



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 04 July 2018,
commencing at 6:00 p.m.

Members:

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

Officers:

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

Rob Croxford
Chief Executive Officer

AGENDA

1.	OPENING OF MEETING AND PRAYER.....	4
2.	ACKNOWLEDGEMENT TO COUNTRY	4
3.	RECORDING OF MEETING	4
4.	PRESENT	4
5.	APOLOGIES.....	4
6.	CONFIRMATION OF MINUTES	5
6.1	<i>Ordinary Meeting of Council – Wednesday 06 June 2018</i>	<i>5</i>
6.2	<i>Special Meeting of Council – Wednesday 20 June 2018</i>	<i>5</i>
6.3	<i>Special Meeting of Council – Wednesday 27 June 2018</i>	<i>5</i>
7.	DISCLOSURE OF CONFLICT OF INTEREST.....	6
8.	PUBLIC QUESTION TIME	8
9.	PETITIONS	9
10.	PRESENTATIONS / DEPUTATIONS.....	10
11.	OFFICER’S REPORTS.....	11
11.1	CHIEF EXECUTIVE OFFICER	11
11.2	GROWTH AND DEVELOPMENT	12
11.2.1	<i>Tourism and Business Grants Program 2017-18</i>	<i>12</i>
11.2.2	<i>Draft Domestic Animal Management Plan 2018-2022</i>	<i>21</i>
11.3	SOCIAL AND ORGANISATIONAL DEVELOPMENT	78
11.3.1	<i>Moorabool Health and Wellbeing Plan 2013-2017 – Year Four Review Report.....</i>	<i>78</i>
11.3.2	<i>Victorian Government 2018-2019 Female Friendly Facilities Fund.....</i>	<i>82</i>
11.3.3	<i>Draft Revised Memorials Policy (July 2018).....</i>	<i>87</i>
11.3.4	<i>Instrument of Appointment and Authorisation of Council Officers under Section 174(4) of the Planning and Environment Act 1987.....</i>	<i>96</i>
11.3.5	<i>Victorian Government Pick My Project Funding Program 2018</i>	<i>102</i>
11.3.6	<i>Annual Local Government Community Satisfaction Survey 2018</i>	<i>110</i>
11.4	INFRASTRUCTURE	224
11.4.1	<i>Request for Closure to Through Traffic; Bacchus Street, Maddingley.....</i>	<i>224</i>
11.4.2	<i>Draft Traffic Calming Policy</i>	<i>244</i>
12.	OTHER REPORTS	254
12.1	<i>Assembly of Councillors</i>	<i>254</i>
12.2	<i>Section 86 – Delegated Committees of Council – Reports</i>	<i>255</i>
12.3	<i>Advisory Committees of Council - Reports.....</i>	<i>256</i>
13.	NOTICES OF MOTION	288

14.	MAYOR'S REPORT	289
15.	COUNCILLORS' REPORTS	290
16.	URGENT BUSINESS.....	291
17.	CLOSED SESSION OF THE MEETING TO THE PUBLIC	292
18.	MEETING CLOSURE	293

1. OPENING OF MEETING AND PRAYER

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

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

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

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

Amen

2. ACKNOWLEDGEMENT TO COUNTRY

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

3. RECORDING OF MEETING

In accordance with Moorabool Shire Council's Meeting Procedure Local Law, the Council will be recording this meeting. The following organisations have been granted permission to make an audio recording also:

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

4. PRESENT

5. APOLOGIES

6. CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council – Wednesday 06 June 2018

Recommendation:

That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 2 May 2018.

6.2 Special Meeting of Council – Wednesday 20 June 2018

Recommendation:

That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 20 June 2018.

6.3 Special Meeting of Council – Wednesday 27 June 2018

Recommendation:

That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 27 June 2018.

7. DISCLOSURE OF CONFLICT OF INTEREST

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

Definitions of the class of the interest are:

- a direct interest
 - (section 77A, 77B)

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

Time for Disclosure of Conflicts of Interest

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

Section 79(6) of the Act states:

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

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

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

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

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

8. PUBLIC QUESTION TIME

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

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

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

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

A Councillor or Council officer may:

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

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

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

9. PETITIONS

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

10. PRESENTATIONS / DEPUTATIONS

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

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

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

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

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

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

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

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

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

Item No	Description	Name	Position
-	-	-	-

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

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

Item No	Description	Name	Applicant/ Objector
-	-	-	-

11. OFFICER'S REPORTS

11.1 CHIEF EXECUTIVE OFFICER

No reports for this meeting.

11.2 GROWTH AND DEVELOPMENT

11.2.1 Tourism and Business Grants Program 2017-18

Introduction

Author: Andy Waugh
General Manager: Satwinder Sandhu

Executive summary

A report was presented at the 6 June, 2018 Ordinary Meeting of Council detailing the Tourism and Business Grants Program 2017-18. The Tourism and Business Grants Program is designed to support organisations and businesses to plan and execute new tourism and business initiatives likely to significantly increase visitation to Moorabool Shire and to increase levels of economic activity.

A total of six applicants requested grant funding. The Bacchus Marsh Tourism Association's application for \$3,000 to assist the RSL in commemorating the Avenue of Honour was approved.

The application submitted by the Blackwood Hotel was ineligible due to the event having already occurred. Separately, the application submitted by the Blackwood Progressive Association for an event next April, was recommended to be resubmitted in the 2018/19 grant round.

The three remaining grant applications for \$4,000 (St Annes Vineyards), \$3,000 (Marsh Rod and Custom Club) and \$5,000 (Cartier World Travel) were deferred pending further information on the value and return to the Shire.

The purpose of this report is to provide further information on each of the grant applications in order to finalise the grant fund allocations for 2017/18.

Background

A total of six (6) applications were received across the two program categories, five (5) tourism and one (1) Business. Further information on grant applications is provided as follows:

Organisation: St Anne's Vineyards

Project: Visitor Communication Project

Description: Create a professional 5 minute cinematic presentation highlighting the local wine industry and Moorabool's tourism offering in multiple languages

Project value: \$30,000

Grant request: \$12,000

Policy score: 77

Allocation: \$4,000 (Tourism grant)

St Anne's Vineyards is one of the Shire's primary visitor attractions. Visitation numbers to their cellar door are in excess of 52,000 annually averaging over a thousand (mostly) unique visitors per week.

In addition, St Anne's is currently developing alternative income streams through the creation of an events strategy. The value of this is shown when an event such as Tough Mudda can attract up to 10,000 visitors who potentially could seek accommodation, retail and hospitality options within the Shire. Further initiatives are being planned to develop an annual event calendar to coordinate with and compliment further events within the Shire.

Currently there is no visitor information presence at St Anne's promoting the Shire. Council's economic development officers have been working with St Anne's management to increase the level of exposure the tourism offering is given. This includes both static displays within the cellar door environment and a presence at events.

The cinematic 5 minute (multi-lingual) presentation will showcase the Shire's tourism offering as well as positioning St. Anne's Winery as a key tourism destination within both the Shire and the region.

In approving the grant of \$4,000, Council is:

- recognising the importance of, and supporting a major tourism attraction within the Shire;
- supporting a project that has the potential to be viewed by in excess of 52,000 visitors annually;
- providing tourism information to the growing inbound Chinese market in Mandarin; and
- reaching in excess of 52,000 visitors per year at a cost to Council of 8 cents per visitor.

The total estimated visitor expenditure (for the cellar door only) is \$2,964,000 with a follow on economic impact within the local economy as high as \$4,700,000 per annum.

Organisation: Marsh Rod and Custom Club

Project: Marsh Rodders Swap Meet and Show'n Shine

Description: Provide support for an event which in 2017 included more than 1,000 cars and 250 bikes attracting about 10,000 visitors

Project value: \$15,000

Grant request: \$3,000

Policy score: 80

Allocation: \$3,000 (Tourism grant)

The Marsh Rodders Swap Meet and Show'n Shine is in its 13th year of delivery. The event has developed over this period to now attract in excess of 10,000 visitors annually. This classifies it as a significant event for the Shire.

The Marsh Rod and Custom Club structure their event to ensure that local providers and vendors are prioritised over business from outside the Shire, for having a presence at the event. They work closely with local traders to ensure they take full advantage of the overflow of people who choose to attend the event. In 2017, many local traders reported a significantly higher than average trading day.

The club encourages Council to have a presence at the event by installing a temporary information centre and in 2017 distributed tourism literature to visitors.

Marsh Rodders also engage in various other programs for the community. They provided motor vehicles this year for the Ballan Autumn Festival and the veteran's parade, assisting people on the day during the proceedings. They have funded 2 iPads to Keeleys Cause supporting the initiative to give underprivileged children access to computer equipment. The club works with local groups such as Lions, CFA, SES, Scouts, Darley Neighbourhood House and others to assist them in raising money through having a presence at their events and by direct donations.

In approving the grant of \$3,000, Council is:

- supporting an event operated by a group which is focussed on community return;
- being provided with a platform to distribute tourism information to an audience in excess of 10,000 over the period of one day; and
- reaching in excess of 10,000 visitors at a cost to Council of 30 cents per visitor annually.

The total estimated visitor expenditure for this event is \$570,000 with a follow on economic impact within the local economy as high as \$910,000 p.a.

Organisation: Cartier World Travel

Project: Moorabool Visitor Information Centre (Accredited)

Description: Provide walk in information, a website targeting domestic and international visitors, and a presence at national/international trade shows

Project value: \$20,000

Grant request: \$10,000

Policy score: 83

Allocation: \$5,000 (Business grant)

There is presently no Visitor Information Centre presence in Ballan. Cartier World Travel in Inglis Street Ballan is an ideal business in which to locate an accredited Visitor Information Centre. This is due to the nature of the business already operating in the tourism space.

The Moorabool Visitor Information Centre will be an accredited service. This entitles it to display the nationally recognised visitor 'I' on its window and any literature. The Accreditation program for Visitor Information Services in Victoria is managed by the Australian Tourism Accreditation Program (ATAP) through the Victoria Tourism Industry Council (VTIC).

The visitor centre will provide face to face contact for walk in customers and a purpose built website displaying tourism information about the Shire. Through the established customer base, networks and industry partners Cartier World Travel has, domestic, regional and international travellers will be targeted in a strategy to showcase Moorabool Shire.

The centre will include three full time staff, paid for by Cartier World Travel. The three employees will adopt the tourism duties, marketing and promotion of the Shire in excess of their regular duties.

Through their own funding, Cartier World Travel will continue to attend national and international trade shows providing increased levels of exposure of the Shire to vast audiences. Further costs will be absorbed by Cartier World Travel include:

- Website management;
- Social media management;
- Print media;
- Marketing collateral;
- Ongoing staff costs;
- Operational costs;
- Infrastructure (office fit out, brochure racks, signage etc); and
- Meetings with stake holders.

In approving the grant of \$5,000, Council is:

- significantly increasing its ability to reach domestic and international markets with information on Moorabool Shire's tourism offering; and
- recognising the value of a public/private partnership to both increase efficiencies of product delivery and decrease Council operational costs

A conservative estimate of the economic impact of funding this application is likely to be in excess of \$1,000,000 per annum with this total increasing as Cartier World Travel self-funds additional tourism initiatives.

Organisation: Blackwood Progress Association

Project: Blackwood Woodchop and Easter Carnival

Description: Community based event showcasing Blackwood

Project value: \$14,795

Grant request: \$3,000

Policy score: Not scored

Allocation: \$0 – Event falls in 2018/19 financial year. The Blackwood Progress Association is encouraged to apply in the next grant funding round.

Organisation: The Blackwood Hotel

Project: Blackwood Hotel and Community 150th Birthday Celebration

Description: Community based event celebrating this significant milestone

Project value: \$16,305

Grant request: \$2,500

Policy score: 93

Allocation: \$0 – Event occurred in the past and is not able to be paid retrospectively.

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 Council allocate the Tourism and Business Grants as shown in **Attachment 11.2.1**.
- It is proposed that the Blackwood Progress Association is encouraged to re-submit its grant application for the 2019 Blackwood Woodchop and Easter Carnival in the 2018/19 grant round.
- It is proposed that The Blackwood Hotel's application is ineligible due to the event having already occurred and the grant is unable to be paid retrospectively.

Policy Implications

The 2017 - 2021 Council Plan provides as follows:

Strategic objective 3 Stimulating Economic Development

Context 3b Investment and Employment

The proposed allocation of grants under the Tourism and Business Grants 2017/18 program is consistent with the 2017-2021 Council Plan.

Financial Implications

A total of \$17,400 is available for allocation:

- \$12,400 for Tourism Grants; and
- \$5,000 for Business Grants.

The total of grants being recommended for allocation in this round is \$15,000.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk rating	Control/s
Project timelines	Grant recipients exceeding prescribed timelines	Medium	Terms and conditions agreements required to be signed by grant recipients and scheduled monitoring of projects.
Financial	Grant recipients appropriate expenditure of Council funds	Medium	Terms and conditions agreements required to be signed by grant recipients and grant acquittal required upon completion of projects.

Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	Tourism and Business Groups	Meetings with applicant groups	Various	September 2017 – April 2018	Applicant groups supported to submit application.

Communications and Consultation Strategy

Applicants for the Tourism and Business Grants program have been advised that they will be notified of the outcome of their grant application in June, 2018.

Economic development officers will provide feedback to unsuccessful applicant groups. Feedback will include:

- Advice to applicant groups of the relative strengths and areas for improvement in their application;
- Options for alternative funding (if applicable); and
- Supporting a group to re-lodge their application in the next appropriate round of the Tourism and Business 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 – Satwinder Sandhu

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

Author – Andy Waugh

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

Conclusion

Applications received under the 2017/18 Tourism and Business Grants Program are designed to support organisations and businesses to plan and execute new tourism and business initiatives likely to significantly increase visitation to Moorabool Shire and to increase levels of economic activity. In total, six (6) applications were received across the two program categories, five (5) tourism and one (1) Business.

Recommendation:

That Council

1. Allocates the following grants:


Organisation	Project	Amount
St Anne's Vineyards	Visitor Communication Project.	\$4,000
Marsh Rod and Custom Club	Marsh Rodders Swap Meet and Show'n Shine.	\$3,000
Cartier World Travel	Moorabool Visitor Information Centre.	\$5,000

2. Notifies all applicants in writing of the outcome of their application.

3. Provide feedback to unsuccessful groups and provide suggestions for alternative funding (if applicable) or how the group may choose to improve and re-develop their application for submission to the Tourism and Business Grants Program 2018/19.

Report Authorisation

Authorised by:


Name: Satwinder Sandhu
Title: General Manager Growth and Development
Date: Thursday, 14 June 2018

Attachment - Item 11.2.1

Attachment 1: Tourism and Business Grants 2017-18 recommended totals.

Tourism Grants to be approved:

Organisation Name	Project Name	Project Description	Tourism Grant Amount Requested	Total Project Value	Amount Allocated	Policy Score
*St Anne's Vineyards	Visitor Communication Project	Create a professional 5 minute cinematic presentation highlighting the local wine industry and Moorabool's tourism offering	\$12,000	\$30,000	\$4,000	77
Marsh Rod and Custom Club	Marsh Rodders Swap Meet and Show'n Shine	Provide support for event which in 2017 included more than 1,000 cars and 250 bikes attracting about 10,000 visitors	\$3,000	\$15,000	\$3,000	80
Tourism Grant Totals			\$15,000	\$45,000	\$7,000	

Business Grants to be approved:

Organisation Name	Project Name	Project Description	Business Grant Amount Requested	Total Project Value	Amount Allocated	Policy Score
* Cartier World Travel	Moorabool Visitor Information Centre	Provide walk in information and an active website targeting domestic and international visitors	\$10,000	\$20,000	\$5,000	83
Business Grant Totals			\$10,000	\$20,000	\$5,000	

* For St Anne's Vineyards and Cartier World Travel, the allocated amounts exceed the maximum allowable request but have been accepted based on a limited amount of grant applications received and the requirement to allocate the grants before the end of the 2017/18 financial year.

Note: Grant of \$3,000 for Bacchus Marsh Tourism Association approved at 6 June, 2018 Ordinary Meeting of Council.

11.2.2 Draft Domestic Animal Management Plan 2018-2022

Introduction

Author: Andy Gaze
General Manager: Satwinder Sandhu

The *Domestic Animals Act* 1994 ('the Act') requires that each municipal council prepare an animal management plan. Moorabool Shire Council has therefore developed the Draft 2018-2021 Domestic Animal Management Plan (the Plan), in accordance with the legislative guidelines. The Plan will allow Council to undertake a consistent approach to animal management issues (cats and dogs) throughout the municipality, by providing a strategic planning focus to the activities undertaken by Council in relation to domestic animal management.

Background

Council is required to prepare a Domestic Animal Management Plan (DAMP) every (4) four years in accordance with section 68A of the Domestic Animals Act 1994. There is increasing public view that punitive enforcement of laws alone will not result in lasting voluntary changes in behaviour. Therefore, enforcement of the Act and Local Laws should be balanced with media and public education material for responsible animal management.

Due to resourcing constraints within the Community Safety area, we were unable to complete the DAMP by the end of 2017. Therefore we sought and were granted an extension of time to complete the DAMP by July, 2018. The State Government have been informed that this report is being presented at the Ordinary Meeting of Council in July, 2018.

In developing the Plan, Council has sought to balance the competing needs of animal owners, the broader community and the domestic animals that share people's lives. Council also recognises the positive health and wellbeing outcomes that arise from domestic animals ownership. It is expected over the life of the plan there will be measurable improvements in animal welfare, responsible pet ownership and compliance with relevant legislation. The programs and activities set out in the plan have therefore been developed with the aim to encourage more people to enjoy the pleasure derived from animal companionship, within a framework of responsible ownership.

Consultation was undertaken with all stakeholders in August, 2017 where council received considerable input (over 90 responses) into the issues that people are facing and the priority areas they believe Council should be addressing. The plan has been written to address these needs and priorities.

The plan has to be reviewed annually and as such, all stakeholders have an opportunity to provide comments and feedback regarding the plan at any time and Council should consider this feedback as part of the annual review.

At the Ordinary Meeting of Council on 6 June, 2018 the issue of cat curfews was raised during the discussion on Local Laws. The DAMP specifically addresses the need to undertake a feasibility study for the introduction of a cat curfew with a target date of 2018/19.

Cat curfews are not made under Local Laws but are instead made under section 25 Domestic Animals Act 1994. Prior to any consideration of a cat curfew, full consultation with the public will need to be undertaken and a review of Council's resources to undertake any required compliance and educative actions.

In this context, it is recommended that the draft 2018-2021 Domestic Animal Management Plan be adopted by Council.

Proposal

That Council consider and adopt the draft Domestic Animal Management Plan 2018-2021.

Policy Implications

The proposal is not specifically provided for in the Council Plan 2018 – 2021. It is however a legal requirement of council under the Draft Domestic Animals Act and fits within the Council plan in a number of areas including:

Strategic Objective 1: Providing Good Governance, Context 1C Our Business and Systems and

Strategic Objective 4 Improving Social Outcomes, Context 4A Health and Wellbeing.

Financial Implications

The Domestic Animal Management Plan 2018-2021 is not designed to add additional costs to Councils Animal Management Service.

Risk & Occupational Health & Safety Issues

This plan does not increase the Level of risk faced by Council.

Community Engagement Strategy

Level of Engagement	Stakeholder	Activities	Location	Date	Outcome
Consult	All stakeholders	Have your say		August 2017	Over 90 responses received

Communications and Consultation Strategy

A consultation plan was developed in accordance with the Moorabool Shire Council Community Engagement Framework 2016.

The community were invited to provide their feedback and were able to do so by completing a survey or making a submission online via Council's "Have your Say" portal or by completing a hardcopy survey between 10 August, 2017 to 31 August, 2017.

Hardcopy surveys were available at all Council Customer Service Centres and Rural Library Service. Surveys were also provided to the Early Years and Active Ageing staff members for distribution to clients with the aim of capturing a broad range of community members.

We reached out to our community and stakeholders through “Have your Say”, this was promoted on the front page of Council’s website, through social media, a media release and information published in the Council section of The Moorabool News (local community newspaper) during the community consultation period.

Furthermore, we identified and sought input from 22 local pet care businesses and reputable animal welfare organisations.

Council staff and service units were also provided to provide input during this process.

The results from our engagement with the community was overwhelming with over 90 responses received from community members and stakeholders. Full details of the results of the engagement process are included within the Draft Domestic Animal Management Plan 2017-2021.

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 – Andy Gaze

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

Conclusion

Council undertook Consultation on the issues in August, 2017. The Plan addresses the issues and priorities that the consultation process highlighted. The plan now needs to be adopted so that it can be implemented.

Recommendation:

That Council resolves to adopt the draft Domestic Animal Management Plan 2018- 2021.

Report Authorisation

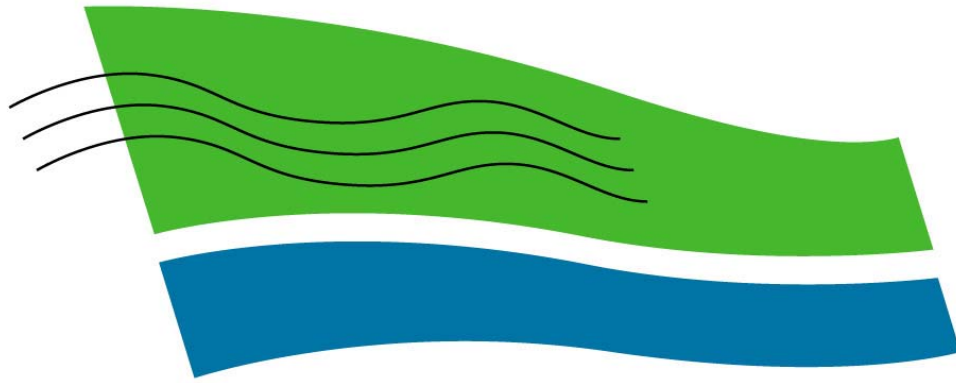
Authorised by:

Name: Satwinder Sandhu

Title: General Manager Growth and Development

Date: Thursday, 14 June 2018

Attachment - Item 11.2.2



MOORABOOL
SHIRE COUNCIL

Domestic Animal Management Plan (2018-2021)

DRAFT

PART 1: INTRODUCTION..... 4

1.1 What Is a Domestic Animal Management Plan (DAMP) 4

1.2 Purpose and Aim of the Domestic Animal Management Plan..... 4

1.3 Moorabool Shire 5

1.3.1 Our Shire 5

1.3.2 Traditional Owners 5

1.3.4 Population Growth..... 6

1.4 Community Consultation 6

1.5 What the community and stakeholders told us?..... 7

1.6 Current Statistics 8

PART 2: REGISTRATION AND IDENTIFICATION 9

2.1 Current Situation, Education & Compliance Activates..... 9

2.2 Issues Identified..... 10

2.3 Our Orders, Local Laws, Council Policies and Procedures 10

2.4 Summary 10

2.5 The Way Forward 11

PART 3: DOG ATTACKS AND DANGEROUS, MENACING AND RESTRICTED BREEDS 12

3.1 Current Situation, Education & Compliance Activities 13

3.2 Summary 13

3.3 The Way Forward 14

PART 4: OVERPOPULATION AND HIGH EUTHANASIA..... 15

4.1 Current Situation, Education & Compliance Activities 15

4.2 Current Issues 16

4.3 Summary 16

4.4 The Way Forward 16

PART 5: DOMESTIC ANIMAL BUSINESS 17

5.2 Current Situation, Education & Compliance Activities 17

5.3 Current Issues 18

5.4 Summary 18

5.5 The Way Forward 18

PART 6: NUISANCES 20

6.2 Current Situation, Education & Compliance Activates..... 20

6.3 Current Issues 21

6.4 Summary 21

6.5 The Way Forward 21

PART 7: TRAINING OF AUTHORISED OFFICERS 23

7.2 Current Situation..... 23

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
----------------------	--	-----------	-------------------------------------

7.3	Current Issues	23
7.4	Summary	23
7.5	The Way Forward	24
PART 8: OTHER MATTERS.....		25
8.2	Current Situation.....	25
8.3	Current Issues	25
8.4	Summary	25
8.5	The Way Forward	26
PART 9: ANNUAL REVIEW OF PLAN AND ANNUAL REPORTING.....		27
9.1	The Way Forward	27
Appendix 1: Annual Review Template		28
Appendix 2: General Local Law 2010 - Part 4: Animals.....		35
Appendix 3: Dog Off Leash Areas.....		43
Appendix 4: Cat Management Policy Brochure.....		44
Appendix 5: Responsible Pet Ownership Brochure		46
Appendix 6: Community Consultation – Survey Results.....		48

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
----------------------	--	-----------	-------------------------------------

PART 1: INTRODUCTION

1.1 What Is a Domestic Animal Management Plan (DAMP)

All Victorian Councils are required under the *Domestic Animals Act* 1994 to prepare and implement a four (4) year Domestic Animal Management Plan (DAMP) to guide decision making in relation to animal management for cats and dogs.

The scope of the 'DAMP' does not relate to the management of wildlife, horses, livestock, or pest animals.

This four-year plan builds on from our previously adopted DAMP and provides the framework for the planning, development, and evaluation of animal management services and programs delivered by Moorabool Shire Council.

The DAMP must address the following:

- Set out a method for evaluating whether animal management services delivered by council are adequate in meeting our requirements under the Act and regulations
- Outline programs for the training of authorised officers
- Outline programs, services and strategies to:
 - Promote and encourage responsible pet ownership of dogs and cats;
 - Ensure that people comply with the Act, regulations and legislation;
 - Minimise risk of attacks by dogs on people and animals;
 - Address over-population and high euthanasia rates for dogs and cats;
 - Encourage the registration and identification of dogs and cats;
 - Minimise the potential for dogs and cats to create a nuisance; and
 - Effectively identify all dangerous, menacing and restricted breed dogs and ensure these dogs are kept in compliance with the Act and regulations
- Provide for review of existing orders and Local Laws made under the Act
- Provide for the review of any other matters related to the management of dogs and cats.
- Provide for periodic evaluation of the plan

1.2 Purpose and Aim of the Domestic Animal Management Plan

The purpose and the aim of the DAMP is to provide a framework for animal management services delivered by Council, pertaining to cats and dogs within our community.

Moorabool Shire Council recognises the positive benefits of pet ownership within our community whilst recognising that there is a need for balance to protect the broader community and the environment from any adverse impacts that cats and dogs may cause.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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1.3 Moorabool Shire

1.3.1 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.

Moorabool Shire spans across more than 2,110 square kilometers and consists 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 equidistant to Melbourne and Avalon airports and close to the seaports of Geelong and Melbourne.

1.3.2 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.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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1.3.4 Population Growth

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

The estimated official population of Moorabool Shire in 2016 was 32,311. More than half the population lives in Bacchus Marsh and surrounds (18,535). The Shire's second largest population can be found in and around Ballan (3,010). 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.

1.4 Community Consultation

Our consultation plan was developed in accordance with the Moorabool Shire Council Community Engagement Framework 2016.

The community were invited to provide their feedback and were able to do so by completing a survey or making a submission online via Council's "Have your Say" Portal or by completing a hardcopy survey between 10 August 2017 – 31 August 2017.

Hardcopy surveys were available at all Council Customer Service Centres and through the Rural Library Service. Surveys were provided to the Early Years and Active Ageing Staff members for distribution to clients with the aim of capturing a broad range of community members.

We reached out to our community and stakeholders through "Have your Say", this was promoted on the front page of Council's website, through social media, a media release and information published in the Council section of The Moorabool News (local community newspaper) during the community consultation period.

Furthermore, 22 local pet care businesses and reputable animal welfare organisations were identified and feedback was sought.

Council staff and service units were also given opportunity to provide input during this process.

The results from our engagement with the community was overwhelming with over 90 responses received from community members and stakeholders.

Our Community Safety Team participated in an Industry Planning Workshop hosted by RSPCA Victoria, Municipal Association of Victoria and Australian Veterinary Association as well as a webinar with likeminded Councils and industry stakeholders.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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1.5 What the community and stakeholders told us?

The survey results from the community identified that the top three (3) priorities for Council should be:

- Promotion of responsible pet ownership;
- Review and make further orders in relation to number of animals on properties, cat confinement, mandatory de-sexing and on & off leash areas; and
- Minimise the risk of dog attacks on people and animals.

Additional comments from the community primarily focused on:

- Confinement of cats;
- De-sexing of cats and dogs; and
- Cat and dog registration fees.

Industry and stakeholder input suggests that Council Domestic Animal Management Plans should incorporate actions that focus on:

- Registration and identification of cats and dogs;
- 84Y Agreements ;
- Community Information and education programs;
- Return to home programs; and

Full details and survey results can be seen in Appendix 6.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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1.6 Current Statistics

On the 1 July 2017, the Community Safety Team implemented a more accurate recording system for these statistics.

April 2017 to April 2018	2017/18
No. of registered dogs	6,103
No. of registered cats	1,532
No. of animal management requests / complaints	1,201
No. of dogs returned to owner or reclaimed	216
No. of dogs adopted	67
No of dogs euthanased	30
No. of cats returned to owner or reclaimed	8
No. of cats adopted	183
No of cats euthanased	133
No. of registered Domestic Animal Businesses	8
• Breeding and rearing	1
• Pet Shops	2
• Training Establishment	0
• Shelters and Pounds	1
• Boarding Establishments	4
• Declared Dangerous Dogs (Includes Guard Dogs)	10
• Declared Menacing Dogs	14

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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PART 2: REGISTRATION AND IDENTIFICATION

Legislative Context – *Domestic Animals Act* 1994, Section 68A(2)(c)(v) - Outline programs, services and strategies to encourage the registration and identification of dogs and cats.

- also addresses 68A(2)(a),(c)(ii),(d),(f)

Under the *Domestic Animals Act* 1994, all cats and dogs over the age of three (3) months are required to be registered.

Owners are required to renew the registration of their cats and dogs on the 10th of April each year.

The Act specifies how Council administers registration, exemptions to registration, the renewal process and how registration fees should be set.

2.1 Current Situation, Education & Compliance Activates

“Show them you care, ensure that your cat and dog is registered, microchipped and identified. It is their return ticket home should they become lost” is a phrase often used by our Community Safety Officers and truly is the case for Moorabool Shire pet owners.

Council is committed to reuniting registered cats and dogs with their owners as quick as possible. If a registered cat or dog is found, it can quickly be reunited with its owner, thus reducing both stress on the pet, the owner and in most cases avoid going into the care of Council’s domestic animal pound.

Currently there are 1,532 cats and 6,103 dogs registered within the shire. Council does recognise that cat registration rates are low in comparison to dogs. This is an issue that does need to be to be addressed via education programs and promoting awareness of the legal requirement and benefits of registration.

Council’s domestic animal pound provides a safe haven for lost and abandoned cats and dogs within the Municipality. Our Community Safety Team work tirelessly to identify cat and dog owners and reunite lost cats and dogs with their owner as quick as possible.

Council’s Community Safety Team provides a 24-hour after-hours emergency service primarily to respond to issues surrounding dog attacks and live stock issues. By providing this service we also respond to calls regarding lost cats and dogs and contained cats and dogs. We are thus able to assist in the reuniting of lost cats and dogs with their owners. Cats and dogs wearing their registration tags is an essential part in assisting in this prompt return to home process.

Registration Renewal notices are issued to owners of all currently registered cats and dogs in March each year.

Promotion of cat and dog registrations through The Moorabool News, social media and Council’s website occurs during the lead up to the 10th of April each year.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Final reminder notices are sent to all cat and dog owners who fail to renew their registration by the due date. These final reminder notices are posted four (4) to six (6) weeks after the due date.

An initial discounted registration fee (currently \$6.50) is offered to cat and dog owners registering under the age twelve (12) months for the first time.

Cats and dogs adopted through Council's Domestic Animal Pound and the Bacchus Marsh Veterinary Centre Kitten Adoption Program receive complimentary registration for the remainder of the relevant registration period. This service is only applies to Moorabool Shire residents.

Registration and identification of cats and dogs allows lost pets to be reunited with their owners. The fees collected from cat and dog registrations assists Council to undertake all their roles and responsibilities under the Act. They allow our Community Safety Team to provide vital animal management services and enhance pet ownership.

Owners of unregistered cat and dogs impounded are issued an infringement notice in addition to any impound fees.

Council's Community Safety Team offers the community a discounted microchipping service.

Our Community Safety Team receives notification upon any new cat or dog that is adopted or sold by Domestic Animal Businesses to residents within the Shire. Team members follow up by contacting new cat or dog owners and provide them with responsible pet ownership and registration information.

2.2 Issues Identified

Low rates of registration for cats and potentially dogs needs to be addressed. Cat owners currently are far less likely than dog owners to register their pets. This could be for a number of reasons including, lack of knowledge of their responsibilities under the Domestic Animals Act, believing it is not needed as their cats don't wander, or not believing that they would get any value from the registration fee.

2.3 Our Orders, Local Laws, Council Policies and Procedures

Moorabool Shire Council General Local Law 2010 – Part 4 Animals – Clause 38 regulates the numbers of cats and dogs that can be kept at a property without a permit depending on the land zoning and size.

2.4 Summary

Increasing the number of cats and dog registrations will enable Council to deliver an efficient Animal Management Service to our community. It also has the added benefit of assisting in the return to home process, by reuniting lost cats and dogs with their owners.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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2.5 The Way Forward

Objective: Increase the number of registered cats and dogs.

Activity	Year	Evaluation/Outcome
Provide discounted microchipping service to the community.	2018 ongoing	Increase number of animals microchipped and registered.
Undertake an education program to promote the benefits of cat and dog registration.	2018/19 Ongoing	Program initiated.
Develop 84Y agreements with partner agencies to expand community accessibility to animal registration services. (An 84Y agreement is an agreement between council and a service provider to provide registration, care and re-homing for animals on council's behalf).	2018/19	Agreed partnerships implemented and promoted to the community.
Expand the reduced initial registration fee initiative for adopted animals to include those adopted from a pound, shelter, rescue/community foster care network.	2019/20	New registration fee structure introduced in 2019/20 Council budget.
Investigate the possibility of registration fee initiatives to promote registration.	2020/21	Investigation completed and options generated.
As part of Councils ICT Strategy examine improved ways to apply for and pay for animal registration (online registration).	2021/22	Owners to have the ability to apply to register and renew cat and dog registrations online.
Undertake proactive audits to identify unregistered cats and dogs.	Ongoing	Audits undertaken.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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PART 3: DOG ATTACKS AND DANGEROUS, MENACING AND RESTRICTED BREEDS

Legislative Context – *Domestic Animals Act* 1994, Section 68A(2)(c)(iii) - Outline programs, services and strategies to minimise the risk of attacks by dogs on people and animals.

- also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

The *Domestic Animals Act* 1994 outlines legislative provisions that Council may undertake following a dog attack or the identification and registration of dangerous, menacing and restricted breed dogs.

DEFINITIONS:

Dangerous dog

- a dog that the Council has declared dangerous because it has caused the death of or serious injury to a person or animal by biting or attacking.
- councils can also declare dogs dangerous if the dog is a menacing dog and its owner has received at least 2 infringement notices for failing to comply with restraint requirements.
- the dog has been declared dangerous under corresponding legislation in another State/Territory, or for any other reason prescribed.

Guard dog

- a dog that is kept for the purpose of guarding non residential premises is automatically a dangerous dog under the *Domestic Animals Act* 1994.

Menacing dog

- a dog that the Council has declared Menacing due to it rushing or chasing a person, or causing a non serious bite injury to a person or animal.
- "Rush at" means that the dog has approached a person within 3 metres in a menacing manner, this includes displaying aggressive behaviour such as snarling, growling and raising the hackles.

Restricted breed dog

- defined as dogs that fit the Victorian "Approved Standard" for an American Pit Bull Terrier (or Pit Bull Terrier), Perro de Presa Canario (or Presa Canario), Dogo Argentino, Japanese Tosa, or Fila Brasileiro.

Serious injury

- an injury requiring medical or veterinary attention in the nature of a broken bone, a laceration, the total or partial loss of sensation or function in a part of the body, or an injury requiring cosmetic surgery.

If Council proposes to declare a dog dangerous or menacing there are a number of legislative processes that must be undertaken and the dog owner has the right to appeal any decision to declare the dog.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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3.1 Current Situation, Education & Compliance Activities

Community Safety Officers respond to reports relating to dog attacks/rushes and aggressive wandering dogs as a matter of urgency, 24-hours a day.

Dogs found wandering at large or not securely confined to their owners premises are seized and impounded. If the owner can be identified and the dog has not been involved in a dog attack or rush, then officers will promptly reunite the dog with its owner.

Dog attacks are investigated thoroughly with officers trained to collate all evidence relating to an attack. A brief is prepared, which includes obtaining statements, photographs/video evidence, DNA evidence (where required) and vet/medical reports.

Dogs suspected of being involved in an attack or rush may be seized and held pending an investigation or prosecution outcome.

Where appropriate, Council may propose to declare a dog menacing or dangerous that has been involved in an attack or rush.

In some cases, the owner may elect to surrender or euthanase their dog that has been involved in an attack or rush. Community Safety Officers understand that this can be an emotional time for an owner and will endeavour to facilitate and support owners during this process.

Where Council deems it appropriate, the owner of a dog involved in an attack or rush may be prosecuted.

Community Safety Officers are responsible for maintaining the Victorian Declared Dog Registry (VDDR) for dogs declared menacing and dangerous within the Shire.

As a semi-rural Shire, we often respond to dog attacks on livestock which can have a devastating effect on our farming community. Community Safety Officers work with livestock owners and provide a humane dog trap which our Officers can set in locations as required.

Where our Community Safety Officers respond to an attack on livestock and are unable to identify the offending dog or owner, letters are distributed to surrounding properties reminding dog owners of their obligations in respect to responsible pet ownership.

Community Safety Officers issue warnings and/or infringements for dogs found wandering at large or not securely confined or registered.

Proactively work with owners of declared dogs to ensure they are meeting their legal obligations.

3.2 Summary

Council is committed to minimising the risk of dog attacks and ensuring that owners of declared dogs comply with their legal obligations to ensure the safety of the community, environment and other animals.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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3.3 The Way Forward

Objective: To minimise the number of dog attacks within our community.

Activity	Year	Evaluation/Outcome
Actively pursue owners of dogs that attack. Take appropriate enforcement action. Highlight incidences as part of an awareness and deterrent campaign.	2018 ongoing	Incidences of attack and action taken presented to the Council on a quarterly basis.
Ensure consistent and appropriate response to all dog attacks.	2018/19	Review dog attack policy.
Continued engagement with all dog owners promoting responsible pet ownership.	2018 ongoing	Increased awareness by dog owners of the positive impact of responsible pet ownership.

Objective: Ensure declared dogs are compliant with relevant legislation.

Activity	Year	Evaluation/Outcome
Pro-active engagement approach with owners of declared dogs to support them in meeting their legal obligations.	2018 ongoing	<p>Review and revise procedures for declared dogs ensuring owners understand their legislative requirements and are aware that any offences may result in further enforcement action.</p> <p>Undertake a annual inspection program to ensure that owners are meeting their obligations under their dangerous dog declaration.</p>

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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PART 4: OVERPOPULATION AND HIGH EUTHANASIA

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(c)(iv) - Outline programs, services and strategies to address any over population and high euthanasia rates for dogs and cats.

- also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

Council is committed in reuniting lost cats and dogs with their owner and giving those unclaimed cats and dogs a second chance through Council's adoption program.

Council is also committed in addressing the over population of cats and dogs by educating our community on the importance of de-sexing.

4.1 Current Situation, Education & Compliance Activities

Council's Domestic Animal Pound provides a safe haven for lost, surrendered and abandoned cats and dogs within the Shire. The Domestic Animal Pound operates in accordance with the *Domestic Animals Act 1994* and Code of Practice for the operation of Pounds and Shelters.

The priority of our Community Safety Team is to reunite lost cats and dogs with their owner.

Moorabool Shire Council was one of the first Victorian Councils to utilise social media (Facebook) as a tool to engage with our community to reach a broader audience with the aim of reuniting lost cats and dogs with their owners. To date, our Facebook page (Moorabool Pet Adoption) has over 5,100 likes and followers.

Our Facebook page is also utilised to promote pound pet adoptions and responsible pet ownership.

Each week all cats and dogs currently impounded or available for adoption are featured in The Moorabool News (local shire wide free newspaper).

Council works alongside the Bacchus Marsh Veterinary Centre Kitten Adoption Program with the aim of finding forever homes for unwanted cats that find their way through our Domestic Animal Pound.

Our Community Safety Team have used their experience and initiative to develop a program called 'Taking it to the Streets – Animal Adoption Program' which has enabled Council to establish a strong rapport with the community, raise the profile of the Domestic Animal Pound and target a broader audience in the hope of finding suitable homes for pound cats and dogs. This program listed as a finalist of the 2016 LGPro Service Delivery Initiative.

Council has also established a rapport with reputable shelters and rescues organisations that also assist in the rehoming process.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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4.2 Current Issues

The biggest identified issues for Council are:

- The increasing number of unowned/semi owned cats (cats that are being fed by people but are not seen as their cat but rather one they are helping) coming into the care of our Domestic Animal Pound.
- Most unowned and semi owned cats are very rarely de-sexed and as such their numbers are easily able to proliferate in the community.
- Feral cats more often than not are unable to be handled and as such cannot be rehomed therefore subsequently euthanased.

4.3 Summary

Council is committed to reducing the number of unwanted cats and dogs within the community by increasing the number of cats and dogs that are de-sexed, registered, identified, reclaimed and adopted. Thus reducing the number of cats and dogs impounded and subsequently euthanased.

4.4 The Way Forward

Objective: Reduce the number of unwanted cats and dogs and increase the number of de-sexed owned cats within the community.

Activity	Year	Evaluation/Outcome
Expand partnerships to increase rehoming rates for cats and dogs in partnership with community foster care networks/rescues, veterinary clinics, and shelters.	2018 ongoing	Increase the number of 84Y Agreements with reputable shelters and rescue organisations.
Actively promote adoption of pound cats and dogs.	2018 ongoing	Undertake education programs with the aim of increased adoptions.
Promote de-sexing of all cats and dogs.	2018 ongoing	Undertake education programs and monitor de-sexing rate of registered animals.
Work in partnership with industry stakeholders to introduce a low cost cat de-sexing program.	2019/20	Program implemented.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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PART 5: DOMESTIC ANIMAL BUSINESS

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(c)(ii) - Outline programs, services and strategies which the Council intends to pursue in its municipal district to ensure that people comply with this Act, the regulations and any related legislation.

- also addresses 68A(2)(a),(c)(i),(d),(f)

In Victoria, the *Domestic Animals Act 1994* defines Domestic Animal Businesses as any of the following:

- A Council pound (operated by the Council or a contractor on behalf of Council)
- A dog and/or cat breeding business - where there are three or more fertile females and animals are sold (whether a profit is made or not), and the proprietor is *not* a member of an Applicable Organisation. If the proprietor *is* a member of an Applicable Organisation, they are exempt from registering as a breeding Domestic Animal Business if they have less than 10 fertile female animals AND no more than 2 are not registered with an Applicable Organisation.
- A dog training establishment (where the business is run for profit).
- A pet shop (operated in a permanent location that must be open at least 5 days per week).
- An animal shelter (e.g. welfare organisations such as the RSPCA and The Lost Dogs' Home).
- An establishment boarding dogs or cats (where the business is run for profit to provide overnight, daycare or homecare boarding).
- An establishment that is rearing dogs or cats (where the business is run for profit).

All domestic animal businesses must be registered annually with their local council and comply with the appropriate mandatory Code of Practice.

5.2 Current Situation, Education & Compliance Activities

There are currently eight (8) registered Domestic Animal Businesses within the Shire.

These include the Council Domestic Animal Pound, Boarding Establishments, Pet Shops and a Breeding and Rearing Establishment.

Council is currently responsible for the following:

- Annual registration of Domestic Animal Businesses;
- Auditing of Domestic Animal Businesses both scheduled and unscheduled;
- Investigating suspected or reported unregistered domestic animal businesses;
- Liaison with planning department to ensure planning conditions are adhered too; and
- Taking appropriate enforcement action as required.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Council is committed to a high standard of animal welfare and aims to ensure that all Domestic Animal Businesses are compliant with relevant standards and codes. These premises undergo regular inspections to ensure that they are meeting the prescribed standards set by legislation.

Council is aware of recent legislative amendments for breeding and rearing businesses, which is likely to see an increase in the number of Domestic Animal Businesses within the Shire.

5.3 Current Issues

Recent legislative amendments for breeding and rearing businesses, is likely to see an increase in the number of Domestic Animal Businesses within the Shire. This has the potential to increase the workload of our Community Safety Team and resources.

Domestic Animal Businesses that do not comply with the legislation may place the welfare of cats and dogs in their care at risk.

5.4 Summary

Council is committed to protecting the welfare of animals through working with Domestic Animal Businesses to comply with the relevant standards and effective enforcement for non-compliant businesses.

5.5 The Way Forward

Objective: Ensure that Domestic Animal Businesses comply with the relevant legislation.

Activity	Year	Evaluation/Outcome
Proactively engage with all known Domestic Animal Businesses to support them in meeting their legislative requirements.	2018 ongoing	Ensure all operators are aware of their responsibilities.
Undertake audits of all Domestic Animal Businesses to ensure that they are meeting minimum standards.	2018/19	Revise current audit program and undertake audits of all businesses. Take appropriate enforcement action for non-compliant businesses.
Proactively detect and register all Domestic Animal Businesses that currently operating unregistered.	2018/19 ongoing	Development and implementation of new processes for interdepartmental and interagency collaboration in permit processing, investigation, and compliance activities. Review current processes with regard to the detection of Domestic Animal Businesses. Increase the number of Registered Animal Businesses.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Activity	Year	Evaluation/Outcome
Expand partnership arrangements to aid in detection of unregistered and non-compliant Domestic Animal Breeding and Rearing Businesses	2019/20	Implement agreements with relevant agencies and industry stakeholders that enhance sharing of information.

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PART 6: NUISANCES

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(c)(vi) - Outline programs, services and strategies to minimise the potential for dogs and cats to create a nuisance.

- also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

The *Domestic Animals Act* 1994 regulates nuisances relating to noise, trespassing and wandering by cats and dogs.

The Moorabool Shire Council General Local Law 2010 regulates the number of cats and dogs that can be kept on a property, permit conditions for additional cats and dogs, nuisances caused by cats and dogs and the requirement for dog walkers to pick up their dog's faeces when in a public place.

6.2 Current Situation, Education & Compliance Activates

Our Community Safety Team responded to 1,070 requests within the 2016/17 financial year relating to cats and dogs, this included 318 after hours emergency requests.

During this period, 53 requests related to general cat complaints and 50 requests related to nuisance barking dogs.

Whilst Council does not currently have a cat confinement/curfew order in place, we do have a Cat Management Policy. Humane cat traps are available for residents to hire from any of our Customer Service Centres to trap nuisance, trespassing, wandering, feral and semi owned cats.

Community Safety Officers have undertaken humane cat trapping programs on a number of properties, primarily within areas in the Shire where a number of un-owned / semi-owned have been found to be creating a nuisance. Previously this has seen over 80 cats / kittens trapped and removed from one property.

Community Safety Officers respond to requests relating to wandering dogs.

Council's Community Safety Team have developed a process in relation to the investigation of alleged nuisance barking dog complaints. Investigations at times can be quite complex and drawn out. Significant resources from our Community Safety Team are utilised in trying to ascertain if a nuisance does exist, with an aim of resolving the alleged nuisance through mediation, education and as a last resort enforcement.

In 2003 Council adopted an order that dogs be on a lead at all times within the community other than in a designated off-lead areas. Doggie waste bags are available at off-lead areas and throughout the Shire to encourage dog owners to collect and dispose of faeces appropriately.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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6.3 Current Issues

Council is committed to reducing the negative impacts that cats and dogs pets can have on the community and the environment whilst acknowledging the huge benefits that society gains from pet companionship. An assessment of our complaint data and the feedback from the consultation determined the main issues of concern are:

- unowned cats and their proliferation;
- cats roaming and causing damage to wildlife;
- roaming dogs generally and the potential for dogs to attack; and
- barking dogs.

6.4 Summary

With an emphasis on recognising the physical, mental and social benefits that pets bring, it is important to find the right balance in resolving nuisance issues. Education needs to be provided to owners to encourage responsible pet ownership and to ensure their pet does not create a nuisance.

Council will continue to promote responsible pet ownership linked to appropriate enforcement programs to reduce animal nuisances.

Council will investigate the possibility of the implementation of a cat curfew to reduce not only nuisance and environmental issues but also the overpopulation issues caused by cats roaming.

6.5 The Way Forward

Objective: Reduce the negative impact created by nuisance cats and dogs on the community and environment.

Activity	Year	Evaluation/Outcome
Undertake review of current nuisance barking dog complaint process.	2018/19	Reviewed process finalised.
Raise public awareness regarding the negative impact that cats can have on native wildlife.	2019/20	Education campaign commenced.
Increase awareness of the negative impacts of semi and un owned cats on native wildlife	2019 ongoing	Education programs initiated. Increased. Heightened awareness of councils cat trapping program.
Review the current dog off lead areas within the Shire to ensure that they meet the community needs.	2020/21	Dog off lead areas reviewed and report presented to Council.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Activity	Year	Evaluation/Outcome
Undertake a feasibility study for the introduction of a cat confinement / curfew order.	2019/20	Investigation completed and report produced

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PART 7: TRAINING OF AUTHORISED OFFICERS

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(b) - Outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of Domestic Animals Act 1994 in the Council’s municipal district.

7.2 Current Situation

Council’s Community Safety Team is responsible for the delivery of animal management services within the community relating to cats and dogs. The team currently employ four (4) EFT Community Safety Officers, plus two casual Pound Keepers. Two (2) of the full time officers primarily deliver Council’s Animal Management Service.

Casual Pound Keepers are employed to maintain and care for cats and dogs in Council’s Domestic Animal Pound.

Our Community Safety Team bring a range of diverse skills and extensive experience including animal management, animal welfare, animal training and law enforcement.

All current Community Safety Officers have undertaken further studies and either obtained the following qualifications; Certificate IV in Local Government (Animal Management), Certificate IV Animal Control & Regulation and Certificate IV Statutory Compliance.

One (1) of our officers is also an authorised microchip implanter. This enables Council to provide a cost effective microchipping service to our community. A further two (2) Community Safety Team members are currently in the process of obtaining this qualification.

A number of staff have also undertaken further training in understanding domestic violence, mental health first aid and human first aid.

All new staff undertake a corporate induction, which includes Workplace Health & Safety training. Further training is provided around Council processes, systems and policies

Where resources permit staff attend industry based training such as DEDJTR / Agriculture Victoria forums and workshops.

7.3 Current Issues

In an environment where staff are exposed to legislative amendments and a higher prevalence of mental health, substance abuse and domestic violence ongoing training needs to be tailored to ensure that staff have the appropriate training and skills to perform their role.

7.4 Summary

Council will also ensure that staff are trained in areas that may affect how they interact with the community and animals. Council will ensure that as appropriate, its staff will be trained in animal handling practices and emerging community issues.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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7.5 The Way Forward

Objective: Ensure Community Safety Officers have the skills necessary to support the community and effectively and efficiently perform their regulatory role.

