

ORDINARY MEETING OF COUNCIL

Notice is hereby given of the
Ordinary Meeting of Council to be held at
the Bungaree Community Facility,
279 Bungaree-Wallace Road, Bungaree on
Wednesday 4 October 2017,
commencing at 5:00 p.m.

Members:

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

Officers:

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

Rob Croxford
Chief Executive Officer

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 6 September 2017</i> | <i>5</i> |
| 6.2 | <i>Special Meeting of Council – Wednesday 13 September 2017</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 |
| 11.1.1 | <i>2015/16 Moorabool Shire Council Annual Report</i> | <i>11</i> |
| 11.1.2 | <i>Australia Day Award Recipient Selection Panel Introduction</i> | <i>151</i> |
| 11.1.3 | <i>Role of Deputy Mayor Position Guidelines</i> | <i>154</i> |
| 11.2 | GROWTH AND DEVELOPMENT..... | 161 |
| 11.2.1 | <i>Amendment C78 – Small Towns and Settlement Strategy.....</i> | <i>161</i> |
| 11.2.2 | <i>Street Tree Strategy – Draft for Consultation</i> | <i>196</i> |
| 11.2.3 | <i>Planning Permit Application PA2017037; Development and Use of the land for Materials Recycling (heritage and timber salvage) and Business Identification Signage, 705 Bacchus Marsh Road, Merrimu VIC 3340... 238</i> | <i>238</i> |
| 11.3 | SOCIAL AND ORGANISATIONAL DEVELOPMENT..... | 293 |
| 11.3.1 | <i>Basketball Fee Review</i> | <i>293</i> |
| 11.3.2 | <i>Community Grants Policy 2017.....</i> | <i>308</i> |
| 11.4 | INFRASTRUCTURE | 321 |
| 11.4.1 | <i>Draft Borrowing Policy</i> | <i>321</i> |
| 11.4.2 | <i>Review of Procurement Policy.....</i> | <i>330</i> |
| 11.4.3 | <i>Roads - Shoulder Maintenance</i> | <i>346</i> |
| 12. | OTHER REPORTS | 349 |
| 12.1 | <i>Assembly of Councillors</i> | <i>349</i> |
| 12.2 | <i>Section 86 – Delegated Committees of Council – Reports</i> | <i>355</i> |

12.3 *Advisory Committees of Council - Reports*..... 369

13. NOTICES OF MOTION..... **377**

14. MAYOR’S REPORT **378**

15. COUNCILLORS’ REPORTS **379**

16. URGENT BUSINESS..... **380**

17. CLOSED SESSION OF THE MEETING TO THE PUBLIC **381**

17.1 *Confidential Report*..... 382

18. MEETING CLOSURE **391**

1. OPENING OF MEETING AND PRAYER

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

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

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

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

Amen

2. ACKNOWLEDGEMENT TO COUNTRY

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

3. RECORDING OF MEETING

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

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

4. PRESENT

5. APOLOGIES

6. CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council – Wednesday 6 September 2017

Recommendation:

That Council confirms the Minutes of the Ordinary Meeting of Council held on Wednesday 6 September 2017.

6.2 Special Meeting of Council – Wednesday 13 September 2017

Recommendation:

That Council confirms the Minutes of the Special Meeting of Council held on Wednesday 13 September 2017.

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

11.1.1 2016/17 Moorabool Shire Council Annual Report

Introduction

File No.: 02/02/002
Author: Dianne Elshaug
CEO: Rob Croxford

Background

Under Section 133 of the Local Government Act (1989), Council is required to prepare an Annual Report and submit it to the Minister for Local Government within three months after the end of the financial year reported on. The Moorabool Shire Council Annual Report 2016/17 was submitted to the Minister for Local Government on Friday 29 September, 2017.

Under Clause 17 of the Local Government (Finance and Reporting) Regulations 2004 No. 30 of the Act, Council must hold a meeting to consider the Annual Report within one month of providing the Annual Report to the Minister pursuant to section 131 (6) of the Act.

Council is required to advertise that the Annual Report will be presented to Council for consideration.

Public notice has been given in the Moorabool News on 19 and 26 September, 2017 and the Ballarat Courier on 16 and 23 September, 2017 that the 2016/17 Annual Report is being presented to Council on Wednesday 4 October, 2017. Further advertisements have been scheduled to appear in the Courier (7 October, 2017) and the Moorabool News (10 October, 2017) stating that the report is available for public inspection at Council offices and on Council's website.

Proposal

In accordance with requirements of the Local Government Act (1989), the 2016/17 Annual Report has been advertised for at least the mandatory 14 day period before the meeting is held and presented to Council to consider and receive the report. Advertising during this period will outline the places from which copies of the Annual Report can be obtained prior and post the meeting.

Once considered, hard copies of the Annual Report will be available at Council offices for inspection and supplied upon request. The public will be able to download a copy of the Annual Report from the Council website.

The Annual Report distributed with this agenda has been produced to meet the requirements of the Local Government Act 1989 and the Council policy.

Policy Implications

The 2017-2021 Council Plan provides as follows:

Strategic Objective 1 Providing Good Governance and Leadership

Context 1C Our Business and Systems

The proposal to consider the 2016/17 Annual Report is consistent with the 2017-2021 Council Plan.

Financial Implications

There are no financial implications as a result of this report.

Risk & Occupational Health & Safety Issues

There are no risk implications in relation to this report

Communications Strategy

Advertisements have been placed in the Moorabool News advising that the Annual Report is being presented to Council for consideration and that the report will be available for inspection at Council offices. An electronic copy and a hard copy of the 2016/17 Annual Report were lodged to the office of the State Government's Minister for Local Government.

The Annual Report will be available for inspection at all Council Service Centres and hard copies of the report will be distributed to stakeholders and customers who have requested a copy of the report. The report is also on the 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.

Chief Executive Officer – Rob Croxford

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

Author – Dianne Elshaug

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

Conclusion


Having complied with the requirements of the Local Government Act (1989), the 2016/17 Annual Report can now be made a public document and either distributed to stakeholders or made available for inspection on request.

Recommendation:

That Council, in accordance with section 134 of the *Local Government Act 1989* accepts the 2016/17 Annual Report.

Report Authorisation

Authorised by:

Name: Rob Croxford 
Title: Chief Executive Officer
Date: Friday, 15 September 2017.

Attachment - Item 11.1.1



Welcome

Moorabool Shire Council's 2016-17 Annual Report reflects Council's performance during the year against the goals set in the Council Plan 2013-2017.

This report is intended as a point of reference for Council, residents and businesses in the Shire, community organisations and government departments.

The Council Plan 2013-2017 is structured under three Key Result Areas (KRAs):

- Representation and leadership in our community
- Community wellbeing
- Enhanced infrastructure and natural and built environment

Detailed explanations of the KRAs can be found in section three of this Annual Report.

Council's purpose

OUR VISION:

Viable and vibrant communities with unique identities.

OUR MISSION:

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

OUR VALUES:

Respect – Treat others the way you want to be treated

Integrity – Do what is right

Practicality – Always be part of the solution

Excellence – Continually improve the way we do business

Equity – Fair distribution of resources

This Annual Report can be viewed online at www.moorabool.vic.gov.au or can be obtained from all Council offices.



Table of contents

| | | | |
|------------------------------------|----|--|-----|
| Part One: Introduction | | Part Four: Governance, Management and Other Information | |
| Welcome | 2 | Governance | 47 |
| Mayor’s Message | 4 | • Meetings of Council | |
| CEO’s message | 4 | • Special Committees | |
| Year in Review | 5 | • Special Delegated Committees | |
| Snapshot of Moorabool | 9 | • Advisory Committees | |
| • Demographic Profile | | • Code of Conduct | |
| • Traditional Owners | | • Conflict of Interest | |
| • Our Population | | • Councillor Allowances | |
| • Population Growth | | • Councillor Expenses | |
| • Business Profile | | Management | 51 |
| Councillors | 10 | • Audit Committee | |
| | | • Internal Audit | |
| Part Two: Our Council | | • External Audit | |
| Organisational Structure | 13 | • Risk Management | |
| Organisational Chart | 14 | Governance and Management Checklist | 52 |
| Council Staff | 15 | Statutory Information | 54 |
| Training | 17 | • Documents available for Public Inspection | |
| Other Staff Matters | 18 | • Carers Recognition | |
| Risk and Insurance | 19 | • Freedom of Information | |
| Business Excellence | 19 | • WhistleBlowers/Protected Disclosure Procedures | |
| Part Three: Our Performance | | Grants Summary | 56 |
| Council Plan | 23 | Part Five: Performance Statement | 61 |
| Performance & KRA’s | 24 | Part Six: Financial Statements | 79 |
| Results | | Part Seven: Appendix | 121 |
| 1. Major Initiatives | 25 | | |
| 2. Services Funded | 26 | | |
| Service Performance Indicators | 37 | | |

Mayor's Message

This report for 2016/17 spans the election of a new Council in October 2016. I welcome Crs Jarrod Bingham and John Keogh and congratulate the continuing Councillors Dudzik, Tatchell, Toohey and Sullivan. This is my first year as Mayor.

The new Council has settled in and has prepared a new Council Plan 2017-2021 and finalised the Annual Budget.

I am proud to present this annual report on the activities of the Moorabool Shire Council for the past year.

The completion of significant capital works to provide for our communities to 2041 is particularly pleasing given that I was part of the community consultation on the strategies that underpin the projects. The Small Towns Strategy, Bacchus Marsh Transport Strategy and Early Years Strategies have been well received by Government, and through our advocacy we have seen the completion of the Darley Early Years Hub and Sports Pavilion, commencement of the Halletts Way/O'Leary Way Link, improvements at several recreation reserves and road improvements and safety upgrades to a large number of our roads.

The floods in some parts of the Shire in November 2016 again showed the resilience of our communities. The repair bill was around \$1.6 million and works have now been completed.

The new Council Plan includes the vision of vibrant and resilient communities with unique identities. As I travel around the Shire as your Mayor I can attest to the fact that our communities are moving forward strongly and that our efforts as a Council are making a difference.

Cr David Edwards, Mayor



CEO'S Message

This annual report sets out our key achievements for the past year. I would like to thank the outgoing Mayor Cr Allan Comrie who was not returned at the last election and congratulate the incoming Mayor Cr David Edwards.

Our record on infrastructure works continues with 85% of works completed and within budget. Of significance was the work carried out to advance the Halletts Way/O'Leary Way Western Link that will assist in relieving traffic in Bacchus Marsh when opened to traffic

in September. The Mayor has made mention of other capital projects.

Our land use planning via the Small Towns Strategy and Bacchus Marsh Framework Planning continues. Our partnership with the Victorian Planning Authority and our leadership role on the Peri Urban Group of Councils has been instrumental in driving outcomes for our rapidly growing communities.

Illness and key staff resignations saw only 53% of the projects listed in the Council Plan completed. The outstanding projects will be completed in the first few months of 2017/18 along with a heavy workload in the year ahead. I am confident we can achieve the target of 90% for next year.

The operating result for 2016/17 saw a surplus of \$14.82 million however allowing for grants in advance, carry forward projects and non-cash contributions the

underlying surplus was around \$0.6 million which was in line with expectations.

Our capital program was the largest ever at \$22.6 million following the investment of key strategic projects that were largely front end funded by Council.

Net assets also increased from \$458 million to \$473 million representing the investment in infrastructure projects and the surplus result.

More details of our finances and measures for comparison against other Councils are set out from page 61.

Rate capping and the need for investment in our communities and infrastructure to match a population that will double to 2041 in Bacchus Marsh alone means that our service reviews and business excellence program will need to continue to find efficiencies and innovative ways of delivering.

I trust that you will enjoy the report of the year to June 2017.

Rob Croxford, CEO



Year in Review

Moorabool Shire Council is celebrating the completion of two major infrastructure achievements in 2016/17.

Our Darley Early Years and Civic Hub was a massive project with great results. The project involved a \$4.5 million Early Years Hub to replace the old Lerderberg Children's Centre. The facility opened in January 2017 and houses 3 and 4 year old kindergarten programs, playgroups, Maternal and Child Health services, a toy library, occasional care programs and gardens. The Darley Civic Hub Multipurpose Pavilion, also opened in 2017, provides a sport and community facility, with change-rooms, a kitchen/kiosk, multipurpose community space and storage. Both buildings have been very well-received by the community and will be terrific assets for the growing community to house increased numbers of kindergarten children and those participating in sport.

The second big project of the year was the Halletts Way southern extension, which was completed in June 2017. This project provided a road extension from Bacchus Marsh Road over the Werribee River to West Maddingley Estate, providing much greater access to town for the growing population in West Maddingley. The project included a 1.4km road extension and dual lane bridge over the river, a roundabout, flood and drainage works and street lighting. An official opening of the new road occurred mid year.

Other Highlights of the Year

July, August, September

SMALL TOWNS

Council prepared its Small Towns and Settlements Strategy, which contained recommendations for Balliang, Balliang East, Barkstead, Blackwood, Bungaree, Clarendon, Dales Creek, Dunnstown, Elaine, Greendale, Korweinguboora / Spargo Creek, Lal Lal, Mount Egerton, Myrning, Wallace and Yendon. Council sought the community's input into infrastructure and services for these towns. Many of the good ideas received formed the strategy.



HOUSING STRATEGY

Council passed its Housing Strategy in August, a key document focused on orderly growth of Bacchus Marsh. There are several key objectives in the Strategy, including:

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

RECREATION FACILITIES FRAMEWORK

Council adopted a new Recreation Facilities Framework in August as a new approach to managing recreation facilities throughout the Shire.

Five policies were adopted by Council within the Recreation Reserve Management Framework:

1. **Community Facilities Funding Policy** – defines Council's role in supporting the management of community facilities and the provision of annual operating funding.
2. **Appointment and Delegations Policy** – clarifies the roles of the Committees of Management, their powers and responsibilities, processes and Council support for the delegated committees under Section 86 of the Local Government Act.
3. **User Fees and Charges Policy** – simplifies the fees and charges applied to recreation reserves. Applies a consistent and fair model for fees and charges across all the Council owned reserves. To be implemented over three years.

4. **Recreation Facility Lease and Licence Occupancy Policy** – provides greater certainty of use to user groups and Council. The policy contains three types of usage agreements: leases, licences and casual use, which enable usage agreements to be tailored around the requirements of the user.
5. **Capital Works Contribution Policy** – defines Council’s provision of funding for capital works and enables clubs to identify projects for self-funding and co-funding. The policy sets a 15 to 20 year plan for investment into the recreation reserves.

LITERACY TRAIL

Moorabool held its 10th and final Literacy Trail in September – an award-winning event with street performers, book characters, story-tellers, shows and fun for children in school and pre-school.



Bacchus Marsh’s Main Street was transformed into a literary wonderland with local businesses, emergency services, local government, welfare, education services and community groups on board to help spread the literacy message.

Due to funding changes at the State Government level, the Best Start funded program will not continue into 2017, but everyone made sure the final hoorah was an event to remember.

AWARD CELEBRATIONS

Council celebrated exciting news in September that its Active Ageing team had won a Statewide award, while its Early Years team was a finalist in another State award.

Council’s Aged Care team won an award at the Local Government Professionals Aged & Disability Services Awards in the category “Outstanding Program/Project Award (grant based) for its Magical Respite Program.

The Magical Respite Program was a pilot project between a group of dementia sufferers from the Active Ageing & Community Access Planned Activity Group and children, parents and grandparents who attend the Early Years Imagination Magic program.

The Early Years team was a finalist in the Victorian Early Years Awards for work it had done with Ballan Primary School.

Council worked in partnership with Ballan Primary School on a program titled From little things big things grow, especially in rural communities. The program was recognised in the Early Years Award Category: “Creating collaborative community partnerships”.

October, November, December

GREENWASTE READY TO COMMENCE

After extensive community consultation, Council voted to commence a kerbside greenwaste service to urban areas of the Shire, and awarded a contractor to deliver the service. Local company KG Koy and Sons Pty Ltd were awarded the contract and plans were put in place for the service to start in January 2017.

FLOODS LEAVE DAMAGE BILL

Floods affected large areas of Moorabool in November, leaving Council with a large clean-up bill.

Council had to attend and clean up 60 locations where trees or limbs had fallen and 200 locations where damage to roads had occurred.

The severe rainfall, particularly in the western end of the Shire, resulted in flash flooding, which caused extensive damage to local roads, trees, community infrastructure, homes and the natural environment. Some areas were inundated several times, causing repeated damage.

The community was impacted by a number of road closures, and emergency assistance was provided to some residents.

Council successfully applied for financial assistance through the State Government’s Natural Disaster Assistance \$1.6 million program to help fund the restoration in flood affected areas.

SCOTSBURN RECOVERY AWARD

In December, the Scotsburn Community Recovery Committee, supported by Moorabool Shire Council staff, won a Fire Awareness Award for Strengthening Communities after the Scotsburn Fires.

Emergency Management Victoria and RACV Fire Awareness Awards - Recovery Award – recognised an innovative project that helped people or the environment recover from a fire.

The recovery effort following the December 2015 Scotsburn fire has been very involved and extensive. The fire burnt 4,674 hectares of land and destroyed 12 homes and 75 outbuildings in the Scotsburn, Clarendon and Elaine areas. Recovery is still ongoing. A Community

Recovery Committee consisting of affected residents, hall committee representatives, Council staff, agency representatives, and residents from the broader fire affected communities, have worked tirelessly and this award was deserved recognition for hard work and dedication.

January, February, March

GREENWASTE SERVICE STARTS

Council had more than 100 residents in urban areas signed up to its new greenwaste service when it commenced in mid-January.

Residents signing up to the service continued to grow up until the end of the 2016/17 financial year. Council will look at the option of extending the service to other parts of the Shire.

URBAN GROWTH FRAMEWORK

Council held several workshops to get a conversation started about the residential and employment growth of Bacchus Marsh.

The Urban Growth Framework was developed to identify potential future land uses and guide where future planning should occur beyond 2041.

April, May, June

DARLEY EARLY YEARS HUB AWARD

Council had extra reason to be proud of its new Darley Early Years Hub facility, after it won an award at the 2017 Institute of Public Works Engineering Australasia (IPWEA) Award in the category of **Capital Project Award (above \$2M value)**.

One of the features that set the facility apart from others was the focus on natural play spaces, including market gardens, waterways, edible gardens, rocks and mud, all of which make for a great learning play space for children.

ENVIRONMENT STRATEGY ADOPTED

The Moorabool Sustainable Environment Strategy 2016-26 was adopted by Council in April 2017. The key aim of the strategy was to provide an outline and direction for Council's role in ensuring that there are healthy ecosystems, productive landscapes and sustainable communities now and in the future as well as the capacity to adapt to future environmental challenges.

To assist Council in delivering on this, a five year implementation plan was developed. This plan provides the specific actions that will be undertaken by Council to assist in creating a better environment for future generations.

Key projects include:

- Assessments of environmental values on Council managed reserves and roadsides.
- Continued implementation of weed and rabbit control programs.

- Development of a Street Tree Strategy.
- Installation of LED street lights.
- Investigating options to reduce energy consumption across Council buildings.
- Continued support of Landcare and local environment groups.

ROAD MANAGEMENT PLAN

Moorabool Shire residents were given an opportunity in April to make a submission to Council's Draft Road Management Plan (RMP) 2017-21.

The RMP provides road users with an overview of Council's road management policy and maintenance procedures.

Specifically, the plan defines:

- The road assets which Council maintains on behalf of the community.
- The responsibilities of Council in relation to management of road assets.
- Standards of performance in relation to the condition of road assets which Council can afford.
- Policies and procedures in relation to the ongoing risk inspection of road assets.
- Intervention levels and associated response times for Council to address road asset defects identified in its risk inspections.

Council maintains a road network of more than 1,440km of sealed and unsealed roads. Council's road assets (including roads and paths), collectively have a current replacement value of more than \$321 million.



Mayor Cr David Edwards celebrating our new greenwaste service.

2016/17 CAPITAL IMPROVEMENT PROGRAM

The 2016/17 Capital Improvement Program (CIP) included \$16 million of improvements to Council's infrastructure throughout the municipality.

Under the CIP, the Sealed Roads Program included the rehabilitation of road pavements and seals to maintain the condition of the overall network. Improvements included rehabilitation of existing pavement, drainage upgrades, safety improvements and resurfacing. A budget of \$10.51 million provided for 14.59km of road reconstruction and 26.5km of resurfacing which improved the condition and safety for road users.

The Unsealed Roads Program included rehabilitation of Council's gravel roads and shoulders, the placement of gravel, improvements to drainage, installation of culverts and tree trimming. Of the total unsealed road network of 560km, the 2016/17 program saw 23.05km of gravel road resheeting and 6.40km of unsealed shoulder resheeting works. These works have contributed towards improved conditions and safety for road users.

This means Council provided some form of treatment to a total of 70.52km (4.9%) of Moorabool Shire Council's 1440km road network, in the 2016/17 financial year.

Council delivered extensive pathway upgrades, kerb and channel network improvements and a bridge and culvert upgrade program. The completion of these projects have contributed towards improved conditions for all road users, pedestrians and the wider community.

A range of improvements and upgrades also occurred to community land and buildings, including the construction of the Lal Lal Anzac Memorial Park project in time for the 2017 Anzac Day celebrations, the installation of pathway lighting within Maddingley Park, kitchen facility upgrades to both the Ballan and Gordon Recreation Reserves, netball lighting upgrades at the Dunnstown Recreation Reserve, toilet facility upgrades to both the Mt. Wallace Hall and Wallace Recreation Reserve, and change room refurbishment works at Maddingley Park. The completion of these projects provided many benefits to the community including better functionality and improvements to health and safety and a greater opportunity to use recreation facilities.

Detailed CIP information is detailed as an Appendix in this publication.



Dunnstown Recreation Reserve lighting



Lal Lal ANZAC Memorial

Snapshot of Moorabool

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 is made up of 64 localities, hamlets and towns. About three quarters of the Shire is water catchments, state forests and national parks. Moorabool boasts breathtaking landscapes, national parks, forests, gorges, mineral springs and tourism attractions. Key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park and the Bacchus Marsh Avenue of Honour.

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

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



Bacchus Marsh is equi-distant to Melbourne and Avalon airports and close to the sea ports of Geelong and Melbourne.

Traditional owners

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

Our population

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

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

POPULATION GROWTH

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

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

Our business

BUSINESS PROFILE

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

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

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

Councillors

The current Moorabool Shire was established in 1994 following an Order of Parliament under the Victorian Local Government Act to amalgamate the shires.

Moorabool Shire is divided into four Council wards. East Moorabool is represented by four Councillors; Central, Woodlands and West Moorabool are each represented by one Councillor.

They are elected by the community for a four-year term and are responsible for setting the overall strategic direction of Council and overseeing the performance of the organisation on behalf of the community.

Councillors attend Ordinary Meetings of Council on the first Wednesday of every month and make decisions on the items listed in the Council Meeting Agenda. Where required, they also attend Special Meetings of Council to make decisions on important issues in-between times.



EAST MOORABOOL WARD

Cr David Edwards

MAYOR

Phone: 0435 326 370

Email: dedwards@moorabool.vic.gov.au

Councillor 2012-current.



EAST MOORABOOL WARD

Cr Tonia Dudzik
DEPUTY MAYOR

Phone 0407 014 489

Email: tdudzik@moorabool.vic.gov.au

Councillor 2012-current.



CENTRAL MOORABOOL WARD

Cr Paul Tatchell

Phone: 0407 108 025

Email: ptatchell@moorabool.vic.gov.au

Councillor 2012-current.

Mayor 2013-2014.



WOODLANDS WARD

Cr Pat Toohey

Phone: 0439 009 677 or 5334 0648

Email: ptoohey@moorabool.vic.gov.au

Councillor 2004-current.

Mayor 2009 and 2012.



WEST MOORABOOL WARD

Cr Tom Sullivan

Phone: 0418 323 221

Email: tsullivan@moorabool.vic.gov.au

Councillor 1996-current.

Mayor 1998-1999.



EAST MOORABOOL WARD

Cr Jarrod Bingham

Phone: 0429 392 308

Email: jbingham@moorabool.vic.gov.au

Councillor 2016-current.



EAST MOORABOOL WARD

Cr John Keogh

Phone: 0437 188 261

Email: jkeogh@moorabool.vic.gov.au

Councillor 2016-current.



Part Two: Our Council



Organisational Structure

Council appoints a Chief Executive Officer (CEO) who is accountable for the day to day management of operations in accordance with the strategic directions of the Council Plan. Three General Managers and the CEO form the Executive team responsible for the overall leadership of the organisation. Details of the CEO and General Managers reporting directly to the CEO are set out below.

Chief Executive Officer

Rob Croxford

General Manager Growth & Development

Satwinder Sandhu

Areas of responsibility:

- Statutory Planning & Community Safety
- Strategic Planning & Development
- Information & Communication Technology
- Emergency Management

General Manager Infrastructure

Phil Jeffrey

Areas of responsibility:

- Engineering Services
- Asset Management
- Operations
- Finance

General Manager Social & Organisational Development

Danny Colgan

Areas of responsibility:

- Active Ageing & Community Access
- Community & Recreation Development
- Child, Youth & Family
- Governance & Organisational Development



Organisational Chart

Chief Executive Officer

Robert Croxford

General Manager
Growth & Development

Satwinder Sandhu

Manager
Statutory Planning
& Community Safety

Rob Fillisch

Manager
Strategic Planning
& Development

Andrew Goodsell

Manager
Information, Communication
& Technology

Chris Parkinson

Chief Emergency Officer
Emergency Management

Cherie Graham

General Manager
Infrastructure

Phil Jeffrey

Manager
Engineering

Sam Romaszko

Manager
Asset Management

John Miller

Manager
Operations

Vacant

Manager
Finance

Steve Ivelja

General Manager
Social & Organisational
Development

Danny Colgan

Manager
Active Ageing &
Community Access

Claire Conlon

Manager
Community & Recreation
Development

Ian Waugh

Manager
Child, Youth & Family

Sharon McArthur

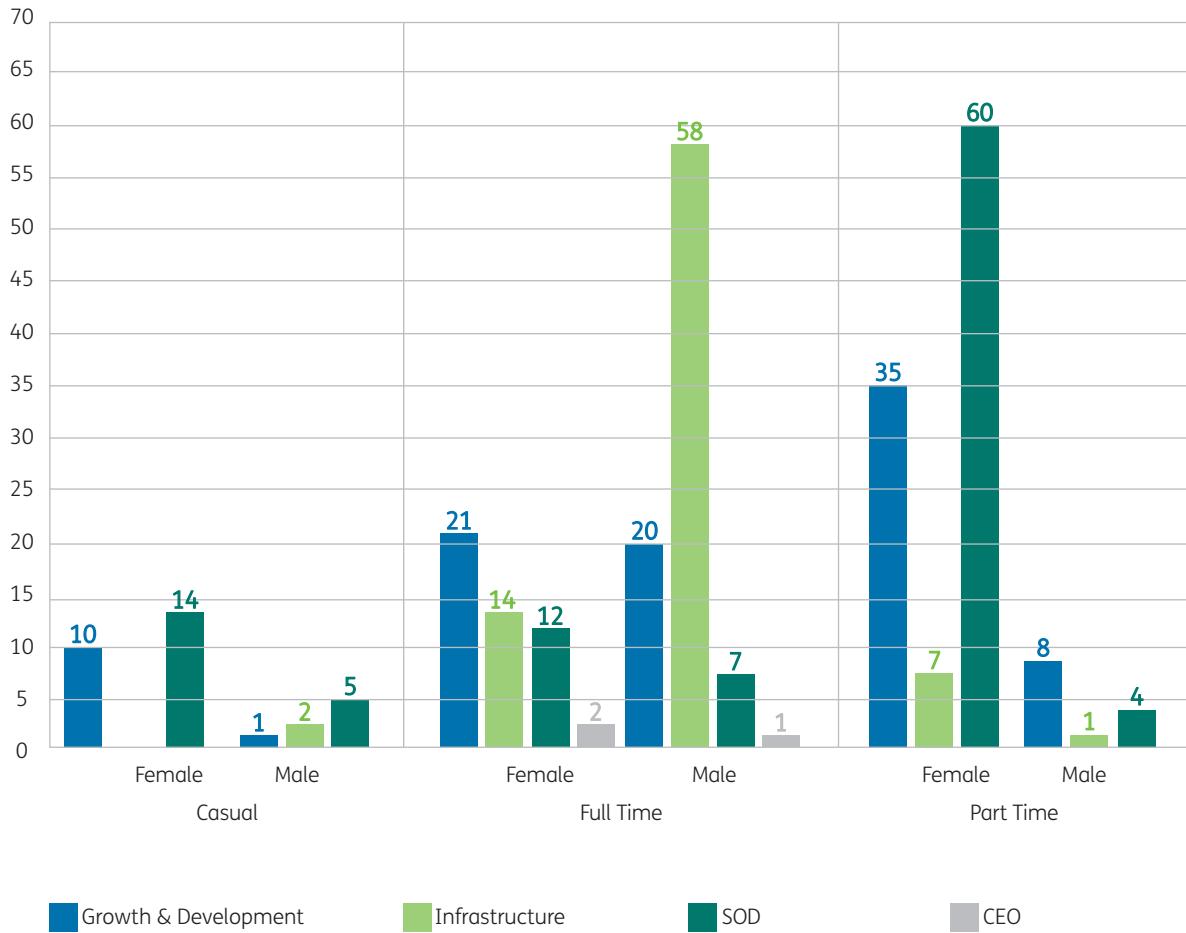
Manager
Governance &
Organisational
Development

Vanessa O'Toole

Council Staff

A summary of the number of Council staff by directorates, employment type and gender is set out below.

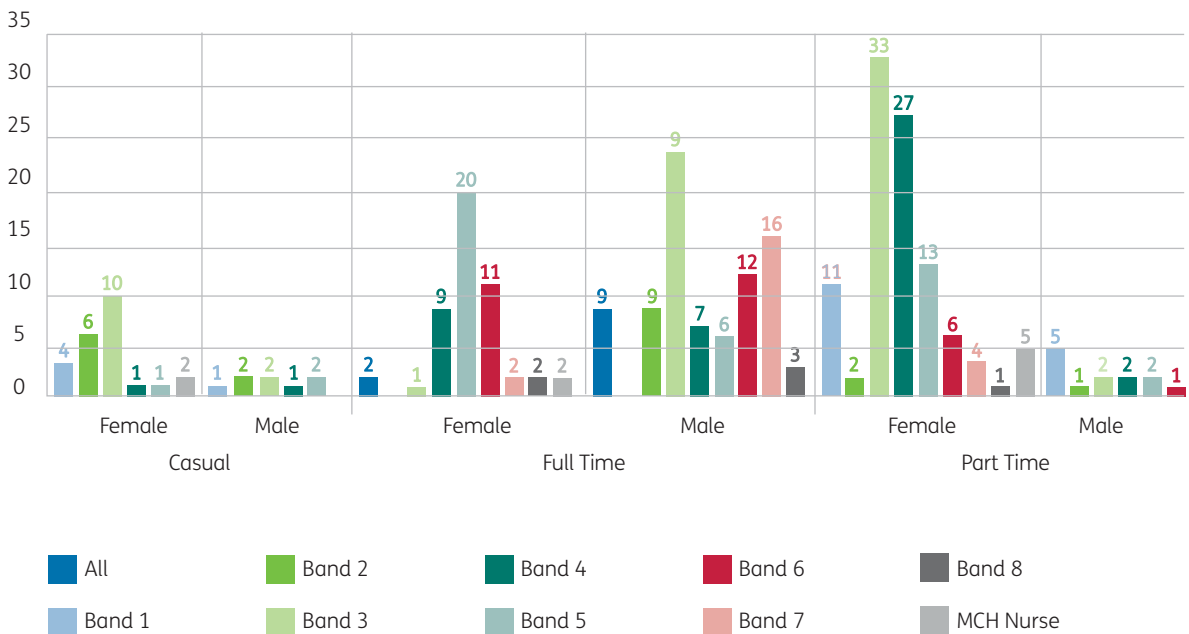
| Employment Type | Growth & Development | Infrastructure | SOD | CEO Office | Grand Total |
|--------------------|----------------------|----------------|------------|------------|-------------|
| Casual | 11 | 2 | 19 | | 32 |
| Female | 10 | 0 | 14 | | 24 |
| Male | 1 | 2 | 5 | | 8 |
| Full Time | 41 | 72 | 19 | 3 | 135 |
| Female | 21 | 14 | 12 | 2 | 49 |
| Male | 20 | 58 | 7 | 1 | 86 |
| Part Time | 43 | 8 | 64 | | 115 |
| Female | 35 | 7 | 60 | | 102 |
| Male | 8 | 1 | 4 | | 13 |
| Grand Total | 95 | 82 | 102 | 3 | 282 |



Council Staff

A summary of the number of Council staff categorised by employment classification and gender is set out below.

| Employment Type | Gender | Grade All | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 | Band 6 | Band 7 | Band 8 | MCH Nurse | Total |
|-----------------|--------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|-----------|-------|
| Casual | Female | | 4 | 6 | 10 | 1 | 1 | | | | 2 | 24 |
| | Male | | 1 | 2 | 2 | 1 | 2 | | | | | 8 |
| Casual Total | | | 5 | 8 | 12 | 2 | 3 | | | | 2 | 32 |
| Full Time | Female | 2 | | | 1 | 9 | 20 | 11 | 2 | 2 | 2 | 49 |
| | Male | 9 | | 9 | 24 | 7 | 6 | 12 | 16 | 3 | | 86 |
| Full Time Total | | 11 | | 9 | 25 | 16 | 26 | 23 | 18 | 5 | 2 | 135 |
| Part Time | Female | | 11 | 2 | 33 | 27 | 13 | 6 | 4 | 1 | 5 | 102 |
| | Male | | 5 | 1 | 2 | 2 | 2 | 1 | | | | 13 |
| Part Time Total | | | 16 | 3 | 35 | 29 | 15 | 7 | 4 | 1 | 5 | 115 |
| Total | | 11 | 21 | 20 | 72 | 47 | 44 | 30 | 22 | 6 | 9 | 282 |





Training

Compliance Training

With the creation of two new roles in the People & Organisational Development team - Senior Business Excellence & Risk Advisor, and OHS & Risk Advisor - there is an increased focus on compliance training across all service units. This includes training offered to Health & Safety Representatives, Fire Wardens, Contact Officers, First Aid Officers along with Mental Health First Aid Officers which will be organised in the coming months to all new incumbents.

Equal Employment Opportunity Program

The objective of Council's Equal Employment Opportunity Program is to ensure that there is no discrimination relating to the characteristics listed under the Equal Opportunity Act 2010 such as race, colour, sex, marital status, parenthood, physical or mental impairment, age, religious or political affiliation, gender identity and sexual orientation. Further objectives include ensuring the workplace is free from bullying and harassment.

Council's Equal Opportunity training program is being revised in line with changes in our internal policies. The next set of workshops will be held in 2018. An online version of the training is also being investigated to offer staff a greater flexibility in terms of delivery and timeframe.

During 2016/2017 no complaints were made to Council's Equal Opportunity Contact Officers.

OHS Training for Supervisors

Council identified that further education was required for our supervisory staff in relation to their health and safety obligations. An external provider facilitated these workshops with a focus on compliance and making safety a priority at Moorabool.

The objective of these OHS training sessions was to increase staff awareness of health and safety with the aim of reducing the risk of incidents, and in turn decreasing the potential for WorkCover claims. This

training is due to be undertaken again in 2017/2018.

Risk Management Training for Supervisors

Additional education was also determined in the risk management area for all managers and co-ordinators. The workshop was conducted by an external facilitator focusing on the obligations of supervisors in the area of risk along with practical activities such as how to conduct risk assessments. This training is due to be undertaken again in 2017/2018.

First Aid and CPR Training

Regular First Aid and CPR Training sessions are being conducted by qualified external training providers. This ensures our employees, especially those in the Early Years and Active Ageing & Community Access Units, are up to date with compliance training and are well equipped to take the necessary action in case of an emergency.

Manual Handling Training

Manual Handling Training is mandatory training conducted every 2 years. The last training was conducted in 2015/2016 for 3 groups of employees which included our outdoor staff as well as Early Years staff. The next training session will be organised in 2017/2018.

Insurance Training

Training on the application of insurance rules was conducted for all managers and co-ordinators. The training was conducted by Echelon Services and included a background on the different types of insurance and how to process an insurance claim. This has been very beneficial for the Council in dealing with claims relating to insurance.

Fraud Awareness Training

Fraud Awareness training was conducted with all Council staff in March. Workshops were facilitated by Warfield & Associates, a company who has many years' experience in the delivery of fraud training within the local government sector.

Staff Development

Professional Development

Council offers study assistance for staff undertaking relevant undergraduate or postgraduate studies. In the past year, seven staff members were successful in obtaining this form of support to commence their studies, and one staff member was provided continued support to pursue studies that were previously approved.

Council also provides a comprehensive corporate learning program that supports a broad range of staff development needs. The Corporate Training Calendar is published annually to help staff choose their preferred training. Priorities align with Council's strategic plan as well as responding to identified needs determined through our service planning and individual performances processes. A variety of learning methodologies are used including e-learning, facilitated workshops and personal coaching.

Leadership Development

Leadership development is a critical aspect of our professional development program. Leaders across Council were offered a variety of opportunities internally to develop their skills and expertise including mentoring,

attending external training and the option to undertake higher duties.

Council also recognises the importance of succession planning and have focused on developing our supervisors, co-ordinators and team leaders to the next level of leadership within the organisation. Training programs like DiSC Analysis and 7 Pillars of Management were held for supervisors.

In 2016/2017, we participated in a Mentoring Program organised by LGPro. This provided an opportunity for one of our managers to be mentored by a competent leader from another Council and one of our staff members to act as a mentor for a staff member of a different Council. Both recognised the professional benefits from this activity.

Team Moorabool also participated in 'The Emerging Leaders Challenge' program hosted by Melton City Council. This program provided a wonderful opportunity for participants to network with other Councils, develop their leadership capacity and grow as individuals.

Other Staff Matters

Enterprise Bargaining Agreement

Council's current Enterprise Agreement which commenced in July 2013 will conclude on June 30th 2017. In the 2016/2017 financial year Council commenced the process of enterprise bargaining which will negotiate a new Enterprise Agreement for Council employees in the first half of the 2017/18 financial year. In undertaking this process, Council has sought the input of employee representatives to develop a mutually acceptable agreement. Once this has been successfully negotiated, Council will seek approval by Fair Work Australia.

Preventing Violence Against Women

The Prevention of Violence Against Women works primarily through promoting gender equity, breaking down stereotypes of women, along with building respectful and safe relationships. This prevention approach is consistent with Council's approach to planning in the area of health and wellbeing.

Council recognises that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work. Therefore, the Council is committed to providing support to staff that experience family violence. An employee who is subjected to family violence has access to five days per year of paid special leave for medical

appointments, legal proceedings and other activities related to family violence. In addition, an employee who supports a person experiencing family violence may take carer's leave to accompany them to court, to hospital, or to mind children.

Two staff have volunteered to take up the role as contact officers to help staff undergoing family violence and have received training to support them in this role.



Risk and Insurance

Risk Management

Council's Risk Strategy was completed in 2015 with a primary focus being the identification of Council's key operational risks along with confirming current controls or establishing those required. The next stage undertaken by Council followed an audit undertaken by Deloitte in February 2015 which recommended the identification of Council's strategic risks. A workshop facilitated by an external provider resulted in a report outlining Council's strategic risk profile. Eleven areas were nominated including financial, reputational and fraud; each area outlined controls and future strategies to minimise the risk to Council. The strategic risk profile is reviewed annually with actions being incorporated within operational plans.

Council has invested in new software supporting our management of all incident and hazard reports, injuries and work cover, manage return to work, public liability claims and insurance. This software will also be used as a preventative tool to record the operational and strategic risk registers and risk assessments. Training is being rolled out to all staff members with computer access, who will be trained to lodge an incident / hazard report in the new system.

Health and Safety

Work on Council's Health and Safety Management System is progressing with a gap analysis being completed in relation to Council's policies and procedures. As a result of additional resourcing to this area Council will focus on the following over the next 12 months:

- Development of safe working procedures.
- Implementation of an electronic health and safety system.
- Increasing the level of training and induction in health and safety.

Insurance

Overall the cost of individual insurance policies has reduced, however there has been a greater number of motor vehicle claims which has increased motor vehicle insurance. Council's insurance portfolio is maintained to ensure that corporate risk exposures are minimised.

Based on previous year's performance, there has been significant reduction in the work cover insurance premium for the period 2016/2017.

Business Excellence

Council is committed to delivering the best service possible to its community. In its fifth year our Business Excellence Program is embedded within Council both from an operational and a strategic perspective. Business Excellence encourages a culture of continuous improvement based upon nine principles.

In addition to the Business Excellence principles, Council's staff members use the FISH principles every day at work:

- Choose Your Attitude;
- Be Present;
- Make Their Day; and
- Have Fun

These principles are the basis of our interactions with our colleagues and our community.

The Business Excellence Self-Assessment process was conducted in 2016/2017. This process is conducted to evaluate the position of the Council through the Business Excellence lens. The purpose of the exercise is to quantify the work carried out by the Council by scoring the activities against each category. The opportunities for improvement identified through the Self-Assessment process then flow through to operational and individual work plans as appropriate.





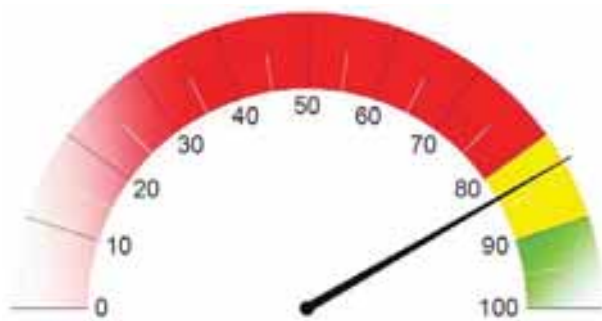
Part Three: Our Performance



Council Plan

The Council Plan 2013-2017 (Revised 2016) includes Key Result Areas, strategic objectives and strategies for achieving these for the four-year period, strategic indicators for monitoring achievement of the strategic objectives and a strategic resource plan.

Action Progress Against Targets



- | | |
|---|--|
| 32 Actions reported on | 5 Less than 60% of action target achieved |
| 20 At least 90% of action target achieved | 0 Actions with no set target |
| 7 Between 60 and 90% of action target achieved | |

Key Result Area 1: Leadership of our Community

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

Strategic Objectives:

- Advocate for services and infrastructure that meets the Shire's existing and future needs.
- Good governance through open and transparent processes and strong accountability to the community.
- Leadership through best practice community engagement.
- Provide quality customer services that respond to the needs of our whole community.
- Sound, long term financial management.
- Professional and skilled staff in a safe and supportive environment.
- Effective strategic and business planning for a growing community.

Key Result Area 2: Community Wellbeing

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

Strategic Objectives:

- Community self-reliance and resilience.
- Inclusive, responsive and accessible community services.
- Increase and encourage participation in a range of sport, recreation and leisure activities.
- A safe community.
- A strong and diverse local economy.

Key Result Area 3: Enhanced Infrastructure and Natural and Built Environment

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

Strategic Objectives:

- Effective and integrated strategic planning in place to create sustainable communities.
- Ensure current and future infrastructure meets the needs of the community.
- Management of assets and infrastructure.
- Enhance and protect the long term integrity and biodiversity of the natural environment.
- Effective management of municipal waste and recycling.
- Promote and enhance places of heritage, landscape and environmental significance.
- Effective and efficient land use planning and building controls.

Performance

Council's performance for the 2016-17 year has been reported against each key result area to demonstrate how Council is performing in achieving the 2013-17 Council Plan (Revised 2016).

Performance has been measured as follows:

- Results achieved in relation to the strategic indicators in the Council Plan.
- Progress in relation to the major initiatives identified in the Budget.
- Services funded in the Budget and the persons or sections of the community who are provided those services.
- Results against the prescribed service performance indicators and measures.

Key Results Areas

Key result area 1: Representation and Leadership of our Community

The following statements reviewed the performance of Council against the Council Plan including results achieved in relation to the Key Result Areas.

2016/17 Results and Achievements

| Key Result Area Project | Progress | Comments |
|--|-----------|--|
| Finalise General Local Laws. | 80% | The Draft Local Law has been finalised and a legal review has been undertaken. A report will be presented to Council in November 2017 to commence the community consultation process. |
| Develop and implement a candidate information program in preparation for the October 2016 election. | Completed | Candidate information session arranged through the MAV and held on 12 July 2016. VEC candidate information session held 13 September 2016. |
| Develop and implement an induction program for the Council elected in October 2016. | Completed | Councillor induction program developed. Program implemented during November 2016, and was completed with a bus tour of the Shire on Monday 20 February and Thursday 23 February. |
| Continue to provide assistance to the people affected by the Scotsburn fire, including the provision of personal support, case management and all aspects of recovery for the community, individuals, stock and land management. | Completed | Fire Recovery Coordinator position for Moorabool Shire and Ballarat City funded until November 2017. The Coordinator continues to work with the community on recovery projects, events and putting together the final recovery book. Case management and referrals to specialist agencies continues where identified or requested. Garden recovery tours and workshops are ongoing along with the recovery through art therapy. The Fire Recovery Coordinator is a member of both the Phoenix Recovery Project for the environmental recovery and the Clarendon Hub Project which are ongoing. |

| Key Result Area Project | Progress | Comments |
|---|----------|--|
| Review & implement the after hours response system as approved by Council. | 60% | The review of Council's after-hours response system has been undertaken in stages with the first stage being piloted within the Infrastructure directorate. The stage is now complete with the revised approach being implemented within this directorate. The second stage has been delayed as a result of staffing changes with the community safety area. Discussions have commenced with community safety and representatives of the Infrastructure directorate to review the current community safety model of service. |
| Investigate ways to increase TV and radio availability in the Shire to cover local issues. | 10% | Preliminary work has been undertaken, however this has been delayed due to a lack of staff resources and clarity on the project. Council will be re-engaged to define the scope of this project, and revised time lines will be developed accordingly based upon the scope. |
| Implement the Council endorsed level of service review for 2016/17 year - Aged & Disability Services. | 25% | The preparation of a draft report has been delayed due to staffing changes. A draft report will be prepared for the Council meeting on 6 September 2017. The final report will be presented to the Council meeting on 1 November 2017. |
| Implement the Council endorsed level of service review for 2016/17 year - Parks & Gardens. | 80% | A level of service review is currently being undertaken in relation to the management and maintenance of Council's parks and gardens and is well advanced. A Draft Management Plan will be presented to the Place Making Committee in August and, following endorsement, will be presented to the September Council meeting. Once endorsed, the implementation of the new service levels will occur. |
| Implement the Council endorsed level of service review for 2016/17 year - School Crossings. | 85% | The draft report has been completed and is waiting for confirmation from VicRoads on the level of funding to be provided. The report will be tabled at the October 2017 Council meeting. |

Major Initiatives

| Major Initiatives | Progress |
|---|--|
| <p>Increase in Resources for Information Management</p> <p>This initiative will provide resourcing to develop and maintain a central information management environment which will support Council's Digital Strategy, Information Management and GIS Strategy. This central point of information will result in more accurate information and more flexible systems leading to improved levels of customer service.</p> | <p>The Information Management Position has been filled and work has commenced on the major outcomes of improved name and address quality across Council systems which will be used as a foundation for improved online services for the community.</p> |

Services Funded in the 2016/17 Budget

| Service | Description | Net Cost Actual Budget Variance \$'000 |
|---|--|--|
| Governance | The Governance area includes the Mayor, Councillors, Chief Executive Officer, General Managers and associated support which cannot be easily attributed to the direct service provision areas. | 2,300 <u>2,271</u> (29) |
| Public Relations and Marketing | Provide an open and accessible communication network that is accurate, accessible, user friendly, relevant and timely. | 473 <u>560</u> 87 |
| Personnel Management | To provide, develop and implement strategies, policies and procedures through the provision of human resource and industrial relations services, that minimise the risk to Council. | 721 <u>631</u> (90) |
| Risk Management | To develop, build and identify effective management of Council's exposure to all forms of risk and to foster safer work places and environments within the municipality. | 535 <u>554</u> 19 |
| Finance | Financial management and accounting of Council's finances, including property rating and valuation services, collection of revenue and internal support and advice to internal departments. These services will be delivered by increasing the financial knowledge base of the whole of Council through customer awareness, consistency and clearly defined processes. | (5,464) <u>(3,177)</u> 2,287 |
| Customer Service | Manage service provisions to provide an open and accessible communication network that is accurate, accessible, user friendly, relevant and timely. | 919 <u>869</u> (50) |
| Document Management | Electronic document management of Council's external correspondence, maintain an effective and efficient electronic document management system and maintain Council's archive program. | 286 <u>281</u> (5) |
| Information Communication and Technology | To provide a range of services to the organisation that supports its development through the effective management and expansion of Council's information systems and technology. | 1,948 <u>1,949</u> 1 |



Key Result Area 2: Community Wellbeing

2016/17 Results and Achievements

| Key Result Area Project | Progress | Comments |
|---|-----------|---|
| Implement a Council adopted response to the roll out of the National Disability Insurance Scheme (NDIS). | Completed | <p>At the Ordinary Meeting of Council held on the 7 September 2016, the Council resolved to:</p> <ul style="list-style-type: none"> (i) continue to provide aged care services to people over 65 through the Commonwealth Home Support Program; (ii) continue to provide services to people under 65 through the Victorian HACC Younger People; (iii) continue to strengthen its role in making Moorabool a more inclusive and accessible community and advocating for the needs of people with disabilities; (iiii) not register as a provider under the National Disability Insurance Scheme; and (v) work with Latrobe Community Health Services as the Local Area Coordination Service in the Central Highlands Region to support clients to transition to the National Disability Insurance Scheme and mainstream support services. <p>Council staff are working with the Department of Health and Human Services, National Disability Insurance Agency; Latrobe Community Health and NDIS providers to facilitate the movement of clients onto the National Disability Insurance Scheme with the rollout of the scheme effective 1 January 2017.</p> |
| Finalise the Digital Strategy and implement key actions including the corporate website and Information Management Officer to improve communications and customer service outcomes. | Completed | The Digital Strategy has been finalised and the new corporate website has been live since September 2016. An Information Management Officer has been appointed. The corporate website continues to be developed to meet community expectations and needs. |
| <p>Implement the Reserve Management Framework and associated policies:</p> <ul style="list-style-type: none"> • Draft Community Facilities Funding Policy • Draft Recreation Reserve User Fees & Charges Policy • Draft Recreation Reserve Leases & Licences Occupancy Policy • Draft Recreation Reserves Capital Works Contribution Policy • Revised Draft Appointments and Delegations Policy. | 55% | The Reserve Management Framework and associated policies have been completed, printed and distributed amongst the Reserve Management and user group network across the Moorabool Shire. Training sessions and direct meetings with key stakeholders were planned and booked to commence prior to the end of February 2017, but were put on hold. The project is behind schedule due to the resignation of the previous Manager and Recreation Development Officer. Due to limited staff time and resources the project has been deferred pending appointment of staff in the Community & Recreation Development Unit. |
| Undertake Community Emergency Management Planning (CEMP) Pilots in Moorabool. | Completed | A successful Bushfire Scenario Exercise was held in Blackwood by the Community Emergency Management Planning (CEMP) Group on 26 March 2017. The group is now working through an exercise report and discussing learnings and actions to incorporate into the Local Emergency Plan. |

Major Initiatives

| Major Initiatives | Progress |
|--|--|
| <p>Community Facilities Booking System</p> <p>Implementation of a new Integrated Management System (IMS) will provide a centralised online booking system for recreation reserves and community halls, allowing the community to log in and submit requests for usage, manage usage, process user agreements improving governance and identify and communicate with officers directly about maintenance issues. The system collects and stores required user agreements, insurance documentation and allows maintenance requests.</p> | <p>This initiative was deferred and is anticipated to be completed in the first quarter of the 2017/18 financial year.</p> |
| <p>Moorabool Leisure Service Management Model Review</p> <p>This initiative will investigate the future operation and provision of Leisure Services in the Moorabool Shire. The project will critically assess and identify a recommended management model (internal or external) to guide Council's decision making for the future provision of Leisure Facilities within the Shire.</p> | <p>This initiative was 100% complete at year end.</p> |
| <p>Indoor Court Feasibility Study</p> <p>Moorabool Shire has identified a number of critical issues and opportunities impacting the provision of Indoor Recreation Facilities. This study will provide a clear analysis of the present and future indoor recreation facility needs, together with the sourcing of potential external funding. It will also detail the various costs and benefits of the development of additional indoor recreation facilities within the Shire.</p> | <p>This initiative was deferred and will be completed in the 2017/18 financial year.</p> |

Services Funded in the 2016/17 Budget

| Service | Description | Net Cost Actual Budget Variance \$000 |
|-------------------------------------|--|---|
| Aged and Disability Services | This service provides home and community care, assessment and care management, volunteer coordination, and senior citizen clubs. | 433 <u>416</u> (17) |
| Planned Activity Groups | To provide social interactions for socially isolated residents in Moorabool Shire. | 145 <u>62</u> 83 |
| Meals on Wheels | To assist residents at nutritional risk with meals that have been designed by a dietitian. | (27) <u>(46)</u> (19) |
| Personal Care | To provide support and personal hygiene to residents that are unable to physically complete their own personal care. | (149) <u>(103)</u> 46 |

| Service | Description | Net Cost Actual Budget Variance \$000 |
|--------------------------------------|--|---|
| Aged and Disability Brokerage | To provide brokerages services to residents that have been allocated aged care packages with physical and social support. | (70) <u>(48)</u> 22 |
| Respite | To provide support to carers of residents with high care needs. | (83) <u>(43)</u> 40 |
| Property Maintenance | Property and home maintenance for residents of Moorabool includes mowing, washers for taps, painting, ramps, rails and bathroom renovations. | (44) <u>(20)</u> 24 |
| Community Development | Community Development is concerned with empowering and enabling the communities of Moorabool to be innovative, engaged, skilled and help them work together to improve their well-being through opportunities for partnerships, better relationships with Council and increased participation in community life. | 799 <u>717</u> (82) |
| Emergency Management | Emergency Management works to ensure Moorabool has plans in place to engage with the community and assist with preparing resilient communities that can prepare and recover from emergencies. | 278 <u>97</u> (181) |
| Recreation Development | Provide leadership, strengthen networks and partnerships to plan, develop and deliver high quality recreation participation and engagement opportunities that enhance health and wellbeing, including leisure and pool facilities. | 1,217 <u>1,336</u> 119 |
| Library Services | Provision of fixed and rural mobile library services to key points throughout the Moorabool area. | 345 <u>349</u> 4 |
| Youth Services | Enable youth within Moorabool to have a community voice and establish programs and activities that enhance and reward them as people. | 270 <u>261</u> (9) |
| Environmental Health | Legislative Responsibilities (Food Act 1984 [Food Safety], Health Act 1958, Tobacco Act 1987, Residential Tenancies Act 1997 and Local Government Act 1989). Assessments and installations of septic tanks carried out in accordance with the Environmental Protection Act and the Septic Code of Practice 2003. Ensure children in the Australian Childhood Immunisation Register target group are fully immunised. | 77 <u>264</u> 187 |
| Early Years Services | Deliver high quality family and children's programs and services that support, promote and strengthen family health and wellbeing, including Child and Family advocacy and planning, Maternal and Child Health Service, and Occasional Care. | 294 <u>312</u> 18 |

| Service | Description | Net Cost Actual Budget Variance \$000 |
|--|---|---|
| Maternal & Child Health | Provision of a universal service to families with children aged 0-6 years directed at improving outcomes by the prevention, early detection, and intervention of physical, emotional or social factors known to place children at risk of not reaching their potential. | 571 <u>627</u> 56 |
| Best Start | A State Government funded early intervention program aimed at reducing disadvantage and enhancing the outcomes of children 0-8 yrs. Best Start supports communities, parents, families and service providers to improve local early years services and support. | 0 <u>0</u> 0 |
| Education and Care Services | Occasional Care Service provides high quality care for children aged from six months to six years with the opportunity to explore a wide range of experiences, building upon their skills, interests and abilities through play in a calm and happy environment. Supported Playgroups provide support and connection to disadvantaged families through groups and in home support. Kindergarten liaison and support which includes the management of Council owned early years facilities, including kindergarten central enrolment for 4-year-old kindergarten programs and support and management of kindergarten cluster managers/kindergarten committees of management. | 137 <u>113</u> (24) |
| Fire Prevention | Ensure safety around the Moorabool Shire through fire prevention inspections of vacant land in urban and rural living areas. | 205 <u>287</u> 82 |
| Animal Management and Local Laws Compliance | Deliver and maintain a responsive and proactive animal management service throughout the Shire. Review, develop and implement local laws that promote peace and good order in Moorabool. | 235 <u>132</u> (103) |
| School Crossings | Provide school crossing supervisors or staff at 13 locations in Ballan and Bacchus Marsh within designated hours. | 173 <u>200</u> 27 |
| Economic Development and Tourism | The Economic Development Service assists the organisation to facilitate an environment that is conducive to a sustainable and growing local business sector and provides opportunities for local residents to improve their skill levels and access employment. It also aims to develop strategies to bring tourists into Moorabool Shire. | 107 <u>70</u> (37) |



Key Result Area 3: Enhanced Infrastructure and Natural and Built Environment 2016/17 Results and Achievements

| Key Result Area Project | Progress | Comments |
|---|-----------|--|
| Undertake Bacchus Marsh Urban Zone review based on the Housing and Retail Strategies. | Completed | The review has been completed. Both the Retail and Housing Strategies have been adopted. A report on a planning scheme amendment to implement Council's adopted housing strategy, Housing Bacchus Marsh to 2041, was presented to the March 2017 Council meeting. |
| Continue to advocate for funding of Stage 3 - Bacchus Marsh Traffic Improvements Package (Package of Works). | Completed | <p>The State Government has announced:</p> <ul style="list-style-type: none"> • The commencement of construction (July 2017) of the east facing freeway ramps at Halletts Way, Bacchus Marsh at a cost of \$12.5 mil. • Funding of \$3mil for the planning for an eastern by pass of Bacchus Marsh commencing 2017/18. • \$2.3 million for road works in the vicinity of Holts Lane and Gisborne Road, Bacchus Marsh during 2017/18 to ease congestion. Advocacy will continue for further works along the Gisborne Road / Grant Street road corridor in future years consistent with the Bacchus Marsh Integrated Transport Strategy. <p>It is clear that the balance of funds for the package of works previously announced by the State Government are no longer available to the Bacchus Marsh community.</p> |
| Continue to advocate for the servicing of small towns across the Shire. | Completed | The Council adopted the Small Towns Strategy in September 2016 which set out priorities for future projects in small towns across the Shire. Council has provided funding to assist Central Highlands Water to further design sewerage of Bungaree and Wallace and has requested that CHW include reference to the sewer project in its next five year water plan. |
| Advocate strongly for a solution for the rebuilding of Fiskville training facilities in the Ballan area. | Completed | In May 2017 the State Government announced its intention to build a new fire training facility in Ballan at a cost of \$31 mil. Further announcements are expected in 2017/18 on the future clean up and potential uses of the original Fiskville site. |
| Participate in the Ballarat Rail-Line Action Committee (BRAC) to advocate for improved rail services for our communities. | Completed | Council has resolved to be a member of the Ballarat Rail Line Action Committee which is a representative group of all Councils along the line to Ballarat/Ararat. The State Government has recently announced an investment of \$518 million in upgrades to the Ballarat line and in more recent times the Federal Government has announced matching funding to improve services to Ararat. |

| Key Result Area Project | Progress | Comments |
|--|----------|--|
| <p>Prepare and adopt a 5 year Action Plan for Moorabool growth planning and development, which include but are not limited to:</p> <ul style="list-style-type: none"> • Bacchus Marsh Future Framework Plan • Small Town Strategy • Bacchus Marsh Civic Square and Darley Plaza Hub Urban Design Framework • Bulky Goods Precinct Planning • Ballan Structure Plan incorporation into Planning Scheme | 75% | <p>A five (5) year action plan for Moorabool growth planning was presented to both the Urban and Rural Growth Strategy Committees last year and works carried out accordingly. The list below provides the status of the key projects:</p> <ul style="list-style-type: none"> - The Bacchus Marsh Housing Strategy has been revised and to be sent to DELWP for review and authorisation. - The Small Towns Strategy has been on public exhibition, and a report was presented to the Rural Growth Committee Meeting on 26 July 2017. Following this a full report will be presented to the October 2017 Council meeting. - The Ballan Strategic Directions is currently on exhibition until 17 July 2017. Following this staff will review the submissions and present a report to the October 2017 Council meeting. - With the Bulky Goods Precinct Planning project, discussions are being undertaken with landowners. A report will be presented to the September 2017 Council meeting. - The Bacchus Marsh Civic Square project has an approved budget bid for 2017/18. Project time lines will be developed accordingly. - The Darley Plaza Hub is on hold pending developer feedback. |
| <p>Prepare a Water Asset Strategy including allocations for sports grounds and irrigation.</p> | 25% | <p>The project has commenced and requires the collation of data for various open space areas and associated water needs. Once modelling is complete and a draft report prepared, the plan will be presented to a Council meeting for formal adoption in late 2017.</p> |
| <p>Investigate frameworks for cost recovery in terms of ongoing monitoring of the Domestic Wastewater Management Plan.</p> | 60% | <p>Preliminary investigation has been undertaken for the cost recovery methods. Possible options are either the introduction of a special charge levy through the rating system and/or an annual licence charge under the Local Government Act. Further work is required to finalise the framework.</p> |
| <p>Complete a Moorabool 2041 framework based on Council adopted work program.</p> | 90% | <p>Council has made significant progress with the M2041 framework. This includes adoption of the Bacchus Marsh Housing Strategy and the Small Towns Strategy. The Bacchus Marsh Urban Growth Framework is currently being prepared in conjunction with the Victorian Planning Authority and will be tabled at the September 2017 Council meeting.</p> |
| <p>Complete the Community Infrastructure Plan.</p> | 90% | <p>Documentation is currently on exhibition with a closing date of 11 August 2017. The Community Infrastructure Report will then be completed with any changes arising from the exhibition period. A report will be presented to the October 2017 Council meeting for adoption.</p> |

| Key Result Area Project | Progress | Comments |
|---|-----------|---|
| Finalise key infrastructure projects: - Halletts Way. | 99% | Practical completion for the Halletts/O'Leary Way southern extension project is anticipated to be reached in July 2017. The scope of the project includes a 1.3km road extension, bridge over the Werribee River, Southern Rural Water pump station and ancillary works. An official opening and community event was held in August 2017, prior to the road being opened to traffic. |
| Finalise key infrastructure projects: - Early Years Hub. | Completed | The scope of this project included the construction of Darley Early Years Hub at the Darley Civic and Community Hub. The integrated facility includes kindergarten, occasional care, multipurpose space, toy library, maternal and child health and staff offices. Work is now complete with all services now operating. |
| Finalise key infrastructure projects: - Sports Pavilion Development. | Completed | The scope of this project included the construction of a multi purpose facility at the Darley Civic and Community Hub. The facility supports sporting and community activities on the site and includes change space, amenities, social room and kitchenette. The project is now complete. |
| Commence Stage 1 of the Moorabool Regional Community Sports Hub (formerly referred to as Racecourse Reserve Upgrade (Bacchus Marsh) - subject to successful grant applications. Measure: Stage 1 scope approved by Council. Design completed. | Completed | A revised project scope has been developed and was approved at the February 2017 Council meeting. An application was made to the Building Better Regions Fund for grant funding. The grant process is yet to be finalised, however a design team has been appointed to document the project and in excess of 15,000 cubic metres of fill placed at the site marking the commencement of the overall project. |
| Progress the West Moorabool Heritage Study in 2016/17. | Completed | The West Moorabool Heritage Study has been completed and a report was tabled at the December 2016 Council meeting. However the recommendations of the report were not adopted due to lack of funding in the 2016/17 budget. Funding has been provided in the 2017/2018 budget to proceed with the amendment. Accordingly a new amendment timeline will be developed to proceed the incorporation of the West Moorabool Heritage Study into the Moorabool Planning Scheme. |
| Develop a State of the Assets Report and revision of Assets Policy. | Completed | The State of the Assets Report was presented to the Place Making Committee on 17 May 2017 and circulated as a Briefing Note to Council on 31 May 2017. The Asset Management Policy was adopted by Council at the June 2017 Council meeting. |
| Complete an Information and Communication Technology (ICT) framework and systems review to produce Strategy and Service plans that will provide for services, systems and information management towards 2021. | 80% | The finalisation of the strategy has been delayed in order to incorporate the financial costing and to align with the Strategic Financial Plan. The draft strategy will be finalised in August with presentation to an Assembly of Council in September 2017. |

| Key Result Area Project | Progress | Comments |
|---|-----------|--|
| Prepare and implement Investment Attraction Plan for Parwan Employment Precinct, including incentives, agencies commitments and private funding models. | 55% | Regional Development Victoria (RDV) have commissioned SED Advisory Services to undertake a detailed business case with land owners in Parwan. Council has secured Victorian Planning Authority funding for a range of investigation works, including a Project Officer in Parwan. The revised end date is 30 May 2018. |
| Work with Central Highlands Water to implement the Blackwood Localised Septic Program. | Completed | The Blackwood Localised Septic Program has been implemented. The program is funded for two years and is currently 9 months into the program. The second round of the program is ongoing with over 75% of the systems installed. |

Major Initiatives

| Major Initiatives | Progress |
|---|--|
| <p>Fire Hydrant Maintenance</p> <p>A partnership between CFA, Western Water and Moorabool Shire for approximately 3 years has been very successful in the identification and marking of hydrants across Bacchus Marsh. In this time a number of faulty hydrants have been identified. This new initiative is to rectify these faulty hydrants over a period of 4 years with the higher risk hydrants that have been identified being completed first.</p> | This initiative was 100% complete at year end. |
| <p>Residential Zone Implementation (Bacchus Marsh)</p> <p>In 2014/15 Council undertook Amendment C72 to address residential zone reforms. This was hampered ultimately by the absence of an adopted housing strategy. In 2015/16 Council commissioned a housing strategy for Bacchus Marsh and draft amendments will also be prepared as part of the Strategy. In 2016/17 funds will be required to implement the amendments.</p> | As at 30 June the Amendment was with the Department of Environment, Land, Water and Planning, with conditional authorisation being achieved. Final changes are being made before advertising in August/September 2017. |
| <p>Small Towns Strategy Implementation</p> <p>In 2015/16 Council has been developing the Small Towns Strategy for some 20 settlements across the Shire. Funds will be required in the 2016/17 budget to implement the Strategy through amendments to the planning scheme. This will identify a priority and action list for further structure plans; advocacy on servicing and preparation of business cases for future development of identified key service settlements; deliver clear direction for all other towns as to what services they should expect, how they will function and meet the needs of local residents.</p> | The advertising has been completed and the reporting to Council will commence in the first quarter of 2017/18 to recommend the Panel process. |
| <p>Four Strategies Amendment Development</p> <p>The four strategies (Retail, Industrial, Economic Development and Parwan) have now been prepared. These have all been through public consultation and adopted by Council. The implementation of amendments will give clear shape to how Bacchus Marsh will develop from a retail, industrial and economic perspective, directing where development will occur, the types of uses and form. These are all integral to Moorabool 2041 as it transitions from high level policy (phase 1), through to precinct zone changes (phase 2), and local civic improvement (phase 3).</p> | This initiative was 100% complete at year end. |

| Major Initiatives | Progress |
|---|--|
| <p>Infrastructure Contributions Plan</p> <p>With continued growth in Moorabool, the provision of appropriate infrastructure for both existing and future residents is of paramount importance to Council to ensure residents are well supported, and services and infrastructure respond well to the community's needs. An initial report will be undertaken to work out the mechanics of imposing a levy on developments which will be put towards future improvements to community infrastructure.</p> | <p>An initial investigation was undertaken by a consultant and a report will be presented to Council in November 2017.</p> |

Services Funded in the 2016/17 Budget

| Service | Description | Net Cost Actual Budget Variance \$000 |
|----------------------------------|--|---|
| Fleet Management | To provide fleet management services for Council's passenger and light commercial vehicles, buses, trucks, and earthmoving & roadwork machinery. | (1,277) <u>(1,154)</u> 123 |
| Property Asset Management | To effectively manage Council land, property leases and licences as per the property register. | (994) <u>(264)</u> 730 |
| Building Maintenance | This service prepares maintenance management programs for Council's property assets. These include municipal buildings, pavilions and other community buildings. | 1,118 <u>1,149</u> 31 |
| Parks and Gardens | Maintain Council's parks and gardens assets and provide facilities for our residents for the future. Enhance and upgrade the aesthetic appearance of Moorabool townships. | 2,564 <u>2,421</u> (143) |
| Road Safety | This service is for the provision of street lighting and bus stop maintenance. | 333 <u>312</u> (21) |
| Waste Management | This unit covers maintenance, collection and disposal of domestic wastes and waste related products, litter and litter bins around the Shire and cleaning of roads and other public places. The unit is responsible for managing recycling, the transfer stations and related services. | 3,180 <u>3,346</u> 166 |
| Asset Management | This service undertakes the design and coordination of Council's Capital Improvement Program. | 1,291 <u>1,325</u> 34 |
| Building Services | Ensure all building permits lodged by private building surveyors are registered in accordance with legislation, and all building department activities are undertaken within legislative timelines. | 104 <u>90</u> (14) |

| Service | Description | Net Cost Actual Budget Variance \$000 |
|---|---|---|
| Road and Off Road Maintenance | To undertake maintenance to Council's road assets to ensure they are in a safe and serviceable condition for all users. This includes sealed and unsealed roads, bridges, kerb and channel, drainage, footpaths and signage. | 1,097 <u>1,906</u> 809 |
| Statutory Planning | Deliver statutory planning functions of Council to ensure responsible land use and development in Moorabool. | 571 <u>638</u> 67 |
| Environmental Management | This service develops environmental policy, coordinates and implements environmental projects and works with other services to improve Council's environmental performance. | 118 <u>146</u> 28 |
| Strategic Land Use Planning | Delivery of key strategic policies and projects that assist in the long-term development of the Shire. | 1,000 <u>1,172</u> 172 |
| Public Toilets | Cleaning and general maintenance of all public toilets. | 190 166 (24) |
| Infrastructure Subdivision Development | Provide infrastructure support services for subdivisions and developments, whilst developing guidelines for Council to improve and provide consistency in the planning and delivery of subdivision development. | (5,079) <u>(4,835)</u> 244 |
| Geographical Information Services | Spatial maintenance of all land parcels. | 10 <u>11</u> 1 |



Service Performance Indicators

The Local Government Performance Reporting Framework (LGPRF) contains Service Performance Indicators across nine broad service areas: Aquatic Facilities, Animal Management, Food Safety, Governance, Libraries, Maternal and Child Health (MCH), Roads, Statutory Planning and Waste Collection. These services have the following important features:

- Their key objectives are common or similar across Councils (lending themselves to comparative performance reporting).
- Councils have primary control and/or statutory responsibility for delivery of selected services.

- Services are viewed as important to the community.
- They make an important contribution to the community and/or economy (meaning there are potentially significant gains from improved effectiveness or efficiency).

