit will expire one year after the date of issue unless expressly stated in the Local Law or a permit. Therefore the permit is considered to have expired on 11 April, 2014.

The owner of the ram, Mr Godwin Aquilina, was made aware that there was no current permit for the keeping of the ram at 4 Love Close, Maddingley. An application for keeping an animal (one ram) was lodged by Mr Aquilina on 30 March, 2016.

### Proposal

The property owner of 4 Love Close, Maddingley, Mr Aquilina, seeks a permit under clause 38.1(b) to keep one sheep on the property.

The sheep is a white entire male Merino ram known as 'Jackie Chan' who is approximately 8.5 years old.

Additional information provided with the application states:

- Family pet been hand raised on the property for 8.5 years;
- Trained and will come when called;
- Also protection for the property.

The process for assessing applications for keeping of animals under clause 38 of the General Local Law 2010 are as follows:

- Application lodged and acknowledged;
- Notify adjoining landowners and provide 14 days for them to make any comments on the application;
- Inspect the property to assess if it is capable of containing the animal;
- Consider comments/submission;
- Create a report;
- Advise applicant and adjoining landowners of the application outcome.

Notification of adjoining landowners provided the following comments:

- The ram has attacked people and is dangerous;
- The ram has not been adequately contained to the property and has been on other residents properties;
- The owner has breached conditions of the previous permit causing amenity issues to other residents;
- Concerns over the animals welfare i.e. lack of food and amount of wool it is carrying;
- Council has been reluctant to enforce previous permit conditions.

The applicant was contacted by phone on 21 April, 2016 to arrange an inspection of the site. The applicant refused to provide access to the site. It was reiterated to the applicant that a site inspection was critical for the assessment of the application as staff need to be satisfied that the property is able to contain the animal. The applicant again clearly refused access and was then advised that staff would have no other option but to recommend refusal of the application.

The following two options are available to Council:

#### Option A

That Council approve the application for the Local Law permit to keep the animal conditional to the following:

1. The animal must not be allowed to exist on any public land under the control and management of the Moorabool Shire Council, subject to conditions 2 and 3.
2. Any movement of the animal to, or from, the property must be provided in the form of a carriage vehicle suitable and recognized for the transport of livestock.
3. Loading or unloading of the animal must be undertaken entirely within the property boundary.
4. The animal must not be allowed to graze, wander, travel or by any other means exist on any road or road reserve within the municipal boundary, other than as provided in condition 2.
5. The animal must not be allowed access to any residentially zoned property within the municipal boundary, other than as provided in condition 6.

6. Where the animal is transported for 'professional care' or treatment, such as by a veterinarian or shearer, the professional care must be provided on private property and within the care provider's public liability and recognized professional facility. Any loading or unloading of the animal at the facility must be conducted entirely within the property line of the facility.
7. It is the animal owner's responsibility to ensure that all containment measures are maintained to a level that will not allow the animal to escape the property.
8. The animal must have appropriate food, water and shelter at all times
9. This permit applies to the keeping of the specified animal only and is not transferable to any other animal
10. The animal must be kept in a manner that does not cause a nuisance, as defined under the Public Health and Wellbeing Act 2008. - A state, condition or an activity may be considered to be a nuisance if it is deemed to be offensive by an investigating Authorised Officer
11. Where an Authorised Officer determines that any condition of this permit has been violated in any regard, the Authorised Officer may immediately void this permit and direct the animal owner to remove the animal from the property within seven (7) days.
12. This permit will not become valid until signed on behalf of Council (at Manager level), an Authorised Officer, the Applicant and the Applicant's support representative
13. This permit will remain valid for the life of the animal or, until revoked by an Authorised Officer.

#### Option B

That Council refuse to grant the Local Law permit to keep the animal on the grounds that a site inspection was refused and therefore staff were unable to ascertain if the property was capable of containing the animal.

That a Notice to Comply is served on Mr Aquilina requiring the ram to be removed within 14 days of the notice.

#### **Policy Implications**

The 2013 – 2017 Council Plan provides as follows:

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

The proposal to assess an application for keeping an animal (ram) at 4 Love Close, Maddingley is consistent with the 2013 – 2017 Council Plan.

## Risk & Occupational Health & Safety Issues

The ram has demonstrated a tendency to attack people and should this occur on Council managed land, Council may be liable.

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial / Public Liability	Potential claims against Council	Medium	Public liability insurance

## Communications and Consultation Strategy

*30 March, 2016*

Application for keeping of animal (one ram) received by applicant. The applicant was advised of the process for assessing the application which included the requirement of a site inspection.

*8 April, 2016*

Acknowledgement letter sent to applicant.  
Survey letter sent to adjoining neighbours notifying them of the application and providing opportunity to provide comments for consideration of the application.

*21 April, 2016*

The applicant was contacted by phone to arrange a site inspection. Access to the site was refused.

*27 April, 2016*

Letter sent to applicant and adjoining neighbours advising the application will be determined at the Council meeting of 4 May, 2016.

## 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 – Robert Fillisch*

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

### **Conclusion**

The application for keeping an animal in this case cannot be supported by staff due to the refusal of the applicant to provide site access to assess the property.

It is therefore recommended by staff that the application be refused.

### **Recommendation:**

#### **That Council:**

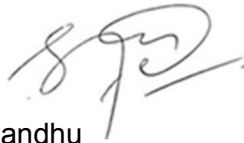
1. **Resolves to refuse the application for Keeping of an animal (one ram) in an Urban area – 4 Love Close, Maddingley.**
2. **Requires Authorised Officers to issues a Notice to Comply as soon as practicable requiring the animal (ram) to be removed from 4 Love Close, Maddingley within 14 days of the Notice to Comply being served.**

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### **Report Authorisation**

#### **Authorised by:**

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Tuesday, 26 April 2016



## 10.3 COMMUNITY SERVICES

### 10.3.1 Community Grants Program Summer 2016

#### Introduction

File No.: 06/03/004  
Author: Renae Knight  
General Manager: Danny Colgan

#### Background

The purpose of this report is to present the Council with an assessment of applications received under the Summer 2016 round of Community Grants.

Community grants totalling \$140,000 per annum are available in two separate funding rounds of \$70,000 each. The Summer round of the Community Grants Program opened on the 1 February and closed on the 28 February 2016.

At the Ordinary Council Meeting on Wednesday 4 September 2013, the Council adopted the revised Community Grants Policy and Guidelines. The policy will be reviewed again in 2017. The Summer 2016 Community Grant Program represents the sixth round under the revised Community Grant Policy.

Council's Community Grants program enables not for profit community groups to apply for funding under the following three program categories:

- Community Strengthening Grants: Community projects, programs and initiatives with a specific focus on connecting communities and building community capacity (\$50,000 available per round).
- Events Grants: Non-recurrent, seed funding designed to encourage and promote the development of sustainable local events (\$10,000 available per round).
- Arts Grants: Supporting local artists and organisations to use a creative approach to the development of community projects and initiatives (\$10,000 available per round).

Community groups and organisations can apply for up to \$5,000 for Community Strengthening Grants and up to \$3,000 for Arts and Events Grants. Groups also need to demonstrate a cash or in-kind contribution toward the cost of their project on a ratio of \$1 for \$1 (Council \$1: Group \$1). Small Community Strengthening Projects under \$1,000 are not required to demonstrate a contribution.

The categories under the Community Grants Program recognise the diverse range of activities that community groups in Moorabool are engaged in and the areas in need of financial support from Council.

The Community Grants Program Policy Guidelines state that applicant groups must demonstrate the support of the committee responsible for management of the proposed facility/service. This includes demonstrating that proposed projects are consistent with the service or facilities' Master Plan, Strategic Plan or Business Plan.

### Policy Assessment Criteria

Criteria	Percentage
Project Description and why the applicant wants to do the project	10%
What will this project achieve?	20%
Why is this project needed in your community?	20%
Who will be involved in the project?	15%
How will you carry out your project? (including risk management)	15%
Project budget and explanation of how the group arrived at the costs	20%

Each criterion is given a score between 0 and 10 and this score is weighted according to the criteria percentage. The maximum possible score for any application is 100.

### Application Support

The Community Grants Program Policy specifies that applicant groups are encouraged to meet with a Community Development Officer prior to lodging an application. The majority of applicant groups for the Summer 2016 round of Community Grants received support and advice from Community Development Officers.

### Number of applications and amount requested

In total, 29 applications were received across the three program categories: Community Strengthening (20), Events (3) and Arts (6). A total of \$97,147 was requested with \$70,000 available. (\$50,000 for Community Strengthening, \$10,000 for Events, \$10,000 for Arts)

Category	Applications Received	Amount Requested	Amount recommended	Amount Available
Community Strengthening	20	\$77,471	\$50,265	\$50,000
Events	3	\$9,000	\$3,000	\$10,000
Arts	6	\$10,676	\$10,150	\$10,000
<b>Total</b>	<b>29</b>	<b>\$97,147</b>	<b>\$63,415</b>	<b>\$70,000</b>



### **Assessment**

Assessment of applications was conducted by a panel of officers and ranked according to the extent to which the application addressed Council's policy assessment criteria.

### **Proposal**

Based on the above process and funding criteria, it is proposed that the Council allocate the grants for the Summer 2016 round of Community Grants as follows.

**Community Strengthening Grants:**

Groups demonstrating Council Policy criteria of, or better than, a score of 71.65 may be provided with funding if Council so determine.

<b>Name of Organisation</b>	<b>Project Name</b>	<b>Brief Description of Project</b>	<b>Requested Amount</b>	<b>Project Total Value</b>	<b>Progressive Total</b>	<b>Policy Score</b>	<b>Previous Community Grant awarded</b>
Ballan Bowling Club	Ballan Bowling Club – New Concrete Path	Installation of a new concrete path at the club	\$3,941	\$7,882	\$3,941	82.8	No
Gordon Recreation Reserve	Gordon Recreation Reserve - Storage Solutions	Installation of a new storage facility	\$5,000	\$14,010	\$8,941	81.6	2014
Ballan Recreation Reserve	Ballan Rec Reserve Water Storage Capacity	Installation of a water storage tank	\$5,000	\$10,600	\$13,941	81.3	No
Rotary Club of Bacchus Marsh	Purchase of new Trailer Cool Room	Purchase of new trailer cool room	\$5,000	\$10,000	\$18,941	80.8	2014

Name of Organisation	Project Name	Brief Description of Project	Requested Amount	Project Total Value	Progressive Total	Policy Score	Previous Community Grant awarded
Acrofun Bacchus Marsh	Purchase of Safety Mats	Purchase of new safety mats	\$5,000	\$10,000	\$23,941	80.7	Summer 2015
Ballan Men's Shed	Dust Extraction Delivery & Disposal Construction	To purchase and install a dust extraction machine	\$4,285	\$10,205	\$28,226	80.1	2014
Ballan Racecourse	New entrance for the Recreation Reserve	Build a new entrance for the Racecourse Recreation Reserve	\$5,000	\$10,000	\$33,226	79.7	2014
Rotary Club of Ballan and District	Tag Off Ballan	Establishment of a Graffiti Tag removal group to combat the increase of tagging in the township of Ballan	\$5,000	\$10,000	\$38,226	73.7	No
Myrniong & District Seniors Luncheon	Cooking facilities for the Myrniong and District Seniors Luncheon Group	New oven for the Seniors Luncheon Group	\$1,879	\$3,758	\$40,105	73.4	No

Name of Organisation	Project Name	Brief Description of Project	Requested Amount	Project Total Value	Progressive Total	Policy Score	Previous Community Grant awarded
Elaine Cricket Club	Baggy Caps & Floppy Sun Hats	Purchase of baggy caps	\$1,000	\$1,012	\$41,105	73.1	2014
Springbank Football Club	Fridge Replacement at Club Rooms	Purchase of new fridge	\$4,160	\$8,320	\$45,265	72.8	No
Lions Club Bacchus Marsh	Lions Train & Carriage Restoration	To restore the Lions Train	\$5,000	\$10,900	\$50,265	72.1	No
Avenue Bowling Club	Avenue Shade Project	Installation of sun shades	\$3,270	\$6,545	\$53,535	57.5	Summer 2015
Bacchus Marsh BMX Club	Bacchus Marsh BMX Track - Electronic Scoring/Timing	Installation of a Electronic Scoring/Timing device as a mandatory requirement for BMX Victoria	\$5,000	\$10,541	\$58,535	55.9	2014

Name of Organisation	Project Name	Brief Description of Project	Requested Amount	Project Total Value	Progressive Total	Policy Score	Previous Community Grant awarded
Morrison's Cemetery Trust	Cemetery Boundary Fencing	New boundary fencing	\$3,082	\$4,082	\$61,617	54.7	No
Ballark Gun Club	Shade Shelter	Purchase of shade sail	\$2,169	\$4,419.00	\$63,786	53.8	No
The Neighbours Place	No Interest Loan Scheme (NILs) Office Accommodation	No Interest Loan Scheme (NILs) Office Accommodation	\$5,000	\$20,000	\$68,786	53.2	No
Yarrowee Leigh Catchment Group	Servicing Landcare Trailer	Servicing of Landcare Trailer to be used in the Scotsburn Fire Recovery	\$700	\$1,400	\$69,486	51.1	No – ineligible as it is a maintenance project
Moorabool Shire Lego Club	Moorabool Shire Lego Club	Community Lego Group	\$2,985	\$7,235	\$72,471	50.1	No
Ballan Arboretum	Ballan "Home of Notable Trees"	Brochure showcasing the notable trees in Ballan	\$5,000	\$9,000	\$77,471	50	2014
<b>Total</b>			<b>\$77,471</b>	<b>\$166,509</b>			

**Events Grants:**

Groups demonstrating Council Policy criteria of, or better than, a score of 71.00 may be provided with funding if Council so determine.

<b>Name of Organisation</b>	<b>Project Name</b>	<b>Brief Description of Project</b>	<b>Requested Amount</b>	<b>Project Total Value</b>	<b>Progressive Total</b>	<b>Policy Score</b>	<b>Previous Community Grant awarded</b>
Myrniong Primary School	Christmas in Winter Fundraiser	School Fundraising event	\$3,000	\$7,062	\$3,000	71.70	Parents group received an Arts grant in Winter 2015
Moorabool Laughing Group	Moorabool Laughing Group	Community Laughing workshop	\$3,000	\$6,000	\$6,000	65.60	No
Ladies Probus Club Bacchus Marsh	Trip to foster social connection for isolated members of the community	Holiday to for those who are living alone in the community.	\$3,000	\$33,000	\$9,000	51.30	No
<b>TOTAL</b>			<b>\$9,000</b>	<b>\$46,062</b>			

**Arts Grants:**

Groups demonstrating Council Policy criteria of, or better than a score of 76 may be provided with funding if Council so determine.

<b>Name of Organisation/Artist</b>	<b>Project Name</b>	<b>Brief Project Description</b>	<b>Requested Amount</b>	<b>Project Total Value</b>	<b>Progressive Total</b>	<b>Policy Score</b>	<b>Previous Community Grant awarded</b>
Bacchus Marsh Arts Council	Develop and Art Exhibition Space at Bacchus Marsh Public Hall	Installation of an exhibition space at the Bacchus Marsh Public Hall	\$1,150	\$2,325	\$1,150	78.30	No
Ballan District Health and Care	Ballan Hospital Book: 72 Years of Fundraising and 50 Years of Service	Ballan Hospital Book	\$3,000	\$20,500	\$4,150	78.20	Received a strengthening Grant Winter 2015
Water Colours Painting Group	Bacchus Marsh U3A Watercolours Painting Group	Supplies for watercolours group	\$2,000	\$4,000	\$6,150	77.20	No

Name of Organisation/Artist	Project Name	Brief Project Description	Requested Amount	Project Total Value	Progressive Total	Policy Score	Previous Community Grant awarded
Ballan Community Choir	Ballan Community Choir – Everyone has a Voice	To create a choir for the Ballan and District area	\$1,000	\$2,000	\$7,150	76.90	No
Moorabool Light Orchestra	Moorabool Light Orchestra	Expansion of the Moorabool Light Orchestra program across	\$3,000	\$98,450	\$10,150	76.10	No
Myrniong Primary School	Australian Animals Fence Decorations	Australian Animals Fence Decorations	\$526	\$976	\$10,676	56.80	Parents Group Received an Arts Grant Winter 2015
<b>TOTAL</b>			<b>\$10,676</b>	<b>\$128,251</b>			



**Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Community Wellbeing
<b>Objective</b>	Community Self Reliance
<b>Strategy</b>	Provide community development support and partnership projects

The proposed allocation of grants under the Community Grants Summer 2016 Program is consistent with the 2013-2017 Council Plan.

**Financial Implications**

Consistent with the Community Grants Policy and 2015/16 budget allocation, a total of \$70,000 is available for allocation in the Summer 2016 round: \$50,000 for Community Strengthening, \$10,000 for Events, \$10,000 for Arts. The total of grants being recommended for allocation in this round is \$63,415.

**Risk & Occupational Health & Safety Issues**

<b>Risk Identifier</b>	<b>Detail of Risk</b>	<b>Risk rating</b>	<b>Control/s</b>
Project timelines	Grant recipients exceeding prescribed timelines	Medium	-Terms and conditions agreements required to be signed by grant recipients -Scheduled monitoring of projects
Financial	Grant recipients appropriate expenditure of Council funds	Medium	- Terms and conditions agreements required to be signed by grant recipients -Grant acquittal required upon completion of projects

**Community Engagement Strategy**

<b>Level of Engagement</b>	<b>Stakeholder</b>	<b>Activities</b>	<b>Location</b>	<b>Date</b>	<b>Outcome</b>
Consult	Community Groups	Meetings with applicant groups	Various	February 2016	Applicants groups supported to submit applications

## **Communications and Consultation Strategy**

Applicants for the summer 2016 round of Community Grants Program will be advised in writing that they will be notified of the outcomes of their grant applications in April 2016.

Community Development Officers will provide feedback to unsuccessful applicant groups via meetings or phone contact. Feedback will include:

- Advice to applicant groups of the relative strengths and areas for improvement in their Community Grant applications
- Options for alternative funding
- Supporting a group to re-lodge their application in the next appropriate round of Community Grants Program

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

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

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

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

*General Manager – Danny Colgan*

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

*Author – Renae Knight*

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

## **Conclusion**

Applications received under the “Summer 2016” round of Community Grants are reflective of the diverse range of activities that community groups are engaged in and the areas in need of financial support from Council. In total, 29 applications were received across the three program categories: Community Strengthening (20), Events (3) and Arts (6).

This is the sixth round of Community Grants under the revised Community Grants Policy and Guidelines adopted by the Council on the 4 September 2013. The standard of applications in this round was very high, which is demonstrated by the higher scores achieved by most applications. The majority of applicants met with Community development Officers prior to submitting an application, which may demonstrate why applications were of a high standard.

**Recommendation:****1. That the Council allocates the following grants in the Community Strengthening Grant category:**

<b>Name of Organisation</b>	<b>Project Name</b>	<b>Recommended Amount</b>
Ballan Bowling Club Inc.	Ballan Bowling Club – New Concrete Path	\$3,941
Gordon Recreation Reserve	Gordon Recreation Reserve - Storage Solutions	\$5,000
Ballan Recreation Reserve	Ballan Rec Reserve Water Storage Capacity	\$5,000
Rotary Club of Bacchus Marsh	Purchase of new Trailer Cool Room	\$5,000
Acrofun Bacchus Marsh	Purchase of Safety Mats	\$5,000
Ballan Men's Shed	Dust Extraction Delivery & Disposal Construction	\$4,285
Ballan Racecourse	New entrance for the Recreation Reserve	\$5,000
Rotary Club of Ballan and District	Tag Off Ballan	\$5,000
Myrniong & District Seniors Luncheon	Cooking facilities for the Myrniong and District Seniors Luncheon Group	\$1,879
Elaine Cricket Club	Baggy Caps & Floppy Sun Hats	\$1,000
Springbank Football Club	Fridge Replacement at Club Rooms	\$4,160
Lions Club Bacchus Marsh	Lions Train & Carriage Restoration	\$5,000
<b>Total</b>		<b>\$50,265</b>

2. That the Council allocates the following grants in the Community Events Grant category:

Name of Organisation	Project Name	Recommended Amount
Myrniong Primary School	Christmas in Winter Fundraiser	\$3,000
<b>Total</b>		<b>\$3,000</b>

3. That the Council allocates the following grants in the Community Arts Grant category:


Name of Organisation/Artist	Project Name	Recommended Amount
Bacchus Marsh Arts Council	Develop and Art Exhibition Space at BM Public Hall	\$1,150
Ballan District Health and Care	Ballan Hospital Book: 72 Years of Fundraising and 50 Years of Service	\$3,000
Watercolours Painting Group	Bacchus Marsh U3A Watercolours Painting Group	\$2,000
Ballan Community Choir	Ballan Community Choir – Everyone has a Voice	\$1,000
Moorabool Light Orchestra	Moorabool Light Orchestra	\$3,000
<b>Total</b>		<b>\$10,150</b>

4. That all applicants be notified in writing of the outcome of their application.
5. That Council Staff provide feedback to unsuccessful groups and provide suggestions for alternative funding, or how the group may choose to improve and re-develop their application for submission to the next appropriate round of the Community Grants Program.

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#### Report Authorisation

Authorised by:

  
**Name:** Danny Colgan  
**Title:** General Manager, Community Services  
**Date:** Thursday, 14 April 2016

### **10.3.2 Bacchus Marsh and Melton Poultry Club and Footscray and District Poultry Club Lease Agreement**

#### **Introduction**

File No.: 471850  
Author: Troy Scoble  
General Manager: Danny Colgan

The purpose of this report is to recommend that the Council enter into a lease with the Bacchus Marsh and Melton Poultry Club and the Footscray and District Poultry Club situated at the Bacchus Marsh Racecourse and Recreation Reserve.

#### **Background**

The Bacchus Marsh and Melton Poultry Club and the Footscray and District Poultry Club has operated at the Bacchus Marsh Racecourse and Recreation Reserve for many years prior to Council being granted land management of the reserve by the Victorian Government. Prior to the Council becoming land manager, the Poultry Clubs managed the facilities they occupy under a Crown Land (Reserves) Act 1978 licence agreement. The Poultry clubs share occupancy of the facility under a Memorandum of Understanding which outlines each clubs obligations including financial.

Discussions have been held with the Poultry Clubs to establish a lease agreement that provide exclusive rights to the clubs for the management, maintenance and operation of the Poultry Club Facilities at the Bacchus Marsh Racecourse and Recreation Reserve.

The Council Plan 2013-2017 includes a commitment to undertake a review of the master plan for the Bacchus Marsh Racecourse and Recreation Reserve inclusive of the area under the management of the Poultry Clubs. This review has been completed and the revised Reserve Master Plan adopted at the September 2015 Ordinary Meeting of Council. This lease agreement is consistent with recommended future development for the Poultry Club facilities at the reserve.

#### **Proposed Terms of the Lease Agreement**

##### Tenure

It is proposed that the term of the lease be seven years with two additional seven year options. The proposed term of the lease is suitable given the significant investment that both the clubs have already made to the Poultry Club facilities and the future plans the Club has to improve the facilities with significant investment from the governing association available once a lease agreement is entered into. It is proposed that the draft lease contain a provision that provides Council with the rights to undertake any further developments at the reserve in consultation with the Clubs to ensure there is no disadvantage to the club. This provides Council with opportunities to consider outcomes from the master planning of the reserve in consultation with the Club in the future.

Under section 190 of the Local Government Act (the Act), if a lease is to be for 10 years or more, then the Council is required to publish a public notice of the proposed lease and allow the community four weeks to make a submission under S223 of the Act.

### Maintenance / Management

The lease agreement provides the Poultry Clubs with exclusive management and usage rights in return for the Clubs undertaking the majority of maintenance required at the facility.

It is proposed that as land manager the Council be responsible for the following:

- The initial entrance roadway into the reserve that provides access to the facilities.
- Any future service infrastructure costs including sewer and power installations.

The Poultry Clubs currently pay user fees to the value of \$215 per club (\$530 total) for the use of the facilities. The clubs have proposed to continue to pay fees at this level with an increase annually no greater than the Consumer Price Index to continue to contribute toward the management and maintenance of the common areas around the facilities that provide access to their facility. It is recommended that the fees be reviewed at the end of the first 7 years of the agreement.

### **Proposal**

Section 190 of the Local Government Act 1989, the Council has a restriction of power to lease land. The section is as follows:-

- (1) A Council's power to lease any land to any person is limited to leases for a term of 50 years or less.
- (2) Subject to any other Act, if a Council leases any land to any person subject to any exceptions, reservations, covenants and conditions, it must comply with this section.
- (3) If the lease is to be –
  - (a) for 1 year or more and –
    - (i) the rent for any period of the lease is \$50,000 or more a year; or
    - (ii) the current market rental value of the land is \$50,000 or more a year; or
  - (b) for 10 years or more; or
  - (c) a building or improving lease –

the Council must at least 4 weeks before the lease is made, publish a public notice of the proposed lease.

- (4) A person has a right to make a submission under section 223 on the proposed lease.

**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 wellbeing through the provision of recreation facilities, open space, programs and activities.

The proposed lease with the Bacchus Marsh and Melton Poultry Club and the Footscray and District Poultry Club is consistent with the 2013-2017 Council Plan.

**Financial Implications**

The Bacchus Marsh and Melton Poultry Club and the Footscray and District Poultry Club Lease Agreement outlines conditions of responsibility for Council to be implemented over the course of the agreement. Officers will continue to source funding and resource opportunities both internally and externally to implement these actions.

The clubs have proposed to continue to pay an annual user fee to contribute toward the common (shared use) areas on the reserve that provide access to the Poultry Club facility.

**Risk & Occupational Health & Safety Issues**

<b>Risk Identifier</b>	<b>Detail of Risk</b>	<b>Risk Rating</b>	<b>Control/s</b>
Governance	Suitable agreement required to outline roles and responsibilities of Council and the user groups in the management of the Poultry Club Facility	Medium	Ensure suitable agreement is put in place to protect both parties to the agreement.

## **Communications and Consultation Strategy**

To comply with Section 190 of the Local Government Act 1989, the Council is required to give four weeks public notice of its intention to enter into a lease of 10 years or more for the lease of land which includes a building. The public then have the right to make public submissions in accordance with Section 223 of the Act.

Community Engagement has been undertaken with the Bacchus Marsh and Melton Poultry Club and the Footscray and District Poultry Club, the Bacchus Marsh Racecourse Recreation Reserve Committee of Management and the Department of Environment, Land, Water and Planning.

## **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 Bacchus Marsh and Melton Poultry Club and the Footscray and District Poultry Club has operated the Poultry Club facilities at the Bacchus Marsh Racecourse and Recreation Reserve for many years. Council Staff have been in discussions with the Clubs to establish a lease agreement that provides exclusive rights to the Clubs for the management, maintenance and operation of the Poultry Club facilities at the Bacchus Marsh Racecourse and Recreation Reserve.

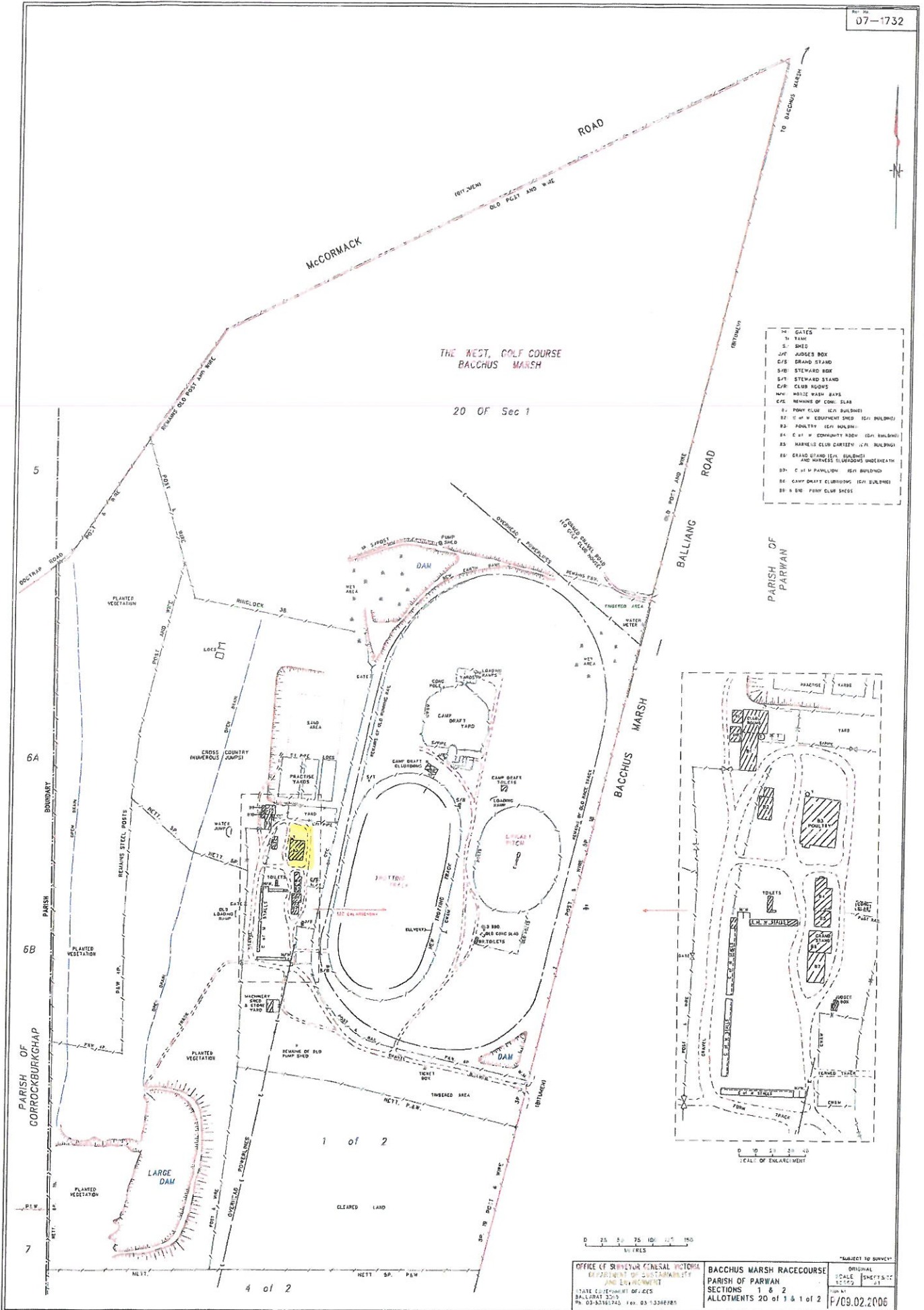


**Recommendation:**

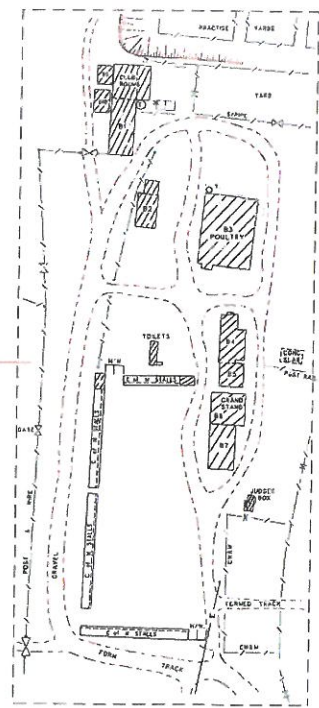
1. That Council resolves to enter into a lease with the Bacchus Marsh and Melton Poultry Club and the Footscray and District Poultry Club for the lease of the Bacchus Marsh Racecourse and Recreation Reserve Poultry Club Facilities under the following conditions:
    - a) An initial term of seven years plus two further seven year options.
    - b) An annual lease fee of \$530 per annum (increase annually by CPI) for the first seven year term of the lease with the fee to be reviewed at the conclusion of the seven period.
    - c) Council will maintain the areas of the roadway entrance into the reserve that provides access to the Poultry Club Facility as outlined in attached map in Attachment 10.3.2.
    - d) The Council reserves the right to undertake any future development works at the site (minor or major capital works projects). Any works will be planned and undertaken in consultation and agreement with the Bacchus Marsh and Melton Poultry Club and the Footscray and District Poultry Club.
  2. That Council, in accordance with section 190 of the Local Government Act 1989, gives four weeks public notice of its intention to enter into a lease for a term of seven years with two seven year options with the Bacchus Marsh and Melton Poultry Club and the Footscray and District Poultry Club for the lease of the Bacchus Marsh Racecourse and Recreation Reserve Poultry Club Facilities and seek and consider public submissions under section 223 of the Act.
  3. Following the completion of the public submission process, a further report be presented to Council considering all public submissions received.
- 

**Report Authorisation****Authorised by:****Name:** Danny Colgan**Title:** General Manager Community Services**Date:** Friday, 15 April 2016

# Attachment - Item 10.3.2



- 1. GATES
- 2. YARD
- 3. SHED
- 4/17 JUDGE BOX
- 5/17 GRAND STAND
- 6/17 STEWARD BOX
- 7/17 STEWARD STAND
- 8/17 CLUB HOUSE
- 9/17 HALLIE WASH BAYS
- 10/17 REMAINS OF CONC. SLAB
- 11. POINT KILG (CON. BUILDING)
- 12. C. H. W. EQUIPMENT SHED (CON. BUILDING)
- 13. POULTRY (CON. BUILDING)
- 14. C. H. W. EQUIPMENT ROOM (CON. BUILDING)
- 15. HARBOLD CLUB CARTERS (CON. BUILDING)
- 16. GRAND STAND (CON. BUILDING)
- 17. HALL AND HARBOLD CLUBHOUSE UNDERGROUND
- 18. C. H. W. PAVILION (CON. BUILDING)
- 19. CAMP DRAFT BUILDINGS (CON. BUILDING)
- 20. A. B. POINT CLUB SHEDS



0 10 20 30 40  
SCALE OF ENLARGEMENT

0 25 50 75 100 125 150  
METERS

OFFICE OF SURVEYOR GENERAL VICTORIA DEPARTMENT OF SUSTAINABILITY AND ENVIRONMENT STATE EQUIPMENT OFFICES BALLARAT 3030 Ph. 03-33363242 Fax. 03-33367885	<b>BACCHUS MARSH RACECOURSE</b> <b>PARISH OF PARWAN</b> <b>SECTIONS 1 &amp; 2</b> <b>ALLOTMENTS 20 OF 1 &amp; 1 OF 2</b>	*SUBJECT TO SURVEY* ORIGINAL SCALE SHEETS 1 & 2 F/09.02.2006
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## 10.4 INFRASTRUCTURE SERVICES

### 10.4.1 Capital Improvement Program Quarterly Report – March 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 2015/2016 Capital Improvement Program to 31 March 2016.

#### Implementation of the 2015/2016 Capital Improvement Program

The 2015/2016 Capital Improvement Program currently consists of 79 projects, of which 12 are inactive and cannot commence. Therefore the table below reports on the 67 active projects in terms of percentage. This number will be adjusted throughout the year as other projects become active.

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

- Projects carried forward from 2014/2015 program
- 2015/2016 Council budgeted projects
- Grant funded projects

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

The Engineering Services Unit nominates 6 key stages of the project delivery process and will report with reference to these stages in regard to the overall program status. The table below summarises the overall program status as at 31 March 2016:

CIP Program Delivery Stage	Actual as of 31 March 2016	
	No. of Projects	%
Not Commenced (inactive)	12	-
Not Commenced	1	1.5
Documentation/Design Preparation	2	3.0
Tender/Quote Stage	4	6.0
Project Awarded – Waiting Commencement	11	16.4
In Progress/Under Construction	18	26.9
Complete	31	46.3
<b>TOTAL</b>	<b>67</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.

#### Project amendments

##### *Roads to Recovery Design Package*

The Roads to Recovery Design Package project is now active. The projects listed below are proposed for construction in the draft 2016/17 Capital Improvement Program and require preplanning this financial year. These projects included are;

- Lesters Road, Millbrook road widening (Old Melbourne Road to railway)
- Berry Street, Ballan road widening (Blackwood Street to Spencer Road)
- Inglis Street, Ballan kerb and channel and formalisation of parking (Stead Street to Duncan Street)

##### *ANA Memorial Gates, Maddingley Park*

The restoration of the ANA memorial gates in Maddingley Park is now an active project following consultation with the Maddingley Park Committee of Management. Council officers will be working with the Committee to deliver the project.

##### *Ballan Vintage Machinery Museum*

The council contribution for the construction of the vintage machinery storage shed 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.

##### *Darley Civic Hub Sporting Pavilion*

The sporting pavilion is included within the Darley Early Years Hub construction contract and has a total budget allocation of \$908,500, funded over multiple years.

2013/14 CIP	\$208,500
2014/15 CIP	\$600,000
SRV	\$100,000 (unsuccessful)
<b>TOTAL</b>	<b>\$908,500</b>

Submission of an application to Sport and Recreation Victoria for a grant to the value of \$100,000 has been unsuccessful.

Under the contract, the commencement date for construction of the pavilion is no later than 1 June 2016 or else delay costs will be applied and the construction period extended. Given the unsuccessful grant, a decision to proceed with the project, or not, is required.

The Darley Early Years Hub contract includes a project contingency of \$200,000. In the event the contingency is not exhausted, the \$100,000 shortfall, or part of, can be absorbed within the total contract sum and the remainder either from approval for over expenditure or possible savings in the 2016/17 Capital Program although it is unknown if there will be any.

Given this, and that the project is ready to go, approval to over spend the project budget if necessary is being sought in order to complete the project.

An alternate option would be to cancel this component of the contract and defer construction which may incur a cost in the order of \$100,000 without constructing the facility because economies of scale were achieved when all components were lumped into one contract. This is not the preferred outcome.

#### Program Status

At this stage of the financial year the program is tracking well with 45% of the program complete. A number of projects were awarded and commenced in last quarter with 44% of the program in the 'Project Awarded' or 'In Progress/Under Construction' stage.

#### **Policy Implications**

The 2013-2017 Council Plan provides as follows:

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

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

#### **Financial Implications**

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

Approval to overspend the Darley Civic Hub project is being sought, if necessary, which represents a 2.0% spend over the project budget consisting of the Early Years Hub, Lift Upgrade and Pavilion projects. A breakdown of the Darley Civic Hub project budget is outlined below. An overspend will only be necessary if the full project contingency is used.

Early Years	\$3,650,000	
Pavilion	\$808,500	(was \$908,500, less \$100,000)
Lift	\$250,000	
<b>TOTAL</b>	<b>\$4,708,500</b>	
DEYH Contract	\$4,450,888	
Contingency	\$200,000	
CFA relocation	\$50,000	
PM fees	\$100,000	
<b>TOTAL</b>	<b>\$4,800,888</b>	

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

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

### **Communications Strategy**

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

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

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

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

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

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

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

**General Manager – Phil Jeffrey**

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

**Author – Sam Romaszko**

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

**Conclusion**

This report provides a summary of the progress of the Capital Improvement Program for the first quarter of the 2015/2016 period for the information of Councillors.


**Recommendation:****That Council;**

1. **receives the Capital Improvement Program quarterly report to 31 March 2016.**
2. **authorises officers to proceed with the Darley Sporting Pavilion project without the proposed \$100,000 grant and over spend the project budget, if required, to undertake the works.**

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

**Name:** Phil Jeffrey  
**Title:** General Manager Infrastructure  
**Date:** Wednesday, 27 April 2016








# Attachment - Item 10.4.1



2015/16  
Capital Improvement Program  
Quarterly Report  
March 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	30/03/2017	5	\$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.

## 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	06/05/2016	40	\$592,911	

Project was awarded to Patten Pavement Services Pty Ltd. Works commenced on site in February 2016 and scheduled for completion in May 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	22/04/2016	95	\$97,500	

Project was awarded to Enoch Civil Pty Ltd. Works commenced on site in February 2016 and scheduled for completion in April 2016. Over expenditure was due to a change of scope to include full depth asphalt to the intersection. As a result the project is \$37,500 over budget.

## 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 McCarthys 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	0	\$50,000	

Project has been awarded to Bitu Mill Pty Ltd, with anticipated completion 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	25/03/2015	40	\$270,000	

Project is being carried out by the Operations Department. Works commenced on site in March 2016 and scheduled for completion in April 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 was due to unsuitable subgrade conditions which required stabilisation. As a result of these conditions the project is \$19,960 over budget.

### 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	30/4/2015	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 was due to the volume of regulation required. As a result of this variation, the project is \$19,831 over budget.

### 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	26/04/2016	29/04/2016	0	\$30,318	

Project has been awarded to Fulton Hogan Pty Ltd, with anticipated completion in April 2016.

### 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	26/02/2016	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	26/02/2016	100	\$33,000	

Project was awarded to Techrds Design Pty Ltd and completed in January 2016. Over expenditure was due to the inclusion of additional stages along Ballan Meredith Rd for future construction. The over expenditure of \$9,000 was contained within the overall road preplanning budget.

### 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	26/02/2016	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	26/04/2016	12/08/2016	0	\$1,234,080	

Project has been awarded to Bitu-Mill Pty Ltd, with commencement of construction anticipated in April 2016 and scheduled for completion in August 2016.

### 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	10/06/2016	0	\$385,000	

Project has been awarded to Bitu-Mill Pty Ltd, with commencement of construction anticipated in May 2016 and scheduled for completion 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	31/05/2016	0	\$250,000	

Project has been awarded to Bitu-Mill Pty Ltd, with commencement of construction anticipated in April 2016 and scheduled for completion in May 2016.

### Berry St, Ballan - Preplanning

Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Rehabilitation – Preplanning Allocation	01/03/2016	30/06/2016	0	\$25,000	

Preplanning is currently underway with completion anticipated for June 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	30/06/2016	0	\$25,000	

Preplanning is currently underway with completion anticipated for June 2016.

### Lesters Rd, Bungaree – Preplanning


Task	Start Date	End Date	% Complete	Budget	Budget Status
Road Widening – Preplanning Allocation	01/03/2016	30/06/2016	0	\$20,000	

Preplanning is currently underway with completion anticipated for 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	10/06/2016	12	\$295,440	


Project is being carried out by the Operations Department. Works commenced on site in March 2016 and scheduled for completion in June 2016. The program consists of 16 roads covering 14.7km of the sealed road network.

- Atkinson Street, Ballan Not commenced
- Austins Rd, Elaine Not commenced
- Ballan Egerton Rd, Mount Egerton Not commenced
- Ballanee Rd, Ballan Not commenced
- Cummings Rd, Parwan Not commenced
- Elaine Morrisons Rd, Elaine Complete
- Gillespies Lane, Ballan Not commenced
- Ingliston Rd, Ballan Not commenced
- Kookaburra Rd, Lal Lal Complete
- La Cote Rd, Greendale Not commenced
- Mollonghip Rd, Springbank In Progress
- Myrmiong Korobeit Rd, Greendale Not commenced
- Old Melbourne Rd, Dunnstown Not commenced
- Roch Court, Ballan Not commenced
- Windle St, Ballan Not commenced
- Yendon No 1 Rd, Buninyong Not commenced

## 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	22/04/2016	90	\$753,500	

Project is being carried out by the Operations Department and commenced in September 2015 and scheduled for completion in April 2016. The program consists 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
- McDonalds Lane, Mount Egerton Complete
- Osborne St, Maddingley Complete
- Sand Rd, Grenville Not commenced
- Skeltons Rd, Lal Lal Complete

- 
- Spargo Blakeville Rd, Blakeville Complete
  - South Maddingley Rd, Maddingley Complete
  - Stone Hut Rd, Ballan Complete
-

## 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	31/05/2016	40	\$70,000	

Project was awarded to Pitt & Sherry Pty Ltd. Design work commenced in January and is scheduled for completion in May 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	31/05/2016	0	\$25,000	

Project has been awarded to Bitu Mill Pty Ltd with commencement anticipated in April 2016 and scheduled for completion in May 2016.

### 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	31/05/2016	60	\$40,000	

Project was awarded to Driscoll Engineering Services Pty Ltd. Design work commenced in February and is scheduled for completion in May 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	24/12/2016	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	10/06/2016	0	\$400,000	

Project has been awarded to Niche Industries Pty Ltd with commencement anticipated in April 2016 and scheduled for completion 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	22/02/2016	04/03/2016	25	\$55,687	

Project was awarded to Rustel Pty Ltd. Works commenced on site in March 2016 and scheduled for completion in April 2016. Over expenditure is due a change of scope which included kerb and channel construction and drainage amendments at the intersection of Raglan St and Fitzroy St. As a result of these variations, the total project is \$10,400 over budget.

### 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 was due to an increase in scope which included additional pram ramps and footpath to link with existing pathways in Raglan St, Albert St and Wellington St. As a result of these variations, the total project is \$26,275.78 over budget.

### Labilliere St, Maddingley – New footpath

Adjacent to Bacchus Marsh Leisure Centre

Task	Start Date	End Date	% Complete	Budget	Budget Status
New footpath construction	24/8/2105	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	13/05/2016	0	\$20,000	

Project includes Project will be carried out by the Operations Department with anticipated completion in May 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	22/04/2016	80	\$172,000	

Project was awarded to Rustel Pty Ltd, Works commenced on-site during school holidays in January 2016 and have resumed in the March school holidays to complete the project. Over expenditure is due to an increase in scope which included a new 1.5m wide concrete footpath on the west side of Halletts Way from Grey St to Durham St. As a result of this extra work, the total project is \$27,769 over budget.

### 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	30/03/2016	85	\$320,236	

This project has been awarded to Rustel Pty Ltd. Footpath concrete works are complete with street furniture installing and landscaping scheduled for completion in April 2016.

### 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	30/03/2016	95	\$50,000	

This project has been awarded to Rustel Pty Ltd. Footpath concrete works are complete with street furniture installing and landscaping scheduled for completion in April 2016.

## 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	31/03/2016	60	\$50,000	

Project is being carried out by the Operations Department. Works commenced on site in March 2016 and scheduled for completion in April 2016. Over expenditure is due to an increase in scope which included pavement regulation, kerb and channel replacement and service alterations. As a result of these variations, the project is \$27,467 over budget.

### Hall St, Ballan – Preplanning


Hall St

Task	Start Date	End Date	% Complete	Budget	Budget Status
Upgrade of existing culvert	01/10/2015	29/04/2016	90	\$20,000	

Project has been awarded to TGM Pty Ltd. Preplanning works are currently in progress with completion scheduled for April 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	29/04/2016	90	\$20,000	

Project has been awarded to TGM Pty Ltd. Preplanning works are currently in progress with completion scheduled for April 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 was completed in December 2015.

## 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 was due to increased costs in concrete foundations through poor site conditions. As a result of these conditions, the total project is \$18,000 over budget.

### 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 Sheeoak Ridge Pty Ltd and completed in January 2016. Over expenditure was due to higher than anticipated costs to fully service the toilet facility. As a result of these costs, the total project is \$34,809 over budget.

### 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. Over expenditure was due to an increased scope of works which was fully funded by the Athletics Club.

### Dunnstow Recreation Reserve, Dunnstow

Task	Start Date	End Date	% Complete	Budget	Budget Status
Installation of Lighting to Tennis/Netball court including power upgrade	26/04/2016	20/05/2016	0	\$90,000	

Quotations are currently being evaluated with project commencement scheduled for April 2016.

### 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	31/12/2015	50	\$385,000	

Project was awarded to Land Design Partnership Pty Ltd. The masterplan has been adopted by Council and the preliminary design is currently being finalised.


### 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	0	\$7,500	

Project has been awarded to Action Alliance Pty Ltd. Council officers are working with the Committee of Management to deliver this project, with completion scheduled 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	\$250,000	


Project was awarded to Mascon Construction Pty Ltd. Works commenced on site in June and completed in October 2015. Over expenditure was due to unforeseen structural works and additional building surveyor requirements throughout the project. As a result of these variations, the total project is \$58,000 over budget. It is noted that a majority of the over expenditure was absorbed in the 2014/15 CIP.

### 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 with construction anticipated for 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	15	\$3,650,000	

Project was awarded to MacNeil Group Pty Ltd. Works commenced on site in February and 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	0	\$908,500	

Project has been awarded to MacNeil Group Pty Ltd. Advice has been received that the external funding application was not successful.


## CORPORATE BUILDINGS PROGRAM

### Lerderderg Library Acoustics

Task	Start Date	End Date	% Complete	Budget	Budget Status
Improvements to acoustics within the library	01/03/2016	30/03/2016	10	\$55,000	

Document preparation is currently underway with project commencement scheduled for May 2016.

### Darley Office Lift Improvements


Task	Start Date	End Date	% Complete	Budget	Budget Status
Provision of a compliant lift	01/05/2016	31/07/2016	0	\$250,000	

Project has been awarded to MacNeil Group Pty Ltd, with commencement anticipate in May 2016 and scheduled for completion in July 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	30/04/2016	0	\$8,000	

Installation of bus shelters are based on requests from residents and constructed as required throughout the year.


## NON COUNCIL LAND/BUILDINGS PROGRAM

### Gordon Tennis Court Reconstruction

Task	Start Date	End Date	% Complete	Budget	Budget Status
Reconstruction of Tennis Courts	6/7/2015	12/02/2016	100	\$108,250	

Project was awarded to Rustel Pty Ltd and completed in March 2016. Over expenditure was due to funding issues during the preliminary stages of the project. As a result of these issues, the project is \$31,875 over budget.

### 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 and is currently on hold pending an external funding contribution from Regional Development Victoria. A funding application has been submitted, with an outcome known in June 2016.

### 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 is currently on hold pending an external funding contribution.

### 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

This project has been funded through the 2015/16 Community Development Fund and is currently on hold pending an external funding contribution through the Department of Veteran Affairs. A funding application has been submitted, with an outcome known in June 2016.

### 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. Advice has been received that the external funding application was not successful. Feedback is being sought on the outcomes of the application.

### 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 and is currently on hold pending an external funding contribution from Department of Health and Human Services.

### 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. Advice has been received that the external funding application was not successful. Feedback is being sought on the outcomes of the application.

### Maddingley Park - Lighting

Task	Start Date	End Date	% Complete	Budget	Council contribution
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Lighting of pathway			0	\$140,000	\$45,000
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This project allocation has been funded through the 2014/15 CIP. There is no external funding opportunity at this time.

### Avenue of Honour, Bacchus Marsh

Task	Start Date	End Date	% Complete	Budget	Council contribution
Feasibility Study into the Avenue of Honour			0	\$30,000	\$10,000

This project has been funded through the 2013/14 CIP. Advice received indicates funding is not available, and as a result Council officers are working on a revised scope of works.

### 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 and is currently on hold pending an external funding contribution through Regional Development Victoria. An application has been submitted, with an outcome known in June 2016.

### 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 and is currently on hold pending an external funding contribution through Regional Development Victoria. An application has been submitted, with an outcome known in June 2016.

### 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 and is currently on hold pending an external funding contribution through Regional Development Victoria. An application has been submitted, with an outcome known in June 2016.

### 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 funding is not available, and as a result Council officers are working with the Committee of Management to revise the scope of work.

### Ballan Depot

Task	Start Date	End Date	% Complete	Budget	Council contribution
Preplanning for new Ballan Depot			0	\$64,000	\$64,000

This project is on hold pending further CFA investigations.

## 10.4.2 Energy Efficient Street Lighting

### Introduction

Author: John Miller  
General Manager: Phil Jeffrey

Upgrading to Light Emitting Diode (LED) lighting will save \$134,000 on running costs, reduce greenhouse emissions in year one and the project could be cash flow positive in 7-10 years.

A report was presented to the Place Making Advisory Committee on 20 April 2016, where the following was resolved:

*That the Place Making Advisory Committee:*

- 1. Provides in principle support to the upgrade of street and public place lighting to LED technology where practicable.*
- 2. Recommends to Council that it refers funding for bulk street light changeover to the 2017/18 annual budget process.*
- 3. Requests that a further briefing be presented to Council as part of the 2017/18 annual budget process, outlining changes to street lighting implementation, funding options or technology for consideration.*

*CARRIED.*

### Background

Council has a responsibility to provide a safe environment for its community through the provision street and public place lighting. Council's Street and Public Place Lighting Policy establishes the guidelines for the provision of lighting.

The most common street lamp throughout Moorabool is the 80-Watt Mercury Vapour street light (80WMV), however over recent years, technology around street lighting has improved considerably. This has resulted in the opportunity for significant cost savings for Councils through the upgrade of the existing 80WMV street lights. In Victoria, 68 of the 79 Councils have already completed a bulk changeover of existing lighting.

In this regard, one of the actions in the 2015/16 Council Plan is to 'resolve Council's position in relation to energy efficient street lighting.' Officers engaged Ironbark Sustainability to prepare a business case on energy efficient lighting, which forms the basis of this report.

### Proposal

All street and public place lighting is managed by distribution company Powercor. Council pays an annual service charge for maintenance (OMR) of the light and pole over its life, in addition to charges for electricity usage.

At last count, Council has a total 2,069 streetlights, of which 1,950 are able to be replaced with a more energy efficient option as outlined below. This number changes as new developments are completed.

	<b>Non Decorative</b>	<b>Decorative</b>	<b>Total</b>
80WMV	1,919	25	<b>1,944</b>
125WMV	6	0	<b>6</b>
<b>Total</b>	<b>1,925</b>	<b>25</b>	<b>1,950</b>

These streetlights can be replaced by T5, Compact Fluorescent or LED streetlights, which reduce energy usage by 68%, 62% and 77% respectively, compared to the existing Mercury Vapour streetlights that are currently installed. In addition to offering lower costs, energy consumption and greenhouse emissions, the new lights can provide better lighting outcomes including lower glare, better colour and visibility and less depreciation of light output over time.

The 80WMV street lights that are in use, cost 437% more in electricity compared to LEDs. Even when you take into account the capital cost of the materials (new lights), installation costs, project management and other costs (such as residual value of old lights), bulk replacement projects demonstrate high returns on investment and can pay themselves back in as little as eight years.

#### Technology Options

There are currently 3 streetlight replacement options for Council to choose from being T5, Compact Fluorescent or LED streetlights, which reduce energy usage by 68%, 62% and 77% respectively, compared to the existing Mercury Vapour. However, given the advancement in LED technology, the price of LEDs is rapidly decreasing and is becoming more and more affordable. As shown below, although T5 has a lower cost than LED, the cumulative net savings is about 50% more for LED and the greenhouse saving is approximately 10% more.

As a result, it would make sense for Council to adopt LED technology instead of T5.

#### Savings

Total OMR for 80WMVs is around \$50/luminaire/year and the LED around \$20/luminaire/year. This equates to an annual saving of \$57,000 and coupled with reduced energy costs of \$77,000 amounts to an annual operating cost saving in the order of \$134,000. Based on modelled scenarios for an LED implementation over 1 year, the total cumulative savings for OMR and energy cost over 20 years is approximately \$3,332,000, subtracting the initial outlay of \$858,000, this will give Council a net cash flow of \$2,474,000. The project would become cash flow positive at year 7. These figures do not include any interest payments related to borrowings for this project.

#### Greenhouse Emissions

LED lamps are substantially more efficient than current Mercury Vapour lamps. It is estimated that the total savings in greenhouse emissions over 20 years is approximately 14,149 tonnes. This is equivalent to taking 3,290 cars off the road per year or running 6,738 fridges. The greenhouse savings are

expected to decline the longer Council delays the program. This is as a result of the overall electricity system becoming less reliant on fossil fuels over time.

### Procurement

On 1st September 2012 MAV Procurement set up a bulk procurement panel for lighting materials on behalf of 40 of the 79 Victorian councils. This was a public competitive tender process on behalf of these 40 councils for the Appointment of a Panel of Providers for Approved Energy Efficient Street Lighting Hardware (Luminaires and associated PE Cells).

Effective 22 June 2014, Ministerial approval has now been granted under section 186(5)(c) of the Local Government Act 1989 in relation to all contracts entered into by councils through MAV Procurement. Approval was granted on the basis that contracts entered through MAV Procurement will provide councils access to suppliers selected through a competitive process, and that leveraging the combined purchasing power of councils will result in economies of scale and long term savings. As a result, Victorian Councils can receive discounted prices for energy efficient lights such as LEDs and compact fluorescents lights with no tender process required to be undertaken.

### The Process for Councils

The standing panel of approved lights allows Councils to purchase directly without going out to tender, even if it's over the Local Government Act threshold. The panel was free for Councils to join and access and there are no obligations to use the panel (i.e. Councils may still tender for lights separately).

Councils receive an excel spreadsheet with all the lighting prices at bulk discount rates. They are then able to contact the supplier directly and purchase lights, even if the total amount is above Council's tender threshold, as MAV Procurement have already completed the tender process on each Council's behalf. Councils are not required to seek quotations or go to tender. The panel contains all currently approved energy efficient street lights and is refreshed regularly as new lighting becomes approved or if suppliers wish to reduce their prices. It only covers to hardware, and does not include installation, project management or maintenance of lights.

### Funding

There are currently no available grants for such a program so two funding options available:

1. The Clean Energy Finance Corporation (CEFC) is a financing mechanism for energy efficiency projects. It has been in operation since 2012 and provides financing to businesses and Councils for energy efficiency projects. Energy efficient street lighting projects have been approved by the CEFC over the past 4 years. The CEFC has also partnered with larger lending institutions and banks who indicated that they are ready to provide finance for these types of projects because of the guaranteed energy savings and relatively low risk profile.
2. Source a loan from Council's preferred financial institution.

The savings in electricity, operations and maintenance can be used to service the loan repayments.

### 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>	Management of Assets and Infrastructure
<b>Strategy</b>	Proactive maintenance of buildings, structures, public amenities and community facilities.

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

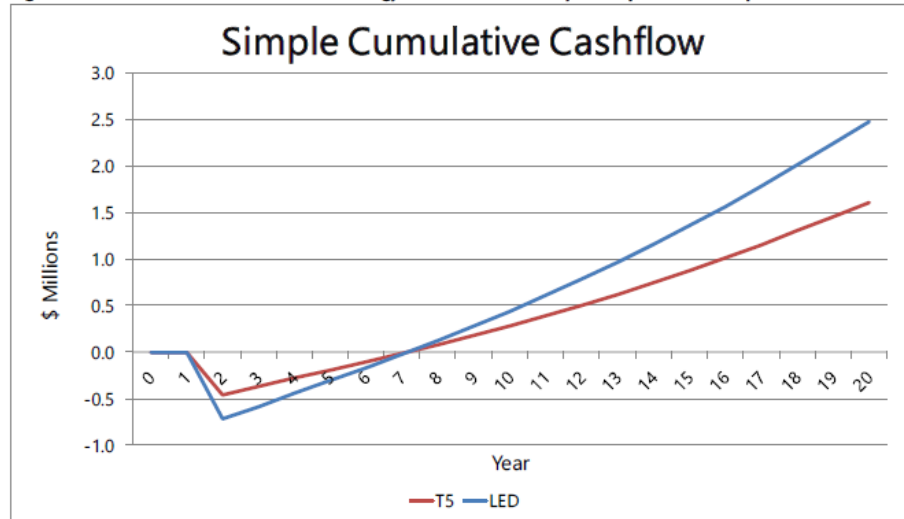
### Financial Implications

Although the LED project will be cash flow positive in 10 years (including interest payments on borrowings for the project) it needs to be considered in light of funding options and the impact on borrowing levels. Based on an analysis, the project is considered extremely viable and warrants consideration. Given the large capital projects that Council is currently undertaking, debt levels are relatively high therefore it is being recommended that its implementation be referred to the 2017/18 budget process as a new initiative. This will also enable it to be included in the 2017/18 version of the SFP.

The table below summarise the difference between the scenarios for T5s and LEDs with a 1-year implementation period (excluding interest).

	<b>T5</b>	<b>LED</b>
Total Cumulative Project Cost	\$547,033	\$857,901
Cumulative Simple Net Savings	\$1,608,785	\$2,474,057
Net Present Value	\$1,011,321	\$1,555,632
Cumulative Greenhouse Savings from commencement (20 years, tCO <sub>2</sub> –e)	12,553	14,149
Year at which the project is cash flow positive	8	8

Figure 2: Cumulative cash flows of technology scenarios with a 1 year implementation period



The table below summarise the cash flow projection over a 20-year period for a 1-year implementation for LED lights and may be subject to change. Projections are based on average price modelling from Government information papers.

Please note that these figures do not include any costs associated with borrowings for this project (ie. interest).

Year	Thousands of \$				
	Annual OMR Cost Saving	Annual Energy Cost Saving	Council Project Cost	Annual Net Cash Flow	Cumulative Project Cash Flow
2015	0.00	0.00	0.00	0.00	0.00
2016	0.00	0.00	0.00	0.00	0.00
2017	57.69	77.86	857.90	-722.35	-722.35
2018	59.42	77.32	0.00	136.74	-585.62
2019	61.20	76.77	0.00	137.98	-447.64
2020	63.04	76.24	0.00	139.28	-308.36
2021	64.93	75.70	0.00	140.63	-167.73
2022	66.88	75.17	0.00	142.05	-25.68
2023	68.88	79.27	0.00	148.15	122.47
2024	70.95	83.59	0.00	154.54	277.01
2025	73.08	88.15	0.00	161.22	438.24
2026	75.27	92.95	0.00	168.22	606.46
2027	77.53	98.01	0.00	175.54	782.00
2028	79.85	103.36	0.00	183.21	965.21
2029	82.25	108.99	0.00	191.24	1,156.45
2030	84.72	114.93	0.00	199.65	1,356.10
2031	87.26	121.19	0.00	208.45	1,564.55
2032	89.88	127.80	0.00	217.67	1,782.22
2033	92.57	131.44	0.00	244.02	2,006.24
2034	95.35	135.20	0.00	230.55	2,236.79
2035	98.21	139.06	0.00	237.27	2,474.06
<b>Total</b>	<b>1,449</b>	<b>1,883</b>	<b>858</b>	<b>2,474</b>	

## Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Financial	Cost savings to Council are not as anticipated	Low	Supervision of ongoing financials
Occupational Health & Safety	Risk of physical injury	Low	Replacement to be undertaken by a contractor with suitable OH&S systems and procedures in place.

## Communications Strategy

Should a bulk replacement be approved, the initiative would be promoted to residents through social and local print media.

## Victorian Charter of Human Rights and Responsibilities Act 2006

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

## Officer's Declaration of Conflict of Interests

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

*General Manager – Phil Jeffrey*

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

*Author – John Miller*

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

## Conclusion

Over recent years, technology around street lighting has improved considerably, resulting in the potential for savings on both maintenance and usage costs to Council.

A business case has been prepared and determined that upgrading to LED lighting will save Council on running costs and reduce Greenhouse emissions from year one, and the project will be cash flow positive in 7-10 years, providing even greater savings into the future for the community.



As such, it is recommended that Council provides in principle support to a bulk changeover project to the more energy efficient street light option and refers its funding to the 2017/18 budget process.

**Recommendation:**

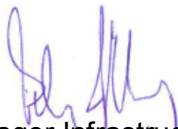
**That Council:**

1. provides in principle support to the upgrade of street and public place lighting to LED technology where practicable.
2. recommends to Council that it refers funding for bulk street light changeover to the 2017/18 annual budget process.
3. requests that a further briefing be presented to Council as part of the 2017/18 annual budget process, outlining changes to street lighting implementation, funding options or technology for consideration.

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**Report Authorisation**

**Authorised by:**

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Wednesday, 27 April 2016

# Attachment - Item 10.4.2(a)



Prepared for  
**Moorabool Shire Council**

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## About Ironbark Sustainability

Ironbark Sustainability is a specialist local government consultancy that works with councils around Australia by assisting them to reduce energy and water usage through sustainable asset and data management and on-the-ground implementation.

Ironbark has been operating since 2005 and brings together decades of technical and financial analysis, maintenance and implementation experience in the areas of energy & water auditing, and public lighting technologies and management.

Ironbark provides public lighting support nationally including technology advice, technology approvals, business cases and project management. Ironbark delivers strategic and specific advice and support for the establishment of effective environmental management systems for government and business clients. We pride ourselves on supporting our clients to manage their operations more sustainably.

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## Our Mission

Ironbark's mission is to facilitate progressive sustainability outcomes through practical and realistic support for councils and their communities.

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## Definitions

<b>AER</b> .....	Australian Energy Regulator
<b>AS/NZS 1158</b> .....	Australian and New Zealand standards for lighting for roads and public spaces.
<b>Category P</b> .....	Pedestrian Category Roads
<b>Category V</b> .....	Vehicle Category Roads
<b>CFL</b> .....	Compact fluorescent lamps are a fluorescent lamp designed to replace HID (High-intensity Discharge Lamps) and incandescent lamps
<b>Colour temperature</b> .....	The measurement of light colour expressed in Kelvin (K). The lower the Kelvin rating the “warmer” or more yellow the light is. The higher the Kelvin rating the “cooler” or more blue the light is.
<b>Control gear</b> .....	An internal component of a street light that ignites the lamp and/or provides a regular flow of electric current to the lamp
<b>HPS</b> .....	High Pressure Sodium lamp
<b>Lamp (globe)</b> .....	The lamp emits light and is located within the luminaire (lantern).
<b>LED</b> .....	Light Emitting Diode
<b>Luminaire</b> .....	A device that distributes, filters or transforms the light emitted by a lamp or lamps and which includes all the items necessary for fixing and protecting these lamps.
<b>MH</b> .....	Metal Halide lamp
<b>MV</b> .....	Mercury Vapour lamp
<b>OMR charges</b> .....	Operation, Maintenance and Replacement service charges are charges attributed to each light, covering management and repairs or replacements due to failures.
<b>PE Cell</b> .....	Photoelectric Cell. Common switching mechanism for street lighting that turns lights on at dusk when ambient light levels drop below a set point. Vice-versa for dawn.
<b>Spacing</b> .....	Spacing refers to the distance between two road lights
<b>T5</b> .....	A new tubular fluorescent lamp providing lower energy use than most current lamps.
<b>WDV</b> .....	Written Down Value. A regulated figure that relates to the book value of the existing assets. When the assets are replaced this figure must be paid out.

## I Summary

Moorabool Shire Council (referred to herein as Council) has engaged Ironbark Sustainability (referred to herein as Ironbark) to produce a Street Lighting Business Case update for the changeover to energy efficient lights (LED and T5), taking into account changes in costs, funding opportunities and updates to maintenance prices. This business case takes into account new LED technology and the latest billing and asset information from Council.

Council has a total of 1,950 streetlights that can be replaced with more energy efficient technologies. This consists of 1,925 non-decorative and 25 decorative streetlights. All lights are owned and managed by the distribution business Powercor. Council pays a service charge to the distributors to maintain the light and pole over its life.

These streetlights<sup>1</sup> can be replaced by T5, Compact Fluorescent or LED streetlights, which reduce energy usage by 68%, 62% and 77% respectively, compared to the existing Mercury Vapour streetlights. In addition to offering lower costs, energy consumption and greenhouse emissions, the new lights provide better lighting outcomes for the community, including:

- Greater uniformity of light across and along the street,
- Better colour rendering and visibility,
- Less depreciation of the light output over time, and
- Lower glare.

Fluorescent T5, compact fluorescent and LED technologies are all viable replacement options and the choice between these technologies as well as the method of procurement is at Council discretion. The cost and greenhouse savings analysis included in this report, however, explores LED and T5 technology only, as requested in the Council's questionnaire response.

Councils typically have the option of direct procurement from the distributor, collective procurement (regionally or through the Municipal Association of Victoria), or as an individual Council procuring to the market.

The following table summarises the different scenarios covered in this business case. The scenario which includes decorative lights has the highest cumulative net savings, Net Present Value (NPV) and greenhouse savings. However, the difference between the LED 1-year implementation scenario (only non-decorative streetlights) and the LED 1-year scenario which includes decorative lights is negligible since only 25 decorative lights have been identified that have replacement options.

**Table I: Summary of scenarios**

	LED (Over 1 yr)*	LED (Over 3 yrs)*	T5 (Over 1 yr)*	LED incl Decorative Lights (Over 1 yr)
Total Cumulative Project Cost <sup>2</sup>	\$857,901	\$830,600	\$547,030	\$878,952
Cumulative Simple Net Savings	\$2,474,057	\$2,411,476	\$1,608,785	\$2,493,860
Net Present Value	\$1,555,632	\$1,510,884	\$1,011,321	\$1,564,770
Cumulative Greenhouse Savings from commencement (20 years, tCO <sub>2</sub> –e)	14,149	13,797	12,553	14,333
Year at which cash flow is positive	8	8	8	8

\*Scenario excludes decorative lights

<sup>1</sup> If on standard poles. Lights on non-standard poles can still be changed, but would require a separate project.

<sup>2</sup> Total project cost includes materials (eg, the lights), labour (the installation), and project management. It does not include community education or Council staffing costs.

In total, the projects considered in this analysis are expected to cost between \$547 thousand and \$879 thousand. Net lifetime cost savings (after project costs are removed) are projected to be between \$1.6 million and \$2.5 million, while the project becomes cash flow positive in 8 years in almost all cases. Council has indicated that actual installation would be carried out in 2017/18. An abridged overview of the project costs and savings for the optimistic, average and pessimistic cases for the LED 1 year scenario excluding decorative lights is provided in the table below.

**Table 2: Summary of LED modelling scenarios –implementation over 1 year, excluding decorative lights**

	LED Optimistic	LED Average	LED Pessimistic
Total Cumulative Project Cost <sup>3</sup>	\$857,901	\$857,901	\$857,901
Cumulative Simple Net Savings	\$3,524,048	\$2,474,057	\$1,650,217
Net Present Value	\$2,253,979	\$1,555,632	\$1,008,745
Cumulative Greenhouse Savings from commencement (20 years, tCO <sub>2</sub> –e)	14,149	14,149	14,149
Year at which the project is cash flow positive	7	8	8

<sup>3</sup> Total project cost includes materials (eg, the lights), labour (the installation), and project management. It does not include community education or Council staffing costs.



## 2 Background to Council’s Street Lighting Assets

Council has a total of 2,069 MV streetlights in Category P (residential) streets that are owned and operated by local Distribution Network Service Provider (DNSP) Powercor. Council pays a service charge to the distributor to maintain the light and pole over its life. The following table shows the breakdown of these lights:

**Table 3: Summary of Council’s full cost MV streetlight**

Current Light	Non-Decorative	Decorative	Total # of lights
80W MV	1919	140	2059
125W MV	6	0	6
250W MV	2	0	2
400W MV	2	0	2
<b>Total</b>	<b>1929</b>	<b>140</b>	<b>2069</b>

Of the lights listed above, Council has a total of 1,950 lights that can be replaced with more energy efficient technologies.

Based on a review of Council’s data, the streetlights listed below were excluded from consideration for replacement:

- 250W and 400W MV streetlights were excluded because there is currently no approved LED replacement, although this is currently being negotiated with the DNSPs.
- Of the 140 decorative lights identified, only 25 have replacement options. The rest were excluded.
- Any lights that are operated on a cost-share basis (as requested by Council).

Therefore, the summary of the lights that are the subject of this business case are:

**Table 4: Streetlight lamp numbers found in Council’s project**

Current Light	Non-Decorative	Decorative	Total # of lights
80W MV	1919	25	1944
125W MV	6	0	6
<b>Total</b>	<b>1925</b>	<b>25</b>	<b>1950</b>


## 2.1 Mercury Vapour Technology

High Intensity Discharge (HID) street lighting makes up the majority of Australia’s current street lighting inventory. There are three common varieties of HID lamps: High Pressure Sodium (HPS), Metal Halide (MH) and Mercury Vapour (MV). Of these, Mercury Vapour is the most energy inefficient.


Energy efficient alternatives to MV technology include High Pressure Sodium for major roads and Fluorescent and LED technology for residential streets. The most common MV light is the 80-Watt Mercury Vapour street light (80W MV).

80W MV lights are the current standard for residential street lighting. In Australia they number in the hundreds of thousands. When considering that as much as 77% in energy savings can be realised for these lights, they are obvious target for replacement.

**Table 5: Mercury Vapour: B2224 Specifications**

B2224			
Description	Technical Data		Image
The B2224 is the most common 80W MV in Australia, having been the category P light of choice for around two decades. It is expected that B2224 make up in excess of 90% of all 80W MV streetlights. Most B2224 currently in operation will be nearing or beyond their typical life-span of 20 years.	Manufacturer	Sylvania	
	Lamp	80W MV	
	System wattage	96W	
	Life Span	20 Yrs	
	Max P5 Spacing	75.6m	
	Max P4 Spacing	54.6m	

**Table 6: Mercury Vapour: Suburban Specifications**


Suburban			
Description	Technical Data		Image
By the late 1990s the Suburban replaced the B2224 for new installations. Better light distribution and spacing was achieved. Usually 5-10% of overhead power networks have these lights in Vic. In underground powered areas they are more frequently found.	Manufacturer	Sylvania	
	Lamp	80W MV	
	System wattage	96W	
	Life Span	20 Yrs	
	Max P5 Spacing	81.5m	
	Max P4 Spacing	58.8m	

## 2.2 Energy Efficient Technologies – Luminaires


Standard luminaire replacement options are limited to a select range of approved technologies. This is due to the combined effects of limited competition, stringent Australian Standards and meticulous approvals processes. Alternate luminaires are added periodically to the approved lists.

The following table provides an overview of the current “standard” energy efficient replacement options for 80-Watt Mercury Vapour street lights.