Activity	Year	Evaluation/Outcome
An increased number of authorised microchip implanters.	2018 ongoing	Where possible increase the number of authorised implanters with the Community Safety Team.
Provide updated training to Community Safety Officers in application of the <i>Domestic Animals Act 1994</i> and the <i>Prevention of Cruelty to Animals Act 1986</i> .	2018 ongoing	Ongoing training for professional development and continuous improvement in line with legislative amendments.
Community Safety Officers to be trained in animal handling and behaviour.	2018 ongoing	Every officer to have undertaken animal handling / behaviour training or refresher training every three (3) years.
Community Safety Officers to undertake training in emerging social awareness issues.	2018/19 ongoing	Develop and initiate a training plan to ensure that Community Safety Officers are aware of emerging social issues that they may be exposed to, such as, substance abuse, mental health and domestic violence.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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PART 8: OTHER MATTERS

Legislative Context – Domestic Animals Act 1994, Section 68A(2)(e) - Provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks is necessary.

Council has adopted a Municipal Animal Welfare Management Plan that has been developed, pursuant of the *Emergency Management Act 1996* and *Emergency Management Act 2013* and assists in the management of animal welfare during an emergency.

8.2 Current Situation

In the event that Council activates its Municipal Animal Welfare Management Plan Council is responsible for establishing relief centres including the management of displaced animals.

Council recognises the physical, mental and social benefits that cats and dogs bring and the link between enabling owners to keep their pets close to them or know that they are safe when confronted with an emergency or crisis situation.

Council is committed to supporting community members through these situations with emergency management planning, and partnering with relevant agencies. Working with established networks will enable community members to remain living independently in their homes.

It is also imperative that pet owners have plans for their pets in times of emergency and include them in their emergency plans as they would any other member of their family.

8.3 Current Issues

During small-scale emergencies / incidents (single house fire) Council staff are well equipped to support individual families, however as the scale increases, Council may enact the Emergency Animal Welfare Plan.

The increased trend in matters pertaining to domestic violence and mental health, require support services and care of cats and dogs during these times.

8.4 Summary

Promote animal welfare and reduce the impacts of stress on cat and dog owners during times of an emergency so cat and dog owners can be encouraged to include pets in any emergency plans. Council will also continue to review its Municipal Emergency Animal Welfare Management Plan in conjunction with Council's Emergency Management Team.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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8.5 The Way Forward

Objective: Support the community who at times require assistance in providing care of their cats and dogs.

Activity	Year	Evaluation/Outcome
Review Municipal Emergency Animal Welfare Management Plan.	2018 ongoing	Plan reviewed and amended to meet the needs of the community in line with legislation.
Develop a partnership with key stakeholders to support community members and their cats and dogs during times of emergency.	2019/20	Partnership program developed and implemented.

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Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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PART 9: ANNUAL REVIEW OF PLAN AND ANNUAL REPORTING

Legislative Context – Domestic Animals Act 1994, Section 68A(3) Every Council must—

- (a) review its domestic animal management plan annually and, if appropriate, amend the plan;
- (b) provide the Department on Economic Development, Jobs and Transport and Resources Secretary with a copy of the plan and any amendments to the plan; and
- (c) publish an evaluation of its implementation of the plan in its annual report.

9.1 The Way Forward

Objective: Review the Domestic Animal Management Plan to ensure that it meets the needs of the community and relevant legislation.

Activity	Year	Evaluation/Outcome
Review the plan annually against the action plan.	Annually	Annual review conducted against the action plan, copy of plan provided to DEJTR.
Review Plan annually and amend as necessary.	Annually	Annual review conducted and amended as necessary, copy of amended plan provided to DEJTR.
Include review information in the Council Annual Report.	Annually	Review information included in the Council Plan.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Appendix 1: Annual Review Template

Registration and Identification

Activity	Year	Evaluation/ Outcome	Completed	Actions undertaken
Provide discounted microchipping service to the community.	2018 ongoing	Increase number of animals microchipped and registered.		
Undertake an education program to promote the benefits of cat and dog registration.	2018/19 Ongoing	Program initiated.		
Develop 84Y agreements with partner agencies to expand community accessibility to animal registration services. (An 84Y agreement is an agreement between council and a service provider to provide registration, care and re-homing for animals on council's behalf).	2018/19	Agreed partnerships implemented and promoted to the community.		
Expand the reduced initial registration fee initiative for adopted animals to include those adopted from a pound, shelter, rescue /community foster care network.	2019/20	New registration fee structure introduced in 2019/20 Council budget.		
Investigate the possibility of registration fee initiatives to promote registration.	2020/21	Investigation completed and options generated.		
As part of Councils ICT Strategy examine improved ways to apply for and pay for animal registration (online registration).	2021/22	Owners to have the ability to apply to register and renew cat and dog registrations online.		

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Activity	Year	Evaluation/ Outcome	Completed	Actions undertaken
Undertake proactive audits to identify unregistered cats and dogs.	Ongoing	Audits undertaken.		

Dog attacks and dangerous, menacing and restricted breeds

Activity	Year	Evaluation/ Outcome	Completed	Actions Undertaken
Actively pursue owners of dogs that attack. Take appropriate enforcement action. Highlight incidences as part of an awareness and deterrent campaign.	2018 ongoing	Incidences of attack and action taken presented to the Council on a quarterly basis.		
Ensure consistent and appropriate response to all dog attacks.	2018/19	Review dog attack policy.		
Continued engagement with all dog owners promoting responsible pet ownership.	2018 ongoing	Increased awareness by dog owners of the positive impact of responsible pet ownership.		
Pro-active engagement approach with owners of declared dogs to support them in meeting their legal obligations.	2018 ongoing	Review and revise procedures for declared dogs ensuring owners understand their legislative requirements and are aware that any offences may result in further enforcement action. Undertake a annual inspection program to ensure that owners are meeting their obligations under their dangerous dog declaration		

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Overpopulation and High Euthanasia

Activity	Year	Evaluation/ Outcome	Completed	Actions Undertaken
Expand partnerships to increase rehoming rates for cats and dogs in partnership with community foster care networks/ rescues, veterinary clinics, and shelters.	2018 ongoing	Increase the number of 84Y Agreements with reputable shelters and rescue organisations.		
Actively promote adoption of pound cats and dogs.	2018 ongoing	Undertake education programs with the aim of increased adoptions.		
Promote de-sexing of all cats and dogs.	2018 ongoing	Undertake education programs and monitor de-sexing rate of registered animals.		
Work in partnership with industry stakeholders to introduce a low cost cat de-sexing program.	2019/20	Program implemented.		

Domestic Animal Business

Activity	Year	Evaluation/ Outcome	Completed	Actions Undertaken
Proactively engage with all known Domestic Animal Businesses to support them in meeting their legislative requirements.	2018 ongoing	Ensure all operators are aware of their responsibilities.		
Undertake audits of all Domestic Animal Businesses to ensure that they are meeting minimum standards.	2018/19	Revise current audit program and undertake audits of all businesses. Take appropriate enforcement action for non-compliant businesses.		

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Activity	Year	Evaluation/ Outcome	Completed	Actions Undertaken
Proactively detect and register all Domestic Animal Businesses that currently operating unregistered.	2018/19 ongoing	Development and implementation of new processes for interdepartmental and interagency collaboration in permit processing, investigation, and compliance activities. Review current processes with regard to the detection of Domestic Animal Businesses. Increase the number of Registered Animal Businesses.		
Expand partnership arrangements to aid in detection of unregistered and non-compliant Domestic Animal Breeding and Rearing Businesses.	2019/20	Implement agreements with relevant agencies and industry stakeholders that enhance sharing of information.		

Nuisances

Activity	Year	Evaluation/ Outcome	Completed	Action Undertaken
Undertake review of current nuisance barking dog complaint process.	2018/19	Reviewed process finalised.		
Raise public awareness regarding the negative impact that cats can have on native wildlife.	2019/20	Education campaign commenced.		
Increase awareness of the negative impacts of semi and un owned cats on native wildlife.	2019 ongoing	Education programs initiated. Increased. Heightened awareness of councils cat trapping program.		

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Activity	Year	Evaluation/ Outcome	Completed	Action Undertaken
Review the current dog off lead areas within the Shire to ensure that they meet the community needs.	2020/21	Dog off lead areas reviewed and report presented to Council.		
Undertake a feasibility study for the introduction of a cat confinement / curfew order.	2019/20	Investigation completed and report produced.		
Undertake review of current nuisance barking dog complaint process.	2018/19	Reviewed process finalised.		

Training of Authorised Officers

Activity	Year	Evaluation/ Outcome	Completed	Actions Undertaken
An increased number of authorised microchip implanters.	2018 ongoing	Where possible increase the number of authorised implanters with the Community Safety Team.		
Provide updated training to Community Safety Officers in application of the <i>Domestic Animals Act</i> 1994 and the <i>Prevention of Cruelty to Animals Act</i> 1986.	2018 ongoing	Ongoing training for professional development and continuous improvement in line with legislative amendments.		
Community Safety Officers to be trained in animal handling and behaviour.	2018 ongoing	Every officer to have undertaken animal handling/behaviour training or refresher training every three (3) years.		

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Activity	Year	Evaluation/ Outcome	Completed	Actions Undertaken
Community Safety Officers to undertake training in emerging social awareness issues.	2018/19 ongoing	Develop and initiate a training plan to ensure that Community Safety Officers are aware of emerging social issues that they may be exposed to, such as, substance abuse, mental health and domestic violence.		
An increased number of authorised microchip implanters.	2018 ongoing	Where possible increase the number of authorised implanters with the Community Safety Team.		

Other Matters

Activity	Year	Evaluation/ Outcome	Completed	Action Undertaken
Review Municipal Emergency Animal Welfare Management Plan.	2018 ongoing	Plan reviewed and amended to meet the needs of the community in line with legislation.		
Develop a partnership with key stakeholders to support community members and their cats and dogs during times of emergency.	2019/20	Partnership program developed and implemented.		

Annual Review of Plan and Annual Reporting

Activity	Year	Evaluation/ Outcome	Completed	Actions Undertaken
Review the plan annually against the action plan.	Annually	Annual review conducted against the action plan, copy of plan provided to DEJTR.		

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Activity	Year	Evaluation/ Outcome	Completed	Actions Undertaken
Review Plan annually and amend as necessary.	Annually	Annual review conducted and amended as necessary, copy of amended plan provided to DEJTR.		
Include review information in the Council Annual Report	Annually	Review information included in the Council Plan.		

DRAFT

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Appendix 2: General Local Law 2010 - Part 4: Animals

37 Objectives

The objectives of this part are to provide for all of the following:

- (a) protection of the amenity of the municipal district;
- (b) control of the number, type and behaviour of animals kept on premises;
- (c) protection, as far as possible, of the health and welfare of animals;
- (d) prevention against animals causing:
 - (i) a nuisance; or
 - (ii) any adverse environmental impact; or
 - (iii) a danger to the safety of people or to the condition of property.

38. Number of Animals

38.1 The owner or occupier must not without a permit:-

- (a) keep or allow to be kept, more than 4 different types of animals on premises in an urban area at any one time; and
- (b) keep or allow to be kept any more in number for each type of animal as set out in the following table:-

	Animal	Urban	Rural Area 2 Hectares or less	Rural Area Over 2 Hectares and up to 4 Hectares	Rural Area - Over 4 Hectares and up to 6 Hectares	Rural Area over 6 Hectares
(a)	Dogs	2	2	2	5	5
(b)	Cat	2	2	2	5	No Local Law Permit Required
(c)	Budgerigars, canaries or finches	50	50	50	No Local Law Permit Required	No Local Law Permit Required
(d)	Pigeons	10	20	30	60	
(e)	Racing Pigeons	0	60	60	No Local Law Permit Required	No Local Law Permit Required
(f)	Cockatoo / Galah (caged)	0	2	2	No Local Law Permit Required	No Local Law Permit Required
(g)	Fowls	5	5	20	No Local Law Permit Required	No Local Law Permit Required
(h)	Roosters	0	1	1	No Local Law Permit Required	No Local Law Permit Required
(i)	Pheasants	0	4	20	No Local Law Permit Required	No Local Law Permit Required

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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(j)	Other poultry (including ducks, geese, turkey, guinea fowl or similar)	0	10	20	No Local Law Permit Required	No Local Law Permit Required
(k)	Ostriches / Emus / Peacocks / Llama / Alpaca	0	4	10	No Local Law Permit Required	No Local Law Permit Required
(l)	Sheep ⁽¹⁾	0	2 ⁽¹⁾	6	No Local Law Permit Required	No Local Law Permit Required
(m)	Goats ⁽¹⁾	0	2 ⁽¹⁾	6	No Local Law Permit Required	No Local Law Permit Required
(n)	Horses ⁽¹⁾	0	2 ⁽¹⁾	2	No Local Law Permit Required	No Local Law Permit Required
(o)	Pigs ⁽¹⁾	0	0 ⁽¹⁾	1	No Local Law Permit Required	No Local Law Permit Required
(p)	Cows ⁽¹⁾	0	2 ⁽¹⁾	2	No Local Law Permit Required	No Local Law Permit Required
(q)	Other primary production animals ⁽¹⁾	0	0	0	No Local Law Permit Required	No Local Law Permit Required
(r)	Rabbits ⁽²⁾ Ferrets / Guinea pigs / Rabbits or Mice	3 ⁽²⁾	5 ⁽²⁾	8	No Local Law Permit Required	No Local Law Permit Required
(s)	Reptiles	2	4	4	No Local Law Permit Required	No Local Law Permit Required

Penalty: 10 Penalty Units

38.2 Clause 38.1 does not apply to animals kept and used for, or in connection with, farming purposes or as tools of trade, or where a planning permit pursuant to the Scheme has been obtained for the premises used or to be used for the purposes of conducting a veterinary practice, agistment, animal breeding, animal shelter, animal boarding or as a tourist attraction.

38.3 Council may prescribe animals, additional to those referred to in clauses 38.1 and 38.2, that may not be kept without a permit.

¹ In total there may not be more than 2 sheep, goats, horses, pigs, cows or primary production animals except with a permit.

² In total there may not be more than 3 rabbits, ferrets, guinea pigs or mice except with a permit.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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38.4 Council will deem the keeping of 5 or more entire breeding bitches (canine) as a Domestic Animal Business and in such circumstances that facility must meet all requirements and standards in accordance with the mandatory Code of Practice.

39. Progeny of Animals

For the purpose of calculating the number of animals being kept for the purposes of clause 38.1, the progeny of any dog or cat lawfully kept will be exempt for a period of 3 months after their birth, and the young of any sheep, goats, horses, cows or other primary production animals will be exempt for a period of 6 months after their birth.

40. Stables

A person must not, without a permit, construct a stable on any land:-

- (a) within a distance of less than twenty (20) metres from any road to which such land has a frontage;
- (b) within a distance of less than five (5) metres from any other road;
- (c) within a distance of less than two (2) metres from the boundary of any adjoining land; or
- (d) within a distance of less than ten (10) metres from any dwelling, whether erected on the same or adjoining land.

Penalty: 10 Penalty Units

41. Nuisances

41.1 The owner or occupier of any land where any animal is kept must ensure that the keeping of the animal does not create a nuisance.

Penalty: 10 Penalty Units

41.2 The owner or occupier of any land where any animal is kept must ensure that all animal and bird litter and refuse and rubbish associated with the keeping of the animal is disposed of in such a manner so as not to create a nuisance.

Penalty: 10 Penalty Units

42. Permits

In determining whether to grant a permit under clauses 38.1 and 38.3, Council must consider as relevant or appropriate:

- (a) the type of animals to be kept;
- (b) the size and breeding of any animals to be kept;
- (c) the characteristics of any animal to be kept;
- (d) the proximity to adjoining premises;
- (e) the amenity of the area;
- (f) the likely effect on adjoining land owners and occupiers;
- (g) any relevant Government Act, regulation or policy;
- (h) the Scheme;
- (i) any relevant Council policy; and

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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- (j) any other matter relevant to the circumstances associated with the application.

43. Animal enclosures

- 43.1 The occupier of premises must keep any animal on the premises in a kennel, house, aviary, shelter or other enclosure that complies with all of the following:
- (a) is constructed to the satisfaction of an Authorised Officer;
 - (b) prevents, as far as practicable, the wandering or escape of such animal beyond the boundaries of the premises;
 - (c) meets the welfare needs of the animal;
 - (d) is capable of being readily cleaned; and
 - (e) is maintained in good repair at all times.

Penalty: 10 Penalty Units

- 43.2 When assessing whether a kennel, house, aviary, shelter or other enclosure complies with clause 43.1(a) the Authorised Officer must consider as relevant or appropriate:
- (a) the height of any kennel, house, aviary, shelter or other enclosure;
 - (b) the location of any kennel, house, aviary, shelter or other enclosure having regard to all of the following:
 - (i) the distance from the dwelling on the premises;
 - (ii) the distance from any neighbourhood dwelling;
 - (iii) the amenity of the surrounding area;
 - (iv) the size of any kennel, house, aviary, shelter or other enclosure and its adequacy to house the proposed number and type of animals;
 - (c) the security of any kennel, house, aviary, shelter or other enclosure; and
 - (d) the nature of the materials used in any kennel, house, aviary, shelter or other enclosure and the ability of such material to be readily cleaned.

44. Dog excrement

A person who has the care of a dog in a public place must:

- (a) carry, and produce upon demand by an Authorised Officer, the means of picking up and removing any faeces that may be deposited by the dog; and
- (b) remove and hygienically dispose of faeces deposited on or in a public place by the dog.

Penalty: 10 Penalty Units

45. Bees and wasps

- 45.1 The owner or occupier of any premises must not allow English wasps or European wasps to nest on the premises.

Penalty: 10 Penalty Units

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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45.2 The owner or occupier of any premises must not allow any feral European honey bees on the premises to cause, or be likely to cause, a nuisance to any person.

Penalty: 10 Penalty Units

45.3 For the purposes of clause 45.2, circumstances in which feral European honey bees on the premises are causing, or likely to cause a nuisance, include when the feral European honey bees are:

- (a) swarming; or
- (b) likely to swarm.

45.4 If an Authorised Officer serves a notice to comply in relation to a contravention of clause 45.1, the works required to correct the contravention may include the destruction of the English wasps or European wasps.

45.5 If an Authorised Officer serves a notice to comply in relation to a contravention of clause 45.2, the works required to correct the contravention may include:

- (c) removal from the premises of the feral European honey bees; or
- (d) destruction of the feral European honey bees.

46. General provisions

46.1 The owner or occupier of any premises who keeps any animal on the premises must comply with all of the following:

- (a) keep the ground surrounding the kennel, house, aviary, shelter or other enclosure where the animal is kept well drained;
- (b) keep the land within three (3) metres of the kennel, house, aviary, shelter or other enclosure in which the animal is kept free of dry grass, weeds, refuse, waste or other material capable of harbouring rats or other vermin;
- (c) keep all food for consumption by the animal in a vermin proof receptacle;
- (d) remove and place in a container:
 - (i) that is sanitary, impervious and vermin and fly proof; and
 - (ii) the contents of which are removed and disposed of at least once every weeks; -

all manure, excrement, refuse or rubbish produced or accumulated by the animal, as soon after the production or accumulation as is reasonably practicable;
- (e) maintain any kennel, house, aviary, shelter or other enclosure where the animal is kept in a clean and sanitary condition;
- (f) keep the animal in a manner that does not cause an offensive odour;
- (g) prevent wastewater from:
 - (i) entering the stormwater system; or
 - (ii) discharging on to adjoining premises.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Penalty: 10 Penalty Units

- 46.2 The owner or occupier of premises must not, within ten (10) metres of a dwelling on other premises, construct or allow to be constructed on the premises any enclosure in which poultry is kept, or intended to be kept.

Penalty: 10 Penalty Units

- 46.3 The owner or occupier of any premises on which any animal is kept must not cause, allow or suffer excrement or manure to escape from the premises.

Penalty: 10 Penalty Units

- 46.4 A person who keeps any animal must keep the animal in a manner that does not cause a nuisance to any person.

Penalty: 10 Penalty Units

- 46.5 For the purposes of clause 46.4, circumstances in which the keeping of an animal constitutes a nuisance includes but is not limited to:

- (a) when the animal makes noises or smells that unreasonably adversely affect the peace, comfort or convenience of any person on any other premises;
- (b) when the animal produces an unreasonable accumulation of excrement, whether on the keeper's premises or on any other premises.

47. Transitional arrangements

- 47.1 Where a person, before the commencement date, kept animals on premises in accordance with a revoked Local Law, but requires a permit under this Local Law, the person must, within six (6) months of the commencement date, apply for a permit to keep the animal on the premises and may keep the animal on the premises during this period, and the following will apply:

- (a) if the person does not apply for a permit under this clause the person must permanently remove the animal from the premises within 90 days from the commencement date;
- (b) if the person does apply for a permit under this clause and Council refuses to grant the permit, the person must permanently remove the animal from the premises within 90 days from the date of notification of Council's decision to refuse to grant the permit; or
- (c) if the person does apply for a permit under this clause and Council grants the permit, the person must keep the animal in accordance with this Local Law and any conditions of the permit.

Penalty: 10 Penalty Units

- 47.2 Where a person, before the commencement date, kept animals on premises:
- (a) in accordance with a revoked Local Law, and the keeping of the animal is prohibited under this Local Law, the provisions of clause 6 will apply; or
 - (b) if the person was keeping animals not in accordance with a permit in accordance with a revoked Local Law, and the keeping of the animal is prohibited under this

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Local Law, the person must permanently remove the animal from the premises within 90 days from the commencement date.

Penalty: 10 Penalty Units

47.3 Nothing in clauses 47.1 and 47.2 authorises the keeping of an animal which causes a nuisance to any person.

47.4 If an Authorised Officer serves a notice to comply in relation to a contravention of clause 46.4 the works required to remedy the nuisance may include removal of the animal.

48. Livestock

48.1 The owner or occupier of premises on which livestock is kept must ensure that the land is adequately fenced so as to prevent the escape of the livestock from the premises.

Penalty: 10 Penalty Units

48.2 A person must not permit livestock owned or under their control to wander at large or roam on any road or Council Land.

Penalty: 10 Penalty Units

48.3 Subject to clause 48.5, a person must not, move livestock on any road.

Penalty: 10 Penalty Units

48.4 A person must not, without a permit, graze livestock on any road.

Penalty: 10 Penalty Units

48.5 A person who is in charge of the movement of livestock on any road does not require a permit provided they:

- (a) ensure all livestock shall reach their destination by the most direct route consistent with the requirements of this Local Law and any direction of an Authorised Officer; and
- (b) ensure livestock are only to be on any road for the time it reasonably takes to move them to their destination; and
- (c) ensure, as far as possible, the livestock are moved during daylight hours; and
- (d) comply with any directions from an Authorised Officer with regard to the route to be followed and the protection from damage likely to be caused by the livestock to the road, native roadside vegetation, any construction on the road, roadside drainage or private property; and
- (e) ensure the livestock are supervised and under effective control by a person who is competent in the management; and
- (f) otherwise comply with all the requirements of the guidelines for the movement of livestock prepared from time to time by the Roads Corporation and with the requirements of the Road Safety Act and any Regulations made thereunder.

48.6 Where a farm property abuts both sides of a dividing road, the owner or occupier of the farming property must ensure that any livestock that is moved from one side of the farm property to the other are moved directly across the dividing road unless, in the opinion of an Authorised Officer, it is not practical to do so.

Penalty: 10 Penalty Units

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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- 48.7 Any person in charge of the grazing of livestock on a road must apply for a permit and must also:
- (a) ensure that the appropriate temporary fencing is in place to ensure the temporary containment of livestock to the location where the permit is issued
 - (b) ensure that adequate warning of the presence of livestock on the road is given to other road users or potential road users; and
 - (c) apart from any other warnings considered appropriate by the person engaged in such activities under sub-clause (a), display signs conforming to guidelines prepared from time to time by the Roads Corporation and with the requirements of the Road Safety Act and any Regulations made thereunder; and
 - (d) ensure that any signs and temporary fencing referred to in sub-clause (a) and (b) are removed from the road at the time of completion of such movement or grazing ; and
 - (e) in addition to complying with any permit or other conditions relating to warning signs to other road users, lighting requirements and the location, size, contents and colour of such devices, have regard to in the Australian Standards for such purposes and any other signage necessary for road safety having regard to topography, conditions, livestock type and numbers.

Penalty: 10 Penalty Units

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Appendix 3: Dog Off Leash Areas

On 11 June 2003, Moorabool Shire Council made the following order pursuant to Section 26(2) of the Domestic Animals Act 1994:

“All dogs must be kept under the effective control of a person by means of a chain, cord or leash when in any public place (including but not limited to any park, footpath, nature strip, traffic island, market and shared pathway) within Council’s municipal district except where:

- (i) The dog is participating in any activity of a type which has been approved by resolution of Council; or*
- (ii) Any of the circumstances listed in Section 20(2) of the Domestic Animals Act 1994 applies.”*

Council has further resolved that dogs may be exercised off lead at any time at the following locations:

- Peppertree Park Bacchus Marsh;
- Federation Park Bacchus Marsh;
- Reserve adjacent to Lerderderg River Bacchus Marsh (from pump shed to bridge);
- Reserve on Western side of Links Rd behind houses in Pamela Court Darley;
- Telford Park Darley;
- Caledonia Park Ballan;
- Road East Recreation Reserve Mt Egerton;
- Lyndhurst St Public Park & Water Reserve Gordon;
- Parkers Rd Reserve Lal Lal; and
- Vacant land at south east corner of Dunnstown Recreation Reserve.

Council has also resolved that dogs may be exercised off lead in the following areas after 4.30pm Monday to Friday, and on Saturday and Sunday, only when the Reserves are not in use for designated public sporting events, training and/or special events as designated from time to time by the Committee of Management at:

- Masons Lane;
- Blackwood Recreation Reserve;
- Myrning Recreation Reserve and when reserves are not in use for designated public sporting training and/or special events as designated from time to time by the Committee of Management;
- Bungaree- Creswick Road Reserve; and
- Ormond Road/Western Highway Recreation Reserve Wallace.

OWNERS RESPONSIBILITIES

- Ensure your dog is not a nuisance to other park users.
- Ensure your dog remains under effective control at all times.
- Dogs must be on a leash within ten (10) metres of barbecue and picnic areas, public gatherings and children’s play areas.
- Dog owners must clean up their dog’s faeces. Dog dispensers are provided in most parks and reserves. Used bags and scoops may be disposed of appropriately in park bins.

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Appendix 4: Cat Management Policy Brochure

Microchipping and Registration

All cats three months of age and over must be registered with Moorabool Shire Council. Existing registrations must be renewed by 10 April each year. If being registered for the first time, cats must be microchipped prior to registration.

Microchipping and registering pets greatly improves their chances of being returned to you if they become lost.

Remember when moving house, make sure you update your details with the Moorabool Shire Council as well as The National Pet Register by telephoning 1300 734 738 or visit their website www.petregister.com.au.



Domestic Animal Businesses

Domestic Animal Businesses include: pet shops, pounds and shelters, breeding and boarding establishments. These businesses must be registered with the Moorabool Shire Council, and comply with the relevant Codes of Practice. These Codes of Practice are designed to protect the rights of consumers, and to ensure the welfare of animals. Copies of Codes of Practices can be obtained by contacting the Moorabool Shire Council's Compliance Department.



Moorabool Shire Council
PO Box 18
Ballan, 3342

Office locations:

15 Stead Street, Ballan 3342

197 Main Street, Bacchus Marsh 3340

Phone: (03) 5366 7100
Fax: (03) 5368 1757

Email: info@moorabool.vic.gov.au
Website: www.moorabool.vic.gov.au

Moorabool Shire Council



Moorabool Shire Council

Cat Management

Promoting Responsible
Pet Ownership



Moorabool Shire Council

Version.1

Moorabool Shire Council Cat Control Policy

Council's Aim

- Encourage owners to ensure their cats are desexed, immunized, kept free of parasites and are fed/watered and provided with adequate shelter and prevented from roaming.
- Raise community awareness to be responsible cat owners;
- Increase Council Awareness;
- Address cat welfare issues;
- To provide a Hire Service of cat trapping cages to the public to reduce colonies of wild / feral cats around the Shire; and
- Provide residents with the opportunity to microchip their cats at a reduced fee at the Council's Annual Microchipping Day.

Council's Goals

- To protect the welfare of cats;
- Reduce the predation by cats on native wildlife;
- Reduce the incidence of public nuisance by uncontrolled cats; and
- Reduce the transfer of disease.

Desexing

Due to the number of cats not being able to be rehoused, thousands of healthy cats are euthanised each year throughout Victoria. This is because not enough homes can be found for them. Many cats are bred by accident due to owners not having their cats desexed. Cats can safely be desexed from three months of age. Desexing at a younger age can be less stressful for kittens than it would be for older cats, and they may recover more quickly.

Although Moorabool Shire Council has not introduced compulsory cat desexing, residents are strongly encouraged to have their cats desexed. Benefits of desexing cats include;

- Decrease in unplanned and unnecessary breeding;
- Decrease in the likelihood of aggressive behavior, predominantly in males; and
- Reduction in the amount of roaming cats. By improving the cats temperament it may be less likely to yowl at night or spray strong smelling urine.



Wandering Cats

Cats need to be under the effective control of their owners at all times.

A growing stray cat population (currently there are over 500,000 stray cats in Victoria) creates a public health risk and public nuisance in terms of disease if the cats are not vaccinated and desexed.

Feeding and harbouring stray and feral cats can cause over population, with diseased and aggressive animals becoming a nuisance for neighbouring properties.

Records show that cats that are kept enclosed at night generally live four times longer than those that are left to roam.

Wandering Cats Cont..

Cats that are outside at night have a tendency to roam from their home and are at greater risk of sustaining injury through being hit by a car, from fighting with other cats and are more at risk of contracting a disease, such as Feline AIDS or Enteritis (both which are not dangerous to humans).

Keeping your cat inside at night, will also minimise the amount of hunting your cat does, as most of a cat's hunting is done at night. This hunting generally causes a reduction in numbers of various native animal species. Council recommends residents to buy or build a "cat enclosure" or to install "cat proof fencing".

If you can't keep your cat

Circumstances may arise when an owner is no longer able to keep their cat. In this case, owners must find an appropriate new home for the cat, surrender the cat to Council or have a veterinarian euthanise the cat. When a cat is surrendered to Council, it is assessed for re-housing suitability.

Moorabool Shire Council

Moorabool Shire Council
PO Box 18
Ballan, 3342

Phone: (03) 5366 7100
Fax: (03) 5368 1757

Email: info@moorabool.vic.gov.au

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Appendix 5: Responsible Pet Ownership Brochure



BARKING DOGS

Council has produced a comprehensive Barking Dog Information Booklet that fully explains what can be done to address the problem.

If you are troubled by a barking dog in your neighbourhood speak with the owner first. They may not be aware their dog barks and annoys others.

Dogs bark for a reason, and there are many ways that excessive barking can be managed.

DESEXING

We recommend that non breeding animals be desexed. Desexing can have significant health benefits and can assist in addressing some behavioural issues.

Animals which are desexed are entitled to a reduced animal registration fee.

ANIMAL POUND

The Domestic Animal Pound is located at 50 Osborne Street, Maddingley and is open 7 days a week.

The Domestic Animal Pound provides a safe haven for lost and abandoned pets within our Shire as well as an animal adoption service.

Our Facebook page is used to post photographs and information about pets which have been impounded and that are available for adoption.

All cats and dogs adopted from the Domestic Animal Pound are vet checked, vaccinated, microchipped and desexed.

FOR FURTHER INFORMATION

Moorabool Shire Council
PO Box 18
Ballan VIC 3342

P: 5366 7100
(Including after-hours emergencies)

E: info@moorabool.vic.gov.au

Principal Office
15 Stead Street
Ballan VIC 3342

Lerderberg Library
215 Main Street
Bacchus Marsh VIC 3340

Darley Civic and Community Hub
182 Halletts Way
Darley VIC 3340

Animal Pound
50 Osborne Street
Maddingley VIC 3340



[moorabool.petadoption](https://www.facebook.com/moorabool.petadoption)

Web: www.moorabool.vic.gov.au

Moorabool Shire Council promotes responsible pet ownership.

www.depi.vic.gov.au/pets



Moorabool Shire Council

RESPONSIBLE PET OWNERSHIP

Web: www.moorabool.vic.gov.au
Phone: 5366 7100

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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ANIMAL REGISTRATION AND MICROCHIPPING

All cats and dogs over the age of 3 months must be registered with Council.

Animal registrations are due on 10 April every year.

Animal registration fees assist in funding vital animal management services across the municipality and responsible pet ownership programs.

Animal registration tags must be worn whilst the cat or dog is outside the owner's premises.

Penalties apply for unregistered pets.

All cats and dogs being registered for the first time must be microchipped.

Microchipping is an effective way to quickly reunite owners with lost or injured pets. Microchipping is a painless procedure where a chip the size of a grain of rice is inserted under the skin at the back of the pet's neck.

For further information about microchipping contact Council or your local vet.



CONFINEMENT OF ANIMALS

All dog owners must securely confine dogs to the property. This means your yard must have a closed gate, and an escape-proof fence that your dog can not jump, get under or through.

Legally, visitors must also have safe access to your front door, without being stopped by your dog.

Magistrates have the power to require owners of pets that have escaped to carry out works to ensure this does not happen again. To make sure your dog is properly confined, keep it in the backyard behind a locked gate.

Animals found not securely confined to the owner's property or found at large may be impounded and fines issued to the owner.

Cats must not be allowed to trespass or create a nuisance.

Dogs must be on a leash at all times unless in a designated off leash area. Dogs must be under effective control at all times.

Council provides a number of dog off leash areas across the municipality. For further information about off leash areas, visit Council's website or contact Customer Service on 5366 7100.

DOG ATTACKS

A dog of any size or breed can become aggressive when defending its territory. Even a friendly dog may guard the area on or around his/her property, especially when you are not present.

Most dog attacks in public places occur on the footpath or road bordering the attacking dog's property. For this reason, it is important to make sure your dog is securely contained.

If your dog rushes at or chases someone, you may be fined, and your dog declared as a menacing dog.

If your dog attacks a person or animal, penalties can include court action, fines, damages and your dog may be declared as dangerous or a destruction order sought.

All dog attacks should be reported to Council on 5366 7100.

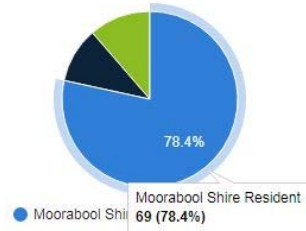


Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Appendix 6: Community Consultation – Survey Results

Are you a

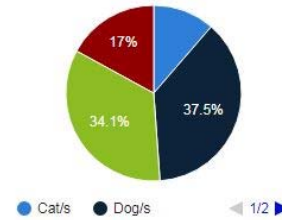
Chart options »



Moorabool Shire Resident	69
Non Moorabool Shire Resident	9
Veterinary Clinic, Shelter or Other Stakeholder	10

Do you own a cat/s and/or dog/s?

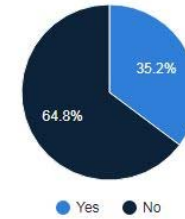
Chart options »



Cat/s	10
Dog/s	33
Both	30
Neither	15

In past 12 months have you engaged with Council around an animal management matter pertaining to dogs and cats?

Chart options »



Yes	31
No	57

If so, please rate your experience

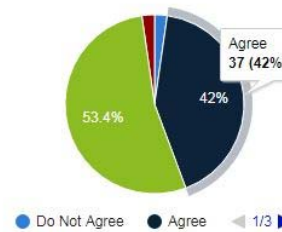
Chart options »



Excellent	22
Average	5
Poor	4

Free "Return Ticket Home" for registered first time wandering cats and dogs

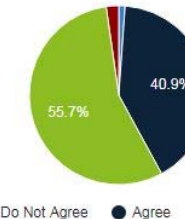
Chart options »



Do Not Agree	2
Agree	37
Strongly Agree	47
Don't Know	2

Community Awareness on responsible pet ownership through Council social media and/or website

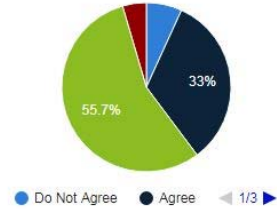
Chart options »



Do Not Agree	1
Agree	36
Strongly Agree	49
Don't Know	2

Actively promote prosecution and enforcement outcomes as a general deterrent

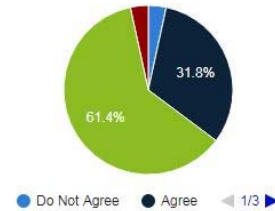
Chart options »



Do Not Agree	6
Agree	29
Strongly Agree	49
Don't Know	4

Continue to pursue menacing, dangerous declarations and/or court prosecution for dogs involved in serious attacks or repeated instances of rushes and attacks

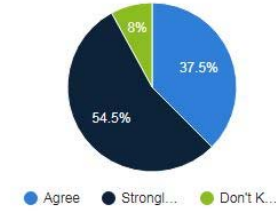
Chart options »



Do Not Agree	3
Agree	28
Strongly Agree	54
Don't Know	3

Proactive engagement with owners of declared dogs to support them in meeting their legal obligations

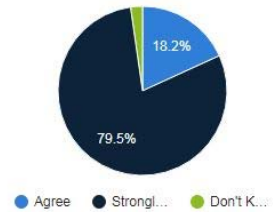
Chart options »



Agree	33
Strongly Agree	48
Don't Know	7

Continue to actively promote impounded pets and pets available for adoption at Council's domestic animal pound through Moorabool Pet Adoption Facebook Page

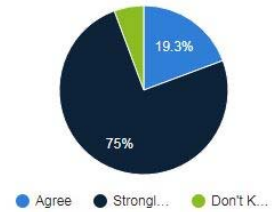
Chart options »



Agree	16
Strongly Agree	70
Don't Know	2

Continue with "Taking it to the Streets - Animal Adoption Program" to promote pound pets for adoption

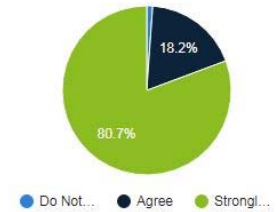
Chart options »



Agree	17
Strongly Agree	66
Don't Know	5

Enter partnership/s to offer discounted desexing

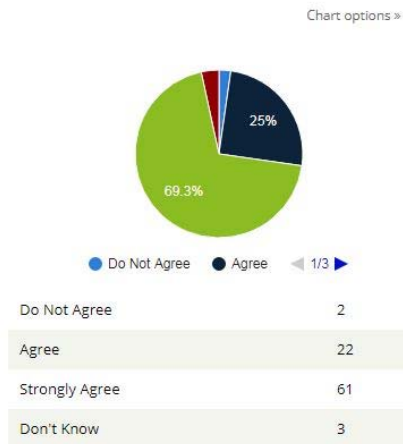
Chart options »



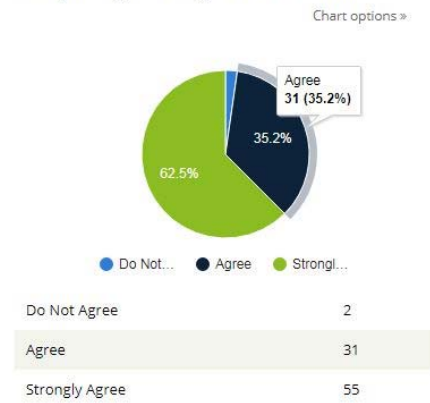
Do Not Agree	1
Agree	16
Strongly Agree	71

Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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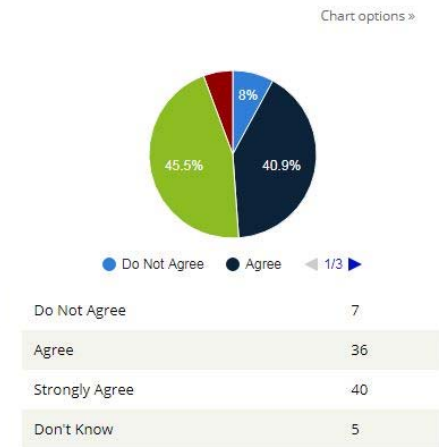
Expand partnerships to further increase rehoming rate with community fostercare/rescues, veterinary clinics and shelters



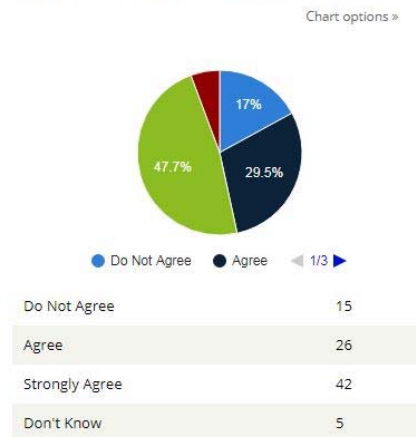
Ability to register dogs and cats online



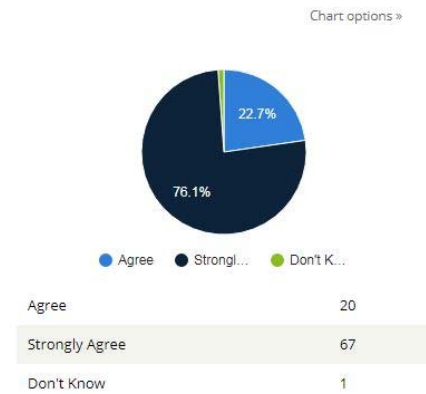
Issuing of infringements for unregistered dogs and cats found wandering or not confined in accordance with legislation



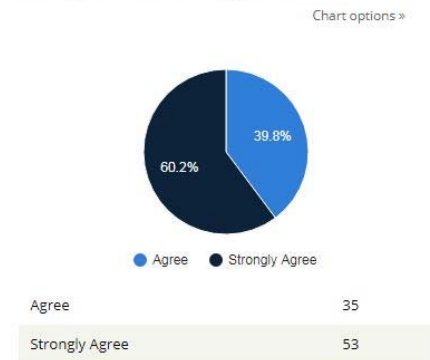
Investigate the feasibility of the introduction of a cat curfew and/or confinement order



Expand partnership arrangements to aid in the detection of unregistered and non-compliant domestic animal breeding and rearing businesses



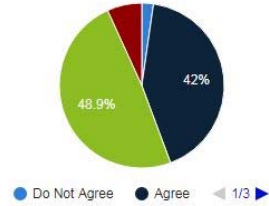
Proactively work with domestic animal businesses to ensure compliance with animal management/welfare legislation



Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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Community awareness program promoting the benefits of registration

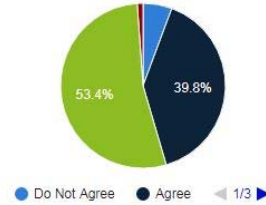
Chart options »



Do Not Agree	2
Agree	37
Strongly Agree	43
Don't Know	6

Impounding of unidentified/unregistered dogs and cats found wandering and trespassing

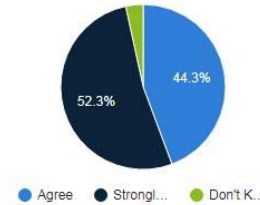
Chart options »



Do Not Agree	5
Agree	35
Strongly Agree	47
Don't Know	1

Develop toolkits for dog owners and community members to aid in addressing key nuisance issues such as barking, escaping and wandering dogs

Chart options »



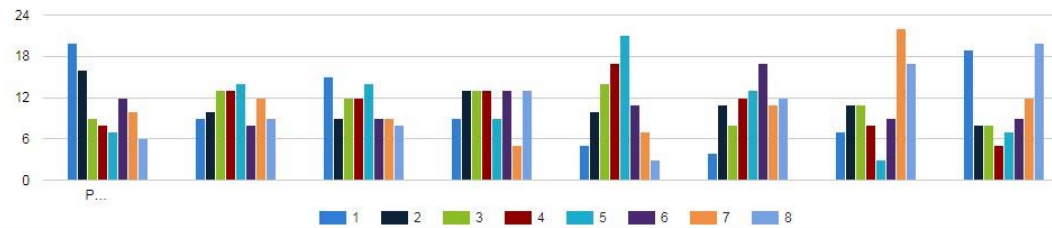
Agree	39
Strongly Agree	46
Don't Know	3

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Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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What should be of Highest Priority for Council

Chart options »



	1	2	3	4	5	6	7	8
Promotion of Responsible Pet Ownership	20	16	9	8	7	12	10	6
Encourage compliance of animal management related legislation	9	10	13	13	14	8	12	9
Minimise the risk of dog attacks on people and animals	15	9	12	12	14	9	9	8
Address over-population and high euthanasia rates of dogs and cats	9	13	13	13	9	13	5	13
Encourage registration and identification of dogs and cats	5	10	14	17	21	11	7	3
Minimise the potential for dogs and cats to create a nuisance	4	11	8	12	13	17	11	12
Effectively identify all Dangerous, Menacing and Restricted Breed Dogs and ensure compliance with relevant legislation	7	11	11	8	3	9	22	17
Review and make further orders relation to number of animals on properties, cat confinement, mandatory desexing and on and off leash area	19	8	8	5	7	9	12	20



Growth & Development	Domestic Animal Management Plan (DAMP)	****/****	Adopted by Council: 00 January 201*
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11.3 SOCIAL AND ORGANISATIONAL DEVELOPMENT

11.3.1 Moorabool Health and Wellbeing Plan 2013-2017 – Year Four Review Report

Introduction

File No.: 12/01/001
Author: Tania Barry
General Manager: Danny Colgan

Background

The purpose of this report is to recommend that the Council endorse the report on the review of the fourth and final year of the Moorabool Health and Wellbeing Plan 2013-2017.

The Victorian Public Health and Wellbeing Act 2008 requires that the Council conducts an annual review of the Municipal Public Health Plan, which is the Moorabool Health and Wellbeing Plan 2013-2017. The Department of Health has developed a guide for Councils in undertaking the annual review process. The guide specifies that conducting an annual review entails making sure that the actions identified in the plan are being implemented satisfactorily and that they remain the best way for council to invest in health and wellbeing over the life of the plan.

The Moorabool Health and Wellbeing Plan 2013-2017 was a four year plan for enhancing the health and wellbeing of our residents. The plan captured the health and wellbeing status of our communities and presented a plan in partnership with local health providers and community organisations to improve the health of the Moorabool community.

Under section 26 of the Public Health and Wellbeing Act 2008, the Council is required to develop a Health and Wellbeing Plan within 12 months of a Council Election. The Health and Wellbeing Plan must be consistent with the Council Plan and the Municipal Strategic Statement and be reviewed annually and evaluated at the end of the four year period. The Plan was adopted by the Council at the Ordinary Meeting of Council on November 6 2013.

The review and development of this report was undertaken through the following:

- Review of the Council's Health and Wellbeing Committee meetings for the past 12 months
- Review of the fourth year action plan
- Workshop with the Health and Wellbeing Committee members
- Analysis of the Department of Health Annual review guidelines
- Benchmarking against other council review processes

The outcomes of the fourth year are as follows:

- 9 actions were completed in the twelve months being:
 - Continue to promote the Council as an employer of young people through apprenticeships;
 - Identify and promote alternative education programs for secondary school students;
 - Develop a dedicated space for youth/family arts activities including use of existing buildings/spaces for potential use;
 - Promote prevention of violence against women (PVAW) and Gender Equity (GE) to the community through local media and events;
 - Promote existing transport options and links to current services and activities through the Moorabool website;
 - Increase engagement with local and regional committees that focus on integrated service provision – for example, Grampians Integrated Family Violence Committee, Grampians Indigenous Family Violence Regional Action Group, Moorabool Family Violence Prevention Network;
 - Implement cultural training programs for staff and community groups;
 - Build sustainable partnerships with community groups i.e. sports clubs to implement programs that promote healthy eating i.e. breakfast clubs;
 - Improve the community's perception of safety through utilising safe design principles in subdivision planning and improve maintenance of public places and infrastructure.

- The following actions are in progress and will be carried over into the 2017-2021 Health and Wellbeing Plan for finalisation
 - Develop a Healthy Workplace Policy
 - Increase support available to residents by advocating for religious groups to continue to provide pastoral care to the community
 - Promote existing walking trails through an online guidebook or 'app'.
 - Promote opportunities for families to access existing physical activity programs in the community i.e. community sporting clubs
 - Adopt a leadership statement on the issues of violence against women to increase community awareness and demonstrate Council's commitment to the issue.

Health Profile

Overall the data included in the health profile was still considered relevant and current.

Proposal

It is proposed that the Council adopt the report on the review of the fourth year of the Moorabool Health and Wellbeing Plan 2013-2017.

Policy Implications

The 2013 - 2017 Council Plan provides as follows:

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

The proposed Moorabool Health and Wellbeing Plan 2013-2017 Year Four review report is consistent with the 2013-2017 Council Plan.

Financial Implications

There are no financial implications from the recommendations proposed.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Health and Wellbeing Plan	Council is required to review the Health and Wellbeing Plan annually under the Public Health and Wellbeing Act 2008	Low	Council to review the Health and Wellbeing Plan annually.

Communications and Consultation Strategy

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

Level of Engagement	Stakeholder	Activities	Outcome
Involve	Health and Wellbeing Committee	Review Workshop Submissions on draft report	Committee provided feedback and endorsed recommendations

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 – Tania Barry

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

Conclusion

The review determined that the fourth year of the Moorabool Health and Wellbeing Plan 2013-2017 was successfully implemented.

Recommendation:

That Council:

1. **Endorses the report on the review of the fourth and final year of the Moorabool Health and Wellbeing Plan 2013-2017.**
2. **Refers the following incomplete actions from the 2013-2017 Moorabool Health and Wellbeing Plan for inclusion in the 2017-21 Health and Wellbeing Plan Action plan for completion:**
 - **Develop a Healthy Workplace Policy**
 - **Increase support available to residents by advocating for religious groups to continue to provide pastoral care to the community**
 - **Promote existing walking trails through an online guidebook or 'app'.**
 - **Promote opportunities for families to access existing physical activity programs in the community i.e. community sporting clubs**
 - **Adopt a leadership statement on the issues of violence against women to increase community awareness and demonstrate Council's commitment to the issue.**

Report Authorisation

Authorised by:

Name:

Title:

Date:



Danny Colgan

General Manager Social & Organisational
Development

Tuesday, 12 June 2018

11.3.2 Victorian Government 2018-2019 Female Friendly Facilities Fund

Introduction

File No.: 02/14/001(1)
Author: Ian Waugh
General Manager: Danny Colgan

The purpose of the report is to recommend that the Council endorse the grant application for the Gordon Netball Facility Upgrade project for submission for funding under the Victorian Government 2018-19 Female Friendly Facilities Fund (FFFF).

Background

The Female Friendly Facilities Fund (FFFF) provides funding to develop sports facilities such as change rooms, grounds, pavilions and courts that enable, facilitate and retain participation by women and girls. Councils may submit applications for one or more venues with a total (combined) funding request of up to \$500,000. The funding ratio of SRV \$2: \$1 Local is provided.

Only local Councils are able to submit applications to this funding program. The 'local' funding contributions required can comprise of both Council and club cash and in-kind contributions. Funding models are encouraged that demonstrate stakeholder commitment to the project.

All sporting clubs within the municipality were given the opportunity to register their interest via an Expression of Interest (EOI) process. Correspondence was circulated to the clubs in the Shire notifying them of the program and requesting Expressions of Interest to be submitted by 15 May 2018.

Council officers received two (2) Expressions of Interest submissions from the Gordon Football Netball Club and the Dunnstown Community Centre. Applications for the 2018-2019 FFFF close on 23 July 2018.

Proposal

It is proposed that the Council endorse the submission of the following project for funding under the Victorian Government 2018-19 Female Friendly Facilities Fund program:

- Gordon Netball Facility Upgrade

A summary of the project information is represented below:

Gordon Netball Facility Upgrade

An Expression of Interest for this project was previously submitted by the club for the previous round of the Victorian Government's Country Football Netball Program (CFNP), however it was identified that further project development work was required which has since occurred.