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

| Ref | Service Performance Indicators- Service/indicator/measure | Results 2014/15 | Results 2015/16 | Results 2016/17 | Material Variations |
|-----|---|--------------------|--------------------|--------------------|--|
| | AQUATIC FACILITIES | | | | |
| | SATISFACTION | | | | |
| AF1 | User satisfaction with aquatic facilities (optional) [User satisfaction with how Council has performed on provision of aquatic facilities] | N/A | N/A | N/A | No figure reported for this optional measure. |
| | SERVICE STANDARD | | | | |
| AF2 | Health inspections of aquatic facilities [Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities] | 1.00 | 1.00 | 3.00 | Additional inspections were undertaken at the commencement of the season due to mechanical/plant breakdowns impacting water quality. Council worked closely with the contractor to ensure compliance with water quality standards. |
| | HEALTH AND SAFETY | | | | |
| AF3 | Reportable safety incidents at aquatic facilities [Number of WorkSafe reportable aquatic facility safety incidents] | 2.0 | 0.00 | 0.00 | There were no reportable safety incidents for the 2016/17 period. |
| | SERVICE COST | | | | |
| AF4 | Cost of indoor aquatic facilities [Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities] | N/A | N/A | N/A | MSC did not operate any indoor aquatic facilities in the 2016/17 period. |
| | SERVICE COST | | | | |
| AF5 | Cost of outdoor aquatic facilities [Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities] | \$22.22 | \$27.45 | \$25.26 | Bacchus Marsh and Ballan Pool had a small decrease in their utilisation compared to the previous year. This was largely due to the pools not being open on cooler days (below 25 degrees) resulting in lower attendances. |

| Ref | Service Performance Indicators- Service/indicator/measure | Results 2014/15 | Results 2015/16 | Results 2016/17 | Material Variations |
|-----|---|--------------------|--------------------|--------------------|---|
| AF6 | UTILISATION Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population] | 0.28 | 0.23 | 0.26 | Bacchus Marsh and Ballan Pool had a small decrease in their utilisation compared to the previous year. This was largely due to the pools not being open on cooler days (below 25 degrees) resulting in lower attendances. |
| AM1 | ANIMAL MANAGEMENT TIMELINESS Time taken to action animal management requests [Number of days between receipt and first response action for all animal management requests / Number of animal management requests] | N/A | 5.74 | 3.78 | Improvements with the recording of data have led to greater accuracy of results, showing a decrease in the time taken to action requests from the previous period. |
| AM2 | SERVICE STANDARD Animals reclaimed [Number of animals reclaimed / Number of animals collected] x100 | 45.00% | 53.82% | 56.59% | No material variations. |
| AM3 | SERVICE COST Cost of animal management service [Direct cost of the animal management service / Number of registered animals] | \$61.14 | \$70.61 | \$53.24 | An improved assessment of the resources used in the field has led to a reduction in costs for this reporting period |
| AM4 | HEALTH AND SAFETY Animal management prosecutions [Number of successful animal management prosecutions] | 0.00 | 0.00 | 2.00 | Prosecutions are undertaken as a last resort, our process is to work with offenders to comply with legislation. There were however 2 animal management prosecutions for the reporting period. |
| FS1 | FOOD SAFETY TIMELINESS Time taken to action food complaints [Number of days between receipt and first response action for all food complaints / Number of food complaints] | N/A | 4.41 | 2.06 | From 1 July 2016, 'Time taken to action food complaints' will be reported by calendar year. Previously this indicator was reported by financial year. This has been implemented to better align reporting with the Department of Health and Human Services. This may result in some variances year on year. Improvements with the recording of data have led to greater accuracy of results, showing a decrease in the time taken to action complaints from the previous period. |

| Ref | Service Performance Indicators- Service/indicator/measure | Results 2014/15 | Results 2015/16 | Results 2016/17 | Material Variations |
|-----|---|--------------------|--------------------|--------------------|--|
| FS2 | <p>SERVICE STANDARD</p> <p>Food safety assessments [Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100</p> | 100.00% | 100.00% | 99.45% | No material variations. |
| FS3 | <p>SERVICE COST</p> <p>Cost of food safety service [Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]</p> | \$539.39 | \$375.02 | \$411.68 | No material variations. |
| FS4 | <p>HEALTH AND SAFETY</p> <p>Critical and major non-compliance outcome notifications [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100</p> | 89.00% | 83.33% | 94.74% | From 1 July 2016, 'Critical and major non-compliance outcome notifications' will be reported by calendar year. Previously this indicator was reported by financial year. This has been implemented to better align reporting with the Department of Health and Human Services. This may result in some variances year on year. Only a small number of non-compliances are identified each year, so the increase over the previous period actually represent only a small number of additional non-compliances. |
| G1 | <p>GOVERNANCE TRANSPARENCY</p> <p>Council decisions made at meetings closed to the public [Number of Council resolutions made at Ordinary or Special Meetings of Council, or at meetings of a Special Committee consisting only of Councillors, closed to the public / Number of Council resolutions made at Ordinary or Special Meetings of Council or at meetings of a special committee consisting only of Councillors] x100</p> | 13.00% | 9.97% | 4.93% | Fewer matters came before Council in the current reporting period that met the criteria of the Local Government Act section 89(2). |

| Ref | Service Performance Indicators- Service/indicator/measure | Results 2014/15 | Results 2015/16 | Results 2016/17 | Material Variations |
|-----|--|--------------------|--------------------|------------------------------|--|
| G2 | <p>CONSULTATION AND ENGAGEMENT</p> <p>Satisfaction with community consultation and engagement</p> <p>Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement</p> | 51.00 | 49.00 | 48.00 | No material variations. |
| G3 | <p>ATTENDANCE</p> <p>Councillor attendance at Council meetings</p> <p>[The sum of the number of Councillors who attended each Ordinary and Special Council Meeting / (Number of Ordinary and Special Council Meetings) × (Number of Councillors elected at the last Council general election)] x100</p> | 91.00% | 93.14% | 91.60% | No material variations. |
| G4 | <p>SERVICE COST</p> <p>Cost of governance</p> <p>[Direct cost of the governance service / Number of Councillors elected at the last Council general election]</p> | \$39,891.45 | \$40,298.92 | \$37,878.78 | No material variations. |
| G5 | <p>SATISFACTION</p> <p>Satisfaction with Council decisions</p> <p>[Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]</p> | 50.00 | 48.00 | 49.00 | No material variations. |
| HC1 | <p>HOME AND COMMUNITY CARE (HACC) - TIMELINESS</p> <p>Time taken to commence the HACC service</p> <p>[Number of days between the referral of a new client and the commencement of HACC service / Number of new clients who have received a HACC service]</p> | N/A | 4.10 | Reporting Ceased 1 July 2016 | Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs. |
| HC2 | <p>SERVICE STANDARD</p> <p>Compliance with Community Care Common Standards</p> <p>[Number of Community Care Common Standards expected outcomes met / Number of expected outcomes under the Community Care Common Standards] x100</p> | 89.00% | 88.89% | Reporting Ceased 1 July 2016 | Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs. |
| HC3 | <p>SERVICE STANDARD</p> <p>Cost of domestic care service</p> <p>[Cost of the domestic care service / Hours of domestic care service provided]</p> | N/A | \$53.24 | Reporting Ceased 1 July 2016 | Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs |

| Ref | Service Performance Indicators- Service/indicator/measure | Results 2014/15 | Results 2015/16 | Results 2016/17 | Material Variations |
|-----|--|--------------------|--------------------|------------------------------|--|
| HC4 | SERVICE COST Cost of personal care service [Cost of the personal care service / Hours of personal care service provided] | N/A | \$33.30 | Reporting Ceased 1 July 2016 | Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs. |
| HC5 | SERVICE COST Cost of respite care service [Cost of the respite care service / Hours of respite care service provided] | N/A | \$46.33 | Reporting Ceased 1 July 2016 | Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs. |
| HC6 | PARTICIPATION Participation in HACC service [Number of people that received a HACC service / Municipal target population for HACC services] x100 | 30.24% | 32.67% | Reporting Ceased 1 July 2016 | Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs. |
| HC7 | PARTICIPATION Participation in HACC service by CALD people [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100 | 12.98% | 18.97% | Reporting Ceased 1 July 2016 | Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs. |
| LB1 | LIBRARIES UTILISATION Library collection usage [Number of library collection item loans / Number of library collection items] | 3.95 | 4.76 | 4.90 | No material variations. |
| LB2 | RESOURCE STANDARD Standard of library collection [Number of library collection items purchased in the last 5 years / Number of library collection items] x100 | 78.00% | 63.38% | 75.20% | At a time when traditional borrowing is decreasing across public libraries a concerted effort was made this year to reduce old, unused stock and create a fresh, appealing looking collection. |
| LB3 | SERVICE COST Cost of library service [Direct cost of the library service / Number of visits] | \$6.25 | \$6.11 | \$6.40 | No material variations. |
| LB4 | PARTICIPATION Active library members [Number of active library members / Municipal population] x100 | 12.00% | 9.24% | 9.18% | No material variations. |
| MC1 | MATERNAL AND CHILD HEALTH (MCH) SATISFACTION Participation in first MCH home visit [Number of first MCH home visits / Number of birth notifications received] x100 | 103.00% | 102.21% | 107.62% | No material variations. |

| Ref | Service Performance Indicators- Service/indicator/measure | Results 2014/15 | Results 2015/16 | Results 2016/17 | Material Variations |
|-----|--|--------------------|--------------------|--------------------|--|
| MC2 | SERVICE STANDARD Infant enrolments in the MCH service [Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100 | 100.00% | 103.59% | 101.52% | No material variations. |
| MC3 | SERVICE COST Cost of the MCH service [Cost of the MCH service / Hours worked by MCH nurses] | \$0.00 | \$60.98 | \$56.85 | No material variations. |
| MC4 | PARTICIPATION Participation in the MCH service [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100 | 82.00% | 76.86% | 77.28% | No material variations. |
| MC5 | PARTICIPATION Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100 | 78.00% | 71.79% | 71.79% | These figures are provided by the Municipal Association of Victoria from their Child Development Information System (CDIS). |
| R1 | ROADS SATISFACTION OF USE Sealed local road requests [Number of sealed local road requests / Kilometres of sealed local roads] x100 | 18.04 | 19.34 | 35.73 | The higher level of customer requests in this reporting period was likely due to seasonal variations affecting road conditions. |
| R2 | CONDITION Sealed local roads maintained to condition standards [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100 | 96.00% | 91.79% | 92.18% | No material variations. |
| R3 | SERVICE COST Cost of sealed local road reconstruction [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed] | \$69.10 | \$59.13 | \$50.10 | Results vary from year to year depending on how many projects are completed during each financial year. Also, whether the road reconstruction projects were completed by external contractors or in-house using Council plant and labor. |
| R4 | SERVICE COST Cost of sealed local road resealing [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed] | \$4.02 | \$4.18 | \$4.95 | The higher cost in this reporting period reflects the resealing of shorter road segments which have higher establishment costs than the longer segments done in the previous period. |

| Ref | Service Performance Indicators- Service/indicator/measure | Results 2014/15 | Results 2015/16 | Results 2016/17 | Material Variations |
|-----|---|--------------------|--------------------|--------------------|--|
| R5 | <p>SATISFACTION</p> <p>Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]</p> | 43.00 | 47.00 | 43.00 | No material variations. |
| SP1 | <p>STATUTORY PLANNING</p> <p>TIMELINES</p> <p>Time taken to decide planning applications [The median number of days between receipt of a planning application and a decision on the application]</p> | 63.00 | 73.00 | 59.00 | Improvements with the recording of data have led to greater accuracy of results, showing a decrease in the time taken to decide planning applications from the previous period |
| SP2 | <p>SERVICE STANDARD</p> <p>Planning applications decided within required time frames [(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100</p> | 70.00% | 39.76% | 64.78% | From 1 July 2016 this indicator will be updated to include VicSmart planning applications which should be assessed within 10 days. This may result in some variances year on year. Improvements with the recording of data have led to greater accuracy of results, showing a decrease in the time taken to decide planning applications from the previous period |
| SP3 | <p>SERVICE COST</p> <p>Cost of statutory planning service [Direct cost of the statutory planning service / Number of planning applications received]</p> | \$3,028.18 | \$2,129.04 | \$2,596.10 | While time taken to determine planning application has improved, greater complexity of some applications required additional resources during the reporting period. |
| SP4 | <p>DECISION MAKING</p> <p>Council planning decisions upheld at VCAT [Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</p> | 89.00% | 27.27% | 33.33% | There were fewer contentious applications in the current reporting period, leading to a greater number of Council decisions being upheld over the previous period. |
| WC1 | <p>WASTE COLLECTION</p> <p>SATISFACTION</p> <p>Kerbside bin collection requests [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000</p> | 23.45 | 34.01 | 27.58 | This result reflects the current residential growth in urban areas of the municipality. |
| WC2 | <p>SERVICE STANDARD</p> <p>Kerbside collection bins missed [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000</p> | 2.26 | 1.41 | 1.43 | No material variations. |

| Ref | Service Performance Indicators- Service/indicator/measure | Results 2014/15 | Results 2015/16 | Results 2016/17 | Material Variations |
|-----|---|--------------------|--------------------|--------------------|-------------------------|
| WC3 | SERVICE COST Cost of kerbside garbage bin collection service | | | | No material variations. |
| | [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins] | \$59.69 | \$63.40 | \$63.53 | |
| WC4 | SERVICE COST Cost of kerbside recyclables collection service | | | | No material variations. |
| | [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins] | \$34.64 | \$34.82 | \$33.27 | |
| WC5 | WASTE DIVERSION Kerbside collection waste diverted from landfill | | | | No material variations. |
| | [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100 | 33.00% | 35.07% | 36.91% | |

The Local Government Performance Reporting Framework (LGPRF) also requires that a number of the Service Performance Indicators in the above table are audited. These indicators are listed in the Performance Statement also included in this Annual Report.





Part Four: Governance, Management and Other Information



Governance

Residents and ratepayers elect Councillors to advocate for the community’s needs and aspirations. Council’s authority is exercised as a whole rather than through individual Councillors.

The Moorabool Shire Council consists of seven Councillors who are democratically elected by the constituents of Moorabool Shire in accordance with the Local Government Act 1989 (the Act).

The role of Council is to provide leadership for the good governance of the Moorabool Shire that includes:

- Acting as a representative government by taking into account the diverse needs of the local community in decision making;
- Providing leadership by establishing strategic objectives and monitoring their achievement;
- Maintaining the viability of Council by ensuring that resources are managed in a responsible and accountable manner;
- Advocating the interests of the local community to other communities and governments;
- Acting as a responsible partner in government by taking into account the needs of other communities; and
- Fostering community cohesion and encouraging active participation in civic life.

The Chief Executive Officer is responsible for:

- Establishing and maintaining an appropriate organisational structure for Council;
- Ensuring that the decisions of Council are implemented without undue delay;

- The day to day management of Council’s operations in accordance with the Council Plan; and
- Providing timely advice to Council.

Meetings of Council

Council conducts open public meetings on the first Wednesday of every month except January and make decisions on the items listed in the Council Meeting Agenda. Members of the community are welcome to attend these meetings and observe from the gallery. Council meetings also provide the opportunity for community members to submit a question to Council, make a submission or speak to an item on the Agenda. Where required, Special Meetings of Council may be held to make decisions on important issues in-between times.

For the 2016-17 year Council held the following meetings:

- 11 Ordinary Council Meetings
- 6 Special Council Meetings

The table below depicts each Councillor as present or as an apology for each meeting in the 2016-17 year.

A General Election of the Council was held in October 2016 with Crs. Comrie and Spain finishing their term on 21 October, 2016 and Crs. Bingham and Keogh commencing their term as Councillors on 4 November 2016.

Ordinary Meetings of Council - Councillor Attendance 2016-17

| | Cr. Allan Comrie | Cr. David Edwards | Cr. John Spain | Cr. Tonia Dudzik | Cr. Tom Sullivan | Cr. Pat Toohey | Cr. Paul Tatchell | Cr. Jarrod Bingham | Cr. John Keogh |
|--------------------|------------------|-------------------|------------------|------------------|------------------|----------------|-------------------|--------------------|----------------|
| 6-Jul-16 | ✓ | ✓ | ✓ | ✓ | ✓ | Apology | ✓ | | |
| 3-Aug-16 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 7-Sep-16 | ✓ | ✓ | Leave of Absence | ✓ | ✓ | ✓ | ✓ | | |
| 5-Oct-16 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 16-Nov-16 | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 7-Dec-16 | | ✓ | | ✓ | ✓ | ✓ | ✓ | Apology | ✓ |
| 1-Feb-17 | | ✓ | | ✓ | ✓ | Apology | Apology | ✓ | ✓ |
| 1-Mar-17 | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 5-Apr-17 | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 3-May-17 | | ✓ | | Apology | ✓ | ✓ | ✓ | ✓ | ✓ |
| 7-Jun-17 | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Number of Meetings | 4/4* | 11/11 | 4/4* | 10/11 | 11/11 | 9/11 | 10/11 | 6/7* | 7/7* |

Special Meetings of Council - Councillor Attendance 2016-17

| | Cr. Allan Comrie | Cr. David Edwards | Cr. John Spain | Cr. Tonia Dudzik | Cr. Tom Sullivan | Cr. Pat Toohey | Cr. Paul Tatchell | Cr. Jarrod Bingham | Cr. John Keogh |
|--------------------------|------------------|-------------------|------------------|------------------|------------------|----------------|-------------------|--------------------|----------------|
| 14-Sep-16 | ✓ | Apology | Leave of Absence | ✓ | ✓ | ✓ | ✓ | | |
| 7-Nov-16 Stat meeting | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 21-Dec-16 | | ✓ | | ✓ | ✓ | Apology | ✓ | ✓ | ✓ |
| 8-Feb-17 | | Apology | | ✓ | ✓ | ✓ | Apology | ✓ | ✓ |
| 14-Jun-17 | | ✓ | | ✓ | ✓ | ✓ | ✓ | Apology | ✓ |
| 21-Jun-17 | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Number of Meetings | 1/1* | 4/6 | 1/1* | 6/6 | 6/6 | 5/6 | 5/6 | 4/5* | 5/5* |

* Apology for non attendance due to leave, other representative duties or work commitments

Special Delegated Committees

Pursuant to the provisions of section 86 of the Local Government Act 1989, Council may establish one or more special committees consisting of:

- Councillors
- Council staff
- Other persons; or
- Any combination of the above

Section 86 Special Committees are established to assist Council with executing specific functions or duties. By instrument of delegation, Council may delegate to these 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.

The following Special Committees have been established by Council under section 86 of the Local Government Act 1989.

- Bacchus Marsh Hall Committee of Management
- Bacchus Marsh Racecourse and Recreation Reserve Committee of Management
- Blacksmith's Cottage and Forge Committee of Management

- Bungaree Public Hall
- Development Assessment Committee
- Dunnstown Recreation Reserve Committee of Management
- Elaine Recreation Reserve Committee of Management
- Gordon Public Hall Committee of Management
- Greendale Recreation Reserves Committee of Management
- Lal Lal Soldiers' Memorial Hall Committee of Management
- Maddingley Park Committee of Management
- Millbrook Community Centre
- Navigators Community Centre
- Rural Growth Strategy Committee
- Urban Growth Strategy Committee
- Wallace Recreation Reserve
- Wallace Public Hall



Advisory Committees

In addition to the Special Committees of Council with delegated authority established under section 86 of the Local Government Act 1989, Council has the ability to create Advisory Committees by resolution under the provisions of the Act.

The following committees currently have no specific 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 provides substantial expertise to the Council's planning by way of advisory recommendations.

The following Advisory Committees have been established by Council.

- Audit and Risk Committee
- Bacchus Marsh District Trails Advisory Committee
- Bacchus Marsh Leisure Centre Joint Use Management Agreement Advisory Committee
- Heritage Advisory Committee
- Lal Lal Falls Reserve Advisory Committee of Management
- Moorabool Access and Inclusion Advisory Committee
- Moorabool Health and Wellbeing Advisory Committee
- Moorabool Landcare Advisory Committee
- Moorabool Recreation and Leisure Strategic Advisory Committee
- Place Making Committee
- Social Development Committee

Councillor Code of Conduct

Moorabool Shire Councillors are bound by a Code of Conduct and sign a declaration to abide by this Code. The Code is designed to assist Councillors in maintaining the highest standards of conduct and behaviour as well as providing a means for dealing with conflicts which may occur. The Code is also intended to assist the Mayor, Deputy Mayor and Councillors to discharge their public office appropriately. The Code covers relationships between Councillors and staff, the use of Council resources and dispute resolution procedures. In accordance with section 76C(2) of the Local Government Act 1989, Council reviewed its Councillor Code of Conduct after the general election in October 2016. It adopted its current Councillor Code of Conduct at a Special Meeting of Council on Wednesday 8 February 2017.

The Councillor Code of Conduct can be viewed on Council's website.

Conflict of interest

Councillors are elected by the residents and ratepayers to act in the best interests of the community. This is a position of trust that requires Councillors to act in the

public interest. When a Council delegates its powers to a Council officer or a committee, the committee or officer also needs to act in the public interest.

A conflict of interest occurs when a personal or private interest might compromise the ability to act in the public interest. A conflict of interest exists even if no improper act results from it. Council has a comprehensive procedure in place to accommodate the disclosure of a conflict of interest. Declaration of a conflict of interest is a standard agenda item for all Council and Committee meetings.

While the procedures vary depending on the particular role and circumstances, in general they involve a Councillor, committee member or staff member disclosing the relevant interests in a specific way and then stepping aside from the relevant decision making process or from the exercise of the public duty. A register is maintained to record all disclosed conflicts of interest. During 2016-17, 11 conflicts of interest were declared by Councillors at Meetings of Council.

Councillor Allowances

In accordance with Section 74 of the Local Government Act 1989, Councillors are entitled to receive an allowance whilst performing their duty as a Councillor. The Mayor is also entitled to receive a higher allowance.

The State Government sets the upper and lower limits for all allowances paid to Councillors and Mayors. Councils are divided into three categories based on the income and population of each Council. In this instance Moorabool Shire Council is recognised as a category two Council.

For the period 1 July 2016 to 30 November 2017, the Councillor annual allowance for a category two (2) Council (as defined by the Local Government Act 1989) was fixed at \$24,127 per annum and the allowance for the Mayor was \$74,655 per annum. During 2016-17 the Minister for Local Government approved an adjustment factor increase of 2.5% effective from 1 December 2016 under Section 73B(4) of the Local Government Act 1989. The annual allowances were adjusted for the period 1 December 2016 to 30 June 2017 to \$24,730 per annum for the Councillor allowance and \$76,521 per annum for the Mayoral allowance.





Councillor Expenses

In accordance with Section 75 of the Local Government Act 1989, Council is required to reimburse a Councillor for expenses incurred whilst performing his or her duties as a Councillor. Council is also required to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors.

The policy provides guidance for the payment of reimbursement of expenses and the provision of resources, facilities and other support to the Mayor and Councillors to enable them to discharge their duties. The details of the expenses, including reimbursement of expenses for each Councillor and member of a Council Committee paid by the Council for the 2016-17 year are set out in the following table.

| Councillors | TR \$ | CM \$ | CC \$ | IC \$ | CT \$ | Total \$ |
|--------------|----------|----------|----------|----------|----------|-------------|
| Cr. Edwards | - | - | - | 275 | 1,000 | 1,275 |
| Cr. Toohey | - | - | - | 1,643 | 2,029 | 3,673 |
| Cr. Sullivan | - | - | - | 876 | 267 | 1,143 |
| Cr. Comrie | - | - | - | 248 | 461 | 709 |
| Cr. Dudzik | - | - | - | 399 | - | 399 |
| Cr. Spain | - | - | - | 155 | - | 155 |
| Cr. Tatchell | - | - | - | 1,341 | - | 1,341 |
| Cr. Bingham | - | - | - | 234 | - | 234 |
| Cr. Keogh | - | - | - | 211 | - | 211 |
| | | | | 5,383 | 3,757 | 9,140 |

Legend: TR Travel, CM Car Mileage, CC Child Care, IC Information and Communication expenses, CT Conferences and Training expenses.

NOTE: No expenses were paid by Council including reimbursements to members of Council committees during the year.

Management

Council has implemented a number of statutory and better practice items to strengthen its management framework. Having strong governance and management frameworks leads to better decision making by Council. The Act requires Council to undertake an assessment against the prescribed governance and management checklist and include this in its report of operations.

Council's governance and management checklist results are set out in the section below. The following items have been highlighted as important components of the management framework.

Audit and Risk Committee

The Audit and Risk Committee's role is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management fostering an ethical environment. The Audit and Risk Committee consists of 2 independent members, Mr. Michael Said (Chair) and Ms. Linda MacRae as well as two Councillors. Independent members are appointed for a three year term. Independent members may be appointed for more than one three year term. The chair is elected from among the independent members.

The Audit and Risk Committee meets five times a year. The Internal Auditor, Chief Executive Officer, General Manager Infrastructure, General Manager Growth and Development, General Manager Social and Organisational Development and Manager Finance attend Audit and Risk Committee meetings. Other management representatives attend as required to present reports.

Resolutions from each Audit and Risk Committee meeting are subsequently reported to, and considered by Council.



Internal Audit

Council's internal audit function provides independent and objective assurance that the appropriate processes and controls are in place across Council.

The Internal Auditor attends each Audit and Risk Committee meeting to report on the status of the Internal Audit 3 Year Plan, to provide an update on the implementation of audit recommendations and to present findings of completed reviews. The responsible general manager and manager for each area reviewed are required to review recommendations for improvement and determine management action plans. All audit issues identified are risk rated.

Recommendations are assigned to the responsible manager and tracked in Council's corporate reporting system. Managers provide quarterly status updates that are reviewed by the Internal Auditor and reported to the Executive Management Group and the Audit and Risk Committee.

External Audit

Council is externally audited by the Victorian Auditor-General. For the 2016-17 year the annual external audit of Council's Financial Statements and Performance Statement was conducted by the Victorian Auditor-General's representative. The external auditors attend the Audit and Risk Committee in February or May each year to present the annual audit plan. In September each year they present the independent audit report. The external audit management letter and responses are also provided to the Audit and Risk Committee.

Risk Management

Council's Risk Management Strategy was completed in 2015 with a primary focus being the identification of Council's key operational risks along with confirming current controls or establishing those required. An external risk framework audit was completed and a number of recommendations were made. An action plan has been developed to address these priorities.

Risk Management Reports are provided to each Audit and Risk Committee meeting alternating between operational and strategic risk reporting. Internally a Risk Management Steering Committee operates which includes a focus on a review of service unit risk registers.


Governance and Management Checklist


The following are the results in the prescribed form of Council's assessment against the prescribed governance and management checklist.

| Governance and Management Items | Assessment | |
|---|--|---|
| 1. Community Engagement Policy (policy outlining Council's commitment to engaging with the community on matters of public interest) | Policy Date of operation of current policy: 2/03/2016 | ✓ |
| 2. Community Engagement Guidelines (guidelines to assist staff to determine when and how to engage with the community) | Guidelines Date of operation of current guidelines: 2/03/2016 | ✓ |
| 3. Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years) | Adopted in accordance with section 126 of the Act Date of adoption: 05/07/2017 | ✓ |
| 4. Annual Budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required) | Adopted in accordance with section 130 of the Act Date of adoption: 05/07/2017 | ✓ |
| 5. Asset Management Plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years) | Plans Date of operation of current plans: Road Asset Management Plan -5/06/2013 Buildings & Structures Asset Management Plan - 3/12/2014 Drainage Asset Management Plan - 3/12/2014 Recreation & Open Space Asset Management Plan - 3/12/2014 | ✓ |
| 6. Rating Strategy (strategy setting out the rating structure of Council to levy rates and charges) | Strategy Date of operation of current strategy: 04/05/2016 | ✓ |
| 7. Risk Policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations) | Policy Date of operation of current policy: 12/12/2013 | ✓ |
| 8. Fraud Policy (policy outlining Council's commitment and approach to minimising the risk of fraud) | Policy Date of operation of current policy: 24/10/2016 | ✓ |
| 9. Municipal Emergency Management Plan (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery) | Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i> Date of preparation: 3/05/2017 | ✓ |
| 10. Procurement Policy (policy under section 186A of the Local Government Act 1989 outlining the matters, practices and procedures that will apply to all purchases of goods, services and works) | Prepared and approved in accordance with section 186A of the Local Government Act 1989 Date of approval: 7/12/2016 | ✓ |
| 11. Business Continuity Plan (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster) | Plan Date of adoption: 23/06/2016 | ✓ |
| 12. Disaster Recovery Plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster) | No current plan in operation Reason: A Disaster Recovery Plan is currently being developed, and procedures are in place for recovery of business systems and data in the event of disaster. | ✗ |
| 13. Risk Management Framework (framework outlining Council's approach to managing risks to the Council's operations) | Framework Date of operation of current framework: 25/03/2015 | ✓ |

| Governance and Management Items | Assessment | |
|---|--|---|
| 14. Audit Committee (Advisory Committee of Council under section 139 of the Act whose role is to oversee the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements) | Established in accordance with section 139 of the Act Date of establishment: 23/03/2004 | ✓ |
| 15. Internal Audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls) | Engaged Date of engagement: 5/08/2015 | ✓ |
| 16. Performance Reporting Framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act) | Framework Date of operation of current framework: 1/07/2014 | ✓ |
| 17. Council Plan Reporting (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year) | Current Reports Date reports presented: Quarter 1 - 7/11/2016 Quarter 2 - 1/02/2017 Quarter 3 - 3/05/2017 Quarter 4 - 2/08/2017 | ✓ |
| 18. Financial Reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure) | Statements presented to Council in accordance with section 138(1) of the Act Date statements presented: Quarter 1 - 7/11/2016 Quarter 2 - 1/02/2017 Quarter 3 - 3/05/2017 Quarter 4 - 6/09/2017 | ✓ |
| 19. Risk Reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies) | Six-monthly Reports Date of reports: Half year (Q2) - 8/02/2017 Full year (Q4) - 9/08/2017 | ✓ |
| 20. Performance Reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act) | Six-monthly Reports Date of reports: Half year (Q2) - 8/02/2017 Full year (Q4) - 5/09/2017 | ✓ |
| 21. Annual Report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements) | Report presented to Council Date statements presented: 5/10/2016 | ✓ |
| 22. Councillor Code of Conduct (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors) | Reviewed in accordance with section 76C of the Act Date reviewed: 8/02/2017 | ✓ |
| 23. Delegations (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff) | Reviewed in accordance with section 98(6) of the Act Date of reviews: 5/07/2017, 4/09/2013 | ✓ |
| 24. Meeting Procedures (a local law governing the conduct of meetings of Council and Special Committees) | Meeting Procedures Local Law made in accordance with section 91(1) of the Act Date Local Law made: 29/06/2016 | ✓ |

I certify that this information presents fairly the status of Council's governance and management arrangements.


Rob Croxford
 Chief Executive Officer
 Dated: 26/07/2017.


Cr David Edwards
 Mayor
 Dated: 1 AUG 17



Statutory Information

Documents Available for Public Inspection

In accordance with the Local Government (General) Regulations 2015, the following two registers of prescribed documents are available for public inspection.

1. REGISTER OF INTERESTS

Sections 81(9) and 81(10) of the Local Government Act 1989 Number 11, state that the Chief Executive Officer must maintain a register of interests of Councillors, Special Committee members and nominated officers, and that a person wishing to view the register must make a written application to the Chief Executive Officer by completing the form Application to Inspect Register of Interests. This form is available from Council upon request, and may also be downloaded from Council's website.

2. PRESCRIBED DOCUMENTS REGISTER

Regulation 12 of the Local Government (General) Regulations 2015, states that Council must make available for public inspection the following prescribed documents:

- (a) A document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months;
- (b) The agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- (c) The minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- (d) A register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act;

- (e) A document containing details of all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease;
- (f) A register maintained under section 224(1A) of the Act of authorised officers appointed under that section;
- (g) A list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

Any person wishing to view Prescribed Documents must make a written application to the Chief Executive Officer by completing the form Application to Inspect Prescribed Documents. This form is available from Council upon request, and may also be downloaded from Council's website.

Freedom of Information

In accordance with section 7(4AA)(a) and 7(4AA)(b) of the Freedom of Information Act 1982, Council is required to publish certain statements in its Annual Report or separately, such as on its website, concerning its functions and available information. Council has chosen to publish the statements separately, however provides the following summary of the application and operation of the Freedom of Information Act 1982.

Access to documents may be obtained through a written request to the Freedom of Information Officer, as detailed in section 17 of the Freedom of Information Act 1982 and in the summary as follows:

- It should be in writing.
- It should identify as clearly as possible which document is being requested.
- It should be accompanied by the appropriate application fee (the fee may be waived in certain circumstances).

Requests for documents in the possession of Council should be addressed to the Freedom of Information Officer. Requests can also be lodged by email.

Access charges may also apply once documents have been processed and a decision on access is made (e.g. photocopying and search and retrieval charges).

Further information regarding FOI can be found at www.foi.vic.gov.au and on the Moorabool Shire Council website.

In 2016/17, Council administered six (6) Freedom of Information requests with seven (7) requests to be administered in the next financial year 2017/18:

| | |
|---|-----------|
| Requests granted in full | 2 |
| Requests granted in part, subject to specific exemptions | 1 |
| Requests denied in full, subject to specific exemptions | 1 |
| Requests being processed as of June 30 2015 | 2 |
| Other: (where requests were withdrawn, or not proceeded with under the FOI Act or no documents existed) | 4 |
| Total | 10 |

Protected Disclosure Act 2013

The Protected Disclosure Act 2012 commenced operation on 11 February 2013. The purpose of the Protected Disclosure Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies. The Act provides protection to whistleblowers who make disclosures in accordance with the Act, and establishes a system for the matters disclosed to be investigated and action to be taken.

In accordance with the Protected Disclosure Act, Council reports the following:

| | |
|--|---|
| Disclosures made to the Council | 0 |
| Disclosures referred to Independent Broad-based Anti-corruption Commission (IBAC) for determination as to whether they are public interest disclosures | 0 |
| Disclosed matters referred to the Council by IBAC | 0 |
| Disclosed matters referred by Council to IBAC or the Ombudsman for investigation | 0 |
| Investigations of disclosed matters taken over by IBAC or the Ombudsman from Council | 0 |
| Disclosed matters that the Council has declined to investigate | 0 |
| Disclosed matters that were substantiated on investigation and the action taken on completion of the investigation | 0 |
| Recommendations of IBAC or the Ombudsman under the Act that relate to the Council | 0 |

Infrastructure and Development Contributions

Council received no developer contributions in the period 1 July 2016 to 30 June 2017.

Carers Recognition Act 2012

The Carers Recognition Act 2012 sets out principles that recognise and support people in care relationships and includes obligations for State government, Councils, and organisations that support people in care relationships.

MOORABOOL SHIRE COUNCIL MEETS ITS OBLIGATIONS BY ENSURING:

- Carers and families are treated with respect and dignity.
- Carers and families receive a timely response.
- Carers and families feel empowered and we strengthen our relationships with carers over time.
- Approach is individualised, flexible and culturally sensitive.
- Carers and families are well informed of their role and rights.
- Most important is their right to be involved.

MOORABOOL SHIRE COUNCIL ADHERES TO THESE POLICIES BY:

- Distributing information about the Act and the Charter to carers, and making copies of the Charter available to people.
- Including information about the Act and Charter in existing information kits.
- Putting the Act and Charter poster on notice boards and information in reception areas.
- Using networks such as organisational or carer support groups and programs, to promote the Act and Charter.



Grants Summary

Moorabool Shire Grants Received 2016-17

The Moorabool Shire relies on funding from other levels of government to deliver community outcomes in services and projects. The following tables summarise the grants applied for and list those that were successful.

| Grant Application Summary for 2016/17 (includes 7 grants carried forward from 2015/16) | | | | |
|--|-----|------------|--------------|---------|
| Month | New | Successful | Unsuccessful | Pending |
| July | 0 | 0 | 0 | 7 |
| August | 0 | 0 | 0 | 7 |
| September | 1 | 0 | 0 | 8 |
| October | 2 | 1 | 2 | 7 |
| November | 1 | 0 | 1 | 7 |
| December | 1 | 3 | 0 | 5 |
| January | 2 | 3 | 2 | 2 |
| February | 2 | 2 | 0 | 2 |
| March | 2 | 1 | 0 | 3 |
| April | 1 | 1 | 0 | 3 |
| May | 4 | 2 | 0 | 5 |
| June | 1 | 3 | 0 | 3 |
| End of Year Figures | 17 | 16 | 5 | 3 |



Summary of Successful Grants for 2016/17

Sports & Recreation Vic - Community Sport Infrastructure Fund (CSIF) - Round 2

MASONS LANE OVAL 1 SPORTSGROUND LIGHTING

Funding of \$100,000 was obtained from Sports & Recreation Victoria towards this \$200,000 project to install sportsground lighting at Masons Lane Oval 1.

Sports & Recreation Vic - Community Sport Infrastructure Fund (CSIF) - Round 2

BACCHUS MARSH BMX TRACK DEVELOPMENT PROJECT

Funding of \$50,000 was obtained from Sports & Recreation Victoria towards this \$130,000 project to construct a BMX track at the Bacchus Marsh Racecourse Recreation Reserve.

Sports & Recreation Vic - Community Sport Infrastructure Fund (CSIF) - Round 2

BACCHUS MARSH RACECOURSE RECREATION RESERVE - CRICKET DEVELOPMENT PROJECT

Funding of \$100,000 was obtained from Sports & Recreation Victoria towards this \$570,000 project to implement Stage 1 of the Moorabool Regional Community Sports Hub and develop a sportsground with a 2 soccer pitch overlay.

Sports & Recreation Vic - Community Sport Infrastructure Fund (CSIF) - Round 2

MOORABOOL INDOOR STADIUM FEASIBILITY STUDY

Funding of \$30,000 was obtained from Sports & Recreation Victoria towards this \$45,000 project to undertake an Indoor Recreation Facility Feasibility Study to determine the future provision/location of indoor recreation facilities across the Shire.

DHHS - Children's Week 2016

MOORABOOL CHILDREN'S WEEK ACTIVITIES

Funding of \$500 was obtained from the Department of Health and Human Services to support Moorabool's activities for Children's Week 2016.

Country Fire Authority – Fire Access Road Subsidy Scheme (FARSS) 2017

UPGRADE OF BALLARK ROAD, BUNGAL

Funding of \$3,000 was obtained from the CFA towards this \$4,850 project to relocate a water tank from Ballan Fire Station to Ballark Road Bungal, for the Mt Egerton Fire Brigade.

DELWP - Emergency Management Victoria

CLARENDON COMMUNITY HUB PROJECT

Funding of \$300,000 was obtained from Emergency Management Victoria for the development of the Clarendon Community Hub as part of the Scotsburn Fire Community Recovery commitment by the State Government. The hub will be developed in line with the Recreation Reserve Masterplan.

DHHS - National Youth Week 2017

MOORABOOL ALL ABILITIES AFL COMMUNITY CUP PROJECT

Funding of \$2,000 was obtained from the Department of Health and Human Services to support this National Youth Week project.

VicHealth H30 Challenge Marketing Grant

MOORABOOL VICHEALTH H30 CHALLENGE CAMPAIGN

Funding of \$10,000 was obtained from VicHealth towards this \$12,300 project to run the challenge campaign, encouraging Victorians to make a simple 30-day pledge to replace every sugary drink they would normally drink with water.

Summary of Successful Grants for 2016/17

DHHS / EMV - Bushfire Recovery Funding

MOORABOOL SHIRE AND BALLARAT CITY SCOTSBURN 2015 BUSHFIRE RECOVERY

Funding of \$80,000 was obtained from the Department of Health and Human Services / Emergency Management Victoria for continuation of the Scotsburn Fire Recovery Coordinator position for a further 9 months to work across MSC and City of Ballarat.

Agriculture Victoria - Agriculture Infrastructure and Jobs Fund - Local Roads to Market Program **SEALING TRIGGS ROAD, BUNGAREE**

Funding of \$407,971 (ex GST) was obtained from Agriculture Victoria for sealing works to be carried out on Triggs Road, Bungaree.

Agriculture Victoria - Agriculture Infrastructure and Jobs Fund - Local Roads to Market Program **WOOLPACK ROAD WIDENING AND BRIDGE STRENGTHENING, BACCHUS MARSH**

Funding of \$20,000 was obtained from Agriculture Victoria to undertake bridge testing on the two existing bridges on Woolpack Road to inform future funding applications for infrastructure upgrades.

VicHealth – Walk to School Grants 2017

WALK TO SCHOOL PROGRAM

Funding of \$10,000 was obtained from VicHealth towards delivering engagement activities with local primary schools and undertaking community initiatives to support active travel among primary-school children and their families in October 2017.

LGV - Local Government Listen, Learn and Lead Gender Equity Program 2017

Funding of \$5,000 was obtained from Local Government Victoria to support a Council Officer to undertake the role of a 'Listen, Learn and Lead Program Coordinator' over the course of the 13 week Local Government Listen, Learn and Lead Gender Equity Program.

DHHS / MAV - Implementation of Smoking Bans in Outdoor Areas

Funding of \$7,700 was provided by the Department of Health and Human Services via the Municipal Association of Victoria to assist Council with implementation of the new bans on smoking in outdoor areas that take effect from 1 August 2017.

DELWP - Collaborative Council - Sustainability Fund Partnerships (CCSFP) Program - Round 3 **ESD SUBDIVISION POLICY - PROOF OF CONCEPT FOR REGIONAL VICTORIA**

Funding of \$65,000 was provided by the Department of Environment, Land, Water and Planning for this collaborative \$151,100 project involving 8 regional Councils: Wodonga (lead), Wangaratta, Shepparton, Ballarat, Baw Baw, Geelong, Bendigo and Moorabool.





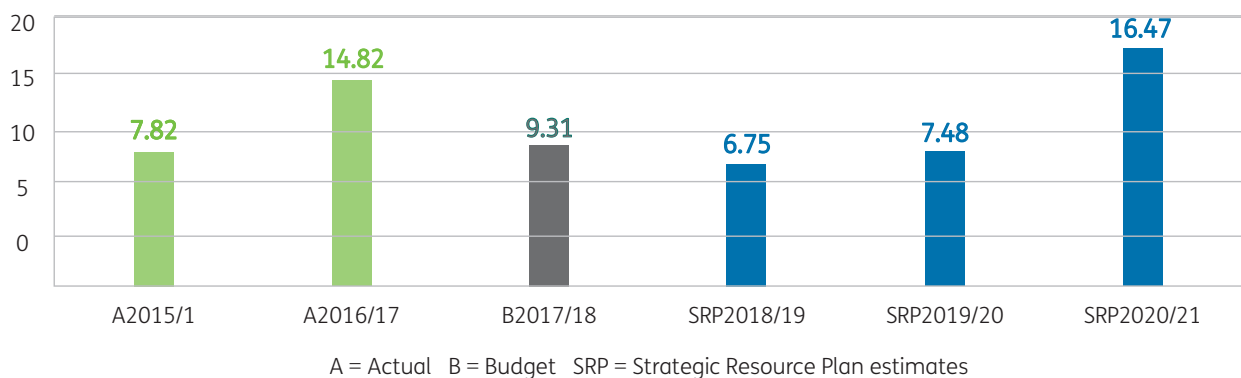
Part Five: Performance Statement



Summary of Financial Position

The graphs and commentary below highlight the significant measures for the 2016/17 financial year and going forward for the Adopted Strategic Financial Plan. It shows that 2016/17 was an improvement on previous years and this improved financial position is forecast to continue through to 2020/21.

Operating Result

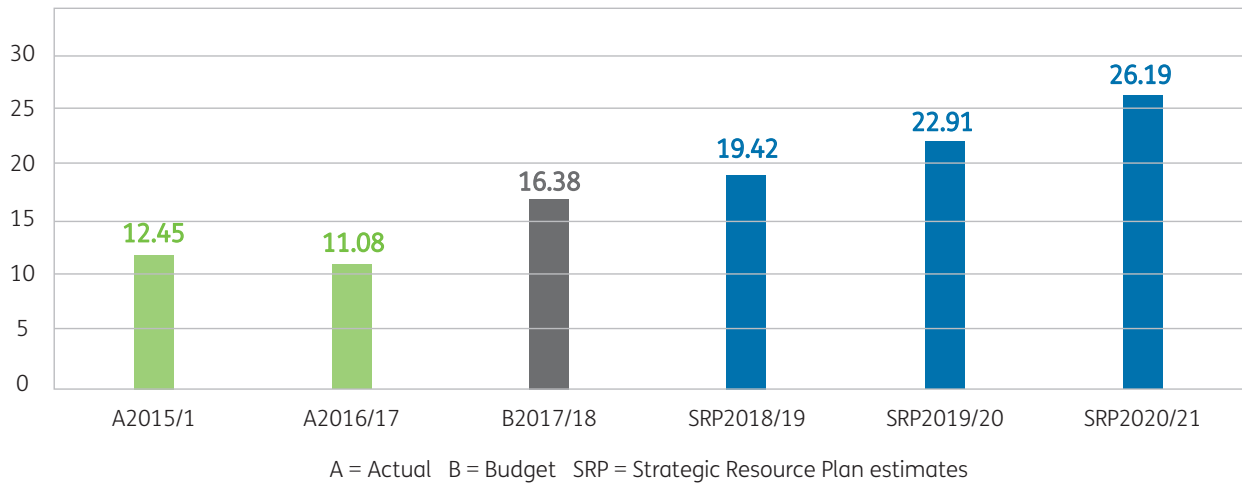


The operating result for the 2016/17 year is a surplus of \$14.82 million, which is an increase of \$7.00 million from 2015/16. The adjusted underlying result, which excludes items such as non-recurrent capital grants and non-cash contributions, is a surplus of \$3.64 million - an increase of \$4.74 million from 2015/16.

The future outlook is also strong. The budgeted operating result for the 2017/18 year is a surplus of \$9.311 million and the trend going forward to 2020/21 is steady increases up to \$16.47 million.



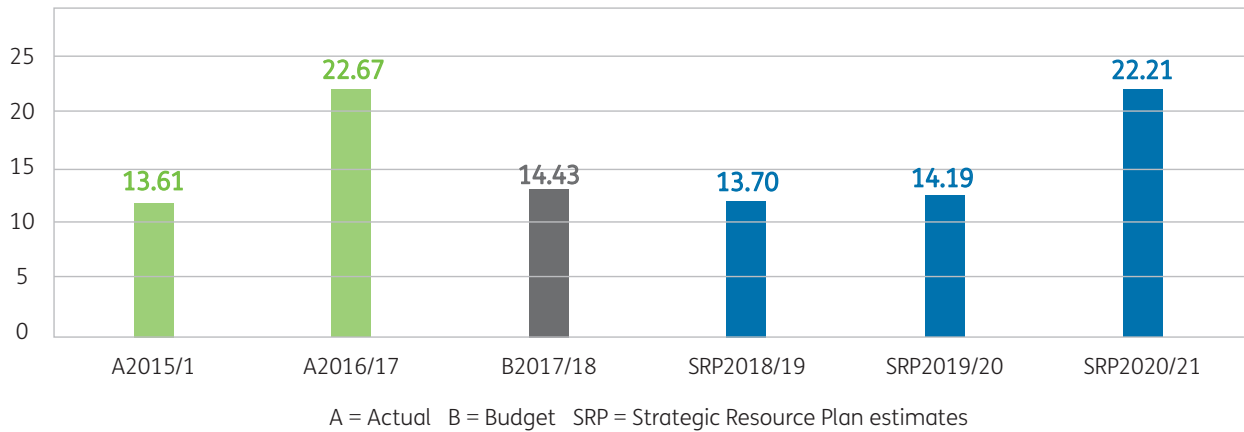
Cash and investments



Cash and investments are expected to increase over the next few years. The balance of cash as at 30 June 2017 is \$11.08 million and is forecast to increase to \$26.19 million by the end of 2020/21. The increase in cash levels reflect Council’s desire to ensure that it can settle future financial obligations and liabilities whilst ensuring it can continue to invest in capital works and service expansion for a rapidly growing Shire.

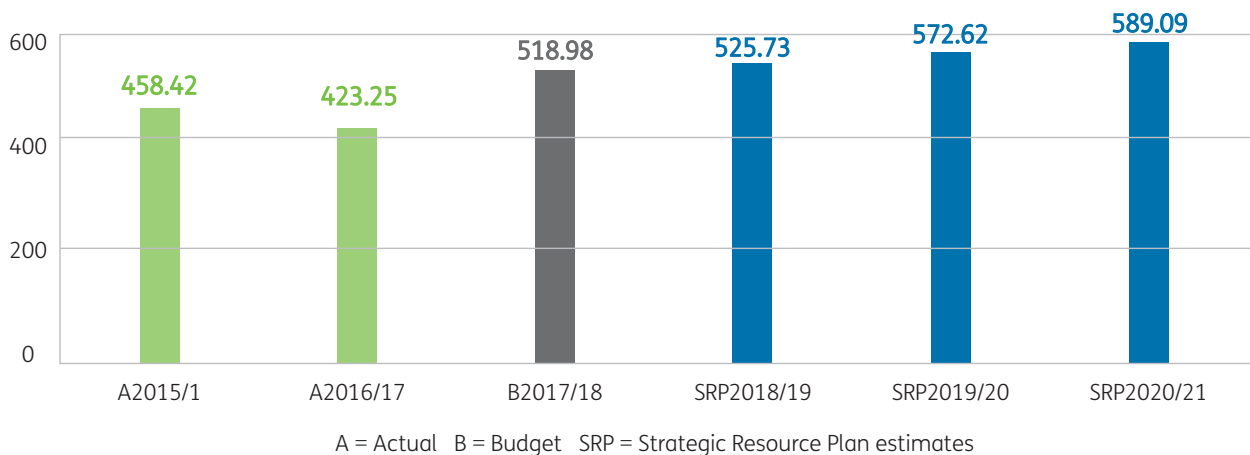


Capital works



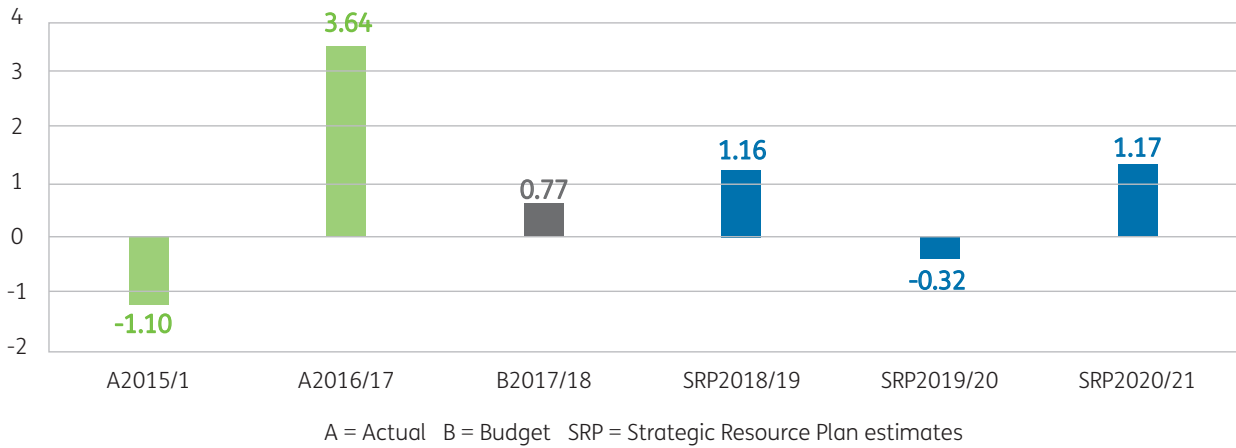
The Capital Works Program for the 2016/17 year was \$22.67 million. This is significantly higher than last financial year due to the completion of the Darley Early Years Hub and the continuation of the Halletts Way Southern Connection. The Capital Expenditure Program has been set and prioritised based on a rigorous process of consultation that has enabled Council to assess needs and develop sound business cases for each project. The future outlook for the Capital Works Program in the coming years is strong.

Financial position



The financial position is expected to improve with net assets (net worth) to increase by \$45.74 million to \$518.98 million, and net current assets (working capital) will increase by \$4.62 million to \$12.210 million as at 30 June 2018. The table shows a steady increase in net assets through to the 2020/21 financial year.

Financial sustainability



The adjusted underlying result, which is a measure of financial sustainability, shows consistent surpluses over the four year period of the Strategic Resource Plan. This represents a significant overall improvement in the long term sustainability of Moorabool Shire Council and is an area that Council has worked hard to improve over the last 5 years.

2016/17 saw a significant improvement in Councils’ adjusted underlying result with a underlying surplus of \$3.64 million. Whilst the bulk of the surplus was attributed to Council receiving early payment of Financial Assistance Grants amounting to \$3.045m, Moorabool Shire would have generated a surplus even if this amount was excluded. This was the first year in Moorabool’s history that it recorded an underlying surplus and this trend is forecast to continue for three of the next four years. In a rate cap environment, it is critical that Council aims to generate an underlying surplus on an annual basis.



Performance Statement

Moorabool Shire Council - 2016-17 Performance Statement

Description of Municipality

Moorabool Shire is a fast growing semi-rural municipality nestled between Melbourne, Geelong and Ballarat. 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.

Spanning more than 2,110 square kilometres, Moorabool is made up of 64 localities, hamlets and towns. More than 74% of the Shire comprises of water catchments, state forests and national parks.

The population of Moorabool Shire in 2016 is 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 population of the Shire is estimated to increase by 65% between 2016 and 2041 to 53,270. The majority of growth during this period will come from the new estates in Maddingley which are forecast to increase by over 200% during this same period.

Sustainable Capacity Indicators - for the year ended 30 June 2017

| LGV Ref | Indicator / measure | Results 2015 | Results 2016 | Results 2016 | Material Variations and Comments |
|---------|--|--------------|--------------|--------------|--|
| C1 | <p>Population</p> <p>EXPENSES PER HEAD OF MUNICIPAL POPULATION</p> <p>[Total expenses / Municipal population]</p> | \$1,352.32 | \$1,410.85 | \$1,400.93 | No Material Variations |
| C2 | <p>INFRASTRUCTURE PER HEAD OF MUNICIPAL POPULATION</p> <p>[Value of infrastructure / Municipal population]</p> | \$12,782.93 | \$14,704.57 | \$13,417.99 | No Material Variations |
| C3 | <p>POPULATION DENSITY PER LENGTH OF ROAD</p> <p>[Municipal population / Kilometres of local roads]</p> | 21.48 | 21.97 | 22.48 | No Material Variations |
| C4 | <p>Own-source revenue</p> <p>OWN-SOURCE REVENUE PER HEAD OF MUNICIPAL POPULATION</p> <p>[Own-source revenue / Municipal population]</p> | \$903.51 | \$1,089.31 | \$1,042.59 | No Material Variations |
| C5 | <p>Recurrent grants</p> <p>RECURRENT GRANTS PER HEAD OF MUNICIPAL POPULATION</p> <p>[Recurrent grants / Municipal population]</p> | \$431.03 | \$268.03 | \$445.23 | The early payment of Financial Assistance Grants in the 2016/17 year is the primary reason for the increase in this ratio. |
| C6 | <p>Disadvantage</p> <p>RELATIVE SOCIO-ECONOMIC DISADVANTAGE</p> <p>[Index of Relative Socio-Economic Disadvantage by decile]</p> | 7.00 | 7.00 | 7.00 | No Material Variations |

Sustainable Capacity Indicators – Definitions

“Adjusted underlying revenue” means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

“Infrastructure” means non-current property, plant and equipment excluding land

“Local road” means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

“Population” means the resident population estimated by Council

“Own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

“Relative socio-economic disadvantage”, in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

“SEIFA” means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

“Unrestricted cash” means all cash and cash equivalents other than restricted cash.

Service Performance Indicators - for the year ended 30 June 2017

| LGV Ref | Indicator / measure | Results 2015 | Results 2016 | Results 2016 | Material Variations and Comments |
|---------|---|--------------|--------------|--------------|--|
| AF6 | Aquatic Facilities UTILISATION Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population] | 0.28 | 0.23 | 0.26 | Bacchus Marsh and Ballan Pool had a small decrease in their utilisation compared to the previous year. This was largely due to the pools not being open on cooler days (below 25 degrees) resulting in lower attendances. |
| AM4 | Animal Management HEALTH AND SAFETY Animal management prosecutions [Number of successful animal management prosecutions] | 0.00 | 0.00 | 2.00 | Prosecutions are undertaken as a last resort, our process is to work with offenders to comply with legislation. There were however 2 animal management prosecutions for the reporting |
| FS4 | Food Safety HEALTH AND SAFETY Critical and major non-compliance outcome notifications [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100 | 89.00% | 83.33% | 94.74% | From 1 July 2016, ‘Critical and major non-compliance outcome notifications’ will be reported by calendar year. Previously this indicator was reported by financial year. This has been implemented to better align reporting with the Department of Health and Human Services. This may result in some variances year on year. |
| G5 | Governance SATISFACTION Satisfaction with council decisions [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community] | 50.00 | 48.00 | 49.00 | No Material Variations |

| LGV Ref | Indicator / measure | Results 2015 | Results 2016 | Results 2016 | Material Variations and Comments |
|---------|---|--------------|--------------|------------------------------|---|
| HC6 | <p>Home and Community Care (HACC)</p> <p>PARTICIPATION</p> <p>Participation in HACC service [Number of people that received a HACC service / Municipal target population for HACC services] x100</p> | 30.24% | 32.67% | Reporting Ceased 1 July 2016 | Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs |
| HC7 | <p>PARTICIPATION</p> <p>Participation in HACC service by CALD people [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100</p> | 12.98% | 18.97% | Reporting Ceased 1 July 2016 | Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs |
| LB4 | <p>Libraries</p> <p>PARTICIPATION</p> <p>Active library members [Number of active library members / Municipal population] x100</p> | 12.00% | 9.24% | 9.18% | No Material Variations |
| MC4 | <p>Maternal and Child Health (MCH)</p> <p>PARTICIPATION</p> <p>MC4 Participation in the MCH service [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100</p> | 82.00% | 76.86% | 77.28% | No Material Variations |
| MC5 | <p>PARTICIPATION</p> <p>Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100</p> | 78.00% | 71.79% | 71.79% | These figures are provided by the Municipal Association of Victoria from their Child Development Information System (CDIS) |
| R5 | <p>Roads</p> <p>SATISFACTION</p> <p>R5 Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]</p> | 43.00 | 47.00 | 43.00 | No Material Variations |
| SP4 | <p>Statutory Planning</p> <p>DECISION MAKING</p> <p>SP4 Council planning decisions upheld at VCAT [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</p> | 89.00% | 27.27% | 33.33% | There were fewer contentions applications in the current reporting period, leading to a greater number of Council decisions being upheld over the previous period |
| WC5 | <p>Waste Collection</p> <p>WASTE DIVERSION</p> <p>Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100</p> | 33.00% | 35.07% | 36.91% | No Material Variations |

Service Performance Indicators - Definitions

“Aboriginal child” means a child who is an Aboriginal person.

“Aboriginal person” has the same meaning as in the Aboriginal Heritage Act 2006.

“Active library member” means a member of a library who has borrowed a book from the library.

“Annual report” means an annual report prepared by a council under sections 131, 132 and 133 of the Act.

“CALD” means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English.

“Class 1 food premises” means food premises, within the meaning of the Food Act 1984, that have been declared as class 1 food premises under section 19C of that Act.

“Class 2 food premises” means food premises, within the meaning of the Food Act 1984, that have been declared as class 2 food premises under section 19C of that Act.

“Community Care Common Standards” means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth.

“Critical non-compliance outcome notification” means a notification received by Council under section 19N(3), or (4) of the Food Act 1984, or advice given to Council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

“Food premises” has the same meaning as in the Food Act 1984.

“HACC program” means the Home and Community Care program established under the Agreement entered into for the purpose of the Home and Community Care Act 1985 of the Commonwealth.

“HACC service” means home help, personal care or community respite provided under the HACC program.

“Local road” means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004.

“Major non-compliance outcome notification” means a notification received by a council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken.

“MCH” means the Maternal and Child Health Service provided by a Council to support the health and development of children within the municipality from birth until school age.

“Population” means the resident population estimated by Council.

“Target population” has the same meaning as in the Agreement entered into for the purposes of the Home and Community Care Act 1985 of the Commonwealth.

“WorkSafe reportable aquatic facility safety incident” means an incident relating to a Council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the Occupational Health and Safety Act 2004.



Financial Performance Indicators - for the year ended 30 June 2017

| LGV Ref | Dimension/indicator/measure | Results 2015 | Results 2016 | Results 2017 | F/casts 2018 | 2019 | 2020 | 2021 |
|---------|--|--------------|--------------|--------------|--------------|------------|------------|------------|
| E1 | Efficiency REVENUE LEVEL Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments] | \$1,392.85 | \$1,460.85 | \$1,12.85 | \$1,543.16 | \$1,574.08 | \$1,605.54 | \$1,637.65 |
| | Material Variations No Material Variations | | | | | | | |
| E2 | EXPENDITURE LEVEL Expenses per property assessment [Total expenses / Number of property assessments] | \$2,665.52 | \$2,677.65 | \$2,798.23 | \$2,731.44 | \$2,779.64 | \$2,939.64 | \$2,925.20 |
| | Material Variations No Material Variations | | | | | | | |
| E3 | Workforce TURNOVER Resignations and terminations compared to average staff [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100 | 8.89% | 9.91% | 14.98% | 8.99% | 8.79% | 8.73% | 8.65% |
| | Material Variations A number of long-serving staff retired or left Council during the 2016/17 year. | | | | | | | |
| L1 | Liquidity WORKING CAPITAL Current assets compared to current liabilities [Current assets / Current liabilities] x100 | 183.45% | 195.20% | 163.58% | 221.80% | 242.49% | 264.42% | 210.68% |
| | Material Variations This ratio was unfavorably impacted by timing delays. Council decided to defer \$2.790m in loan borrowings until the 2017/18 year (as a result of receiving an early payment of Financial Assistance Grants in 2016/17). In addition to this, the construction of Halletts Way in 2016/17 was budgeted to be funded partly from Developer Contributions. As at 30 June 2017, an estimated \$2.385m in Developer Contributions were yet to be received. | | | | | | | |

| | | | | | | | | |
|--|---|--------|---------|---------|---------|---------|---------|---------|
| L2 | UNRESTRICTED CASH Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100 | 42.66% | 33.65% | 37.46% | 111.92% | 170.66% | 194.63% | 160.04% |
| Material Variations | | | | | | | | |
| Unrestricted cash levels were low due a number of timing related issues. This included \$0.972m in overpayments made to the SRO relating to the Fire Services Property Levy (this amount was subsequently repaid to Moorabool Shire in early July 2017). In addition to this, Council had \$1.606m in Flood Recovery payments owing that were not received by 30 June. Also, Council decided to defer \$2.790m in loan borrowings from the 2016/17 year to the 2017/18 year (as a result of receiving early payment of Financial Assistance Grants in 2016/17). Lastly, the construction of Halletts Way in 2016/17 was budgeted to be funded partly from Developer Contributions. As at 30 June 2017, an estimated \$2.385m in Developer Contributions were yet to be received. | | | | | | | | |
| O1 | Obligations ASSET RENEWAL Asset renewal compared to depreciation [Asset renewal expense / Asset depreciation] x100 | 99.79% | 118.98% | 104.74% | 112.38% | 101.48% | 93.72% | 139.89% |
| Material Variations | | | | | | | | |
| Asset renewal expenditure for the 2017 Actual was greater than anticipated due in large part to the receipt of additional Blackspot funding. Over the long term, asset renewal expenditure is expected to progressively increase. This is due to an increase in Councils capacity to internally fund asset renewal with a reduced reliance on government grants to fund future programs. | | | | | | | | |
| O2 | LOANS AND BORROWINGS Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100 | 43.54% | 51.28% | 43.93% | 47.95% | 53.23% | 53.97% | 51.51% |
| Material Variations | | | | | | | | |
| Decreased due to a deferral of \$2.790m in loan borrowings to the 2017/18 financial year | | | | | | | | |
| O3 | Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100 | 8.84% | 7.46% | 7.17% | 6.72% | 5.85% | 5.67% | 4.25% |
| Material Variations | | | | | | | | |
| No Material Variations | | | | | | | | |

| | | | | | | | | |
|---|--|--------|--------|--------|--------|--------|--------|--------|
| 04 | INDEBTEDNESS Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100 | 41.11% | 44.51% | 37.68% | 44.95% | 49.68% | 51.36% | 38.89% |
| Material Variations | | | | | | | | |
| Decreased due to a deferral of \$2.790m in loan borrowings to the 2017/18 financial year. In addition to this, a number of long-serving staff retired or left Council during the 2016/17 year resulting in a reduction in the value of noncurrent employee entitlements. | | | | | | | | |
| OP1 | Operating position ADJUSTED UNDERLYING RESULT Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100 | -0.43% | -2.64% | 7.44% | 1.68% | 2.45% | -0.64% | 2.28% |
| Material Variations | | | | | | | | |
| The underlying result is skewed due to the early payment of Financial Assistance Grants which inflated recurrent revenues by \$3.045m in the 2016/17 reporting year. If the impact of early payment of Financial Assistance Grants is removed, Moorabool Shire would have generated an underlying surplus of 1.30% which represents an overall positive trend movement. | | | | | | | | |
| S1 | Stability RATES CONCENTRATION Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100 | 66.36% | 70.41% | 63.31% | 70.28% | 69.89% | 69.54% | 69.21% |
| Material Variations | | | | | | | | |
| The early payment of Financial Assistance Grants in the 2016/17 year is the primary reason for the reduction in this ratio. | | | | | | | | |
| S2 | RATES EFFORT Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100 | 0.48% | 0.50% | 0.49% | 0.49% | 0.50% | 0.50% | 0.50% |
| Material Variations | | | | | | | | |
| No Material Variations | | | | | | | | |

Financial Performance Indicators – Definitions

“Adjusted underlying revenue” means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above.

“Adjusted underlying surplus (or deficit)” means adjusted underlying revenue less total expenditure.

“Asset renewal expenditure” means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability.

“Current assets” has the same meaning as in the AAS.

“Current liabilities” has the same meaning as in the AAS.

“Non-current assets” means all assets other than current assets.

“Non-current liabilities” means all liabilities other than current liabilities.

“Non-recurrent grant” means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a Council’s Strategic Resource Plan.

“Own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of Council (including government grants).

“Population” means the resident population estimated by Council.

“Rate revenue” means revenue from general rates, municipal charges, service rates and service charges.

“Recurrent grant” means a grant other than a non-recurrent grant.

“Residential rates” means revenue from general rates, municipal charges, service rates and service charges levied on residential properties.

“Restricted cash” means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year.

“Unrestricted cash” means all cash and cash equivalents other than restricted cash.



Other Information - Basis of Preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from Council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the Council's strategic resource plan.

The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by Council in its strategic resource plan on 5 July 2017 and which forms part of the Council Plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting Council.



2016-17 Performance Statement

Certification of the performance statement

In my opinion, the accompanying performance statement has been prepared in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.



Steven Ivelja CPA
Principal Accounting Officer
Dated: 6 September 2017

In our opinion, the accompanying performance statement of the (council name) for the year ended 30 June 2017 presents fairly the results of council's performance in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the Local Government (Planning and Reporting) Regulations 2014 to certify this performance statement in its final form.



Cr. Tonia Dudzik
Councillor
Dated: 6 September 2017

Cr. Paul Tatchell
Councillor
Dated: 6 September 2017



Rob Croxford
Chief Executive Officer
Dated: 6 September 2017



Independent Auditor's Report

To the Councillors of Moorabool Shire Council

| | |
|--|--|
| Opinion | <p>I have audited the accompanying performance statement of Moorabool Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • description of municipality for the year ended 30 June 2017 • sustainable capacity indicators for the year ended 30 June 2017 • service performance indicators for the year ended 30 June 2017 • financial performance indicators for the year ended 30 June 2017 • other information and • the certification of the performance statement. <p>In my opinion, the performance statement of Moorabool Shire Council in respect of the year ended 30 June 2017 presents fairly, in all material respects, in accordance with the performance reporting requirements of Part 6 of the <i>Local Government Act 1989</i>.</p> |
| Basis for Opinion | <p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. My responsibilities under the Act are further described in the <i>Auditor's responsibilities for the audit of the performance statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Australia and have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p> |
| Councillors' responsibilities for the performance statement | <p>The Councillors is responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 1989</i> and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.</p> |

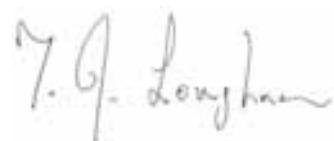
Auditor's responsibilities for the audit of the performance statement

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the statement of performance, including the disclosures, and whether the statement of performance represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Tim Loughnan
as delegate for the Auditor-General of Victoria

MELBOURNE
14 September 2017



Part Six: Financial Statements



Moorabool Shire Council
2016/2017 Financial Report
Table of Contents

Financial Report Page

Financial Statements

Comprehensive Income Statement
Balance Sheet
Statement of Changes in Equity
Statement of Cash Flows
Statement of Capital Works

Notes to Financial Statements

Introduction

Note 1 Significant accounting policies
Note 2 Budget Comparison
Note 3 Rates and charges
Note 4 Statutory fees and fines
Note 5 User fees
Note 6 Grants
Note 7 Contributions
Note 8 Loss on disposal of property, infrastructure, plant and equipment
Note 9 Other income
Note 10 Employee costs
Note 11 Materials and services
Note 12 Bad and doubtful debts
Note 13 Depreciation and amortisation
Note 14 Borrowing costs
Note 15 Other expenses
Note 16 Cash and cash equivalents
Note 17 Trade and other receivables
Note 18 Inventories
Note 19 Non-current assets classified as held for sale
Note 20 Other assets
Note 21 Property, infrastructure, plant and equipment
Note 22 Trade and other payables
Note 23 Trust funds and deposits
Note 24 Provisions
Note 25 Interest-bearing loans and borrowings
Note 26 Reserves
Note 27 Reconciliation of cash flows from operating activities to surplus/(deficit)
Note 28 Financing arrangements
Note 29 Commitments
Note 30 Operating leases
Note 31 Superannuation
Note 32 Contingent liabilities and contingent assets
Note 33 Financial instruments
Note 34 Related party transactions
Note 35 Events occurring after balance date

Certification of the Financial Statements
Independent Auditor's Report

Moorabool Shire Council
2016/2017 Financial Report

Comprehensive Income Statement For the Year Ended 30 June 2017

| | Note | 2017 \$'000 | 2016 \$'000 |
|---|-------|-----------------|-----------------|
| Income | | | |
| Rates and charges | 3 | 30,987 | 29,331 |
| Statutory fees and fines | 4 | 618 | 448 |
| User fees | 5 | 2,035 | 1,918 |
| Grants - operating | 6 | 12,858 | 6,518 |
| Grants - capital | 6 | 8,385 | 4,699 |
| Contributions - monetary | 7 | 190 | 1,254 |
| Contributions - non-monetary | 7 | 4,978 | 5,481 |
| Other income | 9 | 3,942 | 2,612 |
| Total Income | | 63,992 | 52,261 |
| Expenses | | | |
| Employee costs | 10 | (17,602) | (17,729) |
| Materials and services | 11 | (18,081) | (15,854) |
| Bad and doubtful debts | 12 | (5) | (58) |
| Depreciation and amortisation | 13 | (8,209) | (7,398) |
| Borrowing costs | 14 | (790) | (724) |
| Loss on disposal of property, infrastructure, plant and equipment and investment properties | 8 | (3,866) | (1,682) |
| Loss on revaluation | | - | (324) |
| Other expenses | 15 | (616) | (667) |
| Total Expenses | | (49,169) | (44,436) |
| Surplus/(deficit) for the year | | 14,823 | 7,825 |
| Other comprehensive income | | | |
| Items that will not be reclassified to surplus or deficit in future periods | | | |
| Net asset revaluation increment/(decrement) | 26(a) | - | 15,707 |
| Total comprehensive Result | | 14,823 | 23,532 |

The above statement should be read in conjunction with the accompanying notes

Moorabool Shire Council
2016/2017 Financial Report

Balance Sheet As at 30 June 2017

| | Note | 2017 \$'000 | 2016 \$'000 |
|--|------|----------------|----------------|
| Assets | | | |
| Current assets | | | |
| Cash and cash equivalents | 16 | 11,075 | 12,452 |
| Trade and other receivables | 17 | 5,521 | 4,978 |
| Inventories | 18 | 24 | 21 |
| Non-current assets classified as held for sale | 19 | - | 991 |
| Other assets | 20 | 2,911 | 1,412 |
| Total current assets | | 19,530 | 19,854 |
| Non-current assets | | | |
| Trade and other receivables | 17 | 133 | 126 |
| Property, infrastructure, plant and equipment | 21 | 478,226 | 463,135 |
| Total non-current assets | | 478,359 | 463,261 |
| Total assets | | 497,890 | 483,115 |
| Liabilities | | | |
| Current liabilities | | | |
| Trade and other payables | 22 | 5,674 | 3,795 |
| Trust funds and deposits | 23 | 736 | 781 |
| Provisions | 24 | 4,165 | 4,164 |
| Interest-bearing loans and borrowings | 25 | 1,364 | 1,431 |
| Total current liabilities | | 11,939 | 10,171 |
| Non-current liabilities | | | |
| Provisions | 24 | 457 | 909 |
| Interest-bearing loans and borrowings | 25 | 12,247 | 13,611 |
| Total non-current liabilities | | 12,705 | 14,520 |
| Total liabilities | | 24,644 | 24,692 |
| Net assets | | 473,246 | 458,423 |
| Equity | | | |
| Accumulated surplus | | 151,333 | 138,035 |
| Reserves | 26 | 321,913 | 320,388 |
| Total Equity | | 473,246 | 458,423 |

The above balance sheet should be read in conjunction with the accompanying notes

Moorabool Shire Council
2016/2017 Financial Report

Statement of Changes in Equity For the Year Ended 30 June 2017

| | Note | Total \$'000 | Accumulated Surplus \$'000 | Revaluation Reserve \$'000 | Other Reserves \$'000 |
|---|------|-----------------|----------------------------------|----------------------------------|-----------------------------|
| 2017 | | | | | |
| Balance at beginning of the financial year | | 458,423 | 138,035 | 314,680 | 5,708 |
| Surplus/(deficit) for the year | 26a | 14,823 | 14,823 | - | - |
| Net asset revaluation increment/(decrement) | | - | - | - | - |
| Transfers to other reserves | 26b | - | (2,036) | - | 2,036 |
| Transfers from other reserves | 26b | - | 512 | - | (512) |
| Balance at end of the financial year | | 473,246 | 151,333 | 314,680 | 7,232 |

| | Note | Total \$'000 | Accumulated Surplus \$'000 | Revaluation Reserve \$'000 | Other Reserves \$'000 |
|---|------|-----------------|----------------------------------|----------------------------------|-----------------------------|
| 2016 | | | | | |
| Balance at beginning of the financial year | | 434,891 | 131,611 | 298,973 | 4,307 |
| Surplus/(deficit) for the year | 26a | 7,825 | 7,825 | - | - |
| Net asset revaluation increment/(decrement) | | 15,707 | - | 15,707 | - |
| Transfers to other reserves | 26b | - | (2,455) | - | 2,455 |
| Transfers from other reserves | 26b | - | 1,055 | - | (1,055) |
| Balance at end of the financial year | | 458,423 | 138,035 | 314,680 | 5,708 |

The above statement should be read in conjunction with the accompanying notes

Moorabool Shire Council
2016/2017 Financial Report

Statement of Cash Flows For the Year Ended 30 June 2017

| | 2017 | 2016 |
|---|-------------------------|------------------------|
| | Inflows/ (Outflows) | Inflows/ (Outflows) |
| Note | \$'000 | \$'000 |
| Cash flows from operating activities | | |
| Rates and charges | 30,627 | 29,209 |
| Statutory fees and fines | 618 | 448 |
| User fees (inclusive of GST) | 2,283 | 1,546 |
| Grants - operating | 12,858 | 6,518 |
| Grants - capital | 8,385 | 4,699 |
| Contributions - monetary | 190 | 1,254 |
| Interest received | 402 | 431 |
| Trust funds and deposits taken | 408 | 634 |
| Other receipts (inclusive of GST) | 4,038 | 2,286 |
| Net GST refund/payment | 2,920 | 2,555 |
| Employee costs | (18,053) | (17,394) |
| Materials and services (inclusive of GST) | (21,311) | (19,774) |
| Trust funds and deposits repaid | (452) | (452) |
| Other payments | (620) | (725) |
| Net cash provided by (used in) operating activities | 27 <u>22,290</u> | <u>11,233</u> |
| Cash flows from investing activities | | |
| Payments for property, infrastructure, plant and equipment | (22,674) | (13,606) |
| Proceeds from sale of property, infrastructure, plant and equipment | 1,229 | 364 |
| Net cash provided by (used in) investing activities | <u>(21,445)</u> | <u>(13,242)</u> |
| Cash flows from financing activities | | |
| Finance costs | (790) | (724) |
| Proceeds from borrowings | - | 4,476 |
| Repayment of borrowings | (1,431) | (1,464) |
| Net cash provided by (used in) financing activities | <u>(2,222)</u> | <u>2,287</u> |
| Net increase (decrease) in cash and cash equivalents | (1,377) | 279 |
| Cash and cash equivalents at the beginning of the financial year | 12,452 | 12,173 |
| Cash and cash equivalents at the end of the financial year | 16 <u>11,075</u> | <u>12,452</u> |
| Financing arrangements | 28 | |
| Restrictions on cash assets | 16 | |

The above statement should be read in conjunction with the accompanying notes

Moorabool Shire Council
2016/2017 Financial Report

Statement of Capital Works For the Year Ended 30 June 2017

| | Note | 2017 \$'000 | 2016 \$'000 |
|--|------|----------------|----------------|
| Property | | | |
| Land | | 50 | 50 |
| Buildings | | 3,744 | 2,084 |
| Total property | | 3,794 | 2,134 |
| Plant and equipment | | | |
| Plant, machinery and equipment | | 1,285 | 1,382 |
| Computers and telecommunications | | 59 | 12 |
| Library books | | 93 | 100 |
| Total plant and equipment | | 1,438 | 1,494 |
| Infrastructure | | | |
| Roads | | 16,032 | 7,674 |
| Bridges | | 504 | 809 |
| Footpaths and cycleways | | 409 | 826 |
| Drainage | | - | 144 |
| Recreational, leisure and community facilities | | 251 | 280 |
| Parks, open space and streetscapes | | 124 | 4 |
| Other infrastructure | | 123 | 242 |
| Total infrastructure | | 17,442 | 9,978 |
| Total capital works expenditure | | 22,674 | 13,606 |
| Represented by: | | | |
| New asset expenditure | | 10,253 | 2,175 |
| Asset renewal expenditure | | 8,598 | 8,802 |
| Asset upgrade expenditure | | 3,823 | 2,628 |
| Total capital works expenditure | | 22,674 | 13,606 |

The above statement should be read in conjunction with the accompanying notes

Introduction

Moorabool Shire Council was established by an Order of the Governor in Council on Friday, 6 May 1994 and is a body corporate. The Council's main office is located at 15 Stead Street, Ballan.