**Table 7: Compact Fluorescent specifications**

32W/42W Suburban Eco HE CFL			
Description	Technical Data		Image
The 32W Suburban Eco HE is currently the CFL replacement of choice in Victoria. The 42W unit is used when higher light output is desired (for high profile locations).	Manufacturer	Sylvania	
	Lamp	32/42W CFL	
	System wattage	36.6/46.4W	
	Max P5 Spacing	84.9/84.2m	
	Max P4 Spacing	61.4/60.7m	

**Table 8: T5 specifications**

T5			
Description	Technical Data		Image
The T5 provides an alternative (and more energy efficient) option to the CFL. There are now 3 alternative T5 products. T5's are currently the energy efficient replacement option of choice in Victoria (around 80-90% of installations over the past few years – or 30-40,000 units).	Manufacturer	Pierlite, Artcraft, Streetworx	
	Lamp	2x14W T5	
	System wattage	30.5W	
	Max P5 Spacing	83.3m	
	Max P4 Spacing	60.0m	

**Table 9: LED specifications**

LED (example using the StreetLED 22W)			
Description	Technical Data		Image
LEDs are now approved for use in the Powercor, Ausnet Services, United Energy and Citipower distribution areas. There are several being considered with the StreetLED the first confirmed as approved. The StreetLED is a P Category LED which is the lowest Wattage option but also the highest cost. It has a serviceable lifespan of 20 years, including the LED chips themselves.	Manufacturer	Sylvania	
	Lamp	19W	
	System wattage	22W	
	Max P5 Spacing	90.1m	
	Max P4 Spacing	75.8m	

### 3 Bulk Change Business Case

The business case models costs and savings for residential street lighting energy efficiency projects, comparing:

1. Two installation scenarios for LEDs: Implementation over 1-year and implementation over 3 years.
2. Technology scenarios comparing LED, with T5 using the 1-year implementation scenario.
3. The impact of including decorative streetlights using the 1-year implementation scenario.
4. Optimistic, average and pessimistic price rise scenarios modelling the cost of replacing all lights to LED technology.
5. Cash flow graphs for the optimistic, average and pessimistic price rise scenarios

Please note that all figures are estimates based on the information provided in Appendix 1. These figures should be reviewed during any procurement process undertaken to implement the program in order to confirm outcomes. Many variables model conditions over a 20-year period and do not model actual outcomes but are the best estimates of the range of outcomes that could occur over that time period.

Refer to Appendix 2 for detailed annual cash flows of every scenario covered in this report.

#### Important Note

It is recommended not to choose a technology of choice until Council is ready to procure the project. Technology costs and benefits change rapidly – so the best time to choose the technology choice is just before it is purchased.

Prices for these lights change often and without notice. This business case is based on the current prices at time of writing. In the case of a multi-year program, it is important to reassess the costs and any approved comparison technologies before each phase of implementation. The cost of this assessment has not been included by Ironbark.

#### 3.1 Environmental Implications

LED and T5 lamps are substantially more efficient than current Mercury Vapour lamps. The table below illustrates the greenhouse abatement delivered by LED and T5 lights.

**Table 10: Greenhouse abatement for LED**

Light Type	Lifetime greenhouse savings (tCO <sub>2</sub> -e)	Annual greenhouse savings (tCO <sub>2</sub> -e)
LED	14,149	740
T5	12,553	657

The greenhouse savings are expected to decline the longer council delays a program. This is as a result of the overall electricity system becoming less reliant on fossil fuels over time, such that a kWh saved today will save more greenhouse emissions than a kWh saved in 3 years.

### 3.2 LED 1-3 year Implementation Scenarios

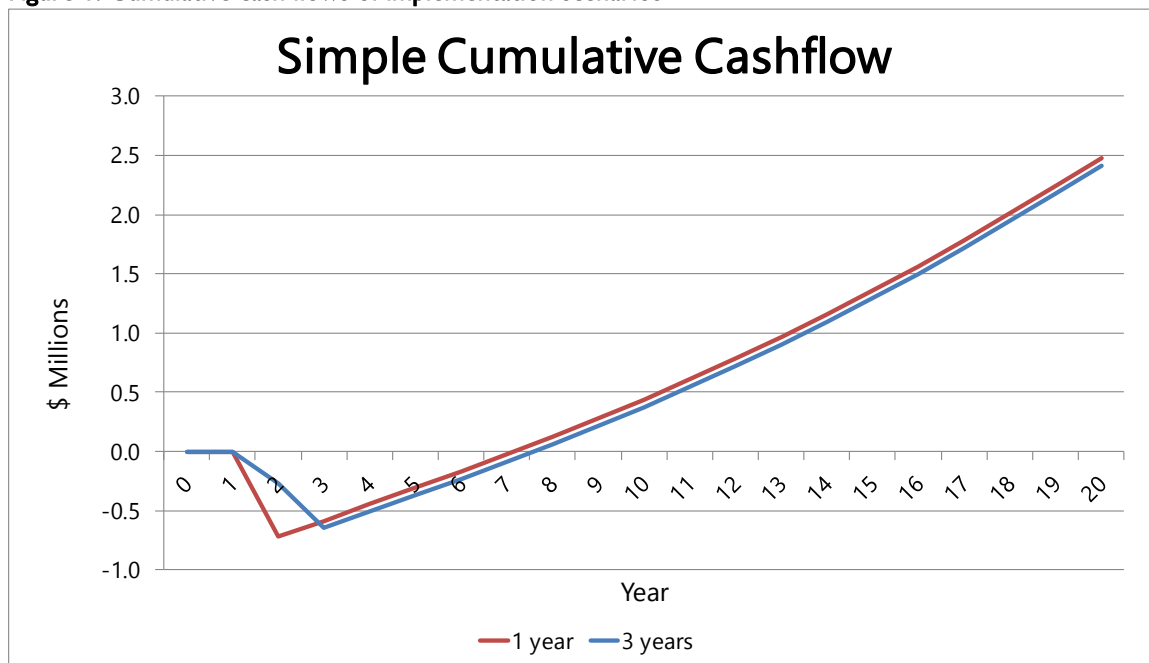
Based on Council’s chosen implementation period, the project’s cost, cumulative savings, NPV and greenhouse gas savings can vary.

The table and figure below summarises the implementation periods from a 1 to 3 year timeframe, comparing the *average* scenarios for non-decorative LED implementations (Refer to Appendix 2 for detailed cash flows).

**Table 11: Summary of implementation scenarios**

	LED 1 year	LED 3 years
Total Cumulative Project Cost	\$857,901	\$830,600
Cumulative Simple Net Savings	\$2,474,057	\$2,411,476
Net Present Value	\$1,555,632	\$1,510,884
Cumulative Greenhouse Savings from commencement (20 years, tCO <sub>2</sub> –e)	14,149	13,797
Year at which the project is cash flow positive	8	8

**Figure 1: Cumulative cash flows of implementation scenarios**



### 3.3 Technology scenarios

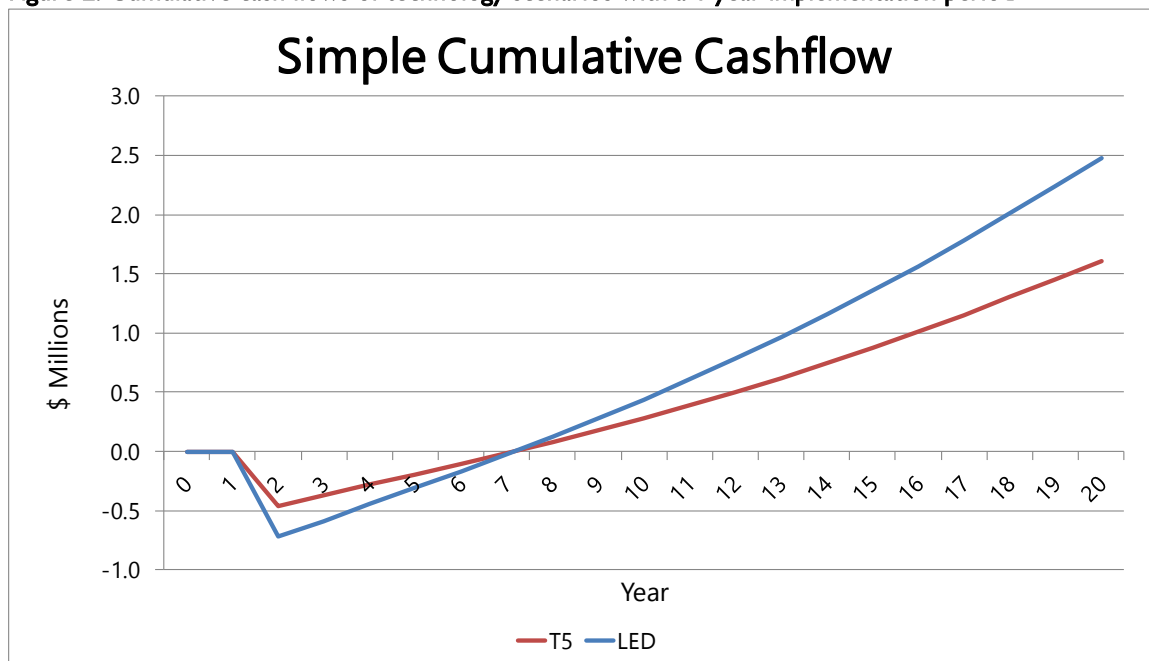
At the request of Council, we have included the T5 option in the business case analysis. However, given the advancement in LED technology, the price of LEDs is rapidly decreasing and is becoming more and more affordable. As shown below, although T5 has a lower cost than LED, the cumulative net savings is around 50% more for LED and the greenhouse savings is approximately 10% more.

Hence, it would make sense for Council to adopt LED technology instead of T5. The table and figure below summarise the differences between the *average* scenarios for T5s and LEDs with a 1-year implementation period.

**Table 12: Summary of technology scenarios (1-year implementation, excluding decoratives)**

	T5	LED
Total Cumulative Project Cost	\$547,030	\$857,901
Cumulative Simple Net Savings	\$1,608,785	\$2,474,057
Net Present Value	\$1,011,321	\$1,555,632
Cumulative Greenhouse Savings from commencement (20 years, tCO <sub>2</sub> -e)	12,553	14,149
Year at which the project is cash flow positive	8	8

**Figure 2: Cumulative cash flows of technology scenarios with a 1 year implementation period**



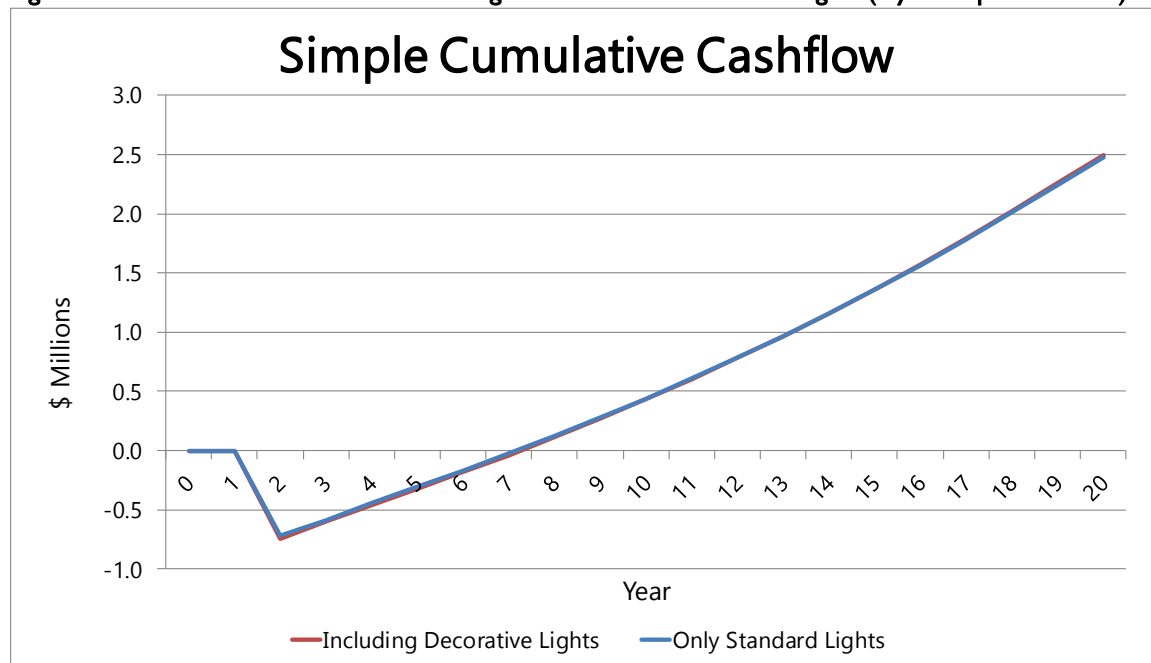
### 3.4 Including Decorative Streetlights in Changeover

This section shows the difference between a 1 year implementation scenario changing only standard streetlights versus a scenario which includes the changeover of decorative streetlights, based on an average cost scenario. Given that only 25 of the 140 decorative 80MV streetlights identified have replacement options, the additional savings are insignificant, as shown in the following table and figure.

**Table 13: Summary of standard lights versus additional decorative lights (1 year implementation period, LED lights)**

	Only Standard Lights	Including Decorative Lights
Total Cumulative Project Cost	\$857,901	\$878,952
Cumulative Simple Net Savings	\$2474,057	\$2,493,860
Net Present Value	\$1,555,632	\$1,564,770
Cumulative Greenhouse Savings from commencement (20 years, tCO <sub>2</sub> -e)	14,149	14,333
Year at which the project is cash flow positive	8	8

**Figure 3: Cumulative cash flow of standard lights vs additional decorative lights (1 year implementation)**



### 3.5 LED Implementation Outcomes

In order to better understand the costs and savings for a choice of LED lighting we have modelled several scenarios for LED implementations. These are discussed further below.

#### 3.5.1 LED Scenario modelling

Depending on variables such as the rate of energy price increases, and increase in OMR charges, the savings of the LED option will vary.

This section considers a range of outcomes when choosing LED street lights to demonstrate to Council the possible range of outcomes from the project. There are nearly endless scenarios you could apply, however to keep it simple we have specifically modelled three distinct scenarios:

1. Optimistic
2. Average
3. Pessimistic

The variables considered and the differences in each scenario are summarised in Table 8 below.

**Table 8: Implementation scenarios**

Variable	Optimistic	Average	Pessimistic
Maintenance price rises	6%	3%	0%
Energy price rises <sup>4</sup>	High	Average	Low
Technology choice	LED		
Actual LED OMR costs above pricing offer	Low	Medium	High

Table 9 below summarises the overall outcomes from the three modelled LED scenarios. Note that the project cost and greenhouse savings are the same for all scenarios and the implementation timeframe used is 1 year. Only standard non-decorative lights are considered in the following analysis.

**Table 9: LED replacement 1 year implementation using different scenarios (excluding decoratives)**

	LED Optimistic	LED Average	LED Pessimistic
Total Cumulative Project Cost <sup>5</sup>	\$857,901	\$857,901	\$857,901
Cumulative Simple Net Savings	\$3,524,048	\$2,474,057	\$1,650,217
Net Present Value	\$2,253,979	\$1,555,632	\$916,300
Cumulative Greenhouse Savings from commencement (20 years, tCO <sub>2</sub> –e)	14,149	14,149	14,149
Year at which the project is cash flow positive	7	8	8

<sup>4</sup> Energy price rises detailed in Appendix I

<sup>5</sup> Total project includes materials (eg, the lights), labour (the installation), and project management. It does not include community education or Council staffing costs.

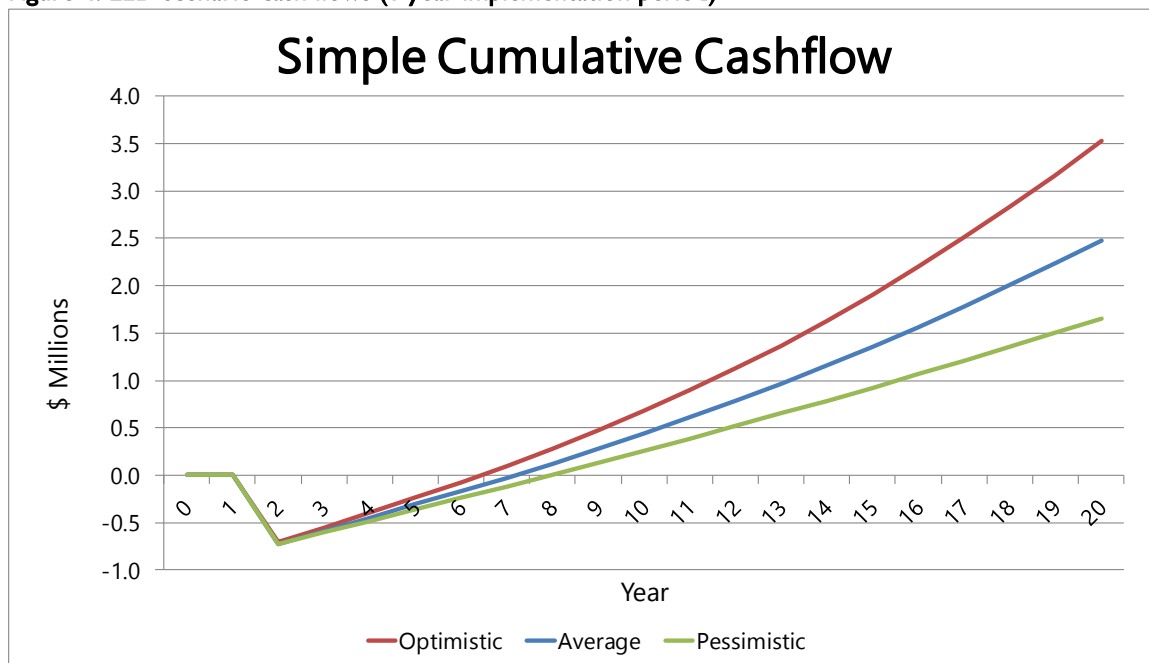


### 3.5.2 Cash Flow Analysis

In order to get a sense of the cash flows for the project we have prepared the following graph of an LED bulk change for optimistic, average and pessimistic scenarios for the project using the 1-year implementation scenario.

The following graph illustrates the cumulative cash flow of the different project options (using the simple savings model). The far-left dip in the graph represents the initial capital outlay. Maintenance and energy savings for each subsequent year results in a gradual erosion of the initial capital outlay until cash flow is positive. After this point "profit" is accumulated.

Figure 4: LED scenario cash flows (1 year implementation period)



## 4 Social Implications

The energy efficient options all perform comparably under a range of social criteria. All are a significant improvement on the existing 80W Mercury Vapour lamps, particularly in terms of evenness of light spread and reduced mercury content.

Many are manufactured in Australia and are Australian owned technologies.

### **Safety and amenity for pedestrians and cyclists**

Generally, it is undesirable to light residential streets above the minimum required standard. Doing so creates unnecessary cost and greenhouse emissions. In many areas, residents have a preference for low levels of lighting.

However, in some areas, higher levels of lighting may be desirable to encourage walking, cycling and use of public transport. In areas where there are concerns about safety at night, it may improve perceptions of safety and residential amenity to exceed the Australian Standards for lighting levels. Council may also have specific policy objectives (such as pedestrian connectivity between transport nodes and shopping centres) that can be supported with higher levels of light in strategic locations.

Extra lights or higher wattage lights incur extra cost to purchase and to operate. Because consultation has not yet been undertaken to determine priority areas, Ironbark cannot accurately estimate the cost implications of this approach. However, it is very likely that the cost of these brighter lights would be insignificant in the context of the wider changeover with significant opportunity to take advantage of improved social outcomes.

This can be planned for in the standard bulk replacement program.

### **Public Awareness**

The majority of residents and visitors are unlikely to notice the outcomes of an energy efficient street lighting upgrade scheme. Complaints for LED installations are low as there is minimal light spill with these fittings so it would be very unusual to have to install glare shields.

However, it is recommended that during the bulk replacement program a communication process for dealing with any glare issues is implemented.

Council may deem it appropriate to provide communications about the program to residents via mail-outs, local newspapers, the web and other media outlets. This will raise Council's position as a leading player in the promotion of energy efficient practices in the community.

## 5 Project Procurement

Councils are generally required by Local Government Act Section 186 to tender any projects of this scale. However, distributors have sometimes indicated concern about the risk implications of allowing contractors not under their direct supervision to undertake works on and around their assets. Some have been vocally opposed to contestability. This position runs contrary to the Australian Energy Regulator's advice that "*The upfront installation cost of a luminaire is negotiable between distributors and public lighting customers. Customers can obtain these services from a party other than the distributor and therefore the AER does not assess a charge for the initial installation cost of a luminaire.*"<sup>6</sup>

In the course of Ironbark's work with 68 councils around Victoria and with all distribution businesses, the distributors have clarified their approach to councils tendering for implementation of luminaire changeover programs.

### MAV Procurement

Councils can now access a contestable procurement process through the MAV street lighting support program. The procurement process and options described above provide a simplified summary of a complicated set of strategic and business decisions. To assist councils in managing the complex procurement landscape associated with the transition to energy efficient street lighting, MAV (Municipal Association of Victoria) Procurement, working in partnership with Ironbark Sustainability, offers procurement services to any councils seeking assistance with this process.

In facilitating the procurement process on behalf of councils, MAV Procurement and Ironbark seek to achieve better financial outcomes for members by leveraging economies of scale and a streamlined and efficient process, while simplifying the resource requirements and ensuring full compliance with the Act.

### Powercor

#### Current process

The approach through which Ironbark currently works with councils and Powercor is as follows:

- Council prepares all documentation and design work for the program (allow 3-6 months);
- Council requests Powercor to tender the project management and installation works on Council's behalf;
- Council separately tenders for the supply of all materials for the project;
- Powercor prepares tender documentation to its satisfaction and to Council's requirements, and runs the tender process, including providing a tender evaluation
- Council selects the contractor and supplier/s;
- Powercor engages the contractor and comprehensively manages their performance during implementation
- Council manages the assets purchase and delivery.

For providing these services, Powercor will charge a fee. The costs within this business case are indicative of Powercor expected costs as provided to the other Powercor councils.

However, the costs supplied by Powercor for this service seem reasonable, and it is much simpler for Council to engage Powercor for this work.

It is recommended that Council purchase the lights as this avoids a Powercor overall project management surcharge for this part of the project.

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<sup>6</sup> Australian Energy Regulator, Energy Efficient Public Lighting Charges – Victoria Final Decision, February 2009 Page 5

By undertaking a process such as this other councils in Powercor's area have been able to deliver savings of around 20% of total budget as compared to simply accepting the standard Powercor offer.

If Council would like to pursue this model, please contact Ironbark first to discuss in further detail.

### Future processes

It is possible, that as the requirements of the Local Government Act are clarified that Powercor will be required to have a more contestable approach. If this was the case then it would be expected that the procurement process would be similar to that in other distribution areas (specifically SP Ausnet and United Energy) where councils can independently tender for the installation and project management of the changeover.

## 6 External funding

Over the last 5 years, there have been a range of funding and financing opportunities available for street lighting projects and Ironbark has been assisting councils with these options. Many of these are no longer running (such as the Community Energy Efficiency Program (CEEP)) or funding was cancelled by the government (such as the Green Light Plan). One avenue that may be available to council is the Federal Government's Emissions Reduction Fund (ERF).

### Emissions Reduction Fund (ERF)

**Funding type:** Reverse-auction carbon abatement scheme

**Funding Amount:** Depends on auction process and bid (the average price for the first auction in April 2014 was \$13,95 per tonne of greenhouse emissions)

**Amount per Council:** Limited by emission reductions

**Jurisdiction:** Australia

**Availability:** from 2015

**Information:**

Often referred to as the "centerpiece" of the Federal Government's Direct Action Plan, the Emissions Reduction Fund (ERF) is a fund dedicated to the purchase of carbon emissions reductions from a wide range of sources. The ERF is underpinned by a series of "reverse auctions" where the Clean Energy Regulator (CER) will purchase emissions reductions from businesses, land owners and other organisations at the lowest available cost.

It is not direct energy efficiency funding. Councils could submit a street lighting project, along with analysis, data, plans and the level of abatement expected to achieve. If successful in this reverse auction, then Council would receive payment for this abatement.

In many ways this is similar to "white certificate schemes" such as VEET. The scheme will favour lowest cost of abatement projects so bigger projects with economies of scale and lower transaction costs will be more attractive. Street lighting project are covered by one of the approved methodologies, however the project must also satisfy a range of "additionality" criteria. This means the project must be "new" (the project has not begun or project implementation has not yet begun); it cannot be something that a council is legally obliged to undertake; and it cannot be part of another government program such as the NSW Energy Savings Scheme (ESS) or Victorian Energy Efficiency Target (VEET). Finally, the Government has set a minimum bid size of 2,000 tonnes of CO<sub>2</sub>-e per year over the life of the contract.

Ironbark has developed a free Emissions Reduction Fund (ERF) Guide for Australian Councils as well as the ERF Street Lighting Calculation Tool where you can type in an estimate of the “reverse auction” bid price that Council could bid in an upcoming ERF auction. The tool will then calculate the potential funding<sup>7</sup>.

### CEFC and Other Financing

The Clean Energy Finance Corporation (CEFC) is a financing mechanism for energy efficiency projects. It has been in operation since 2012 and provides financing to businesses and councils for energy efficiency projects. Energy efficient street lighting projects have been approved by the CEFC over the past 4 years<sup>8</sup>. The CEFC has also partnered with larger lending institutions and banks who indicated that they are ready to provide finance for these types of projects because of the guaranteed energy savings and relatively low risk profile.

## 7 Recommended Next Steps

Based on the information provided within this preliminary business case and Ironbark’s experience with bulk changes in Victoria, the following steps are recommended to progress the bulk change further:

1. **Prepare financial analysis** (*complete*)
  - a. Develop clear business case.
  - b. Present business case to Council to gauge interest in the program. This can also be the right time to check timeframes for the roll out.
2. **Apply for funding and or financing** (*complete*)
  - a. Investigate all internal and external avenues.
3. **Define Council’s requirements for the program**
  - a. Develop Lighting Design Plan to drive the bulk change.
  - b. Consult around the requirements for the new lights (in particular around safety and the treatment of public transport).
  - c. Assess current lighting treatment within this context and compile the final design and specification for Council’s required replacement program.
4. **Procure the bulk change**
  - a. Consider options for procurement including tendering or direct engagement with the relevant distribution authority (taking into consideration the Local Government Act and the best cost solution).
  - b. Procure based on this consideration.
5. **Manage the bulk change**
  - a. Ensure clear communication during the bulk change program occurs including consideration of media, complaints, timelines, variations, invoicing and incident provisions.
  - b. Post-project follow-up.

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<sup>7</sup> The ERF Guide for Australian Councils is available at <http://goo.gl/gFY3vN> and the ERF Street Lighting Calculation Tool available from <http://goo.gl/CikSHR>

<sup>8</sup> See for example <http://goo.gl/A3fny4>

## Appendix I: Assumptions for Modelling

### Assumptions – Energy Price Projections

As with any long-term economic projections, the modelling of energy price increases over the next two to four decades is difficult. Any number and combination of factors can render projections obsolete within a number of years, if not months.

Ironbark relies on relatively conservative price modelling. The sources of information used in this business case are as follows:

- *Energy Price increases from 2015 to 2022 are based on the data on page 5-29 Australian Energy Market Operator’s (AEMO) 2013 Economic outlook information paper.*
- *Energy Price increases from 2023 onwards are based on the data provided on Page 123 Australian Government 2011, Strong Growth, Low Pollution: Modelling a Carbon Price*

Price increases can be based upon low energy price rise (conservative) or the high price in the model above. An average of the two is also used. The initial electricity price is based on invoice data provided by councils.

### Technology Power Consumption

The true power consumption wattage of a light is different to the nominal lamp rating. For example an 80W MV has a power consumption of 95.8 Watts. All data is sourced from the AEMO Public Lighting Load Table, except LED where an estimate has been used based on manufacturer data.

**Table I4: Technology Power Consumption (for your reference)**

Light	Wattage	% less than 80W MV	% less than T5
2x14W T5	30.2	68%	0%
22W LED	22.0 Approx.	77%	28%
32W CFL	36.6	62%	21% higher
80W MV	95.8	0%	314% higher

### Assumptions – Other

- OMR (maintenance) prices are for 2015 as stipulated in the 2015 Public Lighting Charges Schedule.
- All savings and cost figures are GST exclusive.
- Capital costs (hardware) are based on MAV hardware tender “SL9311(R1) Energy Efficient Street Lighting Hardware” using the prices as of December 2014 for 1,000 – 5,000 units. This information is commercial in confidence. Council may have access to these numbers if they are party to the panel.
- Capital costs (installation) are based on Ironbark’s involvement in public tenders for installation throughout Victoria, projects where councils have tendered directly through distribution businesses, and discussions with relevant stakeholders in the sector (for example, councils, installers, distribution businesses, the Public Lighting Approvals Network or *PLAN*). This information is commercial in confidence.
- Total project costs include materials (e.g. the lights), labour (the installation), project management, potential expertise and/or consultants. It does not include community education or Council staffing costs.
- Operating hours of lights are averaged out to 11.94 hrs per day in Vic.

- Emission factor is 1.26kg Co2-e per KWh.
- The energy price is calculated at 12.7c per kWh for 2015. It is modelled to drop slightly every year between 2015 and 2022, and then increase steadily from then on.
- For energy costs (from Council billing data) we include all of the per/kWh costs, which is what will change once the project is implemented.
- NPV Discount Rate is 3% (based on 10 Yr Australian Government Bond Rate).
- Written Down Value and Avoided Costs are regulated values.

## Appendix 2: Cash Flow Numbers

The following tables provide cash flow data for all the scenarios in this study. Note that all variations are compared against this scenario: *LED implementation over 1 year (average case)*.

### LED IMPLEMENTATION SCENARIOS

Table 15: LED Implementation over 1 year

Year	Thousands of \$				
	Annual OMR Cost Savings	Annual Energy Cost Savings	Council Project Cost	Annual Net Cash Flow	Cumulative Project Cash Flow
2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	\$57.69	\$77.86	\$857.90	-\$722.35	-\$722.35
2018	\$59.42	\$77.32	\$0.00	\$136.74	-\$585.62
2019	\$61.20	\$76.77	\$0.00	\$137.98	-\$447.64
2020	\$63.04	\$76.24	\$0.00	\$139.28	-\$308.36
2021	\$64.93	\$75.70	\$0.00	\$140.63	-\$167.73
2022	\$66.88	\$75.17	\$0.00	\$142.05	-\$25.68
2023	\$68.88	\$79.27	\$0.00	\$148.15	\$122.47
2024	\$70.95	\$83.59	\$0.00	\$154.54	\$277.01
2025	\$73.08	\$88.15	\$0.00	\$161.22	\$438.24
2026	\$75.27	\$92.95	\$0.00	\$168.22	\$606.46
2027	\$77.53	\$98.01	\$0.00	\$175.54	\$782.00
2028	\$79.85	\$103.36	\$0.00	\$183.21	\$965.21
2029	\$82.25	\$108.99	\$0.00	\$191.24	\$1,156.45
2030	\$84.72	\$114.93	\$0.00	\$199.65	\$1,356.10
2031	\$87.26	\$121.19	\$0.00	\$208.45	\$1,564.55
2032	\$89.88	\$127.80	\$0.00	\$217.67	\$1,782.22
2033	\$92.57	\$131.44	\$0.00	\$224.02	\$2,006.24
2034	\$95.35	\$135.20	\$0.00	\$230.55	\$2,236.79
2035	\$98.21	\$139.06	\$0.00	\$237.27	\$2,474.06
<b>Total</b>	<b>\$1,449</b>	<b>\$1,883</b>	<b>\$858</b>	<b>\$2,474</b>	

Table 16: LED implementation over 3 years

Year	Thousands of \$				
	Annual OMR Cost Savings	Annual Energy Cost Savings	Council Project Cost	Annual Net Cash Flow	Cumulative Project Cash Flow
2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	\$19.44	\$26.23	\$311.88	-\$266.22	-\$266.22
2018	\$59.42	\$77.32	\$518.72	-\$381.98	-\$648.20
2019	\$61.20	\$76.77	\$0.00	\$137.98	-\$510.22
2020	\$63.04	\$76.24	\$0.00	\$139.28	-\$370.95
2021	\$64.93	\$75.70	\$0.00	\$140.63	-\$230.31



2022	\$66.88	\$75.17	\$0.00	\$142.05	-\$88.26
2023	\$68.88	\$79.27	\$0.00	\$148.15	\$59.89
2024	\$70.95	\$83.59	\$0.00	\$154.54	\$214.43
2025	\$73.08	\$88.15	\$0.00	\$161.22	\$375.66
2026	\$75.27	\$92.95	\$0.00	\$168.22	\$543.88
2027	\$77.53	\$98.01	\$0.00	\$175.54	\$719.42
2028	\$79.85	\$103.36	\$0.00	\$183.21	\$902.63
2029	\$82.25	\$108.99	\$0.00	\$191.24	\$1,093.87
2030	\$84.72	\$114.93	\$0.00	\$199.65	\$1,293.51
2031	\$87.26	\$121.19	\$0.00	\$208.45	\$1,501.97
2032	\$89.88	\$127.80	\$0.00	\$217.67	\$1,719.64
2033	\$92.57	\$131.44	\$0.00	\$224.02	\$1,943.66
2034	\$95.35	\$135.20	\$0.00	\$230.55	\$2,174.21
2035	\$98.21	\$139.06	\$0.00	\$237.27	\$2,411.48
<b>Total</b>	<b>\$1,411</b>	<b>\$1,831</b>	<b>\$831</b>	<b>\$2,411</b>	

**TECHONOLOGY SCENARIO**
**Table 17: Technology T5 scenario implemented over 1 year**

Year	Thousands of \$				
	Annual OMR Cost Savings	Annual Energy Cost Savings	Council Project Cost	Annual Net Cash Flow	Cumulative Project Cash Flow
2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	\$19.32	\$69.08	\$547.03	-\$458.63	-\$458.63
2018	\$19.90	\$68.59	\$0.00	\$88.49	-\$370.14
2019	\$20.50	\$68.11	\$0.00	\$88.61	-\$281.53
2020	\$21.11	\$67.64	\$0.00	\$88.75	-\$192.78
2021	\$21.74	\$67.16	\$0.00	\$88.91	-\$103.88
2022	\$22.40	\$66.69	\$0.00	\$89.09	-\$14.79
2023	\$23.07	\$70.33	\$0.00	\$93.40	\$78.61
2024	\$23.76	\$74.16	\$0.00	\$97.92	\$176.53
2025	\$24.47	\$78.20	\$0.00	\$102.67	\$279.20
2026	\$25.21	\$82.46	\$0.00	\$107.67	\$386.88
2027	\$25.96	\$86.96	\$0.00	\$112.92	\$499.80
2028	\$26.74	\$91.70	\$0.00	\$118.44	\$618.24
2029	\$27.54	\$96.69	\$0.00	\$124.24	\$742.47
2030	\$28.37	\$101.96	\$0.00	\$130.33	\$872.81
2031	\$29.22	\$107.52	\$0.00	\$136.74	\$1,009.55
2032	\$30.10	\$113.38	\$0.00	\$143.48	\$1,153.03
2033	\$31.00	\$116.62	\$0.00	\$147.62	\$1,300.64
2034	\$31.93	\$119.95	\$0.00	\$151.88	\$1,452.52
2035	\$32.89	\$123.37	\$0.00	\$156.26	\$1,608.78
<b>Total</b>	<b>\$485</b>	<b>\$1,671</b>	<b>\$547</b>	<b>\$1,609</b>	

**INCLUDING DECORATIVE STREETLIGHTS IN CHANGEOVER**
**Table 18: Including additional decorative streetlights**

Year	Thousands of \$				
	Annual OMR Cost Savings	Annual Energy Cost Savings	Council Project Cost	Annual Net Cash Flow	Cumulative Project Cash Flow
2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	\$58.34	\$78.87	\$878.95	-\$741.74	-\$741.74
2018	\$60.09	\$78.32	\$0.00	\$138.41	-\$603.33
2019	\$61.90	\$77.77	\$0.00	\$139.67	-\$463.66
2020	\$63.75	\$77.23	\$0.00	\$140.98	-\$322.68
2021	\$65.67	\$76.68	\$0.00	\$142.35	-\$180.33
2022	\$67.64	\$76.15	\$0.00	\$143.78	-\$36.55
2023	\$69.67	\$80.30	\$0.00	\$149.96	\$113.42
2024	\$71.76	\$84.67	\$0.00	\$156.43	\$269.85
2025	\$73.91	\$89.29	\$0.00	\$163.20	\$433.04
2026	\$76.13	\$94.15	\$0.00	\$170.28	\$603.32
2027	\$78.41	\$99.29	\$0.00	\$177.69	\$781.02
2028	\$80.76	\$104.70	\$0.00	\$185.46	\$966.47
2029	\$83.18	\$110.40	\$0.00	\$193.59	\$1,160.06
2030	\$85.68	\$116.42	\$0.00	\$202.10	\$1,362.15
2031	\$88.25	\$122.76	\$0.00	\$211.01	\$1,573.17
2032	\$90.90	\$129.45	\$0.00	\$220.35	\$1,793.52
2033	\$93.62	\$133.15	\$0.00	\$226.77	\$2,020.29
2034	\$96.43	\$136.95	\$0.00	\$233.38	\$2,253.67
2035	\$99.33	\$140.86	\$0.00	\$240.19	\$2,493.86
<b>Total</b>	<b>\$1,465</b>	<b>\$1,907</b>	<b>\$879</b>	<b>\$2,494</b>	

**LED SCENARIO MODELLING**

The following are based of the 1 year implementation scenario. Refer to Table 15 for the average case.

**Table 19: LED scenario modelling – optimistic**

Year	Thousands of \$				
	Annual OMR Cost Savings	Annual Energy Cost Savings	Council Project Cost	Annual Net Cash Flow	Cumulative Project Cash Flow
2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	\$68.67	\$79.28	\$857.90	-\$709.95	-\$709.95
2018	\$72.79	\$79.44	\$0.00	\$152.23	-\$557.73
2019	\$77.16	\$79.60	\$0.00	\$156.75	-\$400.98
2020	\$81.79	\$79.76	\$0.00	\$161.54	-\$239.44
2021	\$86.69	\$79.91	\$0.00	\$166.61	-\$72.83
2022	\$91.89	\$80.07	\$0.00	\$171.97	\$99.14

2023	\$97.41	\$84.92	\$0.00	\$182.33	\$281.47
2024	\$103.25	\$90.06	\$0.00	\$193.32	\$474.79
2025	\$109.45	\$95.52	\$0.00	\$204.96	\$679.75
2026	\$116.01	\$101.30	\$0.00	\$217.31	\$897.06
2027	\$122.97	\$107.43	\$0.00	\$230.41	\$1,127.47
2028	\$130.35	\$113.94	\$0.00	\$244.29	\$1,371.76
2029	\$138.17	\$120.83	\$0.00	\$259.01	\$1,630.76
2030	\$146.46	\$128.15	\$0.00	\$274.61	\$1,905.38
2031	\$155.25	\$135.91	\$0.00	\$291.16	\$2,196.54
2032	\$164.57	\$144.13	\$0.00	\$308.70	\$2,505.24
2033	\$174.44	\$149.19	\$0.00	\$323.63	\$2,828.87
2034	\$184.91	\$154.42	\$0.00	\$339.33	\$3,168.20
2035	\$196.00	\$159.84	\$0.00	\$355.84	\$3,524.05
<b>Total</b>	<b>\$2,318</b>	<b>\$2,064</b>	<b>\$858</b>	<b>\$3,524</b>	

Table 20: LED scenario modelling – pessimistic

Year	Thousands of \$				
	Annual OMR Cost Savings	Annual Energy Cost Savings	Council Project Cost	Annual Net Cash Flow	Cumulative Project Cash Flow
2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	\$48.60	\$77.08	\$857.90	-\$732.22	-\$732.22
2018	\$48.60	\$76.15	\$0.00	\$124.76	-\$607.46
2019	\$48.60	\$75.24	\$0.00	\$123.84	-\$483.62
2020	\$48.60	\$74.34	\$0.00	\$122.94	-\$360.68
2021	\$48.60	\$73.45	\$0.00	\$122.05	-\$238.63
2022	\$48.60	\$72.56	\$0.00	\$121.17	-\$117.47
2023	\$48.60	\$74.49	\$0.00	\$123.09	\$5.63
2024	\$48.60	\$76.47	\$0.00	\$125.08	\$130.70
2025	\$48.60	\$78.51	\$0.00	\$127.11	\$257.81
2026	\$48.60	\$80.59	\$0.00	\$129.20	\$387.00
2027	\$48.60	\$82.74	\$0.00	\$131.34	\$518.34
2028	\$48.60	\$84.93	\$0.00	\$133.54	\$651.88
2029	\$48.60	\$87.19	\$0.00	\$135.79	\$787.67
2030	\$48.60	\$89.51	\$0.00	\$138.11	\$925.79
2031	\$48.60	\$91.89	\$0.00	\$140.49	\$1,066.28
2032	\$48.60	\$94.33	\$0.00	\$142.94	\$1,209.21
2033	\$48.60	\$96.34	\$0.00	\$144.94	\$1,354.15
2034	\$48.60	\$98.38	\$0.00	\$146.99	\$1,501.14
2035	\$48.60	\$100.47	\$0.00	\$149.08	\$1,650.22
<b>Total</b>	<b>\$923</b>	<b>\$1,585</b>	<b>\$858</b>	<b>\$1,650</b>	

# Attachment - Item 10.4.2(b)

# Energy Efficient Street Lighting: Procurement Overview



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#### About Ironbark Sustainability

Ironbark Sustainability is a specialist local government consultancy that works with councils around Australia by assisting them to reduce energy and water usage through sustainable asset and data management and on-the-ground implementation.

Ironbark has been operating since 2005 and brings together decades of technical and financial analysis, maintenance and implementation experience in the areas of energy & water auditing, and public lighting technologies and management.

Ironbark provides public lighting support nationally including technology advice, technology approvals, business cases and project management. Ironbark delivers strategic and specific advice and support for the establishment of effective environmental management systems for government and business clients. We pride ourselves on supporting our clients to manage their operations more sustainably.

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Confidential

## Glossary

Term	Definition
AER	Australian Energy Regulator. Responsible for regulating pricing for electricity in the National Electricity Market (exc. WA), including street lighting
CFL	Compact Fluorescent lamp
DNSP	Distribution Network Service Provider, also known as Energy Distribution Business
Lamp	The light bulb in a Luminaire
LED	Light Emitting Diode
Luminaire	The lamp, fitting and control gear of the light
MAV	Municipal Association of Victoria
MV	Mercury Vapour lamp
OMR	Operation, maintenance and repair charge of the fitting. Councils pay this for unmetered street lights to DNSPs.
Street Lighting	Street lighting found in residential streets and main roads
T5	Efficient lineal fluorescent lamp



## Introduction

In 2011 Ironbark was engaged by the Federal Government to develop the National Strategy on Energy Efficiency on Street Lighting. As a part of the development of this strategy we collated information on barriers to improving street lighting energy efficiency in Australia via a nation-wide survey. The strong response to the survey (over 200 respondent organisations) is consistent with the complex nature of the issue of energy efficiency in street lighting and the main barriers identified by councils were costs (most commonly capital cost); expertise and time to deal with the complexity of street lighting; and delays around lighting approvals and working with external stakeholders.

However over the last few years the local government sector has seen energy efficient street lighting projects implemented and more technology approved. Councils have now successfully overcome many of these barriers, and we now have a situation where nearly 90% of Victorian councils are implementing energy efficient street lighting projects, which will save 1.56 million tonnes of carbon emissions and \$451 million in reduced energy and maintenance costs.

While this undoubtedly great news, there are still challenges to implementing these projects due to the complicated (and sometimes convoluted) issues around the ownership and management of the assets (lights, poles, wires and brackets).

## The Challenges

Street lighting has a complex management structure involving large Distribution Network Service Providers (DNSPs), state and national regulators, manufacturers and councils. There are imbalances of expertise and power within these structures that make it difficult for some councils to get the outcomes they desire.

To put it simply, DNSPs own the lights and councils pay for the electricity and maintenance costs. Councils seek to have more energy efficient lights to reduce their energy bills and greenhouse emissions but this is not a priority for the DNSPs. There are issues around split-incentives and conflicts around which stakeholders manage the procurement of project components.

## Procurement

This document attempts to explain and summarize the procurement process that councils have undertaken in the past when purchasing materials, labour and other components for a street lighting project, as well as the alternative options available to councils.

As we've seen from the great strides made in the last decade, things can change quickly in this field so we suggest councils or stakeholders contact Ironbark before making procurement decisions. Also please note this document contains broad information about component pricing and should therefore be considered confidential and not used to make specific business decisions without further independent advice.

## Procurement Components

Energy efficient street lighting changeovers or “bulk changes” are expensive. It is not uncommon for a change to cost several million dollars. Given that a council may have anywhere from 1,000 to 20,000 street lights – that represent 30-70% of a council’s entire electricity usage and greenhouse emissions – this is to be expected.

However the costs of a bulk change can be broken up into a few items. This is also not surprising when you realize that the great irony in these projects is that from a technological point of view a street lighting changeover is one of the most straight-forward projects a council can implement. It is simply changing one type of light to another light... a few thousand times.

**“It literally takes 2-3 minutes to change a street light. It has literally taken 8-10 years to get the stage where councils can successfully deliver the project.”**

Generally, around 90% of the costs are in the materials (lights themselves) and the labour (the people installing the lights). Here’s a rough breakdown, noting that these costs is based on a competitive process.

Item	Notes	Cost
<b>Materials</b>	The lights themselves. Also known as the hardware of “supply costs”.	Simple unit cost per light. Equates to 45-50% of entire project costs.
<b>Labour</b>	The installation contractor. The organisation actually putting the new lights up.	Generally simple unit cost per light. Equates to 40-45% of entire project costs.
<b>Project Management</b>	This is the project management of the actual installation (e.g., OHS checks, depot audits, night spot audits, communications).	Around 3-5% of entire project costs.
<b>Administration</b>	Internal council administration.	<2% of entire project costs.
<b>Consultants</b>	External expertise	<2% of entire project costs.
<b>DNSP Project Administration</b>	Internal DNSP administrative costs such as auditing, internal systems, data management.	<2% of entire project costs.
<b>Communications</b>	Community focused promotion and education. Not traditionally part of a street lighting changeover, but central to CEEP projects.	1-4% of entire project costs.
<b>Written Down Value (minus Avoided Cost)</b>	Regulated value not funded through CEEP. WDV must be paid by councils to DNSPs. Avoided cost is paid by DNSPs to council.	Anywhere between \$0 per light to \$110 per light.
<b>On-going Maintenance</b>	Regulated value subject to Australian Energy Regulator (AER) approval. See separate document regarding contestable maintenance.	N/A

## Procurement Process

In this next section we break down each component and how a council can go about procurement for each.

The information is based on Ironbark Sustainability's experience with Victorian councils and other stakeholders such as DNSPs, the Victorian state government and MAV Procurement

### The Local Government Act

Section 186 of the *Local Government Act* requires councils to publicly tender contracts worth \$150,000 or more for goods and services. In almost all street lighting changeovers, the total cost of materials and/or installation will be over this threshold, so councils are generally required to go out to public tender or *may* be in breach of the Act.



Traditionally, Victorian DNSPs would not allow councils to purchase the lights or “purchase” the installer. If a council wanted to undertake this project the DNSP would provide a quote based on a cost per light for the whole project – materials, labour, project management. It was essentially a matter of “take it or leave it” and demonstrated the power imbalances mentioned previously. Quite simply, in the past it wasn't a level playing field and over the past few years negotiations to introduce contestability have been central to all street lighting projects.

There are up to a dozen councils that implemented these projects under this model – i.e. not going out to public tender for materials or installation.

Over the course of the last decade, councils, Ironbark Sustainability and other stakeholders such as the Municipal Association of Victoria (MAV) and council regional groupings have been involved in negotiations with DNSPs to allow for increased competition.

The procurement process and options described below provide a simplified summary of the current situation for each component.

## Materials

In Australia, the process for a new lighting technology to be accepted into the standard inventory of products is guarded by a rigid set of standards and requirements. Whilst this ensures that a strong level of quality is maintained, it also requires the allocation of a significant amount of time and resources. Traditionally, Australian DNSPs and road authorities conduct assessments of new lighting technologies.

However, with the influx of new technologies, undertaking these internal assessments is becoming increasingly stressful on internal resources.

The analysis of technology options for street lighting is core business for Ironbark. Street lighting is a very different technical challenge to other forms of lighting because the assets need to last 20 years and no matter what ownership and management structure undertaken by Council in the future it is likely approval will rest with the DNSP (this is standard for most unmetered load)



Since 2008, Ironbark has acted as the independent technical assessor for Local Governments on the Public Lighting Approvals Network (PLAN), which includes the Victorian Distribution Network Service Providers, councils and main road authorities, as well as Essential Energy in New South Wales, TasNetworks in Tasmania and SA Power Networks in South Australia. In addition Ironbark has assisted the Victorian Local Government sector and Vicroads in negotiating approval of a range of energy efficient street lighting choices and in carrying out lighting trials in NSW, Victoria and Tasmania.

Since 2012 Ironbark have been representing the Municipal Association of Victoria on the Australian Road Lighting Standards Committee (LG-002) that has carriage over the AS/NZS 1158 series. In these roles Ironbark have independently assessed the technical and market suitability of dozens of new street lighting products against the requirements of the Australian Standard AS/NZS 1158 series, and the specific requirements of PLAN-member DNSPs. These assessments facilitated the approval of energy efficient street lights such as LEDs which are now being rolled out in their hundreds of thousands.



In order to strengthen our standing as a respected, independent assessor of new street light technologies, Ironbark sought and obtained National Association of Testing Authorities (NATA) accreditation as an Inspection Body.

This means that Ironbark has been assessed by NATA and found to comply with the requirements of ISO/IEC 17020 (the International Standard governing the requirements of inspection bodies) and to be technically competent to inspect street lights against those requirements of AS/NZS 1158.6 outlined in our Scope of Accreditation.

In plain English this means we are considered unbiased when assessing road lighting products and can assess whether lights meet standards and DNSP and council requirements. This is a rare tick of approval from the internationally respected NATA and very difficult to obtain.

Ironbark have also been given the gold-star (well, orange and blue logo) of independence and impartiality. This means we are completely at arm's length from suppliers. We don't make lights, design lights, sell lights, maintain lights and do not want to make or sell or maintain lights<sup>1</sup>.

## Confusion

There is a fair amount of conflicting information about which lights are allowed to be used in unmetered road lighting in Australia. More specifically, there is misunderstanding around terms such as "approved", "load table" and "standards"<sup>2</sup>. Essentially, as long as the light is approved for use on the DNSP's network then a council can put it up. It is not enough for a light to be "on the load table" or "meets the *Australian Road Lighting Standard 1158*". The relevant regulations and lighting codes clearly state that councils "require a distributor's permission for luminaires to be placed on the distributor's public lighting power poles that host the luminaire"<sup>3</sup>.

For council-owned assets such as park or open space lighting, councils can install what they want, provided the light is electrically safe and meets other requirements for lighting required under national law. However, for use on DNSP-owned public lighting poles the light must be approved by that DNSP.

## Approved Energy Efficient Lights

For the latest list of approved lights for your DNSP, please contact Ironbark as this changes frequently.

## MAV Bulk Procurement Tender – Standing Materials Panel

To assist councils in managing the complex procurement landscape associated with the transition to energy efficient street lighting, Ironbark are working with MAV Procurement to support councils from the start to the end of a bulk change program. The support includes project preparation, procurement, negotiation with DNSPs and lighting suppliers throughout the preparation, delivery and finalisation of the bulk change process.

MAV Procurement bring procurement expertise specific to the Local Government sector. MAV Procurement's primary focus as an organisation is to achieve better procurement outcomes for local government.



As a statutory body, MAV's sole focus is in achieving the best outcomes for Victorian councils. One of MAV Procurement's three primary objectives as an organisation is to "minimise councils compliance risk associated with procurement".

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<sup>1</sup> More information on NATA at <http://goo.gl/i2p7lJ>

<sup>2</sup> For more information see <http://goo.gl/pXdvXE>

<sup>3</sup> See for example page 7 of the Australian Energy Regulator's *Energy Efficient Public Lighting Charges Final Decision, 2009* which can be downloaded from <http://www.aer.gov.au/node/15853>.

In facilitating the procurement process on behalf of councils, MAV Procurement and Ironbark seek to achieve better financial outcomes for members by leveraging economies of scale and a streamlined and efficient procurement process, while simplifying the resource requirements of councils and ensuring full compliance with the Local Government Act.

The street lighting program simplifies the resource requirements of councils around negotiation and tendering while ensuring compliance with the Act.

On 1<sup>st</sup> September 2012 MAV Procurement set up a bulk procurement panel for lighting materials on behalf of 40 of the 79 Victorian councils. This was a public competitive tender process on behalf of these 40 councils for the Appointment of a Panel of Providers for Approved Energy Efficient Street Lighting Hardware (Luminaires and associated PE Cells)<sup>4</sup>.

Effective 22 June 2014, Ministerial approval has now been granted under section 186(5)(c) of the Local Government Act 1989 in relation to all contracts entered into by councils through MAV Procurement. Approval was granted on the basis that contracts entered through MAV Procurement will provide councils access to suppliers selected through a competitive process, and that leveraging the combined purchasing power of councils will result in economies of scale and long term savings.

So now **all 79 Victorian councils** can receive discounted prices for energy efficient lights such as LEDs and compact fluorescents lights. And no tendering required.

## The Process for Councils

The standing panel of approved lights allows councils to purchase directly without going out to tender, even if it's over the Local Government Act threshold. The panel was free for councils to join and access and there are no obligations to use the panel (i.e. councils can still tender for lights separately).

Councils receive an excel spreadsheet with all the lighting prices at bulk discount rates. They can then just call the supplier directly and purchase the lights, even if it's over the tender threshold, as MAV Procurement have already completed the tender process on each council's behalf. Councils are not required to go out to tender or quote.

The panel contains all currently approved energy efficient street lights and is refreshed regularly as new lighting becomes approved or if suppliers wish to reduce their prices. It only refers to hardware, it has nothing to do with installation, project management or maintenance of lights.

## MAV and Ironbark

MAV Procurement selected Ironbark Sustainability in April 2012 after completing a competitive selection process for street lighting expertise on councils' behalf to support councils through street lighting bulk replacement programs. All procurement oversight and consideration of the Local Government Act is supplied through this process.

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<sup>4</sup> See attached appendices 1, SL9311 RFT: Appointment of a Panel of Providers for Approved Energy Efficient Street Lighting Hardware (Luminaires and Associated PE Cells).



## Installation

Councils are generally required by Local Government Act Section 186 to tender any projects of this scale. However, DNSPs have frequently indicated concern about the risk implications of allowing contractors not under their direct supervision to undertake works on and around their assets.



Some have been vocally opposed to contestability. Such opposition runs contrary to the Australian Energy Regulator’s advice that “the upfront installation cost of a T5 luminaire is negotiable between distributors and public lighting customers.

Customers can obtain these services from a party other than the distributor and therefore the AER does not assess a charge for the initial installation cost of a T5 luminaire”<sup>5</sup>.

To put it simply, councils should be tendering out the installation because it will be over \$150,000. However in some DNSP areas they cannot because the DNSPs won’t allow them to on their assets. Here is the current state of play for Victorian DNSPs.

DNSP	Status
SP Ausnet	Allows councils to carry out their own public tender process for installation
United Energy	Allows councils to carry out their own public tender process for installation
Jemena	Does not allow councils to carry out public tender for installation.
Powercor	Does not allow councils to carry out public tender for installation.
Citipower	Does not allow councils to carry out public tender for installation.

### SP Ausnet and United Energy

For councils in the SP Ausnet and United Energy areas, engaging an installer is a matter of going out to the market through a competitive tender. Councils can appoint their own installer, as long as they are from a pre-approved panel and have thus completed necessary training and or safety requirements. Ironbark and MAV currently assist Councils to do this as part of the support around bulk changes discussed above.

### Jemena, Citipower and Powercor

For councils in the Jemena, Citipower and Powercor areas, councils are advised to seek a Ministerial Exemption for the installation and then request a quote directly from the DNSP. The DNSP then tenders for the installation and manages the installation internally.

As mentioned earlier, there are up to a dozen councils that implemented street lighting projects over the last decade by engaging the DNSP directly (not going out to public tender) and also without a Ministerial Exemption. This is because up until 2012 year no Ministerial Exemptions had been granted

<sup>5</sup> Australian Energy Regulator, *Energy Efficient Public Lighting Charges – Victoria Final Decision, February 2009* Page 5

for a street lighting installation. Since then, Ministerial Exemptions have been granted in each of the Jemena, Citipower and Powercor areas.

Additionally, over the course of the last decade, councils in the Jemena, Citipower and Powercor areas have been involved in negotiation around the direct quotes supplied to councils for the installation, especially as prices can be “market tested” through the experience of SP Ausnet and United Energy public tender processes.

Councils in the Jemena, Citipower and Powercor could seek more contestability for the procurement of the installer. Theoretically they could “challenge” the DNSPs in a number of ways including publically stating their intent to go out to a public tender and project manager of the installer. The potential benefits of this process is that they could have more control over the choice of installers and could reduce costs. However the risks include delaying the project indefinitely through delays from the DNSP’s end.

It is also worth noting that if councils in the Jemena, Citipower and Powercor areas were to engage an installer through an open tender, while costs may be reduced, this is not guaranteed. Ironbark’s experience on tender panels in the SP Ausnet and United Energy DNSP areas is that there is a very wide discrepancy in installation costs from the market.

## Project Management

This refers to project management of the installation – the organisation or organisations who brief the installers in regards to the project roll-out and safety issues; completes depot audits; undertakes night audits; deals with questions from councils or community around the project.

Some DNSPs allow councils to appoint their own project manager, as long as they are from a pre-approved panel and have thus completed necessary training and or safety requirements. Other DNSPs have indicated concern about the risk implications of allowing contractors not under their direct supervision to undertake works on and around their assets.

For Ausnet and United Energy Ironbark are an accredited project manager and have assisted Councils with project management support as part of the support around bulk changes discussed above.

Here is the current state of play.

<b>DNSP</b>	<b>Status</b>
SP Ausnet	Allows councils to engage a project manager
United Energy	Allows councils to engage a project manager
Jemena	Does not allow councils to engage a project manager
Powercor	Does not allow councils to engage a project manager
Citipower	Does not allow councils to engage a project manager

## SP Ausnet and United Energy

For councils in the SP Ausnet and United Energy areas, engaging a project manager is a matter of going out to the market. This will likely be under \$150,000, and therefore council can engage a project manager through a request for quote or direct engagement but also has the option of a public competitive tender.



## Jemena, Citipower and Powercor

For councils in the Jemena, Citipower and Powercor areas, the DNSP will manage the installation internally. Although this specific item will likely be under \$150,000 (meaning there is no need to seek a Ministerial Exemption), Ironbark recommends that councils seek a Ministerial Exemption for the project management when applying for the installation exemption. The reason for this is that it is not uncommon for the DNSP's quote for the installation to include the project management component.

## Administration

This is internal council administration, communication, project management, contract management and stakeholder management. This is generally part of a council staff member's job description.

## Consultants

This is external expertise that councils frequently engage due to the complex landscape of street lighting projects. This will likely be under \$150,000 so council can engage consultants through a request for quote or direct engagement but also has the option of a public competitive tender. Ironbark and MAV offer assistance to councils in most relevant areas as part of the support around bulk changes discussed above.

## DNSP Project Administration

This refers to the DNSP's own administrative costs such as auditing, internal systems, data management. This is generally sent to councils as a quote in the form of a Network Modification Agreement and is essentially to cover overheads. It is always well under the \$150,000 *Local Government Act* threshold.

## Communications

This component of a street lighting project traditionally centers around internal project management – between key stakeholders such as councils, DNSPs, contractors and funders. It would traditionally be covered under *Administration*, *Consultants* or *Project Management* items.

However some councils (for example those receiving funding through CEEP) will have received funding under guidelines that explicitly requested submissions to incorporate community engagement and more detailed community communications – including general energy efficiency education. Councils can use internal resources or engage external communication expertise through a request for quote, direct engagement or public competitive tender, depending on the cost.

## Written Down Value (minus Avoided Cost)

The Written Down Value (WDV – also known as Residual Value) is a regulated value. It refers to the need to pay out the existing asset value of the lights to the DNSP before or during the bulk change. Essentially, the DNSP installed the current 80W MVs in the early 1990s. They've put time and money into each light through maintenance, lamp replacements etc. and it all adds up into what is called their Regulated Asset Base (RAB). The RAB builds up over time and is depreciated over 20 years. So if that asset is removed councils may have a certain amount left to pay – the remaining “value” of the asset.

Avoided Cost (AC) refers to avoided maintenance costs. In a way it is the opposite of WDV. Council is taking down an asset that no longer requires maintenance so they get a credit per light for future maintenance that has been avoided through removing the light.

Note that both WDV and AC are smeared across a DNSP area and over time. This means that there is a regulated value per light regardless of when the light was installed or where the light was installed.

WDV has been a source of frustration for councils throughout Australia and it has been challenged. However the Australian Energy Regulator (AER) has affirmed on 3 occasions (2004, 2009 and 2011) that it considers WDV to be fair and that the pricing is reasonable. It has been consistent with its rulings each time, and the Australian Competition Tribunal backed this up in 2011.

The figures are updated every year. Below are the figures for WDV minus AC for each Victorian DNSP for 2016.

<b>DNSP</b>	<b>WDV-AC<sup>6</sup></b>
SP Ausnet	~ \$16
United Energy	~ \$103
Jemena	~ \$44
Powercor	~ \$45
Citipower	~ \$104

<sup>6</sup> Figures here are rounded – the actual varies slightly each year.

### 10.4.3 Draft Urban Tree Management Policy

#### Introduction

File No.: 16/04/007  
Author: Glenn Townsend  
General Manager: Phil Jeffrey

A report was presented to the Place Making Advisory Committee on 20 April 2016, where the following was resolved:

*That the Place Making Advisory Committee:*

- 1. Receives the draft Tree Policy for the purpose of review and feedback to officers.*
- 2. Recommends that the Draft Tree Management Policy (with any amendments identified) be presented to Council for adoption.*

*CARRIED.*

#### Background

Urban street trees provide significant social, environmental and aesthetic benefits to our communities and assist in the creation of neighbourhood character in urban streets. The Council recognises trees as a living asset, and understands ongoing maintenance, renewal and management is required for long-term sustainability and community benefit.

Council is responsible for the maintenance and management of trees located on Council managed land. As such, a key action from the 2015/16 Council Plan, was to develop a Tree Management Policy to provide a basis to make decisions on the management of trees with a particular vision to balance amenity and risk.

Whilst there are many benefits to having street trees, they come with some public risk that needs to be managed. Previous audits on street tree management have highlighted that there is a lack of policies and systems to support staff in managing urban trees.

In the last 18 months, an inventory of trees has been developed that includes species, age, physical properties and condition. The inventory contains approximately 17,000 trees and has been used to inform maintenance programs over the last 12 months.

The aim of this policy is to formalise the Moorabool Shire Council's commitment to the preservation and enhancement of its urban environments through providing and maintaining high quality trees in urban areas whilst implementing prudent management practices to manage risk.

#### Proposal

The draft policy addresses the risk to public safety whilst taking into account the amenity, environmental and heritage value of the trees. A copy of the policy forms the attachment to this report.

The purpose of the policy is to:

- Provide a basis to make decisions on trees
- Establish clear guidelines and principles for trees
- Provide guidance to Council and officers regarding trees
- Establish criteria for prioritising work on trees within the scope of the Council budget
- Identify the resourcing needs to implement the Policy
- Engage the community with the issue of trees

The objective is to handle tree management in a proactive, rather than reactive manner. The Council finite resources so is unable to remove all risks associated with trees but these resources need to be directed towards those public areas that expose the community to the greatest risk.

The policy and appendices have been developed for consideration, and include preferred tree species lists and a Zone Map for the purpose of tree selection. These zones reflect the climatic, geological and related ecological forces that effect tree development around the shire.

### **Consideration**

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

### **Policy Implications**

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Enhanced Infrastructure and Natural and Built Environment
<b>Objective</b>	Management of Assets and Infrastructure
<b>Strategy</b>	Proactive maintenance of Council owned and managed parks, gardens, trees, playgrounds, open space and town entrances at appropriate standards.

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

### **Financial Implications**

Council currently budgets approximately \$483k on urban tree management which is made up of Avenue of Honour (\$223k), Tree Inspection/Maintenance (\$201k) and Powerline Clearance (\$59K). The existing budgets are generally used for establishment, pruning, removals and reactive works and there is limited budget for new plantings.

The adoption of a tree management policy is not expected to have any financial implications associated with the recommendation within this report.

### Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Occupational Health & Safety	High risk equipment in use (eg. wood chipper, chainsaw, polesaws, pruning saws)	High	Safe Work Procedures and Job Safety Analysis', certificates of competency, licences and risk assessments current and in place.
Financial	Overspend of recurrent budget	Low	Review and analysis of regular (monthly) budget reporting.
Public Liability	Failing trees and/or limbs	Medium	Proactive inspections are undertaken and maintenance works scheduled appropriately.

### Communications Strategy

There is no formal communications strategy associated with the recommendation within this report. Following adoption of the policy, a copy will be placed on Council's website for information.

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

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

### Officer's Declaration of Conflict of Interests

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

*General Manager – Phil Jeffrey*

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

*Author – Glenn Townsend*

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

## Conclusion

It is recognised that trees are a living asset, and ongoing maintenance, renewal and management is required for long-term sustainability and community benefit. A draft Tree Management Policy has been developed to provide a basis to make decisions on the management of trees with a particular vision to balance amenity and risk. It is recommended that the draft policy be presented to Council for formal adoption.

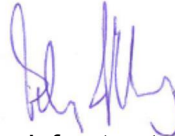
## Recommendation:

**That, in accordance with Moorabool Shire Council Policy Protocol, 'Consideration of items which Affect beyond the Current Year', the draft Urban Tree Management Policy now lay on the table for further consideration at the next Ordinary Meeting of Council on 1 June 2016.**

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## Report Authorisation

### Authorised by:

**Name:** Phil Jeffrey   
**Title:** General Manager Infrastructure  
**Date:** Wednesday, 27 April 2016

# Attachment - Item 10.4.3(a)



<b>Policy No.:</b>	IS003	<b>IS003 – Urban Tree Management Policy</b>
<b>Review Date:</b>	2021	
<b>Revision No.:</b>	-	
<b>Policy Manual Version No.:</b>	001	
<b>Adopted by:</b>	Council	

## 1. Purpose

This policy provides the direction for planting and continued management of trees located on Council managed land. It will provide a basis to make decisions on the management of trees with a particular vision to balance amenity and risk.

Trees provide significant economic, social, environmental, ecological and aesthetic benefits to our communities and assist in the creation of neighbourhood character and identity of our urban streets. The Council recognises trees as a living asset, and understands ongoing maintenance, renewal and management is required for long-term sustainability and community benefit.

The aim of this policy is to formalise MSC’s commitment to the preservation and enhancement of its urban environments through providing and maintaining quality trees in Urban Zones.

## 2. Introduction

Trees are highly valued asset to the Moorabool Shire environment. Mature trees are a dominant feature in tree lined avenues, streets, parks and reserves. Trees improve air quality by absorbing air pollutants, releasing oxygen and sequestering carbon dioxide. Collectively trees add beauty by softening the harsh lines of urban development, help screen unsightly views, provide privacy and create a sense of identity and security within the community. Trees also provide great economic benefits to the community including increasing property value, reducing building heating and cooling costs and reducing heat stress for people and infrastructure by providing shade and shelter.

Issues relating to tree management have a high profile and can generate considerable public debate and passion and as a consequence, planning is required in order to facilitate effective tree management.

This policy outlines Council’s tree management processes in line with relevant legislative requirements, strategic policies and accepted tree care practices. Best practice tree management benefits the landscape and environment and meets the expectations of the local community. Trees located on private property are not included in this policy.

The following definitions apply within the context of this policy:

**“Urban Zones”** – The parameters of Urban Zones are defined within town boundaries of established areas and the commencement of speed limits zones at township or urban boundaries.



**“Council Tree Asset”** – Any tree planted or self-sown within the road reserve, open space area or floodway zones of the Urban Zone boundaries, and contained within Council’s Tree Register are maintained by MSC. Referred to as tree or trees in this policy.

This Policy should be read in conjunction with MSC’s Approved Street Tree Species Guide.

### 3. Policy

Council will maintain urban street and park trees within the Municipality with a particular emphasis on mitigating risk to person and property whilst also ensuring that amenity, environmental and heritage values are equally considered, including:

- Appropriate siting and species selections for all new trees
- Appropriate protection, maintenance and management of trees
- Co-ordination of council policy and strategy documents/to assist
- Sufficient resources be allocated to allow for best practice tree management
- Effective risk management
- To provide parameters for development sites as per AS 4970 - 2009

#### Tree Management

Council will ensure that the management of its trees is consistent with best practice at all times and are maintained at an appropriate standard. It will:

- Develop formal management guidelines and improve existing documentation for the management of Council’s tree assets in line with accepted tree care practises and relevant legislative requirements to maintain and enhance the tree population.
- Provide adequate resources to ensure tree management is undertaken to mitigate risk potential
- Maintain an inventory of urban street trees under its control.

#### Significant Tree Management

The tree register will identify significant, exotic, native and indigenous trees on Council managed land that have special significance. They would be identified because of their horticultural value, location or context. This would include the Avenue of Honour, River Red Gums and some other trees that are listed in Planning Scheme overlays or on the National Trust of Australia (Victoria) Register of Significant Trees.

- Significant trees within MSC shall be appropriately managed and protected.
- All significant trees shall be managed in accordance with all relevant legislation
- Flagging of significant trees in the Moorabool Shire Tree Inventory

#### Tree Protection

As far as practicable, Council will endeavour to ensure trees are protected from development, construction, temporary works and other activities that may have a negative impact upon tree health

- Whilst maintaining a balance between risk/safety and project outcomes, where possible, protection of Council managed trees is to be considered during civil works or maintenance activities that could place trees under stress or at risk. The retaining of trees will be an important factor when considering applications for new development or where implementing infrastructure works.
- Cost associated with private works that impact on trees will be borne by the person/s undertaking the works.

### Tree Inspection Program

- Council shall undertake street, park and council facility's tree inspections and data collection in Urban Zones every five (5) years.
- Council shall undertake street, park and council facility's tree inspections and data collection in high risk areas such as the CBD, near playgrounds and high activity areas every three (3) years.
- Council shall undertake reactive tree inspections on request.

It is acknowledged that resources restrict the capacity of the Council to inspect and maintain all trees to the same level at all times. It is the Council's intention however to ensure that an appropriate and duly diligent proportion of each annual tree management budget be allocated to high risk tree inspection and maintenance issues.

### Tree Pruning

- Council shall be responsible for undertaking tree pruning of all trees as required that are owned and maintained by the Council.
- All pruning undertaken on trees within the MSC municipality Urban Zones shall be accordance with AS 4373-2007 Pruning of Amenity Trees and the Street Tree Pruning Guidelines.
- All tree pruning shall be carried out by appropriately trained Council staff or an independent contractor who shall be appointed by Council.
- All tree pruning shall be carried out in accordance with all relevant legislation which may include; Heritage Act 1995, Flora and Fauna Guarantee Act 1988, Catchment and Land Protection Act 1994, Planning and Environment Act 1987.
- Residents are not permitted to prune or remove council trees.

### Tree Removal

Poor performing, dead and hazardous trees will be removed and/or replaced subject to funding. While all other options will be explored, tree removal may be required to ensure public health and safety, to protect infrastructure, to facilitate approved development and infrastructure improvements.

- Trees will only be removed after investigation and assessed for removal by Council's arborist, appropriately trained Council staff or a council engaged independent Arborist on a 'case by case' basis.
- All tree removal shall be carried out in accordance with all relevant Legislation
- Consult and inform the community about all major projects involving tree removal and plantings
- Pursue unauthorised tree removal and investigate enforcement action under the jurisdiction of general Local law 2010
- Council may be obliged to remove unauthorised plantings, without compensation of the person/s who planted without permission.

### Tree Roots

- Subject to budget, Council will investigate tree root damage claims involving infrastructure where practical, council will minimise the impact to infrastructure caused by roots from trees situated on council managed land
- Tree roots can cause conflict with infrastructure resulting in damage to assets. Council deals with this conflict on a case by case basis and explores all options to mitigate the conflict, with tree removal being the last option.

### Tree Planting

Council will proactively carry out tree planting in road reserves, open space and other Council managed land as resourced permit.

- All new tree stock selection and planting shall be in accordance with the MSC Approved Tree Species Guide.
- Amendments to the MSC Approved Species Guide is delegated to the General Manager Infrastructure.
- Use of trees species outside of the MSC Approved Species Guide must be approved by Council's Parks & Gardens unit.
- Council will plant advanced trees within urban streetscapes and parks that it is responsible for maintaining and provide guidance for suitable planting within any asset Council will maintain, where practical, Council shall replace trees after they have died or been removed.
- Purchasing and planting shall be scheduled to allow for optimum seasonal conditions that are conducive to the long term survival of trees.
- All new developments shall be designed to accommodate trees where possible and in such a way as to allow for improved asset management and long-term community benefit
- Tree protection zones shall be incorporated with regard to all developmental sites.
- Residents must first seek and obtain permission from Council before planting trees and shrubs within nature-strips or other council managed open space environments.
- Residents can request that Council undertake planting within their street or reserve.
- Residents will be notified in advance, of tree removals and/or plantings in the immediate area.

### Power Line Pruning

Council has the responsibility to maintain its trees in accordance with the Electricity Safety (Electric Line Clearance) Regulation 2015 within the declared area of the Moorabool Shire.

Powercor has the responsibility to maintain Council trees in accordance with the Electricity Safety (Electric Line Clearance) Regulation 2015 within the undeclared area of the Moorabool Shire.

- In the declared areas, Council shall prepare an approved Electrical Line Clearance Management Plan in accordance with the requirements of Energy Safe Victoria which shall be subject to all provisions (including audit) of the relevant Legislation which is the Electricity Safety Act 1998.
- In all such declared areas Council shall be responsible for appointing a Powerline Pruning Contractor to undertake tree pruning in accordance with the Guidelines to the Electricity Safety (Electric Line Clearance) Regulations 2015
- Contractors must at all times where possible trim trees in accordance with the amenity tree pruning standards

### Pest and Disease

Tree pests and diseases are a component of tree management and Council recognises that control measures will be required at times to maintain healthy trees. A range of methods will be utilised in the management of pest and disease outbreaks

- Monitor tree population to enable timely and appropriate responses
- Identify damage and initiate the implementation of a pest and disease control program
- Determine if further action is required if there are signs of excessive damage and /or insect infestation

### Community Consultation

The Moorabool Shire manages trees on Council managed land on behalf of the community. Consultation with affected and interested members of the local community is paramount.