Venue:	Gordon Recreation Reserve	
Scope:	Construction of a second netball court, competition standard court lighting for the second court and training standard court lighting for the existing court, and a female friendly netball shelter including change facilities	
Funding Model:	<u>Project Budget:</u>	<u>\$375,000</u>
	Moorabool Shire	\$75,000
	Gordon FNC	\$30,000
	In-kind contributions	\$20,000 TBC
	Required grant funding	\$250,000

The Gordon Football Netball Club have developed the project scope, concept plans and management plans and sourced quotes in alignment with the reserve master plan. The club also sourced design input from Council officers and Netball Victoria prior to submission. The club has undertaken significant fundraising and have completed in-kind work in preparation for this project submission. This project is identified under Council's current priority projects list for development of a second netball court at the reserve.

The overall strategic rationale for the project is sound. The primary focus of the Female Friendly Facilities Fund is not just on increasing female participation. It is also about changing cultures within clubs, retaining participants and improving facilities so that they are at least comparable to male sports. At Gordon, the netballers do not have access to toilets and showers, umpires rooms, adequate training lights and even change rooms. They currently change in cubicles located in a storage shed. Completion of this project will significantly improve the culture of the user clubs and enhance gender equity.

The Gordon Clubs and Committee have been working on this project for some time including fundraising and have made a strong commitment to improving gender equity through participation in the Women's Health Grampians Communities of Respect and Equality (CORE) Alliance programs.

Project not recommended for submission

It is proposed that the Council does not submit an application for the following project in this round of funding, and Council officers continue to work with the clubs to further develop the project proposal for future funding consideration:

Dunnstown Community Centre Unisex Change Rooms Proposed Upgrade

Scope:	Re-development of pavilion to include female friendly player and umpire change facilities	
Funding Model:	<u>Project Budget:</u>	<u>\$484,000</u>
	Moorabool Shire	\$120,000
	Dunnstown FNC	\$44,000
	In-Kind contribution	\$0
	Required Grant amount:	\$320,000

The user groups at the Dunnstown Recreation Reserve have had concept plans developed and have sourced a cost estimate for the plans. The expression of interest submission was discussed with Sport & Recreation

Victoria (SRV), however it has been advised that the project scope goes behind what is applicable to the Female Friendly Facilities Fund guidelines.

The proposed extension of the pavilion whilst including female friendly components in the players and umpires change rooms, also includes other elements such as a meeting room, storage room, medical room, male umpires room and gym facility which go beyond the scope of the funding program. The clear link to female participation outcomes needs to be further understood and able to be demonstrated given there is already another building servicing the netball and tennis courts at the reserve.

At it's the Ordinary Meeting of the Council held on the 4 April, the Council resolved to approve the submission of an application for funding for the Ballan Recreation Reserve Netball Courts and Lighting Upgrade project under the Victorian Government's Country Football Netball Program. The project will involve the upgrade of the outdoor courts including the provision of one dedicated netball court and one shared netball/tennis court including court lighting for both courts. An announcement of the outcome of the application is expected shortly

Policy Implications

The 2017– 2021 Council Plan provides as follows:

Strategic Objective 4 Improving social outcomes

Context 4A Health and wellbeing

The proposal to submit an application for potential funding under the Victorian Government Female Friendly Facilities Fund is consistent with the 2017-2021 Council Plan.

Financial Implications

The proposed Council contribution of \$75,000 towards the Gordon project is dependent on the successful outcome of the application. This contribution equates to 20% of the total project cost, with the grant submission for \$250,000 requested to leverage the club's and the Council's funding.

The Gordon Reserve Committee provided a submission to the 2018/19 draft budget seeking the Council contribution of \$75,000 for the project. Successful projects under the Female Friendly Facilities Fund are required to be completed by May 2020.

Undertaking the project in the 2019/2020 financial year will be beneficial from a project implementation perspective, as the construction period will cause the least disruption to club fixturing. Council will also require evidence and written confirmation of the club funding contribution towards the project before making the submission.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Community Needs	Current community needs for additional capacity at facilities will	Medium	Strategic planning to ensure that priority projects are identified and included in

	not be met if facility improvements are not made		Council's strategic financial planning and capital improvement program to allow opportunities for leveraging of funds
Financial	Funding required to deliver identified improvements to the facilities	Medium	Planning completed to ensure that projects are identified within Council's strategic financial plans and external grant funding and club contribution can be added to the project funding models.

Communications and Consultation Strategy

The outcomes of this report will be communicated to all clubs who submitted expressions of interest.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Ian Waugh

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

Recommendation:

That Council:

1. **Endorse the submission of the Gordon Netball Facility Upgrade (\$75,000 Council contribution towards project) for funding under the Victorian Government Female Friendly Facilities Fund 2018-19.**
2. **Refer Councils contribution of \$75,000 towards the project to the 2019/20 Council budget process pending a successful outcome from the funding application.**
3. **Continue liaison with the Dunnstown Community Centre Committee of Management and user clubs to further develop the project proposal and identify future funding opportunities.**

Report Authorisation

Authorised by: 

Name: Danny Colgan
Title: General Manager Social & Organisational Development
Date: 26 June, 2018

11.3.3 Draft Revised Memorials Policy (July 2018)

Introduction

File No.: 06/03/004
Author: Tania Barry
General Manager: Danny Colgan

Background

The purpose of this report is to recommend that the Council endorse the revised draft Memorials Policy (July 2018) for the purposes of community engagement for a period of four week.

Council's Memorials Policy was adopted in 2014 to address requests received from community members wanting to install memorials in public places across the Shire. A policy was put in place to assess and manage requests as they arose. This policy has now been reviewed and revised.

The aims of the draft revised Memorials Policy are to:

- Outline the types of memorials that will be considered
- Provide an application and approval process
- Determine the responsibility of costs and maintenance
- Outline timeframes for the process and management of the lifespan of memorials
- Clearly demonstrate the responsibility of Council and the responsibilities of the applicant

Proposal

The draft revised Memorials Policy, as contained in **Attachment 11.3.3**, comprises a statement of purpose and scope as well as the process for the implementation of the Policy. The process includes the responsibility for the cost of the memorials; the lifespan of memorials; maintenance; maintaining a register and public safety.

The revisions to the Memorials Policy are contained to minor wording changes with no significant changes made to the intent of the policy or procedure.

It is proposed that the draft revised Memorials Policy be placed on public exhibition for four weeks.

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.

It is proposed that in accordance with Moorabool Shire Council Policy Protocol, consideration of items which affect beyond the current year, the revised draft Memorials Policy lay on the table for further consideration at the next Ordinary Meeting of Council on the 1 August 2018.

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 4: Improving Social Outcomes

Context 4A: Community Connectedness and Capacity
The draft revised Memorials Policy is consistent with the Council Plan 2017 – 2021.

Financial Implications

The draft revised Memorials Policy has been reviewed within existing budgetary allocations.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Requests for memorials from community	Without a current policy, memorials could be installed with no process or management plan in place	Medium	Implement the Policy

Community Engagement Strategy

The following community engagement is proposed, in accordance with the Council's Community Engagement Policy and Framework

Level of Engagement	Stakeholder	Activities	Location	Date
Consult	Community members	Have Your Say	Various	July 2018
Inform	Community members	Emails to Committees of Management	Various	July 2018
Consult	Community members	Display policy for comments	Various	July 2018

The exhibition of the draft policy will involve:

- The Have Your Say website, Council's on-line engagement portal;
- Making copies of the revised draft policy available at Council's Customer Service locations, Lerderderg Library, Ballan Library and all rural library sites;
- Providing a copy of the revised draft policy to all Council delegated committees of management.

The process for submissions will be advertised through local newspapers and other communication processes i.e. email groups, Council's Facebook page and Twitter account as well as Council's website.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Tania Barry

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

Conclusion

The Memorials Policy was developed to put in place a process to assess and manage requests for memorials as they arose. After three years, the policy has now been reviewed.

Recommendation:

That the Council in accordance with Moorabool Shire Council Policy Protocol, *Consideration of items which affect beyond the current year*, the revised draft Memorials Policy now lay on the table for further consideration at the next Ordinary Meeting of Council on the 1 August 2018.

Report Authorisation

Authorised by:

Name:

Title:

Date:



Danny Colgan

General Manager, Social and Organisational
Development

13 June, 2018

Attachment - Item 11.3.3



Policy No.:	CS008	Memorials Policy
Review Date:	July 2018	
Revision No.:	0	
Policy Manual Version No.:	1	
Adopted by:	Council	<i>Date: July 2018</i>

1. Purpose and Scope of the Policy

The Moorabool Shire Council ("Council") recognises that members of the community may wish to use public open space to commemorate a person or group of people through a memorial or plaque.

This policy has been established to provide guidance for the Council for memorials recognising people or groups of people within the Council's public open space/Local Government land.

The policy has been developed acknowledging that, whilst memorials can enrich public spaces and are important for particular individuals and groups of people, they also need to be carefully considered to ensure they do not negatively impact on these spaces.

2. Definitions

Applicant/Donor – A person or group who proposes the installation of a memorial.

Local Government Land - Land owned by a council or under council's care, control and management.

Memorial – Park furniture (i.e. park bench, seat or picnic setting), garden, art works, artefacts, tree, stone/rock or etched paving designed to preserve the memory of a person or group. This may also include memorials in the interior of buildings i.e. halls. Memorials may also include donations to build facilities (i.e. clubrooms) as a memorial to a community member.

Plaque – A flat tablet of metal or other durable material which includes text and/or images that commemorate a person or group of people.

Public Open Space – includes community land, road reserve and operational land owned by Council and any other land in Council's care, control and management.

Road – For the purposes of this policy, the definition of a "road" is as per Section 4 of the Local Government Act 1999, being:

"a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes –

- (a) a bridge, viaduct or subway; or
- (b) an alley, laneway or walkway."

3. Process

- 3.1 All requests for memorials must be made in writing to the Chief Executive Officer in accordance with the conditions in 3.5 below.
- 3.2 All applications must be relevant to the Moorabool community and, where relevant, be in accordance with a master plan.
- 3.3 All applications and approvals must be considered in accordance with this policy.
- 3.4 Applications for new memorials should include:
- The type of memorial requested;
 - Three feasible sites/locations, where possible, for consideration;
 - Explanation of the significance of these sites;
 - Evidence, where relevant, that the memorial has been approved by the appropriate Committee of Management;
 - Proposed text for the plaque (if appropriate);
 - Any other pertinent information;
- 3.5 An assessment panel will consider applications and provide recommendations to Council's executive group. The panel will include officers from Council's Community and Recreation Development and Assets units and, at the discretion and invitation of the Chief Executive Officer, will also include community members. When the site of a proposed memorial will be in public space managed by a delegated committee of Council it would be appropriate for the chairperson or a delegate of the committee to be invited to join the panel.
- 3.6 Approvals must be sought and granted prior to the installation of memorials/plaques. Where a memorial of less than \$5,000 is to be installed in or at a Council facility managed by a Committee of Management, the Committee of Management can determine the project scope and cost. Where a memorial of more than \$5,000 is to be installed, the Council Assets Unit will determine the scope and cost. Once the scope of works and budget is confirmed, a written commitment to fully fund the project must be supplied by donor.
- 3.7 Approval or refusal of these applications will be made by the Chief Executive Officer.
- 3.8 The applicant must make full payment upon approval of the application.
- 3.9 If the application falls outside these policy guidelines and the applicant wishes to pursue the matter then it may be referred to the Council for consideration.
- 3.10 If the application is not approved, reasons for this will be communicated to the applicant.

4. Costs

- 4.1 All costs incorporating supply and installation of the memorial are to be borne by the applicant.
- 4.2 All ordinary maintenance costs are at Council's expense however no additional maintenance will be undertaken outside of existing budget and service levels. Where memorials are installed in or at Council facilities managed by a Committee of Management, the Committee may contribute in kind labour to maintain the memorial.

5. Plaques

- 5.1 The size of plaques to be affixed to park infrastructure should fit appropriately on the infrastructure with the text and size of the plaque to be approved as part of the application process.
- 5.2 Plaques will be made of a durable material and be consistent across the municipality. Options available will be dependent on location of the memorial according to reserve hierarchy and other considerations such as exposure to the elements.
- 5.3 Any costs associated with any replacement plaque needed for the memorial item shall be the responsibility of the applicant/donor.

6. Lifespan

- 6.1 The Council cannot guarantee that a memorial will be preserved or remain at the site indefinitely. For park furniture or paving the life span of the memorial will be approximately 10 years. At this time, the Council will make every attempt to make contact with the original applicant as recorded in the register to discuss the possibility of a right of renewal. Consideration may be given to individual memorials that have a historical legacy beyond the ten years. These will be assessed on a case by case basis by the assessment panel.
- 6.2 If a reserve is to be redeveloped, then every attempt will be made to contact the applicant or family members to advise that the reserve is to be redeveloped. The life of the memorial will cease at the time of the reserve redevelopment no matter what the asset life/memorial age is and the family/applicant will have the option to install a new memorial in line with the policy and proposed design standards for the reserve.
- 6.3 If a memorial is removed due to reserve redevelopment and contact can be made with next of kin the family will be offered the removed memorial seat and/or plaque for their use.
- 6.4 Should a piece of park furniture housing the memorial be vandalised beyond repair it will be deemed to be at the end of its useful life and the Council will make every attempt to make contact with the applicant to inform them of this. If the applicant wishes to renew the memorial, they will need to lodge a new application.
- 6.5 Should the applicant wish to renew the memorial and this is acceptable to Council, then the asset and plaque (if required) will be replaced at the applicant's cost.
- 6.6 In the case of a memorial tree, there will be no right to renewal should the tree die after one year. The applicant will need to lodge a new application for a new memorial tree after this time.
- 6.7 Plaques depending on their material will have varying life spans however the applicant/ donor will be responsible for their renewal.
- 6.8 All reserve Master Plans/Concept Designs will need to consider the memorials that exist within the reserve in redeveloping the reserve as per 6.2 above.
- 6.9 This Policy will be not be implemented retrospectively for permanent memorials already in the community, i.e. memorials in Federation Park.

7. Maintenance

- 7.1 The costs for the replacement of a plaque will be borne by the applicant if it needs replacement at any time.

- 7.2 Upon the completion of 10 years, should the applicant wish to pay for the renewal of a 'like' piece of park furniture and all associated costs, they can discuss this with Council staff at the time if appropriate for the setting.
- 7.3 Maintenance service levels in respect to memorials will be the same as the other assets of a similar nature across the Council area.
- 7.4 Council reserves the right to remove a memorial if it falls into a state of disrepair or remove a memorial after the expiry of 10 years.
- 7.5 Retrospective removal of memorial items will be reported to Council and family members will be informed, where possible, prior to removal.

8. Register

- 8.1 Upon adoption of this policy, the Council will keep a register of memorials including the type and detail of the memorial and contact details for next of kin. Once installed Council Officers are to ensure all databases/asset registers are up to date to ensure appropriate maintenance and management.
- 8.2 It will be the responsibility of the applicant/donor to update their contact details with the Council in order for the Council to make contact regarding the memorial if required.

9. Public Safety

- 9.1 The design and placement of a memorial should not present a safety risk to pedestrians, cyclists or vehicles.
- 9.2 Council may conduct a risk assessment where public safety issues are identified.
- 9.3 Council reserves the right to relocate memorials to suitable nearby locations where there is deemed to be a safety issue with the location and placement of the memorial. In doing so, every attempt will be made to do this in liaison with the applicant/donor of the memorial.

10. Other

- 10.1 In the instances of existing memorials installed prior to the date of this policy, which subsequently require removal, every effort will be made to contact next of kin prior to such removal. Replacement will not occur if no contact can be made with the initial donor.
- 10.2 All non-permanent memorials existing within the Shire prior to the adoption of this policy will be subject to the provisions of this policy.
- 10.3 Memorials should be consistent with the Master or Strategic Plan for that location.
- 10.4 All memorials and plaques placed in Council owned and managed land will be under the care, control and management of Council.
- 10.5 Any paraphernalia or belongings such as flowers, photos, balloons, streamers or similar that may be placed in proximity of a memorial shall be removed after 30 days and disposed of by Council.

11. Review

The policy will be reviewed every three years

12. References

Dept	Social and Organisational Development
MSC	Moorabool Shire Council

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

Introduction

Author: Michelle Morrow
General Manager: Danny Colgan

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

Background

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

Proposal

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

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

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 1 Providing good governance and leadership

Context 1C Our business and systems

The preparation of this Instrument of Appointment and Authorisation of Council Officers under section 174(4) of the *Planning and Environment Act 1987* is consistent with the 2017 - 2021 Council Plan.

Financial Implications

No financial implications to Council.

Risk & Occupational Health & Safety Issues

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Michelle Morrow

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

Conclusion

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

Recommendation:

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

Report Authorisation

Authorised by:

Name:

Title:

Date:

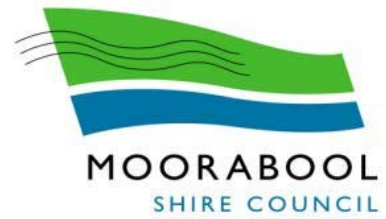


Danny Colgan

General Manager Social & Organisational
Development

Thursday, 14 June 2018

Attachment - Item 11.3.4



Moorabool Shire Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

2018

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

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

Officer	Position	Position Abbreviation
Allan Leslie May	Environmental Health Technical Officer	[EHTO]
Andrew Goodsell	Manager Strategic Planning and Development	[MSPD]
Andy Gaze	Coordinator Community Health and Safety	[CCHS]
Bronwyn Southee	Coordinator Statutory Planning.	[CSP]
Debbie Anne Frappa	Statutory Planning Enforcement Officer	[SPEO]
Glenn Burns	Senior Community Safety Officer	[SCSO]
Geoff Alexander	Strategic Planner	[STP]
Julie Menzies	Environmental Health Officer	[EHO]
Justin Horne	Coordinator Environmental Planning	[CEP]
Lisa Handley	Community Safety Officer	[CSO]
Mark Lovell	Senior Statutory Planner	[SSP]
Robert Brunton	Senior Environmental Health Officer	[EHO]
Robert Fillisch	Manager Statutory Planning & Community Safety	[MSPCS]
Rod Davison	Strategic Planning Officer	[STPO]
Sara Douglas	Community Safety Officer	[CSO]
Satwinder Sandhu	General Manager Growth and Development	[GMGD]
Shannon Walsh	Community Safety Officer	[CSO]
Thomas Tonkin	Statutory Planner	[SP]
Victoria Mack	Statutory Planner	[SP]

By this instrument of appointment and authorisation Moorabool Shire Council -

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

It is declared that this instrument –

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

This instrument is authorised by a resolution of the Moorabool Shire Council on Wednesday 4 July 2018.

The **COMMON SEAL** of the
MOORABOOL SHIRE COUNCIL
was affixed this Wednesday 4 July 2018
in the presence of –

.....Mayor

11.3.5 Victorian Government Pick My Project Funding Program 2018

Introduction

File No.: 02/14/001(1)
Author: Ian Waugh
General Manager: Danny Colgan

Purpose

The purpose of this report is to provide information regarding the State Government's Pick My Project initiative, including the Council support and approval process.

Background

Pick My Project is a Victorian community grants initiative, with \$30 million available to fund local projects. Individual and community groups are encouraged to come up with a project idea which will be voted on by the community.

To be eligible to apply for Pick My Project, you must:

- Be a Victorian resident;
- Be aged 16 and over. For participants aged 16 or 17, guardian approval is required;
- Register for Pick My Project. This will require email verification; and
- Live in the community for which you submit a project idea.

Eligible organisations (including Local Governments) can suggest project ideas, however, they must identify a local resident who supports the idea and lives in the community where the project is proposed. This local resident will need to submit the application on behalf of the organisation.

Local Government although an eligible project partner cannot submit an application directly to Pick My Project.

What can be funded?

To be eligible for funding, a project must:

- Align with the Pick My Project objective of making your community an even better place to live
- Align with the project categories
- Cost between \$20,000 to \$200,000 (GST inclusive)
- Be open or available to the wider community (e.g. a playground or community garden that is behind locked gates would not be eligible)
- Be completed within 12 months from the date of signing the funding agreement and any necessary development approvals and permissions
- Be able to be funded entirely through the Pick My Project funding, unless additional funding has already been sourced.

Examples of projects that may be funded

All applications need to be able to demonstrate how the project will make a community an even better place to live. This could include small infrastructure projects, services or events, or programs to improve community and bring people together.

Examples of projects that could be funded through Pick My Project could include:

- Community cultural events/festivals
- Repair or swap cafes/sheds
- Playground upgrades
- Smart lighting (e.g. for footpaths or public transport stops)
- Urban landscaping
- Skill share programs
- Walking/cycling trails
- Neighbourhood/community markets
- Community gardens
- Community/public art.

What can't be funded?

Projects that do not meet the guidelines or the program objective of making communities an even better place to live will not be eligible for funding.

The following projects are not eligible for funding:

- Projects already accounted for in a local council's 2018-19 budget statement
- Projects that do not align with the guidelines, and other documentation including terms and conditions
- Ongoing operational or maintenance costs for projects
- Projects from which the applicant or their immediate family will personally profit. Salaries for project administration are not considered personal profit
- Projects that have commenced or have been completed prior to the application being submitted
- Projects that are located outside Victoria
- Illegal, malicious or discriminatory activities or projects that will result in neighbourhood division
- Projects that are contradictory to government or landholder policy or practices
- Costs for feasibility studies, research/study placements, business cases or similar reports
- Costs associated with the preparation of the application
- Projects that are deemed to be unfeasible (due to budget, time constraints, legislative or regulatory constraints, technical constraints or similar)
- Projects for a private or for-profit purpose
- Projects that cannot be delivered within 12 months of signing the funding agreement (excluding time required for receipt of any necessary development approvals and permissions).

Submissions opened on the 21 May 2018 and were due to close on the 24 June 2018. However on Thursday, 21 June 2018 the State Government

announced that the closing date had been extended until 8 July 2018. In order to facilitate and manage the process from a Council perspective, Officers put together an Expressions of Interest process to gather information from local individuals and groups interested in submitting projects.

A timeline was also drafted, as follows:

May 28	Email sent to committees regarding projects, with Council's expression of interest form (EOIs). This was also put on Council's website and Facebook page.
June 8	Closing date for submission of EOI forms
June 12	Applicant submissions acknowledged
June 24	Applications due for submission to Pick My Project by individuals or groups
July 8	Revised Closing Date for submissions.

In order to put in place a process for individuals and groups seeking Council's consent as landowner and/or financial contribution, an Expression of Interest (EOI) process was conducted. The purpose of the EOI process was to ascertain the following information:

- Whether the project was on Council land and would require landowner approval from Council (also requiring a separate form to be filled in and signed as part of the funding application);
- Whether the project required ongoing maintenance or operational costs from Council;
- Whether the project required a letter from Council providing support as a beneficial community initiative.

It was reinforced throughout the process that if Council provided approval as a landowner or asset holder, the funding application for Pick My Project would need to be completed by the applicant, as per the Victorian Government's Pick My Project guidelines.

If Council was to support the proposal from the SES and the application is successful, a further report will be required in relation to the terms and conditions of any proposed leasing arrangement as required under the *Local Government Act 1989*

Proposal

The Expressions of Interest process resulted in the following submissions either on Council land or requesting Council financial support.

Project Name	Project Description	Project Lead	Total Project Cost	Requested Council Contribution	Amount Requested from Pick My Project	Recommendation
Masons Lane Playground	Installation of a playground and seating elements to support passive and active activities that occur at Masons Lane Recreation Reserve. Requires Council approval as a landowner and subsequent asset holder.	Bacchus Marsh Soccer Club, with Council input and advice	\$90,000	\$0	\$90,000	Recommended for approval. The project is in accordance with the Masons Lane Reserve master plan undertaken in 2010. Consideration will need to be given for ongoing maintenance costs such as soft fall replacement, regular inspections and audits. Playground will need to be placed on Council's asset register.
Navigators toilet and tennis shed redevelopment	EOI unclear, however it appears to be centred on building a community multi hub room and upgrading the public toilets by demolishing the existing facilities. Requires Council approval as land-owner and asset holder. Also requires substantial Council funding to leverage the Pick My Project funding.	Navigators Community Centre MSC Community Development Officer (unapproved)	\$300,000	\$150,000	\$150,000	Not recommended for approval. The applicant is requesting a letter from Council committing to the allocation of a grant of \$150,000 towards the project. There is no provision for the grant in the Council's draft 2018/2019 budget. The applicant was advised of the budget submission process, however no submission was received. The project also requires the appropriate planning permits which have not been obtained to date. No other relevant documentation has been provided to Council officers.

<p>SES storage and training facility</p>	<p>To provide the local Bacchus Marsh SES with an additional storage and training facility to meet the increased demand required for this emergency service.</p> <p>Requires Council approval as a landowner and asset holder.</p> <p>Also requires a further report in relation to the proposed leasing arrangement.</p>	<p>Bacchus Marsh Lions Club</p>	<p>\$190,000</p>	<p>\$0</p>	<p>\$190,000</p>	<p>Recommended be approved in principle. The timeframes for the funding application do not allow for due diligence in assessing and potentially approving the requested lease arrangement. The timeframes also do not allow for the necessary planning permits to be obtained.</p>
<p>Youth Mental Health Awareness Campaign</p>	<p>Campaign to raise awareness and provide the community with a digital and/or print directory for young people on accessing information on mental health and finding local services (with links to headspace and beyond blue resources). YAG will plan and hold a community event to launch their campaign with promotional materials such as wristbands and other youth friendly items. The creation of a guide and information on services in the local community will be available for young people in both digital and print forms.</p> <p>Requires letter of support from Council as a beneficial community initiative.</p>	<p>Moorabool Youth Action Group, with Council officer support</p>	<p>\$20,000</p>	<p>\$0</p>	<p>\$20,000</p>	<p>Recommended for approval. No Council funding is required for this project.</p>

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 4: Improving Social Outcomes

Context 4A: Community Connectedness and Capacity

Council providing assistance and support to community groups seeking funding from the Pick My Project Program assists in achieving this objective by strengthening community capacity, connectedness and improving social outcomes.

Financial Implications

There are no immediate financial implications for Council as the recommended projects do not require a financial contribution.

Some projects may have longer term financial implications if they are successful as they may involve ongoing maintenance issues or costs associated with the project. e.g. ongoing maintenance and management costs of the Masons Lane playground.

Staff time in providing assistance and support to community groups will be accommodated within existing Council budget allocations.

Risk & Occupational Health & Safety Issues

Risk Identifier	Detail of Risk	Risk Rating	Control/s
Projects are implemented without Council approval.	Budgetary implications if Council are not aware of, or involved in, the process.	High	Implement EOI process and liaise with applicant throughout process.

Community Engagement Strategy

The following community engagement is proposed, in accordance with the Council's Community Engagement Policy and Framework

Level of Engagement	Stakeholder	Activities	Location	Date
Inform	Community members	Emails to Committees of Management	Various	May 2018
Inform	Community members	Social media and digital advertising	Facebook, Twitter, Council website	May 2018

The EOI process for submissions was emailed to Council committees of management and advertised via other communication processes i.e. Council's Facebook page and Twitter account as well as Council's website. The Pick My Project funding program has been extensively promoted by the State Government through radio, television and social media.

Most community groups and organisations would be aware of the availability of the Pick My Project funding.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Ian Waugh

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

Conclusion

Four projects have been submitted by community organisations following the Expression of Interest process undertaken by Council.

The time lines for both potential submitters to the program and Council have been extremely short. This has made it difficult for Officers to be able to provide appropriate information regarding the projects and seek endorsement of projects to be supported by Council.

It is recommended that 3 of the 4 projects submitted be supported by Council to proceed to the community voting stage of the Pick My Project program. The 3 projects recommended do not require an immediate financial contribution from Council and only require approval land owner or manager consent.

Recommendation:**That Council:**

1. **Endorses the submission of the following projects to the Pick My Project funding program:**
 - **Bacchus Marsh Soccer Club – Mason Lane Playground.**
 - **Moorabool Youth Action Group – Youth Mental Health Awareness Project.**
2. **Provides “In Principle” approval for the Bacchus Marsh Lions Club SES Project, pending resolution of the leasing and location planning requirements.**
3. **Endorses Officers to continue to work with the Navigators Community Centre Committee regarding the scoping of their project and strengthening of the strategic justification. Following resolution of these issues, Officers will assist in developing a funding strategy for the project.**

Report Authorisation**Authorised by:****Name:****Title:****Date:**

Danny Colgan

General Manager, Social and Organisational
Development

14 June, 2018

11.3.6 Annual Local Government Community Satisfaction Survey 2018

Introduction

File No.: 18/02/001
 Author: Vanessa O'Toole
 General Manager: Danny Colgan

Background

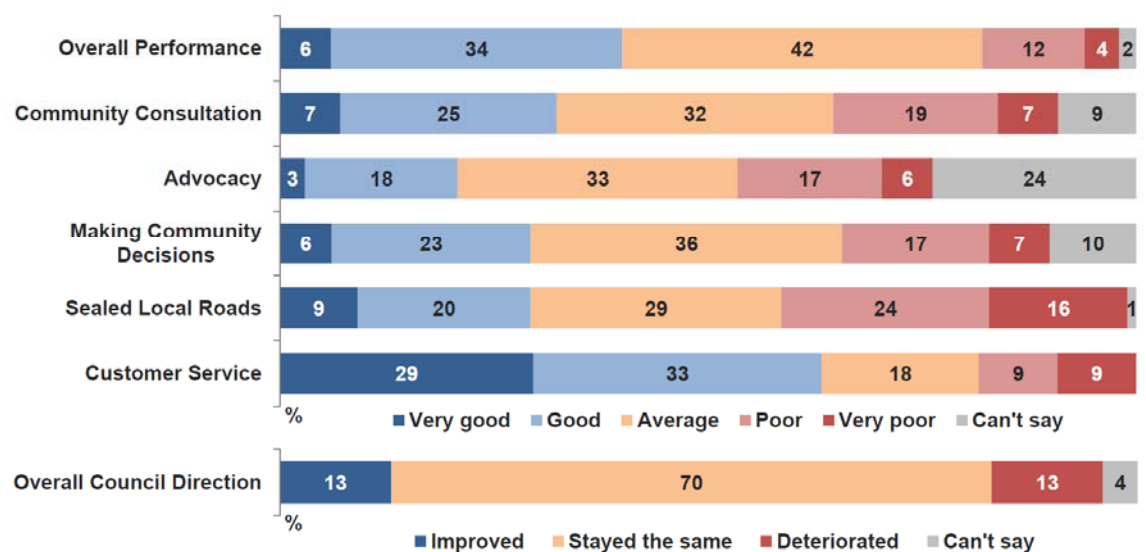
The report for the Annual Local Government Community Satisfaction Survey 2018 commissioned by the Victorian State Government via the Department of Environment, Land, Water and Planning has now been received. The Satisfaction Survey is conducted independently by JWS Research. Sixty-four (64) out of seventy-nine (79) Victorian councils participated in the 2018 compared with the 2017 participation rate of sixty-eight (68) out of seventy-nine (79).

The survey fieldwork was conducted in the period of 1 February – 20 March 2018 with 400 residents interviewed aged 18+ years within the Moorabool Shire.

The Community Satisfaction Survey is optional and participating councils have choices as to the content of the questionnaire and the sample size to be surveyed depending on their individual strategic and financial considerations.

The main objectives are to assess the performance of Moorabool Shire Council across a range of measures and to seek insight into ways to provide improved or more effective service delivery. Moorabool Shire's 2018 key measures summary results are below.

Key Measures Summary Results



2018 Summary of Findings

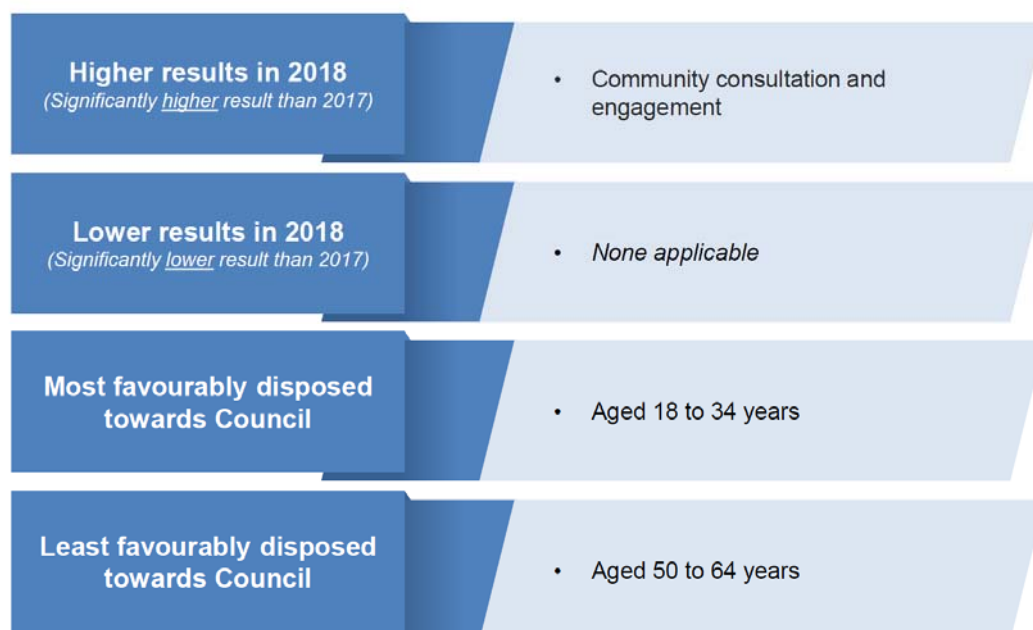
A representative from JWS Research briefed officers on the 30 May 2018 on the 2018 Survey Report findings. The researcher noted that the 2018 survey shows the overall performance index score of 56 was on a par with the Large Rural Council’s group average but lower than the State average. Notably the Council’s 2018 overall score of 56 represented a 2 point improvement on the 2017 result.

Performance Measures	Moorabool 2018	Moorabool 2017	Large Rural 2018	State-wide 2018	Highest score	Lowest score
OVERALL PERFORMANCE	56	54	56	59	Aged 18-34 years	Aged 50-64 years
COMMUNITY CONSULTATION (Community consultation and engagement)	52	48	54	55	Ballan	Aged 50-64 years
ADVOCACY (Lobbying on behalf of the community)	48	47	52	54	Aged 18-34 years	Aged 50-64 years
MAKING COMMUNITY DECISIONS (Decisions made in the interest of the community)	51	49	52	54	Aged 18-34 years	Aged 50-64 years
SEALED LOCAL ROADS (Condition of sealed local roads)	46	43	45	53	Aged 18-34 years	Aged 50-64 years
CUSTOMER SERVICE	66	64	67	70	Aged 65+ years	Men
OVERALL COUNCIL DIRECTION	50	49	52	52	Aged 18-34 years	Aged 50-64 years

As in 2017, residents in the 18-34 years age group were the most favourable in their view of overall performance compared to the Council average. Residents aged 35-49 years are significantly more favourable in their overall performance compared to 2017 which showed an index score of 55 up from 48 in 2017.

It was also noted that just under three times as many residents rate Moorabool Shire Council’s overall performance as good (34%) than those who rate is as poor (12%).

The table below summarises some key findings from the 2018 survey.



Customer Service was the Shire's highest index score over all the categories measured with a score of 66. Whilst the customer service area is rated lower than the state-wide average, it is rated as not significantly different to the large rural group council average of 67. This core performance area measure is also Council's best performance area.

Officers have noted the results pertaining to residents aged 50 – 64 years being least favourably disposed towards Council and an assessment will be undertaken to ascertain how to improve on this result going forward.

The top three performing service areas for 2018, with 1 being the highest performance are as follows:

1. Waste Management
2. Elderly Support Services
3. Appearance of public areas

The bottom three performance service areas 2018, with 1 being the lowest performance are:

1. Sealed roads
2. Lobbying
3. Local streets and footpaths

Upon reviewing the performance on services and overall performance, the individual services that have the strongest influence on the overall performance rating are;

- Community consultation;
- Condition of sealed roads (excluding VicRoads); and
- Decisions made in the interest of the community.

Other key areas with a positive influence on overall performance include:

- Waste management
- Recreational facilities; and
- Business and community development and tourism.

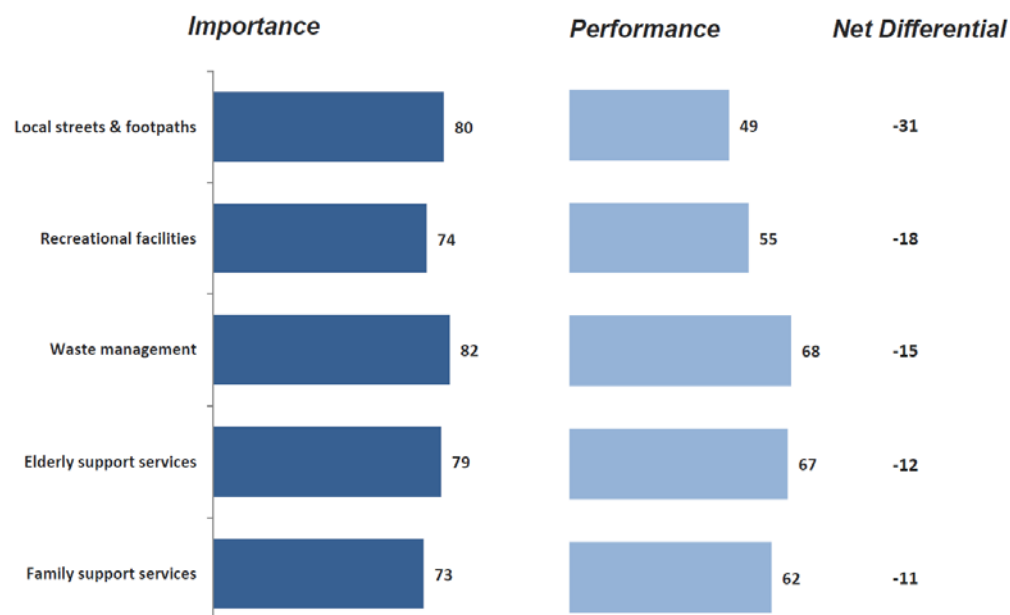
Council's focus to increase overall opinion of its performance will be on continuing to improve value for the community that will flow from our Business Excellence program, ongoing investment to reduce the infrastructure gap and a review of services via the Service Review and Planning Policy and framework adopted by Council.

Key areas for improvement

Areas with the biggest gap between the community perceptions of importance and performance were most considered likely to improve future community satisfaction survey ratings if the gaps became closer over time. (Assuming the community ratings on other services remain constant or improve).

The services identified in the 2018 survey with the biggest differentials are shown in the diagram below:

Service areas where importance exceeds performance by 10 points or more, suggesting further investigation is necessary:



The four Council services showing the greatest difference between the importance of the service compared to our performance in delivering that service are:

- Local streets and footpaths
- Recreational facilities
- Waste management

When considering these results, a number of specific actions to help improve performance and reduce the gap between the survey performance and importance scores have been considered. They include:

- Consider increased investment in sealed local roads.
- Consider increased investment in local streets and footpaths shire wide.
- Continue the business excellence continuous improvement program to ensure that the needs of service users and communities are better understood and changes to programs and services made accordingly.
- Undertake level of service reviews including extensive community engagement with service users and the broader communities of Moorabool on their service needs.
- Continue to grow community awareness of council activity via digital means.
- Continue to implement the Recreation Reserve Management Framework and policies.
- Continue to implement the recommendations of the Council's Recreation and Leisure Strategic Plan 2015-2021.
- Continued advocacy to State and Federal Governments for further investment in Sports and Recreation Facilities in Moorabool.
- Continued advocacy and facilitation of investment by government and non-government organisations in family support services in Moorabool.

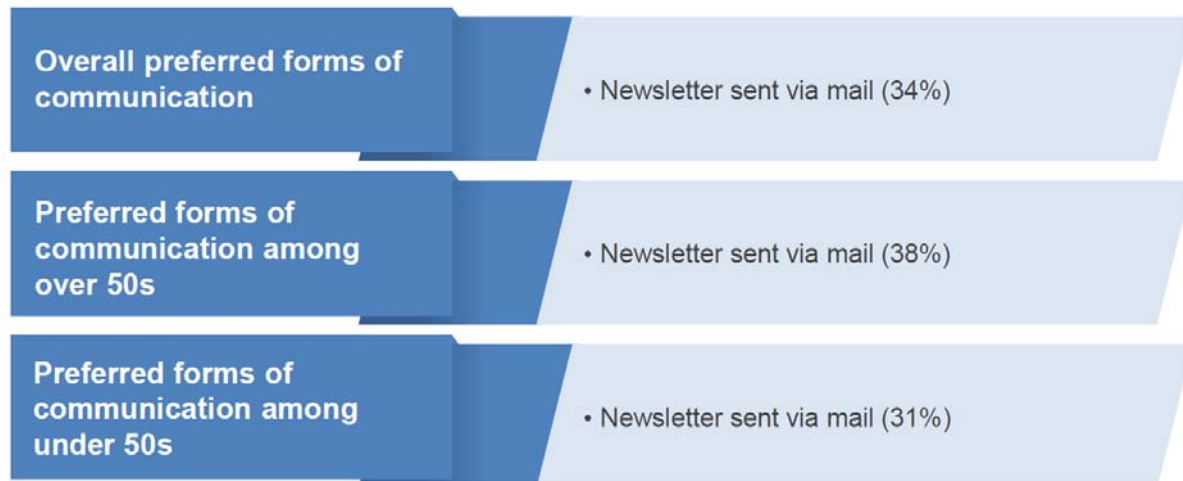
Overview of Customer Contact and Service

Council's interest in determining how residents interact with Council and what forms of communication are preferred, led to an optional question being proposed for the 2018 survey. The question asked of residents was *"if Moorabool Shire Council was going to get in touch with you to inform you about Council news and information and upcoming events, which one of the following is the best way to communicate with you?"*

The best forms of communication involved the following:

- Advertising in a local newspaper
- Council newsletter via mail
- Council newsletter via email
- Council newsletter as local paper insert
- Council website
- Text message
- Other
- Can't say

Overall, newsletters sent via mail (34%) are considered the best way for Council to inform residents about news, information and upcoming events. The report indicates that residents aged over 50 years consider 'newsletter via mail' the best method of contact with Council (38%), along with residents aged under 50 years also considering 'newsletter via mail' (31%) as the optimal method.



The report also indicates that 65% of Moorabool Shire Council residents have had recent contact with Council, significantly higher than 2017 (58%) and equalling the highest level of contact in 2012 when tracking commenced.

Overall contact with Moorabool Shire Council	<ul style="list-style-type: none"> • 65%, up 7 points on 2017
Most contact with Moorabool Shire Council	<ul style="list-style-type: none"> • Aged 35-49 years
Least contact with Moorabool Shire Council	<ul style="list-style-type: none"> • Aged 65+ years
Customer service rating	<ul style="list-style-type: none"> • Index score of 66, up 2 points on 2017
Most satisfied with customer service	<ul style="list-style-type: none"> • Aged 65+ years
Least satisfied with customer service	<ul style="list-style-type: none"> • Men

Proposal

This report is to inform Council and the community on the result of the 2018 Community Satisfaction Survey. The report is contained in **Attachment 11.3.6** and copies will be made available for public perusal at each of Council's offices located at 15 Stead Street, Ballan, 182 Halletts Way, Darley and at the Lerderderg Library, 215 Main Street, and Bacchus Marsh. It will also be placed on Council's website.

Policy Implications

The Council Plan 2017-2021 provides as follows;

Strategic Objective 1: Providing Good Governance and Leadership

Context 1C: Our Business & Systems

The proposal to inform Council and the community of the Community Satisfaction Survey results is consistent with the Council Plan 2017-2021.

Financial Implications

To participate in the Annual Local Government Community Satisfaction Survey commissioned by the Victorian State Government via the Department of Environment, Land, Water and Planning, Council pays a total of \$13,550. Outcomes of the survey will continue to influence budgetary decision making and project prioritisation.

Communications Strategy

An advertisement will be placed in the Moorabool News advising the Community Satisfaction Survey is available for viewing at all Council offices and on Council's website. A media release will be prepared highlighting key survey findings and where to obtain the report. It will also be placed on Council's website.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Danny Colgan

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

Author – Vanessa O'Toole

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

Conclusion

The 2018 survey provides a snapshot of the community's view of Council's performance during February and March 2018. It indicates the importance the community places on a range of services relative to their view of how they are delivered.

The results of the Annual Community Satisfaction Survey 2018 show Council's overall performance increased on all measures compared to its own results in 2017. The survey shows Council's overall direction and performance at a score of 56.

When compared with the 2018 category average for large rural council's, Moorabool's survey outcomes were generally on par with this group's average and lower than the State average for most core and individual services.

Recommendation:

That Council:

- 1. Receives the Annual Community Satisfaction Survey 2018.**
 - 2. Refers the feedback to the development of future strategic plans, the Council Plan, annual budgets and service reviews.**
 - 3. Makes copies of the 2018 Annual Community Satisfaction Survey available for public perusal at each of Council's office locations and on Council's website.**
-

Report Authorisation

Authorised by:



Name: Danny Colgan
Title: General Manager Social & Organisational Development
Date: Wednesday 13 June 2018

Attachment - Item 11.3.6



**LOCAL GOVERNMENT COMMUNITY SATISFACTION SURVEY
MOORABOOL SHIRE COUNCIL**

2018 RESEARCH REPORT

**COORDINATED BY THE DEPARTMENT OF ENVIRONMENT, LAND, WATER AND
PLANNING ON BEHALF OF VICTORIAN COUNCILS**

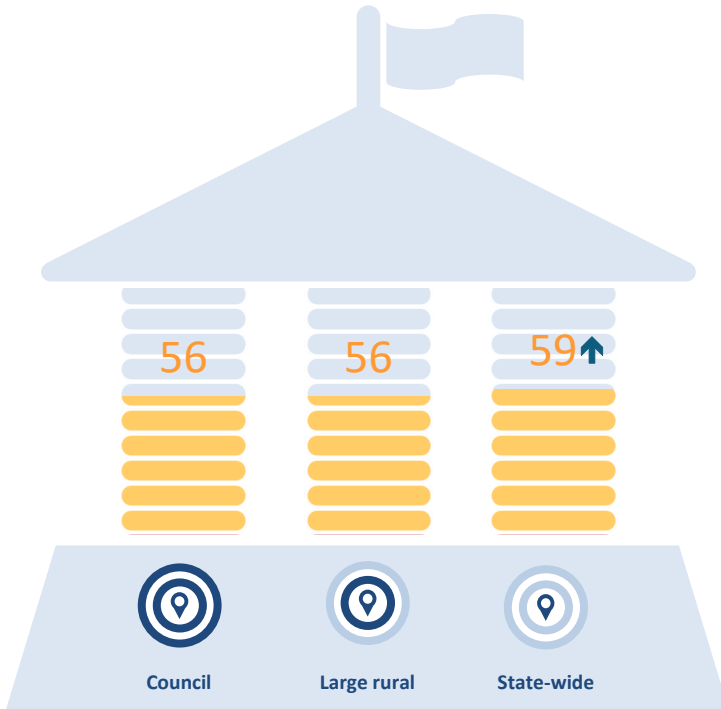


JWS RESEARCH

Page 119 of 293

- [Background and objectives](#)
- [Survey methodology and sampling](#)
- [Further information](#)
- [Key findings & recommendations](#)
- [Summary of findings](#)
- [Detailed findings](#)
 - [Key core measure: Overall performance](#)
 - [Key core measure: Customer service](#)
 - [Key core measure: Council direction indicators](#)
 - [Communications](#)
 - [Individual service areas](#)
 - [Detailed demographics](#)
- [Appendix A: Detailed survey tabulations](#)
- [Appendix B: Further project information](#)

MOORABOOL SHIRE COUNCIL – AT A GLANCE



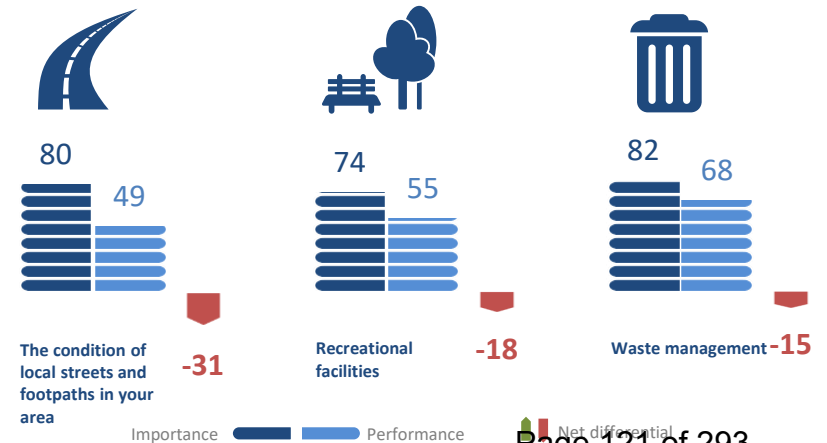
OVERALL COUNCIL PERFORMANCE

Results shown are index scores out of 100.

TOP 3 PERFORMING AREAS



TOP 3 AREAS FOR IMPROVEMENT



BACKGROUND AND OBJECTIVES

Welcome to the report of results and recommendations for the 2018 State-wide Local Government Community Satisfaction Survey for Moorabool Shire Council.

Each year Local Government Victoria (LGV) coordinates and auspices this State-wide Local Government Community Satisfaction Survey throughout Victorian local government areas. This coordinated approach allows for far more cost effective surveying than would be possible if councils commissioned surveys individually.

Participation in the State-wide Local Government Community Satisfaction Survey is optional. Participating councils have various choices as to the content of the questionnaire and the sample size to be surveyed, depending on their individual strategic, financial and other considerations.

The main objectives of the survey are to assess the performance of Moorabool Shire Council across a range of measures and to seek insight into ways to provide improved or more effective service delivery. The survey also provides councils with a means to fulfil some of their statutory reporting requirements as well as acting as a feedback mechanism to LGV.

This survey was conducted by Computer Assisted Telephone Interviewing (CATI) as a representative random probability survey of residents aged 18+ years in Moorabool Shire Council.

Survey sample matched to the demographic profile of Moorabool Shire Council as determined by the most recent ABS population estimates was purchased from an accredited supplier of publicly available phone records, including up to 40% mobile phone numbers to cater to the diversity of residents within Moorabool Shire Council, particularly younger people.

A total of n=400 completed interviews were achieved in Moorabool Shire Council. Survey fieldwork was conducted in the period of 1st February – 30th March, 2018.

The 2018 results are compared with previous years, as detailed below:

- 2017, n=400 completed interviews, conducted in the period of 1st February – 30th March.
- 2016, n=400 completed interviews, conducted in the period of 1st February – 30th March.
- 2015, n=400 completed interviews, conducted in the period of 1st February – 30th March.
- 2014, n=400 completed interviews, conducted in the period of 31st January – 11th March.
- 2013, n=400 completed interviews, conducted in the period of 1st February – 24th March.
- 2012, n=400 completed interviews, conducted in the period of 18th May – 30th June.

Minimum quotas of gender within age groups were applied during the fieldwork phase. Post-survey weighting was then conducted to ensure accurate representation of the age and gender profile of the Moorabool Shire Council area.