Statement of Compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1989, and the Local Government (Planning and Reporting) Regulations 2014.

Note 1 Significant accounting policies**(a) Basis of accounting**

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to note 1 (k))
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to note 1 (l))
- the determination of employee provisions (refer to note 1 (r))

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

(b) Change in accounting policies

There have been no changes in accounting policies from the previous period.

(c) Committees of management

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

(d) Revenue recognition

Income is recognised when the Council obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Council and the amount of the contribution can be measured reliably.

Rates and charges

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

Statutory fees and fines

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

User fees

User fees are recognised as revenue when the service has been provided or the payment is received, whichever first occurs.

Grants

Grant income is recognised when Council obtains control of the contribution. This is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and are valued at their fair value at the date of transfer.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in note 6. The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

Note 1 Significant accounting policies (cont.)**(d) Revenue recognition (cont.)****Contributions**

Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

Sale of property, infrastructure, plant and equipment

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

Interest

Interest is recognised as it is earned.

Dividends

Dividend revenue is recognised when the Council's right to receive payment is established.

Other Income

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

(e) Fair value measurement

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

(f) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

(g) Trade and other receivables

Short term receivables are carried at invoice amount as amortised cost using the effective interest rate method would not impact the carrying value. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

(h) Other financial assets

Other financial assets are valued at fair value, being market value, at balance date. Term deposits are measured at amortised cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

(i) Inventories

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential.

All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

Note 1 Significant accounting policies (cont.)**(j) Non-current assets classified as held for sale**

A non-current asset held for sale (including disposal groups) is measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non current assets, disposal groups and related liabilities assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

(k) Recognition and measurement of property, plant and equipment, infrastructure, intangibles**Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits detailed in note 1 (l) have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 21 Property, infrastructure, plant and equipment, and infrastructure.

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis up to every 5 years. The valuation is performed either by experienced Council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Land under roads

Council recognises land under roads it controls at fair value. Council does not recognise land under roads that it controlled prior to 1 July 2008 in its financial report.

(l) Depreciation and amortisation of property, plant and equipment, infrastructure

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Note 1 Significant accounting policies (cont.)**(l) Depreciation and amortisation of property, plant and equipment, infrastructure (cont.)**

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

| Asset recognition thresholds and depreciation periods | Depreciation Period | Threshold Limit \$'000 |
|---|---------------------|---------------------------|
| Property | | |
| Land | - | 5 |
| Land improvements | - | 5 |
| Buildings | | |
| Buildings | 50-80 years | 5 |
| Plant and Equipment | | |
| Plant, machinery and equipment | 5-10 years | 5 |
| Fixtures, fittings and furniture | 3-10 years | 5 |
| Computers and telecommunications | 1-5 years | 5 |
| Library books | 10 years | n/a |
| Infrastructure | | |
| Roads | | |
| - Formation and earthworks | - | 5 |
| - Pavement and seals | 20-80 years | 5 |
| - Substructure | 15-30 years | 5 |
| - Road kerb, channel and minor culverts | 40-70 years | 5 |
| Footpaths and cycleways | 10-50 years | 5 |
| Drainage | 25-100 years | 5 |
| Bridges | | |
| - Bridges deck | 80 years | 5 |
| - Bridges substructure | 80 years | 5 |
| - Major culverts | 80 years | 5 |
| Recreational, leisure and community facilities | 15-40 years | 5 |
| Parks, open space and streetscapes | 20-100 years | 5 |

(m) Repairs and maintenance

Routine maintenance, repair costs and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

(n) Investment property

Investment property is held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to the Council. Subsequent to initial recognition at cost, investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the comprehensive income statement in the period that they arise. Rental income from the leasing of investment properties is recognised in the comprehensive income statement on a straight line basis over the lease term.

(o) Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets' carrying value over its recoverable amount is expensed to the Comprehensive Income Statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

(p) Trust funds and deposits

Amounts received as deposits and retention amounts controlled by Council are recognised as Trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited (refer to note 23).

Note 1 Significant accounting policies (cont.)**(q) Borrowings**

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

Borrowing costs

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council. Except where specific borrowings are obtained for the purpose of specific asset acquisition, the weighted average interest rate applicable to borrowings at balance date, excluding borrowings associated with superannuation, is used to determine the borrowing costs to be capitalised.

Borrowing costs include interest on bank overdrafts, interest on borrowings and finance lease charges.

(r) Employee costs and benefits

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date:

Wages and salaries and annual leave

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Current Liability - unconditional LSL is disclosed as a current liability even when the Council does not expect to settle the liability within 12 months because it will not have the unconditional right to defer settlement of the entitlement should an employee take leave within 12 months.

The components of this current liability are measured at :

- present value - component that is not expected to be wholly settled within 12 months.
- nominal value - component that is expected to be wholly settled within 12 months.

Classification of employee costs

Non-current liability - conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability. There is an unconditional right to defer settlement of the entitlement until the employee has completed the requisite years of service.

This non-current LSL liability is measured at present value.

Retirement Gratuity

Retirement gratuities were provided to certain employees who were employed by the former Shire of Bacchus Marsh. The liability represents a set proportion of accumulated sick leave that is payable on retirement. At balance date, the liability is measured at the nominal value of 14 March 1996.

(s) Quarry rehabilitation provision

Council is obligated to restore quarry sites to a particular standard. The forecast life of the sites are based on current estimates of remaining capacity and the forecast rate of infill. The provision for quarry restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

(t) Leases**Operating leases**

Lease payments for operating leases are required by the accounting standards to be recognised on a straight line basis, rather than expenses in the years in which they are incurred.

Note 1 Significant accounting policies (cont.)**(u) Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(v) Financial guarantees

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probably that that right will be exercised. Details of guarantees that Council has provided, that are not recognised in the balance sheet are disclosed at Note 32 Contingent Liabilities and Contingent Assets.

(w) Contingent assets and contingent liabilities and commitments

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value by way of note and presented inclusive of the GST payable.

(x) Pending accounting standards

The following new AAS's have been issued that are not mandatory for the 30 June 2017 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

Revenue from contracts with customers (AASB 15) (applies 2018/19)

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.

Leases (AASB 16) (applies 2019/20)

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Council has a significant number of operating leases that will be impacted as a result of this change. This will see assets and liabilities of approximately \$245,404 recognised.

(y) Rounding

Unless otherwise stated, amounts in the financial report have been rounded to the nearest thousand dollars. Figures in the financial statements may not equate due to rounding.

Note 2 Budget Comparison

The budget comparison note compares Council's financial plan, expressed through its annual budget, with actual performance. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$1,000,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 29 June 2016. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

| | Budget | Actual | Variance | |
|--|-----------------|-----------------|----------------|-----|
| | 2017 | 2017 | 2017 | |
| | \$'000 | \$'000 | \$'000 | Ref |
| a) Income and Expenditure | | | | |
| Income | | | | |
| Rates and charges | 31,043 | 30,987 | (56) | |
| Statutory fees and fines | 642 | 618 | (24) | |
| User fees | 1,951 | 2,035 | 84 | |
| Grants - operating | 9,149 | 12,858 | 3,709 | 1 |
| Grants - capital | 5,042 | 8,385 | 3,342 | 2 |
| Contributions - monetary | 100 | 190 | 90 | 3 |
| Contributions - non monetary | 4,635 | 4,978 | 343 | |
| Interest received | 374 | 402 | 28 | |
| Other income | 1,381 | 3,540 | 2,159 | 4 |
| Total income | 54,317 | 63,992 | 9,674 | |
| Expenses | | | | |
| Employee costs | (18,226) | (17,602) | 624 | |
| Materials and services | (14,623) | (18,081) | (3,458) | 5 |
| Bad and doubtful debts | - | (5) | (5) | |
| Depreciation and amortisation | (9,961) | (8,209) | 1,752 | 6 |
| Borrowing costs | (906) | (790) | 116 | 7 |
| Loss on disposal of property, infrastructure, plant and equip. | (1,337) | (3,866) | (2,529) | 8 |
| Other expenses | (770) | (616) | 155 | 9 |
| Total expenses | (45,823) | (49,169) | (3,346) | |
| Surplus/(deficit) for the year | 8,494 | 14,823 | 6,328 | |

Note 2 Budget Comparison (cont.)

(i) Explanation of material variations

| Ref | Item | Explanation |
|-----|---|--|
| 1 | Grants - operating | The favourable variance is primarily due to Council receiving 50% of the 2017/18 Grants Commission funding in June 2017 (\$3.050 million). Other variances relate to new funding received since the adoption of the budget. These include; Parwan Precinct Structure Plan (\$223k), Rural Access Initiative (\$137k), Scotsburn Fire Recovery (\$80k), and Maternal and Child Health (\$46k). |
| 2 | Grants - capital | Capital grants have increased mainly due to Council receiving funding for projects budgeted in prior years. These projects were started prior to the 2016/17 financial year and funding was received after specific milestones were met. The major grants received relate to Darley Children's Hub (\$1.520 million) and Halletts Way Southern Connection (\$1.094 million). Other increases relate to new funding received since the adoption of the budget. These include; Clarendon Community Hub (\$300k), Elaine Township Footpath (\$108k), Masons Lane Training Lighting (\$90k), and Bacchus Marsh BMX Track Development (\$90k). |
| 3 | Contributions - monetary | The actual amount of Public Open Space Contributions received during 2016/17 was greater by \$90k due to a higher level of activity than what was originally budgeted. |
| 4 | Other income | This variance mainly relates to a reimbursement claim of \$1.606 million for costs incurred during Flood/Storm events in September 2016. The vast majority of these costs are expected to be reimbursed, with Council lodging claims with the Department of Treasury and Finance. Another significant variance is the reimbursements for Blackwood Localised Septic Program (\$706k). Council is conducting the work for this project with costs being reimbursed from the Central Highlands Regional Water Authority. Both of these items were not included in the 2016/17 Adopted Budget. Offsetting these increases is a decrease in income from the sale of new Greenwaste bins (\$157k). There was an overestimation in the budget about the initial take up from residents of the new Greenwaste service offered for the first time in 2016/17. |
| 5 | Materials and services | Unfavourable mainly due to costs incurred for the Flood/Storm events in September 2016. As at 30 June, Council had incurred costs of \$1.554 million, of which the majority will be reimbursed. Other significant variances include capital expenditure being transferred to operating (\$456k - relates to costs not deemed to be capital in nature) and expenditure incurred for the Blackwood Localised Septic Program (\$448k - to be fully reimbursed). There are numerous other smaller variances that relate to increases in; Agency Staff (\$246k - funded from savings in vacancies throughout the financial year); legal costs (\$207k); and the continuation/completion of Council approved new initiatives or grant funded projects from prior financial years. |
| 6 | Depreciation and amortisation | The actual depreciation expense was \$1.752m less than budget. This is mainly due to an overestimation in the budgeted amount for the depreciation of Road Infrastructure Assets. At the time of preparing the 2016/17 budget the impact of the 2015/16 revaluation of Road Assets was not known. |
| 7 | Borrowing costs | The favourable variance is due to the deferral of \$2.790 million in loan borrowings from the 2016/17 budget. These borrowings have been deferred to 2017/18 and has resulted in a saving of \$116k in interest repayments during the 2016/17 financial year. |
| 8 | Net gain/(loss) on disposal of property, infrastructure, plant and equip. | Unfavourable due to an underestimation in the budget for the Written Down Value of Infrastructure Assets replaced during the 2016/17 year. |
| 9 | Other expenses | Overall is favourable by \$155k mainly due to savings on lease costs for Servers (\$72k) and Computer Upgrades (\$55k). There is also a decrease in panel hearing costs for Planning Scheme Amendments (\$26k). |

Note 2 Budget Comparison (cont.)

| | Budget 2017 \$'000 | Actual 2017 \$'000 | Variance 2017 \$'000 | Ref |
|--|--------------------------|--------------------------|----------------------------|-----|
| b) Capital Works | | | | |
| Property | | | | |
| Land | - | 50 | 50 | |
| Buildings | 797 | 3,744 | 2,948 | 1 |
| Total property | 797 | 3,794 | 2,998 | |
| Plant and equipment | | | | |
| Plant, machinery and equipment | 1,408 | 1,285 | (123) | |
| Computers and telecommunications | - | 59 | 59 | |
| Library books | - | 93 | 93 | |
| Total plant and equipment | 1,408 | 1,438 | 29 | |
| Infrastructure | | | | |
| Roads | 12,365 | 16,032 | 3,666 | 2 |
| Bridges | 850 | 504 | (346) | 3 |
| Footpaths and cycleways | 498 | 409 | (89) | 4 |
| Drainage | - | - | - | |
| Recreational, leisure and community facilities | 1,395 | 251 | (1,145) | 5 |
| Parks, open space and streetscapes | 93 | 124 | 31 | 6 |
| Other infrastructure | 8 | 123 | 115 | 7 |
| Total infrastructure | 15,209 | 17,442 | 2,232 | |
| Total capital works expenditure | 17,414 | 22,674 | 5,259 | |
| Represented by: | | | | |
| New asset expenditure | 7,519 | 10,253 | 2,734 | |
| Asset renewal | 9,112 | 8,598 | (514) | |
| Asset upgrade | 783 | 3,823 | 3,040 | |
| Total capital works expenditure | 17,414 | 22,674 | 5,259 | |

(i) Explanation of material variations

| Ref | Item | Explanation |
|-----|--|--|
| 1 | Buildings | Capital expenditure on buildings was \$2.948 million greater than budget due to the completion of projects carried forward from prior years. The most significant project being the Darley Early Years Hub. |
| 2 | Roads | Actual expenditure exceeded budget by \$3.666 million mainly due to the continuation of works from previous financial years. The main project being the Hallett's Way Southern Connection (\$3.499 million). This major project is due to be completed in August 2017. |
| 3 | Bridges | Actual expenditure was less than budget by \$346k mainly due to some projects being incomplete at year end. These projects will be completed in the 2017/18 financial year and include works at; Butter-Factory Road, Wallace and Beremboke Rd, Beremboke. |
| 4 | Footpaths and cycleways | Overall capital spend on drainage was \$89k less than budget. This is mainly due to a project at Inglis Street, Ballan being incomplete at year end. This project is due to be completed in the 2017/18 financial year. |
| 5 | Recreational, leisure and community facilities | Actual spend was less than budget by \$1.145 million due to some larger projects being incomplete at year end. These projects include; Bacchus Marsh Racecourse and Recreation Reserve, and Ballan Recreation Reserve - Netball/Tennis Court Reconstruction. |
| 6 | Parks, open space and streetscapes | Capital expenditure exceeded budget by \$31k due to the completion of the Lal Lal Anzac Memorial Park Project. This was carried forward from 2016/17. |
| 7 | Other infrastructure | Greater than budget by \$115k mainly due to the completion of Moon Reserve Toilet Facility and other items not contained in the original budget (purchase of gym equipment and other minor office equipment). |

| | 2017 | 2016 |
|--|--------|--------|
| | \$'000 | \$'000 |

Note 3 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the market value of the land and all improvements to that land as assessed by a Council appointed valuer.

The valuation base used to calculate general rates for 2016/2017 was \$6,204 million (2015/2016: \$5,710 million).

| | | |
|--|---------------|---------------|
| General Rates | 26,694 | 25,460 |
| Waste / Garbage Charges | 4,049 | 3,660 |
| Supplementary rates and rate adjustments | 244 | 211 |
| Cultural and recreational | - | - |
| Revenue in lieu of rates | - | - |
| Total rates and charges | 30,987 | 29,331 |

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2016 and the valuation was first applied in the rating year commencing 1 July 2016.

Note 4 Statutory fees and fines

| | | |
|---------------------------------------|------------|------------|
| Infringements and costs | 192 | 95 |
| Court recoveries | 7 | 37 |
| Town planning fees | 348 | 254 |
| Land information certificates | 41 | 34 |
| Permits | 29 | 27 |
| Freedom of Information | 1 | 1 |
| Total statutory fees and fines | 618 | 448 |

Note 5 User fees

| | | |
|---------------------------------|--------------|--------------|
| Aged and health services | 644 | 574 |
| Leisure centre and recreation | 54 | 40 |
| Child care/children's programs | 66 | 62 |
| Registrations and other permits | 586 | 492 |
| Building services | 224 | 332 |
| Waste management services | 377 | 325 |
| Other fees and charges | 85 | 94 |
| Total user fees | 2,035 | 1,918 |

Note 6 Grants

Grants were received in respect of the following :

Summary of grants

| | | |
|----------------------------|---------------|---------------|
| Commonwealth funded grants | 12,944 | 5,573 |
| State funded grants | 8,101 | 5,085 |
| Others | 198 | 559 |
| Total | 21,243 | 11,217 |

| | 2017 \$'000 | 2016 \$'000 |
|---|----------------|----------------|
| Note 6 Grants (cont.) | | |
| (a) Operating Grants | | |
| Recurrent - Commonwealth Government | | |
| Victoria Grants Commission | 8,929 | 2,942 |
| Commonwealth Home Support Program | 1,642 | - |
| Recurrent - State Government | | |
| Aged care | 314 | 1,871 |
| School crossing supervisors | 52 | 49 |
| Libraries | 252 | 246 |
| Maternal and child health | 538 | 511 |
| Other | 298 | 312 |
| Total recurrent operating grants | 12,025 | 5,932 |
| Non-recurrent - Commonwealth Government | | |
| Healthy Ageing | - | 120 |
| Healthy Communities | - | 1 |
| Non-recurrent - State Government | | |
| Emergency management | 200 | 246 |
| Valuations | 93 | - |
| Strategic planning and tourism | 223 | 13 |
| Families and youth | 27 | 39 |
| Environment and health | 104 | 167 |
| Community development | 42 | - |
| Disability Access | 137 | - |
| Other | 7 | - |
| Total non-recurrent operating grants | 833 | 586 |
| Total operating grants | 12,858 | 6,518 |
| (b) Capital Grants | | |
| Recurrent - Commonwealth Government | | |
| Roads to recovery | 2,373 | 2,510 |
| Recurrent - State Government | | |
| Local roads | - | - |
| Total recurrent capital grants | 2,373 | 2,510 |
| Non-recurrent - Commonwealth Government | | |
| Emergency recovery | - | - |
| Non-recurrent - State Government | | |
| Community and recreational facilities | 2,051 | 244 |
| Local Roads | 3,763 | 1,386 |
| Non-recurrent - Other sources | | |
| Sundry capital grants | 198 | 559 |
| Total non-recurrent capital grants | 6,012 | 2,189 |
| Total capital grants | 8,385 | 4,699 |

| | 2017 | 2016 |
|--|--------|--------|
| | \$'000 | \$'000 |

Note 6 Grants (cont.)**Unspent grants received on condition that they be spent in a specific manner**

| | | |
|---|------------|------------|
| Balance at start of year | 306 | 665 |
| Received during the financial year and remain unspent at balance date | 1,011 | 612 |
| Received in prior years and spent during the financial year | (1,218) | (970) |
| Balance at year end | <u>100</u> | <u>306</u> |

Note 7 Contributions

| | | |
|----------------------------|--------------|--------------|
| Monetary | 190 | 1,254 |
| Non-monetary | 4,978 | 5,481 |
| Total contributions | <u>5,168</u> | <u>6,735</u> |

Contributions of non-monetary assets were received in relation to the following asset classes.

| | | |
|---|--------------|--------------|
| Land | 365 | 562 |
| Infrastructure | 4,612 | 4,919 |
| Other | - | - |
| Total non-monetary contributions | <u>4,978</u> | <u>5,481</u> |

Note 8 Loss on disposal of property, infrastructure, plant and equipment

| | | |
|--|----------------|----------------|
| Proceeds of sale | 1,229 | 364 |
| Written down value of assets disposed | (5,095) | (2,046) |
| Loss on disposal of property, infrastructure, plant and equipment | <u>(3,866)</u> | <u>(1,682)</u> |

The loss on disposal of assets primarily relates to the value of road infrastructure written off as a result of asset replacement

Note 9 Other income

| | | |
|---|--------------|--------------|
| Interest | 402 | 431 |
| Reimbursements, rebates and recoveries* | 2,620 | 1,396 |
| Recycling income | 143 | 124 |
| Other rent | 151 | 219 |
| Royalties | 55 | 55 |
| Peri-Urban contributions | 90 | 90 |
| Insurance claims | 6 | 5 |
| Sales | 66 | 71 |
| Other | 409 | 221 |
| Total other income | <u>3,942</u> | <u>2,612</u> |

* The increase in reimbursements mainly relates to a claim of \$1.606m for costs incurred during and following emergency recovery works for flood/storm damage in September 2016.

Note 10 (a) Employee costs

| | | |
|-----------------------------|---------------|---------------|
| Wages and salaries | 15,277 | 15,167 |
| WorkCover | 230 | 384 |
| Casual staff | 595 | 719 |
| Superannuation | 1,440 | 1,415 |
| Fringe Benefits Tax | 60 | 45 |
| Total employee costs | <u>17,602</u> | <u>17,729</u> |

| | 2017 \$'000 | 2016 \$'000 |
|--|----------------|----------------|
|--|----------------|----------------|

Note 10 (b) Superannuation

Council made contributions to the following funds:

Defined benefits fund

| | | |
|--|----|-----|
| Employer contributions to Local Authorities Superannuation Fund (Vision Super) at 9.5% | 99 | 157 |
| Employer contributions payable at reporting date | - | - |

Accumulation funds

| | | |
|--|--------------|--------------|
| Employer contributions to Local Authorities Superannuation Fund (Vision Super) at 9.5% | 935 | 1,267 |
| Employer contributions to other funds at 9.5% | 488 | 582 |
| | <u>1,423</u> | <u>1,849</u> |

| | | |
|--|---|-----|
| Employer contributions payable at reporting date | 3 | 146 |
|--|---|-----|

Refer to note 31 for further information relating to Council's super obligations.

Note 11 Materials and services

| | | |
|-------------------------------------|---------------|---------------|
| Materials and services | 2,914 | 2,163 |
| Contract payments | 8,990 | 7,850 |
| Building maintenance | 528 | 506 |
| General maintenance | 820 | 795 |
| Utilities | 522 | 483 |
| Office administration | 620 | 626 |
| Information technology | 887 | 837 |
| Insurance | 491 | 502 |
| Consultants | 851 | 1,074 |
| Agency staff | 381 | 320 |
| Community grants and advances | 1,076 | 699 |
| Total materials and services | <u>18,081</u> | <u>15,854</u> |

Note 12 Bad and doubtful debts

| | | |
|-------------------------------------|----------|-----------|
| Parking fine debtors | 1 | - |
| Other debtors | 4 | 58 |
| Total bad and doubtful debts | <u>5</u> | <u>58</u> |

Note 13 Depreciation and amortisation

| | | |
|--|--------------|--------------|
| Property | 757 | 723 |
| Plant and equipment | 925 | 902 |
| Infrastructure | 6,527 | 5,774 |
| Total depreciation and amortisation | <u>8,209</u> | <u>7,399</u> |

Refer to note 21 for a more detailed breakdown of depreciation and amortisation charges

Note 14 Borrowing costs

| | | |
|------------------------------|------------|------------|
| Interest - Borrowings | 790 | 724 |
| Total borrowing costs | <u>790</u> | <u>724</u> |

| | 2017 \$'000 | 2016 \$'000 |
|---|----------------|----------------|
| Note 15 Other expenses | | |
| Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals | 50 | 43 |
| Auditors' remuneration - Internal | 57 | 32 |
| Councillors' allowances | 225 | 250 |
| Operating lease rentals | 195 | 257 |
| Bank fees | 55 | 55 |
| Other | 34 | 31 |
| Total other expenses | 616 | 667 |

| | | |
|--|---------------|---------------|
| Note 16 Cash and cash equivalents | | |
| Cash on hand | 3 | 2 |
| Cash at bank | 7,072 | 6,450 |
| Term deposits | 4,000 | 6,000 |
| Total cash and cash equivalents | 11,075 | 12,452 |

Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

| | | |
|---|--------------|--------------|
| - Trust funds and deposits (Note 23) | 736 | 781 |
| - Statutory reserves (Note 26 (b)) | 1,974 | 1,984 |
| Total restricted funds | 2,710 | 2,765 |
| Total unrestricted cash and cash equivalents | 8,365 | 9,687 |

Intended allocations

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

| | | |
|--|-------|-------|
| - Cash held to fund carried forward capital works and projects | 3,436 | 5,588 |
| - Recreation facilities reserve | 857 | 868 |
| Total funds subject to intended allocations | 4,294 | 6,455 |

| | 2017 \$'000 | 2016 \$'000 |
|--|----------------|----------------|
| Note 17 Trade and other receivables | | |
| Current | | |
| Statutory receivables | | |
| Rates debtors | 3,169 | 2,814 |
| Special rate assessment | 43 | 44 |
| Infringement debtors | 317 | 240 |
| Provision for doubtful debts - infringements | (8) | - |
| Non-statutory receivables | | |
| Net GST receivable | 547 | 370 |
| Other debtors | 1,495 | 1,566 |
| Provision for doubtful debts - other debtors | (43) | (57) |
| Total current trade and other receivables | 5,521 | 4,978 |
| Non-current | | |
| Statutory receivables | | |
| Special rate assessment | 133 | 126 |
| Total non-current trade and other receivables | 133 | 126 |
| Total trade and other receivables | 5,654 | 5,104 |

(a) Ageing of receivables

At balance date other debtors representing financial assets were past due but not impaired.
The ageing of the Council's trade & other receivables (excluding statutory receivables) was:

| | | |
|--|--------------|--------------|
| Current (not yet due) | 1,103 | 1,331 |
| Past due by up to 30 days | 47 | 78 |
| Past due between 31 and 60 days | 121 | 51 |
| Past due between 61 and 90 days | 11 | 6 |
| Past due by more than 90 days | 215 | 101 |
| Total trade and other receivables | 1,495 | 1,566 |

(b) Movement in provisions for doubtful debts

| | | |
|---|-----------|-----------|
| Balance at the beginning of the year | 57 | 32 |
| New provisions recognised during the year | 2 | 35 |
| Amounts already provided for and written off as uncollectible | (5) | (7) |
| Amounts provided for but recovered during the year | (2) | (3) |
| Balance at end of year | 51 | 57 |

| | 2017 \$'000 | 2016 \$'000 |
|---|----------------|----------------|
| Note 17 Trade and other receivables (cont.) | | |
| (c) Ageing of individually impaired receivables | | |
| At balance date, other debtors representing financial assets with a nominal value of \$50,884 (2016: \$56,585) were impaired. The amount of the provision raised against these debtors was \$50,884 (2016: \$56,585). They have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements. | | |
| The ageing of receivables that have been individually determined as impaired at reporting date was: | | |
| Current (not yet due) | - | - |
| Past due by up to 30 days | - | - |
| Past due between 31 and 60 days | - | - |
| Past due between 61 and 90 days | - | - |
| Past due by more than 90 days | 51 | 57 |
| Total Trade & Other Receivables | <u>51</u> | <u>57</u> |
| Note 18 Inventories | | |
| Inventories held for distribution | 24 | 21 |
| Inventories held for sale | - | - |
| Total inventories | <u>24</u> | <u>21</u> |
| Note 19 Non-current assets classified as held for sale | | |
| Balance at beginning of financial year | 991 | 991 |
| Disposals | 991 | - |
| Balance at end of financial year | <u>-</u> | <u>991</u> |
| Note 20 Other assets | | |
| Prepayments | 232 | 158 |
| Accrued income | 2,679 | 1,254 |
| Total other assets | <u>2,911</u> | <u>1,412</u> |

Note 21 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

| | At Fair Value 30 June 2016 | Acquisitions | Contributions | Revaluation | Depreciation | Disposal | Impairment losses | Transfers | At Fair Value 30 June 2017 |
|---------------------|-------------------------------|---------------|---------------|-------------|----------------|----------------|----------------------|--------------|-------------------------------|
| Land | 44,136 | - | 365 | - | - | (186) | - | - | 44,315 |
| Buildings | 23,684 | 3,679 | - | - | (757) | - | - | 1,864 | 28,470 |
| Plant and Equipment | 5,117 | 1,454 | - | - | (925) | (380) | - | - | 5,265 |
| Infrastructure | 380,668 | 6,064 | 4,612 | - | (6,527) | (3,538) | - | 4,205 | 385,485 |
| Work in progress | 9,530 | 11,477 | - | - | - | - | - | (6,317) | 14,691 |
| Total | 463,135 | 22,674 | 4,978 | - | (8,209) | (4,104) | - | (247) | 478,226 |

| | Opening WIP | Additions | Transfers | Write Offs | Closing WIP |
|---------------------|--------------|---------------|----------------|------------|---------------|
| Buildings | 912 | 264 | (519) | - | 658 |
| Plant and Equipment | - | 18 | - | - | 18 |
| Infrastructure | 8,618 | 11,194 | (5,798) | - | 14,015 |
| Total | 9,530 | 11,477 | (6,317) | - | 14,691 |

Note 21 Property, infrastructure, plant and equipment (cont.)

| | Note | Land - specialised | Land - non specialised | Land Improvements | Total Land | Heritage Buildings | Buildings - specialised | Buildings - non specialised | Building Improvements | Leasehold Improvements | Total Buildings | Work In Progress | Total Property |
|--|------|--------------------|------------------------|-------------------|------------|--------------------|-------------------------|-----------------------------|-----------------------|------------------------|-----------------|------------------|----------------|
| Land and Buildings | | | | | | | | | | | | | |
| At fair value 1 July 2016 | | 1,826 | 42,310 | - | 44,136 | - | 29,470 | 9,883 | - | - | 39,353 | 912 | 84,401 |
| Accumulated depreciation at 1 July 2016 | | - | - | - | - | - | (15,669) | - | - | - | (15,669) | - | (15,669) |
| | | 1,826 | 42,310 | - | 44,136 | - | 13,801 | 9,883 | - | - | 23,684 | 912 | 68,732 |
| Movements in fair value | | | | | | | | | | | | | |
| Acquisition of assets at fair value | | - | - | - | - | - | 107 | 3,572 | - | - | 3,679 | 264 | 3,943 |
| Contributed assets | | 223 | 142 | - | 365 | - | - | - | - | - | - | - | 365 |
| Revaluation increments/decrements | | - | - | - | - | - | - | - | - | - | - | - | - |
| Fair value of assets disposed | | - | (186) | - | (186) | - | - | - | - | - | - | - | (186) |
| Impairment losses recognised in operating result | | - | - | - | - | - | - | - | - | - | - | - | - |
| Transfers | | - | - | - | - | - | - | 1,864 | - | - | 1,864 | (519) | 1,346 |
| | | 223 | (44) | - | 179 | - | 107 | 5,436 | - | - | 5,543 | (254) | 5,468 |
| Movements in accumulated depreciation | | | | | | | | | | | | | |
| Depreciation and amortisation | | - | - | - | - | - | (502) | (256) | - | - | (757) | - | (757) |
| Revaluation increments/decrements | | - | - | - | - | - | - | - | - | - | - | - | - |
| Accumulated depreciation of disposals | | - | - | - | - | - | - | - | - | - | - | - | - |
| Impairment losses recognised in operating result | | - | - | - | - | - | - | - | - | - | - | - | - |
| Transfers | | - | - | - | - | - | - | - | - | - | - | - | - |
| | | - | - | - | - | - | (502) | (256) | - | - | (757) | - | (757) |
| At fair value 30 June 2017 | | 2,049 | 42,266 | - | 44,315 | - | 29,576 | 15,320 | - | - | 44,896 | 658 | 89,869 |
| Accumulated depreciation at 30 June 2017 | | - | - | - | - | - | (16,170) | (256) | - | - | (16,426) | - | (16,426) |
| | | 2,049 | 42,266 | - | 44,315 | - | 13,406 | 15,064 | - | - | 28,470 | 658 | 73,443 |

Note 21 Property, infrastructure, plant and equipment (cont.)

| Plant and Equipment | Note | Heritage plant and equipment | Plant, machinery and equipment | Fixtures, fittings and furniture | Computers and telecomms | Library books | Work in Progress | Total plant and equipment |
|--|------|------------------------------|--------------------------------|----------------------------------|-------------------------|---------------|------------------|---------------------------|
| At fair value 1 July 2016 | | - | 7,895 | - | 244 | 539 | - | 8,677 |
| Accumulated depreciation at 1 July 2016 | | - | (3,159) | - | (168) | (233) | - | (3,560) |
| | | - | 4,736 | - | 76 | 305 | - | 5,117 |
| Movements in fair value | | | | | | | | |
| Acquisition of assets at fair value | | - | 1,283 | - | 78 | 93 | 18 | 1,472 |
| Contributed assets | | - | - | - | - | - | - | - |
| Revaluation increments/decrements | | - | - | - | - | - | - | - |
| Fair value of assets disposed | | - | (1,063) | - | - | (54) | - | (1,117) |
| Impairment losses recognised in operating result | | - | - | - | - | - | - | - |
| Transfers | | - | - | - | - | - | - | - |
| | | - | 220 | - | 78 | 39 | 18 | 355 |
| Movements in accumulated depreciation | | | | | | | | |
| Depreciation and amortisation | | - | (806) | - | (31) | (89) | - | (925) |
| Accumulated depreciation of disposals | | - | 688 | - | - | 49 | - | 736 |
| Impairment losses recognised in operating result | | - | - | - | - | - | - | - |
| Transfers | | - | - | - | - | - | - | - |
| | | - | (118) | - | (31) | (40) | - | (189) |
| At fair value 30 June 2017 | | - | 8,115 | - | 321 | 578 | 18 | 9,032 |
| Accumulated depreciation at 30 June 2017 | | - | (3,277) | - | (199) | (273) | - | (3,749) |
| | | - | 4,838 | - | 122 | 305 | 18 | 5,283 |

Note 21 Property, infrastructure, plant and equipment (cont.)

| | Note | Roads | Bridges | Footpaths and cycleways | Drainage | Recreational, leisure and Community | Waste Management | Parks open spaces and streetscapes | Aerodromes | Off street car parks | Other Infrastructure | Work In Progress | Total Infrastructure |
|--|------|----------|---------|-------------------------|----------|-------------------------------------|------------------|------------------------------------|------------|----------------------|----------------------|------------------|----------------------|
| Infrastructure | | | | | | | | | | | | | |
| At fair value 1 July 2016 | | 333,253 | 30,904 | 15,652 | 70,228 | 2,653 | - | 3,857 | - | - | 2,093 | 8,618 | 467,259 |
| Accumulated depreciation at 1 July 2016 | | (44,552) | (5,558) | (7,498) | (16,858) | (2,078) | - | (1,082) | - | - | (348) | - | (77,973) |
| | | 288,702 | 25,347 | 8,154 | 53,370 | 575 | - | 2,775 | - | - | 1,745 | 8,618 | 389,286 |
| Movements in fair value | | | | | | | | | | | | | |
| Acquisition of assets at fair value | | 5,081 | 78 | 246 | 306 | 24 | - | 330 | - | - | - | 11,194 | 17,259 |
| Contributed assets | | 2,207 | 305 | 773 | 1,236 | - | - | 52 | - | - | 40 | - | 4,612 |
| Revaluation increments/decrements | | - | - | - | - | - | - | - | - | - | - | - | - |
| Fair value of assets disposed | | (3,253) | (73) | (51) | (148) | - | - | (620) | - | - | - | - | (4,144) |
| Impairment losses recognised in operating result | | - | - | - | - | - | - | - | - | - | - | - | - |
| Transfers | | 3,126 | 478 | 374 | 144 | - | - | 82 | - | - | - | (5,798) | (1,593) |
| | | 7,161 | 788 | 1,343 | 1,538 | 24 | - | (157) | - | - | 40 | 5,397 | 16,134 |
| Movements in accumulated depreciation | | | | | | | | | | | | | |
| Depreciation and amortisation | | (4,755) | (445) | (369) | (711) | (78) | - | (86) | - | - | (83) | - | (6,527) |
| Revaluation increments/decrements | | - | - | - | - | - | - | - | - | - | - | - | - |
| Accumulated depreciation of disposals | | 371 | 29 | 15 | 69 | - | - | 122 | - | - | - | - | 607 |
| Impairment losses recognised in operating result | | - | - | - | - | - | - | - | - | - | - | - | - |
| Transfers | | - | - | - | - | - | - | - | - | - | - | - | - |
| | | (4,384) | (416) | (354) | (642) | (78) | - | 37 | - | - | (83) | - | (5,920) |
| At fair value 30 June 2017 | | 340,415 | 31,692 | 16,995 | 71,766 | 2,677 | - | 3,700 | - | - | 2,133 | 14,015 | 483,393 |
| Accumulated depreciation at 30 June 2017 | | (48,935) | (5,973) | (7,852) | (17,500) | (2,156) | - | (1,045) | - | - | (431) | - | (83,893) |
| | | 291,479 | 25,719 | 9,142 | 54,266 | 521 | - | 2,655 | - | - | 1,702 | 14,015 | 399,500 |

Note 21 Property, infrastructure, plant and equipment (cont.)

Valuation of land and buildings

Valuation of land and buildings were undertaken by a qualified independent valuer (Opteon (Victoria) Pty. Ltd.). The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2017 are as follows:

| | Level 1 | Level 2 | Level 3 | Valuation Date |
|------------------|----------|---------------|---------------|----------------|
| Land | - | 42,266 | - | 30/06/2016 |
| Specialised land | - | - | 2,049 | 30/06/2016 |
| Buildings | - | 15,064 | 13,406 | 30/06/2016 |
| Total | - | 57,330 | 15,455 | |

Valuation of infrastructure

Valuation of infrastructure assets has been determined in accordance with valuations undertaken by Council staff and expert contractors.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2017 are as follows:

| | Level 1 | Level 2 | Level 3 | Valuation Date |
|--|----------|----------|----------------|----------------|
| Roads | - | - | 291,479 | 30/06/2016 |
| Bridges | - | - | 25,719 | 30/06/2016 |
| Footpaths and cycleways | - | - | 9,142 | 30/06/2016 |
| Drainage | - | - | 54,266 | 30/06/2016 |
| Recreational, leisure and community facilities | - | - | 521 | 30/06/2016 |
| Parks, open space and streetscapes | - | - | 2,655 | 30/06/2014 |
| Other infrastructure | - | - | 1,702 | 30/06/2014 |
| Total | - | - | 385,485 | |

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$1 and \$27 per square metre.

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$1,500 to \$3,000 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 6 years to 75 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 1 year to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

| | 2017 \$'000 | 2016 \$'000 |
|---|----------------|----------------|
| Reconciliation of specialised land | | |
| Land under roads | 2,049 | 1,826 |
| Total specialised land | 2,049 | 1,826 |

| | 2017 \$'000 | 2016 \$'000 |
|---|----------------|----------------|
| Note 22 Trade and other payables | | |
| Trade payables | 1,697 | 414 |
| Accrued expenses | 3,977 | 3,381 |
| Total trade and other payables | 5,674 | 3,795 |

| Note 23 Trust funds and deposits | | |
|---|------------|------------|
| Refundable building deposits | 590 | 594 |
| Refundable contract deposits | 12 | 26 |
| Refundable civic facilities deposits | 13 | 13 |
| Retention amounts | 68 | 74 |
| Fire Services Levy | 45 | 66 |
| Other refundable deposits | 8 | 7 |
| Total trust funds and deposits | 736 | 781 |

Purpose and nature of items

Refundable deposits - Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

Note 24 Provisions

| | Quarry restoration \$ '000 | Employee \$ '000 | Total \$ '000 |
|--|-------------------------------|---------------------|------------------|
| 2017 | | | |
| Balance at beginning of the financial year | 237 | 4,836 | 5,073 |
| Additional provisions | 6 | 1,717 | 1,723 |
| Amounts used | - | (2,174) | (2,174) |
| Balance at the end of the financial year | 243 | 4,379 | 4,622 |
| 2016 | | | |
| Balance at beginning of the financial year | 231 | 4,507 | 4,739 |
| Additional provisions | 6 | 2,054 | 2,060 |
| Amounts used | - | (1,726) | (1,726) |
| Balance at the end of the financial year | 237 | 4,836 | 5,073 |

| | 2017 \$'000 | 2016 \$'000 |
|--|----------------|----------------|
| (a) Employee provisions | | |
| Current provisions expected to be wholly settled within 12 months | | |
| Annual leave | 948 | 918 |
| Long service leave | 433 | 210 |
| RDO's / Time in lieu | 156 | 168 |
| | 1,537 | 1,296 |
| Current provisions expected to be wholly settled after 12 months | | |
| Annual leave | 237 | 312 |
| Long service leave | 2,148 | 2,318 |
| RDO's / Time in lieu | - | - |
| | 2,385 | 2,631 |
| Total current employee provisions | 3,922 | 3,927 |
| Non-current | | |
| Long service leave | 457 | 909 |
| Total non-current employee provisions | 457 | 909 |

Note 24 Provisions (cont.)

| | 2017 \$'000 | 2016 \$'000 |
|---|----------------|----------------|
| Aggregate carrying amount of employee provisions: | | |
| Current | 3,922 | 3,927 |
| Non-current | 457 | 909 |
| Total aggregate carrying amount of employee provisions: | <u>4,379</u> | <u>4,836</u> |
| (b) Quarry restoration | | |
| Current | 243 | 237 |
| Non-current | - | - |
| | <u>243</u> | <u>237</u> |

Council is required to rehabilitate the land once the useful life of the gravel quarry comes to an end.

Note 25 Interest-bearing loans and borrowings

| | | |
|--|---------------|---------------|
| Current | | |
| Borrowings - Secured (1) | 1,364 | 1,431 |
| | <u>1,364</u> | <u>1,431</u> |
| Non-current | | |
| Borrowings - Secured (1) | 12,247 | 13,611 |
| | <u>12,247</u> | <u>13,611</u> |
| Total interest-bearing loans and borrowings | <u>13,611</u> | <u>15,043</u> |

(1) Borrowings are secured by a charge against rate revenue.

(a) The maturity profile for Council's borrowings is:

| | | |
|---|---------------|---------------|
| Not later than one year | 1,364 | 1,431 |
| Later than one year and not later than five years | 3,077 | 4,331 |
| Later than five years | 9,171 | 9,280 |
| | <u>13,611</u> | <u>15,043</u> |

Note 26 Reserves

| | Balance at beginning of reporting period \$'000 | Increment (decrement) \$'000 | Balance at end of reporting period \$'000 |
|--|--|---------------------------------|--|
| (a) Asset revaluation reserves | | | |
| 2017 | | | |
| Property | | | |
| Land | 24,859 | - | 24,859 |
| Land under roads | 258 | - | 258 |
| Buildings | 611 | - | 611 |
| | <u>25,728</u> | <u>-</u> | <u>25,728</u> |
| Infrastructure | | | |
| Roads | 239,955 | - | 239,955 |
| Bridges | 18,063 | - | 18,063 |
| Footpaths and cycleways | - | - | - |
| Drainage | 27,483 | - | 27,483 |
| Recreation, leisure and community facilities | 3,390 | - | 3,390 |
| Kerb & channel | 62 | - | 62 |
| | <u>288,952</u> | <u>-</u> | <u>288,952</u> |
| Total Asset Revaluation Reserves | 314,680 | - | 314,680 |
| 2016 | | | |
| Property | | | |
| Land | 24,180 | 679 | 24,859 |
| Land under roads | 170 | 89 | 258 |
| Buildings | 2,279 | (1,668) | 611 |
| | <u>26,629</u> | <u>(900)</u> | <u>25,728</u> |
| Infrastructure | | | |
| Roads | 220,608 | 19,348 | 239,955 |
| Bridges | 22,261 | (4,198) | 18,063 |
| Footpaths and cycleways | 767 | (767) | - |
| Drainage | 24,902 | 2,581 | 27,483 |
| Recreation, leisure and community facilities | 3,390 | - | 3,390 |
| Kerb & channel | 418 | (356) | 62 |
| | <u>272,344</u> | <u>16,608</u> | <u>288,952</u> |
| Total Asset Revaluation Reserves | 298,973 | 15,707 | 314,680 |

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

Note 26 Reserves (cont.)

| | Balance at beginning of reporting period \$'000 | Transfer from accumulated surplus \$'000 | Transfer to accumulated surplus \$'000 | Balance at end of reporting period \$'000 |
|---|--|---|---|--|
| (b) Other reserves | | | | |
| 2017 | | | | |
| Car park reserve | 43 | - | - | 43 |
| Recreation facilities | 868 | 197 | (207) | 857 |
| Development works | 1,800 | 46 | (91) | 1,755 |
| Social infrastructure reserve | 212 | - | (194) | 18 |
| Storm water management | 73 | - | - | 73 |
| Closed landfill | 597 | 130 | - | 728 |
| Defined benefits | 180 | 67 | - | 248 |
| Capital works seed funding | 132 | 67 | - | 199 |
| Capital works contributions reserve | 14 | - | - | 14 |
| Developer contribution reserve | 987 | - | - | 987 |
| Essence Estate Playground | 20 | - | (20) | - |
| LGFV Loan repayment reserve | 783 | 1,528 | - | 2,311 |
| Total statutory and other reserves | 5,708 | 2,036 | (512) | 7,232 |
| 2016 | | | | |
| Car park reserve | 43 | - | - | 43 |
| Recreation facilities | 715 | 316 | (163) | 868 |
| Development works | 1,885 | 65 | (151) | 1,800 |
| Social infrastructure reserve | 174 | 38 | - | 212 |
| Storm water management | 73 | - | - | 73 |
| Closed landfill | 372 | 225 | - | 597 |
| Defined benefits | 116 | 64 | - | 180 |
| Capital works seed funding | 116 | 64 | (48) | 132 |
| Capital works contributions reserve | 14 | - | - | 14 |
| Developer contribution reserve | 799 | 880 | (693) | 987 |
| Essence Estate Playground | - | 20 | - | 20 |
| LGFV Loan repayment reserve | - | 783 | - | 783 |
| Total statutory and other reserves | 4,307 | 2,455 | (1,055) | 5,708 |

Car park reserve

The purpose of this reserve is to provide improved parking facilities in urban areas.

Recreation facilities reserve

The purpose of this reserve is to provide funding for recreational facilities. Funded from developer contributions this reserve requires that recreation facilities be established within the proximity of the relevant new subdivision.

Development works reserve

The purpose of this reserve is to provide improved facilities within the municipality, funded through funds allocated to the reserves by Council.

Social Infrastructure reserve

The purpose of this reserve is to provide funding for increased social infrastructure requirements arising out of new subdivisions and developments and is funded by a levy on developers.

Storm water management reserve

The purpose of this reserve is to provide funding for future storm water management works which will be required for future subdivisions at the western end of Holts Lane in Darley.

Closed landfill reserve

The purpose of this reserve is to provide funding for future site remediation works related to closed landfills within Moorabool Shire.

Defined benefits reserve

The purpose of this reserve is to provide funding for future liability calls related to the Defined Benefits Superannuation scheme.

Capital works seed funding reserve

The purpose of this reserve is to provide a funding platform for the planning and advancement of future Capital Works projects.

Capital works contributions reserve

The purpose of this reserve is to provide funding for future capital works, such as road works, associated with specific developments funded by contributions from the developer.

Note 26 Reserves (cont.)Developer contribution reserve

The purpose of this reserve is to provide funding for various agreed infrastructure requirements arising from new developments and is funded from developer contributions.

Essence Estate Playground

The purpose of this reserve is to provide funding towards the construction of a playground at the Stage 5 Reserve in Essence Estate, Bacchus Marsh.

LGFV loan repayment reserve

The purpose of this reserve is to provide funding for the repayment of the principal component of loans held through the Local Government Funding Vehicle (LGFV). These loans are interest only until maturity.

| | 2017 \$'000 | 2016 \$'000 |
|--|----------------|----------------|
| Note 27 Reconciliation of cash flows from operating activities to surplus/(deficit) | | |
| Surplus/(deficit) for the year | 14,823 | 7,825 |
| Depreciation/amortisation | 8,209 | 7,398 |
| (Profit)/loss on disposal of property, infrastructure, plant and equipment | 3,866 | 1,682 |
| Contributions - non-monetary assets | (4,978) | (5,481) |
| Interest expense | 790 | 724 |
| Loss on revaluation of assets | - | 324 |
| Work in progress from previous year expensed | 247 | 18 |
| Change in assets and liabilities: | | |
| (Increase)/decrease in trade and other receivables | (550) | (605) |
| (Increase)/decrease in prepayments | (74) | (19) |
| (Increase)/decrease in accrued income | (1,425) | (1,087) |
| Increase/(decrease) in trade and other payables | 1,834 | 121 |
| (Increase)/decrease in inventories | (2) | (1) |
| Increase/(decrease) in provisions | (451) | 334 |
| Net cash provided by/(used in) operating activities | 22,290 | 11,233 |

Note 28 Financing arrangements

| | | |
|-------------------------|------------|------------|
| Bank overdraft | 750 | 750 |
| Credit card facilities | 200 | 200 |
| Other facilities | - | - |
| Total facilities | 950 | 950 |
| Used facilities | - | - |
| Unused facilities | 950 | 950 |

Note 29 Commitments

The Council has entered into the following commitments

| 2017 | Not later than 1 year \$'000 | Later than 1 year and not later than 2 years \$'000 | Later than 2 years and not later than 5 years \$'000 | Later than 5 years \$'000 | Total \$'000 |
|----------------------|---------------------------------|--|---|------------------------------|-----------------|
| Operating | | | | | |
| Garbage Collection | 1,140 | 1,338 | - | - | 2,478 |
| Recycling | 496 | 519 | - | - | 1,015 |
| Sceptic Program | 97 | - | - | - | 97 |
| Leisure facilities | - | - | - | - | - |
| Maintenance services | 113 | 87 | 15 | - | 214 |
| Consultancies | 162 | 13 | 118 | 13 | 307 |
| | <u>2,008</u> | <u>1,957</u> | <u>133</u> | <u>13</u> | <u>4,111</u> |
| Capital | | | | | |
| | - | - | - | - | - |
| Total | <u>2,008</u> | <u>1,957</u> | <u>133</u> | <u>13</u> | <u>4,111</u> |

| 2016 | Not later than 1 year \$'000 | Later than 1 year and not later than 2 years \$'000 | Later than 2 years and not later than 5 years \$'000 | Later than 5 years \$'000 | Total \$'000 |
|----------------------|---------------------------------|--|---|------------------------------|-----------------|
| Operating | | | | | |
| Garbage Collection | 2,005 | 983 | 1,044 | - | 4,032 |
| Recycling | 473 | 496 | 519 | - | 1,488 |
| Leisure facilities | 493 | 521 | - | - | 1,014 |
| Maintenance services | 169 | 28 | - | - | 196 |
| Consultancies | 44 | 44 | - | - | 88 |
| | <u>3,183</u> | <u>2,071</u> | <u>1,563</u> | <u>-</u> | <u>6,818</u> |
| Capital | | | | | |
| | - | - | - | - | - |
| Total | <u>3,183</u> | <u>2,071</u> | <u>1,563</u> | <u>-</u> | <u>6,818</u> |

Note 30 Operating leases

| | 2017 \$'000 | 2016 \$'000 |
|--|----------------|----------------|
| (a) Operating lease commitments | | |

At the reporting date, the Council had the following obligations under non-cancellable operating leases for the lease of equipment and land and buildings for use within Council's activities (these obligations are not recognised as liabilities):

| | | |
|---|------------|------------|
| Not later than one year | 86 | 59 |
| Later than one year and not later than five years | 192 | 73 |
| Later than five years | - | - |
| | <u>278</u> | <u>132</u> |

(b) Operating lease receivables

The Council has entered into commercial property leases on its investment property. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 10 years. Most leases include a CPI based revision of the rental charge annually.

Future minimum rentals receivable under non-cancellable operating leases are as follows:

| | | |
|---|------------|------------|
| Not later than one year | 159 | 176 |
| Later than one year and not later than five years | 296 | 286 |
| Later than five years | 507 | 443 |
| | <u>961</u> | <u>906</u> |

Note 31 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2017, this was 9.5% as required under Superannuation Guarantee legislation).

Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

As at 30 June 2016, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 102.0%. To determine the VBI, the fund Actuary used the following long-term assumptions:

Net investment returns 7.00% pa
Salary information 4.25% pa
Price inflation (CPI) 2.50% pa.

Vision Super has advised that the estimated VBI at June 30 2017 was 103.1%. The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 2016 interim actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions**Regular contributions**

On the basis of the results of the 2016 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2017, this rate was 9.5% of members' salaries (9.5% in 2015/2016). This rate will increase in line with any increase to the contribution rate. In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall. Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up. If there is a surplus in the Fund, the surplus cannot be returned to the participating employers. In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

2016 Interim actuarial investigation surplus amounts

The Fund's interim actuarial investigation as at 30 June 2016 identified the following in the defined benefit category of which Council is a contributing employer:

A VBI surplus of \$40.3 million; and
A total service liability surplus of \$156 million.

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2016. The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses. Council was notified of the 30 June 2016 VBI during August 2016.

2017 Full triennial

A full actuarial investigation is being conducted for the Fund's position as at 30 June 2017. It is anticipated that this actuarial investigation will be completed in December 2017.

Note 31 Superannuation (cont.)

Future superannuation contributions

In addition to the disclosed contributions, Council has paid unfunded liability payments to Vision Super totalling \$69,099.64 (2015/16 \$78,222.43). There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2017. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2018 are \$63,000.

Note 32 Contingent liabilities and contingent assets

Contingent liabilities

- Council has a bank guarantee to the value of \$15,000 in favour of the Department of Environment and Primary Industries. This guarantee is for an extractive mining licence in relation to the Allen's Gravel Pit.
- Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined in Note 31. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

Contingent assets

- Subdivision developments expected to be accounted for by Council in 2017/2018 total \$4.635 million (actual 2016/2017 \$5.481 million).

Note 33 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in Note 1 of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Council's exposures to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989. We manage interest rate risk by adopting an investment policy that ensures:

- diversification of investment product,
- monitoring of return on investment,
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk:

- we have a policy for establishing credit limits for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

We may also be subject to credit risk for transactions which are not included in the balance sheet, such as when we provide a guarantee for another party. Details of our contingent liabilities are disclosed in note 32.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that as a result of our operational liquidity requirements we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 32, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 25.

Unless otherwise stated, the carrying amount of financial instruments reflect their fair value.

Note 33 Financial instruments (cont.)

e) Fair value

Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

(f) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of +1% and -1% in market interest rates (AUD) from year-end rates of 2.5%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

Note 34 Related party transactions

| | | | |
|------------|---------------------------------|-------------|-------------|
| (i) | Key Management Personnel | 2017 | 2016 |
| | | No. | No. |

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

Councillors

- Councillor Paul Tatchell
- Councillor Allan Comrie (Nov 2012 to Nov 2016, Mayor Nov 2015 to Nov 2016)
- Councillor Tonia Dudzik
- Councillor David Edwards (Mayor Nov 2016 to present)
- Councillor John Spain (Nov 2012 to Nov 2016)
- Councillor Tom Sullivan
- Councillor Pat Toohey
- Councillor John Keogh (Nov 2016 to present)
- Councillor Jarrod Bingham (Nov 2016 to present)

Chief Executive Officer and other Key Management Personnel

- Robert Croxford - Chief Executive Officer
- Philip Jeffrey - General Manager Infrastructure
- Danny Colgan - General Manager Social and Organisational Development
- Satwinder Singh Sandhu - General Manager Growth and Development

| | | |
|--|-----------|-----------|
| Total Number of Councillors | 9 | 7 |
| Chief Executive Officer and other Key Management Personnel | 4 | 4 |
| Total Key Management Personnel | 13 | 11 |

| | | | |
|-------------|---|---------------|---------------|
| (ii) | Remuneration of Key Management Personnel | 2017 | 2016 |
| | | \$'000 | \$'000 |

Total remuneration of key management personnel was as follows:

| | | |
|----------------------|--------------|--------------|
| Short-term benefits | 1,025 | 1,034 |
| Long-term benefits | - | - |
| Termination benefits | - | - |
| Total | 1,025 | 1,034 |

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

| | | |
|-----------------------|-------------|-------------|
| | 2017 | 2016 |
| | No. | No. |
| <\$20,000 | 5 | - |
| \$20,000 - \$29,999 | 3 | 5 |
| \$40,000 - \$49,999 | - | 1 |
| \$60,000 - \$69,999 | 1 | 1 |
| \$160,000 - \$169,999 | - | 1 |
| \$180,000 - \$189,999 | 2 | 1 |
| \$190,000 - \$199,999 | 1 | 1 |
| \$240,000 - \$249,999 | - | 1 |
| \$250,000 - \$259,999 | 1 | - |
| | 13 | 11 |

(iii) Transactions with related parties

During the period Council entered into the following transactions with related parties:

| | | |
|---|---------------|---------------|
| | 2017 | 2016 |
| | \$'000 | \$'000 |
| Responsible Person / Related Party | | |
| Helen Tatchell | | |
| The Moorabool News (Ballan News Pty Ltd) | | |
| - Sale of goods and services | 36 | 36 |

Moorabool Shire utilises services provided by the Moorabool News Pty Ltd. A public sector tender process was undertaken for the provision of media services and a contract is in place between the two entities. All transactions entered into between the two entities are in accordance with the terms and conditions of the contract.

Note 34 Related party transactions (cont.)

(iv) Outstanding balances with related parties

There was no outstanding balance with related parties at balance date.

(vi) Loans to/from related parties

No loans have been made, guaranteed or secured by the Council to a Responsible Person during the reporting year.

(vii) Commitments to/from related parties

There was no commitments in existence at balance date that have been made, guaranteed or secured by the council to/from a related party.

(viii) Senior Officer Remuneration

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$142,000 (2016 - \$139,000)

The number of Senior Officers, other than the Responsible Persons, are shown below in their relevant income bands:

| | 2017 | 2016 |
|---|--------|--------|
| Income Range: | No. | No. |
| \$142,000 - \$149,999 | 1 | 1 |
| \$150,000 - \$159,999 | - | - |
| \$160,000 - \$169,999 | - | - |
| | 1 | 1 |
| | \$'000 | \$'000 |
| Total Remuneration for the reporting year for Senior Officers included above, amounted to | 148 | 144 |

Note 35 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

Certification of the Financial Statements 2016/17

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.



Steven Ivelja CPA
Principal Accounting Officer

Dated: 6 September 2017
Bacchus Marsh

In our opinion the accompanying financial statements present fairly the financial transactions of Moorabool Shire Council for the year ended 30 June 2017 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.



Tonia Dudzik
Councillor

Dated: 6 September 2017
Bacchus Marsh

Paul Tatchell
Councillor



Dated: 6 September 2017
Bacchus Marsh

Rob Croxford
Chief Executive Officer

Dated: 6 September 2017
Bacchus Marsh



Part Seven: Appendix



Major Works Completed

| Sealed Roads Program | | | | |
|---|------------|------------|------------|---------------------------|
| Halletts Way/O'Leary Way, Darley - Construction FROM STONEHILL ESTATE TO EXISTING HALLETTS WAY | | | | BUDGET \$9,129,428 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Construction of Southern Extension | 11/04/2016 | 28/07/2017 | 95% | |
| Project has been awarded to Winslow Constructors Pty Ltd. Practical completion of the project is scheduled for July 2017, with an official opening and community event to be held in August, prior to the road being opened to through traffic. | | | | |
| Egerton-Ballark Road, Bungal – Road Rehabilitation CH 6.07 – 7.90KM SOUTH OF MAGNUS LANE | | | | BUDGET \$450,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Road Rehabilitation | 16/01/2017 | 31/03/2017 | 100% | |
| Project was carried out by the Operations Department and was completed in March 2017. | | | | |
| Ballan-Meredith Road, Mount Wallace – Road Rehabilitation CH 21.4 – 23.24KM FROM EGERTON-BUNGEELTAP ROAD TO BUNGEELTAP SOUTH ROAD | | | | BUDGET \$515,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Road Rehabilitation | 21/11/2016 | 10/02/2017 | 100% | |
| Project was awarded to Bitu-Mill (Civil) Pty Ltd and completed in February 2017. | | | | |
| Dunnstown-Yendon Road, Dunnstown – Road Rehabilitation CH 0.12 – 1.304KM SOUTH OF DUNNSTOWN YENDON ROAD / OLD MELBOURNE ROAD ROUNDBABOUT | | | | BUDGET \$380,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Road Rehabilitation | 02/11/2016 | 9/12/2016 | 100% | |
| Project was awarded to Bitu-Mill (Civil) Pty Ltd and completed in December 2016. | | | | |
| Navigators Road, Navigators – Road Rehabilitation CH 1.72 – 2.55KM NORTH OF MULLANES ROAD | | | | BUDGET \$265,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Road Rehabilitation | 5/12/2016 | 27/01/2017 | 100% | |
| Project was awarded to Bitu-Mill (Civil) Pty Ltd and completed in January 2017. The over expenditure was due to unexpected poor subgrade material which required significant treatment. | | | | |
| Bacchus Marsh-Balliang Road, Balliang - Road Rehabilitation CH 18.81 – 20.84KM FROM DAVIS LANE TO FOOTES LANE | | | | BUDGET \$649,600 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Road Rehabilitation | 12/12/2016 | 30/01/2017 | 100% | |
| Project was awarded to Downer EDI Works Pty Ltd and completed in January 2017. | | | | |
| Lesters Road, Bungaree - Road Widening CH 1.13 – 2.43KM SOUTH OF RAILWAY LINE TO OLD MELBOURNE ROAD | | | | BUDGET \$180,200 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Road Widening | 07/11/2016 | 23/12/2016 | 100% | |
| Project was carried out by the Operations Department and was completed in December 2016. | | | | |

| Berry Street/Spencer Road, Ballan – Road Widening BERRY STREET – OLD BALLANEE ROAD TO SPENCER ROAD SPENCER ROAD – BERRY STREET TO DENSLEY STREET | | | | BUDGET \$395,400 |
|--|------------|------------|------------|-------------------------|
| Task | Start Date | End Date | % Complete | Budget Status |
| Road Widening – Construction | 20/02/2017 | 05/05/2017 | 100% | |
| Project was awarded to Bitu-Mill (Civil) Pty Ltd and completed in May 2017. The over expenditure was due to the inclusion of an optional concrete footpath along the length of the project to enable safer pedestrian movements. | | | | |
| Cairns Drive, Darley - Road Rehabilitation CH 0.0 - 0.94KM FROM ROBERTSONS ROAD TO ALBERT STREET | | | | BUDGET \$605,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Road Rehabilitation | 16/01/2017 | 03/02/2017 | 100% | |
| Project was awarded to Bitu-Mill Road Maintenance Pty Ltd and completed in February 2017. | | | | |
| Maddison Circuit, Darley – Road Rehabilitation CH 0.54 – 0.58KM NORTH OF GREY STREET | | | | BUDGET \$150,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Rehabilitation Works | 30/05/2016 | 01/08/2016 | 100% | |
| Project was awarded to Enoch Civil Pty Ltd and works were completed in August 2016. There were a number of variations as a result of latent conditions that largely related to unsuitable material and the adopted treatment to reconstruct the road pavement. This resulted in an over expenditure of approximately \$65,000 from the original estimated cost. This over expenditure was absorbed in the 2015/16 CIP. | | | | |
| Old Melbourne Road, Millbrook – Preplanning CH 15.55 – 19.00KM FROM BOUNDARY ROAD TO MCGUIGANS ROAD | | | | BUDGET \$40,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Road Rehabilitation – Preplanning Allocation | 05/09/2016 | 27/01/2017 | 100% | |
| Project was awarded to Techrds Design Pty Ltd and completed in January 2017. | | | | |
| Dunnstown-Yendon Road, Dunnstown - Preplanning CH 1.56 – 3.42KM SOUTH OF THE WALSH'S QUARRY ENTRANCE | | | | BUDGET \$33,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Road Rehabilitation – Preplanning Allocation | 05/09/2016 | 27/01/2017 | 100% | |
| Project was awarded to Techrds Design Pty Ltd and completed in January 2017. | | | | |
| Carween Lane, Ballan – Preplanning CH 0.00 – 0.64KM WEST OF BALLANEE ROAD | | | | BUDGET \$33,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Road Rehabilitation – Preplanning Allocation | 05/09/2016 | 24/03/2017 | 100% | |
| Project was awarded to Driscoll Engineering Services Pty Ltd and completed in March 2017. | | | | |
| Halletts Way, Darley – Preplanning WESTERN FREEWAY OVERPASS | | | | BUDGET \$33,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Preplanning of Council infrastructure to compliment new ramps at the Western Freeway overpass | 01/07/2016 | 24/03/2017 | 100% | |
| This project was included in the design package undertaken by VicRoads for the new ramps at the Western Freeway overpass. | | | | |

Sutherland Street, Bacchus Marsh – Asphalt Overlay
CH 0.00 – 0.12KM FROM GISBORNE ROAD TO END **BUDGET \$18,000**

| Task | Start Date | End Date | % Complete | Budget Status |
|-----------------|------------|------------|------------|---------------|
| Asphalt overlay | 21/11/2016 | 25/11/2016 | 100% | |

Project was awarded to Bitu-Mill Road Maintenance Pty Ltd and completed in November 2016. The over expenditure was due to unexpected asphalt regulation required at specific locations in the pavement.

Bacchus Marsh Balliang Road / Glenmore Road Roundabout Construction, Rowsley – Blackspot
INTERSECTION OF GLENMORE ROAD AND BACCHUS MARSH-BALLIANG ROAD **BUDGET \$1,234,080**

| Task | Start Date | End Date | % Complete | Budget Status |
|-----------------------------|------------|------------|------------|---------------|
| New Roundabout Construction | 23/05/2016 | 02/09/2016 | 100% | |

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

Station Street, Bacchus Marsh – Road Widening
FROM GRANT STREET TO BOND STREET **BUDGET \$462,500**

| Task | Start Date | End Date | % Complete | Budget Status |
|------------------------------|------------|------------|------------|---------------|
| Road Widening – Construction | 03/01/2017 | 29/09/2017 | 75% | |

Project has been awarded to Rustel Pty Ltd. Construction commenced in January 2017 and were put on hold in March due to NBN and V-Line unresolved issues. These issues have now been resolved and construction has resumed. It is anticipated the project will be complete in September 2017.

Reseal Program

Reseal Contract
VARIOUS LOCATIONS **BUDGET \$559,048**

| Task | Start Date | End Date | % Complete | Budget Status |
|-------------------------------|------------|------------|------------|---------------|
| Reseal works on various roads | 07/11/2016 | 16/12/2016 | 100% | |

Project was awarded to Primal Surfacing Pty Ltd and completed in December 2016.

Final Seals
VARIOUS LOCATIONS **BUDGET \$139,762**

| Task | Start Date | End Date | % Complete | Budget Status |
|--------------------------------|------------|------------|------------|---------------|
| Final Sealing of various roads | 07/11/2016 | 16/12/2016 | 100% | |

Project was awarded to Primal Surfacing Pty Ltd and completed in December 2016.

Shoulder Resheeting Program

Shoulder Resheeting Program
VARIOUS LOCATIONS **BUDGET \$142,000**

| Task | Start Date | End Date | % Complete | Budget Status |
|---|------------|------------|------------|---------------|
| Resheeting of road shoulders throughout the Shire | 14/11/2016 | 31/03/2017 | 100% | |

Project was carried out by the Operations Department and completed in March 2017. The program consists of 5 roads covering 7.1km of the sealed road network.

- Ballanee Road, Ballan Complete
- Glenmore Road, Mount Wallace Complete
- Mount Blackwood Road, Myrniong Complete
- Mount Wallace-Ballark Road, Mount Wallace Complete
- Spargo Creek Road, Bolwarrah Complete

Shoulder Resheeting Program

Gravel Road Resheeting Program
VARIOUS LOCATIONS

BUDGET \$1,004,750

| Task | Start Date | End Date | % Complete | Budget Status |
|--|------------|------------|------------|---------------|
| Resheeting of gravel roads through the Shire | 05/09/2016 | 05/05/2017 | 100% | |

Project was carried out by the Operations Department and completed in May 2017. The program consists of 23 roads covering 21.3km of the unsealed road network.

- Reids Road, Balliang Complete
- Beremboke Road, Beremboke Complete
- Bates Road, Blackwood Complete
- Handley Street, Blackwood Complete
- Hills Road, Blackwood Complete
- Matheson Lane, Blackwood Complete
- Skidders Road, Blackwood Complete
- Ratcliffe Lane, Buninyong Complete
- Scarffs Road North, Buninyong Complete
- Brougham Street, Gordon Complete
- Ingliston-Settlement Road, Ingliston Complete
- Back Settlement Road, Korweinguboorra Complete
- Horgan Track, Korweinguboorra Complete
- Slaters Road, Mollongghip Complete
- Elaine-Egerton Road, Morrisons Complete
- Church Street, Mount Egerton Complete
- Trounces Lane, Mount Egerton Complete
- McCarthys Road, Navigators Complete
- Whelans Lane, Parwan Complete
- Whelans Road, Parwan Complete
- Bowmans Lane, Pentland Hills Complete
- Pope Street, Yendon Complete
- Triggs Road, Yendon Complete

Bridges and Culverts Program

Bridge Deck Overlays – Preplanning
VARIOUS LOCATIONS

BUDGET \$100,000

| Task | Start Date | End Date | % Complete | Budget Status |
|--|------------|------------|------------|---------------|
| Design of deck overlays and structural elements on five of Council's bridges | 03/10/2016 | 16/06/2017 | 100% | |

Project was awarded to TGM Group Pty Ltd and completed in June 2017

- Ballan-Egerton Road, Mount Egerton
- Ballan-Meredith Road, Morrisons
- Egerton-Ballark Road, Bungal
- Glenmore Road, Glenmore
- Old Melbourne Road, Ballan

BEREMBOKE ROAD, BEREMBOKE – BRIDGE REPLACEMENT
NORTH OF LEVERETTS LANE

BUDGET \$307,650


| Task | Start Date | End Date | % Complete | Budget Status |
|-----------------------------------|------------|------------|------------|---------------|
| Replacement of existing structure | 06/02/2017 | 23/06/2017 | 100% | |

Project was carried out by the Operations Department and was completed in June 2017. The over expenditure was due to a combination of treating unsuitable subgrade material and time delays in the delivery of the project

| Pathways Program | | | | |
|--|------------|------------|------------|-------------------------|
| Inglis Street, Ballan – Streetscape Improvements STEAD STREET TO FISKEN STREET | | | | BUDGET \$420,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Streetscape improvements | 20/03/2017 | 14/04/2018 | 0% | |
| This project is currently in the detailed design phase. A funding application has been submitted through the Regional Jobs and Infrastructure Fund Program with an outcome expected soon. Construction is anticipated to be completed prior to the Ballan Autumn Festival in April 2018. | | | | |
| Gell Street, Bacchus Marsh – Streetscape Improvements MAIN STREET TO CAR PARK ENTRANCE (WEST SIDE ONLY) | | | | BUDGET \$45,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Streetscape improvements | 23/01/2017 | 28/02/2017 | 100% | |
| Project was awarded to Rustel Pty Ltd and completed in February 2017. The over expenditure was due to unexpected service alterations costs. | | | | |
| Martin Street, Blackwood – Asphalt Overlay to Footpath ADJACENT TO THE BLACKWOOD HOTEL | | | | BUDGET \$12,500 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Overlay of existing asphalt footpath | 10/10/2016 | 18/11/2016 | 100% | |
| Project was carried out by the Operations Department and was completed in November 2016. The over expenditure was due to bollards installed to provide further protection for pedestrians within the vicinity of the Blackwood Hotel. | | | | |
| DDA UPGRADE PROGRAM ADJACENT TO THE BLACKWOOD HOTEL | | | | BUDGET \$21,115 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Upgrade pedestrian crossings and footpaths to ensure DDA compliance | 27/03/2017 | 09/06/2017 | 100% | |
| Project was awarded to Gillespie Earthmoving Pty Ltd and completed in June 2016. The project consists of DDA improvements at the following locations | | | | |
| <ul style="list-style-type: none"> • Intersection of Clarinda Street & Turner Street, Bacchus Marsh • Intersection of Inglis Street & Duncan Street, Ballan • Intersection of Jopling Street & Edols Street, Ballan • Intersection of Cowie Street & Atkinson Street, Ballan | | | | |
| Jonathon Drive to Holts Lane, Darley – Shared path construction JONATHON DRIVE TO HOLTS LANE | | | | BUDGET \$70,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Shared path construction from Jonathon Drive to Holts Lane, Darley | 01/03/2017 | 21/05/2017 | 100% | |
| Project was awarded to Rustel Pty Ltd and completed in May 2017. The over expenditure was due to unexpected amendments to Telstra pits and also addition tree planting within the reserve. | | | | |
| Elaine Township – Footpath Construction PEARSONS ROAD TO ELAINE RECREATION RESERVE | | | | BUDGET \$108,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Footpath construction from Pearsons Rd to the Elaine Recreation Reserve. | 12/06/2017 | 13/07/2017 | 100% | |
| Project was awarded to Butler Excavations Pty Ltd and completed in July 2017. | | | | |

Kerb and Channel Program

**Sutherland Street, Bacchus Marsh – Kerb and Channel Replacement
GISBORNE ROAD TO END**
BUDGET \$140,000

| Task | Start Date | End Date | % Complete | Budget Status |
|------------------------------|------------|------------|------------|---|
| Kerb and Channel replacement | 19/09/2016 | 21/10/2016 | 100% |  |

Project was carried out by the Operations Department and was completed in October 2016.