- The community will be provide advance information and consulted about all major projects involving tree removal, tree planting and other major tree management programs.
- Day to Day management and emergency works which involved public safety would not require consultation

#### 4. Related Legislation / Policies / Guidelines

- Aboriginal Heritage Act 2006
- AS 4970:2009 Protection of Trees on Development Sites
- AS 4373-2007 Pruning of Amenity Trees and the Street Tree Pruning Guidelines
- Crown land (Reserves) Act 1978
- Electricity Safety (Electric Line Clearance) Regulations 2015
- Electricity Safety Amendment (Bushfire Mitigation) 2014
- Victorian Heritage Register H2238, Heritage Victoria
- Bacchus Marsh Avenue of Honour Management Plan 2004
- Bacchus Marsh Avenue of Honour Conservation Management Plan
- Moorabool Electric Line Clearance Management Plan

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

<b>Key Result Area</b>	Enhanced Infrastructure and Natural and Built Environment
<b>Objective</b>	Management of Assets and Infrastructure
<b>Strategy</b>	Proactive maintenance of Council owned and managed parks, gardens, trees, playgrounds, open space and town entrances at appropriate standards.

#### 6. Review

This policy will be reviewed in 2021.

#### 7. Attachments

- MSC Approved Street Tree Species Guide

#### 8. References

<b>Dept</b>	Parks and Gardens Department
<b>MSC</b>	Moorabool Shire Council

# Attachment - Item 10.4.3(b)





# Moorabool Shire Council

## APPROVED STREET TREE SPECIES GUIDE

Version 1.0 2016

**Climatic zones.**

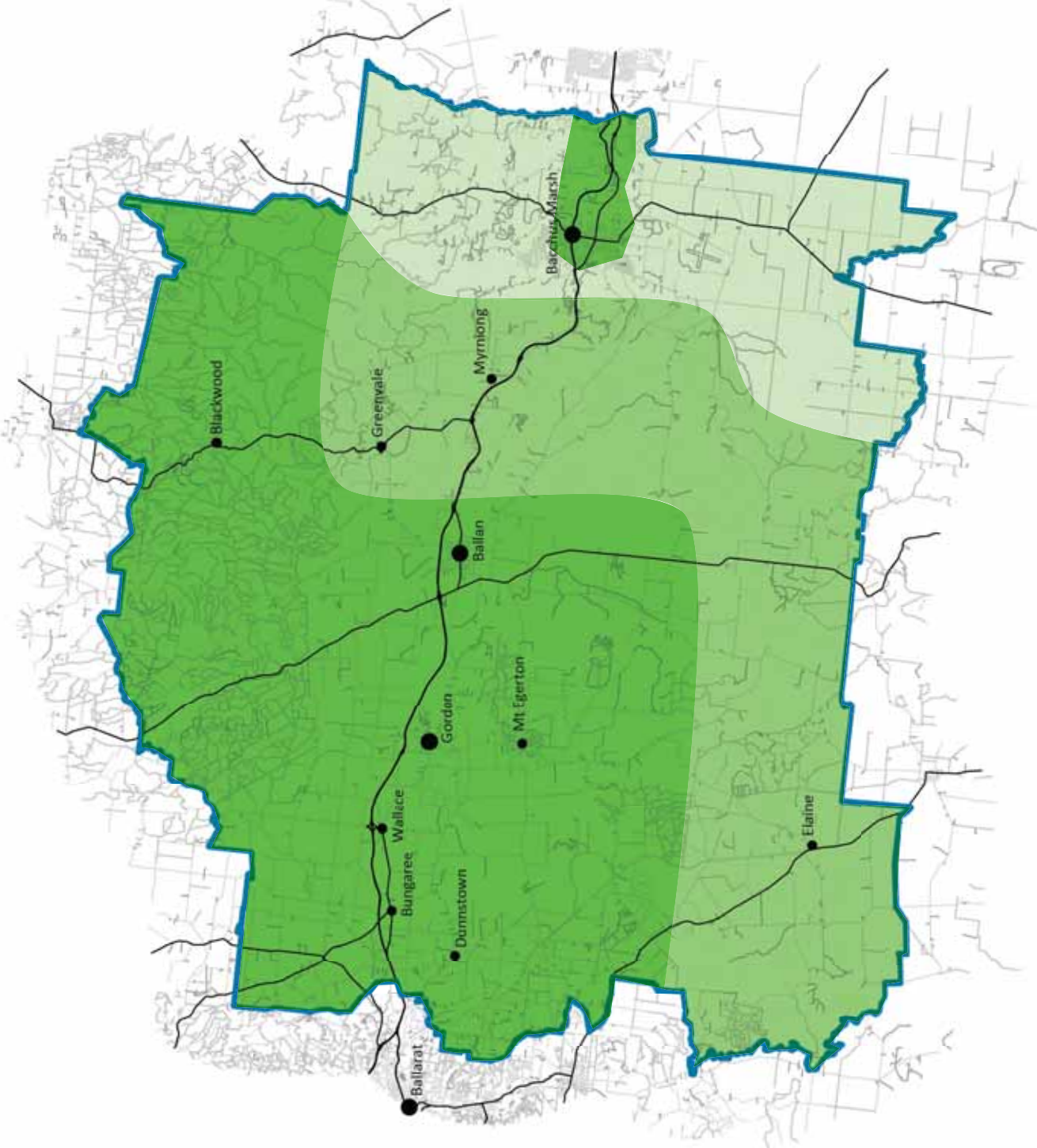
For the purpose of tree selection, Moorabool shire has been divided into 3 distinct zones. These zones reflect the climatic, geological and related ecological forces that effect tree development around the shire.

The approved street trees have been selected to suit particular zones within these selections.

The zones are defined as per the adjoining map.

**Zone Key.**

- Zone 01: Good conditions
- Zone 02: Moderate conditions
- Zone 03: Challenging conditions





# Large Trees

## APPROVED STREET TREE SPECIES GUIDE



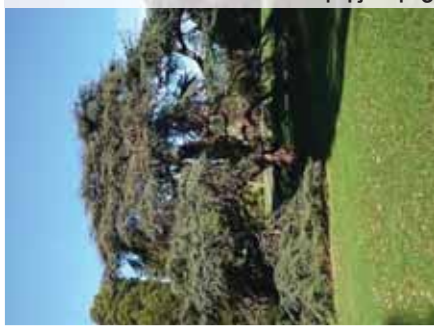
Smooth-barked Apple Myrtle

*Angophora costata*



Deodar Cedar

*Cedrus deodara*



Cedar of Lebanon

*Cedrus libani*



Lemon-scented Gum

*Corymbia citriodora*



Spotted Gum

*Corymbia maculata*



Blue Box

*Eucalyptus baueriana*



Yellow Box

*Eucalyptus melliodora*



Grey Box

*Eucalyptus microcarpa*



Red Ironbark

*Eucalyptus sideroxylon*



Osage Orange

*Maclura pomifera 'Wichita'*



Oriental Plane

*Platanus orientalis*



London Plane

*Platanus x acerifolia*



Algerian Oak

*Quercus canariensis*



Turkey Oak

*Quercus cerris*



Holm Oak

*Quercus ilex*



Pin Oak

*Quercus palustris*



English Oak

*Quercus robur*



English Elm

*Ulmus procera*



Species Name	Common Name	Height	Zone	Deciduous		Native	Under Powerlines	Minimum nature strip width (m)
				✓	x			
<i>Angophora costata</i>	Smooth-barked Apple Myrtle	12-30m	1, 2, 3	x	✓	x	x	5
<i>Cedrus deodara</i>	Deodar Cedar	20m	1, 2	x	x	x	x	5
<i>Cedrus libani</i>	Cedar of Lebanon	20m	1, 2	x	x	x	x	5
<i>Corymbia citriodora</i>	Lemon-scented Gum	30m	1, 2, 3	x	✓	x	x	3
<i>Corymbia maculata</i>	Spotted Gum	30m+	1, 2, 3	x	✓	x	x	3.5
<i>Eucalyptus baueriana</i>	Blue Box	20m	2, 3	x	✓	x	x	5
<i>Eucalyptus melliodora</i>	Yellow Box	30m	2, 3	x	✓	x	x	5
<i>Eucalyptus microcarpa</i>	Grey Box	25m	2, 3	x	✓	x	x	5
<i>Eucalyptus sideroxylon</i>	Red Ironbark	20m	1, 2, 3	x	✓	x	x	3
<i>Maclura pomifera</i> 'Wichita'	Osage Orange	15-20m	2, 3	x	x	x	x	3.5
<i>Platanus orientalis</i>	Oriental Plane	30m	1, 2	✓	x	x	x	3
<i>Platanus x acerifolia</i>	London Plane	30m	1, 2	✓	x	x	x	3
<i>Quercus canariensis</i>	Algerian Oak	20m	1, 2, 3	✓	x	x	x	3.5
<i>Quercus cerris</i>	Turkey Oak	20m	1, 2, 3	✓	x	x	x	3.5
<i>Quercus ilex</i>	Holm Oak	30m	1, 2, 3	✓	x	x	x	3.5
<i>Quercus palustris</i>	Pin Oak	25m	1, 2, 3	✓	x	x	x	3.5
<i>Quercus robur</i>	English Oak	20-30m	1, 2, 3	✓	x	x	x	3.5
<i>Ulmus procera</i>	English Elm	25m	1, 2	✓	x	x	x	3.5

# Medium Trees

## APPROVED STREET TREE SPECIES GUIDE



*Acer campestre*



Red Horse Chestnut

*Aesculus x carnea*



Willow Myrtle

*Agonis flexuosa*



Illawarra Flame Tree

*Brachychiton acerifolius*



Hybrid Kurrajong

*Brachychiton populneus x acerifoliuseus*



Dawson River Bottlebrush

*Callistemon viminalis 'Dawson River Weeper'*



Yellow Bloodwood

*Corymbia eximia*



Yellow Gum

*Eucalyptus leucoxyton*



Red Box

*Eucalyptus polyanthemus*



Jacaranda

*Jacaranda mimosifolia*



Queensland Brush Box

*Lophostemon confertus*



Elite White Cedar

*Melia azedarach 'Elite'*



European Olive

*Olea europaea*



Callery Pear

*Pyrus calleryana*



California Live Oak

*Quercus agrifolia*



Golden Elm

*Ulmus glabra 'Lutescens'*



Chinese Elm

*Ulmus parvifolia*



Zelkova

*Zelkova serrata*



Species Name	Common Name	Height	Zone	Deciduous	Native	Under Powerlines	Minimum nature strip width (m)
<i>Acer campestre</i>	Hedge Maple	15m	1, 2	x	x	x	2.5
<i>Aesculus x carnea</i>	Red Horse Chestnut	12-15m	1	✓	x	x	2.5
<i>Agonis flexuosa</i>	Willow Myrtle	10m	1, 2, 3	x	✓	x	2.5
<i>Brachychiton acerifolius</i>	Illawarra Flame Tree	12-15m	2, 3	x	✓	x	2.5
<i>Brachychiton populneus x acerifolius</i>	Hybrid Kurrajong	9-11m	2, 3	x	✓	x	3
<i>Callistemon viminalis</i> 'Dawson River Weeper'	Dawson River Bottlebrush	6-12m	1, 2, 3	x	✓	x	3
<i>Corymbia eximia</i>	Yellow Bloodwood	15m	2, 3	x	✓	x	3
<i>Eucalyptus leucoxylon</i>	Yellow Gum	10-15m	2, 3	x	✓	x	3.5
<i>Eucalyptus polyanthemos</i>	Red Box	15m	2, 3	x	✓	x	3.5
<i>Jacaranda mimosifolia</i>	Jacaranda	10m	2, 3	✓	x	x	2.5
<i>Lophostemon confertus</i>	Queensland Brush Box	10-15m	1, 2	x	✓	x	2.5
<i>Melia azedarach</i> 'Elite'	Elite White Melia	12m	2, 3	✓	x	x	2.5
<i>Olea europaea</i>	European Olive	6-8m	2, 3	x	x	x	2.5
<i>Pyrus calleryana</i>	Callery Pear	15m	1, 2	✓	x	x	2
<i>Quercus agrifolia</i>	Californian Live Oak	10-25m	1, 2, 3	✓	x	x	3.5
<i>Ulmus glabra</i> 'Lutescens'	Golden Elm	12m	1, 2	✓	x	x	3.5
<i>Ulmus parvifolia</i>	Chinese Elm	12m	1, 2, 3	✓	x	x	3.5
<i>Zelkova serrata</i>	Zelkova	15m	1, 2	✓	x	x	2

# Small Trees

## APPROVED STREET TREE SPECIES GUIDE



*Acer bergierianum*



*Aesculus californica*



*Angophora hispida*



*Arbutus x andrachnoides*



*Brachychiton rupestris*



*Ceratonia siliqua*



*Corymbia ficifolia*



*Eucalyptus forrestiana*



*Eucalyptus kisoniana*



*Eucalyptus macrandra*



*Eucalyptus platypus*



*Eucalyptus torquata*



*Geijera parviflora*



*Hakea laurina*



*Koelreuteria paniculata*



*Lagerstroemia indica x L. fauriei*



*Metrosideros excelsa*



*Pistacia chinensis*



Species Name	Common Name	Height	Zone	Deciduous	Native	Under Powerlines	Minimum nature strip width (m)
<i>Acer bergerianum</i>	Trident Maple	9m	1, 2	✓	x	✓	1
<i>Aesculus californica</i>	California Buckeye	8m	1, 2	✓	x	✓	2.5
<i>Angophora hispida</i>	Dwarf Apple	5m	1, 2	x	✓	✓	1.5
<i>Arbutus x andrachnoides</i>	Hybrid Strawberry Tree	9m	1, 2	x	x	✓	2
<i>Brachychiton rupestris</i>	Queensland Bottle Tree	6m	2, 3	x	✓	✓	2
<i>Ceratonia siliqua</i>	Carob	8-10m	2, 3	✓	x	✓	2
<i>Corymbia ficifolia</i>	Red Flowering Gum	10m	1, 2, 3	x	✓	✓	3
<i>Eucalyptus forrestiana</i>	Fuchsia Mallee	8m	2, 3	x	✓	✓	2
<i>Eucalyptus Kitsoniana</i>	Gippsland Mallee	5-9m	1, 2	x	✓	✓	2
<i>Eucalyptus macrandra</i>	River Yate	7m	2, 3	x	✓	✓	2
<i>Eucalyptus platypus</i>	Moort	10m	1, 2	x	✓	✓	2
<i>Eucalyptus torquata</i>	Coral Gum	10m	1, 2	x	✓	✓	2
<i>Geijera parviflora</i>	Wilga	8m	2, 3	x	x	✓	1
<i>Hekeia laurina</i>	Pincushion Hakea	6m	2, 3	x	✓	✓	1
<i>Koelreuteria paniculata</i>	Golden Rain Tree	12m	2	✓	x	✓	2
<i>Lagerstroemia indica x L. faurieri</i>	Crepe Myrtle	8m	1, 2	✓	x	✓	1
<i>Metrosideros excelsa</i>	New Zealand Christmas Tree	10m	1, 2	x	x	✓	2
<i>Pistacia chinensis</i>	Chinese Pistachio	10m	1, 2	✓	x	✓	1.5

## 10.4.4 Quarterly Financial Report March 2016

### Introduction

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

This Quarterly Report covers the period of 1 July 2015 to 31 March 2016. The report outlines the year to date financial position of Council and forecast projections for the full year results.

The forecast result at the end of the financial year is an increase in the surplus by \$0.620m. Please refer to the attached report for a detailed review of the financials.

### Background

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

### Proposal

That Council receives the Quarterly Report – March 2016.

### Policy Implications

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

The 2013-2017 Council Plan provide as follows:

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

### Amended Budget

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

Throughout this report Council will be reporting on the Amended Budget rather than the Adopted Budget. The Amended Budget contains carry forwards from the 2014/15 financial year. These include grant funded one off projects, New Initiatives from prior years that are not yet complete, and incomplete/deferred capital projects. The following schedule provides an overview at a high level of the items that have been added to the Adopted Budget to arrive at the Amended Budget.

### **Impact on Cash on hand as at 30 June 2015**

Based on the aggregate of both the Operating Budget and Capital Budget carry forward, plus other adjustments, a sum of \$6.939m in cash will be required to fully fund the requirements of the Amended Budget. These are made up of the following:

Net Operating Budget Carry forwards	\$0.606m
Net 2014/15 CIP Commitments	\$4.243m
Early Payment of Grants Commission	\$2.870m
Early Payment of Emergency Management Grant	\$0.120m
Sale of Council Land	<u>(\$0.900m)</u>
<b>Total cash required</b>	<b>\$6.939m</b>

As at the 30 June 2015, Council held \$12.173m in cash and cash equivalents. Cash holdings were high in part due to the impact of these uncompleted projects and the early payment of Grants Commission.

### **Operating Budget**

The net effect on the Operating Budget is a favourable variance of \$0.524m.

Net Operating Surplus in the Adopted 2015/16 Budget	\$7.529m
Net New Initiatives / Grant Funded Projects	(\$0.606m)
2014/15 Carry Forward Capital Grants	\$1.589m
New Grants Identified Since Adoption of Budget	\$2.596m
Early Payment of Grants Commission	(\$2.870m)
Early Payment of Emergency Management Grant	(\$0.120m)
Net Result of Sale of Council Land	(\$0.091m)
Other Minor Adjustments	<u>\$0.026m</u>
<b>Amended Operating Budget Surplus</b>	<b>\$8.053m</b>

### **Capital Budget**

The effect on the capital budget is an increase in expenditure of \$8.454m.

2015/16 Adopted Budget for Capital Expenditure	\$15.213m
Add:	
2014/15 Carry Forward Capital Projects	\$5.832m
New Grants Identified Since Adoption of Budget	<u>\$2.622m</u>
<b>Amended Capital Budget</b>	<b>\$23.667m</b>

The attached Quarterly Financial Report, Attachment 10.4.4, provides an explanation of the Income Statement, Balance Sheet, Cash Flow Statement and Capital Works Statement with the year-to-date actuals compared to the year-to-date amended budget, and the amended annual budgets compared to the annual forecasts.

### **Income Statement**

The main changes within the Income Statement are as follows:

- Increase in “Rates and Charges” (\$0.221m) due to higher amount of growth in property numbers than what was originally budgeted. This includes both Rates and Waste Charges;
- Increase in “User Fees” (\$0.117m) due to expected increases in Aged and Disability Brokerage Services, Subdivision supervision and checking fees, and Meals on Wheels;
- Increase in “Grants - Operating” (\$1.490m) predominantly due to the estimated \$1 million in funding for the Scotsburn fire recovery. There are also new grants received since the adoption of the budget. These include: Supported Parents and Playgroups, Roadside Weeds and Pest Management, and MAV Kinder Enrolment Project;
- Decrease in “Contributions – Monetary” (\$0.565m) mainly due to Council receiving developer contributions last financial year when they were expected this financial year.
- Increase in “Materials and Services” (\$1.147m) mainly due to costs incurred for emergency works and infrastructure restoration due to Scotsburn fire. There are also matching Council funds for new grants identified since the adoption of the budget.

The net effect of these changes and other minor variances causes the total surplus for the year to increase by \$0.620m to \$8.688m.

### **Cash**

The forecast cash balance at 30 June 2016 has increased by \$2.764m to \$7.249m in comparison to the amended budget. This is due to an overestimation of the amount of 2014/15 year end accruals when calculating the amended budget.

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

The total cash expenditure forecast for the CIP at this stage has increased by \$0.137m to \$23.804m. This is due to new funding received for Station Street Pedestrian Access Improvement Project.

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

There are no identified risks associated with this process.

### **Communications Strategy**

To Council, through the Ordinary Meeting of Council on 4 May 2016, and to the Audit Committee meeting on 11 May 2016.



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

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

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

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

*General Manager – Phil Jeffrey*

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

*Author – Steve Ivelja*

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

### **Conclusion**

The Quarterly Report – March 2016 has been prepared in accordance with Section 138 – Quarterly Statements of the Local Government Act (1989) for review and receiving by Council.

### **Recommendation:**


**That Council receives the Quarterly Financial Report – March 2016.**

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### **Report Authorisation**

#### **Authorised by:**

**Name:** Phil Jeffrey  
**Title:** General Manager Infrastructure  
**Date:** Wednesday, 27 April 2016



# Attachment - Item 10.4.4

# MOORABOOL SHIRE COUNCIL

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



## 2015/16 Quarterly Financial Report - March 2016

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# 1 Amended Budget

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

Throughout this report Council will be reporting on the Amended Budget rather than the Adopted Budget. The Amended Budget contains carry forwards from the 2014/15 financial year. These include grant funded one off projects, New Initiatives from prior years that are not yet complete, and incomplete/deferred capital projects. The following schedule provides an overview at a high level of the items that have been added to the Adopted Budget to arrive at the Amended Budget.

## 1.1 Impact on Cash on hand as at 30 June 2015

Based on the aggregate of both the Operating Budget and Capital Budget carry forward, plus other adjustments, a sum of \$6.939m in cash will be required to fully fund the requirements of the Amended Budget. These are made up of the following:

Net Operating Budget Carry forwards	\$0.606m
Net 2014/15 CIP Commitments	\$4.243m
Early Payment of Grants Commission	\$2.870m
Early Payment of Emergency Management Grant	\$0.120m
Sale of Council Land	<u>(\$0.900m)</u>
<b>Total cash required to complete the carry forward</b>	<b>\$6.939m</b>

As at the 30 June 2015, Council held \$12.173m in cash and cash equivalents. Cash holdings were high in part due to the impact of these uncompleted projects and the early payment of Grants Commission.

## 1.2 Operating Budget

The net effect on the Operating Budget is a favourable variance of \$0.524m.

Net Operating Surplus in the Adopted 2015/16 Budget	\$7.529m
Net New Initiatives / Grant Funded Projects	(\$0.606m)
2014/15 Carry Forward Capital Grants	\$1.589m
New Grants Identified Since Adoption of Budget	\$2.596m
Early Payment of Grants Commission	(\$2.870m)
Early Payment of Emergency Management Grant	(\$0.120m)
Net Result of Sale of Council Land	(\$0.091m)
Other Minor Adjustments	<u>\$0.026m</u>
<b>Amended Operating Budget Surplus</b>	<b>\$8.053m</b>

---

### 1.3 Capital Budget

The effect on the capital budget is an increase in expenditure of \$8.454m.

2015/16 Adopted Budget for Capital Expenditure	\$15.213m
<u>Add</u>	
2014/15 Carry Forward Capital Projects	\$5.832m
New Grants Identified Since Adoption of Budget	<u>\$2.622m</u>
<b>Amended Capital Budget</b>	<b>\$23.667m</b>

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## 2 Operating Performance

### Year to Date Operating Performance 31 March 2016

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#### 2.1 Overall:

For the nine months to 31 March, the Net Result was a Surplus of \$8.929m with a favourable variance of \$1.246m compared to the year to date amended budget.

#### 2.2 Operating Revenues [\$0.690m favourable]:

Rates and charges – Favourable by \$220,000 overall due to increases in General Rates (\$106,600), Garbage Charge (\$71,400), Waste Management Charge (\$35,000), and State Landfill Levy (\$12,500). The increase relates to a higher amount of growth in property numbers than what was initially expected in the Budget. Forecast adjustments have been made to account for the projected increase in revenue.

User fees – Favourable by \$126,000 mainly due to increased income for Aged and Disability Brokerage Services (\$41,000) and Subdivision supervision and checking fees (\$45,000). Other increases include Meals on Wheels (\$24,000), Transfer Station fees (22,000), and Local Laws (\$10,000).

Grants - operating – Favourable by \$239,000 due to new funding received by Council since the adoption of the budget. This new funding mainly relates to;

- Mineral Springs Improvement Project - \$50,000
- Scotsburn Recovery positions - \$46,000
- Roadside Weeds and Pest Management - \$35,000
- Supported Parents and Playgroups - \$32,000
- MAV Kinder Enrolment Project - \$27,500
- Natural Assets Support Program - \$26,000
- Moorabool Water Asset Strategy Project - \$25,000

Where new grant funding has been received it has been amended in the year end forecast.

There are also other minor timing variances.

Contributions - monetary – Favourable by \$129,000 due to higher than anticipated Public Open Space Contributions. The proceeds of Open Space Contributions are transferred to Reserves and set aside for future projects.

Interest received – Unfavourable by \$22,000 at this stage of the year mainly due to a decline in interest rates for cash investments.

#### 2.3 Operating Expenses [\$0.555m favourable]:

Materials and services – Favourable variance of \$264,000 which mainly relates to the timing of contract payments and services. Some of the larger variances include the following:

- Building and property maintenance - \$178,000
- Garbage disposal - \$111,000

- 
- Recycling collection and domestic garbage - \$99,000
  - Condition assessments - \$66,500
  - Sealed road maintenance - \$49,000

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

Offsetting these favourable variances are \$763,000 in costs relating to the Scotsburn Fire. These costs were not budgeted for and include emergency works and infrastructure restoration. The majority of these costs will be reimbursed and forecast adjustments have been made.

Net gain (loss) on disposal of property, infrastructure, plant and equipment – Favourable variance of \$159,000 due a higher return on Council vehicles traded in compared to what was originally budgeted.



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## Forecast Results for Year Ending 30 June 2016

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As at 31 March, the Forecast Surplus for the year has increased by \$620,000. The Forecast is now expected to be a surplus of \$8.688m. Major variances are the following:

### 2.4 Operating Revenues [\$1.540m favourable]:

Rates and charges – Favourable by \$221,000 due to increases in General Rates (\$107,000), Garbage Charge (\$71,000), Waste Management Charge (\$35,000), and State Landfill Levy (\$12,000). The increase relates to a higher amount of growth in property numbers than what was initially expected in the Budget.

User fees – Favourable by \$117,000 mainly due to expected increases in Aged and Disability Brokerage Services (\$35,500). There are also increases expected for:

- Subdivisions - \$20,000
- Meals on Wheels - \$20,000
- Transfer Stations - \$11,000
- Local Laws - \$11,000
- Personal Care - \$10,000
- Planned Activity Groups - \$7,000

Grants – operating – Forecast to be higher than budget by \$1.490m predominantly due to the estimated \$1 million in funding for the Scotsburn fire recovery, as well as \$180,000 grant for two recovery positions and \$65,000 for community recovery events relating to the fires.

In addition to this, new funding has been received since adoption of the budget, including:

- Moorabool Water Asset Strategy - \$50,000
- Mineral Springs Improvement Project - \$50,000
- Supported Parents and Playgroups - \$37,000
- Roadside Weeds and Pest Management - \$35,000
- MAV Kinder Central Enrolment Project - \$27,500
- Occasional Care - \$25,000
- Freeza - \$9,800
- Immunisations - \$7,000

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

Grants – capital – Forecast to be higher than budget by \$145,000 mainly due to new funding received for the Station Street Pedestrian Access Improvement Project.

Contributions – monetary – Unfavourable by \$565,000 due to Council receiving \$700,000 in Developer Contributions last financial year. At the time of preparing the budget these funds were expected in the 2015/16 financial year. This is partially offset by an increase in Public Open Space Contributions (\$130,000). These funds will be transferred to cash reserves for future use.

Other income – Forecast is favourable by \$108,000 predominantly due to lease income from renting out part of the Darley Civic Hub. This was not included in the original budget.

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## **2.5 Operating Expenses [\$0.919m favourable]:**

Materials and Services – Unfavourable by \$1.147m mainly due to costs associated with the recovery effort following the Scotsburn fire (\$918,000) which will be offset by grants.

There is also expenditure to match new grants received since the adoption of the budget, including Moorabool Water Asset Strategy (\$50,000) and the Mineral Springs Improvement project (\$50,000). Other grant funded projects are mentioned above in 2.4 'Grants – operating'.

Net gain (loss) on disposal of property, infrastructure, plant and equipment – Favourable variance of \$139,000 due an expected higher return on Council vehicles traded in compared to what was originally budgeted.

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## 3 Balance Sheet

### Forecast as at 30 June 2016

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

#### 3.1 Assets

Cash assets – the year to date cash balance is \$1.597m less than the same time last year, mainly as a result of the timing of the completion of major capital works projects.

The forecast cash balance is expected to be \$2.364m higher than the amended budget. This is predominantly due to the amended budget assumptions including a higher level of 'Payables' than what was the actual balance as at 30 June 2015.

Current receivables – the balance is \$284,000 more than at the same time last year which mainly relates to a higher rates base than the previous 12 months.

Property, infrastructure, plant and equipment – the balance is \$19.650m more than last year primarily due to the revaluation of Drainage Assets in the 2014/15 financial year.

#### 3.2 Liabilities

Payables – the decrease of \$1.702m relates to the timing of the final supplier payment run in March 2016.

Trust funds – the increase of \$121,000 from March last year relates mainly to a larger amount of deposits held for Subdivisions.

Provisions – the balance is higher than this time last year by \$461,000 overall (current and non-current) primarily due to an increase in the provision for Long Service Leave.

Interest-bearing liabilities – the balance is less by \$1.438m overall (current and non-current) compared to the same time last year. This relates to the net impact of debt redemption and any new loans being taken up in 2014/15.

#### 3.3 Equity

Accumulated surplus – the increase of \$5.176m since March last year reflects Council's operating result during the 2014/15 financial year and the first nine months of 2015/16.

Asset revaluation reserve – the increase of \$14.615m relates to the revaluation of drainage assets during the 2014/15 financial year.

Statutory and other reserves – the increase of \$1.058m relates to the net movement of transfers to and from Reserves at the end of the 2014/15 financial year.

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## 4 Forecast Cash Flows

### 4.1 Overall

The overall cash forecast for 30 June 2016 is \$7.249m and \$2.764m more than the amended budget.

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

### 4.2 Operating Cash Flows

Rates and charges – Favourable by \$220,000 due to increases in Rates and Garbage Charges. Further details are mentioned earlier in section 2.4.

Operating grants – Favourable by \$1.490m mainly due to funding Council will receive in the coming months for Scotsburn Fire recovery effort. There has also been new funding received since the adoption of the budget. These projects and any other adjustments are highlighted earlier in section 2.4.

User fees and charges – Favourable by \$132,000 mainly due to expected increases in Aged and Disability Brokerage Services (\$35,500). Other adjustments are highlighted earlier in section 2.4.

Other revenue – Unfavourable by \$457,000 primarily due to Council receiving \$700,000 in Developer Contributions last financial year. This was initially expected to occur this financial year. There is also an expected reduction in reimbursements for the recycling contract (\$19,000).

These decreases are partially offset by increases in:

- Lease Income on Council Buildings - \$148,000
- Public Open Space Contributions - \$130,000

Materials and consumables – Favourable by \$1.422m mainly due to an overestimation of the year end balance of payables in 2014/15. The forecast balance of payables was used to estimate the amount of accruals accounted for in July 2015. The actual balance of payables was far less and was used in the forecast cash balance for 2015/16.

Other changes and offsets are highlighted earlier in section 2.5 including \$1 million of expenditure relating to the Scotsburn fire.

### 4.3 Investing Cash Flows

Proceeds from sale of property, plant and equipment, infrastructure – Favourable by \$139,000 due an expected higher return on Council vehicles traded in compared to what was originally budgeted.

Payments for property, plant and equipment, infrastructure – Increased by \$137,000 due to new funding received for Station Street Pedestrian Access Improvement Project.

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#### **4.4 Financing Cash Flows**

There are no changes forecast at this stage of the year.

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## 5 Investment Activity Report

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

### Investment Activity Report

For the quarter ending: March 2016

On call balances:

Month ending	Amount	Rate	Interest Paid
January 2016	\$2,621,707	1.90%	Quarterly
February 2016	\$8,666,707	1.90%	Quarterly
March 2016	\$3,986,176	1.90%	Quarterly

Interest paid in the quarter: \$25,123

Term deposits:

Institution	Amount	Rate	Maturity Date
Suncorp	\$1,000,000	2.80%	8/02/2016
IMB	\$1,000,000	2.75%	7/03/2016
Bendigo Bank	\$1,000,000	2.60%	11/04/2016
BOQ	\$1,000,000	2.75%	18/04/2016
Suncorp	\$1,000,000	2.60%	17/05/2016
BOQ	\$1,000,000	2.75%	17/05/2016
IMB	\$1,000,000	2.80%	6/06/2016

Interest paid in the quarter: \$15,555

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## 6 Rating & Debtors Information

### 6.1 General Rating Information

The Total Rates and Charges raised for the 2015/16 year, as at 31 March, is \$29.333m, compared to the year to date Amended Budget of \$29.113m.

### 6.2 Rates & Sundry Debtors Outstanding

For the year to date, 78.9% of the 2015/16 Rates & Charges raised have been collected. In addition, the level of Sundry and Other Debtors has reduced from \$1.834m (1 July 2015) to \$0.916m.

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

• Rates & Charges	\$	8.118m
• Sundry Debtors	\$	0.684m
• GST Receivable	\$	0.233m
	\$	<b>9.035m</b>

The outstanding Rates & Charges consist of:

• Current Year Rates and Charges	\$	6.022m
• Arrears (prior to 2015/16)	\$	1.827m
• Pensioner Rebate Claim (DHS)	\$	0.269m
	\$	<b>8.118m</b>

### 6.3 Property Rate Debt Management Policy

Council first adopted this policy on 5 March 2007, with the requirement for Quarterly reporting on all applications made under this policy. The policy has since been updated and adopted on 6 April 2011. For the Quarter to 31 March 2016, the table on the following page displays the applications that have been received.

Please note that this table also includes the following information:

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

# Property Rate Debt Management as at 31 March 2016

			at 31 March		Year to Date				
Type/Function	Authority Limit	Delegation	Number	Number Applications	Application Value	Approved Value	Denied Value	Comments	
Special Payment Arrangements	All Arrangements	Revenue Service Unit	568	719					
Escalation of Accounts to Debt Collection	All outstanding accounts	Revenue Services Co-ordinator	113						
Value of Penalty Interest Calculated Year to Date	All calculations	Revenue Services Co-ordinator	\$55,299.25						
Waiver of Interest and Costs	Up to \$500	Revenue Services Co-ordinator		1	\$91.65	\$91.65	\$0.00		
Waiver of Interest and Costs	>\$500 and <\$1,000	Finance Manager		2	\$1,108.89	\$1,108.89	\$0.00		
Waiver of Interest and Costs	>\$1,000	General Manager - Infrastructure Services		4	\$3,566.34	\$3,492.69	\$73.65		
Waiver of Rates and Charges	All applications	Council via resolution (Closed Session)		0	\$0.00	\$0.00			
Deferral of Rates, Charges & Interest	All applications	Council via resolution (Closed Session)	Scotsburn Fires	2	\$1,770.05				
Application for Financial Hardship	Reviewed	Council via resolution (Closed Session)		5	\$13,269.84	\$5,027.15			
Application for Financial Hardship	In Progress to Council	Council via resolution (Closed Session)		4	\$20,948.03				
Application for Financial Hardship	Being reviewed by CAFS	Council via resolution (Closed Session)		5	\$19,459.41	\$0.00			
Appeal of Decision	All appeals	Council via resolution (Closed Session)		NIL					
Sale of Property for Unpaid Rates	All sales	Council via resolution (Closed Session)		0		\$0.00			Progressing
Sale of Property for Unpaid Rates	All sales	Council via resolution (Closed Session)		9		\$56,372.22			Sold and settled
Applications for partial Waiver - Cultural and Recreational Land	50% General Rate	Revenue Service Co-ordinator/Finance Manager		5		\$8,262.87			
<b>Other General Revenue Statistics</b>			<b>Summary of Outstanding Rates</b>						
Function	Year To Date	Rate Category	Current	1 Year	2 Years	3 Years	Over 3 Years	Total	
Percentage of Rates Collected	78.90%	General	5,042,592.53	696,896.95	332,236.74	169,448.83	276,064.64	6,517,239.69	
Land Information Certificates	1,016	Residential Retirement	19,205.00	0.00	0.00	0.00	0.00	19,205.00	
Value of Supplementary Rates Levied	\$217,150	Commercial/Industrial	454,957.48	22,851.12	14,050.62	5,719.70	7,139.28	504,718.20	
		Vacant Land Commercial/Industrial	30,896.15	862.35	0.00	0.00	0.00	31,758.50	
<b>Objections Lodged (Closing Date 06 November 2015)</b>		Extractive Industry	58,481.30	35.20	0.00	0.00	0.00	58,516.50	
Under Review	1	Farm	408,717.12	26,119.62	14,464.67	9,420.88	22,746.63	481,468.92	
Recommendation Notices	18								
Disallowance Notices	9								
<b>Total Objections</b>	<b>28</b>	Vacant Land General	247,445.87	37,035.76	15,381.53	9,861.70	39,000.80	348,725.66	
		Vacant Land FZ or RCZ	162,901.84	23,387.04	10,913.45	3,807.89	53,192.90	254,203.12	
		Vacant Land GRZ	302,700.46	31,085.63	12,143.49	9,491.92	4,095.19	359,516.69	
<b>Pension Rebates</b>		Non Rateable FSPL Leviable	8,399.28	1,306.90	439.85	0.00	0.00	10,146.03	
Total Pensioners as at end of last quarter	2,407								
Changes	59								
Closing Balance	2,466								
		<b>Grand Total Rates Outstanding</b>	<b>6,736,297.03</b>	<b>839,580.57</b>	<b>399,630.35</b>	<b>207,750.92</b>	<b>402,239.44</b>	<b>8,585,498.31</b>	
<b>Sundry Debtor Overview</b>			<b>Penalty Infringement Overview</b>						
Sundry Debtors	Balance	% Outstanding	Infringement Status @ January Audit	# Infringements	\$ Infringements				
Current	124,396.40	29.8%	Too old to escalate						
30 Days	99,497.99	23.8%	Infringement Court	820	190,158.86				
60 Days	39,598.30	9.5%	Infringement Court - Expired - Write Off						
90 Days	35,262.62	8.4%	MSC Hold	6	1,311.50				
120+ Days	118,894.78	28.5%	Infringements Requiring Write Off						
			MSC Arrangements	7	2,018.10				
<b>Total Outstanding</b>	<b>417,650.09</b>	<b>100.0%</b>	MSC Arrangement Not Maintained - To escalate						
			MSC Objection	5	608.00				
			Within payment timeframes	93	12,952.00				
			Referred to Magistrates Court	28	15,958.30				
			<b>Grand Total of Infringement Trial Balance</b>	<b>959</b>	<b>223,006.76</b>				



## 7 Financial Statements as at 31 March 2016

### Income Statement

	Last Year \$'000	Year to Date				Annual			
		Amended \$'000	Actual \$'000	Variance \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
<b>Income</b>									
Rates and charges	27,633	29,113	29,333	220	1%	29,113	29,334	221	1%
Statutory fees and fines	602	475	455	(20)	-4%	600	609	9	1%
User fees	1,596	1,140	1,266	126	11%	1,669	1,786	117	7%
Grants - operating	11,822	4,545	4,784	239	5%	5,894	7,384	1,490	25%
Grants - capital	4,961	2,161	2,202	41	2%	8,702	8,847	145	2%
Contributions - monetary	933	80	209	129	161%	780	215	(565)	-72%
Contributions - non-monetary assets	3,848	0	0	0	0%	4,500	4,500	0	0%
Other income	1,255	781	759	(22)	-3%	1,025	1,133	108	11%
Interest received	469	292	270	(22)	-8%	397	412	15	4%
<b>Total Income</b>	<b>53,119</b>	<b>38,588</b>	<b>39,278</b>	<b>690</b>	<b>2%</b>	<b>52,680</b>	<b>54,220</b>	<b>1,540</b>	<b>3%</b>
<b>Expenses</b>									
Employee costs	17,094	13,206	13,117	89	1%	17,917	17,854	63	0%
Materials and services	15,428	10,429	10,165	264	3%	14,873	16,020	(1,147)	-8%
Depreciation	7,708	6,446	6,446	0	0%	8,595	8,595	0	0%
Finance costs	777	499	499	0	0%	864	864	0	0%
Other expenses	815	502	459	43	9%	782	758	24	3%
Net gain (loss) on disposal of property, infrastructure, plant and equipment	3,612	(178)	(337)	159	-90%	1,582	1,442	140	9%
<b>Total Expenses</b>	<b>45,435</b>	<b>30,904</b>	<b>30,349</b>	<b>555</b>	<b>2%</b>	<b>44,613</b>	<b>45,532</b>	<b>(919)</b>	<b>-2%</b>
<b>Surplus (deficit) for the year</b>	<b>7,684</b>	<b>7,683</b>	<b>8,929</b>	<b>1,246</b>	<b>16%</b>	<b>8,068</b>	<b>8,688</b>	<b>620</b>	<b>8%</b>

## Balance Sheet

	Last Year \$'000	Year to Date				Annual			
		Last Year \$'000	Current \$'000	Change \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
<b>Assets</b>									
<b>Current Assets</b>									
Cash assets	12,173	13,100	11,503	(1,597)	-12%	4,485	7,249	2,764	62%
Receivables	4,377	8,751	9,035	284	3%	4,573	4,573	0	0%
Non-current assets classified as held for sale	991	991	991	0	0%	991	991	0	0%
Other assets	327	46	2	(44)	-96%	327	327	0	0%
<b>Total current assets</b>	<b>17,868</b>	<b>22,887</b>	<b>21,531</b>	<b>(1,356)</b>	<b>-6%</b>	<b>10,376</b>	<b>13,140</b>	<b>2,764</b>	<b>27%</b>
<b>Non-current assets</b>									
Receivables	122	127	126	(1)	-1%	122	122	0	0%
Other non-current assets	0	0	0	0	0%	0	0	0	0%
Property, infrastructure, plant and equipment	438,128	419,755	439,405	19,650	5%	454,924	455,062	138	0%
<b>Total non-current assets</b>	<b>438,250</b>	<b>419,882</b>	<b>439,531</b>	<b>19,649</b>	<b>5%</b>	<b>455,046</b>	<b>455,184</b>	<b>138</b>	<b>0%</b>
<b>Total Assets</b>	<b>456,117</b>	<b>442,769</b>	<b>461,062</b>	<b>18,293</b>	<b>4%</b>	<b>465,423</b>	<b>468,324</b>	<b>2,901</b>	<b>1%</b>
<b>Liabilities</b>									
<b>Current liabilities</b>									
Payables	3,856	2,292	590	(1,702)	-74%	4,029	4,029	0	0%
Trust funds	599	696	817	121	17%	580	493	(87)	-15%
Provisions	3,820	3,542	3,971	429	12%	3,820	3,820	0	0%
Interest-bearing liabilities	1,464	4,789	376	(4,413)	-92%	1,431	1,431	0	0%
<b>Total current liabilities</b>	<b>9,740</b>	<b>11,319</b>	<b>5,754</b>	<b>(5,565)</b>	<b>-49%</b>	<b>9,860</b>	<b>9,774</b>	<b>(86)</b>	<b>-1%</b>
<b>Non-current liabilities</b>									
Provisions	919	888	920	32	4%	1,656	1,360	(296)	-18%
Interest-bearing liabilities	10,567	7,592	10,567	2,975	39%	13,611	13,611	0	0%
<b>Total non-current liabilities</b>	<b>11,486</b>	<b>8,480</b>	<b>11,487</b>	<b>3,007</b>	<b>35%</b>	<b>15,268</b>	<b>14,971</b>	<b>(297)</b>	<b>-2%</b>
<b>Total Liabilities</b>	<b>21,226</b>	<b>19,799</b>	<b>17,241</b>	<b>(2,558)</b>	<b>-13%</b>	<b>25,128</b>	<b>24,745</b>	<b>(383)</b>	<b>-2%</b>
<b>Net Assets</b>	<b>434,891</b>	<b>422,971</b>	<b>443,821</b>	<b>20,850</b>	<b>5%</b>	<b>440,295</b>	<b>443,579</b>	<b>3,284</b>	<b>1%</b>
<b>Represented by:</b>									
Accumulated surplus	131,611	135,364	140,540	5,176	4%	139,663	140,298	635	0%
Asset revaluation reserve	298,973	284,358	298,973	14,615	5%	296,324	298,973	2,649	1%
Statutory and other reserves	4,307	3,249	4,307	1,058	33%	4,307	4,307	0	0%
<b>Total Equity</b>	<b>434,891</b>	<b>422,971</b>	<b>443,821</b>	<b>20,850</b>	<b>5%</b>	<b>440,295</b>	<b>443,579</b>	<b>3,284</b>	<b>1%</b>

## Cash Flow Statement

	Last Year \$'000	Year to Date				Annual			
		Amended \$'000	Actual \$'000	Variance \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
<b>Cash flows from operating activities</b>									
<b>Receipts</b>									
Rates and charges	27,480	23,931	23,907	(24)	0%	29,070	29,290	220	1%
Operating grants	12,172	4,545	5,701	1,156	25%	5,894	7,384	1,490	25%
Capital grants and contributions	4,961	2,161	2,202	41	2%	8,702	8,847	145	2%
User fees and charges	1,624	1,140	1,266	126	11%	1,654	1,786	132	8%
Statutory fees and charges	481	475	455	(20)	-4%	600	608	8	1%
Other revenue	2,343	861	969	108	13%	1,806	1,349	(457)	-25%
Interest received	469	292	437	145	50%	397	412	15	4%
Net GST refund/payment	1,938	0	0	0	0%	0	0	0	0%
	<b>51,468</b>	<b>33,406</b>	<b>34,937</b>	<b>1,531</b>	<b>5%</b>	<b>48,122</b>	<b>49,676</b>	<b>1,554</b>	<b>3%</b>
<b>Payments</b>									
Employee costs	(16,798)	(13,642)	(12,966)	676	-5%	(17,173)	(17,412)	(239)	1%
Materials and consumables	(20,515)	(12,002)	(11,983)	19	0%	(17,529)	(16,107)	1,422	-8%
Other expenses	(1,146)	(502)	(434)	68	-14%	(782)	(758)	24	-3%
	<b>(38,459)</b>	<b>(26,146)</b>	<b>(25,382)</b>	<b>764</b>	<b>-3%</b>	<b>(35,484)</b>	<b>(34,277)</b>	<b>1,207</b>	<b>-3%</b>
<b>Net cash provided by (used in) operating activities</b>	<b>13,008</b>	<b>7,259</b>	<b>9,555</b>	<b>2,296</b>	<b>32%</b>	<b>12,638</b>	<b>15,400</b>	<b>2,762</b>	<b>22%</b>
<b>Cash flows from investing activities</b>									
Proceeds from sale of property, plant and equipment, infrastructure	228	178	337	159	90%	1,194	1,333	139	12%
Payments for property, plant and equipment, infrastructure	(9,194)	(10,528)	(8,950)	1,578	-15%	(23,667)	(23,804)	(137)	1%
<b>Net cash provided by (used in) investing activities</b>	<b>(8,966)</b>	<b>(10,351)</b>	<b>(8,612)</b>	<b>1,739</b>	<b>-17%</b>	<b>(22,473)</b>	<b>(22,471)</b>	<b>2</b>	<b>0%</b>
<b>Cash flows from financing activities</b>									
Borrowing costs	(777)	(499)	(499)	0	0%	(864)	(864)	0	0%
Proceeds from interest bearing liabilities	1,000	0	0	0	0%	4,476	4,476	0	0%
Repayment of interest bearing liabilities	(1,667)	(1,088)	(1,088)	0	0%	(1,464)	(1,464)	0	0%
<b>Net cash provided by (used in) financing activities</b>	<b>(1,444)</b>	<b>(1,587)</b>	<b>(1,587)</b>	<b>0</b>	<b>0%</b>	<b>2,147</b>	<b>2,147</b>	<b>0</b>	<b>0%</b>
Net increase (decrease) in cash and cash equivalents	2,598	(4,678)	(645)	4,033	-86%	(7,688)	(4,924)	2,765	-36%
Cash and cash equivalents at the beginning of the financial year	9,576	12,173	12,173	0	0%	12,173	12,173	0	0%
<b>Cash and cash equivalents at the end of the financial year</b>	<b>12,173</b>	<b>7,495</b>	<b>11,529</b>	<b>4,034</b>	<b>54%</b>	<b>4,485</b>	<b>7,249</b>	<b>2,764</b>	<b>62%</b>

## Capital Works Statement

	Last Year \$'000	Year to Date				Annual			
		Amended \$'000	Actual \$'000	Variance \$'000	%	Amended \$'000	Forecast \$'000	Variance \$'000	%
<b>Property</b>									
Land	133	0	0	0	0%	0	0	0	0%
Buildings	507	585	915	(330)	-56%	5,974	5,974	0	0%
<b>Total Property</b>	<b>640</b>	<b>585</b>	<b>915</b>	<b>(330)</b>	<b>-56%</b>	<b>5,974</b>	<b>5,974</b>	<b>0</b>	<b>0%</b>
<b>Plant and equipment</b>									
Plant, machinery and equipment	1,521	1,220	1,280	(60)	-5%	1,761	1,761	0	0%
Computers and telecommunications	16	0	0	0	0%	0	0	0	0%
Library books	143	0	0	0	0%	96	96	0	0%
<b>Total plant and equipment</b>	<b>1,680</b>	<b>1,220</b>	<b>1,280</b>	<b>(60)</b>	<b>-5%</b>	<b>1,857</b>	<b>1,857</b>	<b>0</b>	<b>0%</b>
<b>Infrastructure</b>									
Roads	5,740	5,657	4,428	1,229	22%	12,611	12,749	(138)	-1%
Bridges	157	450	323	127	28%	825	825	0	0%
Footpaths and cycleways	166	404	175	229	57%	819	819	0	0%
Drainage	84	90	75	15	17%	90	90	0	0%
Recreational, leisure and community facilities	520	634	306	328	52%	1,220	1,220	0	0%
Parks, open space and streetscapes	45	15	0	15	100%	15	15	0	0%
Other infrastructure	163	247	222	25	10%	255	255	0	0%
<b>Total infrastructure</b>	<b>6,875</b>	<b>7,497</b>	<b>5,529</b>	<b>1,968</b>	<b>26%</b>	<b>15,836</b>	<b>15,973</b>	<b>(137)</b>	<b>-1%</b>
<b>Total capital works expenditure</b>	<b>9,194</b>	<b>9,302</b>	<b>7,724</b>	<b>1,578</b>	<b>17%</b>	<b>23,667</b>	<b>23,804</b>	<b>(137)</b>	<b>-1%</b>
<b>Represented by:</b>									
New	971	1,163	1,231	(68)	-6%	5,737	5,737	0	0%
Renewal	7,692	7,129	5,684	1,445	20%	11,586	11,723	(137)	-1%
Expansion	0	0	0	0	0%	0	0	0	0%
Upgrade	531	1,010	809	201	20%	6,344	6,344	0	0%
<b>Total Capital Works</b>	<b>9,194</b>	<b>9,302</b>	<b>7,724</b>	<b>1,578</b>	<b>17%</b>	<b>23,667</b>	<b>23,804</b>	<b>(137)</b>	<b>-1%</b>

## 10.4.5 Rating Strategy 2016/17

### Introduction

File No.: 09/02/2010  
Author: Steven Ivelja  
General Manager: Phil Jeffrey – General Manager Infrastructure

### Background

Council last formally adopted a Rate Strategy on 21 May 2014 for a period of 2 years. The current Rating Strategy covers the 2014/15 and 2015/16 financial years but not the upcoming 2016/17 financial year which is also a revaluation year.

In addition to the municipal revaluation, rate capping will also be introduced in the 2016/17 financial year. Due to 2016 being a revaluation year, the impact of rate capping (or any approved rate variation) will not be reflected in resident's rate notices as property revaluations will result in a re-distribution of the rating burden.

The results of the 2016 Municipal Revaluation indicate a general shift in valuations from the general rate (i.e. residential rates) to Commercial / Industrial and to a lesser extent to rural valuations (including Farm rates and Vacant Land). In comparison to previous years, the movement in overall valuation shifts are lower.

Due to the approaching expiry date of the current Rating Strategy, it is recommended that Council re-adopt the existing Rating Strategy for a further period of 1 year and that any major review of the Rating Strategy be referred to the new Council for consideration as part of the 2017/18 financial year.

### Proposal

The 2016 municipal revaluation has seen an overall increase of 6.89% in the value of rateable properties in the shire. The increase measures the change in value over a two-year period as compared with the 2014 municipal revaluation. It is important to note that the increase in property valuations of 6.89% within the shire does not affect the total value of rates levied by the Council, rather the way that total rates are distributed. For this reason, in a revaluation year some properties may experience a rate increase whilst other properties may experience a rate decrease.

The 2016 municipal revaluation has seen relatively consistent valuation increases across the various rating categories with the greatest average increase attributed to commercial / industrial properties at 12.1%. The following table provides a high level snapshot of the overall valuation increases for each differential rating category;

**Table 1: Overall Valuation Shifts – 2016 Municipal revaluation**

Rate Category	Number of Properties	2014 Valuations	2016 Valuations	% Increase
General Rate	11,808	4,142,028,000	4,399,855,000	6.22%
Extractive Industry Rate	14	22,174,000	22,174,000	0.00%
Residential Retirement Village Rate	175	36,986,000	38,598,000	4.36%
Vacant Land General	562	99,531,000	107,934,000	8.44%
Farm Rate	1,443	933,993,000	1,009,585,000	8.09%
Commercial/Industrial Rate	531	253,585,000	284,260,000	12.10%
Vacant Land Commercial/Industrial	66	20,189,000	21,672,000	7.35%
Vacant Land FZ & RCZ	699	165,402,000	180,411,000	9.07%
Vacant Land GRZ	655	128,992,000	137,947,000	6.94%
	<b>15,953</b>	<b>5,802,880,000</b>	<b>6,202,436,000</b>	<b>6.89%</b>

As per Table 1, there has been a modest valuation shift from residential land to rural land in 2016. On average, general rate valuations have seen a 6.22% increase in comparison to an average rate increase of 8.09% for properties on the Farm rate. The 2016 revaluation has also seen a valuation shift toward vacant land with vacant land FZ or RCZ, vacant land General & vacant land Commercial / Industrial experiencing a 9.07%, 8.44% and 7.35% valuation increase respectively. As mentioned above, Commercial / Industrial developed properties have seen the largest valuation increase at 12.1%.

It is recommended that Council adopt the existing differential rating structure for a further period of 12 months and defers any formal review of the Rating Strategy for consideration by the new Council in 2017/18. A 12 month extension may be insufficient depending on priorities of the new Council.

### Policy Implications

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Continuous improvement in Council Services
<b>Objective</b>	Effective strategic and business planning for a growing community
<b>Strategy</b>	Develop, implement and maintain relevant strategic and business plans.

The proposal to adopt Council's Rate Structure is consistent with the 2013-2017 Council Plan.

### Financial Implications

Due to 2016 being a revaluation year, the impact of rate capping (or any approved rate variation) will not be reflected in resident's rate notices as property valuations will result in a re-distribution of the rating burden. As a result, depending on the valuation movements of individual properties, some properties may experience a rate decrease whilst other properties may experience a higher rate increase.

Council has submitted a request for a rate cap variation of totalling 3.5% for 2016/17. The Draft Budget 2016/17 has also been developed based on a 3.5% rate increase. If Council is unsuccessful in its application for a rate cap variation, a 2.5% rate increase will apply for the 2016/17 year. This will result in a loss of approximately \$260k in rate revenue in the 2016/17 year.

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

There are no identified risks or occupational health and safety issues identified with this initiative.

<b>Risk Identifier</b>	<b>Detail of Risk</b>	<b>Risk Rating</b>	<b>Control/s</b>
Rate capping	Council unsuccessful in application for rate cap variation resulting in reduced financial sustainability	Medium / High	Service / infrastructure rationalisation, budget controls, service reviews

### **Community Engagement Strategy**

The Draft 2016/17 Budget is scheduled for community consultation between the 10<sup>th</sup> May and the 7<sup>th</sup> June. During this time, ratepayers will have the opportunity to make a formal written submission on elements of the Draft 2016/17 Budget including the Rating Strategy. A Special Meeting of Council will be convened on the 22<sup>nd</sup> June to hear and consider any budget submissions. The budget is scheduled to be adopted on the 29<sup>th</sup> June.

### **Communications Strategy**

The Draft 2016/17 Budget will be supported by advertising in local newspapers in addition to links on Council's website and Have your Say Moorabool. The Rating Strategy once adopted will be published 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 – Phil Jeffrey*

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

**Manager Finance – Steven Ivelja**

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

**Conclusion**

The results of the 2016 Municipal Revaluation indicate a general shift in valuations from the general rate (i.e. residential rates) to Commercial / Industrial and to a lesser extent to rural valuations (including Farm rates and Vacant Land). In comparison to previous years, the movement in overall valuation shifts are lower.

It is recommended that Council adopts the existing differential rating structure for a further period of 12 months and defers any formal review of the Rating Strategy for consideration by the new Council in 2017/18.

**Recommendation:**

1. **That Council adopts the existing Municipal Rating Strategy for a further period of 1 year which incorporates the following rate structure and associated levels;**

Rate Category	Level of Rate
General	1.00
Residential Retirement	0.90
Commercial/Industrial	1.60
Commercial/Industrial Vacant Land	2.60
Extractive Industry	3.12
Farm	0.78
Vacant Land General	2.10
Vacant Land FZ or RCZ	1.00
Vacant Land GRZ	2.50

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

**Name:** Phil Jeffrey  
**Title:** General Manager Infrastructure  
**Date:** Wednesday, 27 April 2016



# Attachment - Item 10.4.5



# Municipal Rate Strategy

**Initially Adopted by Council: 21 May 2014**

**Expiry: 20 May 2016**

**Reviewed: May 2016**

**Extended to: May 2017**

## Vision

**Vibrant and resilient communities with unique identities**

## Mission

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

## Values

<b>Value</b>	<b>What does it mean?</b>
<b>Respect</b>	<b>Treat others the way you want to be treated</b>
<b>Integrity</b>	<b>Do what is right</b>
<b>Practicality</b>	<b>Always be part of a solution</b>
<b>Excellence</b>	<b>Continually improve the way we do business</b>
<b>Equity</b>	<b>Fair distribution of resources</b>

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

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## **1. INTRODUCTION**

### **1.1 Council Plan**

The Rating Strategy has been reviewed in line with the 2013-2017 Council Plan within the following Key Result Area and Strategic Objective:

Key Performance Indicator Representation and Leadership of our Community

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

### **1.2 Background**

Council last formally adopted a Rate Strategy on the 21 May 2014. The strategy was adopted for a two year period. The strategy was adopted after a number of Councilor workshops and extensive community consultation.

As a result of the Councilor workshops, a number of rate models were presented to the community for consultation. Although the strategy was only adopted for an initial 2 year period, it is now deemed that the review and engagement undertaken at the time of preparation would be sufficient to enable a further one year extension of the strategy.

### **1.3 Purpose of Rating Strategy**

A Rating Strategy is the method by which Council can systematically consider the factors of importance that inform its decisions about the rating system and structure. The rating system determines how Council will raise money from properties within the municipality.

A Rating Strategy comprises a number of components including:

- Related research and benchmarking;
- The development of definitions;
- Rate modeling against current property data;
- The development of required documentation; and
- Opportunity for public review/consultation.

By undertaking a Rating Strategy it provides the opportunity to:

- Consider whether current differential rate structures facilitate a fair and equitable distribution of rates and charges;
- Review and consider the various charges available to Council to levy under the Local Government Act 1989;
- Ensure consideration of the Differential Rate Guidelines; and
- Review Moorabool's rating comparability to similar type municipalities within Victoria.

## **2. THE RATING FRAMEWORK IN ACCORDANCE WITH THE LGA 1989**

The legislative framework set down in the Local Government Act determines Council's ability to develop a rating system. This framework provides Council with significant flexibility to tailor a system to suit its requirements. Various sections of the Local Government Act provide guidelines to the types of charges that can be levied which are summarized in Section 155 of the Act, as follows:

- General Rates (Section 158);
- Municipal Charges (Section 159);
- Service Rates and Charges (Section 162); and
- Special Rates and Charges (Section 163).

### **2.1 General Rates (Section 158)**

At least once within each financial year (by 30 June) a Council must declare:

- The amount which the Council intends to raise by general rates, municipal charges, service rates and charges;
- Whether the general rates will be raised by the application of:
  - i. A uniform rate (Section 160); or
  - ii. Differential rates (Section 161); or
  - iii. Urban farm rates, farm rates or residential use rates (Section 161A)

### **2.2 Municipal charge (Section 159)**

A municipal charge may be levied on all rateable properties within a municipality "to cover some of the administrative costs of the Council".

The municipal charge in any one financial year must not exceed 20% of the total revenue raised from the combination of municipal charge and general rates.

As with the Waste Management Service Charge and State Landfill Charge levied by Council, when considering the application of a municipal charge, Council needs to be aware that Farm Land properties that form one Farming Enterprise can apply for an exemption of the municipal charge on more than one assessment.

### **2.3 Service Rates and Charges (Section 162)**

Enables the Council to declare a service rate or an annual service charge for the following services:

- The provision of a water supply;
- The collection and disposal of refuse;
- The provision of sewage services;
- Any other prescribed service.

The charge may be declared on the basis of any criteria specified by the Council in the rate or charge but should be relative to the total cost of the service.

Currently, Council levies the Waste Management Service Charge and State Landfill Levy under this section of the Act.

### **2.4 Special Rates and Charges (Section 163)**

A Council can declare a special rate or charge for the purpose of:

- Defraying any expenses; or
- Repaying (with interest) any advance made to or debt incurred or loan raised by the Council

In relation to the performance of a function or the exercise of a power of the Council, if the Council considers that the performance of the function or the exercise of the power is or will be of special benefit to the persons required to pay the special rate or special charge.

Council cannot impose a special rate or charge without meeting certain public notice requirements as described within the Act which provides opportunity for the affected person(s) to object to the special rate or charge.

## **2.5 Essential Services Commission (Rate Capping)**

Since the initial adoption of this Rate Strategy the Government has considered and passed legislation which is now known as Part 8A of the LGA 1989 which stipulates what a Council's annual rate increase will be, the provisions for applying for a variation above the stipulated cap and the calculation for determining total annual rate revenue.



### **3. RATING OPTIONS AND CONSIDERATIONS**

#### **3.1 Rating**

Part 1A, Section 3C of the *Local Government Act 1989* sets out the “Objectives of a Council”, which include objectives to ensure:

- That resources are used efficiently and effectively (sub section 2(b)); and
- The equitable imposition of rates and charges (sub section 2(f))

In addition, under “Principles of sound financial management” in Section 136 (sub section 2(b)), “a Council must pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden.”

The Act provides Council with a number of choices in how rates are spread across the community.

#### **3.2 The Rate Calculation**

Part 8 of the *Local Government Act 1989* outlines and describes the options of Council to determine, declare, levy and collect rates and charges.

The formula for determining a Council’s rate revenue is:

- The identification of rateable land (Section 154);
- What rates and charges may be declared (Section 155);
- Determining the valuation to be used for the levying of rates (Section 157);
- Multiplied by the rate declared by Council (Sections 158-163).

Council can use one of three valuations for the purpose of levying their declared rates and charges;

- Site Value;
- Capital Improved Value (CIV)
- Net Annual Value (NAV)

Any decision of Council to alter the valuation under which they levy their rates and charges must be published via a public notice of its decision to review the valuation under which they levy their rates, with the opportunity for the community to make a submission about the decision.

#### **3.3 Uniform Rates or Differential Rates? (Section 160 & 161)**

Council can declare that general rates will be raised by the application of a uniform rate by specifying the percentage as the uniform rate and applying that to any rateable land by multiplying the percentage against the valuation of the land.

On the other hand, differential rates allow Council to apply different rates in the dollar for different types of property as long as Council “considers that the differential rate will contribute to the equitable and efficient carrying out of its functions”.

By declaring differential rates, Council must specify the objectives of each rate which must remain consistent with equitable and efficient carrying out of Council’s functions. When declaring differential rates, Council must ensure that the highest differential rate is no more than four (4) times higher than the lowest differential rate in the municipal district.

#### **3.4 Rebates and Concessions (Section 169)**

Council may offer rebates or concessions for a number of reasons as described in Section 169, primarily “to assist the proper development of the municipal district” or to assist in the “preservation and/or restoration of places of historical or environmental interest”.

Additional to Council declared rebates, Section 171 provides for concessions applicable under the State Concessions Act 1986. Concessions under this provision are for the primary place of residence for eligible pensioners. This rebate is determined and funded by the State Government, with the administration and application of the rebate administered by the Council.

### 3.5 Special Rates and Charges (Section 163)

The purposes for which a special rate and charge may be used are not limited and can include:

- Kerb and channeling;
- Footpath provision;
- Construction of private streets;
- Shopping Centre promotion and marketing;
- Security services;
- Group advertising; or
- Other matters desired by specific groups within the community.

The difference between **special** rates and charges and **service** rates and charges is that the former category is not limited to specified services but revenue collected must be spent on that specific function. Service rates and charges on the other hand can be simply included as general revenue.

### 3.6 Cultural and Recreational Lands Consideration

Council has adopted a formal Cultural and Recreational Lands Policy which provides for eligible properties within the definition of 'recreational land' per the Cultural and Recreational Lands Act 1963 a partial waiver of their general rate component.

For further information and specifics of the available waiver, please refer to the adopted Policy document.

#### 4. CURRENT COMPOSITION OF REVENUE

Moorabool Shire Council levies rates on the Capital Improved Value of property and at the commencement of this Rate Strategy review had the following differential rate categories with varying levels of application:

Rate Category	Current Level of Rate	Number of Properties	% of Total Rate Revenue 15/16*
General	1.00	11,808	67.6%
Residential Retirement	0.90	175	0.5%
Commercial/Industrial	1.60	531	6.6%
Commercial/Industrial Vacant Land	2.60	66	0.9%
Extractive Industry	3.12	14	1.1%
Farm	0.78	1443	11.9%
Vacant Land General	2.10	562	3.4%
Vacant Land FZ or RCZ	1.00	699	2.7%
Vacant Land R1Z & R2Z	2.50	655	5.3%

\* Revenue and property numbers as at 23 March 2016 Rate Models

When considering the level of rates for each of the categories, the only restriction under the Local Government Act is that the highest level differential rate must not be more than four (4) times higher than the lowest level differential rate.

Based on the above table, the lowest level rate is the Farm rate with a level of 0.78 whilst the highest rate is the Extractive Industry rate with a level of 3.12. This means that the rate for Extractive Industries is currently at the highest level allowed under Section 161 of the Local Government Act 1989.

In relation to current rating levels, the levels have historically been higher on the vacant land categories to try and encourage development of the assessments within these categories, whilst the higher levels for the commercial and industrial type categories have been based on an assumption that these type of properties are making an income from the properties which would result in a higher capacity to pay.

## 5. THE RATE STRUCTURE

### 5.1 Proposal for the imposition of a Municipal Charge

As part of the Rating Strategy review conducted in 2014, Council discussed the option of implementing a Municipal Charge. By definition, the municipal charge is a contribution to the fixed costs of governance (LGA Section 159). The adoption of a municipal charge could be justified on the basis of the “common benefit principle”, i.e. that all ratepayers benefit from Council services and should contribute a similar amount. A 20% of total revenue ceiling is imposed by legislation. Where rates are a variable charge levied on CIV at a rate in the dollar, the municipal charge is a fixed contribution on all ratepayers.

The effect of implementing a municipal charge would be to decrease the rate in the dollar value used to calculate rates. In general terms, the imposition of a municipal charge has the impact of lowering the rate increase on high value properties and increasing rates on lower value properties. Additionally, due to the fixed nature of the charge (i.e. a standard charge on all rateable properties irrespective of property values) it has an overall effect of reducing (but not eliminating) sharp fluctuations in rate outcomes that are caused by changes in property valuations as part of municipal revaluations.

As part of the 2014 review into Council's rating structure, community feedback was sought to gauge the level of support, if any, for the application of a municipal charge.

### 5.2 Adopted Rate Structure

In 2014 when the strategy was adopted, the following differential rate structure was adopted and has been applied since with relevant supplementary valuations processed and previous budget increases applied.

Rate Category	Number Properties	Rate Level
General	11,808	1.00
Residential Retirement	175	0.90
Commercial/Industrial	531	1.60
Vacant Land Commercial/Industrial	66	2.60
Extractive Industry	14	3.12
Farm	1,443	0.78
Vacant Land General	562	2.10
Vacant Land FZ or RCZ	699	1.00
Vacant Land GRZ	655	2.50

### 5.3 2016/17 Considered Models

With the implementation of rate capping for the 2016/17 financial year, Council was presented with three different models, one at the rate cap increase of 2.5% and two other models at varying increases which was utilized as part of the Rate Cap variation consultation with Moorabool's community.

Below is a table which summarizes the rate increase shifts amongst the current nine differential rates which is deemed as Council's rate structure, showing the varying impacts of the different model increases.

Rate Category	Number properties	Rate Level	2.5% Increase	3.5% Increase	4.15% Increase
General	11,808	1.00	1.8%	2.8%	3.4%
Residential Retirement	175	0.90	0.0%	1.0%	1.6%
Commercial/Industrial	531	1.60	7.4%	8.5%	9.2%
Vacant Commercial/Industrial	66	2.60	2.9%	3.9%	4.5%
Extractive Industry	14	3.12	-4.2%	-3.2%	-2.6%
Farm	1,443	0.78	3.6%	4.6%	5.3%
Vacant Land General	562	2.10	3.9%	4.9%	5.6%
Vacant Land FZ or RCZ	699	1.00	4.5%	5.6%	6.2%
Vacant Land GRZ	655	2.50	2.5%	3.5%	4.1%

#### 5.4 2016/17 Proposed Model

After taking into consideration the feedback from the Moorabool Community, Council have now applied to the Essential Services Commission for a Rate Cap Variation of 1.0% above the general ordered cap of 2.5%.

The below table demonstrates what the proposed rate structure of a 3.5% average rate increase would mean for the community. The below average rate figure does not include service charges and fire service property levy charges which are applied to rateable assessments.

Rate Category	Number Properties	Rate Level	Average Rate
General	11,808	1.00	\$1,520.28
Residential Retirement	175	0.90	\$809.90
Commercial/Industrial	531	1.60	\$3,494.10
Vacant Land Commercial/Industrial	66	2.60	\$3,482.95
Extractive Industry	14	3.12	\$20,160.93
Farm	1,443	0.78	\$2,226.26
Vacant Land General	562	2.10	\$1,645.32
Vacant Land FZ or RCZ	699	1.00	\$1,053.04
Vacant Land GRZ	655	2.50	\$2,147.97

## 6. BENCHMARKING ANALYSIS

In undertaking the 2014 Rate Strategy review the following Council's which are either part of the Super 11 Group or directly bordering Moorabool Shire Council were deemed as the analysis group.

Council	Council	Council
Ararat	Hepburn	South Gippsland
Campaspe	Macedon	Surf Coast
Colac Otway	Mitchell	Swan Hill
Corrangamite	Moira	Wellington
Golden Plains	Moyne	

The analysis of 2013/14 budgets of the above Councils obtained the following information:

- What the average valuation and rates in each category was (excluding all garbage charges);
- What level each Council levied the differential rate at; and
- Whether the Council levied a Municipal Charge as part of their rate structure.

Although there are a range of differential rates levied across the analysis group of Council's, the key areas that the benchmarking had been focused on, was as follows:

- General/Residential;
- Residential Retirement Village;
- Commercial/Industrial;
- Commercial/Industrial Vacant Land
- Farm;
- Vacant Land General/R1Z/R2Z; and
- Vacant Land Other.

The benchmarking document was reviewed by Council and was used to provide an evidence base for the 5 rate models that were prepared for public consultation.

The detailed benchmarking analysis has been appended as an attachment and can be found in Section 10 - Appendix A of this document.

## 7. RATE DEFINITIONS

Below are the current rate definitions for each of Council's 9 differential rate categories.

### 7.1 General Developed Land

#### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

#### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

#### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

#### Geographic Location:

Wherever located within the municipal district.

#### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

#### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

#### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

#### Definition:

Any land:

- on which a dwelling is lawfully erected and occupied for the principal purpose of physically accommodating persons; and
- which does not have the characteristics of:
  - o Commercial and Industrial Land;
  - o Vacant Commercial and Industrial Land;
  - o Extractive Industry Land;
  - o Farm Land
  - o Residential Retirement Villages Land;

- Vacant General Land;
- Vacant FZ and RCZ Land; or
- Vacant R1Z and R2Z Land.

## 7.2 Residential Retirement Village Land

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land:

- Which is defined as a Retirement Village land under the *Retirement Villages Act 1986*.



### **7.3 Commercial and Industrial Land**

#### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

#### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

#### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

#### **Geographic Location:**

Wherever located within the municipal district.

#### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

#### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

#### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

#### **Definition:**

Any land which is lawfully used:

- for the principal purpose of carrying out the manufacturing or productions of goods; or
- for the principal purpose of carrying out trade in goods or services.

## 7.4 Vacant Commercial and Industrial Land

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land:

- located within an Industrial or Business zone under the Moorabool Planning scheme; and
- which is vacant; or
- not lawfully developed for the principal purpose of carrying out the manufacturing or production of goods or trade in goods or services; and
- which does not have the characteristics of General Developed Land.

## 7.5 Extractive Industry Land

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land;

- which is used primarily for the extraction or removal of minerals, earth or stone including the treatment of minerals, earth or stone; or
- on which activities for the extraction or removal of minerals, earth or stone including the treatment of minerals earth or stone have been discontinued but which has not yet been rehabilitated to environmental standards as required by law.

## 7.6 Farm Land

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land;

- which is “farm land” within the meaning of section 2(1) of the Valuation of Land Act 1960.

## 7.7 Vacant General Land

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land;

- on which no building is lawfully erected; and
- which does not have the characteristics of;
  - o Vacant commercial and Industrial Land; or
  - o Vacant FZ and RCZ Land; or
  - o Vacant GRZ Land.

## 7.8 Vacant FZ and RCZ Land

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land;

- on which no building is lawfully erected; and
- which is located within the Farm Zone (FZ) or Rural Conservation Zone (RCZ) under the Moorabool Planning Scheme; and
- which does not have the characteristics of Farm Land.

## 7.9 Vacant GRZ Land

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land;

- on which no dwelling is lawfully erected; and
- which is located within the General Residential Zone (GRZ) under the Moorabool Planning Scheme.