Any variation of +/-1% between individual results and net scores in this report or the detailed survey tabulations is due to rounding. In reporting, ‘—’ denotes not mentioned and ‘0%’ denotes mentioned by less than 1% of respondents. ‘Net’ scores refer to two or more response categories being combined into one category for simplicity of reporting.

SURVEY METHODOLOGY AND SAMPLING

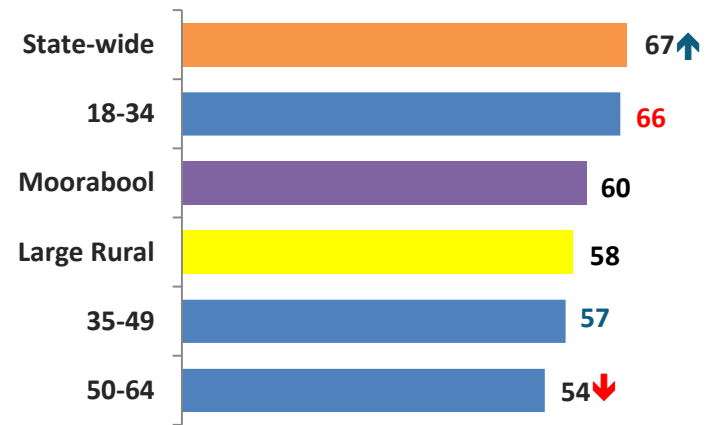
Within tables and index score charts throughout this report, statistically significant differences at the 95% confidence level are represented by upward directing blue and downward directing red arrows. Significance when noted indicates a significantly higher or lower result for the analysis group in comparison to the 'Total' result for the council for that survey question for that year. Therefore in the example below:

- The state-wide result is significantly higher than the overall result for the council.
- The result among 50-64 year olds is significantly lower than for the overall result for the council.

Further, results shown in blue and red indicate significantly higher or lower results than in 2017. Therefore in the example below:

- The result among 35-49 year olds in the council is significantly higher than the result achieved among this group in 2017.
- The result among 18-34 year olds in the council is significantly lower than the result achieved among this group in 2017.

**Overall Performance – Index Scores
(example extract only)**



FURTHER INFORMATION

Further information about the report and explanations about the State-wide Local Government Community Satisfaction Survey can be found in [Appendix B](#), including:

- [Background and objectives](#)
- [Margins of error](#)
- [Analysis and reporting](#)
- [Glossary of terms](#)

Contacts

For further queries about the conduct and reporting of the 2018 State-wide Local Government Community Satisfaction Survey, please contact JWS Research on (03) 8685 8555.



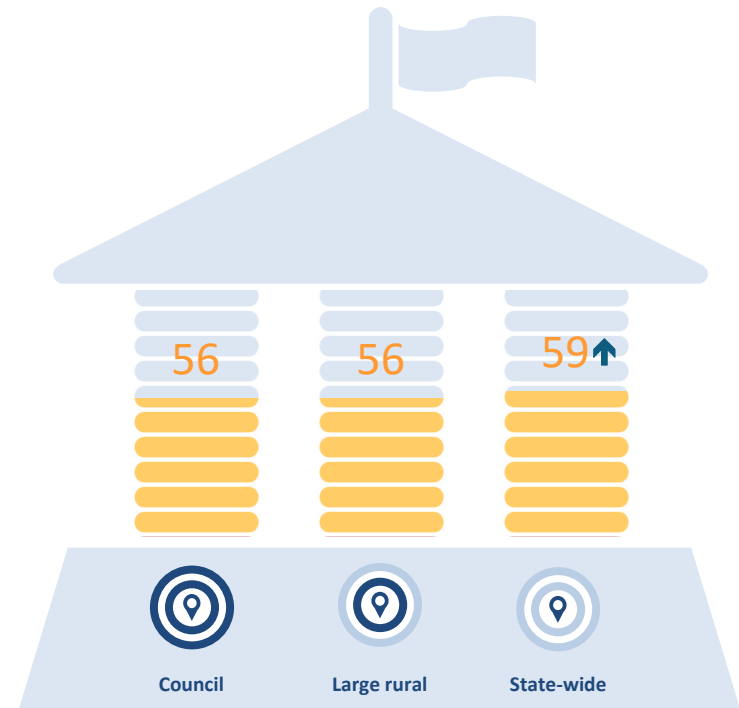
KEY FINDINGS & RECOMMENDATIONS

OVERALL PERFORMANCE

The **overall performance index score of 56** for Moorabool Shire Council represents a **two-point improvement** on the 2017 result, with performance increasing to the same rating achieved in 2014 and 2015, but not to the peak of 58 achieved in 2013.

- Moorabool Shire Council's overall performance is rated *statistically significantly lower* (at the 95% confidence interval) than the average rating for councils **State-wide** (index score of 59), but is not rated *significantly different* to the average rating for councils in the **Large Rural** group (index score of 56).
- Residents aged **18 to 34 years** (index score of 61) are *significantly more* favourable in their view of overall performance compared to the Council average.
- Residents aged **35 to 49 years** are *significantly more* favourable in their view of overall performance compared to 2017 (index score of 55, up from 48 in 2017).

Just under three times as many residents rate Moorabool Shire Council's overall performance as 'good' (34%), than those who rate it as 'poor' (12%).



OVERALL COUNCIL PERFORMANCE

Results shown are index scores out of 100.

OVERVIEW OF CORE PERFORMANCE MEASURES

Review of the core performance measures (as shown on page 18) shows that Moorabool Shire Council's **performance increased** on all measures compared to Council's own results in 2017.

- Moorabool Shire Council's most improved measure is **community consultation and engagement**, which is *significantly higher* compared to 2017 (index score of 52, up four points). While performing at a similar level to the **Large Rural** group council average (index score of 54), this measure is rated *significantly lower* than the **State-wide** council average (index score of 55).
- Despite a one point improvement on the measure of **advocacy** (index score of 48), this area is rated *significantly lower* than the **State-wide** and **Large Rural** group council averages (index scores of 54 and 52 respectively).
- While Moorabool Shire Council's performance on **sealed local roads** and **making community decisions** improved on their 2017 results (index scores of 46 and 51 respectively), these measures are rated *significantly lower* than the **State-wide** council average (index scores of 53 and 54 respectively).

The measure of **overall council direction** improved one point on 2017 and is performing at a similar level to **State-wide** and **Large Rural** group council averages.

There are also notable differences across demographic cohorts within Moorabool Shire Council.

- On the measure of **community consultation and engagement**, residents of **Ballan** and those aged **18 to 34 years** rate council *significantly higher* than average.
- On the measure of **overall council direction** and **advocacy**, residents aged **18 to 34 years** rate council *significantly higher* than average.
- On the measure of **making community decisions**, residents aged **18 to 34 years** and **Remainder of Shire** residents rate council *significantly higher* than average. Conversely, on the measure of **sealed local roads**, residents aged **50 to 64 years** rate council *significantly lower* than average.

In the area of **customer service** (index score of 66), Moorabool Shire Council is rated *significantly lower* than the **State-wide** council average (index score of 70), but is not rated *significantly different* to the **Large Rural** group council average (67). This core performance measure is also Moorabool Shire Council's best performing area.

CUSTOMER CONTACT AND SERVICE

Around two-thirds (65%) of Moorabool Shire Council residents have had recent contact with Council, *significantly higher* than 2017 (58%) and equalling the highest level of contact in 2012 when tracking commenced.

Residents aged **35 to 49 years** had the most contact with council (73%) in 2018. Conversely, residents aged **65+ years** had the least contact with council (58%). While there are no *significant differences* in contact across the demographic cohorts, residents of **Bacchus Marsh** and those aged **18 to 34 years** had *significantly more* contact compared to 2017.

Overall, newsletters sent via mail (34%) are considered the best way for Council to inform residents about news, information and upcoming events.

- While residents aged **over 50 years** consider 'newsletter via mail' the best method of contact with council (38%), residents aged **under 50 years** equally consider 'newsletter via mail' (34%) and 'newsletter via email' (34%) as the optimal methods.

Moorabool Shire Council's **customer service** index of 66 is two points up on the result for 2017, but this is not a *significant* improvement, with ratings remaining relatively stable since 2015. As mentioned previously, performance on this measure is rated *significantly lower* than the **State-wide** council average (index score of 70), but is performing at a similar level to the **Large Rural** group council average (67).

- Just under a third of residents (29%) rate Council's **customer service** as 'very good', with a further third (33%) rating it as 'good', consistent with 2017.
- Review of index scores by demographic cohorts does not reveal any *significant* differences across council or compared to 2017.

AREAS WHERE COUNCIL IS PERFORMING WELL

Customer service is the area where Moorabool Shire Council has **performed most strongly overall** (index score of 66), with this area performing at a similar level to the **Large Rural** group council average (67).

The most improved core measure in 2018 is **community consultation and engagement**, which is *significantly higher* compared to 2017 (index score of 52, up four points), representing its second-highest score since tracking commenced in 2012.

- Notably, the 2018 result for **community consultation and engagement** is now performing at a level similar to the **Large Rural** group council average (index score of 54).
- Driving positive opinion in this area, residents of **Ballan** and those aged **18 to 34 years** rate council *significantly higher* than average.

Another core service area where Moorabool Shire Council has improved is **sealed local roads**. With a three-point improvement in 2018, this area has 'bounced back' positively after experiencing a decline in 2017. While this measure did not *significantly* improve in 2018, it is now rated at a similar level to the **Large Rural** group council average (index score of 45).

Outside of the core performance measures, the **top three highest-performing** service areas for Moorabool Shire Council are:

- **Waste management** (index score of 68)
- **Elderly support services** (index score of 67)
- **Appearance of public areas** (index score of 64)

Notably, perceptions of **elderly support services** (67), **business community development and tourism** (60), and **consultation and engagement** (52) are all *significantly higher* compared to 2017.

FOCUS AREAS FOR COMING 12 MONTHS

Perceptions of Council did not experience any *significant declines* in performance index scores in the past year. This is a positive result for Council.

In terms of priorities for the coming 12 months, Council should focus attention on service areas where current performance levels are low and remain *significantly lower* than the **State-wide** and **Large Rural** group council averages. The area that stands out as being most in need of Council attention is **advocacy**. While performance on this measure increased by one point in 2018, it has not improved *significantly* over the course of the tracking and is *significantly lower* than **State-wide** and **Large Rural** group council averages.

In service areas **outside of the core performance measures**, Moorabool Shire Council should not only pay particular attention to areas that are performing below **State-wide** and **Large Rural** group council averages, but also where stated importance exceeds rated performance by more than 10 points. Key priorities include:

- **Condition of local streets and footpaths** (margin of 31 points)
- **Recreational facilities** (margin of 18 points)

Of note, while the service area of waste management is rated as one of Moorabool Shire Council's top-performing areas outside of the core measures, residents consider this an area of particularly high importance. Indeed, with stated importance exceeding performance by a margin of 14 points, Council should also strive to improve performance in this area.

Regarding residents preference for either rate rises to improve local services or service cuts to keep council rates the same, just under half of residents (46%) state they would prefer 'service cuts', with a third of residents (29%) stating a preference for a 'rate rise', and a further quarter (24%) who were undecided.

More generally, consideration should be given to residents aged 50 to 64 years who appear to be most driving negative opinion in 2018.

It is also important not to ignore, and to learn from, what is working amongst other groups, especially residents aged **18 to 34 years**, and use these lessons to build performance experience and perceptions in other areas.

Further insights for focus and improvement can be gained from the regression analysis on pages 28-31.

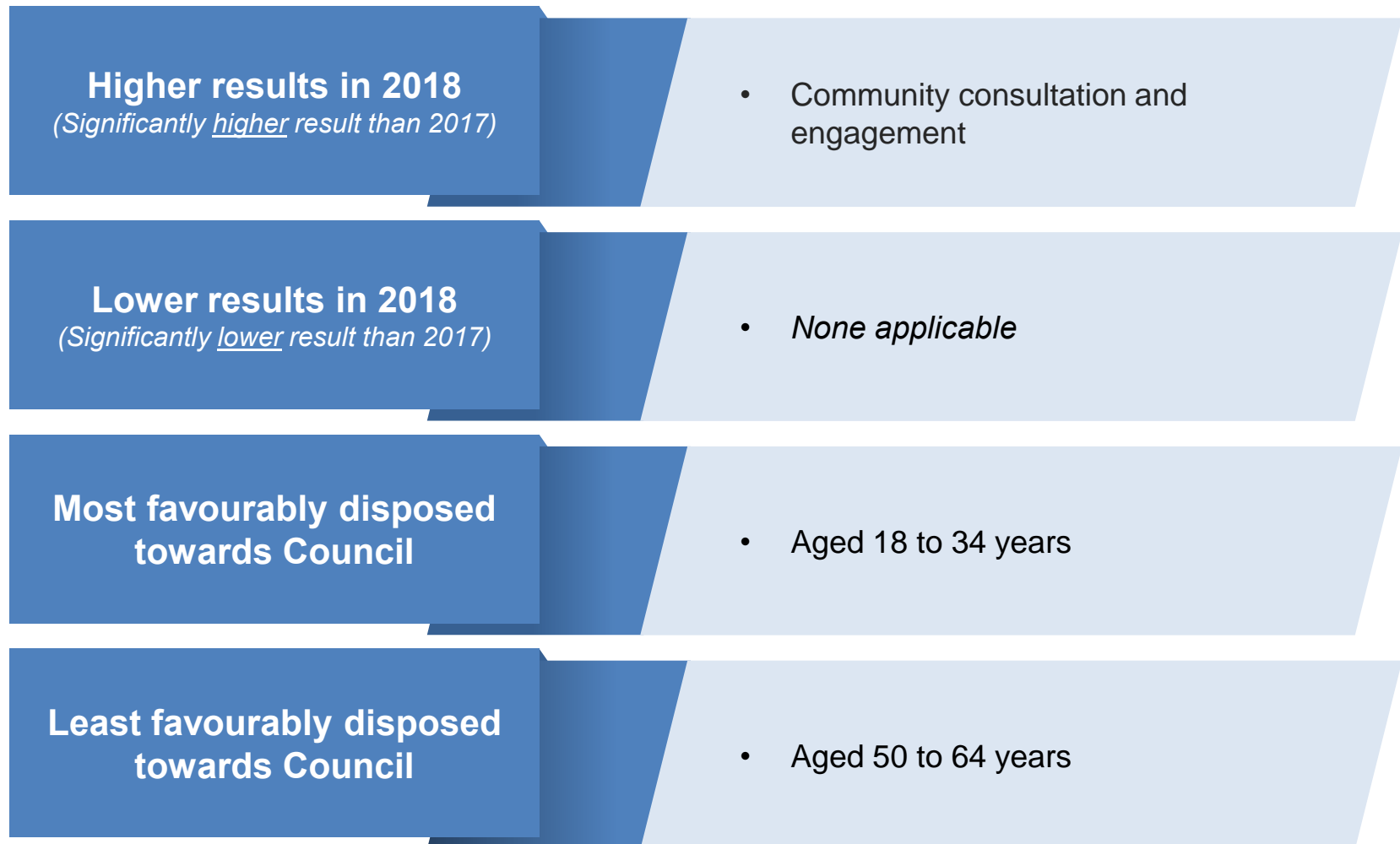
FURTHER AREAS OF EXPLORATION

An approach we recommend is to further mine the survey data to better understand the profile of these over and under-performing demographic groups. This can be achieved via additional consultation and data interrogation, self-mining the SPSS data provided, or via the dashboard portal available to the council.

Please note that the category descriptions for the coded open ended responses are generic summaries only. We recommend further analysis of the detailed cross tabulations and the actual verbatim responses, with a view to understanding the responses of the key gender and age groups, especially any target groups identified as requiring attention.

A personal briefing by senior JWS Research representatives is also available to assist in providing both explanation and interpretation of the results. Please contact JWS Research on 03 8685 8555.

SNAPSHOT OF KEY FINDINGS





SUMMARY OF FINDINGS

2018 SUMMARY OF CORE MEASURES

INDEX SCORE RESULTS



Overall
Performance



Community
Consultation



Advocacy



Making
Community
Decisions



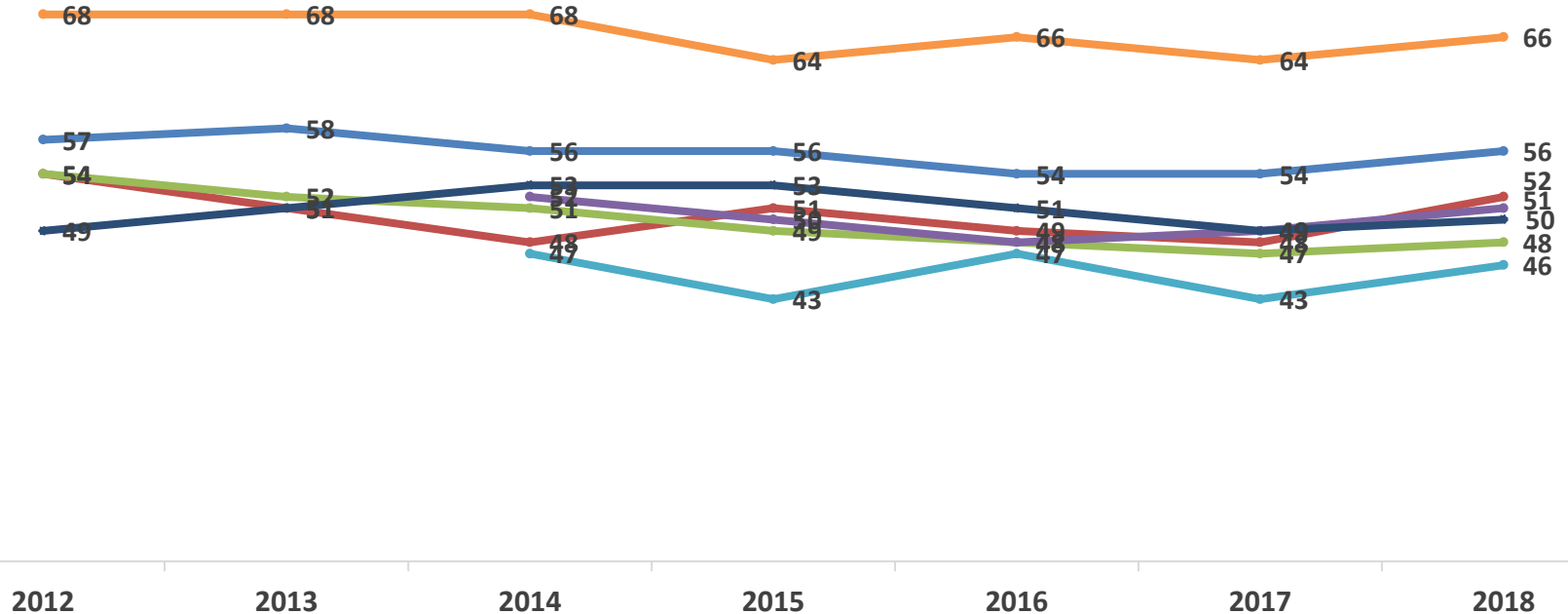
Sealed
Local
Roads



Customer
Service



Overall
Council
Direction



2018 SUMMARY OF CORE MEASURES

DETAILED ANALYSIS

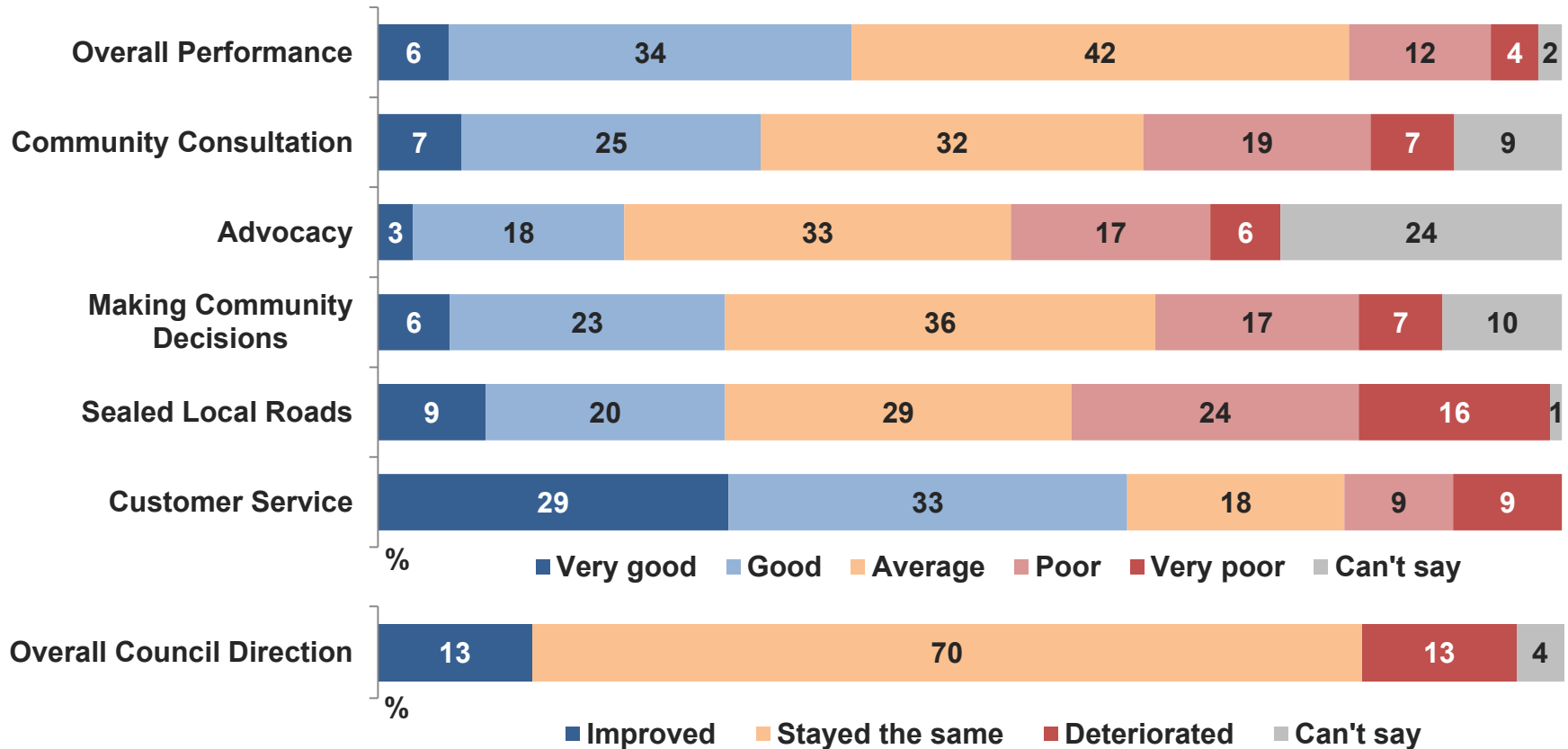
Performance Measures	Moorabool 2018	Moorabool 2017	Large Rural 2018	State-wide 2018	Highest score	Lowest score
OVERALL PERFORMANCE	56	54	56	59	Aged 18-34 years	Aged 50-64 years
COMMUNITY CONSULTATION (Community consultation and engagement)	52	48	54	55	Ballan	Aged 50-64 years
ADVOCACY (Lobbying on behalf of the community)	48	47	52	54	Aged 18-34 years	Aged 50-64 years
MAKING COMMUNITY DECISIONS (Decisions made in the interest of the community)	51	49	52	54	Aged 18-34 years	Aged 50-64 years
SEALED LOCAL ROADS (Condition of sealed local roads)	46	43	45	53	Aged 18-34 years	Aged 50-64 years
CUSTOMER SERVICE	66	64	67	70	Aged 65+ years	Men
OVERALL COUNCIL DIRECTION	50	49	52	52	Aged 18-34 years	Aged 50-64 years

2018 SUMMARY OF KEY COMMUNITY SATISFACTION

PERCENTAGE RESULTS



Key Measures Summary Results

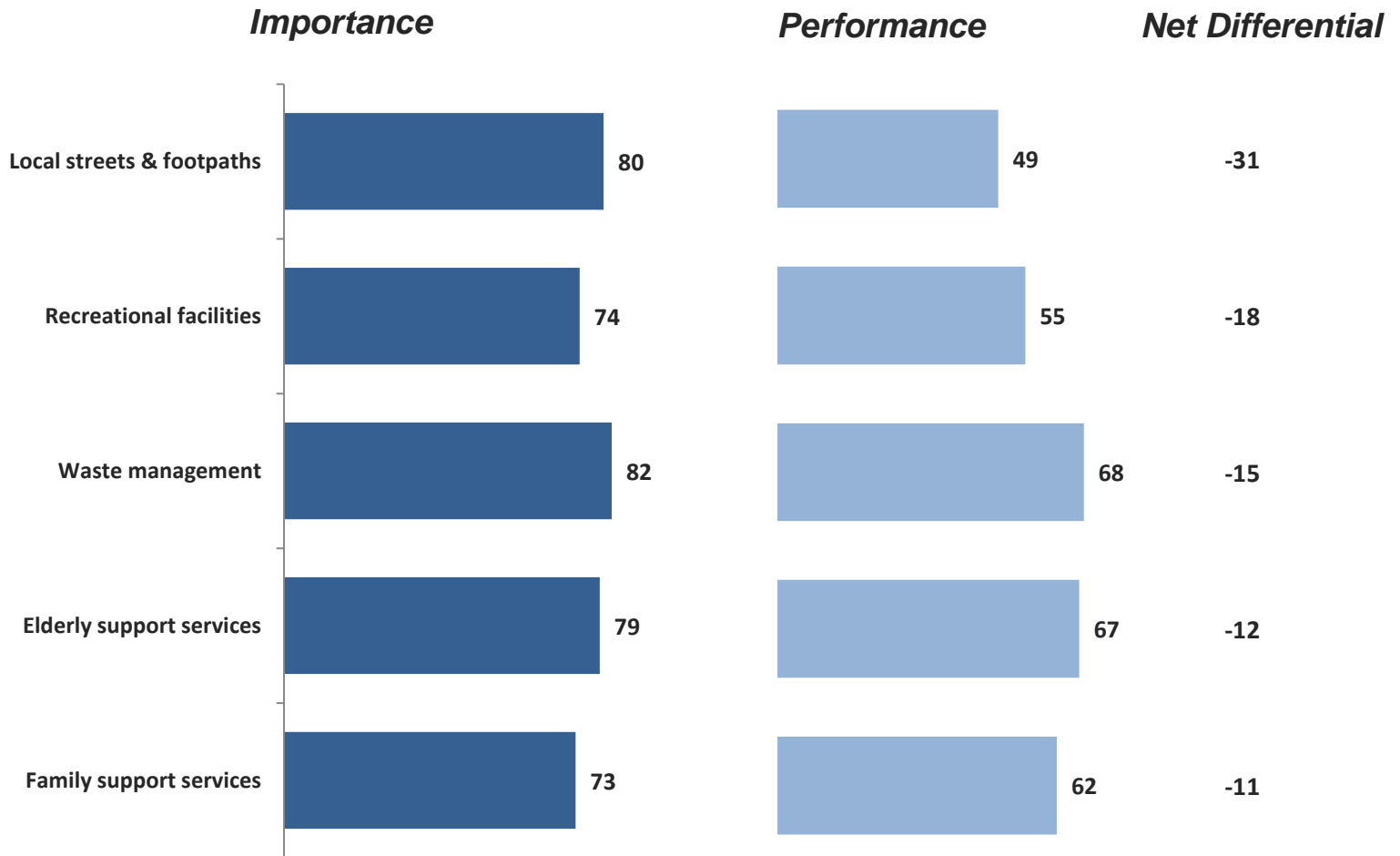


INDIVIDUAL SERVICE AREAS INDEX SCORE SUMMARY

IMPORTANCE VS PERFORMANCE



Service areas where importance exceeds performance by 10 points or more, suggesting further investigation is necessary:



2018 IMPORTANCE SUMMARY

INDEX SCORES OVER TIME

2018 Priority Area Importance

		2017	2016	2015	2014	2013	2012
Waste management	82	80	78	79	79	80	78
Local streets & footpaths	80	78	79	79	79	81	81
Elderly support services	79	78	80	79	77	78	81
Recreational facilities	74	73	73	72	72	74	73
Family support services	73	74	75	71	73	75	76
Appearance of public areas	73	75	75	72	72	74	72
Bus/community dev./tourism	65	67	67	67	65	69	68

Q1. Firstly, how important should [RESPONSIBILITY AREA] be as a responsibility for Council?

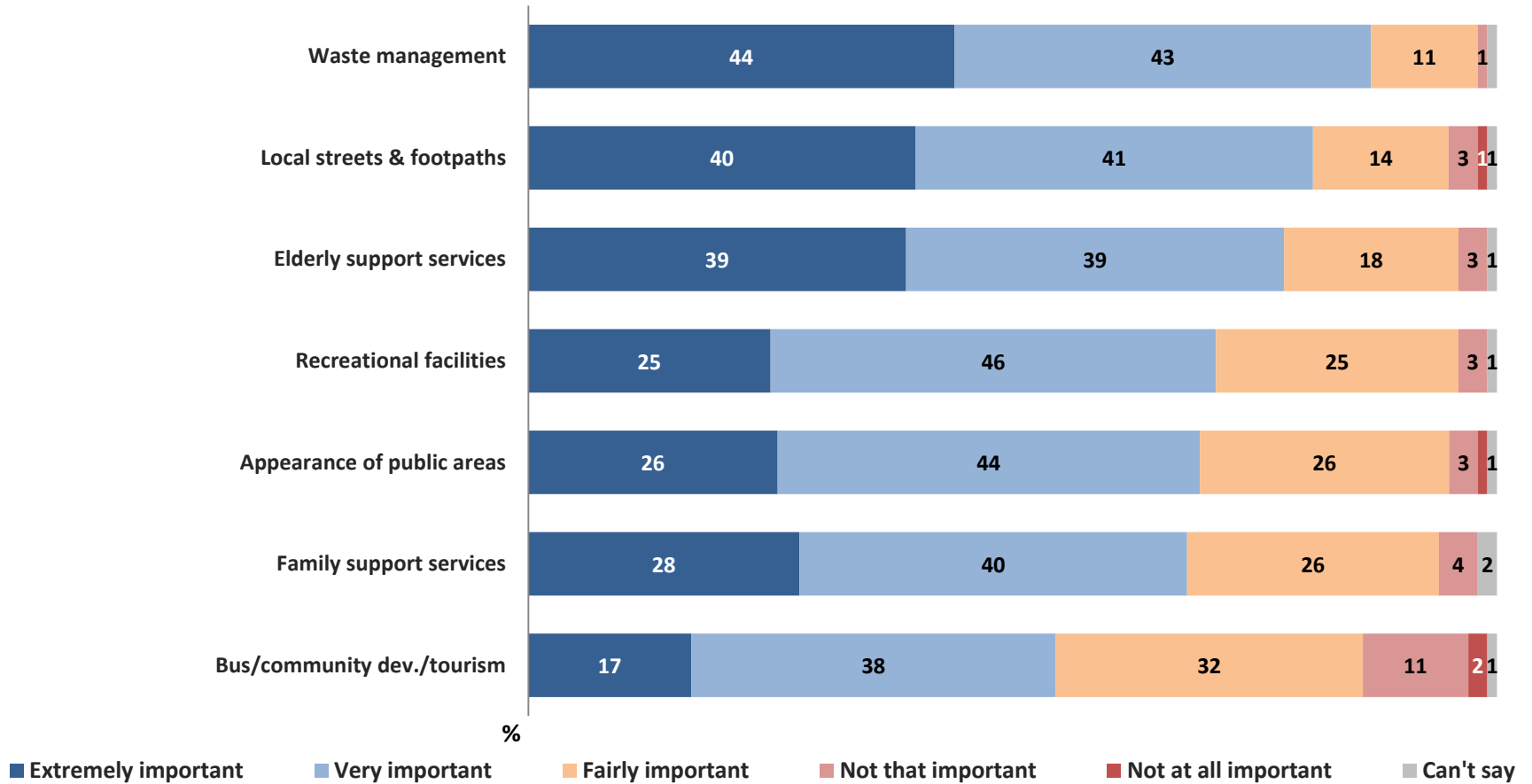
Base: All respondents. Councils asked state-wide: 28 Councils asked group: 7

Note: Please see page 6 for explanation of significant differences.

2018 IMPORTANCE SUMMARY

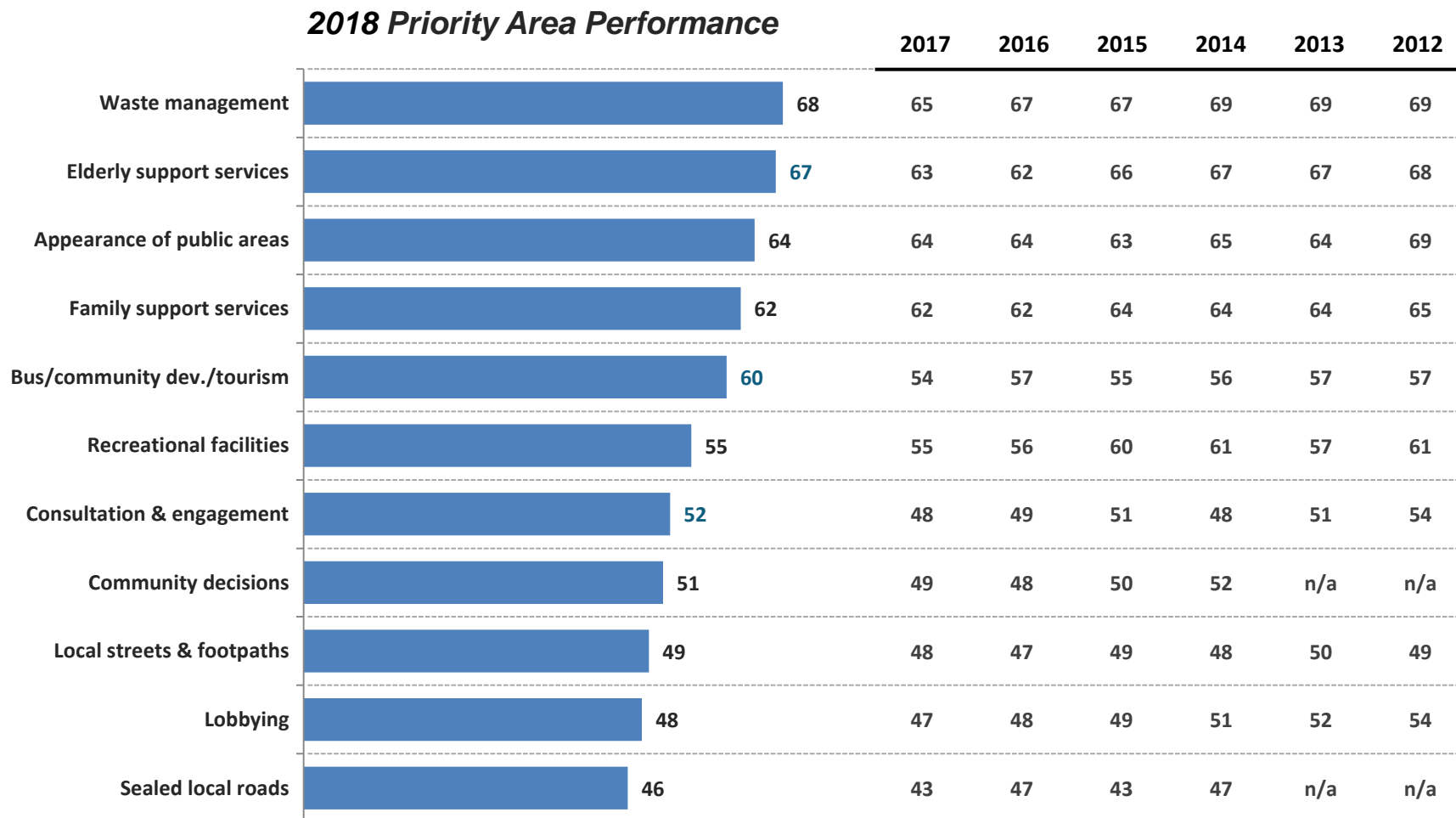
DETAILED PERCENTAGES

Individual Service Areas Importance



2018 PERFORMANCE SUMMARY

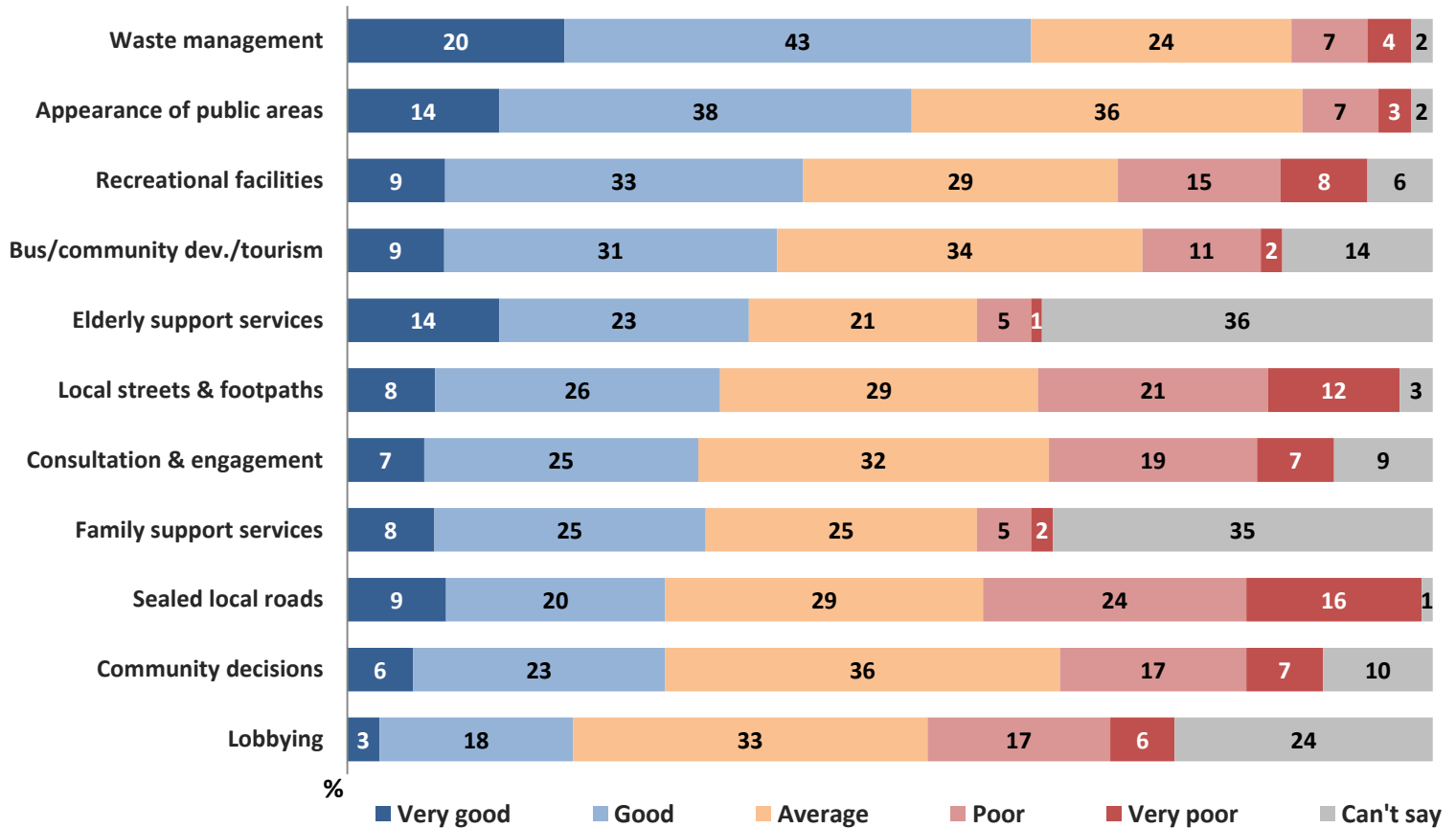
INDEX SCORES OVER TIME



2018 PERFORMANCE SUMMARY

DETAILED PERCENTAGES

Individual Service Areas Performance



INDIVIDUAL SERVICE AREAS SUMMARY

COUNCIL'S PERFORMANCE VS STATE-WIDE AVERAGE



Significantly Higher than State-wide Average

- None Applicable

Significantly Lower than State-wide Average

- Consultation & engagement
 - Lobbying
 - Local streets & footpaths
 - Family support services
 - Recreational facilities
 - Appearance of public areas
 - Making community decisions
 - Sealed local roads
- 

INDIVIDUAL SERVICE AREAS SUMMARY


COUNCIL'S PERFORMANCE VS GROUP AVERAGE



Significantly Higher than Group Average

- None Applicable

Significantly Lower than Group Average

- Lobbying
 - Local streets & footpaths
 - Family support services
 - Recreational facilities
 - Appearance of public areas
- 

2018 PERFORMANCE SUMMARY

BY COUNCIL GROUP

Top Three Performing Service Areas (Highest to lowest, i.e. 1. = highest performance)

Moorabool Shire Council	Metropolitan	Interface	Regional Centres	Large Rural	Small Rural
<ol style="list-style-type: none"> 1. Waste management 2. Elderly support services 3. Appearance of public areas 	<ol style="list-style-type: none"> 1. Art centres & libraries 2. Waste management 3. Recreational facilities 	<ol style="list-style-type: none"> 1. Art centres & libraries 2. Emergency & disaster mngt 3. Recreational facilities 	<ol style="list-style-type: none"> 1. Art centres & libraries 2. Appearance of public areas 3. Emergency & disaster mngt 	<ol style="list-style-type: none"> 1. Art centres & libraries 2. Emergency & disaster mngt 3. Appearance of public areas 	<ol style="list-style-type: none"> 1. Art centres & libraries 2. Emergency & disaster mngt 3. Appearance of public areas

Bottom Three Performing Service Areas (Lowest to highest, i.e. 1. = lowest performance)

Moorabool Shire Council	Metropolitan	Interface	Regional Centres	Large Rural	Small Rural
<ol style="list-style-type: none"> 1. Sealed roads 2. Lobbying 3. Local streets & footpaths 	<ol style="list-style-type: none"> 1. Population growth 2. Planning permits 3. Town planning policy 	<ol style="list-style-type: none"> 1. Unsealed roads 2. Population growth 3. Traffic management 	<ol style="list-style-type: none"> 1. Parking facilities 2. Community decisions 3. Unsealed roads 	<ol style="list-style-type: none"> 1. Unsealed roads 2. Sealed roads 3. Planning permits 	<ol style="list-style-type: none"> 1. Unsealed roads 2. Sealed roads 3. Population growth

To predict a respondent's score on a question related to overall performance, based on knowledge of their performance scores for individual areas, we use *regression analysis*. For example, suppose we are interested in predicting which areas of local government responsibility could influence a person's opinion on overall council performance. The *independent variables* would be areas of responsibility tested (e.g. community consultation, traffic management, etc.) and the *dependent variable* would be overall performance.

The stronger the correlation between the dependent variable (overall opinion) and individual areas of responsibility, the closer the scores will fall to the regression line and the more accurate the prediction. Multiple regression can predict one variable on the basis of several other variables. Therefore, we can test perceptions of council's overall performance to investigate which set of areas are influencing respondents' opinions.

In the chart of the regression results, the horizontal axis represents the council performance index for each area of responsibility. Areas plotted on the right-side have a higher performance index than those on the left.

The vertical axis represents the Standardised Beta Coefficient from the multiple regression performed. This measures the contribution of each variable (i.e. each area) to the model, with a larger Beta value indicating a greater effect on overall performance.

Therefore areas of responsibility located near the top of the following chart are more likely to have an impact on respondent's overall rating, than the areas closest to the axis.

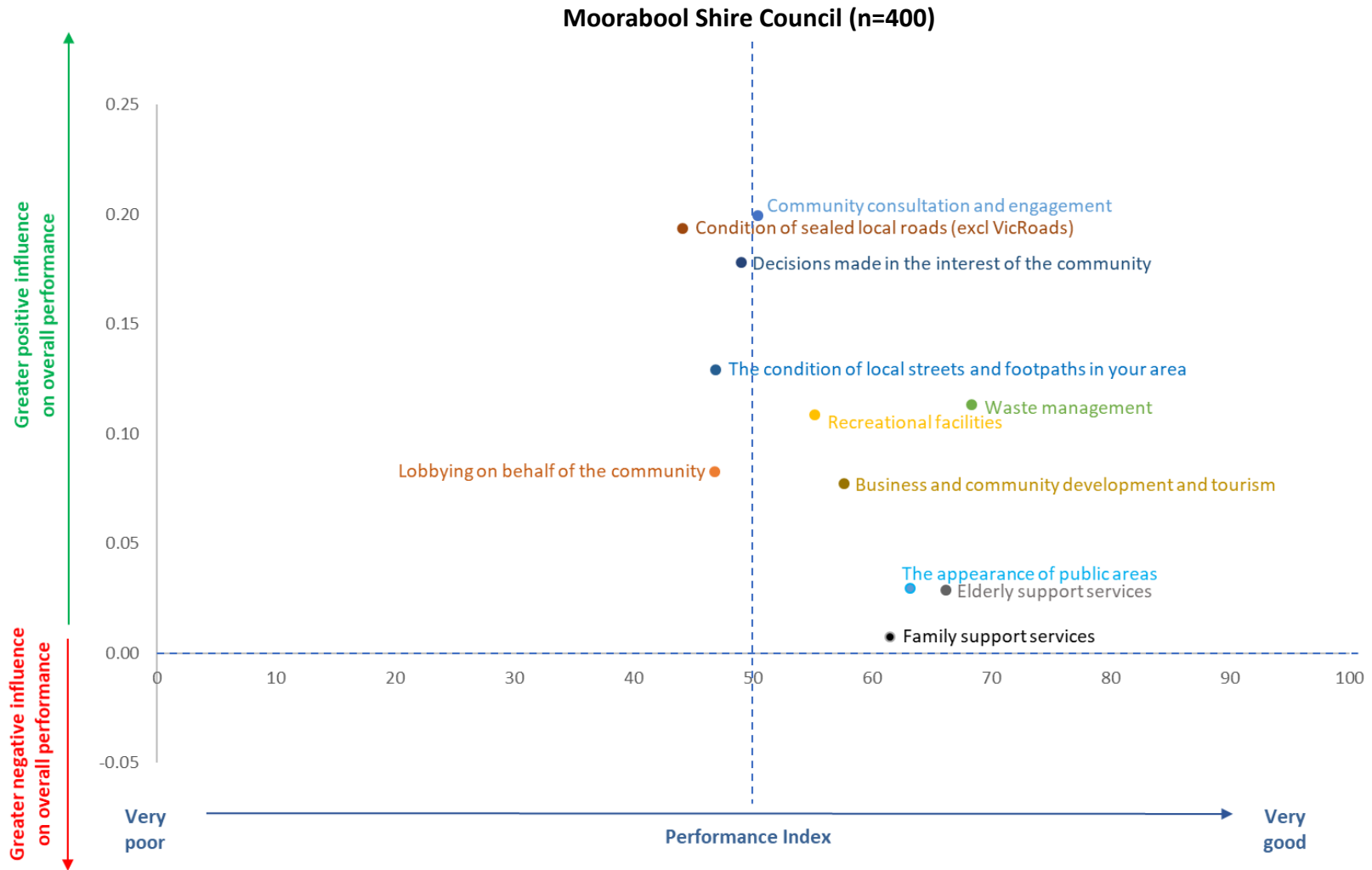
The regressions are shown on the following two charts. The first chart shows a regression analysis of *all* the service areas chosen by the Council. However, this model should be interpreted with caution because some of the data are not normally distributed and not all items have linear correlations.

The chart that follows is an enlarged version of the second chart, with key findings highlighted.

The results are then discussed according to the findings of these service areas.

PERFORMANCE ON SERVICES AND OVERALL PERFORMANCE

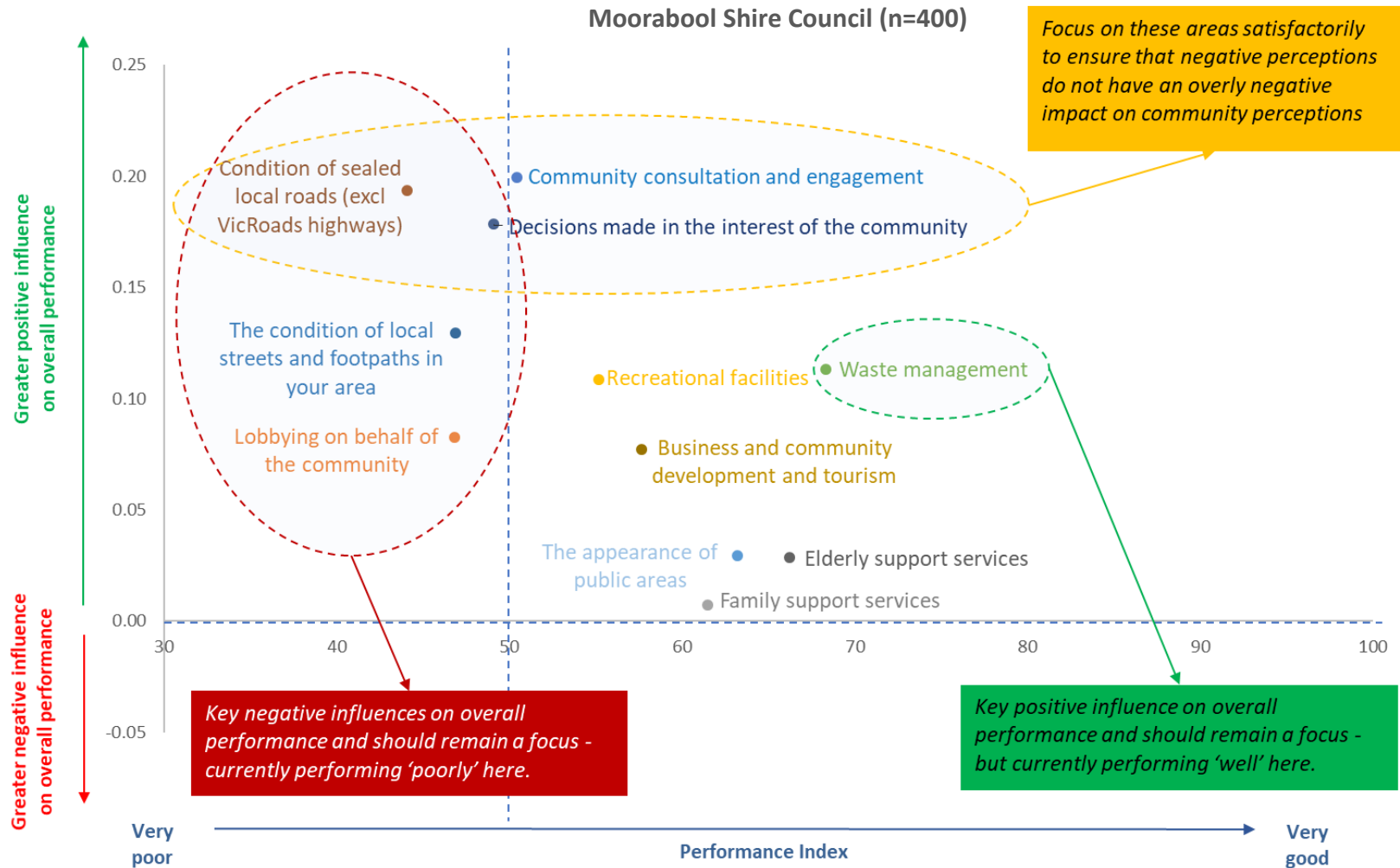
ALL SERVICE AREAS



The multiple regression analysis model of all question items above has an R-squared value of 0.589 and adjusted R-square value of 0.577, which means that 59% of the variance in community perceptions of overall performance can be predicted from these variables. The overall model effect was statistically significant at $p = 0.0015 = 40.47$. However, this model should be interpreted with caution because the data not all service areas had linear correlations..