**Inglis Street, Ballan – Kerb and Channel Replacement
STEAD STREET TO DUNCAN STREET**
BUDGET \$324,000

| Task | Start Date | End Date | % Complete | Budget Status |
|---|------------|------------|------------|---|
| Kerb and Channel replacement including formalisation of school crossing and angle parking | 16/01/2017 | 24/02/2017 | 100% |  |

Project was awarded to Enoch Civil Pty Ltd and completed in February with tree replacement works completed in June 2017.


Community Land Program

Maddingley Park - Lighting of Pathway
BUDGET \$138,000

| Task | Start Date | End Date | % Complete | Budget Status |
|--|------------|------------|------------|---|
| Lighting improvements to Maddingley Park, Maddingley | 20/02/2017 | 27/06/2017 | 100% |  |


Project was awarded to Bewired Pty Ltd and completed in June 2017.

Masons Lane Recreation Reserve – Shade Sail Installation
BUDGET \$32,620

| Task | Start Date | End Date | % Complete | Budget Status |
|-------------------------------|------------|------------|------------|---|
| New shade sails for Athletics | 28/09/2016 | 28/10/2016 | 100% |  |

Project was awarded to Sails that Shade Pty Ltd and completed in October 2016. The over expenditure was due to inclement weather which required further resurfacing works around the new structures.

Parkside Avenue, Maddingley – Construction of New Playground
BUDGET \$20,000

| Task | Start Date | End Date | % Complete | Budget Status |
|--|------------|------------|------------|---|
| Installation of new playground in Essence Estate | 22/09/2016 | 07/10/2016 | 100% |  |


Project was awarded to A Space Pty Ltd and completed in October 2016

Avenue of Honour, Bacchus Marsh – Walking Trail Feasibility
BUDGET \$35,000

| Task | Start Date | End Date | % Complete | Budget Status |
|---|------------|------------|------------|---|
| Avenue of Honour feasibility study for footpath works | 20/03/2017 | 23/06/2017 | 100% |  |

Project was awarded to Mesh Consulting Pty Ltd and completed in June 2017.

Bacchus Marsh Racecourse Recreation Reserve – Active Sports Precinct Design
BUDGET \$293,087

| Task | Start Date | End Date | % Complete | Budget Status |
|--------------------------------|------------|------------|------------|---|
| BMRRR - Active sports precinct | 19/06/2017 | 31/12/2017 | 100% |  |

The project has been awarded to GSA Group Pty Ltd. Design work is currently underway with construction anticipated for 2018.

| Masons Lane Recreation Reserve – Pathway Construction | | | | BUDGET \$19,034 |
|--|------------|------------|------------|------------------|
| Task | Start Date | End Date | % Complete | Budget Status |
| Construction of Granitic Sand Pathway | 18/04/2017 | 05/05/2017 | 100% | |
| Project was awarded to BJE Constructions Pty Ltd and completed in May 2017. The over expenditure was due to additional bollards installed to prevent vehicles parking on and damaging the pathway. | | | | |
| Dunnstown Recreation Reserve – Dunnstown | | | | BUDGET \$77,478 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Lighting upgrade to netball/tennis courts | 03/11/2016 | 31/03/2017 | 100% | |
| Project was awarded to Ben Clark Electrical Pty Ltd and completed in March 2017. | | | | |
| Masons Lane Recreation Reserve – Lighting Upgrade | | | | BUDGET \$240,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Lighting Upgrade to Oval 1 | 24/07/2017 | 17/11/2017 | 10% | |
| The project has been awarded to Commlec Services Pty Ltd. Preliminary installation works are currently underway and final commissioning of lights is anticipated in November 2017. | | | | |
| Community Buildings Program | | | | |
| Dunnstown Standpipe – Replacement of Tank Stand | | | | BUDGET \$30,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Replacement of steel tank stand | 5/12/2016 | 23/12/2016 | 100% | |
| Project was awarded to WBW Metal Fabrication Pty Ltd and completed in December 2016. | | | | |
| Bacchus Marsh Swimming Pool – Plant Upgrade | | | | BUDGET \$94,920 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Plant and machinery testing/replacement | 04/09/2017 | 13/10/2017 | 0% | |
| Tender evaluation is currently underway with the upgrade works to be completed prior to the commencement of the pool season. | | | | |
| Ballan Swimming Pool – Plant Upgrade | | | | BUDGET \$96,120 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Plant and machinery testing/replacement & replacement of main pool pump | 04/09/2017 | 13/10/2017 | 0% | |
| Tender evaluation is currently underway with the upgrade works to be completed prior to the commencement of the pool season. | | | | |
| Wallace Recreation Reserve – Accessible Toilet | | | | BUDGET \$52,650 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Conversion of umpires room into accessible toilet | 27/02/2017 | 19/05/2017 | 100% | |
| Project was awarded to DRAR Constructions Pty Ltd and completed in May 2017. | | | | |

| | | | | |
|---|--|--|--|-------------------------|
| Darley Hub Precinct – Sporting Pavilion Construction | | | | BUDGET \$908,500 |
|---|--|--|--|-------------------------|

| Task | Start Date | End Date | % Complete | Budget Status |
|-----------------------------------|------------|------------|------------|---------------|
| Construction of Sporting Pavilion | 16/05/2016 | 02/12/2016 | 100% | |

Project was awarded to Macneil Group Pty Ltd and completed in December 2016.

| | | | | |
|---|--|--|--|---------------------------|
| Darley Hub Precinct – Early Years Hub Construction | | | | BUDGET \$2,307,288 |
|---|--|--|--|---------------------------|

| Task | Start Date | End Date | % Complete | Budget Status |
|---------------------------------|------------|------------|------------|---------------|
| Construction of Early Years Hub | 01/02/2016 | 02/12/2016 | 100% | |

Project was awarded to Macneil Group Pty Ltd and completed in December 2016.

| | | | | |
|---|--|--|--|------------------------|
| Masons Lane Recreation Reserve – Western Pavilion Design | | | | BUDGET \$75,000 |
|---|--|--|--|------------------------|

| Task | Start Date | End Date | % Complete | Budget Status |
|-------------------------------------|------------|------------|------------|---------------|
| Detailed design of Western Pavilion | 01/03/2017 | 25/08/2017 | 60% | |

Project has been awarded Four18 Architecture Pty Ltd. Design works are currently underway and anticipated to be completed in August 2017.

Corporate Buildings Program

| | | | | |
|--|--|--|--|-------------------------|
| Darley Hub Precinct – Lift Improvements | | | | BUDGET \$237,000 |
|--|--|--|--|-------------------------|

| Task | Start Date | End Date | % Complete | Budget Status |
|---------------------------------|------------|------------|------------|---------------|
| Design and construction of Lift | 25/04/2016 | 02/12/2016 | 100% | |

Project was awarded to Macneil Group Pty Ltd and completed in December 2016.

| | | | | |
|-------------------------------------|--|--|--|------------------------|
| Lerderderg Library Acoustics | | | | BUDGET \$47,500 |
|-------------------------------------|--|--|--|------------------------|

| Task | Start Date | End Date | % Complete | Budget Status |
|--|------------|------------|------------|---------------|
| Improvements to acoustics within the library | 05/09/2016 | 30/09/2016 | 100% | |

Project was awarded to Sound Fix Acoustics Pty Ltd and completed in September 2016.








Bus Shelter Program

| | | | | |
|--|--|--|--|-----------------------|
| Bus Shelter/Bus Route Development Program | | | | BUDGET \$8,000 |
|--|--|--|--|-----------------------|

| Task | Start Date | End Date | % Complete | Budget Status |
|--|------------|------------|------------|---------------|
| Improve Bus Shelter locations within the Shire | 06/03/2017 | 31/03/2017 | 100% | |


Improvements to the Spencer Rd, Ballan Bus Stop have been undertaken in conjunction with the road rehabilitation contract currently under construction.

| Non Council Land/Buildings Program | | | | |
|---|------------|------------|------------|-------------------------|
| Ballan Mechanics Institute – Hall Improvements | | | | BUDGET \$56,500 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Improvements to heating and cooling, painting of hall | 13/01/2017 | 28/04/2017 | 100% | |
| The heating and cooling component was awarded to GJ Bradding Pty Ltd and was complete in February 2017. The painting component was awarded to Legend Painting Services Pty Ltd and was completed in April 2017. | | | | |
| Mount Wallace Hall & Recreation Reserve – Toilet Refurbishment | | | | BUDGET \$50,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Refurbishment of toilet amenities including restumping | 06/03/2017 | 21/04/2017 | 100% | |
| Project was awarded to MKM Constructions Pty Ltd and completed in April 2017. | | | | |
| Lal Lal ANZAC Memorial – Lal Lal | | | | BUDGET \$27,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| New ANZAC Centenary Memorial | 16/01/2017 | 30/03/2017 | 100% | |
| Project was awarded to Andrew Gillespie Earthmoving Pty Ltd and completed in March 2017. The over expenditure was due to additional footpath construction around the monument and the repositioning of tables setting & seating in consultation with the Lal Lal Soldiers Hall Committee of Management. | | | | |
| Korweinguboorra Recreation Reserve – Shade Sail and Seating | | | | BUDGET \$16,366 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Recreation Reserve Improvements | 16/01/2017 | 31/03/2017 | 100% | |
| Project had delivery from several contractors including Sails that Shade Pty Ltd, Premier Fencing Pty Ltd and also D&A Younger Pty Ltd. The project included shade sails, fencing works and table setting installation all of which were completed by March 2017. | | | | |
| Projects to be delivered by others | | | | |
| Maddingley Park – Change Room Refurbishment | | | | BUDGET \$30,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Refurbishment of change rooms to make provision for female participants | 28/11/2016 | 23/12/2016 | 100% | |
| Project was delivered by the Maddingley Park Committee of Management and completed in December 2016. | | | | |
| Maddingley Park Pavilion – Extension | | | | BUDGET \$140,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Refurbishment of social rooms | 16/10/2017 | 22/12/2017 | | |
| This project was on hold due to insufficient budget. The project will now be delivered by Council officers and has been carried forward into the 2017/18 financial year which includes an additional budget allocation to deliver the project. Design works are currently underway with construction anticipated to commence in October 2017. | | | | |
| Ballan Recreation Reserve – Kitchen Upgrade | | | | BUDGET \$22,969 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Kitchen upgrade | 06/02/2017 | 21/04/2017 | | |
| This project was delivered by the Ballan Recreation Reserve Committee of Management and completed in April 2017. | | | | |

| Balliang Public Hall – Outdoor Space | | | | BUDGET \$28,000 |
|---|------------|------------|------------|---|
| Task | Start Date | End Date | % Complete | Budget Status |
| BBQ and seating improvements | 21/08/2017 | 29/09/2017 | 0% |  |
| This project will be delivered by the Committee of Management. The CoM have engaged a building contractor and are currently finalising building permits with construction anticipated to commence in August 2017. | | | | |
| Coimadai Fire Brigade – Community Facility | | | | BUDGET \$25,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Redevelopment of the former fire station into a community facility | 25/07/2016 | 11/11/2016 | 100% |  |
| Project was delivered by the Country Fire Authority and completed in November 2016. | | | | |
| Darley Park – Ball Protection Fencing | | | | BUDGET \$30,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Construction of ball protection fencing | 24/10/2016 | 28/10/2016 | 100% |  |
| Project was delivered by the Darley Football & Netball Club and completed in October 2016. | | | | |
| Ballan Golf Club – Water Consolidation | | | | BUDGET \$25,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Water consolidation program | 1/02/2017 | 30/03/2017 | 100% |  |
| Project was delivered by the Ballan Golf Club and completed in March 2017. | | | | |
| Avenue Bowling Club – Resurfacing of Green | | | | BUDGET \$25,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Resurfacing of Lorna Lucas Green | 15/08/2016 | 30/09/2016 | 100% |  |
| Project was delivered by the Avenue Bowling Club and completed in September 2016. | | | | |
| Gordon Recreation Reserve – Kitchen Upgrade | | | | BUDGET \$37,615.10 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Kitchen Upgrade | 13/02/2017 | 28/04/2017 | 100% |  |
| Project was delivered by the Gordon Recreation Reserve Committee of Management and was completed in April 2017. | | | | |
| Wallace Recreation Reserve – Netball / Tennis Court Lighting Improvements | | | | BUDGET \$34,705 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Lighting upgrade to netball/tennis courts | 23/01/2016 | 24/03/2017 | 100% |  |
| Project was delivered by the Wallace Recreation Reserve Committee of Management and was completed in March 2017. | | | | |

| Clarendon Recreation Reserve – Community Hub | | | | BUDGET \$333,096 |
|---|------------|------------|------------|------------------|
| Task | Start Date | End Date | % Complete | Budget Status |
| Construction of a new Community Hub | 19/06/2017 | 15/12/2017 | 0% | |
| This project will be delivered by the Clarendon Recreation Reserve Committee of Management with assistance from Moorabool Shire Council. The CoM in conjunction with Council officers are currently finalising design drawings to support the application of the building permit. It is anticipated the building permit will be approved early September and construction to commence shortly after. | | | | |
| Inactive / On Hold Projects | | | | |
| Navigators Tennis Club – Fencing Improvements | | | | BUDGET \$20,665 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Fencing upgrade | | | 0% | |
| This project was funded through the 2016/17 Community Development Fund. External funding applications have been unsuccessful and as a result there is an additional allocation of funds in the 2017/18 CIP to complement the existing funds to deliver the full project. | | | | |
| Ballan Recreation Reserve – Netball/Tennis Court Reconstruction | | | | BUDGET \$40,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Reconstruction of Netball/Tennis courts and drainage improvements | | | 0% | |
| This project was funded through the 2016/17 Community Development Fund. External funding applications have been unsuccessful and as a result, Council resolved to carry forward the funds to deliver a reduced project scope in 2017/18. | | | | |
| Bacchus Marsh BMX Club – New Track Construction | | | | BUDGET \$25,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| BMX Racetrack Development | | | 0% | |
| This project has been funded through the 2015/16 Community Development Fund. External funding through SRV has been successful and this project will now form part of the Bacchus Marsh Racecourse Recreation Reserve planning project. | | | | |
| Ballan Depot – Preplanning for New Facility | | | | BUDGET \$214,081 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Ballan Depot preplanning | | | 40% | |
| Project has been awarded to JMA Architects Pty Ltd. Design works have currently been suspended as per the resolution from July's OMC. | | | | |
| Butter Factory Road, Wallace – Road Rehabilitation CH 0.79 – 1.46KM WEST OF MOORABOOL RIVER WEST BRANCH | | | | BUDGET \$230,000 |
| Task | Start Date | End Date | % Complete | Budget Status |
| Road Rehabilitation | 11/09/2017 | 22/12/2017 | 0% | |
| This project has been awarded to Fulton Hogan Industries Pty Ltd. The road rehabilitation and bridge replacement works were combined into one contract to achieve cost efficiencies. As part of the bridge replacement works, the contractor discovered unsuitable material to establish suitable bridge foundations that has resulted in delays due to re-design. The project will now be carried forward to next financial year to avoid inclement weather with construction now anticipated to commence in September 2017. | | | | |

**Butter Factory Road, Wallace – Bridge Replacement
OVER MOORABOOL RIVER WEST BRANCH** **BUDGET \$476,362**

| Replacement of 100 year old bridge | 11/09/2017 | 22/12/2017 | 0% |  |
|------------------------------------|------------|------------|----|---|

This project has been awarded to Fulton Hogan Industries Pty Ltd. The road rehabilitation and bridge replacement works were combined into one contract to achieve cost efficiencies. As part of the bridge replacement works, the contractor discovered unsuitable material to establish suitable bridge foundations that has resulted in delays due to re-design. The project will now be carried forward to next financial year to avoid inclement weather with construction now anticipated to commence in September 2017.



11.1.2 Australia Day Award Recipient Selection Panel

Introduction

File No: 02/04/003
Author: Dianne Elshaug
Chief Executive Officer: Rob Croxford

Background

Moorabool Shire Council Australia Day 2018 Celebrations are scheduled to be held on Friday 26 January, 2018 in the Mechanics Institute, Ballan and will include a community breakfast and award presentations.

Advertisements have been placed in the local papers, on Council's website and via Social Media calling for nominations for Moorabool Shire Council's Australia Day Awards. Nomination forms have also been circulated to various secondary schools in the area to encourage participation in the Young Citizen of the Year award category.

The categories and eligibility of awards is as follow:

Australia Day Citizen of the Year Award - To be eligible, the person must be 30 years or older on January 26 next year and reside in Moorabool Shire.

Australia Day Young Citizen of the Year Award - To be eligible, the person must be under 30 years of age on January 26 next year and reside in Moorabool Shire.

Community Event of the Year Award - Presented to the person or group who has staged the most outstanding community event within Moorabool Shire during the year.

Persons who have made noteworthy contributions during the current year and/or given outstanding service to the local community over a number of years are eligible to be nominated. It is also worth noting that no current sitting Councillor and no Council run event can be nominated for an award.

Nominations for all award categories will close on 16 November, 2017.

Proposal

A selection panel for the Awards made up of three Councillors and the 2017 Australia Day Citizen/s of the Year (if available) will be required to meet in late November to determine the award recipients for 2018.

Policy Implications

The 2017–2021 Council Plan provides as follows:

Strategic Objective 1 Providing Good Governance and Leadership

Context 1B Our People

The proposal to have a selection panel made up of Councillors and the 2017 Australia Day Citizen/s of the Year to determine 2018 award recipients is consistent with the 2017-2021 Council Plan.

Financial Implications

Nil.

Risk & Occupational Health & Safety Issues

Nil.

Communications and Consultation Strategy

Advertising and media releases will be prepared leading up to Australia Day celebrations, including utilising social media as a promotional tool.

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.

Manager – Rob Croxford

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

Author – Dianne Elshaug

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

Conclusion

That a selection panel for the Australia Day Awards be made up of three Councillors and the 2017 Australia Day Citizen/s of the Year (if available) and will meet in late November to determine the award recipients for 2018.


Recommendation:

That Council:

1. **Establish an Australia Day Selection Panel to determine award recipients for 2018.**
2. **Appoints the following Councillors as members of the Australia Day Selection Panel:**
 - a)
 - b)
 - c)

Report Authorisation

Authorised by:

Name: Rob Croxford 
Title: Chief Executive Officer
Date: Wednesday, 27 September 2017.

11.1.3 Role of Deputy Mayor Position Guidelines

Introduction

File No.: 01/03/001
Author: John Whitfield
Chief Executive Officer: Rob Croxford

Background

The purpose of this report is to present draft guidelines for the Deputy Mayor position for the consideration of the Council.

At an Assembly of Councillors on Wednesday 16 August 2017, a memo was presented that provided information on the role of the Mayor, Deputy Mayor and Councillors in a variety of circumstances, including emergency situations. Included as an attachment to the memo was a draft Deputy Mayor Position Policy.

The memo and draft policy were presented to the Assembly in response to a resolution of Council at a Special Meeting of Council on Monday 21 December 2015. At that meeting in Item 10.1 - *Further Business as Admitted by Unanimous Resolution of Council in Closed Session* the following the resolution was carried:

Crs Sullivan / Tatchell

That a draft discussion paper be prepared as to roles of Mayor, Deputy Mayor and Ward Councillors in a variety of circumstances; including emergency situations.

In addressing this resolution, the memo identified four key issues. It provided information and commentary on:

1. Who presides at meetings?
2. Responsibilities of the Mayor
3. The Role of Deputy Mayor
4. Emergency Situations

Proposal

The existing Local Government Act 1989 does not mention the role of Deputy Mayor. It does appear that the proposed new Local Government Act will make provision for a Deputy Mayor.

As the Council has chosen to elect a Deputy Mayor in recent years, draft guidelines to provide guidance on the role of the Deputy Mayor have been prepared and attached to this report.

The draft guidelines sets out the role of the Deputy Mayor to:

- Act in accordance the Local Government Act 1989, i.e. Chairing Council meetings in the Mayor's absence, noting that a vote must be taken to elect an acting Chairperson.
- Attend social and other engagements at the request of the Mayor.
- Act as Council's official spokesperson in the Mayor's absence.
- Lead Council deputations when requested by the Mayor.
- Chair public meetings when requested by the Mayor.
- Preside at Citizenship Ceremonies in the Mayor's absence, in accordance with Section 27 of the Australian Citizenship Act (2007).
- Assist the Mayor generally in the carrying out of his/her duties as requested by the Mayor from time to time.

The draft guidelines cater for the following provisos to these roles:

- Council s.86 Delegated Committees and Advisory Committees
The Chairperson elected by the committee presides at the meeting. The Council is represented by its appointed representative(s) to that organisation.
- Working Groups, Industry Bodies and Forums – with representatives appointed by the Council
The Council is represented by its appointed representative(s) to that organisation.
- Discretion of the Mayor
Notwithstanding the role of the Deputy Mayor as set out above, the Mayor will have regard to local sensitivities and to particular circumstances, and may request that a local Ward Councillor represent Council at events or meetings, including those called at short notice.

With regard to these provisos, the first two points are straight.

One of the key points of discussion at the Assembly was that the draft policy was too prescriptive and did not recognise the need for the Mayor to respond to particular circumstances. In order to address this, the third point above has been inserted into the draft guidelines.

Finally, the guidelines seek to properly deal with s.73(3) of the Act which says:

If there is a vacancy in the office of Mayor or the Mayor is absent, incapable of acting or refusing to act, the Council must appoint one of the Councillors to be the Acting Mayor.

In order to comply with the s.73(3) of the Act, the Council still needs to consider and resolve who will be Acting Mayor at Ordinary and Special Meetings of the Council and while this doesn't have to be the Deputy Mayor, the draft policy guides that it is the Deputy Mayor.

It is suggested that the Guidelines be reviewed in 12 months time.

Policy Implications

The Council Plan 2017-2021 provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1B: Our People

The proposal to adopt a Deputy Mayor Position Guidelines is consistent with the Council Plan 2017-2021.

Financial Implications

There are no financial implications from this report.

Risk & Occupational Health & Safety Issues

| Risk Identifier | Detail of Risk | Risk Rating | Control/s |
|----------------------------|---|-------------|---|
| Political and reputational | No consistent set of guidelines for the duties of the Deputy Mayor. | Medium | Council to adopt the Deputy Mayor Position Guidelines |

Communications Strategy

The Deputy Mayor Position Guidelines will be placed on Council's website for public information.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

Chief Executive Officer – Rob Croxford

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

Author – John Whitfield

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

Conclusion

The draft Deputy Mayor Position Guidelines is presented to the October Ordinary Meeting of Council for consideration and decision prior to the upcoming Statutory and Annual Appointments Special Meeting on Wednesday 25 October, 2017.

The draft guidelines are recommended for consideration and adoption by the Council as it helps to clarify the role of the Deputy Mayor while still allowing the Mayor to use his/her discretion if particular circumstances warrant it.

If not adopted by the Council, it can, at its Statutory and Annual Appointments Special Meeting, either continue to have a Deputy Mayor without guidelines on what that role entails (status quo) or choose not to elect a Deputy Mayor; a choice it can make in any year.

Recommendation:

1. **That Council adopt the Deputy Mayor Position Guidelines (October 2017) as attached to this report.**
2. **That a further report be prepared for the September 2018 Ordinary Meeting of Council on the Deputy Mayor Position Guidelines.**

Report Authorisation

Authorised by:

Name: Rob Croxford 

Title: Chief Executive Officer

Date: Wednesday, 27 September 2017.

Attachment - Item 11.1.3

Deputy Mayor – Position Guidelines (October, 2017)

1. Purpose

The purpose of these guidelines is to provide a consistent set of principles for Council in relation to the duties of the Deputy Mayor.

2. Scope

This guideline applies to the role of the Deputy Mayor following the next election of the Deputy Mayor.

3. Definitions

| | |
|------------------------|---|
| Council | Means Moorabool Shire Council, being a body corporate constituted as a municipal Council under the Local Government Act 1989. |
| Councillors | Means the individuals holding the office of a member of Moorabool Shire Council. |
| Council Officer | Means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer. |
| Deputy Mayor | A Councillor elected to act as Deputy Mayor throughout the same term of office as held by the Mayor. |

4. Policy Statement

To support good governance at Moorabool Shire Council, the Council chooses to appoint a Deputy Mayor position.

4.1 Number of Deputy Mayors

In any given year Council may elect one Councillor as Deputy Mayor to perform the roles and functions included in this policy.

4.2 Duties and Functions

The position of Deputy Mayor supports the Mayoral role. The Deputy Mayor holds office for the same term of office as held by the Mayor.

Where the Mayor will knowingly be unable to fulfil their duties as Mayor, he/she is responsible for making arrangements with the Deputy Mayor as appropriate and as applicable and in line with the following statement on the role of the Deputy Mayor:

Role of the Deputy Mayor

- To act in accordance the Local Government Act 1989 i.e. chairing Council meetings in the Mayor's absence, noting that a vote must be taken to elect an acting Chairperson.

- Attend social and other engagements at the request of the Mayor.
- Act as Council's official spokesperson in the Mayor's absence.
- Lead Council deputations when requested by the Mayor.
- Chair public meetings when requested by the Mayor.
- Preside at Citizenship Ceremonies in the Mayor's absence, in accordance with Section 27 of the Australian Citizenship Act (2007).
- Assist the Mayor generally in the carrying out of his/her duties as requested by the Mayor from time to time.

With the following provisos:

- Council s.86 Delegated Committees and Advisory Committees
The Chairperson elected by the committee presides at the meeting. The Council is represented by its appointed representative(s) to that organisation.
- Working Groups, Industry Bodies and Forums – with representatives appointed by the Council
The Council is represented by its appointed representative(s) to that organisation.
- Discretion of the Mayor
Notwithstanding the role of the Deputy Mayor as set out above, the Mayor will have regard to local sensitivities and to particular circumstances, and may request that a local Ward Councillor represent Council at events or meetings, including those called at short notice.

5. Precedence

Nil

6. Related Legislation/Policies/Guidelines

- Section 73 of the Local Government Act 1989
- Councillors and Members of Council Committees Expense Entitlements & Resources Policy
- Councillor Code of Conduct
- Meeting Procedure Local Law No. 9

7. Council Plan Reference – Key Performance Area

Strategic Objective 1: Providing Good Governance and Leadership

Context 1B: Our People

8. Review

This guideline will be reviewed one year after its adoption.

11.2 GROWTH AND DEVELOPMENT

11.2.1 Amendment C78 – Small Towns and Settlement Strategy

Introduction

File No.: 13/06/62
Author: Geoff Alexander
General Manager: Satwinder Sandhu

Background

In September 2016, Council adopted the Moorabool Shire Small Towns and Settlements Strategy which is a component of Moorabool 2041. On the basis of the Strategy, Amendment C78 was prepared to bring the Strategy into effect within the Moorabool Planning Scheme.

At the Ordinary meeting of Council held in March 2017, Council resolved to apply for authorisation for Amendment C78 to publicly exhibit the amendment. The Amendment was authorised on 19 April, 2017. Amendment clauses, including proposed minor changes on the basis of CFA's submission (discussed further down) are provided at Attachment 11.2.1(a).

Amendment C78 was placed on public exhibition from 25 May - 25 June, 2017. Six submissions were received, three from members of the community and three from public authorities. Of those submissions, four were objections. Officers met with all objectors and attempted to provide clarification and resolve issues. Two objections have since been withdrawn.

An overview of submissions was considered by Council's Section 86 Rural Growth Committee at its August meeting with a resolution that officers should meet with all objecting submitters and then present a report to Council at its ordinary meeting.

The purpose of this report is to consider the content of the outstanding two objections and a recommendation to proceed to a Planning Panel to resolve the remaining objections.

The Amendment

Amendment C78 seeks to include the Small Towns and Settlements Strategy as a reference document to the Moorabool Planning Scheme, as well as carry over key content from the Strategy.

The Amendment includes a long term work program for Council as detailed in the Small Towns and Settlements, which varies based on the circumstances and strategic opportunities present in particular towns. In most cases, recommendations are town specific but there are also a limited number of overarching strategies applying to all settlements.

Specifically, the amendment proposes updates to Clause 21.01 (Municipal Context), Clause 21.02 (Natural Environment) and Clause 21.03 (Settlement and Housing) of the Moorabool Planning Scheme to bring them into consistency with the Strategy. Clause 21.09 (Small Towns) is proposed to be updated to include the vision, context and key recommendations from the Small Towns Strategy. Clause 21.11 (Reference Documents) is proposed to be updated to include the Small Towns and Settlements Strategy as a reference document to the Moorabool Planning Scheme.

Submissions

No submission objected to the proposed content of C78. Objections are based on what submitters believe should be added to the proposed content.

The two remaining objections contain requests that are considered outside the ambit of the amendment, particularly where issues are not specific to the small towns and settlements affected by the Strategy. A summary of submissions (excluding those withdrawn) and officer responses can be found below. A detailed list of submissions, together with officer recommendations for making changes or not, is provided in Attachment 11.2.1(b).

Key issues raised by objectors are below:

- Objector (resident) proposal:

Statements should be included supporting small town development in spite of constraints, where those constraints are limited.

Officer Response:

There is no particular reason to include this statement because constraints below a certain severity are not of determining value. Constraints are considered on a case by case basis and weighed up as part of the planning permit application assessment process.

- Objector (resident) proposal:

A statement should be included prioritising land development in accordance with restructure plans ahead of zoning requirements.

Officer Response:

It is beyond the scope of this amendment to prioritise Restructure Plans above the zoning requirements. The requirements of the zones are considered to be of paramount importance in the Victorian Planning System.

Furthermore the restructure plans are not considered relevant to the Small Towns and Settlements Strategy because they apply to land outside and disconnected from existing settlements.

This issue can be revisited as part of future strategic policy assessment under M2041.

- Objector (CFA) proposal: Proposes additional objectives, strategies and implementation actions aimed at protecting properties against bushfire risk.

Officer Response:

Mitigating bushfire risk is a key theme of the Small Towns and Settlements Strategy, however the CFAs proposed changes are highly generalised and could equally apply to most of the State. This is not appropriate for a local amendment specific to the Small Towns and Settlements of Moorabool.

Two minor requests from CFA are proposed to be incorporated into the Amendment. The changes relate to updating the name of a reference document in Clause 21.11 (Reference Documents) and to using the word "Bushfire" instead of "Wildfire" in Clause 21.02 (Natural Environment). These changes do not affect the substance of the amendment.

Key issues raised by non-objecting submissions are below:

- Submitter (DELWP):

Supported the amendment and whilst not requesting changes, noted a number of matters that Council could consider related to the environment.

Officer Response:

Most of the matters raised for potential consideration are not specifically relevant to the small towns and settlements of Moorabool Shire and are instead state wide issues most appropriately addressed at the State level. DELWP may wish to seek to initiate its own amendment through the Minister for Planning.

- Submitter (EPA):

Recommended that Council take into consideration EPA publications on recommended separation distances for industrial residential air emissions and on noise from industry in regional Victoria.

Officer Response:

Amendment C78 identifies towns and gives policy direction on town role and function. But it is not specific on land growth fronts and nor does it rezone land. These recommendations would be relevant to future structure planning but not this amendment.

Options

Section 22 of the *Planning and Environment Act 1987* (the Act) requires that Council consider all submissions to a planning scheme amendment.

Section 23 of the Act mandates that after considering a submission which requests a change to an amendment, Council must either:

- (a) change the amendment in the manner requested; or
- (b) refer the submission to a panel; or
- (c) abandon the amendment or part of the amendment.

As some objections remain outstanding and officers believe the content of the objections will not benefit the amendment, this report will recommend that Council pursues option (b) and refers the submissions to a Panel.

Should Council resolve to request the appointment of a Panel, the Minister for Planning will appoint an independent Planning Panel to consider all submissions received. The Panel will be made up of independent person/s with skills considered by the Minister to be relevant to the amendment.

Stage in the Amendment Process

The Flow Charts below are from the DELWP guide "Using Victoria's Planning System 2015" and depict where the amendment is at in terms of the amendment approval process (circled in green).

Should Council decide to pursue a Planning Panel it is likely one could be initiated in late 2017 (subject to Planning Panels Victoria's availability). Following receipt of the Panel's report Council would then be in a position to adopt the amendment or not. Should Council adopt the amendment, it could then refer the amendment to the Minister for Planning for approval.

Figure 2.1: Outline of the planning scheme amendment process

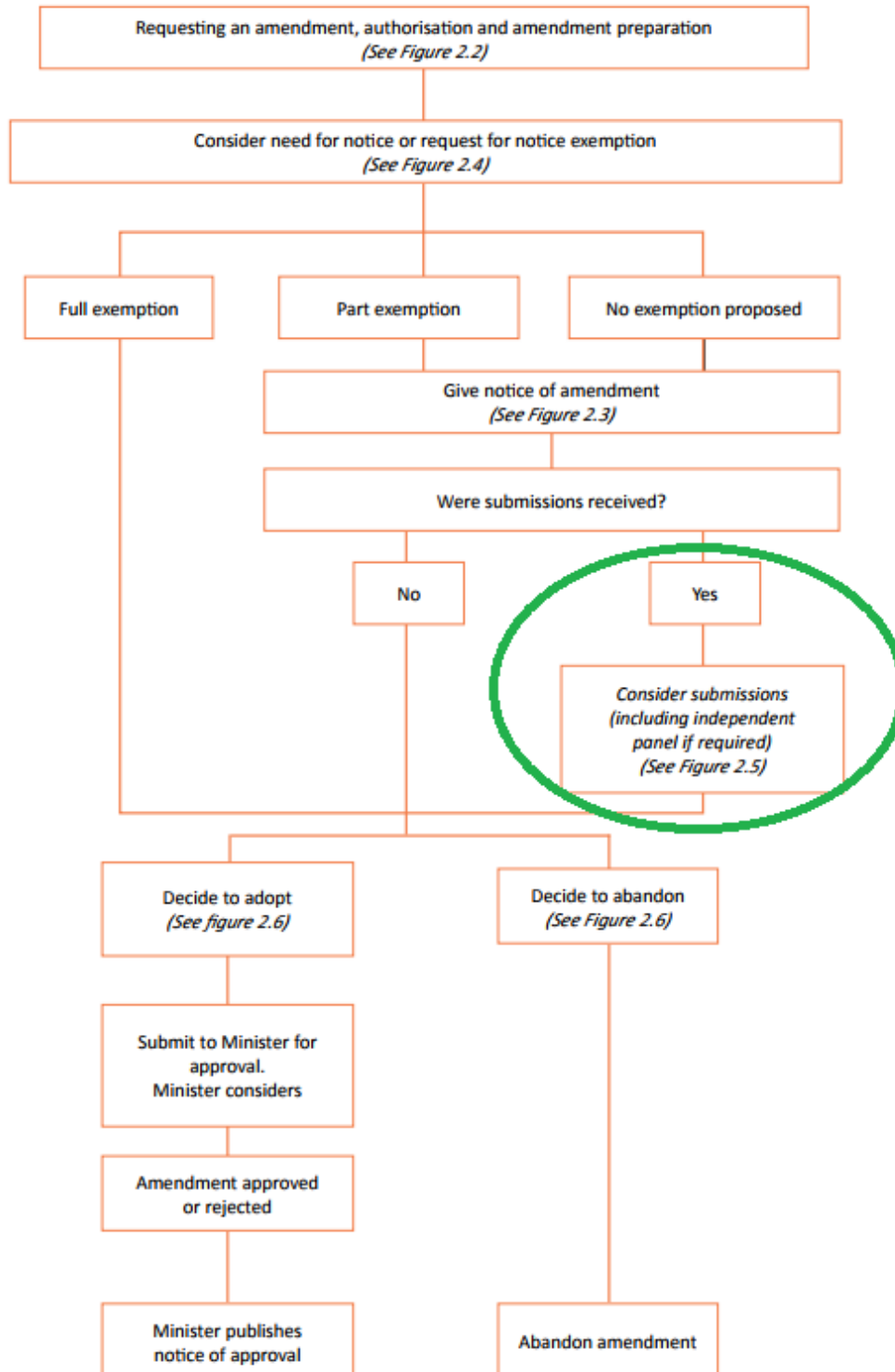
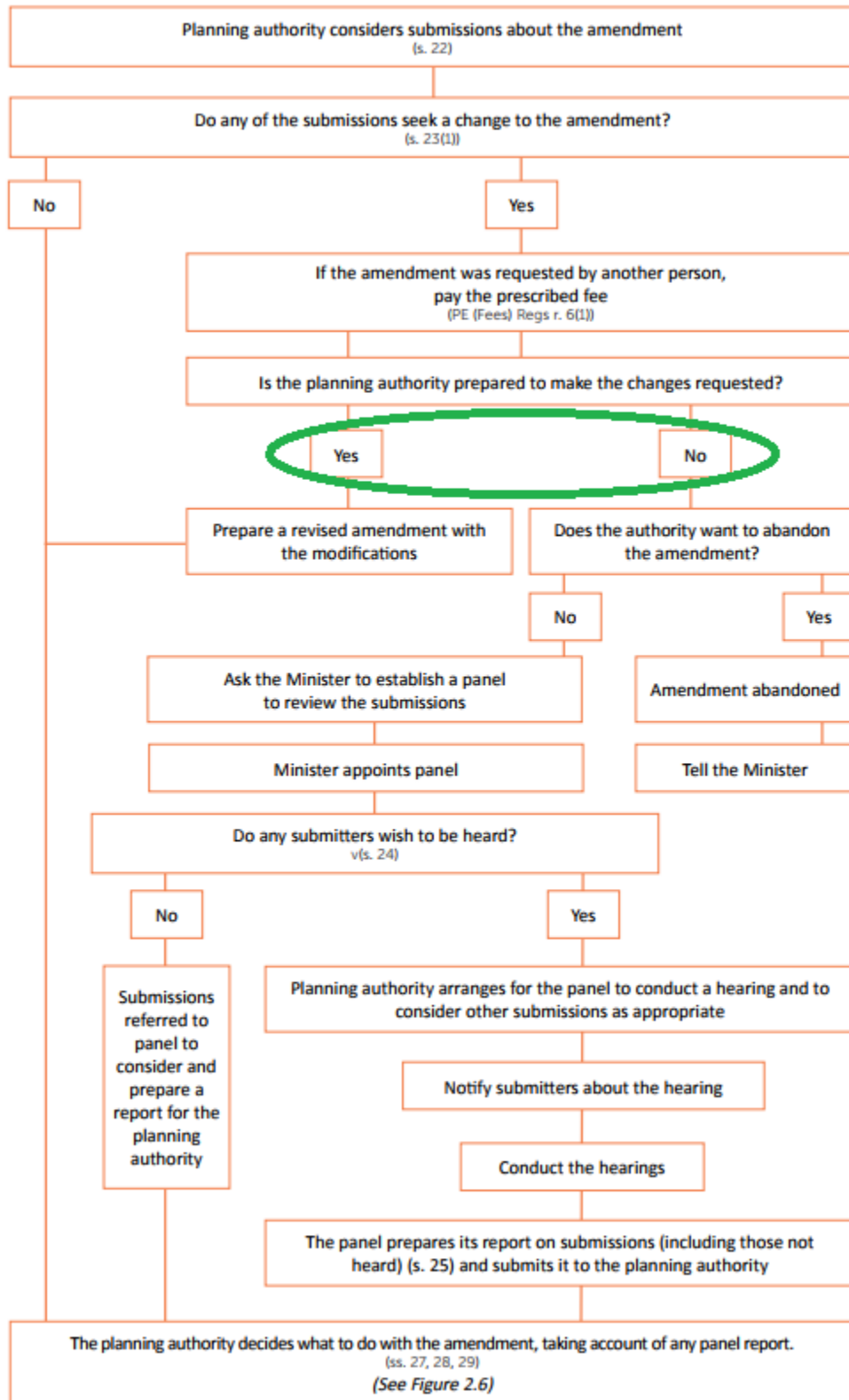


Figure 2.5: Considering submissions about an amendment



Policy Implications

The 2017 – 2021 Council Plan provides as follows:

Strategic Objective 3: Stimulating Economic Development.

Context 3A: Land Use Planning.

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

Financial Implications

The continued processing of the amendment has being undertaken in-house by Council and therefore generated only limited costs to date.

Costs for the amendment progressing hereafter, including any Panel hearing is already provided for within the Council 2017/18 budget.

Risk & Occupational Health & Safety Issues

There are no identified risks associated with the amendment.

Communications and Consultation Strategy

Implementation of the amendment has included statutory notification processes. Should Council resolve to request the appointment of a Panel, submitters to the Planning Scheme Amendment will now have the opportunity to present their case at a Planning Panel to be appointed by the Minister for Planning.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Satwinder Sandhu

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

Author – Geoff Alexander

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

Conclusion

Moorabool 2041 and the Small Towns and Settlements Strategy presents Council with an opportunity to develop a more consolidated and coordinated vision and plan for its smaller settlements.

Two outstanding objections to the amendment are unresolved. It is not considered justified to add in the proposed content for the various reasons discussed in this report.

As per the *Planning and Environment Act 1987*, Council must now decide whether to abandon the amendment, refer the amendment to a panel to resolve submissions or make the changes requested by submissions. As objector proposals are considered not to further advance the amendment it is recommended that Council refers Amendment C78 to a Planning Panel, who will hear all parties to the Amendment.

Recommendation:

That Council:

1. **Resolves to make limited changes to Amendment C78 on the basis of CFAs submission as described in this report, pursuant to section 23 (1)(a) of the Planning and Environment Act 1987.**
2. **Refers the unresolved submissions to an independent Planning Panel pursuant to section 23(1)(b) of the Planning and Environment Act 1987.**
3. **Authorises officers/suitable persons to represent Council at the Planning Panel hearing generally in accordance with the response to submissions outlined in this report.**
4. **Resolves that a further report be prepared for Council following outcome of the C78 Panel Hearing.**


Report Authorisation

Authorised by:

Name: Satwinder Sandhu

Title: General Manager, Growth & Development

Date: Wednesday, 27 September 2017



Attachment - Item 11.2.1(a)

21.0126/02/2009
C34**MUNICIPAL CONTEXT**

The context of land use planning issues, objectives, strategies, and implementation measures of this Municipal Strategic Statement (MSS) is summarised below. Further information about the Shire of Moorabool can be found in Council's corporate plan and the reference documents to the MSS.

Moorabool Shire is located on the western urban/rural fringe of the Melbourne metropolitan area and extends to the outskirts of Ballarat to the west, along the major rail and road transport corridor between the two cities. This location within the Ballarat Transport corridor has seen an increase in commuting to both cities from towns within the Shire, and Melbourne 2030 recognises that the corridor can accommodate additional development.

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

There are planning challenges in accommodating and servicing residential growth and demand for lifestyle housing while protecting agricultural productivity, and environmental values and significant landscapes.

Moorabool Shire is characterised by its townships in rural settings and its distinctive rural landscapes which comprise a diversity of vast ranges, plains, ancient gorges, and areas of intensive horticulture. The varied and rich topographical features are integral environmental, agricultural, and recreational resources for the Shire.

These environmental assets, as well as existing built form, historic buildings and landscapes, contribute to the Shire's numerous places of natural and cultural heritage significance.

Much of the Shire is in Special Water Supply Catchments, which has a significant impact on the development potential of land in the west and north of the Shire. This combined with large areas of National or State Park or State Forest that traverse the Shire limit development opportunities and pose significant land management issues, particularly relating to sediment control and land clearing.

Agriculture is the major sector in Moorabool's economy and also contributes to the rural landscape setting that typifies the Shire. Agricultural production is predominantly broad acre cropping and grazing with intensive horticulture on irrigated land around Bacchus Marsh. Council's economic development strategies encourage new and innovative sustainable agricultural industries and the promotion of value adding industries that can capitalise the agricultural and resource base.

21.01-2DD/MM/YY
Proposed C78**Key Issues**

Key issues that direct land use planning in Moorabool Shire are:

Settlement

There is increasing pressure to balance residential growth objectives with the protection of environmental, landscape and lifestyle values across the Shire.

Significant population growth in consolidated urban areas over the next 25 years is expected which will need to provide cost effective delivery of appropriate infrastructure and services.

Moorabool Shire's capacity to accommodate future urban development is physically and environmentally constrained. Approximately two-thirds of the Shire is located in Special Water Supply Catchments, which includes privately owned land, mainly used for

agricultural purposes, or National or State Park or State Forest. Steep land, areas subject to flooding, and resources capable of economic extraction are also significant development constraints. These constraints are shown in the Moorabool Corridor Framework Plan (Clause 21.03-2).

In the absence of reticulated sewer, the development of both townships and rural land within the Special Water Supply Catchments needs to be managed to protect water quality and quantity. Cost is the major hurdle to the extension of reticulated sewer systems to other towns in the Shire, however without it the small towns and settlements of the Shire cannot grow to any substantial degree.

Many of the small towns and settlements lack the quantum of population to be considered sustainable communities in the sense that they lack diversity in the provision of local jobs, retail, public transport, other public and medical services and community infrastructure. They rely heavily on larger communities and tend to be strongly car dependent.

Future population growth needs to be balanced with protection and sustainable use of the Shire's environmental assets which contribute significantly to the lifestyle and attraction of Moorabool Shire as a place to live, invest and visit.

Urban growth, residential development, and lifestyle housing need to be managed to maintain the attractive rural setting and lifestyle, and to provide adequate services and facilities in a cost effective manner.

Urban growth has the potential to develop up to the LGA boundary and therefore reduce the existing rural buffer between Moorabool Shire and the Shire of Melton

Housing

A range of residential choices is needed to attract residents and to meet the changing needs and preferences of an ageing population.

Transport

There is a need to improve vehicle and freight links between communities within the municipality and links to destinations outside the Shire. There is a need for links to address physical division created by the Ballarat Freeway and Ballarat Rail line, particularly in Bacchus Marsh.

Improved public transport levels of service and integration throughout the municipality and particularly along the Melbourne – Ballarat rail corridor are needed to support sustainable growth.

Environment

The varied and rich topographical features of Moorabool Shire (including ranges, plains, and ancient gorges) need to be conserved not only for their intrinsic environmental and landscape values but also as a recreational resource to the Shire.

The environmental assets (including the Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park, the Wombat State Forest, and Long Forest Nature Conservation Reserve), as well significant waterways, historic buildings, rural townscapes, and landscapes contribute to the Shire's numerous places of natural and cultural heritage significance. These features inter-twine to form the character and lifestyle opportunities that attract people to Moorabool Shire.

Moorabool River, Werribee River, and Lerderderg River supply water for domestic and agricultural purposes. Inappropriate development, land clearing and sediment deposition from erosion can threaten riparian environments and water quality within the catchments.

Economic Development

Continued productive and sustainable agricultural and horticultural land use, which is critical to the Shire's economy and its ongoing economic development, requires protection from residential encroachment.

It is important to ensure planning to accommodate demand for rural living opportunities produces enhanced environmental outcomes and also protects agricultural production, particularly highly productive areas in the west of the Shire and irrigated land around Bacchus Marsh.

There is an ongoing need to manage existing and potential conflict between residential, rural residential and agricultural and horticultural production.

There is a need to strengthen the local economy to improve local employment opportunities and reduce the leakage of retail spending.

Bacchus Marsh and Ballan provide areas of important industrial and mineral resource. These include large sites zoned Industrial 2, the Maddingley Brown Coal Mine and quarries in Bacchus Marsh. Planning to manage off-site impacts and avoid conflict with sensitive uses is required to realise economic development opportunities.

21.01-3

DD/MM/YY
Proposed C78

Strategic Framework Plan

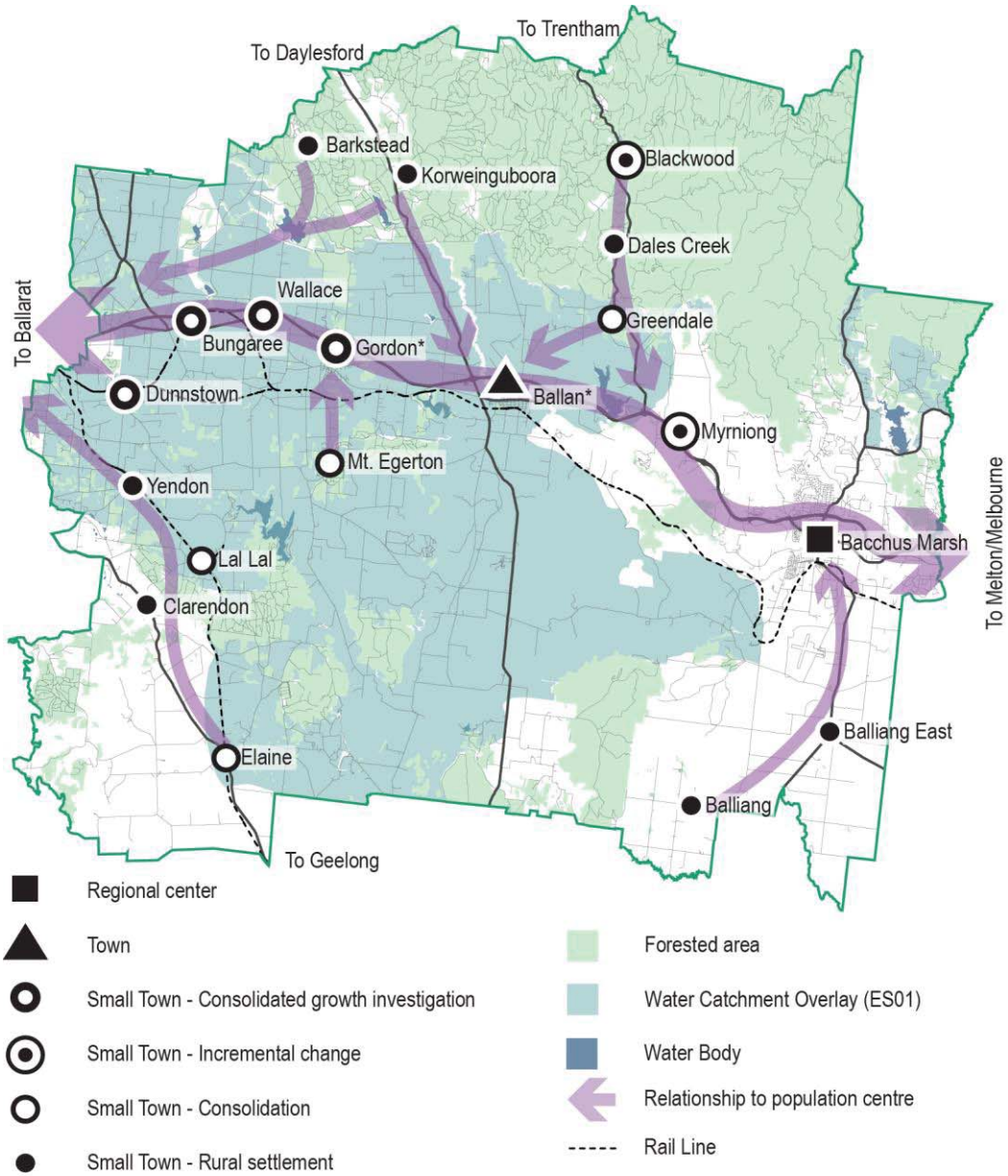
Council's key strategic planning directions are illustrated on the Strategic Land Use Framework Plan. The framework plan identifies overall direction to guide specific land use outcomes. It identifies potential 'development opportunity areas' where significant land use change may be expected, and areas where land use constraints are likely to restrict future development.

Separate land use framework plans in Clauses 21.07 and 21.08 provide more detailed guidance for major townships.

The major strategic directions in the Strategic Framework Plan include:

- The location of Special Water Supply Catchments, parks and forests which have limited development potential;
- Designation of key towns in the municipality, with Bacchus March identified as the key centre for economic and residential growth and Ballan fulfilling a complementary role; and
- Identification of the Ballarat Rail line as part of the Ballarat-Melbourne transport corridor.
- Strengthening clusters of linked small towns and settlements through connections to a close Regional city, regional centre or town.

Moorabool Shire Strategic Framework Plan



*Ballan and Gordon's future needs are addressed via individual structure plans.

MOORABOOL SMALL TOWN HIERARCHY

21.01-4 Objectives - Strategies - Implementation26/02/2009
C34**Municipal Planning Framework**

The Municipal Planning Framework objectives, strategies, and implementation mechanisms are structured around five key land use themes, based on those in the State Planning Policy Framework (SPPF). There is considerable overlap between each of these themes and none should be read in isolation.

- Natural Environment (Clause 21.02).
- Settlement and Housing (Clause 21.03).
- Economic Development and Employment (Clause 21.04).
- Development and Community Infrastructure (Clause 21.05).
- Heritage (Clause 21.06).

Place-based Planning Framework

The Place-based Planning Framework sets out objectives and strategies that provide more detailed planning direction for specific places and towns within the municipality.

The places contained in the Place-based Planning Framework are:

- Bacchus Marsh (21.07);
- Ballan (21.08); and
- Small Towns and Settlements (21.09).

21.02 NATURAL ENVIRONMENT

10/11/2011
C57

21.02-1 Key Issues and Influences

DD/MM/YY
Proposed C78

Non Urban Landscapes

- Moorabool Shire's natural environment, towns, rural landscapes, and forested areas are important elements of the Shire's character.

Water and Catchment Management

- Large areas of Moorabool Shire are in Special Water Supply Catchments providing potable water for local and regional populations.
- For public health reasons, prospects for population growth and investment are minimal for small towns and settlements that reside within a Special Water Supply Catchment and lack reticulated sewerage.
- Much of the Special Water Supply Catchment areas contain towns, communities, and productive farms that have a legitimate expectation to grow and prosper.
- There is a combined responsibility for water quality by the Shire, Water Authorities and Catchment Management Authorities.

Biodiversity

- Lerderderg State Park, the Brisbane Ranges National Park, Wombat State Forest, Werribee Gorge State Park, Long Forrest Nature Conservation Reserve and other bushland areas in the Shire are highly significant natural resources with nationally important flora, fauna habitat values. These values are also valuable attractors of recreation and tourism.
- Human activity particularly the impacts of population growth, urban growth, and agricultural activity have contributed to the decline in biodiversity, quality and quantity of native vegetation and waterway condition.
- Roadside vegetation is of great value to the Moorabool Shire as it provides for flora and fauna movement corridors between State and National Parks or Forests and supports the rural character of the area.
- Pest and environmental weed control are important issues within the Shire as is the revegetation of native flora along waterways.

Bushfire

- Large areas of the Shire are at risk of bushfire particularly forested areas on steep inclines.

Environmentally Sustainable Development

- Planning for development in Moorabool Shire must give deliberate consideration to environmentally sustainable development principals that will maintain and enhance the quality of the environment and natural resource base.

Flood Management

- Large areas of the Moorabool Shire are prone to flooding as the Moorabool, Werribee, and Lerderderg Rivers flow through the Shire.

26/02/2009
C34

Objective—Non Urban Landscapes

- To maintain and enhance the natural environment and the Shire’s rural identity and character.

Strategies

- Maintain the open rural landscape between the Shire’s eastern boundary and Bacchus Marsh as a visual buffer.
- Recognise and protect the national, state and regional values of Werribee George State Park, Bungal State Forest, Long Forest nature Reserve, Lal Lal State Forest, Lal Lal Falls, Brisbane Ranges Lerderderg State Park, and Wombat State Forest.
- Protect the landscape and scenic qualities of forested hill slopes, rural landscapes, and bushland setting of the Shire’s rural and urban areas.
- Preserve high quality landscapes by not supporting development on hilltops and ridgelines.

21.02-3
DD/MM/YY
Proposed C78

Objective—Water and Catchment Management

- To protect the quality and quantity of water within the Moorabool Shire.

Strategies

- Promote the installation of reticulated sewerage within Bungaree, Dunnstown, Wallace and Myrning subject to a viable business case to support provision.
- Promote land use and development compatible with the Shire’s natural environment, native vegetation, and places of environmental significance.
- Ensure that the removal of all stormwater and effluent associated with new development is undertaken in a way which is not to the detriment of the quality or quantity of water in local watercourses and limits downstream effects.
- Ensure the retention, protection, and revegetation of the riparian area along watercourses.

21.02-4
10/11/2011
C57

Objective—Biodiversity

- To positively enhance biodiversity in the Moorabool Shire.

Strategies

- Support the implementation of the appropriate Regional Catchment Management Strategy
- Require land use change and development to retain native vegetation and to minimise topsoil disturbance.
- Require an increase in sustainable rural land management practices (in particular weed and pest management) when supporting land use change or development within rural areas.

- Maintain protect, and enhance the biodiversity values of important roadsides, particularly those within the surrounds of the state and national parks or forests.
- Maintain, protect and enhance the River Red Gum (*Eucalyptus Camaldulensis*) Population within the Bacchus Marsh Valley.

21.02-5 Objective—Bushfire

26/02/2009
C34

- To minimise risk of bushfire damage.

Strategies

- Apply the Moorabool Fire Management Plan.

21.02-6 Objective—Environmentally Sustainable Development

26/02/2009
C34

- To manage land use in an environmentally sustainable manner, to assist in reducing the ecological footprint of land within Moorabool Shire.

Strategies

- Ensure that the natural drainage functions are retained in the development of land for residential purposes.
- Ensure that new dams in the rural zones consider stream flow, catchment, landscape, environmental and land degradation issues.
- Encourage the principals of energy efficient building design and site layout to be considered for new developments, to reduce reliance on artificial heating and cooling and therefore subsequently reducing green house gas emissions.
- Ensure Best Practice Water Sensitive Urban Design principals are applied to all new development within the Moorabool Shire.

21.02-7 Implementation

26/02/2009
C34

Zones and Overlays

Specific application of zones and overlays to achieve the strategic objectives includes:

- Apply relevant overlays (VPO or ESO) to reflect biodiversity mapping of the Shire when completed;
- Apply Erosion Management Overlay (EMO) and Salinity Management Overlays (SMO) to reflect land capability across the Shire;
- Apply Floodway Overlay (FO) and Land Subject to Inundation Overlays (LSIO) to reflect relevant Council flood studies;
- Apply Significant Landscape Overlay (SLO) to ridgelines, escarpments, and hilltops; and
- Apply Wildfire Management Overlay to areas of fire risk.

21.02-8 Further Strategic Work

10/11/2011
C57

- Complete the biodiversity mapping project.
- Undertake studies to further identify areas subject to flooding and areas subject to poor drainage.
- Undertake erosion studies to inform the incorporation of the Erosion Management Overlay.
- Undertake salinity mapping to inform the incorporation of the Salinity Management Overlay.
- Investigate an appropriate buffer zone around the Ballan and Parwan Waste Water Plants in conjunction with the relevant Water Authorities, and develop ESO's within these buffers in conjunction with the Water Authorities and the EPA.
- Revise Environmental Significance Overlay Schedule 2 (ESO2 Waterway Protection) to incorporate floodway management.
- Extend and update the Wildfire Management Overlay (WMO) based on CFA mapping for bushfire prone areas.
- Review, update, and implement the Moorabool Shire Council Roadside Management Plan, 2001, including the application of a Vegetation Protection Overlay along roadsides with vegetation of significance.

21.02-9 Other Actions

26/02/2009
C34

- Work with and encourage other land managers and authorities to ensure a consistent and proactive approach to land and biodiversity conservation and enhancement.
- Encourage greater land owner awareness, involvement, and responsibility towards protecting their land and property from the threat of wildfire and flooding.
- Support the introduction of Stream Flow Management Plans.
- Work with the State Government to monitor the impact of domestic and stock dams on river flows and ground water quality and quantity.
- Work with Water Authorities to review planning controls relating to development in Special Water Supply Catchments.

21.03 SETTLEMENT AND HOUSING

09/10/2014
C72

21.03-1 Key Issues and Influences

DD/MM/YY
Proposed
C78

It is expected that outward pressure from the Melbourne metropolitan area, the location of the Shire on one of the State's major regional transport corridors and proximity to the regional centres of Ballarat and Geelong will continue to reinforce the advantages of the Shire as a place to live and invest.

Population growth in Moorabool Shire is influenced by people choosing to live in rural areas and small towns particularly where they are serviced by the regional transport corridor.

A limited number of small towns have been identified as appropriate for population growth within the Moorabool Shire Small Towns and Settlements Strategy (2016). The Strategy also identifies that growth is not appropriate for most small towns and settlements for reasons such as an absence of community support, constraints such as bushfire or flooding risk, isolation and lack of services. A key hurdle to growth is the fact that most small towns reside within a Special Water Supply Catchment, meaning dwelling development is often costly or impossible.

The communities and towns of Moorabool Shire have a very strong rural setting and character that is defined by the local agricultural base, spectacular scenic landscapes and diverse vegetation. There is a need to ensure that these values, which draw people to the area, are protected.

Planning for residential and other urban growth must recognise the range of physical and infrastructure constraints particularly in relation to resource management and environmental values.

While there is an existing 'pool' of small, vacant lots in the rural areas, potential development on many of these is constrained because they are located within a Special Water Supply Catchments area.

21.03-2 Objective—Urban Growth Management

DD/MM/YY
Proposed
C78

- To promote an accelerated rate of population and local employment growth to support the provision of improved social and physical infrastructure in the Shire.
- To plan and manage sustainable urban growth that is concentrated in and around the Shire's major towns.

Strategies

- Ensure the supply of land zoned for industry, business, and residential purposes is sufficient to accommodate accelerated rates of growth.
- Facilitate and promote a range of residential and economic development options, including high quality 'master-planned' developments.
- Direct the majority of the population and employment growth to Bacchus Marsh with supporting growth in Ballan.
- Consolidate established urban areas by promoting infill development of land zoned for urban purposes.

- Retain the non-urban break between Bacchus Marsh and the metropolitan area.
- Limit urban development where it is likely to impact on highly productive agricultural land, environmental values and the long-term sustainability of natural resources.
- Ensure planning and management of urban growth in designated towns takes account of existing and proposed infrastructure capacity.
- Do not support residential and other development in settlements where reticulated sewerage systems are not available and onsite treatment of effluent cannot be provided.
- Manage urban growth through Precinct Structure Planning or Development Plan Overlays and the implementation of Development Contributions Plans or Infrastructure Contributions Plans. Discourage subdivisions over 20 lots other than in accordance with an approved growth area precinct structure plan or, , a development plan.
- Ensure a clear separation between urban development and farming activities.

21.03-3 Objective—Residential Development

26/02/2009
C34

To extend the range of housing types available to provide resident choice and meet changing housing needs.

To achieve high quality living environments which balance the provision of residential development opportunities with the protection of productive agricultural land and environmental assets.

Strategies

- Facilitate the creation of integrated, liveable, walkable neighbourhoods in towns.
- Plan for a diversity of housing types and densities, particularly near activity centres and community focal points in Bacchus Marsh and Ballan.
- Design housing to be adaptable for use by smaller households, the aged and people with disabilities.
- Provide for non residential uses, including convenience shops and medical centres, in locations that are consistent, and compatible, with the scale and character of the area, in particular adjacent properties. These uses should be located on lots fronting main or local arterial roads.

21.03-4 Objective—Landscape and Neighbourhood Character

DD/MM/YY
Proposed C78

To ensure new development in all zones respects the existing character, landscape setting and amenity of the local area.

Strategies

- Infill development should protect or enhance the existing character, built form and natural environment of the Shire’s towns and villages including the country town scale and rural atmosphere of smaller towns.
- Development in growth areas should develop a strong sense of place that respects its landscape setting.
- New development should protect the visual, aesthetic, and environmental values of escarpments and ridgelines generally, and views from the Bacchus Marsh valley in particular.
- Community identity of townships should be strengthened through design of new development, landscapes and streetscapes, signage and open space.

- Retain non-urban breaks between towns and settlements.
- Avoid residential development in the farming areas unless it is required for the agricultural use of the land.
- Protect and reinforce the Shire’s built and natural heritage as identified in heritage studies for the Shire.
- Ensure that new development is appropriately sited, designed and constructed to blend with the surrounding landscape and protect significant landscape values, native vegetation and rural settings.
- Discourage inappropriate development on scenic hilltops, ridge lines and areas of visual prominence.

21.03-5 Objective – Small Town Development

DD/MM/YY
Proposed C78

To support the sustainable development of small towns and settlements in accordance with the direction of the Moorabool Small Towns and Settlements Strategy (2016).

Strategies

- Consider the role and function of small towns and settlements when considering future development and planning.
- Plan for population growth, service delivery and investment on a cluster basis, rather than a town specific basis having regard for the social and economic linkages between towns.
- Guide growth to Bungaree, Wallace, Dunnstown and Myrning.
- Protect declared water supply catchments and facilitate growth by investigating and supporting the development of reticulated sewerage and water systems in the priority growth investigation settlements identified within the Small Towns and Settlements Strategy (2016).
- Limit the potential for the the expansion of small towns and settlements where extreme bushfire risk, isolation and other serious constraints make expansion impracticable.

21.03-6 Objective—Rural Lifestyle Opportunities

DD/MM/YY
Proposed C78

To support development opportunities in rural lifestyle areas as an additional residential choice.

Strategies

- Prevent the fragmentation of farm land through inappropriate subdivisions.
- Limit rural lifestyle development in areas without reticulated services where the development would compromise water quality (particularly in Special Water Supply Catchments), adversely affect agricultural production, or impact on native vegetation and habitat values.
- Provide for planned rural living development in appropriate locations in recognition of the attractiveness of rural lifestyle options.
- Provide for limited residential development in areas zoned Rural Living. Preference will be given to subdivision where the following criteria can be met:

- the overall density of residential development satisfies environmental and physical requirements, including appropriate on-site treatment of effluent and stormwater management;
 - development does not restrict agricultural and horticultural production;
 - sealed access roads service all lots;
 - reticulated water services are provided; and
 - the development leads to an overall enhancement in the condition of the environment.
- Focus rural living development in areas close to urban centres with good access to services and facilities where there is minimal impact on productive agriculture and horticulture or areas with environmental values.

21.03-7 Implementation

DD/MM/YY
Proposed C78

Zones and Overlays

Specific application of zones and overlays to achieve the strategic objectives includes:

- Apply the General Residential Zone Schedule 2 to designated areas within the Bacchus Marsh Activity Centre, Bacchus Marsh Civic and Community Hub, Halletts Way and designated areas surrounding Darley Plaza;
- Apply the General Residential Zone Schedule 3 to designated areas near community and retail facilities in Bacchus Marsh and Darley;
- Apply the Neighbourhood Residential Zone Schedule 1 to Gordon to reflect the landscape character and minimum lot size requirements (infrastructure capacity constraints) within the Gordon Structure Plan;
- Apply Development Plan Overlays to provide for density patterns, road networks, open space networks, staging, and integration between new and existing development, supply of reticulated water and sewerage, drainage, fire prevention, and vegetation and landscape protection to zoned greenfield residential areas requiring development;
- Apply the Environmental Significance Overlay Schedule 1 to Barkstead and Dales Creek to reflect the location of these towns within a Special Water Supply Catchment.
- Review the Restructure Overlay to the old Crown townships of Blakeville, Old Wallace, Elaine North, and Rowsley and other measures necessary to support the implementation of restructure plans; and,
-
- Review the Rural Conservation Zone Schedule in Korweinguboora/Spargo Creek and Dales Creek with a view to limiting the growth potential of these towns due to the fire risks and constraints applicable to these towns.

Local policy and exercise of discretion

- Provide heavily vegetated buffers of at least 50 metres between industrial and residential land to protect the amenity of the residential areas.
- Where possible, provide opportunities for pedestrian and cycling links in line with Council's hike and bike strategy.
- Where relevant require a report to accompany planning applications that explains how the siting and design of the proposal has responded to objectives and strategies of this

MSS, the topography, environmental constraints, and the landscape significance and character of the area.

- One dwelling may be constructed on each lot created in accordance with an incorporated restructure plan subject to appropriate responses to environmental issues, siting, construction details and effluent disposal.
- Ensure that new buildings and works are sited, designed and constructed to:
 - minimise the removal and disturbance of native vegetation;
 - avoid protruding above ridgelines, hill tops and tree canopies;
 - avoid construction on slopes greater than 20%;
 - minimise soil disturbance and levels of excavation and fill;
 - avoid the use of reflective building materials such as zincalume; and
 - use external colours, materials and finishes of subdued tones that blend with the surrounding landscape and vegetation.
- Prevent the construction of buildings that create an appearance of bulk, scale and size in visually prominent and significant landscape areas.
- Encourage the planting of indigenous vegetation to assist in screening new development.
- Require the design and construction of all weather access roads and driveways that traverse slopes and minimise visual intrusion and soil erosion.
- Require applications for buildings and works to be accompanied by a report that explains how the proposal has been sited and designed to respond to the topography, landscape significance and character of the surrounding area and achieve the objectives and performance criteria of this policy.

21.03-8

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Proposed
C78

Further Strategic Work

- Prepare structure plans for Bungaree, Dunnstown, Wallace and Myrniong subject to a residential growth investigation and a commitment to provide reticulated sewer and water to the towns or a localised solution (where applicable) as per the Moorabool Small Towns and Settlements Strategy (2016).
- Develop a partnership with relevant water authorities to inform and guide the inclusion of reticulated sewer and water projects for towns identified in the Moorabool Small Towns and Settlements Strategy (2016) within their 5 year capital works programme, subject to the provision of a viable business case.
- Prepare a Structure Plan for Blackwood in accordance with the ST&SS.
- With water authorities develop agreed municipality-specific provisions for the Shire's Special Water Supply Catchments to provide the basis for a revised schedule to ESO1 and review of associated policies.
- Prepare Urban Design Frameworks for Elaine, Greendale, Lal Lal and Mount Egerton in accordance with the ST&SS.
- Prepare Settlement Improvement Plans for Balliang and Balliang East, Clarendon, Korweinguboora/Spargo Creek and Yendon in accordance with the ST&SS.
- Undertake a Flood Study and provide flood mapping for Blackwood, Bungaree, Clarendon, Dunnstown Elaine, Lal Lal, Wallace and Yendon.

- Develop protocols for involvement of water authorities in urban growth strategies and rezoning proposals.
- Develop a Local Policy or overlay(s) to manage development to address heritage, landscape, vegetation, and environmental values in Blackwood, Barry's Reef, and Simmons Reef.
- Review absorption and contamination risk of land in existing Rural Living Zones in Special Water Supply Catchments.
- Integrate the Bushfire Management Overlay and the Municipal Fire Prevention Plan.
- Develop a Social Impact Assessment Policy to ensure consideration of the social impacts of major developments proposals.

21.03-8

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Other Actions

- Investigate and continue support for capital works programs of infrastructure agencies to:
 - Sewer Bungaree, Wallace, Dunnstown and Myrning if financially feasible, in accordance with the Moorabool Small Towns and Settlements Strategy (2016).
 - Improve public transport in identified growth towns to provide efficient levels of services that meet community needs.
 - Provide other utilities (including natural gas) to small towns.
- Facilitate future transport infrastructure planning through local structure plans.

21.09 SMALL TOWNS AND SETTLEMENTS

DD/MM/YY
Proposed C78

This clause focuses on local area implementation for the objectives and strategies set out in Clause 11 and Clause 21.03. It includes a section relating to all Small Towns and Settlements and a section relating to Gordon.

21.09-1 Small Towns and Settlements

DD/MM/YY
Proposed C78

This section provides overarching strategies applicable to all Small Towns and Settlements (unless otherwise stated).

Vision

To promote distinctive and sustainable small towns and settlements by building clusters of linked small towns and settlements that respond to environmental risks, to ensure landscapes and heritage elements are preserved and to provide adequate community and physical infrastructure to service the community.

Key Issues

- Bushfire Risk is significant for many small towns and settlements.
- Flood Risk is not fully mapped or understood in many small towns and settlements.
- Limited development opportunities due to development constraints in small towns within Special Water Supply Catchments.
- Lack of retail choices and public infrastructure including medical and effective public transport infrastructure.
- Missed opportunities for tourism.
- The environmental value of surrounding land.
- Lacking the critical mass of local jobs, population and services to enable sustainable communities.

Key Influences

- Rural Environments with high quality landscapes and surrounding farmland.
- The distinctive character of small towns with a village feel.
- Many small towns have significant heritage buildings and streetscapes.
- Ageing populations in small towns and settlements and the need to provide access to services.
- Towns and Settlements in close proximity have strong social and economic connections to each other and operate as clusters.

Local Area Implementation

Residential Development

- Provide for limited growth in Bungaree, Dunnstown, Gordon Myrniong and Wallace and restrict residential development to within existing urban areas of the Shire's other small towns and settlements.

- Limit residential growth in small towns subject to severe bushfire risk and other serious constraints.
- Protect viable agricultural land from residential fragmentation, to preserve its use for farming purposes.
- **Blackwood** - Identify where lot consolidation of vacant land may enable limited new development, or more appropriately sized lots.