## 8. COMMUNITY CONSULTATION

### 8.1 2014 Community Engagement Strategy

The Community Engagement Strategy adopted by Council entailed the following consultation:

What Consultation	How it was achieved
Mail out to ratepayers advising of their opportunity to have a say on the rate strategy for upcoming years	DL Insert "Have Your Say" issued to instalment ratepayers with 3 <sup>rd</sup> instalment notice, further mail out to all other ratepayers
Media	Public Notice advising ratepayers of their opportunity to provide comment on proposed models within Ballarat Courier, Moorabool News and Moorabool Matters
Have your say website	Information pack overview and online survey
Attendance of Officers at Community Events	The following events were attended: <ul style="list-style-type: none"> <li>• Bacchus Marsh Harvest Festival</li> <li>• Myrniong Music in the Park</li> <li>• Ballan Autumn Festival</li> </ul>
Direct Communication with key advisory groups	Letters were issued directly to the Rural Advisory Committee and Ballan Chamber of Commerce encouraging members to complete survey

### 8.2 What was the consultation

Through the community consultation, Council prepared a survey which asked for ratepayers feedback on:

- What category the ratepayers property was being rated under;
- Whether they felt the current rate categories resulted in an appropriate apportioning of rates and whether there were other rate categories that should be considered;
- Whether there were too many rate categories and whether some of the existing categories should be consolidated;
- Whether the levels associated with each rate category were appropriate and whether they thought there should be changes within the levels; and
- Ranking the five (5) proposed rate models in order of preference.

A copy of the information pack and the survey document are contained within Section 11 - Appendix B of this document.

### 8.3 What interest was expressed during consultation

As a result of the consultation undertaken, Council had:

- 293 Site Visits to 'Have Your Say'
- 180 people downloaded the survey information documents
- 57 people downloaded the Draft Rate Strategy document
- 71 surveys were completed (43 online and 28 at community events)



#### 8.4 Where the completed surveys came from

The following table shows the number of properties within each rate category and where the results from completed surveys came from.

Rate Category	Number Properties	% as Overall rate base	Survey respondents	Respondents as %
General	11,187	73.3%	61	85.9%
Residential Retirement	106	0.7%	1	1.4%
Commercial/Industrial	512	3.4%		
Vacant Land Commercial/Industrial	71	0.5%		
Extractive Industry	14	0.1%		
Farm	1,507	9.9%	7	9.9%
Vacant Land General	587	3.8%	1	1.4%
Vacant Land FZ or RCZ	647	4.2%	1	1.4%
Vacant Land R1Z or R2Z	641	4.2%		

#### 8.5 What the completed surveys told Council

The completed survey data indicated that:

- 78.3% of respondents felt that the current rate categories resulted in an appropriate apportioning of rates across the municipality
- 79.7% of respondents felt that there were an appropriate number of rate categories
- 72.3% of respondents felt that the level of each category was appropriate
- 81.6% of respondents supported the current rating strategy as their first preference
- 66.6% of respondents supported rate proposal 2 as their second preference

#### 8.6 Other feedback received

Comments from the surveys indicated that ratepayers would like to see:

- A Rural/Residential differential rate;
- The consolidation of some of the vacant land categories;
- The removal of the Residential Retirement rate category;
- Higher rates for the Extractive Industry sector;
- Rate relief for commercial/industrial sector; and
- Rate relief for farm sector.

Some of the key general comments within the responses which had support across the board were:

- Rate distribution and levels
  - Low level of support for providing rate relief to farms, commercial/industrial and extractive industry properties at the expense of the general ratepayers;
  - Rates are too high and affordability for some residents
- Keep rate structure the same
  - Support from respondents to keep the rating strategy unchanged
- Improve Services and Infrastructure
  - Implement a green waste collection and yearly hard rubbish collection;
  - Increase in rates must improve the amenity of the towns;
  - Improving the level of services/infrastructure is more important than cutting costs.

## 8.7 Rate Cap Consultation

Officers prepared and presented to Councilors and the community three rate models of varying rate increases to determine the communities preferred rate structure for the 2016/17 financial year moving into year one of a municipal rate cap environment. The three models that were presented to the community were as follows:

- Option A Rate Increase of 2.5% (Rate Cap – no variation)
- Option B Rate Increase of 4.15% (Rate Cap of 2.5% plus variation of 1.65%)
- Option C Rate Increase of 3.5% (Rate Cap of 2.5% plus variation of 1.0% above cap)

The community engagement on the three rate cap options involved the following activities:

- 8.7.1 The primary means of engagement was undertaken through a statistically valid telephone survey complemented by other community engagement methods. The telephone survey of 402 people was conducted between the 5-9 March. The key objectives of the research was to:
  - o examine resident satisfaction with community and transport infrastructure;
  - o the level of service provided by Council in the local area;
  - o determine levels of support and preference for the three proposed rate cap variations;
  - o understand awareness levels and modes of awareness for the rate cap variations; and
  - o identify the key challenges facing the Moorabool Shire Council area.
- 8.7.2 24 Listening Posts were held across the municipality between 1-17 March which allowed the community to discuss the proposed rate models and what a rate cap would mean for them.
- 8.7.3 Council's On Line Engagement Portal – Have Your Say provided with opportunity to lodge written submissions in relation to the proposal to seek a higher rate cap.
- 8.7.4 A letter from the Chief Executive Officer was sent to all households and non-resident ratepayers providing information on Council's budget, proposed application for a higher rate cap, and encouraging community members' participation in the community engagement.
- 8.7.5 Local Media (Moorabool News, Council's website, Have Your Say, Facebook Page and Twitter).

## 8.8 What the rate cap consultation told Council

### 8.8.1 Telephone Survey

In summary residents were most supportive of 'Option B' with 61% of residents 'somewhat supportive' to 'very supportive' of this option compared with 57% of residents for both 'Option A' and 'Option C' respectively.

When asked to indicate their preference, 64% indicated an option that included a rate variation i.e. Options B and C:

- o 37% preferred 'Option B', believing it was 'important to maintain infrastructure i.e. roads' and 'necessary to invest into the future of Moorabool'.

- 36% preferred 'Option A' as their first preference, primarily because of 'affordability', 'questioning Council's use of funds', and 'poor/uneven service provision'.
- The remaining 27% preferred 'Option C' also equally placing importance on 'infrastructure' and 'the future investment of Moorabool', as well as considering the 'user pay' principle to be fairer and equitable.

#### 8.8.2 Listening Posts

A total of 51 responses were received at the listening posts in respect of the three rate options in the reply paid vote card.

Option	Number Responses	Responses as %
A	14	27%
B	10	20%
C	27	53%
<b>Total</b>	<b>51</b>	<b>100%</b>

#### 8.8.3 Reply Paid Vote card

A total of 462 responses were received in the mail in respect of the three rate options in the reply paid vote card.

Option	Number Responses	Responses as %
A	296	64%
B	40	9%
C	126	27%
<b>Total</b>	<b>462</b>	<b>100%</b>

#### 8.8.4 Have Your Say

A total of 107 responses were received in response to the poll on the three rate options.

Option	Number Responses	Responses as %
A	78	72.9%
B	13	12.1%
C	16	15.0%
<b>Total</b>	<b>107</b>	<b>100.0%</b>

## 9. RESOLUTIONS AND POLICY STATEMENT OUTCOMES

As a result of this strategy review, Council has adopted the following differential rate structure and associated rate levels.

Differential Rate Category	Rate Level
<b>General</b> Properties with an occupancy permit, primarily utilized for residential living	1.00
<b>Residential Retirement</b> Properties which are defined as a Retirement Village land under the Retirement Villages Act 1986	0.90
<b>Commercial/Industrial</b> Properties primarily utilized for retail, manufacturing, industry, etc	1.60
<b>Vacant Commercial Industrial</b> Properties within Business or Industrial zones which have not yet been developed	2.60
<b>Extractive Industry</b> Properties which extract or remove minerals, earth or stone including the treatment of minerals, earth or stone	3.12
<b>Farm</b> Properties utilized for farming in accordance with the definition of Farm land from Valuation of Land Act 1960	0.78
<b>Vacant Land General</b> All other vacant land properties not described within other vacant land categories	2.10
<b>Vacant Land FZ or RCZ</b> All land which does not have an occupancy permit which is located within the Farm or Rural Conservation Zones	1.00
<b>Vacant Land GRZ</b> All land which does not have an occupancy permit which is located within the General Residential Zones	2.50

The above descriptions of the differential rate categories is a summary only, full details of the category definition should be referred to.

Council have resolved not to declare a Municipal Charge for the period in which the Strategy remains in place.

Council adopted this Rate Strategy on the 4<sup>th</sup> May 2016 for a further period of 1 year.

## 10. APPENDIX A – BENCHMARK DATA AND ANALYSIS

Moorabool Shire Council (MSC) does not have a municipal charge in contrast to most of the benchmarked councils. The average Municipal Charge of benchmarked councils for the 2013/14 financial year is \$204.

### 10.1 Key Observations (tables 1-6):

Differential Rate Category	General
MSC Rate in \$ vs Benchmark Rate in \$	-0.37%
MSC Average Rate Charge	\$1,333
Benchmark Average Charge (excluding Municipal Charge)	\$1,167
Benchmark Average Charge (Including Municipal Charge)	\$1,316
MSC Variance to Average	1%
MSC Ranking	7
Average Valuation Variation	0%

Differential Rate Category	Commercial/Industrial
MSC Rate in \$ vs Benchmark Rate in \$	12.80%
MSC Average Rate Charge	\$3,050
Benchmark Average Charge (excluding Municipal Charge)	\$2,443
Benchmark Average Charge (Including Municipal Charge)	\$2,579
MSC Variance to Average	18%
MSC Ranking	3
Average Valuation Variation	-9%

Differential Rate Category	Farm
MSC Rate in \$ vs Benchmark Rate in \$	2.29%
MSC Average Rate Charge	\$2,010
Benchmark Average Charge (excluding Municipal Charge)	\$2,101
Benchmark Average Charge (Including Municipal Charge)	\$2,256
MSC Variance to Average	-11%
MSC Ranking	9
Average Valuation Variation	-9%

Differential Rate Category	Vacant Land*
MSC Rate in \$ vs Benchmark Rate in \$	12.47% - 37%
MSC Average Rate Charge	\$1,625
Benchmark Average Charge (excluding Municipal Charge)	\$1,208
Benchmark Average Charge (Including Municipal Charge)	\$1,372
MSC Variance to Average	18%
MSC Ranking	2
Average Valuation Variation	-4%

\* There are different types of vacant land rates across the benchmarked Councils, above are as an average

### 10.2 Rate Revenue Composition

Rate Revenue Generation	MSC	Benchmarked Average
General/Residential	65.41%	66.43%
Commercial/Industrial	6.93%	9.37%
Farm	13.47%	24.18%

## 10.3 Benchmark Data – Tables 1 to 6

Table 1	Benchmark Comparisons - Rate in Dollar by Category, 2013-14										
	1	2	3	4	5	6	7	8	9	10	
2013-14	Rate in \$ by Category, 2013-14										Municipal Charge \$
	General Rate	Vacant Land General/ R1Z/R2Z	Vacant Land Others (Note-1)	Commercial/Industrial	Commercial/Industrial Vacant	Extractive Industry Rate	Farm Rate	Residential Retirement Villages	Cultural/Recreational Land	Others (Note-2)	
Moorabool	0.004055	0.008515 - 0.01037	0.004055	0.006488	0.010543	0.012976	0.003244	0.003649	-	-	-
Swan Hill	0.006310 - 0.006563	0.013126	-	0.008204	-	-	-	-	-	0.005679	-
Moyne Shire	0.001965	-	-	-	-	-	-	-	0.000491	-	220
Golden Shire	0.003527 - 0.003728	0.007054 - 0.007255	0.003527 - 0.003728	0.003527 - 0.003728	-	-	0.003174 - 0.003375	-	-	-	200
Ararat	0.006634	-	-	0.008624 - 0.010614	-	-	0.003980	-	-	-	80
Campaspe	0.004675	-	-	0.005423	-	-	0.004208	-	-	-	50
Colac-Otway	0.003429 - 0.004034	-	-	0.005648 - 0.006656	-	-	0.003187	-	-	-	161
Corrangamite	0.003077	-	-	-	-	-	0.002923	-	0.001539	-	228
Hepburn	0.004254	0.005318	0.004254	0.004935	-	-	0.002765	-	0.002127	0.002127 - 0.004935	-
Macedon	0.002829	-	-	0.003395	-	-	0.002263	0.001414	0.001414	0.002829	185
Mitchell	0.003237	0.006474	-	-	-	-	0.002589 - 0.002913	-	-	0.006474	299
Moira	0.003647	0.007294	-	0.005106	0.007294	-	0.003647	0.001851	0.003535	-	295
Sth Gippsland	0.003797	0.005696	0.003797	0.003797	-	-	0.003418	-	0.001519	-	344
Surf Coast	0.002304	0.004607	-	0.004377	-	-	0.001728	-	-	-	177
Wellington	0.005199	-	-	-	-	-	0.004159	-	-	-	-
<b>AVERAGE</b>	<b>0.004070</b>	<b>0.007571</b>	<b>0.003872</b>	<b>0.005752</b>	<b>0.008919</b>	<b>0.012976</b>	<b>0.003171</b>	<b>0.002305</b>	<b>0.001771</b>	<b>0.005511</b>	<b>204</b>
<b>Moorabool Shire DEVIATION</b>	-0.37%	12.47% - 37%	4.72%	12.80%	18.21%	-	2.29%	58.33%	-	-	-
<b>Moorabool Shire Ranking</b>	<u>6</u>	<u>2</u>	<u>2</u>	<u>4</u>	<u>1</u>	<u>1</u>	<u>7</u>	<u>1</u>			

## Key Observations:

- The rate in the dollar for all categories apart from the general rate (i.e. residential rate) is higher than the benchmarked average. This is due in large part to the municipal charge being levied at the majority of benchmarked Councils, which has the impact of reducing the rate in the dollar
- For the 3 other Councils who currently do not adopt a municipal charge being Swan Hill, Hepburn and Wellington Shire Council, the rate in the dollar for most categories are higher than the rate in the dollar adopted by Moorabool Shire Council

Table 2	Benchmark Comparisons - Rate Differential by Category, 2013-14									
	1	2	3	4	5	6	7	8	9	10
2013-14	Rate Differential by Category, 2013-14									
	General Rate	Vacant Land General/ R1Z/R2Z	Vacant Land - Others (Note-1)	Commercial /Industrial	Commercial/ Industrial Vacant	Extractive Industry Rate	Farm Rate	Residential Retirement Villages	Cultural/ Recreational Land	Others (Note-2)
Moorabool	100%	210% - 255%	100%	160%	260%	320%	80%	90%	-	-
Swan Hill	100% - 104%	208%	-	130%	-	-	-	-	-	90%
Moyne Shire	100%	-	-	-	-	-	-	-	25%	-
Golden Shire	100% - 106%	200% - 206%	100% - 106%	106%	-	-	90% - 96%	-	-	-
Ararat	100%	-	-	130% - 173%	-	-	60%	-	-	-
Campaspe	100%	-	-	116%	-	-	90%	-	-	-
Colac-Otway	100% - 117%	-	-	165% - 194%	-	-	93%	-	-	-
Corrangamite	100%	-	-	-	-	-	95%	-	50%	-
Hepburn	100%	125%	100%	116%	-	-	65%	-	50%	50% - 116%
Macedon	100%	-	-	120%	-	-	80%	50%	50%	100%
Mitchell	100%	200%	-	-	-	-	80% - 90%	-	-	200%
Moira	100%	200%	-	140%	200%	-	100%	51%	97%	-
Sth Gippsland	100%	150%	100%	100%	-	-	90%	-	40%	-
Surf Coast	100%	200%	-	190%	-	-	75%	-	-	-
Wellington	100%	-	-	-	-	-	80%	-	-	-
<b>AVERAGE</b>	102%	195%	101%	142%	230%	320%	84%	64%	52%	111%
<b>Moorabool Shire Ranking</b>	<u>4</u>	<u>1</u>	<u>2</u>	<u>4</u>	<u>1</u>	<u>1</u>	<u>8</u>	<u>1</u>		

### Key Observations:

- The average level farm rate differential across the benchmarked councils was 84%. Moorabool Shire Council's farm rate differential currently sits at 80% in comparison to the average rate. The lowest farm rate differential was 60% (Ararat) and the highest was set at 100% (Moira Shire).
- Moorabool Shire Council's differential for retirement villages (90%) was significantly greater than the differential set by the 2 other Councils who adopted a rate for residential retirement villages (50% and 51% respectively)
- Out of the 11 Councils who adopted a commercial / industrial rate differential, Moorabool Shire Council ranked 4th highest differential. The differential of 160% for commercial/industrial developed properties compared unfavorably to the average rate differential of 142% across the benchmarked councils. The impact of a higher rating differential is even more pronounced for vacant commercial / industrial land with the current rating differential for Moorabool set at 260%. This indicates that vacant commercial / industrial land parcels are rated at significantly higher rates than the benchmarked councils
- Vacant residential land ranked 1st highest differential set as compared to the benchmarked councils. Vacant residential land is currently rated at between 210% - 255% by Moorabool Shire Council as compared to an average rate of 195% as indicated by the benchmarking

Table 3	Benchmark Comparisons - Average Amount Raised per Assessment excluding municipal charge, 2013-14										
	1	2	3	4	5	6	7	8	9	10	
2013-14	Average Amount (\$) Raised per Assessment excluding municipal charge, 2013-14										Municipal Charge -\$-
	General Rate	Vacant Land General/R1Z/R2Z	Vacant Land - Others (Note-1)	Commercial /Industrial	Commercial /Industrial Vacant	Extractive Industry Rate	Farm Rate	Residential Retirement Villages	Cultural/Recreational Land	Others (Note-2)	
Moorabool	1,333	1,625	886	3,050	2,511	20,314	2,010	656			
Swan Hill	1,550	1,396		3,283						2,615	
Moyne Shire	1,037								59		220
Golden Shire	1,164	881	441	1,127			2,318				200
Ararat	1,179			2,581			2,710				80
Campaspe	1,150			2,946			1,671				50
Colac-Otway	1,063			2,781			2,110				161
Corrangamite	893						3,059		2,144		228
Hepburn	1,273	700	622	2,502			1,573		923	2,336	
Macedon	1,309			1,729			1,853	207	2,138	33	185
Mitchell	1,066	1,180					2,215			23,485	299
Moira	893	1,091		2,305	1,131		1,324	154	1,438		295
Sth Gippsland	1,032	713	248	1,659			2,424		570		344
Surf Coast	1,433	2,080		2,909			1,770				177
Wellington	1,134						2,276		1,280		
AVERAGE	1,167	1,208	549	2,443	1,821	20,314	2,101	339	1,222	7,117	204
<b>Moorabool Shire DEVIATION</b>	14%	35%	61%	25%	38%	0%	-4%	94%			
<b>Moorabool Shire Ranking</b>	<u>3</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>	<u>1</u>	<u>8</u>	<u>1</u>			

### Key Observations:

- 11 out of 15 Councils have adopted a municipal charge. The impact of the municipal charge results in lower average rates for the Councils who adopt a municipal charge due to this charge being excluded from the average rates numbers as quoted above
- Due to the impact of the municipal charge, the average amount raised in Moorabool per assessment for each of the rate categories was higher than the average across the benchmarked Council with the exclusion of the Farm rate
- The average rates per assessment for Farm properties in Moorabool Shire was \$2,010 or 4% less than the average of the 15 benchmarked Council (\$2,101)



Table 4 Benchmark Comparisons - Average amount raised per assessment including Municipal Charge, 2013-14											
	1	2	3	4	5	6	7	8	9	10	
2013-14	Average amount (\$) raised per assessment including Municipal Charge - in \$										Municipal Charge Included in the rates \$
	General Rate	Vacant Land General/R1Z/R2Z	Vacant Land - Others (Note-1)	Commercial /Industrial	Commercial /Industrial Vacant	Extractive Industry Rate	Farm Rate	Residential Retirement Villages	Cultural/Recreational Land	Others (Note-2)	
Moorabool	1,333	1,625	886	3,050	2,511	20,314	2,010	656			
Swan Hill	1,550	1,396		3,283						2,615	
Moyn Shire	1,257								279		220
Golden Shire	1,364	1,081	641	1,327			2,518				200
Ararat	1,259			2,661			2,790				80
Campaspe	1,200			2,996			1,721				50
Colac-Otway	1,224			2,942			2,271				161
Corrangamite	1,121						3,287		2,372		228
Hepburn	1,273	700	622	2,502			1,573		923	2,336	
Macedon	1,494			1,914			2,038	392	2,323	218	185
Mitchell	1,365	1,479					2,514			23,784	299
Moira	1,188	1,386		2,600	1,426		1,619	449	1,733		295
Sth Gippsland	1,375	1,056	592	2,003			2,768		914		344
Surf Coast	1,610	2,257		3,086			1,947				177
Wellington	1,134						2,276		1,280		
AVERAGE	1,316	1,372	685	2,579	1,968	20,314	2,256	499	1,403	7,238	204
<b>Moorabool Shire DEVIATION</b>	1%	18%	29%	18%	28%	0%	-11%	32%			
<b>Moorabool Shire Ranking</b>	7	2	1	3	1	1	9	1			

### Key Observations:

- When the impact of the municipal charge is included into the average rates per assessment, Moorabool Shire Council general rates (\$1,333) are marginally higher (1%) than the benchmarked average (\$1,316)
- When the impact of the municipal charge is included into the average rates per assessment, Moorabool Shire Council farm rates (\$2,010) are 11% lower than the benchmarked average (\$2,256)
- When the impact of the municipal charge is included in the average rates per assessment, vacant residential land average rates (\$1,625) are on average 18% higher than the benchmarked average (\$1,372)
- When the impact of the municipal charge is included in the average rates per assessment, vacant commercial / industrial land average rates (\$2,511) are on average 28% higher than the benchmarked average (\$1,968). Average rates per assessment for Commercial / Industrial developed land is on average 18% higher in Moorabool Shire as compared to the benchmarked councils
- Average rates for commercial / industrial properties (including vacant commercial / industrial land) is amongst the highest across the benchmarked councils
- Vacant Land in Moorabool Shire which is encumbered by being in a farm zone or rural conservation zone (but which does not have the characteristics of farm land) is generally rated on a higher basis in Moorabool Shire as compared to similar type properties in comparable councils (29% higher than the benchmarked average)

Table 5	Benchmark Comparisons - Rate Revenue Composition by Category, 2013-14										
	1	2	3	4	5	6	7	8	9	10	
2013-14	Rate Revenue Composition by Category, 2013-14										Total
	General Rate	Vacant Land General/R1Z/R2Z	Vacant Land - Others (Note-1)	Commercial /Industrial	Commercial /Industrial Vacant	Extractive Industry Rate	Farm Rate	Residential Retirement Villages	Cultural/Recreational Land	Others (Note-2)	
Moorabool	65.41%	9.27%	2.59%	6.93%	0.79%	1.28%	13.47%	0.26%			100%
Swan Hill	76.20%	0.47%		7.91%						15.42%	100%
Moyne Shire	99.9995%								0.00049%		100%
Golden Shire	61.66%	11%	1%	1.71%			24.74%				100%
Ararat	49.69%			9.54%			40.76%				100%
Campaspe	61.41%			15.77%			22.82%				100%
Colac-Otway	59.07%			13.28%			27.65%				100%
Corrangamite	38.96%						60.99%		0.04%		100%
Hepburn	64.17%	3.53%	4.11%	14.35%			11.70%		0.09%	2.05%	100%
Macedon	86.54%			6.06%			7.20%	0.12%	0.08%	0.02%	100%
Mitchell	75.92%	9.90%					11.84%			2.34%	100%
Moira	50.62%	6.66%		13.14%	0.45%		29.07%	0.06%	0.01%		100%
Sth Gippsland	49.72%	5.17%	0.18%	6.23%			38.66%		0.05%		100%
Surf Coast	77.33%	9.18%		8.17%			5.33%				100%
Wellington	79.75%						20.13%		0.12%		100%
AVERAGE	66.43%	6.86%	2.02%	9.37%	0.62%	1.28%	24.18%	0.15%	0.05%	4.96%	

### Key Observations:

- Moorabool Shire relies most heavily on the general rate (i.e. residential properties) as a source of rate revenue. General rates account for 65.4% of Moorabools total rate revenue pool. This is very much consistent with the benchmarked average of 66.4% reliance on general rates
- Moorabool Shire relies on the farm rate to deliver 13.4% of total rate revenue which is lower than the benchmark average of 24.2% reliance on farm rate

Table 6	Benchmark Comparisons - Average CIV, 2013-14										
	1	2	3	4	5	6	7	8	9	10	
2013-14	Average CIV in \$, 2013-14										Municipal Charge \$
	General Rate	Vacant Land General/R1Z/R2Z	Vacant Land - Others (Note-1)	Commercial/Industrial	Commercial/Industrial Vacant	Extractive Industry Rate	Farm Rate	Residential Retirement Villages	Cultural/Recreational Land	Others (Note-2)	
Moorabool	328,840	172,022	218,516	470,024	238,143	1,565,500	619,570	179,845			
Swan Hill	244,457	106,334		400,218						460,484	
Moyne Shire	527,785								120,094		220
Golden Shire	317,394	136,005	129,770	295,323			625,042				200
Ararat	177,653			231,194			680,915				80
Campaspe	245,996			586,536			397,095				50
Colac-Otway	350,724			460,823			662,069				161
Corrangamite	290,093						1,046,391		1,393,329		228
Hepburn	299,223	131,602	146,313	421,690			569,027		433,981	458,929	
Macedon	462,537			509,371			818,789	146,151	1,511,952	11,754	185
Mitchell	329,306	182,224					850,966			3,627,521	299
Moira	257,338	128,943		1,109,367	161,905		321,422	83,010	406,789		295
Sth Gippsland	271,646	125,102	65,333	544,957			709,271		375,227		344
Surf Coast	621,959	451,417		664,576			1,024,380				177
Wellington	218,031						547,223		630,316		
<b>AVERAGE</b>	<b>329,532</b>	<b>179,206</b>	<b>139,983</b>	<b>517,644</b>	<b>200,024</b>	<b>1,565,500</b>	<b>682,474</b>	<b>136,336</b>	<b>695,955</b>	<b>1,139,672</b>	<b>204</b>
<b>Moorabool Shire DEVIATION</b>	<b>0%</b>	<b>-4%</b>	<b>56%</b>	<b>-9%</b>	<b>19%</b>	<b>0%</b>	<b>-9%</b>	<b>32%</b>			
<b>Moorabool Shire Ranking</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>9</b>	<b>1</b>			

### Key Observations:

- Commercial / Industrial properties in Moorabool Shire on average have a lower value (\$470,024 compared to the benchmark average value of \$517,644) but pay 18% higher average rates per assessment (\$3,050 average rates in Moorabool vs \$2,579 for benchmarked councils)
- Residential properties in Moorabool Shire on average have a similar value (\$328,840 compared to the benchmark average value of \$329,532) and pay 1% higher average rates per assessment (\$1,333 average rates in Moorabool vs \$1,316 for benchmarked councils)
- Farm properties in Moorabool Shire on average have a lower value (\$619,570 compared to the benchmark average value of \$682,474) and pay 11% lower average rates per assessment (\$2,010 average rates in Moorabool vs \$2,256 for benchmarked councils)

**Explanation of Notes 1 & 2 as referred in tables 1 to 6****Note 1 – Vacant Land – Others**

“Vacant Land - Others” category refers to land which is located within the Farm Zone (FZ) or Rural Conservation Zone (RCZ) under the Moorabool Planning Scheme.

- South Gippsland Shire Council – Vacant Land Restricted use - Any vacant land where residential development has been dis-allowed due to planning restrictions.
- Golden Plains Shire Council Vacant Land Non Developable which:
  - is located in the Farming Zone (as zoned within the Golden Plains Planning Scheme); and
  - does not have the characteristics of Farm Land or Farm Land (Growth Area), and
  - cannot be used for residential, commercial or industrial (including extractive industry) purposes due to the constraints of the Golden Plains Planning Scheme.

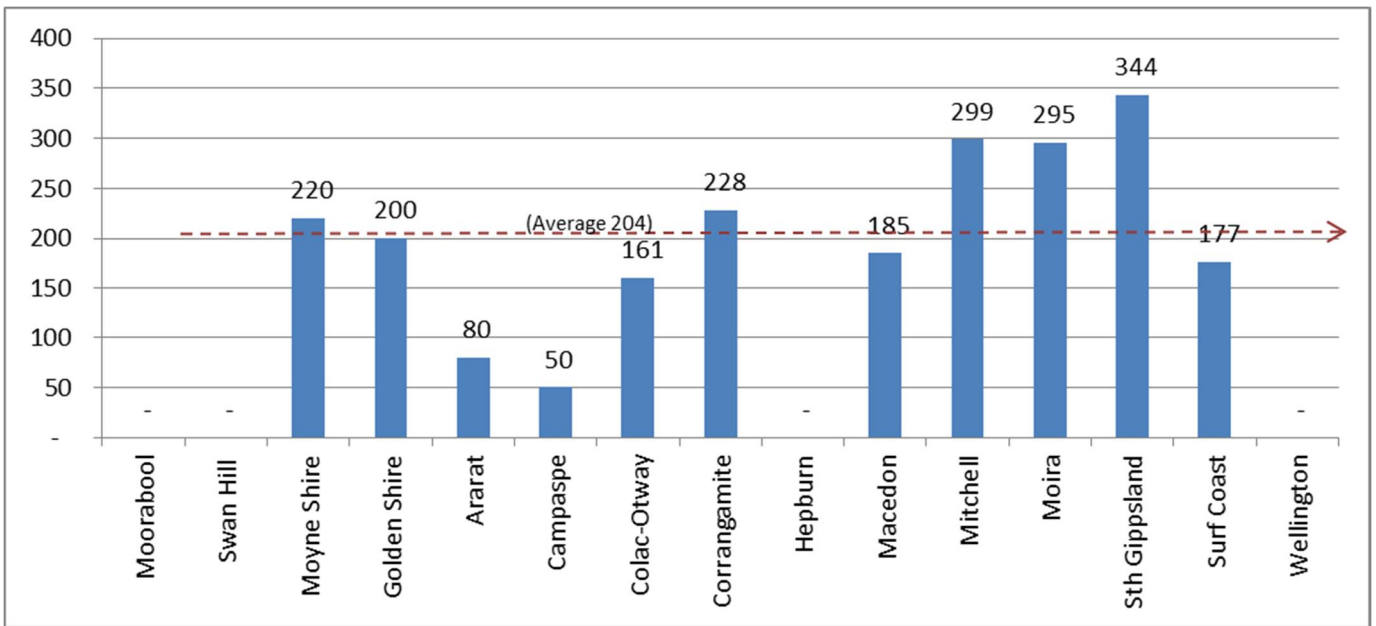
**Note 2 - Others**

Other rate category refers to some specific differential rates some council have applied and includes following properties:

- Macedon Shire Council - Inappropriate subdivision
- Hepburn Shire Council - Mixed Use Land and Trust for Nature Land
- Mitchell Shire Council - Subdivisional Land - Any Vacant Land for which a planning permit to subdivide the land into three (3) or more lots has been issued and has not lapsed; and a separate certificate of title has not been issued for any of those lots but excludes any land that:
  - is subject to the Rural Agricultural Land (40ha to 100ha) Differential Rate; or
  - is subject to the Rural Agricultural Land (greater than 100ha) Differential Rate

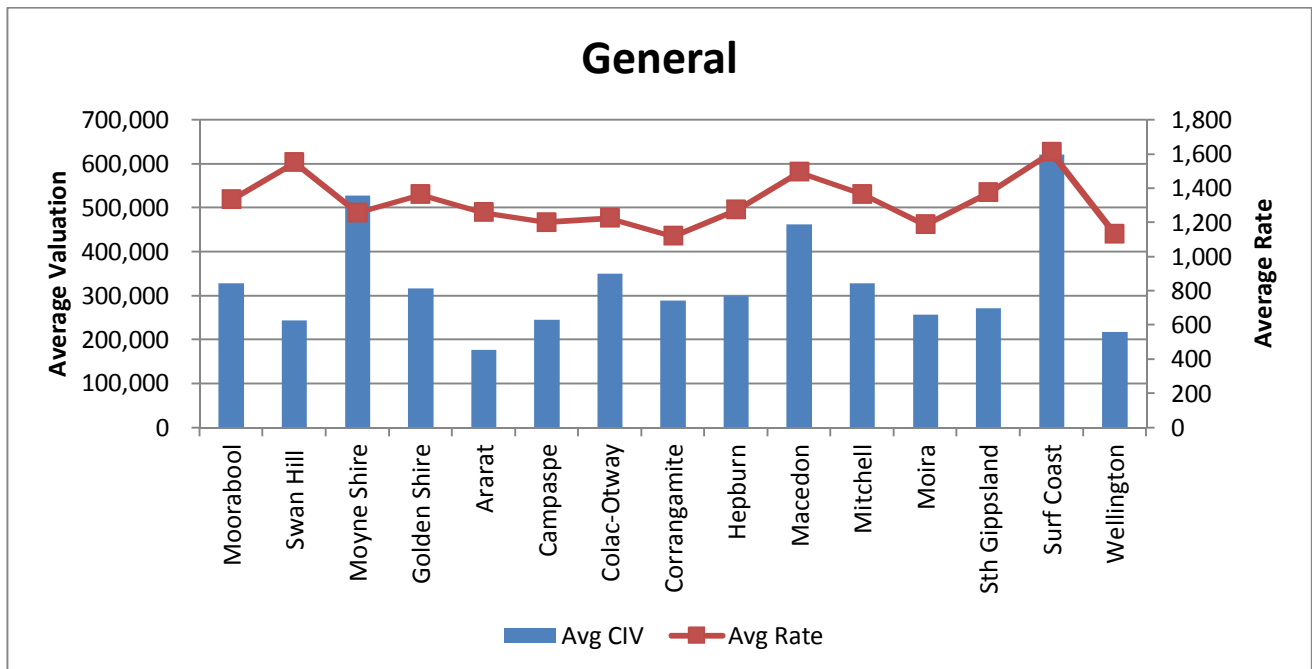
### 10.4 Municipal Charge

The following graph provides a comparison of the Municipal Charge per rateable assessment adopted by various benchmark councils in 2013/14.



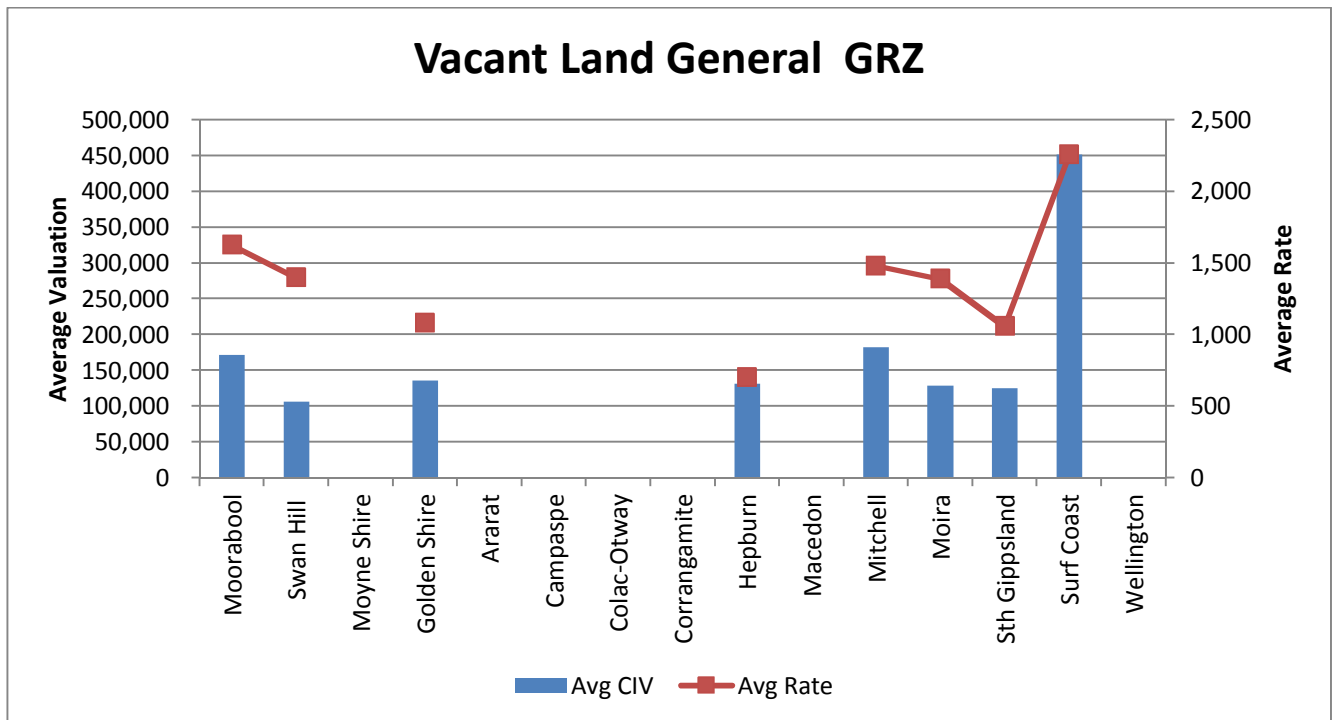
**10.5 Average Valuations Versus Average Rates - General Properties**

General		
Analysis	CIV	Rate
Minimum	177,653	1,121
Maximum	621,959	1,610
Average	329,532	1,316
Moorabool Average	328,840	1,333
MSC Comparison to Avg	-0.21%	1.30%



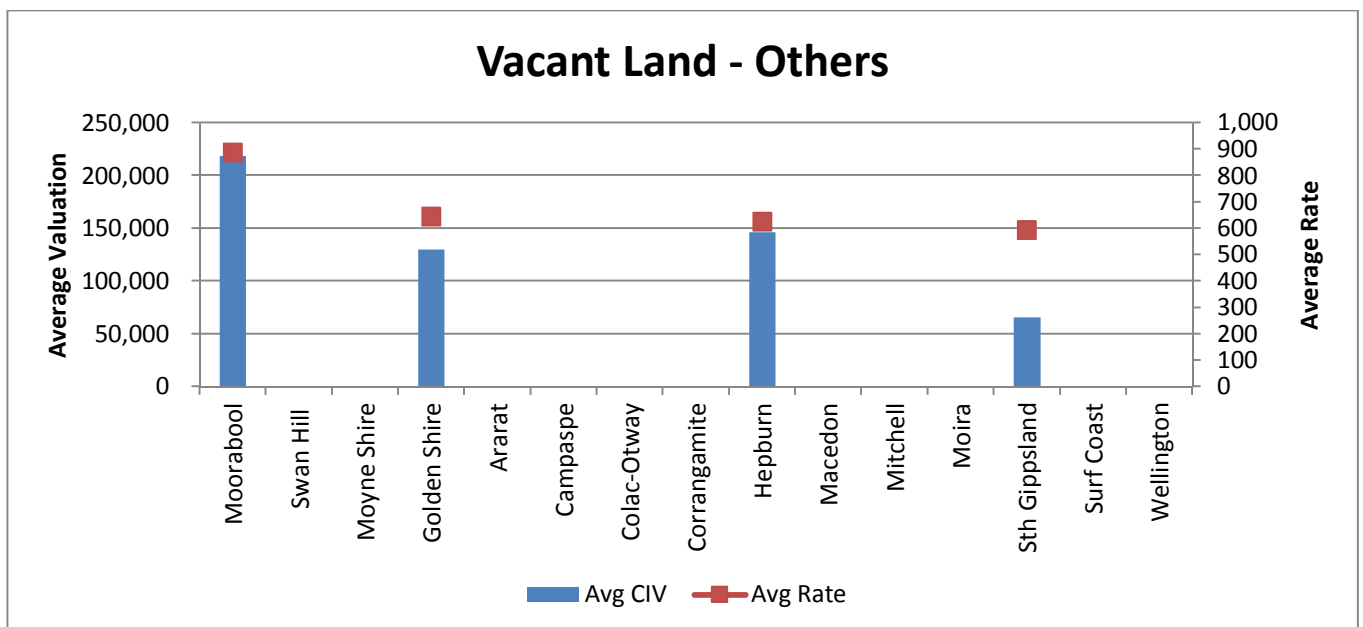
**10.6 Average Valuations Versus Average Rates - Vacant Land General GRZ**

Vacant Land General/ R1Z/R2Z		
Analysis	CIV	Rate
Minimum	106,334	700
Maximum	451,417	2,257
Average	179,206	1,372
Moorabool Average	172,022	1,625
MSC Comparison to Avg	-4.01%	18.39%



10.7 Average Valuations Versus Average Rates - Vacant Land - Others

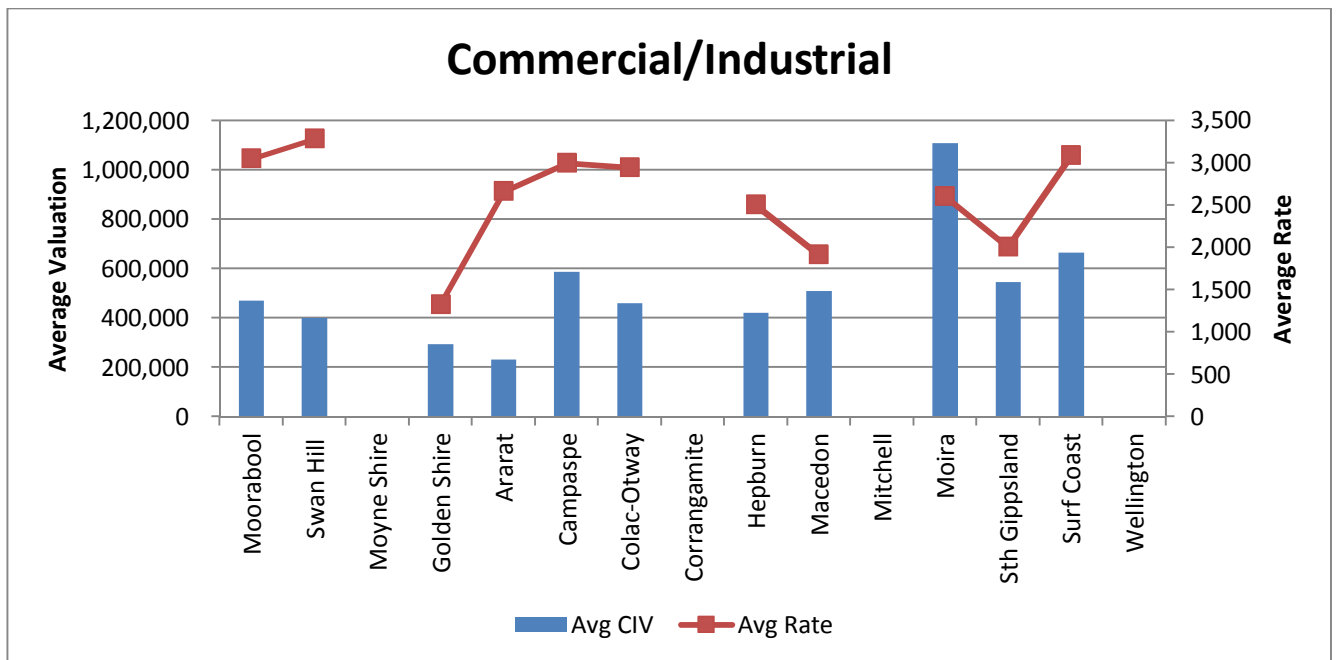
Vacant Land - Others (Note-1)		
Analysis	CIV	Rate
Minimum	65,333	592
Maximum	218,516	886
Average	139,983	685
Moorabool Average	218,516	886
MSC Comparison to Avg	56.10%	29.29%





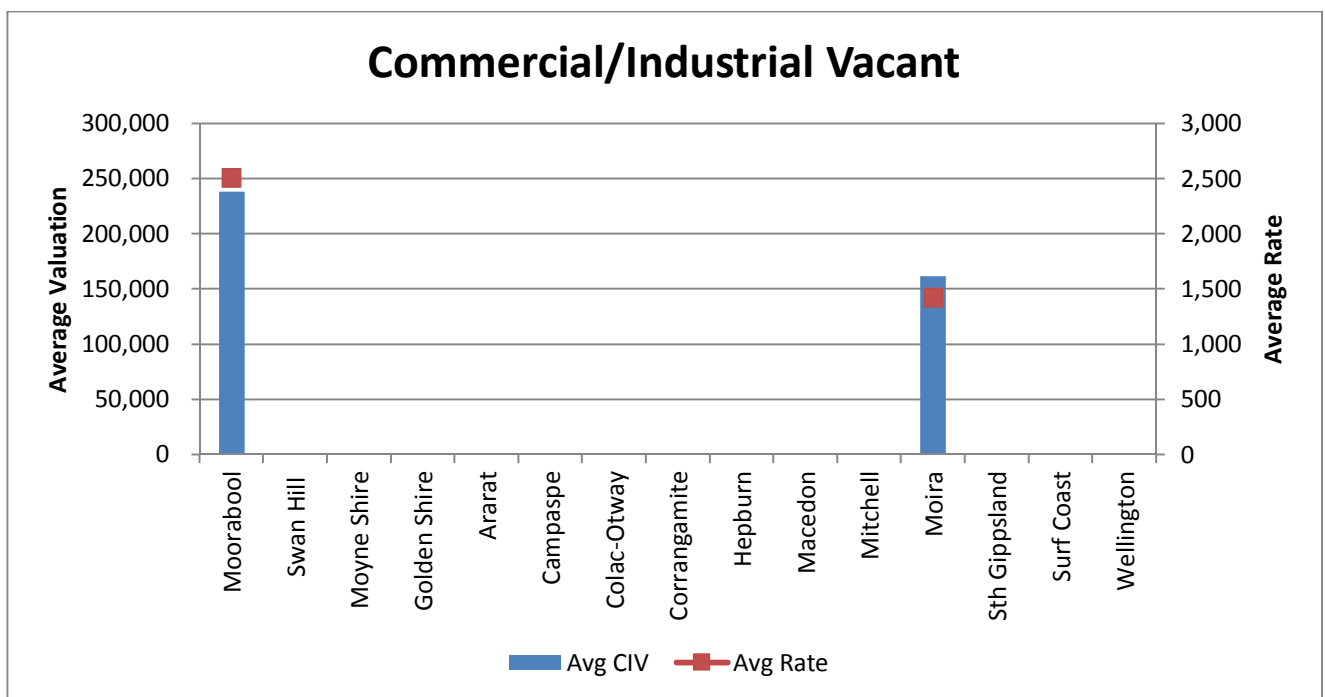
**10.8 Average Valuations Versus Average Rates - Commercial/Industrial**

Commercial/Industrial		
Analysis	CIV	Rate
Minimum	231,194	1,327
Maximum	1,109,367	3,283
Average	517,644	2,579
Moorabool Average	470,024	3,050
MSC Comparison to Avg	-9.20%	18.26%



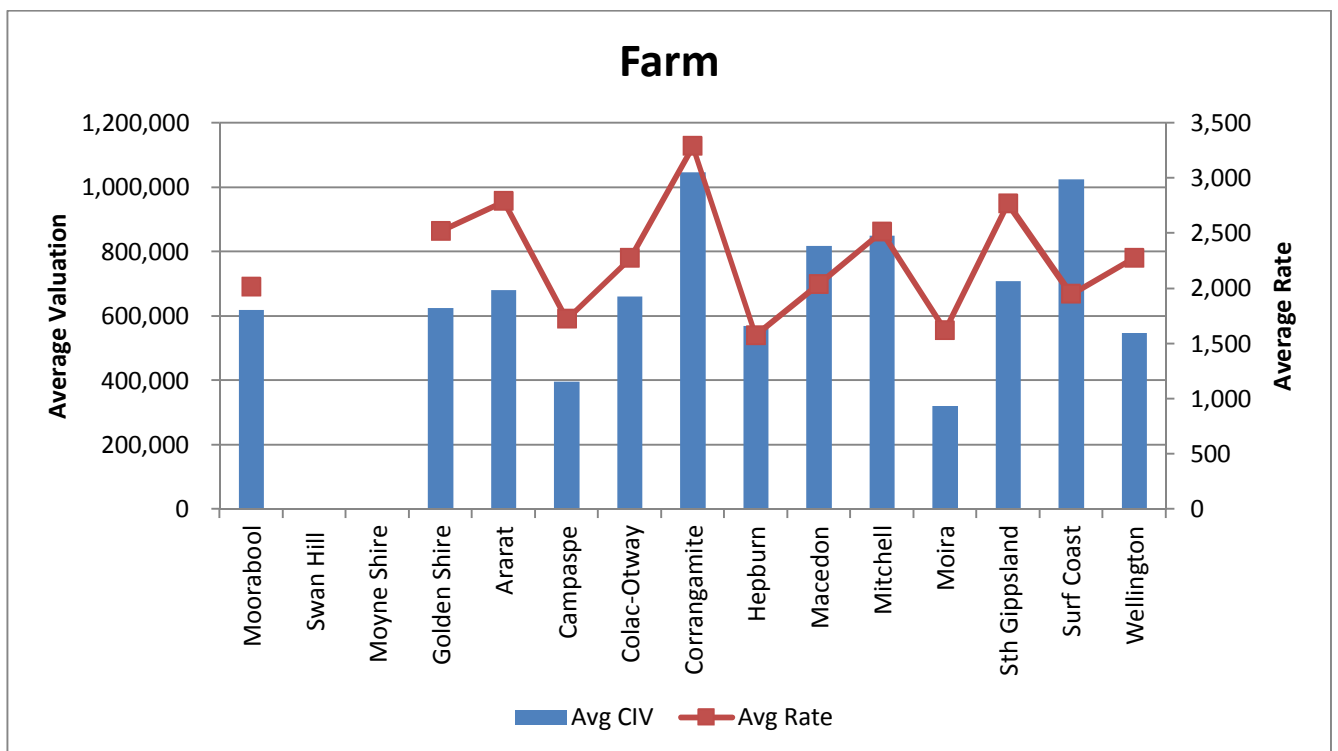
**10.9 Average Valuations Versus Average Rates - Commercial/Industrial Vacant Land**

Commercial/Industrial Vacant Land		
Analysis	CIV	Rate
Minimum	161,905	1,426
Maximum	238,143	2,511
Average	200,024	1,968
Moorabool Average	238,143	2,511
MSC Comparison to Avg	19.06%	27.56%



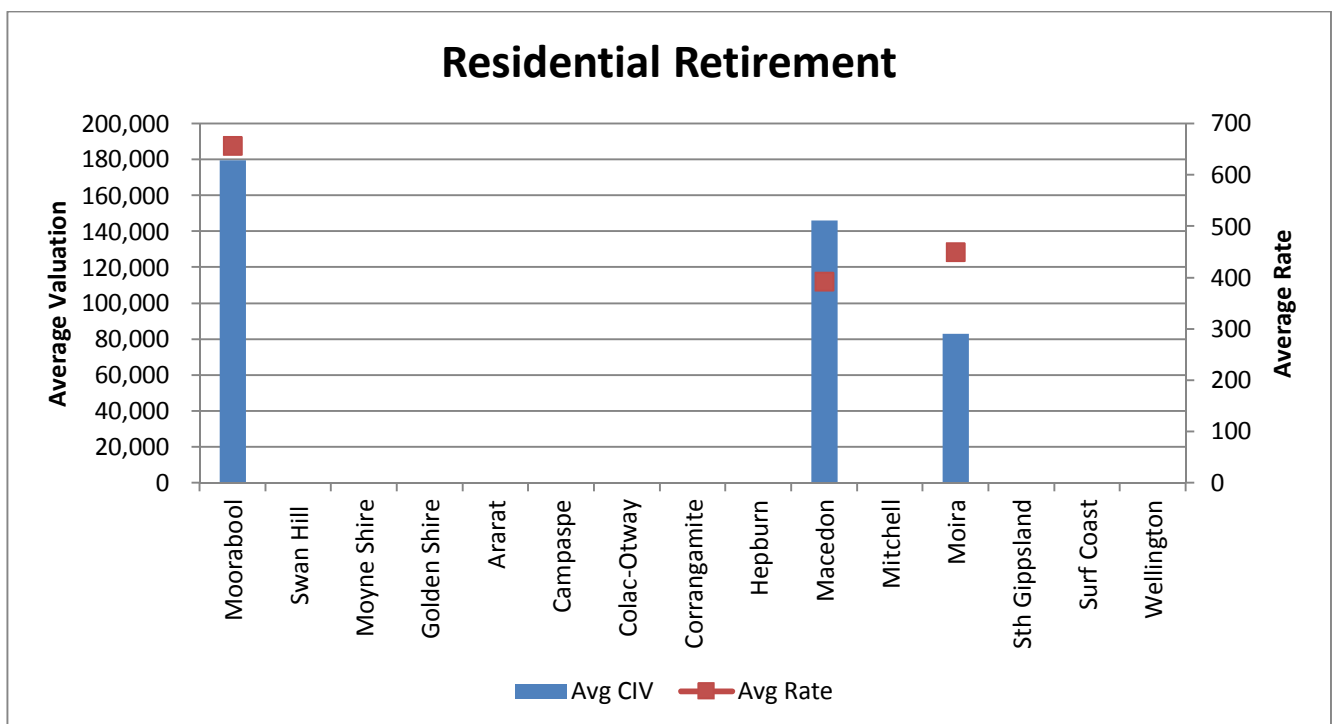
**10.10 Average Valuations Versus Average Rates - Farm**

Farm		
Analysis	CIV	Rate
Minimum	321,422	1,573
Maximum	1,046,391	3,287
Average	682,474	2,256
Moorabool Average	619,570	2,010
MSC Comparison to Avg	-9.22%	-10.92%



**10.11 Average Valuations Versus Average Rates - Residential Retirement**

Residential Retirement		
Analysis	CIV	Rate
Minimum	83,010	392
Maximum	179,845	656
Average	136,336	499
Moorabool Average	179,845	656
MSC Comparison to Avg	31.91%	31.53%



## 11. APPENDIX B – SURVEY INFORMATION PACK AND SURVEY

### 11.1 Rate Strategy Public Consultation Survey Information Pack



#### Introduction

Council last formally adopted a Rate Strategy in April 2011 after seeking community input. Council has recently undertaken a review of this Strategy and are again seeking your feedback on a range of models with varying outcomes to the different property owner groups across the Municipality.

To assist you in providing information that can be utilised and applied in accordance with the relevant legislation, we have provided you with the following general information. This strategy review is not seeking your view on the value of rates levied but the distribution of rates across the varying property categories within the Municipality.

#### What is a Municipal Charge?

The Local Government Act 1989 enables Councils to levy a municipal charge which is effectively a fixed charge on all rateable properties to cover some of the general administrative costs of Council.

A municipal charge must not exceed 20% of the total revenue raised from the combination of the municipal charge and general rates, and single farm enterprises (SFE) would only be levied one Municipal Charge across all of their SFE properties within the Municipality.

In general terms, the imposition of a municipal charge has the impact of lowering the rate increase on high value properties and increasing rates on lower value properties. A municipal charge also has the overall effect of reducing (but not eliminating) sharp fluctuations in rate outcomes that are caused by changes in property valuations.

#### What is a Differential Rate?

In accordance with legislation, Council are able to adopt a range of different rates based on varying criteria to create a fair and equitable imposition of rates to each category/group of properties within the Municipality.

#### What is a Rate Level?

Within each category, Council can then apply a different **level** to create various rate in the dollar calculations from the **base** category.

Eg: The Commercial/Industrial rate is 1.6 times higher than the **base rate**

#### The current rate structure

Below is a list of the current **differential rate** categories, brief definition and current **rate level** that is being applied within each **differential rate** category:

Differential Rate Category	Current Rate Level
<u>General (Base Rate)</u> Properties with an occupancy permit, primarily used for residential living	1.00
<u>Residential Retirement</u> Properties which are defined as a Retirement Village under the <i>Retirement Villages Act 1986</i>	0.90

<u>Commercial/Industrial</u> Properties primarily for the purposes of retail, manufacturing, industry, etc	1.60
<u>Vacant Land Commercial/Industrial</u> Properties within Business or Industrial zones which are not yet developed	2.60
<u>Extractive Industry</u> Properties that extract or remove minerals, earth or stone including the treatment of minerals, earth or stone	3.20
<u>Farm</u> Primarily farming the property in accordance with definition of Farm from Valuation of Land Act 1960	0.80
<u>Vacant Land FZ or RCZ</u> All vacant land which is zoned Farm Zone or Rural Conservation Zone	1.00
<u>Vacant Land R1Z or R2Z</u> All vacant land which is zoned Residential 1 Zone or Residential 2 Zone	2.50
<u>Vacant Land General</u> All vacant land not listed in other vacant land categories	2.10

Detailed definitions of each of the current rate categories can be found in the Draft Rate Strategy which is currently available from Council's web site [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

#### What is the intent of the current levels?

Summarised Rate Category	Purpose of level
General	<b>Base rate</b> – the majority of property owners across the municipality
Residential Retirement	Recognising that ratepayers within this sector are generally on fixed/low income via pension
Commercial/Industrial	Recognising a higher capacity to pay
Extractive Industry	Recognising significant environmental impact and damage that may be caused to surrounding roads and infrastructure
Farm	Recognising the benefit, culture and environment that genuine farm properties bring to the municipality
Vacant Land Categories	Higher level than equivalent developed property rate in order to encourage development. Although not currently developed, Council still needs to prepare for service levels to cover these properties. Various levels based on development opportunities.

**What are the proposed models Council are seeking feedback on?**

Rate Model proposals	Current Rates Strategy	Proposal 2	Proposal 3	Proposal 4	Proposal 5
Is a Municipal Charge proposed?	No	Yes	Yes	Yes	No
Municipal Charge Amount	\$0.00	\$77.00	\$153.97	\$307.94	\$0.00
Municipal Charge percentage	0%	5%	10%	20%	0%
Are rate differentials proposed to be altered?	No	No	No	No	Yes
Rating differentials proposed to be altered					
- Farm Rate	No Change	No Change	No Change	No Change	from 0.8 to 0.6
- Extractive Industry Rate	No Change	No Change	No Change	No Change	from 3.2 to 2.4
- Vacant land Commercial / Industrial	No Change	No Change	No Change	No Change	from 2.6 to 2.4
- Vacant land RZ1 / RZ2	No Change	No Change	No Change	No Change	from 2.5 to 2.4
- General Rate	No Change	No Change	No Change	No Change	No Change
- Vacant Land - General	No Change	No Change	No Change	No Change	No Change
- Vacant land FZ or RCZ	No Change	No Change	No Change	No Change	No Change
- Commercial / Industrial	No Change	No Change	No Change	No Change	No Change
- Residential Retirement	No Change	No Change	No Change	No Change	No Change

The Municipal Charge amount within the proposed rate models will be variable depending on the rate increase that Council deem appropriate within any one financial year and can be based on anything up to a total of 20% of overall rate revenue.

**What is the financial impact of each model?**

Average Rates analysis for different rates proposals						
Rate Category	Number of Properties	Current Level of Rates	Proposal 2	Proposal 3	Proposal 4	Proposal 5
General	11,187	1,333.59	1,343.88	1,354.20	1,374.81	1,387.75
Residential Retirement Village	106	723.78	764.66	805.46	887.04	753.28
Commercial/Industrial	512	3,039.53	2,964.50	2,889.55	2,739.57	3,162.99
Vacant Land Commercial/Industrial	71	2,493.79	2,446.06	2,398.38	2,302.98	2,395.46
Extractive Industry	14	20,313.93	19,374.97	18,436.51	16,559.09	15,854.26
Farm	1,507	1,990.28	1,936.21	1,882.19	1,774.09	1,553.35
Vacant Land General	587	1,391.63	1,399.09	1,406.51	1,421.31	1,448.24
Vacant Land FZ or RCZ	647	892.23	924.59	956.98	1,021.73	928.46
Vacant Land R1Z or R2Z	641	1,806.39	1,793.12	1,779.81	1,753.13	1,804.66

Please note that the above is the 'differential rate' charge only and does not include other charges that are levied to property rate accounts, such as the:

- Waste Management Service Charge;
- State Land Fill Levy; and
- Garbage and Recycling Service Charges.

When the shifts are shown in percentage terms, the relevant percentage increase proposed for each category is shown below:

Rate Category	Number of Properties	Current Rates Strategy	Proposal 2	Proposal 3	Proposal 4	Proposal 5
General	11,187	0.00%	0.77%	1.55%	3.09%	4.06%
Residential Retirement	106	0.00%	5.65%	11.29%	22.56%	4.08%
Commercial/Industrial	512	0.00%	-2.47%	-4.93%	-9.87%	4.06%
Vacant Land Commercial/Industrial	71	0.00%	-1.91%	-3.83%	-7.65%	-3.94%
Extractive Industry	14	0.00%	-4.62%	-9.24%	-18.48%	-21.95%
Farm	1,507	0.00%	-2.72%	-5.43%	-10.86%	-21.95%
Vacant Land General	587	0.00%	0.54%	1.07%	2.13%	4.07%
Vacant Land FZ or RCZ	647	0.00%	3.63%	7.26%	14.51%	4.06%
Vacant Land R1Z or R2Z	641	0.00%	-0.73%	-1.47%	-2.95%	-0.10%

### I require further information to make an informed decision

The Draft Rating Strategy document is also available for review which entails further information pertaining to the review of categories.



**11.2 The Survey**

Taking into account the information provided, Council would like to know what you think about the current rate structure and what you would like to see in the future.

Questions									
What locality within the Moorabool Shire do you currently own property?									
What rate category is your property currently rated under?									
<input type="radio"/> General			<input type="radio"/> V/Land Commercial/Industrial			<input type="radio"/> V/Land General			
<input type="radio"/> Residential Retirement			<input type="radio"/> Extractive Industry			<input type="radio"/> V/Land FZ or RCZ			
<input type="radio"/> Commercial/Industrial			<input type="radio"/> Farm			<input type="radio"/> V/Land R1Z or R2Z			
Do you think the current rate categories result in an appropriate apportioning of rates across the municipality?							<input type="radio"/> Yes		<input type="radio"/> No
If no, what other categories would you suggest and why?									
Do you think that there are too many rate categories?							<input type="radio"/> Yes		<input type="radio"/> No
If yes, what categories do you think should be consolidated and why?									
Do you think the level of each of the categories is appropriate?							<input type="radio"/> Yes		<input type="radio"/> No
If no, what changes would you suggest and why?									
Rank the proposed models in order of preference? (1 being preferred and 5 being least preferred)									
	Current		Proposal 2		Proposal 3		Proposal 4		Proposal 5
Do you have any further comments to assist Council with their Rate review?									

**All surveys are to be completed by close of business 25 March 2014**

## 10.4.6 Consideration of the Proposed 2016/17 Annual Budget

### Introduction

File No: 07/01/012  
Author: Steve Ivelja  
General Manager: Phil Jeffrey

### Background

This report relates to the commencement of the process for Council to adopt the 2016/17 Annual Budget, in accordance with Section 127 of the Local Government Act 1989 (as amended).

The process includes giving public notice to allow 28 days for submissions to be made by members of the public and such submissions will be heard prior to Council adopting the 2016/17 Annual Budget.

In accordance with Section 127 of the Local Government Act 1989 (the Act) and part 3 of the Local Government (Planning and Reporting) Regulations 2014 (the Regulations), Council is required to commence the statutory process to adopt the Proposed 2016/17 Annual Budget.

The proposed budget recognises the importance of setting a clear direction for the future, achieving measurable objectives, encouraging community input and consultation, and being financially responsible. It is part of a four year Strategic Financial Plan that aims to secure a viable and sustainable path to achieve the Shire's objectives.

The budget proposal is for a 3.5% rate increase for 2016/17 (dependant on application to Essential Services Commission). The rate increase is to fund the capital improvement program, new initiatives, service growth and Council operations. The budget document appended to this report (Appendix A) provides detailed information with regard to the major impacts for 2016/17. It also provides details with regard to Council's financial management principles to ensure a financially sustainable future.

### Proposal

#### Key Influencing Trends:

#### Revenue

The 2016/17 budget includes a 3.5% rate increase. Council's submission to the ESC is premised on an acceleration of fees & charges under a 'user pays' model. As a result, a number of Fees & Charges will be escalated in 2016/17 and for a number of years until full cost recovery is achieved. These include;

1. Animal Registration fees are proposed to increase on average by 15% pa over a 3 year period till full cost recovery is achieved;
2. Food Registrations are proposed to increase on average by 10% pa over a 2 year period till full cost recovery is achieved;

3. Septic Tank – New Installation fees are proposed to increase on average by 20% pa over a 5 year period until full cost recovery is achieved
4. It is proposed to progressively increase Transfer Station charges until recovery of the waste disposal and transport cost is achieved:
  - a. In 2016/17 it is proposed to increase Transfer Station Charges by 15% for residents
5. In 2016/17 it is proposed to increase Transfer Station Charges for non-residents so that they are higher than neighbouring councils, reducing the possibility of non-resident's receiving a Council subsidy on waste disposal.

The proposal to increase Fees & Charges for these areas until full cost recovery is achieved will be monitored and reviewed each year.

Please refer to Appendix A of the Proposed 2016/17 Budget for a full listing of Council proposed Fees & Charges.

### **Expenditure**

Total operating expenditure is budgeted to increase by 0.43% or \$0.198 million as compared to the 2015/16 forecast actual. The major changes by expenditure category are shown below;

- Total employee costs are budgeted to increase by 2.1% as compared to the 2015/16 forecast actual including the EBA increase, an allowance for banding increments, and leave entitlements and provisions.
- Expenditure on Materials and Consumables is budgeted to decrease by 9.3% as compared to the 2015/16 forecast actual due in large part to a significant focus on cost control of discretionary expenditure.
- Other expenses are budgeted to increase by 1.7% as compared to the 2015/16 forecast actual.
- Depreciation charges are budgeted to increase by 15.9% as compared to the 2015/16 forecast actual. Depreciation is expected to increase in 2016/17 as a result of the proposed revaluation of Council's Infrastructure assets.
- Borrowing costs are predicted to increase by 4.9% as compared to the 2015/16 forecast actual which reflects \$2.790 million in new borrowings for 2016/17.

In addition to planned delivery of recurrent services, the 2016/17 Annual Budget is proposing to fund a number of new initiatives being:

- Community Facilities Booking System (\$0.010 million)
- Moorabool Leisure Service Management Model Review (\$0.045 million)
- Fire Hydrant Maintenance (\$0.015 million)
- Residential Zone Implementation - Bacchus Marsh (\$0.050 million)
- Small Towns Strategy Implementation (\$0.055 million)
- Four Strategies Amendment Development (\$0.050 million)

In total, the Council will invest \$0.225 million in new service initiatives across service areas. The investment in new initiatives of has been delivered whilst at the same time achieving minimal growth in overall expenditures.

### **Capital projects**

Council's Capital Works program maintains a mix between the need to maintain existing infrastructure and build new assets to meet community expectations. Included in the 2016/17 budget is \$17.460 million in funds set aside for the delivery of the Capital Improvement program. Some of the projects proposed as part of the 2016/17 Capital Program include;

- Halletts Way / O'Leary Way - Southern Extension (\$5.885 million)
- Bacchus Marsh Racecourse Reserve Sporting Facilities (\$1.000 million)
- Bacchus Marsh-Balliang Road, Balliang - Road Rehabilitation (\$0.650 million)
- Cairns Drive, Darley - Road Rehabilitation (\$0.605 million)
- Ballan-Meredith Road, Mt Wallace - Road Rehabilitation (\$0.515 million)
- Egerton-Ballark Road, Bungal - Road Rehabilitation (\$0.450 million)
- Butter Factory Road, Wallace (\$0.450 million)
- Inglis Street, Ballan (\$0.420 million)
- Station Street, Maddingley - Urbanisation (\$0.325 million)
- Ballan Recreation Reserve Netball/Tennis Court Reconstruction (\$0.165 million)
- Reids Road, Balliang - Gravel Road Resheet (\$0.156 million)
- The Avenue Bowling Club Resurfacing of the Lorna Lucas Green (\$0.152 million)
- Maddingley Park Pavilion Improvements (\$0.150 million)

### **Parameters**

The original budget parameters used in formulating the 2016/17 budget were a 3.5% rate increase, a projected CPI increase of 2.5%, an employee cost increase of 4.25% (excluding new staff and one off adjustments) and population growth within the shire of 2.7%. Council has made significant savings in Operating budget expenses to accommodate the proposed 3.5% rate increase in the face of a difficult fiscal environment with major areas of Operating budget expenses increasing at a rate significantly lower than the original budget parameters.

### **Rates**

Rates will increase by an average of 3.5% in the 2016/17 budget raising total rates and charges of \$31.043 million. This includes rates raised through supplementary valuations, the various waste management charges and any special rate schemes.

The 2016/17 financial year is also a revaluation year. Due to the municipal revaluation a proposed 3.5% rate increase will not be reflected in the residents' rates notices as property valuations will result in a redistribution of the rating burden.

Additionally, the proposed 3.5% rate increase is subject to approval by the Essential Services Commission as part of the Fair Go Rates System.

The Waste Management Service Charge will rise from \$85.00 to \$90.00 and the overall Waste Collection Charge will rise from \$131.00 to \$144.00. The State Landfill Levy will remain at \$45.00 and the new Kerbside Greenwaste service, beginning in January 2017, will be \$50.00 for the first year (half year price).

### **Loan Funding**

The 2016/17 budget includes new borrowings of \$2.790 million which will be used to fund the 2016/17 CIP Program.

The 2016/17 budget also includes loan principle repayments of \$1.431 million.

### **Cash Management**

Overall, total cash and investments of \$7.553 million are forecast as at 30 June 2017. This assumes that 100% of the 2016/17 Capital Program will be completed at the 30<sup>th</sup> June 2017.

### **Policy Implications**

The 2013 – 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Continuous Improvement in Council Services
<b>Objective</b>	Sound, long term financial management
<b>Strategy</b>	Develop and maintain a long term financial planning, management and reporting system, which ensures resources to deliver services and manage Council's assets.

The proposal "Consideration of the Proposed 2016/17 Annual Budget" is consistent with the 2013-2017 Council Plan.

### **Financial Implications**

The 2016/17 Budget contains details of the financial resources required to deliver the Council Plan.

### **Communications Strategy**

After Council has accepted the Proposed 2016/17 Budget, an advertisement will be placed in local newspapers. The process includes giving public notice to allow 28 days for submissions to be made by members of the public and such submissions will be heard prior to Council adopting the 2016/17 Annual Budget.

Copies of the Proposed 2016/17 Annual Budget will be available for inspection on weekdays between 8.30am and 5.00pm from Tuesday 10 May 2016 up to and including Tuesday 7 June 2016 at Council offices at:

- 15 Stead Street, Ballan;
- 215 Main Street, Bacchus Marsh; and
- 182 Halletts Way, Darley

Copies of the Proposed 2016/17 Annual Budget can also be viewed on Council's website: [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au)

Residents are invited to make submissions in relation to the Proposed 2016/17 Annual Budget until 5.00pm on Tuesday 7 June 2016.

Feedback should be made in writing and be addressed to:

The Chief Executive Officer  
Budget Submission  
Moorabool Shire Council  
PO Box 18  
Ballan VIC 3342

Alternatively, submissions can be emailed to [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au) or submitted online at [haveyoursaymoorabool.com.au](http://haveyoursaymoorabool.com.au)

Any person requesting that he or she be heard in support of a submission is entitled to appear before the Special Meeting of Council either personally or by a person acting on his or her behalf. Any person who wishes to be heard in support of a submission should indicate this request in their written submission. A special meeting to hear submissions is scheduled to occur on Wednesday 22 June 2016 at 5.00pm at a destination to be confirmed.

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

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

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

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

*General Manager – Phil Jeffrey*

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

*Author – Steve Ivelja*

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

## Conclusion

The proposed budget presents Council's immediate and longer-term financial strategy and links the actions set out in the Council Plan. It also identifies the capital works and services the community can expect from Council during the 2016/17 financial year and beyond.

### Recommendation:

- 1.1 That having considered the details of the 2016/17 recurrent and capital budget appended to this report, which includes:**

- 1.1.1 – Mayor’s Introduction**
- 1.1.2 – Chief Executive Officer’s Summary**
- 1.1.3 – Budget reports (contains all statutory requirements)**
- 1.1.4 – Budget analysis (best practice)**
- 1.1.5 – Long term strategies**
- 1.1.6 – Appendix A – Fees and Charges schedule**
- 1.1.7 – Appendix B – Budget process**

**that the proposed operating and capital budget 2016/17 be the budget prepared for the purposes of section 127 of Act.**

- 1.2 That in accordance Part 3 of the Regulations, Council declares its intention to borrow \$2.790 million. Loan redemption for 2016/17 will be \$1.431m.**

**1.3. General Rates**

- 1.3.1 That in accordance with Section 158 of the Local Government Act 1989, Council declares a General Rate for the rating period commencing 1 July 2016 and ending 30 June 2017.**

- 1.3.2 It be further declared that the general rate be raised by the application of differential rates.**

- 1.3.3 A differential rate be respectively declared for rateable land having the respective characteristics specified in the Schedule to this resolution, which characteristics will form the criteria for each differential rate so declared:**

<b>Category</b>	<b>Cents/\$CIV</b>
Commercial & Industrial Rate	0.006528
Commercial & Industrial Vacant Land	0.010607
Extractive Industry Rate	0.012729
Farm Rate	0.003182
General Rate	0.004080
Vacant Land General	0.008567
Vacant Land FZ and RCZ	0.004080
Vacant Land GRZ	0.010199
Residential Retirement Villages	0.003671

- 1.3.4 Each differential rate will be determined by multiplying the Capital Improved Value (CIV) of each rateable land (categorised by the characteristics described in the Schedule to this Resolution) by the relevant percentages.**

**1.3.5 It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that:**

**1.3.5.1 the respective objectives of each differential rate be those specified in the Schedule to this Resolution; and**

**1.3.5.2 the respective types or classes of land which are subject to each differential rate be those defined in the Schedule to this Resolution; and**

**1.3.5.3 the respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in the Schedule to this Resolution; and**

**1.3.5.4 the relevant**  
**(a) uses of;**  
**(b) geographical locations of; and**  
**(c) Planning Scheme zonings of; and**  
**(d) types of buildings on the respective types or classes of land be those identified in the Schedule to this Resolution.**

#### **1.4. Municipal Charge**

**1.4.1 It be confirmed that no municipal charge is declared in respect of the 2016/17 Financial Year.**

#### **1.5. Annual Service Charge**

**1.5.1 An annual service charge be declared in respect of the 2016/17 Financial Year.**

**1.5.1.1 The annual service charge be declared in respect of the period 1 July 2016 to 30 June 2017.**

**1.5.1.2 The annual service charge be declared for the collection and disposal and management of refuse from land.**

**1.5.1.3 The annual service charge be in the sum of, and be based on the criteria, set out below:**

**(i) \$144 per annum for each property that is within the defined urban service area to which a domestic waste collection service is available;**

**(ii) \$144 per annum for each property that is within the defined rural service area to which a domestic waste collection service is available;**

**(iii) \$144 per annum for each property that is not within a defined service area, to which a domestic waste collection service is provided;**



- (iv) **\$90 per annum for all rateable properties in all Wards including:**
  - (a) each rateable land that is "farm land" within the meaning of section 2(1) of the Valuation of Land Act 1960 and is a 'single farm enterprise' within the meaning of Section 159(8) of the Local Government Act 1989; and
  - (b) each other rateable land, from which there is capable of being generated waste which can be deposited by a ratepayer or resident at a landfill or waste transfer station or any other litter facility.
- (v) **\$45 per annum for all rateable properties in all Wards including:**
  - (a) each rateable land that is "farm land" within the meaning of section 2(1) of the Valuation of Land Act 1960 and is a 'single farm enterprise' within the meaning of Section 159(8) of the Local Government Act 1989; and
  - (b) each other rateable land, from which there is capable of being generated waste which can be deposited by a ratepayer or resident at a landfill or waste transfer station or any other litter facility.
- (vi) **\$50 per annum (half year impact 2016/17) non-compulsory and optional charge within the urban (residential and low density residential) areas of Bacchus Marsh and Ballan for kerbside greenwaste collection service.**

The defined service areas outlined above and the designated routes are defined on a plan, which can be viewed at the Council offices.