PERFORMANCE ON SERVICES AND OVERALL PERFORMANCE

ENLARGED RIGHT QUADRANT



The multiple regression analysis model of all question items above has an R-squared value of 0.589 and adjusted R-square value of 0.577, which means that 59% of the variance in community perceptions of overall performance can be predicted from these variables. The overall model effect was statistically significant at $p = 0.001$, $F = 40.67$. However, this model should be interpreted with caution because not all service areas had linear correlations..

REGRESSION ANALYSIS – KEY RESULTS CONSIDERATIONS

The individual service areas that have the strongest influence on the overall performance rating are:

- Community consultation and engagement
- Condition of sealed local roads (excluding VicRoads)
- Decisions made in the interest of the community

Other key areas with a positive influence on overall performance include:

- Waste management
- Recreational facilities
- Business and community development and tourism

Looking specifically at the key service areas, waste management has the strongest positive performance index and a strong positive influence on the overall performance rating. Currently, Moorabool Shire Council is performing *well* in this area (performance index of 68) and, while it should remain a focus, there is greater work to be done elsewhere.

The appearance of public areas, elderly and family support services also have a good performance ratings (64, 67 and 62), but have a negligible influence on the overall performance rating.

Moorabool Shire Council's community consultation and engagement, recreational facilities as well as business and community development and tourism all have lower (but still positive) performance ratings overall. Continuing efforts in these areas has the capacity to lift Moorabool Shire Council's overall performance rating, particularly improvements in community consultation and engagement. (These areas have performance indices of 52, 55 and 60 respectively).

The condition of sealed local roads (excluding VicRoads) has the lowest performance index (46). This should not be ignored because it has a strong influence on overall performance perceptions. Likewise, the same is true of decisions made in the interest of the community, which has a performance index of 51 and a strong influence on overall performance perceptions.

The condition of local streets and footpaths as well as lobbying on behalf of the community also have low performance ratings, and these service areas have a moderate influence on overall performance perceptions, so should be attended to.

In particular, improving community consultation and engagement, condition of sealed local roads and promoting decisions that have been made in the interest of the community could help drive up overall opinion of the Moorabool Shire Council's performance.

2018 SERVICES TO IMPROVE DETAILED PERCENTAGES

2018 Areas for Improvement



AREAS FOR IMPROVEMENT

SUMMARY

Areas for Improvement

- Sealed Road Maintenance: 26% (up 8 points from 2017)
- Recreational Facilities: 16% (up 6 points from 2017)
- Community Consultation: 9% (down 5 points from 2017)

DETAILED FINDINGS

A satellite-style map of the United States with a glowing network of lines and nodes overlaid, representing infrastructure or data flow. The map is dark, with the network lines in shades of green and yellow, and bright spots at the nodes.

KEY CORE MEASURE OVERALL PERFORMANCE

OVERALL PERFORMANCE

INDEX SCORES

2018 Overall Performance

		2017	2016	2015	2014	2013	2012
18-34	61↑	61	60	61	58	66	60
State-wide	59↑	59	59	60	61	60	60
Remainder of Shire	58	52	53	52	54	60	n/a
Women	58	55	54	55	55	57	57
65+	57	56	55	56	56	59	60
Moorabool	56	54	54	56	56	58	57
Large Rural	56	54	54	56	n/a	n/a	n/a
Bacchus Marsh	55	54	56	59	56	57	n/a
35-49	55	48	48	54	55	52	56
Men	55	52	53	57	56	59	57
Ballan	55	55	46	59	55	53	n/a
50-64	51	50	52	55	53	55	52

Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Moorabool Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?

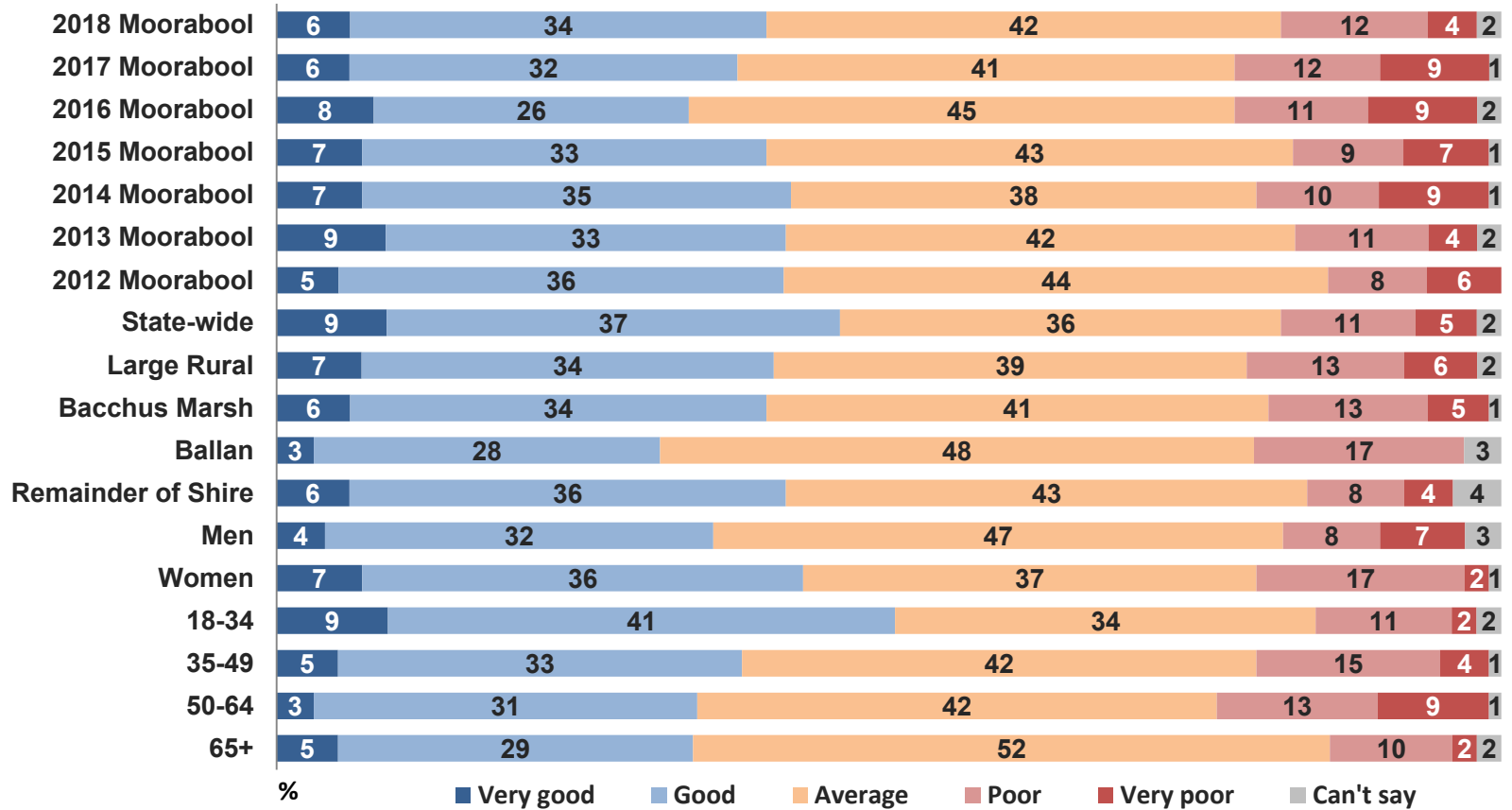
Base: All respondents. Councils asked state-wide: 64 Councils asked group: 18

Note: Please see page 6 for explanation about significant differences.

OVERALL PERFORMANCE

DETAILED PERCENTAGES

2018 Overall Performance



Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Moorabool Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 18

A satellite-style map of the United States with a glowing network of lines and nodes overlaid, representing a data or communication network. The map is dark, with the network lines in shades of green and yellow, and bright spots at the nodes.

KEY CORE MEASURE CUSTOMER SERVICE

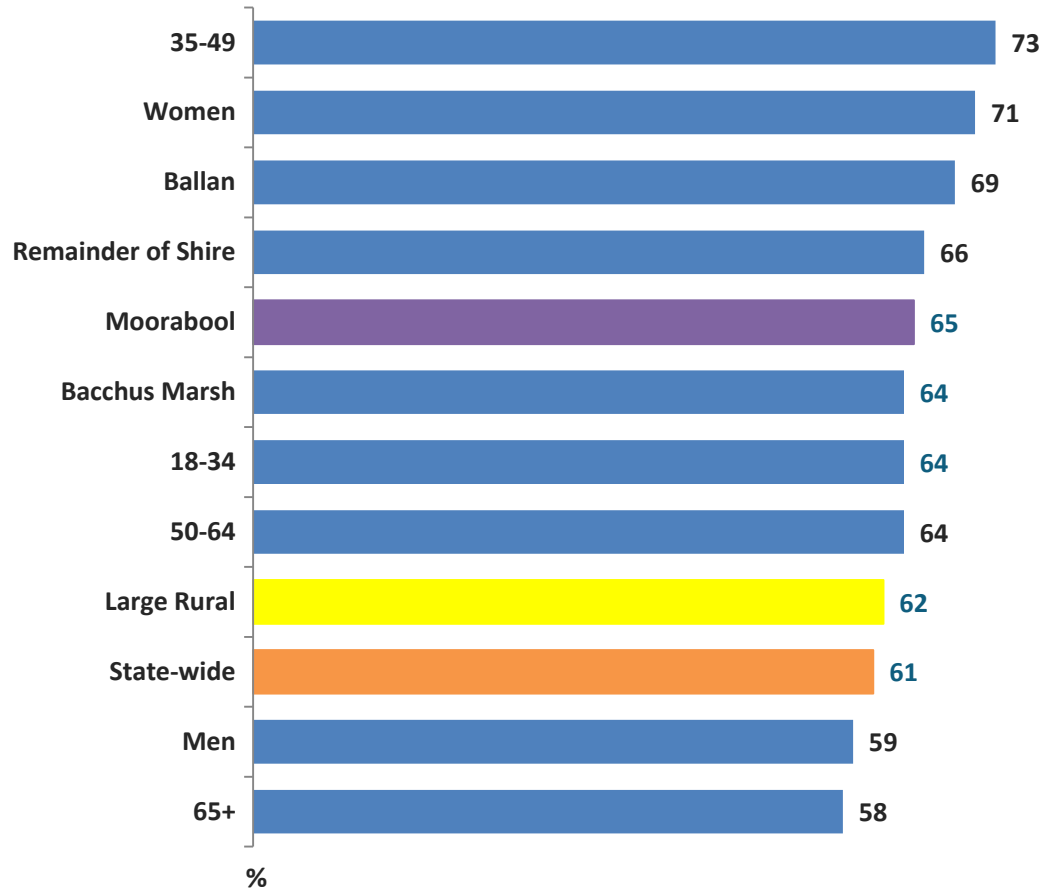
CONTACT LAST 12 MONTHS

SUMMARY

Overall contact with Moorabool Shire Council	<ul style="list-style-type: none">• 65%, up 7 points on 2017
Most contact with Moorabool Shire Council	<ul style="list-style-type: none">• Aged 35-49 years
Least contact with Moorabool Shire Council	<ul style="list-style-type: none">• Aged 65+ years
Customer service rating	<ul style="list-style-type: none">• Index score of 66, up 2 points on 2017
Most satisfied with customer service	<ul style="list-style-type: none">• Aged 65+ years
Least satisfied with customer service	<ul style="list-style-type: none">• Men

2018 CONTACT WITH COUNCIL

2018 Contact with Council



Q5. Over the last 12 months, have you or any member of your household had any contact with Moorabool Shire Council? This may have been in person, in writing, by telephone conversation, by text message, by email or via their website or social media such as Facebook or Twitter?

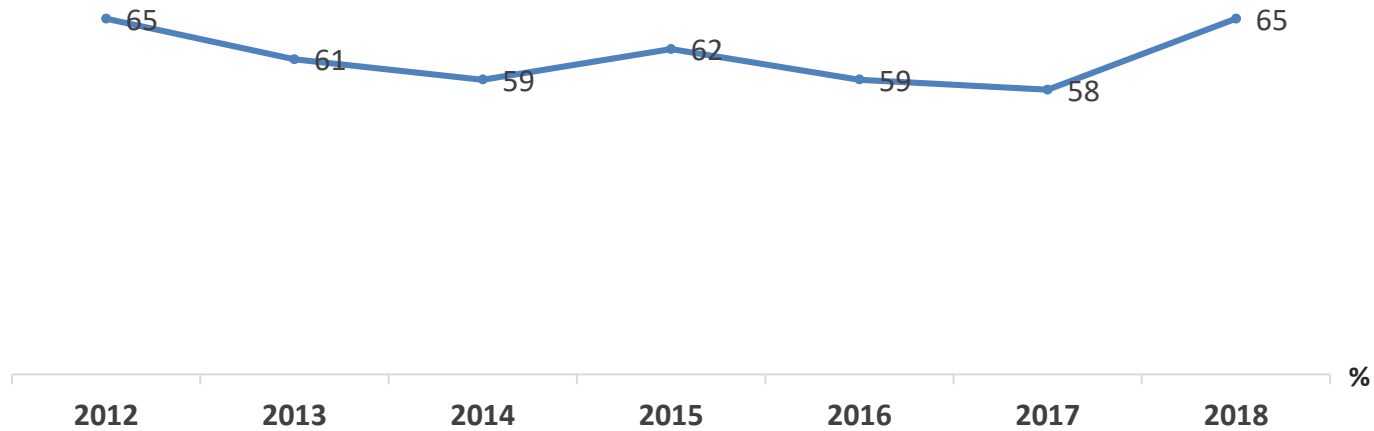
Base: All respondents. Councils asked state-wide: 43 Councils asked group: 13

Note: Please see page 6 for explanation about significant differences.

2018 CONTACT WITH COUNCIL

2018 Contact with Council

Have had contact



Q5. Over the last 12 months, have you or any member of your household had any contact with Moorabool Shire Council? This may have been in person, in writing, by telephone conversation, by text message, by email or via their website or social media such as Facebook or Twitter?

Base: All respondents. Councils asked state-wide: 43 Councils asked group: 13

2018 CONTACT CUSTOMER SERVICE INDEX SCORES



2018 Customer Service Rating

	2017	2016	2015	2014	2013	2012
65+	70	69	69	66	69	70
State-wide	70↑	69	69	70	72	71
Women	69	68	68	65	67	69
Remainder of Shire	68	66	63	59	67	n/a
Large Rural	67	66	67	67	n/a	n/a
18-34	66	65	62	61	63	75
Moorabool	66	64	66	64	68	68
Bacchus Marsh	66	62	67	67	67	n/a
35-49	65	61	70	64	67	63
50-64	64	64	64	64	72	68
Ballan	63*	71	69	60	70	62
Men	63	60	64	62	68	67

Q5c. Thinking of the most recent contact, how would you rate Moorabool Shire Council for customer service? Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.

Councils asked state-wide: 64 Councils asked group: 18

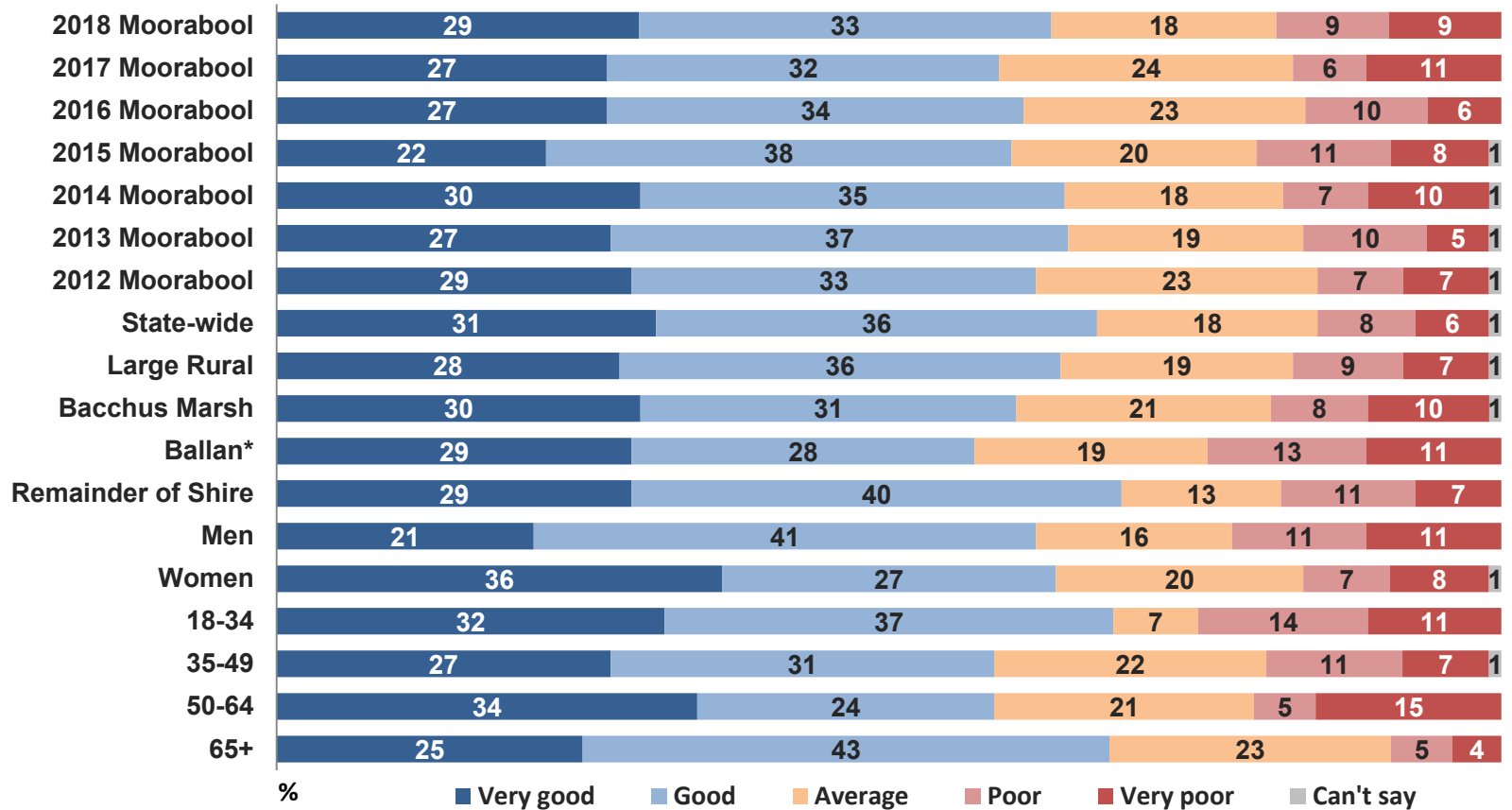
Note: Please see page 6 for explanation about significant differences.

*Caution: small sample size < n=30

2018 CONTACT CUSTOMER SERVICE

DETAILED PERCENTAGES

2018 Customer Service Rating



Q5c. Thinking of the most recent contact, how would you rate Moorabool Shire Council for customer service? Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.

Councils asked state-wide: 64 Councils asked group: 18

*Caution: small sample size < n=30



KEY CORE MEASURE COUNCIL DIRECTION INDICATORS

COUNCIL DIRECTION SUMMARY

Council direction

- 70% stayed about the same, up 10 points on 2017
- 13% improved, down 3 points on 2017
- 13% deteriorated, down 5 points on 2017

Most satisfied with council direction

- Aged 18-34 years

Least satisfied with council direction

- Aged 50-64 years and 65+ years

Rates vs services trade-off

- 29% prefer rate rise
- 46% prefer service cuts

2018 OVERALL COUNCIL DIRECTION LAST 12 MONTHS

INDEX SCORES



2018 Overall Direction

	2017	2016	2015	2014	2013	2012
18-34	54	53	62	57	55	53
Remainder of Shire	53	50	52	54	52	n/a
State-wide	53	51	53	53	53	52
Large Rural	52	48	51	n/a	n/a	n/a
Moorabool	49	51	53	53	51	49
Women	48	54	53	51	53	50
Men	51	48	54	55	48	49
Bacchus Marsh	48	53	54	53	51	n/a
Ballan	48	45	53	55	50	n/a
35-49	45	52	51	51	49	47
65+	52	52	54	54	55	53
50-64	46	46	47	52	46	46

Q6. Over the last 12 months, what is your view of the direction of Moorabool Shire Council's overall performance?

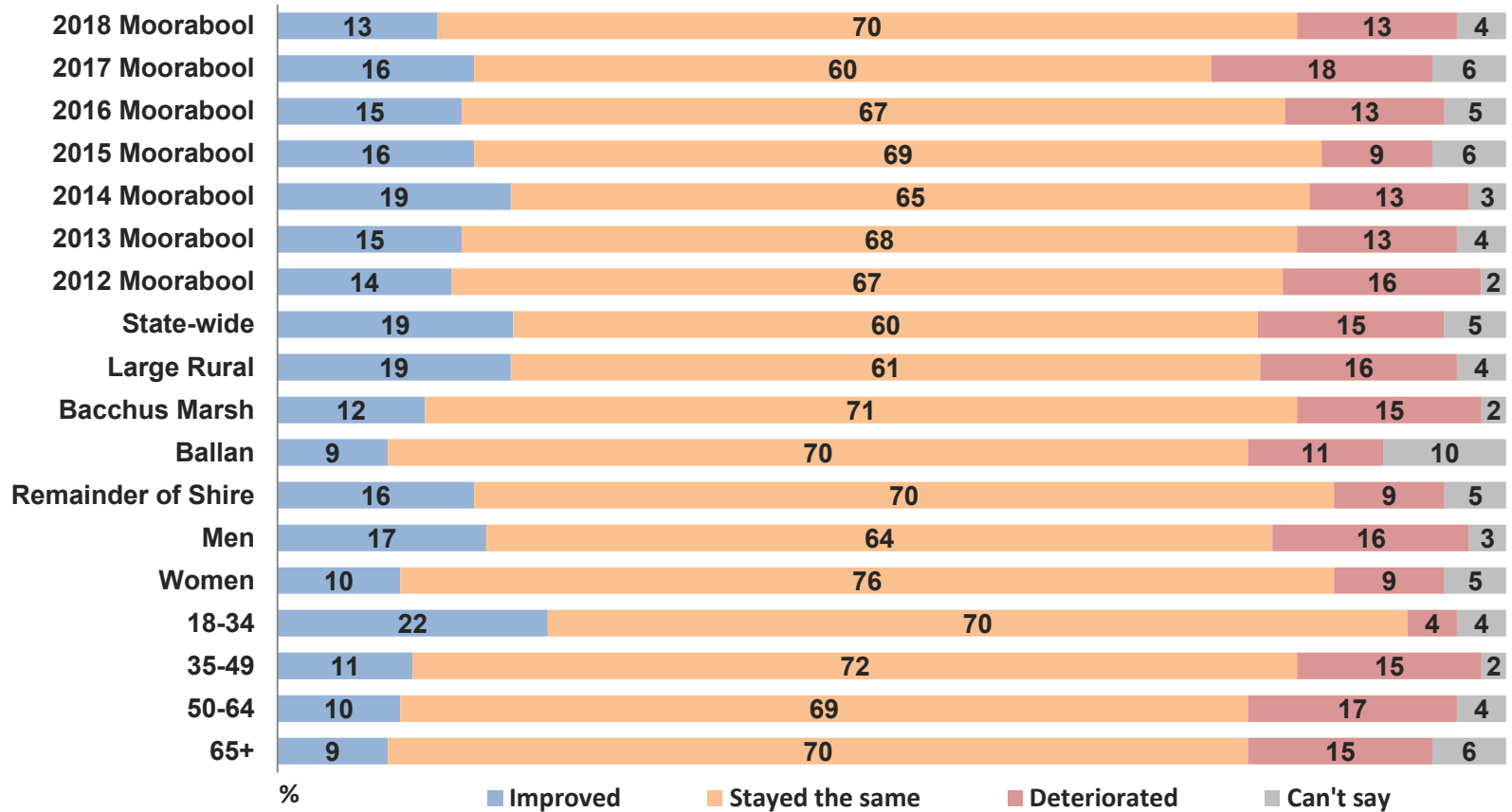
Base: All respondents. Councils asked state-wide: 64 Councils asked group: 18

Note: Please see page 6 for explanation about significant differences.

2018 OVERALL COUNCIL DIRECTION LAST 12 MONTHS

DETAILED PERCENTAGES

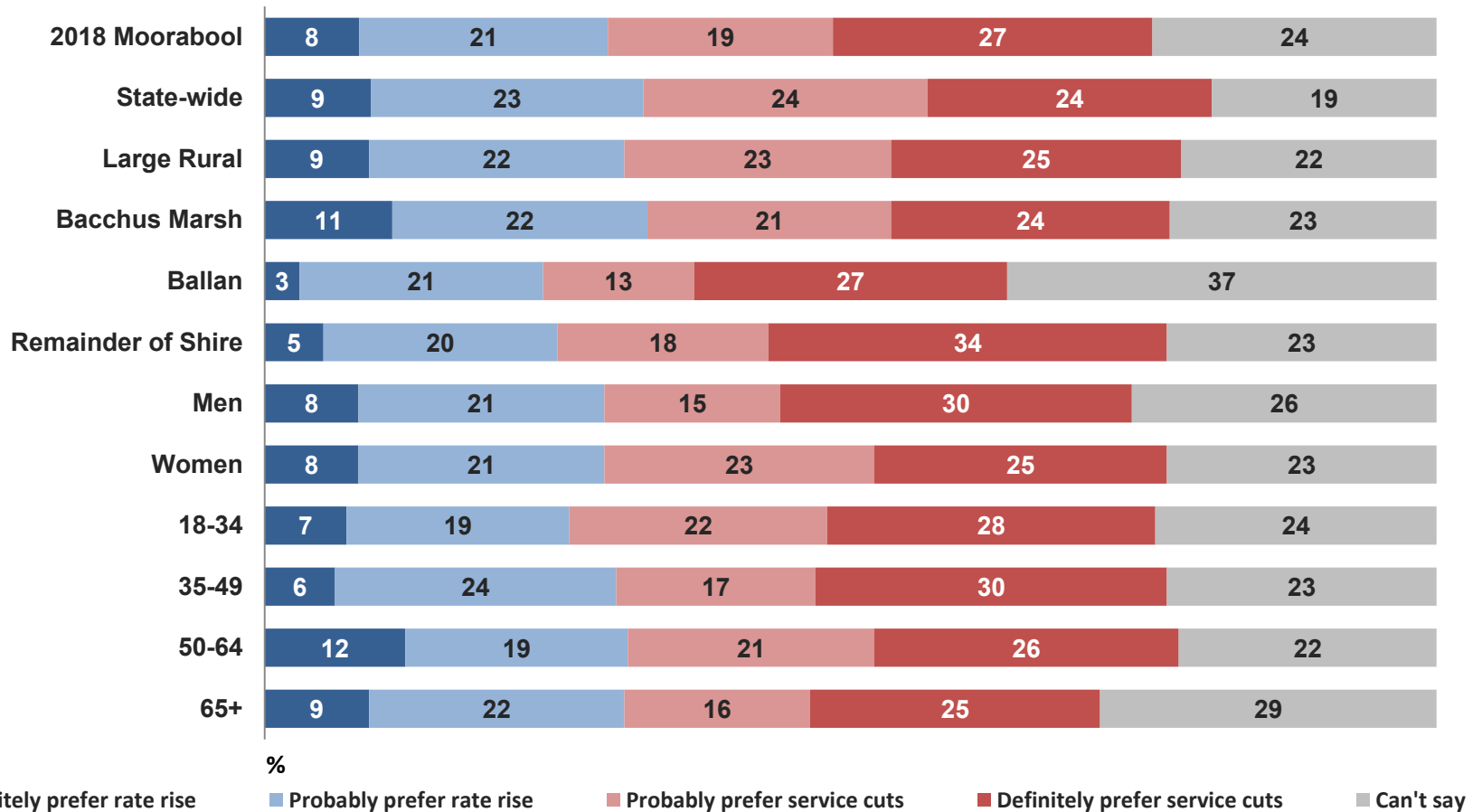
2018 Overall Direction



2018 RATES/SERVICE TRADE OFF

DETAILED PERCENTAGES

2018 Rate Rise v Service Cut



Q10. If you had to choose, would you prefer to see council rate rises to improve local services OR would you prefer to see cuts in council services to keep council rates at the same level as they are now?
 Base: All respondents. Councils asked state-wide: 15 Councils asked group: 4

COMMUNICATIONS

COMMUNICATIONS

SUMMARY

Overall preferred forms of communication

- Newsletter sent via mail (34%)

Preferred forms of communication among over 50s

- Newsletter sent via mail (38%)

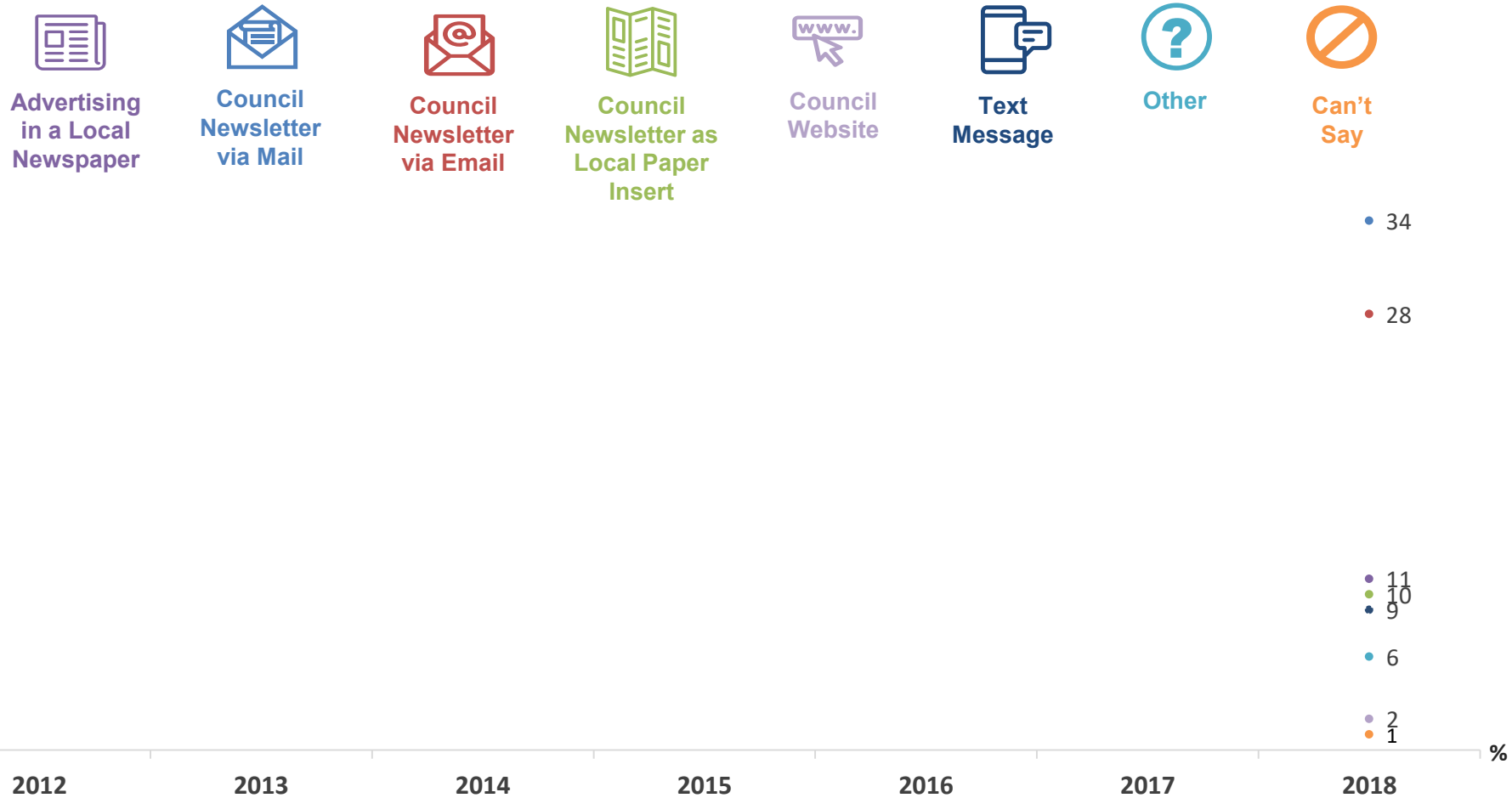
Preferred forms of communication among under 50s

- Newsletter sent via mail (31%)

Note: Website and text message formats again did not rate as highly as other modes of communication, although further analysis is recommended to understand the demographic preference profiles of the various different forms of communication.

2018 BEST FORMS OF COMMUNICATION

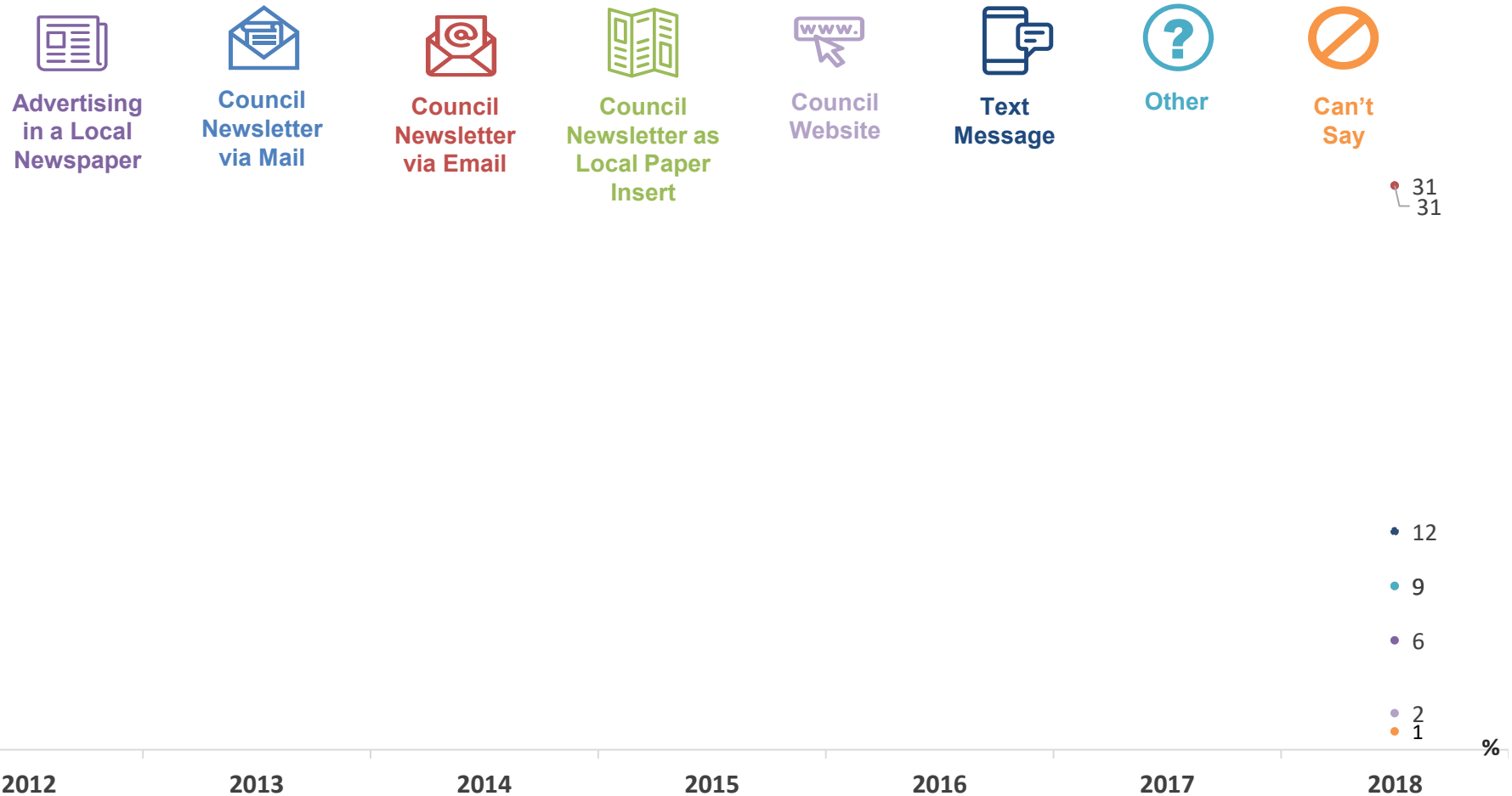
2018 Best Form



Q13. If Moorabool Shire Council was going to get in touch with you to inform you about Council news and information and upcoming events, which ONE of the following is the BEST way to communicate with you?
 Base: All respondents. Councils asked state-wide: 26 Councils asked group: 6

2018 BEST FORMS OF COMMUNICATION: UNDER 50S

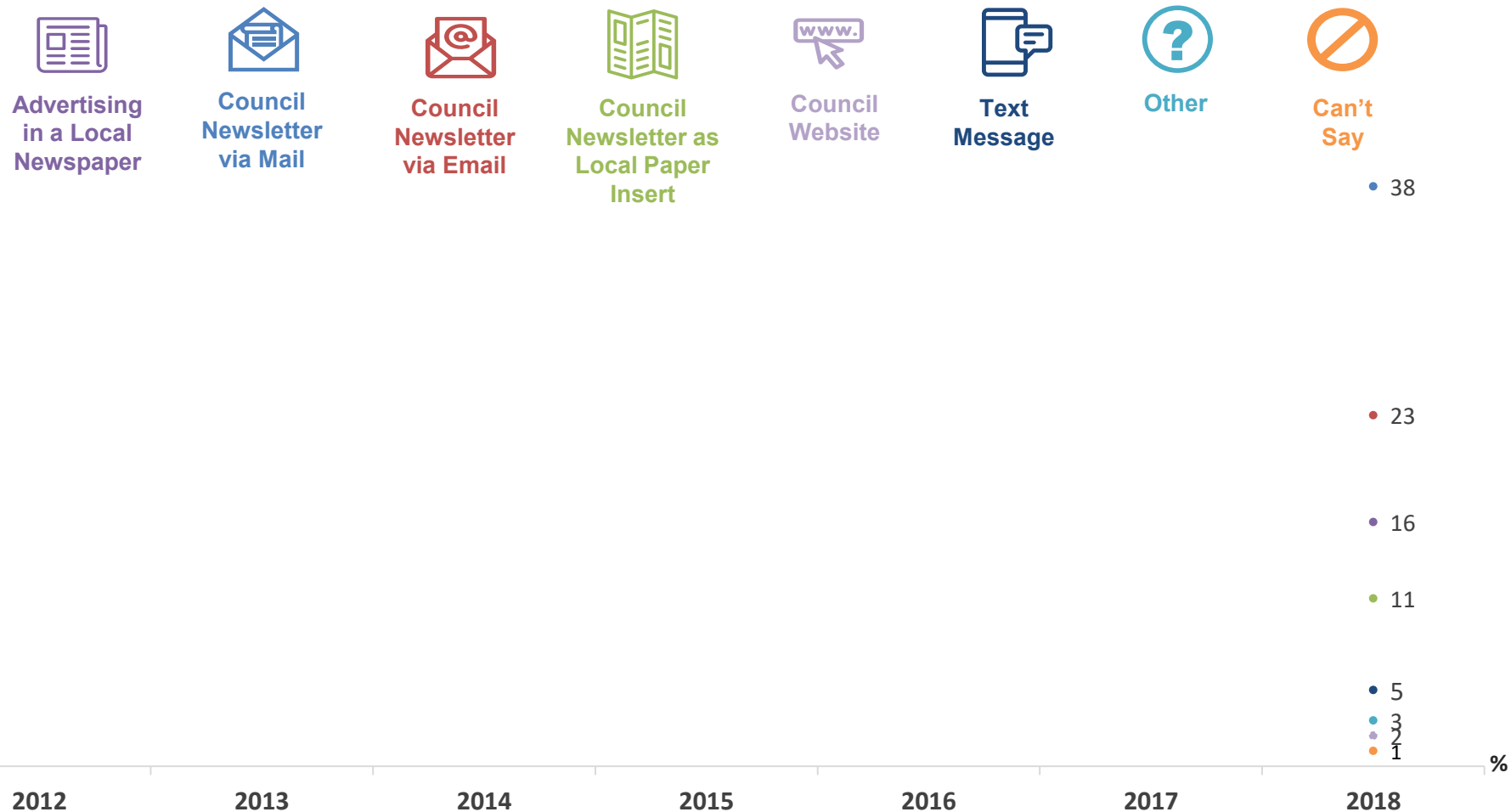
2018 Under 50s Best Form



Q13. If Moorabool Shire Council was going to get in touch with you to inform you about Council news and information and upcoming events, which ONE of the following is the BEST way to communicate with you?
 Base: All respondents aged under 50. Councils asked state-wide: 26 Councils asked group: 6
 Note: 'A Council newsletter via mail' is also 31% in 2018. 'A council newsletter as an insert in a local paper' is also 9%.

2018 BEST FORMS OF COMMUNICATION: OVER 50S

2018 Over 50s Best Form



Q13. If Moorabool Shire Council was going to get in touch with you to inform you about Council news and information and upcoming events, which ONE of the following is the BEST way to communicate with you?
 Base: All respondents aged over 50. Councils asked state-wide: 26 Councils asked group: 6



INDIVIDUAL SERVICE AREAS

2018 COMMUNITY CONSULTATION AND ENGAGEMENT PERFORMANCE INDEX SCORES



2018 Consultation and Engagement Performance

	2017	2016	2015	2014	2013	2012	
Ballan	61↑	50	43	43	50	52	n/a
18-34	58↑	53	53	55	48	61	59
Remainder of Shire	55	49	50	50	51	51	n/a
State-wide	55↑	55	54	56	57	57	57
Large Rural	54	52	52	54	n/a	n/a	n/a
65+	53	49	53	50	52	49	58
Men	52	45	45	51	50	48	55
Moorabool	52	48	49	51	48	51	54
Women	51	50	53	51	47	54	53
35-49	49	45	43	51	46	46	54
Bacchus Marsh	49	47	49	53	47	50	n/a
50-64	47	44	47	49	50	47	46

Q2. How has Council performed on 'community consultation and engagement' over the last 12 months?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 18

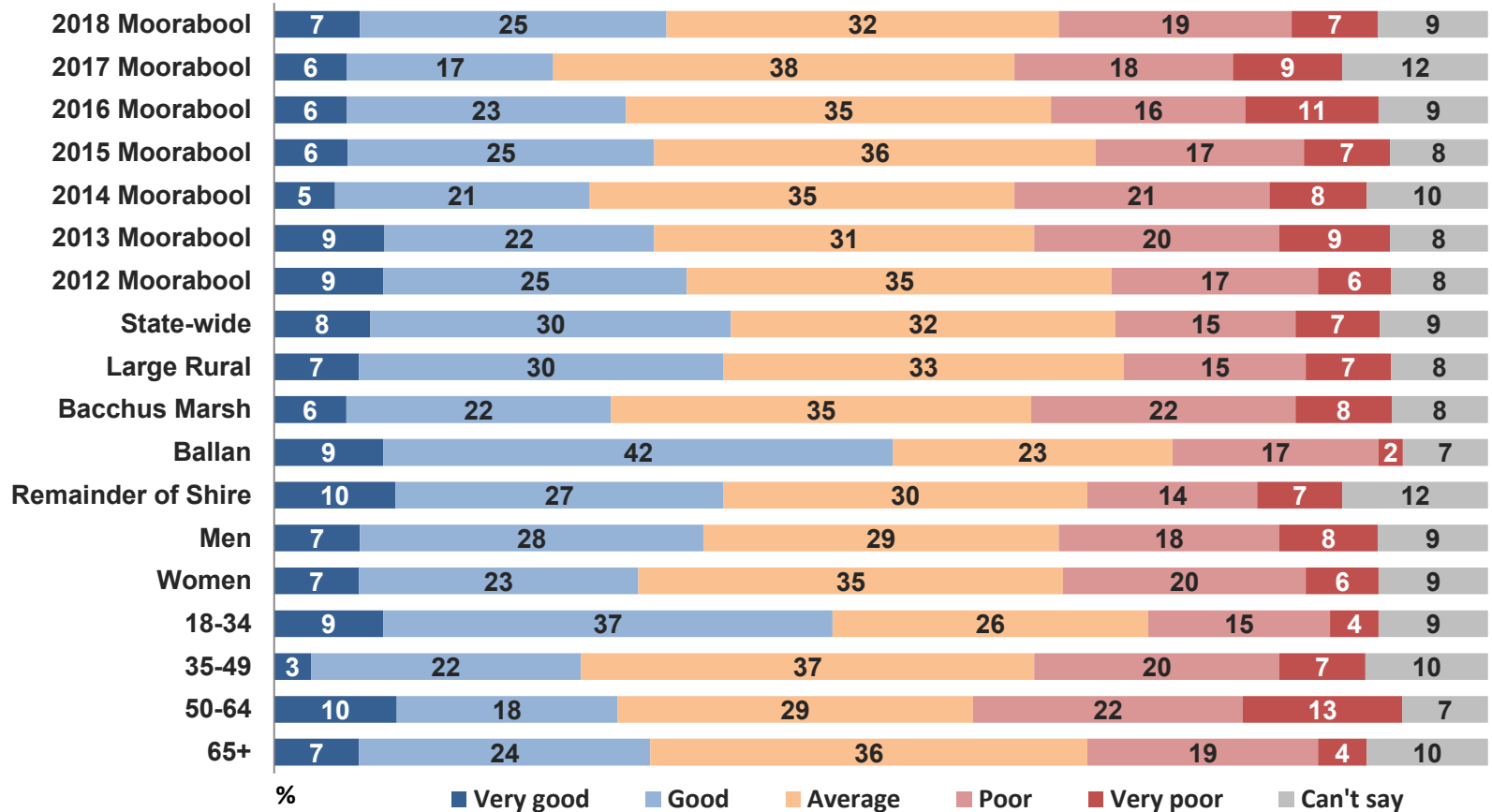
Note: Please see page 6 for explanation about significant differences.

2018 COMMUNITY CONSULTATION AND ENGAGEMENT

PERFORMANCE DETAILED PERCENTAGES



2018 Consultation and Engagement Performance



2018 LOBBYING ON BEHALF OF THE COMMUNITY

PERFORMANCE INDEX SCORES



2018 Lobbying Performance

		2017	2016	2015	2014	2013	2012
18-34	57↑	51	55	52	54	61	60
State-wide	54↑	54	53	55	56	55	55
Large Rural	52↑	51	50	53	n/a	n/a	n/a
Remainder of Shire	52	44	47	49	49	51	n/a
65+	52	50	53	45	51	54	56
Women	51	48	49	47	51	51	53
Ballan	49	51	32	51	58	50	n/a
Moorabool	48	47	48	49	51	52	54
Bacchus Marsh	47	46	54	49	50	53	n/a
Men	46	45	48	51	50	54	55
35-49	45	40	44	45	47	47	52
50-64	39↓	46	43	53	51	49	49

Q2. How has Council performed on 'lobbying on behalf of the community' over the last 12 months?

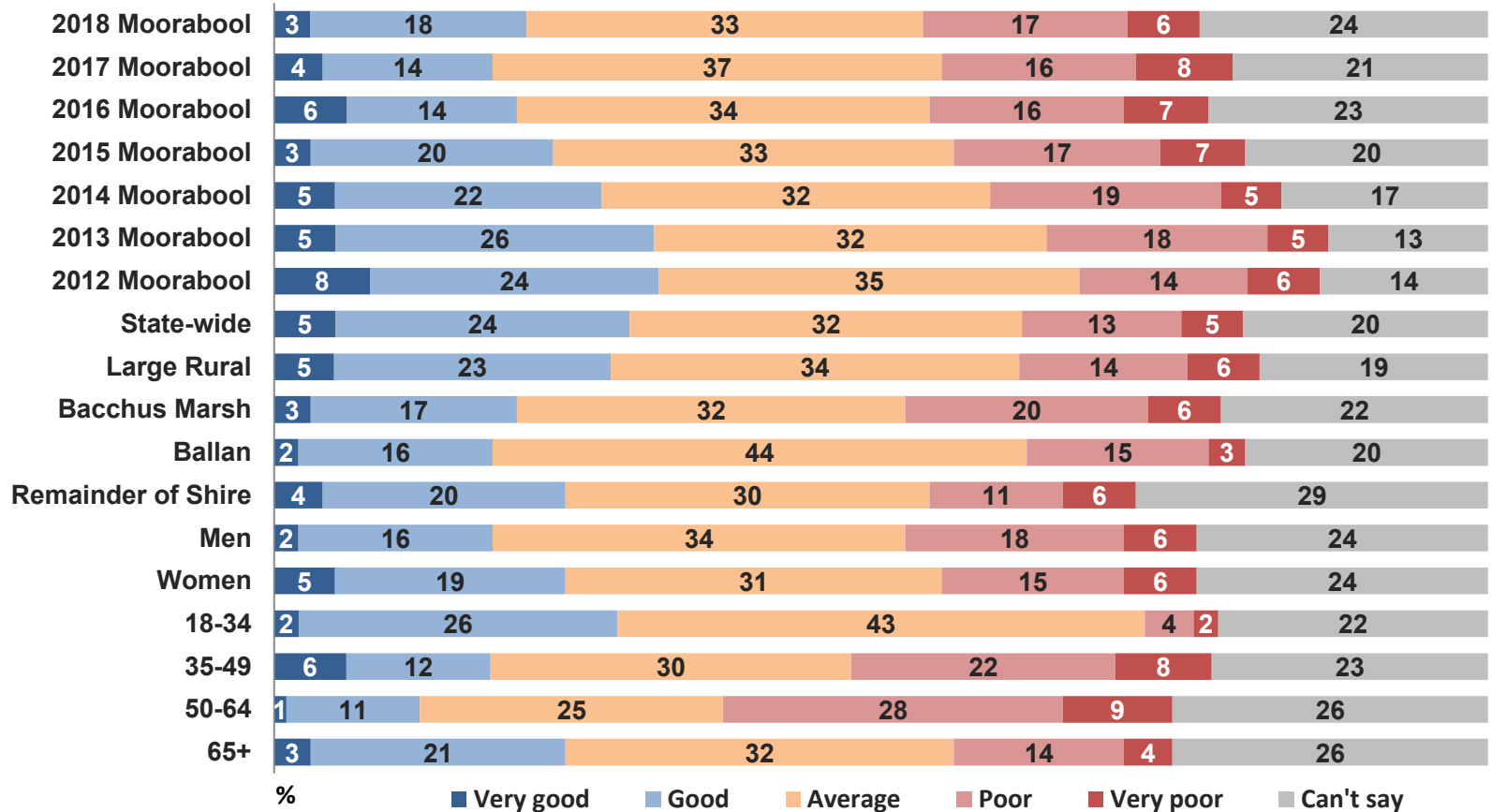
Base: All respondents. Councils asked state-wide: 64 Councils asked group: 18

Note: Please see page 6 for explanation about significant differences.