Economic Development and Tourism

- Strengthen and support local business and encourage further development of industrial and agricultural businesses to generate activity and employment locally.
- Ensure that suitable buffer distances are maintained, generally in accordance with Clause 52.10 to protect rural industry uses from encroachment by sensitive uses.
- Promote the growth of the tourism sector.
- **Blackwood** - Encourage any future commercial/retail development to establish in the existing central area, especially those uses which draw people in from out of area.
- **Dunnstown** - Encourage any future commercial/retail development to establish in the central area close to the main intersection.
- **Elaine** - Encourage any future commercial/retail development to establish in the central area, in proximity to existing commercial uses.
- **Greendale** - Encourage any future commercial/retail development to establish in the central area, in proximity to the existing hotel
- **Lal Lal** - Encourage any future commercial/retail development to establish in the central area, in proximity to the existing Hotel.
- **Mt Egerton** - Encourage any future commercial/retail development to establish in the central area, in proximity to the hall and former general store.
- **Myrning** - Encourage any future commercial/retail development to establish in the central area in proximity to 'The Plough'.
- **Wallace** - Encourage any future commercial/retail development to establish in the central area, in proximity to existing commercial or public buildings.

Environment

- Identify flood risks in towns and settlements where it is poorly understood.
- Limit subdivision potential of towns subject to severe bushfire risk and other serious constraints including Korweinbugoora/Spargo Creek, Dales Creek, Blackwood, Greendale and Lal Lal.
- **Blackwood** - Protect remnant native vegetation and encourage planting of additional indigenous vegetation to preserve and enhance the amenity of Blackwood as a woodland settlement.
- **Blackwood** - Retain the visual dominance of the bush landscape and ensure development responds to the scenic qualities and vegetated landscape character of the township.

- **Elaine** - Investigate the potential for consolidation of vacant lots that support housing applying Council's Domestic Wastewater Policy.

Heritage

- Update the Heritage Overlay to reflect the findings of the West Moorabool Heritage Study.
- **Lal Lal and Mount Egerton** - Support the establishment of a heritage walk within and around the settlement to identify, interpret, and link locations of historical interest.

Built Form and Urban Design

- Identify and carry out public realm improvements including landscaping, signage, and other.
- Ensure the type and scope of development is sensitive to the character and heritage elements of the town.
- **Greendale** - Enhance local and visitor amenity, especially around the hotel and oval site.
- **Myrning** - Encourage better landscaping integration between the old and new parts of the town.

Infrastructure

- Investigate opportunities for rationalising the efficient use of community infrastructure, including the sharing of existing facilities and resources. Future community infrastructure needs will be planned on the basis of small town clusters as functional areas and districts rather than individual towns competing with each other for infrastructure investment.
- **Bungaree** - Review the use of the vacant Council owned site opposite the Bungaree Recreation Reserve as part of a wider strategic review of the growth potential of Bungaree (such as through a structure plan).
- **Myrning** - Enhance the amenity of the town including better pedestrian access to key facilities.
- **Wallace** - Investigate the potential for, and encourage alternative uses of, the dairy complex, community hall and Masonic Temple such as for community markets or pop up stores.

21.09-2 Gordon

DD/MM/YY
Proposed C78

Key Issues and Influences

- Gordon is the third largest town in the Shire located on the Western Freeway some 23 kilometres from central Ballarat. The town layout is characterised by two residential areas and a denser central core with larger lots on its outskirts that provide a distinctly rural character. The recent sewerage of the town provides the capacity for residential growth up to a maximum of 800 residents.
- Gordon is strategically located on the Western Freeway between Bacchus Marsh and Ballarat, and has direct access to both Ballarat and Melbourne by rail with the Gordon Railway Station located less than a kilometre south of the town centre that could be re-

opened to support public transport to both Ballarat and Melbourne. Sewerage and the proximity to Ballarat and major employers such as the Federation University and IBM are anticipated to drive growth that must be planned for.

- Future growth of the township will be based initially on infill development within the existing township boundary.
- There are significant environmental constraints within Gordon and surrounds, including bushfire risks and special water catchments, which affect future potential for expansion of the town.
- Long term future growth in Gordon will be concentrated between the southern boundary of the existing township and the railway line and areas to the west on Old Melbourne Road.

Objective—Township Growth

- To identify and manage urban growth opportunities driven by the upcoming sewerage of Gordon and other growth drivers.
- To ensure that development within Gordon responds to, and mitigates, any identified bushfire risks.

Local Area Implementation

Built Form

- Manage the development of Gordon consistent with the principles of establishing walkable catchments with access to community facilities, shops, and public transport.
- Maintain a clear township boundary.
- Contain urban growth by promoting infill development.

Environment

- Protect the urban and landscape elements including view lines, windbreak planting, large freestanding native trees and areas of bushland that adjoin the township, that contribute to the township's village and rural character.
- Ensure that new development in the township responds to bushfire risk in a manner which minimises loss of the environmental values of the surrounding landscape.

Infrastructure

- Provide for the progressive development of a linked series of parks to serve township and local needs.
- Require new development to provide adequate drainage infrastructure.
- Provide for the progressive development of a designated pedestrian and cycle pathway system.
- Investigate the potential for more effective public transport links with Ballarat and Ballan.

21.11

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Proposed C78

REFERENCE DOCUMENTS

- Bacchus Marsh Accessibility, Parking, and Traffic Management Strategy 2003.
- Bacchus Marsh Gateways Strategy 2003.
- Bacchus Marsh Heritage Study, 1995.
- Bacchus Marsh Tracks and Trails Master Plan 2004-2005.
- Bences Road Local Area Structure Plan Report 2007.
- Growing Moorabool, Economic Development Strategy, 2006.
- Moorabool Growth Management Strategy, 2002.
- Moorabool Industrial Areas Strategy, 2001.
- Moorabool Shire Council Roadside Management Plan, 2001.
- Moorabool Social Infrastructure Plan 2007.
- Moorabool Shire Land Use and Development Strategy 1997.
- Moorabool Fire Management Plan.
- River Red Gums in the Bacchus Marsh Valley, December 2008
- Moorabool Shire Small Towns and Settlements Strategy, 2016.

Attachment - Item 11.2.1(b)

Attachment 2 - Amendment C78 Submissions Response Table

| Submitter 1 (Resident) Issues | Officer Response |
|--|---|
| N/A Submission Withdrawn | N/A |
| Submitter 2 (Resident) Issues | |
| N/A Submission Withdrawn | N/A |
| Submitter 3 (Resident) Issues | |
| <p>Seeks a new paragraph to be included at Clause 21.03-1</p> <p>“However, notwithstanding the above constraints, it is recognised that development in small towns may be appropriate where relevant constraints such as flooding, bushfire risk, effluent disposal and access to services are either not significant or can be adequately addressed to the satisfaction of the responsible authority and any referral authorities”</p> | <p><i>There is no particular reason to include this statement because constraints below a certain severity will not be a show stopping issue. Constraints are considered individually and weighed up as part of the planning permit application assessment process.</i></p> <p>Change recommended: No</p> |
| <p>Seeks a new paragraph to be included at Clause 21.03-5</p> <p>“Support development in small towns where relevant constraints such as flooding, bushfire risk, effluent disposal and access to services are either not significant issues or can be adequately addressed to the satisfaction of the responsible authority and referral authorities”</p> | <p><i>As above.</i></p> <p>Change recommended: No</p> |
| <p>Seeks for a new paragraph to be included at 21.03-6</p> <p>“Support rural lifestyle development of one dwelling on each lot created in accordance with an incorporated restructure plan, regardless of the underlying zoning of the lot, subject to appropriate responses to environmental issues, siting, construction details and effluent disposal”</p> | <p><i>It is beyond the scope of the MSS to prioritise Restructure Plans ahead of the zoning or other requirements.</i></p> <p><i>The requirements of the Zones are considered to be of paramount importance in the Victorian Planning System.</i></p> <p><i>The restructure plans are not considered relevant to the Small Towns and Settlements Strategy.</i></p> <p>Change recommended: No</p> |
| Submitter 4 (CFA) Issues | |
| Clause 21.11 Reference Documents | <p><i>Amendment C78 provides an opportunity to update reference to the most recent document.</i></p> |

| | |
|--|---|
| Change “Moorabool Municipal Fire Prevention Plan to Moorabool Fire Management Plan” | Change recommended: Yes |
| Clause 21.02-5 Objective – Wildfire Change to Objective - Bushfire | <i>Wording change is considered consistent with wider Planning Scheme, which generally uses “Bushfire”.</i> Change recommended: Yes |
| Replace wording under 21.02-5 with the following [as below] | |
| Bushfire Fire risk, both bushfire and grassfire, is a significant issue across the municipality affecting built communities and natural systems. Implementation of measures to mitigate bushfire risk following development can have an adverse effect on the natural environment. Planning can minimise long term risks of damage from bushfire by planning and developing communities and properties so that they minimise risk to life, property and the natural environment. | <i>This is not specifically relevant to the Small Towns and Settlements of Moorabool Shire.</i> <i>If CFA believes that current Statements on Bushfire in the Planning Scheme are insufficient, and if those statements are of a generalised nature and could similarly apply to the entire State or large parts of the State then it should lobby the State Government for an Amendment that applies to a wider area rather than seeking inclusion in local amendment(s), which is not considered an efficient use of the Planning Scheme.</i> Change recommended: No |
| Objective To prioritise fire risk in planning decisions, avoid increasing bushfire risk and exposure of people to bushfire risk. | <i>As above</i> Change recommended: No |
| To ensure that where development opportunities already exist, development in rural areas and on the fringes of townships is sited and designed to minimise risk from bushfire. | <i>As above</i> Change recommended: No |
| Strategies Prioritise fire risk as a critical consideration. | <i>As above</i> Change recommended: No |
| Direct residential development opportunities to parts of settlements where the threat to people and property from fire is limited. | <i>As above</i> Change recommended: No |
| Ensure development is sited to avoid steep slopes, highly vegetation areas and other areas identified as being at high risk from bushfire. | <i>As above</i> Change recommended: No |
| Ensure access to properties in areas considered to be at high risk from bushfire is sited and designed to provide for safe egress and ingress of residents and emergency vehicles. | <i>As above</i> Change recommended: No |

| | |
|--|--|
| <p>Implementation</p> <p>Applying and regularly reviewing a Bushfire Management Overlay to areas identified by the Country Fire Authority and the responsible authority as subject to fire hazard.</p> | <p><i>Identifying or reviewing areas that the BMO should apply is a scientific matter and requires expertise that Council does not have. BMO mapping across Victoria has in recent times been applied by the DELWP and has been applied according to the DELWPs methodology. If the CFA became aware of local areas within the Shire (and not the region or wider area) that were affected by bushfire risk and not currently affected by the BMO then Council could consider an amendment irrespective of the inclusion of this wording.</i></p> <p>Change recommended: No</p> |
| <p>Submitter 5 (DELWP)</p> | |
| <p>There may be some merit in considering the inclusion of references to Nationally significant roadside native grasslands and grassy woodland plains and areas of native vegetation that have the State conservation status of endangered and vulnerable within the Central Victorian Uplands and Victorian Volcanic Plains Bioregions.</p> | <p><i>To a laymen it is not immediately clear where these species are located relative to towns in the amendment.</i></p> <p><i>This is likely to be something that warrants consideration at the structure planning stage (if it occurs) as little development is expected to occur in the small towns and settlements in the absence of structure plans, sewer provision and rezoning.</i></p> <p>Change recommended: No</p> |
| <p>There may be some merit in considering references to the Moorabool River that identify between the East and West Branches. The two branches form the Moorabool River proper near Morrisons but are important as waterways with the West Moorabool flowing into the Lal Lal Reservoir</p> | <p><i>It is not clear why this should be included or what particular references should be made.</i></p> <p>Change recommended: No</p> |
| <p>With respect to the Municipal Strategic Statement (page 5), Small Town Hierarchy map, there may be some merit in considering whether the relationship that the Mt Egerton township has with Ballan and Ballarat to be equal to that to Gordon.</p> | <p><i>The map does not indicate that the relationships are necessarily equal and it is beyond the scope of an A4 map in the planning scheme to identify the significance of all the relationships between the small towns.</i></p> <p>Change recommended: No</p> |
| <p>It has been noted that there has been no mention of an extension of gas or other heating source to small towns, which would reduce the need to source firewood for heating. This may reduce the amount of illegal firewood collection and habitat destruction.</p> | <p><i>It is beyond Council's control to extend gas to towns. Generally speaking gas is installed when it is economical, which depends on the size of towns. The strategy promotes the growth of some towns, which may lead to gas.</i></p> <p>Change recommended: No</p> |

| | |
|---|---|
| <p>There may be some merit in considering planning for local renewable energy sources for small towns.</p> | <p><i>It is not clear what these sources are or how the amendment could assist.</i></p> <p>Change recommended: No</p> |
| <p>It has been noted that there has been little or no reference to climate change in the strategy.</p> | <p><i>Noted, however this is not an issue specific to the small towns of Moorabool Shire.</i></p> <p>Change recommended: No</p> |
| <p>Increased development may impact on fauna movement and there may be some merit in considering fauna crossing points on highways, freeways and major roads (possibly in consultation with VicRoads).</p> | <p><i>The Small Towns and Settlements Strategy will not, in and of itself, promote development - which is known to be minimal in the small towns.</i></p> <p><i>This is likely to be something that warrants consideration at the structure planning stage (if it occurs)</i></p> <p>Change recommended: No</p> |
| <p>Many wetlands in the subject area have been lost and / or continue to deteriorate. There may be some merit in considering how well designed artificial wetlands within development areas could provide important habitat for some species (whilst also mitigating smaller flood events and increased amenity).</p> | <p><i>This is likely to be something that warrants consideration at the structure planning stage (if it occurs), however C78 itself does not create development areas.</i></p> <p>Change recommended: No</p> |
| <p>It has been noted that there little mention of the high fire risk associated with the Mt Egerton township; however, the primary school is listed on the Victorian Fire Risk Register and a local response plan has been developed for the township.</p> | <p><i>The BMO is the main tool to deal with fire risk and applies to Mt Egerton. Council does not seek to entirely mitigate the growth potential of Mt Egerton on bushfire grounds because of its strategic location near to the Freeway and close to Ballan. Because it is in the BMO all development applications will be assessed by the CFA.</i></p> <p>Change recommended: No</p> |
| <p>Where mention is made to encourage more planting of indigenous species this could be strengthened by providing appropriate/ recommended planting lists.</p> | <p><i>This is something that may warrant consideration at the structure planning stage (if it occurs), however C78 itself does not create development areas and development in the small towns is minimal.</i></p> <p>Change recommended: No</p> |
| <p>Submitter 6 (EPA)</p> | |
| <p>EPA recommends that Council take into consideration EPA Publication 1518 <i>Recommended separation distances for industrial residual air emissions</i> (March 2013) and ensures separation distances between sensitive land uses and industrial land uses</p> | <p><i>Amendment C78 identifies towns, but not specific locations for growth. These recommendations would be relevant to future structure planning.</i></p> |

that emit odour or dust are maintained. Noise issues should be considered in accordance with EPA Publication 1411 *Noise from Industry in Regional Victoria* (October 2011).

Change recommended: No

11.2.2 Street Tree Strategy – Draft for Consultation

Introduction

Author: Justin Horne
General Manager: Satwinder Sandhu

Background

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

The draft Street Tree Strategy was presented to the Place Making Advisory Committee on 22 August 2017. The Committee provided support for the strategy proceeding to Council for consideration for placing on public exhibition.

Proposal

The Street Tree Strategy aims to provide additional value to the Urban Tree Management Policy, by outlining how to utilise street trees and to assist in improving the existing amenity and identity of Bacchus Marsh, Ballan and small towns now and to 2041.

The development of a Street Tree Strategy is also supported as a targeted action in the following existing adopted and draft documents:

- Bacchus Marsh Urban Growth Framework;
- Small Towns and Settlements Strategy;
- Bacchus Marsh Housing Strategy; and
- Draft Moorabool Sustainable Environment Strategy.

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

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

The Street Tree Strategy provides a strategic vision to facilitate the development and enhancement of streetscapes in Bacchus Marsh, Ballan and selected small towns, ensuring:

- The value of streetscapes to define the sense of place are recognised and respected;

- The amenity, economic (including tourism), environmental and social value of improved streetscapes are fully considered;
- A framework for upgrading, replacing and maintaining new and existing streetscapes is provided; and
- Short, medium and long term implementation goals are defined.

Strategy Development and Implementation

A Project Management Group (PMG) has been established to assist in the development of the Strategy. The PMG consisted of:

- Ross Holton, Coordinator Parks & Gardens;
- Jarryd Halnon, Parks & Gardens Urban Amenities Team Leader;
- Joe Morgan-Payler, Urban Designer; and
- Justin Horne, Coordinator Environmental Planning.

To ensure that identified actions do not impact on the maintenance and future planning of road assets, Engineering Services and Statutory Planning have provided input to the development of the Strategy.

It is proposed that the Strategy should be formally reviewed and updated in 2031, with an informal review in 2026 to ensure that the document remains aligned with Council objectives and resourcing.

An Implementation Plan will be developed to provide guidance to the annual operational delivery of strategic scoping projects, site specific design and the delivery of street tree plantings. It is proposed that the Implementation Plan is issued every five years.

The first review of the Street Tree Implementation Plan should be undertaken in 2021. This review will consider at a minimum the:

- success of the plantings;
- review planting methods;
- maintenance costs; and
- budget.

Subsequent to the review of the 2017-2021 Street Tree Implementation Plan, a new five year plan (2021-2026) will be developed by the Parks and Gardens Unit in partnership with urban and landscape design staff.

Strategy and Implementation Structure

The Strategy comprises of two parts:

- Street Tree Strategy 2017-2031: which sets the framework for Councils direction in relation to the maintenance, removal, replacement and plantings of street trees within the urban and townships areas of the Shire.
- Implementation Plan 2017-2021: outlines the annual actions that will be undertaken by Council each year from the 2017-2018 financial year to the 2020-2021 financial year. The Implementation Plan includes

strategic planning (urban design) projects and annual planting programs.

Figure 1 outlines where the Street Tree Strategy and Implementation Plan fit in relation to the existing adopted documents – Street Tree Policy (2016) and the Moorabool Urban Tree Species Guide (2016).

Figure 1: Hierarchy of documents relating to Street Trees (Green: new documents, blue: existing)



Key aspects of the Street Tree Strategy

1. Strategy Vision

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

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

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

2. Key actions

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

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

3. Cost recovery for removal of street trees

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

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

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

However, cost recovery fees applicable for Council trees over this size are calculated using the following formula Revised Burnley Method (ATV) + BASE VALUE.

Table 2: Cost recovery fee structure associated with street tree replacement

| Street Tree | Current cost incl GST (2016/17) |
|---|--|
| Cost Recovery and Replacement Fee (New or Juvenile) ; 5m in height or less. | \$430/tree (base value). |
| Cost Recovery and Replacement Fee (Other). | Revised Burnley Method + base value Purchase + Planting + 2 Summers Establishment. |

4. Street Tree Road Hierarchy

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

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

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

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

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

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

Table 3: Assessment criteria for Street Tree Plantings (work priority weighting shown in brackets).

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

To assist in the identification of the priority of works, the work priority weighting scoresheet will be utilised. Table 3 provides an example of how the proposed work priority weighting scoresheet will be used. Under the example priority of planting would be given to example Street 2 as its total score (17) exceeds the score of example street 1 (12).

Table 4: Work priority weighting scoresheet

| | Road Management Plan Score | Level of Significance | Street Tree Planting Type | Score (total of the three columns) |
|---------------------------|----------------------------|------------------------|---------------------------|------------------------------------|
| Example Street 1, Example | 4 (Collector) | 4 (Level A) | 4 (Vacancy) | 12 |
| Example Street 2, Example | 5 (Trunk Collector) | 6 (Significant Street) | 6 (Replacement) | 17 |

Policy Implications

The 2017 – 2021 Council Plan provides as follows:

Strategic Objective 2 Minimising Environmental Impact

Context 2A Built Environment

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

Financial Implications

There are no immediate financial implications associated with the consideration of this report or endorsing the Strategy as suitable for public exhibition.

However, if the document is adopted by Council, some of the proposed initiatives would require consideration as part of future recurrent budget proposals, capital improvement programs or through external funding (e.g. state or federal government grants).

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

Risk & Occupational Health & Safety Issues

There are no direct risk or occupational health and safety issues associated with the recommendation within this report.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Satwinder Sandhu

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

Author – Justin Horne

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

Conclusion

The Street Tree Strategy aims to give further direction to the Urban Tree Management Policy by outlining how to utilise street trees and to assist in improving the existing amenity and identity of Bacchus Marsh, Ballan and small towns into the future.

The draft of the Street Tree Strategy includes four key aspects:

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

Recommendation:

That Council:

1. **Receives the draft Street Tree Strategy.**
2. **Endorses the draft Street Tree Strategy for the purpose of community exhibition for a period of four weeks.**
3. **Upon completion of the community consultation, a further report be presented to the Place Making Advisory Committee outlining the responses and consideration.**

Report Authorisation

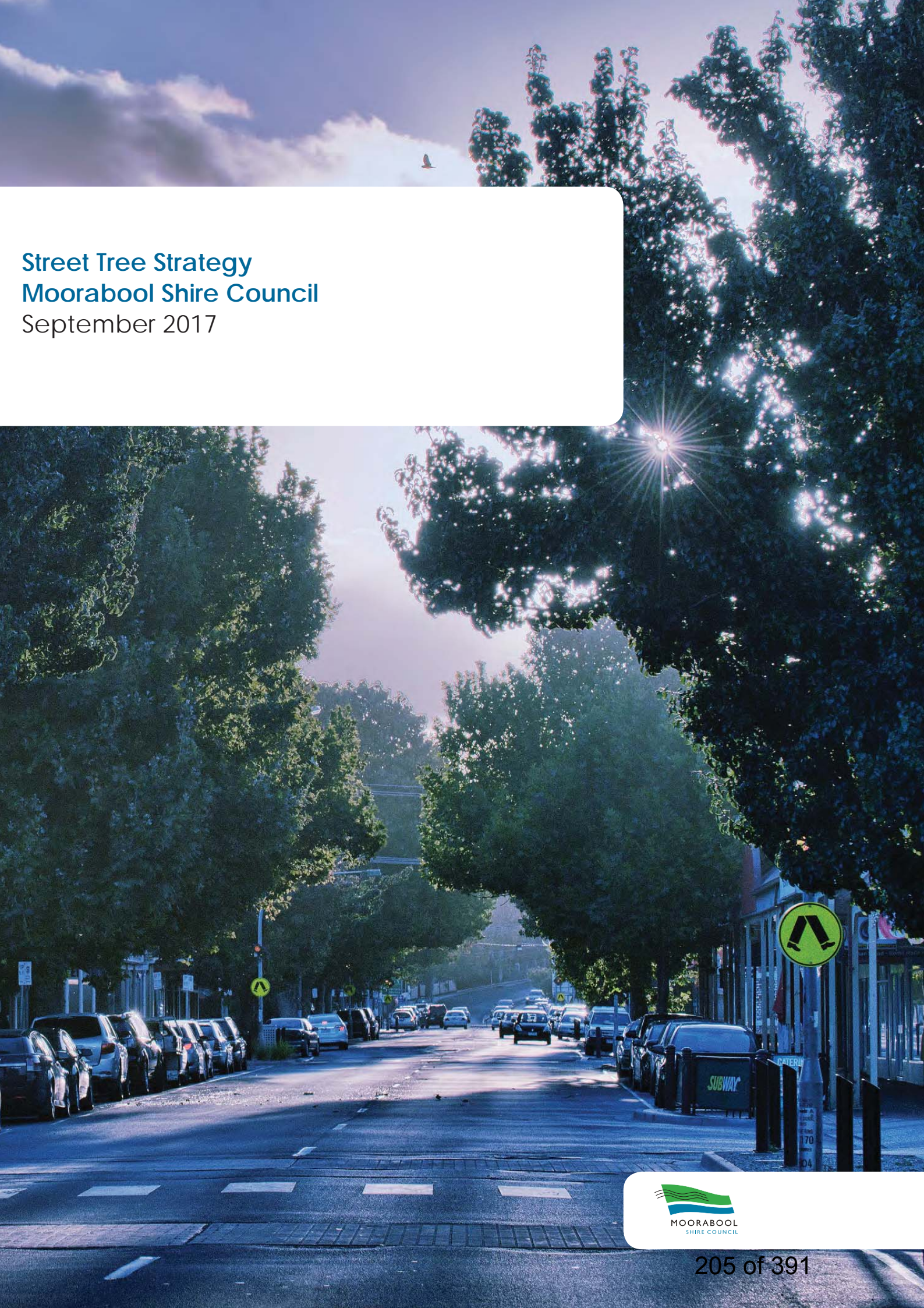
Authorised by:

Name: Satwinder Sandhu
Title: General Manager, Growth & Development
Date: Thursday, 28 September 2017



Attachment - Item 11.2.2

Street Tree Strategy
Moorabool Shire Council
September 2017



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



EXECUTIVE SUMMARY

THE STRATEGY

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

The Strategy comprises of two parts:

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

WHAT ARE THE KEY MOVES IN THE STRATEGY?

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



1. Enhance sense of place

Through the provision of attractive tree lined streets.



2. Ensure safe and functional streetscapes

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



3. Ensure social equity

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



4. Retain and manage existing street trees

Ensure trees are maintained to a high standard to maximise longevity.



5. Engage the community

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



6. Improve the liveability of our settlements

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

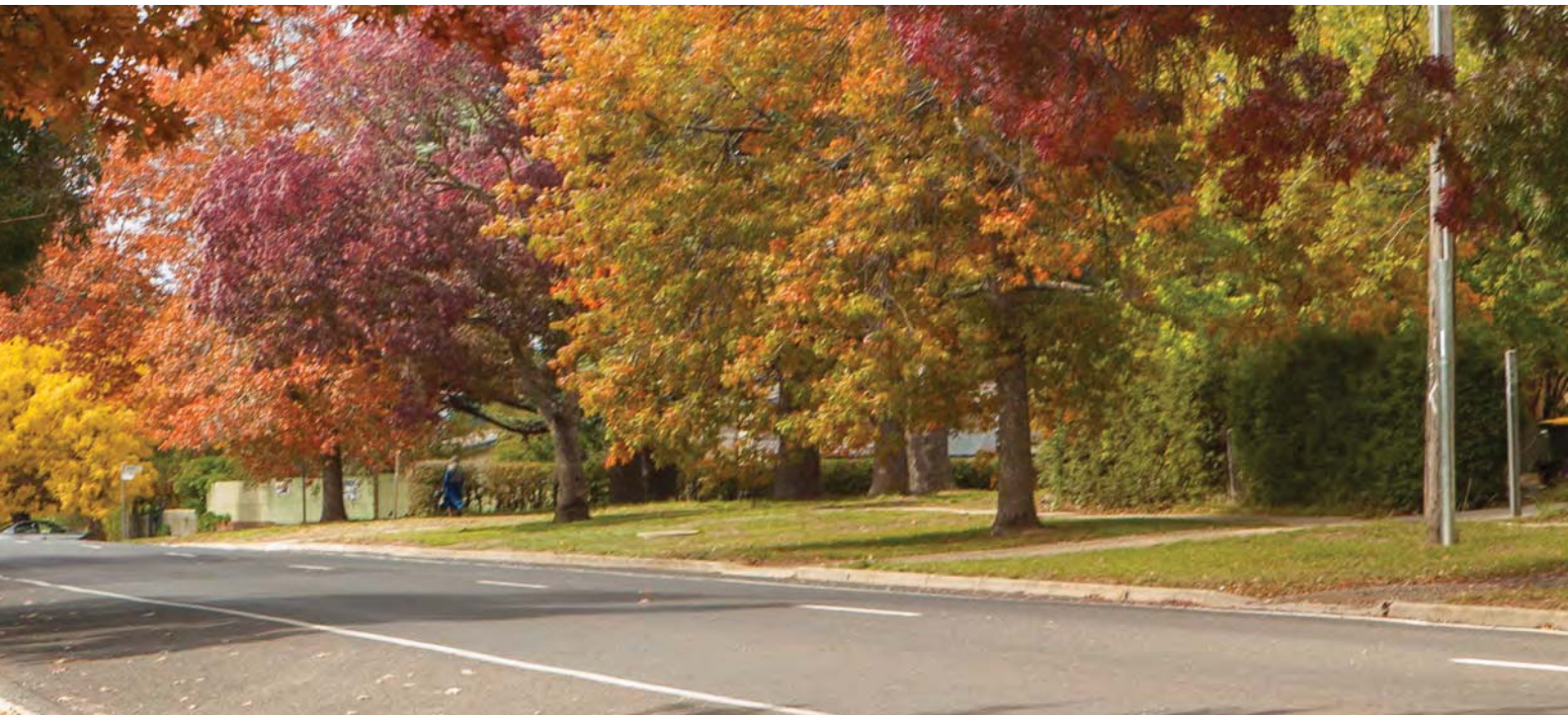


Figure 1 Ballan in Autumn

THE CHALLENGES

The inventory highlighted that:

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

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

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

KEY ACTIONS

Key recommendations of the Strategy are as follows:

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

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

BUDGET IMPLICATIONS

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

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

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

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

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

CONTENTS

PART 01

Setting the scene

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

PART 02

The challenges

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

PART 03

The solution

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

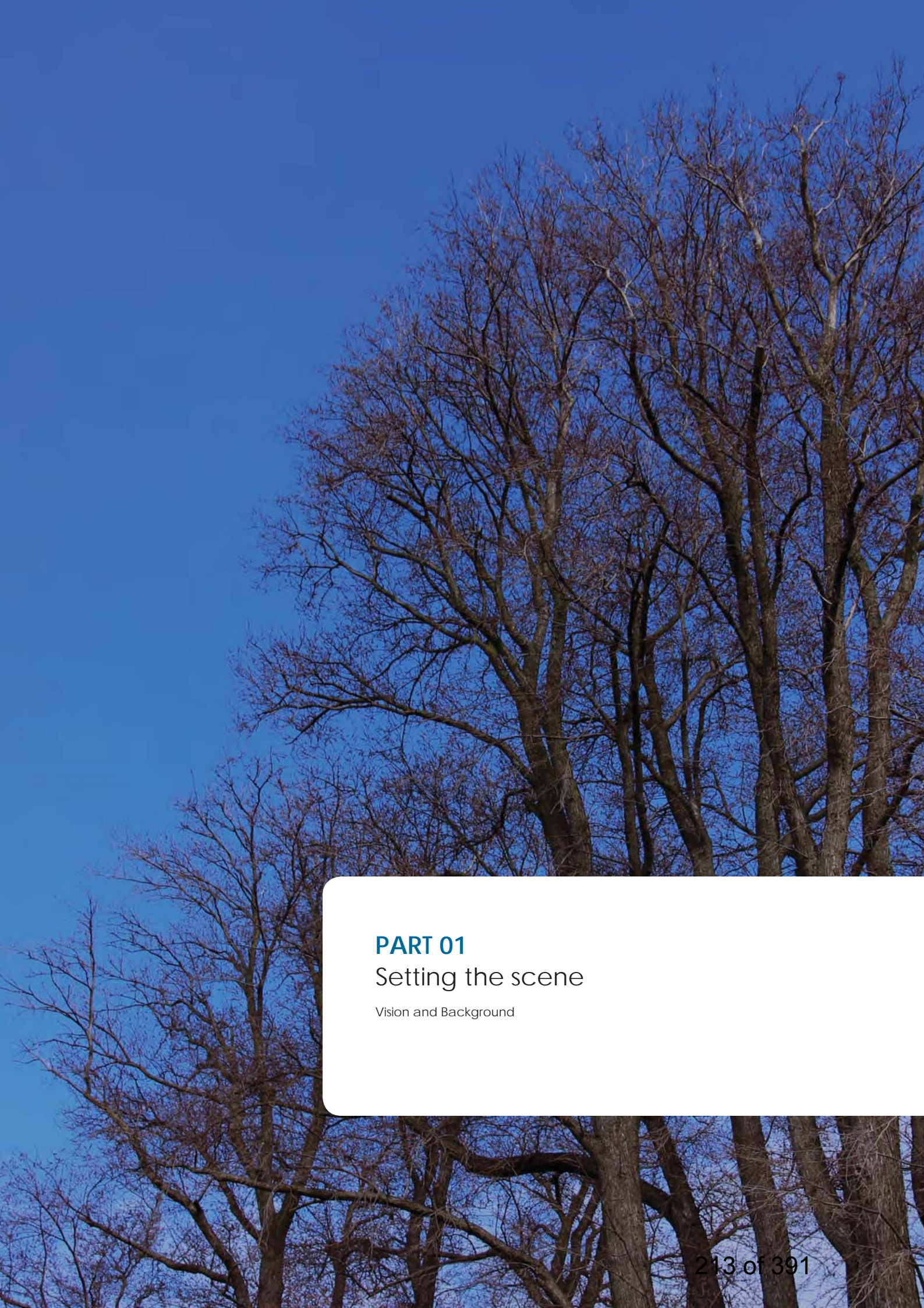
PART 4 - OUTPUTS

Implementation.

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



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PART 01

Setting the scene

Vision and Background

1.0 VISION

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

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



Figure 2 The Avenue of Honour at Bacchus Marsh

1.1 BACKGROUND

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

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

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

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

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

Street tree plantings in Moorabool have followed these patterns.

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

Currently Moorabool invests over \$650,000 per annum for tree management, including but not limited to; the Bacchus Marsh Avenue of Honour (\$223,000), powerline clearance (\$63,000) and emergency works resulting from natural events (\$70,000).

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

In the 2017/18 budget, Council has approved funding for an ongoing active street tree planting program. Initially this will be utilised to plant streets where there are currently a high

vacancy of street trees. In time there will be the potential to investigate how this may be utilised to support plantings in infill development sites. Such planting also has significant potential as Council revisits the function and amenity of local streets, encourage pedestrian and cycle usage, and promote tourism and investment.

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

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

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

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

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

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

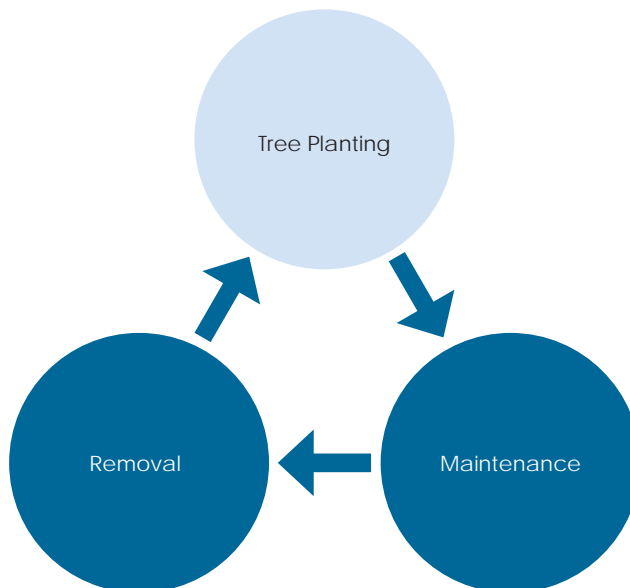


Figure 3 aspects to a holistic tree management program. Light blue = Street Tree Strategy, Blue = Street Tree Policy

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

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

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

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

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

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

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



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

1.2 STUDY AREA

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

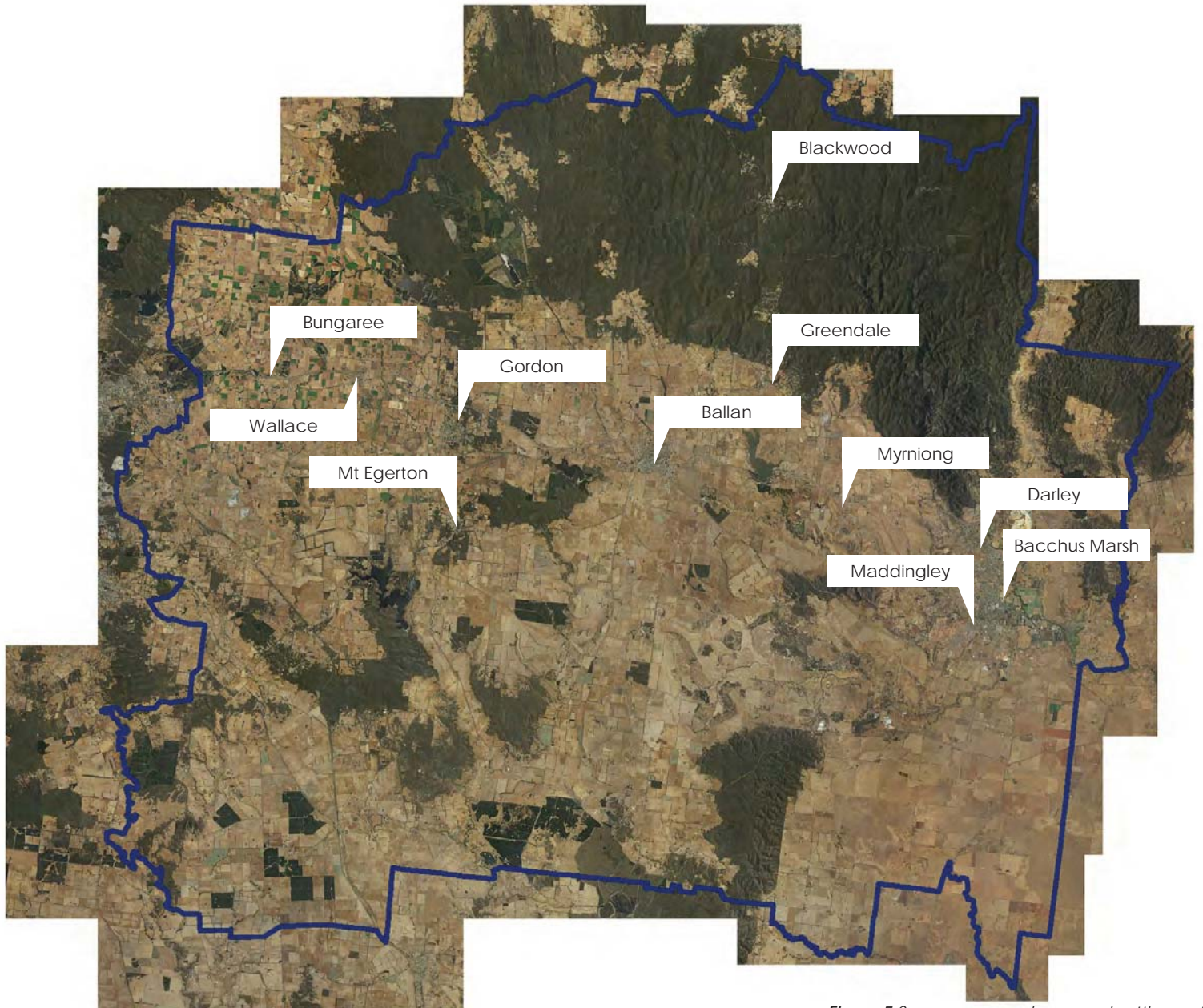


Figure 5 Survey area and mapped settlements

1.2 HOW COUNCIL MANAGE STREET TREES

Currently Council manages street trees in two ways:

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

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

2. Operations:

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

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

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

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

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

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

Table 1 Council departments involved in tree management



Figure 6 Active management is the key to healthy tree populations

1.3 EXISTING STRATEGIES THAT SUPPORT COMPREHENSIVE STREET TREE MANAGEMENT

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

The principles in the document are guided by the Council Plan and the Health and Wellbeing Plan. When completed the Open Space Strategy the Street Tree Strategy should be reviewed to ensure that it alignment.

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

State:

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

Local:

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

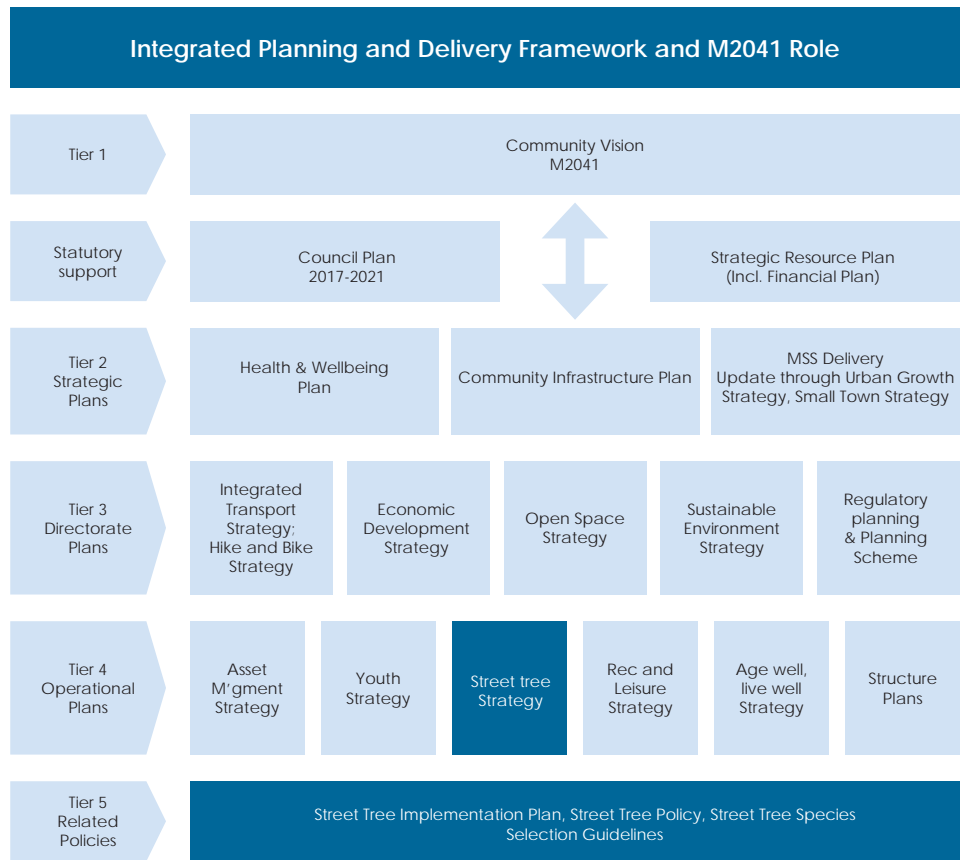


Figure 7 Street tree strategy in the context of other Council plans and strategies (image is a placeholder only)



Figure 8 Trees provide the backdrop for civic life

1.4 BENEFITS OF STREET TREES

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

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

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

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

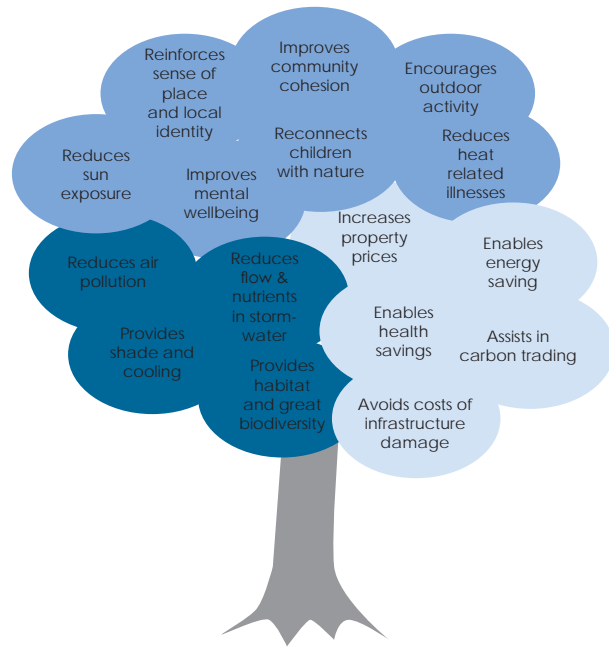


Figure 9 benefits of Street Trees

- to the benefits they provide.
- Some tree species have proved to have weed potential and can be invasive in native bushland areas.

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

1.5 AMENITY

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

Recently planted street trees are generally too small to make an immediate contribution to the streetscape appearance. However, as trees mature, they achieve a size where their streetscape contribution is significant and amenity value becomes higher. Generally, trees retain this high amenity value for an extended period – a period frequently referred to as ‘maturity’. The amenity values that street trees provide in these built environments have a finite life. It is important that Council continue to implement a program to actively manage the existing street tree population.

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

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

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

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



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

1.6 FIELD ASSESSMENT

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

The survey collected information covered:

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

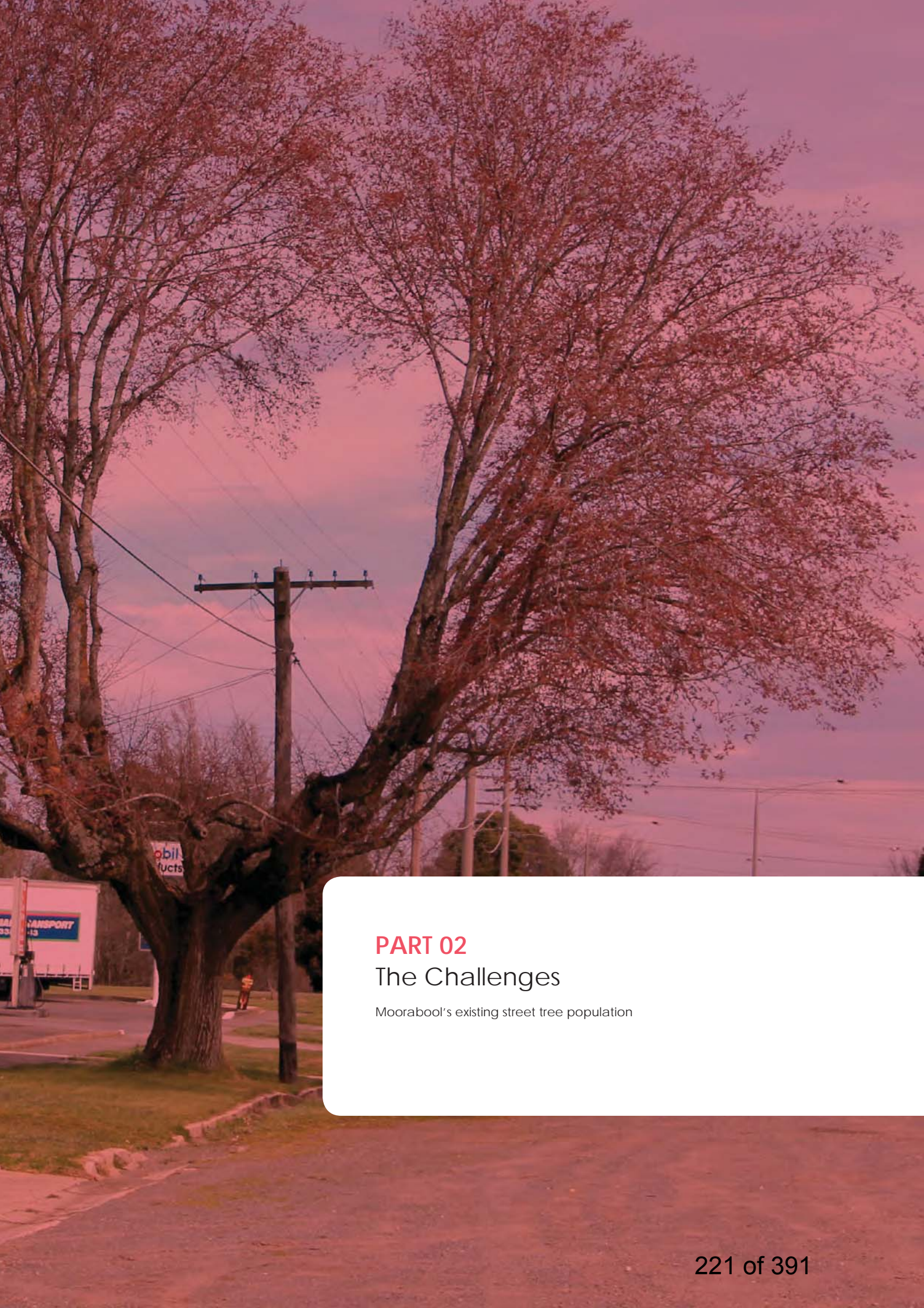
In addition the detailed survey of the existing street tree populations, Council, as part of the Urban Growth Framework, Ballan Structure Plan and Small Town Strategy have also completed significant work investigating the value trees within the built environment provide to assist to define the local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

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

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



Figure11 Mapped Street trees across Moorabool Shire



PART 02

The Challenges

Moorabool's existing street tree population

2.1 STREET TREE DIVERSITY

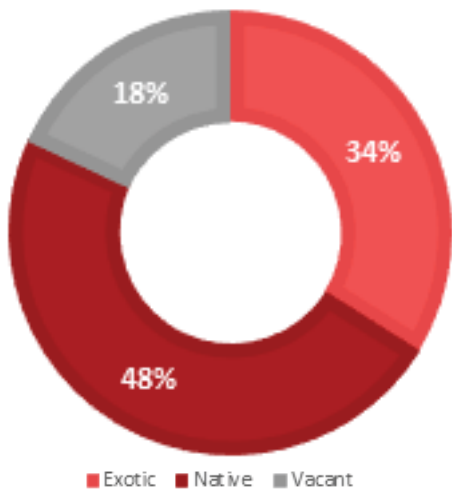
FINDINGS:

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

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

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

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



■ Exotic ■ Native ■ Vacant

Figure 12 Origin of street trees

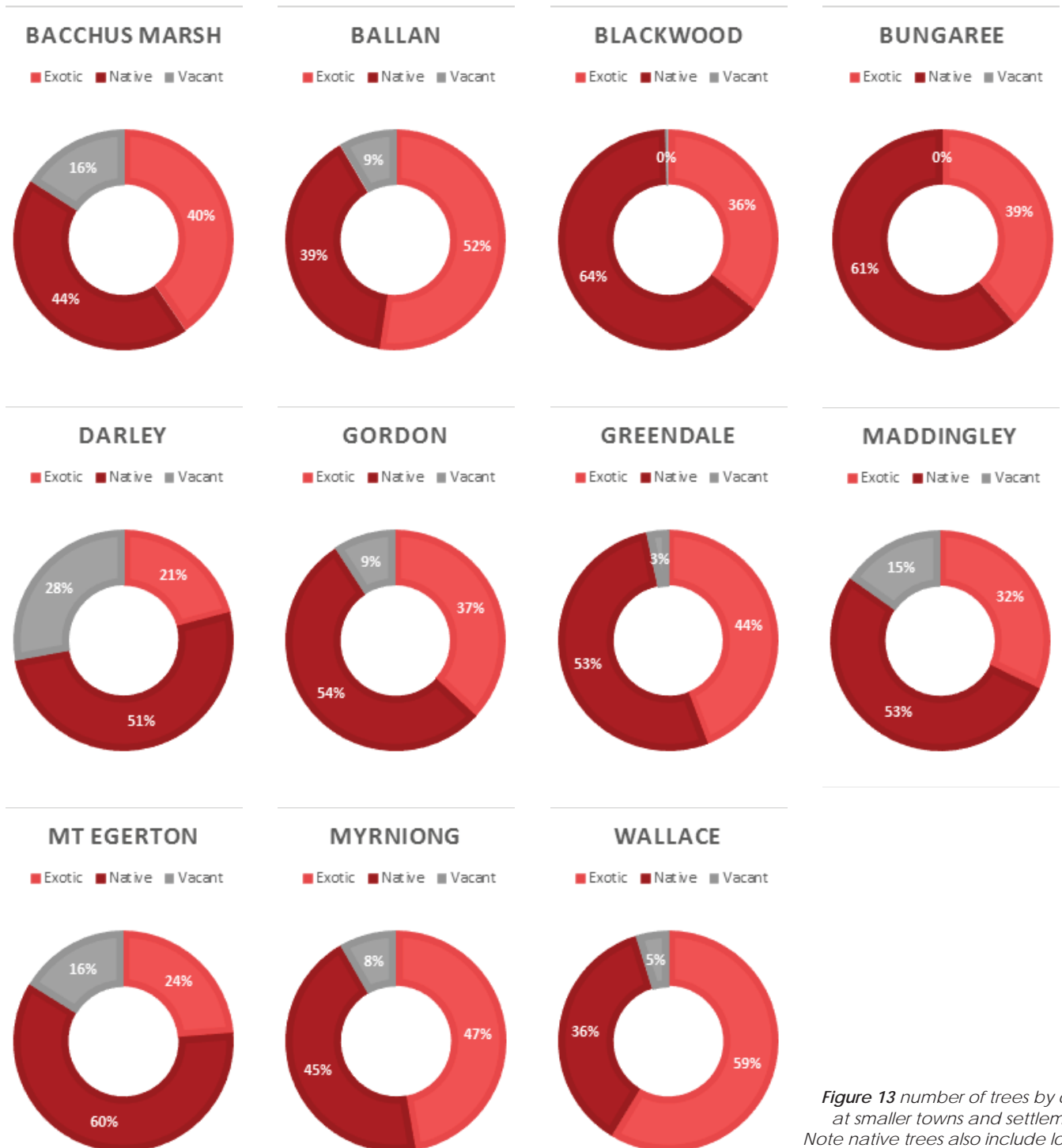


Figure 13 number of trees by origin at smaller towns and settlements. Note native trees also include locally indigenous species.

RESPONSE:

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

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

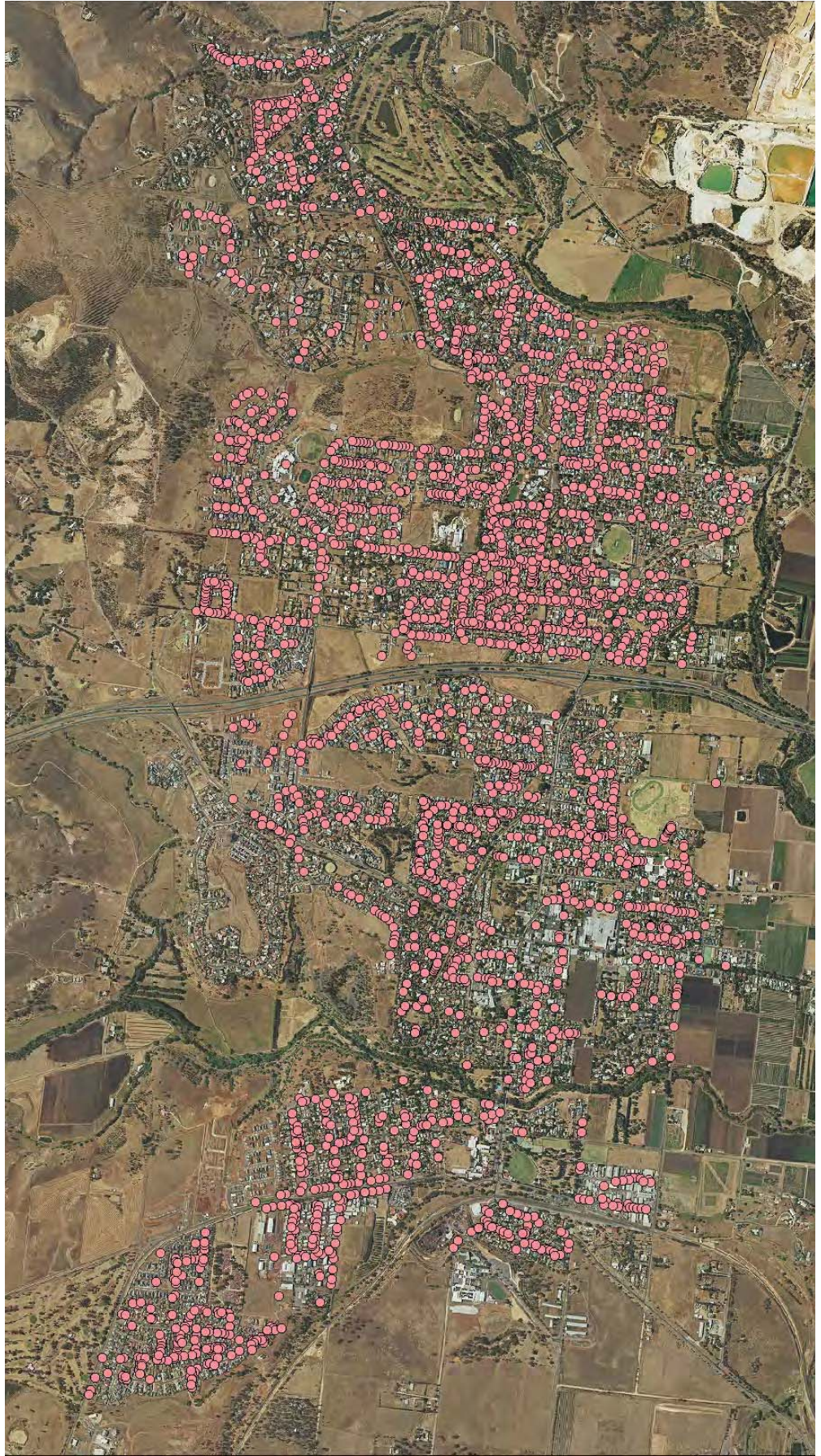


Figure 14 Bacchus Marsh street tree vacancies (shown by pink dots)

2.2 TREE STRUCTURE, HEALTH AND AGE FINDINGS:

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

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

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

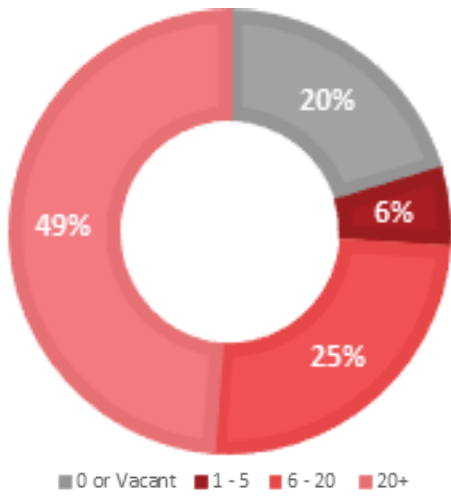


Figure 15 Useful Life Expectancy (ULE) of mapped street trees

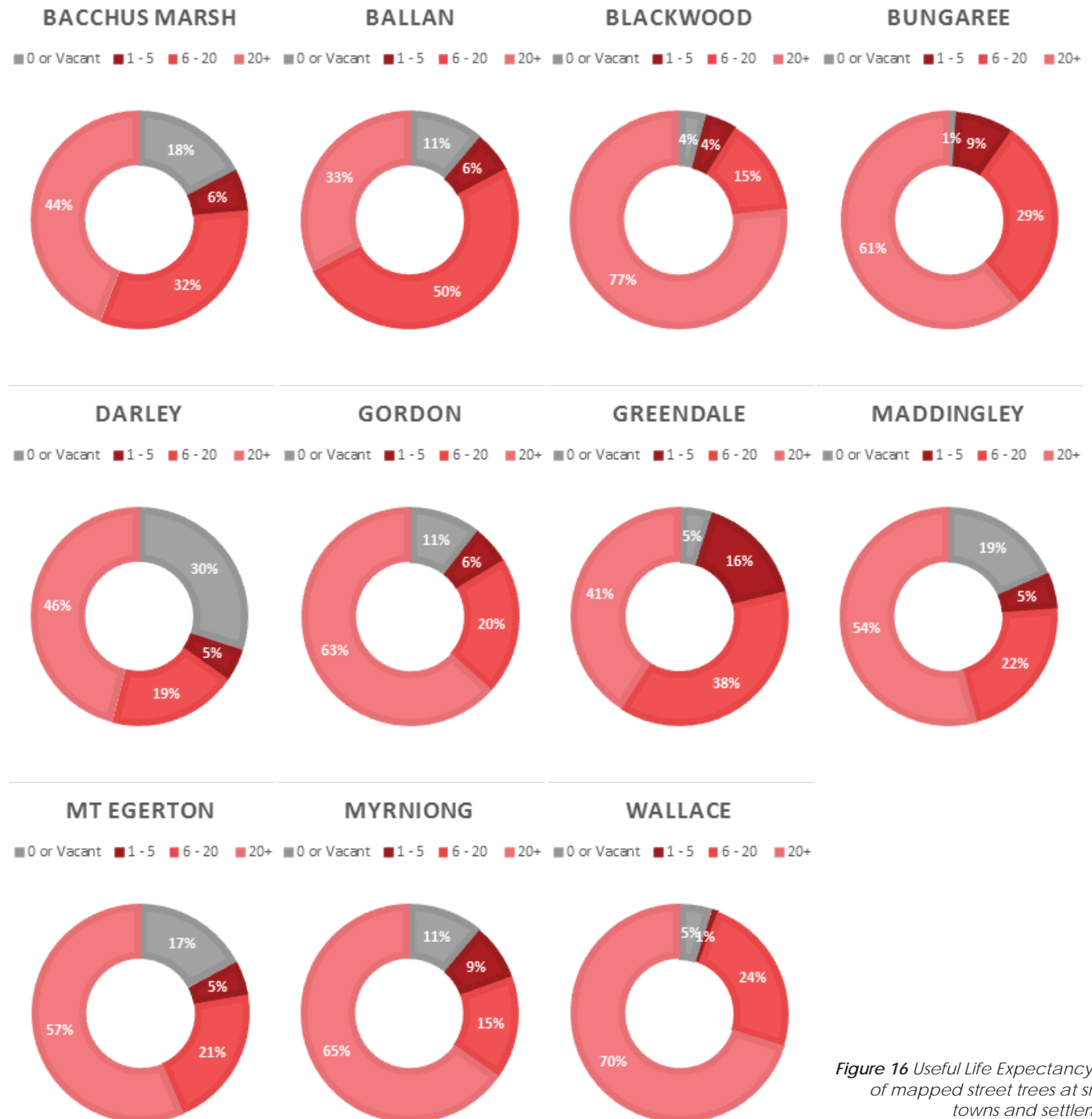


Figure 16 Useful Life Expectancy (ULE) of mapped street trees at smaller towns and settlements.

RESPONSE:

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

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

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

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

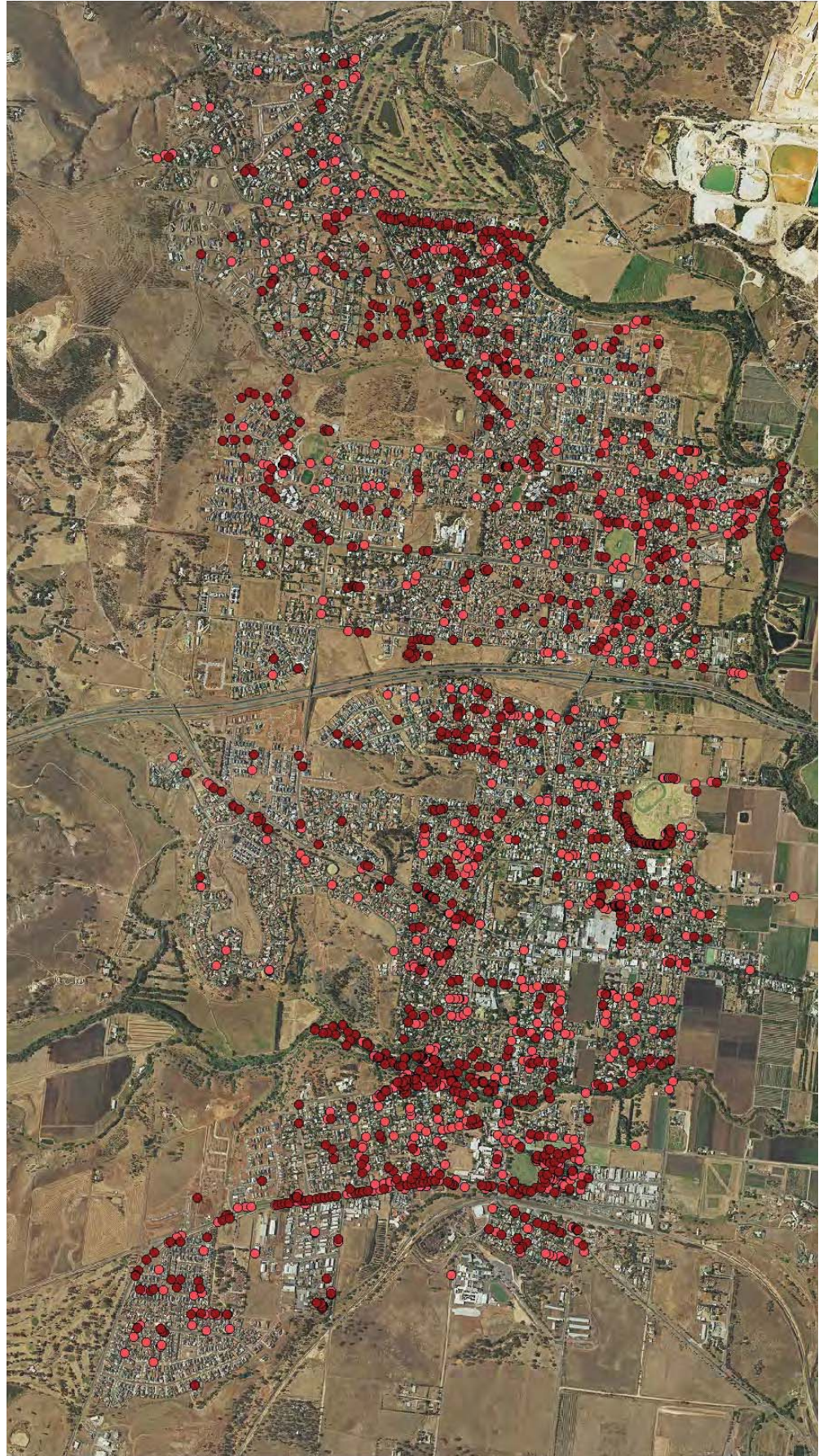


Figure 17 (Right) Mapped trees in Bacchus Marsh (ULE less than 20 years)

Red – ULE less than 5 years

Pink – ULE 6-20 years

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

2.3 TREE PLANTING Vs. TREE REMOVAL

FINDINGS:

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

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

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

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



Figure 18 Tree removal



Figure 19 Planting



Figure 20 Establishment

RESPONSE:

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

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

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

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



PART 03

The Solution

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

3.1 STREET TREE PLANTING PROGRAM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Table 3 Work Priority Weighting Scoresheet

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

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

3.2 QUALITY OF NURSERY STOCK

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

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

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

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



Figure 21 Defective rootballs



Figure 22 A good root spread



Figure 23 Quality stock grows into quality trees

3.3 TREE ROOT DAMAGE

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

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

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



Figure 24 Root and pavement conflict



Figure 25 Correct species selection can avoid overhead power conflicts

3.4 TREE CANOPY CONFLICTS

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

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

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

3.5 TREE REPLACEMENT VALUE

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

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

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

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

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



Figure 26 Routine maintenance

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

Table 4 Cost recovery fee structure associated with street tree replacement

ACTION:

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

3.6 COMMUNITY ENGAGEMENT

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

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

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

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

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



Figure 27 Community consultation

ACTION:

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

3.7 DATABASE MANAGEMENT

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

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

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

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

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

ACTION:

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

- Funding
- Replacement of failed trees
- Maintenance actions on existing trees
- Newly planted trees



Figure 28 Trees in the shire were mapped in 2015

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PART 04

Implementation

Action Plan, Glossary of Terms, Appendix

4.0 ACTION PLAN

| Section | What | Who | When | Priority | Funding |
|--|---|---|--------------|----------|------------------|
| Street tree planting, maintenance and removal | Develop guidelines to be utilised during the design phase of Capital Works projects to identify possible tree root issues and appropriate actions to minimise impacts | Capital Works Parks & Gardens Urban Design | 1 to 5 Years | High | Recurrent budget |
| | Develop process for the active replacement of ageing and compromised street tree populations. | Parks & Gardens | on-going | High | Recurrent budget |
| | Develop process for suitable replacement of street trees that are removed by residents for the construction of crossovers or subdivisions. | Parks & Gardens Subdivisions | 1 to 5 years | Medium | Recurrent budget |
| | Develop procedure for street tree procurement and minimum nursery stock standards. | Parks & Gardens | 1 to 5 years | Medium | Recurrent budget |
| | Identify funding opportunities to assist in the implementation of an annual street tree planting program to achieve a reduction in the total number of vacant tree spaces to 5% in 2041. | Parks & Gardens Urban Design | on-going | Medium | Recurrent budget |
| | Develop process to include street tree plantings as part of the scope of relevant future capital works programs. | Parks & Gardens Capital Works Urban Design Assets | 1 to 5 years | High | Recurrent budget |
| | Identify areas and roads of high local character value that require unique design solutions above that of standard plantings e.g. gateways, key entry points and streets. | Urban Design Capital Works | 1 to 5 years | High | Recurrent budget |
| | Develop appropriate design solutions in line with strategic directions, strategies and plans. | Urban Design | on-going | Medium | Recurrent budget |
| | Identify the total funds provided to Council for the implementation of street tree plantings in existing developments. | Parks & Gardens Urban Design | on-going | Medium | Recurrent budget |
| | Investigate impacts of climate change on existing health and useful life expectancy of street trees. | Environment Urban Design Parks & Gardens | on-going | Low | External grant |
| Community engagement | Develop process for logging resident requests for street trees and considered in the annual planting programs. | Parks & Gardens | 1 to 5 years | High | Recurrent budget |
| | Develop engagement process for street tree program, including notification to local residents and the broader Moorabool community of the annual programs. | Parks & Gardens | 1 to 5 years | Medium | Recurrent budget |
| Database management | Develop process for the on-going maintenance of the Street Tree database to include: <ul style="list-style-type: none"> Funding Replacement of failed trees Maintenance actions on existing trees Newly planted trees | Parks & Gardens Urban Design Environment Assets | 1 to 5 years | Medium | Recurrent budget |

NOTE Departments in **bold** identifies project lead

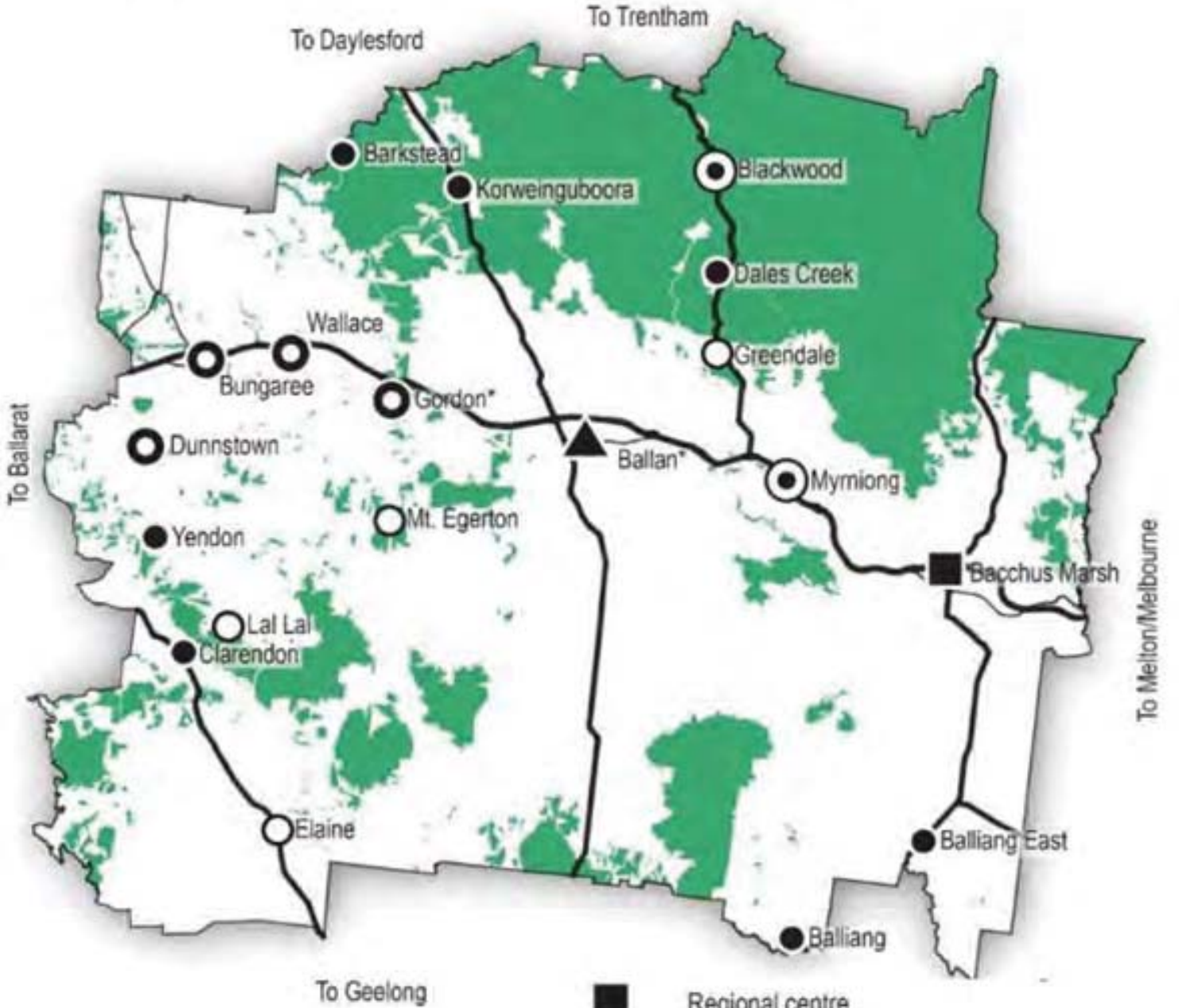


4.1 GLOSSARY OF TERMS

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

6.0 APPENDIX 1: MOORABOOL SMALL TOWN HIERARCHY MAP (SOURCE MOORABOOL SMALL TOWN STRATEGY)

Moorabool Small Town Hierarchy Map



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

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11.2.3 Planning Permit Application PA2017037; Development and Use of the land for Materials Recycling (heritage and timber salvage) and Business Identification Signage, 705 Bacchus Marsh Road, Merrimu VIC 3340.

| | |
|---------------------------------|--|
| Application Summary: | |
| Permit No: | PA2017037 |
| Lodgement Date: | 2 March 2017 |
| Planning Officer: | Victoria Mack |
| Address of the land: | 705 Bacchus Marsh Road, Merrimu 3340 Lot 1 on TP 018519U |
| Proposal: | Development and use of the land for Materials Recycling (heritage and timber salvage) and Business Identification Signage |
| Lot size: | 3850sqm |
| Why is a permit required | <u>Farming Zone</u> Clause 35.07-1, section 2, use of the land for materials recycling and Clause 35.07-4 for buildings and works <u>Design and Development Overlay and Schedule 3</u> Clause 43.02 for buildings and works <u>Advertising signage</u> Clause 52.05, Category 4, business identification signage |
| Public Consultation: | |
| Was the application advertised? | Yes |
| Notices on site: | Yes |
| Notice in Moorabool Newspaper: | No |
| Number of Objections: | 13 |
| Consultation meeting: | Held 9 May 2017 |

| | |
|---|---|
| Policy Implications: | |
| Strategic Objective: Minimising Environmental Impact | Natural environment |
| Context: Stimulating Economic Development | Land Use Planning |
| Victorian Charter of Human Rights and Responsibilities Act 2006 | |
| <p>In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.</p> | |
| Officer's Declaration of Conflict of Interests | |
| <p>Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.</p> <p><i>Manager – Satwinder Sandhu</i></p> <p>In providing this advice to Council as the Manager, I have no interests to disclose in this report.</p> <p><i>Author – Rob Fillisch</i></p> <p>In providing this advice to Council as the Author, I have no interests to disclose in this report.</p> | |
| Executive Summary: | |
| Application Referred? | To: VicRoads; Western Water; Council's Infrastructure, Environmental Health and Strategic and Sustainable Development Departments; and Downer Group. |
| Any issues raised in referral responses? | VicRoads would require significant road works (on the Bacchus Marsh Road) if access to the site was to be from Bacchus Marsh Road as originally proposed. |
| Preliminary Concerns? | Access to the site from Bacchus Marsh Road and vehicle movement around the site. |

| | |
|---|---|
| <p>Any discussions with applicant regarding concerns.</p> | <p>Extensive discussion with the applicant in relation to vehicle and truck movements on the site and access to the site.</p> <p>An on-site meeting was held with VicRoads, Council's Infrastructure Department, the applicant and several objectors in relation to road safety concerns and access issues.</p> |
| <p>Any changes made to the application since being lodged?</p> | <p>The plans were amended to show access to the site to be from Flanagans Drive only and additional plans were provided with turning templates to show how vehicles can move around the site.</p> |
| <p>VCAT history?</p> | <p>Nil</p> |
| <p>Previous applications for the site?</p> | <p>The site was used as a service station from approximately the 1950s until approximately the year 2000.</p> <p>Permit PA2000-246 was issued on 31 January 2001, with minor later amendments to the preamble, for the <i>Development and Use of a Service Station and Ancillary Convenience Restaurant</i>. This service station was to replace the existing service station but was never constructed. The old service station closed and was demolished from the site in approximately 2005.</p> |
| <p>General summary</p> | |
| <p>The application is to develop a site located on the eastern outskirts of Bacchus Marsh, and use the land for a materials recycling business which would involve the recycling and reselling of heritage and 'old style' building materials from within a building to be constructed on the site.</p> <p>The building is proposed to be constructed from heritage and recycled materials with the intent of displaying the proposed goods that are sold and utilised as part of this business whilst also attempting to soften its appearance to blend into the surrounding environment. The site would be landscaped.</p> <p>The application was advertised and 13 objections were received. At the consultation meeting held on 9 May 2017, the applicant explained that the business would be small and was focussed on recycling old building materials within the building, not outside.</p> <p>The objectors were less concerned about the business but the 'unsafe' road network around the site particularly at peak times remained of concern.</p> | |

The land is also in the Farming Zone and the proposed use is not in accordance with the purpose of the Zone or is it in keeping with the State and Local Planning related to agricultural activities.