## **1.6. Rebates & Concessions**

**1.6.1** It be recorded that Council grants to each owner of rateable land who is an "eligible recipient" within the meaning of the State Concessions Act 1986, a rebate of an amount determined by the Department of Human Services in respect of their principal place of residence. The criteria for "eligible recipient" is also determined by the Department of Human Services.

**1.7. Payment**

**1.7.1 All rates and charges to be paid in four instalments, in accordance with Section 167 (1) and (2) of the Local Government Act 1989.**

**1.7.2 Unless Council resolves otherwise, a person may only pay rates and charges as a lump sum if payment is made on or before 15 February 2017.**

**1.8. Consequential**

**1.8.1 It be confirmed that, subject to sections 171 and 172 of the Local Government Act 1989, Council will require a person to pay interest on any rates and charges which:**

**1.8.1.1 that person is liable to pay;**

**1.8.1.2 have not been paid by the date specified for their payment.**

**1.9 That it is proposed that an amount of \$31,043,434 be declared as the amount Council intends to raise from the general rates and charges (including Supplementary and Special Rates) for the period from 1 July 2016 to 30 June 2017.**

**1.10 That in accordance with Section 158 of the Act and Regulation 8 of the Regulations, detailed information concerning General Rates and Special Rates and charges is appended to this report.**

**1.11 That as part of the public presentation process for the proposed budget, the following actions will be undertaken in accordance with:**

**1.11.1 Sections 127 and 129 of the Act and Part 3 of the Regulations – that the proposed 2016/17 budget be made available for public inspection.**

**1.11.2 Section 129 of the Act and Part 3 of the Regulations – that the Chief Executive officer be authorised to give public notice that the Proposed 2016/17 Annual Budget has been prepared and is available for public inspection.**

**1.11.3 Sections 158 to 162 of the Act and Part 3 of the Regulations - that Council give public notice and have ready for public inspection all prescribed information to be available from 10 May until 7 June 2016.**

**1.12 That Council resolves to allow 28 days for submissions to be made by members of the public and that all submissions are to be made in the prescribed manner. Council will hear submissions on Wednesday 22 June 2016 at a Special Meeting of Council, at a destination to be confirmed.**

**1.13 That in accordance with Section 130 of the Act, Council resolves to notify and place on public notice its intention to adopt the 2016/17 Annual Budget on Wednesday 29 June 2016 at a Special Meeting of Council, at a destination to be confirmed.**

## **SCHEDULE**

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### **Differential Rating Categories**

#### **General Developed Land**

##### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

##### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

##### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

##### **Geographic Location:**

Wherever located within the municipal district.

##### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

##### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

##### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

**Definition:****Any land:**

- on which a dwelling is lawfully erected and occupied for the principal purpose of physically accommodating persons; and
- which does not have the characteristics of:
  - Commercial and Industrial Land;
  - Vacant Commercial and Industrial Land;
  - Extractive Industry Land;
  - Farm Land
  - Residential Retirement Villages Land;
  - Vacant General Land;
  - Vacant FZ and RCZ Land; or
  - Vacant GRZ Land.

**Commercial/Industrial Land****Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

**Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

**Definition:**

Any land which is lawfully used:

- for the principal purpose of carrying out the manufacturing or productions of goods; or
- for the principal purpose of carrying out trade in goods or services.

**Vacant Commercial/Industrial Land****Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

**Definition:****Any land:**

- located within an Industrial or Business zone under the Moorabool Planning scheme; and
- which is vacant; or
- not lawfully developed for the principal purpose of carrying out the manufacturing or production of goods or trade in goods or services; and
- which does not have the characteristics of General Developed Land.

**Extractive Industry Land****Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

**Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

**Definition:****Any land:**

- which is used primarily for the extraction or removal of minerals, earth or stone including the treatment of minerals, earth or stone; or
- on which activities for the extraction or removal of minerals, earth or stone including the treatment of minerals earth or stone have been discontinued but which has not yet been rehabilitated to environmental standards as required by law.

**Farm Land****Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

**Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

**Definition:****Any land:**

- which is “farm land” within the meaning of section 2(1) of the Valuation of Land Act 1960.

**Vacant General Land****Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

**Definition:****Any land:**

- on which no building is lawfully erected; and
- which does not have the characteristics of;
  - Vacant Commercial and Industrial Land; or
  - Vacant FZ and RCZ Land; or
  - Vacant GRZ Land.



**Vacant FZ or RCZ Land****Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

**Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

**Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

**Definition:****Any land:**

- on which no building is lawfully erected; and
- which is located within the Farm Zone (FZ) or Rural Conservation Zone (RCZ) under the Moorabool Planning Scheme; and
- which does not have the characteristics of Farm Land.

## **Vacant GRZ Land**

### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### **Definition:**

#### **Any land:**

- on which no building is lawfully erected; and
- which is located within the General Residential Zone (GRZ) under the Moorabool Planning Scheme.

## **Residential Retirement Villages**

### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

### **Types and Classes:**

Rateable land having the relevant characteristics described in the below definition.

### **Use and Level of Differential Rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the Moorabool Planning Scheme.

### **Planning Scheme Zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### **Definition:**

#### **Any land:**

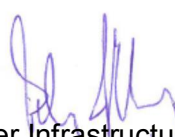
- Which is defined as a Retirement Village land under the *Retirement Villages Act 1986*.

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### **Report Authorisation**

#### **Authorised by:**

**Name:** Phil Jeffrey  
**Title:** General Manager Infrastructure  
**Date:** Wednesday, 27 April 2016



# Attachment - Item 10.4.6

# Moorabool Shire Council



## 2016/17 Proposed Annual Budget



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## Mayor's introduction

It gives me great pleasure to present this Budget to the residents of Moorabool Shire Council. The Draft Budget 2016/17 is Council's first under the Victorian State Government's new rate capping regime. The budget is premised on general rate increase of 3.5 percent in the 2016/17 financial year. Due to the bi-annual revaluation effective from 1 July 2016, there will be variations to the average increase across all differential rating categories including residential, commercial and farming properties.

The proposed general rate increase is 3.5%, which is 1% above that of the new Fair Go Rates System (FGRS) which has capped rates increases by Victorian Councils to 2.5%. Moorabool Shire Council has made an application to the Essential Services Commission (ESC) for a special Order under section 185E of the *Local Government Act 1989* and is waiting for the outcome of the application. According to ESC guidelines, the ESC has a period of up to two month to review Councils application. Hence, it is expected that Council will learn of the outcome of the rate cap application in late May. If Council is unsuccessful in receiving a rate cap variation, the draft budget for 2016/17 will be adjusted prior to adoption.

If Council is unsuccessful in its application for a rate cap variation with the Essential Services Commission, the New and Upgrade program will be reduced by \$0.400 million. The projects proposed to be removed from the New and Upgrade program are:

- Masons Lane Western Pavilion (Design Works) - \$0.075 million
- Station Street, Maddingley Urbanisation (Kerb and Channel / Shared Paths) - \$0.325 million

Whilst the impact of an unsuccessful rate cap application will only have a minimal impact in 2016/17, the Council noted in its extensive community engagement campaign (conducted in March 2016) that the impact of rate capping will have a greater impact in future years, including;

- i) Threats to Councils financial stability if it continues to generate operating budget deficits on an annual basis
- ii) Cuts to services and capital works over time to ensure Councils financial sustainability
- iii) Reduction in funding available for New and Upgrade projects
- iv) Reduction in funds available for the asset renewal program

Whilst the Council has implemented a number of measures to improve its current and future financial position, Council believes that a responsible level of rate increases above the rate cap will be required for the next few years to service the needs of Moorabool Shires continued growth.

The rate increase of 3.5% is significantly lower than the level foreshadowed in Council's Strategic Resource Plan. Council has been able to minimise the rate burden on residents through the use of stringent budget and fiscal controls. Council has reduced operating expenditure by nearly \$5 million in the past 5 years in comparison to our Strategic Financial Plan projections, whilst maintaining service levels and continues to explore other revenue sources to assist in keeping rates as low as possible.

Council will also be increasing other fees and charges increasing under a "user-pays" model to be cost reflective including indirect costs.

This level of rates and charges increases allows us to maintain existing service levels, fund a number of new initiatives and continue to allocate additional funds to renew the Shire's infrastructure.

I am pleased to announce that Council will undertake a significant Capital Works program for 2016/17 totalling \$17.460 million for progression of major projects and funding of capital renewal and upgrade projects.

A \$9.112 million asset renewal program forms a significant part of the capital works budget, with:

- \$6.155 million being spent on road rehabilitations
- \$1.408 million on plant replacement
- \$0.850 million on bridges, drains and recreation / leisure assets
- \$0.478 million on footpaths and cycleways

- \$0.221 million on buildings

Further to this, \$8.348 million has been allocated to new and upgrade capital projects to be implemented across the municipality. As part of this program, a number of major projects will be funded:

- Halletts Way / Western route Southern extension \$5.885 million (overall \$10 million project)
- Bacchus Marsh Racecourse Reserve Sporting Facilities \$1.000 million (part of an overall \$12.993 million project)
- Ballan Depot \$0.150 million (part of an overall \$5.745 million project)

Halletts Way - The project has gone through a rigorous design process and will comprise of the section from Bacchus Marsh Road to the West Maddingley estate including steep terrain, a bridge over Werribee River and connection to Werribee Vale Road. Due to the scale of the project, the estimated \$10 million construction cost will be completed over two financial years. To assist with cost, Council was awarded a \$2.18 million grant from the Federal Government which will be put towards the cost of the bridge. Council will also receive developer contributions in coming years to help fund this project. This project also complements the recently commenced northern extension at Darley and an announcement by the previous State Government to fund freeway ramps at Halletts Way. This project was announced by the previous State Government and Council is currently awaiting confirmation of a commencement date for this project.

Bacchus Marsh Racecourse Reserve - Council is making an allocation to the provision of sports ovals at Bacchus Marsh Racecourse Recreation Reserve. Application for major grant funds has been made and pending the decision of this will determine the final project outcome. The objective is to construct new active recreation spaces and sports ovals to cater for the growth of Bacchus Marsh adjacent to new residential estates. Ultimately, the project will include a number of multi-purpose ovals, soccer pitches, pavilions, BMX facilities with associated parking and utility upgrades whilst catering for existing users. The overall project will be a staged approach in line with recent strategy and masterplan development.

Ballan Depot - To progress the design of a new municipal works depot at Ballan to relocate it from the existing inadequate location in the residential parts of Ballan to the industrial area.

Some of the key projects adopted as part of the 2016/17 Capital Program include:

- Halletts Way/O'Leary Way - Southern Extension (\$5.885 million)
- Plant Replacement Program (\$1.408 million)
- Bacchus Marsh Racecourse Reserve Sporting Facilities (\$1.000 million)
- Bacchus Marsh-Balliang Road, Balliang - Road Rehabilitation (\$0.650 million)
- Cairns Drive, Darley - Road Rehabilitation (\$0.605 million)
- Ballan-Meredith Road, Mt Wallace - Road Rehabilitation (\$0.515 million)
- Egerton-Ballark Road, Bungal - Road Rehabilitation (\$0.450 million)
- Butter Factory Road, Wallace (\$0.450 million)
- Inglis Street, Ballan (\$0.420 million)
- Dunnstown-Yendon Road, Dunnstown - Road Rehabilitation (\$0.380 million)
- Berry Street, Ballan - Road Widening and Intersection Conversion (\$0.378 million)
- Station Street, Maddingley - Urbanisation (\$0.325 million)
- Inglis Street, Ballan - Kerb and Channel (\$0.300 million)
- Beremboke Road, Beremboke (\$0.300 million)
- Navigators Road, Navigators - Road Rehabilitation (\$0.265 million)
- Butter Factory Road, Wallace - Road Rehabilitation (\$0.230 million)
- Lesters Road, Bungaree - Road Widening (\$0.171 million)
- Ballan Recreation Reserve Netball/Tennis Court Reconstruction (\$0.165 million)
- Reids Road, Balliang - Gravel Road Resheet (\$0.156 million)
- The Avenue Bowling Club Resurfacing of the Lorna Lucas Green (\$0.152 million)
- Ballan Depot - Preplanning (\$0.150 million)
- Maddingley Park Pavilion Improvements (\$0.150 million)
- Sutherland Street, Bacchus Marsh - Kerb and Channel (\$0.140 million)
- Beremboke Road, Beremboke - Gravel Road Resheet (\$0.130 million)



- Preplanning Work for Future Projects (\$0.100 million)

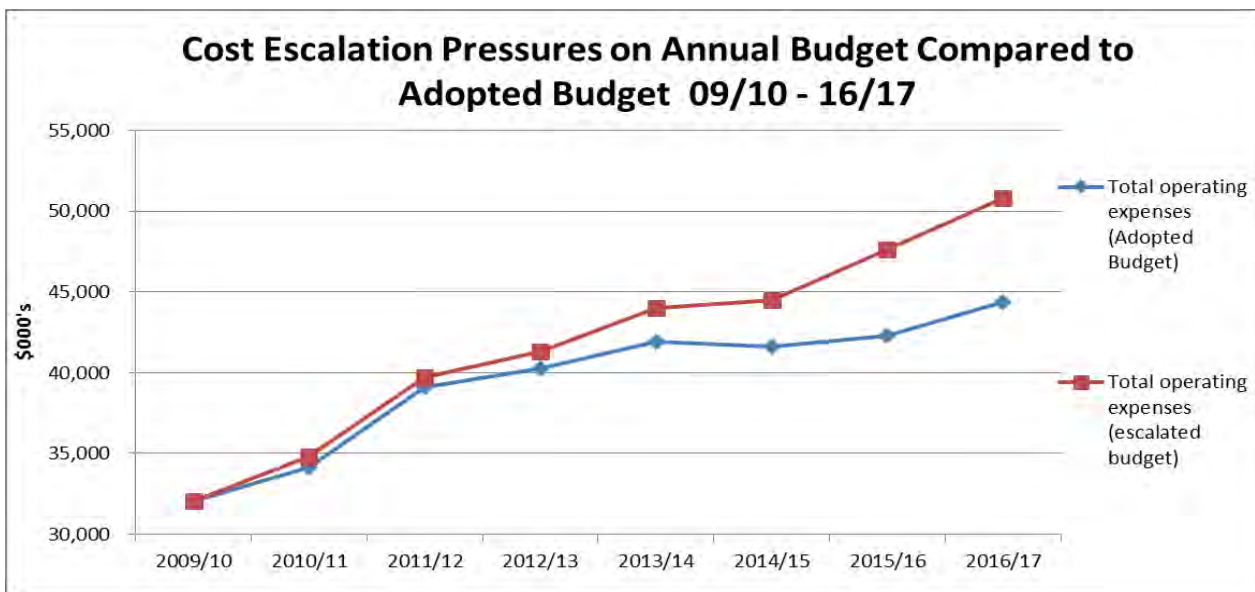
In addition to the planned Capital Works Program, the 2016/17 Annual Budget is proposing to fund a number of new initiatives being:

- Community Facilities Booking System (\$0.010 million)
- Moorabool Leisure Service Management Model Review (\$0.045 million)
- Fire Hydrant Maintenance (\$0.015 million)
- Residential Zone Implementation - Bacchus Marsh (\$0.050 million)
- Small Towns Strategy Implementation (\$0.055 million)
- Four Strategies(Retail, Industrial, Economic Development and Parwan) Amendment Development (\$0.050 million)

**In total, the Council is proposing to invest \$0.225 million in new service initiatives across service areas.**

For 2016/17, the community will see a continued improvement in the long term financial sustainability of the Council. In a difficult economic environment, this Council will oversee a significant improvement in a number of financial performance measures which will provide a significant long term benefit to the community in the form of improved infrastructure and expanded services.

As an indication of the extent to which Council has driven efficiency and cost savings over the last few years, a table has been presented below to show the increase in total operating expenditure over the last 6 years. The following graph compares the Adopted Budget Operating expenses from 2009/10 to 2016/17 (blue line) with total Operating expenses for 2009/10 to 2015/16 (red line) if total operating expenses continued to grow based on the annual cost escalation pressures of CPI, Enterprise Bargaining Agreements and salary banding movements, population growth and the impact of other external factors (such as the impact of carbon tax, landfill levy increases and the annual impact of new staff and new initiatives).



The above table indicates that a high level of rigour has been placed on cost control in the 2016/17 Budget. This result has been achieved in spite of the twin pressures of CPI and population growth which are predicted to increase at around 2.5%-3.0% and 2.5% respectively. Additionally, this result has been achieved whilst at the same time accommodating \$0.225 million in new initiatives for the benefit of the community.

Council's achievements in finding efficiencies is further highlighted by its performance in key measures published on the "Know Your Council" website (<https://knowyourcouncil.vic.gov.au/>). This website provides an opportunity for residents to access consistent information in regard to the performance of local councils across Victoria. The below table demonstrates how Moorabool is a low spending, low rating Council in comparison to other Victorian Councils.

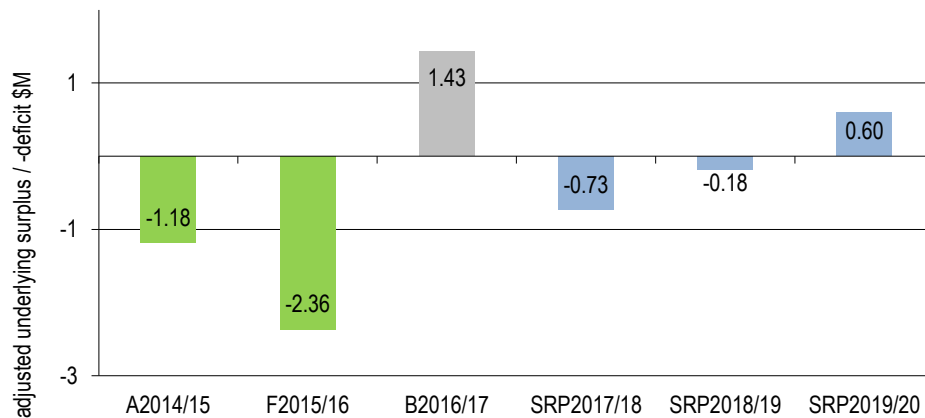
Performance Measure	MOORABOOL (2014-2015)	SIMILAR COUNCILS (2014-2015)	ALL COUNCILS (2014-2015)
Average residential rate per residential property assessment	\$1,392.85	\$1,443.61	\$1,409.30
Expenses per property assessment	\$2,665.52	\$3,189.80	\$2,980.68
Expenses per head of municipal population	\$1,352.32	\$2,011.55	\$1,805.28

Despite Council's efficiencies and cost saving achievements, Moorabool Shire receives significantly less State and Federal funding than other municipalities, this shortfall invariably results in higher rates and user fees being required. The below table taken from the "Know Your Council" website demonstrates this;

Performance Measure	MOORABOOL (2014-2015)	SIMILAR COUNCILS (2014-2015)	ALL COUNCILS (2014-2015)
Recurrent grants per head of municipal population	\$431.03	\$608.96	\$536.10

Council will continue to advocate for fairness and equity in its dealings with both the State and Federal Governments to ensure that the concerns and needs of Moorabool residents are understood.

#### Adjusted Underlying surplus / -deficit \$M

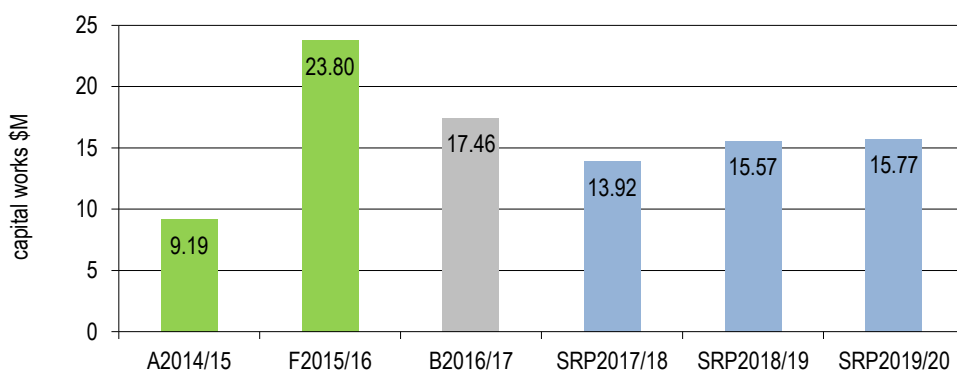


A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

Despite the challenges of population growth, increases in CPI and a difficult economic environment where government funding has and will continue to remain flat, the Council is able to demonstrate an improvement in its underlying deficit demonstrating a key focus on ensuring the ongoing sustainability and viability of the Shire. Whilst further effort is required, Council is able to demonstrate it is on the right track.

As a result of the continued improvement in the Shire's finances, the community will ultimately benefit through increased levels of service and improved infrastructure going forward. The table below provides a high level snapshot of the forward outlook for Capital Works for the next 4 years and demonstrates a high level of investment in community infrastructure and assets.

## Forward outlook for Capital Works \$M



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

The 2016/17 capital budget includes some major projects as highlighted earlier. The future capital works programs show ups and downs depending on major projects occurring in those years. A steady capital works program is needed to reflect the continued expansion in the Shire's population in addition to meeting the community's growing expectations.

### Rating Strategy

As mentioned previously, Council rates will increase by 3.5% (subject to ESC approval). Due to the bi-annual revaluation effective from 1 July 2016, there will be variations to the average increase across all differential rating categories including residential, commercial and farming properties.

When the Council Rate Notice is issued for the 2016/17 year, it will also include the costs of the Fire Services Levy that Council is collecting on behalf of the State Government. This will be the fourth year that the scheme will be in place. Even though Council receives funding to administer the Fire Services Levy, when Council calculates the time and effort required to administer the scheme in addition to the FSPL it is required to pay on Council owned properties, there is a significant net cost to the Council overall.

It is disappointing to note that in recent years Moorabool Shire is increasingly being subjected to the role of tax collector for other tiers of government as is shown by the Fire Services levy, the GST Act and various other levies and charges that Council administers on behalf of other tiers of government. Equally, it is disappointing that Council is required to embed in its waste charges the increasing costs of the State landfill levy in addition to the additional burden of increased government regulation. As an extension to this, the proposal announced in the Federal Budget 2014 to freeze indexation of Financial Assistance Grants will further compound some of the inherent inequities that are imposed on our Shire. The implementation of rate capping has further escalated pressures on the Shire and its ability to cope with the demands of population growth.

In summary, I am pleased to present the 2016/17 Budget to the residents of Moorabool. This Budget represents a significant improvement in the future financial outlook for the Shire despite a difficult economic environment. It will deliver increased level of services and infrastructure based on a rate increase that the Council has assessed as being financially responsible.

Council also has a long term financial plan for the long term sustainability of Moorabool Shire Council. This Budget has been developed in line with the parameters established in that plan.

We acknowledge the contribution of State and Federal Government grants in our Capital Works and service delivery programs.

**Cr Allan Comrie**  
**Mayor**

## Executive Summary

Council has prepared a Budget for 2016/17 which is aligned to the vision in the Council Plan 2013/17. It seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community, and do this within a 3.5% rate increase subject to approval from the Essential Services Commission. This rate increase is significantly lower than the level foreshadowed in Council's Strategic Resource Plan.

This Budget projects a surplus of \$8.787 million for 2016/17, however, it should be noted that the adjusted underlying result is a surplus of \$1.610 million after adjusting for capital grants and contributions (refer Sections 5 and 10.1).

### 1. Key things we are funding

1) Ongoing delivery of services to the Moorabool community funded by a budget of \$45.730 million. These services are summarised in Section 2.1.

2) Continued investment in Infrastructure assets (\$15.209 million). This includes roads (\$12.365 million); bridges (\$0.850 million); footpaths and bicycle paths (\$0.498 million); recreational, leisure and community facilities (\$1.395 million); parks, open space and streetscapes (\$0.093 million), and other infrastructure (\$0.008 million). The Statement of Capital Works can be found in Section 3 and further details on the capital works budget can be found in Sections 6 and 12.

### Strategic Objective 1: Representation and Leadership of our Community

3) Council will spend \$3.958 million 2016/17 on activities which progress our objective of Advocacy and Leadership, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services.

### Strategic Objective 2: Community Wellbeing

4) Funding for the Moorabool Leisure Service Management Model Review. This review will investigate the future operation and provision of Leisure Services in the Moorabool Shire. The project will critically assess and identify a recommended management model (internal or external) to guide Council's decision making for the future provision of Leisure Facilities within the Shire. (\$0.045 million net cost)

### Strategic Objective 3: Enhanced Infrastructure and Natural and Built Environment

5) Funding for the Residential Zone Implementation (Bacchus Marsh). In 2014/15 Council undertook Amendment C72 to address residential zone reforms. This was hampered ultimately by the absence of an adopted housing strategy. In 2015/16 Council commissioned a housing strategy for Bacchus Marsh and draft amendments will also be prepared as part of the Strategy. In 2016/17 funds will be required to implement the amendments. (\$0.050 million net cost)

6) Funding for the Small Towns Strategy Implementation. In 2015/16 Council has been developing the Small Towns Strategy for some 20 settlements across the Shire. Funds will be required in the 2016/17 budget to implement the Strategy through amendments to the planning scheme. This will; identify a priority and action list for further structure plans; advocacy on servicing and preparation of business cases for future development of identified key service settlements; deliver clear direction for all other towns as to what services they should expect, how they will function and meet the needs of local residents. (\$0.055 million net cost)

7) Funding for the Four Strategies Amendment Development. The four strategies (Retail, Industrial, Economic Development and Parwan) have now been prepared. These have all been through public consultation and adopted by Council. The implementation of amendments will give clear shape to how Bacchus Marsh will develop from a retail, industrial and economic perspective, directing where development will occur, the types of uses and form. These are all integral to Moorabool 2041 as it transitions from high level policy (phase 1), through to precinct zone changes (phase 2), and local civic improvement (phase 3). (\$0.050 million net cost)

## 2. The Rate Rise

- a. The average rate will rise by 3.5% and is subject to approval from the Essential Services Commission.
- b. Key drivers
  - i. To fund ongoing service delivery – business as usual (balanced with greater service demands from residents)
  - ii. To fund renewal of infrastructure and community assets
  - iii. To cope with growth in the population of Victorian residents (2.2% in the last year)
  - iv. To cope with cost shifting from the State Government (refer Paragraph 5)
  - v. To cope with a reduction in funding from the Commonwealth Government via the Victoria Grants Commission caused by their freezing of indexation of the grant
- c. This will be a revaluation year. Valuations will be as per the General Revaluation dated 1 January 2016 (as amended by supplementary valuations).
- d. Waste Management Charges of \$135 (3.85% increase) for non-Serviced Properties in 2016/17  
Waste Management Charges of \$279 (6.90% increase) for Serviced Properties in 2016/17
- e. Note that for every \$100 in taxes paid by Victorian residents, rates make up approximately \$3.50. The other \$96.50 goes to the State and Federal Governments.
- f. Refer Section 6 for further Rates and Charges details.

## 3. Key Statistics

- Total Revenue: \$54.517 million (2015/16 = \$54.220 million)
- Total Expenditure: \$45.730 million (2015/16 = \$45.532 million)
- Accounting Result: \$8.787 million surplus (2015/16 = \$8.688 million surplus)  
(Refer Income Statement in Section 3)  
(Note: Based on total income of \$54.507 million which includes capital grants and contributions)
- Underlying operating result: Surplus of \$1.610 million (2015/16 = Deficit of \$2.365 million)  
(Refer Analysis of operating Budget in Section 10.1)  
(Note: Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital, from being allocated to cover operating expenses)
- Cash result: \$0.304 million surplus (2015/16 = \$4.924 million deficit)  
(Refer Statement of Cash Flows in Section 3)  
This is the net funding result after considering the funding requirements to meet loan principal repayments and the reserve transfers.
- Total Capital Works Program of \$17.460 million
  - o \$8.815 million from Council operations (rates funded)
  - o \$2.790 million from borrowings
  - o \$0.414 million from asset sales
  - o \$5.441 million from external grants and contributions

## 4. Internal Influences

As well as external influences, there were also a number of internal influences arising from the 2015/16 year which have had a significant impact on the setting of the Budget for 2016/17. These include:

- A desire to improve Council's underlying position over the next five years;
- A need to focus on the level of funds provided for renewal and maintenance of existing assets; and
- With Council's implementation of the Australian Business Excellence Framework there is a focus of continuous improvement and levels of service.

## **5. Cost Shifting**

Cost shifting occurs when Commonwealth and State programs transfer responsibilities to local government with insufficient funding or grants which don't keep pace with delivery costs.

### **Type 1: Cost Shifting for Specific Services**

Examples:

1. Home and Community Care (HACC)
2. Library Services
3. Maternal and Child Health
4. School Crossing Supervision
5. Administration of the state wide temporary Food registration system 'Streatrader' shifts responsibility the State Government to Council without increase funding.

### **Type 2: Loss of funding in General**

Examples:

6. A freeze on indexation of the federal financial assistance grants. The Commonwealth announced in its 2014-15 Budget that it will pause indexation of the total national pool of financial assistance grants to local government for three years (2014-15, 2015-16, 2016-17). The cumulative impact on Moorabool Shire Council for the three years totals \$0.843 million

### **Type 3: Statutory fee that prohibits full cost recovery**

Examples:

7. Planning fees (set by the State and have been frozen for most of the past 14 years) despite increases to the costs of providing this service.

### **Type 4: Levies**

Examples:

8. State Government landfill levy - The levy has increased from \$9 per tonne in 2008/09 to \$58.50 per tonne in 2016/17. The increase from 2015/16 to 2016/17 is approximately 4%.
9. Animal registration levy

### **Type 5: Statutory requirements lead to increased costs**

Examples:

10. Line clearance (cutting back tree branches around power lines).
11. Council Elections in November 2016.

## **6. Population Growth**

Moorabool Shire is a popular tree change destination, growing as fast as any other local government area in inland regional Victoria. The official population of Moorabool Shire in 2015 is 31,737. This is estimated to grow to 32,620 by the end of 2016. More than half the population lives in Bacchus Marsh and surrounds (18,247). The Shire's second largest population can be found in and around Ballan (2,985). The remaining population is distributed throughout the large number of small towns, hamlets and farming areas within the Shire. The majority of people who relocate to Moorabool Shire are young families seeking a semi-rural lifestyle. Moorabool's demographic reflects this trend.

When considering future growth of Moorabool Shire, Council has identified three key residential locations where the majority of that growth will occur. These locations – Bacchus Marsh, Ballan and Gordon – already have established infrastructure to accommodate new growth. As part of the Moorabool 2041 (Small Towns and Clusters Settlement Strategy) framework, Council is also consulting with other settlements such as Wallace and Bungaree in reference to the growth opportunities. The population of the Shire is estimated to increase by 72% between 2015 and 2041 to 54,418. The majority of growth during this period will come from the new estates in Maddingley which are forecast to increase by over 174% during this same period.

## Budget Reports

The following reports include all statutory disclosures of information and are supported by the analysis contained in sections 8 to 15 of this report.

This section includes the following reports and statements in accordance with the Local Government Act 1989 and the Local Government Model Financial Report.

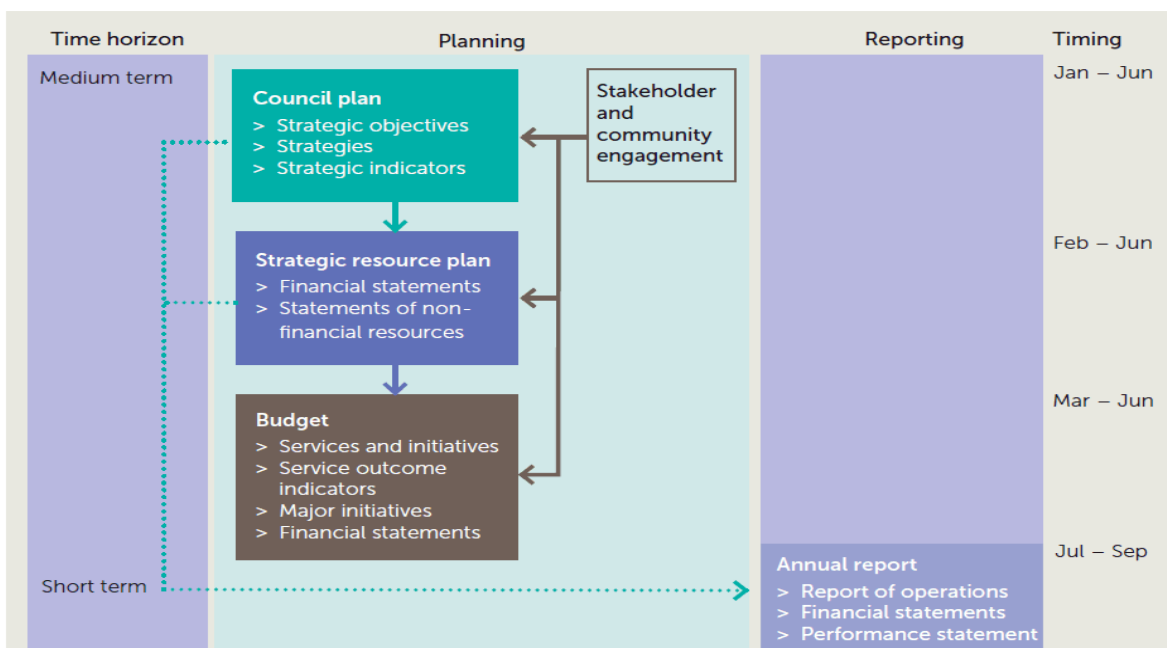
- 1 Links to Council Plan
- 2 Services and service indicators
- 3 Financial statements
- 4 Financial performance indicators
- 5 Grants and borrowings
- 6 Detailed list of capital works
- 7 Rates and charges

## 1. Link to the Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning framework. This framework guides the Council in identifying community needs and aspirations over the long term (Moorabool 2041), medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Audited Statements).

### 1.1 Planning and accountability framework

The Strategic Resource Plan, is part of and prepared in conjunction with the Council Plan, and is a rolling four year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The Annual Budget is framed within the Strategic Resource Plan, taking into account the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning (Formerly the Department of Transport, Planning and Local Infrastructure)

In addition to the above, Council has a long term plan (Moorabool 2041) which articulates a community vision, mission and values. The Council Plan is prepared with reference to Council's long term Community Plan.

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes. The Council Plan, including the Strategic Resource Plan, is required to be completed by 30 June following a general election and is reviewed each year in advance of the commencement of the Annual Budget process.



## 1.2 Our purpose

### Our vision

Vibrant and resilient communities with unique identities.

### Our mission

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

### Our values

- **Respect** - Treat others the way you want to be treated.
- **Integrity** - Do what is right.
- **Practicality** - Always be part of a solution.
- **Excellence** - Continually improve the way we do business.
- **Equity** - Fair distribution of resources.

## 1.3 Strategic objectives

Council delivers activities and initiatives under 44 major service categories. Each contributes to the achievement of one of the three Strategic Objectives as set out in the Council Plan for the 2015-19 years. The following table lists the three Strategic Objectives as described in the Council Plan.

Strategic Objective	Description
<b>1. Representation and Leadership of our Community</b>	<p>In representing and leading our community, Council will continue to improve its understanding of community needs. We will listen and recognise the diversity of expectations and priorities across Moorabool, whether in urban centres, small towns and hamlets, or rural areas. In building these relationships, we will communicate effectively and provide fair representation.</p> <p>We will value our people, providing them with learning opportunities, leadership development, a safe and functional workplace and a sense of wellbeing.</p> <p>We acknowledge that we need to continue to enhance our engagement with the community. In recognition of this, Council has revised its community engagement policy and framework (March 2016).</p> <p>Council will build mutually beneficial partnerships with Federal and State Governments, municipalities in our region and other key agencies to gain acknowledgement, respect, understanding and support for the needs of its communities. Council will continue to advocate to Federal and State Governments and non-government organisations for greater investment in services and facilities in the Shire to meet the current and future needs of our communities.</p> <p>We recognise that in representing our communities interests we need to operate in a regional and state wide context. We are well placed to do this. As a Council we provided strong input into the Central Highlands Regional Strategic plan in 2013 and feature in the state government blueprint for Victoria. The Regional Plan identifies growth for the townships of Ballan, Bacchus Marsh and Gordon. Council has also made a submission to Plan Melbourne Refresh in order to promote the interests of the communities.</p>

Strategic Objective	Description
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**1. Representation and Leadership of our Community (cont)**

As a Shire, we are well placed geographically being in close proximity to Melbourne’s western suburbs, Geelong, Ballarat and, to a lesser degree, Bendigo. Our future planning needs to take account of key transport linkages and our local land use planning in reference to these regional and capital centres.

We will advocate strongly for the resources, infrastructure and strategies required to sustain a quality future for Moorabool. We will identify the key advocacy issues through engagement with the community.

We recognise that there are extraordinary pressures on Moorabool Shire to deliver services and facilities appropriate for our diverse populations.

Council has established a Recreation and Leisure Strategy Advisory Committee to provide strategic advice into the planning and provision of active and passive recreation and leisure services and facilities across the municipality. The development of Council’s Recreation and Leisure Strategy (2014-2021) has been strongly informed through the input of the Advisory Committee.

The Council operates in a rapidly changing environment. Fiscally, the council needs to balance service demand from a growing population with reasonable levels of rates and debt. Grants from other levels of government cannot be relied upon.

In order to address these challenges, the Council uses the Integrated Planning and Delivery Framework that can be seen in section 9.5 "Long Term Strategies".

The key aspects of the Framework are briefly explained below:

*Moorabool 2041:*

Council is planning for the long term direction of our communities and has commenced Moorabool 2041 (M2041) which is a process/framework aimed at documenting the opportunities, pressures and challenges facing Moorabool.

M2041 will be a key framework to:

- Plan for the long term direction of our communities.
- Understand current and future opportunities, pressures and challenges in order to develop the future.
- Provide a holistic framework focussed on key strategic issues that prioritise land use planning activities, required infrastructure as well as service planning and delivery.

*Service Plans:*

Based on what we know from the initial M2041 work the Council will put in place plans that forecast the future level of service needed by our communities. This will be balanced by the long term financial plan of the Council and explore innovation in service delivery.

Strategic Objective	Description
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**1. Representation and Leadership of our Community (cont)**

*Operational Plans:*

Operational plans take a systems approach to the day to day operations of the organisation. The plans are drawn from the Australian Business Excellence Framework and are known as Systems Views. This snapshot of the current state is also used in the service planning element set out above.

*Business Excellence:*

This Business Excellence philosophy and framework is incorporated into everything we do at Moorabool and is the driver for continuous improvement, innovation and superior organisational performance. As a team we operate and drive the culture of the organisation using the “Fish” principals\*.

\* Make Their Day, Be Present, Play, Have Fun and Choose Your Attitude are trademarks or service marks of ChartHouse Learning and used with permission. All rights reserved.

**2. Community Wellbeing**

We will support volunteers, recognising and celebrating their vital role in community participation and service delivery.

Council recognises the individuality, diversity and identity of each community. We will work together to strengthen each community's capacity to plan, develop and implement projects that build the community they envisage.

Council will monitor and plan for the needs and aspirations of our changing communities and opportunities to contribute to community life through enhancing our social, health and recreation planning.

In the past three years, Council has undertaken considerable social, health and recreation planning that will inform and be informed by the Moorabool 2041 Strategy.

The following health and social plans have been adopted by Council:

- Health and Wellbeing Plan (December 2013) – Including a Health Profile
- Youth Strategy (December 2013)
- Hike and Bike Strategy (August 2014)
- Municipal Early Years Plan (July 2015)
- Age Well Live Well & Access and Inclusion Plan (November 2015)
- Recreation and Leisure Strategy (September 2015)
- Community Development Strategy (October 2015)
- Volunteer Strategy (October 2015)

Through increasing our understanding of the needs of our communities, Council places itself in a better position to improve the quality of life for the people who live, work and play/recreate in the municipality.

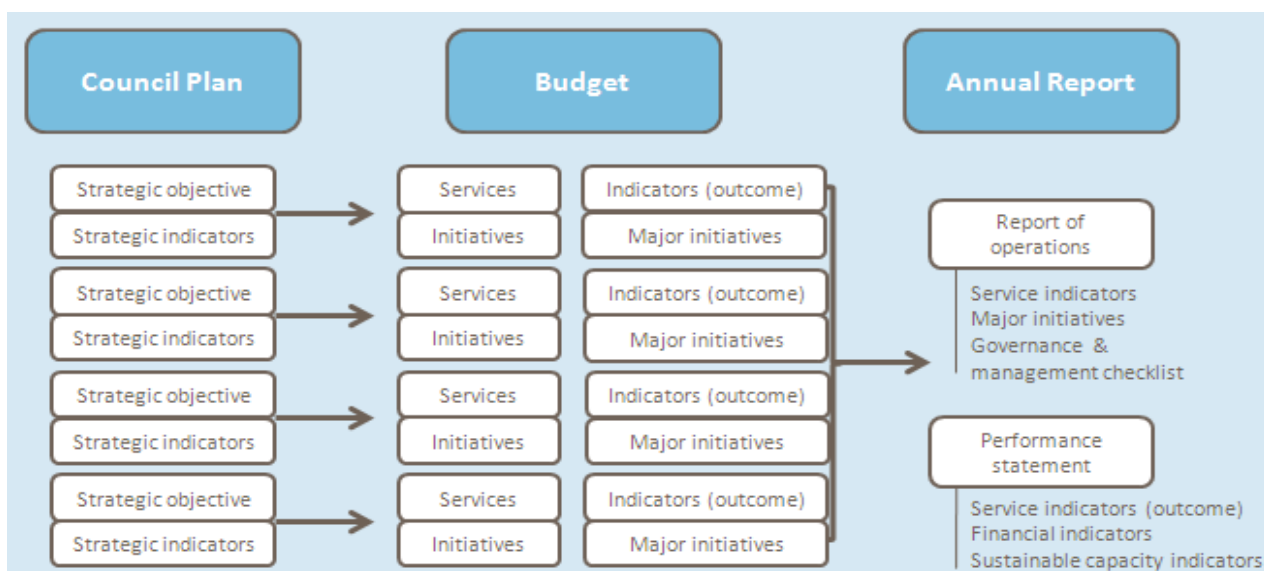
Council will plan, lead and facilitate high quality services to families and children, young people, the aged, the people with disabilities and the disadvantaged. We will work with the community to plan and deliver services and facilities that are appropriate and affordable, reflecting the size, location and diversity of our communities.

Strategic Objective	Description
<b>2. Community Wellbeing (cont)</b>	<p>Council will work with other levels of government and non-government organisations to increase their investment in services and facilities across the municipality.</p> <p>We will protect the peace, wellbeing and safety of our communities by the fair and equitable management of local laws, fire prevention and animal control. Furthermore, Council will work closely with the Municipal Association of Victoria and State Government in order to address potential wind farm issues that communities may be affected by during and post construction phase of wind turbine facilities.</p> <p>To build the economic capacity of Moorabool Shire, along with its residential growth, Council will refocus its resources toward:</p> <ul style="list-style-type: none"> <li>• ensuring the local investment climate supports and encourages local businesses;</li> <li>• encouraging the formation of new enterprises and supporting the growth of particular clusters of businesses; and</li> <li>• advocating and forming partnerships in delivering key infrastructure.</li> </ul>
<b>3. Enhanced Infrastructure and Natural and Built Environment</b>	<p>Moorabool Shire is a peri urban area between Melbourne and Ballarat and is experiencing significant change in response to the pressures of growth. This provides many challenges for Moorabool given the scale of planning and development issues it faces and the limited rate base of the municipality. In addition, much of the municipality sits within potable water catchments and this presents difficulties associated with development within these areas, thus highlighted the requirement to develop a Domestic Wastewater Management Plan.</p> <p>Moorabool's Domestic Wastewater Management Plan (DWMP) was adopted by Council in October 2014. Moorabool became one of the first Council's in Victoria to develop and adopt a DWMP in accordance with the Minister's guidelines and has immediately commenced implementing the Plan. The DWMP will guide Council in the management of existing onsite wastewater systems and minimise any potential risks which may otherwise have been posed by new systems.</p> <p>As previously mentioned, Council in planning for the long term direction of our communities has commenced Moorabool 2041 which is a process/framework aimed at documenting the opportunities, pressures and challenges facing Moorabool.</p> <p>At the same time, the municipality has vast rural expanses and significant existing infrastructure and Council needs to plan, create, renew and maintain its physical assets whilst balancing community expectations and the resource capacity of the growing Shire. As a principle, we will renew existing assets before constructing new assets and balance this with our communities' needs and growth pressures.</p> <p>We will continue our commitment to invest in Capital Improvement by progressively increasing renewal expenditure as well as investing in new and upgrade projects as outlined in the strategic financial plan.</p>

Strategic Objective	Description
<b>3. Enhanced Infrastructure and Natural and Built Environment (cont)</b>	<p>We will manage our physical assets such as roads, bridges, drains, footpaths, buildings, structures, community facilities, parks and sports grounds to meet a practical level of service in the most cost effective manner for present and future residents. We will advocate strongly for the resources, infrastructure and strategies required to sustain a quality future for Moorabool.</p> <p>We will support State and Federal environmental programs to continue to raise community awareness regarding waste minimisation, recycling and water management.</p>

## 2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2016/17 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes a number of major initiatives, initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify initiatives, major initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Environment, Land, Water and Planning

Services for which there are prescribed performance indicators to be reported on in accordance with the Regulations are shown in **bold and underlined** in the below sections.

### 2.1 Strategic Objective 1: Representation and Leadership of Our Community

To achieve our objective of Advocacy and Leadership, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

#### Services

Activities	Description	(Net Cost) Revenue \$'000
Governance	This area, being <b><u>Governance</u></b> includes the Mayor, Councillors and Chief Executive Officer, General Managers and associated support which cannot be easily attributed to the direct service provision areas.	(2,248)
Public Relations and Marketing	Provide an open and accessible communication network that is accurate, accessible, user friendly, relevant and timely.	(560)

Activities	Description	(Net Cost) Revenue \$'000
Personnel Management	To provide, develop and implement strategies, policies and procedures through the provision of human resource and industrial relations services, that minimise the risk to Council.	(631)
Risk Management	To develop, build and identify effective management of Council's exposure to all forms of risk and to foster safer work places and environments within the municipality.	(554)
Finance	Financial management and accounting of Council's finances, including property rating and valuation services, collection of revenue and internal support and advice to internal departments. These services will be delivered by increasing the financial knowledge base of the whole of Council through customer awareness, consistency and clearly defined processes.	3,134
Customer Service	Manage service provisions to provide an open and accessible communication network that is accurate, accessible, user friendly, relevant and timely.	(869)
Document Management	Electronic document management of Council's external correspondence, maintain an effective and efficient electronic document management system and maintain Council's archive program.	(281)
Information Communication and Technology	To provide a range of services to the organisation that supports its development through the effective management and expansion of Council's information systems and technology.	(1,949)

#### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community

## 2.2 Strategic Objective 2: Community Wellbeing

To achieve our objective of Community and Economic Development, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

### Services

Activities	Description	(Net Cost) Revenue \$'000
Aged and Disability Services	This service provides <b>home and community care</b> , assessment and care management, volunteer coordination, and senior citizen clubs.	(416)
Planned Activity Groups	To provide social interactions for socially isolated residents in Moorabool Shire.	(62)
Meals on Wheels	To assist residents at nutritional risk with meals that have been designed by a dietitian.	46
Personal Care	To provide support and personal hygiene to residents that are unable to physically complete their own personal care.	103
Aged and Disability Brokerage	To provide brokerages services to residents that have been allocated aged care packages with physical and social support.	48
Respite	To provide support to carers of residents with high care needs.	43
Property Maintenance	Property and home maintenance for residents of Moorabool includes; mowing, washers for taps, painting, ramps, rails and bathroom renovations.	20
Community Development	Community Development is concerned with empowering and enabling the communities of Moorabool to be innovative, engaged, skilled and help them work together to improve their well-being through opportunities for partnerships, better relationships with Council and increased participation in community life.	(717)
Emergency Management	Emergency Management works to ensure Moorabool has plans in place to engage with the community and assist with preparing resilient communities that can prepare and recover from emergencies.	(97)
Recreation Development	Provide leadership, strengthen networks and partnerships to plan, develop and deliver high quality recreation participation and engagement opportunities that enhance health and wellbeing. Includes Leisure and <b>Pool Facilities</b> .	(1,376)
Library Services	Provision of fixed and rural mobile <b>library services</b> to key points throughout the Moorabool area.	(349)



Activities	Description	(Net Cost) Revenue \$'000
Youth Services	Enable youth within Moorabool to have a community voice and establish programs and activities that enhance and reward them as people.	(261)
Environmental Health	Legislative Responsibilities (Food Act 1984 ( <b>food safety</b> ), Health Act 1958, Tobacco Act 1987, Residential Tenancies Act 1997 and Local Government Act 1989). Assessments and installations of septic tanks carried out in accordance with the Environmental Protection Act and the Septic Code of Practice 2003. Ensure children in the Australian Childhood Immunisation Register target group are fully immunised.	(264)
Early Years Services	Ensure that services and infrastructure provided to children and families are well planned and respond in a way that meets the needs of the local community. Early Years Services delivers a small number of high quality family and children's programs and services that support, promote and strengthen family health and wellbeing.	(312)
Maternal & Child Health	Provision of a universal service to families with children aged 0-6 years directed at improving outcomes by the prevention, early detection, and intervention of physical, emotional or social factors known to place children at risk of not reaching their potential.	(627)
Best Start	A State Government funded early intervention program aimed at reducing disadvantage and enhancing the outcomes of children 0-8 yrs. Best Start supports communities, parents, families and service providers to improve local early years services and support.	0
Education and Care Services	Occasional Care Service provides high quality care for children aged from six months to six years with the opportunity to explore a wide range of experiences, building upon their skills, interests and abilities through play in a calm and happy environment. Supported Playgroups provide support and connection to disadvantaged families through groups and in home support. Kindergarten liaison and support which includes the management of Council owned early years facilities, including kindergarten central enrolment for 4-year-old kindergarten programs and support and management of kindergarten cluster managers/kindergarten committees of management.	(113)
Fire Prevention	Ensure safety around the Moorabool Shire through fire prevention inspections of vacant land in urban and rural living areas.	(287)
Animal Management and Local Laws Compliance	Deliver and maintain a responsive and proactive <b>animal management</b> service throughout the Shire. Review, develop and implement local laws that promote peace and good order in Moorabool.	(132)
School Crossings	Provide school crossing supervisors or staff at 13 locations in Ballan and Bacchus Marsh within designated hours.	(200)
Economic Development and Tourism	The <b>economic development</b> service assists the organisation to facilitate an environment that is conducive to a sustainable and growing local business sector and provides opportunities for local residents to improve their skill levels and access employment. It also aims to develop strategies to bring tourists into Moorabool Shire.	(70)

## Initiatives

1) **Community Facilities Booking System** - Implementation of a new Integrated Management System (IMS). This will provide a centralised online booking system for recreation reserves and community halls, allowing the community to log in and submit requests for usage, manage usage, process user agreements improving governance, identify and communicate with officers directly re maintenance issues. The system collects and stores required user agreements, insurance documentation and allows maintenance requests. (\$0.010 million net cost)

2) **Moorabool Leisure Service Management Model Review** - This initiative will investigate the future operation and provision of Leisure Services in the Moorabool Shire. The project will critically assess and identify a recommended management model (internal or external) to guide Council's decision making for the future provision of Leisure Facilities within the Shire. (\$0.045 million net cost)

## Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Library Services	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100
Home and Community Care	Participation	Participation in HACC service (Percentage of the municipal target population that receive a HACC service)	[Number of people that received a HACC service / Municipal target population for HACC services] x100
		Participation in HACC service by Culturally and Linguistically Diverse (CALD) people (Percentage of the municipal target population in relation to CALD people that receive a HACC service)	[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100
Maternal and Child Health	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100
		Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100
Food Safety	Health and Safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100

Service	Indicator	Performance Measure	Computation
Pool Facilities	Utilisation	Utilisation of pool facilities (The number of visits to pool facilities per head of municipal population)	Number of visits to pool facilities / Municipal population
Economic Development	Economic activity	Change in number of businesses (Percentage change in the number of businesses with an ABN in the municipality)	[Number of businesses with an ABN in the municipality at the end of the financial year less the number of businesses at the start of the financial year / Number of businesses with an ABN in the municipality at the start of the financial year] x100
Animal Management	Health and Safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions

### 2.3 Strategic Objective 3: Enhanced Infrastructure and Natural and Built Environment

To achieve our objective we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

#### Services

Activities	Description	(Net Cost) Revenue \$'000
Fleet Management	To provide fleet management services for Council's passenger and light commercial vehicles, buses, trucks, and earthmoving & roadwork machinery.	804
Property Asset Management	To effectively manage Council land, property leases and licences as per the property register.	264
Building Maintenance	This service prepares maintenance management programs for Council's property assets. These include municipal buildings, pavilions and other community buildings.	(1,149)
Parks and Gardens	Maintain Council's parks and gardens assets and provide facilities for our residents for the future. Enhance and upgrade the aesthetic appearance of Moorabool townships.	(2,365)
Road Safety	This service is for the provision of street lighting and bus stop maintenance.	(307)
Waste Management	This unit covers maintenance, <b>collection</b> and disposal of domestic wastes and <b>waste</b> related products, litter and litter bins around the Shire and cleaning of roads and other public places. The unit is responsible for managing recycling, the transfer stations and related services.	(3,346)

Activities	Description	(Net Cost) Revenue \$'000
Asset Management	This service undertakes the design and coordination of Council's Capital Improvement Program.	(1,330)
Building Services	Ensure all building permits lodged by private building surveyors are registered in accordance with legislation, and all building department activities are undertaken within legislative timelines.	(90)
Road and Off Road Maintenance	To undertake maintenance to Council's <b>road</b> assets to ensure they are in a safe and serviceable condition for all users. This includes sealed and unsealed roads, bridges, kerb and channel, drainage, footpaths and signage.	(3,322)
Statutory Planning	Deliver <b>statutory planning</b> functions of Council to ensure responsible land use and development in Moorabool.	(623)
Environmental Management	This service develops environmental policy, coordinates and implements environmental projects and works with other services to improve Council's environmental performance.	(146)
Strategic Land Use Planning	Delivery of key strategic policies and projects that assist in the long-term development of the Shire.	(1,172)
Public Toilets	Cleaning and general maintenance of all public toilets.	(166)
Infrastructure Subdivision Development	Provide infrastructure support services for subdivisions and developments, whilst developing guidelines for Council to improve and provide consistency in the planning and delivery of subdivision development.	5,088
Geographical Information Services	Spatial maintenance of all land parcels.	(11)

### Initiatives

3) **Fire Hydrant Maintenance** - A partnership between CFA, Western Water and Moorabool Shire for approximately 3 years has been very successful in the identification and marking of hydrants across Bacchus Marsh. In this time a number of faulty hydrants have been identified. This new initiative is to rectify these faulty hydrants over a period of 4 years with the higher risk hydrants that have been identified being completed first. (\$0.015 million net cost)

4) **Residential Zone Implementation (Bacchus Marsh)** - In 2014/15 Council undertook Amendment C72 to address residential zone reforms. This was hampered ultimately by the absence of an adopted housing strategy. In 2015/16 Council commissioned a housing strategy for Bacchus Marsh and draft amendments will also be prepared as part of the Strategy. In 2016/17 funds will be required to implement the amendments. (\$0.050 million net cost)

5) **Small Towns Strategy Implementation** - In 2015/16 Council has been developing the Small Towns Strategy for some 20 settlements across the Shire. Funds will be required in the 2016/17 budget to implement the Strategy through amendments to the planning scheme. This will; identify a priority and action list for further structure plans; advocacy on servicing and preparation of business cases for future development of identified key service settlements; deliver clear direction for all other towns as to what services they should expect, how they will function and meet the needs of local residents. (\$0.055 million net cost)

6) **Four Strategies Amendment Development** - The four strategies (Retail, Industrial, Economic Development and Parwan) have now been prepared. These have all been through public consultation and adopted by Council. The implementation of amendments will give clear shape to how Bacchus Marsh will develop from a retail, industrial and economic perspective, directing where development will occur, the types of uses and form. These are all integral to Moorabool 2041 as it transitions from high level policy (phase 1), through to precinct zone changes (phase 2), and local civic improvement (phase 3). (\$0.050 million net cost)

### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Statutory Planning	Decision Making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Waste Collection	Waste Diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

## 2.7 Performance Statement

The service performance indicators detailed in the preceding pages will be reported on within the Performance Statement which is prepared at the end of the financial year as required by section 132 of the Act and included in the 2014/15 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (outlined in section 4) and sustainable capacity, which are not included in this Budget report. The full set of prescribed performance indicators are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the report of operations.

## 2.8 Reconciliation with budgeted operating result

	Net Cost (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Representation and Leadership of Our Community	3,958	8,559	(4,600)
Community Wellbeing	5,021	9,515	(4,494)
Enhanced Infrastructure and Natural and Built Environment	7,871	17,203	(9,332)
<b>Total activities and initiatives</b>	<b>16,851</b>	<b>35,277</b>	<b>(18,426)</b>
Other non-attributable	10,494		
<b>Deficit before funding sources</b>	<b>27,344</b>		
<b>Funding sources:</b>			
Rates & charges	31,043		
Capital grants	5,088		
<b>Total funding sources</b>	<b>36,132</b>		
<b>Surplus for the year</b>	<b>8,787</b>		

# Other non-attributable is the sum of Depreciation, Borrowing Costs and Interest Income

### 3. Financial statements

This section presents information in regard to the Financial Statements. The budget information for the years 2017/18 to 2019/20 has been extracted from the Strategic Resource Plan.

The section includes the following budgeted information:

- 3.1 Comprehensive Income Statement
- 3.2 Balance Sheet
- 3.3 Statement of Changes in Equity
- 3.4 Statement of Cash Flows
- 3.5 Statement of Capital Works
- 3.6 Statement of Human Resources

### 3.1 Comprehensive Income Statement

For the four years ending 30 June 2020

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>					
Rates and charges	29,334	31,043	32,482	34,032	35,689
Statutory fees and fines	608	642	664	684	705
User fees	1,786	1,951	2,187	2,326	2,498
Contributions - monetary	215	353	2,180	882	3,319
Contributions - non-monetary assets	4,500	4,635	4,751	4,870	4,991
Grants - Operating (recurrent)	5,932	8,930	9,224	9,673	10,143
Grants - Operating (non-recurrent)	1,451	120	120	127	134
Grants - Capital (recurrent)	2,510	2,899	879	879	879
Grants - Capital (non-recurrent)	6,337	2,190	3,973	3,752	1,792
Other income	1,134	1,381	1,391	1,426	1,462
Interest received	412	374	527	655	759
<b>Total income</b>	<b>54,220</b>	<b>54,517</b>	<b>58,377</b>	<b>59,305</b>	<b>62,371</b>
<b>Expenses</b>					
Employee costs	17,854	18,226	19,244	20,019	20,811
Materials and services	16,020	14,530	14,776	15,269	15,684
Depreciation and amortisation	8,595	9,961	10,847	11,357	11,876
Finance costs	864	906	876	844	786
Other expenses	758	770	788	808	828
Net gain on disposal of property, infrastructure, plant and equipment	1,442	1,337	1,500	1,500	1,500
<b>Total expenses</b>	<b>45,532</b>	<b>45,730</b>	<b>48,031</b>	<b>49,797</b>	<b>51,484</b>
<b>Surplus (deficit) for the year</b>	<b>8,688</b>	<b>8,787</b>	<b>10,346</b>	<b>9,508</b>	<b>10,887</b>
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to surplus or deficit:</b>					
Impairment of fire impacted infrastructure	0	0	0	0	0
Net asset revaluation increment/(decrement)	0	30,283	3,734	0	40,235
Share of other comprehensive income of associates and joint ventures accounted for by the equity method	0	0	0	0	0
<b>Comprehensive result</b>	<b>8,688</b>	<b>39,070</b>	<b>14,080</b>	<b>9,508</b>	<b>51,122</b>



## 3.2 Balance Sheet

For the four years ending 30 June 2020

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	7,249	7,553	12,260	15,281	18,554
Trade and other receivables	4,573	4,400	4,566	4,745	4,933
Non current assets classified as held for sale	991	991	991	991	991
Other assets	327	327	327	327	327
<b>Total current assets</b>	<b>13,140</b>	<b>13,270</b>	<b>18,144</b>	<b>21,344</b>	<b>24,805</b>
<b>Non-current assets</b>					
Trade and other receivables	122	122	122	122	122
Property, infrastructure, plant & equipment	455,062	495,727	505,615	513,026	560,477
Other non-current assets	0	0	0	0	0
<b>Total non-current assets</b>	<b>455,184</b>	<b>495,849</b>	<b>505,737</b>	<b>513,148</b>	<b>560,599</b>
<b>Total assets</b>	<b>468,324</b>	<b>509,119</b>	<b>523,881</b>	<b>534,491</b>	<b>585,404</b>
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	4,029	3,825	3,891	4,019	4,128
Trust funds and deposits	493	493	493	493	493
Provisions	3,820	4,275	4,730	5,203	5,696
Interest-bearing loans and borrowings	1,431	1,364	1,121	1,120	727
<b>Total current liabilities</b>	<b>9,774</b>	<b>9,957</b>	<b>10,235</b>	<b>10,836</b>	<b>11,044</b>
<b>Non-current liabilities</b>					
Provisions	1,360	1,476	1,593	1,714	1,840
Interest-bearing loans and borrowings	13,611	15,037	15,323	15,703	15,160
<b>Total non-current liabilities</b>	<b>14,971</b>	<b>16,514</b>	<b>16,916</b>	<b>17,418</b>	<b>17,001</b>
<b>Total liabilities</b>	<b>24,745</b>	<b>26,471</b>	<b>27,151</b>	<b>28,254</b>	<b>28,045</b>
<b>Net assets</b>	<b>443,579</b>	<b>482,649</b>	<b>496,729</b>	<b>506,237</b>	<b>557,359</b>
<b>Equity</b>					
Accumulated surplus	139,291	148,315	154,426	161,457	169,610
Asset revaluation reserve	298,973	329,256	332,990	332,990	373,225
Other reserves	5,315	5,078	9,313	11,790	14,524
<b>Total equity</b>	<b>443,579</b>	<b>482,649</b>	<b>496,729</b>	<b>506,237</b>	<b>557,359</b>

### 3.3 Statement of Changes in Equity

For the four years ending 30 June

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2017</b>				
Balance at beginning of the financial year	443,579	139,291	298,973	5,315
Surplus (deficit) for the year	39,070	39,070	0	0
Net asset revaluation increment (decrement)	0	(30,283)	30,283	0
Transfer to other reserves	0	(2,116)	0	2,116
Transfer from other reserves	0	2,353	0	(2,353)
<b>Balance at end of the financial year</b>	<b>482,649</b>	<b>148,315</b>	<b>329,256</b>	<b>5,078</b>
<b>2018</b>				
Balance at beginning of the financial year	482,649	148,315	329,256	5,078
Surplus (deficit) for the year	14,080	14,080	0	0
Net asset revaluation increment (decrement)	0	(3,734)	3,734	0
Transfer to other reserves	0	(4,415)	0	4,415
Transfer from other reserves	0	180	0	(180)
<b>Balance at end of the financial year</b>	<b>496,729</b>	<b>154,426</b>	<b>332,990</b>	<b>9,313</b>
<b>2019</b>				
Balance at beginning of the financial year	496,729	154,426	332,990	9,313
Surplus (deficit) for the year	9,508	9,508	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(3,359)	0	3,359
Transfer from other reserves	0	882	0	(882)
<b>Balance at end of the financial year</b>	<b>506,237</b>	<b>161,457</b>	<b>332,990</b>	<b>11,790</b>
<b>2020</b>				
Balance at beginning of the financial year	506,237	161,457	332,990	11,790
Surplus (deficit) for the year	51,122	51,122	0	0
Net asset revaluation increment (decrement)	0	(40,235)	40,235	0
Transfer to other reserves	0	(6,053)	0	6,053
Transfer from other reserves	0	3,319	0	(3,319)
<b>Balance at end of the financial year</b>	<b>557,359</b>	<b>169,610</b>	<b>373,225</b>	<b>14,524</b>

### 3.4 Statement of Cash Flows

For the four years ending 30 June 2020

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	29,290	31,217	32,315	33,853	35,501
Statutory fees and fines	608	642	664	684	705
User fees	1,786	1,951	2,187	2,326	2,498
Contributions - monetary	0	353	2,180	882	3,319
Grants - operating	7,384	9,050	9,344	9,800	10,278
Grants - capital	8,847	5,088	4,852	4,631	2,671
Interest received	412	374	527	655	759
Other receipts	1,349	1,381	1,391	1,426	1,462
Employee costs	(17,412)	(17,655)	(18,672)	(19,424)	(20,192)
Materials and consumables	(16,107)	(14,733)	(14,710)	(15,141)	(15,575)
Other payments	(758)	(770)	(788)	(808)	(828)
Net cash provided by operating activities	15,400	16,897	19,289	18,884	20,596
<b>Cash flows from investing activities</b>					
Payments for property, plant and equipment	(23,804)	(17,460)	(14,123)	(15,781)	(15,993)
Proceeds from sale of property, plant and equipment	1,333	414	373	382	392
Net cash used in investing activities	(22,471)	(17,045)	(13,749)	(15,398)	(15,600)
<b>Cash flows from financing activities</b>					
Finance costs	(864)	(906)	(876)	(844)	(786)
Proceeds from borrowings	4,476	2,790	1,406	1,500	184
Repayment of borrowings	(1,464)	(1,431)	(1,364)	(1,121)	(1,120)
Net cash provided by (used in) financing activities	2,147	452	(834)	(465)	(1,722)
<b>Net (decrease) increase in cash &amp; cash equivalents</b>	(4,924)	304	4,706	3,021	3,274
Cash and cash equivalents at beginning of the financial year	12,173	7,249	7,553	12,260	15,281
<b>Cash and cash equivalents at end of the financial year</b>	<b>7,249</b>	<b>7,553</b>	<b>12,260</b>	<b>15,281</b>	<b>18,554</b>

### 3.5 Statement of Capital Works

For the four years ending 30 June 2020

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>					
Land	0	0	0	0	0
Buildings	5,974	842	1,681	2,661	2,772
Building improvements	0	0	0	0	0
<b>Total property</b>	<b>5,974</b>	<b>842</b>	<b>1,681</b>	<b>2,661</b>	<b>2,772</b>
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,761	1,408	1,873	1,541	1,535
Computers and telecommunications	0	0	0	0	0
Library books	96	0	0	0	0
<b>Total plant and equipment</b>	<b>1,857</b>	<b>1,408</b>	<b>1,873</b>	<b>1,541</b>	<b>1,535</b>
<b>Infrastructure</b>					
Roads	12,749	12,365	7,168	5,888	7,881
Bridges	825	850	688	768	779
Footpaths	819	498	402	450	456
Drainage	90	0	100	120	200
Recreational, leisure and community facilities	1,220	1,395	2,129	4,261	2,278
Parks, open space and streetscapes	15	93	75	84	85
Other infrastructure	255	8	6	7	7
<b>Total infrastructure</b>	<b>15,973</b>	<b>15,209</b>	<b>10,568</b>	<b>11,579</b>	<b>11,686</b>
<b>Total capital works expenditure</b>	<b>23,804</b>	<b>17,460</b>	<b>14,123</b>	<b>15,781</b>	<b>15,993</b>
<b>Represented by:</b>					
Asset renewal expenditure	11,723	9,112	7,370	8,236	8,346
New asset expenditure	5,737	7,519	6,082	6,796	6,887
Asset upgrade expenditure	6,344	829	670	749	759
Asset expansion expenditure	0	0	0	0	0
<b>Total capital works expenditure</b>	<b>23,804</b>	<b>17,460</b>	<b>14,123</b>	<b>15,781</b>	<b>15,993</b>

### 3.6 Statement of Human Resources

For the four years ending 30 June 2020

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2015/16	2016/17	2017/18	2018/19	2019/20
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	17,854	18,226	19,244	20,019	20,811
Employee costs - capital	891	920	972	1,011	1,051
<b>Total staff expenditure</b>	<b>18,744</b>	<b>19,146</b>	<b>20,215</b>	<b>21,029</b>	<b>21,861</b>
	EFT	EFT	EFT	EFT	EFT
<b>Staff numbers</b>					
Employees	207.9	207.9	209.9	211.4	212.9
<b>Total staff numbers</b>	<b>207.9</b>	<b>207.9</b>	<b>209.9</b>	<b>211.4</b>	<b>212.9</b>

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget	Comprises	
	2016/17	Permanent Full Time	Permanent Part Time
	\$'000	\$'000	\$'000
CEO's Office	376	376	0
Growth and Development	5,360	4,115	1,245
Community Services	5,229	2,057	3,171
Infrastructure Services	6,825	6,441	384
Total permanent staff expenditure	17,790	12,990	4,800
Casuals and other expenditure	436		
Capitalised labour costs	920		
<b>Total</b>	<b>19,146</b>		

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget	Comprises	
	FTE	Permanent Full Time	Permanent Part Time
CEO's Office	2.0	2.0	0.0
Growth and Development	59.9	46.0	13.9
Community Services	58.5	23.0	35.5
Infrastructure Services	76.3	72.0	4.3
Total permanent staff expenditure	196.7	143.0	53.7
Casuals and other expenditure	3.5		
Capitalised labour costs	7.7		
<b>Total</b>	<b>207.9</b>		

## 4. Financial performance indicators

### 4.3 Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives.

Indicator	Measure	Notes	Forecast	Budget	Strategic Resource Plan			Trend +/-
			Actual 2015/16	2016/17	Projections			
			2017/18	2018/19	2019/20			
<b>Operating position</b>								
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	-5.0%	3.1%	-1.1%	0.0%	1.4%	+
<b>Liquidity</b>								
Working capital	Current assets / current liabilities	2	134.4%	133.3%	177.3%	197.0%	224.6%	+
Unrestricted cash	Unrestricted cash / current liabilities		19.8%	24.9%	19.1%	23.1%	27.5%	+
<b>Obligations</b>								
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	3	51.3%	52.8%	50.6%	49.4%	44.5%	o
Loans and borrowings	Interest and principal repayments / rate revenue		7.9%	7.5%	6.9%	5.8%	5.4%	+
Indebtedness	Non-current liabilities / own source revenue		45.0%	46.7%	45.4%	44.5%	41.4%	-
Asset renewal	Asset renewal expenditure / depreciation	4	136.4%	91.5%	68.0%	72.5%	70.3%	-
<b>Stability</b>								
Rates concentration	Rate revenue / adjusted underlying revenue	5	61.5%	59.7%	62.2%	62.2%	62.3%	o
Rates effort	Rate revenue / property values (CIV)		0.0005%	0.0005%	0.0005%	0.0005%	0.0005%	o
<b>Efficiency</b>								
Expenditure level	Total expenditure / no. of assessments		\$2,932	\$2,867	\$2,937	\$2,971	\$2,997	+
Revenue level	Residential rate revenue / No. of residential assessments		\$1,475	\$1,520	\$1,552	\$1,586	\$1,623	+
Workforce turnover	No. of resignations & terminations / average no. of staff		9.6%	6.7%	6.6%	6.6%	6.9%	+

Key to Forecast Trend:

- + Forecast improvement in financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecast deterioration in Council's financial performance/financial position indicator

## Notes to indicators

**1 Adjusted underlying result** – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance expected over the period, although continued losses means reliance on Council's cash reserves or increased debt to maintain services.

**2 Working capital** – The proportion of current liabilities represented by current assets. Working capital is forecast to increase in the 2016/17 year. The trend in later years is to remain steady at an acceptable level.

**3 Debt compared to rates** - Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.

**4 Asset renewal** - This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.

**5 Rates concentration** - Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will become more reliant on rate revenue compared to all other revenue sources.

## 5. Other budget information (required by the Regulations)

This section presents other budget related information required by the Regulations.

This section includes the following statements and reports

- 5.1.1 Grants operating
- 5.1.2 Grants capital
- 5.1.3 Statement of borrowings



### 5.1.1 Grants - operating (\$1.666 million increase)

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants has increased by 22.6% or \$1.666 million compared to 2015/16. A list of operating grants by type and source, classified into recurrent and non-recurrent, is included below.