2018 LOBBYING ON BEHALF OF THE COMMUNITY

PERFORMANCE DETAILED PERCENTAGES

2018 Lobbying Performance



2018 DECISIONS MADE IN THE INTEREST OF THE COMMUNITY

PERFORMANCE INDEX SCORES



2018 Community Decisions Made Performance

		2017	2016	2015	2014	2013	2012
18-34	60↑	52	53	59	54	n/a	n/a
Remainder of Shire	59↑	50	52	49	53	n/a	n/a
State-wide	54↑	54	54	55	57	n/a	n/a
Ballan	52	53	38	43	52	n/a	n/a
Women	52	50	49	49	51	n/a	n/a
Large Rural	52	51	50	52	n/a	n/a	n/a
Moorabool	51	49	48	50	52	n/a	n/a
65+	51	50	51	47	53	n/a	n/a
Men	50	48	47	51	53	n/a	n/a
35-49	48	47	41	45	51	n/a	n/a
Bacchus Marsh	47	48	49	52	51	n/a	n/a
50-64	45	47	50	49	50	n/a	n/a

Q2. How has Council performed on 'decisions made in the interest of the community' over the last 12 months?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 18

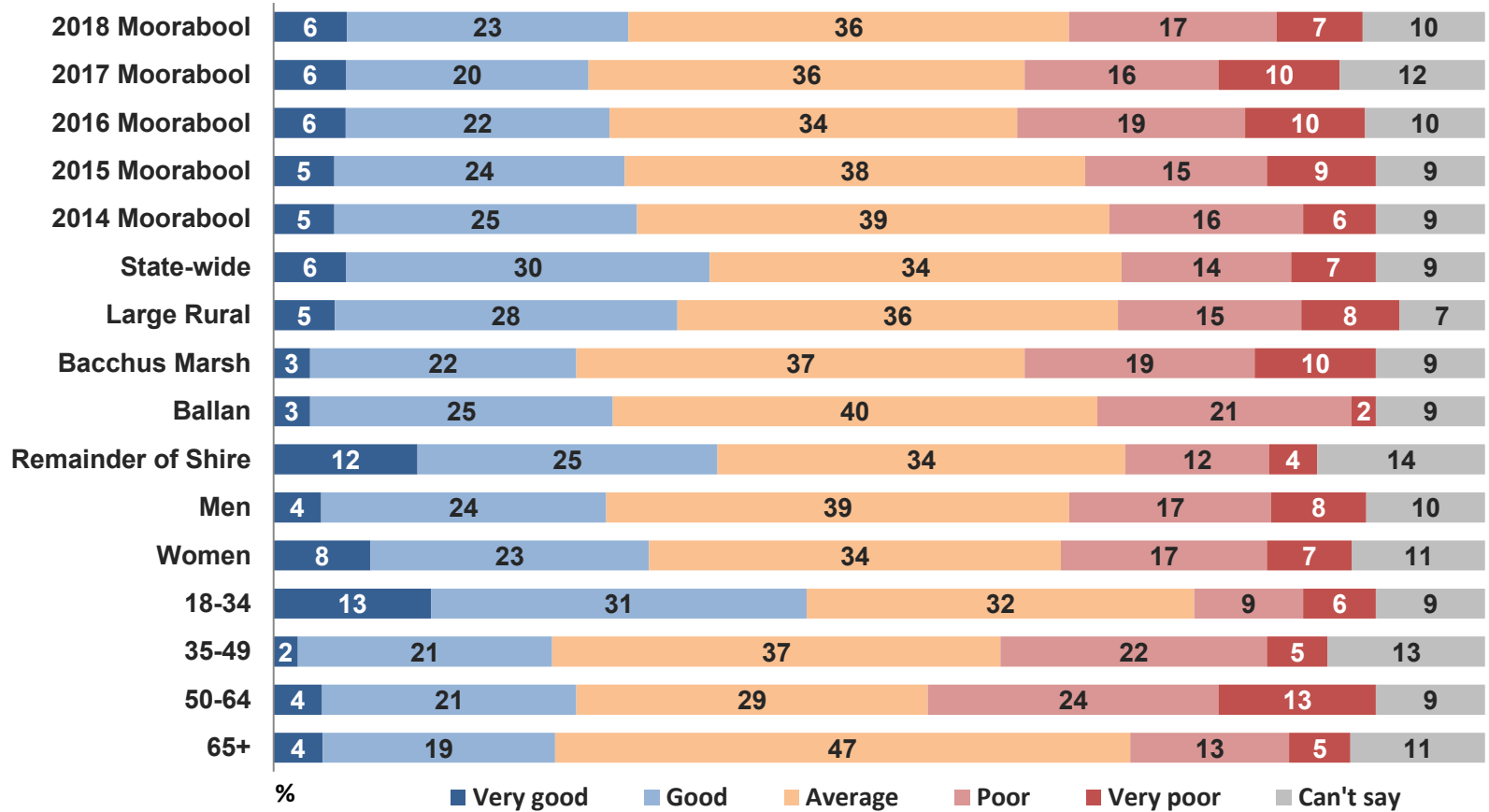
Note: Please see page 6 for explanation about significant differences.

2018 DECISIONS MADE IN THE INTEREST OF THE COMMUNITY

PERFORMANCE DETAILED PERCENTAGES



2018 Community Decisions Made Performance



2018 THE CONDITION OF SEALED LOCAL ROADS IN YOUR AREA

PERFORMANCE INDEX SCORES



2018 Sealed Local Roads Performance

		2017	2016	2015	2014	2013	2012
State-wide	53↑	53	54	55	55	n/a	n/a
18-34	50	47	48	46	48	n/a	n/a
Bacchus Marsh	48	47	52	49	51	n/a	n/a
65+	48	45	55	42	49	n/a	n/a
35-49	48	38	41	41	47	n/a	n/a
Women	46	43	45	39	49	n/a	n/a
Moorabool	46	43	47	43	47	n/a	n/a
Men	45	43	48	48	45	n/a	n/a
Large Rural	45	43	44	45	n/a	n/a	n/a
Remainder of Shire	43	32	44	34	40	n/a	n/a
Ballan	41	40	33	43	42	n/a	n/a
50-64	37↓	41	45	44	42	n/a	n/a

Q2. How has Council performed on 'the condition of sealed local roads in your area' over the last 12 months?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 18

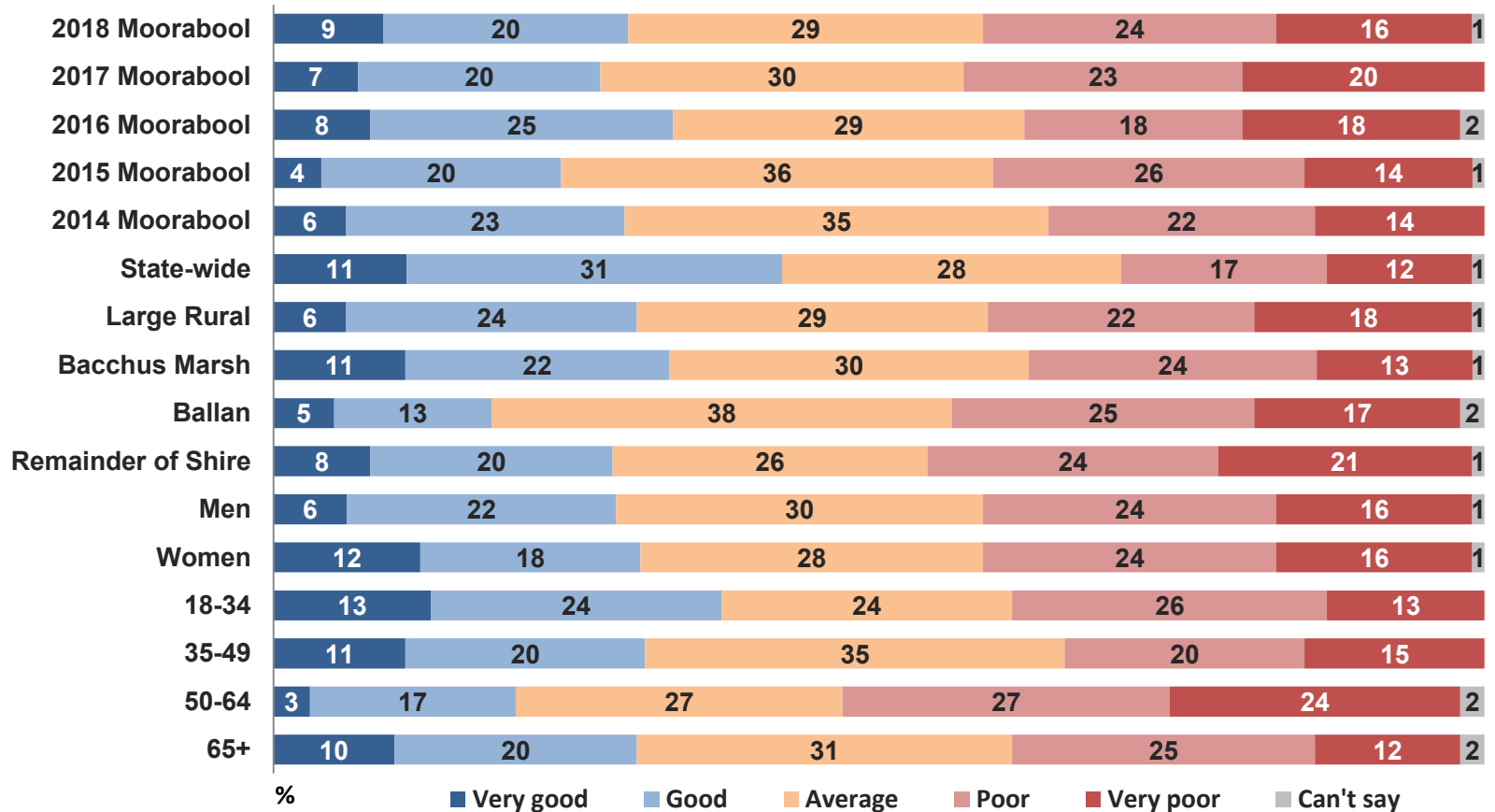
Note: Please see page 6 for explanation about significant differences.

2018 THE CONDITION OF SEALED LOCAL ROADS IN YOUR AREA

PERFORMANCE DETAILED PERCENTAGES



2018 Sealed Local Roads Performance



2018 THE CONDITION OF LOCAL STREETS AND FOOTPATHS IN YOUR AREA

IMPORTANCE INDEX SCORES



2018 Streets and Footpaths Importance

	2017	2016	2015	2014	2013	2012
50-64	85↑	79	80	84	83	82
Women	81	80	82	81	81	83
Remainder of Shire	81	77	76	79	77	78
Ballan	80	75	82	77	78	89
65+	80	78	76	77	77	82
Moorabool	80	78	79	79	79	81
Bacchus Marsh	79	79	79	80	79	81
State-wide	78	77	77	77	77	78
Men	78	75	76	77	76	78
18-34	77	75	79	77	72	75
35-49	77	80	79	80	82	83
Large Rural	77↓	75	77	77	n/a	n/a

Q1. Firstly, how important should 'the condition of local streets and footpaths in your area' be as a responsibility for Council?

Base: All respondents. Councils asked state-wide: 21 Councils asked group: 5

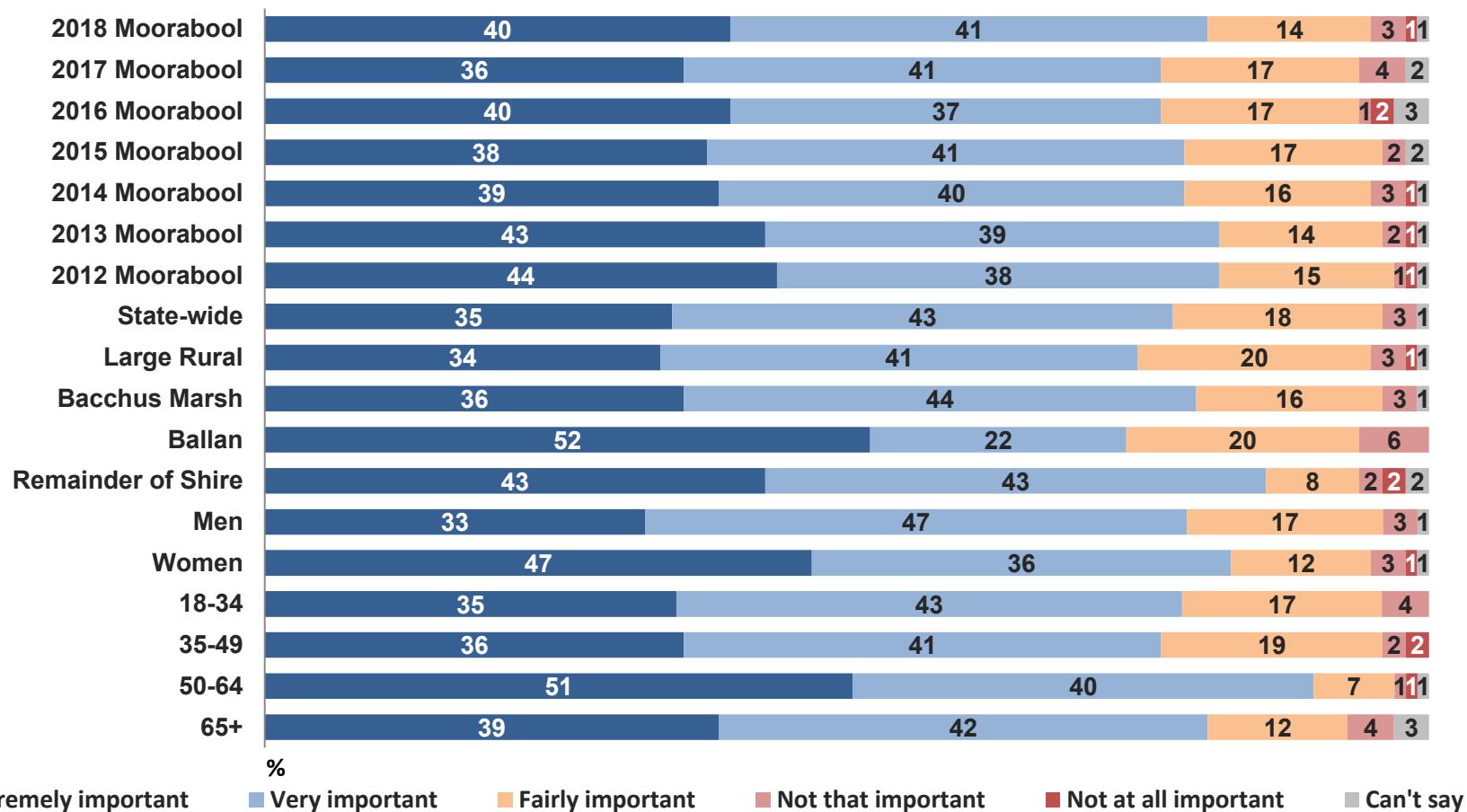
Note: Please see page 6 for explanation about significant differences.

2018 THE CONDITION OF LOCAL STREETS AND FOOTPATHS IN YOUR AREA

IMPORTANCE DETAILED PERCENTAGES



2018 Streets and Footpaths Importance



Q1. Firstly, how important should 'the condition of local streets and footpaths in your area' be as a responsibility for Council?
 Base: All respondents. Councils asked state-wide: 21 Councils asked group: 5

2018 THE CONDITION OF LOCAL STREETS AND FOOTPATHS IN YOUR AREA

PERFORMANCE INDEX SCORES



2018 Streets and Footpaths Performance

	2017	2016	2015	2014	2013	2012
State-wide	57	57	58	58	58	57
18-34	56	51	57	51	57	53
Large Rural	53	53	54	n/a	n/a	n/a
Bacchus Marsh	50	54	53	51	52	n/a
35-49	46	40	43	48	47	46
Women	48	47	45	46	49	48
Moorabool	48	47	49	48	50	49
65+	47	53	46	51	48	55
Men	49	46	52	49	50	49
Ballan	47	38	53	43	42	n/a
Remainder of Shire	44	38	40	44	45	n/a
50-64	44	43	51	41	46	42

Q2. How has Council performed on 'the condition of local streets and footpaths in your area' over the last 12 months?

Base: All respondents. Councils asked state-wide: 30 Councils asked group: 8

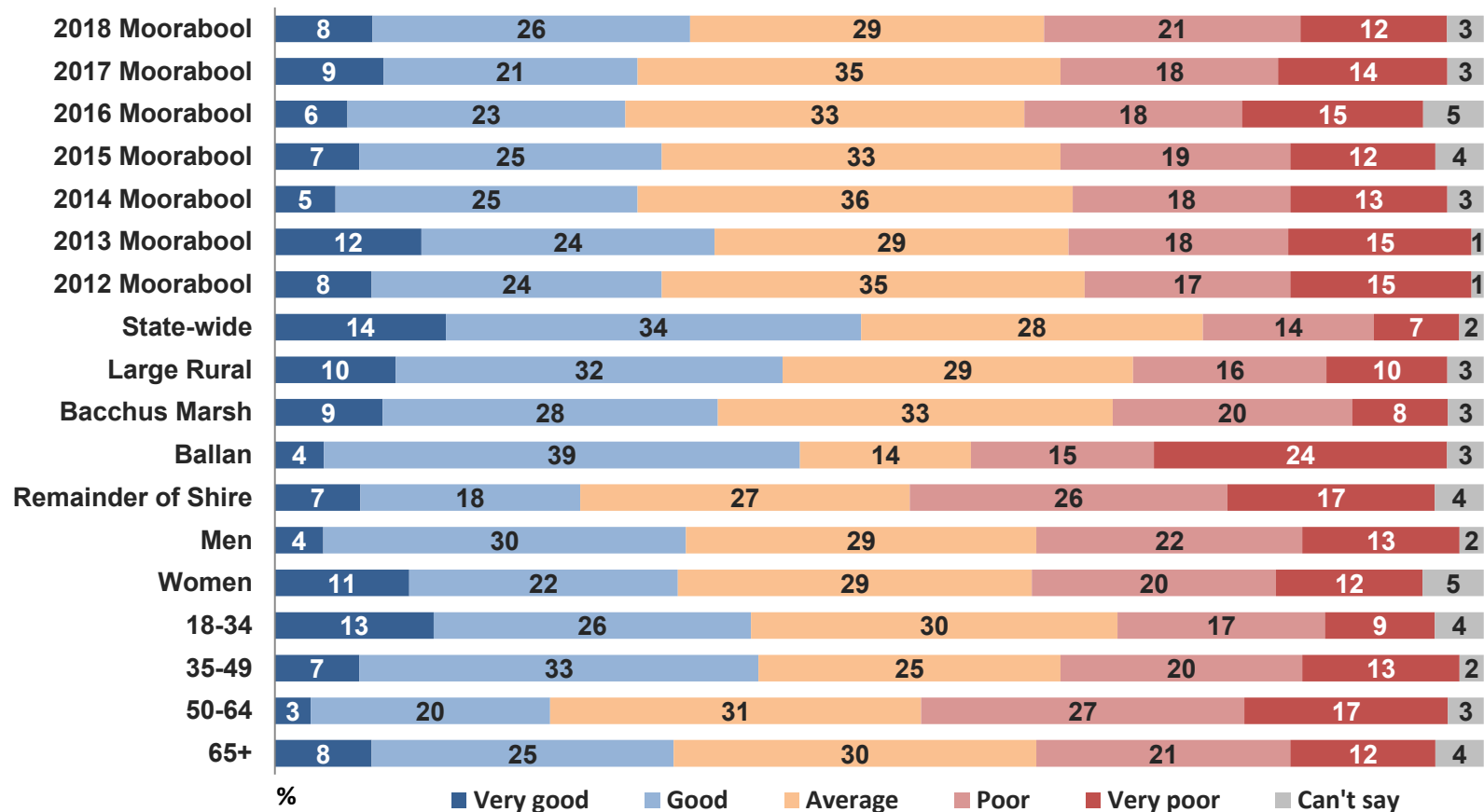
Note: Please see page 6 for explanation about significant differences.

2018 THE CONDITION OF LOCAL STREETS AND FOOTPATHS IN YOUR AREA

PERFORMANCE DETAILED PERCENTAGES



2018 Streets and Footpaths Performance



Q2. How has Council performed on 'the condition of local streets and footpaths in your area' over the last 12 months?
 Base: All respondents. Councils asked state-wide: 30 Councils asked group: 8

2018 FAMILY SUPPORT SERVICES

IMPORTANCE INDEX SCORES

2018 Family Support Importance

		2017	2016	2015	2014	2013	2012
Women	79↑	81	79	77	78	81	81
Ballan	76	71	78	70	71	74	n/a
65+	75	73	76	67	70	76	75
35-49	74	72	77	71	74	74	77
State-wide	74	73	73	73	72	73	73
Bacchus Marsh	73	74	76	73	75	77	n/a
Moorabool	73	74	75	71	73	75	76
50-64	73	72	73	74	77	74	75
Remainder of Shire	72	74	72	69	70	70	n/a
18-34	72	78	74	73	72	77	78
Large Rural	72	72	72	n/a	n/a	n/a	n/a
Men	67↓	66	71	66	68	69	71

Q1. Firstly, how important should 'family support services' be as a responsibility for Council?

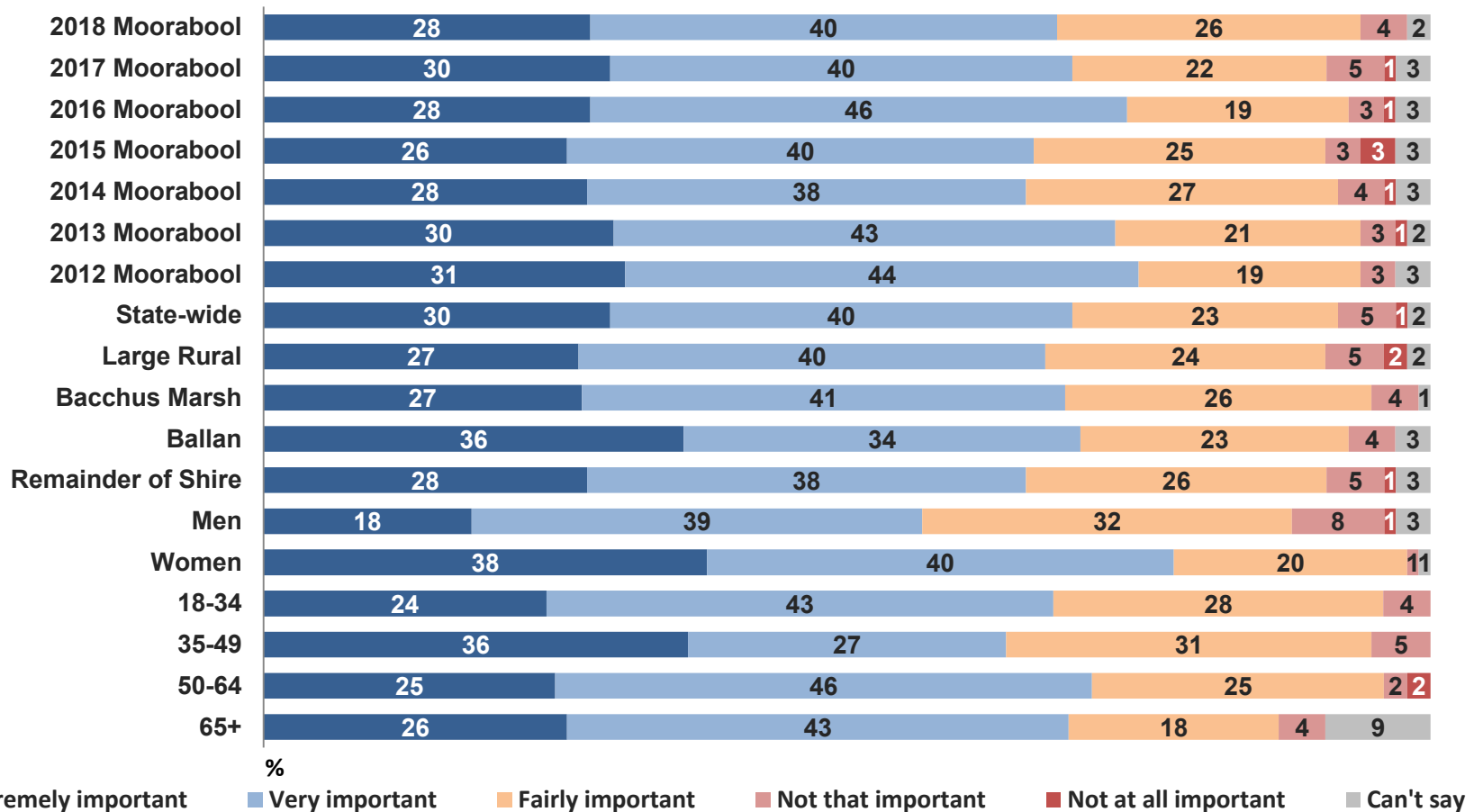
Base: All respondents. Councils asked state-wide: 20 Councils asked group: 6

Note: Please see page 6 for explanation about significant differences.

2018 FAMILY SUPPORT SERVICES

IMPORTANCE DETAILED PERCENTAGES

2018 Family Support Importance



2018 FAMILY SUPPORT SERVICES

PERFORMANCE INDEX SCORES

2018 Family Support Performance

		2017	2016	2015	2014	2013	2012
State-wide	66↑	67	66	67	68	67	67
Ballan	65	65	62	59	67	60	n/a
18-34	65	64	64	63	69	70	68
Large Rural	65↑	65	64	67	n/a	n/a	n/a
65+	64	65	62	61	64	66	67
Remainder of Shire	63	59	61	64	61	63	n/a
Women	63	63	61	63	65	65	65
Moorabool	62	62	62	64	64	64	65
Men	62	61	64	64	64	64	66
35-49	62	58	63	65	63	62	66
Bacchus Marsh	61	62	63	64	65	66	n/a
50-64	58	62	60	64	60	59	61

Q2. How has Council performed on 'family support services' over the last 12 months?

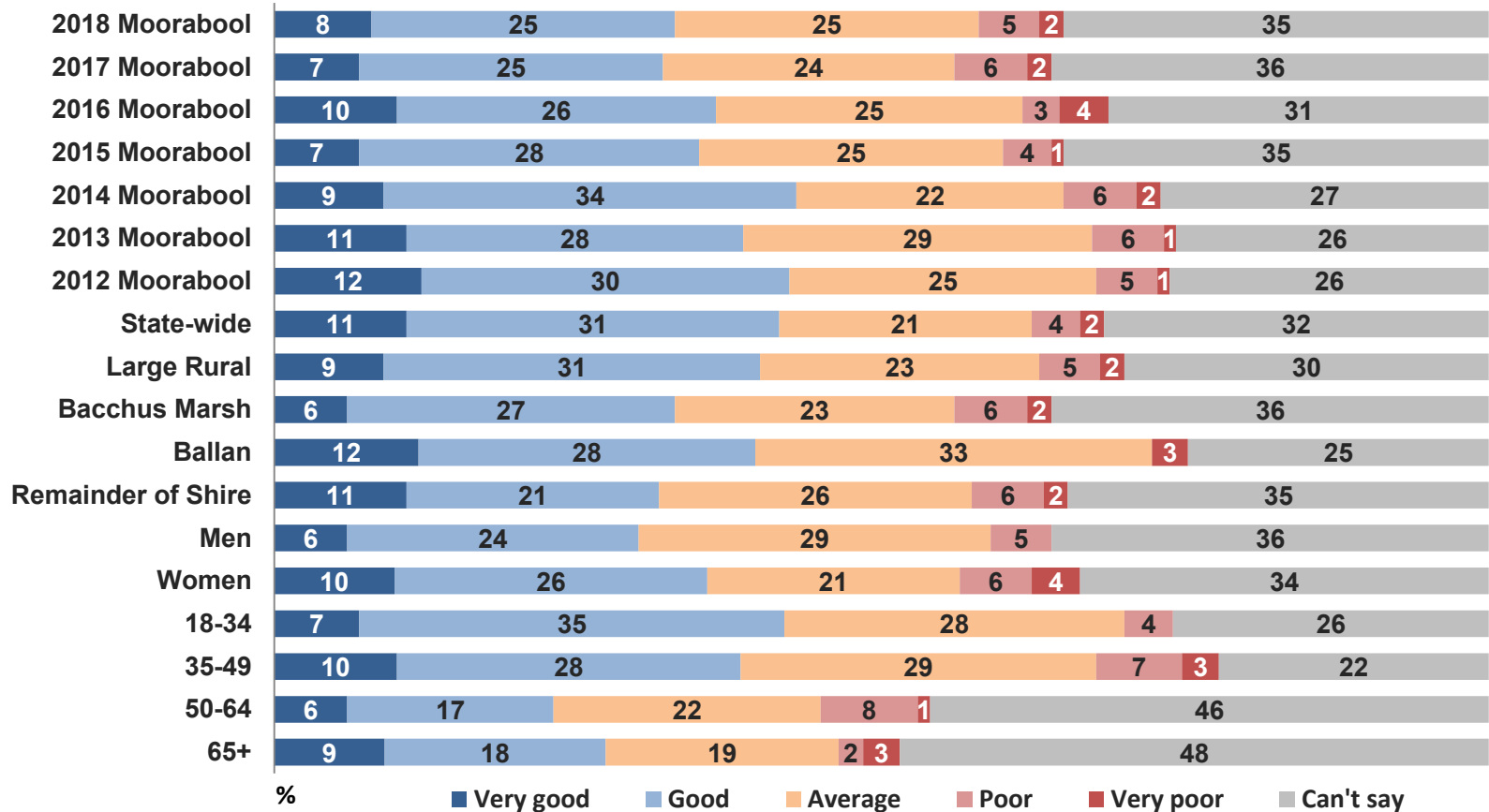
Base: All respondents. Councils asked state-wide: 30 Councils asked group: 9

Note: Please see page 6 for explanation about significant differences.

2018 FAMILY SUPPORT SERVICES

PERFORMANCE DETAILED PERCENTAGES

2018 Family Support Performance



2018 ELDERLY SUPPORT SERVICES

IMPORTANCE INDEX SCORES

2018 Elderly Support Importance

	2017	2016	2015	2014	2013	2012
Women	85↑	84	83	83	81	87
65+	82	81	74	77	83	83
Ballan	82	81	78	72	80	n/a
50-64	80	79	82	82	80	83
State-wide	79	78	79	79	79	80
Moorabool	79	80	79	77	78	81
Bacchus Marsh	79	81	79	78	79	n/a
Large Rural	78	78	78	n/a	n/a	n/a
Remainder of Shire	78	77	79	76	74	n/a
35-49	78	81	79	78	75	82
18-34	76	79	80	71	76	78
Men	72↓	76	74	71	74	76

Q1. Firstly, how important should 'elderly support services' be as a responsibility for Council?

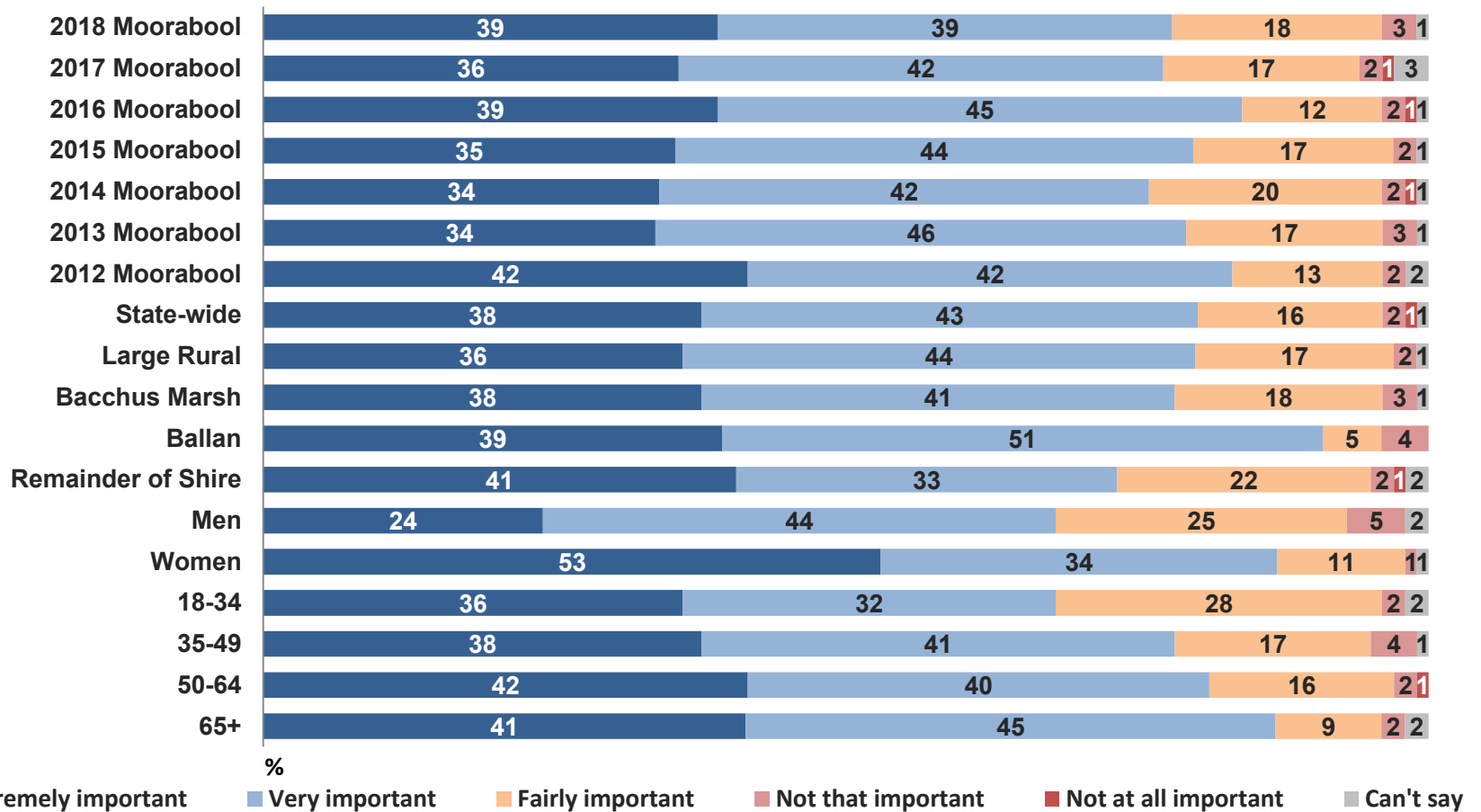
Base: All respondents. Councils asked state-wide: 21 Councils asked group: 5

Note: Please see page 6 for explanation about significant differences.

2018 ELDERLY SUPPORT SERVICES

IMPORTANCE DETAILED PERCENTAGES

2018 Elderly Support Importance



2018 ELDERLY SUPPORT SERVICES

PERFORMANCE INDEX SCORES

2018 Elderly Support Performance

	2017	2016	2015	2014	2013	2012
18-34	66	69	69	67	74	70
65+	63	65	64	68	72	70
State-wide	68	68	69	70	69	69
Bacchus Marsh	62	64	65	69	68	n/a
Men	62	63	66	67	67	68
Moorabool	63	62	66	67	67	68
Large Rural	67	66	69	n/a	n/a	n/a
Women	65	62	66	66	68	69
Remainder of Shire	63	56	65	57	63	n/a
Ballan	71	66	71	77	75	n/a
50-64	62	59	66	67	64	63
35-49	62	56	63	66	61	70

Q2. How has Council performed on 'elderly support services' over the last 12 months?

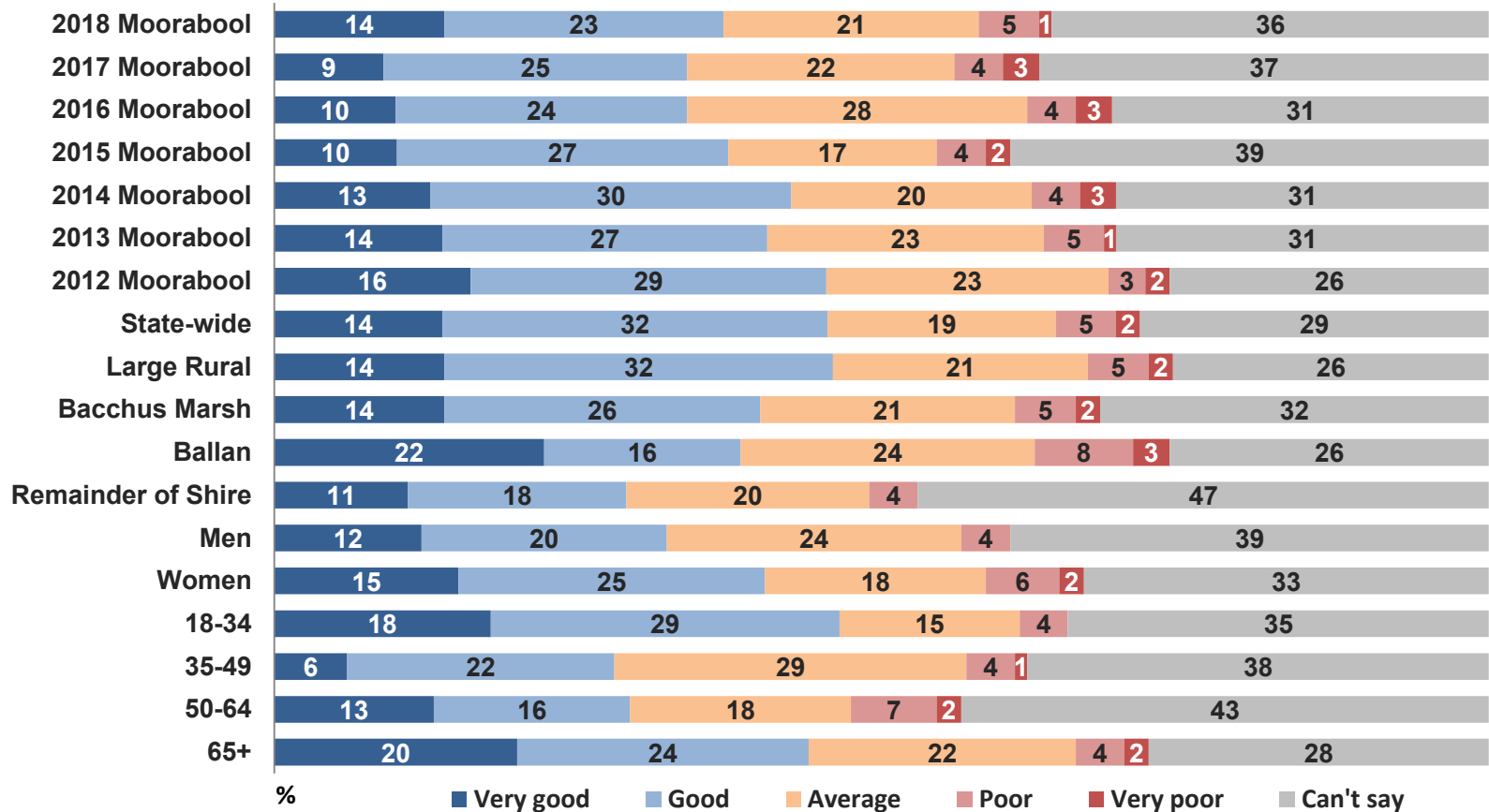
Base: All respondents. Councils asked state-wide: 32 Councils asked group: 9

Note: Please see page 6 for explanation about significant differences.

2018 ELDERLY SUPPORT SERVICES

PERFORMANCE DETAILED PERCENTAGES

2018 Elderly Support Performance



2018 RECREATIONAL FACILITIES

IMPORTANCE INDEX SCORES

2018 Recreational Facilities Importance

	2017	2016	2015	2014	2013	2012
Women	77	74	74	73	77	76
50-64	76	73	73	75	73	70
Bacchus Marsh	75	76	74	74	77	n/a
65+	75	70	65	70	73	74
35-49	74	76	75	76	77	77
Moorabool	74	73	72	72	74	73
Large Rural	74	72	72	n/a	n/a	n/a
State-wide	73	73	72	72	72	72
Ballan	72	72	67	72	74	n/a
Remainder of Shire	71	66	70	67	65	n/a
Men	70↓	71	70	70	70	70
18-34	70	70	74	66	70	70

Q1. Firstly, how important should 'recreational facilities' be as a responsibility for Council?

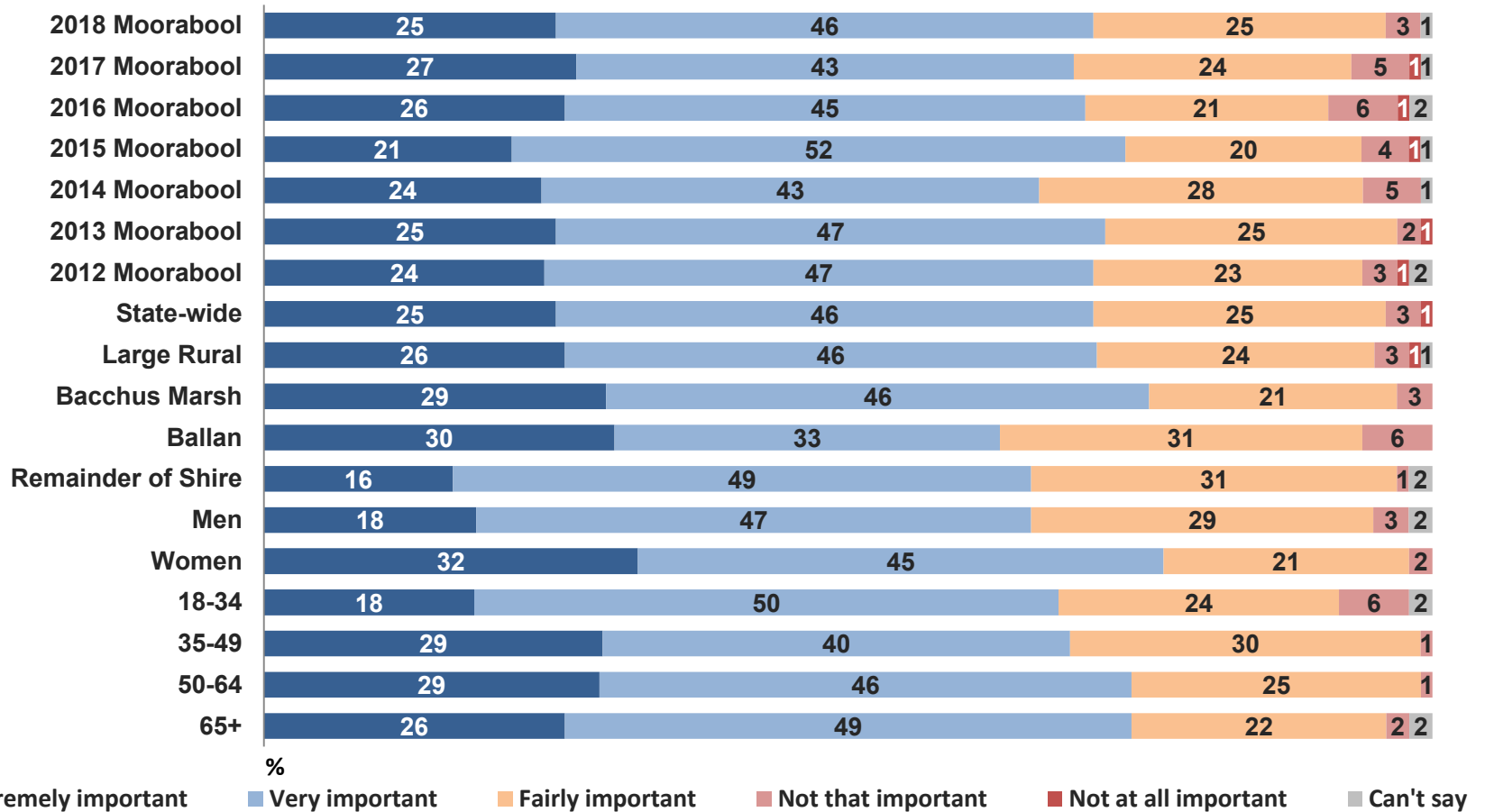
Base: All respondents. Councils asked state-wide: 26 Councils asked group: 6

Note: Please see page 6 for explanation about significant differences.

2018 RECREATIONAL FACILITIES

IMPORTANCE DETAILED PERCENTAGES

2018 Recreational Facilities Importance



2018 RECREATIONAL FACILITIES

PERFORMANCE INDEX SCORES

2018 Recreational Facilities Performance

	2017	2016	2015	2014	2013	2012
State-wide	70	69	70	71	70	70
Large Rural	66	65	66	n/a	n/a	n/a
Remainder of Shire	59	57	62	65	63	n/a
Ballan	58	53	59	60	59	n/a
18-34	56	60	65	64	60	59
Men	60	56	63	61	58	65
50-64	55	55	64	58	55	57
65+	61	60	61	65	62	66
Moorabool	55	56	60	61	57	61
Women	51	56	57	61	56	57
35-49	52	52	53	58	54	62
Bacchus Marsh	54	57	60	60	55	n/a

Q2. How has Council performed on 'recreational facilities' over the last 12 months?

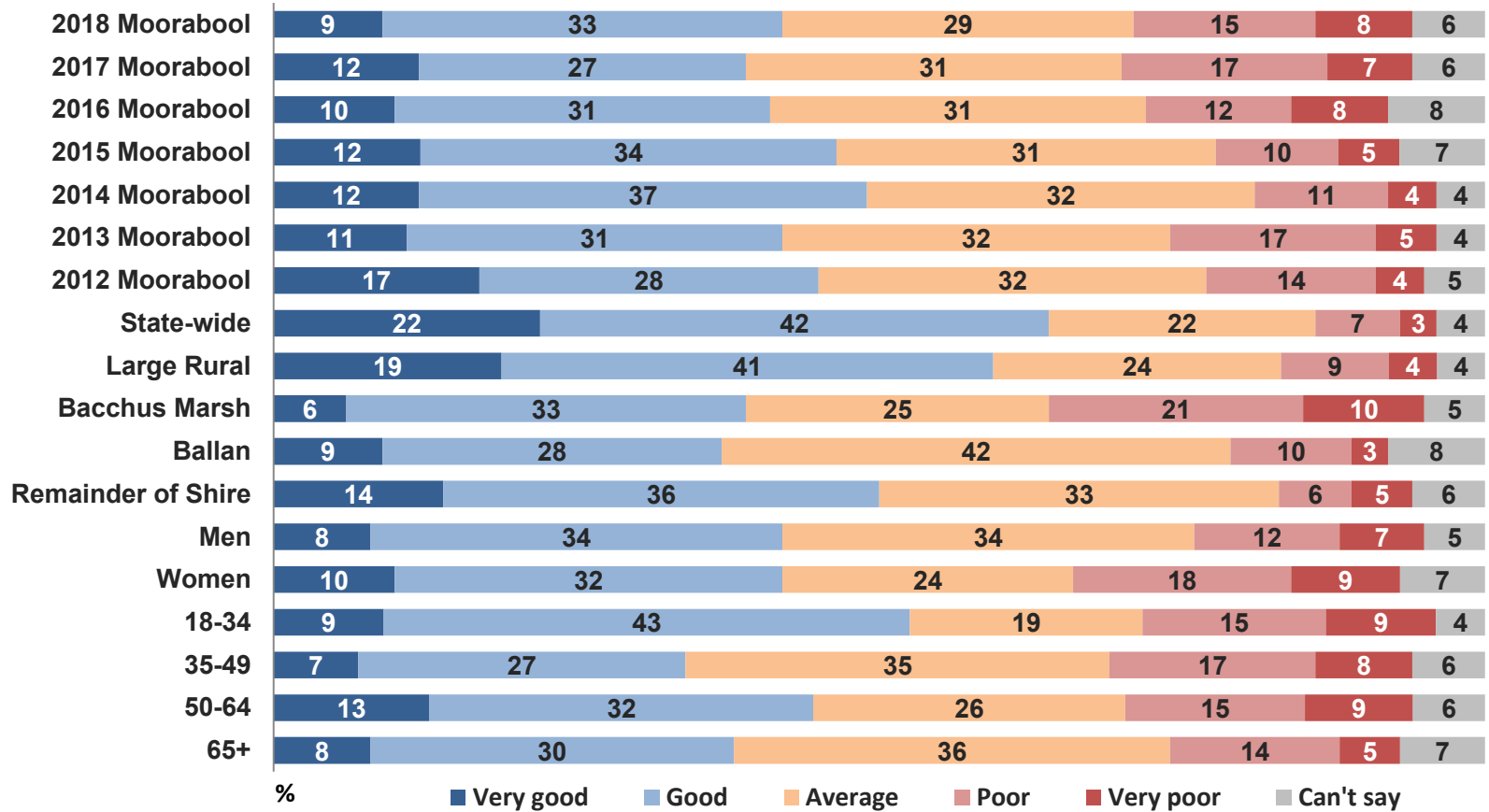
Base: All respondents. Councils asked state-wide: 36 Councils asked group: 10

Note: Please see page 6 for explanation about significant differences.

2018 RECREATIONAL FACILITIES

PERFORMANCE DETAILED PERCENTAGES

2018 Recreational Facilities Performance



2018 THE APPEARANCE OF PUBLIC AREAS

IMPORTANCE INDEX SCORES

2018 Public Areas Importance

		2017	2016	2015	2014	2013	2012
Women	76	78	77	73	74	74	74
50-64	76	76	75	73	77	75	72
Ballan	75	75	76	72	68	75	n/a
Bacchus Marsh	74	77	76	74	74	76	n/a
State-wide	74	74	74	73	73	74	73
35-49	74	76	74	75	74	77	75
Large Rural	73	73	74	73	n/a	n/a	n/a
Moorabool	73	75	75	72	72	74	72
65+	72	73	73	67	72	73	72
18-34	70	75	76	71	65	71	70
Men	70	72	73	70	69	74	71
Remainder of Shire	69	72	73	68	67	68	n/a

Q1. Firstly, how important should 'the appearance of public areas' be as a responsibility for Council?