It is therefore considered that the proposed use and development of a materials recycling business and business identification signage at this location is not an appropriate use. The proposed development is also inappropriate at the entrance to Bacchus Marsh and the Avenue of Honour.

Summary Recommendation:

That, having considered all relevant matters as required by the Planning and Environment Act 1987, Council issue a Refusal to Grant a Permit for the Development and Use of the land for Materials Recycling (heritage and timber salvage) and Business Identification Signage in accordance with Section 61 of the *Planning and Environment Act 1987*, subject to the reasons detailed at the end of this report.

Background

The subject site, Lot 1 on TP 018519U, has an area of 3850sqm. There is evidence of earthworks and building rubble on the lot from previous uses. This lot is not covered by a Heritage Overlay.

The lot on the west side, Lot 2 on PS110748, is 3750sqm and is covered by the Heritage Overlay, HO147 and contains an old dwelling. HO147 relates to the Symington Brewery site.

Both of these lots originally housed a service station which was located on the site for approximately 50 years. The service station was finally demolished in approximately 2005 and the lots have been vacant since.

Permit number PA2000-246 was issued on 31 January 2001 with minor later amendments to the preamble for the *Development and Use of a Service Station and Ancillary Convenience Restaurant*. The permit documentation referenced only Lot 2 on PS110748.

At the time of the application PA2000-246 there was an existing service station and café / take-away food business on the west side lot apparently dating back to the 1950s. Other documentation states that *the roadhouse was constructed pre-1967 and the service station building constructed in 1968*. The old roadhouse remained on the site while the new permit was being assessed.

However, permit PA2000-246 was never commenced and by 2005 a Building Notice was issued on the site as *"Vandalized Ex Road House"* stating that the Service Station had been vandalized with broken glass, graffiti and other damage and had not been hoarded properly. The site was eventually cleared (exact date not known but believed to be in approximately 2005) and has remained in its current state for the last 10-12 years.

Public Notice

The application was advertised to adjoining and surrounding landowners and a large sign was placed on the site for a minimum period of 14 days.

Thirteen (13) objections were received.

Summary of Objections

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

| Objection | Any relevant requirements |
|---|---|
| <p>Traffic congestion at the intersections of Bacchus Marsh Road (two-way traffic), the two Western Freeway off-ramps and Flanagan's Drive, and the road network more generally, is unsafe. The development is likely to increase traffic congestion. The road network is not suitable for extra commercial vehicles.</p> <p>Bacchus Marsh Road is a major road and needs improvement – the site for the proposed development is an area that experiences peak congestion with cars turning into Flanagan's Drive and others driving fast east and west and well as the off ramp T intersection from Western Highway.</p> <p>The unsafe traffic issues are getting worse. Blind spots occur in this area. This proposal could add to traffic concerns.</p> <p>Urgent road works are needed across the whole area. Already a dangerous site and additional slowly moving and turning trucks would increase risk.</p> | <p>VicRoads in relation to Bacchus Marsh Road. Council's Infrastructure Department in relation to Flanagan's Drive.</p> |
| <p>Officer's response – Your submission is noted. Traffic congestion and traffic concern and the movement of traffic in this area was mentioned in all submissions. In response to this concern an on-site meeting was held with VicRoads, Council's Infrastructure Department, the applicant and several objectors on 15 June 2017. VicRoads agreed to investigate options to improve the intersection and submitted a Report to Council on 1 August 2017. The report was also approved for release to the Merrimu objector group. The findings of the Report are addressed in the assessment section of this report.</p> <p>In summary, VicRoads have advised that crossovers will only be supported on Flanagan's Drive. The Shire's infrastructure department would require any new crossover to be constructed to an industrial standard to ensure suitable for trade vehicles.</p> <p>It is considered that this site is subject to traffic risk and congestion.</p> | |
| <p>Industrial / commercial nature of the proposal better suited to Industrial Zone, not Merrimu. Industrial noise from demolition in a quiet residential / rural area is not appropriate.</p> | <p>Farming Zone</p> |

| | |
|--|----------------------|
| Officer's response – This submission is noted. An application for materials recycling is a Section 2 use in the Farming Zone where a permit required. It is considered that the proposed use isn't consistent with the objectives of the Farming zone and therefore Officers have recommended refusal. | |
| Operation of the proposal - trucks and traffic and industrial noise pollution – demolition / industrial sales yard - not at all suited to Merrimu area. | EPA noise guidelines |
| Officer's response - All recycling operations and resale of recycled goods is proposed to be undertaken within the building. The applicant has detailed that it does not propose any large commercial vehicles, all vehicles would be required to be 'as of right vehicles' and smaller. This is addressed further in the assessment section of this report. | |
| Not a suitable development for the entrance to Bacchus Marsh. A more thoughtful treatment of the area should be considered at the entrance to the Avenue of Honour –where tourism is increasingly important to the township. | |
| Officer's response – This submission is noted. It is considered that the site is an important entry point to the Bacchus Marsh townsite and the proposed development has the potential to have a detrimental impact to the Farming Zone through inappropriate use and development (bulk and scale) of the proposed building. It is considered that this use is more appropriate within the industrial zone. The suitability of the proposal at this location is further addressed in the assessment section of this report. | |
| Impact of the operation on neighbouring residents including nearby Our Lady of Ta Pinu Church | |
| Officer's response - The Church has not objected to the application. | |
| Peaceful amenity would be impacted – birds and wildlife – not wanted at the quiet leafy entrance to Flanagan's Drive and a residential area. | Farming Zone |
| Officer's response – This submission is noted. The site for the development is in the Farming Zone. The purpose and decision guidelines of the Farming Zone apply to this application as well as local and State planning policies which have the objective of protecting agricultural land for agricultural purposes. | |
| Merrimu requires more services such as gas and weed control. | |
| Officer's response –These issues are not relevant to this application. | |
| The neighbouring lot is Heritage and should not be used for commercial purposes. | |
| Officer's response – The heritage site is not part of this application.. | |

Proposal

Plans of the development are provided as an Attachment.

It is proposed to develop a materials recycling business on the site. The business would source heritage, vintage, antique and other salvaged materials from demolition sites of old and heritage style buildings. The operator would bring these salvaged materials to the site to clean and pack for resale. Under Clause 74 of Moorabool Planning Scheme the use is defined as follows;

Materials recycling – Land used to collect, dismantle, treat, process, store, recycle, or sell, used or surplus materials.

Materials would be sourced from the demolition of older style and heritage dwellings and buildings from across Victoria, but the majority would be from Melbourne, which would be transported to the site on the owner's medium sized truck.

The types of products that would be salvaged from demolition sites include: old doors and front entries, lead light windows, wrought iron pieces such as, but not limited to, lacework, lantern posts, decorative antique door hardware and original fencing, original timber such as Oregon, Tasmanian Oak, and supporting beams, second hand bricks including original handmade bricks, original bluestone and original reds from heritage buildings.

The owner is not engaged in the actual demolition of the buildings and the business is not a demolition company. Rather the applicant works with demolition firms to ensure that products able to be salvaged are retained and recycled. These products are more likely sought after by the building trade where period and vintage homes are being restored.

The materials recycling business would sort, clean and repair the salvaged products in the proposed building and then store them for sale also within the building. The majority of the products would then be available to the building trade where these types of original materials are required, but would not be limited to any particular class of building customer.

The owners have a passion for retaining, restoring and recycling heritage materials as they see them as preserving part of our history, rather than part of our land fill. They also propose to run the business in an environmentally sustainable manner.

The business would be run by the owner with an additional 2 – 4 staff. The business would generally involve the owner using his truck to collect salvaged products returning to the site for processing including:

- De-nailing timber in the building, sorting and stacking for resale;
- Cleaning and sorting second hand bricks and stacking and wrapping onto pallets for resale;
- Repairing and storing original lead light and antique window frames;
- Cleaning and restoring wrought iron and other metal products for resale.

All restored products would be stored within the proposed building.

Waste products from the restoring and recycling process would be kept in "skip bins" at the rear of the building for disposal.

The site around the building would be kept free of debris. The owners state that they would keep the site in a tidy state at all times. The site would also be landscaped to soften the visual impact of the site.

The hours of operation proposed for the business would be from 7am to 5pm Monday to Friday for staff; 9am to 5pm for the trade; and 8am to 4pm on Saturday and Sunday for the staff and the trade.

Buildings and works

The building itself is proposed to be constructed with recycled materials particularly the front façade to reflect the heritage nature of the business and the site.

Materials to be used would include: recycled timber weatherboards, recycled bricks, recycled verandah posts, recycled corrugated iron (or new Colorbond corrugated iron), recycled timber doors, Victorian style double hung windows, iron lace work at the front and heritage style signage at the front.

The purpose of constructing the building from these materials is to make the building sympathetic to the existing built form of the area.

The building would have the following specifications:

- The ground floor would contain a warehouse with a floor area of 660sqm;
- A 3m wide verandah would be located at the front of the building, facing south, and also along the east side. The area of the verandas would be 189sqm.
- At the rear of the warehouse section would be an attached workshop accessed by an internal roller door and with a floor area of 110sqm.
- An attached covered verandah also at the rear would have an area of 142.50sqm.
- The total area under roof would be 1101.5sqm representing a 28.6% site coverage.
- The height of the warehouse, workshop and verandah would be 4.88m to the eaves and with a maximum roof height of the main building of 7m.
- Within the warehouse area there would be two toilets including a disabled toilet, a small records room and a utility (lunch) room with sink.
- There would be a mezzanine first floor located at the western end of the building.
- The mezzanine would be accessed by a stair case and would contain office space and would have a floor area of 65sqm.
- Above the mezzanine floor would be a small loft also accessed by stairs with a floor area of 18sqm.
- The maximum height of the loft would be 8.937m.
- The building overall would be accessed via a number of roller doors, single doors and sliding doors which are all noted on the elevation plans

- A sign would be located on the building façade with the words “Bacchus Marsh Heritage Timber and salvage” and would be 3sqm in area.

The site would be landscaped but no specific landscape plans have yet been provided.

The plans were amended during the planning process to add vehicle and truck turning templates and to clarify the proposed access to the site. The original plans showed access would be from Bacchus Marsh Road, but following discussions with all parties including VicRoads, Council’s Infrastructure Department and objectors it was considered that access to the site should be restricted to Flanagans Drive only.

Site Description

The site is relatively isolated being bound by a network of roads including: Council managed Flanagans Drive, and VicRoads managed Category 1 roads being the Bacchus Marsh Road and Western Freeway.

There are two lots in the same ownership. The east side lot, that is the subject of this application, is vacant. The west side lot which has a Heritage Overlay has an existing derelict uninhabited dwelling and the remains of the heritage Symington brewery site. Both lots abut the Bacchus Marsh Road rising slightly to the north rear side boundary.

Both lots have rubble and rubbish remaining from former uses most probably left over after the old service station was demolished. The lots have remained in this condition for over 10 years.

There is little native vegetation on the site. Exotic vegetation includes a few pepper trees, willows, boxthorn, prickly pear and other weeds, which is a reflection of the site being poorly managed over the years.

To the north of the site there is a hillside at the rear and the land above is owned by Our Lady of Ta Pinu Church which consists of approximately 43ha of open grassland interspersed with individual shrines and religious facilities.

Flanagans Drive abuts the east side boundary and the Bacchus Marsh Road, and Western Freeway, abut the south side boundary.

Approximately 100m to the north-east of the site is a residence in private ownership. Approximately 40m to the north of the site is a dwelling located within the Our Lady of Ta Pinu Church grounds. The next nearest neighbouring dwelling is approximately 200m also to the north-east.

There are no other neighbouring dwellings within 500m of the site.

Across the Western Freeway to the south, east and south-west of the site is land also in the Farming Zone which is used for intensive horticulture which is a vital contributor to the Bacchus Marsh horticultural economy.

Directly to the south east of the site across the Bacchus Marsh Road is the Hopetoun Cemetery, which has a Heritage Overlay HO16. The Hopetoun Cemetery stands on 0.4 hectares of land donated in 1850 to the Roman Catholic Church for the erection of a Chapel/School.

The site is also surrounded by roads, being Flanagans Drive, Bacchus Marsh Road, the Western Freeway off ramps, and further to the south the Western Freeway. It is located close to the entrance to the Avenue of Honour and access to the Bacchus Marsh township.

HO147 is described within the Schedule to the Heritage Overlay as the "*Former Symington House and Symington's Brewery Industrial Archaeological site*", and it dates back to 1862. This lot currently has an old uninhabited and dilapidated dwelling and the brick remnants of the Symington Brewery site.

The old dwelling has been clad with contemporary building material in recent years, however, the applicant has advised parts of the original house remain within the interior of the building. The applicant has advised that he intends in due course to restore this building (sensitive to its heritage) to make it usable again.

A Statement of Significance was prepared in 1995 for the site which states that it has local historical significance for its association with the early settlement and development of industry in the area, and that William Symington was a local pioneer.

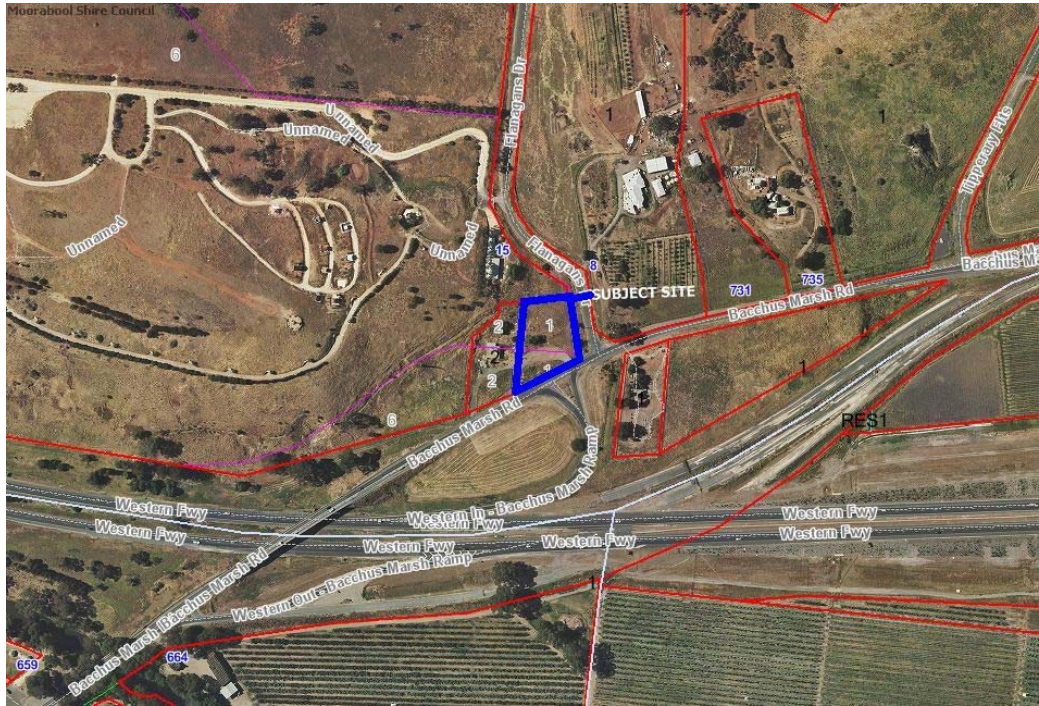
Approximately 1.7km to the north of the site above the escarpment is land in the Rural Conservation Zone where there are a number of low density style residential precincts have emerged at the northern end of Flanagans Drive and also Bences Road to the west. Flanagans Drive is a key access road to the Western Freeway for the residents living in this precinct.

The site has a long history as detailed in the background section of this report. From 1862 the site was used as a brewery. It is not clear when the brewery ceased but in the 1950s the site was used as a roadhouse which ceased operation in approximately the late 1990s although the exact cessation date is not known.

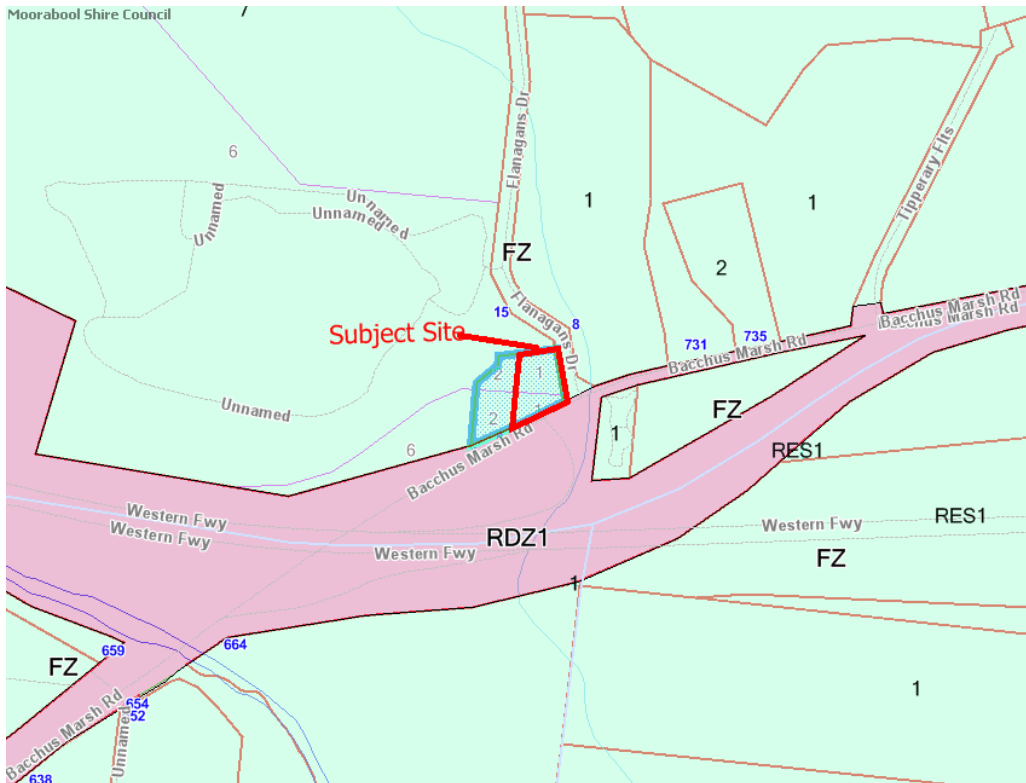
The site is serviced by power and water with sewer connection available.

Locality Map

The aerial map below indicates the location and features of the subject site.



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



Planning Scheme Provisions

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

The following State and Local planning Policies are relevant to the application:

| SPPF | Title | Response |
|----------------|-----------------------------------|--|
| Clause 11.08-8 | Agricultural productivity | <p>Objective To support long-term agricultural productivity.</p> <p>Strategies Support change and transition to maintain the viability and productivity of agricultural land. Support rural economies to grow and diversify and protect key agricultural assets from incompatible uses. There is no nexus between agriculture and the proposed industrial use.</p> |
| Clause 11.08-9 | Cultural heritage and landscapes | <p>The objective is to recognise the importance of cultural heritage and landscapes as economic and community assets that are important for attracting tourists to the region. The site is close to heritage assets and the development of industry in this location is incompatible with these heritage assets.</p> |
| Clause 14.01-1 | Protection of agricultural land | <p>The aim is to protect productive farmland which is of strategic significance in the local or regional context by preventing inappropriately dispersed urban activities in rural areas; limiting new housing development in rural areas and discouraging development of isolated small lots in the rural zones from use for single dwellings, rural living or other incompatible uses.</p> |
| Clause 14.01-2 | Sustainable agricultural land use | <p>The aim is to encourage sustainable agricultural land use.</p> |

| LPPF | | |
|----------------|---|--|
| Clause 21.03-2 | Objective—Urban Growth Management | It is policy to avoid urban development where it is likely to impact on highly productive agricultural land, environmental values and the long-term sustainability of natural resources. |
| Clause 21.03-4 | Objective—Landscape and Neighbourhood Character | It is policy to ensure new development in all zones respects the existing character, landscape setting and amenity of the local area. |
| Clause 21.04-2 | Objective—Agriculture | It is policy to protect good quality agricultural land and support the productivity and sustainability of existing and future agricultural and horticultural activities. |
| Clause 21.04-4 | Objective—Industry | While it is policy to provide for a range of industrial development and activities in proximity to transport networks and existing infrastructure and it is also policy avoid off-site impacts on residential amenity, environmental quality, or agricultural values. The subject proposal does not have agricultural uses proposed as part of its processes, therefore, it is considered inappropriate for this site. |

Zone

Farming Zone

In accordance with Clause 35.07-1, section 2 of the Moorabool Planning Scheme a permit is required to use land for materials recycling. In accordance with Clause 35.07-4 a permit is required for buildings and works for a use in Section 2 of Clause 35.07-1.

The purpose of the Farming Zone is to:

- Implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- Provide for the use of land for agriculture.
- Encourage the retention of productive agricultural land.
- Ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- Encourage the retention of employment and population to support rural communities.

- Encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

Comment:

The subject land is in the Farming Zone and the use of the land for materials recycling is a Section 2 use in the Farming Zone where a permit is required provided. Originally the proposed use and development was classified by Officers as 'Trade Supplies' which is defined under the Scheme as follows;

Trade Supplies – Land used to sell by both retail and wholesale, or to hire, materials, tools, equipment, machinery or other goods for use in:

- a. Automotive repairs and servicing;*
- b. Building*
- c. Commerce*
- d. Industry*
- e. Landscape gardening*
- f. The medical profession;*
- g. Primary production; or*
- h. Local government, government departments or public institutions.*

Upon further investigation into the application and the definition as stipulated above, the subject proposal could not be linked to point (g) which is critical for this zone, the subject use does not propose any agricultural activity as part of its proposal. Therefore, upon further assessment it is considered that is more appropriately aligned with the definition of 'Materials Recycling' because the application focuses on storing, recycling and sale of used goods on site.

The zoning of the land raises the question as to whether the use of a materials recycling business on this site is compatible with farming activities and the retention of agricultural land, or the use of the surrounding land for agriculture. In order to recommend approval for materials recycling there needs to be a demonstrated nexus between the proposed use and Agriculture for which this application does not demonstrate.

Overlays

Design and Development Overlay – Schedule 3 - National Route 8 (Western Freeway/Highway) Environs

In accordance with Clause 43.02- a permit is required for buildings and works for the use of a warehouse / materials recycling where:

- The building is located within 50 metres from the boundary of the Western Freeway/Highway Reserve or any proposed Western Freeway Reserve.
- The building exceeds 5.4 metres in height above natural ground level to the highest point excluding chimneys, flues, antennae and the like.
- If the building cannot be set back from the Western Freeway/Highway in order to obtain a visual and acoustic buffer, ensuring that future works within the Freeway/Highway reserve to minimise any adverse effects are not necessary.

- If landscaping is not provided.
- If a fence exceeds 1.5m in height.

Other specific requirements in the DDO3 include that:

Any building providing for a noise sensitive use (including a warehouse) must be designed and constructed to acoustic standards with interior noise levels not greater than those set out in any appropriate Australian Standard in relation to road traffic noise intrusion.

Decision guidelines in the DDO3 require the responsible authority to consider:

- Whether the proposal will enhance the environs of the Western Freeway / Highway.
- Whether the proposal will prejudice the levels of service, safety and amenity of the Western Freeway / Highway.
- Whether proposed landscaping will suitably screen the proposal from the Western Freeway / Highway.
- Whether the proposed development adversely affects skyline and landscape values.
- The effect of the proposed development or advertising sign on the amenity of surrounding properties.
- Comments of the Roads Corporation.

Comment: A permit is required for this proposal under the DDO3 due to the following issues:

- The development would be located within 50m of the western freeway road reserve and cannot be moved further back due to site constraints.
- The building would have a height of greater than 5.4m.
- The site would require a mesh security fence of more 1.5m in height.

The site is surrounded by Category 1 roads including the Bacchus Marsh Road and the two freeway off ramps for traffic travelling east.

The proposed building would be located within 50m of a Category 1 Road and would be visible from several viewpoints. It is not possible for the site to be screened from the Western Freeway or the Bacchus Marsh Road. It is considered that the proposal due to the proposed bulk and scale of it would not enhance the environs of the Western Freeway.

The Roads corporation did not object to the proposal subject to conditions which related to any access proposed from the Bacchus Marsh Road. This access has now been changed to Flanagans Drive only.

Environmental Significance Overlay – Schedule 8 (Eso8) – Part River Red Gums In The Bacchus Marsh Valley

The site is covered by the ESO8 in part. However as no River Red Gums are located on the site, nor are any River Red Gums located within the proximity of the site it is not considered that the proposal would impact on the tree protection zones for the Red Gums and therefore it is considered that the proposal would not require a Planning Permit under the ESO8.

Aboriginal Affairs Victoria Overlay (AAV) - part

The southern frontage of both lots contains a very small section of the AAV overlay. A basic report was undertaken and it was determined that the regulations do not require a Cultural Heritage Management Plan to be prepared for this proposal.

Relevant Policies

Moorabool Heritage Strategy - 2016-2020

While the subject site does not have a heritage overlay it sits beside a site that does. The potential impact of this development adjacent to a heritage site is a consideration is assessing the proposal.

Bacchus Marsh Gateways Strategy - Final Report December 2003.

At the time this study was undertaken in 2003 the report noted the existence of a "derelict Petrol Station" on the site.

The site is located within an area that is defined within the report as the entrance to the Avenue of Honour and the township of Bacchus Marsh.

The application was referred to Strategic and Sustainable Development for comment. Their response is detailed in the assessment section of this report. In summary, Strategic and Sustainable Development team identified that the site is in a prominent location that isn't ideal for this proposal. In addition to this, it is considered that whilst by nature the site is dislocated from the Avenue of Honour it acts as an important link to the Bacchus Marsh townsite.

It is considered that any proposal inconsistent with the objectives of the scheme, strategies and policy listed above could have a detrimental impact on the entry to the Bacchus Marsh townsite.

Particular Provisions

Clause 52.05 – Advertising signage

In accordance with Clause 52.05-10 Of the Moorabool Planning Scheme the Farming Zone is Category 4 for business identification signs and which is described as "sensitive areas".

A permit is required under Clause 52.05, Category 4, for business identification signage.

In this category the total advertisement area to each premises for business identification signage cannot exceed 3sqm.

The proposed development building would have a sign at the front that would be no greater than 3sqm and otherwise no additional signage is proposed.

Clause 52.06 – Car parking

In accordance with Clause 52.06-5, Table 1, of the Moorabool Planning Scheme the use of the land for materials recycling requires that 10% of the site is available for car parking. In this application 385sqm must be available for car parking which equates to 25bays being required.

The materials recycling building would take up 28.6% of the site with a balance of the land, or 71.4% of the site, available for car parking, truck parking, driveways and landscaping. 12 car spaces have been shown on the site plan and it is considered that there is adequate provision for additional parking of up to 16 car spaces (13 required) or equivalent parking of tray trucks, on the site.

Discussion

The subject application has a number of considerations to be made when making a recommendation;

1. Is the application appropriate for the Farming Zone in accordance to the various scheme provisions as stipulated above;
2. The objections raised in relation to access and general impact on the surrounding amenity;
3. The strategic intent of the site.

Objections raised.

The application was advertised and 13 objections were received. Most of the objector concerns were about traffic issues in the surrounding road network and that the proposed use of the land for materials recycling (heritage and timber salvage) could make traffic issues worse. Amenity concerns were also raised.

A consultation meeting was held on 9 May 2017 with eight objectors and the applicant attending.

The dominant issue that was raised at the consultation meeting was the road network, specifically the Bacchus Marsh Road, the Flanagans Drive intersection with Bacchus Marsh Road and the two Western Freeway off-ramps.

After the consultation meeting, an on-site meeting was held with VicRoads, Council's Infrastructure Department, the applicant and objectors to discuss traffic concerns. It was agreed by both VicRoads and Council's Infrastructure Department that the objector concerns had merit.

VicRoads prepared a detailed report on the road network in this area and this report has subsequently been made available to the objectors. The report essentially looked at undertaking some shorter term rectification measures.

Council's Infrastructure Department also undertook a traffic count on the Bacchus Marsh Road which showed that speed limits were being exceeded, and traffic volumes were significantly higher than expected.

Subsequently a meeting between VicRoads and objectors has been held on site to discuss the issues concerning objectors. Council was not involved in this meeting.

The recommendation in the VicRoads report was as follows:

It is recommended that the signage changes and repainting of pavement marking recommended in section 4.5 be adopted as the preferred treatment option. With the addition of the 'No right turn' signage and the movement of the 60km/h zone, drivers negotiating the intersection will be exposed to less risk and will be better informed than in the current condition of the road. As developments continue along Flanagans Drive and other road network changes occur, the crash history and AADT for this section of road should continue to be monitored to see if the recommended changes are producing the desired effect, and to identify the point at which a more robust upgrade of the intersection is warranted.

Another outcome of the site visit was to amend the development plans to remove both proposed crossovers onto Bacchus Marsh Road (which currently exist) and construct new crossovers from Flanagans Drive.

The applicant has amended the application to address a range of matters that have been raised during the assessment process including providing turning templates to ensure vehicle movements can occur readily on the site. .

The application was referred to the relevant authorities of which none objected to the application with some authorities requesting conditions to be placed on any permit issued.

VicRoads initially responded to the application where access was proposed from the Bacchus Marsh Road. Their permit conditions required extensive road works to construct appropriate access to the site. The applicant subsequently changed the proposed access points to be from Flanagans Drive only. VicRoads have subsequently been provided with the amended plans.

The objectors were also concerned about amenity issues and that the proposal would establish a large noisy industrial business on the site with trucks regularly entering and exiting which would add to the objector's description of extremely challenging traffic conditions in the area adjacent to the site.

The applicant however explained that the type of business he was proposing was not a large industrial operation but rather a small niche business recycling heritage materials. The applicant stated that it would be employing 2 - 4 others; that its objective was to recycle heritage type materials; and that generally only its small truck would be accessing the site a few times a week.

After the applicant had explained the type of business it was proposing the objectors were generally accepting of the proposal. However, the road conditions remained of considerable concern to all objectors.

Strategic Intent of the site

The application was referred to Council's Strategic and Sustainable Development Department (SSD). Their comments were general in nature and included that recycled materials should not be visible from the road, and that while the application was for a relatively small materials recycling business the site is in a prominent location which should be considered in assessing the application.

The Bacchus Marsh Gateways Strategy - Final Report, December 2003, noted that there was currently a derelict petrol station on the site. The site is generally located within the study area noted as gateway to the east of Bacchus Marsh from Melton and Melbourne. Within the Report is noted a specific action that Council should "discuss with the owners of the derelict petrol station opportunities to demolish or refurbish the building". The intention for this site is to be an attractive entry point to the Bacchus Marsh townsite in accordance with the Farming zone objectives.

As the land is in the Farming Zone. The use of the land for Materials Recycling does not accord with the purpose and decision guidelines of the zone. The proposal does not accord with State and Local planning policies related to agricultural land.

The site is located close to the entrance to the Avenue of Honour and the Bacchus Marsh township. The Avenue of Honour is an important tourism asset to Bacchus Marsh. The proposed use may be visually detrimental to the entrance to Bacchus Marsh.

Moorabool Planning Scheme.

In accordance with Clause 21.03-4 of the Moorabool Planning Scheme, it is policy to ensure new development in all zones respects the existing character, landscape setting and amenity of the local area. As stipulated above the subject proposal is going to take up approximately a quarter of the subject site. The design of the building is proposed to be constructed of second hand materials with an overall height of 7m peaking at a maximum height of 8.3m. It is considered due to the location of the site being on a central entrance point to the Bacchus Marsh town site, as well as being nestled within an existing farming zone, that this proposal which not agricultural at all in nature is inappropriate for this site. The bulk and scale of the building is too much for the surrounding landscape and would stand out significantly and inappropriately on this site. It is not considered that this proposal achieves the policy intent of protecting the existing character, landscape setting or amenity of the local area

It is also policy to in accordance with Clause 21.03-4 of the Moorabool Planning Scheme in relation to agriculture to protect good quality agricultural land and support the productivity and sustainability of existing and future agricultural and horticultural activities. Whilst it is acknowledged that this site could not be used for any effective agricultural use, it is considered that by approving a use along this line, Council would be sterilising any potential for this site to be used in conjunction with other land or the objectives of the farming zone.

An important consideration with this application is, Council has land zoned specifically for industrial purposes. Industrial uses by nature require specific development requirements such as appropriate crossovers and site access for larger vehicles, appropriate drainage, hardstand areas and landscaping, they also have the potential for more commercial and intensive uses that can cause conflict and detriment to surrounding land uses if not appropriately planned for hence there are specific areas zoned for these uses. The subject land has been zoned as Farming zone as the intent for this land is not to be used for industrial purposes, it is understood that whilst the site isn't capable of sustainable agricultural practices it makes part of the greater amenity of the farming zone and an important entry point to the Bacchus Marsh townsite. By allowing for ad-hoc inappropriate uses such as this to be approved on the farm zone, Council may by nature be encouraging inappropriate developments to be considered on farming zoned land, by nature impacting the whole zone.

Due to the above planning considerations it is considered that the use and development of a materials recycling business on this site is not appropriate to the proposed location, the site constraints, the purpose and decision guidelines of the Farming Zone or the landscape and cultural values of the surrounding precinct.

General Provisions

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

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

Referrals

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

| Authority | Response |
|---|---|
| Western Water VicRoads | Consent with conditions Concerns with original proposal, proposing access onto Bacchus Marsh Road, further consultation was undertaken and VicRoads advised of its consent subject to Flanagan's road being the only access point to the site. t with conditions |
| Western Water Downer Utilities Australia Pty Ltd | Consent with conditions No objection |

| | |
|---|--|
| Infrastructure Environmental Health Strategic and Sustainable Development | Consent with conditions Consent with conditions Comment – may be considered inappropriate for site as strategic entry point. |
|---|--|

Financial Implications

The recommendation of refusal of this application may represent a financial implication for Council. The applicant may lodge an application for Review of Council's decision with VCAT with associated cost to Council.

Risk and Occupational Health and Safety Issues

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

Communications Strategy

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

Options

An alternative recommendation would be to issue an Approval to Grant a Permit. The objectors could apply to VCAT for a Review of Council's Decision with associated cost to Council in defending the decision.

Conclusion

It is considered that the application is not an appropriate development or use for the farming zone, the application does not respond adequately to the site constraints and is not suited to the site. Therefore, it is recommended that the application not be supported.

Recommendation:

That, having considered all relevant matters as required by the Planning and Environment Act 1987, Council issue a Refusal to Grant a Permit for the Development and Use of the land for Materials Recycling (heritage and timber salvage) and Business Identification signage in accordance with Section 61 of the *Planning and Environment Act 1987*, on the following grounds:

- 1. The proposal use and development does not accord with the purpose or decision guidelines of the Farming Zone.**
- 2. There is no demonstrated nexus between the industrial use and the agricultural use of surrounding land.**

3. The proposal does not accord with the cultural and landscape values of the surrounding precinct including proximity to the Bacchus Marsh Avenue of Honour.
4. The site cannot be adequately screened from the surrounding road network.
5. The proposed use does provide for an orderly planning outcome for the site and immediate area.

Report Authorisation

Authorised by:

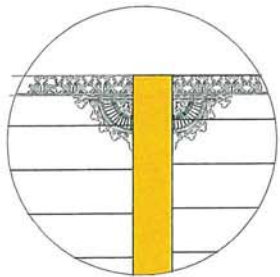
Name: Satwinder Sandhu

Title: General Manager, Growth & Development

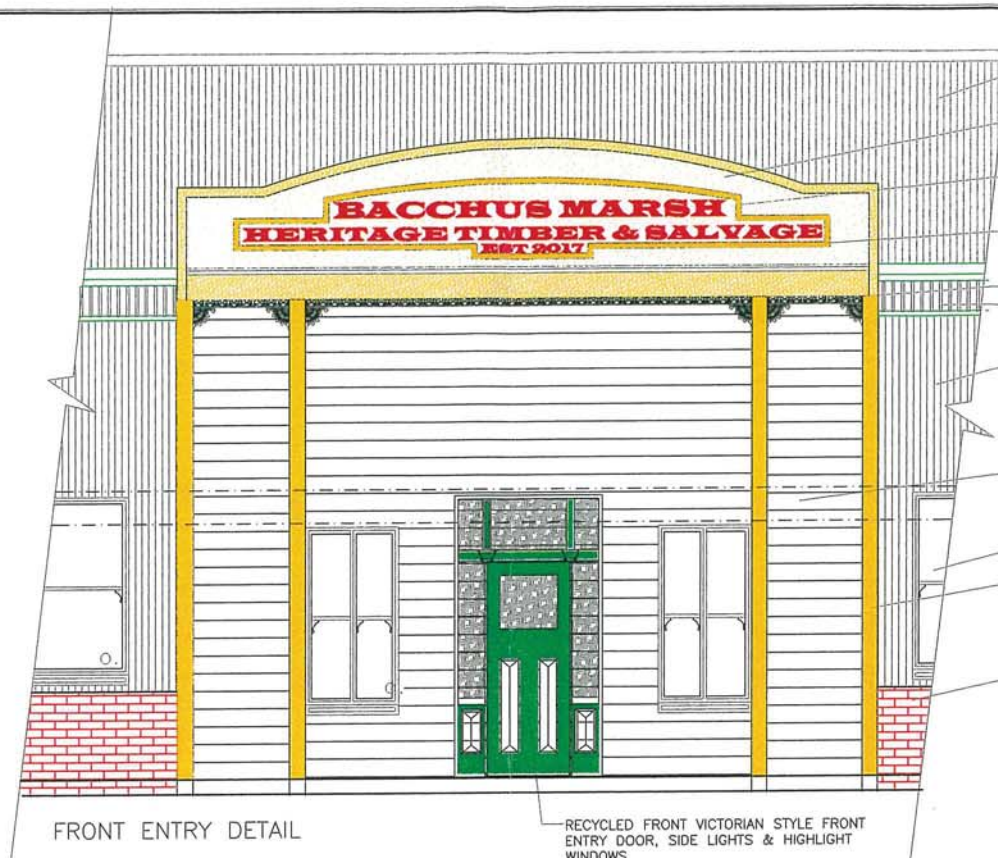
Date: Friday, 15 September 2017



Attachment - Item 11.2.3(a)



POST/FRIEZE DETAIL



FRONT ENTRY DETAIL

RECYCLED FRONT VICTORIAN STYLE FRONT ENTRY DOOR, SIDE LIGHTS & HIGHLIGHT WINDOWS

- ZINCULUME CORRUGATED IRON ROOFING SHEETS @ 10° PITCH COLOUR-NATURAL ZINC PLATED
- PARAPET ABOVE VERANDAH-PAINTED FLAT ACRYLIC COLOUR-DARK & LIGHT CREAM EXTENT WHERE SHOWN
- MAIN SIGN LARGE TEXT 150mm HIGH SMALL TEXT 123mm HIGH & 81mm HIGH FOR DATE COLOUR-BRIGHT RED
- SIGN OUTER BORDER-PAINTED FLAT ACRYLIC COLOUR-DARK CREAM
- METAL DECORATIVE FRIEZE EXTENT WHERE SHOWN
- VERTICALLY FIXED TIMBER VERANDAH SLATS
- ZINCULUME CORRUGATED IRON FIXED VERTICALLY TO EXTERNAL WALLS ABOVE BRICK BASE WALL
- RECYCLED TIMBER WEATHERBOARDS TO EXTENT SHOWN AS FRONT FEATURE TO ENTRY DOOR COLOUR-CREAM (FLAT ACRYLIC)
- RECYCLED TIMBER VICTORIAN STYLE DOUBLE HUNG WINDOW
- 150X150 MAIN VERANDAH POSTS COLOUR-CREAM (SEMI GLOSS OIL BASED)
- OLD REDS RECYCLED BRICK SOLIDS DOUBLE SKIN & MAX. 1118mm HIGH



ROOF PITCH 10° TO MAIN ROOF
ROOF PITCH 6° TO VERANDAH ROOF

SOUTH ELEVATION

(VIEW FROM BACHUSS MARSH ROAD).

BACCHUS MARSH ROAD

CACCAMO DESIGNS PTY LTD

BUILDING DESIGNER

PAUL CACCAMO
11 ALBANY COURT, TAYLORS LAKES. 3038.

MOBILE: 0425 789 329

PROJECT : PROPOSED METAL CLAD
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MERRIMU. 3340

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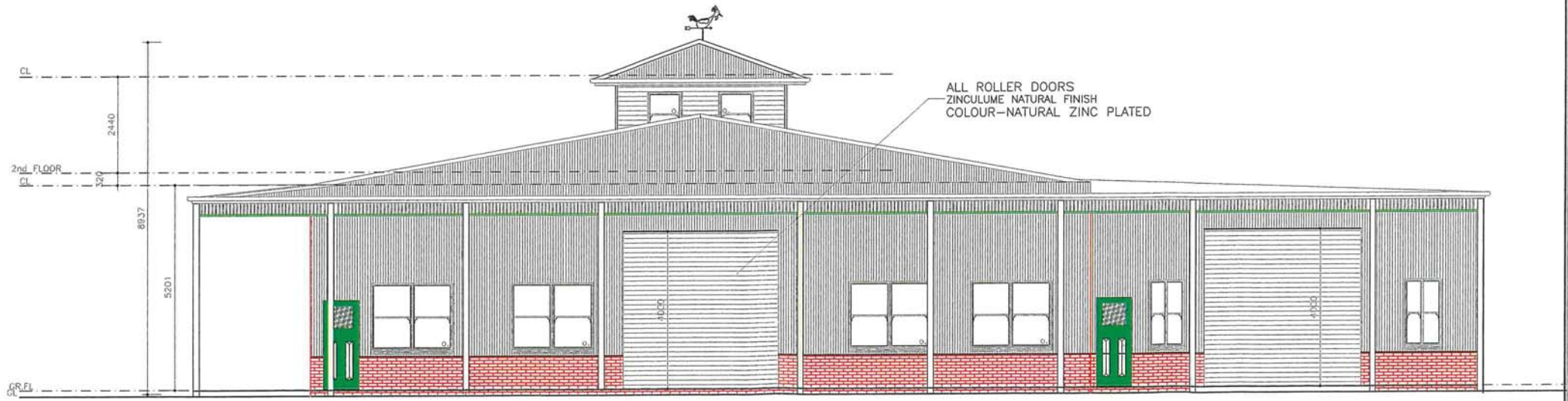
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261 of 391



SOUTH ELEVATION

BACCHUS MARSH ROAD



EAST ELEVATION

(VIEW FROM FLANAGANS DRIVE).

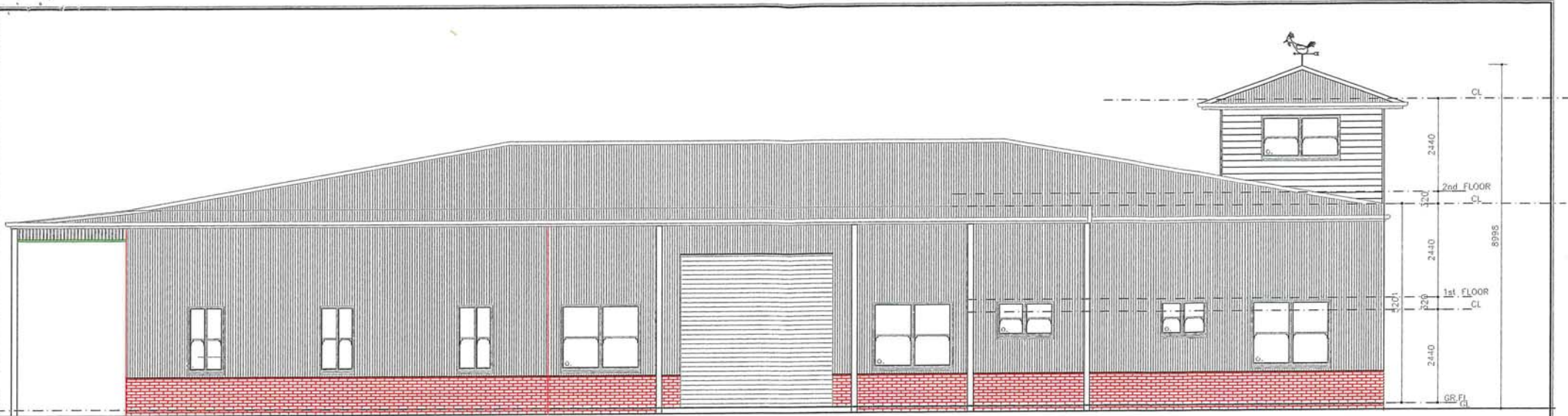
FLANAGANS DRIVE

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NORTH ELEVATION



WEST ELEVATION

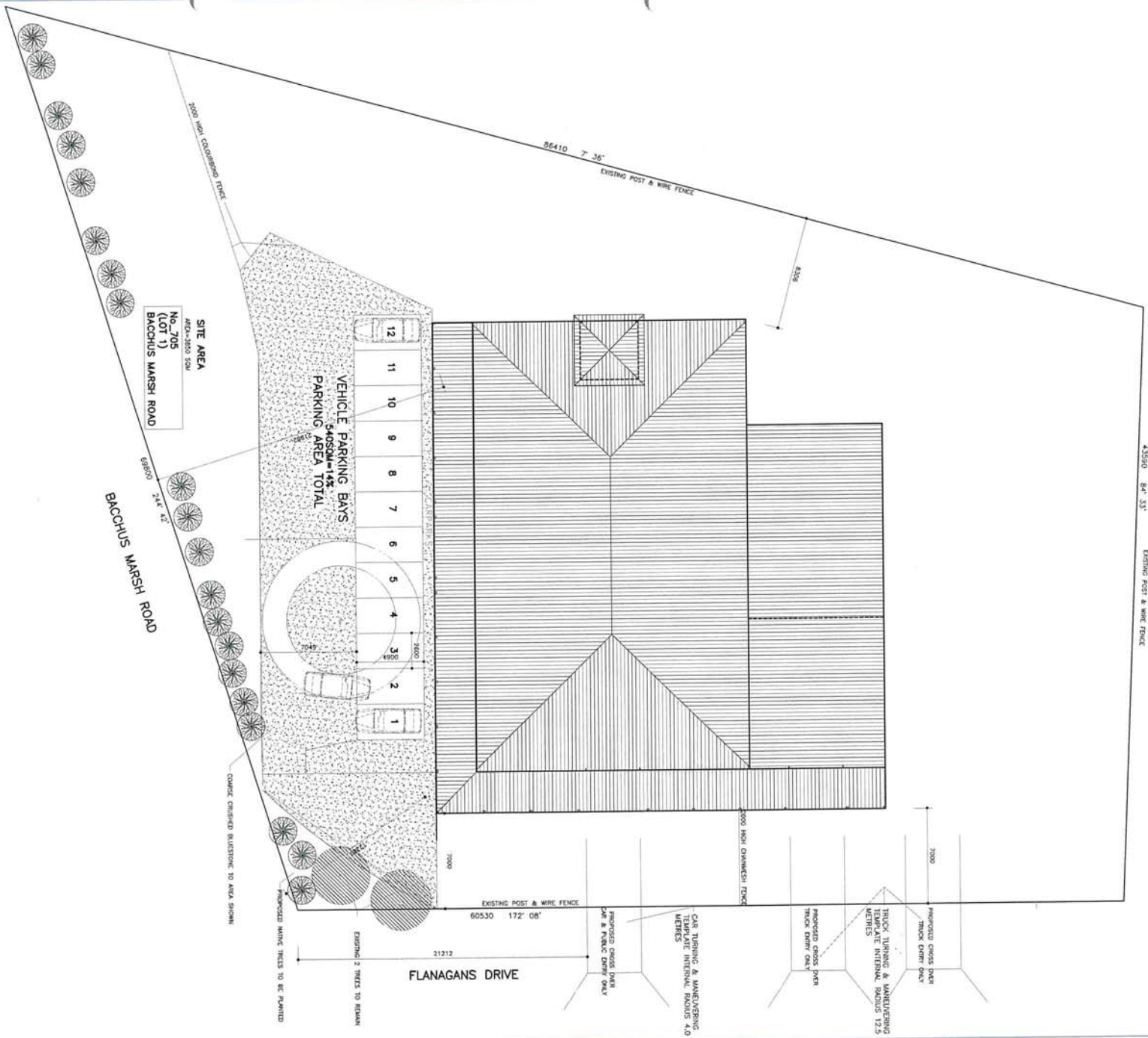
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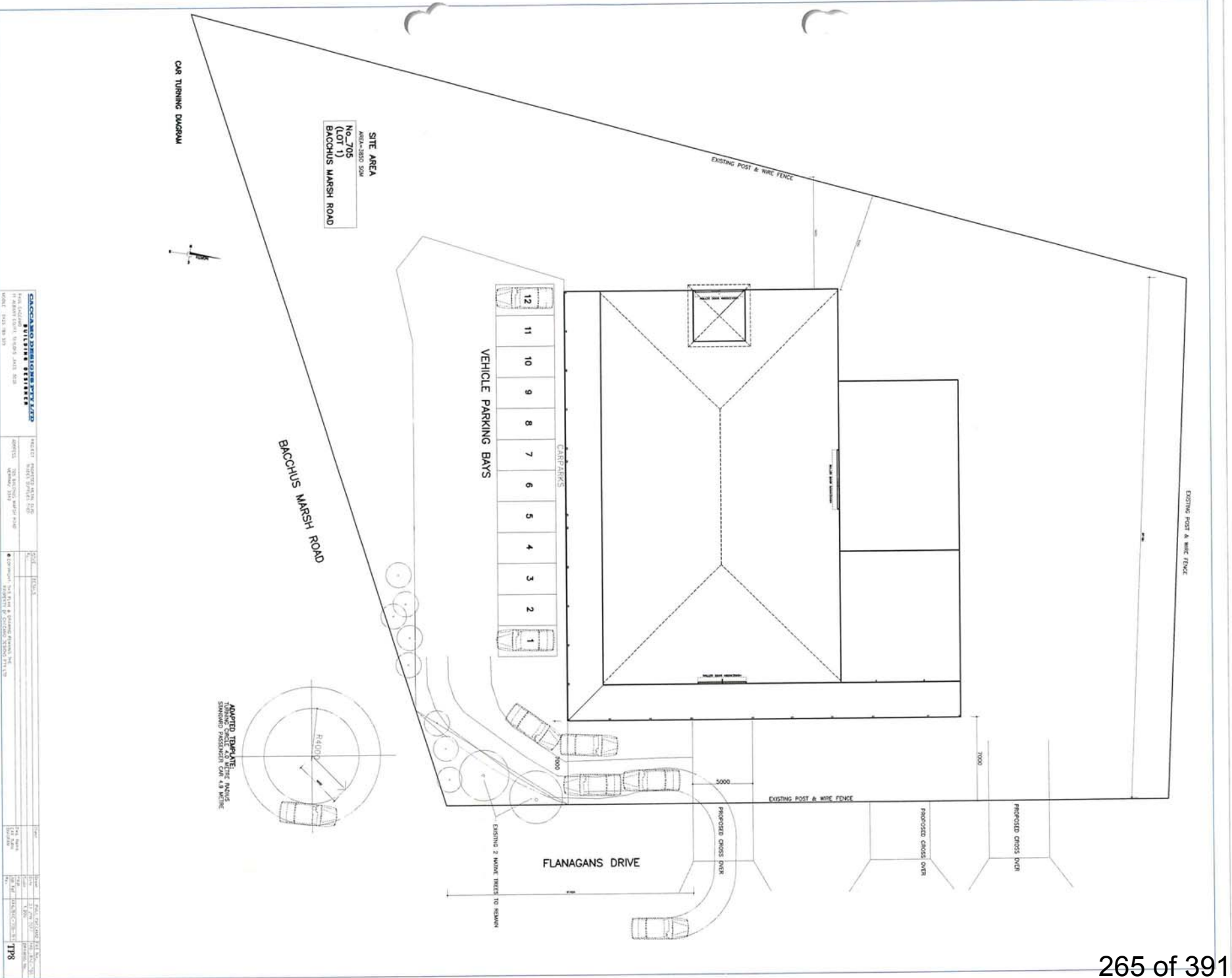
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SITE PLAN Scale 1:200



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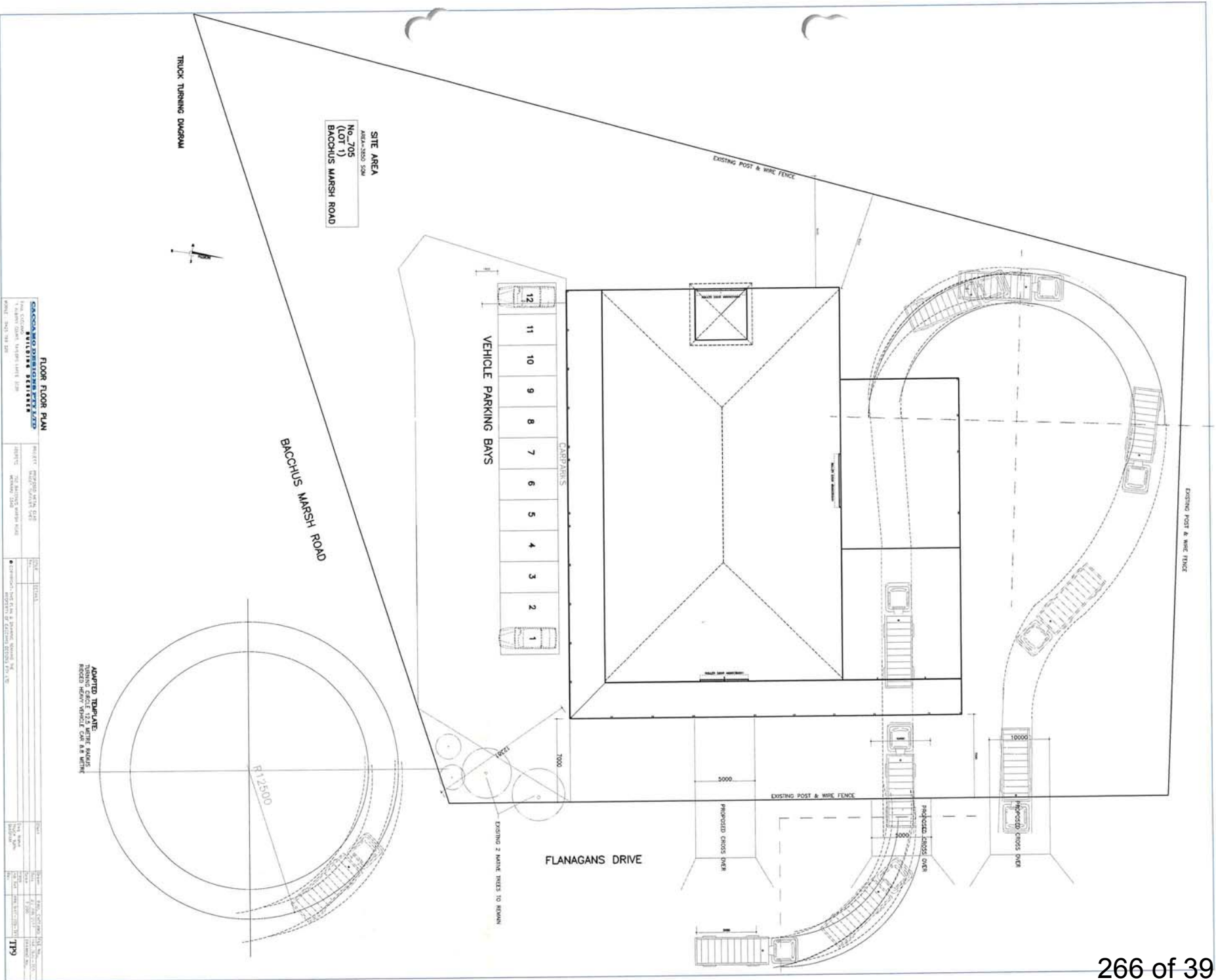
CHANGING DEVELOPER'S DETAILS
 100, GARDNER STREET, MELBOURNE VIC 3000
 17 ROBERT ROAD, VIC 3000
 PHONE: 03 931 30 313

PROJECT BACCHUS MARSH ROAD
ADDRESS 17 ROBERT ROAD, VIC 3000
DATE 17/01/2013

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DATE 17/01/2013
REVISIONS

APPROVED TO PARKING BAYS & STANDING OVERS
 STANDARD PASSENGER CAR 4.8 METRE

| NO. | DATE | DESCRIPTION |
|-----|------------|-------------------|
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| 2 | 17/01/2013 | ISSUED FOR PERMIT |
| 3 | 17/01/2013 | ISSUED FOR PERMIT |
| 4 | 17/01/2013 | ISSUED FOR PERMIT |
| 5 | 17/01/2013 | ISSUED FOR PERMIT |
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| 49 | 17/01/2013 | ISSUED FOR PERMIT |
| 50 | 17/01/2013 | ISSUED FOR PERMIT |



SITE AREA
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 No. 705
 (LOT 1)
 BACCHUS MARSH ROAD

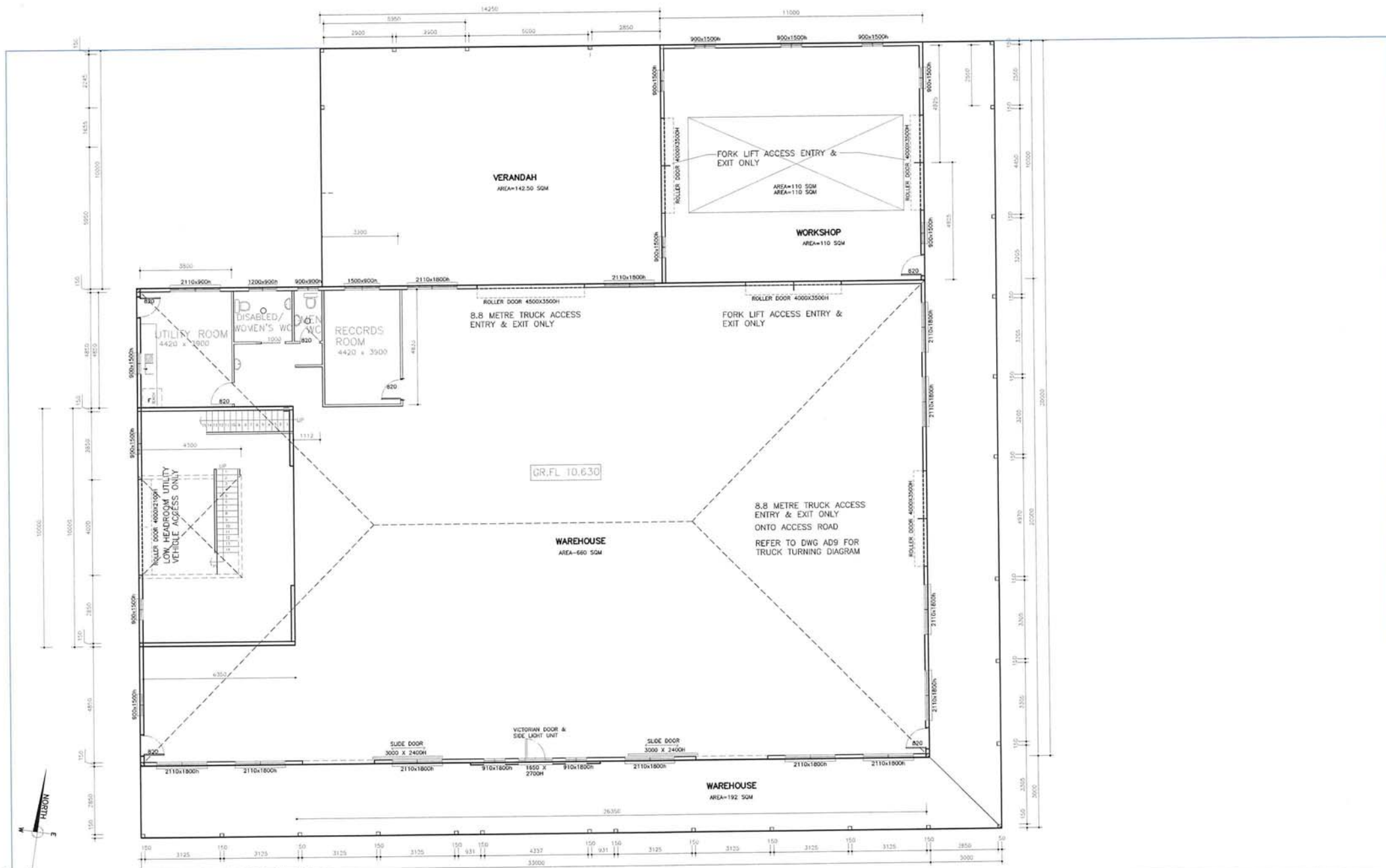
FLOOR FLOOR PLAN

SALGADA MO DESIGNERS PTY LTD
 1, CALMOR COURT, VICTORIA PARK QLD
 PHONE: 0823 784 288

| | |
|--------------|------------------------------------|
| PROJECT: | EXISTING MAIN GATE |
| CLIENT: | 1, CALMOR COURT, VICTORIA PARK QLD |
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| SCALE: | AS SHOWN |
| DESIGNER: | SALGADA MO DESIGNERS PTY LTD |
| APPROVED BY: | [Signature] |

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| SCALE: | AS SHOWN |
| DESIGNER: | SALGADA MO DESIGNERS PTY LTD |
| APPROVED BY: | [Signature] |
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| CLIENT: | 1, CALMOR COURT, VICTORIA PARK QLD |
| DATE: | 12/01/2014 |
| SCALE: | AS SHOWN |
| DESIGNER: | SALGADA MO DESIGNERS PTY LTD |
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ADAPTED TO: TRUCKS
 TURNING SPACE 12.5 METRE RADIUS
 RIGID HEAVY VEHICLE CM 4.8 METRE



GROUND FLOOR PLAN

CACCAMO DESIGNS PTY LTD
BUILDING DESIGNER

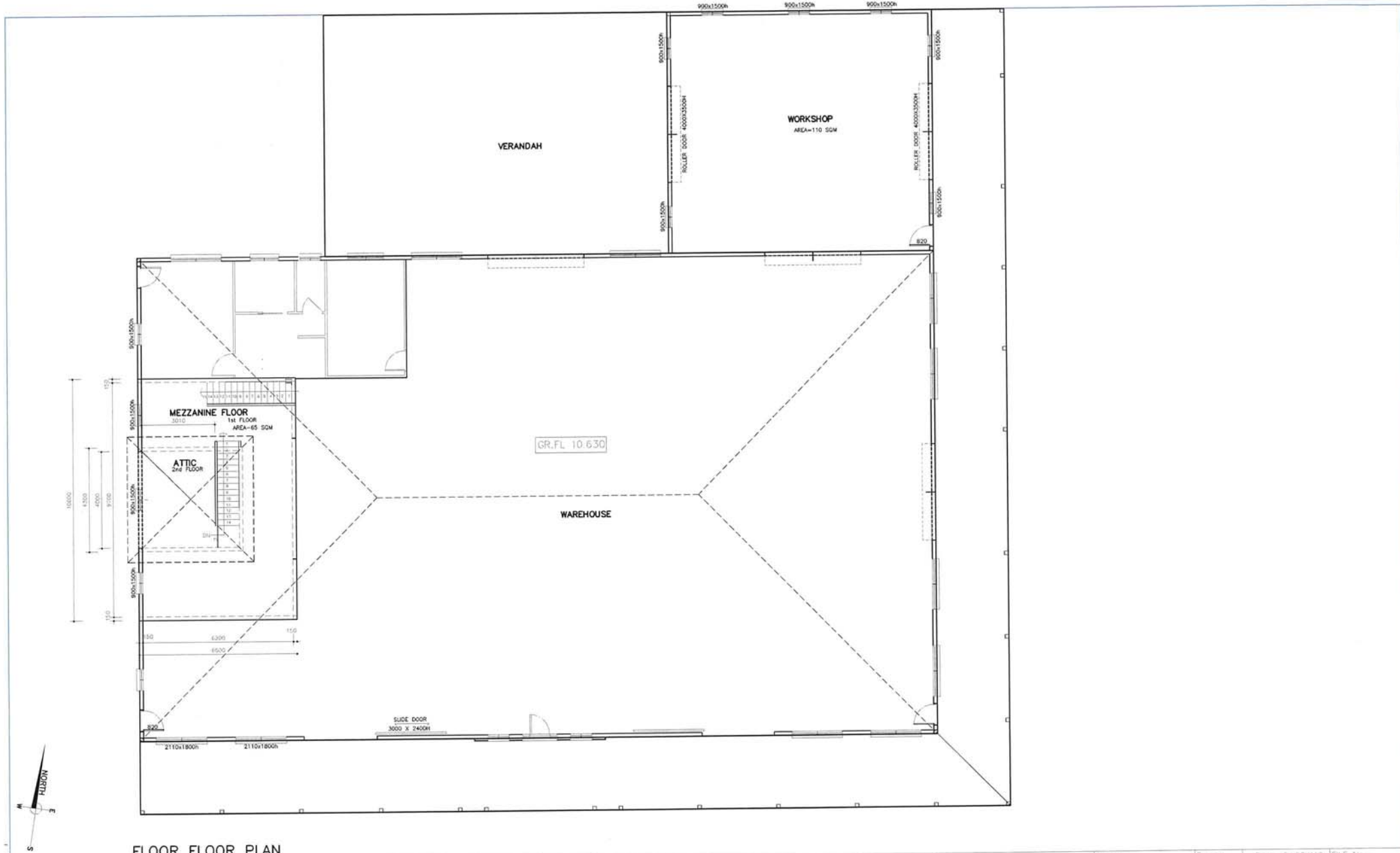
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MOBILE : 0425 789 329

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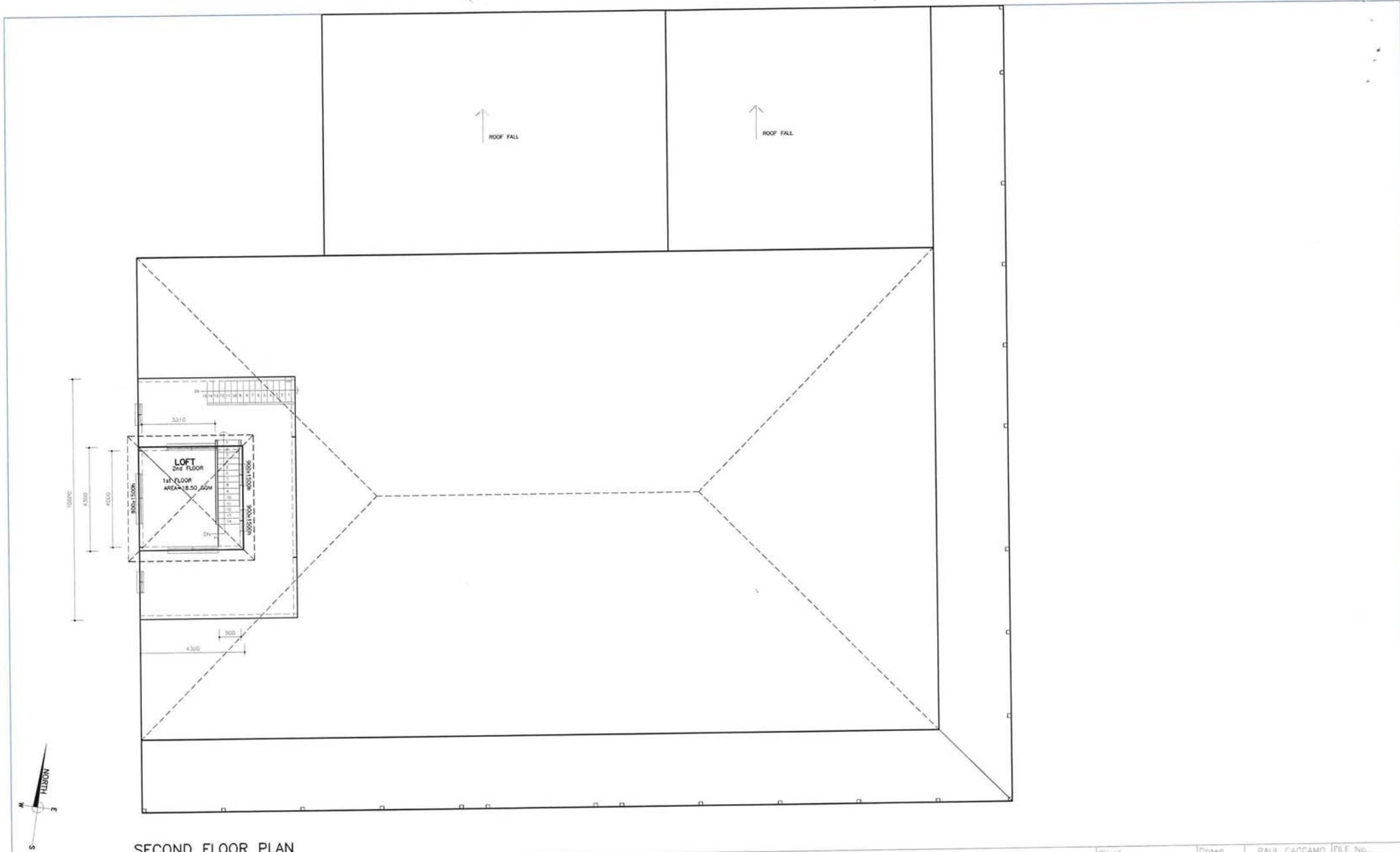
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PROJECT : PROPOSED METAL CLAD
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| SECOND FLOOR PLAN | Rev | | |

Attachment - Item 11.2.3(b)

Bacchus Marsh Road / Flanagans Drive safety concerns

Table of Contents

| | |
|--|-----------|
| Abstract | 3 |
| 1. Introduction | 4 |
| 1.1. Site conditions | 4 |
| 2. Crash history | 5 |
| 2.1. Crash details | 5 |
| 2.2. Crash analysis | 7 |
| 3. Traffic volumes and growth | 8 |
| 3.1. Peak hourly traffic data | 8 |
| 3.2. Historical traffic | 9 |
| 3.3. Turning data | 9 |
| 3.4. Turning analysis | 11 |
| 3.5. Turning impact of development | 12 |
| 3.6. Residential growth | 14 |
| 4. Proposed treatments | 15 |
| 4.1. Do nothing | 15 |
| 4.2. Roundabout | 15 |
| 4.3. Street lighting | 15 |
| 4.4. Turning lane | 15 |
| 4.5. Speed limit/signage adjustment | 16 |
| 4.6. Reflective mirror | 17 |
| 4.7. Ban turning movement I | 17 |
| 5. Recommendation | 18 |
| 6. Endorsement | 18 |
| Appendix A – Turning calculations | 19 |
| Appendix B – Land ownership | 20 |
| Appendix C – Proposed works | 21 |
| Bibliography | 22 |

Figures

| | |
|--|----|
| Figure 1 - Intersection location..... | 4 |
| Figure 2 - Crash map | 5 |
| Figure 3 - Hourly traffic volumes West bound traffic on Bacchus Marsh Road | 8 |
| Figure 4 - Hourly traffic volumes East bound traffic on Bacchus marsh Road | 8 |
| Figure 5 - Historical AADT data for Bacchus Marsh Road | 9 |
| Figure 6 - Existing signage..... | 16 |
| Figure 7 - Land ownership near Flanagans Drive intersection | 20 |

Tables

| | |
|--|----|
| Table 1 - Crash details in vicinity of Flanagans Drive..... | 6 |
| Table 2 - Afternoon traffic count..... | 9 |
| Table 3 - Turning movement diagram | 10 |
| Table 4 - Morning traffic count | 10 |
| Table 5 - Turning movements' afternoon levels of service | 11 |
| Table 6 - Turning movements' morning levels of service..... | 12 |
| Table 7 - Afternoon levels of service with development | 13 |
| Table 8 - Morning levels of service with development | 14 |

Abstract

This document has been prepared to discuss the investigation and possible treatment options for the Flanagans Drive / Bacchus Marsh Road intersection, and Western Highway exits in the vicinity, in light of the proposed speciality hardware development. Crash history has been investigated and found to be minimal, with no serious or fatal crashes in the last 5 years. Turning capacities have been checked and found to be operating at very low saturation, LOS A in all movements; the proposed development is estimated to have little effect on the turning movement capacities. Several proposals are offered to ameliorate poor sight lines and community concern over possible crash danger. The recommendation of this report is to introduce a 'no right turn' sign, move the 60km/h zone signage 100m east and refresh the pavement marking.