Operating Grant Funding Type and Source	Forecast	Budget	Variance
	Actual 2015/16 \$'000	2016/17 \$'000	\$'000
<i>Recurrent - Commonwealth Government</i>			
Victorian Grants Commission	2,942	5,821	2,878
<i>Recurrent - State Government</i>			
Aged and Disability	2,017	2,048	30
School Crossing Supervisors	52	55	3
Library	248	253	5
Early Years Services	235	225	(11)
Maternal and Child Health	250	253	3.23
Valuations	-	90	90
Fire Services Levy support	45	47	1
SES	16	16	-
Immunizations	34	33	(1)
Youth Services	63	61	(2)
Environment	29	29	1
<b>Total recurrent grants</b>	<b>5,932</b>	<b>8,930</b>	<b>2,997</b>
<i>Non-recurrent - State Government</i>			
Early Years Services	28	-	(28)
Emergency Management	245	120	(125)
Environment	166	-	(166)
Strategic Planning Projects	13	-	(13)
<i>Non-recurrent - Federal Government</i>			
Emergency Recovery	1,000	-	(1,000)
<b>Total non-recurrent grants</b>	<b>1,451</b>	<b>120</b>	<b>(1,331)</b>
<b>Total Grants - Operating</b>	<b>7,384</b>	<b>9,050</b>	<b>1,666</b>

### 5.1.2 Grants - capital (\$3.759 million decrease)

Capital grants include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Overall the level of capital grants has decreased by 42.5% or \$3.759 million compared to 2015/16. Section 6. "Analysis of Capital Budget" includes a more detailed analysis of the grants and contributions expected to be received during the 2016/17 year. A list of capital grants by type and source, classified into recurrent and non-recurrent, is included below.

Capital Grant Funding Type and Source	Forecast		Variance
	Actual 2015/16 \$'000	Budget 2016/17 \$'000	
<i>Recurrent - Commonwealth Government</i>			
Roads to Recovery	2,510	2,899	389
<i>Recurrent - State Government</i>			
			0
<b>Total recurrent grants</b>	<b>2,510</b>	<b>2,899</b>	<b>389</b>
<i>Non-recurrent - Commonwealth Government</i>			
Roads	3,679	1,177	(2,502)
<i>Non-recurrent - State Government</i>			
Footpaths	30	-	(30)
Roads	257	-	(257)
Recreational and Leisure	444	765	321
Buildings	1,953	248	(1,705)
Emergency Management	(26)	-	26
<b>Total non-recurrent grants</b>	<b>6,337</b>	<b>2,190</b>	<b>(4,147)</b>
<b>Total Grants - Capital</b>	<b>8,847</b>	<b>5,088</b>	<b>(3,759)</b>

### 5.1.3 Statement of borrowings

The table below shows information on borrowings specifically required by the Regulations.

	2015/16 \$	2016/17 \$
Total amount borrowed as at 30 June of the prior year	12,031,599	<b>15,042,714</b>
Total amount to be borrowed	4,475,586	<b>2,790,000</b>
Total amount projected to be redeemed	(1,464,471)	<b>(1,431,348)</b>
Total amount proposed to be borrowed as at 30 June	15,042,714	<b>16,401,366</b>

## 6. Detailed list of capital works

This section presents a listing of the capital works projects that will be undertaken for the 2016/17 year.

The capital works projects are grouped by class and include the following:

- New works for 2016/17

## Capital works program

For the year ending 30 June 2017

### 1. New works

Capital Works Area	Project Cost \$'000	Summary of Funding Sources			
		Grants \$'000	Contributions \$'000	Council Cash \$'000	Loans \$'000
<b>PROPERTY</b>					
<b>Asset Renewal Expenditure</b>					
Dunnstown Standpipe - Replacement of Steel Tank Stand	30	0	0	30	0
Bacchus Marsh Swimming Pool	95	0	0	95	0
Ballan Swimming Pool	96	0	0	96	0
<b>Total Asset Renewal Expenditure</b>	<b>221</b>	<b>0</b>	<b>0</b>	<b>221</b>	<b>0</b>
<b>New Asset Expenditure</b>					
Ballan Depot - Preplanning	150	0	0	150	0
<b>Total New Asset Expenditure</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>0</b>
<b>Asset Upgrade Expenditure</b>					
Maddingley Park Changeroom Refurbishment	96	25	0	71	0
Maddingley Park Pavilion Improvements	150	150	0	0	0
Masons Lane Western Pavilion Detailed Design	75	0	0	75	0
Wallace Recreation Reserve Accessible Toilet	53	0	0	53	0
Coimadai Fire Brigade Community Facility	98	73	0	25	0
<b>Total Asset Upgrade Expenditure</b>	<b>471</b>	<b>248</b>	<b>0</b>	<b>223</b>	<b>0</b>
<b>TOTAL BUILDINGS</b>	<b>842</b>	<b>248</b>	<b>0</b>	<b>594</b>	<b>0</b>
<b>TOTAL PROPERTY</b>	<b>842</b>	<b>248</b>	<b>0</b>	<b>594</b>	<b>0</b>
<b>PLANT &amp; EQUIPMENT</b>					
<b>PLANT, MACHINERY &amp; EQUIPMENT</b>					
<b>Asset Renewal Expenditure</b>					
Plant Replacement Program	1,408	0	0	1,408	0
<b>Total Asset Renewal Expenditure</b>	<b>1,408</b>	<b>0</b>	<b>0</b>	<b>1,408</b>	<b>0</b>
<b>TOTAL PLANT, MACHINERY &amp; EQUIPMENT</b>	<b>1,408</b>	<b>0</b>	<b>0</b>	<b>1,408</b>	<b>0</b>
<b>TOTAL PLANT &amp; EQUIPMENT</b>	<b>1,408</b>	<b>0</b>	<b>0</b>	<b>1,408</b>	<b>0</b>

Capital Works Area	Summary of Funding Sources				
	Project Cost	Grants	Contributions	Council Cash	Loans
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>INFRASTRUCTURE</b>					
<b>ROADS</b>					
<b>Asset Renewal Expenditure</b>					
Preplanning - Sealed Roads	70	0	0	70	0
Egerton-Ballark Road, Bungal - Road Rehabilitation	450	0	0	317	133
Ballan-Meredith Road, Mt Wallace - Road Rehabilitation	515	515	0	0	0
Dunnstown-Yendon Road, Dunnstown - Road Rehabilitation	380	380	0	0	0
Navigators Road, Navigators - Road Rehabilitation	265	265	0	0	0
Sutherland Street, Bacchus Marsh - Asphalt Overlay	18	0	0	18	0
Bacchus Marsh-Balliang Road, Balliang - Road Rehabilitation	650	526	0	0	124
Butter Factory Road, Wallace - Road Rehabilitation	230	230	0	0	0
Lesters Road, Bungaree - Road Widening	171	0	0	0	171
Berry Street, Ballan - Road Widening and Intersection Conversion	378	378	0	0	0
Cairns Drive, Darley - Road Rehabilitation	605	605	0	0	0
Old Melbourne Road, Millbrook - Preplanning	40	0	0	40	0
Dunnstown-Yendon Road, Dunnstown - Preplanning	33	0	0	33	0
Carween Lane, Ballan - Preplanning	33	0	0	33	0
Halletts Way, Darley - Preplanning	33	0	0	33	0
Lal Lal Falls Road, Lal Lal - Reseal	21	0	0	21	0
Mount Wallace Hall Lane, Mount Wallace - Reseal	7	0	0	7	0
Gillespies Lane, Ballan - Reseal	11	0	0	11	0
Smiths Road, Parwan - Reseal	11	0	0	11	0
Steele Court, Bacchus Marsh - Reseal	7	0	0	7	0
Tableland Road, Morrisons - Reseal	62	0	0	62	0
Clifton Drive, Bacchus Marsh - Reseal	38	0	0	38	0
Nariel Court, Ballan - Reseal	34	0	0	34	0
Evergreen Way, Gordon - Reseal	32	0	0	32	0
Rowsley Station Road, Maddingley - Reseal	4	0	0	4	0
Ramsay Crescent, Darley - Reseal	4	0	0	4	0
Morrisons Lane, Korobeit - Reseal	20	0	0	20	0
Lesters Road, Bungaree - Reseal	24	0	0	24	0
McLeod Drive, Darley - Reseal	9	0	0	9	0
Simpson Street, Bacchus Marsh - Reseal	3	0	0	3	0
Walsh Street, Ballan - Reseal	9	0	0	9	0
Leahy Street, Maddingley - Reseal	16	0	0	16	0
Moore Street, Maddingley - Reseal	13	0	0	13	0
Links Road, Darley - Reseal	13	0	0	13	0
Ballanee Road, Ballan - Reseal	12	0	0	12	0
Elaine Mount Mercer Road, Cargerie - Reseal	32	0	0	32	0
Lawson Road, Merrimu - Reseal	21	0	0	21	0
Lerderderg Park Road, Merrimu - Reseal	24	0	0	24	0
Lerderderg Park Road, Merrimu - Reseal	24	0	0	24	0
Spreadeagle Road, Millbrook - Reseal	11	0	0	11	0
Dog Trap Gully Road, Rowsley - Reseal	5	0	0	5	0

Capital Works Area	Summary of Funding Sources				
	Project Cost	Grants	Contributions	Council Cash	Loans
	\$'000	\$'000	\$'000	\$'000	\$'000
Old Corbetts Road, Gordon - Reseal	29	0	0	29	0
Elaine-Mount Mercer, Elaine - Reseal	25	0	0	25	0
Bacchus Marsh Balliang Service Road, Maddingley - Reseal	7	0	0	7	0
Forest Road, Morrisons - Reseal	11	0	0	11	0
Forest Road, Morrisons - Reseal	8	0	0	8	0
Hicks Lane, Ballan - Reseal	8	0	0	8	0
Peerewerrh Road, Millbrook - Reseal	7	0	0	7	0
Roch Court, Ballan - Reseal	3	0	0	3	0
Vallence North Road, Maddingley - Reseal	5	0	0	5	0
Vallence North Road, Maddingley - Reseal	4	0	0	4	0
Windle Street, Ballan - Reseal	9	0	0	9	0
La Cote Road, Greendale - Reseal	31	0	0	31	0
Atkinson Street, Ballan - Reseal	5	0	0	5	0
Atkinson Street, Ballan - Reseal	5	0	0	5	0
Windle Street, Ballan - Reseal	9	0	0	9	0
Clarkes Hill Road, Clarkes Hill - Final Seal	21	0	0	21	0
Yankee Flat Road, Navigators - Final Seal	22	0	0	22	0
Thomas Court, Gordon - Final Seal	6	0	0	6	0
Spencer Road, Ballan - Final Seal	14	0	0	14	0
Glenmore Road, Mount Wallace - Shoulder Resheet	48	0	0	48	0
Mount Wallace-Ballark Road, Mount Wallace - Shoulder Resheet	25	0	0	25	0
Ballanee Road, Ballan - Shoulder Resheet	12	0	0	12	0
Mount Blackwood Road, Myrniong - Shoulder Resheet	6	0	0	6	0
Spargo Creek Road, Bolwarrah - Shoulder Resheet	51	0	0	51	0
Reids Road, Balliang - Gravel Road Resheet	156	0	0	156	0
Beremboke Road, Beremboke - Gravel Road Resheet	130	0	0	90	40
Brougham Street, Gordon - Gravel Road Resheet	75	0	0	75	0
Back Settlement Road, Korweinguboora - Gravel Road Resheet	45	0	0	45	0
Hogan Track, Korweinguboora - Gravel Road Resheet	19	0	0	19	0
Ingliston-Settlement Road, Ingliston - Gravel Road Resheet	74	0	0	74	0
Whelans Road, Parwan - Gravel Road Resheet	25	0	0	25	0
Whelans Lane, Parwan - Gravel Road Resheet	26	0	0	26	0
Pope Street, Yendon - Gravel Road Resheet	15	0	0	15	0
Triggs Road, Yendon - Gravel Road Resheet	79	0	0	79	0
Slaters Road, Mollonghip - Gravel Road Resheet	14	0	0	14	0
Elaine-Egerton Road, Morrisons - Gravel Road Resheet	56	0	0	56	0
Bowmans Lane, Pentland Hills - Gravel Road Resheet	40	0	0	40	0
Scarffs North Road, Buninyong - Gravel Road Resheet	22	0	0	22	0
Ratcliffe Lane, Buninyong - Gravel Road Resheet	10	0	0	10	0
Church Street, Mt Egerton - Gravel Road Resheet	22	0	0	22	0
Trounces Ln, Mt Egerton - Gravel Road Resheet	75	0	0	75	0

Capital Works Area	Summary of Funding Sources				
	Project Cost \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Loans \$'000
Hills Road, Blackwood - Gravel Road Resheet	9	0	0	9	0
Skidders Road, Blackwood - Gravel Road Resheet	19	0	0	19	0
Handley Street, Blackwood - Gravel Road Resheet	8	0	0	8	0
Mathersons Lane, Blackwood - Gravel Road Resheet	5	0	0	5	0
McCarthys Road, Navigators - Gravel Road Resheet	64	0	0	64	0
Bates Road, Blackwood - Gravel Road Resheet	20	0	0	20	0
Sutherland Street, Bacchus Marsh - Kerb and Channel	140	0	0	140	0
Inglis Street, Ballan - Kerb and Channel	300	0	0	300	0
<b>Total Asset Renewal Expenditure</b>	<b>6,155</b>	<b>2,899</b>	<b>0</b>	<b>2,790</b>	<b>467</b>
<b>New Asset Expenditure</b>					
Halletts Way/O'Leary Way - Southern Extension	5,885	1,177	0	2,385	2,323
Halletts Way/Western Route - Northern Extension	0	0	353	-353	0
Station Street, Maddingley - Urbanisation	325	0	0	325	0
<b>Total New Asset Expenditure</b>	<b>6,210</b>	<b>1,177</b>	<b>353</b>	<b>2,357</b>	<b>2,323</b>
<b>TOTAL ROADS</b>	<b>12,365</b>	<b>4,076</b>	<b>353</b>	<b>5,147</b>	<b>2,790</b>
<b>BRIDGES</b>					
<b>Asset Renewal Expenditure</b>					
Butter Factory Road, Wallace	450	0	0	450	0
Beremboke Road, Beremboke	300	0	0	300	0
Preplanning Work for Future Projects	100	0	0	100	0
<b>Total Asset Renewal Expenditure</b>	<b>850</b>	<b>0</b>	<b>0</b>	<b>850</b>	<b>0</b>
<b>TOTAL BRIDGES</b>	<b>850</b>	<b>0</b>	<b>0</b>	<b>850</b>	<b>0</b>
<b>FOOTPATHS &amp; CYCLEWAYS</b>					
<b>Asset Renewal Expenditure</b>					
Inglis Street, Ballan	420	0	0	420	0
Gell Street, Bacchus Marsh	45	0	0	45	0
Martin Street, Blackwood	13	0	0	13	0
<b>Total Asset Renewal Expenditure</b>	<b>478</b>	<b>0</b>	<b>0</b>	<b>478</b>	<b>0</b>
<b>Asset Upgrade Expenditure</b>					
DDA Upgrade Program (annual program) - Upgrade pedestrian crossings and footpaths to ensure DDA compliance	20	0	0	20	0
<b>Total Asset Upgrade Expenditure</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>
<b>TOTAL FOOTPATHS &amp; CYCLEWAYS</b>	<b>498</b>	<b>0</b>	<b>0</b>	<b>498</b>	<b>0</b>

Capital Works Area	Summary of Funding Sources				
	Project Cost \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Loans \$'000
<b>RECREATIONAL, LEISURE &amp; COMMUNITY FACILITIES</b>					
<b>New Asset Expenditure</b>					
Bacchus Marsh Racecourse Reserve Sporting Facilities	1,000	500	0	500	0
Darley Football Netball Club Safety Fencing	30	7	0	23	0
Ballan Golf Club Water Consolidation Program	28	3	0	25	0
<b>Total New Asset Expenditure</b>	<b>1,058</b>	<b>510</b>	<b>0</b>	<b>548</b>	<b>0</b>
<b>Asset Upgrade Expenditure</b>					
Ballan Recreation Reserve Netball/Tennis Court Reconstruction	165	125	0	40	0
Navigators Tennis Club Improvements	21	3	0	18	0
The Avenue Bowling Club Resurfacing of the Lorna Lucas Green	152	127	0	25	0
<b>Total Asset Upgrade Expenditure</b>	<b>337</b>	<b>255</b>	<b>0</b>	<b>83</b>	<b>0</b>
<b>TOTAL RECREATIONAL, LEISURE &amp; COMMUNITY FACILITIES</b>	<b>1,395</b>	<b>765</b>	<b>0</b>	<b>631</b>	<b>0</b>
<b>PARKS, OPEN SPACE &amp; STREETSCAPES</b>					
<b>New Asset Expenditure</b>					
Maddingley Park Lighting (Bacchus Marsh Train Station to Taverner Street)	93	0	0	93	0
<b>Total New Asset Expenditure</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>93</b>	<b>0</b>
<b>TOTAL PARKS, OPEN SPACE &amp; STREETSCAPES</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>93</b>	<b>0</b>
<b>OTHER INFRASTRUCTURE</b>					
<b>New Asset Expenditure</b>					
Bus Shelter / Bus Route Development Program - New School Bus Shelters	8	0	0	8	0
<b>Total New Asset Expenditure</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>
<b>TOTAL OTHER INFRASTRUCTURE</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>15,209</b>	<b>4,840</b>	<b>353</b>	<b>7,226</b>	<b>2,790</b>
<b>TOTAL NEW CAPITAL WORKS 2016/17</b>	<b>17,460</b>	<b>5,088</b>	<b>353</b>	<b>9,229</b>	<b>2,790</b>
<b>Represented by:</b>					
Asset Renewal Expenditure	9,112	2,899	0	5,747	467
New Asset Expenditure	7,519	1,687	353	3,156	2,323
Asset Upgrade Expenditure	829	503	0	326	0
Asset expansion expenditure	0	0	0	0	0
	<b>17,460</b>	<b>5,088</b>	<b>353</b>	<b>9,229</b>	<b>2,790</b>



## 7. Rates and charges

This section presents information which the Act and the Regulations require to be disclosed in the Council's annual budget.

### 7. Rates and charges

#### 7.1 The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2015/16 cents/\$CIV	2016/17 cents/\$CIV	Change
Commercial & Industrial Rate	0.006745	<b>0.006528</b>	<b>-3.2%</b>
Commercial & Industrial Vacant Land	0.010961	<b>0.010607</b>	<b>-3.2%</b>
Extractive Industry Rate	0.013153	<b>0.012729</b>	<b>-3.2%</b>
Farm Rate	0.003288	<b>0.003182</b>	<b>-3.2%</b>
General Rate	0.004216	<b>0.004080</b>	<b>-3.2%</b>
Vacant Land General	0.008853	<b>0.008567</b>	<b>-3.2%</b>
Vacant Land FZ and RCZ	0.004216	<b>0.004080</b>	<b>-3.2%</b>
Vacant Land GRZ	0.010539	<b>0.010199</b>	<b>-3.2%</b>
Residential Retirement Villages	0.003794	<b>0.003672</b>	<b>-3.2%</b>

#### 7.2 The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2015/16 \$	2016/17 \$	Change
Commercial & Industrial Rate	1,683,876	<b>1,855,365</b>	<b>10.2%</b>
Commercial & Industrial Vacant Land	221,631	<b>229,875</b>	<b>3.7%</b>
Extractive Industry Rate	291,655	<b>282,253</b>	<b>-3.2%</b>
Farm Rate	3,166,827	<b>3,212,499</b>	<b>1.4%</b>
General Rate	16,979,704	<b>17,951,408</b>	<b>5.7%</b>
Vacant Land General	862,964	<b>924,671</b>	<b>7.2%</b>
Vacant Land FZ and RCZ	661,659	<b>736,077</b>	<b>11.2%</b>
Vacant Land GRZ	1,327,914	<b>1,406,921</b>	<b>5.9%</b>
Residential Retirement Villages	99,107	<b>141,732</b>	<b>43.0%</b>
<b>Total amount to be raised by general rates</b>	<b>25,295,337</b>	<b>26,740,801</b>	<b>5.7%</b>

#### 7.3 The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2015/16 \$	2016/17 \$	Change
Commercial & Industrial Rate	515	<b>531</b>	<b>3.1%</b>
Commercial & Industrial Vacant Land	69	<b>66</b>	<b>-4.3%</b>
Extractive Industry Rate	14	<b>14</b>	<b>0.0%</b>
Farm Rate	1,491	<b>1,443</b>	<b>-3.2%</b>
General Rate	11,509	<b>11,808</b>	<b>2.6%</b>
Vacant Land General	556	<b>562</b>	<b>1.1%</b>
Vacant Land FZ and RCZ	649	<b>699</b>	<b>7.7%</b>
Vacant Land GRZ	601	<b>655</b>	<b>9.0%</b>
Residential Retirement Villages	127	<b>175</b>	<b>37.8%</b>
<b>Total number of assessments</b>	<b>15,531</b>	<b>15,953</b>	<b>2.7%</b>

**7.4 The basis of valuation to be used is the Capital Improved Value (CIV)**

**7.5 The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year**

Type or class of land	2015/16 \$	2016/17 \$	Change
Commercial & Industrial Rate	249,648,000	284,260,000	13.9%
Commercial & Industrial Vacant Land	20,220,000	21,672,000	7.2%
Extractive Industry Rate	22,174,000	22,174,000	0.0%
Farm Rate	963,147,000	1,009,585,000	4.8%
General Rate	4,027,444,000	4,399,855,000	9.2%
Vacant Land General	97,477,000	107,934,000	10.7%
Vacant Land FZ and RCZ	156,940,000	180,411,000	15.0%
Vacant Land GRZ	126,000,000	137,947,000	9.5%
Residential Retirement Villages	26,122,000	38,598,000	47.8%
<b>Total value of land</b>	<b>5,689,172,000</b>	<b>6,202,436,000</b>	<b>9.0%</b>

**7.6 The rate or unit amount to be levied for each type of service rate or charge under section 162 of the Act compared with the previous financial year**

Type of Charge	Per Rateable Property 2015/16 \$	Per Rateable Property 2016/17 \$	Change
Waste Management	85	90	5.9%
Domestic Waste Collection	131	144	9.9%
Kerbside Greenwaste *	0	100	100.0%
State Landfill Levy Charge	45	45	0.0%
<b>Total</b>	<b>261</b>	<b>379</b>	<b>45.2%</b>

\* Greenwaste collection service is estimated to be available in January 2017 - fee will be \$50 for 2016/17. The annualised charge will start at \$100.

**7.7 The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year**

Type of Charge	2015/16 \$	2016/17 \$	Change
Waste Management	1,265,905	1,383,120	9.3%
Domestic Waste Collection	1,511,216	1,741,104	15.2%
Kerbside Greenwaste	0	160,000	100.0%
Commercial Garbage	95,271	96,849	1.7%
State Landfill Levy Charge	670,185	691,560	3.2%
<b>Total</b>	<b>3,447,306</b>	<b>4,072,633</b>	<b>18.1%</b>

**7.8 The estimated total amount to be raised by all rates and charges compared with the previous financial year**

Type of Charge	2015/16 \$	2016/17 \$	Change
Rates and charges	29,333,629	31,043,434	5.8%

## **7.9 Any significant changes that may affect the estimated amounts to be raised by rates and charges**

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2016/17: estimated \$230,000, 2015/16: \$253,802)
- The variation of returned levels of value (e.g. valuation appeals);
- Changes of use of land such that rateable land becomes non-rateable land and vice versa; and
- Changes of use of land such that residential land becomes business land and vice versa.

## 7.12 Differential rates

### Rates to be levied

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

### General Developed Land

#### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

#### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

#### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

#### Geographic Location:

Wherever located within the municipal district.

#### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

#### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

#### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

#### Definition:

Any land:

- on which a dwelling is lawfully erected and occupied for the principal purpose of physically accommodating persons; and
- which does not have the characteristics of:
  - Commercial and Industrial Land;
  - Vacant Commercial and Industrial Land;
  - Extractive Industry Land;
  - Farm Land;
  - Residential Retirement Villages Land;
  - Vacant General Land;
  - Vacant FZ and RCZ Land; or
  - Vacant GRZ Land.

## **Commercial / Industrial Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land which is lawfully used:

- for the principal purpose of carrying out the manufacturing or productions of goods; or
- for the principal purpose of carrying out trade in goods or services.

## **Vacant Commercial / Industrial Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land:

- located within an Industrial or Commercial zone under the Moorabool Planning scheme; and
- which is vacant; or
- not lawfully developed for the principal purpose of carrying out the manufacturing or production of goods or trade in goods or services; and
- which does not have the characteristics of General Developed Land.

## **Extractive Industry Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land:

- which is used primarily for the extraction or removal of minerals, earth or stone including the treatment of minerals, earth or stone; or
- on which activities for the extraction or removal of minerals, earth or stone including the treatment of minerals earth or stone have been discontinued but which has not yet been rehabilitated to environmental standards as required by law.

## **Farm Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land:

- which is “farm land” within the meaning of section 2(1) of the Valuation of Land Act 1960.



## **Vacant General Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land:

- on which no building is lawfully erected; and
- which does not have the characteristics of;
  - Vacant commercial and Industrial Land; or
  - Vacant FZ and RCZ Land; or
  - Vacant GRZ Land.

## **Vacant FZ or RCZ Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land:

- on which no building is lawfully erected; and
- which is located within the Farm Zone (FZ) or Rural Conservation Zone (RCZ) under the Moorabool Planning Scheme; and
- which does not have the characteristics of Farm Land.

## **Vacant GRZ Land**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Definition:

Any land:

- on which no building is lawfully erected; and
- which is located within the General Residential Zone (GRZ) under the Moorabool Planning Scheme.

## **Residential Retirement Villages**

### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the –

- Construction and maintenance of public infrastructure; and
- Development and provision of health and community services; and
- Provision of general support services.

### Types and Classes:

Rateable land having the relevant characteristics described in the below definition.

### Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which council considers is necessary to achieve the objectives specified above.

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the Moorabool Planning Scheme.

### Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Moorabool Planning Scheme.

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the end of the Financial Year.

### Definition:

Any land:

- which is defined as a Retirement Village land under the Retirement Villages Act 1986.

## Budget Analysis

The following reports provide detailed analysis to support and explain the budget reports in the previous section.

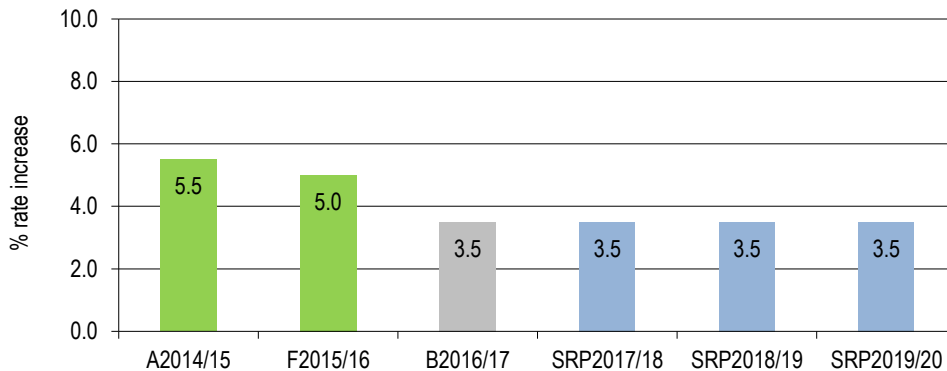
This section includes the following analysis and information.

- 8 Summary of financial position
- 9 Budget influences
- 10 Analysis of operating budget
- 11 Analysis of budgeted cash position
- 12 Analysis of capital budget
- 13 Analysis of budgeted financial position
- 14 Strategic resource plan
- 15 Summary of other strategies
- 16 Rating strategy

## 8. Summary of financial position

Council has prepared a Budget for the 2016/17 financial year which seeks to balance the demand for services and infrastructure with the community's capacity to pay. Key budget information is provided below about the rate increase, operating result, services, cash and investments, capital works, financial position, financial sustainability and strategic objectives of the Council.

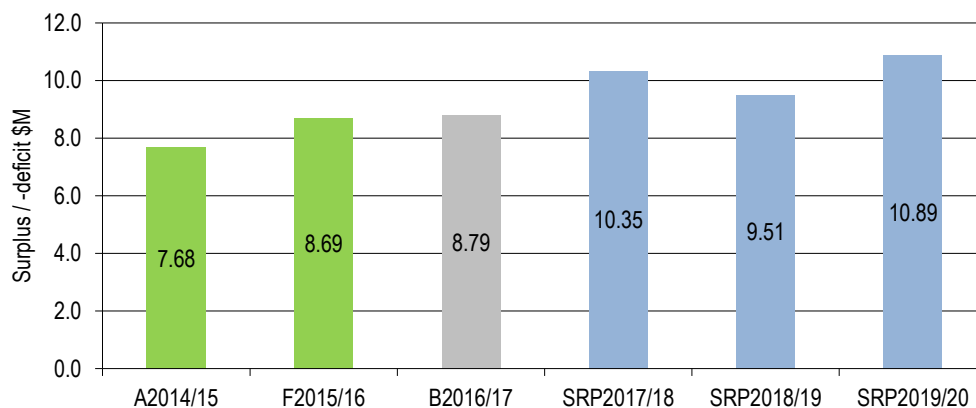
### 8.1 Rates and charges



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

It is proposed that general rates increase by 3.5% for the 2016/17 year, raising total rates of \$31.043 million, including \$0.230 million generated from supplementary rates. Of the 3.5% increase, a portion will be used to fund \$0.225 million of new initiatives in addition to funding a larger capital works program to address the asset renewal and population growth needs of the Shire. (The rate increase for the 2015/16 year was 5.0%).

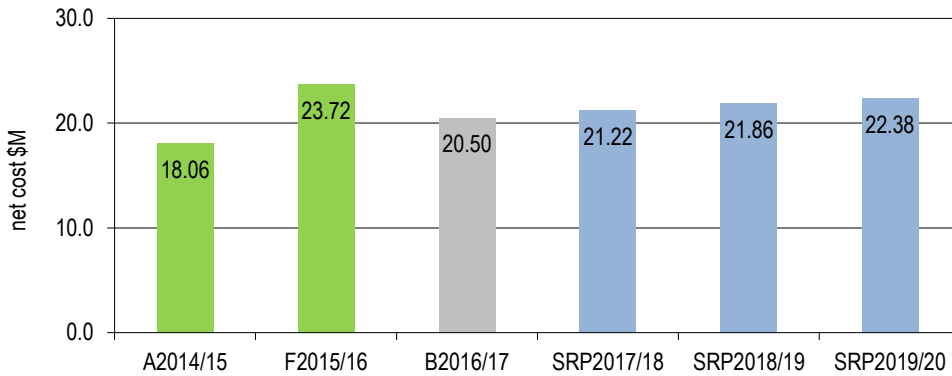
### 8.2 Operating result



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

The expected operating result for the 2016/17 year is a surplus of \$8.787 million, which is an increase of \$0.100 million from 2015/16. The adjusted underlying result, which excludes items such as non-recurrent capital grants and non-cash contributions, is a deficit of \$1.610 million - a decrease of \$3.974 million over 2015/16. (The forecast operating result for the 2015/16 year is a surplus of \$8.688 million).

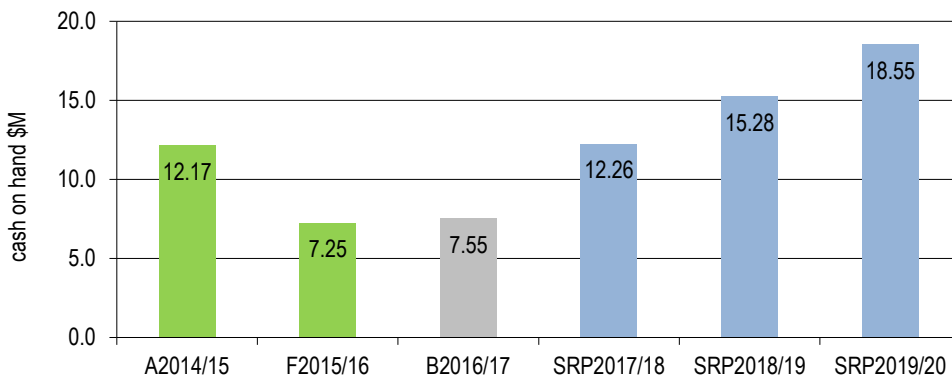
### 8.3 Services



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

The net cost of services delivered to the community for the 2016/17 year is expected to be \$20.502 million, which is a decrease of \$3.217 million from 2015/16. A key influencing factor in the development of the 2016/17 Budget has been the continuing focus on delivering operational efficiencies whilst maintaining an appropriate level of service delivery, despite continuing population growth. To this end, significant effort has been expended on ensuring operating budgets are justifiable and financially responsible taking into account the demand of population growth and the rising cost of goods and services against the backdrop of a continuing tough external economic environment. For the 2016/17 year, service levels have been maintained and a number of initiatives adopted. (The forecast net cost for the 2015/16 year is \$23.719 million).

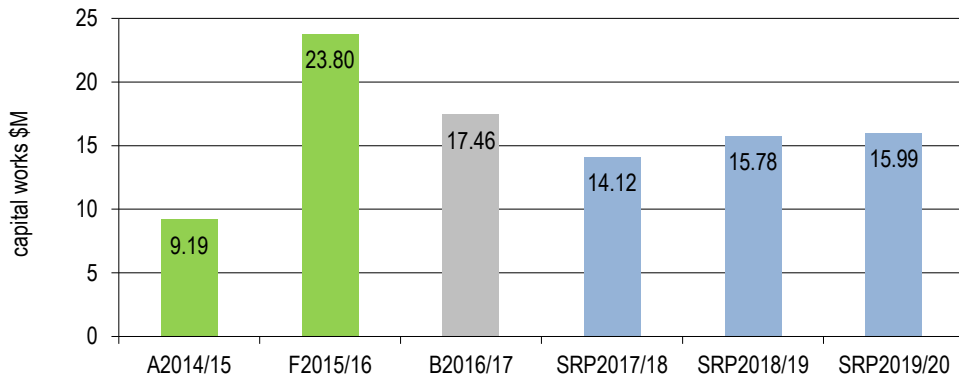
### 8.4 Cash and investments



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

Cash and investments are expected to increase by \$0.304 million during the year to \$7.553 million as at 30 June 2017. The reduction in cash and investments is in line with Council's Strategic Resource Plan. (Cash and investments are forecast to be \$7.249 million as at 30 June 2016).

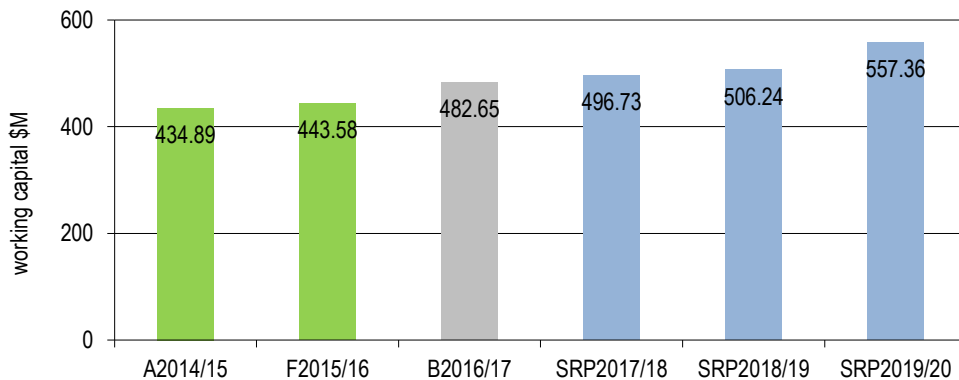
## 8.5 Capital works



A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

The capital works program for the 2016/17 year is expected to be \$17.460 million. Of the \$17.460 million of capital funding required, \$5.088 million will come from external grants, \$2.790 million from borrowings, and the balance of \$9.581 million from Council cash. The Council cash amount includes asset sales of \$0.414 million. The capital expenditure program has been set and prioritised based on a rigorous process of consultation that has enabled Council to assess needs and develop sound business cases for each project. (Capital works is forecast to be \$23.804 million for the 2015/16 year).

## 8.6 Financial position

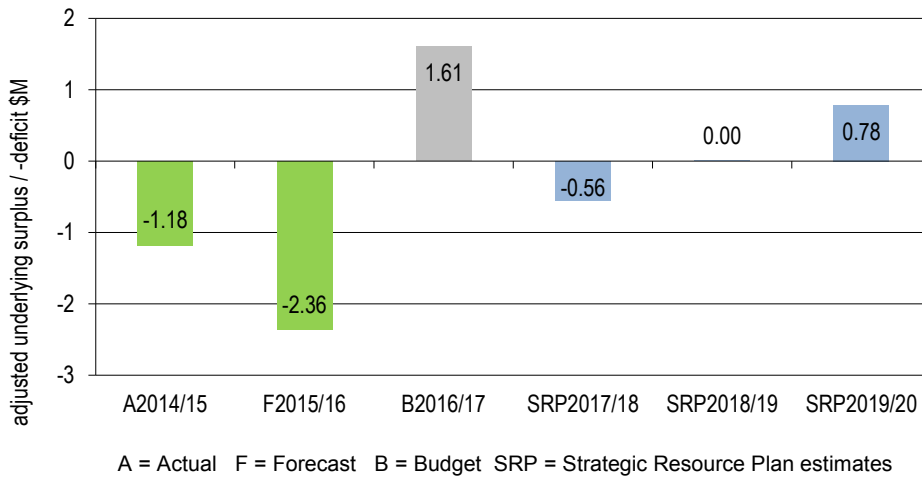


A = Actual F = Forecast B = Budget SRP = Strategic Resource Plan estimates

The financial position is expected to improve with net assets (net worth) to increase by \$39.070 million to \$482.649 million, and net current assets (working capital) will decrease by \$0.054 million to \$3.313 million as at 30 June 2017. (Total equity is forecast to be \$443.579 million as at 30 June 2016).

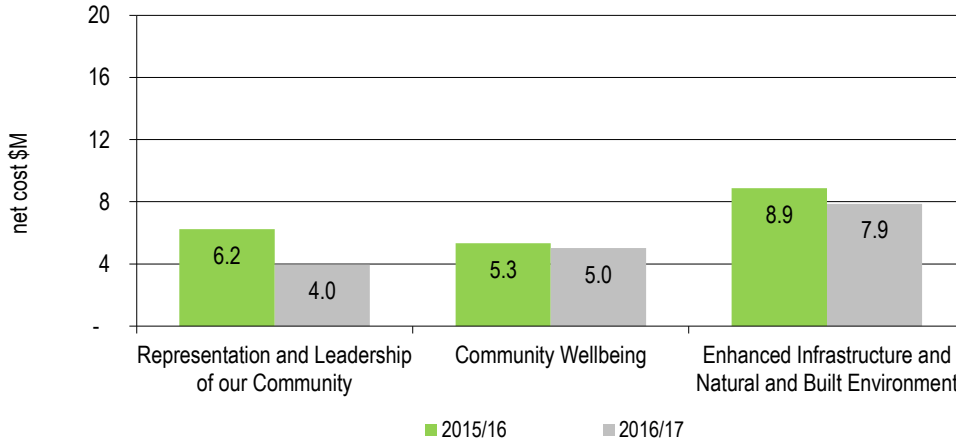


## 8.7 Financial sustainability



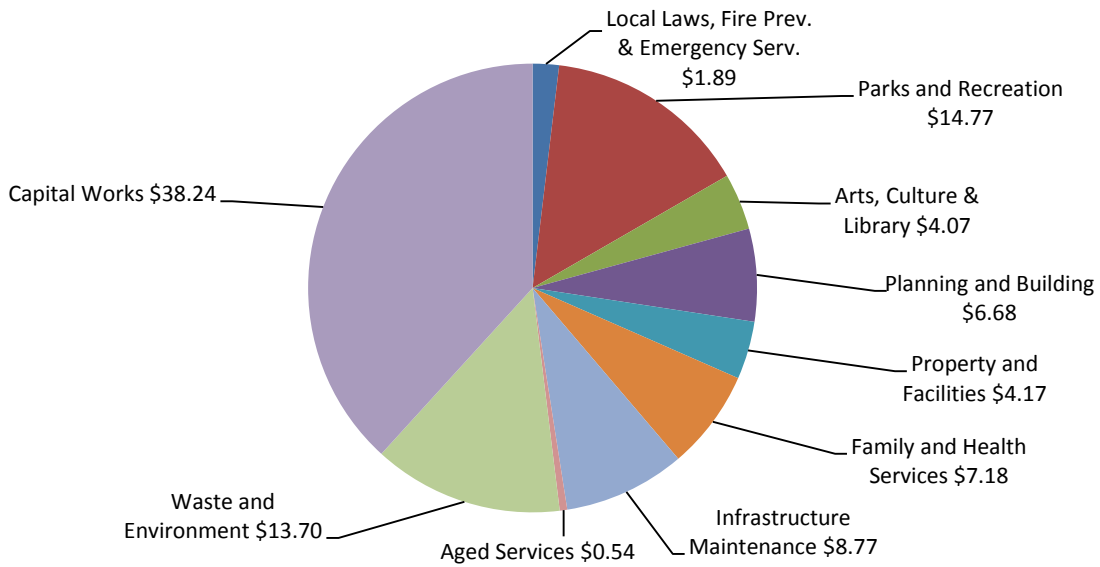
A high level Strategic Resource Plan for the years 2016/17 to 2019/20 has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Plan is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives as specified in the Council Plan. The adjusted underlying result, which is a measure of financial sustainability, shows a decreasing deficit over the four year period. This represents a significant overall improvement in the long term sustainability of Moorabool Shire Council.

## 8.8 Strategic objectives



The Annual Budget includes a range of services and initiatives to be funded that will contribute to achieving the strategic objectives specified in the Council Plan. The above graph shows the level of funding allocated in the budget to achieve the strategic objectives as set out in the Council Plan for the 2016/17 year.

## 9. Council expenditure allocations



The above chart provides an indication of how Council allocates its expenditure across the main services that it delivers. It shows how much is allocated to each service area for every \$100 that Council spends. Council overheads, governance costs and administrative costs are allocated to our external facing services using an internal overhead allocation model.

## 9. Budget influences

This section sets out the key budget influences arising from the internal and external environment within which the Council operates.

### 9.1 Snapshot of Moorabool Shire Council

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

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

A stunning Shire spanning more than 2,110 square kilometres, Moorabool is made up of 64 localities, hamlets and towns. More than 74% of the Shire comprises of water catchments, state forests and national parks. Moorabool boasts breathtaking landscapes, national parks, forests, gorges, mineral springs and tourism attractions. Some of its key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park and the Bacchus Marsh Avenue of Honour.

The district was settled by Europeans between 1830 and 1850 and the character of our towns and surrounding areas reflect this era.

Gold was discovered in the region and a timber industry quickly developed. The availability of water attracted many people and resulted in pastoral and agricultural development led by pioneers such as Sir William Henry Bacchus, who in 1834 settled on the fertile soil of what is now the township of Bacchus Marsh.

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

Moorabool's eastern boundary is located just 40km west of Melbourne's CBD and extends westwards to the City of Ballarat municipal boundary. The Shire straddles Victoria's Western Highway and has excellent transport access to Melbourne, Ballarat and Geelong.

Bacchus Marsh is equi-distant to Melbourne and Avalon airports and close to the sea ports of Geelong and Melbourne.

#### Traditional Owners

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

#### Population

Moorabool Shire is a popular tree change destination, growing as fast as any other local government area in inland regional Victoria. The official population of Moorabool Shire in 2015 is 31,737. This is estimated to grow to 32,620 by the end of 2016. More than half the population lives in Bacchus Marsh and surrounds (18,247). The Shire's second largest population can be found in and around Ballan (2,985). The remaining population is distributed throughout the large number of small towns, hamlets and farming areas within the Shire. The majority of people who relocate to Moorabool Shire are young families seeking a semi-rural lifestyle. Moorabool's demographic reflects this trend.

#### Population Growth

When considering future growth of Moorabool Shire, Council has identified three key residential locations where the majority of that growth will occur. These locations – Bacchus Marsh, Ballan and Gordon – already have established infrastructure to accommodate new growth. As part of the Moorabool 2041 (Small Towns and Clusters Settlement Strategy) framework, Council is also consulting with other settlements such as Wallace and Bungaree in reference to the growth opportunities. The population of the Shire is estimated to increase by 72% between 2015 and 2041 to 54,418. The majority of growth during this period will come from the new estates in Maddingley which are forecast to increase by over 174% during this same period.

## **Demographic**

Moorabool Shire has a higher proportion of people in the younger age groups (0 to 17 years) as well as a higher proportion of people in the older age groups (60+ years) when compared to Greater Melbourne. Overall, 25.7% of the population was aged between 0 and 17, and 19.3% were aged 60 years and over, compared with 22.2% and 18.2% respectively for Greater Melbourne.

## **Births**

Despite an ageing population, approximately 300 babies have been born each year since 2009. In the 2013/14 financial year 347 babies were born in the municipality. (Source: Maternal and Child Health database).

## **Housing**

The number of homes is increasing. In 2011, there were 11,560 dwellings, compared to 10,172 dwellings in 2006. The growth in housing stock has been in line with population growth, as the average household size has remained relatively constant.

In 2011, there were 10,797 separate houses in the area, 609 medium density dwellings, and 23 high density dwellings.

Analysis of the types of dwellings in Moorabool Shire in 2011 shows that 93.4% of all dwellings were separate houses; 5.3% were medium density dwellings, and 0.2% were high density dwellings, compared with 71.1%, 21.1%, and 7.2% in the Greater Melbourne respectively.

In 2011, a total of 90.2% of the dwellings in Moorabool Shire were occupied on Census night, compared to 91.2% in Greater Melbourne. The proportion of unoccupied dwellings was 9.6%, which is larger compared to that found in Greater Melbourne (8.6%).

## **Affordability and Liveability**

Moorabool offers diverse living options. Bacchus Marsh, Ballan, Gordon and the smaller Shire townships offer a vital array of community infrastructure, established social and sporting networks, combined with the charm and character only experienced in rural areas.

Bacchus Marsh ranks in the top three of regional Australia's housing markets that are likely to be the best suited for family living. Maintaining liveability for families is an important element for Council. This national ranking was based on a range of factors including house prices, typical block size, average number of bedrooms, expected capital gains and a range of proximity attributes involving schools, health care facilities, child care centres and retail facilities. The analysis also includes socioeconomic wellbeing measures.

Bacchus Marsh was the first area in regional Victoria to receive the National Broadband Network's super high-speed Fibre to the Premises (FTTP) service, with further FTTP rollouts planned for the Shire. Fixed wireless and satellite NBN services are already available in parts of Western Moorabool.

## **Education and occupation**

In the past decade, Western Victoria, which includes Moorabool Shire, has experienced a steadily improving retention of students from Year 10 to Year 12, up from 85.6% in 2004 to 92.0% in 2013. (Source: Department of Education and Training, Summary Statistics Victorian Schools).

People in Moorabool Shire are also becoming better educated. The proportion of residents who have non-school qualifications is increasing. Many more residents in 2011 had completed a formal qualification (Bachelor or higher degree; Advanced Diploma or Diploma; or Vocational qualifications), than in 2006 (42.2% compared with 36.9%). (Source: Australian Bureau of Statistics, Census of Population and Housing).

In 2011, 7,091 (53.2%) of Moorabool Shire's working residents travelled outside of the area to work. Of those who lived and worked in Moorabool the majority worked in Bacchus Marsh (22.5%) followed by Ballan (6.6%). (Source: Australian Bureau of Statistics, Census of Population and Housing).

## **Business Profile**

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

Residential growth, construction, retail and service industries, light manufacturing and tourism are emerging factors of growth.

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

The key drivers of Moorabool's regional economy in terms of regional exports, employment, value added and local expenditure on goods and services are: Agriculture, Forestry and Fishing (Output \$131.541 million); Construction (Output \$196.656 million); Health Care and Social Assistance (\$78.179 million); and Education and Training (\$67.714 million). The total output, based on gross revenue generated by businesses and organisations within Moorabool, is estimated at \$1,442.412 million (REMPPLAN 2014, based on 2011 Census data).

Between the last two Census periods the employment base of Moorabool Shire changed substantially. The most significant shifts in employment by industry sector included a lower share of employment in agriculture, forestry and fishing (-84 persons) manufacturing (-142 persons); and a higher proportion of jobs in construction (+396 persons), health care and social assistance (+251 persons), public administration and safety (+177 persons) and accommodation and food services (+166 persons).

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

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

More industry and commercial development is required to meet the rising population. The existing industrial estates, such as Ballan Industrial Estate and the Kennedy Place Industrial Estate in Bacchus Marsh are near capacity. To meet this need, Council is developing a plan for economic development over the next 10 years and investigating the future demand and supply for industrial land and how potential development locations like Parwan and Ballan will attract investment and cater for job growth.

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

## 9.2 External influences

In preparing the 2016/17 Budget, a number of external influences have been taken into consideration because they are likely to impact significantly on the services delivered by Council in the budget period. These include:

- Consumer Price Index (CPI) increases on goods and services of 1.9% through the year to December quarter 2015 (ABS release 28 January 2016). State-wide CPI is forecast to be 2.5% for the 2016/17 year (Victorian Budget Papers 2015/16).
- Population growth will continue to generate an increase in demand for Council Services. By way of example, an increase in births and enrolments for Councils Maternal and Child Health Service will require additional investment in service delivery to keep up with the growth in demand.
- State and Federal governments budget deficits resulting in lower levels of grants and appropriations for both services and infrastructure delivery.
- The Victorian State Government has announced that local government rates will be capped from 2016/17. Depending on the level at which rates are capped Council may need to undertake a review of services that are provided to the community with the aim of reducing the level of rate payer subsidy for services undertaken by Local Government on behalf of the State and Federal Government.
- The Fire Services Property Levy will continue to be collected by Council on behalf of the State Government with the introduction of the Fire Services Property Levy Act 2012.
- Cost Shifting occurs where Local Government provides a service to the community on behalf of the State and Federal Government. Over time the funds received by local governments do not increase in line with real cost increases. Examples of services that are subject to Cost Shifting include school crossing supervision, Library services and Home and Community Care for aged residents. In all these services the level of payment received by Council from the State Government does not reflect the real cost of providing the service to the community.
- EPA Levy 10% increase year on year.

## 9.3 Internal influences

As well as external influences, there were also a number of internal influences arising from the 2015/16 year which have had a significant impact on the setting of the Budget for 2016/17. These include:

- A desire to improve Council's underlying position over the next five years;
- A need to focus on the level of funds provided for renewal and maintenance of existing assets; and
- With Council's implementation of the Australian Business Excellence Framework there is a focus of continuous improvement and levels of service.

## 9.4 Budget principles

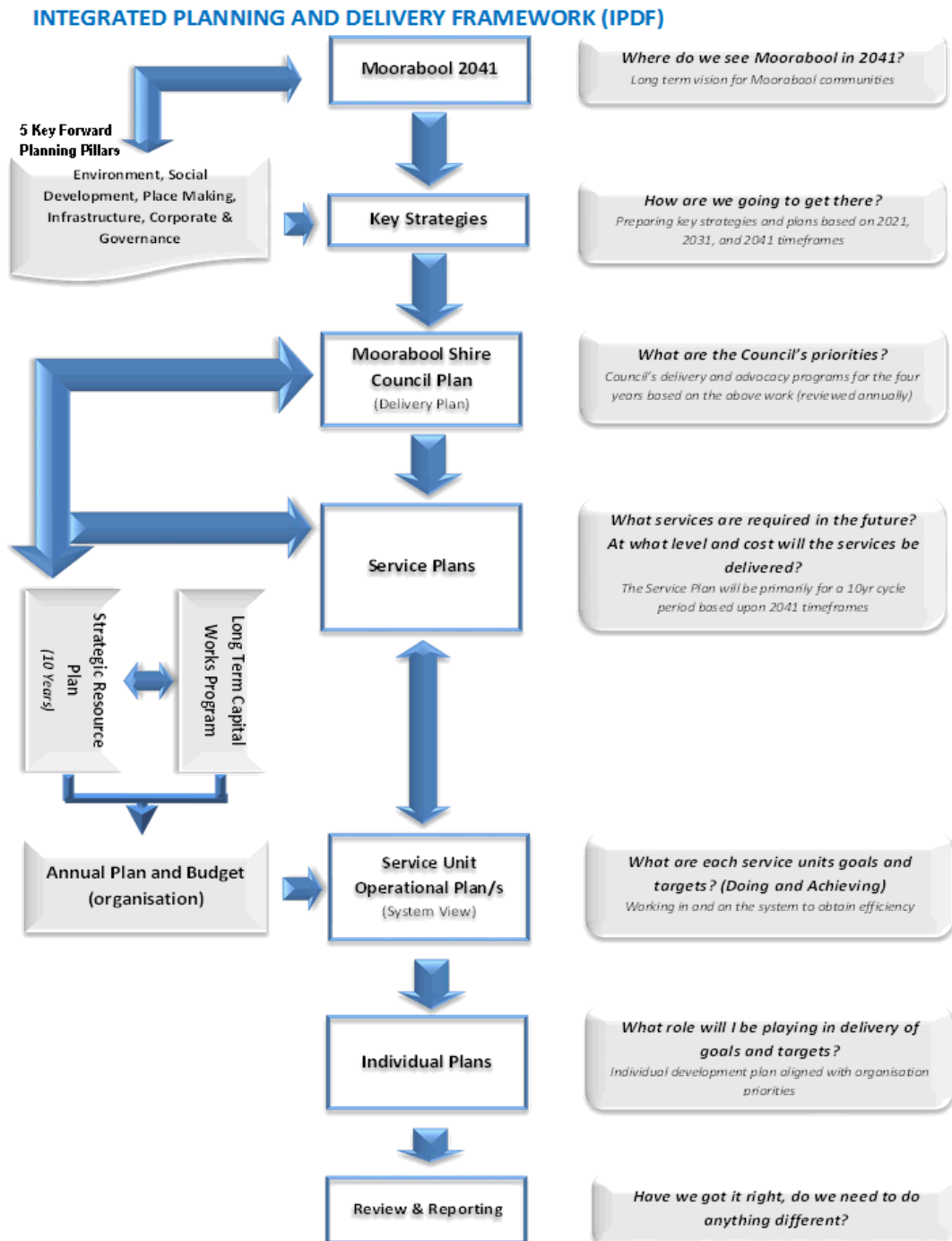
In response to these influences, guidelines were prepared and distributed to all Council officers with budget responsibilities. These guidelines set out the key budget principles upon which the officers were to prepare their budgets. The principles included:

- Existing fees and charges to be increased by 6%. However, a significant proportion of Council's fees and charges are statutory and therefore set through legislation and regulation and Council's capacity to increase these fees and charges is restricted;
- Grants to be based on confirmed funding levels;
- Salaries and wages to be increased in line with Year 3 of the current Enterprise Bargaining Agreement (EBA);
- New revenue sources to be identified where possible; and
- New initiatives or new employee proposals which are not cost neutral to be justified through a business case.

## 9.5 Long term strategies

The budget includes consideration of a number of long term strategies and contextual information to assist Council to prepare the Budget in a proper financial management context. These include a Strategic Resource Plan for 2016/17 to 2019/20 (section 14), Rating Information (section 15) and Other Strategies (section 16) including borrowings, infrastructure and service delivery.

The diagram below shows Council's Integrated Planning and Delivery Framework which outlines the links between key strategic documents and operational plans.



## 10. Analysis of operating budget

This section analyses the operating budget including expected income and expenses of the Council for the 2016/17 year.

### 10.1 Budgeted income statement

	Ref	Forecast	Budget	Variance
		Actual 2015/16 \$'000	2016/17 \$'000	\$'000
Total income	10.2	54,220	54,517	298
Total expenses	10.3	(45,532)	(45,730)	(198)
<b>Surplus (deficit) for the year</b>		<b>8,688</b>	<b>8,787</b>	<b>100</b>
Grants – capital non-recurrent	5.1.2	(6,337)	(2,190)	4,147
Contributions - non-monetary assets		(4,500)	(4,635)	(135)
Capital contributions - other sources	10.2.4	(215)	(353)	(138)
<b>Adjusted underlying surplus (deficit)</b>		<b>(2,365)</b>	<b>1,610</b>	<b>3,974</b>

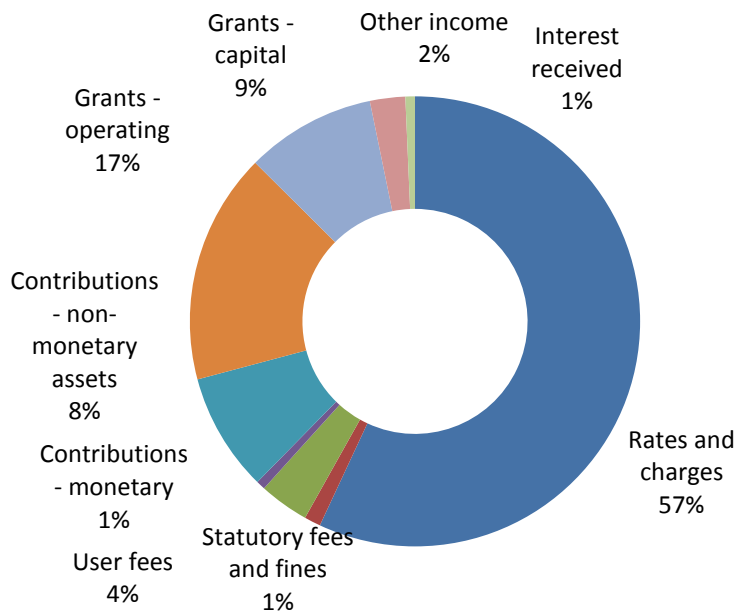
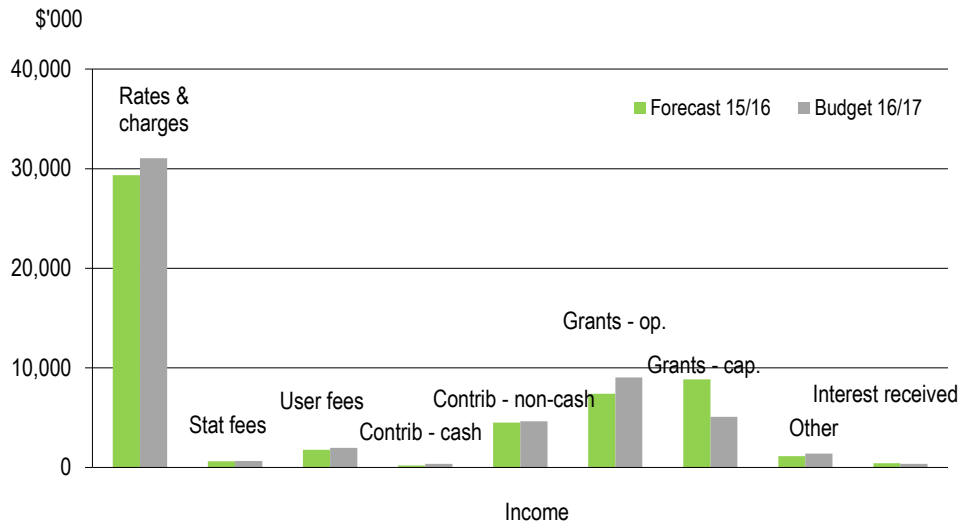
#### 10.1.1 Adjusted underlying deficit (\$3.974 million decrease)

The adjusted underlying result is the net surplus or deficit for the year adjusted for non-recurrent capital grants, non-monetary asset contributions, and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by capital income items which can often mask the operating result. The adjusted underlying result for the 2016/17 year is a surplus of \$1.610 million which is an increase of \$3.974 million from the 2015/16 year. In calculating the adjusted underlying result, Council has excluded grants received for capital purposes which are non-recurrent and capital contributions from other sources. Contributions of non-monetary assets are excluded as the value of assets assumed by Council is dependent on the level of development activity each year.

### 10.2 Income

Income Types	Ref	Forecast	Budget	Variance
		Actual 2015/16 \$'000	2016/17 \$'000	\$'000
Rates and charges	10.2.1	29,334	31,043	1,710
Statutory fees and fines	10.2.2	608	642	33
User fees	10.2.3	1,786	1,951	165
Contributions - monetary	10.2.4	215	353	138
Contributions - non-monetary assets	10.2.5	4,500	4,635	135
Grants - operating	5.1.1	7,384	9,050	1,666
Grants - capital	5.1.2	8,847	5,088	(3,759)
Other income	10.2.6	1,134	1,381	248
Interest received	10.2.7	412	374	(38)
<b>Total income</b>		<b>54,220</b>	<b>54,517</b>	<b>298</b>





Source: Section 3

**10.2.1 Rates and charges (\$1.710 million increase)**

General rate income will be increased by 3.5%, or \$1.710 million, over 2015/16 to \$31.043 million. Supplementary rates are forecast to decrease by \$0.024 million from 2015/16 to \$0.230 million. Section 15. "Rating Information" includes a more detailed analysis of the rates and charges to be levied for 2016/17. Information on rates and charges specifically required by the Regulations is included in section 7.

### **10.2.2 Statutory fees and fines (\$0.033 million increase)**

Includes statutory fees that relate to fees and fines levied in accordance with legislation and includes animal registrations, Health Act registrations, parking fines and other local law infringements. Increases in statutory fees are made in accordance with legislative requirements.

Statutory fees are forecast to increase by 5.5% or \$0.033 million compared to the 2015/16 forecast actual. The main increases relate to Statutory Planning (\$0.017 million) with other small increases in Food, Health and Tobacco Act Compliance (\$0.008 million) and Litter Control (\$0.004 million).

A detailed listing of statutory fees is included in Appendix A.

### **10.2.3 User fees (\$0.165 million increase)**

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include use of leisure and other community facilities and the provision of human services such as home care services. In setting the Budget, the key principle for determining the level of user charges has been to ensure that increases recognise equity issues and market levels.

User charges are projected to increase by 9.2% or \$0.165 million over the 2015/16 forecast actual. The main contributing factor to the increase are fees identified that will progressively increase to recover direct costs of the service and corporate overheads, a cost recovery basis. These fees relate to Transfer Stations (\$0.075 million), Animal Registrations (\$0.049 million) and Septic Tanks (\$0.031 million). In addition, Council plans to increase user charges for all other areas by 6% over the budget period to maintain parity between user charges and the costs of service delivery.

A detailed listing of fees and charges is included in Appendix A.

### **10.2.4 Contributions - monetary (\$0.138 million increase)**

These contributions relate to monies paid by developers in regard to Public Open Space.

Contributions are projected to increase by \$0.138 million compared to 2015/16 due mainly to the expected completion of a number of major property developments within the municipality during the 2016/17 year.

### **10.2.5 Contributions - non-monetary assets (\$0.135 million increase)**

These contributions relate to assets transferred to Council for works done by developers on new subdivisions within the Shire. These assets include Road Infrastructure, Footpaths, and Drainage.

### **10.2.6 Other income (\$0.248 million increase)**

Other income relates to a range of items such as lease income of Council properties, royalties, reimbursements, and other miscellaneous income items.

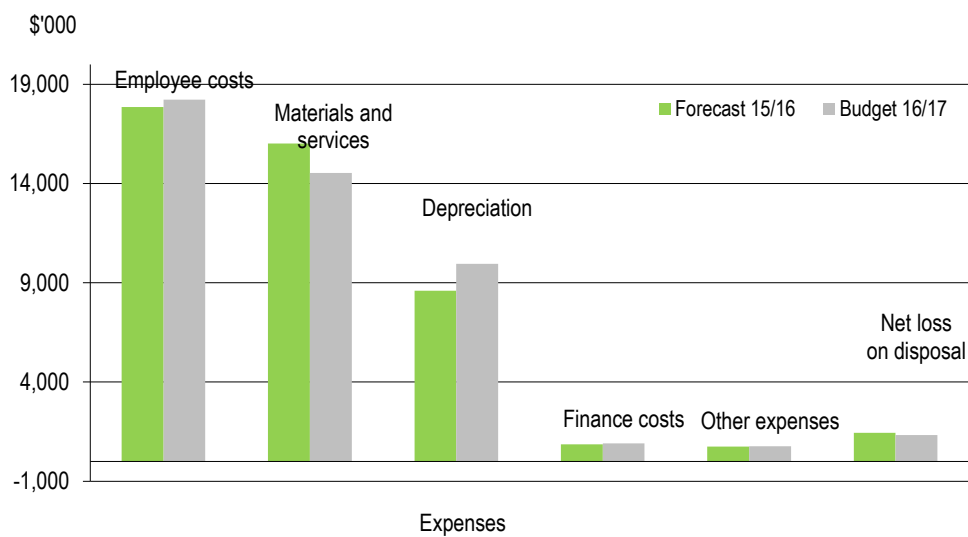
Other income is forecast to increase by 21.8% or \$0.248 million compared to 2015/16. This mainly relates to the sale of bins for the new Kerbside Greenwaste Collection.

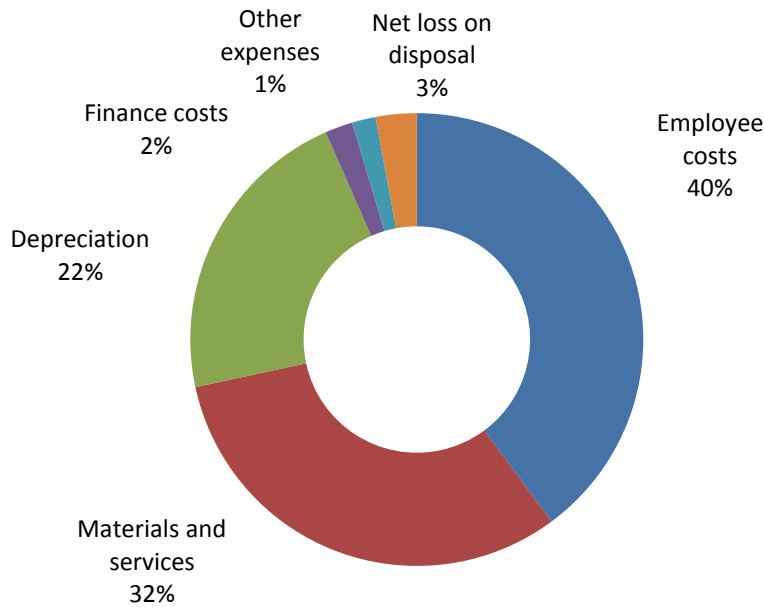
### **10.2.7 Interest (\$0.038 million decrease)**

Interest revenue relates to interest received on investments and rate arrears. Interest revenue is forecast to decrease by \$0.038 million compared to 2015/16. This is due to an expected decrease in the amount of cash assets held during 2016/17 compared to 2015/16.

### 10.3 Expenses

Expense Types	Ref	Forecast		Variance
		Actual 2015/16 \$'000	Budget 2016/17 \$'000	
Employee costs	10.3.1	17,854	18,226	372
Materials and services	10.3.2	16,020	14,530	(1,490)
Depreciation	10.3.3	8,595	9,961	1,366
Finance costs	10.3.4	864	906	43
Other expenses	10.3.5	758	770	13
Net loss on disposal of property, infrastructure, plant and equipment	10.3.6	1,442	1,337	(106)
<b>Total expenses</b>		<b>45,532</b>	<b>45,730</b>	<b>198</b>





Source: Section 3

### 10.3.1 Employee costs (\$0.372 million increase)

Employee costs include all labour related expenditure such as wages and salaries, and on-costs such as allowances, leave entitlements, employer superannuation, rostered days off, etc.

Employee costs are forecast to increase by 2.1% or \$0.372 million compared to 2015/16. This increase relates to three key factors:

- Renegotiation of Council's Enterprise Bargaining Agreement (EBA) which is estimated to cost \$0.615 million in 2016/17.
- The comparison between 2015/16 Forecast and 2016/17 Budget is distorted by vacancies in 2015/16 being factored into the forecast.

The table below shows both the dollars and the percentage increase/decrease from the 2015/16 forecast actual. EB increases account for 3.5% of the total increase. The overall increase of 2.1% is achieved through \$0.390m (or 2.2%) in identified savings and reductions.

	Movement	
	\$'000	%
Enterprise Bargaining Agreements	615	3.5%
Banding Movements	112	0.6%
New Initiatives	0	0.0%
Oncosts	35	0.2%
Savings / Reductions	-390	-2.2%
<b>Total</b>	<b>372</b>	<b>2.1%</b>

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget 2016/17 \$'000	Comprises	
		Permanent Full Time \$'000	Permanent Part Time \$'000
		CEO's Office	376
Growth and Development	5,360	4,115	1,245
Community Services	5,229	2,057	3,171
Infrastructure Services	6,825	6,441	384
Total permanent staff expenditure	17,790	12,990	4,800
Casuals and other expenditure	436		
Capitalised labour costs	920		
<b>Total</b>	<b>19,146</b>		

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget FTE	Comprises	
		Permanent Full Time	Permanent Part Time
		CEO's Office	2.0
Growth and Development	59.9	46.0	13.9
Community Services	58.5	23.0	35.5
Infrastructure Services	76.3	72.0	4.3
Total permanent staff expenditure	196.7	143.0	53.7
Casuals and other expenditure	3.5		
Capitalised labour costs	7.7		
<b>Total</b>	<b>207.9</b>		

### 10.3.2 Materials and services (\$1.490 million decrease)

Materials and consumables includes the payments to contractors for the provision of services and includes contracts for garbage collection, infrastructure maintenance, building maintenance, the purchases of consumables, insurances, and utility costs. Materials and services are forecast to decrease by 9.3% or \$1.490 million compared to 2015/16.

The decrease relates mainly to the forecast for 2015/16 containing \$1.000 million for emergency works and asset restoration works for a natural disaster in December 2015 (Scotsburn Fire). The 2015/16 forecast also includes both grant funded and carried forward projects from previous financial years. Projects carried forward that appear in the 2015/16 forecast total \$0.601 million. These projects are excluded from the 2016/17 draft budget.

### 10.3.3 Depreciation (\$1.366 million increase)

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. Depreciation is expected to increase in 2016/17 as a result of the proposed revaluation of Council's Infrastructure assets.

### 10.3.4 Finance costs (\$0.043 million increase)

Borrowing costs relate to interest charged by financial institutions on funds borrowed. The reduction in borrowing costs results from the planned reduction in borrowings due to repayment of principal in accordance with loan agreements. Refer to Section 16.1 for further information.

**10.3.5 Other expenses (\$0.013 million increase)**

Other expenses relate to a range of unclassified items including Councillor allowances, Audit Committee sitting fees, audit expenses, bank fees, leases, bad debts and associated recovery costs.

**10.3.6 Net loss on sale of assets (\$0.106 million decrease)**

Council's loss from the sale of assets is forecast to be \$1.337 million for 2016/17. The written down value of assets is \$1.751 million, with \$1.500 million of that relating to infrastructure assets replaced. Sale proceeds are expected to be \$0.414 million which relates to the sale of plant and vehicles.

## 11. Analysis of budgeted cash position

This section analyses the expected cash flows from the operating, investing and financing activities of Council for the 2016/17 year. Budgeting cash flows for Council is a key factor in setting the level of rates and providing a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves.

The analysis is based on three main categories of cash flows:

- **Operating activities** - Refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt.
- **Investing activities** - Refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment.
- **Financing activities** - Refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan repayments for the year.

### 11.1 Budgeted cash flow statement

	Ref	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
<b>Cash flows from operating activities</b>	5.1.1			
<i>Receipts</i>				
Rates and charges		29,290	31,217	1,927
User fees and fines		2,395	2,593	198
Grants - operating		7,384	9,050	1,666
Grants - capital		8,847	5,088	(3,759)
Interest received		412	374	(38)
Other receipts		1,349	1,734	385
		49,676	50,056	380
<i>Payments</i>				
Employee costs		(17,412)	(17,655)	(243)
Other payments		(16,864)	(15,504)	1,361
		(34,277)	(33,159)	1,118
<b>Net cash provided by operating activities</b>		<b>15,400</b>	<b>16,897</b>	<b>1,498</b>
<b>Cash flows from investing activities</b>	5.1.2			
Proceeds from sales of property, infrastructure, plant & equipment		1,333	414	(919)
Payments for property, infrastructure, plant and equipment		(23,804)	(17,460)	6,344
<b>Net cash used in investing activities</b>		<b>(22,471)</b>	<b>(17,045)</b>	<b>5,426</b>
<b>Cash flows from financing activities</b>	5.1.3			
Finance costs		(864)	(906)	(43)
Proceeds from borrowings		4,476	2,790	(1,686)
Repayment of borrowings		(1,464)	(1,431)	33
<b>Net cash used in financing activities</b>		<b>2,147</b>	<b>452</b>	<b>(1,695)</b>
<b>Net decrease in cash and cash equivalents</b>		<b>(4,924)</b>	<b>304</b>	<b>5,229</b>
Cash and cash equivalents at the beg of the year		12,173	7,249	(4,924)
<b>Cash and cash equivalents at end of the year</b>	5.1.4	<b>7,249</b>	<b>7,553</b>	<b>304</b>

### 11.1.1 Operating activities (\$1.498 million increase)

The increase in cash inflows from operating activities is due mainly to a \$1.927 million increase in rates and charges, \$1.666 million increase in operating grants, and a \$1.361 million decrease other payments. These are offset by a \$3.749 million decrease in capital grants.

The net cash flows from operating activities does not equal the surplus for the year as the expected revenues and expenses of the Council include non-cash items which have been excluded from the Cash Flow Statement. The budgeted operating result is reconciled to budgeted cash flows available from operating activities as set out in the following table.

	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
<b>Surplus (deficit) for the year</b>	<b>8,688</b>	<b>8,787</b>	<b>100</b>
Depreciation	8,595	9,961	1,366
Loss (gain) on sale of assets	1,442	1,337	(106)
Contributions - non-monetary assets	(4,500)	(4,635)	(135)
Finance costs	864	906	43
Net movement in current assets and liabilities	311	541	230
<b>Cash flows available from operating activities</b>	<b>15,400</b>	<b>16,897</b>	<b>1,498</b>

### 11.1.2 Investing activities (\$5.426 million increase)

The decrease in payments for investing activities is distorted due to the 2015/16 forecast containing \$5.832 million in projects carried forward from previous financial years, and \$2.759 million in grants received since the adoption of the 2015/16 budget. In comparison to the Adopted Budget for 2015/16 there is \$2.247 million more to be spent on capital in 2016/17. Further details of the capital program can be seen in section 6.