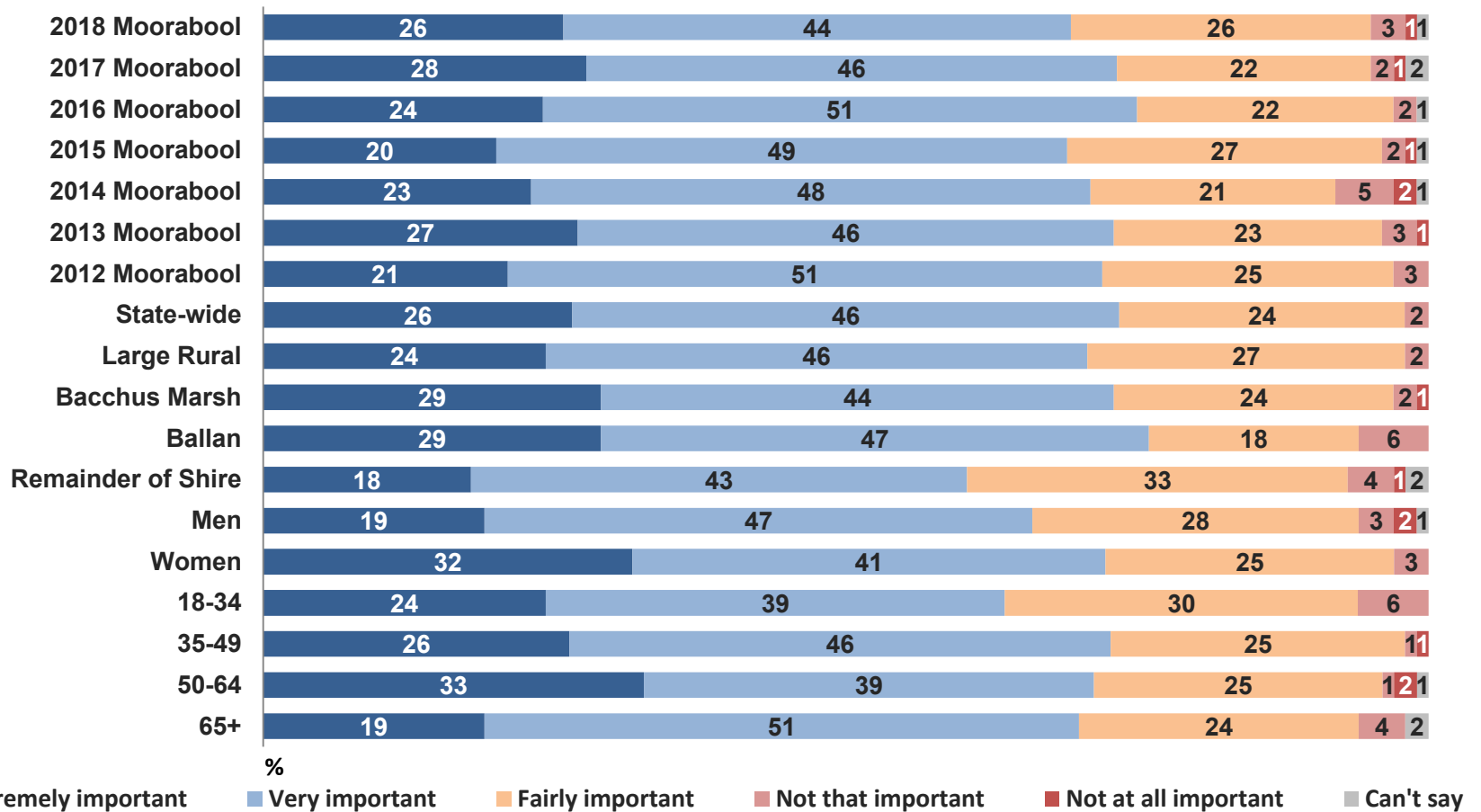
Base: All respondents. Councils asked state-wide: 26 Councils asked group: 6

Note: Please see page 6 for explanation about significant differences.

2018 THE APPEARANCE OF PUBLIC AREAS

IMPORTANCE DETAILED PERCENTAGES

2018 Public Areas Importance



Q1. Firstly, how important should 'the appearance of public areas' be as a responsibility for Council?
 Base: All respondents. Councils asked state-wide: 26 Councils asked group: 6

2018 THE APPEARANCE OF PUBLIC AREAS

PERFORMANCE INDEX SCORES

2018 Public Areas Performance

	2017	2016	2015	2014	2013	2012
State-wide	71↑	71	72	72	71	71
Large Rural	69↑	69	69	n/a	n/a	n/a
Remainder of Shire	67	66	65	62	64	n/a
35-49	65	66	64	63	67	61
Women	65	66	65	61	67	64
18-34	65	66	67	64	66	72
Moorabool	64	64	64	63	65	64
Ballan	64	63	62	59	69	58
50-64	63	61	60	63	60	62
Men	62	63	64	65	63	64
Bacchus Marsh	62	64	65	64	64	n/a
65+	61	64	66	63	65	61

Q2. How has Council performed on 'the appearance of public areas' over the last 12 months?

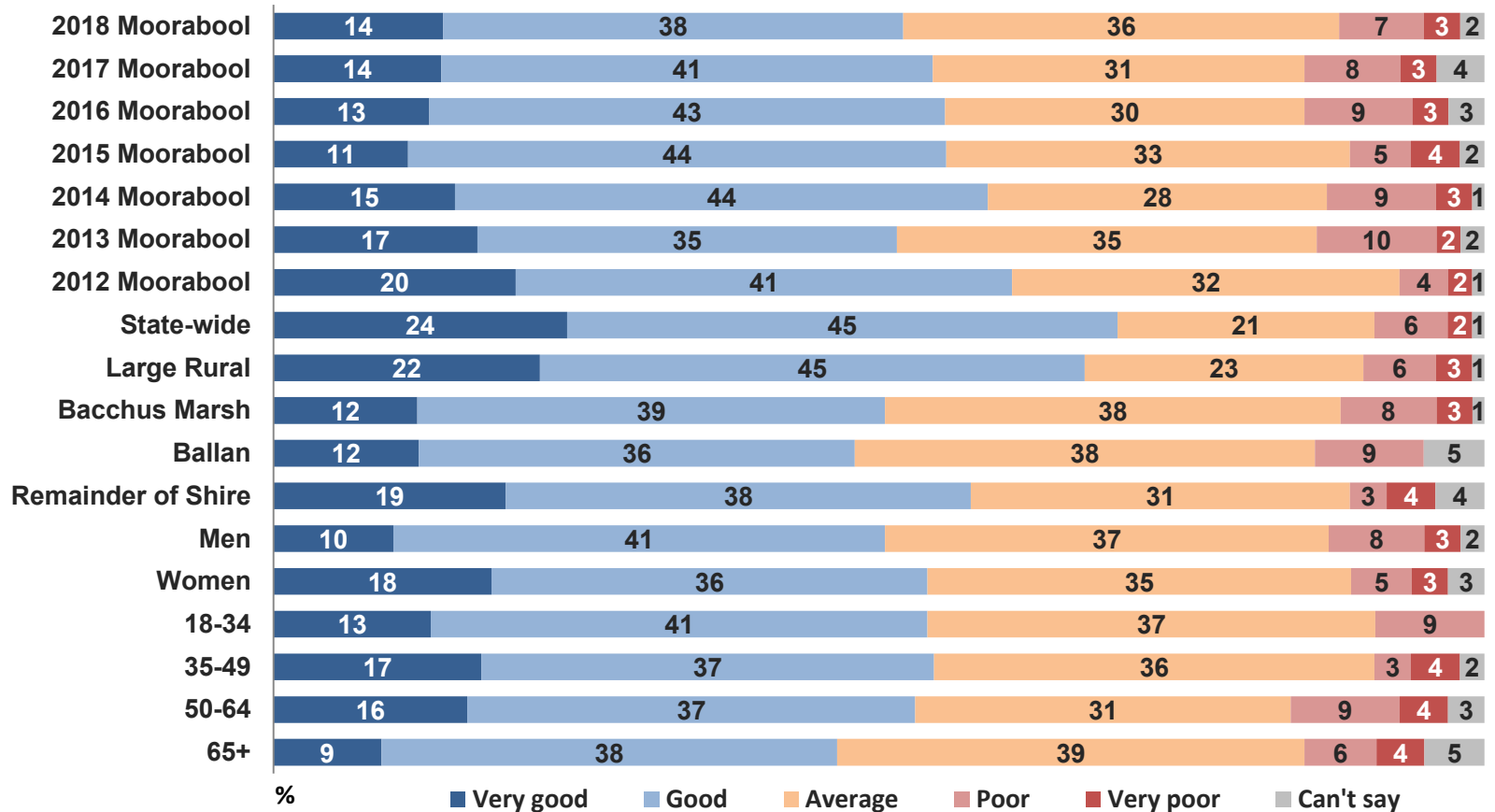
Base: All respondents. Councils asked state-wide: 35 Councils asked group: 8

Note: Please see page 6 for explanation about significant differences.

2018 THE APPEARANCE OF PUBLIC AREAS

PERFORMANCE DETAILED PERCENTAGES

2018 Public Areas Performance



2018 WASTE MANAGEMENT IMPORTANCE INDEX SCORES

2018 Waste Management Importance

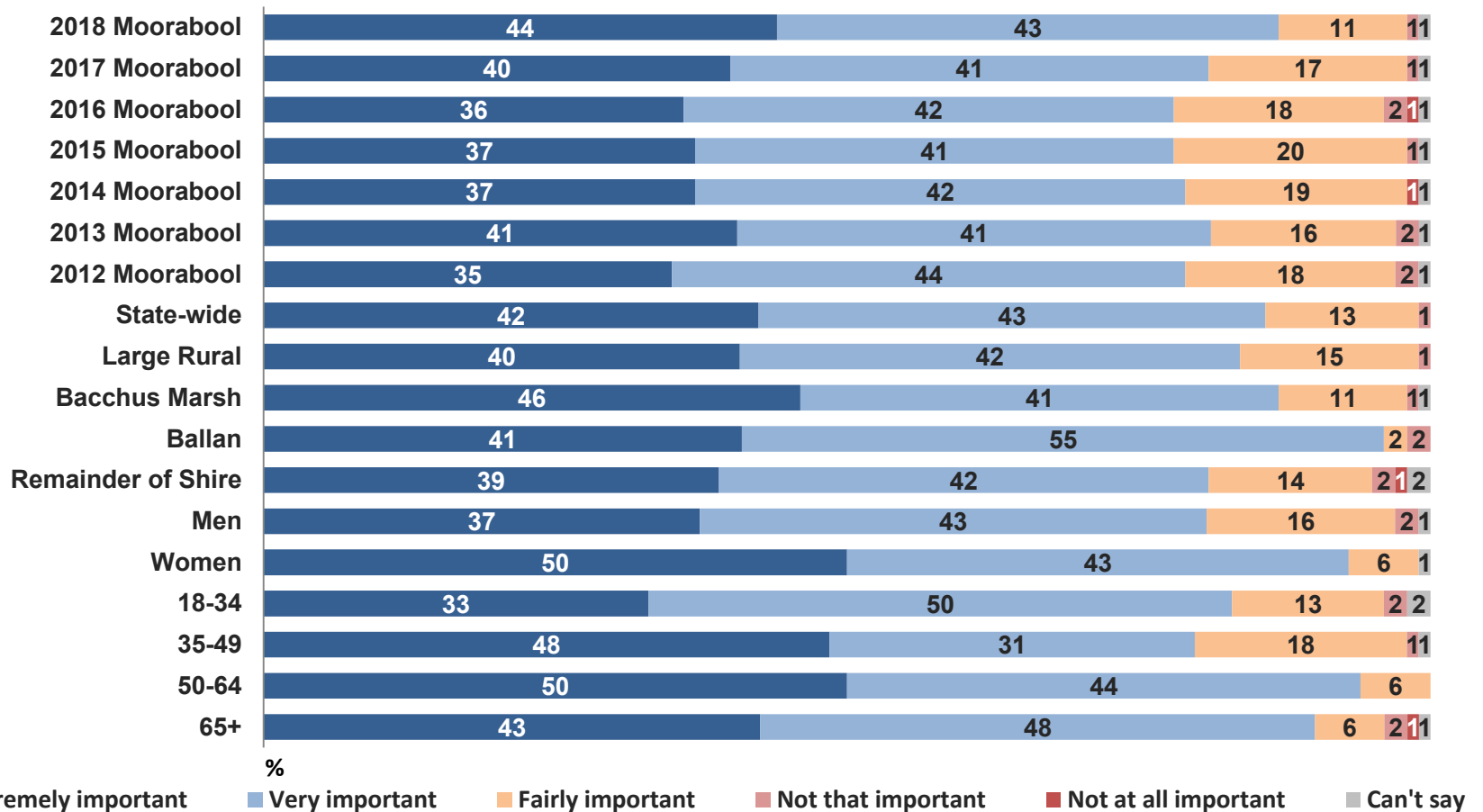
	2017	2016	2015	2014	2013	2012
50-64	86↑	83	80	83	83	81
Women	86↑	82	79	80	82	81
Ballan	84	79	79	76	77	n/a
Bacchus Marsh	83	82	79	79	81	n/a
65+	83	79	82	78	79	80
Moorabool	82	80	78	79	79	78
35-49	82	80	77	83	80	81
State-wide	81	79	80	79	79	78
Large Rural	81	78	79	78	n/a	n/a
Remainder of Shire	80	77	76	79	76	n/a
18-34	79	79	75	71	75	73
Men	79	78	77	78	76	77

Q1. Firstly, how important should 'waste management' be as a responsibility for Council?
 Base: All respondents. Councils asked state-wide: 26 Councils asked group: 6
 Note: Please see page 6 for explanation about significant differences.

2018 WASTE MANAGEMENT

IMPORTANCE DETAILED PERCENTAGES

2018 Waste Management Importance



2018 WASTE MANAGEMENT PERFORMANCE INDEX SCORES

2018 Waste Management Performance

		2017	2016	2015	2014	2013	2012
50-64	70	65	66	67	67	65	68
State-wide	70	71	70	72	73	71	72
65+	70	69	70	68	68	71	75
Remainder of Shire	69	66	68	68	69	75	n/a
Women	69	67	65	66	68	68	69
Moorabool	68	65	67	67	69	69	69
Bacchus Marsh	68	65	67	66	69	67	n/a
Large Rural	67	68	66	68	n/a	n/a	n/a
Men	66	64	68	68	70	70	70
18-34	66	61	64	67	73	75	68
35-49	65	66	66	65	68	67	68
Ballan	62	66	62	66	68	63	n/a

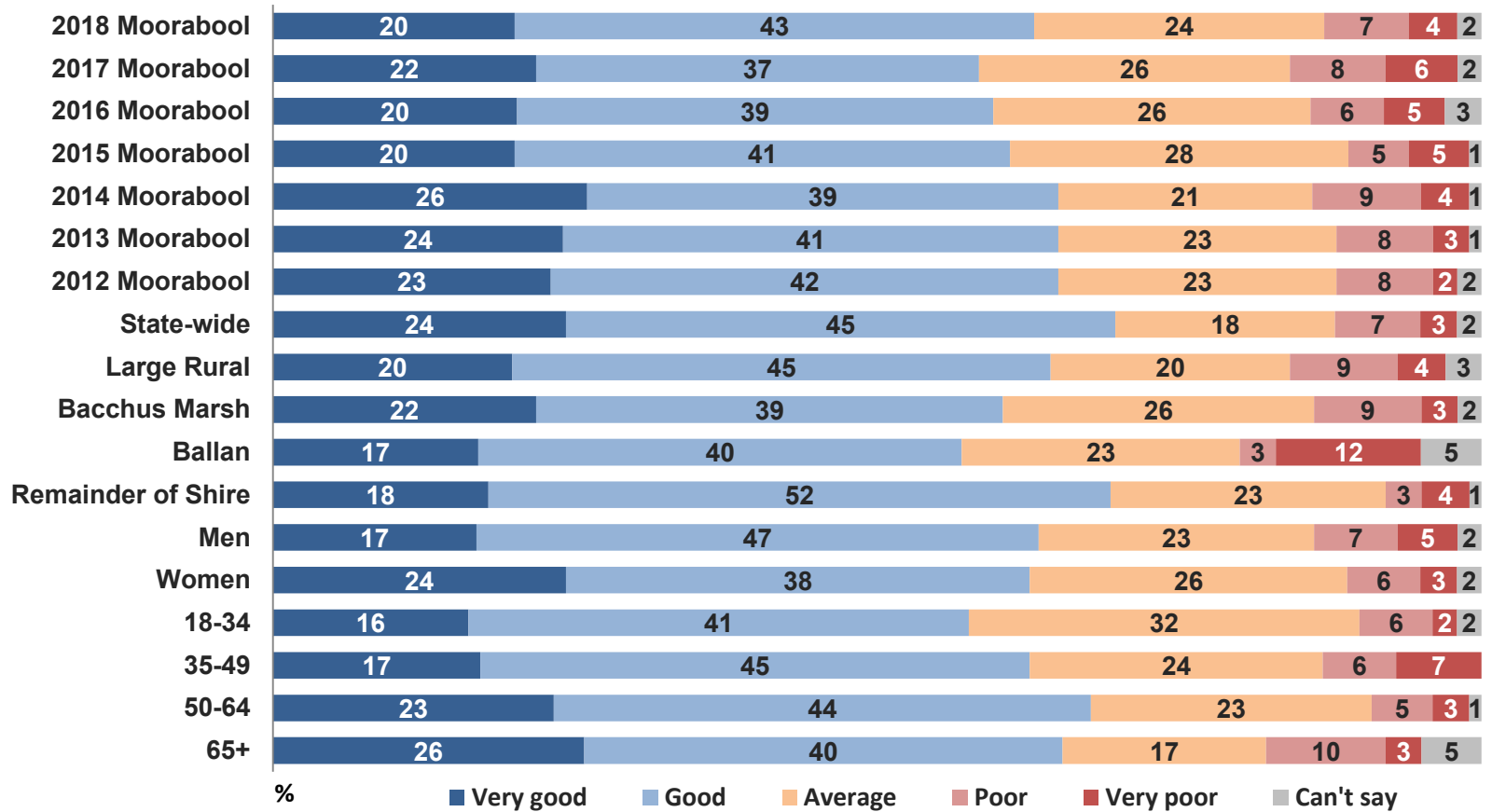
Q2. How has Council performed on 'waste management' over the last 12 months?

Base: All respondents. Councils asked state-wide: 36 Councils asked group: 9

Note: Please see page 6 for explanation about significant differences.

2018 WASTE MANAGEMENT PERFORMANCE DETAILED PERCENTAGES

2018 Waste Management Performance



2018 BUSINESS AND COMMUNITY DEVELOPMENT AND TOURISM IMPORTANCE INDEX SCORES



2018 Business/Development/Tourism Importance

		2017	2016	2015	2014	2013	2012
35-49	69	68	70	69	66	69	71
Women	67	71	69	67	66	71	70
State-wide	66	67	67	67	67	67	66
65+	66	61	65	62	64	67	67
Bacchus Marsh	66	70	71	69	66	71	n/a
Ballan	66	66	58	67	64	71	n/a
Large Rural	65	67	69	70	n/a	n/a	n/a
Moorabool	65	67	67	67	65	69	68
50-64	63	68	65	67	67	69	66
Men	62	64	64	67	63	66	65
Remainder of Shire	61	62	62	64	62	62	n/a
18-34	61	71	65	70	62	68	66

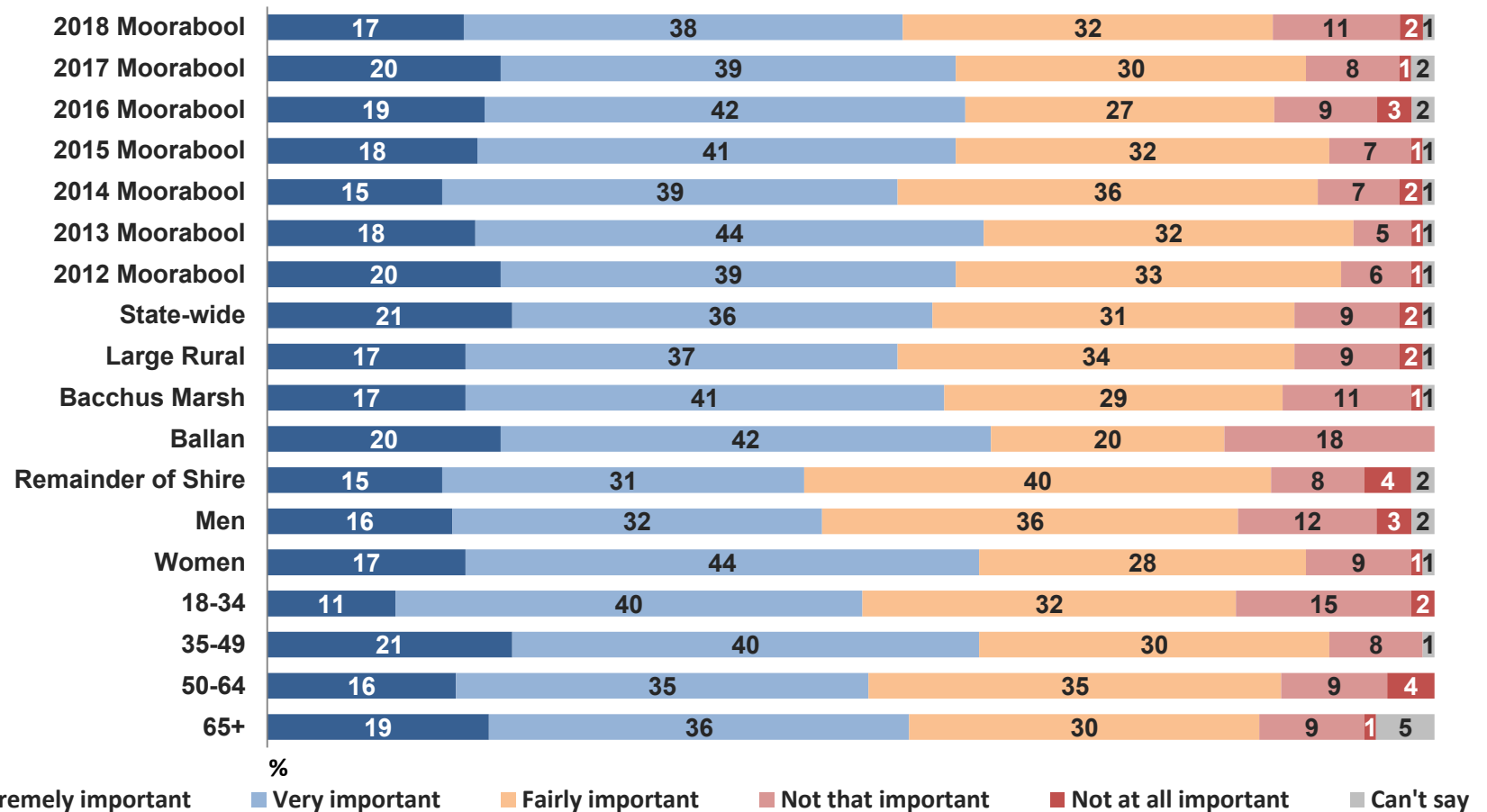
Q1. Firstly, how important should 'business and community development and tourism' be as a responsibility for Council?

Base: All respondents. Councils asked state-wide: 18 Councils asked group: 2

Note: Please see page 6 for explanation about significant differences.

2018 BUSINESS AND COMMUNITY DEVELOPMENT AND TOURISM IMPORTANCE DETAILED PERCENTAGES

2018 Business/Development/Tourism Importance



Q1. Firstly, how important should 'business and community development and tourism' be as a responsibility for Council?
 Base: All respondents. Councils asked state-wide: 18 Councils asked group: 2

2018 BUSINESS AND COMMUNITY DEVELOPMENT AND TOURISM PERFORMANCE INDEX SCORES



2018 Business/Development/Tourism Performance

	2017	2016	2015	2014	2013	2012	
18-34	67↑	52	63	60	58	62	59
Remainder of Shire	63	49	53	49	53	55	n/a
Large Rural	61	60	59	59	n/a	n/a	n/a
Ballan	61	54	52	54	56	51	n/a
Men	61	52	57	52	53	57	57
State-wide	60	61	60	61	62	62	62
Moorabool	60	54	57	55	56	57	57
35-49	59	55	54	53	57	54	60
Women	59	57	58	58	59	57	58
Bacchus Marsh	58	57	61	58	57	59	n/a
65+	58	58	59	53	55	62	60
50-64	54↓	54	54	54	54	52	51

Q2. How has Council performed on 'business and community development and tourism' over the last 12 months?

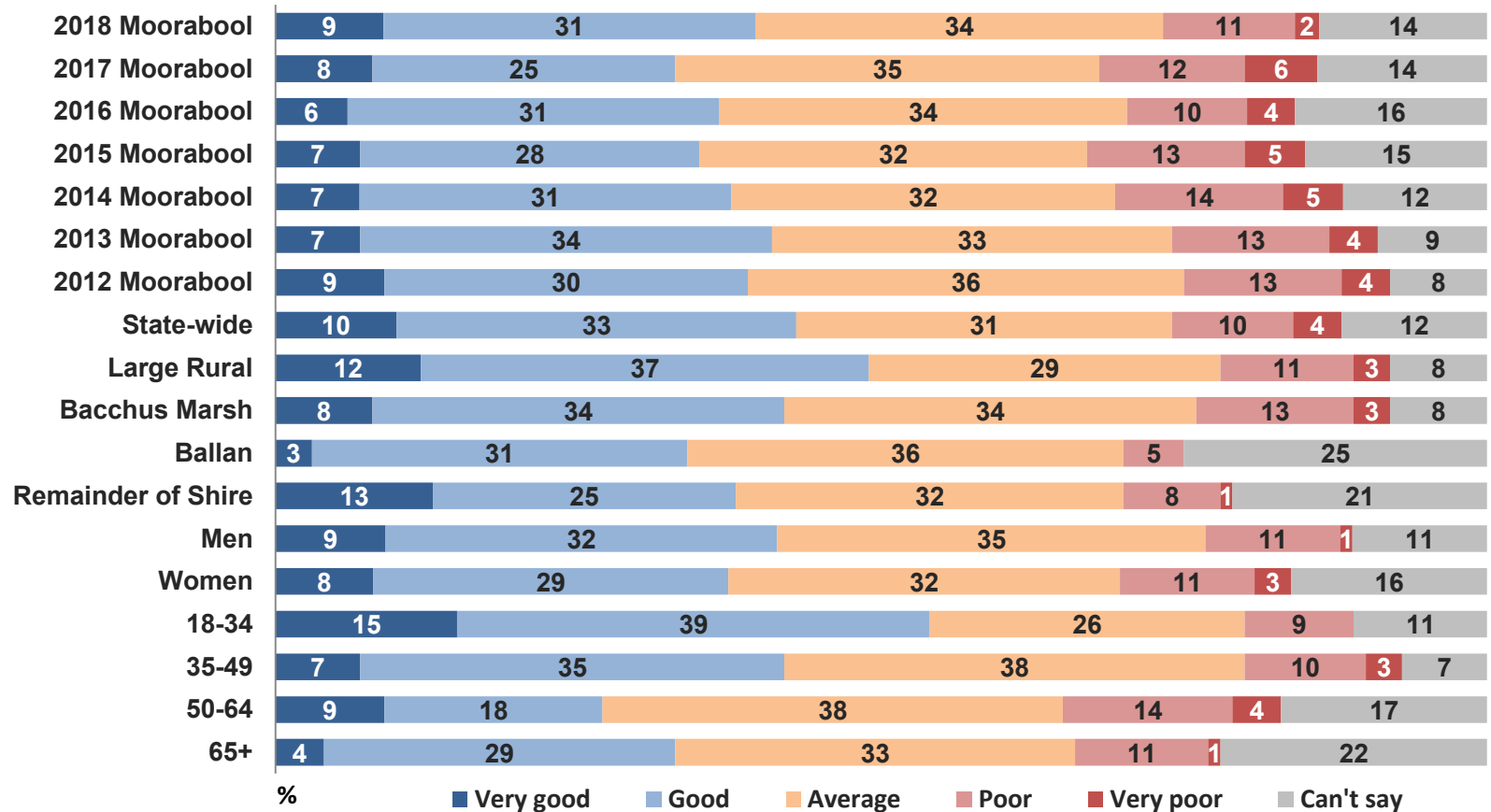
Base: All respondents. Councils asked state-wide: 23 Councils asked group: 5

Note: Please see page 6 for explanation about significant differences.

2018 BUSINESS AND COMMUNITY DEVELOPMENT AND TOURISM PERFORMANCE DETAILED PERCENTAGES



2018 Business/Development/Tourism Performance



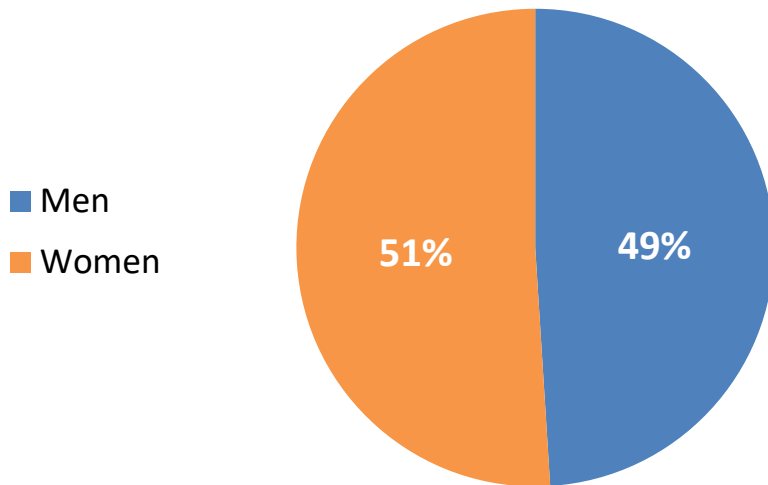
Q2. How has Council performed on 'business and community development and tourism' over the last 12 months?
 Base: All respondents. Councils asked state-wide: 23 Councils asked group: 5



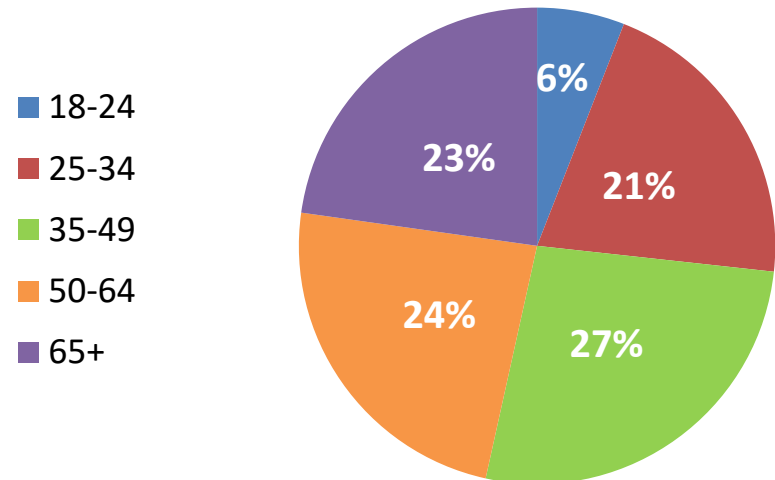
DETAILED DEMOGRAPHICS

2018 GENDER AND AGE PROFILE


Gender



Age



Please note that for the reason of simplifying reporting, interlocking age and gender reporting has not been included in this report. Interlocking age and gender analysis is still available in the dashboard and data tables provided alongside this report.



**APPENDIX A:
DETAILED SURVEY TABULATIONS
AVAILABLE IN SUPPLIED EXCEL FILE**



APPENDIX B: FURTHER PROJECT INFORMATION

APPENDIX B:

BACKGROUND AND OBJECTIVES

The survey was revised in 2012. As a result:

- The survey is now conducted as a representative random probability survey of residents aged 18 years or over in local councils, whereas previously it was conducted as a 'head of household' survey.
- As part of the change to a representative resident survey, results are now weighted post survey to the known population distribution of Moorabool Shire Council according to the most recently available Australian Bureau of Statistics population estimates, whereas the results were previously not weighted.
- The service responsibility area performance measures have changed significantly and the rating scale used to assess performance has also changed.

As such, the results of the 2012 State-wide Local Government Community Satisfaction Survey should be considered as a benchmark. Please note that comparisons should not be made with the State-wide Local Government Community Satisfaction Survey results from 2011 and prior due to the methodological and sampling changes. **Comparisons in the period 2012-2018 have been made throughout this report as appropriate.**

APPENDIX B:

MARGINS OF ERROR

The sample size for the 2018 State-wide Local Government Community Satisfaction Survey for Moorabool Shire Council was 400. Unless otherwise noted, this is the total sample base for all reported charts and tables.

The maximum margin of error on a sample of approximately 400 interviews is +/-4.9% at the 95% confidence level for results around 50%. Margins of error will be larger for any sub-samples. As an example, a result of 50% can be read confidently as falling midway in the range 45.1% - 54.9%.

Maximum margins of error are listed in the table below, based on a population of 25,000 people aged 18 years or over for Moorabool Shire Council, according to ABS estimates.

Demographic	Actual survey sample size	Weighted base	Maximum margin of error at 95% confidence interval
Moorabool Shire Council	400	400	+/-4.9
Men	181	198	+/-7.3
Women	219	202	+/-6.6
Bacchus Marsh	230	237	+/-6.4
Ballan	42	40	+/-15.3
Remainder of Shire	128	123	+/-8.7
18-34 years	46	105	+/-14.6
35-49 years	84	110	+/-10.7
50-64 years	138	95	+/-8.3
65+ years	132	91	+/-8.5

APPENDIX B:

ANALYSIS AND REPORTING

All participating councils are listed in the State-wide report published on the DELWP website. In 2018, 64 of the 79 Councils throughout Victoria participated in this survey. For consistency of analysis and reporting across all projects, Local Government Victoria has aligned its presentation of data to use standard council groupings. Accordingly, the council reports for the community satisfaction survey provide analysis using these standard council groupings. Please note that councils participating across 2012-2018 vary slightly.

Council Groups

Moorabool Shire Council is classified as a Large Rural council according to the following classification list:

- Metropolitan, Interface, Regional Centres, Large Rural & Small Rural

Councils participating in the Large Rural group are:
Bass Coast, Baw Baw, Campaspe, Colac Otway, Corangamite, East Gippsland, Glenelg, Golden Plains, Macedon Ranges, Mitchell, Moira, Moorabool, Mount Alexander, Moyne, Southern Grampians, Surf Coast, Swan Hill and Wellington.

Wherever appropriate, results for Moorabool Shire Council for this 2018 State-wide Local Government Community Satisfaction Survey have been compared against other participating councils in the Large Rural group and on a state-wide basis. Please note that council groupings changed for 2015, and as such comparisons to council group results before that time can not be made within the reported charts.

APPENDIX B: ANALYSIS AND REPORTING

Index Scores

Many questions ask respondents to rate council performance on a five-point scale, for example, from 'very good' to 'very poor', with 'can't say' also a possible response category. To facilitate ease of reporting and comparison of results over time, starting from the 2012 survey and measured against the state-wide result and the council group, an 'Index Score' has been calculated for such measures.

The Index Score is calculated and represented as a score out of 100 (on a 0 to 100 scale), with 'can't say' responses excluded from the analysis. The '% RESULT' for each scale category is multiplied by the 'INDEX FACTOR'. This produces an 'INDEX VALUE' for each category, which are then summed to produce the 'INDEX SCORE', equating to '60' in the following example.

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Very good	9%	100	9
Good	40%	75	30
Average	37%	50	19
Poor	9%	25	2
Very poor	4%	0	0
Can't say	1%	--	INDEX SCORE 60

APPENDIX B: ANALYSIS AND REPORTING

Similarly, an Index Score has been calculated for the Core question 'Performance direction in the last 12 months', based on the following scale for each performance measure category, with 'Can't say' responses excluded from the calculation.

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Improved	36%	100	36
Stayed the same	40%	50	20
Deteriorated	23%	0	0
Can't say	1%	--	INDEX SCORE 56

APPENDIX B:

INDEX SCORE IMPLICATIONS

Index scores are indicative of an overall rating on a particular service area. In this context, index scores indicate:

- a) how well council is seen to be performing in a particular service area; or
- b) the level of importance placed on a particular service area.

For ease of interpretation, index score ratings can be categorised as follows:

INDEX SCORE	Performance implication	Importance implication
75 – 100	Council is performing very well in this service area	This service area is seen to be extremely important
60 – 75	Council is performing well in this service area, but there is room for improvement	This service area is seen to be very important
50 – 60	Council is performing satisfactorily in this service area but needs to improve	This service area is seen to be fairly important
40 – 50	Council is performing poorly in this service area	This service area is seen to be somewhat important
0 – 40	Council is performing very poorly in this service area	This service area is seen to be not that important

APPENDIX B:

INDEX SCORE SIGNIFICANT DIFFERENCE CALCULATION

The test applied to the Indexes was an Independent Mean Test, as follows:

$$Z \text{ Score} = (\$1 - \$2) / \text{Sqrt} ((\$3^2 / \$5) + (\$4^2 / \$6))$$

Where:

- \$1 = Index Score 1
- \$2 = Index Score 2
- \$3 = unweighted sample count 1
- \$4 = unweighted sample count 1
- \$5 = standard deviation 1
- \$6 = standard deviation 2

All figures can be sourced from the detailed cross tabulations.

The test was applied at the 95% confidence interval, so if the Z Score was greater than +/- 1.954 the scores are significantly different.

APPENDIX B:

ANALYSIS AND REPORTING

Core, Optional and Tailored Questions

Over and above necessary geographic and demographic questions required to ensure sample representativeness, a base set of questions for the 2018 State-wide Local Government Community Satisfaction Survey was designated as 'Core' and therefore compulsory inclusions for all participating Councils.

These core questions comprised:

- Overall performance last 12 months (Overall performance)
- Lobbying on behalf of community (Advocacy)
- Community consultation and engagement (Consultation)
- Decisions made in the interest of the community (Making community decisions)
- Condition of sealed local roads (Sealed local roads)
- Contact in last 12 months (Contact)
- Rating of contact (Customer service)
- Overall council direction last 12 months (Council direction)

Reporting of results for these core questions can always be compared against other participating councils in the council group and against all participating councils state-wide. Alternatively, some questions in the 2018 State-wide Local Government Community Satisfaction Survey were optional. Councils also had the ability to ask tailored questions specific only to their council.

APPENDIX B: ANALYSIS AND REPORTING

Reporting

Every council that participated in the 2018 State-wide Local Government Community Satisfaction Survey receives a customised report. In addition, the state government is supplied with a state-wide summary report of the aggregate results of 'Core' and 'Optional' questions asked across all council areas surveyed.

Tailored questions commissioned by individual councils are reported only to the commissioning council and not otherwise shared unless by express written approval of the commissioning council.

The overall State-wide Local Government Community Satisfaction Report is available at <http://www.delwp.vic.gov.au/local-government/strengthening-councils/council-community-satisfaction-survey>.

APPENDIX B:

GLOSSARY OF TERMS

Core questions: Compulsory inclusion questions for all councils participating in the CSS.

CSS: 2018 Victorian Local Government Community Satisfaction Survey.

Council group: One of five classified groups, comprising: metropolitan, interface, regional centres, large rural and small rural.

Council group average: The average result for all participating councils in the council group.

Highest / lowest: The result described is the highest or lowest result across a particular demographic sub-group e.g. men, for the specific question being reported. Reference to the result for a demographic sub-group being the highest or lowest does not imply that it is significantly higher or lower, unless this is specifically mentioned.

Index score: A score calculated and represented as a score out of 100 (on a 0 to 100 scale). This score is sometimes reported as a figure in brackets next to the category being described, e.g. men 50+ (60).

Optional questions: Questions which councils had an option to include or not.

Percentages: Also referred to as ‘detailed results’, meaning the proportion of responses, expressed as a percentage.

Sample: The number of completed interviews, e.g. for a council or within a demographic sub-group.

Significantly higher / lower: The result described is significantly higher or lower than the comparison result based on a statistical significance test at the 95% confidence limit. If the result referenced is statistically higher or lower then this will be specifically mentioned, however not all significantly higher or lower results are referenced in summary reporting.

Statewide average: The average result for all participating councils in the State.

Tailored questions: Individual questions tailored by and only reported to the commissioning council.

Weighting: Weighting factors are applied to the sample for each council based on available age and gender proportions from ABS census information to ensure reported results are proportionate to the actual population of the council, rather than the achieved survey sample.



**THERE ARE OVER
6 MILLION PEOPLE
IN VICTORIA...**

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John Scales
Managing Director

Mark Zuker
Managing Director



11.4 INFRASTRUCTURE

11.4.1 Request for Closure to Through Traffic; Bacchus Street, Maddingley

Introduction

Author: John Miller
General Manager: Phil Jeffrey

Background

In October 2017, Council received correspondence from a number of residents requesting that consideration be given to the closure of Bacchus Street, Maddingley, to through traffic at the end of the existing sealed section.

At the Ordinary Meeting of Council on Wednesday 7 February 2018, Council resolved to advertise its intention to discontinue a portion of Bacchus Street, Maddingley and seek public submissions under Section 223 of the *Local Government Act 1989* (the Act).

The sealed section of Bacchus Street (highlighted blue below) connects with Barry Street at the western end, and is categorised an Access Level 2 road under Council's Road Management Plan (RMP). 230m of Bacchus Street at the eastern end remains unsealed (highlighted orange) and is categorised as an Unsealed Level 2 road under the RMP. This section adjoins, and provides through access to, Werribee Vale Road. The requested location for the installation of a permanent barrier is also shown in the below image.



To date, a number of traffic counts have been undertaken along Bacchus Street and are summarised below.

	Location 1	Location 2	Location 3
Description	East of Barry Street	East of Inglis Street	15m south-west of Werribee Vale Road (over unsealed section)
Count Date	14/08/2014	14/12/2017	14/12/2017
AADT	48	72	98
Commercial vehicles	15	7	4
85 th %ile speed	44 km/h	46 km/h	26 km/h

Proposal

In accordance with Section 223 of the Act, Council advertised its intentions in the local (Moorabool News) in March 2018 and on Council's website inviting public submissions on the proposed portion of road discontinuance being considered under Clause 9 of Schedule 11 of the *Local Government Act 1989* (the Act).

Given the potential impact that a closure may have on other residents in the vicinity of Bacchus Street area, correspondence was forwarded to owners of 154 properties in order to gauge their level of support and feedback.

The submissions closed at 4.00pm on Tuesday 3 April 2018 and the summary of submissions are:

- Council had received eight (8) submissions within the timeframe.
- One (1) late submission was received.
- Among the eight (8) submissions, five (5) including one (1) late submission were in favour of the closure of Bacchus Street.
- The other four (4) submissions were against of the closure.

Residents providing support for the closure are primarily those located near the vicinity of the eastern end of Bacchus Street (unsealed section) and support for the closure to through traffic was generally on the basis of noise and dust issues being experienced due to the increased volume of traffic (specifically increase of trucks access) on the unsealed section, particularly since the opening of the Halletts Way extension.

The objections to the submissions were generally from properties located away from the eastern end of Bacchus Street (unsealed section) and were provided on the basis that the unsealed section provided alternative access to Halletts Way via Werribee Vale Road, alternative access of emergency vehicles and reduced traffic impact on Labilliere Street, Griffith Street and Franklin Street especially at school pickup, drop off and train arrival times.

A common theme of feedback from all submissions was the request for the sealing of the unsealed section of Bacchus Street, Maddingley.

Officers have developed a number of options below for consideration.

1. Maintain the Status Quo

Do nothing and continue to maintain according to Council's adopted Road Management Plan (RMP).

2. Initiate the Closure to Through Traffic

Under Schedule 11 of the Local Government Act 1989, Council has the power to block or restrict the passage of vehicles on a road by placing a permanent barrier or obstruction on the road.

It is proposed that permanent bollards be installed at the junction of the sealed and unsealed sections of Bacchus Street to reduce the noise and dust issues being experienced due to the increased volume of traffic on the unsealed section. In addition, 'No Through Road' warning signage would be installed at the intersections with both Inglis Street and Werribee Vale Road.

This will increase trip times, albeit minor, for commuters who are currently accessing Halletts Way via Werribee Vale Road through unsealed section of Bacchus Street. Based on the requirements of the **"Sealing of Unsealed Roads Policy"** this will mean that this section of road will likely remain unsealed.

3. Keep the Road Open to Through Traffic and Upgrade

Maintain the through status with an upgrade of the 230m unsealed section of Bacchus Street. Associated benefits are potentially reduced traffic impact on Labilliere Street, Griffith Street and Franklin Street especially at school pickup, drop off and train arrival times.

With a basic treatment of gravel resheet and seal, it is estimated that this would cost between \$50,000 and \$100,000 and would need to be referred to the capital program.

Policy Implications

The Council Plan 2017 – 2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1A: Out Assets and Infrastructure

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

Financial Implications

If Council resolves to the closure to through traffic according to Option 2, there are no financial implications associated with the recommendation within this report. The installation of a permanent barrier and advisory signage can be accommodated within existing budgets.

If Council supported upgrade works as outlined in Option 3, this would cost between \$50,000 and \$100,000 and would need to be referred to the capital program budget process.

Risk & Occupational Health & Safety Issues

There are no risk or occupational health and safety issues associated with the recommendation within this report.

Communications and Consultation Strategy

Owners with a property boundary adjoining Bacchus Street will be further advised of the outcome of this report and a further response also provided to the original submitters.

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

There was mixed feedback from submitters but overall was a low response given the number of letters that were sent out. Based on feedback from the submissions, officers recommend the closure of Bacchus Street to through traffic and permanent bollards be installed at the junction of the sealed and unsealed sections. In addition, 'No Through Road' warning signage will be installed at the intersections with both Inglis Street and Werribee Vale Road. This will ultimately improve the amenity for the residents living on the unsealed section of Bacchus Street.


Recommendation:

That Council:

1. **Under Schedule 11.9(2) of the Local Government Act, resolves to restrict the passage of vehicles on Bacchus Street by placing permanent bollards at the junction of the sealed and unsealed sections of road.**
2. **writes to submitters and property owners along Bacchus Street advising of Council's decision.**

Report Authorisation

Authorised by:

Name: Phil Jeffrey 
Title: General Manager Infrastructure
Date: Thursday, 14 June 2018

Attachment - Item 11.4.1

13 March 2018

CEO

Moorabool Shire Council
P.O. Box 18
BALLAN

MOORABOOL SHIRE COUNCIL
CENTRAL RECORDS

16 MAR 2018

File No. 1010

Dear Sir

Ref: 18253375 Closure of Bacchus St to through traffic.

We wish to support the decision of the Council to close Bacchus Street to through traffic.

Our reasons are as follows:

- the dirt road section of Bacchus St was not designed for vehicles through traffic by non-residents served by that road
- we frequently use the dirt road section as pedestrians and are faced with having to move off the path by through traffic travelling at speeds not appropriate to that situation (creating waves of dust) and degrading the walking path
- through traffic do not always respect the road; some cut across to take a short cut

- the egress at the Werribee-Vale Rd exit from the dirt road does not have good visibility, being close to the curve in the road and thereby creates a potential traffic incident risk.
 - there are ample alternative and properly sealed routes for through traffic without having to open Bacchus St to through traffic - for example, Labilliere Street, which has had the intersection with Grant St upgraded to improve safety.
 - the use of Bacchus Street for through traffic would require a sealed road, traffic bumps to slow the speed of traffic AND pedestrian paths to be installed and maintained
 - from time to time quad bikes have been used in the reserve area abutting the dirt road section of Bacchus Street & opening it to through traffic would risk increasing the anti-social use of that road and the adjacent reserve areas.
- We have resided in this part of Maddingley for 15 years and value the reserve that runs along Bacchus Street.
- Thank you for considering these reasons for supporting the Council's decision.

MOORABOOL SHIRE COUNCIL
CENTRAL RECORDS

16 MAR 2018

Chief Executive Officer

Moorabool Shire Council File No. 1010

PO Box 18, Ballan VIC 3342

Dear Sir / Madam

Thank you for the opportunity to comment on the possible closure to through traffic via Bacchus Street Maddingley.

I support the closure of Bacchus Street.

Each vehicle that travels along Bacchus Street when it is dry, which is most of the time, results in a vast cloud of fine dust. So reducing the number of vehicles using Bacchus Street would reduce the dust. Vehicles travelling down Bacchus Street from further up travel faster and cause more dust than vehicles from properties facing the lower part of Bacchus Street.

I do not have a car so I walk to and from Bacchus Mount shopping centre at least twice a day. When a vehicle is travelling along Bacchus Street as I walk along it when it is dry I walk through and breathe in the very fine dust the vehicles cause. Few drivers slow down when they see me on the road side. This ^{dust} is unpleasant and a possible health hazard.

In addition, the dust cloud, at least in part, drifts south which may be the reason why my house and its interior is constantly covered ^{fine} in dust. For example, each morning I wipe the bathroom window sill, which faces north, and always the cloth is dirty with 'red' dust.

From a traffic point of view Bacchus Street exits onto Werrilbee Vale Road just after a right angle bend which makes the right angle corner almost all vehicles do from Bacchus Street extremely dangerous as traffic heading west along Werrilbee Vale road almost always travels past the Bacchus Street exit fast while accelerating. Reducing the number of vehicles exiting Bacchus Street will reduce the accident likelihood.

Yours sincerely

Attached Sub-3

COUNCILLOR

JOHN HEOGH

EAST MOORABOOL WARD

C/O 215 MAIN STREET MOORABOOL SHIRE COUNCIL
CENTRAL RECORDS

BACCHUS MARSH

13 MAR 2018

File No. 1010

3	3	4	0
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DEAR COUNCILLOR,

PLEASE FIND INCLOSED
COPY OF LETTER SENT TO THE
CEO MOORABOOL SHIRE.

[REDACTED]
11-03-2018

DEER SIR,

I WISH TO PROTEST THE PROPOSED CLOSURE OF BACCHUS STREET TO WEARIBEE VALE ROAD SECTION.

NOW OBVIOUSLY THERE IS A NEED OF ACCESS OF THE ROAD AS MORE PEOPLE ARE USING IT.

WHY SHOULD JUST A FEW PEOPLE THAT LIVE THERE AND WANT IT AS A PRIVATE ROAD DICTATE FOR THE REST. ARE THEY PREPARED TO PAY FOR THE UPKEEP OF THE ROAD THEMSELVES AND NOT EXPECT RATE PAYERS TO PAY.

THEY COMPLAINED ABOUT THE TOILET BLOCK TREES BEING CLEARED AROUND THE BUILDING. THEY DID NOT WANT TO LOOK AT IT. OBVIOUSLY NOW ITS BEEN CLEARED IT IS SAFER TO USE.

WHY CANT THEY ACCEPT PROGRESS LIKE THE REST OF US? I DONT LIKE ALL THE HOUSING DEVELOPMENT IN THE AREA, BUT THATS PROGRESS AND PEOPLE NEED TO LIVE.

WHY CANT THOSE FEW THAT COMPLAINED ACCEPT THINGS CHANGE. THEY CANT LIVE IN THEIR PROTECTED LITTLE WORLD ANY LONGER.

WHY SHOULD THE MINORITY PREVAIL, AS I THINK THE MAJORITY WANT THIS OPEN. AS THERE MUST BE A NEED AS MOORE USE IT AS OBVIOUSLY WITH THE COMPLAINTS ABOUT IT.

WHY CANT THE ROAD BE SEALED AND IMPROVED.

YOURS SINCERELY
[REDACTED]



21 March 2018

MOORABOOL SHIRE COUNCIL
CENTRAL RECORDS

26 MAR 2018

Chief Executive officer,

Moorabool Shire Council,
P O Box 18
BALLAN Vic 3342

File No. 1010

Re: Request for Closure to Through Traffic: Bacchus Street Maddingley

Received correspondence regarding above and I would like to know the rationale for the closure. I am strongly opposed as I use Bacchus Street.

From comments on the Bacchus Marsh residents list it is because resident at the end of Bacchus Street do not want extra passing by their homes. I am sure there are other residents in Moorabool Shire that would like to have less traffic utilizing their street. Are you going to close those streets too? Also mention of dust. If you live on a dirt road expect dust.

The above is not reason enough to close the road.

It states in the correspondence dated 8th March, 2108 that residents were contacted re closure to gauge their support for closure. I live one house from Bacchus Street and I was not consulted. It seems that a minority have a vote rather than majority. Is this way Council operates consult minority to get resolutions through Council?

Again I strongly oppose the closure.

Yours faithfully



22nd March, 2018

Mr Rod Croxford
Chief Executive Officer
Moorabool Shire Council
PO Box 18
Ballan Vic 3342

**MOORABOOL SHIRE COUNCIL
CENTRAL RECORDS**

27 MAR 2018

File No. 1010

Dear Mr Croxford

Re: Request for Closure to Through Traffic: Bacchus Street, Maddingley

Merrimu supports people with a physical, sensory or intellectual disability. For over 40 years we've been working with people and their support network to achieve what is important to them. Merrimu's Head Office is at 2 Bacchus Street, Maddingley.

The Board of Management of Merrimu are writing this letter to strongly oppose the closure of through traffic in Bacchus Street, Maddingley. As you would be aware, the area of Bacchus Street and in particular the area that Merrimu sits on is classified as high fire risk area due to surrounding vegetation.