1. Introduction

The intersection of Bacchus Marsh Road and Flanagans Drive in Merrimu is the subject site for a new industrial development. The development will build a new construction material stock-yard / sales venue for specialist and recycled timber, brick and steel materials. Local residents are concerned that the development will exacerbate an already problematic stretch of road by adding vehicle movements, including slow moving light and commercial vehicles. This report will follow a numbers based approach to ascertain the impacts that this development is likely to have on the intersection.

The intersection location is shown below (image courtesy of Google Maps):

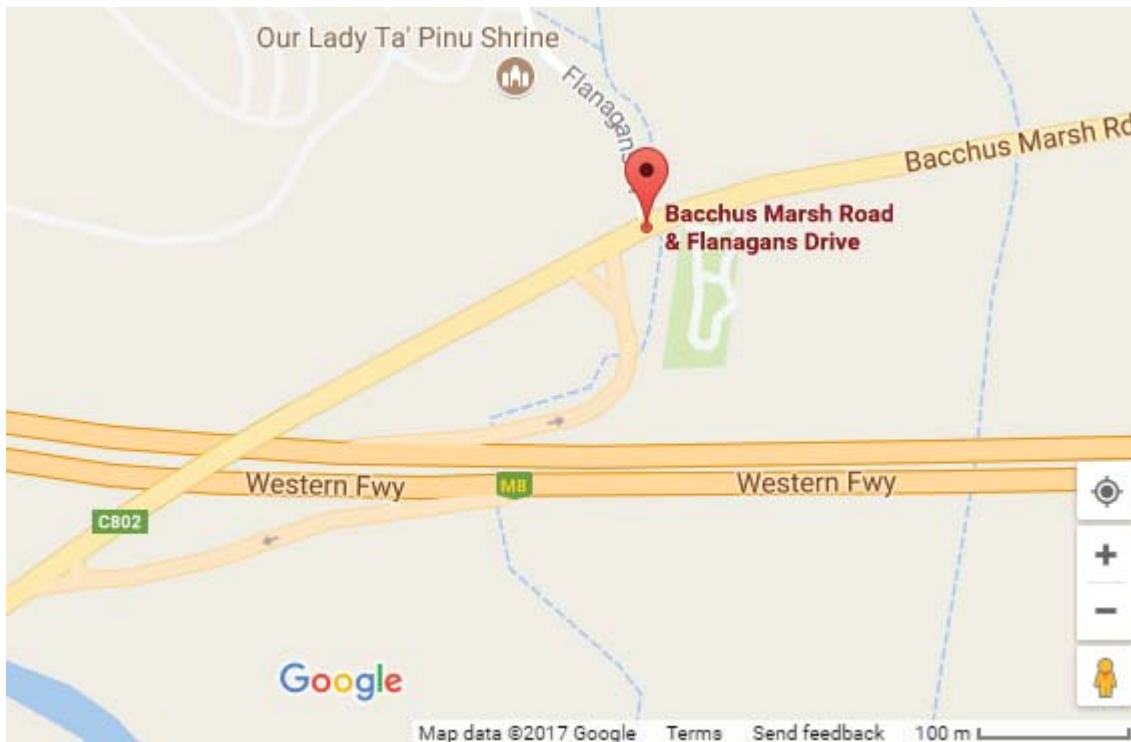


Figure 1 - Intersection location

1.1. Site conditions

The stretch of Bacchus Marsh Road in the vicinity of Flanagans Drive is near two exits from the Western Freeway, both of which are troubled by poor sight lines and narrow lanes (for crash information see section 2). The speed limit on Bacchus Marsh Road is posted at 60km/h west of Flanagans Drive, and 80km/h a short distance east of the intersection; however observations (Wewala, 2017) indicate that the vast majority of drivers exceed this 60km/h speed limit.

2. Crash history

The stretch of road has experienced some minor traffic accidents over the last 5 years. 5 vehicle accidents in which minor injuries were sustained have occurred, with no serious or fatal accidents 500m either side of Flanagans Road occurring from Jan 2012 to Dec 2016. It should be noted that residents have given anecdotal evidence of several near misses especially where the freeway off-ramps meet with Bacchus Marsh Road.

2.1. Crash details

Of the 5 recorded accidents, 3 are recorded as rear-end crashes occurring during daylight hours; only one is recorded to have occurred during dusk and one is also recorded as occurring during the night in the wet. The map below (Figure 2) shows locations for crashes recorded in this vicinity (details in Table 1 following page).

Note that crash #2 occurred when the offending motorist incorrectly tried to enter the freeway exit only ramp, seeming to indicate that the driver was unaware that this was an exit only ramp. It should also be noted that crash #1 occurred during the dark, but also that the crash occurred while attempting to flee from police on an unregistered off-road bike.

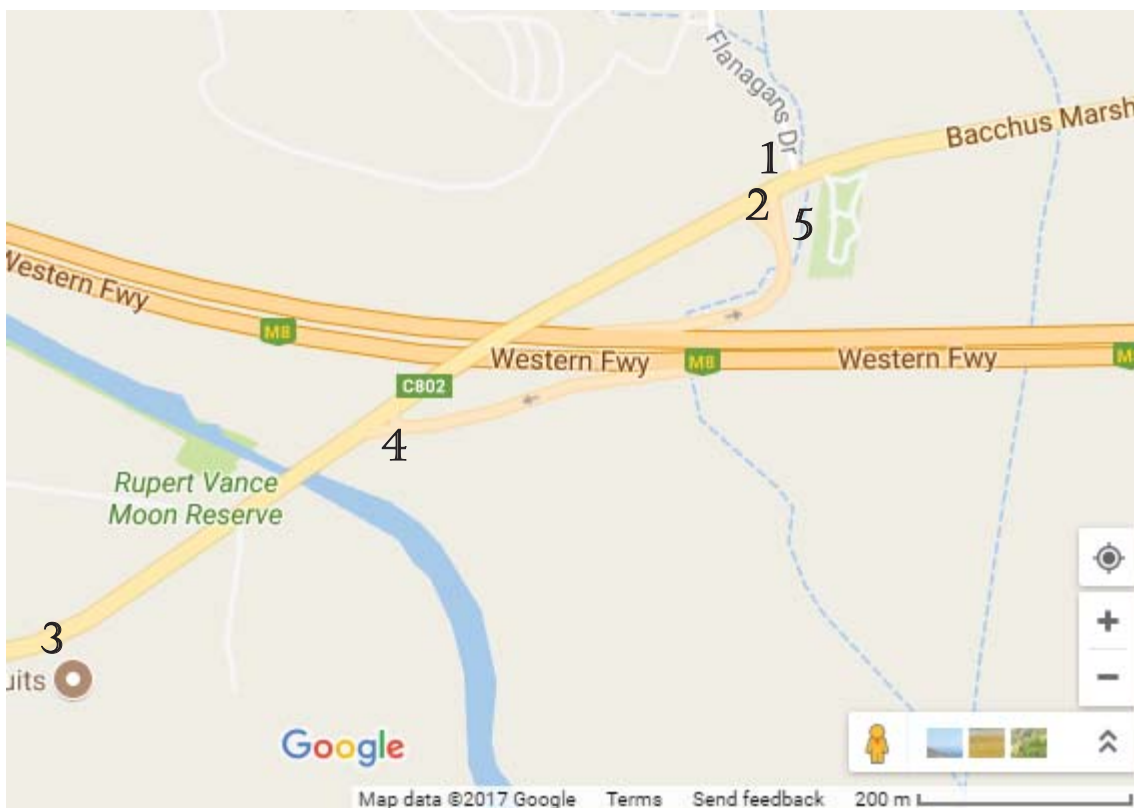


Figure 2 - Crash map

| # | Year | Time | Light | Weather | Type | Location | Description |
|---|------|-------|-------|---------|---------------------------------|------------------------------|---|
| 1 | 2012 | 20:15 | Dark | Wet | Out of control | Flanagans Drive intersection | Off road solo travelling west along Western HWY obs police and accelerated to FROS then slowed and attempted to turn right into Flannagans Drive, hit a pot hole and rider was dislodged. Complained of sore knee and shoulder. AV transported to RMH to be assessed for spinal/neck injuries. |
| 2 | 2013 | 7:36 | Dusk | Dry | Right turn into through traffic | Flanagans Drive intersection | Veh A traveling east on Bacchus Marsh Road, turned in path of Veh B (traveling west). Both vehicles towed, both occupants of Veh A conveyed to Sunshine Hospital (observations); single occupant of Veh B declined AV. |
| 3 | 2014 | 12:10 | Day | Dry | Rear end | Bacchus-Marsh Road | Vehicle 1, Vehicle 2 and Vehicle 3 all travelling east along Bacchus Marsh Rd, Bacchus Marsh. V1 suddenly stopped causing V2 to also suddenly stop. V3 failed to stop in time and collided with the rear of V2. |
| 4 | 2014 | 18:00 | Day | Wet | Rear end | West bound off-ramp | Vehicle 1 slowed to stop at intersection of Western Freeway off-ramp with Bacchus Marsh Road at give way sign. Road wet. Vehicle 2 was travelling behind vehicle 1 and driver used breaks, ABS kicked in and veh 2 collided with rear of stationary vehicle 1. |
| 5 | 2014 | 9:20 | Day | Dry | Rear end | East bound off-ramp | Vehicle 1 was traveling east along the Western highway and taken the exit towards Bacchus Marsh Road/Avenue of Honour, Bacchus Marsh. Just prior to coming to a complete stop, vehicle 2 had collided with the rear of V1. Uncertain of speed of vehicle at time of colision. Both vehicles written off due to damage. Police not in attendance at time. Driver of V1 had slight pain at time of collision but did not make report. |

Table 1 - Crash details in vicinity of Flanagans Drive

2.2. Crash analysis

Only 3 of the accidents previously recorded occur on or around the Flanagans Drive intersection or freeway off-ramp. One of the crashes (#3) is very far removed from the considered area, and the crash that occurred on the west bound exit ramp (#4) seems to have been the result of impatience or lack of concentration by the tailing driver. The three crashes that remain in the vicinity of Flanagans Drive seem to have all been caused by dissimilar circumstances.

Most significant for this report is crash #2 as its repetition may be preventable by implementing some treatment of the intersection.

3. Traffic volumes and growth

The traffic in the vicinity of the subject site is significant, with VicRoads records¹ indicating two-way vehicle volumes as high as 8500 AADT, and around 10% heavy vehicles. Note that the data presented here is from the nearest available traffic count on Bacchus Marsh Road and not directly for the Flanagans Drive² intersection.

3.1. Peak hourly traffic data

It can be seen from the graphs below that the peak periods of the day are typical business commute hours and follow the expected daily peak pattern for weekday travel. The data does also show that there are more vehicles travelling East in the morning (working in Melton) and West in the afternoon, though the trend is not extremely pronounced as would be expected since Bacchus Marsh also offers employment and schooling opportunities.

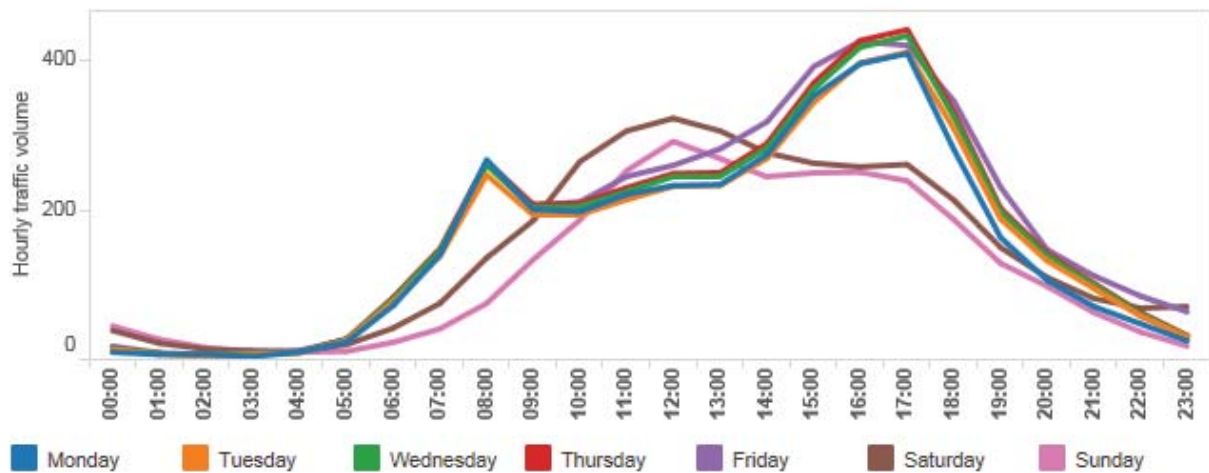


Figure 3 - Hourly traffic volumes West bound traffic on Bacchus Marsh Road

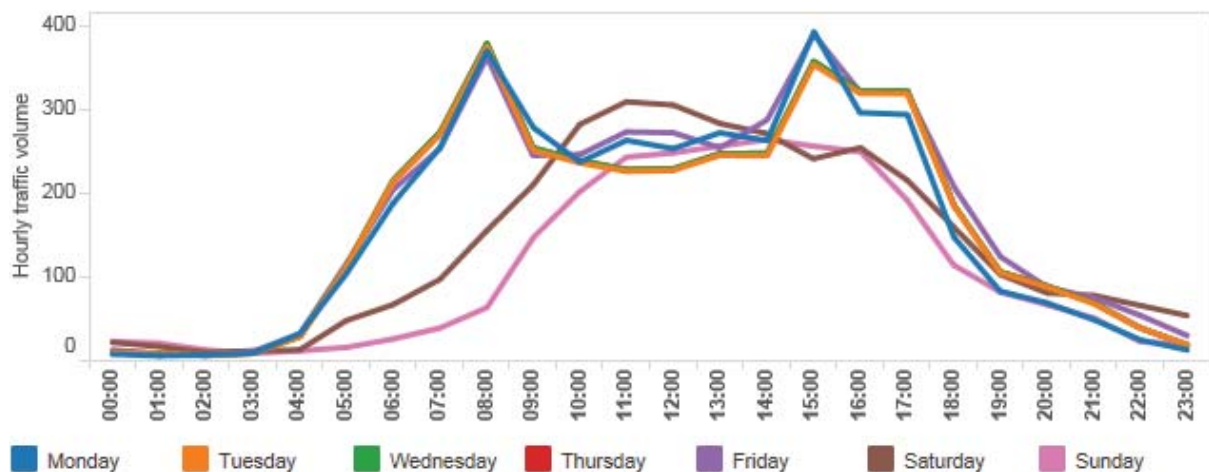


Figure 4 - Hourly traffic volumes East bound traffic on Bacchus Marsh Road

Note that the road still sees significant traffic on Saturdays and Sundays, peaking during lunch times, as expected of typical weekend travel.

¹ Figures Figure 3, Figure 4 and Figure 5 are all sourced from VicRoads' vMap system.

² The stretch of Bacchus Marsh Road for which data has been presented is between Woolpack Road and the Western Highway off-ramp and taken during a school term.

3.2. Historical traffic

Historically, the traffic has not grown significantly over the measured period, with traffic volumes in 2014 being roughly equivalent to their 2001 values, despite some variance in the intervening years. This fluctuation is somewhat to be expected, due to the construction of the Western Freeway

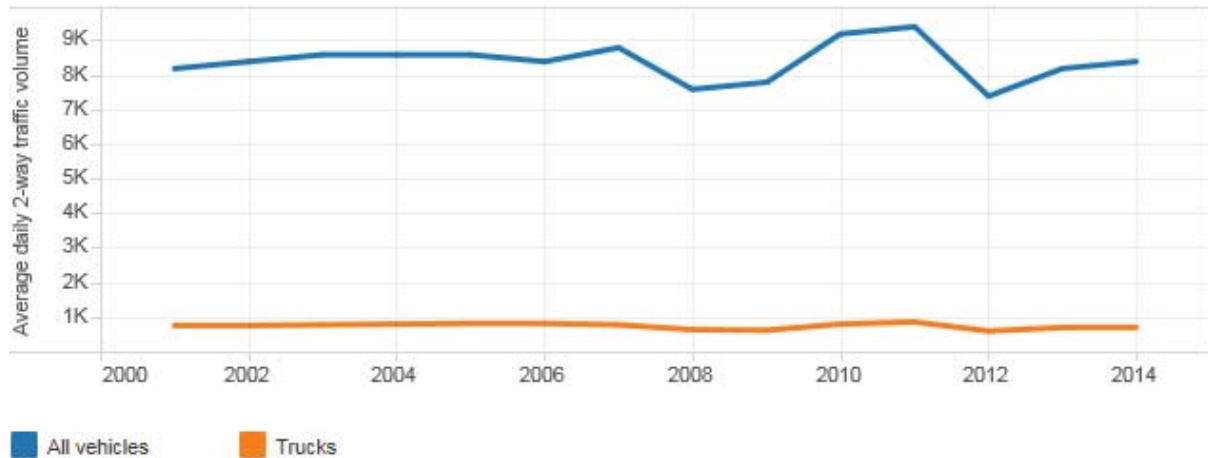


Figure 5 - Historical AADT data for Bacchus Marsh Road

It is worth noting that the heavy vehicle fraction (approximately 10%) has also remained steady, with possibly a small decrease in 2014 compared to 2001.

3.3. Turning data

A site visit was conducted on Thursday the 29th of June 2017 for the purpose of recording the afternoon peak turning traffic movements. A second visit was made on Tuesday the 4th of July to investigate the morning. The turning data was recorded over 2 15 minute intervals during the peak historical traffic period; one data set recorded from 16:20-16:35 and the second from 16:40-16:55. It is noted that the historic through traffic volume east along Bacchus-Marsh Road is consistent with the data recorded during the site visit (movement C) however the volume recorded for the west movement (F) is somewhat smaller than anticipated. Note also that fifteen minute observation periods are consistent with the typical practical period discussed in section 3.2.1 of the Austroads Guide to Traffic Management, Part 3, 2009. Turning movement diagrams are shown on the following page:

| Movement | 16:20-16:35 | | | | | | 16:40-16:55 | | | |
|-----------------|-------------|----|-----|---|---|-----|-------------|----|---|-----|
| | A | B | C | D | E | F | G | H | I | J |
| Cars | 1 | 4 | 112 | 1 | 1 | 38 | 18 | 4 | 2 | 101 |
| Heavy | 0 | 0 | 6 | 0 | 0 | 1 | 1 | 1 | 0 | 1 |
| Cyclists | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Per hour | | | | | | | | | | |
| Cars | 4 | 16 | 448 | 4 | 4 | 152 | 72 | 16 | 8 | 404 |
| Heavy | 0 | 0 | 24 | 0 | 0 | 4 | 4 | 4 | 0 | 4 |
| Cyclists | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 4 | 16 | 472 | 4 | 4 | 156 | 76 | 20 | 8 | 408 |

Table 2 - Afternoon traffic count

Where the values from the above table are used to perform capacity and LOS type calculations, they will be factored up 5% in accordance with the recommendation in the Austroads Guide to Traffic Management on correcting sources of error in manual counts (Appendix A.2).



Table 3 - Turning movement diagram

The following volumes were observed for the morning visit:

| Movement | 08:00-08:15 | | | | | | | | 08:20-08:35 | |
|-----------------|-------------|---|-----|---|---|-----|----|---|-------------|-----|
| | A | B | C | D | E | F | G | H | I | J |
| Cars | 2 | 0 | 46 | 2 | 0 | 34 | 4 | 1 | 0 | 50 |
| Heavy | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 1 | 13 |
| Cyclists | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Per hour | | | | | | | | | | |
| Cars | 8 | 0 | 184 | 8 | 0 | 136 | 16 | 4 | 0 | 200 |
| Heavy | 0 | 0 | 24 | 0 | 0 | 0 | 0 | 0 | 4 | 52 |
| Cyclists | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 8 | 0 | 208 | 8 | 0 | 136 | 16 | 4 | 4 | 252 |

Table 4 - Morning traffic count

These volumes are significantly smaller than the historical volume shown in Figure 4, possibly due to the observation taking place during a school holiday period. To adjust for this, the figures will be increased to 200% of their measured value (excepting heavy vehicles) to account for school holiday volume deficiency. As with the afternoon count, all values will be increased and rounded up by an additional 5% to account for possible manual counting error.

Considering that the peak period may be slightly after the observed time, a second 5 minute count was taken between 08:35 and 08:40, which confirmed the same vehicle volume rate as the earlier count, indicating that a later peak was not missed.

3.4. Turning analysis

The following table is offered showing the level of service provided for the turning movements shown in Table 3 for the afternoon volumes measured. Note that priority 1 turning movements, such as turning left from the major road into the minor road, are not shown as there is no conflict for their movement. For full calculations see Appendix A.

| | A | D | E | G | H | I | J | Units |
|-----------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Priority stream flow | 548 | 704 | 548 | 628 | 160 | 640 | 176 | veh/h |
| Minor stream flow | 4 | 4 | 4 | 76 | 20 | 8 | 408 | veh/h |
| Factored up flow | 576 | 740 | 576 | 660 | 168 | 672 | 185 | veh/h |
| Factored up flow | 5 | 5 | 5 | 80 | 21 | 9 | 429 | veh/h |
| | | | | | | | | |
| Critical accepted gap | 6.210 | 7.110 | 4.110 | 7.163 | 6.410 | 7.120 | 6.220 | s |
| Follow up gap | 3.300 | 3.500 | 2.200 | 3.547 | 3.480 | 3.500 | 3.309 | s |
| | | | | | | | | |
| Capacity | 519 | 334 | 1005 | 371 | 830 | 370 | 859 | veh/h |
| Saturation | 1% | 1% | 0% | 22% | 3% | 2% | 50% | |
| Level of Service | A | A | A | A | A | A | A | |
| Percentage delayed | 63% | 77% | 48% | 73% | 26% | 74% | 27% | |
| | | | | | | | | |
| tcbase | 6.2 | 7.1 | 4.1 | 7.1 | 6.2 | 7.1 | 6.2 | s |
| tfbase | 3.3 | 3.5 | 2.2 | 3.5 | 3.3 | 3.5 | 3.3 | s |
| tcHV | 1 | 1 | 1 | 1 | 1 | 1 | 1 | s |
| tf,HV | 0.9 | 0.9 | 0.9 | 0.9 | 0.9 | 0.9 | 0.9 | s |
| PHV | 0 | 0 | 0 | 0.05 | 0.2 | 0 | 0.01 | |
| tcG | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 | s |
| G | 0.05 | 0.05 | 0.05 | 0.05 | 0.05 | 0.1 | 0.05 | |
| tcT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | s |
| t3LT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | s |

Table 5 - Turning movements' afternoon levels of service

It can be seen in Table 5 that most of the turning movements in the vicinity of Flanagans Drive are operating at extremely low degrees of saturation; all turning movements are operating at level of service A and the only turning movement with more than a quarter of its capacity used is the left turn movement J, from the west bound freeway exit.

The following table shows the level of service provided for the turning movements shown in Table 3 for the morning volumes measured, and adjusted to reflect school period traffic:

| | A | D | E | G | H | I | J | Units |
|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Priority stream flow | 424 | 696 | 424 | 664 | 272 | 672 | 280 | veh/h |
| Minor stream flow | 16 | 16 | 0 | 32 | 8 | 5 | 408 | veh/h |
| Factored up flow | 446 | 731 | 446 | 698 | 286 | 706 | 294 | veh/h |
| Factored up flow | 17 | 17 | 0 | 34 | 9 | 6 | 429 | veh/h |
| Critical accepted gap | | | | | | | | |
| Critical accepted gap | 6.210 | 7.110 | 4.110 | 7.110 | 6.210 | 8.120 | 6.325 | s |
| Followup gap | | | | | | | | |
| Followup gap | 3.300 | 3.500 | 2.200 | 3.500 | 3.300 | 4.400 | 3.404 | s |
| Capacity | | | | | | | | |
| Capacity | 615 | 339 | 1123 | 356 | 757 | 248 | 722 | veh/h |
| Saturation | | | | | | | | |
| Saturation | 3% | 5% | 0% | 10% | 1% | 2% | 59% | |
| Level of Service | | | | | | | | |
| Level of Service | A | A | A | A | A | A | A | |
| Percentage delayed | | | | | | | | |
| Percentage delayed | 54% | 76% | 40% | 75% | 39% | 80% | 40% | |
| tc,x | | | | | | | | |
| tc,x | 6.210 | 7.110 | 4.110 | 7.110 | 6.210 | 8.120 | 6.325 | s |
| tf,x | | | | | | | | |
| tf,x | 3.300 | 3.500 | 2.200 | 3.500 | 3.300 | 4.400 | 3.404 | s |
| tcbase | | | | | | | | |
| tcbase | 6.2 | 7.1 | 4.1 | 7.1 | 6.2 | 7.1 | 6.2 | s |
| tfbase | | | | | | | | |
| tfbase | 3.3 | 3.5 | 2.2 | 3.5 | 3.3 | 3.5 | 3.3 | s |
| tcHV | | | | | | | | |
| tcHV | 1 | 1 | 1 | 1 | 1 | 1 | 1 | s |
| tf,HV | | | | | | | | |
| tf,HV | 0.9 | 0.9 | 0.9 | 0.9 | 0.9 | 0.9 | 0.9 | s |
| PHV | | | | | | | | |
| PHV | 0 | 0 | 0 | 0.00 | 0 | 1 | 0.12 | |
| tcG | | | | | | | | |
| tcG | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 | s |
| G | | | | | | | | |
| G | 0.05 | 0.05 | 0.05 | 0.05 | 0.05 | 0.1 | 0.05 | |
| tcT | | | | | | | | |
| tcT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | s |
| t3LT | | | | | | | | |
| t3LT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | s |

Table 6 - Turning movements' morning levels of service

Again, with the assumptions made, the level of service for all turning movements is A, and again, movement J is the most used, though still offers fine service.

3.5. Turning impact of development

The proposed development on the corner of Flanagans Drive and Bacchus Marsh Road will introduce extra turning movements into and out of Flanagans Drive, namely turning movements A, B, D, E and also G (Table 3). According to a report on traffic generated by developments (NSW Transport Road and Maritime Services, 2013), major hardware and building supply stores can generate up to 33 vehicle movements per day per $100m^2$ of gross floor area, including 2 heavy vehicles. The peak hour contribution to these vehicle movements is estimated as 4.2 vehicles per $100m^2$ of gross floor area. The proposed building area for the hardware store is $770m^2$, so it can be estimated that the additional traffic generated will be $\frac{770}{100} \times 4.2 = 33veh.h^{-1}$ in peak periods, to and from the site, with 2 heavy vehicle movements to and from the site contained in that sample. The extra vehicles will be distributed over the existing movements proportionally to see the effect on intersection level of service. Traffic visiting the subject site via Flanagans Drive and returning without interacting with the intersection will be conservatively taken to be zero.

| | A | D | E | G | H | I | J | Units |
|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Priority stream flow | 548 | 719 | 590 | 670 | 177 | 669 | 197 | veh/h |
| Minor stream flow | 4 | 4 | 4 | 76 | 20 | 8 | 408 | veh/h |
| Development adds | 16 | 16 | 7 | 3 | 0 | 1 | 0 | veh/h |
| HV Dev. Adds | 1 | 1 | 0 | 0 | 0 | 0 | 0 | veh/h |
| Factored up flow | 576 | 755 | 620 | 704 | 186 | 703 | 207 | veh/h |
| Factored up flow | 22 | 22 | 12 | 83 | 21 | 10 | 429 | veh/h |
| | | | | | | | | |
| Critical accepted gap | 6.255 | 7.155 | 4.110 | 7.163 | 6.410 | 7.120 | 6.220 | s |
| Followup gap | 3.341 | 3.541 | 2.200 | 3.547 | 3.480 | 3.500 | 3.309 | s |
| With new development traffic | | | | | | | | |
| Capacity | 511 | 321 | 968 | 346 | 811 | 353 | 835 | veh/h |
| Saturation | 4% | 7% | 1% | 24% | 3% | 3% | 51% | |
| Level of Service | A | A | A | A | A | A | A | |
| Percentage delayed | 63% | 78% | 51% | 75% | 28% | 75% | 30% | |
| Previous case | | | | | | | | |
| Capacity | 519 | 334 | 1005 | 371 | 830 | 370 | 859 | veh/h |
| Saturation | 1% | 1% | 0% | 22% | 3% | 2% | 50% | |
| Level of Service | A | A | A | A | A | A | A | |
| Percentage delayed | 63% | 77% | 48% | 73% | 26% | 74% | 27% | |

Table 7 - Afternoon levels of service with development

It can be seen that the morning peak levels of service have not varied at all, with only minor increases in saturation and minimal changes to capacity.

| | A | D | E | G | H | I | J | Units |
|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Priority stream flow | 424 | 705 | 453 | 671 | 305 | 699 | 313 | veh/h |
| Minor stream flow | 16 | 16 | 0 | 32 | 8 | 5 | 408 | veh/h |
| Development adds | 16 | 16 | 7 | 2 | 0 | 0 | 0 | veh/h |
| HV Dev. Adds | 1 | 1 | 0 | 0 | 0 | 0 | 0 | veh/h |
| Factored up flow | 446 | 741 | 476 | 705 | 321 | 734 | 329 | veh/h |
| Factored up flow | 34 | 34 | 7 | 36 | 9 | 6 | 429 | veh/h |
| Critical accepted gap | | | | | | | | |
| Critical accepted gap | 6.210 | 7.110 | 4.110 | 7.110 | 6.210 | 8.120 | 6.325 | s |
| Followup gap | | | | | | | | |
| Followup gap | 3.300 | 3.500 | 2.200 | 3.500 | 3.300 | 4.400 | 3.404 | s |
| With new development traffic | | | | | | | | |
| Capacity | 615 | 333 | 1095 | 353 | 723 | 236 | 690 | veh/h |
| Saturation | 6% | 10% | 1% | 10% | 1% | 3% | 62% | |
| Level of Service | A | A | A | A | A | A | B | |
| Percentage delayed | 54% | 77% | 42% | 75% | 43% | 81% | 44% | |
| Previous case | | | | | | | | |
| Capacity | 615 | 339 | 1123 | 356 | 757 | 248 | 722 | veh/h |
| Saturation | 3% | 5% | 0% | 10% | 1% | 2% | 59% | |
| Level of Service | A | A | A | A | A | A | A | |
| Percentage delayed | 54% | 76% | 40% | 75% | 39% | 80% | 40% | |

Table 8 - Morning levels of service with development

Similar to the afternoon case, the above table for the morning peak hour shows that the development will not change the level of service for the majority of legs; with a slight shift from 59% to 62% capacity and from LOS A to B for turning movement J.

3.6. Residential growth

Flanagans Drive is central to a 1230ha zone flagged as having the potential for transformation into a residential precinct in the medium to long term (Moorabool Shire Council, 2017). Such a transformation would place significant stress on the Flanagans Drive intersection and increase the number of vehicle movements into and out-of that location. However the development of the precinct is contingent on the construction of the Bacchus Marsh east-link, which is to be delivered with assistance from developer contributions (Moorabool Shire Council, 2017). It is recommended that the safety and capacity issues at the Flanagans Drive intersection be reinvestigated prior to any formal approval of residential developments in the precinct, and that the proposed link road treatment be factored into this future investigation.

Note also that a previous proposal for a residential development mandated the upgrade of the Flanagans Drive intersection to include a roundabout due to the additional traffic volumes that the development would generate. It is probable that any substantial future developments may again require a robust treatment such as a roundabout at this location, delivered with assistance from developer contributions. Since it is unknown how the use of Flanagans Drive will change as the east-link plan develops and the residential precinct comes to fruition, it is also recommended that any treatments of the current intersection conditions avoid works that may need to be demolished in the medium to long term.

4. Proposed treatments

A number of treatments have been proposed for this intersection to improve the safety or control motorist behaviour. Each of the following options will be discussed and a recommendation will be made below.

4.1. Do nothing

The do nothing case is presented here to discuss the current problems with the intersection and the consequences of taking no action; it serves as a comparison point for the other options.

Doing nothing ignores the problem with existing sight lines being quite bad especially around turns I and G (Table 3), and to a lesser extent H and J. From the point of view of turning and lane capacity, doing nothing is appropriate, as the capacities are fine at present, and will continue to be fine with the introduction of a new construction supply facility. Obviously the immediate cost of doing nothing is zero, however the risk cost associated with potential severe accidents, especially for movement G, is significant (due to the low volumes of movement, I has a lower risk despite also having poor sight lines).

4.2. Roundabout

Installing a roundabout has been proposed as a solution which would address all of the concerns around the Flanagans Drive intersection, and would possibly introduce some control towards the west direction Western Highway exit by calming traffic past this point. However the construction of a new roundabout would be very expensive and many of the benefits provided by roundabouts would not be realised until the residential precinct to the north develops. The roundabout would currently offer no improvement in turning capacities, and only accidents 2 and 5 (Figure 2) could have conceivably been prevented by the introduction of a roundabout. Construction of a single lane roundabout at this stage may be premature, as treatments to accommodate the east-link may require additional lanes, traffic signals or other works that would require ripping up this new infrastructure.

4.3. Street lighting

Street lighting has been considered as a means of improving visibility of the intersection at night, and the residents have supported this idea as a second choice following a roundabout. It is difficult to be certain of a benefit that street lighting may provide however, as only one accident has occurred during low light conditions (excepting the illegal motorcyclist that hit a pot-hole) at the intersection in the past 5 years. This accident (#2 in Table 1) seems to have occurred when one driver travelling east incorrectly viewed the freeway exit ramp as an on-ramp and attempted to make an illegal turn into the lane; and this type of error may be prevented by street lighting at night. However it is noted that during the traffic counts, at least one vehicle was observed trying to make the same movement during the day, which again calls into question the improvement that street lighting can offer. Additionally, the location of lighting may need to be moved in a few years if developments to the north require other works at this intersection.

4.4. Turning lane

The only location at which a turning lane may offer any improvement would be turning movement E, however this option is ruled out due to the present functioning capacity of turning movement E and the fact that introducing a turning lane here would make the sight lines for movement G even worse.

4.5. Speed limit/signage adjustment

One of the considerations is that may offer a low cost and beneficial alternative to infrastructure treatments may lie in adjusting signage around the vicinity of Flanagans Drive.

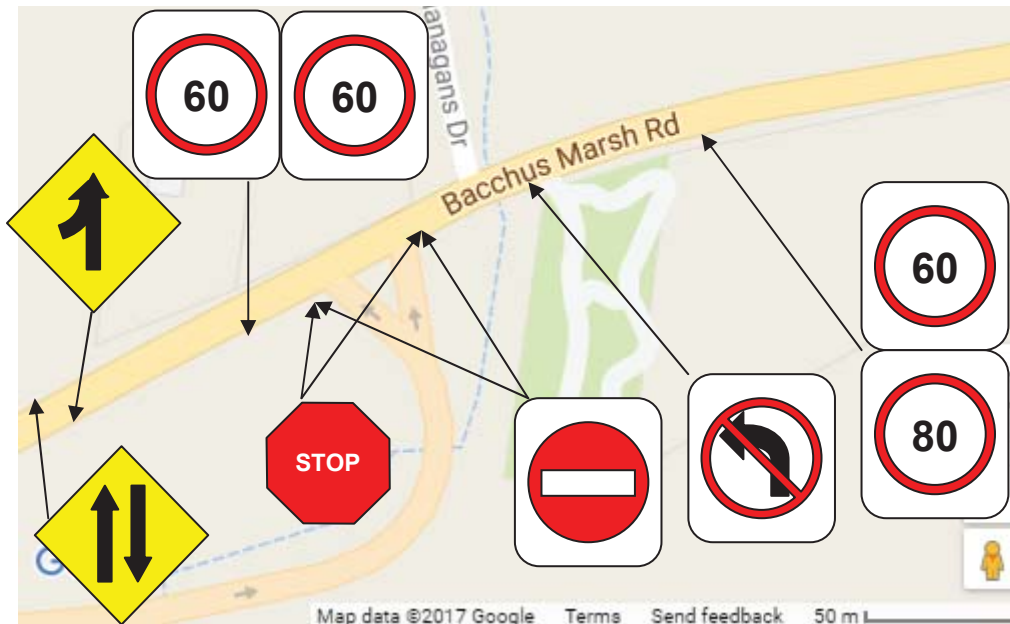


Figure 6 - Existing signage

Adding any signage alone may cause additional problems, as driver information overload may occur, but with the adjustment of some signage, gains could be made. It is noted that **no** 'no right turn' signage is present warning drivers travelling east that the exit ramp is not trafficable from their direction, possibly contributing to accident #2. Additionally, while Flanagans Drive intersection is technically a 60 zone, the enforceable 60 zone (second 60 sign) does not begin for vehicles travelling west until they are past the freeway exit ramps.

Replacing the west-most 60 zone sign (facing west) with a 'no right turn' sign (facing west) and installing a new 60 sign (facing east) 100m east of the existing 60/80 signage could help to inform drivers of the forbidden traffic movement, while also encouraging traffic to slow to 60km/h before reaching the intersection, rather than while passing it. It would also be prudent to install a new set of 60 signs (facing west) on the bridge exit (east side) to remind drivers of the speed zone (no zone change).

The signage change would have a small initial cost, but would add seconds to driver commute; if only the west bound traffic is slowed in this way the cost in minutes per year per vehicle would be:

$$TimeLost = AADT_{west} \times \frac{Dist}{\Delta_{speed}}$$

$$TimeLost = \frac{365days}{1year} \times \frac{5workdays}{7days} \times \frac{0.1km}{(80km.h^{-1} - 60km.h^{-1})} \times \frac{60min}{1hour}$$

$$TimeLost = 78mins.veh^{-1}.year^{-1}$$

Which is not a very significant quantity per vehicle, roughly 20 seconds per day, but given than 4500 vehicles travel west on this stretch of road per day, the economic cost to the road as a whole is nearly 6000 hours per year.

Coupled with a repainting of existing stop lines and other linework around the intersection, this option may be both economical and beneficial. See Appendix C for the proposed treatments.

4.6. Reflective mirror

Adding a reflective mirror opposite the intersection for turning movement G may aid motorists in judging the presence of acceptable gaps and ameliorate the poor visibility. The initial cost of installing a reflective mirror would be low cost; however these traffic aids are often subject to vandalism, and may attract ongoing costs, or cease to be beneficial if not maintained. Additionally, people have been shown to judge distances viewed in convex mirrors inaccurately (Higashiyama et al., 2001), and this can introduce problems negotiating intersections safely.

4.7. Ban turning movement I

A brief discussion is offered here of possibly banning turning movement I. The possible advantage of this is to eliminate a turn with very bad sight lines and very small traffic volume, however as heavy vehicles use this turn in a significant fraction, and since there are no acceptable places for a heavy vehicle to perform a U turn on Bacchus Marsh Road, the option is not feasible. It was noticed that heavy vehicles do not suffer the sight line issues as significantly due to the elevated driver position, and are more visible to vehicles travelling west over the bridge, so a possible ban of that turning movement excepting heavy vehicles could also be considered; light vehicles have less trouble performing a U turn at a number of sites along Bacchus Marsh Road, and due to low volumes making this turn, may not be significantly problematic.

5. Recommendation

It is recommended that the signage changes and repainting of pavement marking recommended in section 4.5 be adopted as the preferred treatment option. With the addition of the 'No right turn' signage and the movement of the 60km/h zone, drivers negotiating the intersection will be exposed to less risk and will be better informed than in the current condition of the road. As developments continue along Flanagans Drive and other road network changes occur, the crash history and AADT for this section of road should continue to be monitored to see if the recommended changes are producing the desired effect, and to identify the point at which a more robust upgrade of the intersection is warranted.

6. Endorsement

The recommendation of this report has the endorsement of the VicRoads officer named below:

Name

Ben Anderson

Signature

[Handwritten Signature]

Date

1/8/17

Appendix A – Turning calculations

In order to analyse the turning movements to determine the degree of saturation, average delays and level of service, it is necessary to determine the critical headway and follow up headway; this will be done in accordance with the method outlined in section 6.1.2 of the Austroads Guide to Traffic Management, Part 3, 2009. The following formulas are offered:

$$t_{c,x} = t_{c,base} + t_{c,HV}PHV + t_{c,G}G - t_{c,T} - t_{3,LT}$$

$$t_{f,x} = t_{f,base} + t_{f,HV}PHV$$

Where $t_{c,x}$ is the critical headway for movement x (s),
 $t_{c,base}$ is the critical headway base from table 6.2 Austroads guide (s),
 $t_{c,HV}$ is the adjustment factor for heavy vehicles taken here as 1.0 (s),
 PHV is the proportion of heavy vehicles for the minor movement,
 $t_{c,G}$ is the adjustment factor for grade, conservatively taken here as 0.2 (s),
 G is the percent grade divided by 100, which for this flat area will be taken conservatively as 0.05,
 $t_{c,T}$ is the adjustment factor for two-stage gap acceptance process, conservatively taken as 0.0 (s),
 $t_{3,LT}$ is the adjustment factor for intersection geometry, conservatively taken as 0.0 (s),
 $t_{f,x}$ is the follow-up time for minor movement x (s),
 $t_{f,base}$ is follow-up time base from table 6.2 Austroads guide (s),
 $t_{f,HV}$ is the adjustment factor for heavy vehicles, taken here as 1.0 (s),
 and PHV is the proportion of heavy vehicles for minor movement.

The critical headway for movement H can be calculated as:

$$t_{c,H} = 6.2 + 1 \times \frac{4}{20} + 0.2 \times 0.05 - 0.0 - 0.0 = 6.41s$$

And the follow-up headway is:

$$t_{f,H} = 3.3 + 1.0 \times \frac{4}{20} = 3.48s$$

The capacity for each movement in veh/h (C_x) will be given by:

$$C_x = q_p \left(\frac{e^{-q_p t_{c,x}}}{1 - e^{-q_p t_{f,x}}} \right) \times 3600$$

Where q_p is the priority flow rate which the design turn must cross in veh/s, and e is the natural exponent.

Since turning movement H must turn into movement F, q_p can be taken as $168veh.h^{-1}$ or $0.0466veh.s^{-1}$ (factored up 5% and rounded up to the nearest whole vehicle):

$$C_H = 0.0466 \times \left(\frac{e^{-0.0466 \times 6.41}}{1 - e^{-0.0466 \times 3.48}} \right) \times 3600 = 830veh.h^{-1}$$

The degree of saturation can be found as the ratio of the traffic volume to the capacity:

$$\frac{21}{830} = 3\%$$

Any degree of saturation less than 60% is considered level of service A (Akcelik, 2009).

The proportion of vehicles delayed can be given by:

$$D_H = 1 - e^{-q_p t_{c,x}} = 1 - e^{-0.0466 \times 6.41} = 26\%$$

Appendix B – Land ownership

With the exception of the cemetery (located between the green and red fields at the top of Figure 7 below), VicRoads owns all of the land south of Bacchus Marsh Road in the vicinity of Flanagans Drive. The public acquisition overlay on the north side of Bacchus Marsh Road is located over undeveloped land.

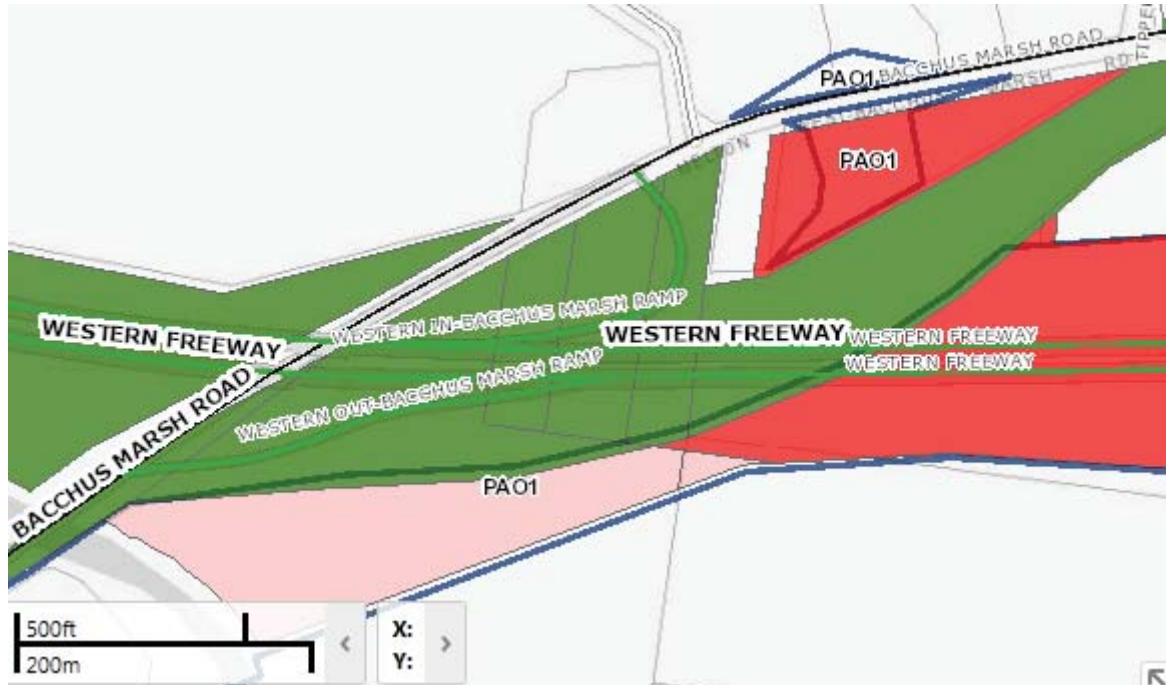


Figure 7 - Land ownership near Flanagans Drive intersection

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11.3 SOCIAL AND ORGANISATIONAL DEVELOPMENT

11.3.1 Basketball Fee Review

Introduction

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

The purpose of this report is to recommend that the Council adopt the outcomes of a review into Basketball Fees at the Bacchus Marsh Leisure Centre.

Background

At the Ordinary meeting of the Council held on the 9 July 2017, it was resolved: 'that Council provide a further report on Basketball Association fees, including a comparison and analysis of fees in other shires and an assessment of affordability'.

To assist with and expedite the review of Basketball Fees, Insight Leisure Planning were engaged to prepare an comparison of basketball fees at other facilities with those applied at the Bacchus Marsh Leisure Centre and prepare a brief report with an overall assessment of where Council sits in relation to its current fees.

The work involved the following:

- Benchmarking similar sized facilities for both community casual court hire and association charges.
- Benchmarking service levels provided by Councils. I.e. what do associations receive for the fees paid? E.g. cleaning, competition organisation.
- Comparison of Moorabool charges with other Councils.
- Comparison of the fee structure of other Associations and Bacchus Marsh Basketball Association. I.e. registration and insurance costs, what they charge participants/teams. Is there any admission fees on top of court hire? Who collects and retains this fee?
- Description of the type of agreements/tenancy arrangements in place at various facilities.

Council assumed responsibility for the direct management of the Moorabool Leisure Facilities on 30 June 2017. Council is managing use of the court space at the centre via Licence Agreements with user groups. During the Licence Agreement discussions with the BMBA, concerns were raised regarding the fee structure for court hire at the Centre and how fees are levied for sports using indoor facilities in comparison to sports using outdoor facilities.

The Council adopted the Recreation Reserve Management Framework in 2016 inclusive of a Recreation Reserve Fees and Charges Policy. This policy establishes the charging rationale for recreation reserves but does not include indoor facilities.

The Fees and Charges Policy relating to outdoor facilities is based around Council recouping approximately 10 percent of maintenance costs at each facility from the permanent user groups.

Fees and Charges for indoor facility users have previously been included within the Leisure Services Contract with the contractor submitting the fees annually to Council for approval. In the past fees have generally been based on a full cost recovery model.

Discussions have been held with representatives of the Bacchus Marsh Basketball Association (BMBA) through their solicitor in relation to a draft user agreement for the Stadium. The Solicitor on behalf of the BMBA has written two letters to Council.

The initial letter from the Lawyers dated the 21 July 2017 indicated that the BMBA requested four amendments to the draft agreement as follows:

- 'the license fee is payable on demand by issue of a monthly invoice in arrears'
- 'the monthly invoice will be calculated based on the license fee and actual time booked'
- 'license period to terminate on the 10 October 2017'
- The Lawyers also sought the insertion of a new clause with "booking arrangements – the parties agree to adhere (sic) the booking arrangements as set out in the schedule".

The Lawyers also advised that the association had 'operated at a loss under the previous committee which is not sustainable'. The Lawyer requested details from Council regarding the operational costs for the premises so that the BMBA could 'perform the proper due diligence and feasibility study'.

Officers included the suggested amendments into the final draft agreement and arranged a meeting with the BMBA to finalise signing. At the subsequent meeting, the issue regarding court hire fees was raised by the association who advised that they would not sign the agreement with the current fee structure. Officers advised that the Court Hire Review had commenced with a report to be presented to the Ordinary Meeting of Council in October.

Staff advised the BMBA representatives that the current fee structure would remain in place until the fee review is completed and the Council considers the outcomes of the fee review. The association were requested to formally write to Council outlining their concerns and issues with the agreement and fee structure.

The second letter from the BMBA Lawyer dated the 25 August 2017 outlined the association's requirements and conditions as follows:

- “We reiterate our clients position that the current proposed license agreement is not financially viable for our client as that would cause our client to either operate at a loss or alternative (sic) increase membership fees which is in some cases is already two to three times higher than other sports clubs”
- “Additionally, there is very little incentive for our client to enter into the proposed license agreement either by way of discounted venue hire or other benefits such as operating the existing canteen”
- “We understand that the Council has only recently taken over management and operation of the facility and this was done on the basis that it would reduce the cost to Council by over \$200,000 per annum. It is our client's view that, as one of the major users of the facility and being a not-for-profit sports association aimed at providing a service to the youth of our community, Council should supplement and lend assistance where it can”.
- “It is not our client's position that the Council should run at a loss, however it was made clear at the meeting that Council, at this stage does not know what the actually (sic) running costs of the facility are and are not in apposition to provide our client with an updated 2017/2018 budget”
- “In addition to the above, our client would work together with Council to promote the canteen with the aim to increase revenue which Council can utilise to offsets the costs of operating the facility.”
- “Our client would also offer to upgrade the seating and common area on the condition that during VJBL game nights, a VJBL representative be allowed to remain at the counter to collect the entry fee”

Proposal

The BMBA has submitted the following fee proposal;

1. A flat rate court hire of \$25 per hour for both training and game days.
2. No out of hour's charges.
3. Continue the rate of \$41-00 per hour for Victorian Junior Basketball League (VJBL) games.
4. All savings will be passed directly on to BMBA members with full recognition of Councils contribution.
5. Allow the BMBA to sell merchandise (e.g. Bags, Hats, socks, balls etc.) at the canteen.
6. The agreement would be for a period of 12 months to allow Council the opportunity to ascertain full operational costs of the facility and then fees will then be assessed to ensure a tenable position for both parties.

The fees and charges contained in the Council's fee schedule adopted as part of the budget and reflected in the draft License Agreement with the BMBA for use of the Bacchus Marsh Leisure Centre have been assessed in relation to the current BMBA court bookings.

The current fees are:

- Peak (competition) \$40.30
- Off-peak \$34.50
- Training \$21.30

An analysis has been undertaken to compare the current fees with the fee proposal submitted by the Association to determine the financial impact for Council.

| Month | Council Invoice total | BMBA Proposal | Difference |
|-------------|-----------------------|--------------------|--------------------|
| July** | \$5,362.05 | \$4,111.50 | -\$1,250.55 |
| August | \$9,157.88 | \$6,748.00 | -\$2,409.88 |
| September** | \$3,774.30 | \$2,625.00 | -\$1,149.30 |
| | \$18,294.23 | \$13,484.50 | -\$4,809.73 |

** School Holidays Inc. in month

As the table above highlights, the BMBA use (and therefore costs) fluctuates significantly from month to month depending on fixturing, school holidays and type of use (training, domestic competition, VJBL).

The difference in cost to the Association is \$4,809.73 for the 3-month period. When extrapolated over a full 12-month period the difference between Councils fee structure and the BMBA proposal is expected to be in the order of \$20,000 (approx. 37% reduction).

A reduction of this scale is unlikely to be offset by other programming or revenue generation from stadium operations. This would result in increased operating losses and therefore require an increased operating subsidy from Council.

BMBA use for the July to September period is summarised in the table below:

| | July | August | September |
|-------------------------------|-------------|---------------|------------------|
| Training Hours | 80 | 113.5 hrs | 40 hrs |
| Competition Hours | 79.5 | 148 hrs | 65 hrs |
| Out of Hours Fee (Hrs) | 12 hrs | 20.5 hrs | 8 hrs |
| | | | |
| Total Hours | 171.5 Hrs | 282 Hrs | 113 Hrs |

Avg charge July 31.26 hr Ave charge Aug 32.47 hr Ave charge Sept 33.40 hr

| Total Hours Jul-Sept | Avg per month | Estimated use for 10 months |
|-----------------------------|----------------------|------------------------------------|
| 566.5 Hrs | 189 Hrs | 1,890 per annum |

1,890 hours per annum @ average rate of \$33.40 per hour = \$63,126
Allow 10% error = 2079 hrs/annum @ \$33.40 per hour = \$69,438.60

Benchmarking with other Councils and regional facilities has also been undertaken as part of the fee review. A number of basketball associations were consulted regarding their tenancy arrangements, court hire costs and participation costs. The findings of this benchmarking is contained in **Attachment 11.3.1**.

The benchmarking review has concluded that the fees proposed in the draft License Agreement are appropriate based on:

- The proposed fees allow a net return per competition game for the Association (i.e. \$7 per game).
- The Training Fee of \$21-30 is well under industry court hire average cost.
- The Association generated a net profit from competitions of approximately \$7,000 in 2016/17. This contributed to an overall profit of \$40,000 for the 2016/17 year.
- The proposed court hire fees are marginally below the benchmarked average for peak period use.
- BMBA player participation costs/charges are below the benchmarked average of other Associations.

On comparison, the current fees and charges being applied to the BMBA are well within acceptable industry norms. The Council may wish to consider opportunities to support the BMBA to increase revenue generation e.g. removal of the out of hours fee, access to a percentage of canteen sales, or opportunity to sell BMBA merchandise within the facility.

Policy Implications

The Council Plan 2017-2021 provides as follows:

Council Plan Reference

Strategic Objective 1: Providing Good Governance and Leadership
Context: Our Assets and Infrastructure

Strategic Objective 4: Improving Social Outcomes
Context: Health and Wellbeing

The proposal Basketball Fees Review is consistent with the Council Plan 2017-2021.

Financial Implications

The cost of the Court Hire Fee Review was met through existing operational budgets.

The Council's adopted budgets for operation of the Bacchus Marsh Leisure Centre make provision for approximately \$80,000 in fees from the Basketball Association based on the Council adopted fee schedule. The fees for the Bacchus Marsh Basketball Association for 2017/18 have not been increased with the transition from the previous contractor (Belgravia Leisure).

Any reduction in court hire fees will directly impact the overall operating budget for the centre and result in increased costs for Council. The proposal submitted by the BMBA if agreed would result in an overall reduction of revenue for the centre of approximately \$20,000.

In the transition to Council management, the charges being applied to the BMBA were reviewed with the monthly fee paid by the association for use of office space and meeting room at the Centre removed. Previously the BMBA was paying \$200 per month for the Office and \$30 per hour for use of the meeting room, a reduction of \$4,800.

If the Council was to remove the out of hours charge, it is anticipated that this would be of a reduction of \$5,000 in fees payable by the BMBA over a 12 month period.

Risk & Occupational Health & Safety Issues

| Risk Identifier | Detail of Risk | Risk Rating | Control/s |
|-----------------|---|-------------|------------------------------|
| Financial | The council is already subsidising the operation of the Stadium | Medium | Apply industry accepted fees |

Communications and Consultation Strategy

Discussions have been held with representatives of the Basketball Association including their legal representative. Following consideration of this report by the Council, the resolution of the Council will be communicated to the Basketball Association in writing.

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

The court hire review and benchmarking comparison has identified that the current fees and charges being applied to the BMBA are well within acceptable industry norms. The cost to BMBA participants also compares favorably with other locations, with the cost to players being below the average of the benchmarked associations and facilities.

Council understands the Bacchus Marsh Basketball Associations concerns regarding the affordability of Basketball to the community and the need to ensure the future sustainability of the association. However, Council needs to balance the associations' requirements with the financial operational realities of the facility.

Operating costs such as electricity, maintenance, cleaning and staffing have and will continue to increase. Fees collected from user groups substantially offset the centre operating costs and reduce the level of Council subsidy required.

It would be appropriate for Council staff to work with the Association to explore possible opportunities for additional revenue generation options within the stadium to support BMBA operations; e.g. percentage of canteen sales, merchandise display/sale and/or advertising sponsorship signage within the stadium. The draft agreement with the Association has already removed previous fees paid by the association for use of the office space and meeting room.

Whilst acknowledging the importance of maintaining participation affordability, it is noted that BMBA Association registration fees are lower than the majority of other associations. There may be scope for the Association to consider a modest registration fee increase to help generate additional revenue for BMBA operations if required.

Recommendation:

That the Council:

1. **Advise the BMBA of the outcomes of the review.**
2. **Maintain the court hire fees at the current level of \$21-30 per hour for training use and \$40-30 per hour for competition use.**
3. **Remove the out of hour's fee from the fee structure.**
4. **Work with the BMBA to identify opportunities to assist the association increase revenue generation at the Centre.**
5. **Amend the draft License Agreement to reflect the above changes and request that the BMBA sign the agreement.**
6. **The License Agreement and court hire charges be reviewed in consultation with the BMBA at the conclusion of the initial 12 month period.**

Report Authorisation

Authorised by: 

Name: Danny Colgan
Title: General Manager Social & Organisational Development
Date: Wednesday, 27 September 2017

Attachment - Item 11.3.1

Basketball Association Benchmarking and Fee Comparison

Introduction / Background

Insight Leisure Planning was appointed by Moorabool Shire to undertake a high-level benchmarking exercise to compare existing fees and charges for the Bacchus Marsh Basketball Association (BMBA) and other similar basketball associations in order to inform an assessment of the overall affordability of the proposed fees and charges outlined in the draft annual license for use of the Bacchus Marsh Leisure Centre.

It must be acknowledged from the out-set that all basketball association are different and operate under differing operating environments – including stadium management, access arrangements, size and revenue generating capacity - therefore comparisons are provided for information purposes only and should not be considered in isolation.

Indoor Stadium Financial Trends

Industry research¹ confirms a number of broad financial trends that influence the operational performance of indoor stadium facilities and user groups (i.e. basketball associations). Findings of particular relevance to this review include:

- Generally stadiums with less than three to four courts have a lower income generating capacity and lower likelihood of being financially viable.
- Facilities that are designed and operated to be “multi-use” generally have higher usage levels and better financial performance than single sport/specialist facilities.
- Large regional facilities with four or more courts that are centrally located in large catchment areas, with a low level of external competition, in prominent physical positions have a greater chance of being financially viable.
- Larger centralised facilities are more efficient in terms of both competition coordination and financial sustainability.
- Successful indoor sporting associations generally have access to larger multi court facilities (i.e. 4 or more courts) for competition and a range of smaller facilities (i.e. schools) for training.

The existing two-court Bacchus Marsh stadium does not provide this scope of facilities and is therefore likely to continue to be challenged in terms of financial performance and the sustainability of tenant associations.

¹ CERM: Centre for Environmental and Recreation Management, University of South Australia.

The Challenge: BMBA Financial Sustainability

The challenge facing the BMBA is to secure a financially sustainable operating environment so that it can continue to facilitate basketball participation opportunities for the community.

The BMBA currently has approximately 800 players. Game fees and registrations are the main sources of income for the Association. The Association does not currently have the capacity (under existing arrangements) to capitalize on the stadium facilities to generate additional income, for example through merchandise sales, kiosk sales, entry fees or advertising sponsorship.

The Association is conscious of the financial capacity of parents and players and therefore seeks to maintain fees and charges at an affordable level. The Association is aware that costs are a barrier for some families.

Analysis of the BMBA 2016/17 Profit and Loss Statement identifies that the Association operated at a net profit of approximately \$40,000 for the financial year, however closer analysis highlights that direct income and expenditure attributed to actual running the sport (i.e. game income and expenditure) is more finely balanced (i.e. game fee income of approx. \$130k compared to costs for competition court hire, referees and stadium supervisors at approx. \$123k = Net \$7,000p.a.).

On a per game basis, the Association income and expenditure is summarised below:

- Income: \$100 per game from player fees (i.e. \$50 per team with any additional fees retained by the individual club for club operations).
- Expenditure: \$93 (comprising Court Hire \$41, Referees \$30 and portion of Ref Supervisor and Venue Supervisor costs \$22)
- Net return: \$7 per game

Referee and employment costs are mandated, therefore aside from further increases to player charges or changes to the operating structure, court hire costs have the greatest potential to impact the financial outcomes for the Association. In the 2016/17 financial year, BMBA paid approximately \$85,000 in court hire costs for use of the Bacchus Marsh Stadium. In addition to court hire costs, BMBA is also charged an out-of-hours fee of \$37.85 per hour to off-set Council stadium staffing costs beyond normal opening hours.

Cost Per Player Benchmarking

The following table provides a comparison of direct cost per player for participation in basketball. The findings highlight that participation costs with BMBA are not the lowest, or highest, however they are slightly below the average overall.

| COST PER PLAYER BENCHMARKING (2016/17) | | | | | | | Registration Fees | | Total Cost Per Player | |
|--|-----------------------|---------------|---------------------------------|-----------------------|---------------|----------------------------|--------------------------|--------------------------|----------------------------------|----------------------------------|
| Association | Junior Team Sheet Fee | Door Fee | Junior Cost per Player per Game | Senior Team Sheet Fee | Door Fee | Senior Cost per Player per | Junior Registration Fees | Senior Registration Fees | Junior Total Cost per Player per | Senior Total Cost per Player per |
| Boroondara YMCA | | | | \$61.30 | \$0.00 | \$10.22 | | \$194.50 | | \$19.06 |
| Broadmeadows Basketball Association | \$50.00 | \$2.50 | \$10.89 | \$55.00 | \$2.50 | \$11.67 | \$120.00 | \$150.00 | \$16.35 | \$18.48 |
| Ballarat Stadium | \$56.00 | \$0.00 | \$8.00 | \$70.00 | \$0.00 | \$11.67 | | | | |
| Cardinia Life | \$60.00 | \$0.00 | \$8.57 | \$68.00 | \$0.00 | \$11.33 | \$108.00 | \$160.00 | \$13.48 | \$18.61 |
| Casey Basketball Association | \$48.00 | \$0.00 | \$6.86 | \$65.00 | \$0.00 | \$10.83 | \$55 U14-18 \$90 | \$145.00 | \$10.13 | \$17.42 |
| Cragieburn Basketball Association | \$60.00 | \$0.00 | \$8.57 | \$60.00 | \$0.00 | \$10.00 | \$130.00 | | \$14.48 | |
| Dandenong Basketball Association | \$41.00 | \$2.70 | \$9.91 | \$52.00 | \$2.70 | \$11.37 | \$70.00 | \$135.00 | \$13.09 | \$17.50 |
| Frankston Basketball Association | \$52.00 | \$0.00 | \$7.43 | \$59.00 | \$0.00 | \$9.83 | \$165.00 | \$125.00 | \$14.93 | \$15.52 |
| Knox Basketball Association* | \$35.00 | \$2.50 | \$8.75 | \$65.00 | \$0.00 | \$10.83 | \$75.00 | \$175.00 | \$12.16 | \$18.79 |
| Shepparton Basketball Association | \$56.00 | \$0.00 | \$8.00 | \$70.00 | \$0.00 | \$11.67 | \$135.00 | \$135.00 | \$14.14 | \$17.80 |
| Waverley Falcons Association | \$35.00 | \$2.50 | \$8.75 | \$35.00 | \$3.00 | \$8.83 | \$160.00 | | \$16.02 | |
| Werribee Basketball Association | \$45.00 | \$2.00 | \$9.43 | \$55.00 | \$2.00 | \$11.17 | \$180.00 | \$195.00 | \$17.61 | \$20.03 |
| Warrnambool Stadium | \$56.00 | \$0.00 | \$8.00 | \$60.00 | \$0.00 | \$10.00 | | | | |
| Bacchus Marsh Basketball Association | \$56.00 | \$0.00 | \$8.00 | \$60.00 | \$0.00 | \$10.00 | \$80.00 | \$80.00 | \$11.64 | \$13.64 |
| Average | \$50.00 | \$0.94 | \$8.55 | \$59.66 | \$0.73 | \$10.67 | \$122.30 | \$149.45 | \$14.00 | \$18.13 |

Notes:

- All rates include GST
- Junior cost per player calculated based on 7 per team and 1.5 times the door charge (i.e. 1 adult for two juniors added to player cost)
- Senior cost per player based on 6 per team and 1 times door charge
- *Saturday rates with average registration fees

Court Hire Fees Benchmarking

The table below provides a comparison of peak-hour court hire rates for selected associations / venues. The table highlights that the rate proposed for use of the Bacchus Marsh Stadium are consistent with industry averages.

| Association or Venue | 2016/17 Court Hire (inc GST) | Comments |
|----------------------------------|------------------------------|---|
| Boroondara Sport Complex | \$55.35 | Council management |
| Ballarat Stadium | \$35.00 | Association management under lease with Council |
| Casey Basketball Association | \$35.50 | Council management |
| Dandenong Basketball Association | \$32.25 | Dandenong Stadium Company on behalf of Council |
| Darebin | \$44.50 | Council management |
| Diamond Creek | \$45.00 | Also has an off-peak rate of \$33.75 |
| Frankston Basketball Association | \$35.70 | Association run facility under lease with Council |
| GESAC - Glen Eira | \$56.00 | Council management |
| Knox Basketball Association | \$41.60 | Association run facility charge all juniors - Licence fee to Council for state bball Centre is \$250k per annum licence fee + CPI for 6 courts + a \$75k fee for renewal works |
| Maroondah | \$43.47 | Council management |
| Shepparton Stadium | \$51.45 | Peak period. Also have off-peak at \$27 |
| Werribee Basketball Association | \$42.50 | Average Peak Use Rate - Three prices: Peak \$46.50 (Mon to Fri - 7pm to 11pm and Sat/Sun 3pm to 10pm), Shoulder \$36 (Mon to Fri 4pm to 7pm and Sat/Sun 8am to 3pm) and Off Peak \$28 (Mon to Fri 6am to 3pm) |
| Warrnambool Stadium | \$25.00 | Council management |
| Bacchus Marsh Association | \$40.30 | Peak period. Also have off-peak at \$34.50 and Training rate \$21.30 Average fee charged to Assoc is therefore \$30.80 hr. |
| Average | \$41.69 | |

Financial Impact of BMBA Proposal

BMBA have requested Council consider a flat hourly rate of \$25 per court per hour for use of the Bacchus Marsh Stadium – down from the proposed Council rate of \$40.30 Peak-period, \$34.50 Off-peak and \$21.30 for training. Based on an analysis of court bookings for July, August and September this would result in a fee reduction of approximately \$8,000. Extrapolating this across a full financial year would have a potential financial impact of approximately \$32,000 in lost revenue for Council / saving for BMBA. This would reduce BMBA annual fees by around 37% to \$53,000 down from \$85,000 in 2016/17.

A reduction of this scale is unlikely to be off-set by other programming or revenue generation from stadium operations. This would result in the stadium operating at a net-loss and therefore require an ongoing operational subsidy from Council.

Conclusion

The benchmarking exercise confirms that the hourly court hire rates proposed by Council for use of the Bacchus Marsh Stadium are generally consistent with industry norms. Furthermore, the cost of participation in basketball in the BMBA domestic competition is slightly lower than the average from a selection of other associations. BMBA recognise that the cost of participation is a barrier for many residents in the Shire and therefore does not believe there is scope / appetite to consider possible increases in game fees.

Despite BMBA generating an overall surplus of around \$40,000 in 2016/17 from total operations (i.e. including fundraising and other Association activities), the costs of running the actual competition are only marginally better than break even and therefore there is limited scope to absorb any increases in court hire costs – or related expenses including referees, staffing and out-of-hours charges.

Income generated from game fees and other BMBA activities are retained by the Association to off-set other running costs, club development, training and providing additional participation opportunities.

Although finely balanced, it can be concluded that the fees proposed in the draft License Agreement are appropriate based on:

- Proposed hire fees allow a net return per game for the Association (i.e. \$7 per game).
- The Association generated a net profit of approximately \$7,000 in 2016/17 from competitions, which contributed to an overall profit of \$40,000.
- Proposed hire rates are marginally below the industry average for peak-period usage.
- BMBA player participation costs are below the industry average.

As a concession to help support the long-term financial sustainability of the BMBA, Council could consider waiving the *Out-of-Hours* fee that was a charge levied under former stadium management arrangements. Based on BMBA bookings for July/August/September this would result in a saving of \$ for the Association (e.g. potentially \$4,000 to \$5,000 per annum).

In addition, it would be appropriate for Council to work with the Association to explore possible opportunities for additional revenue generation options within the stadium to support BMBA operations; e.g. percentage of canteen sales, merchandise display/sale and/or advertising sponsorship signage within the stadium.

Whilst acknowledging the importance of maintaining participation affordability, it is noted that BMBA Association registration fees are lower than the majority of other associations. There may be scope for the Association to consider a modest fee increase to help generate additional revenue for BMBA operations if required.

Council should continue to work in collaboration with BMBA and other relevant stakeholders (e.g. Basketball Victoria) to support the long-term sustainability of the association in order to facilitate basketball participation opportunities in the Shire.

11.3.2 Community Grants Policy 2017

Introduction

File No.: 06/03/004
Author: Kirsty Doncon
General Manager: Danny Colgan

The purpose of this report is to recommend that the Council adopt the Community Grants Policy 2017.

Background

The Council previously considered this item at the Ordinary Meeting of Council held on the 6 September 2017 where it was resolved to lay the Draft Revised Community Grants Policy on the table for further consideration at the next meeting of Council.

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.

The Council's Community Grants Program currently makes available \$140,000 annually to community groups and organisations to help support and enhance innovative community activities, projects and events. The program is currently delivered over two separate funding rounds offering \$70,000 in each, under three categories: Community Strengthening; Community Arts and Culture; and Community Events.

At the Ordinary Meeting of Council on the 19 May 2010, the Council adopted the Community Grants Guidelines. The Guidelines included the following:

“Council will review the performance of the Community Grant Program every 3 years to ensure that the Grant Program is both achieving its objectives and meeting community needs.”

A review of the Community Grants program was conducted in 2013 and at the Ordinary Meeting of Council on the 4 September 2013, the Council resolved to adopt a revised Community Grants Policy.

A review of the Community Development Fund was conducted in 2014. At the Ordinary Meeting of Council on the 3 December 2014, the Council resolved to: “continue to work with the Community Development Fund under the present guidelines and to seek seed funding for the small projects throughout the Shire”.

At the Ordinary Meeting of Council held on the 2 March 2016, the Council resolved to “.....bring forward a review of the Community Development Fund and as part of that review, include the process in which we communicate with the community”.

To ensure the program continually evolves to meet the changing needs of the communities of Moorabool, regular review of the community grants process is required.

Community Grants Program Review

The Community Grants Program is reviewed every 3 years to ensure the program is achieving its objectives and meeting the needs of the community. A review of the program was undertaken in April 2017 involving key internal stakeholders and previous community grant applicants.

The aims of the Community Grants Program Review were to:

- update the policy to align it with the Council Plan objectives;
- engage the community, including past applicants, in providing feedback to improve the program;
- improve the accessibility and understanding of the grant program in the community;
- review the objectives of the program to ensure the outcomes are meeting current community needs; and
- improve community group understanding of guidelines and application forms.

The review of the Community Grants Program focused on the following:

- inclusion of Community Development Fund Grants under the Community Development Grant Program;
- introduction of Sustainability and Environmental Engagement Grants;
- updating the program objectives and funding schedule to reflect the proposed introduction of new grant streams; and
- review of funding round dates and titles.