### 11.1.3 Financing activities (\$1.695 million decrease)

For 2016/17 the total of principal repayments is \$1.431 million and finance charges is \$0.906 million. New borrowings for 2016/17 are expected to be \$2.790 million.

### 11.1.4 Cash and cash equivalents at end of the year (\$0.304 million increase)

Overall, total cash and investments is forecast to increase by \$0.304 million to \$7.553 million as at 30 June 2017. This is consistent with Council's Strategic Resource Plan (see Section 14), however Council has forecast a significant improvement in the overall cash position from 2016/17 onwards.

## 11.2 Restricted and unrestricted cash and investments

Cash and cash equivalents held by Council are restricted in part, and not fully available for Council's operations. The budgeted cash flow statement above indicates that Council is estimating at 30 June 2015 it will have cash and investments of \$7.249 million, which has been restricted as shown in the following table.

	Ref	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
<b>Total cash and investments</b>		<b>7,249</b>	<b>7,553</b>	<b>304</b>
Restricted cash and investments				
- Statutory and other reserves	5.2.1	(4,270)	(4,033)	237
- Discretionary reserves	5.2.2	(1,044)	(1,044)	0
<b>Unrestricted cash and investments</b>	5.2.3	<b>1,934</b>	<b>2,475</b>	<b>541</b>



**11.2.1 Statutory reserves (\$4.033 million)**

These funds must be applied for specified statutory purposes in accordance with various legislative requirements. While these funds earn interest revenues for Council, the funds are not available for other purposes. During the 2016/17 year \$2.116 million is budgeted to be transferred to and \$2.353 million from Statutory Reserves.

**11.2.2 Discretionary reserves (\$1.044 million)**

These funds are shown as discretionary reserves as, although not restricted for statutory purposes, Council has made decisions regarding the future use of these funds and unless there is a Council resolution these funds will be used for those earmarked purposes. The decisions about future use of these funds has been reflected in Council's Strategic Resource Plan and any changes in the future use of these funds will be made in the context of the future funding requirements set out in the plan.

**11.2.3 Unrestricted cash and investments (\$2.475 million)**

These funds are free of all specific Council commitments and represent funds available to meet daily cash flow requirements, unexpected short term needs and any budget commitments which will be expended in the following year such as grants and contributions. Council regards these funds as the minimum necessary to ensure that it can meet its commitments as and when they fall due without borrowing further funds.

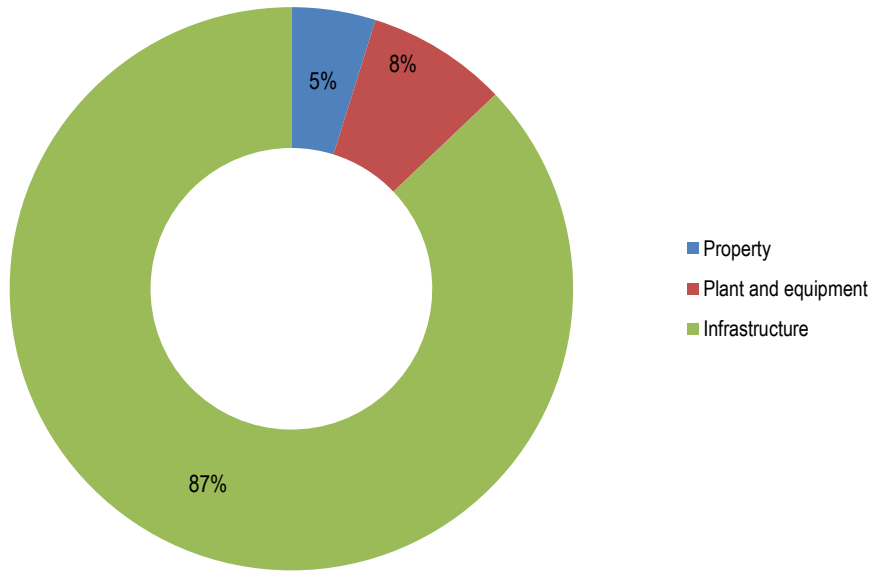
## 12. Analysis of capital budget

This section analyses the planned capital expenditure budget for the 2016/17 year and the sources of funding for the capital budget.

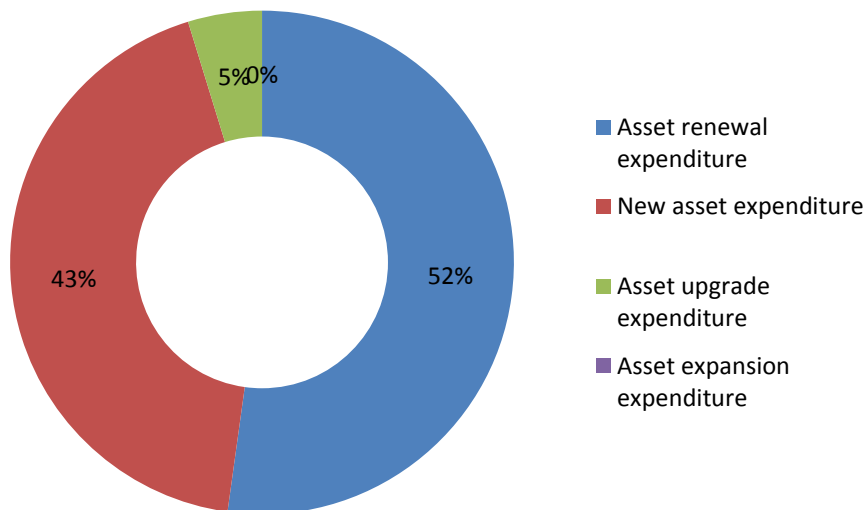
### 12.1 Capital works

Capital Works Areas	Ref	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
<b>Property</b>	6.1.1			
Land		0	0	0
Buildings		5,974	842	(5,132)
Building improvements		0	0	0
<b>Total property</b>		<b>5,974</b>	<b>842</b>	<b>(5,132)</b>
<b>Plant and equipment</b>	6.1.2			
Plant, machinery and equipment		1,761	1,408	(353)
Library books		96	0	(96)
<b>Total plant and equipment</b>		<b>1,857</b>	<b>1,408</b>	<b>(449)</b>
<b>Infrastructure</b>	6.1.3			
Roads		12,749	12,365	(383)
Bridges		825	850	25
Footpaths		819	498	(322)
Drainage		90	0	(90)
Rec, leisure and community facilities		1,220	1,395	175
Parks, open space and streetscapes		15	93	78
Other infrastructure		255	8	(247)
<b>Total infrastructure</b>		<b>15,973</b>	<b>15,209</b>	<b>(764)</b>
<b>Total capital works expenditure</b>		<b>23,804</b>	<b>17,460</b>	<b>(6,344)</b>
<b>Represented by:</b>				
Asset renewal expenditure	6.1.4	11,723	9,112	(2,611)
New asset expenditure	6.1.4	5,737	7,519	1,782
Asset upgrade expenditure	6.1.4	6,344	829	(5,515)
Asset expansion expenditure	6.1.4	0	0	0
<b>Total capital works expenditure</b>		<b>23,804</b>	<b>17,460</b>	<b>(6,344)</b>

**Budgeted capital works 2016/17**



**Budgeted capital works 2016/17**



Source: Section 3. A more detailed listing of capital works is included in Section 6.

### **12.1.1 Property (\$0.842 million)**

The property class comprises buildings and building improvements including community facilities, municipal offices, sports facilities and pavilions.

For the 2016/17 year, \$0.842 million will be expended on building and building improvement projects. The more significant projects include Maddingley Park Pavilion Upgrade (\$0.150 million), Ballan Depot Relocation Preplanning (\$0.150 million), Coimadai Fire Brigade Community Facility (\$0.096 million) and Wallace Recreation Reserve Accessible Toilet (\$0.075 million).

### **12.1.2 Plant and equipment (\$1.408 million)**

Plant and equipment includes plant, machinery and equipment, computers and telecommunications, and library books.

For the 2016/17 year, \$1.408 million will be expended on the ongoing cyclical replacement of the plant and vehicle fleet.

### **12.1.3 Infrastructure (\$15.209 million)**

Infrastructure includes roads, bridges, footpaths, drainage, recreation, leisure and community facilities, parks, open space and streetscapes, off street car parks and other structures.

For the 2016/17 year, \$12.365 million will be expended on road projects. The more significant projects include Halletts Way Bacchus Marsh (\$5.885 million), gravel road resheeting (\$1.005 million), reseal works (\$0.699 million), Bacchus Marsh-Ballieng Road (\$0.650 million), and Ballan-Meredith Road (\$0.515m).

Bridge works total \$0.850 million and include Butter Factory Road (\$0.450 million) and Beremboke Road (\$0.300 million).

\$0.498 million will be expended on Footpaths and Cycleways, including \$0.420 million for works at Inglis Street, Ballan.

\$1.395 million will be expended on Recreational, Leisure and Community Facilities, including \$1.000 million for Bacchus Marsh Racecourse Reserve Sporting Facilities.

Other infrastructure expenditure includes \$0.093 million on Parks, Open Space and Streetscapes and \$0.008 million on Other Infrastructure.

### **12.1.4 Asset renewal (\$9.112 million), new assets (\$7.519 million), and upgrade (\$0.829 million)**

A distinction is made between expenditure on new assets, asset renewal, upgrade and expansion. Expenditure on asset renewal is expenditure on an existing asset, or on replacing an existing asset that returns the service of the asset to its original capability. Expenditure on new assets does not have any element of expansion or upgrade of existing assets but will result in an additional burden for future operation, maintenance and capital renewal.

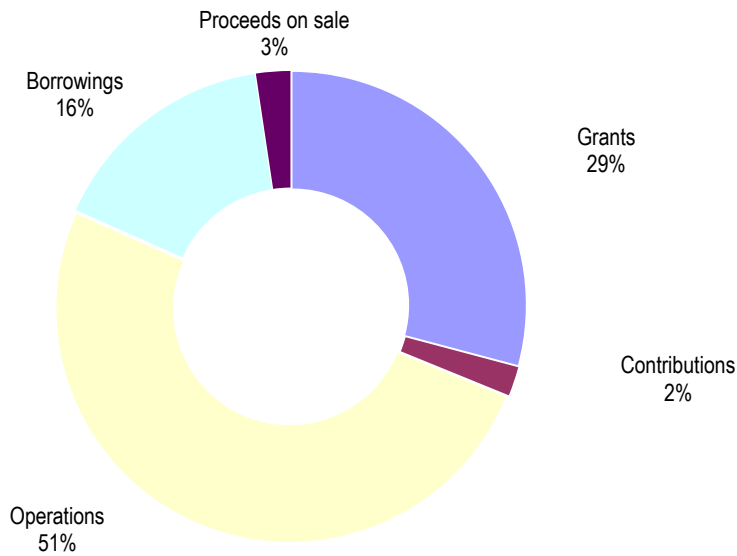
The major projects included in the above categories, which constitute expenditure on new assets, are the Construction of Halletts Way /O'Leary Way (\$5.885 million) and Bacchus Marsh Racecourse Reserve (\$1.000 million). The remaining capital expenditure represents renewals and expansion/upgrades of existing assets.

Council has committed to an extra \$0.400 million in funding for asset renewal and \$0.250 million for new/upgrade in the 2016/17 budget.

## 12.2 Funding sources

Sources of funding	Ref	Forecast	Budget	Variance
		Actual 2015/16 \$'000	2016/17 \$'000	\$'000
<b>New works</b>				
<b>Current year funding</b>				
Grants	6.2.1	8,847	5,088	(3,759)
Contributions	6.2.1	0	353	353
Borrowings		4,476	2,790	(1,686)
Council cash				0
- operations	6.2.2	9,149	8,815	(334)
- proceeds on sale of assets	6.2.3	1,333	414	(919)
- reserve cash and investments	6.2.4	0	0	0
<b>Total new works</b>		<b>23,804</b>	<b>17,460</b>	<b>(6,344)</b>
<b>Total funding sources</b>		<b>23,804</b>	<b>17,460</b>	<b>(6,344)</b>

**Budgeted total funding sources 2016/17**



Source: Section 3

**12.2.1 Grants and contributions - Capital (\$5.441 million)**

Capital grants include all monies received from State and Federal sources for the purposes of funding the capital works program. Significant grants and contributions are budgeted to be received for Halletts Way (\$1.177 million) and Roads to Recovery Projects (\$2.899 million). There is also \$0.353 million in developer contributions.

**12.2.2 Council cash - operations (\$8.815 million)**

Council generates cash from its operating activities, which is used as a funding source for the capital works program. It is forecast that \$8.815 million will be generated from operations to fund the 2016/17 capital works program.

**12.2.3 Council cash - proceeds from sale of assets (\$0.414 million)**

Proceeds from sale of assets include major plant, buses, and motor vehicle sales in accordance with Council's fleet renewal policy of \$0.414 million.

**12.2.4 Reserve cash - reserve cash and investments (\$0.000 million)**

Each year Council receives cash contributions from developers and these funds are kept in a reserve to fund future capital works in the area being developed. There are no projects proposed to be funded or part funded from reserves in 2016/17.

## 13. Analysis of budgeted financial position

This section analyses the movements in assets, liabilities and equity between 2015/16 and 2016/17. It also considers a number of key performance indicators.

### 13.1 Budgeted balance sheet

	Ref	Forecast Actual 2015/16 \$'000	Budget 2016/17 \$'000	Variance \$'000
<b>Current assets</b>	7.1.1			
Cash and cash equivalents		7,249	7,553	304
Trade and other receivables		4,573	4,400	(174)
Non current assets classified as held for resale		991	991	0
Other assets		327	327	0
<b>Total current assets</b>		<b>13,140</b>	<b>13,270</b>	<b>130</b>
<b>Non-current assets</b>	7.1.1			
Trade and other receivables		122	122	0
Property, infrastructure, plant & equipment		455,062	495,727	40,665
Other non-current assets		0	0	0
<b>Total non-current assets</b>		<b>455,184</b>	<b>495,849</b>	<b>40,665</b>
<b>Total assets</b>		<b>468,324</b>	<b>509,119</b>	<b>40,795</b>
<b>Current liabilities</b>	7.1.2			
Trade and other payables		4,029	3,825	204
Trust funds and deposits		493	493	0
Provisions		3,820	4,275	(454)
Interest-bearing loans and borrowings		1,431	1,364	67
<b>Total current liabilities</b>		<b>9,774</b>	<b>9,957</b>	<b>(184)</b>
<b>Non-current liabilities</b>	7.1.2			
Provisions		1,360	1,476	(116)
Interest-bearing loans and borrowings		13,611	15,037	(1,426)
<b>Total non-current liabilities</b>		<b>14,971</b>	<b>16,514</b>	<b>(1,542)</b>
<b>Total liabilities</b>		<b>24,745</b>	<b>26,471</b>	<b>(1,726)</b>
<b>Net assets</b>		<b>443,579</b>	<b>482,649</b>	<b>39,070</b>
<b>Equity</b>	7.1.4			
Accumulated surplus		139,291	148,315	9,024
Asset revaluation reserve		298,973	329,256	30,283
Other reserves		5,315	5,078	(237)
<b>Total equity</b>		<b>443,579</b>	<b>482,649</b>	<b>39,070</b>

Source: Section 3

#### 13.1.1 Current Assets (\$0.130 million increase) and Non-Current Assets (\$40.665 million increase)

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of three months or less.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are expected to decrease by \$0.174 million in the 2016/17 budget.

Other assets includes items such as prepayments for expenses that Council has paid in advance of service delivery, inventories or stocks held for sale or consumption in Council's services and other revenues due to be received in the next 12 months.

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment, etc which has been built up by Council over many years. The increase in this balance is attributable to the net result of proposed revaluations (\$30.283 million), the capital works program (\$17.460 million of new assets), contributed assets (\$4.635 million), depreciation of assets (\$9.961 million), and the sale of property, plant and equipment (\$1.751 million).

### 13.1.2 Current Liabilities (\$0.184 million increase) and Non Current Liabilities (\$1.542 million increase)

Trade and other payables are those to whom Council owes money as at 30 June. These liabilities are budgeted to reduce from that of the 2015/16 forecast levels.

Provisions include accrued long service leave, annual leave and rostered days off owing to employees. These employee entitlements are only expected to increase marginally due to more active management of entitlements.

Interest-bearing loans and borrowings are borrowings of Council. The Council is budgeting to repay loan principal of \$1.431 million over the year, whilst borrowing \$2.790 million to help fund capital works.

### 13.1.3 Working Capital (\$0.054 million decrease)

Working capital is the excess of current assets above current liabilities. This calculation recognises that although Council has current assets, some of those assets are already committed to the future settlement of liabilities in the following 12 months, and are therefore not available for discretionary spending.

Council has also committed further current assets to specific and restricted purposes, represented by reserves, which may not yet be represented as current liabilities at 30 June.

	Forecast		Variance
	Actual 2015/16 \$'000	Budget 2016/17 \$'000	\$'000
<b>Current assets</b>	13,140	13,270	130
<b>Current liabilities</b>	9,774	9,957	(184)
<b>Working capital</b>	3,367	3,313	(54)
Restricted cash and investment current assets			
- Statutory and other reserves	(4,270)	(4,033)	(237)
- Discretionary reserves	(1,044)	(1,044)	0
<b>Unrestricted working capital</b>	<b>(1,948)</b>	<b>(1,765)</b>	<b>183</b>



#### **13.1.4 Equity (\$39.070 million increase)**

Total equity always equals net assets and is made up of the following components:

- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations. Asset revaluation increments are expected to be \$30.283 million in 2016/17.
- Other reserves are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed. A net movement of \$0.237 million is budgeted for in 2016/17.
- Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$9.024 million results directly from the operating surplus for the year of \$8.787, plus the movement of \$0.237 million in other reserves.

#### **13.2 Key assumptions**

In preparing the Budgeted Balance Sheet for the year ending 30 June 2016 it was necessary to make a number of assumptions about assets, liabilities and equity balances. The key assumptions are as follows:

- A total of 98.5% of total rates and charges raised will be collected in the 2016/17 year.
- Other debtors and creditors to remain consistent with 2015/16 levels.
- Employee entitlements to be increased by the Enterprise Bargaining Agreement outcome offset by the impact of more active management of leave entitlements of staff.
- Repayment of loan principal to be \$1.431 million.
- Total capital expenditure to be \$17.460 million.

## Long Term Strategies

This section includes the following analysis and information.

- 14 Strategic resource plan
- 15 Rating information
- 16 Other long term strategies

## 14. Strategic resource plan

This section includes an extract of the adopted Strategic Resource Plan to provide information on the long term financial projections of the Council.

### 14.1 Plan development

The Act requires a Strategic Resource Plan to be prepared describing both financial and non-financial resources (including human resources) for at least the next four financial years to achieve the strategic objectives in the Council Plan. In preparing the SRP, Council must take into account all other plans and strategies in regard to services and initiatives which commit financial and non-financial resources for the period of the SRP.

Council has prepared a Strategic Resource Plan (SRP) for the four years 2016/17 to 2019/20 as part of its ongoing financial planning to assist in adopting a budget within a longer term framework. The SRP takes the strategic objectives and strategies as specified in the Council Plan and expresses them in financial terms for the next four years.

The key objective, which underlines the development of the SRP, is financial sustainability in the medium to long term, while still achieving Council's strategic objectives as specified in the Council Plan. The key financial objectives, which underpin the SRP, are:

- Maintain existing service levels
- Achieve a breakeven operating result within five to six years
- Maintain a large capital expenditure program to cater for a growing community
- Achieve a balanced budget on a cash basis.

In preparing the SRP, Council has also been mindful of the need to comply with the following Principles of Sound Financial Management as contained in the Act:

- Prudently manage financial risks relating to debt, assets and liabilities
- Provide reasonable stability in the level of rate burden
- Consider the financial effects of Council decisions on future generations
- Provide full, accurate and timely disclosure of financial information.

The SRP is updated annually through a rigorous process of consultation with Council service providers followed by a detailed sensitivity analysis to achieve the key financial objectives.

### 14.2 Financial resources

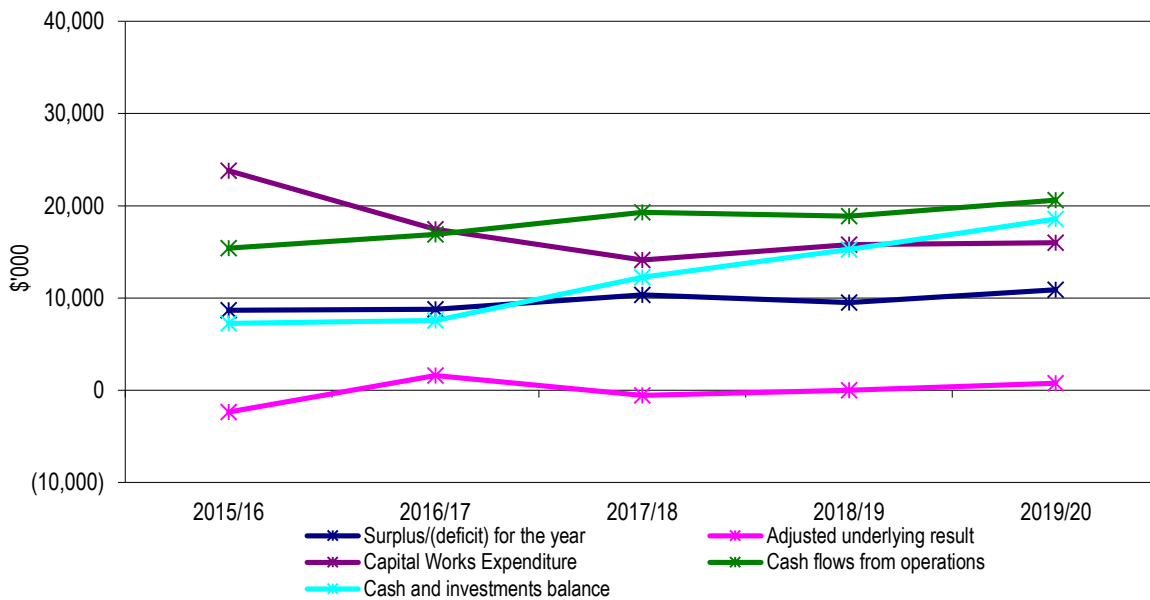
The following table summaries the key financial results for the next four years as set out in the SRP for years 2016/17 to 2019/20. Section 3 includes a more detailed analysis of the financial resources to be used over the four year period.

Indicator	Forecast	Budget	Strategic Resource Plan			Trend
	Actual		Projections			
	2015/16	2016/17	2017/18	2018/19	2019/20	+/-
	\$'000	\$'000	\$'000	\$'000	\$'000	
Surplus/(deficit) for the year	8,688	8,787	10,346	9,508	10,887	+
Adjusted underlying result	(2,365)	1,610	(557)	4	785	+
Cash and investments balance	7,249	7,553	12,260	15,281	18,554	+
Cash flows from operations	15,400	16,897	19,289	18,884	20,596	+
Capital works expenditure	23,804	17,460	14,123	15,781	15,993	o

Key to Forecast Trend:

- + Forecast improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecast deterioration in Council's financial performance/financial position indicator

The following graph shows the general financial indicators over the four year period.



The key outcomes of the Plan are as follows:

- Financial sustainability (section 11)** - Cash and investments is forecast to increase over the four year period from \$7.553 million to \$18.554 million, which indicates a balanced budget on a cash basis in each year.
- Rating levels (section 15)** – Modest rate increases are forecast over the four years at an average of 3.5%, which is comparable to similar Councils.
- Service delivery strategy (section 16)** – Service levels will be maintained throughout the four year period. Despite this, operating surpluses are forecast for the next 4 years as a result of significant capital grant revenue being received to fund the annual capital works program. However, excluding the effects of capital items such as capital grants and contributions, the adjusted underlying result is a deficit reducing over the four year period. The underlying result is a measure of financial sustainability and is an important measure as once-off capital items can often mask the operating result.
- Borrowing strategy (section 16)** – Borrowings are forecast to increase from \$16.401 million to \$15.887 million over the four year period. This includes new borrowings of \$10.356 million over the same period.
- Infrastructure strategy (section 16)** - Capital expenditure over the four year period will total \$63.355 million at an average of \$15.839 million per year.

## 15. Rating information

This section contains information on Council's past and foreshadowed rating levels along with Council's rating structure and the impact of changes in property valuations. This section should be read in conjunction with Council's Rating Strategy which is available on Council's website.

### 15.1 Rating context

In developing the Strategic Resource Plan (referred to in Section 14), rates and charges were identified as an important source of revenue, accounting for 56.8% of the total revenue received by Council annually. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the Moorabool community.

However, it has also been necessary to balance the importance of rate revenue as a funding source with community sensitivity to increases. To ensure that deliberations about future rate increases have been made on an informed basis, comparisons of historical rate increases were made between Council and other Victorian Local Councils. The following table shows a comparison of the last five years and the average rates per capita for the 2015/16 year.

Year	Moorabool Shire Council	Victorian Local Councils
2011/12	5.5%	5.0%
2012/13	6.0%	4.8%
2013/14	5.5%	4.8%
2014/15	5.0%	5.2%
2015/16	5.0%	5.7%
<b>Average increase</b>	<b>5.4%</b>	<b>5.1%</b>
<b>Average per capita 2015/16</b>	<b>\$890</b>	<b>\$819</b>

Source: MAV website

The table indicates that over the past five years Council's rate increases have been somewhat consistent with the average of Victorian Local Councils and the average rate per capita was \$71 higher than the average of Victorian local Councils in 2015/16. This reflects the peri urban nature of the Shire, a growing community and the infrastructure gap being addressed.

### 15.2 Current year rate

The 2016/17 budget will be impacted by wages growth and reductions in government funding. Additionally, discretionary expenditures will be impacted by increases in the cost of living and population growth pressures. It will therefore be necessary to achieve future revenue growth while containing costs in order to ensure continued improvement in Councils Operating result as set out in the Strategic Resource Plan. The increasing contribution from operations toward capital investment for the 2016/17 year and beyond is dependant on Councils ability to improve its underlying operating results and therefore, unless the net surplus from its day to day operations is improved, it will be difficult to maintain robust capital works programs in the future.

In order to achieve these objectives while maintaining service levels and a strong capital expenditure program, the general rate will increase by 3.5%. This will raise total rates and charges for 2016/17 of \$31.043 million, including \$0.230 million generated from supplementary rates.

The following table sets out future proposed increases in rates and charges and the total rates to be raised, based on the forecast financial position of Council as at 30 June 2016.

Year	General Rate Increase %	Waste M'ment Service \$	Domestic Waste Collection \$	State Landfill Levy \$	Total Rates Raised \$'000
2015/16	5.00	-6.00	-3.00	3.00	29,334
2016/17	3.50	5.00	13.00	0.00	31,043
2016/17	3.50	0.00	0.00	0.00	32,482
2017/18	3.50	0.00	0.00	0.00	34,032
2018/19	3.50	0.00	0.00	0.00	35,689

### 15.3 Rating structure

Council has established a rating structure which is comprised of two key elements. These are:

- Property values, form the central basis of rating under the *Local Government Act 1989*
- A user pays component to reflect usage of certain services provided by Council

Striking a proper balance between these elements provides equity in the distribution of the rate burden across residents.

Council makes a further distinction within the property value component of rates based on the purpose for which the property is used, for example, whether the property is used for residential or commercial purposes. This distinction is based on the concept that business should pay a fair and equitable contribution to rates taking into account the benefits those commercial properties derive from the local community.

Having reviewed the various valuation bases for determining the property value component of rates as part of the 2014 Rating Strategy review, Council has determined to apply a Capital Improved Value (CIV) basis on the grounds that it provides the most equitable distribution of rates across the municipality. There are currently no plans to change that basis for the duration of the current Council term. The basis of valuation will be considered as part of future Rating Strategy reviews.

The existing rating structure comprises nine differential rates, and a rate concession for Cultural and Recreational land. These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the Act. A summary of the applicable rating categories are shown below. Under the Cultural and Recreational Lands Act 1963, provision is made for a Council to levy the rate for cultural and recreational lands at "such amount as the municipal council thinks reasonable having regard to the services provided by the municipal council in relation to such lands and having regard to the benefit to the community derived from such lands". Council also levies a waste management charge, a kerbside collection charge and a state landfill levy charge as allowed under the Act.

The following table summarises the rates to be determined for the 2016/17 year. A more detailed analysis of the rates to be raised is contained in section 7 "Statutory Disclosures".

Rate type	How applied	2015/16	2016/17	Change
Commercial & Industrial Rate	Cents/\$ CIV	0.006745	0.006528	-3.2%
Commercial & Industrial Vacant Land	Cents/\$ CIV	0.010961	0.010607	-3.2%
Extractive Industry Rate	Cents/\$ CIV	0.013153	0.012729	-3.2%
Farm Rate	Cents/\$ CIV	0.003288	0.003182	-3.2%
General Rate	Cents/\$ CIV	0.004216	0.004080	-3.2%
Vacant Land General	Cents/\$ CIV	0.008853	0.008567	-3.2%
Vacant Land FZ and RCZ	Cents/\$ CIV	0.004216	0.004080	-3.2%
Vacant Land GRZ	Cents/\$ CIV	0.010539	0.010199	-3.2%
Residential Retirement Villages	Cents/\$ CIV	0.003794	0.003672	-3.2%
Waste Management	\$/ property	\$85	\$90	5.9%
Domestic Waste Collection	\$/ property	\$131	\$144	9.9%
Kerbside Greenwaste	\$/ property	\$0	\$100	100.0%
State Landfill Levy Charge	\$/ property	\$45	\$45	0.0%

In the 2013/14 financial year, Council undertook a formal Rating Strategy review. As part of the Rating Strategy review, an extensive community consultation plan was undertaken to ensure the community was informed and educated as to the various rating options under consideration in addition to providing residents with an opportunity to choose their preferred rating proposal. The adopted rating strategy will apply for the 2016/17 financial year. The document is available on Council's website for ratepayers to view. Alternatively, refer to section 7 for further information on Council's rating structure.

#### **15.4 General revaluation of properties**

2016/17 is a revaluation year. A general revaluation occurs every two years with the next revaluation effective for the 2016/17 financial year. In a revaluation year, property values will fluctuate according to the changing market values for properties. For this reason, in a revaluation year, some properties will experience a rate increase and others will experience a rate decrease.

## 16. Other long term strategies

This section sets out summaries of the strategies that have been developed and incorporated into the Strategic Resource Plan including borrowings, infrastructure and service delivery.

### 16.1 Borrowings

In developing the Strategic Resource Plan (see Section 14), borrowings was identified as an important funding source for the capital works program. In the past, Council has borrowed strongly to finance large infrastructure projects and plans to continue this trend maintaining a 40-50% debt to rates revenue ratio. An estimate of future borrowing requirements has been incorporated into the Strategic Resource Plan. All intended borrowings must be approved by the Loan Council (Department of Planning and Community Development) and approved/adopted as part of the Annual Budget process by Council.

The SRP includes the results of an analysis of Council's debt position over a number of different indicators. It also shows the results of the 'obligations' indicators that are part of the prescribed financial reporting indicators. The outcome of the analysis highlights that Council can accommodate the debt levels proposed in the SRP.

For the 2016/17 year, Council has adopted to take up \$2.790 million in new borrowings to help fund the capital works program and therefore, after making loan repayments of \$1.431 million, will increase its total borrowings to \$16.401 million as at 30 June 2016. However, it is likely that in future years, borrowings will be required to fund future infrastructure initiatives. The following table sets out future adopted borrowings, based on the forecast financial position of Council as at 30 June 2016.

Year	New Borrowings \$'000	Principal Paid \$'000	Interest Paid \$'000	Balance 30 June \$'000
2015/16	4,476	1,464	864	15,043
2016/17	2,790	1,431	906	16,401
2017/18	1,406	1,364	876	16,444
2018/19	1,500	1,121	844	16,823
2019/20	184	1,120	786	15,887

The table below shows information on borrowings specifically required by the Regulations.

	2015/16 \$	2016/17 \$
Total amount borrowed as at 30 June of the prior year	12,031,599	<b>15,042,714</b>
Total amount to be borrowed	4,475,586	<b>2,790,000</b>
Total amount projected to be redeemed	(1,464,471)	<b>(1,431,348)</b>
Total amount proposed to be borrowed as at 30 June	15,042,714	<b>16,401,366</b>



## 16.2 Infrastructure

Council is currently in the process of developing a Long Term Capital Improvement Plan based on the knowledge provided by various Asset Management Plans, which will set out the capital expenditure requirements of Council for the next 10 years by class of asset, and will be a key input to the SRP. It will predict infrastructure consumption, renewal needs and consider infrastructure needs to meet future community service expectations. The Strategy will be developed through a rigorous process of consultation and evaluation. The key aspects of the process are as follows:

- Long term capital planning process which integrates with the Council Plan, Strategic Resource Plan and Annual Budget processes
- Identification of capital projects through the preparation of asset management plans
- Prioritisation of capital projects within classes on the basis of evaluation criteria
- Methodology for allocating annual funding to classes of capital projects
- Business Case template for officers to document capital project submissions.

A key objective of the Long Term Capital Improvement Plan will be to maintain or renew Council's existing assets at desired condition levels. If sufficient funds are not allocated to asset renewal then Council's investment in those assets will reduce, along with the capacity to deliver services to the community.

The following table summarises Council's forward outlook on capital expenditure including funding sources for the next four years.

Year	Total Capital Program \$'000	Grants \$'000	Summary of funding sources		
			Contributions \$'000	Council Cash \$'000	Borrowings \$'000
2015/16	23,804	8,847	0	10,482	4,476
2016/17	17,460	5,088	353	9,228	2,790
2017/18	14,123	4,852	2,000	5,864	1,406
2018/19	15,781	4,631	0	9,650	1,500
2019/20	15,993	2,671	0	13,138	184

In addition to using cash generated from its annual operations, borrowings and external contributions such as government grants, Council has significant cash or investment reserves that are also used to fund a variety of capital projects. These reserves are either 'statutory' or 'discretionary' cash reserves. Statutory reserves relate to cash and investments held by Council that must be expended on a specific purpose as directed by legislation or a funding body, and include contributions to car parking, drainage and recreation. Discretionary cash reserves relate to those cash and investment balances that have been set aside by Council and can be used at Council's discretion, even though they may be earmarked for a specific purpose.

### 16.3 Service delivery

The key objectives in Council's Strategic Resource Plan (referred to in Section 14) which directly impact the future service delivery strategy are to maintain existing service levels and to achieve a breakeven operating result within five to six years. The Rating Information (see Section 15) also refers to the proposed rate increases over the next four years. With these key objectives as a basis, a number of internal and external influences have been identified through discussions with management which will have a significant impact on the scope and level of services to be provided over the next four years.

The general influences affecting all operating revenue and expenditure include the following:

	2016/17	2017/18	2018/19	2019/20
	%	%	%	%
Consumer Price Index	2.3	2.5	2.5	2.5
Rate increases	3.5	3.5	3.5	3.5
Property growth	2.7	2.6	2.4	2.4
Wages growth	3.5	3.5	2.5	2.5
Government funding	5.0	5.1	4.9	4.9
Statutory fees	5.0	5.1	4.9	4.9
Interest on loans	4.4	4.5	4.6	4.6
Investment return	2.7	2.7	2.8	2.9

The service delivery outcomes measured in financial terms are shown in the following table.

Year	Surplus (Deficit) for the year \$'000	Adjusted Underlying Surplus (Deficit) \$'000	Net Service (Cost) \$'000
2015/16	8,688	(2,365)	(23,719)
2016/17	8,787	1,610	(20,502)
2017/18	10,346	(557)	(21,222)
2018/19	9,508	4	(21,860)
2019/20	10,887	785	(22,381)

Service levels have been maintained throughout the four year period with operating surpluses forecast as a result of significant capital grant revenue being received to fund the annual capital works program. Excluding the effects of items such as capital contributions, the adjusted underlying result is a reducing deficit over the four year period. The net cost of the services provided to the community increases from \$20.502 million to \$22.381 million over the four year period.

## Appendices

### Fees and charges schedule

This appendix presents the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and services provided during the 2016/17 year.

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Aged and Disability Services</b>								
<b>Council Aged and Disabled Client Charges</b>								
Personal Care	Council Fee (No GST)	5.50	to	44.40	Per Hour	4.40	to	45.00
Respite Care	Council Fee (No GST)	3.70	to	40.10	Per Hour	3.00	to	45.00
Domestic Assistance (Home Care)	Council Fee (No GST)	7.10	to	39.00	Per Hour	5.90	to	45.00
Disability CSDA Respite Programs	Council Fee (No GST)	1.90	to	40.10	Per Hour	3.00	to	45.00
<i>Range of fees set by DHS under Home Community Care funding guidelines</i>								
Property Maintenance - Lawn Mowing	Council Fee (No GST)	21.60	0.00	21.60	Per Hour	11.80	to	46.70
Property Maintenance - General	Council Fee (No GST)	15.60	0.00	15.60	Per Hour	11.80	to	46.70
Delivered Meals	Council Fee (No GST)	9.00	0.00	9.00	Per Meal	8.90	0.00	8.90
Community Meals	Council Fee (No GST)	10.50	0.00	10.50	Per Meal	8.90	0.00	8.90
Centre Based Meals Programs	Council Fee (No GST)	6.00	0.00	6.00	Per Meal	8.90	0.00	8.90
Day Programs CORE	Council Fee (No GST)	13.45	0.00	13.45	Per day	7.40	0.00	7.40
Day Programs CORE (Includes transport, activities and meals)					Per Hour (CORE)	13.40	0.00	13.40
Day Programs HIGH including Dementia Programs (Includes transport, activities and meals)	Council Fee (No GST)	18.00	0.00	18.00	Per Hour (HIGH)	18.70	0.00	18.70
Occupational Therapist / Dietician Assessment	Council Fee (No GST)				Per Hour	9.60	to	97.50
Disability Program - Kidz Club	Council Fee (No GST)	2.55	0.00	2.55	Per Hour	3.00	to	45.00
Disability Program - Teenage Group	Council Fee (No GST)	2.55	0.00	2.55	Per Hour	3.00	to	45.00
Disability Program - Explorers	Council Fee (No GST)	2.55	0.00	2.55	Per Hour	3.00	to	45.00
Disability Program - Marshlanders	Council Fee (No GST)	2.55	0.00	2.55	Per Hour	3.00	to	45.00
Disability Program - Overlanders	Council Fee (No GST)	2.55	0.00	2.55	Per Hour	3.00	to	45.00
<i>Plus additional costs depending on activity</i>								
Dementia Drop-in Respite	Council Fee (No GST)	48.70	to	75.00	Per Hour (HIGH)	18.70	0.00	18.70
Dementia Drop-in Respite	Council Fee (No GST)				Per Day	7.40	0.00	7.40
<b>Brokerage Agency Client Charges</b>								
Assessment of Client	Council Fee (GST Applies)	87.82	8.78	96.60	Per Client	93.09	9.31	102.40
OHS Safety Check	Council Fee (GST Applies)		As advised by DHS		Per Assessment	45.45	4.55	50.00
Home/Respite/Personal Care - Core Hours	Council Fee (GST Applies)	49.00	4.90	53.90	Per Hour	40.91	4.09	45.00
Home/Respite/Personal Care - After Hours	Council Fee (GST Applies)	78.09	7.81	85.90	Per Hour	81.82	8.18	90.00
Home Maintenance	Council Fee (GST Applies)	68.45	6.85	75.30	Per Hour	68.18	6.82	75.00
Home Maintenance (Part of Service Review)	Council Fee (GST Applies)				Per Hour (HIGH)	81.82	8.18	90.00
Day Programs (Includes transport, activities and meals)	Council Fee (GST Applies)				Per Day	68.18	6.82	75.00
Maintenance of Effort	Council Fee (GST Applies)	10.73	1.07	11.80	Per Hour	11.27	1.13	12.40
Occupational Therapist Assessment	Council Fee (GST Applies)				Per Hour	88.64	8.86	97.50

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Other</b>								
Use of Council Vacuum Cleaner	Council Fee (GST Applies)	13.00	1.30	14.30	Per Month	13.64	1.36	15.00
Use of Council Vacuum Cleaner	Council Fee (GST Applies)				Per Month (HIGH)	22.73	2.27	25.00
Meals on Wheels Full Cost Recovery (Part of Service Review)	Council Fee (GST Applies)				Per Meal	13.64	1.36	15.00
Domestic Business Opportunity (Part of Service Review)	Council Fee (GST Applies)				Per Hour	40.00	to	45.00
Property Business Opportunity (Part of Service Review)	Council Fee (GST Applies)				Per Hour	45.00	to	75.00
<b>Asset Management</b>								
<b>Map Sales</b>								
Shire Maps	Council Fee (GST Applies)	25.27	2.53	27.80	Each	26.82	2.68	29.50
<b>Information and Permit Services for Assets</b>								
Property and Drainage Information	Statutory Fee (No GST)	97.80	0.00	97.80	Per Request	97.80	0.00	97.80
B-Double Permits	Statutory Fee (No GST)	30.00	0.00	30.00	Per Permit	30.00	0.00	30.00
Storm Water Information Only (Other Design Income)	Statutory Fee (No GST)	58.17	0.00	58.17	Per Request	58.17	0.00	58.17
Asset Protection Permit - Residential	Council Fee (No GST)	147.00	0.00	147.00	Per Permit	155.80	0.00	155.80
Asset Protection Permit - Commercial/Industrial	Council Fee (No GST)	189.00	0.00	189.00	Per Permit	200.30	0.00	200.30
<b>Standpipes</b>								
Security Deposit (All Key Types)	Council Fee (No GST)	50.00	0.00	50.00	Flat Rate	50.00	0.00	50.00
Permanent Account Administration Fee	Council Fee (GST Applies)	17.27	1.73	19.00	Per Account	18.27	1.83	20.10
Pre-Paid Account Administration Fee	Council Fee (GST Applies)	8.73	0.87	9.60	Per Account	9.27	0.93	10.20
Sale of Treated Water (Permanent or Pre Paid Account)	Council Fee (No GST)	4.80	0.00	4.80	Per KI	5.10	0.00	5.10
Sale of Untreated Water (Channel or Bore Water) (Permanent or Pre Paid Account)	Council Fee (No GST)	2.30	0.00	2.30	Per KI	2.40	0.00	2.40
<b>Other Asset Management</b>								
Vehicle Crossing Permit	Council Fee (No GST)	72.90	0.00	72.90	Per Permit	77.30	0.00	77.30
Road Opening Permit	Council Fee (No GST)	79.50	0.00	79.50	Per Permit	84.30	0.00	84.30
Permit to occupy part of Roadway	Council Fee (No GST)	79.50	0.00	79.50	Per Permit	84.30	0.00	84.30

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Engineering Services</b>								
<b>Subdivision Fees</b>								
Checking of Engineering Plans - estimated Cost of Constructing Works	Statutory Fee (No GST)	0.75%		0.75%	Per \$100	0.75%		0.75%
Supervision of Works (of the cost of Constructing works subject to supervision)	Statutory Fee (No GST)	2.5%		2.5%	Per \$100	2.5%		2.5%
<b>Early Years Services</b>								
<b>Early Years Services</b>								
Occasional Care (Per Hour) <i>Term prices available on request</i>	Council Fee (No GST)	8.00	0.00	8.00	Per Hr/Child	8.50	0.00	8.50
<b>Recreation and Youth Development</b>								
<b>Recreation User Fees</b>								
Darley Park - Darley Cricket Club	Council Fee (GST Applies)	531.82	53.18	585.00	Per Quarter	563.64	56.36	620.00
Darley Park - Darley Senior Football Club	Council Fee (GST Applies)	1,213.64	121.36	1,335.00	Per Quarter	1,286.36	128.64	1,415.00
Darley Park - Darley Junior Football Club	Council Fee (GST Applies)	389.09	38.91	428.00	Per Quarter	412.73	41.27	454.00
Darley Park - Darley Pigeon Club	Council Fee (GST Applies)	106.36	10.64	117.00	Per Quarter	112.73	11.27	124.00
Darley Park - Tennis Courts	Council Fee (GST Applies)	216.36	21.64	238.00	Per Quarter	229.09	22.91	252.00
Darley Park - Auskick	Council Fee (GST Applies)	182.73	18.27	201.00	Per Annum	193.64	19.36	213.00
Maddingley Park - Bacchus Marsh Football Club	Council Fee (GST Applies)	1,769.09	176.91	1,946.00	Qtrs 1 & 4	1,810.00	181.00	1,991.00
Maddingley Park - Bacchus Marsh Netball Club	Council Fee (GST Applies)	283.64	28.36	312.00	Qtrs 1 & 4	290.00	29.00	319.00
Maddingley Park - Bacchus Marsh Cricket Club	Council Fee (GST Applies)	498.18	49.82	548.00	Qtrs 2 & 3	510.00	51.00	561.00
Maddingley Park - Bacchus Marsh Junior Cricket Club	Council Fee (GST Applies)	283.64	28.36	312.00	Qtrs 2 & 3	290.00	29.00	319.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Maddingley Park - Bacchus Marsh Lawn Tennis Club	Council Fee (GST Applies)	889.09	88.91	978.00	Per Quarter	909.09	90.91	1,000.00
Masons Lane - Bacchus Marsh Baseball Club	Council Fee (GST Applies)	945.45	94.55	1,040.00	Qtrs 1 & 4	1,001.82	100.18	1,102.00
Masons Lane - Bacchus Marsh Baseball Club	Council Fee (GST Applies)	289.09	28.91	318.00	Qtrs 2 & 3	306.36	30.64	337.00
Masons Lane - Bacchus Marsh Dog Obedience Club	Council Fee (GST Applies)	195.45	19.55	215.00	Qtrs 1 & 4	207.27	20.73	228.00
Masons Lane - Bacchus Marsh Cricket Club	Council Fee (GST Applies)	495.45	49.55	545.00	Qtrs 2 & 3	525.45	52.55	578.00
Masons Lane - Bacchus Marsh Junior Cricket Club	Council Fee (GST Applies)	280.00	28.00	308.00	Qtrs 2 & 3	296.36	29.64	326.00
Masons Lane - Bacchus Marsh Little Athletics	Council Fee (GST Applies)	785.45	78.55	864.00	Qtrs 2 & 3	832.73	83.27	916.00
10 Teen Sessions	Council Fee (GST Applies)	64.55	6.45	71.00	10 Sessions	64.55	6.45	71.00
Personal Training	Council Fee (GST Applies)	38.18	3.82	42.00	Per Session	38.18	3.82	42.00
Personal Training Up Front 20 Pack	Council Fee (GST Applies)	690.91	69.09	760.00	20 Sessions	690.91	69.09	760.00
Teen Trainer D/D (12 month minimum)	Council Fee (GST Applies)	11.82	1.18	13.00	Per Week	11.82	1.18	13.00
Teen 3 upfront	Council Fee (GST Applies)	221.82	22.18	244.00	3 Sessions	221.82	22.18	244.00
Teen 6 upfront	Council Fee (GST Applies)	336.36	33.64	370.00	6 Sessions	336.36	33.64	370.00
Teen 12 upfront	Council Fee (GST Applies)	531.82	53.18	585.00	12 Sessions	531.82	53.18	585.00
<b>Emergency Management</b>								
<b>Fire Prevention</b>								
Fine for Failure to comply with notice	Statutory Fee (No GST)			10 Penalty Units	Per Penalty			10 Penalty Units
Costs of Works to Clear Property	Council Fee (GST Applies)			At Contractors Cost	Per Property			At Contractors Cost
Administration Fee for Works Undertaken by Council	Council Fee (GST Applies)	71.82	7.18	79.00	Per Property	76.36	7.64	84.00
Administration Fee for additional works carried out by Municipal Fire Prevention Officer (Reinspections / slashing contractor meetings on site and reinspection after works carried out)	Council Fee (GST Applies)	132.73	13.27	146.00	Per Hour	140.91	14.09	155.00
<b>Community Safety</b>								
<b>Community Safety Administration with audit trail</b>								
Application for Permit Under Local Laws, includes the following:								

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
- A Frames	Council Fee (No GST)	158.00	0.00	158.00	Per Permit	168.00	0.00	168.00
- A Frames (Temporary Event Signage)	Council Fee (No GST)	54.00	0.00	54.00	Per Permit	57.00	0.00	57.00
- Outdoor Dining	Council Fee (No GST)	158.00	0.00	158.00	Per Permit	168.00	0.00	168.00
- Roadside Grazing (MSC Drought Declared)	Council Fee (No GST)	14.00	0.00	14.00	Per Permit	15.00	0.00	15.00
- Roadside Grazing	Council Fee (No GST)	158.00	0.00	158.00	Per Permit	168.00	0.00	168.00
- Recreational Vehicles	Council Fee (No GST)	158.00	0.00	158.00	Per Permit	168.00	0.00	168.00
- Heavy Vehicles	Council Fee (No GST)	158.00	0.00	158.00	Per Permit	168.00	0.00	168.00
- Itinerant Trader	Council Fee (No GST)	300.00	0.00	300.00	Per Permit	318.00	0.00	318.00
- Charity Clothing Bins	Council Fee (No GST)	158.00	0.00	158.00	Per Permit	168.00	0.00	168.00
- Street Stalls - Business	Council Fee (No GST)	158.00	0.00	158.00	Per Stall	168.00	0.00	168.00
- Street Stalls - Community Groups	Council Fee (No GST)			No Charge	Per Stall			No Charge
- Additional Animals	Council Fee (No GST)	158.00	0.00	158.00	Per Permit	168.00	0.00	168.00
Replacement of Disabled parking Permits (Replacement for lost or damaged permit)	Council Fee (No GST)	8.90	0.00	8.90	Per Permit	9.40	0.00	9.40
New or Renewal of Disabled Parking Permits	Council Fee (No GST)	8.90	0.00	8.90	Per Permit	9.40	0.00	9.40
Infringements - Traffic Fines for prescribed regulations	Council Fee (No GST)			as per regulations	Per Penalty			as per regulations
Infringement prosecutions administrative fee	Council Fee (No GST)	40.00	0.00	40.00	Per Penalty	43.00	0.00	43.00
Legal costs for prosecutions (summons etc)	Council Fee (GST Applies)			at cost	Per Penalty			at cost
Organisation/Business parking permit (Gell St only)	Council Fee (No GST)	40.00	0.00	40.00	Per Permit	43.00	0.00	43.00
Charity Organisation parking permit (max 5) (Gell St only)	Council Fee (No GST)	14.15	0.00	14.15	Per Permit	15.00	0.00	15.00
Organisation/Business Parking Permits (All other areas)	Council Fee (No GST)	14.15	0.00	14.15	Per Permit	15.00	0.00	15.00
Hire - "No Standing" signs	Council Fee (GST Applies)	14.77	1.48	16.25	Per Day	15.64	1.56	17.20
<b>Impounded Items</b>								
Impounded Items release fees, includes the following:								
- Advertising Frames	Council Fee (No GST)	42.00	0.00	42.00	Per Day	45.00	0.00	45.00
- Supermarket Trolleys	Council Fee (No GST)	42.00	0.00	42.00	Per Day	45.00	0.00	45.00
- Other items	Council Fee (No GST)	42.00	0.00	42.00	Per Day	45.00	0.00	45.00
- Holding Fee	Council Fee (GST Applies)	21.82	2.18	24.00	Per Day	23.64	2.36	26.00
Impounded Vehicles								
- Impound Fee	Council Fee (No GST)	105.00	0.00	105.00	Per Vehicle	112.00	0.00	112.00
- Costs incurred by Council to Impound (i.e. Towing)	Council Fee (GST Applies)			At Contractors Cost	Per Vehicle			At Contractors Cost
- Holding Fee	Council Fee (GST Applies)	40.91	4.09	45.00	Per Day	43.64	4.36	48.00
<b>Animal Control - Registrations (Domestic)</b>								
Dog - Category 1 to 8	Council Fee (No GST)	42.00	0.00	42.00	Per Dog	50.00	0.00	50.00



Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Dog - Category 9	Council Fee (No GST)	118.00	0.00	118.00	Per Dog	150.00	0.00	150.00
Dog - Declared Dangerous, Restricted Breed	Council Fee (No GST)	234.00	0.00	234.00	Per Dog	500.00	0.00	500.00
Cat - Category 10 to 14	Council Fee (No GST)	42.00	0.00	42.00	Per Cat	45.00	0.00	45.00
Cat - Category 15	Council Fee (No GST)	118.00	0.00	118.00	Per Cat	150.00	0.00	150.00
Dog - Formal Foster Animal or Animal 3-12 months	Council Fee (No GST)	5.00	0.00	5.00	Per Dog	5.50	0.00	5.50
Cat - Formal Foster Animal or Animal 3-12 months <i>(Increase in Animal Registrations will not take effect until 10th April 2016)</i>	Council Fee (No GST)	5.00	0.00	5.00	Per Cat	5.50	0.00	5.50
Replacement Animal Tags	Council Fee (GST Applies)	3.09	0.31	3.40	Per Tag	3.64	0.36	4.00
<b>Animal Control (Feral)</b>								
Security Deposit - Anti Bark Bird Cages	Council Fee (No GST)	150.00	0.00	150.00	Flat	150.00	0.00	150.00
Hire Fee - Anti Bark Bird Cages	Council Fee (GST Applies)	47.73	4.77	52.50	Per Week	50.45	5.05	55.50
Sale of Citronella Dog Collar	Council Fee (GST Applies)	136.36	13.64	150.00	Per Collar	144.55	14.45	159.00
<b>Animal Control - Administration</b>								
Animal Register Inspection	Council Fee (No GST)	29.00	0.00	29.00	Per Inspection	31.00	0.00	31.00
Issue of Certificate from Animal Register	Council Fee (No GST)	29.00	0.00	29.00	Per Certificate	31.00	0.00	31.00
Registration Renewal of Domestic Animal Business - Boarding	Council Fee (No GST)	170.00	0.00	170.00	Per Business	180.00	0.00	180.00
Registration Renewal of Domestic Animal Business - Pet Shop	Council Fee (No GST)	170.00	0.00	170.00	Per Business	180.00	0.00	180.00
Registration Renewal of Domestic Animal Business - Breeding	Council Fee (No GST)	170.00	0.00	170.00	Per Business	180.00	0.00	180.00
Registration Renewal of Domestic Animal Business - Training Facility	Council Fee (No GST)	113.00	0.00	113.00	Per Business	120.00	0.00	120.00
Transfer of Domestic Animal Business Registration	Council Fee (No GST)	50.00	0.00	50.00	Per Transfer	53.00	0.00	53.00
<i>(Increase will not take effect until 10th April 2016)</i> <i>(These are Statutory Fees but prices are set by Council)</i>								
<b>Animal Control - Pound Fees</b>								
Pound Entry Fee - Cattle & Horses	Council Fee (No GST)	95.00	0.00	95.00	Per Head	101.00	0.00	101.00
Pound Entry Fee - Stallions & Bulls	Council Fee (No GST)	144.00	0.00	144.00	Per Head	153.00	0.00	153.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Pound Entry Fee - Sheep, Goats, miscellaneous animal (Eg: Emu, chicken, etc)	Council Fee (No GST)	29.00	0.00	29.00	Per Head	31.00	0.00	31.00
Pound Entry Fee - Dog, Cat	Council Fee (No GST)	78.00	0.00	78.00	Per Head	83.00	0.00	83.00
Pound Maintenance Fee - Cattle, Bulls, Horses, Stallions	Council Fee (GST Applies)	30.00	3.00	33.00	Per Head/Day	31.82	3.18	35.00
Pound Maintenance Fee - Sheep, Goats, miscellaneous animal (Eg: Emu, chicken, etc)	Council Fee (GST Applies)	21.82	2.18	24.00	Per Head/Day	23.18	2.32	25.50
Pound Maintenance Fee - Dog, Cat	Council Fee (GST Applies)	21.82	2.18	24.00	Per Head/Day	23.18	2.32	25.50
Advertising of Impoundments	Council Fee (GST Applies)		Current Media Rates		Per Advert		Current Media Rates	
Surrender of animal to Council	Council Fee (GST Applies)	51.36	5.14	56.50	Per Head	54.55	5.45	60.00
Euthanasia of Dog/Cat when related to Compliance Issue	Council Fee (GST Applies)	115.45	11.55	127.00	Per Head	122.73	12.27	135.00
Microchipping of Impounded, Unregistered pet	Council Fee (GST Applies)			At Cost	Per Pet			At Cost
Microchipping (in-house)	Council Fee (GST Applies)	22.73	2.27	25.00		24.09	2.41	26.50
Rehousing of Dog/Cat - Unsexed Male or Female (Vaccinated & Vet Checked)	Council Fee (GST Applies)	286.36	28.64	315.00	Per Head	303.64	30.36	334.00
Rehousing of Dog/Cat - Desexed (Vaccinated & Vet Checked)	Council Fee (GST Applies)	143.64	14.36	158.00	Per Head	152.73	15.27	168.00
<i>All rehousing costs do not include the registration of the Animal</i>								
After Hours Ranger Call Out Fees	Council Fee (GST Applies)	115.45	11.55	127.00	Per Hour/Officer	122.73	12.27	135.00
After Hours Ranger Call Out Fees with Stock Trailer	Council Fee (GST Applies)	155.45	15.55	171.00	Per Hour/Officer	164.55	16.45	181.00
Contractor Livestock Cartage Fees	Council Fee (GST Applies)		At Contractors Cost		Per Cartage		At Contractors Cost	
Costs incurred by Council if stray pet is taken to Vet (includes any Vet bills and cost of housing)	Council Fee (GST Applies)		At Contractors Cost		Per Pet		At Contractors Cost	
<b>Customer and Business Services</b>								
<b>Customer Service (Photocopying)</b>								
<i>(To be applied in conjunction with the Community use of Council Services Policy)</i>								
Community Group - (Our Paper)	Council Fee (GST Applies)	0.27	0.03	0.30	Per Page	0.32	0.03	0.35
Other Groups and Private Individuals (A4 Page)	Council Fee (GST Applies)	0.55	0.05	0.60	Per Page	0.59	0.06	0.65
Larger Sized Documents (A3 Page)	Council Fee (GST Applies)	0.73	0.07	0.80	Per Page	0.77	0.08	0.85
Colour Printing	Council Fee (GST Applies)	1.09	0.11	1.20	Per Page	1.18	0.12	1.30
Plan Printing (A2 Page)	Council Fee (GST Applies)	8.64	0.86	9.50	Per Page	9.09	0.91	10.00
Plan Printing (A1 Page)	Council Fee (GST Applies)	10.00	1.00	11.00	Per Page	10.91	1.09	12.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Fax - Sending	Council Fee (GST Applies)	2.18	0.22	2.40	First Page	2.27	0.23	2.50
Fax - Sending	Council Fee (GST Applies)	1.09	0.11	1.20	Subsequent Pages	1.18	0.12	1.30
Council Agenda - Business Papers plus non confidential attachments	Council Fee (No GST)	22.00	0.00	22.00	Per Issue	23.50	0.00	23.50
Council Agenda - Business Papers excluding attachments	Council Fee (No GST)	18.50	0.00	18.50	Per Issue	19.50	0.00	19.50
Council Agenda - CD Rom <i>(Provided by mail on subscription payable in advance)</i>	Council Fee (No GST)	7.00	0.00	7.00	Per Issue	7.50	0.00	7.50
<b>Cat Cages</b>								
Security Deposit - Cat Cage	Council Fee (No GST)	50.00	0.00	50.00	Flat	50.00	0.00	50.00
Hire Fee - Cat Cage (Maximum Hire period is 1 week)	Council Fee (GST Applies)	10.91	1.09	12.00	Per Week	11.82	1.18	13.00
<b>Land and Buildings</b>								
<b>Moorabool Shire Council Corporate Marquee</b>								
Security Deposit	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
Hire Fee	Council Fee (GST Applies)	100.00	10.00	110.00	Day or Weekend	106.36	10.64	117.00
<b>Quamby Rooms</b>								
Security Deposit	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
Quamby Rooms - Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	19.09	1.91	21.00	Per Hour	20.00	2.00	22.00
Quamby Rooms - Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	10.91	1.09	12.00	Per Hour	11.82	1.18	13.00
<b>Community Learning Centre - Lerderberg Library</b>								
Security Deposit	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
<b>Small Meeting Room - Geoffrey Hine Room</b>								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	10.91	1.09	12.00	Per Hour	11.82	1.18	13.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	5.91	0.59	6.50	Per Hour	6.36	0.64	7.00
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	18.18	1.82	20.00	Per Hour	19.09	1.91	21.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	100.00	10.00	110.00	Per Day	106.36	10.64	117.00
Hire fee with video conferencing facilities (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	27.27	2.73	30.00	Per Hour	29.09	2.91	32.00
Hire fee with video conferencing facilities (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	145.45	14.55	160.00	Per Day	154.55	15.45	170.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Medium Meeting Room - Jean Oomes Room</b>								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	16.36	1.64	18.00	Per Hour	17.27	1.73	19.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	10.45	1.05	11.50	Per Hour	10.91	1.09	12.00
Hire Fee (day or night - 8 hours) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	31.36	3.14	34.50	Per Day/Night (8 hrs)	33.64	3.36	37.00
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	22.73	2.27	25.00	Per Hour	24.55	2.45	27.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	118.18	11.82	130.00	Per Day	125.45	12.55	138.00
<b>Medium Meeting Room - James Young Room 1 or 2</b>								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	16.36	1.64	18.00	Per Hour	17.27	1.73	19.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	10.45	1.05	11.50	Per Hour	10.91	1.09	12.00
Hire Fee (day or night - 8 hours) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	31.36	3.14	34.50	Per Day/Night (8 hrs)	33.64	3.36	37.00
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	31.82	3.18	35.00	Per Hour	33.64	3.36	37.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	145.45	14.55	160.00	Per Day	154.55	15.45	170.00
<b>Large Meeting Room - James Young Rooms 1 and 2 combined</b>								
Hire Fee (1 hour) (Casual Community Groups)	Council Fee (GST Applies)	16.36	1.64	18.00	Per Hour	17.27	1.73	19.00
Hire Fee (1 hour) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	10.45	1.05	11.50	Per Hour	10.91	1.09	12.00
Hire Fee (day or night - 8 hours) (Community group using facility on an ongoing/regular basis)	Council Fee (GST Applies)	53.64	5.36	59.00	Per Day/Night (8 hrs)	57.27	5.73	63.00
Commercial/Profit-making groups								
Hire fee (1 hour) (Commercial/Profit-making groups)	Council Fee (GST Applies)	59.09	5.91	65.00	Per Hour	62.73	6.27	69.00
Hire fee (full day) (Commercial/Profit-making groups)	Council Fee (GST Applies)	272.73	27.27	300.00	Per Day	289.09	28.91	318.00
<b>All room bookings - Liability Insurance (Compulsory)</b>	Council Fee (GST Applies)	31.82	3.18	35.00	Per Hire	33.64	3.36	37.00
<b>Community Development</b>								
<b>Community Bus</b>								
Security Deposit (Payable by ALL categories)	Council Fee (No GST)	100.00	0.00	100.00	Flat	100.00	0.00	100.00
Category 1 Hire Fee	Council Fee (GST Applies)	23.18	2.32	25.50	Per Day	24.55	2.45	27.00
Category 1 Charge per Km	Council Fee (GST Applies)	0.73	0.07	0.80	Per km	0.77	0.08	0.85
Category 2 Hire Fee	Council Fee (GST Applies)	121.36	12.14	133.50	Per Day	128.64	12.86	141.50
Category 2 Charge per Km	Council Fee (GST Applies)	0.73	0.07	0.80	Per km	0.77	0.08	0.85
Category 3 Hire Fee	Council Fee (GST Applies)	292.27	29.23	321.50	Per Day	309.82	30.98	340.80

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Category 3 Charge per Km	Council Fee (GST Applies)	0.73	0.07	0.80	Per km	0.77	0.08	0.85
<p><b>Definitions:</b>  Category 1 - Non profit groups operating largely within Shire, not funded by Government, including regular and frequent users.  Category 2 - Non profit groups operating largely within Shire, but receive funding from State or Commonwealth Governments which enables them to pay for operation costs. Usually infrequent or casual hirers.  Category 3 - Commercial Rates to apply to all other types of users</p>								
<b>Lerderderg Library</b>								
Fines (Per day, per item - max \$5 per item)	Council Fee (GST Applies)	0.32	0.03	0.35	Per day / Per item	0.36	0.04	0.40
Inter Library Loans (Public Library)	Council Fee (GST Applies)	2.18	0.22	2.40	Per Item	2.27	0.23	2.50
Inter Library Loans (Tertiary Institutions)	Council Fee (GST Applies)	19.09	1.91	21.00	Up to - Per Item	20.45	2.05	22.50
Replacement Card	Council Fee (GST Applies)	2.18	0.22	2.40	Per Card	2.27	0.23	2.50
Lost or damaged items	Council Fee (GST Applies)			Cost of Replacement				Cost of Replacement
Processing fee	Council Fee (GST Applies)	5.91	0.59	6.50		6.36	0.64	7.00
Debt Collection Charge	Council Fee (GST Applies)	16.00	1.60	17.60	Per Escalation	17.27	1.73	19.00
Book Sales	Council Fee (GST Applies)			As marked				As marked
<b>Environmental Health</b>								
<b>Environmental Health - Food Act Registrations and Renewals</b>								
Class 1 Food Registrations (Eg: Hospital, Child Care Centre)								
- 1 to 10 Full Time Equivalent Employees	Council Fee (No GST)	445.00	0.00	445.00	Annually	500.00	0.00	500.00
All food premises as above for additional people (over 10 full time equivalent employee's)	Council Fee (No GST)	40.00	0.00	40.00	Annually	50.00	0.00	50.00
Class 2 Food Registrations (Eg: Take Away, Café, Restaurant)								
- 1 to 10 Full Time Equivalent Employees	Council Fee (No GST)	445.00	0.00	445.00	Annually	500.00	0.00	500.00
All food premises as above for additional people (over 10 full time equivalent employee's)	Council Fee (No GST)	40.00	0.00	40.00	Annually	50.00	0.00	50.00
- Community Group	Council Fee (No GST)	165.00	0.00	165.00	Annually	175.00	0.00	175.00
- Temporary or Mobile (1 vehicle)	Council Fee (No GST)	445.00	0.00	445.00	Annually	475.00	0.00	475.00
- Extra mobile food vehicles (per vehicle)	Council Fee (No GST)	126.00	0.00	126.00	Annually	150.00	0.00	150.00
- Single event temporary or mobile	Council Fee (No GST)	60.00	0.00	60.00	Each event	65.00	0.00	65.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Class 3 Food Registrations (Eg: Bakery, Milk Bar, General Store)								
- Commercial	Council Fee (No GST)	328.00	0.00	328.00	Annually	350.00	0.00	350.00
- Community Group	Council Fee (No GST)	106.00	0.00	106.00	Annually	115.00	0.00	115.00
- Bed and Breakfasts	Council Fee (No GST)	106.00	0.00	106.00	Annually	115.00	0.00	115.00
- Temporary or Mobile (up to 2 vehicles)	Council Fee (No GST)	328.00	0.00	328.00	Annually	350.00	0.00	350.00
- Extra mobile food vehicles (per vehicle)	Council Fee (No GST)	126.00	0.00	126.00	Annually	150.00	0.00	150.00
- Single event temporary or mobile	Council Fee (No GST)	40.00	0.00	40.00	Each event	65.00	0.00	65.00
Class 4 Food Registration (Eg: Service Station, Video Shop, Pharmacy, Newsagent, Gift Shop)	Council Fee (No GST)			No Charge	N/A			No Charge
Additional Inspections	Council Fee (No GST)	128.00	0.00	128.00	Per Inspection	150.00	0.00	150.00
Transfer of Registration	Statutory Fee (No GST)	223.00	0.00	223.00	Per Transfer	236.00	0.00	236.00
Premises Pre Sale Inspection & Release of Documents	Statutory Fee (No GST)	223.00	0.00	223.00	Per Inspection	236.00	0.00	236.00
Infringements - Fines as per Food Act 1984				as per regulations	Per Penalty			as per regulations
Pre Registration	Council Fee (No GST)	223.00	0.00	223.00	Per Registration	250.00	0.00	250.00
Community Group less than 12 Events	Council Fee (No GST)			No Charge				No Charge
Late Payment Fee	Council Fee (GST Applies)			50% of Registration				50% of Registration
Food Safety Program Templates	Council Fee (GST Applies)	40.00	4.00	44.00	Per Set	45.45	4.55	50.00
Sample Request	Council Fee (No GST)	97.00	0.00	97.00	Per Sample	105.00	0.00	105.00
Reissuing of Documents/Permits	Council Fee (GST Applies)	19.09	1.91	21.00	Per Copy	45.45	4.55	50.00
<b>Environmental Health - Health Act Registrations and Renewals</b>								
Premises required to be registered pursuant to Public Health and Wellbeing Act 2008 (Includes: Beauty Parlours, Hairdressers, Tattooists, Ear Piercing, etc)	Council Fee (No GST)	336.00	0.00	336.00	Annually	356.00	0.00	356.00
Hairdressers (including Mobile)	Council Fee (No GST)	168.00	0.00	168.00	Annually	178.00	0.00	178.00
Caravan Park - Statutory Requirement (Per Site)	Statutory Fee (No GST)			as per state government regulation	Triannually			as per state government regulation
Prescribed Premises (Eg: Accommodation Houses)	Council Fee (No GST)	336.00	0.00	336.00	Annually	356.00	0.00	356.00
Transfer of Registration	Statutory Fee (No GST)	168.00	0.00	168.00	Per Transfer	178.00	0.00	178.00
Premises Pre Sale Inspection & Release of Documents	Statutory Fee (GST Applies)	168.00	0.00	168.00	Per Inspection	152.73	15.27	168.00
Late payment fee	Council Fee (GST Applies)			50% of Registration				50% of Registration
Pre Registration Review of Plans	Council Fee (No GST)	212.00	0.00	212.00	Per Premise	224.60	0.00	224.60

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Environmental Health - Septic Tank Fees</b>								
New Installation Permit & Inspection (Inc. Pre Installation Inspection (#5.25))	Council Fee (No GST)	600.00	0.00	600.00	Per Permit	750.00	0.00	750.00
Alteration to Current Permit	Council Fee (No GST)	300.00	0.00	300.00	Per Alteration	450.00	0.00	450.00
Extension of Current Permit	Council Fee (No GST)	245.00	0.00	245.00	Per Extension	260.00	0.00	260.00
Additional Inspection Requests	Council Fee (No GST)	140.00	0.00	140.00	Per Inspection	160.00	0.00	160.00
Grey Water Permit	Council Fee (No GST)	300.00	0.00	300.00	Per Permit	318.00	0.00	318.00
Septic/Sewer Information Requests	Council Fee (No GST)	59.00	0.00	59.00	Per Request	100.00	0.00	100.00
Sample Request	Council Fee (No GST)	97.00	0.00	97.00	Per Sample	105.00	0.00	105.00
<b>Finance</b>								
<b>Revenue - Other</b>								
Land Information Certificates	Statutory Fee (No GST)	20.00	0.00	20.00	Each	20.00	0.00	20.00
Land Information Certificates - Urgent Fee	Council Fee (GST Applies)	45.45	4.55	50.00	Each	48.18	4.82	53.00
Finance Invoice preparation costs	Council Fee (GST Applies)	28.18	2.82	31.00	Per Job	30.00	3.00	33.00
Record Searches - 30 Year Search Adverse Possession (Minimum Charge)	Council Fee (No GST)	117.50	0.00	117.50	Each	124.50	0.00	124.50
Record Searches - 30 Year Search Adverse Possession (Maximum Charge)	Council Fee (No GST)	414.50	0.00	414.50	Each	439.50	0.00	439.50
<b>Bungaree Public Weighbridge</b>								
Tray Truck	Council Fee (GST Applies)	19.18	1.92	21.10	Per Weighing	20.36	2.04	22.40
Semi Trailer Truck	Council Fee (GST Applies)	29.64	2.96	32.60	Per Weighing	31.45	3.15	34.60
B-Double Truck	Council Fee (GST Applies)	42.18	4.22	46.40	Per Weighing	44.73	4.47	49.20
<b>Governance</b>								
<b>Freedom of Information</b>								
Freedom of Information Requests	Statutory Fee (No GST)	25.70	0.00	25.70	Each	25.70	0.00	25.70
Freedom of Information - Supervision Fee	Statutory Fee (No GST)	5.00	0.00	5.00	Per 1/4 Hour	5.00	0.00	5.00
Freedom of Information - Search Fee	Statutory Fee (No GST)	20.00	0.00	20.00	Per Hour	20.00	0.00	20.00
<b>Planning and Building</b>								