We currently have 80 to 100 clients accessing our Bacchus St site on a daily basis Monday to Friday. They are supported by a further team of approximately 30 staff and there is 10 staff in our management and corporates services teams

To evacuate this number of people in an emergency, either a fire or other hazard such as gas explosion, we need every exit and access road available. We would have more than 15 vehicles evacuating over 100 people.

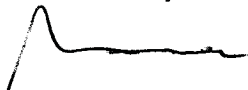
In addition, a number of the people we support suffer from serious medical conditions and we often have ambulances attending our site.

We are highly concerned that the closure of this through road is potentially a danger and poses a high risk to the vulnerable people we support at Merrimu in terms of emergency vehicles getting through and in terms of our staff being able to evacuate everyone safely.

In the case of an emergency, we would need every exit/access point available to evacuate the people we support from Merrimu in a safe and timely manner.

I urge Moorabool Shire Council to consider our view and would welcome the opportunity to speak with you if required.

Yours sincerely



Michael Wale
President
Board of Management

Head office Bacchus	Postal address	Website and email
Head office Bacchus Marsh 2 Bacchus Street Maddingley VIC 3340	Postal address PO Box 57 Bacchus Marsh VIC 3340	Website and email merrimu.org yourlife@merrimu.org ABN 29 902 109 537

MOORABOOL SHIRE COUNCIL
CENTRAL RECORDS

03 APR 2018

File No. 1010



27th March, 2018

Ref: 18253375

Moorabool Shire Council

PO Box 18

Ballan, Vic, 3342

Dear Mr Miller

Re: Closure of Bacchus St

I support the closure of Bacchus St for the following reasons:

I enter my house via Bacchus St, as per council instructions to the previous owner. 33, 34 & 34a McCrae St also enter via Bacchus St as there is no other alternative, they cannot enter via McCrae St which has been closed.

Increasing amounts of cars are using Bacchus St since the Hallett's Way extension was opened, even though it is not any faster to use this small street.

Bacchus St is constantly potholed and very dusty. I have only seen work performed on this road once, when a bobcat "graded" it and I have lived here for 2.5 years.

Cars do not slow down on the dirt section of Bacchus St causing extreme dust which takes up to 10 minutes to settle.

The back of my house is now constantly covered with dust from the dirt road.

The road was closed, I am told, but the bollards were removed many years ago and not by council is my information.

Drivers are cutting across the reserve from Werribee Vale Rd, over Bacchus St and then through the reserve at the end of McCrae St, which is a closed road, this is an accident waiting to happen.


To Summarise

I feel that the road should either be closed or bituminised at the Council's expense.

Regards,



28/3/2018


MOORABOOL SHIRE COUNCIL
CENTRAL RECORDS

Dear Sir/Madam,

Re: Request for Closure to Through Traffic; Bacchus Street Maddingley

04 APR 2018

We disagree with the closure of Bacchus St.

File No. 1010

We use Bacchus Street on a regular basis to access Werribee Vale road to be able to use O'Learys Way. Our busy town needs to have other alternatives to access roads. Closing off this road will impact the traffic on Labilliere St, Griffith St & Franklin St which are all extremely busy roads especially at school & train times.

Rather than closing it maybe the remainder of unsealed road could be sealed.

Regards



Chief Executive Officer
Moorabool Shire Council
P.O. Box 18
BALLAN 3342

3rd April, 2018

**Attention John Miller
Manager Asset Management**

Dear Sir,

Re: Bacchus Street Closure

I am writing on behalf of the residents who reside on the unsealed section of Bacchus Street, and who are in support of its closure.

As far as I can ascertain none of them ever received the letter, dated the 8th March – Reference Number 18253375, asking for submissions regarding the closure.

However, we would assume that the original petition from the residents in favour of the closure and their reasons supporting it would be taken into account in deciding the outcome of this matter.

Further, if possible, I would like to be advised of the date of the Council Meeting at which the decision regarding the closure is to be made in order that I may speak on behalf of the concerned residents if necessary.

Yours faithfully



[REDACTED]
[REDACTED]
Sent: Thursday, 5 April 2018 9:13 PM
[REDACTED]

Subject: Followup to submission on the Closure of Bacchus Street to through traffic

Dear Sir/Madam,

I made a verbal submission to the February Council Meeting in Ballan and following discussions with council staff and residents I am concerned that my previous submission will not be in the latest call for submissions in the notice of 8th March 2018 distributed as a postal drop in the affected area. The letter asks for submissions under section 207A of the Local Government Act 1989. On advice I make the following submission.

Closure of Bacchus Street between Powlett Street and Werribee Vale Road

I have lived in Bacchus Street for nearly 40 years and have made a considerable commitment to the area planting over 80 trees on the reserve and carrying out maintenance on the road in the area that suffers from potholes near Werribee Vale Road. Initially the trees were regularly watered, council providing me with hoses and fittings and sprinklers for the purpose and giving me access to water at the toilets etc. At times when the area has come under threat I have campaigned for the preservation of the area as a public amenity. I was for a time president of the Bacchus Marsh and District Conservation and Planning Association who among other things planted the Kel Shields Park and campaigned for a walking track from the top of Bacchus Street down to and along the Werribee River. This area is used by many walkers and as one of the few areas where dogs can be walked off lead is a valuable amenity. Unfortunately the creation of an arterial road along Werribee Vale has put a great deal of pressure on the area at certain times of the day.

At the top end Bacchus Street was a clay road and could only be used as a dry weather road. With the development of the area to the west the road has suffered from an increase of traffic including inconsiderate drivers some of whom treat it as a race track others who drive of the track to the detriment of the attractive nature of the reserve. We have people that think its alright to take short cuts across the reserve in their motor vehicles and we seem to have an increasing number of people incapable of turning the corner without driving across the grass. In addition to creating a hazard and spoiling the intersection it has also damaged the paved surface of Werribee Vale Road adding cost to maintenance and making the intersection more dangerous.

In addition to the above problems we seem to have had a marked increase in large trucks using the road some for the construction of the water tank but many who carry on up the road to who knows where for no apparent reason except perhaps as a result of using a GPS. The traffic flow plans did not envisage the road being used as now seems to be the case and was most definitely not planned for. We were assured that it was not envisaged that the road would see any appreciable increase in usage but that does not seem to be the case. The residents do not want the road developed in fact for our use a 2.5 metre road would be adequate. The old road with grass between the wheel tracks was fine years ago and suited the amenity of the area.

The area at the moment is highly valued by walkers, runners and dog owners as well as residents and is ideally suited to these uses. Add the traffic that is now using the road and

the amenity value is jeopardised along with the safety of the families using the area. None of the current through traffic really need to use the route and emergency services would consider the road inappropriate as it involves greater risk than the alternatives particularly at the riverside intersection. Most of the traffic on Werribee Vale Road does not travel at much greater than the 50kph limit however a significant number do travel too fast and I have seen and experienced an almost T bone accident as a result of people flying round the corner.

We believe that the road should be closed to through traffic and preserved as an amenity area.

Yours faithfully,



11.4.2 Draft Traffic Calming Policy

Introduction

Author: John Miller
General Manager: Phil Jeffrey

Background

At the Ordinary Meeting of Council on Wednesday 6 June 2018, Council considered the draft Traffic Calming Policy and the following was resolved:

Crs. Dudzik/Bingham

That in accordance with Moorabool Shire Council Policy Protocol, 'Consideration of Items which affect beyond the Current Year', the Traffic Calming Policy as attached, now lay on the table for further consideration at the July Ordinary Meeting of Council.

CARRIED.

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.

Under legislation, Council is required to provide a municipal road network that enables the safe and efficient movement of people and goods. The development of a Traffic Calming Policy is listed within the 2017-21 Council Plan and aims to guide decisions in relation to the implementation of traffic calming solutions on local roads, to assist in achieving this outcome.

In accordance with the resolution of Council on Wednesday 6 June 2018, the Traffic Calming Policy is now presented to Council for adoption.

Proposal

Council receives a high volume of traffic related customer enquiries that are currently considered in isolation. To avoid an ad hoc approach to traffic issues and the implementation of traffic management devices, a number of Local Area Traffic Management (LATM) studies are proposed to be undertaken over the coming years within urban areas of the Shire. These plans will assist in providing a consistent approach to traffic related issues within those local areas.

Where issues are experienced outside of the scope of a LATM plan, this policy seeks to guide Council officers in the assessment of, and response to, traffic concerns raised by the community. The policy provides the guiding principles for the assessment of traffic issues, evaluation of potential traffic calming treatments and warrants for their use within the specified area.

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 2017 - 2021 Council Plan provides as follows:

Strategic Objective 1	Providing Good Governance and Leadership
Context 1A	Our Assets and Infrastructure
Action	Develop Infrastructure Policy for Traffic Calming

The development of the draft Traffic Calming Policy is consistent with the 2017-2021 Council Plan.

Financial Implications

It is proposed that all major traffic related works will be referred to the long term capital improvement program for consideration, and minor works will be undertaken within existing budget allocations. As such, there are no financial implications associated with the adoption of this policy.

Risk & Occupational Health & Safety Issues

One of the key objectives of the policy is to assist in reducing the risk and traffic safety issues at any given location. As such, there are no risk or occupational health and safety issues associated with the adoption of this policy.

Communications and Consultation Strategy

Following formal adoption, a copy of the Traffic Calming Policy will be made available on Council's web site.

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.

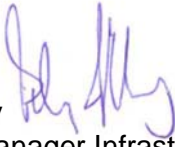
Conclusion

Having resolved on the 6 June 2018 that the policy lay on the table for further consideration and adoption at the next Ordinary Meeting of Council, the Traffic Calming Policy is now placed before the Council for adoption.

Recommendation:

That Council, in accordance with Moorabool Shire Council Policy Protocol, Consideration of Items which affect beyond the Current Year, now adopts the Traffic Calming Policy.

Report Authorisation**Authorised by:**

Name: Phil Jeffrey 
Title: General Manager Infrastructure
Date: Thursday, 14 June 2018

Attachment - Item 11.4.2

Policy No:	IS020	<i>IS020 – Traffic Calming Policy 2018-21</i>
Review Date:	June 2022 (or as required)	
Revision No:	001	
Policy Manual Version No:	001	
Adopted by:	Moorabool Shire Council	

1. Purpose

Traffic calming is the term given to measures utilised to moderate traffic behaviour, through physical and legislative measures, improving safety and amenity in the urban environment.

Under legislation, Council is required to provide a municipal road network that enables the safe and efficient movement of people and goods. This policy aims to guide decisions in relation to the implementation of traffic calming solutions on local roads, to assist in achieving that outcome.

2. Policy

2.1 Introduction

Moorabool Shire Council is responsible for the management of the local road network, comprising of both sealed and unsealed roads within urban and rural areas.

Council receives a high volume of traffic related customer enquiries that are currently considered in isolation. To avoid an ad hoc approach to traffic issues and the implementation of traffic management devices, Local Area Traffic Management (LATM) studies are often undertaken within urban areas of the Shire. These plans will assist in providing a consistent approach to traffic related issues within those local areas.

Where issues are experienced outside of the scope of a LATM plan, this policy seeks to guide Council officers in the assessment of and response to traffic concerns raised by the community. In addition, traffic calming measures may not be appropriate for the management of hoon driving on local roads, as detailed further within the policy.

2.2 Policy Objectives

This policy focuses on traffic calming and specifically addresses:

- the guiding principles for the assessment of traffic issues;
- evaluation of potential traffic calming treatments; and
- warrants for their use within the specified area.

The key objectives of the Traffic Calming Policy are to:

- make use of appropriate and effective traffic calming measures;
- ensure that future population growth and transport demand are understood and accounted for;
- reduce traffic volumes and speeds in local streets;
- increase amenity and improve safety and access for residents, especially pedestrians and cyclists;
- provide guidance for planners and engineers associated with the design, development and management of residential precincts;
- ensure that transport issues are addressed in a manner that balances amenity, safety and mobility for all transport modes;
- make use of recommendations within LATM studies relating to traffic calming solutions over an ad hoc approach;
- ensure that the local community are engaged and consulted in the identification of issues and the development of treatments.

2.3 Traffic Calming Measures

The below provides an overview of a number of treatments that are considered appropriate for use within urban areas. It is noted that these treatments may be considered individually or in conjunction with one another.

Vertical Deflection Devices

Speed humps (road cushions, raised tables and road humps) and intersection platforms.

Horizontal Deflection Devices

Lane narrowing/kerb extensions (one and two lane), road narrowing (mid-block island or centre blisters), centre median islands (one and two lane), chicanes and roundabouts.

Diversion Devices

Full/half road closures, diagonal road closures, modified 'T' intersections, left turn in/out.

Road Narrowing Treatments

Speed reductions can also be achieved by reducing the width of the road available to drivers and include the installation of median islands and/or linemarking to form a median down the centre of a road reserve. This is generally installed to provide a safe, sheltered, turning area for vehicles turning into side roads and driveways, and also to make it safer and easier for pedestrians to cross the street.

Signage, Linemarking and Other Treatments

These may include speed limit signs, prohibited traffic movement signs, pedestrian crossings, rumble strips, perimeter threshold treatments, bicycle lanes, shared zones, bus only modified devices and links, speed trailers and police enforcement.

Potential traffic treatments are not limited to the list above and officers will endeavour to recommend the most appropriate treatment in line with Austroads guides for the management of road networks in Australia.

2.4 Limitations and Potential Impacts

Whilst traffic calming has benefits, it is not the most appropriate solution to all local traffic issues. Traffic calming cannot always successfully:

- Remove all through traffic;
- Eliminate hoon like behavior;
- Prevent traffic accidents;
- Prevent drivers from speeding;
- Solve parking issues.

Traffic calming devices often cannot be installed on steep or unsealed roads, or on roads carrying high volumes of traffic. Many common local traffic issues should be referred to Victoria Police (eg. speeding) or to Council's regulatory services (eg. parking) for enforcement action.

Residents should be aware of effects that may occur in areas where traffic calming has been put in place, including:

- Potential loss of street parking;
- Increase in noise and fumes due to the slowing and gathering speed of vehicles;
- Increased glare at night from car lights and street lighting;
- Increased maintenance costs to Council;
- Increased traffic volume in neighboring streets;
- Slower access for emergency service vehicles;
- Amenity impacts on the streetscape.

Hoon Behaviour

Hoon driving is dangerous behaviour that puts the safety of road users at risk. People living, working and enjoying our community have the right to feel safe. Council is working with Victoria Police and VicRoads to reduce this dangerous behaviour.

It is widely believed that traffic calming methods, such as speed humps, roundabouts or lower speed limits will reduce hooning. Extensive research and experience across Australia shows that this is not the case. Law enforcement is the single most meaningful method of controlling anti-social behaviour.

Successful traffic calming works by reducing the average traffic speed. It relies on people driving to the road conditions. Experience suggests that traffic calming provides a challenge for some drivers to commit hooning offences.

Crime Stoppers Victoria manages the Hoon Hotline and residents are encouraged to use the service to report careless and irresponsible driving on local roads to 1800 333 000.

2.5 Evaluation of Traffic Issues

The following outlines the course of action to be taken and considerations to be made when a request for traffic calming treatments is received.

- a) Identify the traffic problem and associated issues clearly.
- b) Assess whether an engineering (traffic calming, design/construction project), enforcement (patrols and/or infringements) or education (promotions, forums) solution is appropriate.
- c) Where an engineering solution is deemed appropriate, undertake a qualitative assessment to ascertain if the issue meets the warrants for the installation of one or more traffic calming measures.
- d) Where an issue meets the criteria, recommend an appropriate measure and refer the implementation to the long term capital improvement program for consideration. Note that where minor measures are able to be implemented, this may be completed through existing budgets. Cost effective solutions and external funding will be pursued as opportunities permit.

Principles for Assessment

When considering whether traffic calming measures are appropriate to alleviate issues in an area, a number of items will be considered:

- Road status and hierarchy;
- Current road layout and geometry and existing street conditions;
- Heavy vehicle/bus routes and access;
- Emergency services access;
- Current vehicles movements and speeds;
- Pedestrian and cycle movements;
- Past history of the site (incidents and requests);
- Inclusion in other documentation (strategies, plans etc)
- Community facilities in close proximity;
- Existing methods of traffic control.

3. Council Plan Reference

Strategic Objective 1 Providing Good Governance and Leadership

Context 1A Our Assets and Infrastructure

Action Develop Infrastructure Policy for Traffic Calming

4. Related Legislation/Policies/Guidelines

External

- Road Safety Act 1986
- Road Safety (Traffic Management) Regulations 2009
- Road Safety Road Rules 2009
- Local Government Act 1989
- Road Management Act 2004 and related regulations
- Disability Discrimination Act 1992
- Transport Integration Act 2010
- VicRoads' Guidelines
- Australian Standards
- Towards Zero 2016-20 Road Safety Strategy and Plan

Internal

- Council Plan 2017-21
- Road Management Plan 2017-21
- Bacchus Marsh Integrated Transport Strategy
- Local Area Traffic Management Plans

5. Review

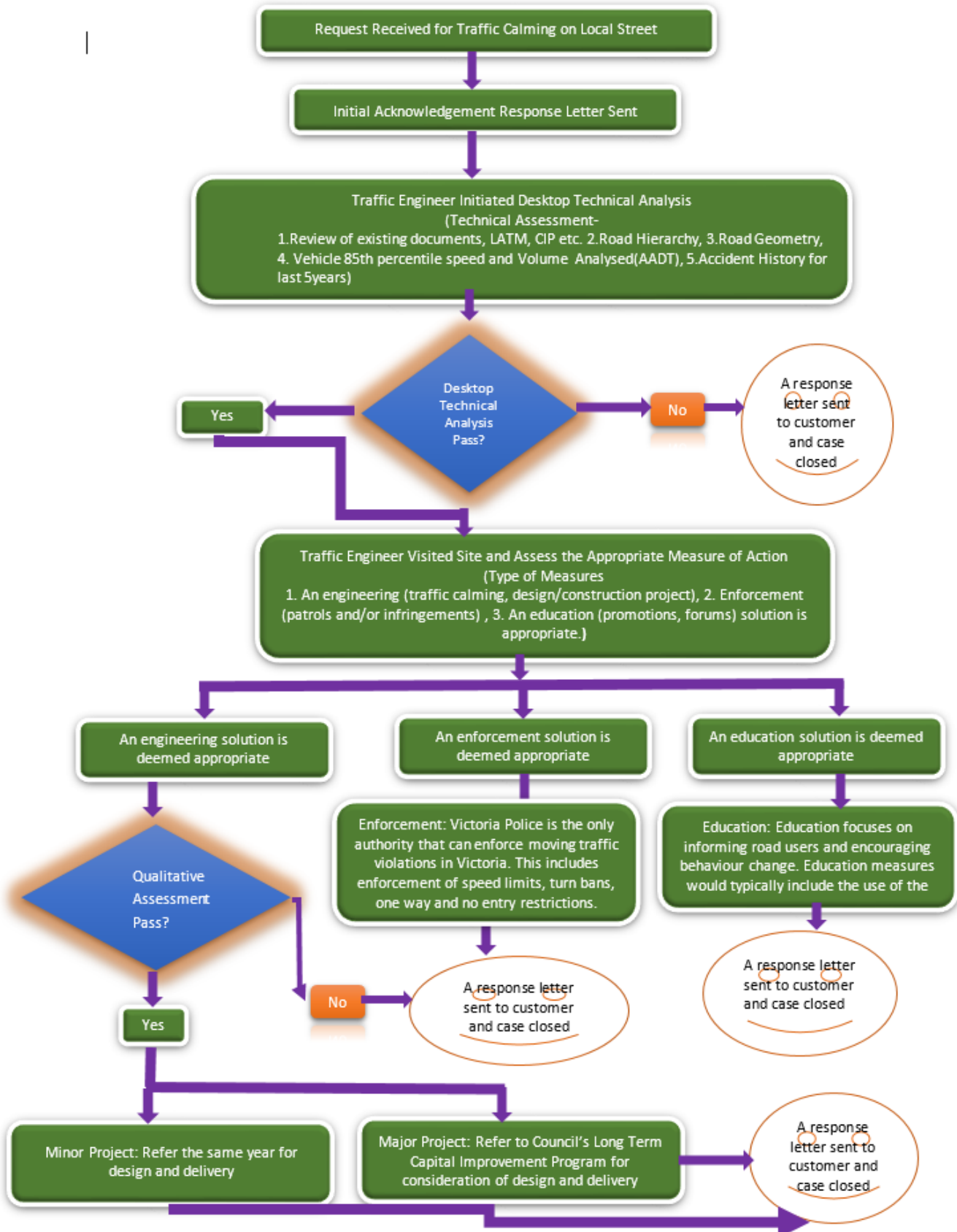
This policy will be reviewed in 2021, or sooner if there is a requirement due to changes to related policies, procedures or legislation.

6. Attachments

Evaluation Flowchart

ATTACHMENT 1; EVALUATION FLOWCHART

The following process will apply when a request for the installation or amendment of traffic calming devices is received by Council.



12. OTHER REPORTS

12.1 Assembly of Councillors

File No.: 02/01/002

Section 76(AA) of the Local Government Act 1989 defines the following to be Assemblies of Councillors; an advisory committee of the Council that includes at least one Councillor; a planned or scheduled meeting of at least half the Councillors and one member of council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a Council function, power or duty by a person or committee acting under Council delegation.

It should be noted, an assembly of Councillors does not include an Ordinary Council meeting, a special committee of the Council, meetings of the Council's audit committee, a club, association, peak body or political party.

Council must ensure that the written record of an assembly of Councillors is, as soon as practicable –

- a) reported to the next ordinary meeting of the Council; and
- b) incorporated in the minutes of that council meeting. (s. 80A(2))

Council also records each Assembly of Councillors on its website at www.moorabool.vic.gov.au

A record of Assemblies of Councillors since the last Ordinary Meeting of Council is provided below for consideration:

- Nil

Recommendation:

Nil

12.2 Section 86 – Delegated Committees of Council – Reports

Section 86 Delegated Committees are established to assist Council with executing specific functions or duties. By instrument of delegation, Council may delegate to the committees such functions and powers of the Council that it deems appropriate, utilising provisions of the Local Government Act 1989. The Council cannot delegate certain powers as specifically indicated in Section 86(4) of the Act.

Section 86 Delegated Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Section 86 – Delegated Committees of Council present the reports of the Committee Meetings for Council consideration.

Committee	Meeting Date	Council Representative
Section 86 Development Assessment Committee Meeting To download these minutes, go to councils website https://www.moorabool.vic.gov.au/my-council/council-meetings/council-committees-2018	Wednesday 16 May 2018	Cr Tatchell Cr Keogh Cr Dudzik Cr Bingham Cr Edwards

Recommendation:

That Council receives the reports of the following Section 86 - Delegated Committees of Council:

- **Section 86 Development Assessment Committee Meeting, Wednesday 16 May 2018**

12.3 Advisory Committees of Council - Reports

Advisory Committees are established to assist Council with executing specific functions or duties.

Advisory Committees of Council currently have no delegated powers to act on behalf of Council or commit Council to any expenditure unless resolved explicitly by Council following recommendation from the Committee. Their function is purely advisory.

Advisory Committees are required to report to Council at intervals determined by the Council.

Councillors as representatives of the following Advisory Committees of Council present the reports of the Committee Meetings for Council consideration.

Committee	Meeting Date	Council Representative
Audit and Risk Advisory Committee Meeting	Wednesday 8 November 2018 Wednesday 14 February 2018	Cr. Tatchell Cr. Dudzik

Recommendation:

That Council receives the reports of the Audit and Risk Advisory Committee of Council of Wednesday 8 November 2018 and Wednesday 14 February 2018.

Attachment - Item 12.3a

AUDIT and RISK COMMITTEE MEETING

SUMMARY OF MINUTES

of the Audit and Risk Committee Meeting (1st Quarterly)
held at the James Young Room, Lerderderg Library,
215 Main Street, Bacchus Marsh on
Wednesday 8 November 2017 commencing at 9.00am

Members:	Mr. Mike Said Cr. Tonia Dudzik Cr. Paul Tatchell Ms. Linda MacRae	Chairperson (External Representative) East Moorabool Ward Councillor Central Moorabool Ward Councillor External Representative
Auditors:	Mr. Mark Holloway Mr. Martin Thompson	HLB Mann Judd (VIC) Pty Ltd Crowe Horwath
Officers:	Mr. Rob Croxford Mr. Danny Colgan Mr. Phil Jeffrey	Chief Executive Officer General Manager Social and Organisational Development General Manager Infrastructure

Rob Croxford
Chief Executive Officer

AGENDA

1.	OPENING OF MEETING	4
2.	PRESENT	4
3.	APOLOGIES	4
4.	CONFIRMATION OF MINUTES	4
4.1	<i>Audit and Risk Committee Meeting Minutes – August 2017</i>	<i>4</i>
4.2	<i>Audit and Risk Committee Special Meeting Minutes – September 2017</i>	<i>4</i>
5.	MATTERS ARISING FROM PREVIOUS MINUTES	5
6.	DISCLOSURE OF INTERESTS OR CONFLICTS OF INTEREST	5
7.	CLOSED SESSION OF MEETING TO THE PUBLIC.....	5
8.	AUDIT AND RISK COMMITTEE WORKPLAN	6
8.1	<i>Audit and Risk Committee Charter</i>	<i>6</i>
8.2	<i>Annual Review of actions required by the Audit & Risk Committee Charter</i>	<i>6</i>
8.3	<i>Outstanding Audit Committee Resolutions and Audit Report Recommendations – First Quarter 2017</i>	<i>6</i>
8.4	<i>Audit and Risk Committee Meeting Dates for 2018.....</i>	<i>7</i>
9.	OFFICER REPORTS	8
9.1	<i>Risk Management Report - Strategic Risk Profiling – Revised November 2017.....</i>	<i>8</i>
9.2	<i>Minutes of the Risk Management Steering Committee</i>	<i>8</i>
9.3	<i>Elumina Software Update – Introduction across Council</i>	<i>9</i>
9.4	<i>Quarterly Financial Report September 2017.....</i>	<i>9</i>
9.5	<i>Review of the Performance of External Auditors.....</i>	<i>9</i>
9.6	<i>Council’s IT Network Security (Exposure to Cyber Attacks) and ICT Strategy Development Report.....</i>	<i>10</i>
9.7	<i>Self Evaluation Report - Commission of Enquiry into Greater Geelong City Council.....</i>	<i>10</i>
10.	OTHER REPORTS	11
10.1	<i>Compliance with Legislation and Policies</i>	<i>11</i>
10.2	<i>Significant Legal Matters Update</i>	<i>11</i>
10.3	<i>Evaluation of Audit & Risk Committee Self-Assessment Survey.....</i>	<i>11</i>
11.	INTERNAL AUDIT	12
11.1	<i>Internal Audit Status Report 2017/18 – November 2017.....</i>	<i>12</i>
11.2	<i>Internal Audit Scope – Service Review Methodology.....</i>	<i>12</i>
12.	EXTERNAL AUDIT	13
	<i>Nil.</i>	<i>13</i>
13.	VAGO PERFORMANCE REPORTS	13
13.1	<i>Public Participation and Community Engagement: Local Government Sector.....</i>	<i>13</i>

14.	CORRESPONDENCE.....	13
14.1	VAGO.....	13
15.	GENERAL BUSINESS	13
16.	MEETING CLOSURE	13

1. OPENING OF MEETING

The Chairperson, Mr. Mike Said opened the meeting at 9.02am.

2. PRESENT

<i>Mr. Mike Said</i>	<i>Chairperson (External Representative)</i>
<i>Cr. Tonia Dudzik</i>	<i>East Moorabool Ward Councillor</i>
<i>Cr. Paul Tatchell</i>	<i>Central Moorabool Ward Councillor</i>
<i>Ms. Linda MacRae</i>	<i>External Representative</i>

In Attendance

<i>Mr. Danny Colgan</i>	<i>General Manager Social and Organisational Development</i>
<i>Mr. Steve Ivelja</i>	<i>Chief Financial Officer</i>
<i>Ms. Vanessa O'Toole</i>	<i>Manager Governance and Organisational Development</i>
<i>Mr. Chris Parkinson</i>	<i>Manager Information and Communication Technology</i>
<i>Mr. John Whitfield</i>	<i>Coordinator Governance / Minute Taker</i>
<i>Mr. Mark Holloway</i>	<i>HLB Mann Judd</i>

3. APOLOGIES

Nil.

4. CONFIRMATION OF MINUTES**4.1 Audit and Risk Committee Meeting Minutes – August 2017*****Resolution:***

Moved: Ms. Linda MacRae

Seconded: Cr. Tonia Dudzik

That the Audit and Risk Committee confirms the Minutes of the Audit and Risk Committee Meeting held on Wednesday 9 August 2017.

CARRIED.

4.2 Audit and Risk Committee Special Meeting Minutes – September 2017***Resolution:***

Moved: Cr. Tonia Dudzik

Seconded: Ms. Linda MacRae

That the Audit and Risk Committee confirms the Minutes of the Audit and Risk Committee Special Meeting held on Tuesday 5 September 2017.

CARRIED.

5. MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

6. DISCLOSURE OF INTERESTS OR CONFLICTS OF INTEREST

Nil.

7. CLOSED SESSION OF MEETING TO THE PUBLIC

Resolution:

Moved: Ms. Linda MacRae

Seconded: Cr. Tonia Dudzik

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 the above matter, 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) personal 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.*

CARRIED.

8. AUDIT AND RISK COMMITTEE WORKPLAN

8.1 Audit and Risk Committee Charter

Resolution:

Moved: Cr. Tonia Dudzik

Seconded: Ms. Linda MacRae

That the Audit and Risk Committee approves the updated Audit and Risk Committee Charter Matrix 2017-2018.

CARRIED.

8.2 Annual Review of actions required by the Audit & Risk Committee Charter

Resolution:

Moved: Ms. Linda MacRae

Seconded: Cr. Tonia Dudzik

That the Audit and Risk Committee receives and notes the Review of the Audit and Risk Committee Charter - Matrix 2016-2017.

CARRIED.

8.3 Outstanding Audit Committee Resolutions and Audit Report Recommendations – First Quarter 2017

Recommendation:

That the Audit and Risk committee receives the updated status reports for the first quarter 2017-18 for the following groups:

- **Group 1 – Audit Committee Resolution Actions**
- **Group 2 – Internal Audit Recommendation Actions Pre August 2015**
- **Group 3 – Internal Audit Recommendation Actions Post August 2015**

Resolution:

Moved: Cr. Tonia Dudzik

Seconded: Ms. Linda MacRae

1. *That the Audit and Risk committee receives the updated status reports for the first quarter 2017-18 for the following groups:*

- ***Group 1 – Audit Committee Resolution Actions***
- ***Group 2 – Internal Audit Recommendation Actions Pre August 2015***
- ***Group 3 – Internal Audit Recommendation Actions Post August 2015***

2. ***That the Internal Audit –IT Network Security & General Controls outstanding actions; Reference Numbers NSGC2and NSGC14; be referred to the Council’s Risk Steering Committee for its reporting to the Council as risks to be tolerated until a budget to undertake the actions is allocated and further that they be marked as completed internal audit actions.***
3. ***That the Council note the importance of undertaking vulnerability assessments and penetration testing as part of its IT Network Security & General Controls.***

CARRIED.

Cr. Tatchell entered the meeting at 9.23am.

8.4 Audit and Risk Committee Meeting Dates for 2018

Recommendation:

That the Audit and Risk Committee confirms the 2017 meeting dates below:

- **Wednesday 14 February 2018**
- **Wednesday 9 May 2018**
- **Wednesday 8 August 2018**
- **Wednesday 14 November 2018**

Resolution:

Moved: Ms. Linda MacRae

Seconded: Cr. Paul Tatchell

That the Audit and Risk Committee confirms the 2017 meeting dates below:

- ***Wednesday 14 February 2018***
- ***Wednesday 8 August 2018***
- ***Wednesday 14 November 2018***

and further that it recommends to Council that the proposed meeting date of 9 May 2017 be amended to 23 May 2017.

CARRIED.

9. OFFICER REPORTS**9.1 Risk Management Report - Strategic Risk Profiling – Revised November 2017****Recommendation:**

That the Audit and Risk Committee receives and notes the Risk Management – Strategic Risk Profiling – Revised November 2017 Report.

Resolution:

Moved: Ms. Linda MacRae

Seconded: Cr. Paul Tatchell

- 1. That the Audit and Risk Committee receives and notes the Risk Management – Strategic Risk Profiling – Revised November 2017 Report.***
- 2. That provision be made in the Strategic Risk Profiling report for the status of implementation of Future Strategies.***

CARRIED.

9.2 Minutes of the Risk Management Steering Committee**Recommendation:**

That the Audit and Risk Committee notes the Minutes of the Risk Management Steering Committee of October 2017 as provided.

Resolution:

Moved: Cr. Tonia Dudzik

Seconded: Ms. Linda MacRae

- 1. That the Audit and Risk Committee notes the Minutes of the Risk Management Steering Committee of October 2017 as provided.***
- 2. That the results of the Business Continuity Plan testing exercise held 31 October 2017 be reported to the committee.***

CARRIED.

9.3 Elumina Software Update – Introduction across Council**Recommendation:**

That the Audit and Risk Committee receives and notes the Elumina Software Update – Introduction across Council report.

Resolution:

Moved: Cr. Paul Tatchell

Seconded: Cr. Tonia Dudzik

- 1. That the Audit and Risk Committee receives and notes the Elumina Software Update – Introduction across Council report.**
- 2. That any new risks identified or any changes to risk profiles be reported to the Risk Steering Committee on a regular basis for its information, acknowledgement and attention.**

CARRIED.

9.4 Quarterly Financial Report September 2017**Resolution:**

Moved: Cr. Tonia Dudzik

Seconded: Ms. Linda MacRae

That the Audit and Risk Committee receives the Quarterly Report – September 2017.

CARRIED.

9.5 Review of the Performance of External Auditors**Resolution:**

Moved: Cr. Paul Tatchell

Seconded: Cr. Tonia Dudzik

That the Audit and Risk Committee receives and notes the report on the review of the performance of external auditors.

CARRIED.

9.6 Council's IT Network Security (Exposure to Cyber Attacks) and ICT Strategy Development Report

Recommendation:

That the Audit & Risk Committee receives the report on Council's IT Network Security - Exposure to Cyber Attacks and ICT Strategy development.

Resolution:

Moved: Ms. Linda MacRae

Seconded: Cr. Paul Tatchell

- 1. That the Audit & Risk Committee receives the report on Council's IT Network Security - Exposure to Cyber Attacks and ICT Strategy development.***
- 2. That the Committee recognise and acknowledge the high quality of the report.***

CARRIED.

9.7 Self Evaluation Report - Commission of Enquiry into Greater Geelong City Council

Resolution:

Moved: Cr. Paul Tatchell

Seconded: Cr. Tonia Dudzik

That the Audit and Risk Committee notes and receives the Self Evaluation Report - Commission of Enquiry into Greater Geelong City Council.

CARRIED.

10. OTHER REPORTS**10.1 Compliance with Legislation and Policies*****Resolution:******Moved: Ms. Linda MacRae******Seconded: Cr. Paul Tatchell******That the Audit and Risk Committee receives the Compliance with Legislation and Policies Report.*****CARRIED.****10.2 Significant Legal Matters Update*****Resolution:******Moved: Cr. Tonia Dudzik******Seconded: Ms. Linda MacRae******That the Audit and Risk Committee receives and notes the update on Significant Legal Matters pertaining to Moorabool Shire Council.*****CARRIED.****10.3 Evaluation of Audit & Risk Committee Self-Assessment Survey*****Resolution:******Moved: Cr. Paul Tatchell******Seconded: Ms. Linda MacRae******That the Audit and Risk Committee receives and notes the Audit and Risk Committee Self-Assessment Report.*****CARRIED.**

11. INTERNAL AUDIT**11.1 Internal Audit Status Report 2017/18 – November 2017*****Resolution:******Moved: Cr. Tonia Dudzik******Seconded: Ms. Linda MacRae******That the Audit & Risk Committee receives and notes the Internal Audit Status Report – November 2017 as presented.*****CARRIED.****11.2 Internal Audit Scope – Service Review Methodology*****Resolution:******Moved: Cr. Tonia Dudzik******Seconded: Ms. Linda MacRae******That the Audit and Risk Committee, having reviewed the Internal Audit Scope for Service Review Methodology audit, approves it and notes the commencement of the internal audit.*****CARRIED.**

12. EXTERNAL AUDIT

Nil.

13. VAGO PERFORMANCE REPORTS**13.1 Public Participation and Community Engagement: Local Government Sector*****Resolution:***

Moved: Cr. Paul Tatchell

Seconded: Cr. Tonia Dudzik

That the Audit & Risk Committee receives and notes the report on the Public Participation and Community Engagement: Local Government Sector.

CARRIED.

14. CORRESPONDENCE**14.1 VAGO*****Resolution:***

Moved: Cr. Tonia Dudzik

Seconded: Cr. Paul Tatchell

That the Audit and Risk Committee receives and notes the VAGO correspondence.

CARRIED.

15. GENERAL BUSINESS

The Chairperson, Mr. Mike Said, thanked Cr. Dudzik and Cr. Tatchell for their participation and contributions to the Committee over the past twelve months.

16. MEETING CLOSURE

The meeting closed at 11.23 am.

Confirmed:Chairperson

Attachment - Item 12.3b

AUDIT and RISK COMMITTEE MEETING

Minutes of the Audit and Risk Committee Meeting (2nd Quarterly)
held at the James Young Room, Lerderderg Library,
215 Main Street, Bacchus Marsh on
Wednesday 14 February 2018 at 9.00am

Members:	Mr. Mike Said Cr. Tonia Dudzik Cr. Paul Tatchell Ms. Linda MacRae	Chairperson (External Representative) East Moorabool Ward Councillor Central Moorabool Ward Councillor External Representative
Auditors:	Mr. Mark Holloway Mr. Martin Thompson	HLB Mann Judd (VIC) Pty Ltd Crowe Horwath
Officers:	Mr. Rob Croxford Mr. Danny Colgan Mr. Phil Jeffrey	Chief Executive Officer General Manager Social and Organisational Development General Manager Infrastructure

Rob Croxford
Chief Executive Officer

AGENDA

1.	OPENING OF MEETING	4
2.	PRESENT	4
3.	APOLOGIES	4
4.	CONFIRMATION OF MINUTES	4
4.1	<i>Audit and Risk Committee Meeting Minutes – November 2017</i>	<i>4</i>
5.	MATTERS ARISING FROM PREVIOUS MINUTES.....	5
6.	DISCLOSURE OF INTERESTS OR CONFLICTS OF INTEREST	6
	<i>Nil.</i>	<i>6</i>
7.	CLOSED SESSION OF MEETING TO THE PUBLIC.....	7
8.	AUDIT AND RISK COMMITTEE WORKPLAN	8
8.1	<i>Audit and Risk Committee Charter</i>	<i>8</i>
9.	OFFICER REPORTS	9
9.1	<i>Business Continuity Plan Exercise - Results.....</i>	<i>9</i>
9.2	<i>Minutes of the Risk Management Steering Committee</i>	<i>9</i>
9.3	<i>Fraud Report February 2018.....</i>	<i>10</i>
9.4	<i>Quarterly Financial Report December 2017.....</i>	<i>10</i>
9.5	<i>2017/18 - LGPRF Key Performance Indicators - Half Year Progress Report.....</i>	<i>10</i>
9.6	<i>Review of Significant accounting issues and legislative changes affecting the 2017/18 Financial Report</i>	<i>11</i>
9.7	<i>End of Financial Year Production of Financial and Performance Statements.....</i>	<i>11</i>
9.8	<i>Asset Management Update – January 2018</i>	<i>12</i>
10.	OTHER REPORTS	13
10.1	<i>Compliance with Legislation and Policies</i>	<i>13</i>
10.2	<i>Significant Legal Matters Update</i>	<i>13</i>
11.	INTERNAL AUDIT	14
11.1	<i>Internal Audit Status Report 2017/18 – February 2018.....</i>	<i>14</i>
11.2	<i>Internal Audit Report – Review of Cash Handling</i>	<i>14</i>
11.3	<i>Internal Audit Report – Service Review Methodology</i>	<i>15</i>
11.4	<i>Internal Audit Scope - Fraud Corruption and Control Framework Review</i>	<i>15</i>
12.	EXTERNAL AUDIT	16
	<i>Nil.</i>	<i>16</i>
13.	VAGO PERFORMANCE REPORTS	16
	<i>Nil.</i>	<i>16</i>
14.	CORRESPONDENCE.....	16

14.1	VAGO	16
15.	GENERAL BUSINESS	16
	<i>Nil.</i>	16
16.	MEETING CLOSURE	16

1. OPENING OF MEETING

The Chairperson, Mr. Mike Said opened the meeting at 9.00am.

2. PRESENT

<i>Mr. Mike Said</i>	<i>Chairperson (External Representative)</i>
<i>Cr. Tonia Dudzik</i>	<i>East Moorabool Ward Councillor</i>
<i>Cr. John Keogh</i>	<i>East Moorabool Ward Councillor</i>
<i>Ms. Linda MacRae</i>	<i>External Representative</i>

In Attendance

<i>Mr. Rob Croxford</i>	<i>Chief Executive Officer</i>
<i>Mr. Danny Colgan</i>	<i>General Manager Social and Organisational Development</i>
<i>Mr. Phil Jeffrey</i>	<i>General Manager Infrastructure</i>
<i>Mr. Steve Ivelja</i>	<i>Chief Financial Officer</i>
<i>Ms. Vanessa O'Toole</i>	<i>Manager Governance and Organisational Development</i>
<i>Mr. Mark Holloway</i>	<i>HLB Mann Judd</i>
<i>Ms. Michelle Morrow</i>	<i>Governance Officer / Minute Taker</i>

3. APOLOGIES

<i>Cr. Paul Tatchell</i>	<i>Central Moorabool Ward Councillor</i>
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4. CONFIRMATION OF MINUTES**4.1 Audit and Risk Committee Meeting Minutes – November 2017**

The Minutes for the Audit and Risk Committee Meeting held on Wednesday 8 November 2017 are attached for consideration.

Resolution:

Moved: Cr. Tonia Dudzik
Seconded: Ms. Linda MacRae

That the Audit and Risk Committee confirms the Minutes of the Audit and Risk Committee Meeting held on Wednesday 8 November 2017.

CARRIED.

5. MATTERS ARISING FROM PREVIOUS MINUTES

1. In reference to Item 8.3 – Group Three: Internal Audit - IT Network Security & General Controls outstanding actions; Reference Numbers NSGC2 and NSGC14;

That the Internal Audit –IT Network Security & General Controls outstanding actions; Reference Numbers NSGC2 and NSGC14; be referred to the Council's Risk Steering Committee for its reporting to the Council as risks to be tolerated until a budget to undertake the actions is allocated and further that they be marked as completed internal audit actions.

The Chair, Mr. Mike Said queried if these actions from the internal audit had been referred and reported to Council.

The CEO, Mr. Rob Croxford advised that a report would be presented to the Ordinary Meeting of April 2018.

2. In reference to Item 9.1 (page 12 of the Agenda)

The Chair, Mr. Mike Said raised that matter of risks being reviewed on an Annual basis.

The Chair's query was raised in discussion at Item 9.2 of the Agenda.

6. DISCLOSURE OF INTERESTS OR CONFLICTS OF INTEREST

Nil.

7. CLOSED SESSION OF MEETING TO THE PUBLIC***Resolution:******Moved: Cr. John Keogh******Seconded: Cr. Tonia Dudzik***

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 the above matter, 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) personal 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.***

CARRIED.

8. AUDIT AND RISK COMMITTEE WORKPLAN**8.1 Audit and Risk Committee Charter*****Resolution:******Moved: Ms. Linda MacRae******Seconded: Cr. Tonia Dudzik******That the Audit and Risk committee receives the updated status reports for the second quarter 2017-18 for the following groups:***

- ***Group 1 – Audit Committee Resolution Actions***
- ***Group 2 – Internal Audit Recommendation Actions Pre August 2015***
- ***Group 3 – Internal Audit Recommendation Actions Post August 2015***

CARRIED.

9. OFFICER REPORTS**9.1 Business Continuity Plan Exercise - Results****Recommendation:**

That the Audit and Risk Committee receives and notes the Business Continuity Plan Exercise Report (November 2017).

Resolution:

Moved: Cr. Tonia Dudzik

Seconded: Cr. John Keogh

- 1. That the Audit and Risk Committee receives and notes the Business Continuity Plan Exercise Report (November 2017).***
- 2. That a report be presented to the Audit and Risk Committee Meeting in August 2018 detailing the progress of implementing the Business Continuity Plan.***
- 3. That officers be congratulated on the development and progress of the Business Continuity Plan and the undertaking of the exercise.***
- 4. That it be noted that the members of the Audit and Risk Committee recognise the attendance of the Executive team at the exercise.***

CARRIED.

9.2 Minutes of the Risk Management Steering Committee***Resolution:***

Moved: Ms. Linda MacRae

Seconded: Cr. Tonia Dudzik

That the Audit and Risk Committee notes the Minutes of the Risk Management Steering Committee of January 2018 as provided.

CARRIED.

9.3 Fraud Report February 2018**Recommendation:**

That the Audit and Risk Committee receives the Fraud Report February 2018.

Resolution:

Moved: Cr. John Keogh
Seconded: Ms. Linda MacRae

- 1. That the Audit and Risk Committee receives the Fraud Report February 2018.**
- 2. That the Audit and Risk Committee members congratulate the Manager Governance and Organisational Development on providing the Committee with a comprehensive fraud report.**

CARRIED.

9.4 Quarterly Financial Report December 2017**Resolution:**

Moved: Cr. John Keogh
Seconded: Ms. Linda MacRae

That the Audit and Risk Committee receives the Quarterly Financial Report – December 2017.

CARRIED.

9.5 2017/18 - LGPRF Key Performance Indicators - Half Year Progress Report**Resolution:**

Moved: Cr. Tonia Dudzik
Seconded: Ms. Linda MacRae

That the Audit & Risk Committee receives and notes Moorabool Shire Council's Local Government Performance Reporting Framework (LGPRF) Key Performance Indicators – Half Year Progress Report for the period July-December 2017.

CARRIED.

9.6 Review of Significant accounting issues and legislative changes affecting the 2017/18 Financial Report

Resolution:

Moved: Cr. Tonia Dudzik

Seconded: Cr. John Keogh

That the Audit & Risk Committee receives and notes the review of significant accounting issues and legislative changes affecting the 2017/18 Financial Report.

CARRIED.

9.7 End of Financial Year Production of Financial and Performance Statements

Resolution:

Moved: Ms. Linda MacRae

Seconded: Cr. Tonia Dudzik

That the Chief Financial Officer determine if Council has received written notice from VAGO Advising of the appointment of Cassandra Gravenall – Crowe Horwath as the Agent to the Moorabool Shire Council Audit and Risk Committee.

CARRIED.

9.8 Asset Management Update – January 2018**Recommendation:**

That the Audit and Risk Committee receives the Asset Management Update report for January 2018.

Resolution:

Moved: Ms. Linda MacRae

Seconded: Cr. Tonia Dudzik

- 1. That the Audit and Risk Committee receives the Asset Management Update report for January 2018.***
- 2. That a review be undertaken by the General Manager Infrastructure in terms of ensuring each of the actions listed the staged implementation plan have a clear status in terms of progress.***

CARRIED.

10. OTHER REPORTS**10.1 Compliance with Legislation and Policies*****Resolution:***

Moved: Cr. John Keogh
Seconded: Ms. Linda MacRae

That the Audit and Risk Committee receives the Compliance with Legislation and Policies Report.

CARRIED.

10.2 Significant Legal Matters Update***Resolution:***

Moved: Cr. Tonia Dudzik
Seconded: Cr. John Keogh

That the Audit and Risk Committee receives and notes the updates on Significant Legal Matters pertaining to Moorabool Shire Council.

CARRIED.

11. INTERNAL AUDIT**11.1 Internal Audit Status Report 2017/18 – February 2018*****Resolution:***

Moved: Cr. John Keogh
Seconded: Ms. Linda MacRae

That the Audit & Risk Committee receives and notes the Internal Audit Status Report – February 2018 as presented.

CARRIED.

11.2 Internal Audit Report – Review of Cash Handling**Recommendation:**

That the Audit and Risk Committee:

- 1. receives and notes the Internal Audit Report – Review of Cash Handling (including Transfer Stations); and**
- 2. requests officers to implement the recommended actions as stated in the Review of Cash Handling (including Transfer Stations) report.**

Resolution:

Moved: Cr. John Keogh
Seconded: Ms. Linda MacRae

That the Audit and Risk Committee:

- 1. receives and notes the Internal Audit Report – Review of Cash Handling (including Transfer Stations); and***
- 2. requests officers to implement the recommended actions as stated in the Review of Cash Handling (including Transfer Stations) report.***
- 3. requests that management considers a best practice model to ensure all monies received at the transfers stations are accurately accounted for.***

CARRIED.

11.3 Internal Audit Report – Service Review Methodology**Recommendation:****That the Audit and Risk Committee:**

1. receives and notes the Internal Audit Report – Service Review Methodology; and
2. requests officers to implement the recommended actions as stated in the Service Review Methodology report.

Resolution:***Moved: Cr. Tonia Dudzik******Seconded: Cr. John Keogh******That the Audit and Risk Committee:***

1. *receives and notes the Internal Audit Report – Service Review Methodology; and*
2. *requests officers to implement the recommended actions as stated in the Service Review Methodology report.*
3. *be advised of the service review schedule priorities once the first phase is completed this year.*

11.4 Internal Audit Scope - Fraud Corruption and Control Framework Review***Resolution:******Moved: Ms. Linda MacRae******Seconded: Cr. Tonia Dudzik******That the Audit and Risk Committee, having reviewed the Internal Audit Scope for the Review of Fraud Corruption and Control Framework, approves it and notes the commencement of the internal audit.******CARRIED.***

12. EXTERNAL AUDIT

Nil.

13. VAGO PERFORMANCE REPORTS

Nil.

14. CORRESPONDENCE**14.1 VAGO*****Resolution:***

Moved: Cr. John Keogh
Seconded: Ms. Linda MacRae

That the Audit and Risk Committee receives and notes the VAGO correspondence.

CARRIED.

15. GENERAL BUSINESS

Nil.

16. MEETING CLOSURE

The Meeting closed at 11.31am.

Confirmed:Chairperson

13. NOTICES OF MOTION

No notices of motion have been received for consideration as part of this Agenda.

14. MAYOR'S REPORT

To be presented at the meeting by the Mayor.

Recommendation:

That the Mayor's report be received.

15. COUNCILLORS' REPORTS

To be presented at the meeting by Councillors.

Recommendation:

That the Councillors' reports be received.

16. URGENT BUSINESS

17. CLOSED SESSION OF THE MEETING TO THE PUBLIC**Recommendation:**

That pursuant to the provisions of the Local Government Act 1989, the meeting now be closed to members of the public to enable the meeting to discuss matters, which the Council may, pursuant to the provisions of Section 89(2) of the Local Government Act 1989 (the Act) resolve to be considered in Closed Session, being a matter contemplated by Section 89(2) of the Act, as follows:

- (a) personnel matters;**
- (b) the personal hardship of any resident or ratepayer;**
- (c) industrial matters;**
- (d) contractual matters;**
- (e) proposed developments;**
- (f) legal advice;**
- (g) matters affecting the security of Council property;**
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;**
- (i) a resolution to close the meeting to members of the public.**

18. MEETING CLOSURE