Community Grants Program Review Findings

Key findings of the review included:

- recommendations to incorporate the Community Development Fund as part of the Community Grants Program;
- introduction of Sustainability and Environmental Engagement Grants;
- feedback that the application form was simple to use but some groups had difficulties with filling out the budget;
- funding amounts of \$5,000 Strengthening and \$3,000 Arts and Events have been identified as adequate;
- February identified as a difficult time for applicants to put together and application; and
- confusion around the Summer and Winter titles for funding rounds.
- Ensuring quality of applications

Recommendations to findings:

- incorporating the Community Development Fund under the Community Grants Program;
- introducing a Sustainability and Environmental Engagement funding stream;
- introduction of online application portal to simplify budget input;
- funding round changed from February to March; and
- funding rounds titles changed to Round 1 (March 1 -31) and Round 2 (August 1 -31)
- Applications must receive an assessment score of 70 or higher to be funded.

Revised Draft Community Grants Policy

The revised Community Grants Program Policy comprises information about how the program will be implemented in the community. The proposed additional funding streams have been incorporated into the revised policy. The revised final draft Community Grants Policy is contained in **Attachment 11.3.2**. The policy has been revised based on community engagement outcomes and the recommendations from the review.

The following changes have been made to the policy based on the review:

- including the following funding streams under the community grants program:
 - Community Development Fund
 - Sustainability and Environmental Education
- update of objectives to reflect inclusion of additional grant streams.
- inclusion of online application process
- updated funding schedule to reflect inclusion of additional
- funding rounds changed to Round 1 (March 1-31) and Round 2 (August 1-31)

Introduction of additional funding streams to Community Grants Program

Community Development Fund

The Community Development Fund was established by the Council at the Ordinary Meeting of Council on the 19 October, 2011. The purpose of the fund is to provide a more robust and transparent process for the allocation of the \$100,000 capital funding which had previously been committed to support capital projects under the Moorabool Communities in Action (MCiA) Program. The Community Development Fund provides \$100,000 annually to community groups/committees, community networks, progress groups and development associations as seed funding (and leverage for external funding opportunities) to support community infrastructure projects that have a significant impact on community development, liveability and wellbeing in the Shire.

It is proposed that the Community Development Fund be incorporated into the under the Community Grants Program with the priority toward funding large/major Community Capital Projects or Programs/Initiatives that enhance community capacity, liveability and wellbeing in local communities.

The following changes are recommended to bring the Community Development Fund under the Community Grants Program

- Community groups can apply for a grant of between \$5,001 and \$100,000. To be successful applicant must meet the minimum funding threshold requirements as follows:

| Funding Thresholds | Requirements |
|---------------------------|---|
| \$5,001 - \$25,000 | <ul style="list-style-type: none"> • 3 Written Quotes • Project Plan • Minimum 1:1 matching funds |
| \$25,001 - \$50,000 | <ul style="list-style-type: none"> • 3 Quotes • In-kind Ratio Maximum 50% • 1 Letter of Support • Project Plan • Minimum 1:1 matching funds • Other Funding Sources Identified |
| \$50,001- \$75,000 | <ul style="list-style-type: none"> • 3 Written Quotes • In-kind Ratio Maximum 30% • 2 Letters of Support • Masterplan • Design Drawings • Project Plan • Minimum 1:1 matching funds • Other Funding Sources Identified |
| \$75,001, \$100,000 | <ul style="list-style-type: none"> • 3 Written Quotes • In-kind Ratio Maximum 20% • 3 Letters of support • Masterplan • Design Drawings • Project Plan • Risk Management Plan • Community Consultation Plan • Minimum 1:1 matching funds • Other Funding Sources Identified |

- For successful applicants to be allocated funds, they must secure all additional funding before funds are released. Successful applicants will have 12 months to secure additional funding.
- Demonstrated establishment of community partnerships in the delivery of the project will be scored highly.
- A funding ratio of 1:1. Applications with higher funding ratios will be more favourably received and receive a higher project score.

Sustainability and Environmental Engagement Grants

A key priority area of the Council's Sustainable Environment Strategy 2016–2026 is that there is a measurable increase in community awareness of the natural environment and participation in Natural Resource Management based activities in the Shire. Council has identified the objective of encouraging and supporting community based Natural Resource Management Groups through actions including the provision of resources, information and funding.

In the strategy, Council has identified the objectives of encouraging and supporting community based Natural Resource Management and Environment Groups through actions including the provision of resources, information and funding. (Action 4.4 of the implementation plan). Including a sustainability and environmental engagement stream into the Community Grants Program has been identified by staff to assist achieve this objective. The programs key objectives are to:

- assist community groups with funding to help reduce their expenditure on gas and electricity;
- provide community groups with seed funding for larger capital investment in sustainability measures in existing facilities including solar; and
- provide opportunities to raise awareness of environmental issues to the broader community in different ways

The following is recommended to incorporate the Sustainability and Environmental Engagement Grants under the Community Grants Program:

- include the funding stream as part of the Community Grants Round 2 Program;
- funding pool of \$10,400; and
- Eligible groups able to apply for up to \$3,000.

Feedback was sought on the draft Revised Community Grants policy through making it available on Have Your Say, Council's on line engagement portal; at the Bacchus Marsh and Ballan Libraries and Service Centres. At the closing date on the 25 September, one submission was received but didn't relate to the draft policy. The submission was seeking financial assistance for a private business.

Policy Implications

The Council Plan 2017-2021 provides as follows:

Council Plan Reference

Strategic Objective 1: Providing Good Governance and Leadership
Context: Our Assets and Infrastructure

Strategic Objective 4: Improving Social Outcomes
Context: Health and Wellbeing

The proposal Revised Community Grants Policy is consistent with the Council Plan 2017-2021.

Financial Implications

Council allocates the following funding for the grant programs: \$250,400 annually to a pool of Community Grants; comprising of \$,100,000 annually to Community Strengthening Grants; \$20,000 annually to Community Arts Grants; \$20,000 annually to Community Events Grants; \$100,000 annually to Community Development Fund Grants; and \$10,400 annually to Sustainability and Environmental Engagement Grants.

The Community Grants Program is administered by the Community & Recreation Development Unit and requires resources primarily from this unit. Community Development Officer Staff will implement enhanced promotional activities for the grant program within existing resources.

Financial requirements for the introduction Sustainability and Environmental Engagement Grants are within current Strategic and Sustainability Unit resources.

Funds not allocated in any round by the Council will be carried over to the next round.

Risk & Occupational Health & Safety Issues

| Risk Identifier | Detail of Risk | Risk Rating | Control/s |
|-----------------|--------------------------------|-------------|----------------------------------|
| Program review | Program review not implemented | Medium | Review program every three years |

Communications and Consultation Strategy

The following community engagement was undertaken, in accordance with Council's Community Engagement Policy and Framework.

| Level of Engagement | Stakeholder | Activities | Location | Date | Outcome |
|---------------------|----------------------------|----------------------------------|----------|-------------------------------------|---------|
| Consult | Community Grant recipients | Phone interview | Various | April - June 2017 | Ongoing |
| Consult | Community members | Survey – Have your say Moorabool | Various | June 2017 September 2017 | Ongoing |
| Collaborate | Internal Staff | Working Group | Darley | April – June 2017 September 2017 | Ongoing |

The revised draft Community Grants Policy was distributed to community groups to provide feedback following consideration by Council.

The engagement and communication plan involved: advertisements in newspapers; correspondence to community groups; website information; requesting community feedback on the revised policy.

Promotion and Awareness of Community Grant Program

In the lead up to community grant rounds, officers will advertise the program to the community through the following methods: advertisements in newspapers; correspondence to community groups; website information and social media. There will also be regular articles in Moorabool Matters and Moorabool News, which will further increase awareness of the Community Grants Program.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager –Danny Colgan

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

Author – Kirsty Doncon

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

Conclusion

Council's Community Grant Programs provide significant support to community groups in the Shire of Moorabool.

Having resolved on the 6 September 2017 that the draft Revised Community Grants Policy lay on the table for further consideration at the next Ordinary Meeting of Council, the Community Grants Policy is now placed before the Council for adoption.

Recommendation:

That the Council in accordance with Moorabool Shire Council Policy Protocol, 'Consideration of items which Affect beyond the Current Year', now adopts the Community Grants Policy 2017.

Report Authorisation

Authorised by: 

Name: Danny Colgan
Title: General Manager Social & Organisational Development
Date: Wednesday, 27 September 2017

Attachment - Item 11.3.2



| | | |
|-----------------------------------|--------------|--------------------------------|
| Policy No.: | | Community Grants Policy |
| Review Date: | October 2017 | |
| Revision No.: | 4 | |
| Policy Manual Version No.: | 1 | |
| Adopted by: | | |

1. Introduction and Purpose

The purpose of this policy is provide a policy statement about the Council's role in supporting the community through the Community Grants Program.

The Moorabool Shire Council is committed to the Community Grants Program and the community outcomes achieved through this program. The Community Grants program provides opportunities for community groups and organisations throughout the Shire to improve their facilities and equipment; provide new and enhanced programs and events; build their capacity and skills; and provide important community connections for residents.

2. Objectives

The objectives of the Community Grants Program are to:

- support the development of local projects, programs and initiatives that enhance community capacity, liveability and wellbeing in local communities;
- improve community facilities to build capacity of facilities, increase building efficiency and running costs;
- increase resources and opportunities for local groups who have limited avenues of support but wish to undertake activities that engage the wider community;
- support community networks, committees and other groups to leverage Moorabool Shire Council Grant funds by applying to external funding programs such as state and federal government;
- promote projects that are inclusive and accessible to the broader community and increase participation and opportunities across a wide range of demographic groups including for older adults, young people, people with a disability and young families;
- support projects that build community capacity through educational and engagement projects; and
- encourage and support the establishment of community partnerships and networks to build capacity.

3. Principles and Guidelines

To ensure that the projects funded under the Community Grants Program meet the objectives of the program, a Community Grants Program Guideline and application process has been developed. This assessment process is competitive and based on merit. The Guidelines and

application process including an Online Application Portal has provide the operational requirements for implementing the grant program each round. This will ensure that all community groups in the Moorabool Shire will have equitable access and support to submit an application to the Community Grants Program.

Principles:

- The Moorabool Shire Council recognises the value and contribution of community groups in the Shire to building resilient and cohesive communities that support opportunities for local residents.
- The Community Grants Program provides an ongoing avenue for Council to build relationships with community groups and talk about their needs.
- Council will utilise the Community Grant Program to promote its vision and mission and meet the objectives of the Council Plan. Applications that address the key result areas of the Council Plan will be strongly considered.
- The process of grant allocation and monitoring will be fair, transparent and inclusive
- The grant program will be used to fund projects that meet community needs and build community capacity and connectedness

4. Related Legislation/policies/Guidelines

- Community Grants Program Guidelines

5. Council Plan Reference – Key Performance Area

Key result Area: Improving Social Outcomes
Objective: Community Connectedness and Capacity
Strategy: Provide community development support and partnership projects

6. Review

Council will review the performance of the Community Grant Policy every three years to ensure that the Grant Program is both achieving its objectives and meeting community needs

7. References

| Dept | Department |
|------|-------------------------|
| MSC | Moorabool Shire Council |

Appendix: Funding Schedule

Moorabool Shire Council Grants Funding amounts for 2017/18

Moorabool Shire Council grants are offered twice a year under two separate funding rounds ("Round 1" March and "Round 2" August). There are five grant streams available for eligible community groups and organisations:

- Community Strengthening Grants (\$50,000 Round 1; \$50,000 Round 2)
- Community Arts and Culture Grants (\$10,000 Round 1; \$10,000 Round 2)
- Community Events Grants (\$10,000 Round 1; \$10,000 Round 2)
- Community Development Fund Grants (\$50,000 Round 1; \$50,000 Round 2)
- Sustainability and Environmental Engagement Grants (\$10,400, Round 2)

Funds not allocated in any round by the Council will be carried over to the next round.

Community Strengthening Grants

- Community groups and organisations can apply for:
 - Community programs, activities and initiatives (up to \$5,000);
 - Capital improvement projects (up to \$5,000); and
 - Small projects (up to \$1,000).

Applicants need to demonstrate a contribution toward the cost of their project on a ratio of \$1 for \$1 (Council \$1: Group \$1). This contribution can be demonstrated either by cash or in-kind support. Small community strengthening projects under \$1000 are not required to provide a contribution.

Community Arts and Culture Grants

Community groups and organisations can apply for up to \$3,000. Applicants need to demonstrate a contribution toward the cost of their project on a ratio of \$1 for \$1 (Council \$1: Group \$1). This contribution can be demonstrated either by cash or in-kind support.

Community Events Grants

Community groups and organisations can apply for up to \$3,000. Applicants need to demonstrate a contribution toward the cost of their project on a ratio of \$1 for \$1 (Council \$1: Group \$1). This contribution can be demonstrated either by cash or in-kind support.

Community Development Fund Grants

Community groups can apply for a grant of between \$5,001 and \$100,000. To be successful applicant must meet the minimum funding threshold requirements as follows:

| Funding Thresholds | Requirements |
|---------------------|--|
| \$5,001 - \$25,000 | <ul style="list-style-type: none"> • 3 written quotes • Project plan • Minimum 1:1 matching funds |
| \$25,001 - \$50,000 | <ul style="list-style-type: none"> • 3 quotes • In-kind ratio maximum 50% • 1 letter of support • Project plan |

| Funding Thresholds | Requirements |
|---------------------|---|
| | <ul style="list-style-type: none"> • Minimum 1:1 matching funds • Other funding sources identified |
| \$50,001- \$75,000 | <ul style="list-style-type: none"> • 3 written quotes • In-kind ratio maximum 30% • 2 letters of support • Masterplan • Design drawings • Project plan • Minimum 1:1 matching funds • Other funding sources identified |
| \$75,001, \$100,000 | <ul style="list-style-type: none"> • 3 written quotes • In-kind ratio maximum 20% • 3 letters of support • Masterplan • Design drawings • Project plan • Risk management plan • Community consultation plan • Minimum 1:1 matching funds • Other funding sources identified |

For successful applicants to be allocated funds, they must secure all additional funding before funds are released. Successful applicants will have 12 months to secure additional funding.

Demonstrated establishment of community partnerships in the delivery of the project will be scored highly.

Although a minimum funding ratio of 1:1 is specified, applications with higher funding ratios will be more favourably received and receive a higher project score.

Sustainability and Environmental Engagement Grants

Community groups and organisations can apply for up to \$3,000. Applicants need to demonstrate a contribution toward the cost of their project on a ratio of \$1 for \$1 (Council \$1: Group \$1). This contribution can be demonstrated either by cash or in-kind support.

11.4 INFRASTRUCTURE

11.4.1 Draft Borrowing Policy

Introduction

File No: 07/02/001
Author: Steve Ivelja
General Manager: Phil Jeffrey

Background

As part of Council's 2016/17 successful rate cap variation, the Essential Services Commission noted the lack of a formal borrowing/debt management policy and recommended that Moorabool Shire develop a Borrowing Policy. As a result, the draft Borrowing Policy seeks to formalise and document Council's current practices whilst incorporating new elements based on benchmarking and a strategic review.

The purpose of the Borrowing Policy is to:

1. Establish objectives and principles that outline when it is appropriate for Council to undertake borrowings within a sound financial management framework;
2. Set out the manner in which Council may establish and manage a debt portfolio and;
3. To ensure Council's new borrowings comply with legislative requirements.

The draft policy was presented to the Audit & Risk Management Committee on Wednesday 9 August 2017, and subsequently to Council at the Ordinary Meeting on Wednesday 6 September, where the following was resolved:

That Council:

1. *Receives the Draft Borrowing Policy (IS018/Version 1); and*
2. *In accordance with Moorabool Shire Council Policy Protocol, Consideration of Items which affect beyond the Current Year, the Borrowing Policy (IS018/Version 1) as attached, now lay on the table for further consideration at the next Ordinary Meeting of Council.*

Proposal

It is now recommended that Council adopt the draft Borrowing Policy as attached to this report.

Policy Implications

The 2017 - 2021 Council Plan provides as follows:

Strategic Objective 1: Providing Good Governance & Leadership

Context 1C: Our Business & Systems

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

Financial Implications

The Borrowing Policy aims to ensure that Council borrowings are managed in a consistent and responsible manner whilst ensuring that Council has a structured and disciplined approach to borrowing of funds that fit within a financially sustainable framework.

Risk & Occupational Health & Safety Issues

There are no risk or occupational health and safety implications associated with the adoption of this policy.

Communications and Consultation Strategy

The Borrowing Policy will be made available to relevant staff and the public via 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 – Steven Ivelja

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

Conclusion

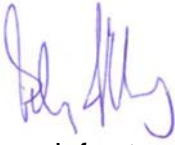
Following feedback from the Essential Services Commission, a draft Borrowing Policy (*IS018/Version 1*) has been prepared, which in large part reflects Moorabool Shire's current borrowing practices. The Borrowing policy also aims to ensure compliance with relevant standards, guidelines and best practice.

Recommendation:

That Council adopts the Borrowing Policy (IS018/Version 1).

Report Authorisation

Authorised by:

Name: Phil Jeffrey 
Title: General Manager Infrastructure
Date: Friday, 15 September 2017

Attachment - Item 11.4.1



| | | |
|----------------------|-------------------------|-------------------------|
| Policy No.: | IS018 | Borrowing Policy |
| Review Date: | January 2021 | |
| Revision No.: | - | |
| Policy Manual | Version 1 | |
| Version No.: | | |
| Adopted by: | Moorabool Shire Council | |

1. Purpose

The purpose of this Borrowing Policy is to:

- a) Establish objectives and principles that outline when it is appropriate for Council to undertake borrowings within a sound financial management framework consistent with Section 136 of the Local Government Act 1989;
- b) Set out the manner in which Council may establish and manage a debt portfolio
- c) To ensure Council's new borrowings comply with legislative requirements.

1.1 Background

Borrowing funds is a legitimate and responsible financial management tool when used to finance major projects, as it spreads the payments for such assets across the generations who benefit.

Legislative Framework

The Local Government Act 1989

The Local Government Act 1989 (the Act) provides Councils the power to borrow.

Section 144(1) of the Act states 'Subject to the principles of sound financial management, a Council may borrow money to enable the Council to perform the functions and exercise the power conferred on the Council under this Act or any other Act.'

Sections 145 to 150 of the Act further specify the circumstances in which the power to borrow may be exercised, securities to be used for local government borrowings, and how the borrowings should be disclosed, etc.

Council must approve all borrowings and Section 98(1)(c) stipulates that Council not delegate the power to borrow money.

Local Government Performance Reporting Framework

The Victorian Government established the Local Government Performance Reporting Framework (LGPRF) in 2014. It outlines the measures Council must report in its performance report, which forms part of Council's Annual Report. Certain indicators must also be included in Council's Annual Budget and Strategic Resource Plan (SRP). This framework includes financial performance of a Council, and specific to this policy, includes measures in relation to Council's obligations (to determine whether debt and other long term obligations are appropriate to the size and nature of Council's activities).

2. Scope

This policy applies to all Councillors, and Council employees who make decisions regarding borrowings.

3. Policy Statement / Objectives

- To provide an alternative financing option for:
 - capital works projects that are of strategic significance (that could not otherwise be financed from ongoing income sources and provide benefit across generations); or to
 - meet Council's obligations in relation to future defined benefit superannuation calls, if required;
- To ensure the total amount of loan borrowings is sustainable in terms of ability to meet future repayments, budgetary constraints and established ratios;
- Manage any new borrowings in the context of optimising cash flow;
- Develop and maintain a borrowing structure that achieves a balance between predictability and flexibility and aims to minimise borrowing costs and / or maximise the best value for our community

3.1 Principles

The following principles have been set to ensure Council has a structured and disciplined approach to borrowing of funds that fit with a longer term financially sustainable framework.

- Borrowings are only to be used to finance items described in the policy statement / objectives;
- Council will not borrow to fund recurrent capital works which is inclusive of acquisition, replacement or renewal of assets (e.g. road resurfacing). This type of expenditure is to be funded from operating revenue streams.
- Council will not borrow to fund operating expenditure (other than large defined benefit superannuation calls);
- All borrowings will be considered as part of Council's long term financial planning using sound financial management principles (and fall within the borrowing ratios outlined in this policy); and
- The nature of any borrowings (short or long term) and the interest rate (fixed or variable) will take into account the purpose of the loan and seek to balance interest rate exposure with refinancing flexibility.
- Council will explore opportunities to maximise business activity within the Shire and to provide best value to our community by inviting Community banks to participate in the debt procurement process.
- When entering into borrowing arrangements, Council will seek to minimise interest costs and / or maximise the best value for our community over the long term without introducing undue volatility in annual interest costs.

3.2 Ethics and Conflict of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Moorabool Shire Council's Borrowings. This includes activities that would impair the Officer's ability to make impartial decisions.

This Policy requires that Officers disclose to the Chief Executive Officer any conflict of interest that relates to Borrowings.

3.3 Borrowing Arrangements

- When entering into borrowing arrangements, Council will seek to minimise interest costs and or/ maximise the best value for our community over the long term without introducing undue volatility in annual interest costs.
- Council will consider the appropriateness of the various types of debt products available (including savings offset arrangements);
- The tenor of a loan will not be greater than the expected useful life of the asset being funded by the loan and will be managed strategically to stagger Council's debt maturity profile and reduce financial risk;
- Council intends to maintain a repayment schedule consistent with "principal and interest" repayment calculations. In the case of interest only borrowings, this will require a cash reserve to be established to hold funds equivalent to principal repayments;
- Loan repayments will be made in a regular schedule, such as monthly, quarterly, semi-annually or otherwise determined at the time of entering the loan agreement. Consideration should be given to efficiency of payment while minimising interest costs
- The nature of any borrowings (short or long term) and the interest rate (fixed or variable) will take into account the purpose of the loan and seek to balance interest rate exposure with refinancing flexibility.
- When making borrowing decisions, Council's ongoing funding requirements will be considered and borrowings will be aggregated into a single loan where practical.

3.4 Borrowings Ratios and Limits

Borrowings shall not be undertaken if the effect of such borrowings are projected to result in borrowing ratios greater than the maximum levels indicated in the table below.

| Measure | Council's Target Ratio | Recommended Targets |
|---|------------------------|---------------------|
| Loans and Borrowings Ratio Interest bearing loans and borrowings / rate revenue | 0% to 60% | LGPRF 20% to 60% |

In addition, the Local Government Performance Reporting Framework (LGPRF) borrowing ratios will be projected in Council's SRP and Annual Budget and reported in Council's Annual Performance Report.

3.5 Determining Appropriate Lending Institution

Council will use bank debt and the Local Government Funding Vehicle or other aggregated funding streams as sources of debt funding. If bank debt is chosen as the appropriate source of funding, requests to appropriate lending institutions will be made in accordance with Council's Procurement Policy inviting written quotations on Council's borrowing requirements.

Written quotations must include the:

- Interest rate
- Term of loan
- Repayment intervals (monthly, quarterly, etc.)
- Repayment instalment amount
- Any applicable fees
- Loan break costs

3.6 Leases

Leasing as a funding option may form part of Council's overall borrowing strategy. There are two types of lease:

- An **operating lease** is where Council hires the asset for a set fee per period and at the end of the agreed time ownership of the asset remains with the lessor or the hire company. Council can terminate the lease at any time without incurring a penalty.
- A **finance lease** is where Council agrees to a series of payments and a residual value for the asset. There is a penalty for terminating the agreement prior to the finishing date. At the end of the period it is expected that Council purchase the asset for the agreed residual value.

Council will periodically undertake a lease versus buy analysis for assets:

- Which diminish in value quickly (e.g. motor vehicles, IT and Gym equipment);
- Where assets will be disposed of in a short timeframe; and
- Where the lease option transfers responsibilities to the asset owner for maintenance and disposal.

Council will not consider finance leases as an ownership option.

3.7 Reporting

Council will use the LGPRF measures to monitor and predict its borrowing requirements. These measures will be annually audited by the Victorian Auditor General and will be reported on in our Strategic Resource Plan and the Know Your Council website.

3.8 Management Framework

Borrowing decisions will be made annually as part of Council's Annual Budget process. Public comment is sought each year on Council's Budget and Strategic Resource Plan.

3.9 Responsibilities

- Council is responsible for approving borrowings by way of inclusion of all borrowings in the Annual Budget (or Amended Annual Budget where applicable).
- The Chief Executive has authority to accept loan offers, following the resolution of Council, so long as the requirements of this Policy are adhered to.
- The Chief Financial Officer is responsible for ensuring policies and procedures are followed when borrowing funds.

4 Related Legislation/policies/Guidelines

- Local Government Act 1989
- MSC Councillors Code of Conduct
- MSC Fraud Prevention Plan
- MSC Counselling & Disciplinary Action Policy
- MSC Employee, Volunteer & Contractor Code of Conduct

5 Council Plan Reference

| | |
|----------------------|--|
| Strategic Objective: | Providing Good Governance & Leadership |
| Strategic Context: | Our Business & Systems |
| Strategic Action: | Financial Sustainability |

6 Review

The policy is reviewed when any of the following occur;

- The relevant legislation is amended or replaced
- Other circumstances as determined from time to time by a resolution of the council
- Any other change or update which materially impacts and alters this policy

Notwithstanding the above, this policy is to be reviewed every 4 years

7 References

| | |
|-------------------------|---|
| Leadership Group | CEO, General Managers & Executive Managers |
| MSC | Moorabool Shire Council |
| LGPRF | The Local Government Performance Reporting Framework outlines the measures Council must report in its performance report, which forms part of Council's Annual Report. Certain indicators must also be included in Council's Annual Budget and Strategic Resource Plan (SRP). |
| | |

11.4.2 Review of Procurement Policy

Introduction

File No.: 03/01/007
Author: Jacinta Erdody
General Manager: Phil Jeffrey

Background

In accordance with section 186A(7) of the Local Government Act:

“at least once in a financial year, a Council must review the current procurement policy and may, in accordance with this section, amend the procurement policy.”

The existing Council Procurement Policy was first adopted 18 November 2009 and in accordance with legislative requirements has continued to be reviewed on an annual basis. The last formal review and adoption of the policy was 7 December 2016.

The draft policy was presented to the Ordinary Meeting of Council on Wednesday 6 September 2017, where the following was resolved:

That Council:

- 1. Receives the revised Procurement Policy (IS014/Version 008).*
- 2. In accordance with Moorabool Shire Council Policy Protocol, Consideration of Items which affect beyond the Current Year, the Procurement Policy (IS014/Version 008) as attached, now lay on the table for further consideration at the next Ordinary Meeting of Council.*

Proposal

As a result of the most recent review, there are only minor adjustments being proposed. This will not affect the overall intent of the policy.

The revised policy is presented as an attachment to this report. The key changes being proposed to the policy being;

- The addition of 2.5.1 Purchase Orders – this clause outlines that purchase orders are to be raised prior to engaging suppliers or prior to entering into a transaction for goods or services
- A clarification to councils payment terms has been made to clause 2.6

This policy will continue to be reviewed in accordance with legislative requirements.

Policy Implications

The 2017 – 2021 Council Plan provides as follows:

Strategic Objective 1: Providing Good Governance and Leadership

Context 1C: Our Business and Systems

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

Financial Implications

The adoption of the revised Procurement Policy has no additional known financial implications to Council.

Risk & Occupational Health & Safety Issues

As the annual review of this policy is legislated, there is a risk of non-compliance with the Local Government Act if this policy is not reviewed annually.

Communications Strategy

Once Council has adopted the revised Procurement Policy, the updated document will be communicated to all staff and will 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 Infrastructure – Phil Jeffrey

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

Author – Jacinta Erdody

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

Conclusion

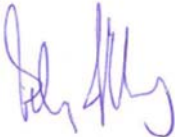
After considering the revised Procurement Policy, Council resolve to adopt the document.

Recommendation:

That Council adopts the revised Procurement Policy (IS014/Version 008).

Report Authorisation

Authorised by:

Name: Phil Jeffrey 
Title: General Manager Infrastructure
Date: Friday, 15 September 2017

Attachment - Item 11.4.2

| | | |
|-----------------------------------|-------------------------|-----------------------------------|
| Policy No.: | IS014 | IS014 – Procurement Policy |
| Review Date: | Annually | |
| Revision No.: | 008 | |
| Policy Manual Version No.: | 008 | |
| Adopted by: | Moorabool Shire Council | |

1. PRINCIPLES

1.1 Background

Moorabool Shire Council:

- Recognises that:
 - Developing a procurement policy and adopting appropriate best practice contracting and procurement principles, polices, processes and procedures for all goods, services and works by Council, will enhance achievement of Council objectives such as sustainable and socially responsible procurement; bottom-line cost savings; supporting local economies; achieving innovation; and better services for communities.
 - The elements of best practice applicable to Local Government procurement incorporate:
 - Broad principles covering ethics, value for money responsibilities and accountabilities;
 - Guidelines giving effect to those principles;
 - A system of delegations;
 - Procurement processes, with appropriate procedures covering minor, simple procurement to high value, more complex procurement; and
 - A professional approach.
- Requires that Council's contracting, purchasing and contract management activities:
 - Support Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment, and corporate social responsibility;
 - Span the whole life cycle of an acquisition from initial concept to the end of the useful life of an asset, including its disposal, or the end of a service contract;
 - Provide a robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met;
 - Achieve value for money and quality in the acquisition of goods, services and works by Council;
 - Can demonstrate that public money has been well spent;
 - Are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;
 - Seek continual improvement including the embrace of innovative and technological initiatives such as electronic tendering processes to reduce activity cost;
 - Generate and support business in the local community; and

- Comply with legislation, corporate policies or other requirements, ensuring that all staff responsible for procurement and contract management are aware of and adhere to the legislative requirements, Council standards and best practice.

1.2 Scope

This procurement Policy is made under Section 186a of the Local Government Act 1989.

This section of the Act requires Council to prepare, approve and comply with a Procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.

This policy applies to all contracting and procurement activities at Council.

1.3 Purpose

The purpose of this Policy is to:

- Provide policy and guidance to Council to allow consistency and control over Procurement activities;
- To develop sound and ethical procurement practices and systems;
- To manage risk associated with each stage of the procurement process;
- Demonstrate accountability to ratepayers; and
- Demonstrate the application of elements of best practice in procurement.

1.4 Treatment of GST

All monetary values stated in this policy include GST, except where specifically stated otherwise.

1.5 Definitions and Abbreviations

| Term | Definition |
|----------------------------------|--|
| Australian Business Number (ABN) | A unique 11 digit identifier for businesses. An enterprise must have an ABN to register for GST. |
| Act | <i>Local Government Act 1989.</i> |
| Commercial in Confidence | Information that, if released, may prejudice the business dealings of a party e.g., prices, discounts, rebates, profits, methodologies and process information, etc. |
| Contract Management | The process that ensures both parties to a contract that fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money. |
| Council Staff/Officer | Includes full-time and part-time Council officers, and temporary employees, contractors and consultants while engaged by Council. |
| Financial Delegation | The authority to purchase goods and services on behalf of Council. |
| Goods and Services Tax (GST) | A 10% consumption tax on most goods and services. An enterprise must have an ABN and be registered for GST before GST can be applied. |

| | |
|-----------------------------------|--|
| Local Content | Includes the purchases of works, goods and/or services and/or labour from a business that is based within the boundaries of MSC. |
| Local Supplier | A supplier whose business is within the boundaries of MSC. For large organisations, this definition of local supplier is limited to the section or unit of the organisation that is submitting the tender. |
| MSC | Moorabool Shire Council |
| Procurement | Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract. |
| Probity | The dictionary definition of probity refers to uprightness, honesty, proper and ethical conduct and propriety in dealings. Within government, the word "probity" is often used in a general sense to mean "good process." A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably. |
| Standing Offer Arrangements (SOA) | A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services. |
| Sustainability | Activities that meet the needs of the present without compromising the ability of future generations to meet their needs. |
| Quotation | A written and/or verbal offer to Council to carry out works, provide services or supply goods at a stated price. |
| Tender Process | The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer. |
| Superintendent | The person appointed by Council to exercise powers and duties defined in a particular contract and to administer the contract. |
| Value for Money | Value for Money in Procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"> ▪ contribution to the advancement of Council's priorities; ▪ non-cost factors such as fitness for purpose, quality, service and support; and ▪ cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works. |

2. EFFECTIVE LEGISLATIVE AND POLICY COMPLIANCE AND CONTROL

2.1 Ethics and Probity

2.1.1 Requirement

Council's procurement activities will be performed with integrity and in a manner able to withstand the closest possible audit scrutiny.

2.1.2 Conduct of Councillors and Council Staff

2.1.2.1 General

Councillors and Council staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity; and
- be able to account for all decisions and provide feedback on them.

Council staff who are responsible for managing or supervising contracts are prohibited from performing any works under the contract they are supervising.

2.1.2.2 Members of Professional Bodies

Councillors and Council staff belonging to professional organisations shall, in addition to the obligations detailed in this policy, ensure that they adhere to any code of ethics or professional standards required by that body.

2.1.3 Tender Processes

All tender processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act.

2.1.4 Conflict of Interest

Councillors and Council staff shall at all times avoid situations in which private interests conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

The Local Government Act defines and provides examples of conflicts of interest in sections 77A to 78E.

Councillors and Council staff shall not participate in any action or matter associated with the arrangement of a contract (i.e. evaluation, negotiation, recommendation, or

approval), where that person or any member of their immediate family has a significant interest, or holds a position of influence or power in a business undertaking tendering for the work.

The onus is on the Councillor and the Council officer involved being alert to and promptly declaring an actual or potential conflict of interest to Council.

Where a direct or indirect conflict is identified, Attachment 1 to this policy (Procurement Disclosure of Conflict of Interest form) must be completed and submitted to Council's Governance Team and will be held on a central register. The register will be audited annually by the CEO.

2.1.5 Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

2.1.6 Accountability and Transparency

Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore the processes by which all procurement activities are conducted will be in accordance with Council's procurement policies and procedures as set out in this policy and other related, relevant Council policies and procedures.

Additionally:

- all Council staff must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by Council and provide feedback on them; and
- all procurement activities are to provide for an audit trail for monitoring and reporting purposes.

2.1.7 Disclosure of Information

Commercial in Confidence information received by Council must not be disclosed and is to be stored in a secure location.

Councillors and Council officers are to protect, by refusing to release or discuss the following:

- Allocated Council budgets for proposed tenders;

- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is Commercial in Confidence information; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Councillors and Council officers are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised other than authorised pre-contract negotiations.

2.2 Governance

2.2.1 Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or external source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council officers must not authorise the expenditure of funds in excess of their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

All Council Officers have a responsibility to ensure that this Procurement Policy and associated procedures are adhered to.

2.3 Achieving Value for Money

2.3.1 Requirement

Council's procurement activities will be carried out on the basis of obtaining Value for Money.

This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability, accessibility and delivery considerations. Lowest price is not the sole determinate of value for money, and Council is not required to accept the lowest tender.

Achieving best value also requires challenging the need for the procurement and the way in which the service may be reconfigured to achieve improvements in service delivery, comparing service provision options against all those available, consulting with key stakeholders and ensuring competition in the open market.

Achieving best value for money must be the basis of all procurement decisions within Council.

2.3.2 Approach

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the lifecycle;
- effective use of competition;
- using aggregated contracts and SOAs where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- developing cost efficient tender processes including appropriate use of e-solutions;
- Council staff responsible for providing procurement services or assistance within Council providing competent advice in terms of available approaches and agreements; and
- working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired.

2.3.3 Support of Local Business

Council is committed to generating, supporting and buying:

- from local businesses;
- from businesses outside the boundaries of MSC, who purchase goods and/or services from local suppliers and/or who use local labour;
- has a preference for Australian made products and goods.

Support to Local Business and Australian made products and goods will be achieved through local price preferencing of 5% to obviate additional fees and charges (E.g.: cartage, transport, postage and handling). Every reasonable effort will be given to seek local quotations and to ensure that local suppliers are aware of current and upcoming tenders.

2.4 Internal Controls

Council have a framework of internal controls over procurement processes that ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement.

2.5 Procurement methods according to amount

| Threshold Amount (Inc. GST) | Available Methods |
|---|--|
| 1. \$0 - \$100 | <ul style="list-style-type: none"> ▪ **MSC Purchase Card ▪ Petty Cash (Employee Reimbursement Form) ▪ Purchase Order (electronic) ▪ Request for Payment |
| 2. \$101 - \$5,000 | <ul style="list-style-type: none"> ▪ **MSC Purchase Card (<\$2,500) ▪ Purchase Order (electronic) (in conjunction with 1 verbal quote) ▪ Request For Payment |
| 3. \$5,001 - \$50,000 | <ul style="list-style-type: none"> ▪ **Purchase Order (electronic) (in conjunction with a request for a minimum of 3 Written Quotations) ▪ Request for Payment |
| 4. \$50,001 - \$150,000 (Goods and Services) or \$200,000 (Carrying out of works) | <ul style="list-style-type: none"> ▪ **Purchase Order (electronic) (in conjunction with an approved project brief and a request for a minimum of 3 Written Quotations) ▪ Request for Payment ▪ Tender (electronic) (Optional) |
| 5. \$150,000 + (for Goods and Services) or \$200,000 + (Carrying out of works) | <ul style="list-style-type: none"> ▪ **Tender (electronic) (Compulsory – in accordance with LGA 1989 S186) |

** Denotes Council's preferred method of procurement

Tenders can be one-stage, multi-stage, and/or one-part or multi-part.

An Expression of Interest (EOI) may be appropriate prior to issuing a tender.

2.5.1 Purchase Orders

Purchase orders (electronic) must be raised prior to engaging the supplier or prior to the goods or services being received or provided. A copy of the purchase order must be provided to the supplier and the purchase order number has to be quoted on their invoice. This ensures that invoices received by Accounts are easily identified and directed to the appropriate authorising Council Officer and approved for payment in a timely manner.

2.5.2 Other Procurement Methods

Council may also use aggregated purchasing arrangements with:

- other Councils;
- Municipal Association Victoria Procurement (MAV);
- Procurement Australia (PA – formerly known as MAPS Group and Strategic Purchasing); or
- Victorian State Purchasing Board (whole of Government Contracts).

The Minister may, from time to time, grant Section 186 exemptions to Local Government for the provision of goods or services.

Section 186(5) provides for circumstances where Section 186(1) does not apply. For Example: In the event of an emergency Council can resolve that a contract must be entered into without first undertaking a public tender process.

2.5.3 Exceptions To Requirement To Obtain Quotations

It is recognised and understood that in some circumstances quotations will be impractical to seek and obtain. Some of these circumstances include:

- Emergency works and circumstances;
- Existing IT hardware and software;
- Exempt payments (insurance premiums, workcover etc); and
- Other extraordinary circumstances.

In such circumstances, the employee responsible must obtain approval from the relevant General Manager. This clause doesn't apply to the requirement to tender under the Local Government Act unless exempt.

2.6 Payment Terms

Council's standard payment terms are 28 days from the date of the invoice and 14 days for local suppliers. Council's payment terms override supplier's terms and the supplier should be informed of this at the time of engagement. Alternative arrangements may be made within contract documents.

Council's preferred method of payment is Electronic Funds Transfer.

2.7 Delegation of Authority

2.7.1 Requirement

Delegations define the limitations within which Council Officers are permitted to work. Delegation of procurement authority allows specified Council Officers to approve certain purchases, and quotation, tender and contractual processes without prior referral to Council. This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Procurement delegations ensure accountability and provide confidence to Council and the public that procurement activities are dealt with at the appropriate level.

As such, Council has delegated responsibilities as detailed below relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotes and tenders and for Contract Management activities.

2.7.2 Delegations - Council Officers

Council shall maintain a documented scheme of procurement delegations, identifying Council Officers authorised to make such procurement commitments in respect of goods, services and works on behalf of Council and their respective delegations contained in Financial Delegations policies for:

- acceptance of tenders
- acceptance of quotes
- contract term extensions (within authorised delegation limit)
- contract amendment (non-financial)
- contract amendment (financial)
- appointment to register of pre-qualified suppliers
- credit card purchases

- procedural exceptions

2.7.3 Delegations - Reserved for Council

Commitments and processes which exceed the CEOs delegation and which must be approved by Council are:

- signing and sealing of contract documents (unless provided for in a Council resolution);
- tender recommendations and contract approval for all expenditure in excess of the CEOs Financial Delegation; and
- contract term extensions in excess of the CEOs Financial Delegation.

3 CODE OF CONDUCT

This policy is to be read in conjunction with the “Employee, Volunteer & Contractor Code of Conduct” and the “Councillors Code of Conduct”.

Any breach of this policy will be addressed in accordance with the “Counselling & Disciplinary Action Policy”.

4 RELATED LEGISLATION/POLICIES/GUIDELINES INCLUDE BUT ARE NOT LIMITED TO:

Australian Competition and Consumer Commission (ACCC)
A New Tax System (Goods and Services Tax) Act 1999
Local Government Act 1989
MSC Councillors Code of Conduct
MSC Fraud Prevention Plan
MSC Counselling & Disciplinary Action Policy
MSC Employee, Volunteer & Contractor Code of Conduct
MSC Finance 1 Procedures
MSC OH&S Policy
Municipal Association of Victoria (MAV) Model Procurement Policy (August 2011)
Trade Practices Act 1974

5 CONTINUAL IMPROVEMENT/REVIEW

Council is committed to continuous improvement and will review the Procurement Policy to ensure that it continues to meet its wider strategic objectives as follows:

- on an annual basis in accordance with the LGA Section 186A(7), and
- when amendments that affect the scope and effect of this policy are made to the Legislative Power / Requirements.

6 COMPLAINTS

Any complaints in relation to procurement activities at Moorabool Shire Council are to be directed to the General Manager Infrastructure as follows:

Phone: (03) 5366 7100
Fax: (03) 5368 1757
Email: info@moorabool.vic.gov.au

7 POLICY OWNER AND CONTACT DETAILS

Moorabool Shire Council's Finance Manager is the designated owner of this Policy. For further information on the Policy, please contact Council via email info@moorabool.vic.gov.au or phone (03) 5366 7100.

8 ATTACHMENT

Form 1 – Procurement Disclosure of Conflict of Interest Form

PROCUREMENT DISCLOSURE OF CONFLICT OF INTEREST FORM

File Number: 02/01/008

I, _____ hereby disclose a conflict of interest in the following matter:

The nature of the interest is Direct Interest Indirect Interest

The type of interest is: Tick relevant interest

- A close association as specified in Section 78
- An indirect financial interest as specified in Section 78A
- A conflicting duty as specified in Section 78B
- Received an applicable gift as specified in Section 78C
- Become an interested party as specified in Section 78D
- A residential amenity that may be altered as specified in Section 78E

Note: All references to Sections are references to sections in the [Local Government Act 1989](#).

The specific nature of the interest is as follows:

Actions taken to address conflict were as follows:

Printed Name _____

Signed _____ Date _____

Note: Completed form to be submitted to the Governance Unit.

11.4.3 Roads - Shoulder Maintenance

Introduction

Author: Sam Romaszko
General Manager: Phil Jeffrey

Background

At the Ordinary Meeting of Council on Wednesday 02 August 2017, Council put forward a Motion in relation to shoulder maintenance within the municipality as detailed below;

That a report comes back to Council that details our intervention levels on shoulder maintenance.

CARRIED.

Council is responsible for the maintenance and management of unsealed shoulders within the municipality. This equates to approximately 748km of our road network (being 1496km of shoulders, both sides of the road).

Road Management Plan

Moorabool Shire Council is a Road Authority as defined in Section 37 of the Road Management Act 2004 (RMA), and under this legislation, road authorities may choose to develop and publish a Road Management Plan (RMP).

The RMP and is an operational document that provides road users with an overview of Council's road management policy and maintenance practices, and typically defines;

- the road assets which Council maintains on behalf of the community
- the responsibilities of Council in relation to management of road assets
- standards of performance in relation to the maintenance of road assets considering available resources
- policies and procedures in relation to the ongoing risk inspection of road assets
- intervention levels and associated response times for Council to address defects

Whilst the development of a RMP is optional, it is commonplace for Council's to have such a document in place as it is designed to:

- Meet the legislative requirements of the Act
- Mitigate risk and manage civil liability
- Demonstrate Council is responsibly managing road assets
- Define the hierarchy of road assets (roads, bridges and footpaths) and associated levels of service
- Manage community expectation in relation to required maintenance works

Council adopted the current RMP on 07 June 2017.

Maintenance Activities

Council undertakes shoulder maintenance activities in accordance with the adopted RMP. Inspection frequencies and response timeframes for rectification works beyond intervention are categorised based on the associated road hierarchy.

As detailed within the RMP, intervention levels associated with shoulder assets include;

- Potholes in the shoulder of a sealed pavement (with a seal width of <5m), where the pothole is >150mm in depth and/or >500mm in diameter
- Edge drops onto unsealed shoulder > 100mm
- Edge break that is >300mm laterally over a 50m length from the nominated seal line

Budget

The budget allocation for maintenance activities associated with shoulder grading this financial year is \$68,965, which is used to perform rectification works on shoulder defects as identified through RMP inspections. This equates to an average maintenance allocation of \$46 per lineal kilometre across the shoulder network.

Council's annual Capital Improvement Program includes a shoulder resheeting program. This program aims to rehabilitate shoulders and typically includes the placement of gravel, improvements to drainage, and tree trimming if necessary. The 2017/18 budget allocation in this program is \$101,983 and provides an upgrade to 5.5km of the shoulder network (or 0.3%).

Proposal

Council is responsible for the maintenance and management of unsealed shoulders within the municipality. This equates to approximately 748km of our road network (being 1496km of shoulders, both sides of the road).

Maintenance of the shoulder network is undertaken in accordance with the Road Management Plan that was formally adopted by Council on 07 June 2017.

Policy Implications

The 2017-2021 Council Plan provides as follows:

Strategic Objective Providing good governance and leadership

Context Our assets and infrastructure

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

Financial Implications

There are no financial implications associated with this report.

Risk & Occupational Health & Safety Issues

There are no Risk or Occupational Health and Safety issues associated with the recommendation within this report.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Officer's Declaration of Conflict of Interests

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

General Manager – Phil Jeffrey

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

Author – Sam Romaszko

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

Conclusion


Following a Notice of Motion raised at the Ordinary Meeting of Council on Wednesday 02 August 2017, this report has been prepared that provides an overview of maintenance activities undertaken on the shoulder network.

Recommendation:

That Council receives the report in relation to intervention levels associated with Road Shoulder Maintenance practices.

Report Authorisation

Authorised by:

Name: Phil Jeffrey 
Title: General Manager Infrastructure
Date: Friday, 15 September 2017

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:

- Assembly of Councillors – Wednesday 9 August 2017 – Grants and Tourism Events
- Assembly of Councillors – Wednesday 16 August 2017 – Role of Mayor, Deputy Mayor and Councillors
- Assembly of Councillors – Wednesday 16 August 2017 – Draft Priority Project and Advocacy to December 2018
- Assembly of Councillors – Wednesday 6 September 2017 – Audit and Risk Committee Presentation of Financial and Performance Statements

Recommendation:

That Council receives the record of Assemblies of Councillors as follows:

- **Assembly of Councillors – Wednesday 9 August 2017 – Grants and Tourism Events**
- **Assembly of Councillors – Wednesday 16 August 2017 – Role of Mayor, Deputy Mayor and Councillors**
- **Assembly of Councillors – Wednesday 16 August 2017 – Draft Priority Project and Advocacy to December 2018**
- **Assembly of Councillors – Wednesday 6 September 2017 – Audit and Risk Committee Presentation of Financial and Performance Statements**

Attachment - Item 12.1

Assembly of Councillors



| | |
|--------------|---|
| Date: | Wednesday 9 August, 2017 |
| Venue: | Council Chambers, Ballan |
| Councillors: | Cr. Edwards (Mayor) Cr. Bingham Cr. Dudzik Cr. Keogh Cr. Sullivan Cr. Tatchell |
| Officers: | Danny Colgan; Satwinder Sandhu; Kirsty Doncon |
| Apologies: | Cr. Tatchell; Cr. Toohey; Rob Croxford; Phil Jeffrey |

- 1. Assembly opened at: 5.30pm**
- 2. Disclosure of Conflict of Interests - Nil**

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

- 3. Item Notes:**

| |
|----------------------------------|
| Grants and Tourism Events |
|----------------------------------|

Assembly closed at: 6.30pm

Signed

A handwritten signature in black ink, appearing to be "S. J. O.", is written over a horizontal dotted line.

Date: 18 August, 2017

Assembly of Councillors



| | |
|--------------|---|
| Date: | Wednesday 16 August, 2017 |
| Venue: | James Young Room, Lerderderg Library, Bacchus Marsh |
| Councillors: | Cr. Edwards (Mayor) Cr. Bingham Cr. Keogh Cr. Sullivan Cr. Tatchell Cr. Toohey (via telephone) |
| Officers: | Rob Croxford; Phil Jeffrey; Danny Colgan; Satwinder Sandhu |
| Apologies: | Cr. Dudzik |

1. Assembly opened at: 5.25pm

2. Disclosure of Conflict of Interests - Nil

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

3. Item Notes:

Draft Priority Projects and Advocacy to December 2018

Assembly closed at: 6.15pm

Signed

A handwritten signature in blue ink, appearing to read "Rob Croxford".

.....
Rob Croxford
Chief Executive Officer

Date: 16.08.17

Assembly of Councillors



| | |
|--------------|---|
| Date: | Wednesday 16 August, 2017 |
| Venue: | James Young Room, Lerderderg Library, Bacchus Marsh |
| Councillors: | Cr. Edwards (Mayor) Cr. Bingham (5.08pm) Cr. Keogh Cr. Sullivan Cr. Tatchell (4.58pm) Cr. Toohey (via telephone) |
| Officers: | Rob Croxford; Phil Jeffrey; Danny Colgan; Satwinder Sandhu |
| Apologies: | Cr. Dudzik |

1. Assembly opened at: 4.43pm

2. Disclosure of Conflict of Interests - Nil

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

3. Item Notes:

Role of Mayor, Deputy Mayor and Councillors

Assembly closed at: 5.24pm

Signed

A handwritten signature in blue ink, appearing to read "Rob Croxford".

.....
Rob Croxford
Chief Executive Officer

Date: 16.08.17

Assembly of Councillors

| | |
|--------------|--|
| Date: | Wednesday 6 September, 2017 |
| Venue: | James Young Room, Lerderderg Library, Bacchus Marsh |
| Councillors: | Cr. Edwards (Mayor) Cr. Bingham (4.45pm) Cr. Keogh Cr. Sullivan |
| Officers: | Rob Croxford; Phil Jeffrey; Steve Ivelja |
| Apologies: | Cr. Dudzik; Cr. Tatchell; Cr. Toohey |

1. Assembly opened at: 3.47pm

2. Disclosure of Conflict of Interests - Nil

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

3. Item Notes:

Audit & Risk Committee Presentation of Financial and Performance Statements

Assembly closed at: 4.35pm

Signed



.....
Rob Croxford
Chief Executive Officer

Date: 06.09.17

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 |
|---|---------------------|-------------------------------|
| Lal Lal Soldiers' Memorial Hall Committee of Management | 11 September 2017 | Community Members |
| Greendale Recreation Reserve Committee of Management | 14 September 2017 | Cr. Toohey |
| Maddingley Park Committee of Management | 29 August 2017 | Community Members |

Recommendation:

That Council receives the reports of the following Section 86 - Delegated Committees of Council:

- **Lal Lal Soldiers' Memorial Hall Committee of Management meeting of Monday, 11 September 2017.**
- **Greendale Recreation Reserve Committee of Management meeting of Thursday, 14 September 2017.**
- **Maddingley Park Committee of Management meeting and Annual General meeting of Tuesday, 29 August 2017.**

Attachment - Item 12.2(a)

LAL LAL SOLDIER'S MEMORIAL HALL COMMITTEE

MEETING: 4 September 2017

Meeting opened: 7:40 pm

Present: Cr. Tom Sullivan, Geoff Hewitt, John McAuliffe, Engels Leoncini (chair), Ursula Diamond-Keith, Graeme Diamond-Keith, Kristina Kitchingman, John Crick, Anne Crick, Colleen Henriksen

Apologies: Colleen Henriksen (late), Alan Kitchingman, Cas Fergus

The minutes of the meeting 31/7/17 were approved.

Moved: G. Hewitt

Seconded: J. McAuliffe

BUSINESS ARISING

1. Moorabool Wind Farm Community Fund

- Noted report from Landcare meeting re general support for applying for grants.

TREASURER'S REPORT

Statement of financial position as at 31 August 2017

| | | | |
|---|---------------|----------------|----------------|
| Balance at Bank 01 July 2017 | | 5948.2 | |
| | | | 4 |
| Income | | | |
| Interest Received Bendigo Bank | 5.14 | | |
| Hall Hire - Rodger | 100 | | |
| Leocinni | 100 | | |
| Lorraine Emmins Line Dancing | 50 | | |
| Donations - Christmas in July | 11 | | |
| | 308.7 | | |
| GST Refund - Moorabool Shire | 5 | | |
| | <u>574.89</u> | 6523.13 | |
| Expenditure | | | |
| Electrodry - Hall Floors | 1228 | | |
| Ballarat Blinds and Curtains - E Port Charger | 30 | | |
| Foodworks - Food for Christmas In July | 4.85 | | |
| Officeworks - Roll of Dishcloths- Hall & Jumbo Marker - Christmas In July | 34.2 | | |
| Ryans IGA - Food for Christmas In July- | 10.7 | | |
| The Reject Shop - Ribbon & Tape - Christmas in July | 3.25 | | |
| Big W - Craft Items & Activity Prizes - Christmas in July | 31.5 | | |
| Riots Arts & Craft - Craft Items - Christmas in July | 0.5 | | |
| Harris Scarf - Can Opener & Grater | 39.4 | | |
| Coles - Gift Voucher Anne Beggs Sunter | 50 | | |
| Woolworths - Fly Spray x 6 Cans | 59.95 | | |
| Off The Pellet - Bowls & Utensils | 96.9 | | |
| Bunnings - Rubbish Bins & BBQ Tongs | 75.9 | | |
| Betta Bargain - Teatowels | 10 | | |
| Lal Lal Automotive - Gas | 330 | | |
| Origin Energy - Electricity | <u>243.35</u> | | |
| | | 2248.5 | 4274.63 |
| Balance at Bank 31 August 2017 | | | 4274.63 |

Moved: G. Hewitt

Seconded: K. Kitchingman

Carried

CORRESPONDENCE IN

1/8/17: K. Doncon, reply re BGM promotion and Councillor availability

16/8/17: K. Doncon, re AGM notice arrangements

20/8/17: U. Diamond, agenda item

21/8/17: K. Doncon, leaflet collection update
, notice of leaflet drop off

22/8/17: Shire, operational funding and acquittal requirement

25/8/17: K. Doncon, response to AGM guidelines
: R. Carter, proxy vote

4/9/17: C. Henriksen: Treasurer's report and apology

CORRESPONDENCE OUT

1/8/17: K. Doncon, details for BGM

2/8/17: Committee members, draft minutes 31/7

16/8/17: Tourism & Events Officer, Moorabool events application form

: K. Doncon, BGM details for leaflet copy

: K. Doncon, BGM leaflet draft to copy

21/8/17: K. Doncon, thanks for leaflet assistance and request re Councillor for AGM

24/8/17: K. Doncon, requesting info re Councillor for AGM

K. Doncon, AGM agenda and suggested election guidelines

28/8/17: Committee members & T. Sullivan, AGM & Ordinary meeting agendas (4/9)

BUSINESS ARISING FROM CORRESPONDENCE

1. Acquittal form

Engels to complete form and return by due date

REPORTS

1. Maintenance

- The meeting noted general satisfaction with the *Electrodry* refreshment of the wood floor surface and the related need to check the cleaning materials for suitability.
- Engels reported that the back door had become unhinged and had been temporarily repaired. An onsite inspection with Mick Gorfine (Shire) had also identified a spongy section of flooring in the male toilet. Both items are to be repaired by the Shire.
- A delay switch has been installed near the front door and is operational.
- John has undertaken the listed plaster repairs and realigned several doors.
- Stage steps noted as slippery in dark or with wet shoes

Arising:

1. John to label power switches with relevant directions
2. John to purchase paint of like colour to repaint patched walls
3. Safety strips to be installed on stage steps as requested

2. Hall Hire

No additional bookings to the current list.

Arising:

1. John to check toilet paper in preparation for the local school's Arts Week activities 12-13/9. Hand towelling already checked.

3. Projects:

1. Maker's & Grower's Market

- 46 stalls booked, including all inside hall.
- Applications are to be emailed 5/9
- Need more produce stalls
- Pending permission to use hotel paddock. Plan B to use grounds behind hall, Vaughn St and part of school
- CFA managing the BBQ
- Activities: Sheep shearing demonstration
Blacksmithing demonstration
CFA Juniors competition
Proposed tug of war competition in planning

Arising:

- Need to check onsite for best placement of public address system
- Advertising to note that the Lal Lal Soldier's Hall Committee is the responsible organising body, including print and online media
- Sandwich boards and other public notices to be updated and displayed from the beginning of October
- Kristina to follow up possibility of *Moorabool News* promotion being a community event ad.
- Engels to follow up similar community advertising with *The Ballarat Courier*.

2. ANZAC Memorial Park Opening

- Kristina requested volunteers to review memorial booklet layout and photographs prior to printing

Arising: Ursula and Geoff to meet with Kristina for review 2pm Monday 11 September

4. Friends of the Lal Lal Railway Station

- Now a sub-committee of the Lal Lal Landcare Group.
- No communication with those signed up since earlier notification that Landcare membership was required for individuals joining the committee (no longer required).
- Noted lack of communication with members of previous 'Friends of...' group and resulting repetition of work undertaken.
- Possibility of the Committee seeking a representative discussed.

Arising: Secretary to request that the new sub-committee forward copies of its minutes to the Hall Committee so the broader community can keep in touch with developments

GENERAL BUSINESS

1. Shire communication with the local community

- Noted that Moorabool Matters and other outlets rarely noted Lal Lal events or activities despite notice of them being regularly forwarded to the Shire.
- The local community no longer had a distribution point for *Moorabool News* which meant that relevant public notices were not readily communicated to the local community.
- Despite longstanding and ongoing requests the Shire did not provide copies of relevant public notices for placement on the local community information board. The latest notice re immunisation was noted as an example of a public notice that warranted distribution from the local school as well as being available on the community information board.

Arising: Tom Sullivan undertook to follow up on both issues and communicate the results to the secretary.

2. Winter Community Grants application notice.

- The time line was too short for submitting an application for a capital works grant for the stage renovation as the costings and design preparations have not been completed.
- The possibility of an events program, separate from or connected to the annual market was discussed.
- A range of potential priorities for capital grant applications were identified:
 - (i) Installation of Wi-fi for use by groups and other public presentations

- (ii) The design and installation of a tourist information board separate from the public notice board
- (iii) Installation of solar panels to reduce energy costs
- (iv) Reverse cycle air conditioning system

Arising:

1. It was agreed to submit an application for the stage & storage upgrade in the next round of capital grants
2. It was agreed that the History sub-committee and/or Social sub-committee develop a proposal for an annual festival event for application for an events grant in 2018.

3. Protecting the School memorial tree in the ANZAC Memorial Park

- It was noted that the goat from the property next to the hall was not tethered and repeatedly, jumped the fence and had chewed at the memorial tree recently planted by the school children.
- The existing protective barrier provided by the Shire to restrict that happening was not proving sufficient to the task.

Decision: It was agreed that John McAuliffe contact the Shire to have action taken so that the owners are obliged to restrain the goat and prevent further attacks on the memorial tree.

4. Water tower and adjacent dam

- The issue of developing the pond and tower area as a picnic area was raised as a project.
- It was noted that the proposal was also raised in the Moorabool 2014 discussions concerning the township's future layout and formed part of the Hall Committee's Action Plan.

Arising: That the proposal be a future point of discussion for community development based on the model used for the ANZAC Memorial Park.

5. ANZAC Memorial garden proposal

- Ursula reported that John Harrison, Ballarat horticultural Society member, is willing to assist in the design and planting ideas for the proposed garden.

Arising: Ursula is to organise an on-site assessment with John Harrison and committee members to be notified of the date.

6. Avenue of Honour history

- Michael Taffe believes the reported 1915 first planting may have been a misprint and suggests the only other possible source of information may be the School Gazettes published between 1915 and 1917.
- He is willing to meet with the Committee and talk about the Avenue.

Arising: The Committee will follow up that opportunity for a presentation by Michael Taffe to an early meeting in 2108.

NEXT MEETING: 7:00pm Tuesday, 3 October

Focus: Makers & Growers market preparations

Attachment - Item 12.2(b)

Greendale Reserves Committee of Management

| | | |
|------------------------------|---|------------------|
| Attendees: | Phil O'Keefe, John Speed, Paul Hilder , Eddie Salwe, | |
| Apologies: | Nick Myrianthis, | |
| Date & Time: | Thursday 14 TH September 2017, 7.30pm | |
| | Speed residence | |
| | | |
| Issue | Action | Timeframe |
| | | |
| Previous minutes | August 2017 minutes were confirmed | |
| Matters arising | | |
| | | |
| Egan's Reserve | Issue raised of visitors who use Egan's Reserve, lighting fires for warmth adjacent to the rotunda & playground, Waiting for MSC to erect signs prohibiting lighting of fires. 2 SIGNS DELIVERED, CoM to erect 1 at pedestrian gate, 1 at Rotunda - DONE | |
| Windshield at rotunda | CoM resolved to glaze two panels adjacent to BBQ. Quote from Simon Ross \$1232 supplied & fitted for 2 panels, excluding mouldings. To be funded by summer grant. Simon Ross confirmed price of \$3283.50 inc GST 28/6 – 3 panels of glass including fitting of mouldings to suit. Eddy has located paint . Need to confirm purchase of mouldings. | |
| MSC induction for volunteers | Public session scheduled for November 2016. – POSTPONED to 5 th & 6 th June2017 On-line version now available. John to contact MSC re access to online induction. DONE - Members to complete | |
| 80 – 90 Long Gully Rd | The easement between these 2 properties, which provides access to Maddison Lane Reserve has been fenced off. Ian Waugh has referred to Governance at MSC. NO RESPONSE FROM GOVERNANCE | |
| | Dispenser for bags to collect dog's droppings required for Egan's Reserve . J Speed to follow up with MSC. NO RESPONSE FROM MSC | |
| | New soft fall required under play equipment at Egan's Reserve. J Speed to advise MSC. NO RESPONSE FROM MSC | |
| | | |
| | | |
| | | |
| Treasurers report | No report available | |
| Locks for Egans Reserve | Eddie has supplied padlocks for the big gates at Egan's Reserve & given keys to CoM members. Padlocks to be "daisy chained" to MSC Abloy locks. Completed by Eddy. MSC Abloy key to be removed from set at Greendale Pub to prevent lock & chain being stolen. Abloy key to be kept in storeroom at toilet block. (Eddy) | |
| | | |
| Correspondence | I | |
| | | |

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|---------------------------|--|--|
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| | | |
| General Business - | | |
| | | |
| | | |
| Summer Grant | Exercise equipment to be selected – Chin-up bar suggested – Phil has located a supplier & requested a quote. Garden planting under Egans sign – Paul to purchase. Sleepers required to edge. Remarking of lines on tennis courts, cricket pitch – deferred CoM to meet at Reserve Fri 22/9, 10am, to finalise garden plan and mouldings for windows | |
| | | |
| | | |
| Next meeting | Thursday 19/10/17, 7.30pm Greendale CFA | |
| | Meeting closed 9pm | |
| | CFA = C1950Z | |
| | | |
| | | |

Proposed for Master Plan 2016 to 2021
Table of Works

| Recommendation | Priority | Cost (approx.) |
|--|-----------------|-----------------------|
| Community centre / Bushfire Shelter | High | \$500,000 |
| Replace fencing and create new main entrance | High | \$10,000 |
| Upgrade of toilet block and new storage facility | High | \$90,000 |
| Water reticulation system | High | \$50,000 |
| Installation of new BBQ and seating area | High | \$15,000 |
| Solar panels for rotunda at Egan's Reserve | High | \$10,000 |
| Additional glazing for rotunda | High | \$2,000 |
| Improved disabled access | Medium | \$5,000 |
| Line marking, new basketball rings | Medium | \$3,000 |
| Plan and implement improved vehicle parking facilities and pedestrian access | Medium | \$10,000 |
| Extra outdoor exercise equipment | Medium | \$2000 |
| Completion of landscaping / drainage around tennis court | Medium | \$1,000 |
| Re-laying and marking of cricket pitch | Medium | \$1,000 |
| Installation of shade structure over playground | Medium | \$15,000 |
| Repaint lines tennis courts, | Medium | \$500. |
| | | |

Attachment - Item 12.2(c)

Maddingley Park Committee of Management

ANNUAL GENERAL MEETING

Meeting date: Tuesday 29th August 2017 at 7pm

Meeting venue Lerderderg Library

Chairperson: Russell Hendry/David Edwards

Present: Russ Hendry, Peter Sutherland, Heather Chambers, Peter Wakefield, Dotty Hazell, Darren Smith, Pamela Pinney, Michael Love, Mayor David Edwards.

Apologies: Gary Coles

- Previous Chairman Russell Hendry introduced Mayor David Edwards to Chair the meeting.
- Mayor Edwards declared all positions vacant and called for nominations for Chair, Secretary and Treasurer. The following appointments were made:
 - **Chair:** Russell Hendry , moved Peter Wakefield seconded Michael Love
 - **Secretary:** Michael Love, moved Heather Chambers seconded Darren Smith
 - **Treasurer:** Peter Wakefield moved Russell Hendry seconded Peter Sutherland
- Meeting closed at 7.10 pm.

Maddingley Park Committee of Management

Minutes

Meeting date: Tuesday 29th August 2017

Meeting venue: Lerderderg Library

Chairperson: Russell Hendry/David Edwards

Meeting started at 7.10pm and finished at 8.20pm

Present: Russ Hendry, Peter Sutherland, Heather Chambers, Peter Wakefield, Dotty Hazell, Darren Smith, Pamela Pinney, Michael Love

Apologies: Gary Coles

Guest: Mayor David Edwards

1. **Minutes from previous meeting**

The minutes of the previous meeting – 20th June 2017 were approved on a motion by Michael Love seconded by Dorothy Hazell.

2. **Business arising**

- Mayor Edwards advised that we approach Council for Ward funds to finance BBQs.
- Footpath along in Station St to commence soon.
- Art in the Park – update given by Pamela
- Policy for park hire to update
- SWL-work placement on Fridays with Heather 8th/22nd
- No smoking signs in the park. Signs supplied by Dotty and installed by Darren for football areas.
- Master Plan-nothing has been done
- Rose garden visitors – Pamela raised the interest in the unique rose planted in the Neur
- Siberia more functional
- Lions train available for hire and ok to use on the 17th September by the BMJFNC
- Lock up shed -key to gate
- Community Grant opens this Friday-\$5000

3. **Finance**

Finance report was circulated.

Moved Peter Wakefield seconded Peter Sutherland that the accounts as presented be approved.

4. **Correspondence/Hire Requests**

- **Inwards**

- 045 Sam Romaszko – details of extension contract specification
- 046 MSC inviting comments to Infrastructure Framework
- 047 Ian Waugh indicating they are still working on the AMA for signing and also requesting written request to changeover oval maintenance and an accompanying motion

- **Outwards:**

- 036 Acquittal, financials and Chairs report for EOY as required under delegation
- 037 To Ian Waugh re AMA meeting notes
- 308 to Mitch Jenkins with revised AMA for approval.

Moved Peter Wakefield seconded Darren

Smith that the inwards be received and outwards approved

5. **Hire Requests/Upcoming events**

Hot Rodders October 2107

Strawberries and Cherries Festival Jazz People

6. **Projects Update**

- **Clubroom Extension & Toilet** - At a 15th August Meeting attended by Cricket and football reps, Chair and Club presidents, MSC presented a new architectural design. Concerns raised were that this new design will not meet deadline and cost. Awaiting feedback as completion date given was the end February 2018.

- Dividing wall in Kiosk for FOMP- waiting for Station St footpath completion.

7. **Art in the Park**

Covered. Pamela to send Michael a survey regarding art in the park

8. **Policy Issues**

It was discussed that our Park Hire for Major Events Policy should be reviewed and Ian Waugh to investigate.

9. **Council Budget Items**

- Parking along Station St – awaiting NBN resolution

10. **Facility Management:**

10.1 Maintenance issues

10.2 Ovals management - It was moved by Peter Wakefield and seconded by Darren Smith that the MPCoM hand over the maintenance of both

ovals and associated funding to MSC Parks and Gardens for the 2017-2018 financial year.

11. Other Business

- Bins in the park-
- Local food trucks-Heather
- **It was resolved** on a motion by Peter Wakefield seconded by Peter Sutherland that we become a host to sponsor 2 participants in the structured workplace learning program co-ordinated and overseen by Heather Chambers.

Meeting closed: 8.20 pm.

Next meeting: Tuesday 31st October 2017 – James Young Room at the library.

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 |
|------------------------------|---------------------|---|
| Social Development Committee | 20 September | Cr. Bingham Cr. Dudzik Cr. Tatchell |
| Navigators Community Centre | 12 September | Community Members |

Recommendation:

That Council receives the reports of the following Advisory Committees of Council:

- **Social Development Committee meeting of Wednesday 20 September 2017.**
- **Navigators Community Centre Annual General meeting of Tuesday, 12 September 2017.**

Attachment - Item 12.3(a)

MINUTES

SOCIAL DEVELOPMENT ADVISORY COMMITTEE

Wednesday 20 September, 2017

Council Chambers, Ballan

5.00pm – 6.00pm

MEETING OPENING

Danny Colgan, General Manager Social & Organisational Development, welcomed all and opened the meeting at 5.04pm.

1. PRESENT

| | |
|------------------|---|
| Cr Tonia Dudzik | Councillor - East Moorabool Ward |
| Cr Paul Tatchell | Councillor - Central Ward |
| Mr Danny Colgan | General Manager - Social & Organisational Development |
| Ms Claire Conlon | Manager - Active Ageing & Community Access |

APOLOGIES

| | |
|-------------------|----------------------------------|
| Cr Jarrod Bingham | Councillor - East Moorabool Ward |
|-------------------|----------------------------------|

APPOINTMENT OF CHAIR

It was noted that not all Committee Members were present and as such Cr Tonia Dudzik assumed the role of interim chair.

CONFIRMATION OF THE PREVIOUS MINUTES

Resolution:

That the Social Development Committee confirm the Minutes of the Meeting held Wednesday 19 July, 2017.

Moved: Cr Dudzik
Seconded: Cr Tatchell

CARRIED.

2. CONFLICT OF INTEREST

No conflicts of interest were declared at the meeting.

3. SOCIAL & ORGANISATIONAL REPORTS

3.1 Strategic Projects Update

Danny Colgan tabled a report on the Social & Organisational Development Directorate strategic projects. Most projects are scheduled for delivery this financial year with others to be delivered over a two year period or the life of the Council Plan 2017-2021.

3.2 Draft Service Review & Planning Report – Provision of Aged & Disability Services

Recommendation:

That the S86 Social Development Advisory Committee:

1. Receives the Draft Service Review and Planning Report – Provision of Aged & Disability Services for the purpose of review and feedback to officers.
2. Requests that the Draft Service Review and Planning Report – Provision of Aged & Disability Services (with any identified amendments) be presented to the November 2017 Ordinary Meeting of Council for endorsement for the purposes of community exhibition for a period of four weeks.

Resolution:

That the S86 Social Development Advisory Committee:

1. **Receives the Draft Service Review and Planning Report – Provision of Aged & Disability Services for the purpose of review and feedback to officers.**
2. **Refers the Draft Service Review and Planning Report – Provision of Aged & Disability Services to an Assembly of Councillors.**
3. **Requests that the Draft Service Review and Planning Report – Provision of Aged & Disability Services (with any identified amendments) be presented to the November 2017 Ordinary Meeting of Council for endorsement for the purposes of community exhibition for a period of four weeks.**

Moved: Cr Tatchell

Seconded: Cr Dudzik

CARRIED.

3.3 General Business

Resolution:

That a proposal be prepared for Government funding of a Men’s Behaviour Change Program for Moorabool.

Moved: Cr Tatchell

Seconded: Cr Dudzik

CARRIED.

4. DATE OF NEXT MEETING

Wednesday 15 November, 2017
Lerderderg Library, Main Street, Bacchus Marsh

5. CLOSE OF MEETING

The meeting closed at 6.10pm.

Attachment - Item 12.3(b)

6. Moorabool Shire Council Representative takes chair

Wayne invited Councillor Tom Sullivan to chair the next section on the meeting.

Tom thanked all volunteers of Navigators for keeping the facilities in such excellent condition, for the work done by volunteers and for those working on behalf of the community.

7. Committee of Management positions.

Tom declared all positions vacant and asked for names to be put forward for the position of;

President:

Wayne Austin – nominated by Oleaccepted.

Vice-President:

Debbie Barnett – nominated by David Reyne ----- accepted

Treasurer:

Ken Turner - nominated by Ole ---- accepted.

Secretary:

Ole Kelderman – nominated by David Reyne ----- accepted.

Tennis Club Representative: - Tarsha Gore nominated by David Reyne ... accepted

Ordinary Members:

David Tatman
David Reyne
Paul Mullane

Positions vacant but candidates had agreed willingness to be nominated – Marita Austin and Michael Clark .

Motion: Members Accepted

Paul Moved – Debbie Seconded .. carried

Cr Tom Sullivan accepts composition of new committee and hands chair to Wayne Austin as incoming president .

8. Meeting Closed 7:50 pm

General Meeting to follow after a short break.

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**17.1 Confidential Report****Recommendation:**

That pursuant to the provisions of the Local Government Act 1989, the meeting now be closed to members of the public to enable the meeting to discuss matters, which the Council may, pursuant to the provisions of Section 89(2) of the Local Government Act 1989 (the Act) resolve to be considered in Closed Session, being a matter contemplated by Section 89(2) of the Act, as follows:

- (a) personnel matters;
- (b) the personal hardship of any resident or ratepayer;
- (c) industrial matters;
- (d) contractual matters;
- (e) proposed developments;
- (f) legal advice;
- (g) matters affecting the security of Council property;
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;
- (i) a resolution to close the meeting to members of the public.

18. MEETING CLOSURE