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Building Control - Permits &amp; Services</b>								
Building Notices and Orders	Council Fee (No GST)	332.00	0.00	332.00	Per Unit	352.00	0.00	352.00
Class 1A - New Dwellings - Construction Value \$99,999 and under	Council Fee (GST Applies)	3,290.00	329.00	3,619.00	Per Permit	3,487.27	348.73	3,836.00
Class 1A - New Dwellings - Construction Value \$100,000 to \$149,999	Council Fee (GST Applies)	3,290.00	329.00	3,619.00	Per Permit	3,487.27	348.73	3,836.00
Class 1A - New Dwellings - Construction Value \$150,000 to \$199,999	Council Fee (GST Applies)	3,290.00	329.00	3,619.00	Per Permit	3,487.27	348.73	3,836.00
Class 1A - New Dwellings - Construction Value \$200,000 to \$249,999	Council Fee (GST Applies)	3,703.64	370.36	4,074.00	Per Permit	3,925.45	392.55	4,318.00
Class 1A - New Dwellings - Construction Value \$250,000 and over	Council Fee (GST Applies)	4,535.45	453.55	4,989.00	Per Permit	4,807.27	480.73	5,288.00
Class 1B - Residential Building (To be assessed by MBS) Minimum	Council Fee (GST Applies)	3,703.64	370.36	4,074.00	Per Permit	3,925.45	392.55	4,318.00
Class 2 - Multi Unit Development (Each)	Council Fee (GST Applies)	3,290.00	329.00	3,619.00	Per Unit/Permit	3,487.27	348.73	3,836.00
Class 3 - Hostels, etc (To be assessed) Minimum	Council Fee (GST Applies)	3,960.00	396.00	4,356.00	Per Permit	4,197.27	419.73	4,617.00
Class 4 - Dwellings associated with other classes (To be assessed) Minimum	Council Fee (GST Applies)	3,960.00	396.00	4,356.00	Per Permit	4,197.27	419.73	4,617.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value up to \$30,000	Council Fee (GST Applies)	4,790.91	479.09	5,270.00	Per Permit	5,078.18	507.82	5,586.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value \$30,000 to \$100,00	Council Fee (GST Applies)	4,790.91	479.09	5,270.00	Fee + 1.0%	5,078.18	507.82	5,586.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value \$100,001 to \$500,000	Council Fee (GST Applies)	4,790.91	479.09	5,270.00	Fee + 0.25%	5,078.18	507.82	5,586.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value \$500,001 to \$2 million	Council Fee (GST Applies)	6,131.82	613.18	6,745.00	Fee + 0.1%	6,500.00	650.00	7,150.00
Class 5 to 9 - Offices, Shops, Factories - Construction Value over \$2 million	Council Fee (GST Applies)	9,580.91	958.09	10,539.00	Fee + 0.1%	10,155.45	1,015.55	11,171.00
Class 5 to 9 - Offices, Shops, Factories - Or to be assessed by Build Surv. (\$5m)	Council Fee (GST Applies)	14,689.09	1,468.91	16,158.00	Per Permit	15,570.00	1,557.00	17,127.00
Class 10A - Res Out Build (Garage, Carport) - Construction Value \$4,999 and under	Council Fee (GST Applies)	1,302.73	130.27	1,433.00	Per Permit	1,380.91	138.09	1,519.00
Class 10A - Res Out Build (Garage, Carport) - Construction Value \$5,000 to \$9,999	Council Fee (GST Applies)	1,437.27	143.73	1,581.00	Per Permit	1,523.64	152.36	1,676.00
Class 10A - Res Out Build (Garage, Carport) - Construction Value \$10,000 and over	Council Fee (GST Applies)	1,570.91	157.09	1,728.00	Per Permit	1,665.45	166.55	1,832.00



Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Class 10B - Masts, Fences (To be assessed) Minimum	Council Fee (GST Applies)	1,372.73	137.27	1,510.00	Per Permit	1,455.45	145.55	1,601.00
Dwelling additions/alterations - Construction Value \$9,999 and under	Council Fee (GST Applies)	2,196.36	219.64	2,416.00	Per Permit	2,328.18	232.82	2,561.00
Dwelling additions/alterations - Construction Value \$10,000 to \$14,999	Council Fee (GST Applies)	2,196.36	219.64	2,416.00	Per Permit	2,328.18	232.82	2,561.00
Dwelling additions/alterations - Construction Value \$15,000 to \$19,999	Council Fee (GST Applies)	2,196.36	219.64	2,416.00	Per Permit	2,328.18	232.82	2,561.00
Dwelling additions/alterations - Construction Value \$20,000 to \$24,999	Council Fee (GST Applies)	2,747.27	274.73	3,022.00	Per Permit	2,911.82	291.18	3,203.00
Dwelling additions/alterations - Construction Value \$25,000 and above	Council Fee (GST Applies)	3,703.64	370.36	4,074.00	Per Permit	3,925.45	392.55	4,318.00
Regulation 312(2) - consent and Report (Dispensation) (Rescode, Projections & Flood) Maximum	Statutory Fee (No GST)		as per regulations		Per Certificate		as per regulations	
Regulation 320 - Lodgement of Building Permits over \$5,000 (All Classes)	Statutory Fee (No GST)		as per regulations		Per Permit		as per regulations	
Regulation 326(1) - Request for Information in relation to property sale	Statutory Fee (No GST)		as per regulations		Per Certificate		as per regulations	
Regulation 326(1)(a,b,c)(2 & 3) - Request for Information for Building Permit (Eg: Termite, Bushfire, Flood, etc)	Statutory Fee (No GST)		as per regulations		Per Certificate		as per regulations	
Building Permit Levy - WV (For applications over \$10,000)	Statutory Fee (No GST)		0.128% of construction cost		Per Permit		0.128% of construction cost	
Building Permit Levy - HIH (Domestic Buildings over \$10,000)	Statutory Fee (No GST)		0.032% of construction cost		Per Permit		0.032% of construction cost	
<i>Above fees must be paid in advance by Legislation to State Government</i>								
Security Deposit - Resited Dwelling (Deposit Bank Guarantee or Cash)	Statutory Fee (No GST)	5,000.00	0.00	5,000.00	Per Resiting	5,000.00	0.00	5,000.00
Building Permit for Demolition - Domestic Building	Council Fee (GST Applies)	1,372.73	137.27	1,510.00	Per Building	1,455.45	145.55	1,601.00
Building Permit for Demolition - Commercial Building	Council Fee (GST Applies)	2,460.00	246.00	2,706.00	Per Storey	2,607.27	260.73	2,868.00
Demolition permit under Section 29A	Statutory Fee (No GST)		as per regulations		Per Application		as per regulations	
Re-activation of Lapsed Permit/Permit Extension (Minimum)	Council Fee (GST Applies)	204.55	20.45	225.00	6mth Extension	217.27	21.73	239.00
Re-activation of Lapsed Permit/Permit Extension (Minimum)	Council Fee (GST Applies)	408.18	40.82	449.00	12mth Extension	432.73	43.27	476.00
Inspection Appointments (Or Assessed by Building Surveyor)	Council Fee (GST Applies)	136.36	13.64	150.00	Per Inspection	144.55	14.45	159.00
Inspection Appointments (Or Assessed by Building Surveyor) - Commercial	Council Fee (GST Applies)	166.36	16.64	183.00	Per Inspection	176.36	17.64	194.00
Any Service/Inspection Not Otherwise provided for	Council Fee (GST Applies)	153.64	15.36	169.00	Minimum	162.73	16.27	179.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Request for copy of House Plans (Copying extra)	Council Fee (No GST)	138.00	0.00	138.00	Each	146.00	0.00	146.00
Request for copy of House Plans - On Site (Copying Extra)	Council Fee (No GST)	56.00	0.00	56.00	Each	59.00	0.00	59.00
Swimming Pool (Within Moorabool Shire) - Construction Value \$14,999 and under	Council Fee (GST Applies)	1,501.82	150.18	1,652.00	Per Permit	1,591.82	159.18	1,751.00
Swimming Pool (Within Moorabool Shire) - Construction Value \$15,000 to \$19,999	Council Fee (GST Applies)	1,774.55	177.45	1,952.00	Per Permit	1,880.91	188.09	2,069.00
Swimming Pool (Within Moorabool Shire) - Construction Value \$20,000 and over	Council Fee (GST Applies)	2,330.91	233.09	2,564.00	Per Permit	2,470.91	247.09	2,718.00
Place of Public Entertainment - Low impact (occupancy permit)	Council Fee (No GST)	708.00	0.00	708.00	Per permit	750.00	0.00	750.00
Place of Public Entertainment - High impact (occupancy permit)	Council Fee (No GST)	1,416.00	0.00	1,416.00	Per permit	1,501.00	0.00	1,501.00
Swimming Pool Inspection Fee	Council Fee (No GST)	157.50	0.00	157.50	Per permit	167.00	0.00	167.00
<b>Land Use Planning</b>								
Certificates of Compliance	Statutory Fee (No GST)			as per regulations	Each			as per regulations
Secondary Consent	Council Fee (No GST)	178.50	0.00	178.50	Each	189.00	0.00	189.00
Administration Fee	Council Fee (GST Applies)					54.55	5.45	60.00
Satisfaction Matter	Statutory Fee (No GST)			as per regulations	Each			as per regulations
<i>The fee for determining a matter where a planning scheme specifies that the matter must be done to the satisfaction of a responsible authority or a referral authority</i>								
Permit extension (1st)	Council Fee (No GST)	162.00	0.00	162.00	Each	172.00	0.00	172.00
Permit extension (2nd)	Council Fee (No GST)	321.50	0.00	321.50	Each	341.00	0.00	341.00
Permit extension (3rd and subsequent)	Council Fee (No GST)	483.00	0.00	483.00	Each	512.00	0.00	512.00
Processing S173 Agreements for Sealing	Council Fee (GST Applies)	156.36	15.64	172.00	Each	165.91	16.59	182.50
Administration fee for Council solicitor drafting agreement (Solicitor fee plus this fee)	Council Fee (GST Applies)	72.27	7.23	79.50	Each	76.82	7.68	84.50
Section 52 Public Notice - Application for Permits - Notice by Normal Mail	Council Fee (No GST)	8.70	0.00	8.70	Each	9.20	0.00	9.20
Section 52 Public Notice - Application for Permits - Notice in Newspaper	Council Fee (No GST)	210.00	0.00	210.00	Each	222.50	0.00	222.50

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Section 52 Public Notice - Application for Permits - Notice for site <i>Charges for Newspaper Notices to be cumulative based on actual notices required for project and charges are subject to change as reviewed by newspapers from time to time</i>	Council Fee (No GST)	30.00	0.00	30.00	Each	32.00	0.00	32.00
Public notice erected and maintained on site for 14 days	Council Fee (No GST)	168.00	0.00	168.00	Each	178.00	0.00	178.00
Retrieval of Planning Files	Council Fee (No GST)	60.50	0.00	60.50	Per File	64.00	0.00	64.00
Planning Information Controls	Council Fee (No GST)	72.00	0.00	72.00	Each	76.50	0.00	76.50
Hopetoun Park Assessment	Council Fee (No GST)	123.00	0.00	123.00	Each	130.50	0.00	130.50
Advertising sign A3 (Laminated)	Council Fee (No GST)	30.00	0.00	30.00	Each	32.00	0.00	32.00
Advertising sign A2 (Laminated)	Council Fee (No GST)	60.00	0.00	60.00	Each	63.50	0.00	63.50
Advertising sign A1 (Laminated)	Council Fee (No GST)	90.00	0.00	90.00	Each	95.50	0.00	95.50
Additional A3 Signs	Council Fee (No GST)	18.50	0.00	18.50	Each	19.50	0.00	19.50
Copy of Permit	Council Fee (No GST)	63.00	0.00	63.00	Each	67.00	0.00	67.00
Copy of Endorsed Plans - Administration Cost <i>(Customer will be charged Administration Fee and then a cost per page)</i>	Council Fee (GST Applies)	6.18	0.62	6.80	Each	6.55	0.65	7.20
Copy of Endorsed Plans - A4	Council Fee (No GST)	1.40	0.00	1.40	Per Page	1.50	0.00	1.50
Copy of Endorsed Plans - A3	Council Fee (No GST)	2.20	0.00	2.20	Per Page	2.30	0.00	2.30
Copy of Endorsed Plans - A2	Council Fee (No GST)	14.50	0.00	14.50	Per Page	15.40	0.00	15.40
Copy of Endorsed Plans - A1	Council Fee (No GST)	22.60	0.00	22.60	Per Page	24.00	0.00	24.00
Copy of Endorsed Plans - A0	Council Fee (No GST)	28.90	0.00	28.90	Per Page	30.60	0.00	30.60
<b>Regulation 6 - Amendments to Planning Schemes</b>								
Subregulation 1 (Refer definition in Planning & Env (Fees) Regs 2000, section 6)	Statutory Fee (No GST)				as per regulations	Each		as per regulations
Subregulation 2 (Refer definition in Planning & Env (Fees) Regs 2000, section 6)								
Subregulation 3 (Refer definition in Planning & Env (Fees) Regs 2000, section 6)	Statutory Fee (No GST)				as per regulations	Each		as per regulations
<i>The fee for Stage 4 is paid to the Minister by the person who requested the amendment.</i>								
<b>Regulation 7 - Application for Planning Permits</b>								

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Class 1 - An Application for use only	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 2 - Development Cost > \$10,000 and < \$100,000 (Develop for single Dwelling)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 3 - Development Cost > \$100,000 (Develop for single Dwelling)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 4 - Development Cost Up to \$10,000 (To develop for other than a single dwelling)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 5 - Development Cost > \$10,000 & < \$250,000 (Other than Class 2, 3 or subdivide)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 6 - Development Cost > \$250,000 and < \$500,000 (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 7 - Development Cost > \$500,000 and < \$1 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 8 - Development Cost > \$1 million and < \$7 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 9 - Development Cost > \$7 million and < \$10 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 10 - Development Cost > \$10 million and < \$50 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 11 - Development Cost > \$50 million (Other than Class 3)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 12 - To subdivide an existing building	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 13 - To subdivide land into two lots	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 14 - Realignment of Boundary or Consolidation	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 15 - To subdivide land	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 16 - Remove restriction within meaning of Subdivision Act 1988	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 17 - Vary or remove a restriction, create or remove right of way	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 18 - Create, Vary or remove and Easement <i>Reference should be made to the Planning Env Fees Regs 2000 for full wording</i>	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Combined Permit Applications  <i>The fee for an application for any combination of the classes of applications is the sum arrived at by adding the highest of the fees which would have applied if separate applications had been made plus 50 of each of the other fees which would have applied if separate applications had been made.</i>								

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
<b>Regulation 8B - Applications for Amendments to Planning Permits</b>								
Class 1 - Application to amend a permit to change use	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 2 - (a) application to amend permit to change the statement of what the permit allows	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 2 - (b) Application to change any or all of the conditions which apply to the permit	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 2 - (c) Application to change a permit in any way not otherwise provided for	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 3 - Application to amend a permit >\$10,000 and <\$100,000 (Single Dwelling)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 4 - Application to amend a permit to develop and use land >\$100,000 (Single Dwelling)	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 5 - Application to amend a permit to develop land, other than an application to amend a permit to develop land <\$10,000 (Single Dwelling), or an application to amend a permit to subdivide land <\$10,000	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 6 - Application (other than Class 3 or Class 4) >\$10,000 and <\$250,000	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 7 - Application (other than Class 4) >\$250,000 and <\$500,000	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 8 - Application (other than Class 4) >\$500,000	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 9 - (a) Application to amend a permit to subdivide an existing building	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 9 - (b) Application to amend a permit to subdivide the land into two lots	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
Class 9 - (c) Application to amend a permit to realign a common boundary to consolidate two or more lots	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
<b>Regulation 12 - Planning Scheme Amendments</b>								
Refer definition in Planning & Env (Fees) Interim Regs 2014, section 12	Statutory Fee (No GST)		as per regulations		Each		as per regulations	
<b>Subdivision Fees</b>								
Application to Certify a Plan of Subdivision	Statutory Fee (No GST)		as per regulations		Per Lot		as per regulations	
Application to Certify a Plan of Subdivision (per Lot fee)	Statutory Fee (No GST)		as per regulations		Per Lot		as per regulations	

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Recertification	Statutory Fee (No GST)				Each			
			as per regulations				as per regulations	
Processing of new versions of Subdivision Plans	Council Fee (GST Applies)	90.91	9.09	100.00	Per New Plan	96.36	9.64	106.00
Subdivisions (Applications for land, removal of restrictions) - see above								
Property Valuation Fee (\$0 to \$199,999)	Council Fee (GST Applies)	484.55	48.45	533.00	Per Valuation	513.64	51.36	565.00
Property Valuation Fee (\$200,000 to \$399,999)	Council Fee (GST Applies)	540.91	54.09	595.00	Per Valuation	573.64	57.36	631.00
Property Valuation Fee (\$400,000 to \$499,999)	Council Fee (GST Applies)	601.82	60.18	662.00	Per Valuation	638.18	63.82	702.00
Property Valuation Fee (\$500,000 to \$599,999)	Council Fee (GST Applies)	659.09	65.91	725.00	Per Valuation	699.09	69.91	769.00
Property Valuation Fee (\$600,000 to \$699,999)	Council Fee (GST Applies)	716.36	71.64	788.00	Per Valuation	759.09	75.91	835.00
Property Valuation Fee (\$700,000 to \$799,999)	Council Fee (GST Applies)	778.18	77.82	856.00	Per Valuation	824.55	82.45	907.00
Property Valuation Fee (\$800,000 to \$899,999)	Council Fee (GST Applies)	897.27	89.73	987.00	Per Valuation	950.91	95.09	1,046.00
Property Valuation Fee (\$900,000 to \$999,999)	Council Fee (GST Applies)	1,011.82	101.18	1,113.00	Per Valuation	1,072.73	107.27	1,180.00
Property Valuation Fee (\$1,000,000 to \$1,499,999)	Council Fee (GST Applies)	1,130.91	113.09	1,244.00	Per Valuation	1,199.09	119.91	1,319.00
Property Valuation Fee (\$1,500,000 to \$2,000,000)	Council Fee (GST Applies)	1,245.45	124.55	1,370.00	Per Valuation	1,320.00	132.00	1,452.00
Property Valuation Fee (\$2,000,000 + )	Council Fee (GST Applies)				Per cost from contract valuer			Per cost from contract valuer
<b>Economic Development &amp; Marketing</b>								
<b>Signage Permits</b>								
Administration fee in relation to Tourist Sign Permit (Design, manufacture, installation and maintenance of sign/s, costs borne by applicants and will remain applicants full responsibility) Tourist Signing Guidelines 1998	Council Fee (GST Applies)	51.36	5.14	56.50	5 Year Permit	54.55	5.45	60.00
<b>Operations</b>								
<b>Events Trailer</b>								
Security Deposit to utilise Trailer	Council Fee (No GST)	200.00	0.00	200.00	Flat Fee	200.00	0.00	200.00
<b>Waste Management - Sales</b>								
Wheelie Bin 120 Litre - Only sold to residents in BM & Urban townships	Council Fee (No GST)	101.50	0.00	101.50	Per Bin	108.00	0.00	108.00
Wheelie Bin 240 Litre - Sold to all residents in Shire	Council Fee (No GST)	137.50	0.00	137.50	Per Bin	146.00	0.00	146.00
Wheelie Bin 120 Litre - Replacement Red Lid (If Bin purchased elsewhere)	Council Fee (No GST)	28.50	0.00	28.50	Per Lid	30.00	0.00	30.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Wheelie Bin 240 Litre - Replacement Red Lid (If Bin purchased elsewhere)	Council Fee (No GST)	35.00	0.00	35.00	Per Lid	37.00	0.00	37.00
<b>Waste Management Service Charges</b>								
Waste Management Service Charge <i>Farming Enterprises only pay one service charge fee</i>	Council Fee (No GST)	85.00	0.00	85.00	Annual Charge	90.00	0.00	90.00
State Landfill Levy Charge <i>Farming Enterprises only pay one service charge fee</i>	Council Fee (No GST)	45.00	0.00	45.00	Annual Charge	45.00	0.00	45.00
<b>Waste Collection Services - Residential</b>								
Ballan & Bacchus Marsh - 120 Litre Bin - Weekly Collection - Compulsory	Council Fee (No GST)	92.00	0.00	92.00	Per Service	96.00	0.00	96.00
Ballan & Bacchus Marsh - Fortnightly Recycle Collection - Compulsory	Council Fee (No GST)	39.00	0.00	39.00	Per Service	48.00	0.00	48.00
<b>Total Waste Collection Fee</b>		<b>131.00</b>	<b>0.00</b>	<b>131.00</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>
Other Rural - 240 Litre - Fortnightly Collection - Compulsory	Council Fee (No GST)	92.00	0.00	92.00	Per Service	96.00	0.00	96.00
Other Rural - Fortnightly Recycle Collection - Compulsory	Council Fee (No GST)	39.00	0.00	39.00	Per Service	48.00	0.00	48.00
<b>Total Waste Collection Fee</b>		<b>131.00</b>	<b>0.00</b>	<b>131.00</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>
Non Compulsory Service - 120 Litre - Weekly Collection	Council Fee (No GST)	92.00	0.00	92.00	Per Service	96.00	0.00	96.00
Non Compulsory Service - Fortnightly Recycle Collection	Council Fee (No GST)	39.00	0.00	39.00	Per Service	48.00	0.00	48.00
<b>Total Waste Collection Fee</b>		<b>131.00</b>	<b>0.00</b>	<b>131.00</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>
Non Compulsory Service - 240 Litre - Fortnightly Collection	Council Fee (No GST)	92.00	0.00	92.00	Per Service	96.00	0.00	96.00
Non Compulsory Service - Fortnightly Recycle Collection	Council Fee (No GST)	39.00	0.00	39.00	Per Service	48.00	0.00	48.00
<b>Total Waste Collection Fee</b>		<b>131.00</b>	<b>0.00</b>	<b>131.00</b>		<b>144.00</b>	<b>0.00</b>	<b>144.00</b>
<b>Greenwaste Collection Services</b>								
Non Compulsory Service - Fortnightly Greenwaste Collection  (New Service in 2016/17 - expected to be available in January 2017. The fee for first six months of 2016/17 will be \$50)	Council Fee (No GST)				Per Service	100.00	0.00	100.00
<b>Garbage Collection Services - Commercial</b>								
1 (Number of 240 Litre Bins)	Council Fee (No GST)	249.00	0.00	249.00	Annual Charge	264.00	0.00	264.00
2	Council Fee (No GST)	483.00	0.00	483.00	Annual Charge	512.00	0.00	512.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
3 Ballan & Bacchus Marsh - Weekly Service	Council Fee (No GST)	714.00	0.00	714.00	Annual Charge	757.00	0.00	757.00
4 Rural Areas - Fortnightly Service	Council Fee (No GST)	945.00	0.00	945.00	Annual Charge	1,002.00	0.00	1,002.00
5	Council Fee (No GST)	1,181.00	0.00	1,181.00	Annual Charge	1,252.00	0.00	1,252.00
6 Urban Eg: 2 bins for collection x 3 collections of each bin	Council Fee (No GST)	1,418.00	0.00	1,418.00	Annual Charge	1,503.00	0.00	1,503.00
7 per week = 6 pick ups	Council Fee (No GST)	1,649.00	0.00	1,649.00	Annual Charge	1,748.00	0.00	1,748.00
8	Council Fee (No GST)	1,885.00	0.00	1,885.00	Annual Charge	1,998.00	0.00	1,998.00
9 Rural Eg: 2 bins for collection x 1 collection of each bin	Council Fee (No GST)	2,116.00	0.00	2,116.00	Annual Charge	2,243.00	0.00	2,243.00
10 per fortnight = 2 pick ups	Council Fee (No GST)	2,347.00	0.00	2,347.00	Annual Charge	2,488.00	0.00	2,488.00
11 (4 bins for rural collection per fortnight = 4 pick ups)	Council Fee (No GST)	2,573.00	0.00	2,573.00	Annual Charge	2,727.00	0.00	2,727.00
12	Council Fee (No GST)	2,809.00	0.00	2,809.00	Annual Charge	2,978.00	0.00	2,978.00
13	Council Fee (No GST)	3,045.00	0.00	3,045.00	Annual Charge	3,228.00	0.00	3,228.00
14	Council Fee (No GST)	3,281.50	0.00	3,281.50	Annual Charge	3,478.00	0.00	3,478.00
15	Council Fee (No GST)	3,518.00	0.00	3,518.00	Annual Charge	3,729.00	0.00	3,729.00
16	Council Fee (No GST)	3,754.00	0.00	3,754.00	Annual Charge	3,979.00	0.00	3,979.00
20	Council Fee (No GST)	3,985.00	0.00	3,985.00	Annual Charge	4,224.00	0.00	4,224.00
<b>Commercial Recycling (Schools Only)</b>								
Fortnight Collection (maximum 4 bins per School)	Council Fee (No GST)	178.50	0.00	178.50	Per Bin	189.00	0.00	189.00
<b>Bacchus Marsh, Ballan &amp; Mt Egerton Transfer Station &amp; Tips - Residents</b>								
Tyre Disposal - Motor Cycle	Council Fee (GST Applies)	9.09	0.91	10.00	Per Tyre	10.00	1.00	11.00
Tyre Disposal - Car	Council Fee (GST Applies)	8.18	0.82	9.00	Per Tyre	9.09	0.91	10.00
Tyre Disposal - Light Truck & 4WD	Council Fee (GST Applies)	11.82	1.18	13.00	Per Tyre	12.73	1.27	14.00
Tyre Disposal - Heavy Truck	Council Fee (GST Applies)	24.55	2.45	27.00	Per Tyre	26.36	2.64	29.00
Tyre Disposal - Heavy Truck Super Single	Council Fee (GST Applies)	35.45	3.55	39.00	Per Tyre	37.27	3.73	41.00
Tyre Disposal - Small Tractor	Council Fee (GST Applies)	70.91	7.09	78.00	Per Tyre	75.45	7.55	83.00
Tyre Disposal - Large Tractor	Council Fee (GST Applies)	141.82	14.18	156.00	Per Tyre	150.00	15.00	165.00
Tyre Disposal - Earthmover	Council Fee (GST Applies)	354.55	35.45	390.00	Per Tyre	375.45	37.55	413.00
Tyre Disposal - Car (tyres on rims)	Council Fee (GST Applies)	11.82	1.18	13.00	Per Tyre	12.73	1.27	14.00
Tyre Disposal - Light Truck & 4WD (tyres on rims)	Council Fee (GST Applies)	14.55	1.45	16.00	Per Tyre	15.45	1.55	17.00
Tyre Disposal - Heavy Truck (tyres on rims)	Council Fee (GST Applies)	20.91	2.09	23.00	Per Tyre	21.82	2.18	24.00



Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Car or Station Wagon	Council Fee (GST Applies)	17.27	1.73	19.00	Per Attendance	20.00	2.00	22.00
Small Trailer (1.8 x 1.2 x 0.3) or Utility	Council Fee (GST Applies)	25.45	2.55	28.00	Per Attendance	30.00	3.00	33.00
Small Trailer (Heaped Load)	Council Fee (GST Applies)	35.45	3.55	39.00	Per Attendance	40.91	4.09	45.00
Small Trailer (High Sides)	Council Fee (GST Applies)	45.45	4.55	50.00	Per Attendance	52.73	5.27	58.00
Large Trailer	Council Fee (GST Applies)	35.45	3.55	39.00	Per Attendance	40.91	4.09	45.00
Large Trailer (Heaped Load)	Council Fee (GST Applies)	56.36	5.64	62.00	Per Attendance	65.45	6.55	72.00
Large Trailer (High Sides)	Council Fee (GST Applies)	65.45	6.55	72.00	Per Attendance	75.45	7.55	83.00
Trucks	Council Fee (GST Applies)	45.45	4.55	50.00	Per Cubic Metre	48.18	4.82	53.00
Clean Green Waste	Council Fee (GST Applies)			1/2 Price				1/2 Price
Recyclable materials separated to the recyclable by the customer	Council Fee (GST Applies)			Free	Per Attendance			Free
Mattresses	Council Fee (GST Applies)	26.36	2.64	29.00	Each	28.18	2.82	31.00
Tip Vouchers (Book 26 Tickets) <i>Available to residents who cannot be provided with a garbage collection service</i>	Council Fee (GST Applies)	60.91	6.09	67.00	Book	64.55	6.45	71.00
<b>Bacchus Marsh, Ballan &amp; Mt Egerton Transfer Station &amp; Tips - Non Residents</b>								
Tyre Disposal - Motor Cycle	Council Fee (GST Applies)	9.09	0.91	10.00	Per Tyre	10.00	1.00	11.00
Tyre Disposal - Car	Council Fee (GST Applies)	8.18	0.82	9.00	Per Tyre	9.09	0.91	10.00
Tyre Disposal - Light Truck & 4WD	Council Fee (GST Applies)	11.82	1.18	13.00	Per Tyre	12.73	1.27	14.00
Tyre Disposal - Heavy Truck	Council Fee (GST Applies)	24.55	2.45	27.00	Per Tyre	26.36	2.64	29.00
Tyre Disposal - Heavy Truck Super Single	Council Fee (GST Applies)	35.45	3.55	39.00	Per Tyre	37.27	3.73	41.00
Tyre Disposal - Small Tractor	Council Fee (GST Applies)	70.91	7.09	78.00	Per Tyre	75.45	7.55	83.00
Tyre Disposal - Large Tractor	Council Fee (GST Applies)	141.82	14.18	156.00	Per Tyre	150.00	15.00	165.00
Tyre Disposal - Earthmover	Council Fee (GST Applies)	354.55	35.45	390.00	Per Tyre	375.45	37.55	413.00
Tyre Disposal - Car (tyres on rims)	Council Fee (GST Applies)	11.82	1.18	13.00	Per Tyre	12.73	1.27	14.00
Tyre Disposal - Light Truck & 4WD (tyres on rims)	Council Fee (GST Applies)	14.55	1.45	16.00	Per Tyre	15.45	1.55	17.00
Tyre Disposal - Heavy Truck (tyres on rims)	Council Fee (GST Applies)	20.91	2.09	23.00	Per Tyre	21.82	2.18	24.00
Car or Station Wagon	Council Fee (GST Applies)	17.27	1.73	19.00	Per Attendance	27.27	2.73	30.00
Small Trailer (1.8 x 1.2 x 0.3) or Utility	Council Fee (GST Applies)	25.45	2.55	28.00	Per Attendance	52.73	5.27	58.00
Small Trailer (Heaped Load)	Council Fee (GST Applies)	35.45	3.55	39.00	Per Attendance	90.91	9.09	100.00
Small Trailer (High Sides)	Council Fee (GST Applies)	45.45	4.55	50.00	Per Attendance	116.36	11.64	128.00
Large Trailer	Council Fee (GST Applies)	35.45	3.55	39.00	Per Attendance	90.91	9.09	100.00
Large Trailer (Heaped Load)	Council Fee (GST Applies)	56.36	5.64	62.00	Per Attendance	142.73	14.27	157.00
Large Trailer (High Sides)	Council Fee (GST Applies)	65.45	6.55	72.00	Per Attendance	166.36	16.64	183.00
Trucks	Council Fee (GST Applies)	45.45	4.55	50.00	Per Cubic Metre	96.36	9.64	106.00

Description	Type of Fee	2015/2016 Adopted Fees			Unit	2016/2017 Proposed Fees		
		Pre GST	GST	Total		Pre GST	GST	Total
Clean Green Waste Recyclable materials separated to the recyclable by the customer	Council Fee (GST Applies) Council Fee (GST Applies)			1/2 Price Free	Per Attendance			1/2 Price Free
Mattresses	Council Fee (GST Applies)	26.36	2.64	29.00	Each	28.18	2.82	31.00
<b>Works Department Services</b>								
Private Works will be Quoted depending on the nature of the job	Council Fee (GST Applies)			As Quoted for particular job	Per Job			As Quoted for particular job

## Appendix B Budget process

This section lists the budget processes to be undertaken in order to adopt the Budget in accordance with the *Local Government Act 1989* (the Act) and *Local Government (Planning and Reporting) Regulations 2014* (the Regulations).

Under the Act, Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the rates and charges that Council intends to levy, as well as a range of other information required by the Regulations which support the Act.

The 2016/17 budget, which is included in this report, is for the year 1 July 2016 to 30 June 2017 and is prepared in accordance with the Act and Regulations. The budget includes financial statements being a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Statement of Capital Works. These statements have been prepared for the year ended 30 June 2017 in accordance with the Act and Regulations, and are consistent with the annual financial statements which are prepared in accordance with Australian Accounting Standards. The budget also includes information about the rates and charges to be levied, the capital works program to be undertaken, the human resources required, and other financial information Council requires in order to make an informed decision about the adoption of the budget.

In advance of preparing the budget, officers firstly review and update Council's long term financial projections. Financial projections for at least four years are ultimately included in Council's Strategic Resource Plan, which is the key medium-term financial plan produced by Council on a rolling basis. The preparation of the budget, within this broader context, begins with officers preparing the operating and capital components of the annual budget during January and February. A draft consolidated budget is then prepared and various iterations are considered by Council at informal briefings during March. A 'proposed' budget is prepared in accordance with the Act and submitted to Council in April for approval 'in principle'. Council is then required to give 'public notice' that it intends to 'adopt' the budget. It must give 28 days notice of its intention to adopt the proposed budget and make the budget available for inspection at its offices and on its web site. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council.

With the introduction of the State Governments Rate Capping legislation in 2015 Councils are now unable to determine the level of rate increase and instead must use a maximum rate increase determined by the Minister for Local Government which is announced in December for application in the following financial year.

The final step is for Council to adopt the Budget after receiving and considering any submissions from interested parties. The Budget is required to be adopted and a copy submitted to the Minister by 30 June each year. The key dates for the Budget process are summarised below:

Budget process	Timing
1. Officers update Council's long term financial projections	Sep/Oct
2. Officers prepare operating and capital budgets	Oct/Nov
3. Councillors consider draft budgets at informal briefings	Dec/Jan
4. Councils notify ESC of intention to seek a variation	20 Jan
5. Council undertake community consultation to support ESC rate variation process	Feb/Mar
6. Proposed budget submitted to Council for approval	23 Mar
7. Council officially applies for Rate Cap Variation	31 Mar
8. Public notice advising intention to adopt budget	5 May
9. Budget available for public inspection and comment	10 May
10. Public submission process undertaken	May/Jun
11. Submissions period closes (28 days)	7 Jun
12. Submissions considered by Council/Committee	22 Jun
13. Budget and submissions presented to Council for adoption	22 Jun
14. Copy of adopted budget submitted to the Minister	30 Jun

## 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 6 April 2016 – Presentation of Draft Operating Budget and SFP.
- Assembly of Councillors – Wednesday 6 April 2016 – Audit and Risk Committee Chairman's Report
- Assembly of Councillors – Wednesday 6 April 2016 – Presentation of Draft Council Plan
- Assembly of Councillors – Wednesday 13 April 2016 – Update by Chair of Bacchus Marsh Racecourse and Recreation Reserve
- Assembly of Councillors – Wednesday 20 April 2016 – Meeting Procedures Local Law No. 9
- Assembly of Councillors – Wednesday 20 April 2016 – Draft Operating Budget 2016/17

**Recommendation:**

**That Council receives the record of Assemblies of Councillors as follows:**

- **Assembly of Councillors – Wednesday 6 April 2016 – Presentation of Draft Operating Budget and SFP.**
- **Assembly of Councillors – Wednesday 6 April 2016 – Audit and Risk Committee Chairman’s Report**
- **Assembly of Councillors – Wednesday 6 April – Presentation of Draft Council Plan**
- **Assembly of Councillors – Wednesday 13 April 2016 – Update by Chair of Bacchus Marsh Racecourse and Recreation Reserve**
- **Assembly of Councillors – Wednesday 20 April 2016 – Meeting Procedures Local Law No. 9**
- **Assembly of Councillors – Wednesday 20 April 2016 – Draft Operating Budget 2016/17**

# Attachment - Item 11.1

# Assembly of Councillors



Date:	6 April, 2016
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh
Councillors:	Cr. Comrie (Mayor) Cr. Dudzik Cr. Edwards (3.57pm) Cr. Spain Cr. Sullivan (3.51pm) Cr. Tatchell (3.24pm) Cr. Toohey (3.35pm)
Officers:	Rob Croxford; Phil Jeffrey; Satwinder Sandhu; Danny Colgan
Apologies:	

## 1. Assembly opened at: 3.00pm

## 2. Disclosure of Conflict of Interests – Nil

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

## 3. Item Notes:

**Presentation of Draft Operating Budget and SFP**

**Assembly closed at: 4.15pm**

Signed:

A handwritten signature in black ink, appearing to read "Rob Croxford".

...

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

Date: 06.04.2016

# Assembly of Councillors



Date:	6 April, 2016
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh
Councillors:	Cr. Comrie (Mayor) Cr. Dudzik (1.26pm) Cr. Spain
Officers:	Rob Croxford; Phil Jeffrey; Satwinder Sandhu; Danny Colgan; Vanessa O'Toole; John Whitfield
Apologies:	Cr. Edwards; Cr. Sullivan; Cr. Tatchell; Cr. Toohey

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**1. Assembly opened at: 1.17pm**

**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:**

**Audit & Risk Committee Chairman's Report**

**Assembly closed at: 1.49pm**

Signed:

A handwritten signature in blue ink, appearing to read "Rob Croxford".

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

Date: 06.04.2016



# Assembly of Councillors



Date:	6 April, 2016
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh
Councillors:	Cr. Comrie (Mayor) Cr. Dudzik Cr. Spain
Officers:	Rob Croxford; Phil Jeffrey; Satwinder Sandhu; Danny Colgan; Nat Abbott; John Whitfield
Apologies:	Cr. Edwards; Cr. Sullivan; Cr. Tatchell; Cr. Toohey

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**1. Assembly opened at: 2.00pm**

**2. Disclosure of Conflict of Interests – Nil**

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

**3. Item Notes:**

<b>Presentation of Draft Council Plan</b>
---

**Assembly closed at: 2.35pm**

Signed:

A handwritten signature in black ink, appearing to read "Rob Croxford".

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

Date: 06.04.2016

# Assembly of Councillors



Date:	13 April, 2016
Venue:	James Young Room, Lerderderg Library, Bacchus Marsh
Councillors:	Cr. Comrie (Mayor) Cr. Dudzik Cr. Spain Cr. Tatchell
Officers:	Phil Jeffrey; Satwinder Sandhu; Danny Colgan; Troy Scoble
Apologies:	Cr. Edwards; Cr. Sullivan; Cr. Toohey; Rob Croxford

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## 1. Assembly opened at: 5.20pm

## 2. Disclosure of Conflict of Interests – Nil

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

## 3. Item Notes:

<b>Update by Chair of BM Racecourse &amp; Recreation Reserve</b>
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**Assembly closed at: 6.10pm**

Signed:

.....  
**Phil Jeffrey**  
**General Manager – Infrastructure**

Date: 13.04.2016

# Assembly of Councillors



Date:	20 April, 2016
Venue:	Council Chambers, Ballan
Councillors:	Cr. Comrie (Mayor) Cr. Dudzik Cr. Spain Cr. Sullivan Cr. Tatchell (4.42pm) Cr. Toohey
Officers:	Rob Croxford; Phil Jeffrey; Satwinder Sandhu; Danny Colgan
Apologies:	Cr. Edwards

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**1. Assembly opened at: 4.20pm**

**2. Disclosure of Conflict of Interests – Nil**

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

**3. Item Notes:**

<b>Meeting Procedures: Local Laws</b>
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**Assembly closed at: 5.20pm**

Signed:

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

Date: 20.04.2016

# Assembly of Councillors



Date:	20 April, 2016
Venue:	Council Chambers, Ballan
Councillors:	Cr. Comrie (Mayor) Cr. Dudzik Cr. Spain Cr. Sullivan Cr. Tatchell Cr. Toohey
Officers:	Rob Croxford; Phil Jeffrey; Satwinder Sandhu; Danny Colgan
Apologies:	Cr. Edwards

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**1. Assembly opened at: 5.22pm**

**2. Disclosure of Conflict of Interests – Nil**

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

**3. Item Notes:**

<b>Draft Operating Budget 2016/17</b>
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**Assembly closed at: 6.20pm**

Signed:

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

Date: 20.04.2016

## 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.

Committee	Meeting Date	Council Representative
Development Assessment Committee <i>To download a copy of the minutes, go to the MSC website:  <a href="http://www.moorabool.vic.gov.au/Your Council/Section86 Committees/S86 Development Assessment Committee">www.moorabool.vic.gov.au/Your Council/Section86 Committees/S86 Development Assessment Committee</a></i>	10 September 2014 12 November 2014 20 May 2015 19 August 2015 21 October 2015 9 March 2016	Cr. Comrie, Cr. Dudzik, Cr. Edwards, Cr. Tatchell
Urban Growth Strategy <i>To download a copy of the minutes, go to the MSC website:  <a href="http://www.moorabool.vic.gov.au/Your Council/Section86 Committees/S86 Urban Growth Strategy Committee">www.moorabool.vic.gov.au/Your Council/Section86 Committees/S86 Urban Growth Strategy Committee</a></i>	26 August 2015	Cr. Comrie, Cr. Dudzik, Cr. Edwards, Cr. Spain
Bacchus Marsh Hall Committee of Management	10 March 2016	Cr. Spain
Lal Lal Soldiers Memorial Hall Committee of Management	5 April 2016	Cr. Toohey

The Development Assessment Committee meeting of 9 March 2016, included a report in Closed Session. The minutes for this meeting included on the website represent the items considered in Open Session only. A full set of minutes, including the report in Closed Session is included in Confidential Item 16.2 of this agenda.

### Recommendation:

**That Council receives the reports of the following Section 86 - Delegated Committees of Council:**

- **Development Assessment Committee meeting of Wednesday, 10 September 2014, 12 November 2014, 20 May 2015, 19 August 2015, 21 October 2015, and 9 March 2016.**
- **Urban Growth Strategy Committee meeting of Wednesday, 26 August 2015.**
- **Bacchus Marsh Hall Committee of Management meeting of Thursday, 10 March 2016.**
- **Lal Lal Soldiers Memorial Hall Committee of Management meeting of Tuesday, 5 April 2016.**

# Attachment - Item 11.2(a)

# Bacchus Marsh Public Hall Committee of Management

## Committee Meeting Thursday 10<sup>th</sup> March 2016

**Location: Supper Room, Main Street, Bacchus Marsh**

### MINUTES OF MEETING

1.	Meeting Opened: 5.05pm. R Prewett in Chair.	
2.	Members present: R Prewett, G Treloar, E Daws, K Currie, C Young	
3.	Apologies received: J Spain, J Ginnane	
4.	Guests:	
5.	Disclosure of Conflicts of Interest: Nil	
6.	Confirmation of Minutes	
<b>Resolution:</b>		
<b><i>That the minutes of the Meeting of 11<sup>th</sup> February 2016 be confirmed.</i></b>		
<b><i>Moved: E Daws          Seconded: R Prewett</i></b>		
<b><i>Carried</i></b>		
7.	Actions arising from previous meetings	
7.1 Keys 0514	The new key system was installed today with 3 copies of keys given to the customer service desk. M Gorfine has ordered more key copies	
7.2 Defibrillator 0514	The defibrillator and first aid kits have been received and are yet to be installed.	

	7.3 Road Signage and Car Park with RSL 0914	<p>A small sign is out the front of the RSL but is hidden behind a tree. Proposal if for a sign at the end of the Avenue and at the Main St Roundabout highlighting whereabouts of RSL, Public Hall and Library.</p> <p>It is also proposed a joint proposal to asphalt car park between RSL and Public Hall with all drains repaired. The RSL would like 2 car park spaces marked for their Committee.</p>
	7.4 Masterplan 0114	Sub Committee to meet at the end of this meeting to discuss further details in the Masterplan
	7.5 Disabled Accessibility 0415	Items from the Audit report of June 2015 have been completed. L Lombana to be requested on confirmation of completion. Sub Committee to meet and discuss further items needing attention.
	7.6 Hallkeeper Position 0615	No response from Renae Knight regarding Public Liability Insurance for the Hallkeeper
	7.7 Acoustic Tiles 1115	Factory Sound Pty Ltd have recommended a 50mm depth Martini deco quiet panel. Approx 20 sheets would be required. Total cost with installation would be approximately \$13000. E Daws to follow up with a firm quote
	7.8 Air Vent, Draught excluders and mop/broom holders 0915	C Young to contact other contractors for quotes.
	7.9 Specific Hearing Loop 0915	Awaiting feed back from Word of Mouth and Hearing Australia
	7.10 Secretary's Position 1015	C Young's nomination to the Committee will go before Council at their April meeting



7.11 Sound System in Public Hall 1115	<p>E Daws presented a quote from Factory Sounds Sales Pty Ltd amount to \$30590.34 inc GST plus \$600 for metal access panels.</p> <p><b>Resolution:</b></p> <p><b><i>That the quote from Factory Sounds Sales Pty. Ltd. For the provision of a sound system in the Public Hall amounting to \$30590.34 inc GST plus \$600 for metal access panels be accepted.</i></b></p> <p><b>Moved: E Daws      Seconded: K Currie</b></p> <p><b>Carried</b></p> <p><i>E Daws presented a quote from Factory Sounds Sales Pty Ltd. To upgrade the sound system in the Supper Room for \$2699.00 inc GST</i></p> <p><b>Resolution:</b></p> <p><b><i>That the quote from Factory Sounds Sales Pty Ltd for the provision of upgrading the sound system in the Supper Room amount to \$2699 be accepted</i></b></p> <p><b>Moved: E Daws      Seconded: G Treloar</b></p> <p><b>Carried</b></p>
7.12 Trivia Night 1215	<p>5 Tables have been booked to date, with another 7 probable tables. Foodworks have donated 2 x \$100 vouchers, BM Golf Club 2 x \$50 vouchers, Jodi Menzies \$50 Jamberry voucher, Puffing Billy voucher and other minor prizes will be offered for raffles on the night. Bacchus Marsh Grammar has designed and printed the flyer. M Currie is applying for a temporary liquor licence for us to run the bar ourselves with 2 persons with RSA to work on the night. All the hirers have been contacted together with various community groups and the event is also being advertised on Facebook. Wine glasses are required for the night.</p> <p><b>Resolution:</b></p> <p><b><i>That the purchase of 100 wine glasses be added to our cutlery and crockery hire.</i></b></p> <p><b>Moved: G Treloar      Seconded: R Prewett</b></p> <p><b>Carried</b></p>

7.13 Oven Repairs 1215		Waldorf did not attend the call out as they wanted to ensure they had the correct spare parts for the oven. They are searching New Zealand and pictures have been forwarded showing the door openers. It is quite possible that due to the age of the oven, that spare parts cannot be procured. Local engineers will be contacted to design something suitable if spare parts cannot be obtained.
7.14 Chairs 0116		<p>G Treloar presented a quote from Alloyfold for a Resin chair with seat and back covers. These chairs can also clip together and are stackable. The cost of the chairs is \$125 plus GST with a 10 week delivery.</p> <p><b>Resolution:</b></p> <p><b><i>That 200 Trilogy chairs from Alloyfold be purchased in Steel Blue with Charcoal Resin at a cost of \$125 each plus GST.</i></b></p> <p><b>Moved: G Treloar      Seconded: E Daws</b></p> <p><b>Carried</b></p>
7.15 Bain Marie 0116		Delivered and installed
7.16 User Manual 0116		Carried over until we have a Hallkeeper
7.17 Picture Rail in Foyer 0216		A letter has been received from the Bacchus Marsh Arts Council requesting our support of their grant application for the supply and installation of a picture rail in the Foyer. Affirmative reply has been sent.
7.18 Building Signage 2016		To be carried over to next meeting
7.19 Pest Extermination 0216		C Young to meet with exterminator on 17 <sup>th</sup> March. Any extermination will have to be done very early in the morning or late at night when there is no persons in the area
7.20 No Smoking Signs 0216		C Young to obtain
7.21 Mini Skip 0216		<p>Local companies were contacted but they were not interested in a permanent skip. A quote was received from SITA Australia for a 3 metre General was bin for \$66 per empty and \$10 monthly site fees for a lockable skip. A key would be provided by them to be left in the cleaning cupboard.</p> <p><b>Resolution:</b></p> <p><b><i>That a skip be ordered from SITA Australia as per their quote.</i></b></p> <p><b>Moved: K Currie      Seconded: R Prewett</b></p> <p><b>Carried</b></p>

8.		Chairperson's Report - Nil to report – Everything covered in previous items
9.		Secretary's report
9.1	Inwards correspondence	Telstra Account Bendigo Bank – Term Deposit Review GJK Facility Services – Statement GJK Facility Services – Invoice Bacchus Marsh Arts Council Various emails re bookings Sallys Performing Arts – reduction in fees Factory Sounds Sales Pty Ltd – Quote Public Hall Factory Sounds Sales Pty Ltd. – Quote Supper Room Alloyfold – Quote for Chairs
9.2	Outwards correspondence	Bacchus Marsh Arts Council Various mails regarding Booking Various emails regarding Trivia Night
9.2	Business Arising	Sallys Performing Arts to be given a fee of \$45 per hour for a minimum of 2 hours for a 12 month period  GJK Facility Services to be queried on December and January invoices as only 2 visits in December and January
<p><b>Resolution:</b></p> <p><b><i>That the Secretary's report be received.</i></b></p> <p><b><i>Moved: K Currie</i></b>                      <b><i>Seconded: E Daws</i></b></p> <p><b><i>Moved</i></b></p>		
10.		Treasurer's report
10.1	Accounts for Payment	Elms Bookkeeping \$828.70 GJK Facility Services \$1026.04 Telstra - \$49.04 M Currie - \$130.00 Aust Post - \$126.00

<u>Cheque Account</u>			
	Month February 2016	2015/16 YTD	2014/15 YTD
<b><u>INCOME</u></b>			
Hall Hire - Public hiring	2,333.69	10,081.76	14,547.29
Hall Hire - Council	600.00	3,299.50	6,910.00
Cleaning/ Other Costs Recouped	236.36	236.36	524.55
Hire - Crockery and Cutlery	-	125.36	118.18
Operational Grant	-	30,815.69	30,815.69
Public Liability Amounts Received	92.27	154.11	59.18
Grant Monies Received	-	1,440.00	
GST on Income	266.18	346.35	193.49
Interest Received	25.41	911.69	948.88
<b>Total Income</b>	<b>3,553.91</b>	<b>47,410.82</b>	<b>54,117.26</b>
<b><u>EXPENDITURE</u></b>			
Advertising	-	109.10	746.50
Cleaning	150.00	3,379.91	4,199.95
Electricity	-	2,652.02	2,368.82
Gas	-	1,319.14	
Meeting Expense	-	36.36	
PO Box Rental			
Printing	59.05	59.05	47.24
Secretarial Fees	466.12	3,700.12	3,402.00
Stationery & Postage	-	45.50	65.19
Telephone	32.43	255.80	587.30
Maintenance:-			
equipment	-	-	-
building	-	77.27	212.94
kitchen requisites	-	-	165.71
Equipment Purchases           defib & 1st aid kits	2,469.00	10,388.98	6,781.78
GST on Purchases	70.77	837.10	439.68
Kitchen Refurbishment Contribution	-	15,000.00	-
Contra Account - Hall Hire Council	600.00	3,299.50	6,910.00
<b>Total Expenditure</b>	<b>3,847.37</b>	<b>41,159.85</b>	<b>25,927.11</b>
<b>Surplus/ Deficiency</b>	<b>293.46</b>	<b>6,250.97</b>	<b>28,190.15</b>
Transferred from Term Deposit	-	30,000.00	
Transferred to Term Deposit		30,000.00	
Bank Account Balance B/Fwd	16,138.93	9,594.50	
<b>BANK ACCOUNT BALANCE - 29th February 2016</b>	<b>\$ 15,845.47</b>	<b>\$ 15,845.47</b>	

<b><u>Booking Account</u></b>	
<b>BANK ACCOUNT BALANCE - 29th February 2016</b>	
(refer separate reconciliation attached)	\$ <u>7,929.50</u>
<b><u>Term Deposits</u></b>	
2501	due 3rd April'16      2.00%      5,000.00
2502	due 3rd April'16      2.00%      10,000.00
2503	due 13th March '16      2.45%      30,000.00
2506	due 27th April '16      2.45%      30,000.00
	<u>\$</u> <u><b>75,000.00</b></u>
10.2 Business Arising	Term deposits to be renewed by G Treloar as required.
<b><i>Resolution:</i></b>	
<b><i>That the Treasurer's report be received.</i></b>	
<b><i>Moved: G Treloar      Seconded: K Currie</i></b>	
<b><i>Carried</i></b>	
11.	Booking Officer's report
11.1 Bookings Received	BM Montessori BM Lions Club Jemma Tyley-Miller Southern Cross Cheerleaders Leah Hawken Blacksmith Cottage – Chairs Mary Adamo Moorabool Shire Council – Manda McDermott Moorabool Shire Council – Ajay Ramdas

11.2 Booking Enquiries	Jeremy Van Langden – Carols Moorabool Shire Council – K Doncon Moorabool Shire Council – J Perhan Nichole Russell – Birthday Dept of Education – J Tait Simon Gill – Birthday Emily Murphy Gail – Birthday Tiffany Cooke – Christening Mary – Wake G Mc Nab – Channel Nine Film Sally School of Performing Arts
11.3 Hall Viewings	Leon Farrugia x 2 Emily Murphy BM Montessori Mary Adamo
<p><b>Resolution:</b></p> <p><b><i>That the Booking Officer's report be received.</i></b></p> <p><b><i>Moved: R Prewett    Seconded: G Treloar</i></b></p> <p><b><i>Carried</i></b></p>	
13.	General Business Nil to report
14.	The next meeting of the Committee will be held at 5pm on Thursday 14 <sup>th</sup> April 2016 in the Supper Room.
15.	The meeting closed at 6.45 pm.

# Attachment - Item 11.2(b)

## **Minutes: LAL LAL SOLDIER'S MEMORIAL HALL COMMITTEE**

**MEETING: Tuesday 5 April 2016**

Meeting opened: 7:02pm

Present: Engels Leoncini (chair), Geoff Hewitt, Graeme Diamond-Keith, Ursula Diamond-Keith, John McAuliffe, Bill Waud, Alan Kitchingmam, Kristina Kitchingman

Apologies: Kay Ford, Colleen Henriksen, John Crick

The minutes of the meeting held 24 November 2015 were approved.

Moved: G. Diamond-Keith

Seconded: J. McAuliffe

Carried

### **BUSINESS ARISING**

#### **1. Capital Improvement Priorities**

- Posted 25/11/15 (See Correspondence list)

#### **2. ANZAC Park (refer to Reports 3.1)**

#### **3. Undercover facility inspection for sign off**

- K. Diamond-Keith apologised for the failure to invite a committee representative to the sign off inspection, explaining that it was an oversight arising from a change of staff and last minute schedule rearrangement.

#### **4. Proposed inclusions for Action Plan**

- The Action Plan (2015) was reviewed to update and consider proposed additions arising from the November meeting as follows:
  1. Reference to colour bond fence.  
Recommendation: No action. Already addressed under Section 2, Objective 1, Action 3
  2. Public toilets:  
Recommendation: Include under Section 3, Objective 4 as new Action 5
  3. Outdoor servery.  
Recommendation: Include under Section 2, Objective 2 as new Action 4 and renumber others
  4. Heating.  
Recommendation: No Action. Already covered by Section 1, Objective 1, Action 4
  5. Update Section 2, Objective 2 as presented to meeting
  6. Update Section 3, Objective 4, Action 4 timeframe by replacing 2016-17 with 'pending usage review'

Resolution: The recommendations are endorsed and included as the upgraded Action Plan 2016

Moved: B. Waud

Seconded: K. Kitchingman

Carried

### **TREASURER'S REPORT**

1. March statement pending.
2. Balance: 31/3/16                      \$11501.78  
Cheque 115 \$210.00, Origin Energy, 19/11/15 not yet presented

Resolution: That the Treasurer's report be accepted

Moved: B. Waud

Seconded: J. McAuliffe

Carried



## **CORRESPONDENCE IN**

30/11/15: K. Diamond-Keith, confirming 1/12 meeting to decide on ANZAC Park project  
: K. Diamond-Keith, requesting notes re project issues  
1/12/15: M. Richards, Community Development Fund  
14/12/15: L. Gervosoni, providing references for Lal Lal service list 1914-18  
16/12/15: L. Gervosoni, response to issues re service list  
7/12/15: B. Bennett, RSL invitation to February meeting  
: M. Ronaldson, memorial guidelines  
21/3/16: K. Doncon, Volunteer induction sessions  
23/3/16: A. Kitchingman, update on station progress  
5/4/16: C. Henriksen, meeting apology

## **CORRESPONDENCE OUT**

25/11/15: K. Doncon, CIP list  
27/11/15: Committee members and contacts, Minutes of meeting 24/11/15  
30/11/15: K. Diamond-Keith, response to issues arising re ANZAC Park project  
16/12/15: Hon. M. Ronaldson, Memorial Park guidelines  
: L. Gervosoni, issues with list references  
25/3/16: Committee members, notice of meeting (5/4) and agenda  
5/4/16: B. Waud, GST return to Council  
Invoice to Pathways

## **BUSINESS ARISING FROM CORRESPONDENCE**

### **1. Community Development Fund**

Proposed action: That the Committee itemise and cost priorities for the 2016 round of funding

Moved: B. Waud

Seconded: Alan Kitchingman

Carried

### **2. Volunteer Induction sessions**

Action: The Secretary to contact Kirsty Doncon to request Shire officer attend a committee meeting to present the induction.

## **REPORTS**

### **1. Maintenance**

- John Crick has installed door handle latches to the front door
- 5/4 Pathways representative reported issues with the male toilet  
Action: Organise to pump out septic tank
- Alan Kitchingman has purchased lights for the hall but not yet installed them
- The installation of the BBQ is pending

### **2. Hall hire & usage**

- Line dancing: each Monday evening
- Pathways Organisation: 5/4/16 & 9/4/16, from 8.30 am
- Lal Lal Falls Advisory Committee: 14/4/16, 11/8/16, 13/10/16, from 8pm
- Beyond Blue: Trivia Night, 16/4/16
- Possible bookings for meetings by Land Care noted

### **3. Projects:**

#### **1. ANZAC Memorial Park**

- Meeting 25/11/15 with Luis Lamama, Jason Hall and Lisa Gervosoni:

Committee concerns: Additional Shire costings, tree removals, car park design

Shire concerns: tree removal impact on avenue of Honour remnants

Action: raised concerns with Community Development section (see Correspondence list)

- Subsequent discussions with Community Development ( 11/12/15, 17/12/15) confirmed the following:
  - That Avenue of Honour issues were separate to the project
  - The car park need not be included
  - Tree removal should be limited to avoid additional approval requirements
  - The project would proceed
- Follow up contacts 19/1/16, 1/2, 2/2, 1/3: Kirsty Doncon informed that application for State funding did not fit guidelines for upgrading existing facilities so new application required in accordance with start up projects.
- Onsite meeting with Kristy and Luis 23/3/16 reviewed and agreed to amended site plan for restructured application for State funding.
- Contact with Kristy 31/3 confirming details of service for WW 1 volunteers and submission on 31/3 (also confirmed 5/4)
- Engels and Geoff attended Buninyong RSL meeting 8/2/16, which endorsed the proposed memorial design
- Rod Sims (Wilson's Memorials) has been informed of the project's progress.

#### **4. Maker's & Grower's Market**

- Kay Ford still contacting potential stallholders
- Availability of hotel paddock pending sale
- Next market: Sunday 30 October 2016

#### **5. Friends of Lal Lal Railway Station**

- Mirella Zeait, Vic Track Community, Tourist and Heritage Leasing Manager, has presented two options for a non-for-profit incorporated community group:
  1. Short term lease of one room with Vick Track providing appropriate but limited renovation. This option may jeopardise funding through the Community Use Program for the second option
  2. Deferring application until a full upgrade and restoration program is funded in 2018-19
- Potential usage included providing tourist information and a venue for local crafts and arts displays

Recommendations:

1. The group develop a proposal for submission to Council for feedback and potential support
2. Also investigate the availability of tourism related grants
3. Then call a public meeting to formalise the creation of a non-for-profit incorporated community group

Matters arising:

1. Local signage for tourist information
  - The need for specific direction signage for tourists was identified as a key issue, exemplified by the lack of specific direction to the Harris Rd car park entrance to the Moorabool Falls walking track or on-road signage for that car park

### **GENERAL BUSINESS**

#### **1. Hall display area/s**

Options to be considered include:

- The installation of wooden picture rails
- Identifying a specific space to display photographs

## **2. Outdoor plans and landscaping**

The following items were identified as current needs:

- The concrete access to the undercover area needs to be levelled.
- Repair of the back fence on the western side

Resolution: Measure and price colour bond fencing panels to replace existing fence

Moved: J. McAuliffe

Seconded: A. Kitchingman

Carried

- Installation of a stainless steel servery and sink

Action: Identify and price suitable versions for consideration

## **3. Trestle tables**

It was agreed to upgrade the hall tables and sell the wooden trestles

Action: Identify and price suitable tables for consideration

## **4. Water tower doors**

The doors need renovation or replacement

Action: Engels to contact Vic Track regarding this issue

**NEXT MEETING: Tuesday 21 June 2016**

### 11.3 Advisory Committees of Council - Reports

Advisory Committees are established to assist Council with executing specific functions or duties.

Advisory Committees of Council currently have no delegated powers to act on behalf of Council or commit Council to any expenditure unless resolved explicitly by Council following recommendation from the Committee. Their function is purely advisory.

Advisory Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Advisory Committees of Council present the reports of the Committee Meetings for Council consideration.

<b>Committee</b>	<b>Meeting Date</b>	<b>Council Representative</b>
Place Making Committee	20 April 2016	Cr. Spain, Cr. Sullivan, Cr. Toohey

**Recommendation:**

**That Council receives the report of the following Advisory Committee of Council, the Place Making Committee meeting of Wednesday 20 April 2016.**

# Attachment - Item 11.3

# MINUTES

## PLACE MAKING ADVISORY COMMITTEE

**WEDNESDAY 20 APRIL 2016**  
Council Chambers, Ballan  
4.00pm – 5.00pm

### MEETING OPENING

The Chair welcomed all and opened the meeting at 3.16pm.

### ATTENDANCE

Cr Pat Toohey, Chair	Councillor – Woodlands Ward
Cr Tom Sullivan	Councillor – West Moorabool Ward
Cr John Spain	Councillor – East Moorabool Ward
Mr Phil Jeffrey	General Manager Infrastructure
Mr Satwinder Sandhu	General Manager Growth & Development
Mr Glenn Townsend	Manager Operations
Mr John Miller	Manager Asset Management
Mr Justin Horne	Coordinator Environmental Planning
Ms Lacey Daniel	Minute Taker

### APOLOGIES

Nil

### CONFLICTS OF INTEREST

No conflicts of interest were declared at the meeting.

### CONFIRMATION OF MINUTES

#### 3.1 Confirmation of Previous Minutes (Wednesday 15 March 2016)

**Resolution:**

That the Place Making Advisory Committee confirm the minutes of the meeting held on Wednesday 15 March 2016.

**Moved:** Cr Spain  
**Seconded:** Cr Sullivan

**CARRIED**

### INFRASTRUCTURE REPORTS

#### 4.1 Draft Urban Tree Management Policy

**Resolution:**

**That the Place Making Advisory Committee:**

1. Receives the draft Tree Policy for the purpose of review and feedback to officers.
2. Recommends that the Draft Tree Management Policy (with any amendments identified) be presented to Council for formal adoption.

**Moved:** Cr Sullivan

**Seconded:** Cr Spain

**CARRIED**

#### **4.2 Energy Efficient Street Lighting**

**Resolution:**

**That the Place Making Advisory Committee:**

1. Provides in principle support to the upgrade of street and public place lighting to LED technology where practicable.
2. Recommends to Council that it adopt a 1 year implementation strategy and that it refers funding for bulk street light changeover to the 2017/18 annual budget process.

**Moved:** Cr Sullivan

**Cr Spain proposed an amendment to the Motion.**

**Resolution:**

**That the Place Making Advisory Committee:**

1. Provides in principle support to the upgrade of street and public place lighting to LED technology where practicable.
2. Recommends to Council that it refers funding for bulk street light changeover to the 2017/18 annual budget process.
3. Requests that a further briefing be presented to Council as part of the 2017/18 annual budget process, outlining changes to streetlighting implementation, funding options or technology for consideration.

**Moved:** Cr Sullivan

**Seconded:** Cr Spain

**CARRIED**

### **GROWTH & DEVELOPMENT REPORTS**

#### **5.1 Draft Moorabool Sustainable Environment Strategy**

**Recommendation:**

**That the Place Making Advisory Committee:**

1. Receives the draft Moorabool Sustainable Environment Strategy for the purpose of feedback to officers.
2. Requests that the draft Moorabool Sustainable Environment Strategy (with any amendment identified) be presented to the June 2016 Ordinary Meeting of Council for endorsement for the purposes of public exhibition for a period of four weeks.
3. Requests that a further report be presented to the Place Making Advisory Committee at the conclusion of the public consultation period.

The Motion LAPSED

#### **CLOSED SESSION OF THE MEETING**

Nil

#### **DATE OF THE NEXT MEETING**

Wednesday 15 June 2016

#### **MEETING CLOSURE**

The Chair thanked all and closed the meeting at 4.11pm.



**12. NOTICES OF MOTION****12.1 Cr. Spain: N.O.M. No. 254 – Storage for Country Women’s Association Bacchus Marsh****Motion**

That Council:

1. Contact the Bacchus Marsh branch of the Country Women’s Association (CWA) and offer the CWA temporary storage space as specified below within the Council Vehicle Compound in Main Street Bacchus Marsh:
  - a. Storage to be in the form of a 20 foot, refurbished shipping container;
  - b. Items will be stored at owner’s (CWA’s) risk and Moorabool Shire Council is not liable for any loss or damage;
  - c. No liquids, fuels, gases or chemicals of any kind to be stored at any time;
  - d. Access to the storage container will be by arrangements and conditions similar to those agreed with other community groups currently using the Vehicle Compound;
  - e. The storage space to be provided to the CWA for a maximum of two years;
2. Allocate a maximum of \$3,000 from the East Moorabool Ward Development Works Reserve for the immediate purchase and delivery of a 20 foot refurbished shipping container to provide storage space as described above;

**Preamble**

Upon a reasonable expectation of gaining a lease of rooms at the Darley Civic and Community Hub, the Bacchus Marsh branch of the Country Women’s Association accumulated various items of equipment, furniture and materials to furnish the rooms. With the availability of the rooms at the Darley Civic and Community Hub being deferred, the CWA has stored the accumulated items at a private residence in the Bacchus Marsh area. That residence has changed ownership and the CWA is required to remove the stored items by the end of May 2016. Despite the CWA’s efforts it has not been able to find reasonable and secure alternative storage space.

This motion is to provide temporary, for a maximum of two years, storage space for use by the CWA.

# Attachment - Item 12.1

27 April, 2016

Mr Rob Croxford  
Chief Executive Officer  
Moorabool Shire Council  
PO Box 18  
BALLAN VIC 3342

Dear Rob,

**Notice of Motion – Storage for Country Women’s Association Bacchus Marsh**

In accordance with the Council’s Meeting Procedure Local Law No. 8 Section 28 – Notice of Motion, please accept this Notice of Motion for placement on the Agenda of the Ordinary Meeting of Council to be held on Wednesday, 4 May 2016.

**Motion:**

**That Council:**

1. **Contact the Bacchus Marsh branch of the Country Women’s Association (CWA) and offer the CWA temporary storage space as specified below within the Council Vehicle Compound in Main Street Bacchus Marsh:**
  - a. **Storage to be in the form of a 20 foot, refurbished shipping container;**
  - b. **Items will be stored at owner’s (CWA’s) risk and Moorabool Shire Council is not liable for any loss or damage;**
  - c. **No liquids, fuels, gases or chemicals of any kind to be stored at any time;**
  - d. **Access to the storage container will be by arrangements and conditions similar to those agreed with other community groups currently using the Vehicle Compound;**
  - e. **The storage space to be provided to the CWA for a maximum of two years;**
2. **Allocate a maximum of \$3,000 from the East Moorabool Ward Development Works Reserve for the immediate purchase and delivery of a 20 foot refurbished shipping container to provide storage space as described above;**

**Preamble:**

Upon a reasonable expectation of gaining a lease of rooms at the Darley Civic and Community Hub, the Bacchus Marsh branch of the Country Women’s Association accumulated various items of equipment, furniture and materials to furnish the rooms. With the availability of the rooms at the Darley Civic and Community Hub being deferred, the CWA has stored the accumulated items at a private residence in the Bacchus Marsh area. That residence has changed ownership and the CWA is required to remove the stored items by the end of May 2016. Despite the CWA’s efforts it has not been able to find reasonable and secure alternative storage space.

This motion is to provide temporary, for a maximum of two years, storage space for use by the CWA.

Yours sincerely,

A handwritten signature in black ink, appearing to read "J. Spain", with a stylized flourish at the end.

Cr John Spain

## 12.2 Cr. Toohey: N.O.M. No. 255 – Upgrade to Kitchen at Gordon Recreation Reserve

### Motion

That Council:

1. Make available \$12,615.10 from the Woodlands Ward Recreation Reserve Fund to the Gordon Recreation Reserve to allow the upgrade of the kitchen to proceed.
2. Write and thank all community groups for their generous donations to the project.
3. Confirms in writing that the Gordon Recreation Reserve will facilitate the project, will sign a Terms and Conditions document, and will comply with all relevant conditions and permits as required.
4. At the conclusion of the project provide Council with an acquittal of all funds spent on the project.

### Preamble

For some time now Council has been investigating sources of funding to assist the Gordon Recreation Reserve update their kitchen facilities. The project includes the purchase of industrial deep fryers, fridge/freezer, new cabinetry including benches, and the replacement of worn out flooring.

In the 2015/16 Community Development Fund round, Council committed \$25,000 towards the \$52,000 project. It has since become apparent that there are no funding opportunities available at either State or Federal Government level that will provide the additional co-funds to enable this project to proceed.

Discussions have been held with various community groups in Gordon, who have committed significant funds towards the completion of this project (see attached letters). The raising of these funds by the community demonstrates their commitment to this project, and is an outstanding effort by the Gordon community to contribute towards the completion of this project.

The community is now seeking support from Council to contribute the remaining funds to allow this project to proceed. The breakdown of current committed funds is as follows:

Council (via Community Development Fund)	\$25,000
Gordon Football & Netball Club Inc.	\$5,000
Gordon Recreation Reserve	\$5,000
Ace Kitchen & Cabinetry	\$3,000
Bacchus Marsh Sand & Soil	\$2,000
Total Confirmed Contributions	\$40,000

It is proposed that the remaining funds of \$12,615.10 be taken from the Woodlands Ward Fund to allow this project to be completed.

# Attachment - Item 12.2(a)

Mr Rob Croxford  
Chief Executive Officer  
Moorabool Shire Council  
PO Box 18  
BALLAN VIC 3342

28 April, 2016  
Ref: PT:de

Dear Rob,

### **Notice Of Motion – Upgrade to Kitchen at Gordon Recreation Reserve**

In accordance with the Council's Meeting Procedure Local Law No. 8 Section 28 – Notice of Motion, please accept this Notice of Motion for placement on the agenda of the Ordinary Meeting of Council to be held on Wednesday 4 May, 2016.

#### **Background**

For some time now Council has been investigating sources of funding to assist the Gordon Recreation Reserve update their kitchen facilities. The project includes the purchase of industrial deep fryers, fridge/freezer, new cabinetry including benches, and the replacement of worn out flooring.

In the 2015/16 Community Development Fund round, Council committed \$25,000 towards the \$52,000 project. It has since become apparent that there are no funding opportunities available at either State or Federal Government level that will provide the additional co-funds to enable this project to proceed.

Discussions have been held with various community groups in Gordon, who have committed significant funds towards the completion of this project (see attached letters). The raising of these funds by the community demonstrates their commitment to this project, and is an outstanding effort by the Gordon community to contribute towards the completion of this project.

The community is now seeking support from Council to contribute the remaining funds to allow this project to proceed. The breakdown of current committed funds is as follows:

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Gordon Recreation Reserve	\$5,000
Ace Kitchen & Cabinetry	\$3,000
Bacchus Marsh Sand & Soil	\$2,000
<b>Total Confirmed Contributions</b>	<b>\$40,000</b>

It is proposed that the remaining funds of \$12,615.10 be taken from the Woodlands Ward Fund to allow this project to be completed.

#### **Motion**

That Council:

1. Make available \$12,615.10 from the Woodlands Ward Recreation Reserve Fund to the Gordon Recreation Reserve to allow the upgrade of the kitchen to proceed.
2. Write and thank all community groups for their generous donations to the project.

3. Confirms in writing that the Gordon Recreation Reserve will facilitate the project, will sign a Terms and Conditions document, and will comply with all relevant conditions and permits as required.
4. At the conclusion of the project provide Council with an acquittal of all funds spent on the project.



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**Cr Pat Toohy**  
**Woodlands Ward**



# Attachment - Item 12.2(b)



ABN 96 200 778 601

PO Box 201 Gordon Vic 3345

Email: [gordonfnc@gmail.com](mailto:gordonfnc@gmail.com)

[www.gordonfc.vcfl.com.au](http://www.gordonfc.vcfl.com.au)

19 April 2016

Mr Adam Frazer  
Gordon Recreation Reserve  
P.O. Box 211  
Gordon Vic 3345

Dear Adam

On behalf of the Gordon Football and Netball Club Inc., please accept this letter as our club's commitment to contribute \$5000.00 toward to upgrade of the kitchen facilities at the Gordon Rec Reserve.

We believe that this project is urgently needed to improve the operation of our canteen and catering duties.

Please do not hesitate to contact me if you have any further queries.

Warm Regards

Kellee Frazer  
Secretary  
Gordon Football & Netball Club Inc.



***Gordon Recreation Reserve***  
**ABN 99 078 577 878**

Old Melbourne Road  
Gordon VIC 3345

Telephone 0407 689711  
Fax (03) 5368 9708

19 April 2016

To whom it may concern

Dear Sir / Madam

Please accept this letter as confirmation that the Gordon Recreation Reserve Committee has committed to contribute \$5000.00 toward the much needed upgrade of the kitchen facilities at the Gordon Recreation Reserve.

Please do not hesitate to contact me if you have any queries.

Kind Regards,

Adam Frazer  
President

26 April 2016

Committee of Management  
Gordon Recreation Reserve  
P.O. Box 211  
Gordon Vic 3345

Dear Sir/Madam

Please accept this letter as confirmation that Bacchus Marsh Sand & Soil is prepared to donate \$2000.00 to assist with the refurbishment of the kitchen at the Gordon Recreation Reserve.

Please do not hesitate to contact me if you have any queries.

Kind Regards



Adam Frazer  
Director



# ACE KITCHEN & CABINETRY

ABN: 43 735 534 968

21 Gillespie's Lane Ballan, 3342 - P.O. Box 350 Ballan ,3342

Telephone 0413 149 451

Facsimile (03) 5368 1076

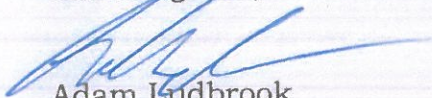
Email [sales@acekc.com.au](mailto:sales@acekc.com.au)

21/04/2016

To whom it may concern,

Ace Kitchen and Cabinetry is willing to donate \$3000.00 in kind to help out with the renovations of the kitchen at the Gordon Recreation Reserve.

Kind Regards,



Adam Ludbrook

ACE Kitchen and Cabinetry

Telephone: +61 3 53 681 056

Facsimile: +61 3 53 681 076

Mobile: 0413 149 451

Email: [sales@acekc.com.au](mailto:sales@acekc.com.au)

**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****16.2 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**